EQUESTRIAN CANADA ÉQUESTRE

COACHING PROGRAM OPERATIONS GUIDE

2020-12-14

For the purpose of this document, the term "Coach" refers to all individuals who provide instruction to human participants for the purpose of learning to ride/drive and/or improving their skills and performance level in equestrian activity. It is inclusive of individuals who identify themselves as coaches, instructors and/or trainers of human athletes.

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1. INTRODUCTION

Coaches play a critical role in shaping the sport experience of sport participants. Inherently, Coaches are in a position of trust and authority, play an important role in the development of sport participants and ultimately shape lives in the process.

Coaches have a duty of care for the individuals they coach. The Coach-athlete relationship is a privileged one and plays a critical role in the personal, sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

As the governing body for equestrian sport and the equine industry in Canada, Equestrian Canada's (EC) mission, core values and Code of Conduct and Ethics clearly identify the importance of upholding the highest standards of ethical practices and sportsmanship in all areas of activity, including the activity of Coaches.

As such, it is critical that EC and its affiliate organizations take steps to ensure that Coaches receive training and support to be able to uphold these values and model them to new participants, while also having mechanisms to hold those who do not uphold these values accountable.

EC's vision is for ***every equestrian Coach in Canada to be licensed and certified by 2025.*** This guide provides a framework for the programs and services that will aid in achieving this vision.

1.1. PURPOSE OF THE OPERATIONS GUIDE

The Coaching Program Operations Guide ("Operations Guide") outlines the primary programs and services offered by EC in regards to coaching. The Operations Guide provides operational guidelines and procedures for the management and delivery of the EC Coach Status Program and National Coach Certification Program (NCCP) in equestrian activity. It also outlines the roles and responsibilities of EC and Provincial/Territorial Sport Organizations (PTSOs) in supporting the delivery of these programs.

1.2. ROLES AND RESPONSIBILITIES

EC's coaching programs are managed and delivered in collaboration with the PTSOs of EC. In broad terms, EC is responsible for the development and maintenance of program curriculum and establishing standards for coaching, while PTSOs are responsible for the delivery of training and evaluation for certification.

All training and evaluation records are submitted and maintained in the ECampus, EC's online learning platform and management system. It is the responsibility of PTSO coaching administrators to ensure that these records are submitted in a timely manner.

1.3. VERSION CONTROL

The following outlines the version history of this guide:

Revision Date (YYYY-MM-DD)	Document Title	Revisions
2015-12-18	EC-Operations-Manual-Coaching_E_v2016.01	First merged version of all pre-existing EC Coaching Program Policy and Procedures manuals.

2017-01-01	EC-Operations-Guide-Coaching_E_v2017.01	Omnibus revisions tracked on the Policy Amendment Submission Forms. Contact EC for clarification on a revised policy.
2017-04-01	EC-Operations-Guide-Coaching_E_v2017.02	Grammar and removal of minimum ages for each context certification.
2017-08-30	EC-Operations-Guide-Coaching_E_v2018.01	Annual revision cycle including changes to program pre-requisites.
2019-05-30	EC-Operations-Guide-Coaching_E_v2019.01	Annual revision cycle.
2020-09-28	EC-Operations-Guide-Coaching_E_v2020.02	Full revision including the new Coach Status Program.

1.4. FORMATTING

The following alphanumeric system shall identify chapters and policies within the Operations Guide.

Level	Sequence	Description
Chapter	1, 2, 3, 4…	Chapters are assigned sequential numbering. Should chapters be removed, chapter numbering is to be revised to reflect the removal of a chapter.
Section	1.1, 1.2, 1.3, 1.4…	Sections are assigned sequential numbering leading with the corresponding chapter number separated by a period. Should sections be removed, section numbering is to be revised to reflect the removal of the section.
Sub-section	1.1.1, 1.1.2, 1.1.3, 1.1.4…	Sub-sections are assigned sequential numbering leading with the corresponding chapter and section number separated by periods. Should sub-sections be removed, sub-sections numbering is to be revised to reflect the removal of a sub-section.

When referencing specific sections, section numbers shall be referenced in the following order: Chapter, Section and Sub-section.

Example: Chapter 2, Section 2.5, Sub-section 2.5.3 shall be written as Section 2.5.3.

1.5. GUIDE REVISION

The Operations Guide is updated as required and shall reviewed annually by the National Coaching Operations Committee (NCOC). The Operations Guide will be published on the EC website.

1.6. INTERPRETATION OF THE OPERATIONS GUIDE

Should the English and French versions differ, the English version shall prevail. The Operations Guide published on www.equestrian.ca will prevail over versions published on partner websites or in print.

1.7. EC POLICIES

EC's coaching programs, Operations Guide and procedures have been developed to support the implementation of EC's policies as they relate to Coaches.

EC's policies can be found at www.equestrian.ca/about/governance/policies.

2. EC COACH STATUS PROGRAM

The Coach Status Program is a joint initiative of EC and its PTSO partners, born out of the Canadian Equestrian Development (CED) agreement. A Coach Status confirms that a Coach has completed required training and met safety and ethical standards to provide equestrian instruction and coaching services in Canada.

EC recognizes equestrian Coaches in two ways:

- Licensed Coach Status
- Registered Coach Status

Registered Coach Status: This status recognizes self-declared Coaches and instructors, including those working towards a Coach Certification and those new to equestrian instruction who will work alongside an experienced Coach. This status can also be selected by those with formal training or extensive experience until the Licensed Coach Status becomes mandatory.

Licensed Coach Status: This status recognizes Coaches with verified expertise, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction and coaching.

The Coach Status Program provides a mechanism to manage the activities of Coaches and progressively increase standards that will help improve the equestrian experience for all participants. EC's vision is to see every equestrian Coach licensed and certified by 2025. To meet this goal, formal requirements to coach at EC sanctioned competitions will be phased in as follows:

- In 2021, Coaches will need to be Licensed to deliver/participate in designated EC programs.
- In 2022, Coaches will need to be Registered at all EC sanctioned competitions.
- In 2023, Coaches will need to be Licensed at all EC sanctioned Gold and Platinum competitions. Coaches will need to be Registered or Licensed at all EC sanctioned Bronze or Silver competitions.
- In 2024, Coaches will need to be Licensed at all EC sanctioned competitions.
- In 2025, Coach will be required to be Licensed and certified at all EC sanctioned competitions.

2.1. PURPOSE OF THE COACH STATUS PROGRAM

The purpose of the Coach Status Program is to enable the effective management of coaching related activities within the equestrian industry. Through the provision of a licensing program, EC and its PTSO partners can clearly identify those who have been appropriately screened, met required training and certification requirements and are committed to upholding a series of shared ethical standards as described in EC's Code of Conduct and Ethics.

Complaints regarding the conduct of Registered and Licensed Coaches are managed through EC's third party complaints management service.

2.2. COACH STATUS PROGRAM BENEFITS

2.2.1. Registered Coach Status

Holding active Registered Coach Status provides many valuable benefits, including:

- Peace of mind for parents, students and facility owners that you have been screened by EC, completed Safe Sport training and hold valid insurance.
- Formal recognition of being on the pathway to becoming a Licensed Coach or of status as a professional within the equestrian industry.
- Use of the Registered Coach badge on website and personal promotional materials.
- Listing in the EC Find a Coach directory.
- Free Enhanced Police Information Check (ePIC) background check with Sterling-Backcheck (link provided upon purchase).
- Free access to EC Safe Sport training (granted upon purchase).
- 15% discount on EC/NCCP training and certification activities.
- Access to independent third party complaint management.

2.2.2. Licensed Coach Status

Holding an active Licensed Coach Status provides many valuable benefits, including:

- Peace of mind for parents, students and facility owners that you are screened by EC, completed Safe Sport training, hold valid insurance and have completed and maintain current equestrian-specific Coach certification.
- Formal recognition of status as a professional within the equestrian industry.
- Use of the Licensed Coach badge on website and personal promotional materials.
- Enhanced listing in the EC Find a Coach directory.
- Eligibility to deliver/evaluate EC Learn to Ride/Drive and Rookie Riders programs.
- Eligibility to become/maintain status as an EC/NCCP Coach Developer.
- Eligibility to be selected as a Coach associated with the Canadian Equestrian Team.
- Eligibility to coach at EC sanctioned competitions.
- Free ePIC background check with Sterling-Backcheck (link provided upon purchase).
- Free access to EC Safe Sport training (granted upon purchase).
- 35% discount on all e-learning courses offered through the ECampus.
- 35% discount on EC/NCCP training and certification activities.
- Access to independent third party complaint management.
- Abuse defense coverage.

To see the complete list of benefits and discounts, please visit www.equestrian.ca/programs-services/benefits-discounts.

2.3. ELIGIBILITY

Each Coach Status has minimum age and coaching experience requirements for applicants to determine which status is appropriate.

	Registered Coach Status	Licensed Coach Status
Age	Minimum 16 years	Age of majority
Coaching Experience	Enrolled in certification OR Certified OR	Certified OR Post-secondary education in equine and/or coaching related field

	Uncertified	OR 10 years active coaching experience
Screening	Level 2	Level 3

2.3.1. Registered Coach Status

Applicants must be 16 years of age, as well as registered and in good standing with their PTSO to apply for Registered Coach Status.

Registered Coach Status applicants must complete required training and Level 2 screening requirements as outlined in the EC Screening Policy, agree to abide by all relevant policies and codes of conduct and pay annual fees.

2.3.2. Licensed Coach Status

Applicants must be at least the age of majority in their province/territory of residence, as well as registered and in good standing with their PTSO to apply for Licensed Coach Status. Licensed Coach Status applicants should have 10 years or more of active coaching experience or be a Certified Coach.

Licensed Coach Status applicants must complete required training and Level 3 screening requirements as outlined in the EC Screening Policy, agree to abide by all relevant policies and codes of conduct and pay annual fees.

2.4. APPLICATION PROCESS

All individuals seeking to obtain a Coach Status must complete an online application administered by EC through the MyEC online portal.

The application gathers relevant information about the applicant that will enable EC to effectively identify individuals, determine eligibility to hold a Coach Status, complete the screening process, administer and deliver licence benefits and track key demographic information regarding equestrian Coaches.

Application requirements include:

Registered Coach Status

- Minimum 16 years of age.
- Hold a valid EC Sport Licence.
- Hold a valid PTSO Membership (if a Canadian resident).
- Complete mandatory Safe Sport training:
  - EC's Fostering Healthy Equestrian Environments e-learning module in the ECampus*.
  - EC's Concussion Awareness e-learning module in the ECampus*.
  - Valid First Aid Certificate at the emergency or higher level of certification.
- Screened by EC, meeting Level 2 screening requirements as outlined in EC's Screening Policy.
- One (1) reference letter from a current student or employer.
- Declaration of good character as outlined in EC's Screening Policy.
- ePIC (provided through EC at no charge) as outlined in EC's Screening Policy.
- Formal acknowledgement of the EC Code of Conduct and Ethics through completing EC Fostering Healthy Equestrian Environments.

- Provide a valid Certificate of Insurance confirming minimum coverage of $2,000,000 Commercial General Liability and $100,000 Professional Liability.

*Or a suitable alternative as outlined in Section 2.4.2 Required Training.

Licensed Coach Status

- Age of majority in province/territory of residence.
- Hold a valid EC Sport Licence.
- Hold a valid PTSO Membership (if a Canadian resident).
- Hold recognized active coaching certification OR 10 years of coaching experience with enhanced screening.
- Complete mandatory Safe Sport training:
  - EC's Fostering Healthy Equestrian Environments e-learning module in the ECampus*.
  - EC's Concussion Awareness e-learning module in the ECampus*.
  - Valid First Aid Certificate at the standard or higher level of certification.
- Screened by EC, meeting Level 3 screening requirements as outlined in EC's Screening Policy.
- Two (2) reference letters from current students or employers.
- Declaration of good character as outlined in EC's Screening Policy.
- Vulnerable Sector Search as outlined in EC's Screening Policy.
- ePIC (provided through EC at no charge) as outlined in EC's Screening Policy.
- Formal acknowledgement of the EC Code of Conduct and Ethics through completing EC Fostering Healthy Equestrian Environments.
- Provide a valid Certificate of Insurance confirming minimum coverage of $2,000,000 Commercial General Liability and $100,000 Professional Liability.

*Or a suitable alternative as outlined in Section 2.4.2 Required Training.

All requirements will be verified against the applicant's user profile and training records to confirm their eligibility to obtain a Coach Status. Applicants who have not completed their eligibility requirements upon purchase will be given 90 days to complete all requirements for the Coach Status to be issued before being required to restart the application process. If the applicant fails to complete all requirements within the 90 day pending period, the application will automatically be rejected. The applicant will be required to restart the application process.

For current Coach Status Program fees, please reference the EC Schedule of Fees.

2.4.1. EC Participant and PTSO Membership Status

EC Participant Status

To obtain a Coach Status, Coaches must maintain an active EC Sport Licence. Sport Licence validity will be verified at time of application, issuance and renewal. It is the responsibility of the Coach to ensure that their EC Sport Licence does not lapse. Any level of Sport Licence is permitted for the purpose of holding a Coach Status and Coaches are encouraged to purchase the Sport Licence required for other activities (e.g. Horse Recordings, competition, etc).

PTSO Membership

To obtain a Coach Status, Coaches must maintain an active PTSO membership. Membership validity will be verified at time of application, issuance and renewal. It is the responsibility of the Coach to ensure that their PTSO membership does not lapse.

2.4.2. Required Training

All training must be valid (i.e. completed within the required timeline) for a Coach Status to be issued.

First Aid Training

Validity: As indicated on the Certificate; generally three (3) years from the date of issue.

Registered Coach Status: An Emergency First Aid training certificate issued by an organization licensed for the delivery of First Aid training in Canada is required. Emergency First Aid includes general knowledge of first aid principles and the emergency treatment of injuries. Skills include victim assessment, CPR, choking and what to do for external bleeding, heart attack, stroke wounds and burns. A copy of the certificate of completion – including the dates of validity – is required to be uploaded to the Coach's transcript in the ECampus for verification.

Licensed Coach Status: A Standard two-day First Aid training certificate issued by an organization licensed for the delivery of First Aid training in Canada is required. Standard First Aid incorporates all of Emergency First Aid and is designed for those who require a more in-depth understanding of first aid including legal implications of first aid treatment, spinal injuries, heat or cold injuries, bone and joint injuries, chest injuries and medical emergencies. A copy of the certificate of completion – including the dates of validity – is required to be uploaded to the Coach's transcript in the ECampus for verification.

Concussion Training

Validity: Training is valid for three (3) years from the date of completion and must be updated every three (3) years to remain valid.

All Coaches must prove completion of concussion training prior to a Coach Status activation by ensuring a certificate of completion is included on their Coach transcript. Training may be completed online. The following courses are recognized:

- EC Concussion Training e-learning module in the ECampus.

OR

- NCCP Making Headway in Sport e-learning module.

Completion of the EC or NCCP module will be registered on the Coach's transcript in the ECampus.

Harassment and Abuse Prevention Training

Validity: Training is valid for three (3) years from the date of completion and must be updated every three (3) years to remain valid.

All Coaches must prove completion of harassment and abuse prevention training.

Training can be completed online through either:

- EC Fostering Healthy Equestrian Environments e-learning module in the ECampus.

OR

- Coach Association of Canada's (CAC) Safe Sport e-learning module.

OR

- Respect in Sport's Activity Leaders e-learning module if required by PTSO (check with your PTSO coaching administrator).

Completion of these modules will be registered on the Coach's transcript in the ECampus. Otherwise, the Coach may choose to upload a copy of the certificate of completion to their Coach transcript, which will be verified by a coaching administrator.

2.4.3. Screening

All Coaches will be screened in accordance with EC's Screening Policy. The current EC Screening Policy can be found at www.equestrian.ca/about/governance/policies.

As agreed between EC and its PTSO partners, PTSO and EC staff are responsible for completing the initial screening and approval of applications.

Should any flags be identified through the screening process, applications will be directed to EC's Screening Committee for investigation. EC has a designated Screening Policy and uses a third party process and screening committee to manage the review of all flags. The Screening Committee determines how flags that appear during the screening process are managed and will advise of any additional sanctions or requirements for a Coach Status to be issued.

Police Background Check

Police background checks are required for the Coach Status Program. The requirements for each status are outlined in the EC Screening Policy and are as follows:

Registered Coach Status

- ePIC is required. This can be completed using Sterling Backcheck's MyBackcheck.com application, a link for which will be provided upon registration.
- After the initial application, the ePIC check is required every three (3) years.
- A copy of the certificate of completion – including the dates of validity – must be uploaded by the applicant to their Coach transcript in the ECampus for verification by a PTSO or EC coaching administrator.

Licensed Coach Status

- Two (2) different police checks may be required. The Criminal Record Check required for the initial Licensed Coach Status application is as follows:
    - Coaches born before 1986: A Vulnerable Sector Check is required for the initial application. This must be requested in person at your local police station.
    - Coaches born after 1986: An ePIC is required for the initial application. This can be completed using Sterling Backcheck's MyBackcheck.com application, a link for will be provided upon registration.
- After the initial application, the ePIC check is required every three (3) years.

- A copy of the certificate of completion – including the dates of validity – must be uploaded by the applicant to their Coach transcript in the ECampus for verification by a PTSO or EC coaching Administrator.

Policy Signoff and Declarations

All Registered and Licensed Coaches are required to adhere to EC policies and codes of conducts. Their understanding of these policies is aided by completing EC's Fostering Healthy Equestrian Environments – a simple e-learning module on the ECampus that will help to familiarize Coaches with the requirements before accepting the terms at time of registration.

The EC Code of Conduct for Coaches must be reviewed and agreed to as part of the annual Coach Status Program application.

2.4.4. Insurance

Proof of Insurance

Registered Coach Status and Licensed Coach Status do NOT include embedded coaching insurance – insurance covering the role of coaching or instructing equestrian participants. To be eligible for an active Coach Status, a Coach must provide a copy of their certificate of insurance that meets the following criteria:

- Valid on the date of application for a Coach Status.
- Show minimum coverage of $2,000,000 Commercial General Liability.
- Show minimum coverage of $100,000 Professional Liability.

A standard certificate form can be found on the ECampus for completion.

The certificate of insurance must be uploaded to the Coach's ECampus transcript for verification by a PTSO or EC coaching administrator.

Abuse Defence Coverage

The Coach Status Program includes abuse defence coverage for active Licensed Coaches. This legal counsel and support service is generally not available in individual policies and does not apply to Coaches who only hold Registered Coach Status. The coverage includes:

- **Legal counsel and indemnification, including abuse allegations:** $25,000 per individual occurrence.
- $50,000 aggregate per individual per policy term.
- Protections for EC and PTSOs for Coaches who meet licensing requirements.
- **Legal Help Line** included to assist in a variety of legal matters including but not limited to abuse allegations.
- Legal insurance for **disciplinary hearings and investigations**.
- **$0.00 deductible**.
- No coverage for Prior Acts.

Coverage is for legal actions brought in Canada.

2.4.5. EC/NCCP Coach Certifications

The following EC/NCCP Coach Certifications are recognized for the Licensed Coach Status certification requirement:

- EC NCCP Instructor – English
- EC NCCP Instructor – English with Jumping
- EC NCCP Instructor – Western
- EC NCCP – Competition Coach – English
- EC NCCP – Competition Coach – Western
- EC NCCP – Competition Coach Specialist – English – Dressage
- EC NCCP – Competition Coach Specialist – English – Eventing
- EC NCCP – Competition Coach Specialist – English – Jumping
- EC NCCP – Competition Coach Specialist – Western – General Performance
- EC NCCP – Competition Coach Specialist – Western – Reining
- EC NCCP – Competition Coach Specialist – Western – Speed Events
- EC NCCP – High Performance 1 – Dressage
- EC NCCP – High Performance 1 – Eventing
- EC NCCP – High Performance 1 – Jumping
- EC NCCP – High Performance 1 – Reining

EC/NCCP certification must be active for Licensed Coach Status to be issued. If your certification is no longer active, contact your PTSO coaching administrator to find out how to re-activate your certification.

2.4.6. EC/NCCP Certified Coach Discount

EC/NCCP certified Coaches receive a 15% discount on the cost of purchasing Licensed Coach Status.

2.4.7. Third Party Certification

Licensed Coach Status requires certification or 10 years or more of active coaching experience. Certification by other certifying bodies (i.e. non-NCCP) can be used to fulfill the requirement to hold Licensed Coach Status.

Third party certifications recognized for the purpose of holding Licensed Coach Status include:

- Chartered Professional Coach (ChPC) designation from CAC
- CanTRA Certified Instructor
- Provincial Vaulting Trainer Certification
- IGEQ International Trainers Passport
- Canadian Pony Club A
- Certified Horsemanship Association – Level 2+

Certification by these organizations must be active as defined by each certifying body. It is the responsibility of the Coach to provide proof of certification and active status by uploading relevant documents to the Coach's ECampus transcript annually during the registration process if required.

Third Party Certification Recognition

Other third party certifications may be recognized, subject to EC approval. It is incumbent on the certifying body to make an application to EC to have their certification program recognized. The certifying body may be required to pay fees to have their program reviewed and/or required to submit records of completion to EC.

Third party certifications shall be reviewed by EC's National Coaching Committees (Operations and Technical) for inclusion as a recognized certification under the Licensed Coach Status.

To be eligible for certification recognition under the Licensed Coach Status, the third party certification process must include the following:

- In-person evaluation.
- Certificate of Completion.
- Evidence of basic discipline-specific skills presented.
- Evidence of basic discipline-specific lunging skills (for exercise) presented.
- Evidence of basic horsemanship theory presented.
- Basic equine anatomy.
- Basic equine care and First Aid.
- Evidence of teaching skill presented.
- Evidence of safety criteria.
- Evidence of Emergency Action Plan.
- Evidence of lesson or progression planning.

All third party certifications will be reviewed annually to ensure compliance with requirements. A certifications governing body seeking a review of a third party certification may contact coaching@equestrian.ca.

2.5. ISSUANCE

A Coach Status is issued following the verification of evidence provided to EC that the training and screening requirements are successfully completed. EC will endeavour to review the Coach's file to confirm all requirements have been met in a timely manner after all pieces are submitted. The date of issue is displayed in the Coach's MyEC account.

2.6. PENDING STATUS (90 DAYS)

Once the purchase of a Coach Status is complete, applicants will be placed in a pending status to allow EC to complete the screening process and allow the applicant to complete any missing pieces of training.

Applicants will have 90 days to submit all the requirements for a Coach Status. Should the applicant fail to complete all requirements within the 90 day pending period, the application will automatically be rejected and the applicant will have to reapply.

EC and PTSO coaching administrators have the discretion under extenuating circumstances to extend the pending status period if a Coach is unable to complete the requirements within 90 days for reasons beyond their control. To extend the pending period, a Coach must contact a PTSO or EC coaching administrator to request an extension prior to the end of the 90 day pending period.

2.7. VALIDITY

Registered Coach Status is valid for the calendar year in which it is purchased. Registered Coach Status must be renewed upon expiry to maintain an active Coach Status. It is the Coach's responsibility to ensure that all coaching requirements are kept current (e.g. PTSO membership).

Licensed Coach Status will be valid for 365 days following the date of issue. Licensed Coach Status must be renewed upon expiry to maintain an active Coach Status. It is the Coach's responsibility to ensure that all coaching requirements are kept current (e.g. PTSO membership).

2.8. RENEWALS AND UPGRADES

Registered Coach Status must be renewed annually (every calendar year) to stay active and current. The Licensed Coach Status must be renewed annually (every 365 days) from the date of issue to stay active and current.

2.8.1. Renewal Period

Registered Coach Status may be renewed when the applicant completes Sport Licence renewal for a calendar year.

The renewal period for Licensed Coach Status will open 60 days prior to the Licensed Coach Status' expiry date. The applicant's new licence will be valid for 365 days from the date of issue.

The applicant's profile will be verified to ensure that all training and screening requirements are current on the renewal date. Applicants will be prompted to acknowledge all policies and complete a declaration of good character for the coming year.

Applicants will have the option to upgrade from Registered Coach Status to Licensed Coach Status at any time. Applicants can downgrade from Licensed Coach Status to Registered Coach Status upon renewal only.

- If the applicant chooses to upgrade, they will receive access to additional benefits associated with the upgraded licence once Licensed Coach Status is issued.
- If the applicant chooses to downgrade their licence at the time of renewal, they will continue to receive the benefits associated with the previous licence until the expiry date of the previous licensed year.

2.8.2. Upgrading to Licensed Coach Status

Should a Coach wish to upgrade from Registered Coach Status to Licensed Coach Status at any time during the calendar year following the date of issue, they may do so, pay the difference in fees and will receive benefits associated with the upgrade for the remainder of the licence period. Benefits will not be applied retroactively.

The new licence will expire 365 days following its issuance.

2.8.3. Failure to Renew

Should an individual not renew their Coach Status prior to the expiry date, they will have six (6) months to do so prior to having to submit a new application.

2.9. REFUNDS

No refunds will be granted after the issuance of Registered Coach Status or if an individual's application for Registered Coach Status is declined.

No refunds will be granted after the issuance of Licensed Coach Status. If an individual's application for Licensed Coach Status is declined, they will be credited for the purchase less a $100 EC Administration Fee.

If a Coach Status application remains incomplete by the applicant for issuance during the pending period, no refund will be granted.

No refunds will be granted on the purchase of a renewal. An individual's initial application is eligible for a refund, as the application may not be successful. Once a Coach is issued Licensed Coach Status, it is their responsibility to remain current and licensed.

2.10. COACH STATUS REQUIREMENTS VALIDITY

Should any of the requirements to hold an active Coach Status expire during the specified term, the status will become invalid until renewed through MyEC and the ECampus.

2.11. EC COACH IDENTIFICATION

Registered Coach Status

Upon issuance of Registered Coach Status, a confirmation will be sent by email to the Coach to confirm the status has been achieved. Registered Coach Status will be noted on the Coach's Sport Licence for verification at competition.

With the confirmation, Registered Coaches will receive an official EC Registered Coach logo to be used on promotional marketing materials (e.g. website). The logo is also available for download on the Coach's ECampus transcript from their Registered Coach resources.

The Registered Coach logo is displayed as:

The logo may not be changed or altered in any way to ensure consistent brand identity. Registered Coaches will be listed in the Find a Coach directory located at https://coach.equestrian.ca.

Licensed Coach Status

Upon issuance of Licensed Coach Status, a confirmation will be sent by email to the Coach to confirm the status has been achieved. Licensed Coach Status will be noted on the Coach's Sport Licence for verification at competition.

With the confirmation, Licensed Coaches will receive an official EC Licensed Coach logo to be used on any personal marketing materials (e.g. website). The logo is also available for download on the Coach's ECampus transcript from their Coach Licence resources.

The Licensed Coach logo is displayed as:

The logo may not be changed or altered in any way to ensure consistent brand identity. Licensed Coaches will be listed in the Find a Coach directory located at https://coach.equestrian.ca.

2.12. COACHING AT EC SANCTIONED COMPETITION

In 2022, Coaches will need to be Registered at all EC sanctioned competitions.

In 2023, Coaches will need to be Licensed at all EC sanctioned Gold and Platinum competitions. Coaches will need to be Registered or Licensed at all EC sanctioned Bronze or Silver competitions.

In 2024, Coaches will need to be Licensed at all EC sanctioned competitions.

In 2025, Coach will be required to be Licensed and certified at all EC sanctioned competitions.

1.11.1 Coaches and Amateur Status

As per the EC Rules, the definition of an amateur is an adult EC Sport Licence Holder who is eligible to compete in amateur classes at EC sanctioned competitions. Registered and Licensed Coaches who also compete as an athlete are subject to the same criteria.

Amateur status rules can vary by discipline/breed sport. However, in most cases, in order to maintain EC amateur status, amateurs must not accept remuneration for:

Coaching any person to ride or drive a horse, including riding or driving clinics and seminars. Exception: an EC amateur may hold an EC Instructor Certificate and teach within the context of the certificate.

For the purposes of the EC Amateur Rules, remuneration is defined as any payment, either in cash or in kind, with the exception of gifts of token value.

A Coach Status may be held by EC/NCCP certified Instructors who also hold Amateur status, provided they abide by the above restriction of not coaching in competition.

Any Licensed Coach who is certified in any context and coaches at EC sanctioned competition is not considered eligible for Amateur Status as an athlete.

For the full EC amateur definitions and rules, see EC Rules, Section A: General Regulations, Articles A902-A903.

Please note: Amateur eligibility criteria can vary by discipline, so be sure to check the full EC Rule Book for specific discipline rules.

3. EC/NCCP INSTRUCTOR AND COACH CERTIFICATION

EC has partnered with the National Coaching Certification Program (NCCP) to offer the only Canadian equestrian coaching and instructor certifying program recognized nationally and internationally.

3.1. ADMISSIONS

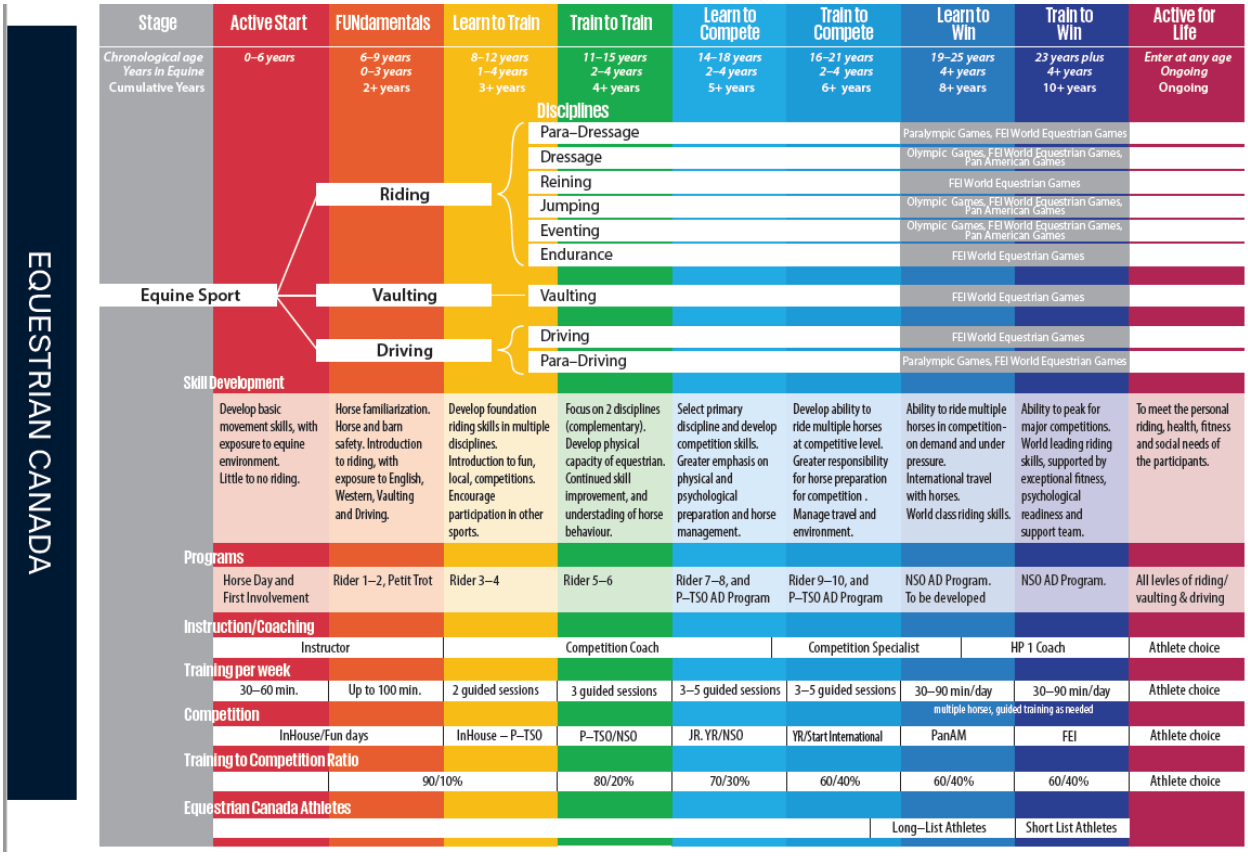
Candidates must complete the following general admissions requirements:

- Hold an active EC Sport Licence in good standing.
- Hold a PTSO membership in good standing.
- Hold active Registered Coach Status in good standing.
- Complete the Make Ethical Decisions online evaluation. Candidates who have not completed the classroom training and choose to challenge the online evaluation have two (2) attempts at passing the online evaluation. If, after two (2) attempts, the candidate has not received a passing grade of 75%, the candidate will need to sign up for training.

Depending on the certification being sought, candidates must also achieve discipline-specific pre-requisites for admission. These are outlined in the certificate contexts below.

3.2. CERTIFICATION CONTEXTS

Coaching contexts are defined by the training and competition environment in which the athletes being coached are participating. The following table defines the athletes being coached by each certification context EC offers in relation to Long-Term Equestrian Development (LTED). Some disciplines do not yet have a disciple-specific EC certification available.



Coaches must be evaluated in their context to achieve certification. To find out more about LTED, download the complete LTED athlete development model at [www.equestrian.ca/programs-services/lted.](www.equestrian.ca/programs-services/lted)

3.3. INSTRUCTOR CERTIFICATION

The certified Instructor provides beginner athletes with an introduction to equestrian sport in a fun, safe and welcoming environment. The Instructor designs and delivers developmentally appropriate programming for LTED stages Active Start, Fundamentals and Active for Life.

The following NCCP Instructor certifications are offered by EC:

- English Instructor
- English Instructor with Jumping
- Western Instructor
- Driving Instructor
- Saddle Seat Instructor

3.3.1. Instructor Admission Requirements

Instructor candidates must meet the following certification-specific admission requirements prior to evaluation:

- Be at least 16 years of age. Candidates under the age of majority must have their application signed by a parent or legal guardian.

- Achieve the following Learn to Ride/Drive levels:

English Instructor	Driving Instructor	Saddle Seat Instructor	Western Instructor
Learn to Ride – English, Level 6* or Pony Club C2 (all elements with evidences) *English Instructor with Jumping pre-requisite is Rider 6 with Jumping	Learn to Drive program completion	Riding test at Coaching Evaluation	Learn to Ride – Western, Level 4

Note: In exceptional cases, candidates meeting all admissions requirements but no longer capable of riding or driving for physical reasons may apply for exemption from the riding or driving portion of the Learn to Ride/Drive program evaluations by contacting their PTSO.

3.3.2. Instructor Outcomes

The four (4) outcomes adopted by EC for this certification context form the fundamental reference for the development of a system for evaluating and certifying equestrian Instructors. The four (4) outcomes are: Planning a Practice, Analyzing Performance, Supporting the Athletes in Training and Make Ethical Decisions. All EC/NCCP Instructors will be able to:

- Plan a practice for beginner athletes and develop an Emergency Action Plan.
- Support athletes in training by teaching lessons.
- Analyze performance of beginner athletes.
- Make ethical decisions.

Upon successful evaluation of all four (4) outcomes, the candidate will be awarded with Instructor certification.

Instructor Rubric			
##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	• Organize a series of lesson activities into a plan that enhances the learning of 1 or more skills. • Design an Emergency Action Plan.	Plan a Practice: • 2 Written Practice Plans (3 for English with Jumping) • Emergency Action Plan

2	Provide Support to Athletes in Training	• Ensure that the lesson environment is safe. • Implement an appropriately structured and organized lesson. • Make interventions that promote learning.	Instruct a Practice: • Mounted Lesson(s) (English – Flat, Western, Drive and Saddle Seat will teach 1 discipline-specific lesson; English with Jumping will teach 1 flat and 1 jumping lesson.) • Unmounted Stable Management Lesson • Lunge Lesson
3	Analyze Performance	• Detect performance. • Correct performance.	
4	Make Ethical Decisions	• Apply a 6-step ethical decision-making process.	Make Ethical Decisions online evaluation

3.3.3. Instructor Evaluation

The evaluation requirements consist of three (3) evaluation activities covering the four (4) outcomes for the Instructor certification.

1. Portfolio Evaluation: The candidate must submit a portfolio consisting of a written lesson plan and an Emergency Action Plan for their primary facility.

2. Observable Evaluation: The candidate will be evaluated by in-person observation instructing a driving or mounted lesson(s) (including an additional jumping lesson for Instructor, English with Jumping candidates), lunging and an unmounted stable management lesson.

3. Online Evaluation: The Make Ethical Decisions online evaluation is available in the NCCP Locker account and completed online.

3.4. COMPETITION COACH CERTIFICATION

The Competition Coach provides athletes with an introduction to entry-level competition in a fun, safe and welcoming environment. The Competition Coach designs developmentally appropriate programs for LTED stages Learn to Train, Train to Train and Learn to Compete with no discipline specialization.

The following NCCP Competition Coach certifications are offered by EC:

- English Competition Coach
- Western Competition Coach

3.4.1. Competition Coach Admission Requirements

Competition Coach candidates must meet the following certification-specific admission requirements prior to evaluation:

- Be at least 18 years of age or Provincial Age of Majority.
- Achieve the following Learn to Ride levels:

	Western Competition Coach

Learn to Ride – English Level 8 with Jumping or Pony Club B (with evidences)	Learn to Ride – Western, Level 4 and Intermediate Rider Basic Training

Note: In exceptional cases, candidates meeting all admissions requirements but no longer capable of riding for physical reasons may apply for exemption from the riding portion of the Learn to Ride Program evaluations by contacting their PTSO.

3.4.2. Competition Coach Outcomes

The four (4) outcomes adopted by EC for this certification context form the fundamental reference for the development of a system for evaluating and certifying equestrian Competition Coaches. The four (4) outcomes are: Planning a Practice, Analyzing Performance, Supporting the Athletes in Training and Make Ethical Decisions. All EC/NCCP Certified Competition Coaches will be able to:

- Plan a practice for competition introduction level athletes and develop an Emergency Action Plan.
- Support athletes in training by coaching lessons.
- Analyze performance of competition introduction level athletes.
- Make Ethical Decisions.

Upon successful evaluation of all four (4) outcomes, the candidate will be awarded with Competition Coach certification.

Competition Coach Rubric			
##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	• Organize a series of lesson activities into a plan that enhances the learning of 1 or more skills. • Design an Emergency Action Plan.	Plan a Practice: • 2 Written Practice Plans • Emergency Action Plan
2	Provide Support to Athletes in Training	• Ensure that the lesson environment is safe. • Implement an appropriately structured and organized lesson. • Make interventions that promote learning.	Coach a Practice: • 3 Mounted Lessons • Lunge Lesson
3	Analyze Performance	• Detect performance. • Correct performance.	
4	Make Ethical Decisions	• Apply a 6-step ethical decision-making process.	Make Ethical Decisions Online Evaluation

3.4.3. Competition Coach Evaluation

The evaluation requirements consist of three (3) evaluation activities covering the four (4) outcomes for the Competition Coach certification.

1. Portfolio Evaluation: The candidate must submit a portfolio consisting of a written lesson plan and an Emergency Action Plan for their primary facility.

2. Observable Evaluation: The candidate will be evaluated by observation, in person or by video submission, instructing a riding lesson and a lunging lesson. For video submission guidelines, see Section 3.7 Video Evaluations.

3. Online Evaluation: The Make Ethical Decisions online evaluation is available in the NCCP Locker account and completed online.

3.5. COMPETITION COACH SPECIALIST CERTIFICATION

The Competition Coach Specialist provides athletes with an introduction to entry-level competition in a fun, safe and welcoming environment with advanced specialized skill. The Competition Coach Specialist designs developmentally appropriate programs for LTED stages Learn to Compete, Train to Compete and Learn to Win with discipline specialization. Candidates will specialize in one discipline within the appropriate discipline family (English or Western); however, they are expected to hold general knowledge of all English or Western disciplines within that family context.

The following NCCP Competition Coach Specialist certifications are offered by EC:

- Dressage Specialist
- Eventing Specialist
- Jumping Specialist
- General Performance Specialist
- Reining Specialist
- Speed Events Specialist

3.5.1. Competition Coach Specialist Admission Requirements

Competition Coach Specialist candidates must meet the following certification-specific admission requirements:

- Be at least 20 years of age.
- Currently coach athletes at the performance level(s) indicated in the following table.
- Have the minimum level of experience producing athletes to meet or exceed set performance levels as indicated in the following table.

English Disciplines	
Dressage	At least 2 years coaching experience producing athletes competing at Third Level or higher, with at least one minimum score of 65% at EC Gold shows.
Eventing	At least 2 years coaching experience producing athletes meeting Minimum Eligibility Requirements (MER) at the national Training level or above. To complete the evaluation process, the candidate must show proof of having coached or be actively coaching a candidate at the national Preliminary level.

Jumping	At least 2 years coaching experience producing athletes who are successfully completing courses at 1.0m in the hunter or jumper divisions at EC Silver or Gold shows.
Western Disciplines	
General Performance	At least 2 years coaching experience producing athletes competing at breed or provincial shows and have athlete(s) currently competing and achieving top-5 placings in a class of 6 or more competitors under at least 2 different judges at a minimum of 3 breed or provincial shows. These results must be repeated in at least 3 different discipline classes from the following list: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding. Show records verifying placings will need to be submitted
Reining	At least 2 years coaching experience producing athletes competing at National Reining Horse Association (NRHA), Canadian Reining Classic (CRC) or breed shows that have achieved minimum scores of 68 under at least 2 different judges on 3 or more runs. Show records verifying scores will need to be submitted.
Speed Events	At least 2 years coaching experience producing athletes competing at provincial or national speed events or breed shows, or rodeos, that have achieved the following requirements for competitive experience: Barrel Racing: A top-10 placing in any division at provincial or national speed event shows, or a top-6 placing at rodeos or breed shows, on 3 or more runs. Pole Bending: A time of 26 seconds or under at provincial, national speed event or breed shows or rodeos on 3 or more runs. Show records verifying the sets of either placings or times will need to be submitted.

3.5.2. Competition Coach Specialist Outcomes

The seven (7) outcomes adopted by EC for this certification context form the fundamental reference for the development of a system for evaluating and certifying equestrian Competition Coach Specialists. The seven (7) outcomes are: Plan a Practice, Design a Sport Program, Manage a Sport Program, Supporting the Athletes in Training, Analyze Performance, Support the Competitive Experience and Make Ethical Decisions. All NCCP Certified Competition Coach Specialists will be able to:

- Plan a practice for competition introduction level athletes and develop an Emergency Action Plan.
- Design yearly training plans to meet peak performance objectives.
- Manage and report on administrative and logistical aspects of the program.
- Support athletes in training through coaching practices.
- Analyze performance of competition introduction level athletes.
- Provide coaching support to athletes at competitions.
- Make Ethical Decisions.

Upon successful evaluation of all seven (7) outcomes, the candidate will be awarded with Competition Coach Specialist certification.

Competition Coach Specialist Rubric			
##	NCCP Outcome	NCCP Criteria	Activities

1	Plan a Practice	• Organize a series of lesson activities into a plan that enhances the learning of 1 or more skills. • Design an Emergency Action Plan.	Plan a Practice: • 2 Written Practice Plans • Emergency Action Plan
2	Design a Sport Program	• Outline program structure based on available training and competition opportunities. • Identify program measures to promote athlete development. • Develop practice plans that integrate seasonal training priorities.	Plan a Yearly Training Plan: • 1 Written Yearly Training Plan
3	Manage a Program	• Manage administrative aspects of the program and oversee logistics. • Report on athlete progress throughout the program.	Create a Program Portfolio: • Outline how administrative aspects and logistics are managed. • Develop a report that shows evidence of success of your equestrian program.
4	Provide Support to Athletes in Training	• Ensure that the lesson environment is safe. • Implement an appropriately structured and organized lesson. • Make interventions that promote learning.	Coach a Practice • 3 Mounted Lessons (4 for General Performance) • Lunge Lesson (not applicable to Western disciplines)
5	Analyze Performance	• Detect performance. • Correct performance.	
6	Support the Competitive Experience	• Make effective interventions during and after the competition. • Help athletes to be mentally prepared for competition.	Coach in Competition: • Coach an athlete at a competition.
7	Make Ethical Decisions	• Apply a 6-step ethical decision-making process.	Make Ethical Decisions online evaluation

3.5.3. Competition Coach Specialist Evaluation

The evaluation process provides the candidate with an opportunity to demonstrate competency in the tasks outlined in the evaluation tool and reviewed at the training event(s). The candidate's competency will be assessed against the standards outlined in the Competition Coach Specialist Rubric. Although the evaluators are to evaluate and not teach, feedback will be provided to each candidate in a formal debriefing session after the evaluation. The areas in which more practice/training is required will be clearly outlined to each candidate in the debriefing. An action plan for further training to enhance performance and/or a plan for the future will be provided to the candidate.

The evaluation requirements consist of three (3) evaluation types covering the seven (7) outcomes for the Competition Coach Specialist certification.

1. Portfolio Evaluation: The candidate must submit a portfolio consisting of two (2) written lesson plans, an Emergency Action Plan for their primary facility, a yearly training plan and a detailed description of how they manage administrative aspects of the equestrian program.

2. Observable Evaluation: The candidate will be evaluated by observation, in person or by video submission, coaching riding lessons. For video submission guidelines see Section 3.7 Video Evaluations. In-competition evaluations are done in-person only.

3. Online Evaluation: The Make Ethical Decisions online evaluation is available in the NCCP Locker account and completed online.

3.6. HIGH PERFORMANCE 1 CERTIFICATION

The High Performance 1 Coach develops competition skill to advance the competitive athlete's performance. The High Performance 1 Coach designs developmentally appropriate programming for LTED stages Learn to Win and Train to Win.

The following NCCP High Performance 1 certifications are offered by EC:

- High Performance 1 Dressage Coach
- High Performance 1 Eventing Coach
- High Performance 1 Jumping Coach
- High Performance 1 Reining Coach

3.6.1. High Performance 1 Admission Requirements

High Performance 1 candidates must meet the following certification-specific admission requirements:

- Be at least 22 years of age as of January 1st of the current year. Candidates under 22 years of age may be considered in exceptional cases by applying to EC's coaching administrator.

- Currently coach athletes at the performance level(s) indicated in the following table.
- Have the minimum level of experience producing athletes to meet or exceed set performance levels as indicated in the following table.

English Disciplines	
Dressage	Currently coaching and have produced a minimum of 2 FEI Young Rider/Prix St. Georges level or above athletes. Each athlete must have achieved a score of 65% or

	better at the FEI Young Rider/Prix St. Georges level or above in 2 or more EC Gold or equivalent competitions.
Eventing	Currently (within the last 2 calendar years) coaching a minimum of 2 athletes who are currently competing at the national Preliminary level or above and are achieving MER and/or Minimum Performance Standards for FEI competition results. To proceed through the evaluation process to the final step of Outcome #6 (Support the Competitive Process), the Coach candidate will be evaluated at a competition where they must be working with their own athlete who has successfully completed at least one FEI level CCI 2* or above three-day event, achieving a MER result. Note: MER is subject to modification by the FEI.
Jump	Currently coaching athletes in the Jumper, Hunter and/or Equitation Division at EC Gold level shows: Jumpers at 1.3m, Hunters at 1.10m and/or Equitation at 1.10m. Results required: Jumpers: Must have coached 2 of their own athletes to at least 1.3m with 5 faults or less at an EC Gold competition. Hunters: Must have coached 2 of their own athletes with results in the top 50% in EC Gold competitions in the 1.10m division. Equitation: Must have coached 2 of their own athletes to a top-4 placing in EC Gold competition Equitation classes at 1.10m-or above (CET Medal).
Western Disciplines	
Reining	Must be able to count a minimum of 5 years competitive reining coaching experience to be documented by letters from athletes/parents. Currently coaching 2 athletes to a minimum score of 70 – twice each or better at NRHA or FEI sanctioned events, to be verified by show records.

3.6.2. High Performance 1 Outcomes

The seven (7) outcomes adopted by EC for this certification context form the fundamental reference for the development of a system for evaluating and certifying equestrian High Performance 1 Coaches. The seven (7) outcomes are: Plan a Practice, Design a Sport Program, Manage a Program, Supporting the Athletes in Training, Analyze Performance, Support the Competitive Experience and Make Ethical Decisions. All EC/NCCP certified High Performance 1 Coaches will be able to:

- Plan a practice for competition introduction level athletes and develop an Emergency Action Plan.
- Design yearly training plans to meet peak performance objectives.
- Manage and report on administrative and logistical aspects of the program.
- Support athletes in training through coaching practices.
- Analyze performance of competition development level athletes.
- Provide coaching support to athletes at competitions.
- Make Ethical Decisions.

Upon successful evaluation of all seven (7) outcomes, the candidate will be awarded with High Performance 1 certification.

High Performance 1 Coach Rubric

##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	• Identify logistics and appropriate background information for practice. • Identify appropriate activities in each part of the practice. • Design and sequence activities appropriately within the practice to enhance performance or create optimal adaptations. • Design an Emergency Action Plan.	Plan a Practice: • 2 Written Practice Plans • Emergency Action Plan
2	Design a Sport Program	• Outline a program structure based on training and competition opportunities. • Identify appropriate measures to promote athlete development. • Integrate yearly training priorities into own program. • Organize and sequence training priorities and objectives on a weekly basis to optimize adaptations.	Plan a Yearly Training Plan: • 1 Written Yearly Training Plan
3	Manage a Program	• Take appropriate measures to promote drug-free sport. • Manage administrative aspects of the program and oversee logistics. • Develop strategies to address and resolve conflicts in sport.	Write Program Reports: • Write a report providing evidence of how administrative aspects and logistics are managed. • Develop a report that shows evidence of athlete progress throughout the program.
4	Provide Support to Athletes in Training	• Ensure that the practice environment is safe. • Implement an appropriately structured and organized practice. • Make interventions that enhance learning and are aimed at improving the athlete's performance. • Make adjustments to practice based on athlete's response to the training tasks. • Implement protocols and methods that contribute to the development of athletic abilities relevant to the sport.	Coach a Practice: • 3 Mounted Lessons (4 for Eventing candidates)

5	Analyze Performance	• Detect technical elements that must be improved or refined to enhance performance and/or to prevent injuries. • Correct technical elements that must be improved or refined to enhance performance and/or to prevent injuries. • Detect tactical elements that must be improved or refined to enhance performance. • Correct tactical elements that must be improved or refined to enhance performance.	
6	Support the Competitive Experience	• Implement procedures that promote readiness for performance pre-competition. • Make decisions and interventions that promote sport-specific performance during competition. • Use the competitive experience in a meaningful manner to further athlete's development after competition.	Coach in Competition: • Coach an athlete at a competition.
7	Make Ethical Decisions	• Apply a 6-step ethical decision-making process.	Make Ethical Decisions online evaluation

3.6.3. High Performance 1 Evaluation

The evaluation requirements consist of three (3) evaluation types covering the seven (7) outcomes for the High Performance 1 certification.

1. Portfolio Evaluation: The candidate must submit a portfolio consisting of one (1) written lesson plan, an Emergency Action Plan for their primary facility, a yearly training plan and a detailed description of how they manage administrative aspects of the equestrian program.

2. Observable Evaluation: The candidate will be evaluated by observation, in person or by video submission, coaching lessons. For video submission guidelines see Section 3.7 Video Evaluations. In-competition evaluations must be completed in person.

3. Online Evaluation: The Make Ethical Decisions Online Evaluation is available in the NCCP Locker account and completed online.

3.7. VIDEO EVALUATIONS

Similar to in-person, real time observable evaluations, video evaluations must be coordinated through the PTSO or EC coaching administrator assisting with the candidate's certification. The candidate must complete an application form for evaluation, and submit the application and evaluation materials to their PTSO or EC coaching administrator. All requirements and procedures regarding admissions, lesson content and topics, etc., are the same as those required for in-person evaluation.

Any video that is not clearly audible or visible will be returned to the candidate unmarked. In this event, candidates are required to resubmit a new video. The required remarking fee must be paid to the coaching administrator who received the first video. If any of the lessons did not meet the minimum standard, a remarking fee will apply.

When shipping a DVD or USB, the candidate must enclose the following in a padded envelope:

- Two (2) DVDs or USBs (the original and a copy);
- A completed Video Evaluation Request Form;
- Video Release Forms for each athlete;
- The Video Declaration Form; and,
- A lesson plan for each lesson in their submission.

Videos may be uploaded to YouTube or another video sharing application with the video's privacy settings set to "private".

Other considerations for video evaluations:

- All participants being recorded on video must complete a Video Declaration and Consent to Use Personal Information Form. The Video Declaration and Consent to Use Personal Information Form must be submitted to the PTSO or EC coaching administrator.
- The film must be digital, taken in one non-stop take and unedited.
- The videographer and a witness must sign the Video Declaration Form.
- The taped footage must be submitted in DVD form, on a USB memory stick or uploaded to a platform agreed upon with your PTSO or EC.
- Background noise should be minimal.
- The voice of the candidate must be audible at all times. This means that the camera cannot be too far from the candidate. If necessary, a portable microphone must be used.
- It is recommended that the cameraperson be an experienced videographer.
- In cases where the candidate cannot clearly be heard and understood, the video will be returned unmarked and will need to be re-filmed.
- The camera must focus on the candidate and athlete during any discussions.
- The camera should use a wide-angle shot to capture the athlete as they perform the skill.
- The end result needs to provide the evaluator with a clear and cohesive view of the lesson given.
- All videos must be recorded on DVDs or submitted on USBs that are clearly marked with the lesson topics in order. Tapes must have a 10 second pause between lessons and be clearly marked with the date and the lessons recorded in order, beginning with Lesson 1, unless lessons are uploaded to an online platform agreed upon with your PTSO or EC.

- Candidates' lessons should be recorded in an enclosed arena/ring. If the zoom feature is used, the horses may be no larger than 1/4 of the screen. Please ensure that you can see both the horses and the athletes.
- Candidates' lessons may be taped outdoors, however the candidate must ensure that the Coach Evaluators are able to hear and see what is needed.
- The recording should start approximately five (5) seconds before the lesson starts and end approximately five (5) seconds after the lesson is finished.

3.8. RE-EVALUATIONS

If a candidate does not adequately meet the minimum standard in any outcome, they must be re-evaluated for that outcome only. Re-evaluation of any outcome must be done within two (2) years from the evaluation that resulted in a below-standard score. Additional fees will apply.

Portfolio Outcomes: Feedback will be provided on portfolio outcomes as soon as these are received and evaluated. Candidates will provide missing information or make corrections as soon as the feedback is received from the evaluator until the outcome(s) meet the minimum standard. Re-evaluations requiring more than two (2) responses from the evaluator to the candidate may result in additional evaluation fees. If the candidate requires many revisions to prepare an appropriate portfolio, evaluation may not be recommended prior to additional training being completed.

Observable Evaluation Outcomes (Lesson): All re-evaluations of observable evaluation outcomes from a coaching evaluation of a lesson are up to the discretion of the evaluator. The candidate need only apply to be re-evaluated in the lessons that have been evaluated as below the standard required (i.e. the candidate may only need to be re-evaluated in one or two of the required lessons).

Evaluators will debrief the candidates after the evaluation of observable evaluation outcomes and provide final results at the end of the evaluation. The action plan provided during the debrief after the evaluation of observable evaluation outcomes will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate. Re-evaluations on observable evaluation outcomes from a coaching evaluation of a lesson are up to the discretion of the evaluator.

Observable Evaluation Outcomes (Competition): All re-evaluations of observable evaluation outcomes from evaluation at a competition are up to the discretion of the evaluator/PTSO. Evaluators will debrief the candidates after the evaluation of observable evaluation outcomes and provide final results at the end of the evaluation day. The action plan provided during the debrief after the evaluation of observable evaluation outcomes will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate.

Online Evaluation: Candidates who have not completed the classroom training and choose to challenge the online evaluation have two (2) attempts at passing the online evaluation, Make Ethical Decisions. If, after two (2) attempts, the candidate has not received a passing grade of 75%, they will need to sign up for Make Ethical Decisions classroom training.

3.9. CERTIFICATION EQUIVALENCY

EC/NCCP Coach Certification has a clearly defined set of outcomes that must be demonstrated for a Coach to achieve certification. Other Coach certification programs may include similar learning outcomes and coaching competencies, however cannot be accepted as equivalent to the EC/NCCP Certification program. Certifications other than the EC/NCCP certification may be recognized for the purposes of the Coach Status certified Coach discount only.

4. NCCP MAINTENANCE OF CERTIFICATION

The CAC and its partners recognize the value of having certified NCCP Instructors and Coaches that are engaged in professional development programs that reinforce the values of lifelong learning and sharing within the coaching community.

In order for NCCP Instructors and Coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities in which Coaches already participate, including national and provincial sport organization conferences and workshops, e-learning modules, NCCP workshops, coach mentorship programs and active coaching. In most cases, Coaches are already earning their required PD points; maintenance of certification status is simply the introduction of tracking these points and recognizing Coaches for their efforts.

Maintenance of certification is essential to:

- Ensure Instructors and Coaches stay current with new coaching practices and knowledge;
- Maintain the integrity of the NCCP;
- Maintain consistency with the standards of other professions; and,
- Reinforce the values of lifelong learning and continuous improvement.

Certification within the NCCP shall be valid for five (5) years beginning the next calendar year after the date of certification. Maintenance of certification must be based on active coaching and professional development.

The following renewal requirements must be completed annually:

- Pay annual EC Sport Licence and Coach Levy fees*
- Pay annual PTSO membership fee(s)*
- Maintain Active status in the NCCP Locker by submitting required PD points and completing any required training
- Valid Standard First Aid Certificate*
- Valid Police Background Check*

**If you hold an active EC Coach Status, these requirements are completed automatically.*

4.1. NCCP RENEWAL REQUIREMENTS

NCCP renewal requirements are based on the NCCP's Policy for Renewal of Certification and Professional Development, as found in the NCCP Policy and Implementation Standards. The NCCP certified Instructor, Coach and Coach Developer will have five (5) years to complete PD requirements. PD points are reset every five (5) years. PD is required for Coaches to renew Certified status in any context or gradation.

The CAC Locker is the official professional development tracking database. Certified (Renewed) status will be given only to those NCCP certified Coaches, Instructors and Coach Developers who accumulate the required PD points with the current certification renewal period. Failure to accumulate the required PD points within the specified time causes the NCCP certified Coaches, Instructors and/or Coach Developer's status to be changed to Certified (Not Renewed) in the NCCP Locker.

An NCCP certified Coach, Instructor and/or Coach Developer who does not complete the required PD points by the end date of the period for renewal of certification will be required to complete a renewal process to regain Active NCCP Certification. The renewal criteria is outlined in Section 4.3 NCCP Renewal.

4.2. CERTIFICATION MAINTENANCE RESPONSIBILITIES

The NCCP certified Instructor, Coach and/or Coach Developer is responsible for the maintenance of their certification. To maintain certification, the Instructor, Coach and/or Coach Developer must do the following:

- Complete the EC/NCCP annual renewal requirements as described in Section 4.1 NCCP Renewal Requirements.
- Ensure the Professional Development Activities Form for Non-NCCP Professional Development Activities is completed and returned to the PTSO or EC during the current certification maintenance five (5) year cycle presented in the Locker account.
- Ensure each PD activity being claimed for points in the Locker is fully detailed on the Professional Development Activities Form. Any activities with incomplete description or documentation will not be approved.
- Be aware that only PD activities listed on the Professional Development Activities Guide may be claimed for points. Additional points earned in one five (5) year cycle will not be carried over into the next five (5) year cycle.
- The PTSO is responsible for submitting the PD Activities for certified Instructors, Competition Coaches and Competition Coach Specialists into the Locker database.
- EC is responsible for submitting the PD Activities of certified High Performance 1 Coaches into the Locker database.
- Coaches are responsible for self-reporting their own Active Coaching Status (1 point per year) in the NCCP Locker.

4.3. PROFESSIONAL DEVELOPMENT

PD is required for Coaches to renew Certified status in any NCCP context or gradation. PD requirements must be completed by the end of the five (5) year period for which the certification is valid, as presented in the Locker.

Over five (5) years, the following points are required:

- Instructor: 10 points
- Competition Coach and Competition Coach Specialist: 20 points
- High Performance 1: 30 points
- Coach Developer: 20 points

Unless otherwise indicated, the base formula is one (1) point/hour for every non-NCCP activity up to a maximum of three (3) points and five (5) points for NCCP training.

Accumulating the required PD points within the five (5) year cycle will result in Certified (Renewed) status. Failure to accumulate the required PD points within the five (5) year cycle will result in Certified (Not-Renewed) status. The renewal process for not-renewed NCCP status is outlined in Section 4.3 NCCP Renewal and must be completed in order to receive a Certified (Renewed) status. The activities that can be submitted by a Coach for PD maintenance are included in the Professional Development Activity Guide.

4.4. NCCP RENEWAL

Failure to complete required NCCP training (i.e. Making Ethical Decisions Online Evaluation) or accumulate the required PD points within the five (5) year cycle will result in a Certified (Not-Renewed) status on NCCP Certifications. To receive a Certified (Renewed) status, Coaches must complete the outstanding NCCP requirements. To verify the specific requirements to regain active status, Coaches may contact EC or their PTSO coaching representatives to review their coaching transcript and confirm updating required.

5. EC/NCCP COACH DEVELOPERS

Who coaches the Coaches? NCCP Coach Developers do!

According to the International Council for Coaching Excellence (ICCE), Coach Developers "are not simply experienced coaches or transmitters of coaching knowledge – they are trained to develop, support, and challenge coaches to go on honing and improving their knowledge and skills in order to provide positive and effective sport experiences for all participants." In short, Coach Developers need to be experts in learning, as well as experts in coaching.

NCCP Coach Developers include Learning Facilitators, Coach Evaluators and Master Coach Developers.

The typical pathway for someone who wants to be a Coach Developer involves the following steps:

Training: Coach Developer candidates must complete rigorous training and this training is now being made consistent across Canada. The following training is required by all Coach Developers:

- **Core Training:** Provides Coach Developers with the skills to perform their role.
- **Content-specific Training (sport or multi-sport):** This includes micro-facilitation, which gives Coach Developers an opportunity to practice delivery with their peers.
- **Co-delivery:** This is a chance for the new Coach Developer to practice with real Coaches alongside an experienced Coach Developer.

Once a Coach Developer has all of the above training pieces, they are considered trained.

Evaluation: Evaluation confirms that the Coach Developer is capable of certain abilities that are deemed important in the training of coaches.

Once a Coach Developer has been evaluated they are considered certified.

For more information, please visit www.coach.ca/coach-developer-training-s16933.

5.1. IDENTIFICATION AND SELECTION OF COACH DEVELOPERS

There are two ways to become a Coach Developer candidate:

- Master Coach Developers, PTSOs and National Sport Organizations (NSOs) can identify Coach Developer candidates; or,
- Individuals can nominate themselves.

When establishing a pool of candidates, EC will work with the PTSOs to endeavor to balance the regional training requirements with the need for appropriate representation of all regions in Canada. Many candidates are Coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology or similar areas of study. The competencies of the Coach Developers are clearly indicated in the Coach Developer Rubrics and Evaluation Tools, available from EC coaching administrators.

Individuals who nominate themselves must submit a letter of interest by email to their PTSO and ensure they have completed the admission requirements outlined below. Applications may be submitted at any point in the year. No paper application forms will be accepted.

5.2. LEARNING FACILITATOR

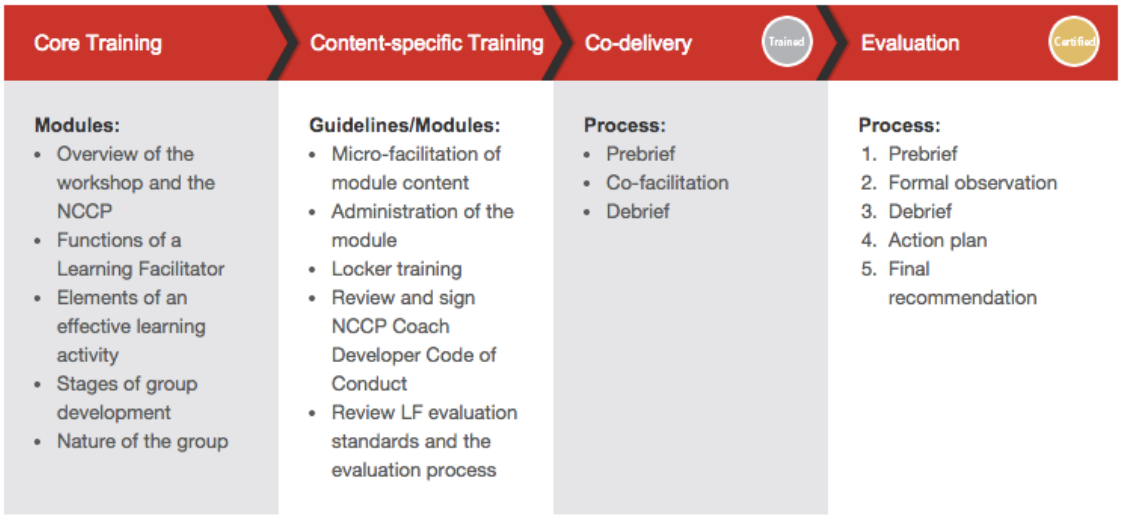
EC/NCCP workshops are led by a trained Learning Facilitator who has undergone a standardized training process. Learning Facilitators are crucial to the development of skilled, knowledgeable Coaches who are then able to develop safer, happier athletes/participants.

The goal of a Learning Facilitator is to effectively facilitate sessions that result in the development of Coaches who are able to demonstrate their abilities and meet the standards established for certification. A Learning Facilitator should have the appropriate knowledge, skills and attitudes to facilitate workshops using a competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

Learning Facilitators are responsible for facilitating the EC/NCCP Equestrian Theory Workshop, Competition Coach Workshop, Competition Coach Specialist Clinics and High Performance 1 Training modules. Each module is based on a module-specific Facilitator Guide, Coach Workbook and reference material.

5.2.1. To Become a Learning Facilitator

All Learning Facilitators complete the following steps:



For more information, please visit www.coach.ca/learning-facilitator-p156718.

5.2.2. Learning Facilitator Training

All Learning Facilitators must complete the Core Training, Content-specific Training and Co-delivery to be considered a Trained Learning Facilitator.

Core Training: Core Training for Learning Facilitators is a required component of training. It is recommended that Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the Provincial/Territorial Coaching Representative (PTCR) in each province or territory.

Content-specific Training: All candidate Learning Facilitators must attend the applicable EC/NCCP Theory/Workshops as a participant.

Co-Delivery: All Learning Facilitators must co-facilitate a workshop with an experienced Coach Developer prior to facilitating a workshop on their own. Co-facilitation is part of training and therefore the person being trained will not be paid. A Learning Facilitator candidate may be required to co-facilitate a workshop a number of times before facilitating a workshop on their own depending on feedback from the experienced Master Coach Developer or experienced Learning Facilitator during the training assessment.

5.2.3. Learning Facilitator Admission Requirements

Learning Facilitators are engaged by EC and the PTSOs. Applications to be considered for training and certification for the role of Learning Facilitators are to be directed to EC and PTSOs. Individuals are selected, trained and certified based on capacity, geographic location and volume of training to be delivered and the volume of Learning Facilitators required in any region varies at the discretion of the PTSO and EC.

Learning Facilitator candidates must achieve the following certification-specific admission requirements:

- Completion of the Make Ethical Decisions online evaluation.
- Submission of the signed NCCP Coach Developer Code of Conduct.
- NCCP certification in the context for which they seek Learning Facilitator certification for a minimum of three (3) years.
- Attendance at the training module(s) and holding of NCCP trained status for the context in which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators. The following assets are a bonus for Learning Facilitator candidates:

- Post-secondary education in a related field. For example: adult education, kinesiology and sport or equine studies.
- Currently function as a teacher, facilitator or advisor in another profession.
- Remain up-to-date on new or emerging trends in sport science.
- Advanced knowledge of the EC Coaching program.
- Good communicators with the ability to speak clearly and communicate professionally.
- Good presenters who are comfortable presenting in front of a group, well spoken, able to keep presentations to time limits and able to adapt to questions and changes.
- Good facilitators who are able to facilitate discussions, actively listen, evoke participation and move discussions along when need be.
- Good organizers who are well prepared, organized and professional.

- Comfort with computers, technology and professional software programs.
- Approachable, ethical, responsible and self-confident.

Note: In cases where a strong candidate is not a certified Instructor or Coach, EC may consider their application.

5.2.4. Learning Facilitator Certification

All Learning Facilitators must meet the minimum standards in the evaluation to be considered certified Learning Facilitators. Learning Facilitators will be evaluated in person and will be evaluated against the CAC Learning Facilitator Outcomes, Criteria and Evidence, available from CAC Multi-Sport Master Coach Developers upon request. All Learning Facilitators must complete the Make Ethical Decisions online evaluation.

5.2.5. Learning Facilitator Duties and Responsibilities

The responsibilities of a Learning Facilitator are as follows:

- Request any supporting documents to be used in course delivery as per PTSO or host deadlines.
- Return the proper forms and documentation to the PTSO and/or EC within one (1) week of the event (includes attendance sheets, event report and course evaluations).
- Attend, when requested by the PTSO or EC, information and training sessions related to the EC Coaching program.
- Complete event attendance sheets and any other information required by the CAC and EC.
- Deliver the course content and materials as determined by EC.
- Arrive on time and prepared for training events.
- Dress code should be semi-professional, clean and tidy.
- Provide best-in-class training and education experience for Coach candidates.

Note: The Learning Facilitator may adjust the schedule as they see fit to accommodate the class/group dynamics (group experience, size, etc.).

5.3. COACH EVALUATOR

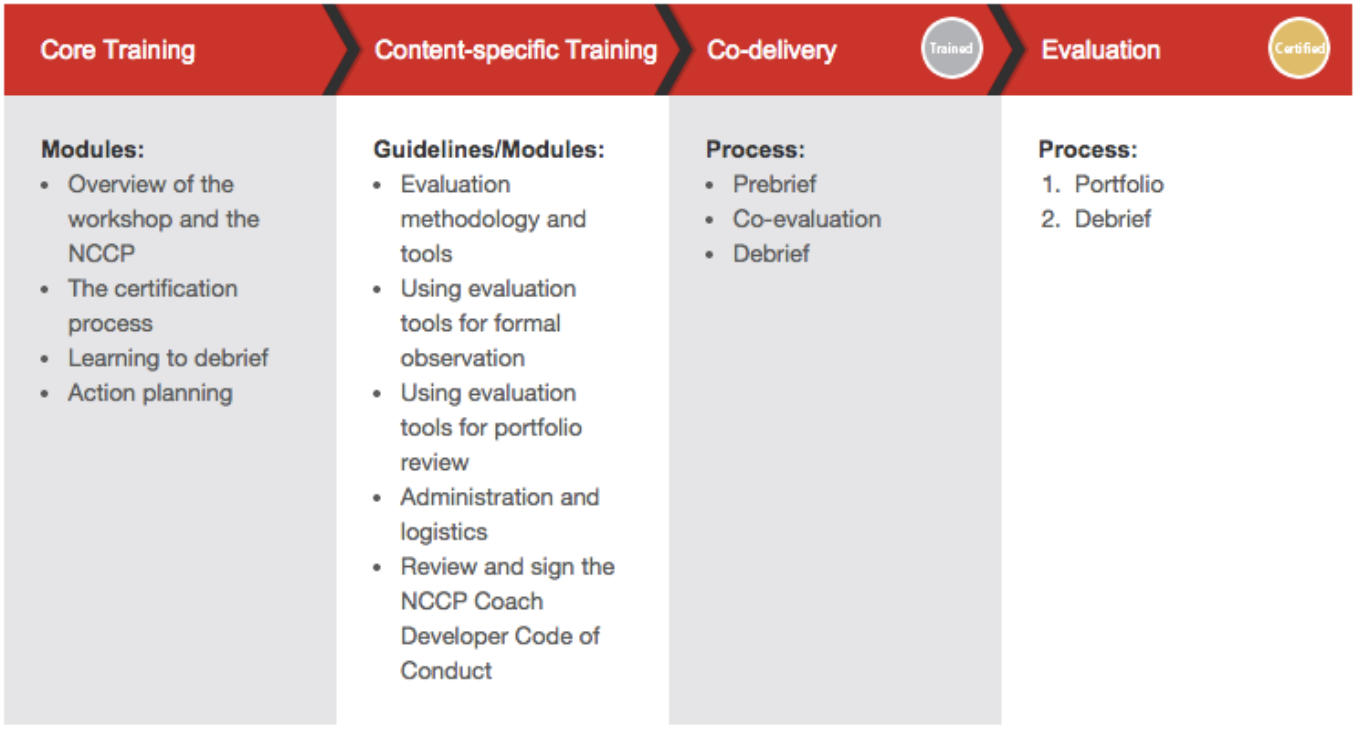
A Coach Evaluator's role is to contribute to the development of Coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing and follow-up with Coaches trying to achieve Certified status. Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria and evidence that comprise the evaluation tools that establish NCCP standards for Coaches of a particular sport context.

Evaluators act as ambassadors of the NCCP and as a resource to Coaches seeking to augment and validate their coaching abilities.

Evaluators evaluate EC/NCCP Instructor and Coach candidates.

5.3.1. To Become a Coach Evaluator

All Coach Evaluators complete the following steps:



For more information, please visit www.coach.ca/coach-evaluator-p156721.

5.3.2. Coach Evaluator Training

All Coach Evaluators must complete the Core Training, Content-specific Training and Co-delivery to be considered a Trained Evaluator.

Core Training: Core Training for Evaluators is a required component of training. It is recommended that Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the PTCR in each province or territory.

Content-specific Training: All candidate Evaluators must attend the applicable EC/NCCP Theory/Workshops as a participant and attend context-specific training on the requirements, standards and evaluation tools associated with an evaluation.

Co-delivery: All Evaluators must co-evaluate with an experienced Coach Developer prior to performing an evaluation on their own. Co-evaluation is part of training and therefore the person being trained will not be paid. An Evaluator candidate may be required to perform co-evaluation a number of times before performing an evaluation on their own depending on feedback from the experienced Master Coach Developer or experienced Coach Evaluator during the training assessment.

5.3.3. Coach Evaluator Admission Requirements

Coach Evaluators are engaged by EC and the PTSOs. Applications to be considered for training and certification for the role of Evaluator are to be directed to EC and PTSOs. Individuals are selected, trained and certified based on capacity, geographic location and volume of coach evaluations to be performed. The volume of Evaluators required in any region varies at the discretion of the PTSO and EC.

Coach Evaluator candidates must achieve the following certification-specific admission requirements:

- Completed Make Ethical Decisions online evaluation.
- Submission of the signed NCCP Coach Developer Code of Conduct, provided during Core Training.
- NCCP certification in the context in which they seek Coach Evaluator certification for a minimum of three (3) years.
- Attendance at the training module(s) and holding of NCCP trained status for the context stream in which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Coach Evaluators. Although desirable, it is not critical that the Evaluator have a higher position and significantly greater coaching experience than the candidate(s). The following assets are a bonus for Coach Evaluator candidates:

- Post-secondary education in a related field. For example: adult education, kinesiology and sport or equine studies.
- Currently function as a teacher, facilitator or advisor in another profession.
- Remain up-to-date on new or emerging trends in sport science.
- Advanced knowledge of the EC Coaching program.
- Good communicators with the ability to speak clearly and communicate professionally.
- Good organizers who are well prepared, organized and professional.
- Good attention to detail and observation skills.
- Credibility with their peers.
- High ethical standards and leadership skills.
- A desire to see the Coach certification system and sport grow.
- Time and energy to commit to the evaluation process.
- The ability to be critically reflective and ask questions.
- The ability to listen actively to the candidate.
- Comfort with computers, technology and professional software programs.

Note: In cases where a strong candidate is not a certified Instructor or Coach, EC may consider their application.

5.3.4. Coach Evaluator Certification

All Coach Evaluators must be evaluated to become a certified NCCP Coach Evaluator. Coach Evaluators will be evaluated in person and will be evaluated against the CAC Coach Evaluator Outcomes, Criteria and Evidence, provided during Core Training. All Evaluators must complete the Make Ethical Decisions online evaluation.

5.3.5. Coach Evaluator Duties and Responsibilities

The responsibilities of Coach Evaluators are as follows:

- Execute the evaluation process and conduct evaluations as determined by the PTSO and/or EC as outlined in the rubric, evaluation tool and evaluator guide.
- Evaluate candidates' levels of expertise as they relate to the requirements of each context.
- Attend information and training sessions related to the EC Coaching program when requested by the PTSO or EC.

- Return the proper forms and documentation to the PTSO and/or EC within one (1) week of the event (includes attendance sheets, event report and course evaluations).
- Complete event attendance sheets and any other information required by the CAC and EC.
- Coach Evaluators may also hold mentor roles, but may not mentor or instruct/coach a candidate they evaluate within three (3) months of the evaluation.
- Arrive on time and prepared for certification events.
- Dress code should be semi-professional, clean and tidy.
- Provide best-in-class training and evaluation experiences for Coach candidates.

5.4. MASTER COACH DEVELOPER

The role of the Master Coach Developer is to train, evaluate, support and mentor Coach Developers, i.e. Learning Facilitators, Coach Evaluators and other Master Coach Developers. In addition, Master Coach Developers play a key role in promoting the NCCP.

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training and to lead workshops and professional development experiences for Coach Developers.

It is expected that Master Coach Developers will have more responsibility in a supportive role with Coach Developers during workshops, evaluations and in Coach Developer development. Master Coach Developers should be willing and able to lend support to Coach Developers, program administrators and delivery host agencies.

5.4.1. To Become a Master Coach Developer

All Master Coach Developers complete the following steps:

For more information, please visit www.coach.ca/master-coach-developer-p156720.

5.4.2. Master Coach Developer Training

All Master Coach Developers must complete Core Training, Content-specific Training and Co-delivery to be considered a Trained Master Coach Developer.

Core Training: Core Training for Learning Facilitators, Core Training for Coach Evaluators and Core Training for Master Coach Developers are required components of training for Master Coach Developers. It is recommended that all Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the PTCR in each province or territory.

Content-specific Training: Content-specific Training is a required component of training for Master Coach Developers. Content-specific Training will include a micro-facilitation and/or a micro-evaluation component of the content that will be delivered. All Coach Developers must sign the NCCP Coach Developer Code of Conduct during Content-specific Training.

Co-delivery: All Master Coach Developers must co-facilitate Learning Facilitator training and/or Coach Evaluator training with an experienced Coach Developer prior to facilitating training on their own. Co-facilitation is part of training and therefore the person being trained will not be paid. A Master Coach Developer candidate may be required to co-facilitate training a number of times before facilitating training on their own depending on feedback from the Master Coach Developer doing the training assessment.

5.4.3. Master Coach Developer Admission Requirements

Master Coach Developers are engaged by EC and the PTSOs. Individuals are selected, trained and certified based on capacity, geographic location, experience and the volume of Coach Developers to be trained and evaluated. The volume of Master Coach Developers required in any region varies at the discretion of the PTSO and EC.

Master Coach Developer candidates must achieve the following certification-specific admission requirements:

- Completed Make Ethical Decisions online evaluation.
- NCCP certified Learning Facilitator and Coach Evaluator for a minimum of five (5) years.
- Attendance at the training module(s) and holding of NCCP trained status for the context in which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Master Coach Developers. The following assets are a bonus for Master Coach Developer candidates:

- Post-secondary education in a related field. For example: adult education, kinesiology and sport, and equine studies.
- Currently function as a teacher, facilitator or advisor in another profession.
- Trained or educated in an area related to coaching or coach education.
- Remain up-to-date on new or emerging trends in sport science.
- Advanced knowledge of the EC Coaching program.
- Good communicators with have the ability to speak clearly and communicate professionally.
- Good presenters who are comfortable presenting in front of a group, well spoken, able to keep presentations to time limits and able to adapt to questions and changes.

- Good facilitators who are able to facilitate discussions, actively listen, evoke participation and move discussions along when need be.
- Good organizers who are well prepared, organized and professional.
- Good attention to detail and observation skills.
- Credibility with their peers.
- High ethical standards and leadership skills.
- A desire to see the coach certification system as well as the sport grow.
- Time and energy to commit to the evaluation process.
- The ability to be critically reflective and ask questions.
- The ability to listen actively to the candidate.
- Comfort with computers, technology and professional software programs.

5.4.4. Master Coach Developer Certification

All Master Coach Developers must be evaluated to become a certified Master Coach Developer. Master Coach Developers will be evaluated by submitting a portfolio and must complete the Make Ethical Decisions online evaluation.

5.4.5. Master Coach Developer Responsibilities

The responsibilities of Master Coach Developers are as follows:

- Execute the evaluation process and conduct evaluations as determined by the PTSO and/or EC, as outlined in the rubric, evaluation tool and evaluator guide.
- Evaluate candidates' levels of expertise as they relate to requirements of each context.
- Attend information and training sessions related to the EC Coaching program when requested by the PTSO or EC.
- Return the proper forms and documentation to the PTSO and/or EC within one (1) week of the event (includes attendance sheets, event report and course evaluations).
- Complete event attendance sheets and any other information required by the CAC and EC.
- When requested by the PTSO and/or EC, report on the EC Coaching program.
- Master Coach Developers may also hold mentor roles, but may not mentor or instruct/coach a candidate they evaluate within three (3) months of the evaluation.
- Arrive on time and prepared for certification events.
- Dress code should be semi-professional, clean and tidy.
- Provide best-in-class training and evaluation experiences for Coach Developer candidates.

6. EC TRAINING AND CERTIFICATION EVENTS

The EC Coaching program delivers education programs for equestrian sport development. The training and evaluation events follow a set of standards, policies and procedures to ensure equestrian sport development education delivered in Canada is best in class. EC and its PTSO partners are the authorized organizations to host EC training events. This chapter will outline the minimum standards, and define the policies and procedures for hosting EC training and certification events.

6.1. PARTNERSHIP

EC and its affiliate PTSOs ("the partnership") work as partners to deliver training, certification and professional development events for Instructors, Coaches, and Instructor and Coach candidates in person or online through webinars and the ECampus. The organizations composing this partnership are the authorized hosts for EC/NCCP Events.

6.2. EVENTS

6.2.1. Training Events

NCCP training events are the events offered in the training pathway to candidates.

6.2.2. Certification Events

Certification events (also referred to as evaluations) are the events offered in the certification pathway that would award Certified status in the context stream in which a candidate seeks certification.

6.2.3. Professional Development Events

Professional development events are events offered for those currently certified that would award non-NCCP PD points as per Section 4.3 NCCP Renewal toward certification maintenance (e.g. EC Convention and/or PTSO Symposium).

6.2.4. Non-EC or PTSO Third-Party Events

Non-EC third-party events are not EC events, as they are offered by organizations or equestrian/equine experts in the industry that are not EC or a partner PTSO. Third-party training events are not recognized toward a NCCP training or certification pathway. Attendance at third-party training events by those currently certified may qualify for non-NCCP PD points as per Section 4.3 NCCP Renewal.

6.3. HOSTING EC TRAINING AND CERTIFICATION EVENTS

6.3.1. Host Responsibilities

The host is responsible for the following:

1. **Event planning:** The host will plan the key activities and requirements of the event to ensure it is best in class.
2. **Scheduling:** It is important that the host verify with the partnership to ensure the scheduling of the event does not conflict with other EC events of similar type within neighbouring regions. When possible, the partnership should work together to ensure the event is a success for the betterment of the program.

3. **Revenue and expense tracking:** The host should ensure that at a minimum, an EC event will break even between expenses and revenues. The event's expenses and revenues should be tracked to ensure transparent and accountable reporting.

4. **Registrations:** Registrations and fees can be collected however the host deems suitable (e.g. paper form or online portal).

5. **Communications:** Event communication must be timely, acceptable and consistent. The host must ensure the requirements of section 6.5 Event Communications are upheld for the event.

6. **Reporting:** The host must report to the partnership the victories and challenges related to hosting an event. The host must ensure the requirements of section 6.6 Event Reporting are upheld for the event.

6.3.2. Safe and Welcoming Environment

The host must ensure that the event provides participants with a safe and welcoming environment.

Harassment and abuse: There is zero tolerance for harassment and/or abuse directed at the host, participant(s), Coach Developer(s), subject matter expert(s), demonstration athletes and horses, and event facilities, equipment and resources of any kind before, during or after events. Reports of harassment and/or abuse must be reported according to the EC Safe Sport Policies.

6.3.3. Minimum Age Requirements

The minimum age at which an Instructor or Coach may be designated as an EC/NCCP Instructor or Coach should conform to the age at which it is generally held that an individual has attained the age of reason and can be expected to act within the standard of a reasonable and careful parent and provide a safe environment for participants. The minimum age for the designation for a Coach as NCCP Certified is 16 years of age.

Persons younger than 16 and older than 14 may enroll in and complete NCCP or NCCP qualifying education opportunities where an NSO or PTSO:

- Plan to offer NCCP or NCCP qualifying development opportunities to persons younger than 16 years of age.
- Agree to provide these opportunities within the framework of the NCCP.
- Agree to maintain the records on the NCCP Database.

The provincial/territorial government or designated delivery agency may authorize enrolment in multi-sport modules.

Any person younger than 16 and older than 14 will be designated on the CAC Database with an underage status indicator.

6.3.4. Conflict of Interest Guidelines

1. Coach Evaluators cannot evaluate their own students or any candidate they have taught or mentored during the three (3) months prior to an evaluation.

2. No person may organize an evaluation where he/she is a candidate.

3. Coach Evaluators cannot be billeted with the immediate family of candidates.

4. **Exception:** Evaluators may evaluate a student or candidate they have taught or mentored during the three (3) months prior to the evaluation only due to circumstances beyond their control, such as if the Evaluator was substituted at the last minute. In such a case, the substitution Evaluator would be required to notify EC or the PTSO organizing the evaluation of the relationship with the candidate and they cannot act as a lead evaluator.

6.3.5. Use of Demonstration Horses and Athletes

The CAC requires demo athletes to be at the level described in this context. This is the only fair way of evaluating if the candidate can realistically detect and correct errors in the context for which they are being evaluated.

Demonstration drivers and riders must wear a correctly fitted ASTM approved helmet, gloves and clean boots (rubber or leather) with heels and may wear riding attire consistent with requirements of their discipline. In warm weather, drivers and riders should wear a well-fitted shirt with collar and sleeves. The shirt should be tucked neatly into breeches. In winter, a fitted sweater and vest is appropriate. Well-fitted half chaps are acceptable with paddock boots. The candidates will check tack and equipment; however, the horses provided must have a correctly fitted saddle.

Discipline	Horse/Athlete(s) Recommended
Instructor	
English	3 athletes for each lesson (flat and/or jumping) riding at a proficiency level of Learn to Ride – English Level 3-4. Some exceptions may apply.
Drive	1 athlete proficient enough to drive safely and in control. This would assume then that the demo driver is able to maintain control of a quiet school horse/pony at the walk and trot. It is the responsibility of the evaluator to contact the facility directly to discuss the demo horses and driver, and to be satisfied that the appropriate driver and horses are available. If, at the time of the evaluation, the evaluator deems the horses and/or driver unsuitable, he/she must step in and make the appropriate changes. For example: Arranging for extra demo driver in advance would allow for substitution. Candidates themselves may be used if necessary; however, this is strongly discouraged for the evaluation.
Western	3 athletes for each lesson riding at a proficiency level of Learn to Ride – Western Level 3. Some exceptions may apply.
All Disciplines: Lunging	A quiet horse that knows how to lunge is required. Contact your PTSO for provincial policy regarding lunging horse.
Competition Coach	
English	3 athletes for each lesson (except the equitation lesson). 2 athletes may be used if 3 are not available. All athletes must be riding at a proficiency level of Learn to Ride – English Level 6. Some exceptions may apply. Athletes must be able to: • Ride forward from leg to hand.

	• Start to create a round outline, • Jump a course and/or gymnastic of .80m (2'6").
Western	All athletes must be riding at a proficiency level of Learn to Ride – Western Level 4. Some exceptions may apply. Rail lesson: 3 athletes and horses Manoeuvre and Pattern lesson: 1 athlete and horse Lunge lesson: 1 athlete and horse Athletes must be able to: • Ride with collection. • Perform the Western Rider Level 4 manoeuvres. • Perform a Western Rider Level 4 pattern.
All Disciplines: Lunging	A quiet horse that knows how to lunge with and without side reins is required for each candidate. Contact your PTSO for provincial policy regarding lunging horse.
Competition Coach Specialist	
Dressage (Lesson)	Athletes competing at Third level or higher. 1 athlete and 1 horse for each lesson. Candidates will teach another candidate's athlete for 1 lesson.
Dressage (Competition)	1 athlete and 1 horse competing at Third Level or higher at an EC Gold show.
Eventing (Lesson)	Athletes competing at national Training level horse trials or above. 1 athlete and 1 horse for each lesson. Candidates will teach another candidate's athlete for 1 lesson.
Eventing (Competition)	1 athlete and 1 horse competing at the national Preliminary horse trials level.
Jumping (Lesson)	Athletes competing at and able to jump courses at 1.0m. 1 athlete and 1 horse for each lesson. Candidates will teach another candidate's athlete for 1 lesson.
Jumping (Competition)	1 athlete and 1 horse competing over courses at 1.0m or above in the hunter or jumper divisions at an EC Silver or Gold show.
General Performance (Lesson)	Athletes competing at breed/provincial shows and placing within the top 5 placings in a class of at least 6 horses in any of the following classes: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding. 1 athlete and 1 horse for each lesson except Western Pleasure, which requires 3 athletes and 3 horses.
General Performance (Competition)	1 athlete and 1 horse competing at breed/provincial shows in a class of at least 6 horses in at least 3 different disciplines: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding.
Reining (Lesson)	Scores of 68 or higher at NRHA, CRC or breed shows under at least 2 different judges on 3 or more runs. 1 athlete and 1 horse for all lessons.
Reining (Competition)	1 athlete and 1 horse competing at NRHA, CRC or breed shows.
Speed Events (Lesson)	Barrel Racing: A top 10 placing in any division at provincial or national speed event shows, or a top 6 placing at rodeos or breed shows, in 3 or more runs.

	Pole Bending: A time of 26 seconds or under at provincial or national speed shows, breed shows or rodeos in 3 or more runs. 1 athlete and 1 horse for all lessons.
Speed Events (Competition)	1 athlete and 1 horse competing at provincial or national speed event shows, breed shows or rodeos in pole bending or barrel racing.

Note: The Competition Coach Specialist candidate may use either their own athlete/horses for the lessons or athlete/horses that are not in the candidate's regular lesson program where needed. The Coach Evaluator has, at their discretion, the right to excuse any ill-mannered, unsuitable or unsafe demonstration athlete or horse during an evaluation.

6.3.6. Event Facility, Equipment and Resources

The host must ensure that the equipment, materials and resources are sufficient for the number of attendees.

Event facilities, equipment and resources may include:

- Classroom and sufficient chairs for the group.
- Reference material, including EC rule books and coaching manuals.
- First aid kit for horses and athletes.
- Stationery supplies.
- Appropriate indoor or outdoor equestrian facilities.
- Enough jumping material in sound, usable condition to build a course of eight (8) to 10 jumps.
- Suitable stable or barn area for practical sessions.
- Suitable athletes and horses.
- Internet availability is recommended.
- Participants are responsible for their own horses and equipment and the transportation of their horses and equipment.
- Emergency Action Plan for the host facility.

6.3.7. Spectators

Only Coach Evaluators and Evaluator candidates may attend an evaluation. No spectators may be present.

6.3.8. Event Cancellation

An event may be cancelled at the discretion of the host. In the event of a cancellation, the host should notify registered participants and EC of the cancellation.

6.4. COACH DEVELOPER FEES AND EXPENSES

Coach Developer fees and expensing procedures are to be agreed upon in advance by both the host and the Coach Developer. Request for additional fees and expenses beyond the agreed upon amounts must be subject to approval by the host.

When a Coach Developer is hired to facilitate or evaluate events for Instructor or Coach candidates, they will be paid Learning Facilitator or Coach Evaluator fees. When a Coach Developer is hired to facilitate or evaluate events for Coach Developers and Master Coach Developers, they will be paid Master Coach Developer fees.

EC recommends, at a minimum, the following fees and expensing procedures. Each PTSO has the ability to set their own fees and expensing procedures but Coach Developers hired by the EC national office will be reimbursed in the following manner.

6.4.1. Learning Facilitator Fees

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter into a contract with their Learning Facilitators based on their own approved rates.

Learning facilitators are paid up to $300.00 per day or $150.00 per half day. If subject matter experts are used to deliver a portion of the course, e.g. the Analyzing Performance clinic, they are paid at a rate of $50.00 per hour. Learning Facilitator candidates training for Coach Developer certification do not receive payment of fees or expenses.

6.4.2. Coach Evaluator Fees

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter into a contract with their Evaluators based on their own approved rates.

Portfolio Evaluations

Portfolio evaluations require one (1) Coach Evaluator.

1. Lesson plan(s) and Emergency Action Plan evaluation: $50.00
2. Yearly training plan evaluation: $75.00
3. Manage a sport program submission evaluation - $50.00

Observable Evaluations

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter into a contract with their Evaluators based on their own approved rates.

Practical evaluations require two (2) Coach Evaluators for Competition Coach, Competition Coach Specialist and High Performance 1 contexts. Practical evaluations require one (1) Coach Evaluator for the Instructor context.

Competition evaluations require one (1) Coach Evaluator.

Coach Evaluators are paid up to $300.00 per day or $150.00 per half day. Coach Evaluator candidates training for Coach Developer certification do not receive payment of fees or expenses.

6.4.3. Master Coach Developer Fees

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter into a contract with their Master Coach Developer based on their own approved rates.

1. Master Coach Developers are paid up to $400.00 per day or $200.00 per half day when facilitating content-specific training and co-delivery training for Coach Developer and Master Coach Developer candidates.
2. Master Coach Developers are paid $200.00 for Learning Facilitator and Coach Evaluator evaluations.
3. Master Coach Developers are paid $300.00 for Master Coach Developer evaluations.

6.4.4. Coach Developer Expensing Procedures

The expensing procedures are determined by the host's policies for travel, accommodations and meals, and must be agreed upon in advance by both the host and the Coach Developer.

6.5. EVENT COMMUNICATIONS

All components of the partnership's NCCP events should be accessible to and inclusive of any gender, visible minorities, the aboriginal community and persons with a disability. The language and content should be appropriate for the varied target groups. In addition, all materials for each context must be launched simultaneously in both official languages – English and French – following final approval.

6.5.1. Scheduling

The host should report to the partnership the scheduling of an event in advance of promoting the event.

6.5.2. Branding Policy

The EC name and logo and NCCP logo should be present on all EC/NCCP event forms and documents.

6.5.3. Copyright

The CAC must hold co-copyright with the respective NSO on all materials produced by the NSO with CAC financial support. The principles of this agreement are as follows:

- The NSO provide all copyright warnings for the user.
- The NSO must include and use the approved NCCP recognition guidelines. The CAC will provide the NSO with the materials in electronic format (or camera-ready artwork) in both official languages for incorporation into NSO final materials.
- World co-copyright is held jointly by the respective NSO and the CAC with a corresponding credit line to the NSO.
- The NSO may distribute and sell non-integrated materials as it sees fit and will retain 100% of any income it receives from its own sale of materials. The sale of integrated materials will be governed by stipulations in the memorandum of agreement signed by the CAC and the NSO.
- The CAC may, at its discretion, use the materials in composite products related to coach education.

6.6. EVENT REPORTING

6.6.1. ECampus

EC and its PTSO partners maintain records for the purpose of validating a Coach Status and maintaining a coach transcript for all Coaches and Coach candidates using the ECampus. The ECampus is administered and managed by EC and PTSO coaching administrators. Coaches and Coach candidates may manage

their own coaching transcript by submitting required documents through the ECampus. Any documents added by a coach to their transcript must be verified and validated by an EC or PTSO coaching administrator before they are appended to a transcript.

Coach training and certification events may be managed by EC and their PTSO partners through the ECampus. Events entered in the ECampus will be pushed to the NCCP Locker upon completion and verification by EC and PTSO coaching administrators.

6.6.2. The Locker

The CAC maintains a database of all successfully completed NCCP components. Upon registration in the database, individuals are assigned a NCCP number, which is used to track each individual's progress towards certification.

Locker events are recorded by the CAC Locker, trained PTSO coaching administrators and EC staff representatives and through the ECampus.

Candidates and Coaches should provide details regarding any changes to their name or contact information directly through their Locker account to ensure that all components are identified under the same NCCP number.

Each host organization must have a trained representative to enter events into the Locker for CAC credit. The representative must complete CAC Locker training before they can be granted access to the Locker database.

Locker events are approved by the PTSO before they can be approved by EC. The CAC has final approval.

6.6.3. Event Reporting

The host must report results from feedback surveys and event reports prepared by Coach Developers to EC.

6.7. OFFICIAL CERTIFICATES

The Official Certificate is a standard template the host must use to create a candidate's unique certificate. Certificates must only be created once a candidate has completed all certification requirements on the pathway.

6.8. DISPUTE RESOLUTION FOR THE COACHING PROGRAM

Membership and participation in the activities of EC offer many benefits and privileges. At the same time, members and participants are expected to fulfill certain responsibilities and obligations, including complying with the EC Code of Ethics, EC Code of Conduct, EC Rules, EC policies and procedures and all terms and conditions set out in the By Laws. In the case of a dispute between a coaching candidate and an evaluator/committee relating to the certification or evaluation of Instructors and Coaches, the EC Complaints Policy is to be referred to for resolution.

The complete Complaints Policy can be found on the EC website under www.equestrian.ca/about/governance/policies.

7. NCCP COACHING PROGRAM

The following chapter was provided by the NCCP.

Equestrian sport is one of 66 sports in Canada with an NCCP coaching program. The CAC works with NSOs across Canada, including EC, in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from short online introductory workshops, to weekend workshops, to intensive two-year training programs.

Equestrian's NCCP Coaching Program includes: English disciplines, Western disciplines, Saddle Seat and Driving. Certification is available in the Instruction stream and Coaching stream. Together, the Instruction and Coaching certification streams of the program are aligned with requirements for EC's Long-Term Equestrian Development model covering all stages of development.

The EC National Coaching Certification Program aims to:

- Offer a standard of excellence in coaching practice.
- Provide a structure whereby coaches can be certified appropriate to their teaching context and continue to develop professionally.
- Ensure the integration of the NCCP into an overall strategy of coaching education.
- Improve the level of performance and competence of Canadian equestrian instructors and coaches and their athletes.
- Support Long-Term Equestrian Development, and widespread practice of good horsemanship.
- Ensure the safety of equestrians and horse welfare.

All EC Coaching programs are developed by EC and adhere to NCCP standards. The NCCP launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations, gives coaches the confidence to succeed.

7.1. PARTNERS IN COACH EDUCATION

The CAC, the provincial/territorial NCCP delivery agencies, the NSOs and the federal-provincial/territorial governments are individually and collectively responsible to:

- Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation.
- Ensure that the programs integrate the principles of the Sport For Life Society's Long-Term Athlete Development (LTAD) framework.
- Ensure that coaching and sport leader development programs are available in both French and English.
- Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action.
- Endorse the value of competent instructors and coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches.
- Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.

7.1.1. Coaching Association of Canada (CAC)

The CAC unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

7.1.2. Provincial/Territorial Coaching Representatives (PTCRs)

The PTCRs provide leadership, development and support in delivering the NCCP.

- Alberta: Alberta Sport Connection
- British Columbia: ViaSport BC
- Manitoba: Coaching Manitoba
- New Brunswick: Coach NB
- Newfoundland and Labrador: Sport Newfoundland and Labrador
- Northwest Territories: Sport North Federation
- Nova Scotia: Government of NS Department of Communities, Culture, and Heritage: Communities, Sport & Recreation
- Nunavut: Sport and Recreation Division
- Ontario: Coaches Association of Ontario
- Prince Edward Island: Sport PEI
- Quebec: SportsQuébec
- Saskatchewan: Coaches Association of Saskatchewan
- Yukon: Sport and Rec., Department of Community Services, Government of Yukon

7.1.3. National Sport Organization (NSO)

EC:

- Develops and maintains standards, policies and procedures for all national equestrian coaching programs.
- Maintains a database of all EC certified equestrian Instructors and Coaches.
- Administers and delivers the High Performance 1 NCCP Coach Certification.

7.1.4. Provincial/Territorial Sport Organizations (PTSO's)

PTSOs:

- Administer and deliver the Instructor, Competition Coach, Competition Coach Specialist and applicable Coach Developer certification programs.
- Administer professional development activities for certified Instructors, Competition Coaches, Competition Coach Specialists and applicable Coach Developers.
- Maintain records on NCCP certified Coaches, Instructors, Coach Developers and certification candidates.
- Ensure Coach Developer succession planning for the long-term viability of the EC Coaching program.
- Provide reporting on EC Coaching program administration to EC as required.
- Provide input into the development of administrative procedures for the EC Coaching program.

- Promote the Coaching program in their respective regions.
- Input, and approve on behalf of the PTSO, the completed events for training, evaluations and professional development into the CAC Locker database for EC and CAC approval.
- Forward a positive Sterling background check or local Police Station background check to the EC Coach Screening Committee.

Equestrian PTSOs:

- Alberta: Alberta Equestrian Federation
- British Columbia: Horse Council British Columbia
- Manitoba: Manitoba Horse Council
- New Brunswick: New Brunswick Equestrian Association
- Newfoundland and Labrador: Newfoundland and Labrador Equestrian Association
- Nova Scotia: Nova Scotia Equestrian Federation
- Ontario: Ontario Equestrian
- Prince Edward Island: Prince Edward Island Horse Council
- Québec: Cheval Québec
- Saskatchewan: Saskatchewan Horse Federation
- Yukon: Equine Association of Yukon

7.2. TRAINING VS. CERTIFICATION

The NCCP model distinguishes between training and certification. Instructors and Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (e.g. Competition – Introduction) as defined by the sport and be considered "trained".

To become "certified" in a coaching context, instructors and coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training and support to participants in competition.

Certified instructors and coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated "doing" what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 65 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations and our communities.

NCCP instructors and coaches are described as follows:

In Training – when they have completed some of the required training for a context.

Trained – when they have completed all required training for a context.

Certified – when they have completed all evidence for a context.

For more information, please visit www.coach.ca/trained-vs-certified-s16468.

7.3. NCCP WORKSHOPS AND MODULES

7.3.1. Sport-Specific Training

The CAC works with over 60 different NSOs across Canada, including EC, in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from three-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

For more information please visit www.coach.ca/sport-specific-training-s16547.

EC/NCCP sport-specific courses can be viewed in the ECampus.

7.3.2. Multi-Sport Training

Many of these modules have been integrated by sports into their own sport-specific workshops, while other sports require their coaches to take them separately through our network of PTCRs.

All of these multi-sport PD development points towards Maintenance of Certification for each course taken.

For more information, please visit www.coach.ca/multi-sport-training-s15501.

EC/NCCP courses can be viewed in the ECampus.

8. NCCP EVALUATION

The following chapter was provided by the NCCP.

Evaluation in the NCCP is the process used to determine whether instructors and coaches meet NCCP coaching standards for certification. This process applies to all coaching contexts in the NCCP.

8.1. PRINCIPLES OF EVALUATION IN THE NCCP

- Outcomes are the foundation of the NCCP approach to evaluating and certifying instructors and coaches.
- Evaluation in the NCCP reflects the ethical coaching practices promoted in the Canadian sport system.
- Evaluation in the NCCP reflects the diversity among sports in a given context.
- Evaluation recognizes and respects individual coaching styles.
- Evaluation in the NCCP is evidence-based.
- The evidence in NCCP evaluations consists of observable coaching behaviour that is used to determine whether a coach meets a given criterion.
- The evidence in NCCP evaluations may come from several sources.
- Evidence demonstrated during an evaluation may not reflect all of the elements or objectives identified in training activities.
- Instructors and Coaches are fully advised of the evidence that will be used to determine whether they meet a given criterion. This helps them achieve certification.
- Instructors and Coaches seeking certification are evaluated by NCCP-trained and NCCP-accredited Evaluators.

8.1.1. Additional Points

- Evidence, procedures and methods are (1) administratively feasible, (2) professionally acceptable, (3) publicly credible, (4) legally defensible, (5) economically affordable and (6) reasonably accessible.
- Evaluation should be preceded by NCCP training or relevant experience.
- NCCP training activities prepare instructors and coaches to meet certification standards.

8.2. OUTCOMES, CRITERIA AND EVIDENCE

Evaluation in the NCCP is based on a systematic approach to determining whether instructors or coaches meet NCCP standards. This approach has three key components which are outlined in rubrics available from your NSO or PTSO: Outcomes, Criteria and Evidence.

NCCP Outcomes are the overall tasks instructors or coaches must be able to perform. There are overall tasks that capture what instructors or coaches in the NCCP need to be able to do.

Every outcome is associated with one or more criteria. These are the components of an outcome that will be evaluated. Criteria depend on the coaching context. Criteria may be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation.

Example – Provide Support to Athletes in Training Criteria

- Competition – Introduction context: Implement an appropriately structured and organized practice.

Evidences are what the Evaluator must observe and measure to confirm that the candidate meets the NCCP standard for each criterion. All criteria are associated with one or more pieces of evidence. Evidence is what the coach actually does. It is observable and measurable. The more evidence the Evaluator must observe and measure, the more demanding the evaluation will be. Evidence may be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation. Together with the outcomes and criteria, the evidence is used to determine the NCCP minimum standard for evaluation.

Example – Competition – Introduction Criterion and Evidence for the Provide Support to Athletes in Training Outcome

- Criterion: Implement an appropriately structured and organized practice.
- Evidence: Deliver a practice that matches the goals identified in the practice plan; activities contribute to development of skills, tactics or athletic abilities; equipment is available and ready to use.

8.2.1. Evaluating Instructors and Coaches in the NCCP

Evaluating instructors and coaches in the NCCP evaluation process involves:

- Portfolio evaluation
- Pre-brief
- Observable evaluation
- Debrief
- Action planning
- Reporting/Administration

The EC/NCCP certification's evaluation process provides the candidate an opportunity to demonstrate competency in the tasks outlined in the context and discipline specific evaluation tools for each certificate offered and reviewed at training event(s). Candidate's competency will be assessed against the standards outlined in the rubric for the certificate being challenged. Although the evaluators are to evaluate and not teach, feedback will be provided to each candidate in a formal debriefing session. The areas in which more practice/training is required will be clearly outlined to each candidate in the debriefing after the evaluation. An action plan for further training to enhance performance and/or a plan for the future will be provided.

8.2.2. Portfolio Evaluation

The portfolio evaluation enables the Evaluator to determine the readiness of the coach candidate for the observable evaluation.

The coach must register with their **PTSO** and submit all required portfolio pieces in advance of an observable evaluation being scheduled.

The Evaluator must review the portfolio using the appropriate evaluation tool(s) and then communicate the feedback to the coach in a timely manner.

Successful completion of the required portfolio pieces will determine readiness for the observable evaluation.

Once it is established that the candidate is ready for the observable evaluation, the Evaluator should notify the appropriate sport body to schedule the observable evaluation.

When the observable evaluation is scheduled, the Evaluator begins the pre-brief process.

8.3. CERTIFICATION STANDARD

Certification standard refers to the degree to which instructors and coaches meet a given criterion. An achievement scale is used to determine whether or not a coach meets or exceeds the minimum standards. For example, a three-point achievement scale might be:

3 Exceeds Standard

2 Standard

1 Needs Improvement

While the achievement scale may differ, all must include the NCCP Minimum Standard.

Instructors and Coaches seeking certification for a given context must be evaluated and must achieve at least NCCP Minimum Standard in all the relevant criteria required for that context in their evaluation.

8.4. NCCP DATABASE (THE LOCKER)

The NCCP Database tracks the outcomes and criteria, identifying criteria that have been trained and evaluated. The Database does not track evidence.

Instructors and Coaches can view their transcript at any time by logging in at **https://thelocker.coach.ca**.

It is the PTSO's responsibility to input training events delivered in your province/territory into the Locker. If equestrian specific training events are missing from your transcript, please contact your PTSO coaching coordinator.

8.5. RECOGNITION OF COACHING COMPETENCE

The NCCP is a competency-based program based on coaching abilities, meaning the NCCP is a program that certifies coaches based on proven abilities to "DO" certain things deemed important to meet the needs of the participants they coach. The NCCP is competency based, and as a result certification is based upon what a coach is able to demonstrate, not the training they may or may not have undergone.

Instructors and Coaches must go through the evaluation process for the context in which they are coaching. Evaluation must include the entire evaluation process for the context in which the coach is being certified (including online multi-sport evaluations). This ensures the instructor or coach is able to demonstrate the required competencies for the context, and removes the need for the NSO or other partners to "judge" the relevance or rigor of the many different international programs that exist.

Instructors and Coaches do not receive credit for "training" modules that they do not complete, but will be able to achieve "certified" status upon a successful evaluation. This only applies in contexts where certified status is available to coaches. There is no such thing as "equivalency".

This respects and recognizes current coaching competence, which includes Canadian instructors and coaches with significant coaching experience or related background, and foreign coaches with approved training and certification.

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