



## **WES Policy on UKCC Instructors wishing to apply for WES Approval Revised January 2014**

It is now 6 years since The Western Equestrian Society recognised the UKCC Level 2 (FEI) coaching certificate as a qualification towards gaining approval for inclusion on the Society's Approved List of Instructors at Level 2. During this time it has become apparent that changes to policy are required to clarify the exception the UKCC gives to enable someone to become a WES Approved Instructor.

From 1<sup>st</sup> February 2014 in order to become a WES approved instructor a UKCC coach must:-

- 1) Have been a full member of the Western Equestrian Society for a minimum of 1 year.
- 2) Have undergone and passed the UKCC Western Assessment Level 2 or above.
- 3) Pay an application fee of £75
- 4) Have undertaken and passed a Western Equestrian Society Rulebook Test
- 5) Have attended a WES Judges Seminar prior to approval or attend the next available Seminar following approval within 2 years. (**Note seminars are only held every 2 years**) Failure to attend the seminar will result in the removal of the Instructor from the list until such time they attend a suitable seminar.

Upon application the Instructor will be required to comply with all rules of the Western Equestrian Society relating to membership of the Approved list including maintaining Society membership, attendance on an approved Child Protection Course and providing proof of insurance and First Aid on an annual basis and following attendance at the initial Judges Seminar described in (5) above attend a WES Judges seminar at least every 5 years thereafter,

An Instructor must be a continuous member of WES have been retained on the Approved list prior to being considered for upgrading within the WES Levels. Any break in membership will require the approval process having to be re-commenced..

# The western Equestrian Societies

## Instructors via FEI WESTERN ACCREDITATION

Welcome to the WES Instructors assessment procedure. **Please complete the WES Application form below and return to the Instructors Secretary.**

### Instructor Approval Scheme - Application Form via FEI WESTERN ACCREDITATION

Name ..... WES Membership No .....

Address.....

.....

Postcode ..... Email .....

Telephone Numbers – Day .....

Evening .....

Mobile .....

**Application fees:** £75 for each part.

I enclose a cheque payable to Western Equestrian Society in the sum of £ .....

I have read and agree to abide by the Western Equestrian Society rules for instructors. Should I be successful in my application, I understand that I must comply with WES requirements in respect of insurance, first aid and Child Protection before being awarded full “Approved Instructor” status. I agree, at all times, to abide by and uphold the aims, rules and constitution of the Western Equestrian Society and I understand that a breach of these conditions can result in the loss of “Approved Instructor” status.

I also understand that I will be required to attend Judges Seminar either prior or at the first possible opportunity after approval and then every 5 years thereafter to remain on the WES Instructors list.

Signed..... Date...../...../.....

Send to: Yvonne Newbegin, WES Instructors Secretary , 180 Woodlands Road, Southampton, Hampshire, SO40 7GL (yvonneneewbegin@gmail.com)

# WES ASSESSMENT PROCEDURE VIA FEI WESTERN ACCREDITATION

## APPLICATION

The Western Equestrian Society recognises FEI WESTERN ACCREDITATION Level 2 Western coaching certificate as a qualification towards gaining approval for inclusion on the Society's Approved

**1. Applicants submit an application form and cheque (£75 payable to The Western Equestrian Society), to Yvonne Newbegin, WES Instructors Secretary , 180 Woodlands Road, Southampton, Hampshire, SO40 7GL (yvonneneewbegin@gmail.com)**

**2. WES Instructors Secretary posts a copy of Instructors booklet to candidate for completion and return**

**4. Applicants complete WES Rule book test and return whole booklet to: Yvonne Newbegin, WES Instructors Secretary , 180 Woodlands Road, Southampton, Hampshire, SO40 7GL. Rule book test marked and marks sent to Instructors committee.**

- Candidates achieving 95 or less will be asked to re submit test. 95% or less on the second test will result in failure to pass the Instructors Assessment.

**5. Copies of the following must be sent with return of instructors booklet and rule book test**

A.	<b>current Public Liability Insurance (minimum £5million)</b>	<p><b>Insurance Companies</b></p> <p>The following Insurance companies are used by existing WES Instructors Please note that the WES makes no recommendations, these are listed purely for information – we recommended that you check carefully that Western Riding is covered.</p> <p>KBIS Insurance – 01635 247474</p> <p>The British Horse Society – 01926 707700</p> <p>Shearwater Insurance – 01992 767666</p> <p>NFU Insurance - 08003164661</p>
B.	<b>current first aid certificate (either Safety at work BHS 2 Day Initial First Aid Course) Or Blue Earth Equine Specific First Aid</b>	<p><b>First Aid</b></p> <p>The following agencies run First Aid at Work courses:</p> <p>British Red Cross</p> <p>St John's Ambulance</p> <p>The British Horse Society (also runs Equine specific courses</p> <p>Blue Earth</p>
C.	<b>current child protection certificate</b>	<p>The course you can look for is a "Safeguarding and Protecting Children Workshop". A lot of football associations run the course; usually the cost is £25 - £35. Gogging "safeguarding children workshop" comes up with quite a few details of local FAs and other organisations which run the workshop</p>
D.	<b>Current Membership of WES</b>	Membership forms can be obtained from <a href="http://www.wes-uk.com">www.wes-uk.com</a>

	6. Recommendations passed onto WES Council for ratification. Booklets and results returned to applicants.
	7. Applicants will be added to the current WES Instructors list as level 2 on the WES Website and the next edition of WESNews. <ul style="list-style-type: none"> <li>• <b>Please note</b> Only at this point may applicants advertise being a WES instructor. Instructors must advertise current Instructor level 2 in any advertising that states they are a WES Instructor. <b>Instructors may apply for level 3 or 4 after a period of one year of being put on the instructors list.</b></li> </ul>
	8. Potential Instructors must have attended a WES Judges Seminar prior to approval or attend the next available Seminar following approval within 2 years. ( <b>Note seminars are only held every 2 years</b> ) Failure to attend the seminar will result in the removal of the Instructor from the list until such time they attend a suitable seminar.

ONGOING	1. All WES Instructors must abide by WES Rules (WES Rule Book)
	2. All Instructors when participating in WES activities must follow the Hard Hat regulations.
	3. All Instructors must submit copies of their Insurance and First Aid certificates by 31 <sup>st</sup> January of each year to the WES Instructors Secretary. Failure to do so will result in temporary exclusion from all WES Instructors published lists, until such time as documentation is received.
	4. Following attendance at the initial Judges Seminar described in (8) above attend a WES Judges seminar at least every 5 years thereafter,