

## **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, ponies, carriages and harness. In each of these cases the assessment must be carried out by an approved RDA 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, generally must be undertaken by a minimum of two Assessors working together.

### **Procedure**

1. A Group requiring an assessment must contact their Regional Carriage 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. Disagreements will be handled by the Carriage Driving Committee

### **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 Assessors mileage expenses at 40p per mile.

## REVIEW SYSTEM

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 RDA National to identify and mitigate potential problem areas in good time.

The system is designed to be a "soft system", allowing a great deal of flexibility and for local volunteers to be able to work within the system without any fundamental change to current practices.

### **The system**

- 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 Carriage Driving Rep, if no Assessments have taken place in that time.
- The visit will be counted as a Review visit.
- There will be no formal assessment of the Group, but the visitor will report back to National Office that a visit has been conducted, allowing the office to maintain a log of visited Groups
- The visit will also be recorded in the 'Group Visits' page of the Regional Carriage Driving Rep's log book and a written log is submitted to the Carriage Driving Coordinator at National Office.
- 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 Carriage Driving Rep and the Group will be referred to the Carriage Driving Committee.

Where the Regional Carriage 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 Coordinator will contact the Regional Carriage Driving Rep to request a written report on their Group which will go on file