

The Pony Club Code of Conduct for Assessors 2024

The Code of Conduct for Pony Club Assessors applies to all Pony Club Officials delivering Pony Club Tests. Compliance with the Assessors Code of Conduct for Pony Club is a condition of acceptance to assessing or probationing regardless of the level to which the Assessor officiates. Assessors must abide by this Code of Conduct when attending any events in relation to Pony Club Tests.

Regulation and Governance of Assessor Lists

All Assessors must be registered on Pelham in the National Assessor Database section. Those entering Assessor details to Pelham have responsibility to ensure that the information is accurate and up to date. Local and National Regulation and maintenance of Assessor Lists is as follows:

E – C Test Assessor Lists may be maintained by individual Pony Club Branches or centres. It is strongly advised that Area Representatives also keeps a list of these Assessors.

C+, B, B+ and AH Test Assessor Lists are managed by each Area. The Area Representatives are responsible for ensuring this List is kept up to date and Assessors are appropriately trained and updated with regards to CPD requirements. They must send a copy of their C+, B, B+ and AH Assessor List to the Pony Club Training Office on a yearly basis. They must inform the Training Development Officer of any Assessor upgrades, demotions, or retirements.

The Pony Club Training Committee is responsible for the creation and maintenance of the A Test Assessor List and it is held by the Training Office.

Assessor Training

Assessors should be trained in keeping with the Pony Club National Assessor Pathway for D to A Test. Assessors should hold the minimum stated technical qualifications, have adequate experience and complete required probationary periods with verification when required as outlined in the Assessor Pathway Document.

All Assessors must complete a CPD update every two years for any level which they assess. It is strongly advised that this is an in person update but Assessors may alternate online and in person CPD updates. Assessors who do not maintain their CPD updates will be removed from the relevant list(s) and will not be allowed to assess until they have updated.

All Pony Club Assessors who assess at C+ Test and above must complete a Soft Skills Workshop which can be done online or in person.

1.0 Categories of Assessors

1.1 Accredited Assessors - Suitably qualified coaches or officials of the Pony Club who have undertaken formalised training and completed a probationary period appropriate to level(s) at which they assess. They must meet the criterion as specified in the Pony Club National Assessor Pathway.

1.2 Accredited Lead Assessors – An Accredited Lead Assessor is required at B, B+, AH and A Tests. The Lead Assessor role is to coordinate the day and if in a Moderating Lead Assessor capacity (which is compulsory at AH and A Test), undertake quality assurance reviews of the Test. Area Representatives are responsible for creating and maintaining a List of B Test Lead Assessors.

At C+ Test, a Lead Assessor should be appointed from the Assessors attending to officiate at the Test. This would normally be the B Test Assessor attending.

The Lead Assessor at B+ Tests should be an Accredited A Test Assessor.

Appointment of AH Test Lead Assessors must be approved by the Pony Club Training Office and Training Chairperson. Ideally, each Area should have at least one. AH Test Lead Assessor, however, this may not be geographically possible.

At A Test, the Pony Club Training Office and Chairperson will appoint a suitable Lead Assessor for each Test Day.

1.3 IV Assessor – For a proportion of B, B+, AH and at all A Tests, an IV Assessor will be sent at the discretion of the Training Committee to oversee moderation and quality assurance. If an Area is running a B Test without a Moderating Lead Assessor, an IV Assessor will attend.

1.4 Area Chief Assessor – Areas may appoint an experienced Lead Assessor (who assesses to B+ and AH Test) to act as the Area Chief Assessor to help with the regulation and training of Assessors. Area Chief Assessors will also act to support the Area Representative in dealing with any complaints or disagreements after Test Days. The Area Chief Assessor will also have a pastoral role in supporting the Area Assessors and offer mentorship when required. Depending on local geographical set up, Areas may share a Chief Assessor.

1.5 Probationary Assessors - Probationary Assessors are not involved directly in making assessment decisions. They are to attend tests to attain the required knowledge to assess at the level following completion of their training pathway.

2.0 Conduct

2.1 As per the Pony Club National Assessor Pathway Document, Assessors are required to be Pony Club Accredited Coaches and all associated prerequisites need to be in date.

2.2 All Assessors must attend update Assessor CPD Workshops every two years for any levels which they assess. If they fail to attend, they will be removed from the Panel until this duty has been fulfilled. Specific guidance relating to this is specified in the Pony Club National Assessor Pathway Document.

2.3 Assessors will arrive at the Test Centre in plenty of time prior to the start of the test.

2.4 Assessors will be courteous, polite and considerate towards all with whom they come into contact with during the course of the test day. If Assessors are found to be impolite, rude, unsympathetic or offensive in any way to a candidate, staff, fellow assessors or organisers they will be referred to the Pony Club Training Committee. Assessors may then be offered remedial training or removed from the panel.

2.5 Assessors will not allow their professional responsibilities or standards of practice to be diminished or compromised by considerations of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation; social standing, special education needs or self-interest.

2.6 Assessors will be responsible for familiarising themselves and adhering to the ethos of The Pony Club.

2.7 Assessors will be objective, impartial and totally fair to all candidates. The result of the candidate and any comments made with regard to their results will be an honest and accurate statement of that candidate's performance on the test day.

2.8 Assessors will not knowingly assess a candidate that they have taught during the past six weeks. If, unknowingly the assessor finds they have had an interest in a candidate this will be declared to the organiser and Lead Assessor (if applicable) of the test.

2.9 Assessors are "Ambassadors" for The Pony Club and as such must set an example to candidates, fellow Assessors and organisers.

2.10 Assessors will act professionally during the test and will not, under any circumstances, attempt to secure business of any kind whatsoever from candidates and/or staff.

2.11 Assessors must ensure that all questions and professional discussions and in the case of practical assessment all equipment and horses are applied and utilised to ensure there is not inconsistency in the standards each candidate is expected to achieve in order to show competence.

2.12 Assessors will be conversant with current assessment criteria and have an understanding of the standards and level of knowledge required. They will assess within the remit of the test syllabus and keep within the timescales as indicated by the programme. They will keep concise notes for the day. Their completed paperwork should be retained for at least four weeks in case of appeals.

2.13 All assessors must be conversant with The Pony Club Reasonable Adjustments Policy.

3.0 Confidentiality

3.1 Paperwork relating to the following must be kept secure and confidential at all times: Assessor meetings; Assessor directives; Assessor discussions; Assessor correspondence; Candidate lists and results; All paperwork relating to pre and post Test must be secured where it could not be accessed by individuals other than the team of assessors.

3.2 Medical Notes and requests for reasonable adjustments must be handled confidentially. These documents are to inform and guide Assessors.

3.3 Assessors must not discuss any matters relating to candidate performance at a Test Day with anyone who was not directly involved (i.e. fellow Assessors, Test Organiser, Area Representative). If Assessors are contacted by anyone not directly involved with the Test Day or by Candidates/ parents or coaches regarding a Test Day they must decline this and contact the Area Representative or Pony Club Training Office immediately.

3.4 The test results are confidential and must not be revealed to anyone other than the team of assessors, the Area Representative, the organiser and the Pony Club Office.

3.5 Assessors must not reveal any information which has been given to them in confidence by which if revealed to trainers of candidates or candidates about a qualification may give a candidate or candidates an unfair advantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.

3.6 Assessors will confidentially destroy all confidential material they no longer require or at the request of The Pony Club. This includes when an assessor resigns, stands down or is removed from the list of Assessors for any reason.

3.7 Assessors will not use their position of privilege to offer training to candidates and/or trainers of candidates if, by doing, it is likely to reveal any confidential information about the assessment process which may give a candidate or candidates an unfair advantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.

3.8 Assessors in breach of the above will be removed from the panel of assessors with immediate effect.

3.9 Assessors past and present should be aware that breaches in confidentiality may contravene the data protection act. They should be aware of their legal responsibilities, as well as their professional duty.

4.0 Risk Assessment

4.1 All Assessors must be able to assess all sections of any Test, they are asked to assess, unless there is prior consent from the Lead Assessor or organiser.

4.2 For health and safety reasons, only minimal discreet jewellery is acceptable.

4.3 All assessors will risk assess throughout every Test.

5.0 Assessor Dress

5.1 Assessors will present themselves dressed in a smart but practical manner wearing trousers with suitable footwear.

5.2 Assessors should not wear riding clothes (jodhpurs, breeches, gaiters etc) so as they can be easily identified as assessors.

5.3 Clothing should be free from personal business company logos, promotions or advertising.

5.4 BHS branded clothing (APC or Accredited Professional Assessor) is strictly forbidden at Pony Club Test Days.

6.0 Expenses

6.1 Assessors will be paid a set fee for assessing as per the current Pony Club Rule Book. These are specified for B, Lunge, B+, AH and A Tests.

6.2 For E, D, D+, C and C+ Tests, Assessors may negotiate a fee for assessing however this must not exceed the current B Test Assessor Test Fee for a day or half day assessing.

6.2 Travel expenses are paid at the current office rate.

6.3 Additional expenses such as overnight accommodation must be agreed in advance with the organising Branch/ Centre/ Area or The Pony Club Office. If additional expenses are being claimed, complete receipts must be kept and provided at invoice.

Assessor Name Pelham Number

Signature of Coach