

BHS Committee Events Guidance Note – Presenters and Speakers

This is a guidance note for topics and use of presenters at BHS Volunteer Committee Events. Full guidance on running BHS events and educational activities can be found in the '*BHS Guide to Running Events and Activities*'.

This guidance note provides information on the type of events that BHS Volunteer Committees can run and how to select presenters, trainers and speakers. This is not an exhaustive list and we know that many events such as Fun Rides, Tack Sales and other fundraising activities are an excellent way to involve people, but as they do not require external presenters they are not included in this note.

Throughout this note the term event includes those that are social and educational. It will be of particular benefit to BHS Events Officers and BHS Education Officers.

If after reading this note you are still unsure whether your event is appropriate, email volunteer@bhs.org.uk including in your local National/Regional Manager and we will ensure the appropriate team are consulted and a response is sent within one week.

Training or demonstration of equestrian practice

We must ensure that all deliverers have appropriate public liability insurance, qualifications and/or professional experience. For these reasons please select someone who meets the following criteria:

- Current member of the BHS, BD, BE or BS registers.
- Current or previous professional who has competed in any recognised equestrian sport.
- Event held at a BHS Approved Centre or Riding School, where possible.

Equine Health, Welfare and First Aid

The BHS Equine First Aid course must be delivered or adapted by a practising Veterinary Surgeon. The BHS Horse Health Course must be delivered by a BHSI or Accredited Professional Coach with Stable Managers Certificate.

The BHS Essential Horse Knowledge Certificate (EHKC) can be delivered by a BHS Accredited Professional Coach or Proprietor of a BHS Approved Centre who hold a minimum of BHS PTT and has attended a BHS EHKC trainers day.

You can deliver standalone talks or events on specific equine health or first aid subjects that are of relevance to your local area; these should be delivered by:

- Practising Veterinary Surgeon
- Academic currently employed or undertaking research at a recognised educational facility.
- Accredited Professional Coach

- Member of the BHS Welfare Department
- Equine Physiotherapist who is a member of ACPAT www.acpat.org or NAVP www.navp.co.uk
- Equine Chiropractor who is a member of BVCA www.bvca-uk.org

Equine Dental Theory and Care

You can organise practical or theoretical general and topic specific talks or events, provided they are delivered by:

- Practising Veterinary Surgeon
- Member of the British Association Of Equine Dental Technicians

Saddlery and Lorinery

Practical or theoretical events should be delivered by:

- Master Saddler
- Master Loriner

We do not recommend you deliver events solely focused on bitless theory and/or practice, although this can be covered within a wider context of effective and appropriate saddlery and biting.

Farriery and Foot Care

You can organise practical or theoretical general and topic specific talks or events, provided they are delivered by:

- Registered Farrier
- Veterinary Surgeon

We do not recommend you deliver events solely focused on barefoot theory and/or practice, although this can be covered within a wider context of effective and appropriate farriery and foot care.

Equine Behaviour

There are a huge variety of accepted and developing equine behaviour theories and practices. If you wish to organise an event focused on general or specific equine behaviour you should use:

- Practising Veterinary Surgeon
- An academic currently employed or undertaking research at a recognised educational facility.

If you wish to organise an event on theories or practices of a specific individual or organisation, you should seek clarification from the BHS Director of Welfare before booking the event. Email volunteer@bhs.org.uk and we will provide clarification within one working week.

Equestrian Safety

You can organise practical or theoretical general and topic specific talks or events, provided they are delivered by:

- An academic currently employed or undertaking research at a recognised educational facility.
- Emergency Services.
- BHS employee from the Safety or Development Team

Equine Nutrition

You can organise practical or theoretical general and topic specific talks or events, provided they are delivered by:

- An academic currently employed or undertaking research at a recognised educational facility.
- Qualified Equine Nutritionist
- Employee of a Feed Company
- BHS Accredited Professional Coach

If you do use a feed company you should make it clear that the event does not mean that the BHS endorses the company. The company should be asked if they can make a donation to the BHS and you should not make a payment to the feed company for attending.

Rider Health and Fitness

You can organise practical or theoretical general and topic specific talks or events, provided they are delivered by:

- Qualified Medical Professional
- Qualified Sports or Fitness Instructor
- An academic currently employed or undertaking research at a recognised educational facility.

Equestrian Access

You can organise practical or theoretical general and topic specific talks or events, provided they are delivered by:

- Member of the BHS Access Volunteer or an employee
- BHS Equestrian Access Group
- Local Authority
- Relevant Government Body e.g. Forestry Commission
- National Organisation with an interest in Access e.g. National Trust, Ramblers

If you are contacting a National Organisation or Government Body please inform the Access Department at Head office for their information.

If you need further support on identifying an appropriate person to deliver your event contact your local National/Regional Manager.

Cross Committee Events

We encourage you to work collaboratively to organise larger events with your neighbouring committees. It is also worth considering whether the event you are planning would work as part of a BHS Series. This is when we have one event that is replicated in numerous committee areas. This can result in reduced presenter costs and support your marketing. If you believe your event may work as a BHS Series please inform your local National/Regional Manager as soon as possible so they can liaise with colleagues.

Further Support and Guidance

All BHS Volunteer Committees can source support and guidance from their local National/Regional Manager. Please ensure that a member of the committee acts as the Event Organiser for each event and they have the following in place for all events:

- Risk Assessment
- Budget and finance report
- Appropriate medical and veterinary cover
- Accident Forms

Further information on the planning and delivery of events can be found in the '*BHS Guide to Running Events and Activities*' available on the Volunteer Resources webpage, www.bhs.org/uk/volunteer-resources please email the Volunteer Manager if you would like a paper version of this booklet.