

# BHS Accredited Professional Centre Personnel



## Terms of reference

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## 1. Scope

These Terms of Reference apply to all BHS Accredited Professional Centre Personnel membership packages, provided by BHS.

## 2. About Us

The British Horse Society is an Appointed Representative of Howden Insurance Brokers Limited (Firm reference 309639) who are authorised and regulated by the Financial Conduct Authority.

Charity number: 210504, Scottish Charity number: SC038516

## 3. Membership

### 3.1 Length of membership

All BHS Accredited Professional Centre Personnel memberships are valid until the renewal date for BHS Approved Centre you are working for.

### 3.2 Start date of membership

The membership starts when we have accepted your application, and an email is sent confirming your start date to the main contact of the Approved Centre.

### 3.3 Renewal of membership

At the time of the Approved Centre renewal a staff list will be sent to the main contact to whom will complete and return to BHS. This is required to be done annually in order to continue on BHS Accredited Professional Centre Personnel membership.

### 3.4 These terms of reference will always apply

These terms of reference override any contrary terms of reference published in relation to any membership subscription between you and us.

## 4. Requirements of the Accredited Professional Centre Personnel membership

It is strongly recommended that all BHS Accredited Professionals Centre Personnel are familiar with the [Accredited Professional Code of Conduct](#) before signing up to the membership scheme. By signing up for Accredited Professional Centre Personnel membership, you agree to abide by the Accredited Professional Code of Conduct.

### 4.1. Joining the BHS Accredited Professional Centre Personnel membership scheme

#### 4.1.1 To join the Accredited Professional Coach membership scheme (UK only)

You must be a BHS Gold Member and have a minimum qualification of BHS Stage 1 Care to join the BHS Accredited Professional Centre Groom membership, BHS Stage 2 Ride Leader to join the BHS Accredited Professional Centre Ride Leader membership and a BHS Stage 2 Foundation Coach in Complete Horsemanship to join the BHS Accredited Professional Centre Coach membership. We do also accept other equestrian qualifications with industry experience that are of an equivalent level. If using alternative qualifications, you would need apply and submit evidence to [accreditedprofessionals@bhs.org.uk](mailto:accreditedprofessionals@bhs.org.uk) for acceptance before sending your application to us.

#### 4.1.2 To join the Accredited Professional Coach membership scheme (Republic or Ireland and rest of the world)

You must be a BHS Full Overseas or BHS Overseas E member and have a minimum qualification of BHS Stage 1 Care to join the BHS Accredited Professional Centre Groom membership, BHS Stage 2 Ride Leader to join the BHS Accredited Professional Centre Ride Leader membership and a BHS Stage 2 Foundation Coach in Complete Horsemanship to join the BHS Accredited Professional Centre Coach membership. We do also accept other equestrian qualifications with industry experience that are of an equivalent level. If using alternative qualifications, you would need apply and submit evidence to [accreditedprofessionals@bhs.org.uk](mailto:accreditedprofessionals@bhs.org.uk) for acceptance before sending your application to us.

### 4.2 Considerations on the BHS Accredited Professional Centre Personnel membership scheme

It is recommended that all BHS Accredited Professional Centre Personnel remain in date for First Aid and Safeguarding for the duration of your membership. Exclusive discounts can be applied at the checkout for all BHS First Aid courses for those on the BHS Accredited Professional Centre Personnel membership. Please note we do not retain the expiry dates or CPD points for an Accredited Professional Centre Personnel.

DBS checks must be in place should BHS Accredited Professional Centre Personnel be involved in regulated activity, dependent on location.

It is the responsibility of the individual to ensure they are appropriately insured to carry out activities asked of them during their employment with the BHS Approved Centre. The BHS will not insure you against any professional working activities and this remains with the Centre you are employed with. Accredited Professionals must abide by the Accredited Professional Code of Conduct throughout the duration of their membership. If for any reason you are found to be in breach of the Code of Conduct, or if you conduct yourself in such a way to bring the BHS into disrepute, your Accredited Professional membership may be removed without notice. A criminal offence may affect your status as an Accredited Professional.

### **4.3 How to advertise yourself on social media**

It must be made clear on any promotional material that you are a BHS Accredited Professional Centre Coach, BHS Accredited Centre Groom or BHS Accredited Professional Centre Ride Leader, that works within a BHS Approved Centre. You must not refer to yourself as an Accredited Professional Coach or allude to any freelance work.

## **5. Benefits of the membership**

- 25% off BHS Assessments
- Access to BHS Career Transition Fund
- Discounted First aid courses
- Access to the APC Hub
- Discounted online Safeguarding courses
- Discounts off BHS events/ CPD courses
- Online business toolkit
- Invitation to the closed BHS Accredited Professionals Facebook page
- Eligibility to sign off Skills Records\* and deliver the BHS suite of recreational awards including Pony Stars and Challenge Awards
- Advertised through the BHS website
- Access to branded clothing
- Legal helpline (through the gold membership)
- Horse Sale Agreement Service (through the gold membership)
- Exclusive discounts from other companies
- Promotion of Accredited Professionals via social media channels

\* Dependent on qualifications held

We reserve the right to change the benefits that apply to the membership at any time without prior notice.

Any external providers of a benefit included within your membership package will have absolute discretion in relation to the provision of services. They will be subject to the provider's own terms and conditions, and we do not accept any liability for loss or damage suffered as a result of a fault, error or omission in the provision of these services.

We reserve the right to change our external providers without prior notice and our decision on services provided are final.

## **6. BHS cancelling membership**

All cancellations must be made in writing using this [form](#) and once approved all of the above benefits will cease immediately.

### **6.1 BHS cancelling membership**

We reserve the right to end your membership between us if:

*6.1.1 you breach the APC code of conduct, and we have given you 14 days' notice to fix that breach but you have not done so. Unless due a welfare concern, when no notice may be given.*

*6.1.2 you breach any term of contract and do not fix within 14 days of us giving you notice of that breach.*

*6.1.3 we are required by any law to terminate the contract made under these terms and conditions*

## **7. Privacy notice**

To see our Privacy Notice, or if you need any further information, please write to us; BHS, Abbey Park, Stareton, Kenilworth, Warwickshire, CV8 2XZ or go to: [www.bhs.org.uk/privacy](http://www.bhs.org.uk/privacy)

## **8. Complaints**

We are committed to making sure that all communications and interactions with all who engage with us are of the highest possible standard. We listen to all views and feedback received, welcoming both positive and constructive feedback, so that we can continue to improve the Society and the services which we offer.