

Stage 2 Coach

Stage 2 Coach is aimed at the individual who already possesses basic skills and knowledge who would like to develop their skills into coaching others.

Stage 2 Coach

The maximum number of complete spaces can be:

No. of spaces	Assessment format
8	2 assessors (4 candidates in the morning and 4 candidates in the afternoon)
4	1 assessor (2 candidates in the morning and 2 candidates in the afternoon)

Centres should be aware that there may be more candidates attending than there are complete spaces available, completing re-sits or sections only (e.g. group lesson only); so please ensure you have adequate parking to accommodate this. We will send assessors in a ratio of 1 assessor to 4 candidates; always including a nominated Lead Assessor. If there is anybody else attending e.g. Internal Quality Assurer or observer, we will usually let you know in writing 2-3 weeks before the assessment day.

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. A person in the yard responsible for ensuring all horses and equipment are ready on time (according to the programme). This person needs to be available all day during the assessments, should the assessors or candidates have any questions or require additional equipment/change of horses.
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. Please try to make candidates feel at home as they may be nervous.
5. Appropriate signage for candidates to find the Centre, facilities (incl. toilets) and waiting/briefing room. Signs should be hung stating 'Quiet please, assessment in progress, no filming or photography'.
6. Seating facilities for assessors and/or candidates in all phases, as they may be needed.
7. Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.
8. A First Aid kit. Where the riding is not in close proximity to the yard, a First Aid kit must be taken to the riding area. A means of communication also needs to be supplied (mobile phone or two-way radio).
9. A safeguarding representative who is available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.
10. All horses and tack used in BHS assessments should be clean and well-presented. To view our assessment criteria please refer to the website, www.bhs.org.uk.

Safeguarding and Health & Safety

Please note the minimum age for this assessment is 17 years old.

British Horse Society follows strict Safeguarding policies which protect children under 18 years and adults at risk. Sign out sheets and emergency contact details will be managed by the Assessors.

Assessment Day

The assessment day is split into four coach sections (group lesson, lunge lesson, lead rein lesson and a stable management lesson). The programme allows the same horses (where appropriate) to be used for multiple lessons (maximum two sessions). 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 candidates to feel under pressure. Spectators are not permitted.

In the interest of candidates, no photography or filming of any section of an assessment is permitted (excluding CCTV for security or insurance purposes).

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.

Trainee riders for coaching sessions

In line with centre's own policy, trainee riders as young as six years may take part in lessons, as long as the children are comfortable and understand direction/instruction. For the lead rein session only, four and five year old trainee riders may take part, providing that they have sufficiently developed communication and listening skills and riders of this age are covered under the centre's insurance policy and riding school licence. It is the responsibility of the centre to ensure that insurance cover is in place for all trainee riders.

Where children are acting as trainee riders, one parent/carers per child may be permitted to observe the lesson. It is the responsibility of the assessor to ensure that parents/carers do not disrupt the session, however; a centre representative should also be contactable in case of any issues. The parent/carers must not record video or take photos within the session.

Please ensure that trainee 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.

Example timetable

8 candidate timetable (2 assessors):

4 4

Time Start	Time End	Assessor A		Time Start	Time End	Assessor B	
8.30	8.40	Briefing		8.30	8.40	Briefing	
8.40	9.30	Group lesson		8.40	9.10	Lunge lesson	Lead rein lesson
9.30	10.20	Group lesson		9.10	9.40	Lunge lesson	Lead rein lesson
10.25	10.55	Lunge lesson	Lead rein lesson	9.40	9.50	Discussion	
10.55	11.25	Lunge lesson	Lead rein lesson	9.55	10.10	Stable management lesson	
11.25	11.35	Discussion		10.10	10.25	Stable management lesson	
11.35	11.50	Stable Management lesson		10.25	10.35	Discussion	
11.50	12.05	Stable Management lesson		10.40	11.30	Group lesson	
12.10	12.20	Discussion		11.30	12.20	Group lesson	
12.20	13.00	Lunch		12.20	13.00	Lunch	
13.00	13.10	Briefing		13.00	13.10	Briefing	
13.10	14.00	Group lesson		13.10	13.40	Lunge lesson	Lead rein lesson
14.00	14.50	Group lesson		13.40	14.10	Lunge lesson	Lead rein lesson
14.55	15.25	Lunge lesson	Lead rein lesson	14.10	14.20	Discussion	
15.25	15.55	Lunge lesson	Lead rein lesson	14.25	14.40	Stable management lesson	
15.55	16.05	Discussion		14.40	14.55	Stable management lesson	
16.10	16.25	Stable management lesson		14.55	15.05	Discussion	
16.25	16.40	Stable management lesson		15.10	16.00	Group lesson	
16.40	16.50	Discussion		16.00	16.50	Group lesson	

4 candidate timetable (1 assessor):

Time Start	Time End	Assessor A	
8.30	8.40	Briefing	
8.40	9.30	Group lesson	
9.30	10.20	Group lesson	
10.25	10.55	Lunge lesson	Lead rein lesson
10.55	11.25	Lunge lesson	Lead rein lesson
11.25	11.35	Discussion	
11.35	11.50	Stable Management lesson	
11.50	12.05	Stable Management lesson	
12.10	12.20	Discussion	
12.20	13.00	Lunch	
13.00	13.10	Briefing	
13.10	14.00	Group lesson	
14.00	14.50	Group lesson	
14.55	15.25	Lunge lesson	Lead rein lesson
15.25	15.55	Lunge lesson	Lead rein lesson
15.55	16.05	Discussion	
16.10	16.25	Stable management lesson	
16.25	16.40	Stable management lesson	
16.40	16.50	Discussion	

Centres will be allocated a member of staff from the Education Team to liaise with in preparation for the assessment day. Please ensure you notify your contact person of any special requirements that should be considered when timetabling.

Lead rein lesson

In this section, candidates will be asked to coach a rider on the lead rein for 20 minutes. While this lesson is taking place, a lunge lesson will be going on at the same time in the same arena. An area of 20x40m will need to be available and we recommend the arena is sectioned off into two 20m x 20m spaces. The lead rein lesson will take place in an area no less than 20m x 20m.

We need:

- Beginner/near beginner lead rein riders to be split between the morning and afternoon sessions. Trainee riders as young as 4 years may take part in this session only, providing that they have sufficiently developed communication and listening skills and riders of this age are covered under the centre's insurance policy and riding school licence.
- We suggest that horses/ponies are rotated regularly and they do not take part in more than two sessions (minimum 2 horse and rider combinations needed for a 4 candidate timetable, or 4 combinations for an 8 candidate timetable). Only one horse/pony is needed at a time.
- Horses/ponies will need to be quiet, reliable and experienced on the lead rein.
- Equipment needed:
 - o Saddle
 - o Bridle
 - o Coupling on bit rings attached to lead rein, or headcollar under the bridle attached to lead rein
 - o Neck strap or breastplate
 - o One mounting block
- Please ensure that trainee 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.

Lunge lesson

In this section candidates will be asked to coach a rider on the lunge for 30 minutes. Whilst this lesson is taking place, a lead rein lesson will be going on at the same time in the same arena. An area of 20x40m will need to be available and we recommend the arena is sectioned off into two 20m x 20m spaces. The lunge lesson will take place in an area no less than 20x20m.

We need:

- Novice riders to be split between the morning and afternoon sessions. They need to have had experience of riding on the lunge and be safe whilst riding on the lunge in walk and trot.
- We suggest that horses/ponies are rotated regularly and they do not take part in more than two consecutive sessions, (minimum 2 horse and rider combinations needed for a 4 candidate timetable, or 4 combinations for an 8 candidate timetable). Only one horse/pony needed at a time.
- Horses/ponies will need to be quiet, reliable and experienced on the lunge. They will not be asked to canter with the rider mounted but may be asked to canter while the candidate assesses them.
- Equipment needed:
 - o Saddle
 - o Bridle
 - o Lunge cavesson
 - o Side reins adjusted to fit horse/pony
 - o Brushing boots on all legs
 - o One lunge line
 - o One lunge whip
 - o Neck strap or breastplate

- o We recommend that horses wear brushing boots on all four legs for lungeing but please inform the Assessor if any horse will not be working in brushing boots
- Please ensure that trainee 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 lesson

In this section, candidates will be asked to coach a group of three riders on the flat progressing to a jump lesson for 45 minutes.

A correctly marked area no less than 20x40m with three to four jumps that can go up to 75cms stacked in one area of the arena.

- Riders at Stage 1 level working towards Stage 2 who are split into three per lesson for the morning and afternoon sessions. Riders must be happy to walk, trot and canter and capable of jumping related fences up to 75cms.
- We suggest that horses/ponies are rotated regularly and do not take part in more than two consecutive sessions (minimum 6 horse and rider combinations needed for a 4 candidate timetable, or 12 combinations for an 8 candidate timetable). Three horses/ponies needed at a time.
- Horses/ponies must be confident and capable of jumping up to 75cms.
- Equipment needed:
 - o Jumps (minimum three to four or to set up a grid)
 - o Helper to move jumps
 - o Safety cups available for back poles of spreads
- Please ensure that trainee 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.

Stable management lesson

In this section candidates will be asked to coach one participant (other candidate) in a stable management lesson to last 15 minutes. If only one candidate is taking this section, a trainee pupil will be needed. Lesson topics include:

- Put on and remove a bridle
- Put on and remove a rug
- Put on and remove brushing boots
- Put on and remove a saddle

We will need:

- an area on the yard suitable for the safe delivery of a practical stable management session which will allow room for interaction between the students.
- One Horse/pony who is quiet and well-mannered; if horse/pony becomes restless they may need to be swapped for another, however the same horse can be used for all sessions throughout the day if suitable.
- Equipment:
 - o Snaffle bridle (with cavesson, drop or flash noseband) that can be fitted to the horse used.
 - o GP saddle that can be fitted to the horse used.
 - o Selection of rugs that can be fitted to the horse used.
 - o Set of four brushing boots that can be fitted to the horse
- Skipping out equipment and basic grooming kit (including hoof pick) will need to be available.
- Where horses will be standing in stables for a considerable length of time, please ensure there is sufficient bedding down to encourage them to stale.

What to expect from us before the assessment

Once candidate bookings are finalised, the Education Team will email a programme of the day to you, between two to three weeks prior to the assessment date (when candidate bookings close).

What will be included in the email:

- Programme
- Candidate names
- Assessor names and Lead Assessor contact details

The Lead Assessor will be in touch regarding the assessment, to help answer questions and liaise with you about the organisation of the day. If you have not heard from them by 5 days before the assessment, please contact either the Lead Assessor directly or the Education team at your earliest convenience. If you have any concerns or wish to make changes to the programme, please discuss this with the Lead Assessor in the first instance.

The Lead Assessor may contact you regarding a reasonable adjustment if centre input is required, e.g. if a candidates will be bringing adapted tack or equipment.

Please ensure the black bibs provided by BHS Education are ready for when the Lead Assessor arrives, so the bib names and numbers can be inserted during the briefing. Should you need more candidate bibs, please contact the Education team.

The Lead Assessor will also carry out a risk assessment of the yard, so please be on hand to help provide any information (e.g. first aid kit location).

What to do after the assessment

Following the assessment, please forward an invoice directly to the BHS either by email or in the post, to cover the facility fee costs (please refer to the purchase quote provided by the BHS Education team) within 30 days of the assessment date.

We also ask that any data you have received from the Education Team is destroyed confidentially or returned to the office for disposal in accordance with your Data Processor Agreement.

We always welcome feedback regarding our assessments; please send through any comments to education@bhs.org.uk.

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

02476 840508

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

Tracy Casstles (Director of Education)

tracy.casstles@bhs.org.uk

07876 652007

Michele Carman (Head of Education)

michele.carman@bhs.org.uk

07966 215964

Centre guidance check list

Facilities

Car Park	
Meeting room for assessors	
Briefing room + sign	
Toilets + sign	
Sign per assessment area 'Assessment in progress, quiet please no filming or photography'	
Staff on hand throughout the day	
First Aid kit	
Safeguarding representative	
Form of communication (mobile phone or two-way radio)	
Seating for assessors adjacent to the arena	
Candidate black bibs	
Facilities for refreshments/meals to be provided	

Lead rein lesson

For an eight candidate timetable, minimum four horses (one needed at a time)

For a four candidate timetable, minimum two horses (one needed at a time)

One arena (minimum 20x40m) - sectioned in 2 so that lunge lesson can take place at the same time	
One beginner/near beginner rider per horse (no younger than four if riders of this age are covered under licence and insurance)	
Saddle to fit horse used	
Bridle to fit horse used	
Coupling on bit rings attached to lead rein or headcollar	
Lead rein per horse	
Neck strap or breast plate per horse	
One mounting block	

Lunge lesson

For an eight candidate timetable, minimum four horses (one needed at a time)

For a four candidate timetable, minimum two horses (one needed at a time)

One arena (minimum 20x40m) - sectioned in 2 so that lunge lesson can take place at the same time	
One novice rider per horse	
Saddle to fit horse used	
Bridle to fit horse used	
One lunge cavesson per horse	
One pair of side reins to fit horse used	
Brushing boots all round on the horses used	
One lunge line per horse	
Neck strap or breast plate per horse	

Group lesson

For an eight candidate timetable, minimum 12 horses and riders, (3 required per session)

For a four candidate timetable, minimum six horses and riders, (3 required per session)

One arena (minimum 20x40m)	
Three to four fences that can be set up at 75cms	
Riders (Stage 1 level working towards Stage 2)	
Helper to move jumps	
Safety cups available for back poles of spreads	

Stable management lesson

An area big enough to deliver a lesson and demonstrate tasks	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Minimum one horse	
Snaffle bridle (with cavesson, drop or flash noseband) to fit horse used	
GP saddle to fit horse used	
Selection of rugs to fit horse used	
Set of four brushing boots to fit horse used	
One set of skipping out tools	
One basic grooming kit (to include hoof pick)	
Trainee pupil if no other candidate is present for this section	