

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
<u>HARNESSING UP AND DRIVING</u> Assemble and discuss a Single Set of Harness <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 		
<u>HARNESS THE EQUINE WHILE DIRECTING AN ASSISTANT TO HELP</u> <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 		
<u>DEMONSTRATE PUTTING TO AND DISCUSS BALANCE OF A 2 (IF THE GROUP USES ONE) OR 4-WHEELER</u> <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 		
<u>DEMONSTRATE MOUNTING AND DISMOUNTING THE VEHICLE FROM BOTH SIDES</u> <ul style="list-style-type: none"> Demonstrate correct mounting procedure and taking up of both sets of reins 		
<u>DISCUSS SAFETY AWARENESS OF PREPARING TO DRIVE</u> <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 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
<u>DISCUSS THE USE OF HELPERS/ VOLUNTEERS AND THEIR ROLES</u> <ul style="list-style-type: none"> • 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 		
<u>DISCUSS SAFE PLACES TO DRIVE</u> <ul style="list-style-type: none"> • 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 		
<u>DISCUSS RELEVANCE TO PROGRESSION WITH DIFFERENT DRIVERS</u> <ul style="list-style-type: none"> • Recognise how much/little to help the disabled driver, and understand it is essential to allow them to drive as much as possible themselves 		
<u>SAFETY</u> <ul style="list-style-type: none"> • 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 		
<u>ACCIDENT PROCEDURE</u> MUST: <ul style="list-style-type: none"> • 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 		



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) 		