

# BHS Accredited Professional Terms and Conditions



<b>Change control</b>			
<b>Version Number</b>	<b>Page</b>	<b>Reason for changes made</b>	<b>Live date</b>
1	All	Reviewed document	01.01.2026

## 1. Scope

These Terms and Conditions apply to all BHS Accredited Professional membership packages, provided by the 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.

## 3. Membership contract

### 3.1 Length of contract

All BHS Accredited Professional membership packages are a 12-month membership contract. You are required to pay for the full 12 months. If you have chosen the monthly direct debit option, you'll need to continue to pay until the end of your membership year as per your monthly agreement. We'd therefore recommend continuing to take advantage of the benefits until your renewal date, at which point you can decide to not renew.

### 3.2 Start date of contract

The membership contract starts when we have accepted your application, and an email is sent confirming your start date.

### 3.3 Renewal of contract

At point of renewal, you will receive an email 30 days before your renewal date confirming your renewal price. If you are on direct debit this will be automatically renewed, and you have 14 days to cancel in writing from the date of your renewal to be issued to get a full refund. If you have failed to notify us within the 14 days, you will be signed up for another year's membership. Please refer to point 7 for information on how to cancel.

### 3.4 These terms and conditions will always apply

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

## 4. Requirements of the Accredited Professional membership

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

### 4.1. Joining the BHS Accredited Professional Coach membership scheme

#### 4.1.1 To join the Accredited Professional Coach membership scheme (England and Wales)

You must have an in date enhanced [DBS certificate](#) on the start date of your Accredited Professional Coach membership. If you are joining the Accredited Professional Scheme for the first time, DBS is included within your first year's membership and you must have signed up to APC membership within 7 working days after the DBS has been approved.

The minimum qualification requirement is the BHSQ Level 3 Coach in Complete Horsemanship (Stage 3) (previously BHSAI). BHSQ Level 3 Coach- Jump Ride (Stage 3) and BHSQ Level 3 Coach- Dressage Ride (Stage 3) are also accepted. We do also accept other equestrian coaching qualifications with industry experience that are of an equivalent level to BHS Stage 3 Coach qualifications. If using alternative qualifications, you would need to [apply](#) for acceptance before sending your application to us.

You are given 30 days from your membership start date to complete an accepted First Aid and Safeguarding course if you currently do not hold one.

There is an option to join excluding insurance, a policy document with your name on as policy holder and stating what cover you have for freelance coaching must be provided before the membership can start.

#### *4.1.2 To join the Accredited Professional Coach membership scheme (Scotland)*

For coaches in Scotland, you need to decide whether the work you are doing is considered to be 'regulated work' and requires a [PVG check](#). Please refer to Disclosure Scotland for further guidance. The minimum qualification requirement is the BHSQ Level 3 Coach in Complete Horsemanship (Stage 3) (previously BHSAI). BHSQ Level 3 Coach- Jump Ride (Stage 3) and BHSQ Level 3 Coach- Dressage Ride (Stage 3) are also accepted. We do also accept other equestrian coaching qualifications with industry experience that are of an equivalent level to BHS Stage 3 Coach qualifications. If using alternative qualifications, you would need to [apply](#) for acceptance before sending your application to us.

You are given 30 days from your membership start date to complete an accepted First Aid and Safeguarding course if you currently do not hold one.

There is an option to join excluding insurance, a policy document with your name on as policy holder and stating what cover you have for freelance coaching must be provided before the membership can start.

#### *4.1.3 To join the Accredited Professional Coach membership scheme (Northern Ireland)*

You must have an in date valid [Access NI certificate](#) on the start date of your Accredited Professional Coach membership. If you are joining the Accredited Professional Scheme for the first time, Access NI is included within your first year's membership and you must have signed up to APC membership within 7 working days after the Access NI has been approved.

The minimum qualification requirement is the BHSQ Level 3 Coach in Complete Horsemanship (Stage 3) (previously BHSAI). BHSQ Level 3 Coach- Jump Ride (Stage 3) and BHSQ Level 3 Coach- Dressage Ride (Stage 3) are also accepted. We do also accept other equestrian coaching qualifications with industry experience that are of an equivalent level to BHS Stage 3 Coach qualifications. If using alternative qualifications, you would need to [apply](#) for acceptance before sending your application to us.

You are given 30 days from your membership start date to complete an accepted First Aid and Safeguarding course if you currently do not hold one.

There is an option to join excluding insurance, a policy document with your name on as policy holder and stating what cover you have for freelance coaching must be provided before the membership can start.

### **4.2 Joining the BHS Accredited Professional Groom membership scheme**

The minimum qualification requirement is the BHSQ Level 3 Groom (Stage 3). We do also accept other equestrian qualifications and industry experience to enter the membership scheme. You would need to [apply](#) for acceptance before sending your application to us.

If you are in regulated work with children you must have an in date valid enhanced [DBS certificate](#) on the start date of your Accredited Professional Groom membership. If you are not in regulated work with children under 18, then please notify the Accredited Professional Team at the time of your application.

If you are joining the Accredited Professional Scheme for the first time, DBS is included within your first year's membership and you must have signed up to APC membership within 7 working days after the DBS has been approved.

You are given 30 days from your membership start date to complete an accepted First Aid and Safeguarding course if you currently do not hold one.

### **4.3 Joining the BHS Accredited Professional International Coach membership scheme**

The minimum qualification requirement is the BHSQ Level 3 Coach in Complete Horsemanship (Stage 3) (previously BHSAI). BHSQ Level 3 Coach- Jump Ride (Stage 3) and BHSQ Level 3 Coach- Dressage Ride (Stage 3) are also accepted. We do also accept other equestrian coaching qualifications with industry experience that are of an equivalent level to BHS Stage 3 Coach qualifications. If using alternative qualifications, you would need to [apply](#) for acceptance before sending your application to us.

### **4.4 Requirements to remain on the BHS Accredited Professional membership schemes**

It is a requirement that you remain in date for First Aid, Safeguarding and DBS (or equivalent) for the duration of your membership (if membership requires these). Failure to do so can result in removal from the BHS Accredited Professional scheme and your insurance may be deemed invalid in the case of an insurance claim.

Continual Professional Development (CPD) is required for Accredited Professional Coach membership. The coach must obtain 6 CPD points annually. The CPD points run from January to December each year, you cannot transfer points across years.

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.

## **5. BHS Courses**

The BHS will endeavor to send out reminders when your First Aid, Safeguarding and DBS (or equivalent) is up for renewal. However, it is your responsibility to ensure these remain current. Once you have received updated certificates these must be sent into the Accredited Professional Team to update your record. Failure to do so may impact any insurance claims made during this period. For Accredited Professional Coach (excluding international membership) Safeguarding is included within the membership scheme as a membership benefit. First Aid if opted in, is also included for the duration of the membership as a membership benefit.

## **6. Benefits of the membership**

Note the below benefits may differ depending on the membership package you have chosen.

- Professional Gold membership (includes public liability) -UK only
- Full Overseas membership- international only
- DBS on the first year of signing up for APC membership
- Freelance coaching insurance
- Care, custody and control insurance
- Personal accident cover
- 25% off BHS Assessments
- First aid courses included as part of membership
- Access to the APC Hub
- 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
- Horse Sale Agreement Service
- 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.

## **7. Cancelling of membership**

All cancellations must be made in writing using this [form](#).

### **7.1 Within 12 months**

All BHS Accredited Professional memberships are a 12-month contract. The BHS is unable to give refunds outside of the 14 day cooling off period, unless for exceptional circumstances which will be considered on a case by case basis.

#### *7.1.1 Cancelling due to medical reasons*

If you find you are unable to use your BHS Accredited Professional membership due to medical reasons you may apply to cancel within the 12-month contract. You must complete the [cancellation form](#) and submit the required and relevant medical evidence. If the evidence supplied is deemed sufficient, cancellation of the membership will happen with immediate effect. A refund of any remaining months already paid within the membership will be processed.

#### *7.1.2 Cancelling for a non-medical reason*

If you cancel within the 12-month contract, you may incur a £100 early cancellation penalty. Any member benefits used within the 12-month membership will also be requested to be paid for (for example, a first aid course booking).

### **7.2 At time of renewal**

BHS Accredited Professional membership will auto renew unless you tell us otherwise. You must cancel in writing using the [cancellation form](#) at least 14 days before your renewal date.

### **7.3 During cooling off period**

All members have 14 days from start date of their membership to cancel their membership. You must do so in writing using the [cancellation form](#). You will not incur any membership costs.

### **7.4 BHS cancelling membership**

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

*7.4.1 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.*

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

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

### **8. Insurance policy**

The insurance provider that is used for the Accredited Professional membership is Howden Insurance Brokers Limited. Please refer to the policy documents for the full policy terms and conditions. These are found on the APC Hub, which is accessible upon joining as an Accredited Professional.

### **9. Price information**

You agree to pay the stated membership fee displayed on the application form for the current year. You may pay annually or monthly via direct debit (UK Only) or by card over the phone or via a secure online link.

We may increase our prices, but this will not come into effect until your membership renews. You will be given 30 days notice of the price increase in relation to your renewal.

If a payment is not successfully settled, due to expiration, insufficient funds or otherwise, we may suspend your membership benefits and insurance cover. We will endeavor to contact you via text, email and phone to notify you of an unsuccessful payment. However, it is your responsibility to ensure payments are being made in relation to Accredited Professional membership.

If you are not using your own credit/debit card to pay for the membership fee, you must ask permission of the credit/debit card holder before entering the payment details. When you enter the card details online or over the phone you are confirming that you have obtained the express prior permission of the credit/debit holder.

### **10. 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)

### **11. 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.

If you would like to raise a concern or, if you feel there are grounds for a complaint, please follow our [complaints procedure](#).