

## Centre Guidance- Stage 4 Coach (Show Jumping) 8 candidates

Stage 4 is aimed at the individual working in the equine industry who is actively working towards training horses and riders with the main focus on Show Jumping. They will be able to recognise the strengths and areas of improvement in the horse/riders performance and instigate work to develop within the session.

### **BHS Stage 4**

If you are a BHS Approved Assessment Centre at Stage 4 Show Jumping Coach you can hold this assessment. The maximum number of complete candidates is eight; however centres should be aware that there may be more candidates attending, completing re-sits or sections only; so please ensure you have adequate parking to accommodate this. As well as candidates we will be sending four assessors, 1x Lead and 3x Assessors. If there is anybody else e.g. Internal Quality Assurer and observer we will let you know by writing two weeks before the assessment day, once the assessment is closed for bookings.

### **What we need from you:**

1. A single point of contact who takes responsibility for the organisation of all assessment days. This person needs to be available to discuss requirements with the Education Team and the Lead Assessor prior to and during the assessment days. A direct contact number should also be available in an emergency, i.e. in the event of any unforeseen circumstances on or just before the day.
2. We need a person in the yard responsible for ensuring all horses and equipment are ready on time (according to the programme) for the smooth running of the day. This person needs to be available all day during the assessments, should the assessors or candidates have any questions or queries.
3. A room at a comfortable temperature with table and seats where assessors can meet and confer in private.
4. A waiting room at a comfortable temperature for candidates with adequate seating and pens to fill in the emergency form.
5. Appropriate signage for candidates to find the centre, facilities (incl. toilets), waiting/briefing room. Signs hung stating 'Assessment in progress, no filming.' Please note no spectators are permitted. Please do make candidates feel 'at home' as they may be nervous.
6. In the interest of the candidates, no photography or filming of any section of an assessment is permitted (Excluding CCTV for security or insurance purposes).
7. Seating facilities for assessors and/or candidates in all phases, as they may be needed.
8. Suitable light refreshments throughout the day and lunch for assessors. If the assessment is only half a day, please provide a light lunch for the assessors, a more substantial meal will be required for a full day assessment.

9. Two assessment rooms big enough to hold all candidates and assessors, candidates may also walk around the yard and discuss grassland/pastures.
10. List of horses used for each teach section and what they have previously done available to for the lead assessor on the day of assessment.
11. A First Aid kit. A means of communication needs to be supplied (mobile phone or two-way radio).
12. Contact details for the Safeguarding representative.

To see our assessment criteria please refer to the website.

### **Safeguarding and Health & Safety**

Please note the minimum age for this assessment is 18 years old.

The Society follows a strict Safeguarding policy which protects children under 18 years and vulnerable adults. Sign out sheets will be kept with the Assessors.

### **Assessment Day**

The assessment day is split into four coach sections ; the programme allows for some of the same horses (where appropriate) to be used for both the sections. The assessment day should be carried out like a normal working day, so candidates will be carrying out tasks in the relevant environment.

Please ensure that, while sufficient staff are present on the yard to assist with the assessment, there are not extra observers who may cause the candidates to feel under pressure.

When liaising with the assessing team before, during or after the assessment day, please do not discuss the performance of candidates with them, as this may be perceived as an attempt to influence their decisions.

### **Volunteer riders**

If volunteer riders will be taking part in coaching sessions on their own horses, it is the responsibility of the centre to ensure that they are covered by public liability insurance at least up to the level of the centre's own policy.

Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

Sample timetable:

Time Start	Time End	Assessor A	Assessor B	Assessor C	Assessor D
8:15	8:30	Briefing	Briefing	Briefing	Briefing
8.30	9.10	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
9.15	9.55	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
10.00	10.40	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
10.45	10.55	Coach VIVA	Coach VIVA	Coach VIVA	Coach VIVA
10.55	11.05	Coach VIVA	Coach VIVA	Coach VIVA	Coach VIVA
11.10	11.50	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
11.55	12.35	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
12.40	13.20	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
13.20	14.00	Lunch	Lunch	Lunch	Lunch
14.00	14.40	Private Showjump	Group Pole work	Private Grid work	Lunge lesson
14.40	15.20	Private Showjump	Group Pole work	Private Grid work	Lunge lesson

### Lunge lesson

In this section candidates will be asked to coach a rider on the lunge for 30 minutes, to include a short discussion with the assessor.

- Minimum four (one needed at a time) riders working at Stage 3 level
- We suggest four horses/ponies are used. The horses should be sufficiently well schooled that a Stage 3 rider will be able to ride without intervention. The horse should be able to work in a balanced frame into side reins (minimum three horses needed at one time).
- Equipment needed per horse used:
  - Saddle, suitable for a dressage lesson
  - Bridle without a noseband
  - Lunge cavesson
  - Side reins adjusted to fit horse/pony
  - Brushing boots on all legs
  - Lunge line
  - Lunge whip
  - Neck strap or breastplate
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

### Group pole work lesson

In this section candidates will be asked to coach a group of three riders using poles. The length of the lesson will be 40 minutes, to include a short discussion with the assessor.

We suggest a minimum of a 20x40 arena with five to ten poles available.

- Nine riders at Stage 3 level who are split into three per lesson, throughout the day. They need to happy to walk, trot and canter, adjust stride length and work without stirrups.
- We suggest that the horses are rotated regularly and do not take part in more than two non-consecutive sessions (minimum twelve horses needed). Only three horses are needed at one time.
- Equipment needed:
  - One mounting block
  - Neck strap or breastplate per horse
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear.

### **Private Show Jumping lesson**

In this section candidates will be asked to coach a private show jumping lesson for 40 minutes, to include a short discussion with the assessor.

The size of the arena needs to be no less than 20x60m with correctly labelled markers.

Four riders split between the sessions (one needed at one time) who capable of riding over fences up to 1.10m. We suggest the rider can support up to two non-consecutive sessions.

- We suggest that horses are rotated regularly and they do not take part in more than two non-consecutive sessions (minimum four horses needed). Only one needed at one time.
- Horses will need to have been schooled at an appropriate level, capable of jumping over 1.10m courses.
- Equipment needed:
  - Neck strap or breastplate
  - One mounting block
  - Minimum six fences available, to include enough equipment to build multiple spreads.
  - Safety cups available
  - Fillers and water tray
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear. If worn, body protectors must also meet the current standard.

### **Private Grid work lesson**

In this section candidates will be asked to coach a private show jumping lesson over grids for 40 minutes, to include a short discussion with the assessor.

The size of the area needs to be no less than 20x60m.

- 4 riders at Stage 3 level, throughout the day. They need to happy to walk, trot and canter, ride over grids up to 1m and adjust stride length.
- We suggest that horses are rotated regularly and they do not take part in more than two non-consecutive sessions (minimum four horses needed). Only one needed at a time.
  - One mounting block
  - Neck strap or breastplate per horse
  - Jumps and poles enough to make a grid of up to five fences (to include spreads)
  - Safety cups
- Please ensure that volunteer riders are dressed safely for coaching sessions, in line with the guidance you can find [here](#). This must include hats to the current standard and suitable footwear. If worn, body protectors must also meet the current standard.

### **VIVA**

Candidates will be asked to work with an assessor to undertake a VIVA. Candidates will be covering an assessment criteria point during a ten minute session. An area where this can take place away from ear shot would be beneficial.

### **How can we help you?**

If at any time you need help in setting up an assessment day or any questions answered before or after the assessment you can contact:

Education Team:

[education@bhs.org.uk](mailto:education@bhs.org.uk)

02476 840508

Emergency out of office hours **only** (e.g. weather conditions):

Tracy Casstles (Director of Education)

[tracy.casstles@bhs.org.uk](mailto:tracy.casstles@bhs.org.uk)

07767 670972

Michele Carman (Head of Education Operations)

[michele.carman@bhs.org.uk](mailto:michele.carman@bhs.org.uk)

07966 215964

## Centre Guidance Check List- Stage 4 Show Jump Coach

### **Checklist:**

#### **Facilities**

Car Park	
Meeting room for assessors	
Briefing room + sign	
Toilets + sign	
Sign per assessment area 'Assessment in progress'	
Staff on hand throughout the day	
First Aid kit	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Candidate black bibs	
Facilities for refreshments/meals to be provided	
One room for the management assessment to take place with enough seating	
Access to grassland and pasture	
List of horses used for each coaching section and what they have previously done	
Seating for assessors adjacent to the arena	

#### **Lunge lesson**

One arena (minimum 20x40m) - can be the same used for dressage/ show jump arena/semi private event lesson	
Four riders at Stage 3 level	
Minimum four horses (one needed at one time)	
Minimum four saddles (suitable for a dressage lesson)	
Minimum four bridles without nosebands	
Minimum one lunge cavessons	
One pair of side reins (to fit horses/ponies used)	
Brushing boots all round on the horses used	
Minimum one lunge line	
Minimum one lunge whip	
Neck strap or breastplate on all horses used	

#### **Group Pole work lesson**

One arena (minimum 20x60)	
Nine riders at Stage 3 level	
Minimum nine horses (three needed at one time)	
Five to ten poles	
One mounting block	

Neck strap or breastplate on all horses	
---	--

### Private Show Jumping lesson

One arena (minimum 20x60m)	
Four riders capable of riding over 1.10m (one needed at one time)	
Minimum four horses (one needed at one time)	
One mounting block	
Neck strap or breastplate on all horses	
Six fences (include enough equipment for spreads to be built)	
Safety cups	
Fillers	
Water Tray	

### Private lesson (grid work)

One arena minimum 20x60m	
Four riders at Stage 3 level	
Minimum four horses (one needed at a time)	
Neck strap or breastplate on all horses	
One mounting block	
Five fences that can be made up for grid work (include enough equipment for a spread)	
Safety cups	