

Carriage Driving Coach Assessment Form

Please tick the appropriate assessment:

- Initial Assessment *(Please complete all pages)*
- Reassessment *(Please complete all pages)*
- Qualified Coach Moving Groups* *(only Page 1 and 2 required)*

Date:

Coach Details

Name:	Group Name:
Group Driving Organiser:	Contact Number:
Email Address:	

Assessor Details

Name:
Contact Number:
Email Address:

Please tick when seen:

- CD Coach Logbook
- Safeguarding Certificate **Expiry Date:**
- Disclosure Check (DBS, PVG or Access NI) **Date Awarded:**
- Valid First Aid Certificate (recommended but not required) **Date Awarded:**



Previous Driving Experience/Group:

TASK <i>*Required ONLY for CD Coach Moving Group</i>	Y OR N	COMMENTS
<ul style="list-style-type: none"> • Complete a short drive. • Demonstrate good rein handling, and use of whip while showing halt/walk/trot transitions, circles and through cones. 		

Assessor Comments:

Please ensure that all individual points of the assessment have been marked as appropriate (✓ or x). Please note- any part of the assessment considered unacceptable may be re-assessed by an Assessor not less than four weeks from the assessment date.

Assessor Print Name:

Signature:

When completed please email this form to the Coaching Team coaching@rda.org.uk. Please also copy to your Regional Carriage Driving Representative and retain a copy for the Group.



Please ensure all individual parts of the assessment are marked as Y (yes-acceptable) or N (no-requiring re-assessment)

TASKS TO BE ASSESSED	Y OR N	COMMENTS
<p><u>HARNESSING UP AND DRIVING</u></p> <p>Assemble and discuss a Single Set of Harness</p> <ul style="list-style-type: none"> • Name parts of the harness and assemble • Discuss care and cleaning of all types of harness • Be aware of the importance of checking the stitching and condition • Know the most vulnerable parts e.g. rein-billets, girth, neck straps 		
<p><u>HARNESS THE EQUINE WHILE DIRECTING AN ASSISTANT TO HELP</u></p> <ul style="list-style-type: none"> • Leave a suitable head-collar on • Put harness on, in correct order, and demonstrate adjustment to ensure a correct fit • Discuss the suitability of the harness for RDA Carriage Driving, including safety features 		
<p><u>DEMONSTRATE PUTTING TO AND DISCUSS BALANCE OF A 2 (IF THE GROUP USES ONE) OR 4-WHEELER</u></p> <ul style="list-style-type: none"> • Put to, in a safe flat place (this should ideally not in an open field, but may be necessary depending on where the group meets) in the correct manner • Be able to instruct a helper on how to assist • Understand the balance of 2-wheeled vehicles, and how to adjust for it (if the group has no 2-wheeled vehicles in their group then this is not applicable) • Discuss balance of 4-wheeler – distribution of weight and position of wheelchair • Understand the difference between fixed and independent shafts • Discuss types of carriages built for RDA work, with reference to ramps, types and size and number of wheels, ease of entry • Discuss vehicle care and storage 		
<p><u>DEMONSTRATE MOUNTING AND DISMOUNTING THE VEHICLE FROM BOTH SIDES</u></p> <ul style="list-style-type: none"> • Demonstrate correct mounting procedure and taking up of both sets of reins 		
<p><u>DISCUSS SAFETY AWARENESS OF PREPARING TO DRIVE</u></p> <ul style="list-style-type: none"> • Putting to and taking out require precise instructions from the CD Coach to the team helping them • <i>This is one of the most unsafe parts of carriage driving, where the pony is neither completely in nor completely out of the carriage.</i> 		



TASKS TO BE ASSESSED	Y OR N	COMMENTS
<p><u>COMPLETE A SHORT DRIVE DEMONSTRATING REIN HANDLING, COACHMAN STYLE</u></p> <ul style="list-style-type: none"> • Demonstrate good rein handling, e.g. lengthening reins, shortening reins, turns, emergency stops and hand-signals • Demonstrate use of whip • Show halt/walk/trot and rein-back transitions • Use of aids identified • Show an ability to drive two-handed when necessary • Explain why coachman style rein handling must be used in RDA Carriage Driving sessions and why 2-handed driving may be preferable to coachman style in occasional situations, such as demonstrating to the disabled driver for cone-driving purposes • Show an ability to drive circles and between cones 		
<p><u>ASSISTING AN AMBULANT OR NON-AMBULANT DISABLED DRIVER INTO THE CARRIAGE, WITH COACH IN CARRIAGE, WITH HEAD-HOLDER IN PLACE WITH LEAD ROPE ATTACHED</u></p> <ul style="list-style-type: none"> • Demonstrate the attaching of dual reins and discuss their position on the bit, headcollar or terrets • Instruct an adequate number of helpers to assist ambulant disabled driver into the carriage • Instruct at least three helpers to assist a non-ambulant wheelchair user into the carriage • Identify suitable areas for ambulant or non-ambulant drivers to get into and out of the carriage • Discuss the importance of RDA Coach and helper competence when assisting non-ambulant wheelchair users into the carriage. Discuss security of wheelchairs, e.g. clamps/straps, use of lap-belts, footrests on wheelchair, or independent footrest on floor of carriage • Discuss all aspects required for of assisting ambulant disabled drivers into the carriage including their security and comfort when seated; i.e, use of cushions or other supports to aid balance, and use of footrests 		
<p><u>PREPARATION TO CARRIAGE DRIVE WITH DISABLED DRIVER</u></p> <ul style="list-style-type: none"> • Discuss rein adjustments and adaptations. Rein bars, looped reins, ladder reins, non-slip reins, or coloured tape on disabled driver's reins (red on right and white on left for identification when left/right is not known) • Demonstrate Coaching of Disabled Drivers– holding the reins (may be different for drivers with varying abilities), and use of reins to steer or stop • Use of voice commands to ask equine to move off, go up/down a pace or stand • Positive and attentive manner and attitude towards disabled driver 		



DEMONSTRATE TAKING OUT

- At the end of the practical driving session, demonstrate taking the equine out of the carriage and unharnessing, using the reverse procedure for putting to.

Role of the CD Coach**TASKS TO BE ASSESSED**

Y OR N

COMMENTS

DISCUSS THE USE OF HELPERS/ VOLUNTEERS AND THEIR ROLES

- Number of helpers required to assist the turnout
- Position and role of helpers when on a drive
- Use of helpers on bicycles
- Use of backstepper on a 4-wheeled carriage
- Position and role of helpers when turnout is in an indoor or outdoor arena when driving around the arena, doing dressage, or cones

DISCUSS SAFE PLACES TO DRIVE

- Being mindful of the load the equine can pull on various surfaces – (see weight chart guidelines).
- Flat or undulating ground, Indoor or Outdoor Arenas, Roads, Tracks or Fields

DISCUSS RELEVANCE TO PROGRESSION WITH DIFFERENT DRIVERS

- Recognise how much/little to help the disabled driver, and understand it is essential to allow them to drive as much as possible themselves

SAFETY

- Use of hard hats and gloves
- Correct size of equine, coach, disabled driver
- Recognise concerns with equine, including body language
- Disabled driver: Signs of stress, discomfort, slipping, getting cold, etc

ACCIDENT PROCEDURE**MUST:**

- Have the knowledge and experience to react correctly and efficiently
- Know how to restrain an equine as required
- Know how to release an equine quickly in an emergency situation
- Be able to take charge and instruct each helper confidently and concisely in such a situation
- Be aware of Group Policy on Safety



Equine Care and Knowledge

TASKS TO BE ASSESSED	Y OR N	COMMENTS
<p><u>BASIC HANDLING</u></p> <ul style="list-style-type: none"> • Put on a headcollar and lead in hand • Tie up safely using a quick release knot 		
<p><u>GROOMING AND FOOT CARE</u></p> <ul style="list-style-type: none"> • Identify all items of a grooming kit • Discuss and demonstrate their use • Demonstrate foot care • Discuss shoeing, and know when to call a farrier 		
<p><u>GRASS KEPT EQUINE - CARE AND FEEDING</u></p> <ul style="list-style-type: none"> • Discuss the requirements of a grass kept equine - water, fencing, area requirements, and poisonous plants • Supplementary feeding requirements, e.g. use of hay, haylage, feed mixes, equine nuts, clean wheat straw and oats • Know how to tie up a hay-net 		
<p><u>TRAVELLING</u></p> <ul style="list-style-type: none"> • Prepare equine for travelling • Put on rugs and tail guard • Load and unload from a trailer 		
<p><u>MINOR ACCIDENTS AND INJURIES</u></p> <ul style="list-style-type: none"> • Know when influenza and tetanus injections should be given • Recognise the symptoms of when an equine is unwell e.g. coat, ears, runny eyes • Know the normal temperature, and how to take it • Recognise lameness • Discuss possible injuries associated with a harness equine • Discuss basic equine First Aid (e.g. bathing, bandaging, when to call a vet) 		