



ASSOCIATION OF BRITISH RIDING SCHOOLS

TEACHER'S ASSISTANT CERTIFICATE

LOG BOOK

CONFIDENTIAL

Candidate's Name

School

Each section only to be dated and initialled when the helper has proved, over a period of time, to be of a good and consistent standard.

Once these sections have been completed it will be necessary for a practical test or examination to be conducted 'in house' during the normal course of daily routine by the proprietor, manager or whoever is appointed.

	DATE	INITIALS
1. Turnout of Helper Jodhpurs, shirt, tie, boots, hat, sweatshirt/jacket - clean and tidy
2. Attitude Welcome, cheerful, friendly but competent
3. Prepare horse/pony for ride/lesson Pick out feet, brush off, ensure mane and tail are free from straw/shavings etc
4. Tack up Including neck strap and lead rein
5. Lead in hand
6. Prepare horse/pony for rider to mount i.e. check girth and length of stirrups and show rider how to do this
7. Assist rider in mounting from (a) the ground and (b) mounting block
8. Adjust girth and riders stirrup length when mounted and show rider the procedure for doing the same
9. Show how to hold reins and how to shorten and lengthen
10. Ability to position rider - emphasis on correct posture
11. Show how to hold and change whip and when and how to use it safely, with all proper and reasonable care for the horse.

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	DATE	INITIALS
12. Check safety of line up
13. Safety awareness when leading a rider in hand or from another horse
14. Assist with basic suppling exercises
15. (a) Knowledge of emergency procedure should a rider fall during a lesson
(b) Know and be able to show 'emergency safe rider position'
16. Know rules for conducting a hack, road safety and accident procedure as per ABRS Handbook
17. Assist with dismounting and putting horse away
18. Untack and leave horse comfortable and safe
19. Control and check safety of your riders around stables and tackroom and return to office/parents
20. Be able to assist with placing ground poles
21. Assist with building a small course
22. Have knowledge of dimensions of the arena and school figures and movements
23. Know the school rules and be conversant with School Safety Policy

SCHOOL PROPRIETOR/ MANAGER: I confirm that the above named candidate has successfully completed all sections of this log book and passed a final practical test.

SIGNED DATE

ABRS MEMBER SCHOOL

SCHOOL ADDRESS.....

NOTE: It is for each proprietor to know, from their local Council, the minimum age allowed for a helper. The ABRS accepts no liability for failures in this respect and does not warrant that the possession of a Teacher's Assistant Certificate implies suitability for such work other than in the school or riding establishment so certifying above.