

ASSESSMENTS and REVIEWS

Assessments

It is a fundamental principle of RDA that people, horses and equipment must be assessed and judged appropriate to the task at hand before they can be used within an RDA context.

Within RDA Carriage Driving, this applies to the assessment of CD Coaches, Equines, Carriages and Harness. In each of these cases the assessment must be carried out by an approved RDA Carriage Driving Assessor.

When a new Driving Group is formed (or when an RDA Riding Group introduces Carriage Driving) an assessment of the venue and the Group must be undertaken by a minimum of two Assessors working together.

A Probationary Assessor should attend 3 assessments with a CD Assessor before assessing alone, unless dispensation is given by the CD Lead and a Working Group.

Procedure

1. A Group requiring an assessment must contact their Regional Driving Rep, who will organise the assessment at a date mutually convenient to all concerned.
2. The Assessor will carry out the assessment and give feedback to the Group. Formal logs of assessments are held by RDA National Office.
3. Any concerns will be discussed with the Group and the Regional Driving Rep.
4. Discrepancies will be handled by the Carriage Driving Lead with a Working Group.

Payment of Assessors

In recognition of their professional background and the time given to RDA, Carriage Driving Assessors are entitled to claim a £40 optional fee for each assessment visit made. This fee is claimed by the Assessor when sending the paperwork through to National Office and is paid by RDA National.

Assessors will be advised that this payment does not constitute employment and as such they will not have employment rights. Similarly, all tax liabilities will be the Assessor's.

Groups are responsible for paying the Assessor's mileage expenses at 45p per mile.

Reviews

The purpose of the Review system will be to ensure that volunteers and groups are receiving regular contact and support from RDA and to enable the Carriage Driving Lead and RDA National Office to identify and mitigate potential problem areas in good time.

The system is designed to be a "soft system", which allows a great deal of flexibility. Groups and their volunteers are able to work within the system without any fundamental change to their current safe practices.

Procedure

- It is a requirement for every Group to be visited at least once every 2 years, either by an Assessor (where an assessment is needed) or by the Regional Driving Rep, if no Assessments have taken place in that time.
- There will be no formal assessment of the Group, but the Assessor or Regional Driving Rep will record the visit in the 'Group Visits' page of the Regional Driving Rep's log book, the Group will record the visit in the Group Log Book, and the Carriage Driving Lead will be informed. Guidance and advice will be offered where any concerns are raised and a follow up visit may ensue. Any problems that cannot be resolved between the Regional Driving Rep and the Group will be referred to the Carriage Driving Lead.
- Where the Regional Driving Rep is part of a Group they are able to review within that Group, as it will be trusted that they continually ensure procedures are carried out correctly. If no Assessments or visits from an external Official take place for 2 years, the Carriage Driving Lead will contact the Regional Driving Rep to ensure that a visit by an external assessor to their Group is arranged as soon as is feasible.