

## Centre Guidance- Stage 2 Ride Leader (6 riding out and 4 care candidates)

Stage 2 Ride Leader is aimed at the individual who already possesses basic skills and knowledge who would like to develop their skills and lead riders on short rides, treks or hacks and support the daily running of a commercial equestrian establishment.

### **BHS Stage 2 Ride Leader**

The maximum number of complete candidates is six, there will be three candidates working with one assessor; however Centres should be aware that there may be more candidates attending, completing re-sits or sections only (e.g. care only); so please ensure you have adequate parking to accommodate this. As well as candidates we will be sending two assessors 1x Lead and 1x Assessor. If there is anybody else e.g. Internal Quality Assurer and observer we will let you know in 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.' 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. A mounted escort for the Riding Out section will need to be available.

9. Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.
10. A Riding Out route (ideally OS map) and centre specific risk assessment of the route taken will need to be provided to the office before we can confirm assessment date bookings.
11. A First Aid kit. Where the riding is not in very close proximity to the yard a First Aid kit must be taken to the riding area. A means of communication needs to be supplied (mobile phone or two-way radio).
12. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.
13. All horses used in BHS assessments should be clean and well-presented.

To see our assessment criteria please refer to the website.

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

Please note the minimum age for this assessment is 16 years old.

The Society follows strict Safeguarding policies which protect children under 18 years and adults at risk. Sign out sheets and emergency contact details will be kept with the Assessors.

### **Assessment Day**

The assessment day is split into two care sections and two Riding Out sections; the programme allows for some of the same horses (where appropriate) to be used for both the care and the riding 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.

Sample programme:

Time Start	Time End	Assessor A (up to 3 riding out/2 care candidates)	Time Start	Time End	Assessor B (up to 3 riding out/2 care candidates)
8.30	8.45	Briefing	8.30	8.45	Briefing
8.45	9.30	Pre hack assessment/map reading	8.45	9.30	Pre hack assessment/map reading
9.30	10.00	Map reading discussion	9.30	10.00	Map reading discussion
10.00	10.30	Ride assessment inc ride and lead	10.00	10.30	Ride assessment inc. ride and lead
10.40	11.50	Riding Out	10.40	11.50	Riding Out
12.00	12.30	After care discussion	12.00	12.30	After care discussion
12.30	13.00	Lunch	12.30	13.00	Lunch
13.00	13.10	Briefing	13.00	13.10	Briefing
13.10	15.10	Care A	13.10	14.10	Care B
15.15	16.15	Care B	14.15	16.15	Care A

**Care A**

In this section candidates will be asked to fit tack and boots, prepare a horse for travel, prepare a horse for presentation, understand how to care for the horses' feet and understand the environment needed for keeping a horse.

- One horse per candidate is needed (maximum of 4 horses at a time in this section - 2 can be the same horses used for Care B for one assessor) with a headcollar to fit (headcollar needs to be a suitable size to fit the horse with suitable tie ring and string in each box), preferably in adjoining stables. 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.
- All 4 horses need to have suitable manes for plaiting and at least 1 must be shod either in front or all round.
- Equipment needs to be set up on a table, bales or saddle racks in a covered area close to the stables to allow the candidates to select equipment easily. The equipment used needs to fit or be easily adjusted to fit the horses provided.

Fit tack and boots

- Equipment needed:

- Four snaffle bridles with different nosebands
- Four GP saddles and numnahs/saddle cloths
- Four hunting breastplates
- Four sets of brushing/fetlock boots
- Four pairs of over-reach boots, (either pull-on or fastening)

Preparation for travel - (one horse per candidate suitable for handling and leading - will not need to load)

- Equipment needed:
  - Four sets of travel boots to be fitted
  - Four tail guards to be fitted
  - Four tail bandages to be fitted
  - Four travel rugs to be fitted
  - Four headcollars and lead ropes

Care for horses' feet

- Equipment needed:
  - One set of farrier tools
    - Pincers
    - Buffer
    - Hammer

Preparing a horse for presentation

- Equipment needed:
  - Four combs
  - Bands
  - Water
  - Four sponges/water brushes
  - Four steps

**Care B**

In this section candidates will be asked about horse health and will be required to know the behaviours of a horse, have knowledge on feeding, understand horse anatomy and horse fitness.

- Two horses are needed in this section (can be the same horses used for Care A) with a headcollar to fit (headcollar needs to be a suitable size to fit the horse with suitable tie ring and string in each box), preferably in adjoining stables. Where horses will be standing in stables for a considerable length of time, please ensure there is sufficient bedding down to encourage them to stalle.
- Equipment needs to be set up on a table, bales or saddle racks in a covered area close to the stables to allow the candidates to select equipment easily. The equipment used

needs to fit or be easily adjusted to fit the horses provided.

### Horse health

- Equipment needed:
  - Two sets of stable bandages and padding
  - Empty syringe for oral treatment for demonstration purposes (e.g. empty worming syringe)
  - Small rubber skip (for tubbing)
  - Poultice
  - Vet wrap
  - Duct tape
  - Salt
  - Scissors
  - Brush to scrub the foot

### Feeding

- Equipment needed:
  - Weigh tape
  - Example of feed chart

### Riding Out A

In this section candidates will be asked to know about the roles and responsibilities of a Ride Leader, prepare to take a ride out, warm up safely in a group, ride and lead a horse and rider.

The riding section is designed to allow normal day to day lessons, activities to carry on. All riding sessions will be finished before lunch, freeing up arena space in the afternoon. The size of the arena needs to be no less than 20x40m with correctly labelled markers split in two for the pre- assessment of riders and the riding and leading section.

- Six riders, split into group of three who are capable of riding in walk, trot and canter, preferably a riding school client as opposed to an employee; they will only be needed for the pre hack assessment section.
- Number of horses needed is six (plus two spares) for the pre hack assessment section, the same horses can be used for the ride and lead section providing suitability and fit (candidates will lead each other)
- The horses provided will need to be approximately 14.2hh or over and left to your discretion; however no candidate should be under-horsed. You and the assessors reserve the right to request a horse to be changed.
- Equipment needed:

- Mounting block
  - Coiled lead rope attached to saddle per horse
  - Leather hole punch
  - Neck strap per horse
  - Cones
  - Poles/ dressage boards to split arena in two
  - Coupling on bit rings attached to lead rein, or headcollar under the bridle attached to lead rein
  - First aid kit that can be worn by a rider
  - Covered area with a table for the map reading section
  - Two pens
- 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.

We are happy to use the same horses in the pre hack assessment section, ride and lead section and Riding Out B; however different horses may be used for each section if this is preferable for you.

Should you have a concern regarding a riders' weight, please liaise directly with the Lead Assessor. Should you need to weigh the candidate; a scale will need to be provided in a private location.

The horses will need to be:

- Well-mannered, reliable and schooled to a reasonable standard, who can be used for ride and lead together.
- Tacked up (with clean and safe/good condition tack) and in the arena ready for the candidates to mount, with spare stirrup irons and leathers (various lengths- we are unable to accept leathers rolled around the irons to shorten them).

## Riding Out B

In this section candidates will be asked to escort clients out for a ride and evaluate their own performance.

- A 75 minute route that can be completed in walk, trot and canter that can include road work, gates and varying terrain (please do not include obstacles to be jumped) a (OS) map will need to be provided to the office before the assessment.
- One escort rider from the Centre who is familiar with surroundings and horses who is confident with riding in an open space.
- Number of horses needed is nine (six per candidate, one for escort and two for the accompanying assessors), they do not have to be the same horses used for Riding Out A, however they should be suitable to ride out in traffic and in any position of the ride (front, middle and back).
- A first aid kit must be taken with the Riding Out section
- 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.

## What to expect from us before the assessment

Once the assessment days have been confirmed with you and candidate bookings have been made, 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 (including heights and weights)*
- *Assessor names and Lead Assessor contact details*
- The Lead Assessor will be in touch regarding the assessment, to help answer questions and liaise with the organising of the day. If you have not heard from them please contact either the Lead Assessor directly or contact the Education team at your earliest convenience. If you have any concerns or amendments you would like making 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 it requires centre input, if you have any queries please make direct contact with your Lead Assessor.

Skills Records can be purchased from the BHS shop or downloaded from the website and printed out. This must be signed off by a BHS Accredited Professional who holds a qualification at the level above before the candidate takes their assessment.

Please ensure the black bibs provided with the signed contract 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).

If you need any further help to interpret the programme or have any questions about the upcoming assessment, please contact the Education team and we will be happy to help resolve any queries.

### **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 facility fee document) 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 [pathways@bhs.org.uk](mailto:pathways@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](mailto:education@bhs.org.uk)

02476 840508

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

Tracy Castles (Director of Education)

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

07876 652007

Michele Carman (Head of Education Operations)

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

07966 215964

and let us know the details.

## Centre Guidance Check List- Stage 2 Ride Leader (6 Candidates)

### 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	
First Aid kit that can be worn by a rider	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Seating for assessors adjacent to the arena	
Facilities for refreshments/meals to be provided	
Scales (to weigh riders should you need to)	

#### Care A

Four horses (can be used in other sections) - ideally in adjoining stables- all need to have suitable manes for plaiting and at least one must be shod either in front or all round	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Four snaffle bridles with different nosebands	
Four GP saddles (with saddle cloth and numnahs)	
Four hunting breastplates	
Four sets of brushing/fetlock boots	
Four pairs of over-reach boots	
Four sets of travel boots	
Four tail guards	
Four tail bandages	
Four travel rugs	
Four mane combs	
Plaiting bands (enough for 4 candidates to demonstrate plaiting)	

Access to water and bucket	
Sponge/water brush	
Four steps	
One set of pincers (farrier tools)	
One buffer (farrier tools)	
One hammer (farrier tools)	
One skip and tools (outside stables)	

## Care B

Two horses (can be used in other sections) - ideally in adjoining stables	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Two sets of stable bandages and padding	
One empty syringe for oral treatment (demonstration only)	
One small rubber skip (for tubbing)	
One poultice	
One vet wrap	
Duct tape	
Salt	
Scissors	
One brush to scrub the foot	
One skip and tools (outside stables)	
One weigh tape	
Example of a feed chart	

## Riding Out A

One arena with correctly labelled markers (minimum 20x40m)- split into two	
Six reliable horses (plus two spares) and suitable to ride and lead	
Six riders (split into groups of three)	
One mounting block	
Coiled lead rope attached to saddle	
Leather hole punch	
Neck strap per horse	
Four cones	
Poles/dressage boards to split arena into two	
Minimum one coupling on bit rings or headcollar under bridle	
Covered area with table for map reading	
Two pens	

## Riding Out B

Updated 11.2024

Nine horses (minimum 14.2hh), can be the same horses used in Riding Out A	
One escort rider from the Centre	