

## Centre Guidance- Stage 4 Care, Lunge and Eventing Ride (8 Candidates)

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

### **BHS Stage 4**

The maximum number of complete candidates is 8; however centres should be aware that there may be more candidates attending, and 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 four assessors, 1x Lead and 3x Assessors. 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. The plans for the show-jumping and cross-country course should be displayed on a notice board, to allow the candidates to walk the course before the assessment starts.
9. If the cross-country fences are roped or wired, suitable tools will need to be available for cutting.
10. List of horses used for each riding section and what they have previously done available to for the lead assessor on the day of assessment.
11. Suitable light refreshments throughout the day. Assessors may request lunch but this is chargeable to them directly if provided.

12. A First Aid kit. A means of communication needs to be supplied (mobile phone or two-way radio).

13. A safeguarding representative to be available on site throughout the assessment. This person must be available to introduce to candidates during the briefing.

14. 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, one Lunge section, two dressage sections and two jumping sections with VIVAs; the programme allows for some of the same horses (where appropriate) to be used for both the care, lunge and 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 4 Care, Lunge and Eventing Ride 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 wherever possible alongside the assessment. 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.

		BHS Q	BHS Q			BHSQ	BHSQ
Time Start	Time End	Assessor A (Up to 2 candidates)	Assessor B (Up to 2 candidates)	Time Start	Time End	Assessor C (Up to 2 candidates)	Assessor D (Up to 2 candidates)
8.15	8.30	Briefing	Briefing	8.15	8.30	Briefing	Briefing
8.40	9.10	Flat Horse 1 (Double bridle)	Flat Horse 2	8.40	9.10	Show jump	Ride VIVA
9.10	9.40	Flat Horse 2	Flat Horse 1 (Double bridle)	9.10	9.40	XC	Show jump
9.40	10.10	Ride VIVA	Ride VIVA	9.40	10.10	Ride VIVA	XC
10.20	10.50	Show jump	Ride VIVA	10.20	10.45	Lunge	Lunge VIVA
10.50	11.20	XC	Show jump	10.45	11.10	Lunge VIVA	Lunge
11.20	11.50	VIVA (RLO4)	XC	11.10	11.40	Flat Horse 1 (Double bridle)	Flat Horse 2

12.00	12.25	Lunge	Lunge VIVA	11.40	12.10	Flat Horse 2	Flat Horse 1 (Double bridle)
12.25	12.50	Lunge VIVA	Lunge	12.10	12.40	Ride VIVA	Ride VIVA
13.30	13.45	Briefing	Briefing	13.30	13.45	Briefing	Briefing
13.45	14.45	Section A Fit specialist tack	Section A Fit specialist tack	13.45	14.45	Section B Assess a horse	Section B Assess a horse
14.45	15.15	Care VIVA	Care VIVA	14.45	15.15	Care VIVA	Care VIVA
15.30	16.30	Section B Assess a horse	Section B Assess a horse	15.30	16.30	Section A Fit specialist tack	Section A Fit specialist tack
16.30	17.00	Care VIVA	Care VIVA	16.30	17.00	Care VIVA	Care VIVA

### Dressage

In this section candidates will be asked to ride safely, be able to ride a trained horse in a double bridle to develop its way of going, be able to ride an inexperienced horse with a view to developing its way of going

The riding section is designed to allow normal day to day lessons and/or 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 20x60m with correctly labelled markers. Both the trained horse section and inexperienced horse section will be happening at the same time in the same arena.

Equipment needed:

- Mounting block

Number of horses needed in total is eight (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.

**Please note the assessors will need to see the horses ridden and may wish to ride the horses themselves before the candidates; please liaise directly with the Lead Assessor to find out if the assessing team will wish to ride the horses and to establish their heights and weights if necessary.**

We are happy to use the same horses in no more than two non-consecutive sessions providing suitability and fitness of the horse.

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.

For the **trained horse section** the horses will need to be:

- At least four well-mannered and schooled to Elementary standard horses
- Be able to work independently in the school in walk, trot and canter that are capable of lateral work and other dressage movements up to elementary (e.g. pirouettes, leg yield, shoulder in)
- Tacked up (with clean and safe/good condition tack- the horses will need to be wearing a fitted double bridle and appropriate dressage 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).

For the **inexperienced horse section** the horses will need to be:

- At least four inexperienced/untrained dressage horses that can have the way of going developed
- Be well-mannered and can work independently in the school in walk, trot and canter that are capable of riding school figures, lateral work and lengthening and shortening stride.
- Tacked up (with clean and safe/good condition) 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).

Candidates will be riding **two** horses during their assessment, so this needs to be considered when allocating horses per candidate.

## Jumping

In this section candidates will be asked to ride safely, be able to ride an experienced horse over show jumps up to 1.10m (3ft 7ins) with a view to developing its way of going and be able to ride a horse cross country over fences up to 1m (3ft 3ins) with a view to developing its way of going.

The riding section is designed to allow normal day to day lessons and/or activities to carry on; all riding sessions will be finished before lunch, freeing up arena space in the afternoon. For the show jumping section the area will need to be big enough to fit a course of eight fences (no less than 60x30m). This section can take place in an enclosed area, outside of an arena; however the footing must be good.

We can only run this section between April and November, so please ensure this is considered before applying for a date.

Equipment needed (show jumping):

- Mounting block
- A representative from the centre to be on hand and assist during the jumping section
- Free standing fences that can be ridden in a course (at least eight) containing fillers.
- Safety cups on all back poles of spreads
- Course plan displayed on notice board
- Leather hole punch

#### Equipment needed (cross-country):

- Minimum eight cross country fences (not working hunter type fences) over undulating terrain or a drop fence included. A minimum of six varieties of fences should be included; related fences, independent fences, angles, corners, skinnies, arrowheads, ditches, steps/drops and water.
- The fences on the course will need to be sound, in safe condition, well built and conform to current safe practice with regard to the construction of cross-country fences to be used for schooling as per BE guidelines.
- Free standing cross country fences that can be related, all fences should be flagged.
- If the fences used are portable they need to be fastened securely to the ground.
- A representative from the centre to be on hand and assist during the jumping section

Number of horses needed in total is eight (plus two spares) in total 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.

We are happy to use the same horses in no more than two non-consecutive sessions providing suitability and fitness of the horse.

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 for the show jumping section:

- At least four well-mannered and reliable for jumping, comfortable with jumping up to 1.10m.
- Be able to work independently in the school in walk, trot and canter
- Tacked up (with clean and safe/good condition with appropriate jumping tack fitted) 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).

#### The horses will need to be for the cross country section:

- At least four well-mannered and reliable for jumping cross country, comfortable with jumping up to 1m.
- Be able to work independently in walk, trot and canter
- Tacked up (with clean and safe/good condition with appropriate jumping tack fitted) 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).

Candidates will be riding **two** horses during their assessment, so this needs to be considered when allocating horses per candidate, one horse for the show jump and one horse for the cross country.

## Lunge

In this section candidates will be asked to lunge a competition horse and develop its way of going.

One horse trained at Novice to Elementary level per candidate is needed (maximum four horses) the horses will need to be tacked up ready with fitted/safe equipment listed below. We suggest that two horses can be lunged at the same time if the area is 20x40m or three horses in a 20x60m area. We recommend the areas are marked out for each candidate.

- Equipment needed (per horse):
  - Lunge cavesson
  - Lunge rein (sufficient length to enable a large circle)
  - Side reins (needs to be adjustable and fit)
  - Bridle (without noseband)
  - Saddle or roller
  - We recommend that horses wear brushing boots on all 4 legs for lunging but please inform the Assessor if any horse will not be working in brushing boots
  - Two-three lunge whips (the lash needs to be long enough to reach the horse on a suitably large circle)
  - Minimum five poles available
  - A representative from the centre to be on hand and assist moving poles within the lunge section

## Fit specialist tack

In this section candidates will be asked to use specialist tack.

- One horse per candidate is needed (maximum of four horses at a time in this section) 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 to allow the candidates to select equipment easily. The equipment used needs to fit or be adjusted to fit the horses provided.

## Use specialist tack

- Equipment needed:
  - One set of skip out tools
  - Two control head collars (not fitted to horse)
  - Two bridles (not fitted to horse)
  - Two lunge cavesson (not fitted to horse)
  - One lip twitch (**discussion only**)
  - One skin pinch (or another unacceptable twitch) (**discussion only**)

- One chifney (**discussion only**)
- One stallion chain (**discussion only**)
- Veterinary prescribed sedative (**discussion only**)
- The tack items listed below will need to be fitted to the horses used:
  - Two modern comfort bridles or reduced pressure bridles (e.g. padded noseband or padded browband)
  - Modern or current variations of nosebands (including flash, grackle, drop, cavesson, combination bridle/noseband e.g. William Micklem)
  - A selection of bit fittings (including lip straps, bit rings)
  - Two double bridles, including lip straps and curb chains
  - Two dressage saddles
  - Two pads, cloths, numnahs
  - Two girths and protectors
  - Two cross country bridles
  - Two running martingales
  - Two jumping saddles
  - Two types of alternative stirrups (modern safety and comfort)
  - Two stud girths
  - One spur guard
  - Two breastplates (to include five point)
  - One washable bridle or lightweight bridle
  - One GP saddle (synthetic or leather)
  - One ergonomic girth
  - One pair of stirrups (toe cage)
  - One seat saver
  - One comfortable pad for horses
  - One saddle bag
  - One coiled leadrope on saddle
  - One neck strap
- Training aids (minimum of three needed):
  - One set of draw reins
  - One bungee
  - One Market Harborough
  - One Harbridge
  - One De Gogue
- Bits
  - Various bits will need to be available, with different mouth pieces and material (e.g. port or sweet iron) to include snaffles, bridoon, curb, gag, pelham, bitless
  - A range of dressage legal bits, please refer to British Dressage website [www.britishdressage.co.uk/rules](http://www.britishdressage.co.uk/rules)
- Boots/leg protection
  - Boots/wraps for dressage, show jumping, cross country, endurance/trekking and turning horses out to include; polo wraps or schooling wraps, tendon, leather four and five strap, over-reach and cross country boots.

## Maintain a horse's physical wellbeing

In this section candidates will be asked to maintain a horse's physical wellbeing.

- One horse per candidate is needed; (maximum of four horses at a time in this section) 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.
- Equipment needs to be set up on a table, bales, saddle racks to allow the candidates to select equipment easily. The equipment used needs to fit or be adjusted to fit the horses provided.

## Assessing physiology of the horse

- Equipment needed (need to be fitted to horses used):
  - Access to a safe trot up area, large enough to assess a horse on the lunge
  - One digital thermometer
  - One stethoscope
  - Two bridles
  - Two lunge cavessons
  - Two lunge reins
  - Two lunge whips
  - Brushing boots on all legs

## Remedial shoeing

- A selection of remedial shoes to include; standard, rolled toe, support shoe, raised heel, bar shoe, heart bar shoe, glue-on shoe, gel pads- silicon/impression materials and hoof boots.

## Bandaging/foot dressing

- Equipment needed:
  - Poultice (enough for eight candidates)
  - Clean tub
  - Access to hot water
  - One vet wrap for demo purposes
  - Four suitable bandages to poultice e.g. exercise bandage
  - Four Fibergee or Gamgees
  - Four stable bandages
  - One duct tape

## 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.

## 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 4 Care, Lunge and Eventing Ride (8 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	
Safeguarding representative contact details	
Form of communication (mobile phone or two-way radio)	
Seating for assessors and/or candidates in all phases	
Candidate black bibs	
Facilities for refreshments/meals to be provided	
Notice board to display course plans	
Scales (to weigh riders should you need to)	
Tools if cross country fences are roped or wired to cut	
List of horses used for each riding section and what they have previously done	

## Dressage

One arena with correctly labelled markers (minimum 20x60m)	
One mounting block	
Four inexperienced dressage horses plus two spare (minimum 14.2hh)	
Four experienced horses (wearing double bridles) minimum 14.2hh	
Leather hole punch	
Various length stirrup leathers and size irons	

## Showjumping/cross-country

One area large enough to hold a course of eight fences (minimum 30x60m)	
One mounting block	
Eight horses plus two spare (minimum 14.2hh)	
Leather hole punch	
Various length stirrup leathers and size irons	
Representative from the centre to be on hand	
Course of eight show jumping fences containing fillers (max height 1.10m) and numbered	
Safety cups on all back poles of spreads	
Representative from the centre to assist	
Minimum eight cross country fences flagged to include (max height 1m):	
Angles	
Corners	

Skinnies	
Arrowheads	
Ditch	
Steps/drops	
Water (if available)	
Course plan for show jumping and cross country course	

## Lunge

One arena (minimum 20x40m)	
Four competition (up to novice/elementary level) horses for lunging	
Minimum four lunge cavesson	
Minimum two lunge reins	
Minimum two pairs of side reins	
Minimum two pairs of brushing boots (needed for all four legs)	
Minimum two bridles (without noseband)	
Minimum two saddles or rollers	
Two to three lunge whips	
Minimum five poles available	
Representative from the centre to assist	

## Fit specialist tack

Four horses (can be used in other sections) - ideally in adjoining stables	
String for tying up horses	
Head collar and lead rope per horse (fitted)	
One set of skipping out tools	
Two control head collars (not fitted to horse)	
Two bridles (not fitted to horse)	
Two lunge cavesson (not fitted to horse)	
One skin pinch/other inappropriate twitch (discussion only)	
One chifney	
One stallion chain	
Veterinary prescribed sedatives (e.g. packaging)	
Two modern comfort bridles or reduced pressure bridles	
Modern or current variations of nosebands to include:	
Flash	
Grackle	
Drop	
Cavesson	
Combination bridle/noseband (e.g. William Micklem)	
A selection of bit fittings (e.g. lips straps, bit rings)	
Two double bridles	
Two dressage saddles (include lip strap and curb chain)	
Two pads/cloths/numnahs	
Two girths and protectors	
Two cross country bridles	

Two running martingales	
Two jumping saddles	
Two types of alternative stirrups ( modern safety/comfort)	
Two stud girths	
One spur guard	
Two breastplates (including five point)	
One washable bridle or lightweight bridle	
One GP saddle (synthetic or leather)	
One ergonomic girth	
One pair of stirrups (toe cage)	
One seat saver	
One comfortable pad for horses	
One saddle bag	
One coiled lead rope on saddle	
One neck strap	
Minimum of three types of training aids:	
One set of draw reins	
One bungee	
One Market Harborough	
One Harbridge	
One De Gogue	
Various bits with different mouth pieces (e.g. port) and material (e.g. sweet iron):	
Snaffles	
Bridoon	
Curb	
Gag	
Pelham	
Bitless	
Range of dressage legal bits	
Two sets of Polo wraps/schooling wraps	
Two pairs of tendon boots	
Two leather four and five straps	
Two pairs of over-reach boots	
One pair of cross country boots	

### Assess a horse

Two horses (can be used in other sections)- ideally in adjoining stables	
String for tying up horses	
Access to a safe trot up area (large enough to lunge)	
Fitted bridles with no nosebands on the horses	
One digital thermometer	
One stethoscope	
Two lunge cavesson	
Two lunge reins	
Two lunge whips	
Minimum two pairs of brushing boots (needed for all four legs)	
Selection of remedial shoes:	
Standard	

Rolled toe	
Support shoe	
Raised heel	
Heart bar shoe	
Glue-on shoe	
Bar shoe	
Gel pads- silicon/impression material	
Hoof boots	
One poultice roll	
Access to hot water	
Two clean tubs	
One vet wraps for demo purposes	
Four bandages suitable for poultice (e.g exercise bandage)	
Four fibergee or Gamgee	
Four stables bandages	
One poultice boot for demo purposes	
One duct tape	