

CENTRE OPERATOR QUALIFICATION

THE TREKKING AND RIDING SOCIETY OF SCOTLAND

SCOPE

A Centre Operator will be competent to operate, manage and control all aspects of a riding/trekking centre on a permanent, financially secure basis. He/she should have the ability to recruit and train staff suited to the leisure riding industry.

ENTRY REQUIREMENTS FOR ASSESSMENT

Individual membership of TRSS.

H & SE First Aid at Work Certificate.

BHS Riding and Road Safety Certificate.

Attendance at Good Practice and Child Protection Course.

Age at least 21 on day of assessment.

A practical knowledge of all aspects of the Ride Leader, Senior Ride Leader and Centre Operator syllabi.

Must hold the TRSS Senior Ride Leader Certificate or BET equivalent, or have operated a TRSS or BHS approved riding centre for a minimum of 3 years.

REFRESHER COURSE

It is recommended that all candidates attend the refresher course held immediately prior to the one day assessment.

If candidates hold a Senior Ride Leader qualification they should attend the one-day refresher course for Centre Operators.

SYLLABUS

The candidate must have a greater in-depth knowledge than required for Senior Ride Leader, and have practical knowledge and/or proficiency in each of the following:

STABLE MANAGEMENT

Selection, examination, value and purchase of horses suited to the work of the centre.

Purchase of fodder, bedding, tack and equipment.

Importance of soil analysis, reseeding, fertilizing and weed control in grassland management.

Basic understanding of stable and yard design, centre layout and signage.

COMMUNICATION SKILLS

The candidate may be required to demonstrate communication skills by giving a 10 minute oral presentation on a business topic.

MANAGEMENT AND BUSINESS

GENERAL

The candidate should have a sound knowledge of the business management aspects of running a centre, including:

Current local and EC legislation relevant to riding centres.

Insurance and public liability.

VAT, PAYE, NIC.

Pension legislation.

Staff, student and livery contracts.

Recruiting, disciplining and dismissal of employees.

Account keeping and balancing staff and horse costs against income.

Improving profitability through diversification.

Advertising, marketing, publicity and public relations.

GENERAL (continued)

Importance of training staff and clients.

Records of tourist accommodation and non-equestrian activities to allow planning of multi-interest holidays for clients.

TREK AND RIDE

Legislation relating to land access, rights of way etc.

Planning of new routes in liaison with land owners.

SAFETY

Requirements of H & S E, RIDDOR, COSHH and SEPA.

Importance of the safe use of machinery on the centre.

Monitoring of correct recording of accidents and incidents.

Risk assessment pertaining to centre operations and rides.