

## Centre Guidance- Stage 3 Trail Leader (6 Candidates)

Stage 3 Trail Leader is aimed at the individual who already possesses basic skills and knowledge who would like to run a commercial equestrian establishment that takes out short rides, treks or hacks.

### **BHS Stage 3 Trail 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. We will normally send two assessors for an assessment of this size; 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 warm room with table and seats where assessors can meet and confer in private.
4. A warm waiting room 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 and lunch for assessors. Assessors may request lunch but this is chargeable to them directly if provided.
10. 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).



11. Contact details for the Safeguarding representative.
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 18 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 one 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.

The Stage 3 Trail Leader assessment day has been designed not to interfere with the day to day running of your Centre, so please do continue to run lessons and business as usual. As well as ensuring you don't lose money for holding our assessments it gives the candidates a real feel of working on a busy yard.

Time Start	Time End	Assessor A (up to 3 candidates)	Time Start	Time End	Assessor B (up to 3 candidates)
8.30	8.45	Briefing	8.30	8.45	Briefing
8.50	9.35	Ride and Lead	8.50	9.35	Ride and Lead
9.40	10.40	Group ride assessment and discussion	9.40	10.40	Office discussion and ride planning
10.50	11.50	Office discussion and ride planning	10.50	11.50	Group ride assessment and discussion
12.00	12.30	Horse suitability assessment	12.00	12.30	Horse suitability assessment
12.30	13.00	Lunch	12.30	13.00	Lunch
13.00	13.10	Briefing	13.00	13.10	Briefing
13.10	14.50	Care A	13.10	14.50	Care B
15.00	16.40	Care B	15.00	16.40	Care A



## Care A

In this section candidates will be asked to fit equipment for flatwork and jumping, use studs, understand bits, understand nutritional requirements for the horse, improve horse's fitness and clip a horse. Please note candidates will not be asked to clip on the day.

- One horse per candidate is needed (maximum of three horses at a time in this section- these can be the same horses used for Care B) 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 stalls.
- Equipment needs to be set up on a table, bales, saddle racks etc. to allow the candidates to select equipment easily. The equipment used needs to fit or be adjusted to fit the horses provided.

### Fit equipment for flatwork and jumping

- Equipment needed:
  - Three double bridles
  - Three saddles suitable for dressage with numnahs/pads
  - Three sets of polo wraps/schooling bandages and padding if needed (we ask exercise bandages are not used).
  - Three bridles suitable for jumping/cross-country
  - Three saddles suitable for jumping/cross-country
  - Martingale/breastplate
  - Minimum one pair of cross- country boots
  - A selection of boots e.g. tendon, fetlock boots

### Studs

- Equipment needed:
  - One shoe with stud holes (not fitted to a horse)
  - A selection of studs, plus T-tap, spanner, stud hole cleaner, plugs/cotton wool

### Bits

- Equipment needed:
  - A selection of bits to include; snaffle, curb, bridoon, pelham, gag, bitless
- Grooming items including a hoof pick will need to be available.
- One skip out tool available outside the stables.

## Care B

In this section candidates will be asked about horse anatomy and physiology, managing horse health, understanding undesirable horse behaviours, managing turn out areas and assessing horse conformation.

- One horse per candidate is needed (maximum of three horses at a time in this section, suitable to have TPR taken- 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 stalls.



- Equipment needs to be set up on a table, bales, saddle racks etc. to allow the candidates to select equipment easily. The equipment used needs to fit or be adjusted to fit the horses provided.

### Manage horse health

- Equipment needed:
  - One digital thermometer
  - Cotton wool
  - Vaseline
  - One stethoscope

### Horse conformation

- Equipment needed:
  - Range of common and remedial shoes to include; fullered, plain stamp, bar (egg, heart and rolled), racing plate, glue on shoes and pads
  - Suitable trot up area
  - Horses used in this section need to wear a fitted bridle.

### Riding Out

In this section candidates will be asked to know about the roles and responsibilities of a Trail Leader, plan and prepare an extended ride, train an escort to ride and lead another rider, assess suitability of a horse for trekking and evaluate own performance.

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.

#### Ride and Lead

- The size of the arena needs to be no less than 20x40m separated in two sections.
- Four riders in total. Two who are working at Stage 2 level and capable of riding and leading, secure in the saddle and can ride independently of the reins. Two riders who are happy to be lead whilst the other rider is riding.
- Number of horses needed is four (plus two spares) who are suitable to ride and lead together.
- Equipment needed:
  - Mounting block
  - Leather hole punch
  - Neck strap per horse
  - 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



- Riders used will need to wear hats that are up to the current hat standards and wear suitable footwear (please refer to the website for guidance).

#### Group ride assessment and discussion

- The size of the arena needs to be no less than 20x40m, the same arena used for the ride and lead can be used.
- Three riders who are capable of riding in walk, trot, canter and faster work, negotiate obstacles who can ride with a whip.
- Number of horses needed is six (plus two spares) who could be the same as used for the ride and lead section.
- Equipment needed:
  - Mounting block
  - Leather hole punch
  - Neck strap per horse
  - Cones
  - Whip for each candidate if suitable
- Riders used will need to wear hats that are up to the current hat standards and wear suitable footwear (please refer to the website for guidance).

#### Office discussion and ride planning

- Access to an office without personal data being seen (mock office can be set up)
- Documents that could be available for discussion:
  - Horse profiles
  - Complaints procedure
  - Booking forms
  - Paper
  - Pens
  - Human first aid kit
  - Horse first aid kit

#### Horse suitability assessment

- An open area, can be a field, large enough for the candidates to demonstrate lengthen and shorten strides.

Number of horses needed is six (plus two spares) who are suitably sized for the candidates (list of candidates including heights and weights provided two weeks prior to assessment date). This is considered 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.

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 and reliable in working in all three paces.
- Tacked up (with clean and safe/good condition), with spare stirrup irons and leathers (various lengths- we are unable to accept leathers rolled around the irons to shorten them).
- Be able to work independently in walk, trot and canter.
- Ability to work laterally and neck rein

### **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 Casstles (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



## Centre Guidance Check List- Stage 3 Trail 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	
Human First Aid kit	
Horse First Aid kit	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Facilities for refreshments/meals to be provided	
Scales (to weigh riders should you need to)	

#### Care A

Three horses (can be used in other sections)- ideally in adjoining stables	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
Three double bridles	
Three saddles suitable for dressage inc numnahs/pads	
Three sets of polo wraps/schooling bandages (please do not use exercise bandages)	
Three bridles suitable for jumping/cross country	
Three saddles suitable for jumping/cross country	
Three martingales or breastplates	
Minimum one pair of cross country boots	
A selection of boots e.g. tendon, fetlock boots	
One shoe with stud holes (not on a horse)	
Selection of different studs	
One t-tap	
One spanner	
One stud hole cleaner	
A couple of plugs/cotton wool	
Selection of bits:	
Snaffle	
Curb	
Bridoon	
Pelham	
Gag	
Bitless	



One grooming kit (including hoof picks)	
One skip and tool (outside stables)	

## Care B

Three horses (can be used in other sections)- ideally in adjoining stables- suitable horses to have TPR taken	
String for tying up horses	
Fitted bridles on the horses	
One digital thermometer	
Cotton wool	
Vaseline	
One stethoscope	
Range of common and remedial shoes (not fitted to horse):	
Fullered	
Plain stamp	
Bar (egg, heart and rolled)	
Racing plate	
Glue on shoes and pads	
One suitable trot up area	

## Ride and Lead

One arena with correctly labelled markers (minimum 20x40m)- split into two	
Four reliable horses (plus two spares) who are suitable to ride and lead	
Four riders (two riding at Stage 2 level, two happy to be lead whilst the other rider is riding)	
One mounting block	
Leather hole punch	
Neck strap per horse	
Poles/dressage boards to split arena into two	
Minimum two coupling on bit rings or headcollar under bridle	

## Group ride assessment and discussion

One arena with correctly labelled markers (minimum 20x40m)- can be the same arena used for the ride and lead section	
Six reliable horses (plus two spares), can be the same used for the ride and lead section	
Three riders (capable of riding in faster work and with a whip)	
One mounting block	
Leather hole punch	
Neck strap per horse	
Cones	



## Office discussion and ride planning

Access to office, or mock office set up in a stable	
Documents available:	
Horse profiles	
Complaints procedure	
Booking forms	
Paper	
Pens	
Human first aid kit available	
Horse first aid kit available	

## Horse suitability assessment

Open area (field), large enough for candidates to ride in showing lengthening and shortening strides	
Six horses needed (plus two spares), ability to work independently, laterally and neck rein	

