



**EQUESTRIAN
CANADA
ÉQUESTRE**

COACHING PROGRAM OPERATIONS GUIDE

v2018.01



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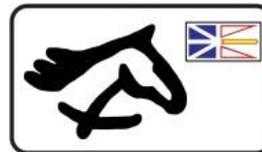
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PARTNERS IN COACH EDUCATION

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.



The programs of this organization are funded in part by Sport Canada.



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The Collection, Use, and Disclosure of Personal Information

The Coaching Association of Canada collects your NCCP qualifications and personal information and shares it with all NCCP partners according to the privacy policy detailed at www.coach.ca. By participating in the NCCP you are providing consent for your information to be gathered and shared as detailed in the privacy policy. If you have any questions or would like to abstain from participating in the NCCP please contact coach@coach.ca.

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INTRODUCTION

PURPOSE OF THIS DOCUMENT

Equestrian Canada delivers the National Coaching Certification Program (NCCP) for equestrian sport in Canada. The Coaching Program Operations Guide is published by Equestrian Canada and outlines the applicable NCCP standards for equestrian sport as well as the Equestrian Canada administrative policies and procedures. This Operations Guide may be revised according to the annual revision cycle and revisions must be approved by Equestrian Canada.

This Operations Guide is the authority for the Equestrian Canada Coaching Program.

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	1 st merged version of all pre-existing Equestrian Canada Coaching Program Policy and Procedures Manuals.
2017/01/01	EC-Operations-Guide-Coaching_E_v2017.01	Omnibus revisions are tracked on the Policy Amendment Submission Forms. Contact EC for clarification on a revised policy.
2017/04/2017	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

1 EQUESTRIAN CANADA COACHING PROGRAM

Equestrian is one of over 67 sports in Canada with an NCCP coaching program. Equestrian's NCCP Coaching Program includes: English disciplines, Western disciplines and Driving. Certification will be available in the Instruction stream and Coaching stream. Together, the Instruction and Coaching certification streams of the program are aligned with requirements for Equestrian Canada's Long-Term Equestrian Development model covering all stages from Fundamentals, to Learning to Win.

The EC National Coaching Certification Program has the following objectives:

- To offer a standard of excellence in coaching practice.
- To provide a structure whereby coaches can be certified appropriate to their teaching context, and continue to develop professionally.
- To ensure the integration of the National Coaching Certification Program into an overall strategy of coaching education.
- To improve the level of performance and competence of Canadian equestrian coaches and their athletes.
- To lead in Long-Term Equestrian Development, and widespread practice of good horsemanship.
- To ensure safety of equestrians and horse welfare.

All EC Coaching Programs are developed by Equestrian Canada and adhere to NCCP standards.

1.1 PARTNERS IN COACH EDUCATION

The CAC, the provincial/territorial NCCP delivery agencies, the National Sport Organizations (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 into the Canadian Sport For Life framework and follow the principles of Long-Term Athlete Development (LTAD);
- 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 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.

1.1.1 COACHING ASSOCIATION OF CANADA (CAC)

The Coaching Association of Canada 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.

1.1.2 PROVINCIAL/TERRITORIAL COACHING REPRESENTATIVES (PTCRs)

The Provincial/Territorial Coaching Representatives 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: Department of Health and Wellness, Active Living Branch
- 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

1.1.3 NATIONAL SPORT ORGANIZATION (NSO)

Equestrian Canada:

- Develops and maintains standards, policies and procedures for all national equestrian coaching programs;
- Maintains database of all Equestrian Canada certified equestrian coaches.

1.1.4 PROVINCIAL/TERRITORIAL SPORT ORGANIZATIONS (PTSO's)

The PTSO must:

- 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 to the EC CEO;
- Ensure their coach coordinator or representative is not an active Coach Developer. The coach coordinator or representative does not require an NCCP certification. Exceptional cases may be considered.

Equestrian P/TSO's:

- 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

1.2 GUIDE FORMATTING

1.2.1 ALPHANUMERIC SYSTEM

The following alphanumeric system shall identify chapters and policies within the following 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.
Policy	1.1, 1.2, 1.3, 1.4, ...	Policies are assigned sequential numbering leading with the corresponding chapter number separated with a period. Should policies be removed, policy numbering is to be revised to reflect the removal of a policy.
Sub-Policy	1.1.1, 1.1.2, 1.1.3, 1.1.4, ...	Sub-Policies are assigned sequential numbering leading with the corresponding chapter and policy number separated with periods. Should sub-policies be removed, sub-policy numbering is to be revised to reflect the removal of a sub-policy.

1.2.2 REFERENCING POLICIES

When referencing specific policies, policy numbers shall be referenced in the following order: Chapter, Policy and Sub-Policy numbers.

Example: Chapter 2, Policy 2.5, Sub-policy 2.5.3 shall be written as follows: Policy 2.5.3.

1.3 ANNUAL REVISION CYCLE

1.3.1 ANNUAL EFFECTIVE DATE

The Operations Guide is updated annually, effective January 1st. The Operations Guide will be published on the EC website.

1.3.2 ANNUAL AMENDMENTS SCHEDULE

Date	Amendment Activity
May 31 st	Deadline for Policy Amendment Suggestions (PASs). The PAS Form must be submitted to Equestrian Canada no later than May 31 st .
September 30 th	Suggestions will be reviewed by National Coaching Committee by September 30 th and only formally approved suggestions will be presented in the Coaching Program Operations Guide.
December 1 st	Approved amendments will be posted on the EC website by December 1 st , to be effective January 1 st the following year.

1.3.3 POLICY AMENDMENT SUGGESTION FORM

The PAS Form must be completed in total and must be legible. It is the PAS form submitters responsibility, not ECs, to ensure the PAS Form is legible and completed in total. Incomplete PAS Forms will not be considered. The PAS Form must be legible with clear writing and grammar for interpretation. PAS Forms that are not legible will not be considered. PAS Forms that are scanned or faxed must be legible. Scanned or faxed PAS Forms that are not legible due to the scanning or faxing process will not be considered. No pictures or images of the completed PAS Form will be considered (for example: images taken with a tablet or smart phone). PAS Forms may be submitted to Equestrian Canada via email, fax and mail delivery.

1.4 INTERPRETATION OF THE OPERATIONS GUIDE

Should the English and French versions differ, the English version shall prevail. Within these rules the terminology “member” refers to a current EC Sport License holder in good standing. The Operations Guide presented on www.equestrian.ca will prevail over versions presented on partner websites or printed versions.

2 NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

The National Coaching Certification Program (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.

The Coaching Association of Canada (CAC) works with over 60 different National Sport Organizations across Canada, including Equestrian Canada, in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

2.1 TRAINING VS. CERTIFICATION

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

To become “certified” in a coaching context, 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 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 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: <http://www.coach.ca/trained-vs-certified-s16468>.

2.2 CONTEXTS

2.2.1

INSTRUCTION STREAM

Instructors in the Instruction stream must have sport-specific skills and training, whether at the beginner or advanced skill levels. Many are former participants in the sport.

The Equestrian Canada Coaching Program provides the following NCCP certification in the Instruction Stream: Instructor.

Instruction Stream	NCCP Model	Equestrian Canada Coaching Program
Instructor	Instructors in the Instruction – context are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there’s no formalized competition at this level – it’s strictly about skill development and there is a short timeframe of interaction between the instructor and the participant.	<p>Instructor – Provides beginner equestrians with an introduction to equestrian sport in a fun, safe and welcoming environment. The Instructor designs developmentally appropriate programming for Long-Term Equestrian Development stages Fundamentals, Learn to Train and Active for Life. Instructors do not prepare equestrians for competition, or instruct equestrians at competitions.</p> <p>Note: Applicable for Instructors of English, Western, Driving and Saddle Seat disciplines. Within the Instructor program, certification is available for an English Instructor who completes the Jumping evaluation: English Instructor with Jumping Designation.</p>

2.2.2

COMPETITION STREAM

Coaches in the Competition stream usually have previous coaching experience or are former athletes in the sport. They tend to work with athletes over the long term to improve performance, often in preparation for provincial, national, and international competitions.

In the NCCP Model there are three levels of competency for competition coaches that reflect the stages of athlete development: Introduction, Development, and High performance. The Equestrian Canada Coaching Program provides the following NCCP certification in the Competition Stream: Competition Coach (Competition-Introduction), Competition Coach Specialist (Competition-Introduction, Advanced Gradation) and High Performance 1 (Competition-Development).

Competition Stream	NCCP Model	Equestrian Canada Coaching Program
Competition – Introduction	The Competition – Introduction context is designed for coaches of athletes moving from the FUNDamentals to the Learn to Train and Train to Train stages of long-term athlete development.	<p>1. Competition Coach – Provides equestrians with an introduction to equestrian sport in a fun, safe and welcoming environment. The Competition Coach introduces equestrians to entry-level competitions. The Competition Coach designs and delivers developmentally appropriate programs for Long-Term Equestrian Development stages Learn to Train and Train to Train with no discipline specialization.</p> <p>Note: Applicable for coaches of English and Western disciplines</p> <p>2. Competition Coach Specialist – Provides equestrians with an introduction to equestrian sport in a fun, safe and welcoming environment with advanced specialized skill. The Competition Coach Specialist, like the Competition Coach, introduces equestrians to entry-level competitions. The Competition Coach Specialist designs developmentally appropriate programs for Long-Term Equestrian Development stages Learn to Train and Train to Train with specialization.</p> <p>Note: Applicable for coaches of Dressage, Jumping, Eventing, General Performance, Speed Events and Reining disciplines.</p>
Competition – Development	The Competition – Development context is designed for coaches of athletes ranging from the Train to Train to the Train to Compete stages of long-term athlete development.	<p>High Performance 1 – Develops competition skill to advance the competitive equestrians performance. The High Performance 1 coach designs developmentally appropriate programming for Long-Term Equestrian Development stages Learn to Train and Train to Win.</p> <p>Note: Applicable for coaches of Dressage, Jumping, Eventing and Reining disciplines.</p>

2.3 NCCP WORKSHOPS AND MODULES

2.3.1 SPORT-SPECIFIC TRAINING

The CAC works with over 60 different National Sport Organizations across Canada, including Equestrian Canada, in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from 3-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 <http://www.coach.ca/sport-specific-training-s16547>.

2.3.2 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 Provincial and Territorial Coaching Representatives.

All of these multi-sport modules can help you reach higher as a coach, and can also be counted towards Maintenance of Certification.

For more information please visit <http://www.coach.ca/multi-sport-training-s15501>.

ABORIGINAL COACHING MODULES



If you work with, or supervise youth of Aboriginal heritage, this workshop is an essential resource. If you wish to understand, relate to, and apply Aboriginal cultural perspectives that will allow you to motivate, inspire, and lead those youth towards a successful and meaningful lifestyle, this workshop was designed for you.

This interactive workshop is available to both Aboriginal and mainstream organizations who have Aboriginal youth in their sport, social, or employment programs. Aboriginal Sport Circle's trained instructors will facilitate discussions which include role playing and group activities to engage all participants. This type of interactive setting has provided a fun, fulfilling, and positive learning experience for both participants and facilitators alike.

The workshop includes unique methods and perspectives not found in mainstream coaching certification programs. It is holistic in its approach and includes teachings of the Medicine Wheel, the four gifts, as well as the values within the four pillars and many other issues that are unique to Aboriginal culture.

The Aboriginal Coaching Modules were designed to provide culturally relevant courses for coaches and people working with Aboriginal youth and athletes.

EMPOWER +



An incredible addition to our NCCP workshop lineup, Empower + is an intense and thought provoking 4-hour workshop that will teach you how to enhance the well-being of the athletes in your care and be a positive role model in the world of sport.

In an interactive and dynamic learning environment, our expert facilitators will guide you through how to enhance athlete welfare by:

- Recognizing the potential for, and presence of maltreatment in sport;
- Learning when and how to intervene when you observe or suspect maltreatment.

You will bring your coaching to new heights by:

- Implementing the NCCP's renowned six-step decision-making model;
- Mastering the art of the difficult conversation; and
- Creating a list of key positive athlete development strategies you can implement in your coaching right away.

This NCCP workshop will set you up for success in coaching and in life!

FUNDAMENTAL MOVEMENT SKILLS (FMS)



The Fundamental Movement Skills of throwing, catching, jumping, striking, running, kicking, agility, and balance and coordination, form the basis for future sport skill development and for the life-long enjoyment of physical activity. Learn how to OBSERVE and IMPROVE the fundamental movement skills through the format listed below which is best suited to you and your line of work (also see the Professional Development page for FMS PD).

Community Leader

- Target: Recreation leaders, sport camp leaders, etc.
- Format: 8 hour workshop.

High School Leadership

- Target: High school students.
- Format: Composed of 9 lesson plans delivered by the Physical Education Teacher at your school.

The FMS module will give participants the skills to:

- analyze and identify the various stages of development for the fundamental movement skills;
- apply a six-step process to teaching the fundamental movement skills;
- create safe games where children can practise fundamental movement skills.

MAKE ETHICAL DECISIONS (MED)



By successfully completing the Make Ethical Decisions workshop you will be fully equipped to handle virtually any ethical situation with confidence and surety.

MED is one of the NCCP's cornerstone workshops, and leaves coaches with no doubt as to what to do when the going gets tough.

Upon completing the MED module you'll be able to:

- analyze a challenging situation and determine if it has moral, legal or ethical implications;
- apply the NCCP Ethical Decision-Making Model to properly respond to each situation in a way that is consistent with the NCCP Code of Ethics.

PLANNING A PRACTICE



The Planning a Practice module will give you the skills to:

- organize a well-structured practice plan with safe, age-appropriate activities you've designed to match the proficiency level of participants;
- identify potential risk factors that could impact the sport and practice activities;
- create an emergency action plan;
- identify practice goals and design activities that offer the best training benefits for the athletic skills required in your sport.

NUTRITION



After taking the Nutrition module you will be able to:

- determine if foods and beverages consumed by your athletes before, during and after training are adequate;
- offer suggestions for more suitable food and beverage alternatives when necessary;
- gain a better understanding of the best way to promote healthy food choices that are consistent with basic sport nutrition principles to both athletes and their parents.

RESISTANCE TRAINING



A must-have for competitive coaches, this 4-hour dynamic and interactive introductory workshop will teach you how to prevent injuries and increase athlete performance through proven resistance training tools. Become a better coach by augmenting your plan with elements such as:

- Basic lifts
- Stability training
- Core training

TEACHING AND LEARNING



Upon completing the Teaching and Learning module you will be able to:

- assess your own beliefs regarding effective teaching;
- analyze certain coaching situations to determine if they promote learning;
- create conditions that promote learning and self-esteem through:
 - appropriate consideration of the affective, cognitive and motor dimensions of learning;
 - the use of words and methods that relate to an athlete's preferred learning style;
 - a sound organization;
 - active supervision; and
 - the use of well-formulated feedback offered at the right time and with the right frequency;

- use teaching assessment grids to gather objective information on teaching effectiveness, and use this data to develop an action plan to enhance your own effectiveness as a teacher and coach.

DESIGN A BASIC SPORT PROGRAM



Design a Basic Sport Program will teach you to:

- create a sound outline for your sport program that includes competition and training events;
- compare your program to those outlined by the NCCP in terms of long-term athlete development;
- assess the athletic development opportunities your program offers, and identify ways to remedy any weaknesses;
- interpret the information in a sample program, identifying training priorities and objectives at certain periods;
- establish a link between your program's training objectives and the content of practice sessions.

BASIC MENTAL SKILLS



The Basic Mental Skills module gives you the ability to:

- recognize signs indicating that an athlete may need to improve his/her goal setting, focus, and anxiety control skills; and develop tools to help the athlete to make improvements in these areas;
- run simple guided activities that help athletes improve basic mental skills.

COACHING AND LEADING EFFECTIVELY



The Coaching and Leading Effectively module gives you the skills needed to:

- promote a positive image of sport, and model it to athletes and those supporting their performance;
- deliver clear messages and explanations when communicating with athletes and their supporters;
- identify opportunities to interact with all athletes and use feedback to improve and correct performance and behaviour.

MANAGING CONFLICT



The Managing Conflict module will allow you to:

- identify common sources of conflict in sport;
- determine which individuals or groups are most likely to find themselves in situations involving conflict;
- learn important skills that will help you prevent and solve conflict resulting from misinformation, miscommunication or misunderstanding;
- develop skills that will empower you to listen and speak effectively in conflict situations while maintaining positive relationships with athletes, parents, officials and other coaches.

LEADING DRUG-FREE SPORT



After taking Leading Drug-free Sport you will be able to:

- fully understand and explain the consequences of using banned substances in sport;
- educate athletes about drug-testing protocols at major competitions;
- encourage athletes to safeguard their sport values and take greater responsibility for their personal actions;
- apply the NCCP Ethical Decision-Making Model to your coaching as it relates to keeping your sport and athletes drug-free.

DEVELOPING ATHLETIC ABILITIES



After completing the Developing Athletic Abilities module, you will:

- be able to implement general and sport-specific training protocols and methods to effectively develop or maintain the athletic abilities necessary for your sport;
- know how to apply training principles and variables to training methods that build fitness, endurance, strength, speed and sport-specific conditioning;
- be able to select and adapt testing and training protocols.

INCLUDES: 2 hour online pre-workshop session

PREVENTION AND RECOVERY



After taking Prevention and Recovery you will have the knowledge needed to:

- identify common injuries in your sport and develop appropriate prevention and recovery strategies to keep your athletes injury-free during training and competition;
- offer valuable information and guidance on hydration, nutrition and sleep as they relate to injury prevention;
- choose skills and drills that help athletes perform appropriate warm-ups and cool-downs;
- develop functional evaluations for an athlete's return to play;
- implement recovery and regeneration techniques to help an athlete maintain or return to optimal performance post injury.

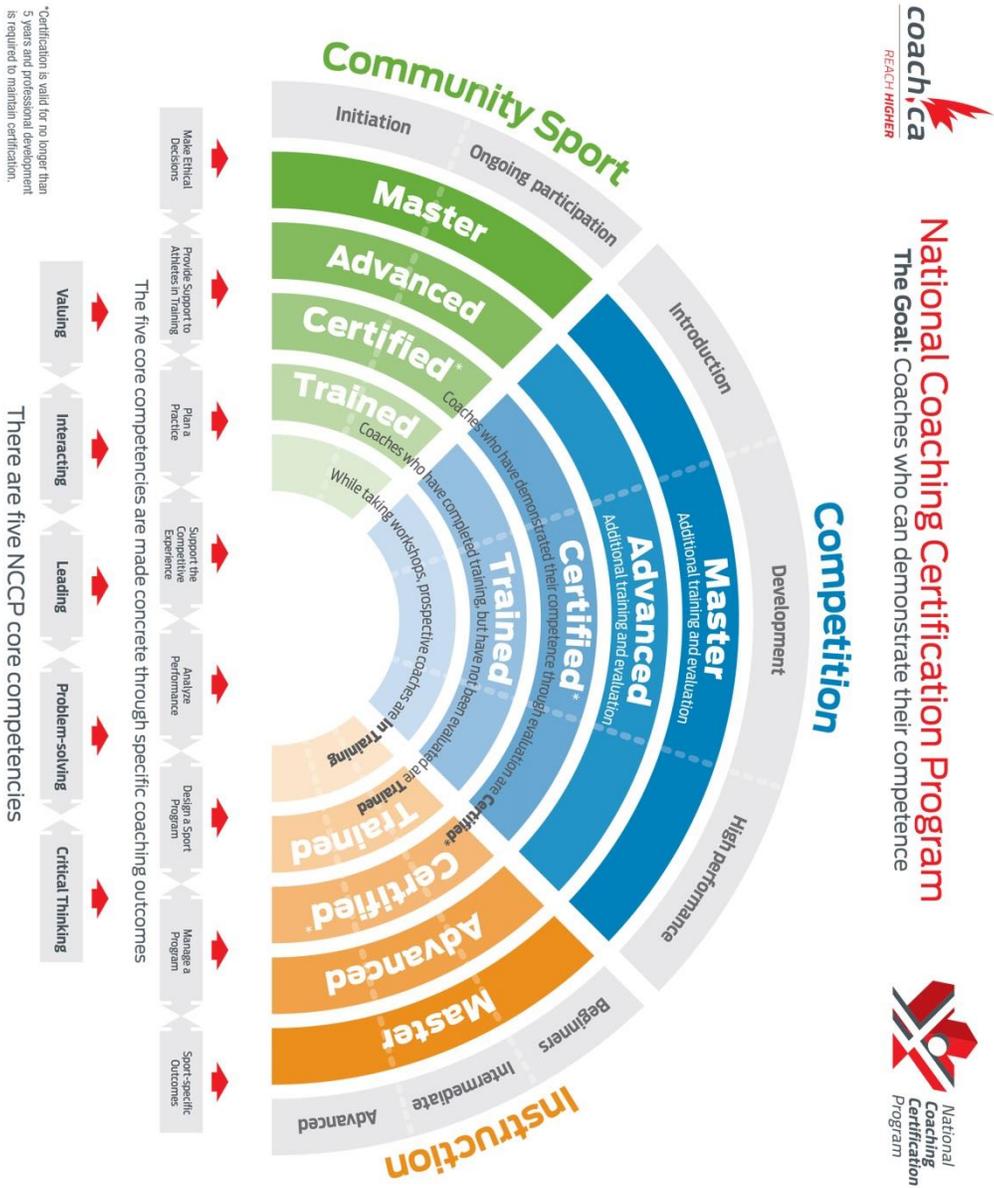
PSYCHOLOGY OF PERFORMANCE



Completing Psychology of Performance will allow you to:

- help athletes learn to manage distractions and use visualization techniques to prepare themselves technically and tactically for training and competition;
- learn how to work with athletes or teams to identify performance and process goals related to their ability to focus on performance;
- learn debriefing skills that can be used to help athletes assess their performance in both training and competition.

2.3.3 THE NCCP INFOGRAPHIC



*Certification is valid for no longer than 5 years and professional development is required to maintain certification.

There are five NCCP core competencies

COACH CERTIFICATION

The National Coaching Certification Program certifies coaches who have demonstrated their ability to apply critically important competencies to coaching situations relevant to the stage of athletes they coach. This means that coaches must not only know about coaching but be able to demonstrate their ability to apply this knowledge in the coaching situation.

Coaches can be trained in any of the following eight coaching contexts, which are specific to the type of athlete they are working with, and can progress through to a Master Coach level in any context.

COMMUNITY SPORT

The **Community Sport – Initiation** context focuses on participants who are being introduced to a sport. In many sports this is very young children participating in this sport for the first time. In a few sports initiation into the sport can occur with youth or adults. Participants get involved to meet new friends, have fun, and to learn a new activity. The role of the coach is to ensure a fun and safe environment and to teach the development of some of the “Fundamentals” stage skills and abilities for participants.

The **Community Sport – Ongoing participation** context is typically for either youth participating in a recreational environment, or masters participants participating for recreation, fitness, and socialization reasons. The participants are in the Active for Life stage of long-term athlete development. The role of the coach is to encourage participants to continue their involvement in the sport.

COMPETITION

The **Competition – Introduction** context is designed for coaches of athletes moving from the Fundamentals to the Learn to Train and Train to Train stages of long-term athlete development.

The **Competition – Development** context is designed for coaches of athletes moving from the Train to Train to Complete stages of long-term athlete development.

The **Competition – High performance** context is typically reserved for coaches of athletes in the Train to Win stage of long-term athlete development although there is the possibility of some phasing in of a Train to Compete athlete into the High Performance level because of the fluidity of the stages of long-term athlete development. Coaches in this context require specific skills and abilities in order to meet the needs of their athletes.

INSTRUCTION

Instructors in the **Instruction – Beginners** context are usually working with participants who are experiencing the sport for the first time through a series of lessons. Typically there is no formalized competition at this level – It is strictly about skill development and there is a short timeframe of interaction between the instructor and the participant.

Instructors in the **Instruction – Intermediate performers** and **Instruction – Advanced performers** contexts are very specialized and are specifically there to assist athletes crossing over from competitive level to gain enhanced skills, and in some cases, tactical development specific to their sport.

2.4 EVALUATION AND CERTIFICATION

2.4.1 OBJECTIVES

Evaluation in the National Coaching Certification Program (NCCP) is the process used to determine whether coaches meet NCCP coaching standards for certification. This process applies to all coaching contexts in the NCCP.

2.4.2 PRINCIPLES OF EVALUATION IN THE NCCP

- Outcomes are the foundation of the NCCP approach to evaluating and certifying 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.
- Coaches are fully advised of the evidence that will be used to determine whether they meet a given criterion. This helps them achieve certification.
- Coaches seeking certification are evaluated by NCCP-trained and NCCP-accredited Evaluators.

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 is preceded by NCCP training or relevant experience.
- NCCP training activities prepare coaches to meet certification standards.

2.5 OUTCOMES, CRITERIA AND EVIDENCE

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

2.5.1 OUTCOMES

These are the overall tasks coaches must be able to perform. There are seven possible overall tasks that capture what coaches in the NCCP need to be able to do. These are called NCCP outcomes, and they are:

- Provide Support to Athletes in Training,
- Make Ethical Decisions
- Plan a Practice
- Analyze Performance
- Support the Competitive Experience
- Design a Sport Program
- Manage a Program

2.5.2 CRITERIA

These are the components of an outcome that will be evaluated. Every outcome is associated with one or more criteria. 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

2.5.3 EVIDENCE

This is 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.

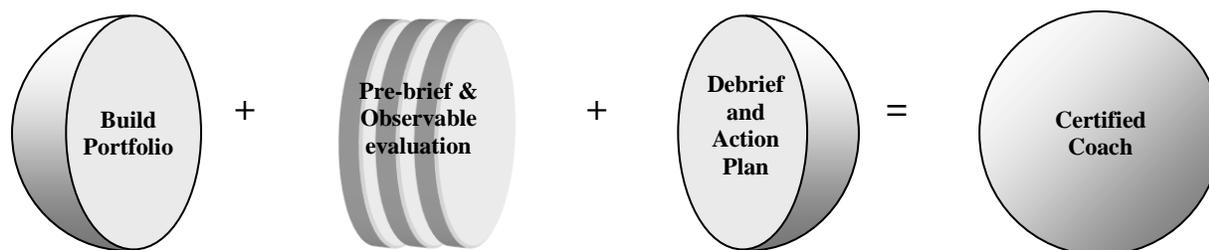
Example – Competition – Introduction Criterion and Evidence for the Provide Support to Athletes in Training Outcome

- 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.

2.6 EVALUATING COACHES IN THE NCCP

Evaluating coaches in the NCCP evaluation process involves:

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



2.6.1 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 the appropriate sport body 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 prebrief process.

2.7 CERTIFICATION STANDARD

Certification standard refers to the degree to which 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 five-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.

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.

2.8 NCCP DATABASE (THE LOCKER)

The NCCP Database tracks the outcomes and criteria with a (T) for the criteria that have been trained, and with an (E) for the criteria that have been evaluated. The Database does not track evidence.

2.9 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.

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 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.

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 coaches with significant coaching experience or related background, and foreign coaches with approved training and certification.

The International Group for Equestrian Qualification (IGEIQ) passport enables instructors to have their qualifications confirmed and immediately recognized in all IGEIQ member countries, thus easing the difficulties of teaching in other parts of the world and reassuring employers. The passport also reassures prospective employers that the holder is properly qualified and to what level. This passport does not mean that an individual with foreign certification is certified within Canada, rather it demonstrates to what level their certification is equivalent. All IGEIQ passport holders who wish to be recognized as EC NCCP coaches or instructors, must complete all evaluation components.

IGEIQ passport holders are not qualified to administer the EC Rider Evaluations.

3 ADMISSIONS

3.1 GENERAL ADMISSIONS

Candidates must, at a minimum, complete the following general admissions requirements:

- Hold an Equestrian Canada Sport License in good standing: Silver Sport License for Instructor Certifications and Gold Sport License for Competition Coach, Competition Coach Specialist, High Performance 1 Certifications and all Coach Developers;
- Hold a P/TSO membership in good standing;
- Submit a signed copy of the Equestrian Canada Code of Conduct;
- Submit a signed copy of the Equestrian Canada Code of Ethics;
- Complete a standard First Aid training course, as approved by your Provincial or Territorial Sport Organization (PTSO); After 3 First Aid/CPR updates attended in person, coaches may update online to a maximum of 2 x using the provider approved by Equestrian Canada. As of October 2010, the approved provider for online First Aid updating is ProFirstAid.com .
- Provide proof of an acceptable Criminal Record check current within 5 years, as required by EC standards. (Regional PSO and municipal requirements may also apply.) The PSO will keep copies of the criminal record check. If a PSO receives a questionable criminal record search for an instructor/coach or candidate a copy of this documentation should be forwarded to the attention of the Equestrian Canada Chief Executive Officer and President. A response would result in a letter from Equestrian Canada to the instructor/coach or candidate in question with a copy sent to the PTSO. Please check with your Provincial or Territorial Sport Organization (PTSO) for criminal record submission options. Sterling Backcheck is Equestrian Canada’s recommended criminal back check provider; you can access the Sterling Backcheck form at this link: <http://www.sterlingtalentsolutions.ca/landing-pages/e/equestrian-canada-equestre/>

Note: The PTSO may request the candidate to submit additional admission requirements.

3.2 CERTIFICATION SPECIFIC ADMISSIONS

Depending on the certification being sought, candidates must achieve certification specific admissions, they are as follows:

3.2.1 INSTRUCTOR CERTIFICATION

Instructor candidates must achieve the following certification specific admission requirements:

- Make Ethical Decisions Online Evaluation ;
- Be at least 16 years of age, or candidates under 18 years of age must have their application signed by a parent or legal guardian.

Instructor candidates must have achieved the following from the Learn to Ride/Drive Program:

English Instructor	Driving Instructor	Saddleseat Instructor	Western Instructor
Learn to Ride – English, Level 6 *Achievement Pony Club “C2”	Learn to Drive Achievement.	To Be Finalized	Learn to Ride – Western, Level 4 Achievement.

<ul style="list-style-type: none"> • Instructor Jump pre-requisite is Rider 6 with Jumping 			
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Note: In exceptional cases, candidates meeting all admissions requirements but whom, for physical reasons, are no longer capable of riding or driving may apply for exemption from the riding or driving portion of the Learn to Ride/Drive Program evaluations by contacting their P/TSO.

3.2.2 COMPETITION COACH CERTIFICATION

Competition Coach candidates must achieve the following certification specific admission requirements:

- Make Ethical Decisions Online Evaluation –;
- Be at least 16 years of age, or candidates under 18 years of age must have their application signed by a parent or legal guardian.
- Competition Coach candidates must have achieved the following Learn to Ride levels:

English Competition Coach	Western Competition Coach
Jump and Eventing: Learn to Ride – Full English, Level 8 Certification with jump Pony Club B for jump designation	Learn to Ride – Western, Intermediate Rider Basic Training

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

3.2.3 COMPETITION COACH SPECIALIST CERTIFICATION

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

- Make Ethical Decisions Online Evaluation;
- Be at least 16 years of, or candidates under 18 years of age must have their application signed by a parent or legal guardian.
- Competition Coach Specialist candidates must have achieved the following coaching, competitive and practical achievements:

Dressage	
Coaching Experience	At least two years coaching experience producing students competing at Third Level or higher, with a minimum score of 65% at EC Gold shows

Competitive Experience	To have shown at a minimum of two (2) shows at Fourth Level or higher, with a minimum score of 65% at EC Gold shows.
Practical Experience	To have prepared a horse, which has competed at a minimum of two (2) shows at Fourth Level or higher with a minimum score of 65% at EC Gold Shows.

Eventing

Coaching Experience	At least two years coaching experience producing students meeting MER at National Training Horse Trials level or above To complete the evaluation process, the candidate must show proof of having coached or be actively coaching a candidate at the CNC 1*/National Preliminary Horse Trials level.
Competitive Experience	To have shown at a minimum of two (2) National Preliminary Horse Trial level events
Practical Experience	To have prepared a horse, which has competed at a minimum of two (2) shows at National Preliminary Horse Trials level, achieving MER results.

Jumping

Coaching Experience	At least two (2) years coaching experience producing students who have successfully completed courses at 1.0m in the hunter or jumper divisions at Silver or Gold show.
Competitive Experience	To have successfully completed courses at a minimum of two (2) shows at 1.10m in the hunter or jumper divisions at Silver or Gold shows.
Practical Experience	To have prepared a horse which has successfully completed courses at a minimum of two (2) shows at 1.10m in the hunter and or Jumper divisions at Silver or Gold shows.

General Performance	
Coaching Experience	<p>The Candidate must have at least 2 years' coaching experience at Breed or Provincial Shows, and have a student(s) who have achieved the requirements for the candidate's student's Competitive Experience.</p> <p>Show records verifying these placings will need to be submitted.</p>
Competitive Experience	<p>The Candidate must have achieved a top 4 placing, 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 list as follows: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding</p> <p>OR</p> <p>The Candidate student(s) must have achieved a top 5 placing, 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 list above.</p> <p>If the Candidate's student's(s') competitive experience is used, the student(s) must submit a signed letter indicating the Candidate was their coach at the time they achieved the placings.</p> <p>Show records, verifying either of the sets placings, will need to be submitted.</p>
Practical Experience	<p>The Candidate must have trained a horse that has achieved the requirements for the candidate's Competitive Experience.</p> <p>Show records, verifying either of the sets of placings, will need to be submitted.</p>

Reining	
Coaching Experience	<p>The Candidate must have at least 2 years coaching experience at NRHA, CRC or Breed Shows with a student(s) who has achieved minimum scores of 68, under at least 2 different judges, on 3 or more runs.</p> <p>Show records verifying these scores will need to be submitted.</p>
Competitive Experience	<p>The Candidate must have achieved a minimum score of 70, under at least 2 different NRHA, CRC or Breed judges, on 3 or more runs.</p> <p>OR</p> <p>The Candidate's student(s) must have achieved a minimum score of 68, under at least 2 different NRHA, CRC or Breed judges, on 3 or more runs.</p> <p>If the Candidate student's(s') competitive experience is used, the student(s) must submit a signed letter indicating the Candidate was their coach at the time they achieved the scores.</p> <p>Show records verifying either of these sets of scores will need to be submitted.</p>
Practical Experience	<p>The Candidate must have trained a horse that they have competed on, and achieved a minimum score of 68, under at least 2 different NRHA, CRC or Breed judges, on 3 or more runs.</p> <p>OR</p> <p>The Candidate must have trained a horse that their student(s) has competed on, and achieved a minimum score of 68, under at least 2 different NRHA, CRC or Breed judges, on 3 or more runs.</p> <p>Show records verifying either of these sets of scores will need to be submitted.</p>

Speed Events	
Coaching Experience	<p>The Candidate must have at least 2 years' coaching experience at Provincial, National Speed Event Shows, Breed Shows or Rodeos and have a student(s) who has achieved the requirements for the candidate's student's Competitive Experience.</p> <p>Show records, verifying placings or times, will need to be submitted.</p>
Competitive Experience	<p>The Candidate must have achieved in:</p> <ol style="list-style-type: none"> 1) Barrel Racing – a top ten placing in 1st or 2nd division at Provincial, National Speed Event Shows, or a top 4 placing at Rodeos or Breed Shows, on 3 or more runs. 2) Pole Bending – a time of 26 seconds or under at Provincial, National Speed Event Shows, Breed Shows or Rodeos, on 3 or more runs. <p>OR</p> <p>The Candidate's student(s) must have achieved in:</p>

	<p>1) Barrel Racing – a top ten placing in any division at Provincial, National Speed Event Shows, or a top 6 placing at Rodeos or Breed Shows, on 3 or more runs.</p> <p>2) Pole Bending – a time of 26 seconds or under at Provincial, National Speed Event Shows, Breed Shows or Rodeos, on 3 or more runs.</p> <p>If the Candidate’s student’s(s) competitive experience is used, the student(s) must submit a signed letter indicating the Candidate was their coach at the time they achieved the placings or times.</p> <p>Show records, verifying either of the sets of placings or times, will need to be submitted.</p>
Practical Experience	<p>The Candidate must have trained a horse that has achieved the requirements for the candidate’s Competitive Experience.</p> <p>Show records, verifying either of the sets of placings or times, will need to be submitted.</p>

Note: In exceptional cases, candidates meeting all admissions requirements but who, for physical reasons, are no longer capable of riding may apply for exemption from the Competitive Experience requirements.

3.2.4 HIGH PERFORMANCE 1 CERTIFICATION

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

- Make Ethical Decisions Online Evaluation;
- Be at least 22 years of age as of January 1st of current year. Candidates under 22 years of age may be considered in exceptional cases;
- High Performance 1 candidates must have achieved the following coaching, competitive and practical achievements:

Dressage	
Coaching Experience	Coaching experience and have produced a minimum of two (2) FEI Young Rider/Prix St. Georges level or above students. Each student must have achieved 65% or better at FEI Young Rider/Prix St. Georges level or above in two (2) or more EC Gold or equivalent competitions, prior to applying for the High Performance Evaluation.
Competitive Experience	Competitive experience in recognized Gold dressage competition up to and including the FEI Young Rider/Prix St. Georges level or above. Must have achieved three (3) scores of 65% or better at three (3) different EC Gold or equivalent National Federation (NF), competitions.
Practical Experience	Practical experience of training a horse from the beginning to FEI Young Rider/Prix St. Georges level. Must have achieved a score of 65% or higher at the FEI Young Rider/Prix St. Georges level or above, at an EC Gold or equivalent NF national competition.

Eventing	
Coaching Experience	<p>Entry Performance Standards:</p> <p>Within the last two calendar years the coach-candidate must be coaching a minimum of two (2) students who are currently competing at the Preliminary Horse Trials level or above, who are achieving Minimum Eligibility Requirements (MER)</p> <p><u>Coach-Candidate: Student-Athlete's Minimum Performance Standards: FEI competition results</u></p> <p>To proceed through the evaluation process to the final step of evaluation of Outcome #6 (evaluation of the coach-candidate while coaching at a competition), the coach-candidate be evaluated at a competition where they must be working with his or her own rider who has successfully completed at least one FEI - CCI 1* or above three day event achieving a Minimum Eligibility Requirement (MER) result.</p> <p>Note: Minimum Eligibility Requirement is subject to modification by the FEI.</p>
Competitive Experience	HP1 Eventing Candidate Coach would have personal competitive experience at the CCI* level of a three day event or above.
Practical Experience	HP1 Eventing Candidate Coach would have practical experience in developing a young horse to the CCI* level of a three day event or above.

Jumping	
Coaching Experience	<p>Must be coaching riders in the Jumper, Hunter and/or Equitation Division at Gold level shows. Jumpers at 1.3m, Hunters at 1.10m and/or Equitation at 1.10m.</p> <p>Results required:</p> <ul style="list-style-type: none"> • Jumpers - Must have coached 2 of their own students to at least 1.30m with 5 faults or less at a Gold competition • Hunters - Must have coached 2 of their own students with results in the top 50% in Gold competitions in the 1.10m division. • Equitation - Must have coached 2 of their own students to a top 4 placing in Gold competition Equitation classes at 1.10m or above (CET Medal).
Competitive Experience	The HP1 Certified Jumping coach will have personal successful competitive experience in EC national equitation/hunter and or jumper competition up to and including - 1.35 m classes. If the applicant is unable to provide proof a signed affidavit from a Senior EC/FEI judge or Steward is acceptable.
Practical Experience	Must have trained horses at 1.10m hunter or 1.25m jumper.

Reining	
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Coaching Experience	Must be able to count a minimum of 5 years competitive reining coaching experience (To be documented by letters from riders/parents); coached 2 riders to a minimum score of 70 – twice each, or better at NRHA or FEI sanctioned events, to be verified by show records .
Competitive Experience	Must have attained NRHA Intermediate Open level classification.
Practical Experience	Must have trained horses at NRHA Limited Non-Pro

Note: In exceptional cases, candidates meeting all admissions requirements but who, for physical reasons, are no longer capable of riding may apply for exemption from the Competitive Experience requirements.

3.2.5 LEARNING FACILITATOR CERTIFICATION

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

- Completed Make Ethical Decisions Online Evaluation;
- Must have been NCCP certified in the context to which they seek Learning Facilitator certification for a minimum of three (3) years;
- Must have attended the training module(s) and hold a NCCP trained status for the context to 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, and 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: have the ability to speak clearly and communicate professionally;
- Good presenters: are comfortable presenting in front of a group, are well spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;
- Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
- Good organizers: are well prepared, organized, and professional;
- Comfort with computers, technology and professional software programs;
- Also: approachable, ethical, responsible, and self-confident.

Note: In cases where a strong candidate is not a certified instructor or coach, Equestrian Canada may consider their application.

3.2.6 COACH EVALUATOR CERTIFICATION

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

- Completed Make Ethical Decisions Online Evaluation;
- Must have been NCCP certified in the context to which they seek Coach Evaluator certification for a minimum of three (3) years;
- Must have attended the training module(s) and hold a NCCP trained status for the context stream to 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, and 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: have the ability to speak clearly and communicate professionally;
- Good organizers: are well prepared, organized, and professional;
- Good attention to detail: 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.

Note: In cases where a strong candidate is not a certified instructor or coach, Equestrian Canada may consider their application.

3.2.7 MASTER COACH DEVELOPER CERTIFICATION

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

- Completed Make Ethical Decisions Online Evaluation;
- Must have been NCCP certified Learning Facilitator and/or Coach Evaluator for a minimum of five (5) years;
- Must have attended the training module(s) and hold a NCCP trained status for the context to which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Coach Evaluators. 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;
- Are 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: have the ability to speak clearly and communicate professionally;
- Good presenters: are comfortable presenting in front of a group, are well spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;
- Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
- Good organizers: are well prepared, organized, and professional;
- Good attention to detail: 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.

3.3 IDENTIFICATION AND SELECTION OF COACH DEVELOPERS

There are two ways to become a Coach Developer candidate:

- Master Coach Developers (MCDs), Provincial/Territorial Sport Organizations (P/TSOs), and National Sport Organizations (NSOs) can identify Coach Developer candidates;
- Individuals can nominate themselves.

When establishing a pool of candidates, Equestrian Canada will endeavor to balance the regional training requirements with the need to have 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.

Individuals who nominate themselves must submit a Coach Developer Application Form by email to EC and they must also ensure they have completed admission requirements outlined in policies 3.1 and 3.2 of this guide. Applications may be submitted at any point in the year, but will only be reviewed by Equestrian Canada in March of each year. No paper application forms will be accepted.

Note: Under exceptional circumstances an application may be reviewed at any point in the year at Equestrian Canada's discretion.

4 INSTRUCTOR

4.1 INSTRUCTOR OVERVIEW

The certified Instructor provides beginner equestrians with an introduction to equestrian sport in a fun, safe and welcoming environment. The Instructor designs and delivers developmentally appropriate programming for Long-Term Equestrian Development stages Fundamentals, Learn to Train and Active for Life..

The following NCCP Instructor certifications are offered by Equestrian Canada:

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

4.2 INSTRUCTOR TRAINING

Equestrian Canada offers a “Trained” status for Instructor candidates who complete all of the Instructor training courses. Training is not mandatory for certification, but it is strongly recommended as preparation for the Instructor evaluations. Candidates, who have equestrian instruction experience, may choose to move directly to the evaluation process without completing the training offered.

Training offered to Instructor candidates is coordinated through the P/TSO and is as follows:

4.2.1 EQUESTRIAN TEACHING AND LEARNING

Upon completing the Equestrian Teaching and Learning course you will be able to:

- assess your own beliefs regarding effective teaching;
- analyze certain coaching situations to determine if they promote learning;
- create conditions that promote learning and self-esteem through:
 - appropriate consideration of the affective, cognitive and motor dimensions of learning;
 - the use of words and methods that relate to an athlete’s preferred learning style;
 - a sound organization;
 - active supervision; and
 - the use of well-formulated feedback offered at the right time and with the right frequency;
- use teaching assessment grids to gather objective information on teaching effectiveness, and use this data to develop an action plan to enhance your own effectiveness as a teacher and coach.

The Equestrian Teaching and Learning is a half day course.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

4.2.2 PLANNING AN EQUESTRIAN LESSON

The Planning and Equestrian Lesson course is a half day course that will give you the skills to:

- organize a well-structured practice plan with safe, age-appropriate activities you've designed to match the proficiency level of participants;
- identify potential risk factors that could impact the sport and practice activities;
- create an emergency action plan;
- identify practice goals and design activities that offer the best training benefits for the athletic skills required in your sport.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

4.2.3 ANALYZING BEGINNER EQUESTRIAN PERFORMANCE

The Analyzing Beginner Equestrian Performance course is a half day course that teaches the equestrian instructor and coach how to apply a basic framework to detect and correct skill errors and engage in extensive reflection on the analysis of performance. You will see how to optimize your students' learning by implementing effective analysis methods in your lessons.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

4.2.4 MAKE ETHICAL DECISIONS IN THE EQUESTRIAN ENVIRONMENT

The Make Ethical Decisions in the Equestrian Environment course is a half day course that will fully equip the instructor and coach to handle ethical situations with confidence and surety. MED is one of the NCCP's cornerstone workshops, and helps instructors and coaches to decide what to do when the going gets tough. The MED in the Equestrian Environment gives equestrian instructors and coaches additional specific lessons for equestrian sport.

Upon completing the MED in the Equestrian Environment module you'll be able to:

- analyze a challenging situation and determine if it has moral, legal or ethical implications;
- apply the NCCP Ethical Decision-Making Model to properly respond to each situation in a way that is consistent with the NCCP Code of Ethics.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

4.3 INSTRUCTOR CERTIFICATION

Certification is not about recognizing “the perfect instructor”, but rather about acknowledging that an instructor has demonstrated evidence of competence in the minimum standards identified within the NCCP.

It is possible to recognize and respect individual instructing styles while validating the presence of critical evidence.

The four (4) outcomes adopted by Equestrian Canada for this 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 NCCP Instructors will be able to:

- Plan a practice for beginner drivers and/or riders and develop an Emergency Action Plan.
- Support Athletes in Training by teaching lessons.
- Analyze Performance of beginner drivers and/or riders.
- Make Ethical Decisions.

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

4.3.1 EVALUATIONS

The evaluation process provides the candidate 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 Instructor Rubric. 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 discussed. 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 home facility.
2. Observable Evaluation: The candidate will be evaluated by observation, in person instructing a driving or mounted lesson(s), lunging and an unmounted lesson.
3. Online Evaluation: The Make Ethical Decisions Online Evaluation is available in the instructors Locker account and completed online.

4.3.2 SUMMARY OF OUTCOMES, CRITERIA AND EVALUATION ACTIVITIES

##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> Organize a series of lesson activities into a plan that enhances the learning of one or more skills. Design an emergency action plan. 	1. Plan a Practice: 1.1 - Written Practice Plan 1.2 - Emergency Action Plan (EAP)
2	Provide Support to Athletes in Training	<ul style="list-style-type: none"> Ensure that the lesson environment is safe. Implement an appropriately structured and organized lesson. Make interventions that promote learning. 	2. Instruct a Practice: 2.1 - Mounted Lesson 2.2 - Unmounted Lesson 2.3 - Lunge Lesson 2.4 - Stable Management
3	Analyze Performance	<ul style="list-style-type: none"> Detect performance Correct performance 	
4	Make Ethical Decisions	<ul style="list-style-type: none"> Apply a six (6) step ethical decision making process. 	3. Make Ethical Decisions Online Evaluation

4.3.3 RE-EVALUATIONS

Outcome #1 – Plan a Practice: If a candidate does not adequately meet the minimum standard on this outcome the evaluator will provide a critique and suggestions to the candidate on their submission. Lesson plans and/or EAP's below standard will be returned to the candidate immediately for correction. The candidate will be given the opportunity to re-submit their revised Outcome #1. Lesson plans will only be exchanged twice. Additional fees will be charged to the candidate for more exchanges. The standard must be achieved within 30 days prior to the evaluation of Outcomes #2 and #3.

Outcomes #2 and #3 – Support Athletes in Training and Analyzing Performance: If the standard is not achieved in Outcomes #2 and #3, the candidate must be re-evaluated at another time.

All re-evaluations of Outcomes #2 and #3 are up to the discretion of the evaluator and/or P/TSO. The candidate need only apply to be re-evaluated in the lessons, which do not meet the standard required. Re-evaluation must be done within two (2) years from the first assessment or subsequent assessment.

Evaluators will debrief the candidates after the evaluation of Outcomes #2 and #3 and provide final results of the evaluation at the end of the evaluation day. The action plan provided during the debrief after the evaluation of Outcomes #2 and #3 will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate

Outcome #4 – Make Ethical Decisions: Candidates have two (2) attempts at passing the online evaluation. If, after 2 attempts, you have not received a passing grade of 75%, you will need to sign up for MED training.

4.3.4 USE OF DEMONSTRATION EQUESTRIANS AND HORSES

The Coaching Association of Canada (CAC) requires the demo equestrians 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.

For English Instructor candidates, three (3) riders for each lesson (Flat and/or Jumping) are required. All riders must be minimum Learn to Ride – English Level 3 and/or maximum Learn to Ride – English Level 4.

For Driving candidates, the teaching topics in this context require that the student be 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 horses and demo 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 for the evaluation however this is strongly discouraged.

For Western candidates, at least three (3) students capable of performing the riding at the Learn to Ride – Western Level 3 standard are available for the candidate's to instruct. The facility, candidate or organizer can provide the students.

Demonstration drivers and riders must wear a correctly fitted ASTM approved helmet, gloves and clean boots (rubber or leather) with heels. 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. For lunging, a quiet horse that knows how to lunge is required.

5 COMPETITION COACH

5.1 COMPETITION COACH OVERVIEW

The Competition Coach provides equestrians with an introduction to equestrian sport in a fun, safe and welcoming environment. The Competition Coach introduces equestrians and horses to entry-level competitions. The Competition Coach designs developmentally appropriate programs for Long-Term Equestrian Development stages Learn to Train and Train to Train with no discipline specialization.

The following NCCP Competition Coach certifications are offered by Equestrian Canada:

- English Competition Coach
- Western Competition Coach

5.2 COMPETITION COACH TRAINING

Equestrian Canada offers a “Trained” status for Competition Coach candidates who complete all of the Competition Coach training courses. Training is not mandatory for certification, but it is strongly recommended as preparation for the Competition Coach evaluations. Candidates, who have equestrian coaching experience, may choose to move directly to the evaluation process without completing the training offered.

Training offered to Competition Coach candidates is coordinated through the P/TSO and is as follows:

5.2.1 EQUESTRIAN TEACHING AND LEARNING

Upon completing the Equestrian Teaching and Learning course you will be able to:

- assess your own beliefs regarding effective teaching;
- analyze certain coaching situations to determine if they promote learning;
- create conditions that promote learning and self-esteem through:
 - appropriate consideration of the affective, cognitive and motor dimensions of learning;
 - the use of words and methods that relate to an athlete’s preferred learning style;
 - a sound organization;
 - active supervision; and
 - the use of well-formulated feedback offered at the right time and with the right frequency;
- use teaching assessment grids to gather objective information on teaching effectiveness, and use this data to develop an action plan to enhance your own effectiveness as a teacher and coach.

The Equestrian Teaching and Learning is a half day course.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.2 PLANNING AN EQUESTRIAN LESSON

The Planning and Equestrian Lesson course is a half day course that will give you the skills to:

- organize a well-structured practice plan with safe, age-appropriate activities you’ve designed to match the proficiency level of participants;
- identify potential risk factors that could impact the sport and practice activities;
- create an emergency action plan;

- identify practice goals and design activities that offer the best training benefits for the athletic skills required in your sport.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.3 ANALYZING BEGINNER EQUESTRIAN PERFORMANCE

The Analyzing Beginner Equestrian Performance course is a half day course that teaches the equestrian instructor and coach how to apply a basic framework to detect and correct skill errors and engage in extensive reflection on the analysis of performance. You will see how to optimize your students' learning by implementing effective analysis methods in your lessons.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.4 MAKE ETHICAL DECISIONS IN THE EQUESTRIAN ENVIRONMENT

The Make Ethical Decisions in the Equestrian Environment course is a half day course that will fully equip the instructor and coach to handle ethical situations with confidence and surety. MED is one of the NCCP's cornerstone workshops, and helps instructors and coaches to decide what to do when the going gets tough. The MED in the Equestrian Environment gives equestrian instructors and coaches additional specific lessons for equestrian sport.

Upon completing the MED in the Equestrian Environment module you'll be able to:

- analyze a challenging situation and determine if it has moral, legal or ethical implications;
- apply the NCCP Ethical Decision-Making Model to properly respond to each situation in a way that is consistent with the NCCP Code of Ethics

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.5 DESIGN AN EQUESTRIAN SPORT PROGRAM

The Design an Equestrian Sport Program course is a full day course that will teach you to:

- create a sound outline for your sport program that includes competition and training events;
- compare your program to those outlined by the NCCP in terms of long-term equestrian development;
- assess the athletic development opportunities your program offers, and identify ways to remedy any weaknesses;
- interpret the information in a sample program, identifying training priorities and objectives at certain periods;

- establish a link between your program’s training objectives and the content of practice sessions.

Applicable manual:

- Design an Equestrian Sport Program – Coach Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.6 MANAGE AN EQUESTRIAN SPORT PROGRAM

After completing the Manage an Equestrian Sport Program course, you will be able to:

- manage administrative aspects of the program and oversee logistics;
- manage staff’s roles and responsibilities;
- manage camp and tournament finances and travel; and
- report on athlete progress throughout program.

The Manage an Equestrian Sport Program course is a half day course.

Applicable manual:

- Manage an Equestrian Sport Program – Coach Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.7 TRAINING MENTAL SKILLS FOR EQUESTRIAN SPORT

The Training Mental Skills for Equestrian Sport course is a half day course that gives you the ability to:

- recognize signs indicating that an athlete may need to improve his/her goal setting, focus, and anxiety control skills; and develop tools to help the athlete to make improvements in these areas;
- run simple guided activities that help athletes improve basic mental skills.

Applicable manual:

- Training Mental Skills for Equestrian Sport – Coach Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.2.8 COMPETITION COACH ANALYZING PERFORMANCE CLINIC (ENGLISH OR WESTERN)

The Competition Coach Analyzing Performance Clinic (Western or English) is a full day course that teaches the competitive equestrian coach how to apply a framework to detect and correct skill errors and engage in extensive reflection on the analysis of performance for competition equestrians.

Applicable manual:

- English Competition Coach – Analyze Performance Clinic – Candidate Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

5.3 COMPETITION COACH CERTIFICATION

Certification is not about recognizing “the perfect coach”, but rather about acknowledging that a coach has demonstrated evidence of competence in the minimum standards identified within the NCCP.

It is possible to recognize and respect individual coaching styles while validating the presence of critical evidence.

The four (4) outcomes adopted by Equestrian Canada for this 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 NCCP Certified Competition Coaches will be able to:

- Plan a practice for competition introduction riders and develop an Emergency Action Plan.
- Support Athletes in Training by coaching lessons.
- Analyze Performance of competition introduction riders.
- Make Ethical Decisions.

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

5.3.1 EVALUATIONS

The evaluation process provides the candidate 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 Rubric. 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 discussed. 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 home facility.
2. Observable Evaluation: The candidate will be evaluated by observation, in person or by video submission, instructing a driving or riding lesson, lunging and a ground lesson. For video submission guidelines see Policy 10.5.6.
3. Online Evaluation: The Make Ethical Decisions Online Evaluation is available in the Locker account and completed online.

5.3.2 SUMMARY OF OUTCOMES, CRITERIA AND EVALUATION ACTIVITIES

##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> Organize a series of lesson activities into a plan that enhances the learning of one or more skills. Design an emergency action plan. 	1. Plan a Practice: 1.1 - Written Practice Plan 1.2 - Emergency Action Plan (EAP)
2	Provide Support to Athletes in Training	<ul style="list-style-type: none"> Ensure that the lesson environment is safe. Implement an appropriately structured and organized lesson. Make interventions that promote learning. 	2. Coach a Practice: 2.1 - Three (3) Mounted Lessons 2.2 - Lunge Lesson
3	Analyze Performance	<ul style="list-style-type: none"> Detect performance Correct performance 	
4	Make Ethical Decisions	<ul style="list-style-type: none"> Apply a six (6) step ethical decision making process. 	3. Make Ethical Decisions Online Evaluation

5.3.3 RE-EVALUATIONS

Outcome #1 – Plan a Practice: If a candidate does not adequately meet the minimum standard on Outcome #1 the evaluator will provide a critique and suggestions to the candidate on their submission. Lesson plans and/or EAP's below standard will be returned to the candidate immediately for correction. The candidate will be given the opportunity to re-submit their revised Outcome #1. Lesson plans will only be exchanged twice. Additional fees will be charged to the candidate for more exchanges. The standard must be achieved within 30 days prior to the evaluation of Outcomes #2 and #3.

Outcomes #2 and #3 – Support Athletes in Training and Analyzing Performance: If the standard is not achieved in Outcomes #2 and #3, the candidate must be re-evaluated at another time.

All re-evaluations of Outcomes #2 and #3 are up to the discretion of the evaluator and/or P/TSO. The candidate need only apply to be re-evaluated in the lessons, which do not meet the standard required. Re-evaluation must be done within two (2) years from the first assessment or subsequent assessment.

Evaluators will debrief the candidates after the evaluation of Outcomes #2 and #3 and provide final results of the evaluation at the end of the evaluation day. The action plan provided during the debrief after the evaluation of Outcomes #2 and #3 will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate

Outcome #4 – Make Ethical Decisions: Candidates have 2 attempts at passing the online evaluation. If, after 2 attempts, you have not received a passing grade of 75%, you will need to sign up for MED training.

5.3.4 USE OF DEMONSTRATION EQUESTRIANS AND HORSES

The Coaching Association of Canada (CAC) requires the demonstration equestrians to be at the level described in this context. This is the only fair way of judging if the candidate can realistically detect and correct errors in the context for which they are being evaluated. Organizers must avoid providing demonstration equestrians, who are too far above the level for Competition Coach Candidates,

Demonstration equestrians must wear a correctly fitted protective headgear certified under one of the following standards: ASTM, BSI/BS EN , EN AS.NZS or CE VG1.040 2014-12. and riding attire consistent with requirements of their discipline The candidates will check tack and equipment; however the horses provided must have a correctly fitted saddle.

English Competition Coach Demonstration Equestrian and Horse Requirements	Western Competition Coach Demonstration Equestrian and Horse Requirements
Three (3) riders for each lesson (except the equitation lesson). Two riders may be used if three are not available. All riders must be minimum Learn to Ride – English, Level 6 proficiency.	Rail lesson - Three (3) riders/horses - riders & horses must be at Western Rider Level 4
	Manoeuvre & Pattern lesson - one (1) rider & horse – at Western Rider Level 4
	Lunge lesson - one “student”/horse – student & horse at Western Rider Level 4
Riders must be able to: <ul style="list-style-type: none"> • Ride forward from leg to hand. • Start to create a “round” outline, • Jump a course and/or gymnastic of .80m (2’6”) 	Riders must be able to: <ul style="list-style-type: none"> • Ride with collection. • Perform the Western Rider Level 4manoeuvres. • Perform a Western Rider Level 4pattern.
Lunging: A quiet horse that knows how to lunge with and without side reins is required for each candidate.	Lunge student must be able to lunge a horse without side reins

5.3.5 GRANTING EQUIVALENCY - PONY CLUB

The equivalency program for Pony Club “A” individuals is under review and will be announced at a later date.

6 COMPETITION COACH SPECIALIST

6.1 COMPETITION COACH SPECIALIST OVERVIEW

The Competition Coach Specialist provides equestrians with an introduction to equestrian sport in a fun, safe and welcoming environment with advanced specialized skill. The Competition Coach Specialist, like the Competition Coach, introduces equestrians and horses to entry-level competitions. The Competition Coach Specialist designs developmentally appropriate programs for Long-Term Equestrian Development stages Learn to Train and Train to Train with specialization. Candidates will specialize in one discipline; however, they are expected to be conversant in all English or Western disciplines.

The following NCCP Competition Coach Specialist certifications are offered by Equestrian Canada:

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

6.2 COMPETITION COACH SPECIALIST TRAINING

Equestrian Canada offers a “Trained” status for Competition Coach Specialist candidates who complete all of the Competition Coach Specialist training courses. Training is not mandatory for certification, but it is strongly recommended as preparation for the Competition Coach Specialist evaluations. Candidates, who have equestrian coaching experience, may choose to move directly to the evaluation process without completing the training offered.

Training offered to Competition Coach Specialist candidates is coordinated through the P/TSO and is as follows:

6.2.1 EQUESTRIAN TEACHING AND LEARNING

Upon completing the Equestrian Teaching and Learning course you will be able to:

- assess your own beliefs regarding effective teaching;
- analyze certain coaching situations to determine if they promote learning;
- create conditions that promote learning and self-esteem through:
 - appropriate consideration of the affective, cognitive and motor dimensions of learning;
 - the use of words and methods that relate to an athlete’s preferred learning style;
 - a sound organization;
 - active supervision; and
 - the use of well-formulated feedback offered at the right time and with the right frequency;
- use teaching assessment grids to gather objective information on teaching effectiveness, and use this data to develop an action plan to enhance your own effectiveness as a teacher and coach.

The Equestrian Teaching and Learning is a half day course.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.2 PLANNING AN EQUESTRIAN LESSON

The Planning and Equestrian Lesson course is a half-day course that will give you the skills to:

- organize a well-structured practice plan with safe, age-appropriate activities you've designed to match the proficiency level of participants;
- identify potential risk factors that could impact the sport and practice activities;
- create an emergency action plan;
- identify practice goals and design activities that offer the best training benefits for the athletic skills required in your sport.

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.3 MAKE ETHICAL DECISIONS IN THE EQUESTRIAN ENVIRONMENT

The Make Ethical Decisions in the Equestrian Environment course is a half day course that will fully equip the instructor and coach to handle ethical situations with confidence and surety. MED is one of the NCCP's cornerstone workshops, and helps instructors and coaches to decide what to do when the going gets tough. The MED in the Equestrian Environment gives equestrian instructors and coaches additional specific lessons for equestrian sport.

Upon completing the MED in the Equestrian Environment module you'll be able to:

- analyze a challenging situation and determine if it has moral, legal or ethical implications;
- apply the NCCP Ethical Decision-Making Model to properly respond to each situation in a way that is consistent with the NCCP Code of Ethics

Applicable manuals:

- Equestrian Theory – Reference Material
- Equestrian Theory – Coach Workbook

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.4 DESIGN AN EQUESTRIAN SPORT PROGRAM

The Design an Equestrian Sport Program course is a full day course that will teach you to:

- create a sound outline for your sport program that includes competition and training events;
- compare your program to those outlined by the NCCP in terms of long-term equestrian development;
- assess the athletic development opportunities your program offers, and identify ways to remedy any weaknesses;
- interpret the information in a sample program, identifying training priorities and objectives at certain periods;
- establish a link between your program's training objectives and the content of practice sessions.

Applicable manual:

- Design an Equestrian Sport Program – Coach Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.5 MANAGE AN EQUESTRIAN SPORT PROGRAM

After completing the Manage an Equestrian Sport Program course, you will be able to:

- manage administrative aspects of the program and oversee logistics;
- manage staff's roles and responsibilities;
- manage camp and tournament finances and travel; and
- report on athlete progress throughout program.

The Manage an Equestrian Sport Program course is a half day course.

Applicable manual:

- Manage an Equestrian Sport Program – Coach Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.6 TRAINING MENTAL SKILLS FOR EQUESTRIAN SPORT

The Training Mental Skills for Equestrian Sport course is a half day course that gives you the ability to:

- recognize signs indicating that an athlete may need to improve his/her goal setting, focus, and anxiety control skills; and develop tools to help the athlete to make improvements in these areas;
- run simple guided activities that help athletes improve basic mental skills.

Applicable manual:

- Training Mental Skills for Equestrian Sport – Coach Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.7 COMPETITION COACH ANALYZING PERFORMANCE CLINIC (ENGLISH OR WESTERN)

The Competition Coach Analyzing Performance Clinic (Western or English) is a full day course that teaches the competitive equestrian coach how to apply a framework to detect and correct skill errors and engage in extensive reflection on the analysis of performance for competition equestrians.

Applicable manual:

- English Competition Coach – Analyze Performance Clinic – Candidate Materials

Purchase online from the Equestrian Canada e-store:

<http://www.overclick.com/EquestrianCanada/login.aspx>

6.2.8 COMPETITION COACH SPECIALIST ANALYZING PERFORMANCE CLINIC

The Competition Coach Specialist Analyzing Performance Clinic is a discipline specific Analyzing Performance course for the Competition Coach Specialist context. The clinics are eight (8) to ten (10) hours in length and are facilitated by a NCCP Learning Facilitator and a Subject Matter Expert for the relevant discipline. The following full day Competition Coach Specialist Analyzing Performance Clinics are offered:

- Dressage Competition Coach Specialist Clinic
- Eventing Competition Coach Specialist Clinic
- General Performance Competition Coach Specialist Clinic
- Jump Competition Coach Specialist Clinic
- Reining Competition Coach Specialist Clinic
- Speed Events Competition Coach Specialist Clinic

6.3 COMPETITION COACH SPECIALIST CERTIFICATION

Certification is not about recognizing “the perfect coach”, but rather about acknowledging that a coach has demonstrated evidence of competence in the minimum standards identified within the NCCP.

It is possible to recognize and respect individual coaching styles while validating the presence of critical evidence.

The seven (7) outcomes adopted by Equestrian Canada for this 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 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 equestrians 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 by coaching practices;
- Analyze performance of competition introduction equestrians;
- Provide coaching support to equestrians at competitions;
- Make Ethical Decisions.

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

6.3.1 EVALUATIONS

The evaluation process provides the candidate 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. 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 discussed. 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 home 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 and in-competition. For video submission guidelines see Policy 10.5.6.

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

6.3.2 SUMMARY OF OUTCOMES, CRITERIA AND EVALUATION ACTIVITIES

##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> Organize a series of lesson activities into a plan that enhances the learning of one or more skills. Design an emergency action plan. 	1. Plan a Practice 1.1 - Write two (2) Practice Plans 1.2 - Emergency Action Plan (EAP)
2	Design a Sport Program	<ul style="list-style-type: none"> 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. 	2. Plan a Yearly Training Plan (YTP) 2.1 - Write one (1) Yearly Training Plan.
3	Manage a Program	<ul style="list-style-type: none"> Manage administrative aspects of the program and oversee logistics. Report on athlete progress throughout the program. 	3. Create Program Portfolio 3.1 - Outline providing evidence of how administrative aspects and logistics are managed. 3.2 - Develop a report that shows evidence of success of your equestrian program.
4	Provide Support to Athletes in Training	<ul style="list-style-type: none"> Ensure that the lesson environment is safe. Implement an appropriately structured and organized lesson. Make interventions that promote learning. 	4. Coach a Practice 4.1 - Three (3) (four (4) for General Performance) Mounted Lessons. 4.2 - Lunge Lesson (Not applicable to Western disciplines)
5	Analyze Performance	<ul style="list-style-type: none"> Detect performance. Correct performance. 	

6	Support the Competitive Experience	<ul style="list-style-type: none"> • Make effective interventions during and after the competition • Help athletes to be mentally prepared for competition 	6. Coach a Competition 6.1 - Coach an equestrian at a competition.
7	Make Ethical Decisions	<ul style="list-style-type: none"> • Apply a six (6) step ethical decision making process. 	7. Make Ethical Decisions Online Evaluation

6.3.3 RE-EVALUATIONS

If a candidate does not adequately meet the advanced standard in any outcome he or she must be re-evaluated for that outcome only. Re-evaluation must be done within 2 years from the first assessment or subsequent assessment.

Outcomes #1, #2 and #3: Feedback will be provided on Outcomes #1, #2 and #3 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 outcomes meet the minimum standard.

Outcomes #4 and #5: All re-evaluations of Outcomes #4 and #5 are up to the discretion of the evaluator/P/TSO. The candidate need only apply to be re-evaluated in the lessons which are below the standard required. For example: 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 Outcomes #4 and #5 and provide final results of the evaluation at the end of the evaluation day. The action plan provided during the debrief after the evaluation of Outcomes #4 and #5 will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate. Re-evaluations on Outcomes # 4 and #5 are up to the discretion of the evaluator/P/TSO.

Outcome #6: All re-evaluations of Outcome #6 are up to the discretion of the evaluator/P/TSO. Evaluators will debrief the candidates after the evaluation of Outcome #6 and provide final results of the evaluation at the end of the evaluation day. The action plan provided during the debrief after the evaluation of Outcome #6 will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate.

Outcome #7 – Make Ethical Decisions: Candidates have 2 attempts at passing the online evaluation. If, after 2 attempts, you have not received a passing grade of 75%, you will need to sign up for MED training.

6.3.4 USE OF DEMONSTRATION EQUESTRIANS AND HORSES

The Coaching Association of Canada (CAC) requires the demonstration equestrians to be at the level described in this context. This is the only fair way of judging if the candidate can realistically detect and correct errors in the context for which they are being evaluated.

Organizers must avoid providing demonstration equestrians, who are too far above the level for Competition Coach Specialist Candidates. For lunging, use well-trained lunge horses. (Quality school horses are acceptable).

Demonstration equestrians must wear a correctly fitted protective headgear certified under one of the following standards: ASTM, BSI/BS EN , EN AS.NZS or CE VG1.040 2014-12. and riding attire consistent with requirements of their discipline.. The candidates will check tack and equipment; however the horses provided must have a correctly fitted saddle.

Note - The Competition Coach Specialist candidate may use either their own equestrians/horses for the lessons or equestrians/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 equestrian or horse during an Evaluation

Demonstration Equestrian and Horse Requirements	
Dressage	Second level or higher. One (1) equestrian and one (1) horse for each lesson.
Eventing	Equestrians competing at National Training Horse Trials or above. One (1) equestrian and one (1) horse for each lesson.
Jumping	Able to jump courses at 0.9m (). One (1) equestrian and one (1) horse for each lesson.
General Performance	Competing at Breed/Provincial Shows and placing within the top 5 placings in a class of at least 6 horses. One (1) equestrian and one (1) horse for each lesson. Except Western Pleasure which requires three (3) equestrians and three (3) horses.
Reining	Scores of 68 or higher at NRHA, CRC or Breed shows. One (1) equestrian and one (1) horse for all lessons.
Speed Events	Barrel Racing – a top ten placing in any division at Provincial, 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, National Speed Shows, Breed Shows or Rodeos, in 3 or more runs. One (1) equestrian and one (1) horse for all lessons.

7 HIGH PERFORMANCE 1

7.1 HIGH PERFORMANCE 1 OVERVIEW

The High Performance 1 coach develops competition skill to advance the competitive equestrians performance. The High Performance 1 coach designs developmentally appropriate programming for Long-Term Equestrian Development stages Learn to Win and Train to Win.

The following NCCP High Performance 1 certifications are offered by Equestrian Canada:

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

7.2 HIGH PERFORMANCE 1 TRAINING

Training is not mandatory for certification, but it is strongly recommended as preparation for passing the evaluation. Candidates, who have equestrian coaching experience, may choose to move directly to the evaluation process without completing the training provided.

NCCP training provided for High Performance 1 candidates is coordinated through the NSO, and on occasion the P/TSO, and is as follows:

7.2.1 ADVANCED PRACTICE PLANNING

After finishing the Advanced Practice Planning course, you will be able to choose exercises for each training/schooling session that ensure optimal development and ensure that horse/riders can get the most out of each practice. More specifically, you will be able to:

- Take logistics into account when planning your training/schooling sessions and your season;
- Plan the order in which the horse/rider do the exercises chosen for a training/schooling session;
- Ensure consistency among training/schooling sessions, microcycles (weekly plan), and the yearly plan;
- Choose an appropriate sequence for the exercises in a training/schooling session;
- Adjust exercises, given horse's/rider's responses in training;
- Train a technical or tactical ability over several microcycles.

The Advanced Practice Planning course is a 2 hour course.

7.2.2 PERFORMANCE PLANNING FOR HIGH PERFORMANCE TRAINING

The learning activities in the Performance Planning for High Performance Training course are designed to help the candidate:

- Outline their program structure based on yearly training and competition opportunities;
- Identify training goals and priorities;
- Monitor progress and identify appropriate measures to promote rider/horse development and fitness;
- Organize and sequence training priorities and objectives on a weekly basis (microcycles) to optimize performance;
- Execute strategies for tapering and peaking athletes.

The Performance Planning for High Performance Training-Equestrian course is a one day course.

7.2.3 MANAGE A HIGH PERFORMANCE EQUESTRIAN SPORT PROGRAM

The learning activities in the Manage a High Performance Equestrian Sport Program course are designed to help the candidate:

- Understand equine nutrition for the performance horse;
- Understand insurance for equestrian high performance coaches.

The Manage a High Performance Equestrian Sport Program is a half day course.

7.2.4 EQUINE CLEAN SPORT

The learning activities in the Equine Clean Sport course are designed to enable you to develop practices and understand the use of medications that will lead to an Equine Clean Sport. Specifically after completing this module you will be able to:

- Understand and implement the Medication Rules for competition that support an Equine Clean Sport.
- Interpret results from various clinical methods of determining injuries and understand the acceptable treatments within the parameters set out by the various national and international competition guidelines.
- Select the best course of action to maintain an Equine Clean Sport.

The Equine Clean Sport course is a half day course.

7.2.5 PREVENTION AND RECOVERY - EQUINE

The learning activities in the Prevention and Recovery – Equine course are designed to help the candidate:

- Understand the effect of a conditioning program, taking into account the horse's various physiological systems.
- Understand the link between optimal performance and discipline specific conditioning.
- Develop, implement and analyze conditioning objectives and programs specific to the discipline.
- Analyze and monitor performance based on equine physiology specific to the discipline

The Prevention and Recovery – Equine course is a full day course.

7.2.6 DEVELOPING ATHLETIC ABILITIES - EQUINE

Similar to the Developing Athletic Abilities – Equestrian Athlete module, the learning activities in this module will be focus on the horse and are designed to help the candidate:

- Identify the equine abilities that support performance for their equestrian discipline;
- Interpret the results of equine athletic & fitness tests designed to assess the level of equine abilities that are important in their equestrian discipline, and draw conclusions applicable to the equine's training progress and needs (mounted and un-mounted).

The Developing Athletic Abilities - Equine is a full day course.

7.2.7 DEVELOPING ATHLETIC ABILITIES - EQUESTRIAN

The learning activities in the Developing Athletic Abilities – Equestrian course are designed to help the candidate:

- Identify the athletic abilities that support performance for their equestrian discipline;

- Interpret the results of athletic & fitness tests designed to assess the level of athletic abilities that are important in their equestrian discipline, and draw conclusions applicable to the athlete’s training progress and needs (mounted and un-mounted).

The Developing Athletic Abilities – Equestrian course is a half day course.

7.2.8 ANALYZE EQUESTRIAN HIGH PERFORMANCE

It is expected that coaches completing an equestrian specific Analyze Equestrian High Performance workshop will be able to analyze technical and tactical equestrian performance. In particular, they will be able to:

- Analyze technical and tactical performance for factors that influence performance;
- Analyze technical and tactical performance by observing and defining key performance factors that affect technical and tactical performance;
- Analyze technical and tactical performance by applying the principles of motion to detect and correct key performance factors;
- Discuss the use of technology to assist in analyzing technical and tactical performance;
- Identify strategies to monitor and evaluate technical and tactical performance;
- Implement and assess the effectiveness of corrections.

The Analyze Equestrian High Performance course is a half day course.

7.2.9 NCCP MULTI-SPORT TRAINING MODULES

The NCCP Multi-Sport modules listed in Policy 2.3.2 are also part of the HP1 training pathway:

- Make Ethical Decisions (may do either the NCCP multi-sport, or Equestrian module);
- Plan a Practice (may do either the NCCP multi-sport, or Equestrian module);
- Design a Basic Sport Program;
- Coaching and Leading Effectively;
- Managing Conflict;
- Prevention and Recovery;
- Psychology of Performance;
- Leading Drug Free Sport.

7.3 HIGH PERFORMANCE 1 CERTIFICATION

Certification is not about recognizing “the perfect coach”, but rather about acknowledging that a coach has demonstrated evidence of competence in the minimum standards identified within the NCCP.

It is possible to recognize and respect individual coaching styles while validating the presence of critical evidence.

The seven (7) outcomes adopted by Equestrian Canada for this 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 NCCP Certified High Performance 1 Coaches will be able to:

- Plan a practice for competition introduction equestrians 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 by coaching practices;
- Analyze performance of competition development equestrians;

- Provide coaching support to equestrians at competitions;
- Make Ethical Decisions.

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

7.3.1 EVALUATIONS

The evaluation process provides the candidate 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 High Performance 1 Rubric. 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 discussed. 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 home 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 and in-competition. For video submission guidelines see Policy 10.5.6.
3. Online Evaluation: The Make Ethical Decisions Online Evaluation –is available in the coaches Locker account and completed online.

7.3.2 SUMMARY OF OUTCOMES, CRITERIA AND EVALUATION ACTIVITIES

##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> • 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. 	1. Plan a Practice 1.1 - Write one (1) Practice Plan. 1.2 - Emergency Action Plan (EAP).
2	Design a Sport Program	<ul style="list-style-type: none"> • Outline a program structure based on training and competition opportunities. • Identify appropriate measures to promote athlete development. • Integrate yearly training priorities into own program. 	2. Plan a Yearly Training Plan (YTP) 2.1 - Write one (1) Yearly Training Plan.

		<ul style="list-style-type: none"> Organize and sequence training priorities and objectives on a weekly basis to optimize adaptations. 	
3	Manage a Program	<ul style="list-style-type: none"> 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. 	<p>3. Write Program Reports</p> <p>3.1 - Write a report providing evidence of how administrative aspects and logistics are managed.</p> <p>3.2 - Develop a report that shows evidence of horse and equestrian progress throughout the program.</p>
4	Provide Support to Athletes in Training	<ul style="list-style-type: none"> Ensure that the practice environment is safe. Implement an appropriately structured and organized practice. Make interventions that enhance learning and that are aimed at improving the athlete's performance. Make adjustments to practice based on athletes' response to the training tasks. Implement protocols and methods that contribute to the development of athletic abilities relevant to the sport. 	<p>4. Coach a Practice</p> <p>4.1 - Three (3) Mounted Lessons. (Four (4) Mounted Lessons for Eventing Candidates).</p>
5	Analyze Performance	<ul style="list-style-type: none"> Detect technical elements that have to be improved or refined to enhance performance and/or to prevent injuries. Correct technical elements that have to be improved or refined to enhance performance and/or to prevent injuries. Detect tactical elements that have to be improved or refined to enhance performance. Correct tactical elements that have to be improved or refined to enhance performance. 	
6	Support the Competitive Experience	<ul style="list-style-type: none"> Implement procedures that promote readiness for performance pre-competition. Make decisions and interventions that promote sport-specific performance during competition. 	<p>6. Coach a Competition</p> <p>6.1 - Coach an equestrian at a competition.</p>

		<ul style="list-style-type: none"> Use the competitive experience in a meaningful manner to further athletes' development after competition. 	
7	Make Ethical Decisions	<ul style="list-style-type: none"> Apply a six (6) step ethical decision making process. 	7. Make Ethical Decisions Online Evaluation

7.3.3 RE-EVALUATIONS

If a candidate does not adequately meet the minimum standard in any outcome he or she must be re-evaluated for that outcome only. Re-evaluation of any outcome must be done within six (6) months from the evaluation resulting in a below standard score. Additional fees may apply.

Outcomes #1, #2 and #3: Feedback will be provided on Outcomes #1, #2 and #3 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.

Outcomes #4 and #5: All re-evaluations of Outcomes #4 and #5 are up to the discretion of the evaluator. The candidate need only apply to be re-evaluated in the lessons which are below the standard required. For example: 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 Outcomes #4 and #5 and provide final results of the evaluation at the end of the evaluation. The action plan provided during the debrief after the evaluation of Outcomes #4 and #5 will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate. Re-evaluations on Outcomes #4 and #5 are up to the discretion of the evaluator.

Outcome #6: All re-evaluations of Outcome #6 are up to the discretion of the evaluator/P/TSO. Evaluators will debrief the candidates after the evaluation of Outcome #6 and provide final results of the evaluation at the end of the evaluation day. The action plan provided during the debrief after the evaluation of Outcome #6 will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate.

Outcome #7 – Make Ethical Decisions: Candidates have 2 attempts at passing the online evaluation. If, after 2 attempts, you have not received a passing grade of 75%, you will need to sign up for MED training.

8 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 practise delivery with their peers.
- Co-delivery: This is a chance for the new Coach Developer to practise 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 which are deemed important in the training of coaches.

Once a Coach Developer has been evaluated they are considered: “CERTIFIED”.

For more information please visit: <http://www.coach.ca/coach-developer-training-s16933>.

8.1 LEARNING FACILITATOR

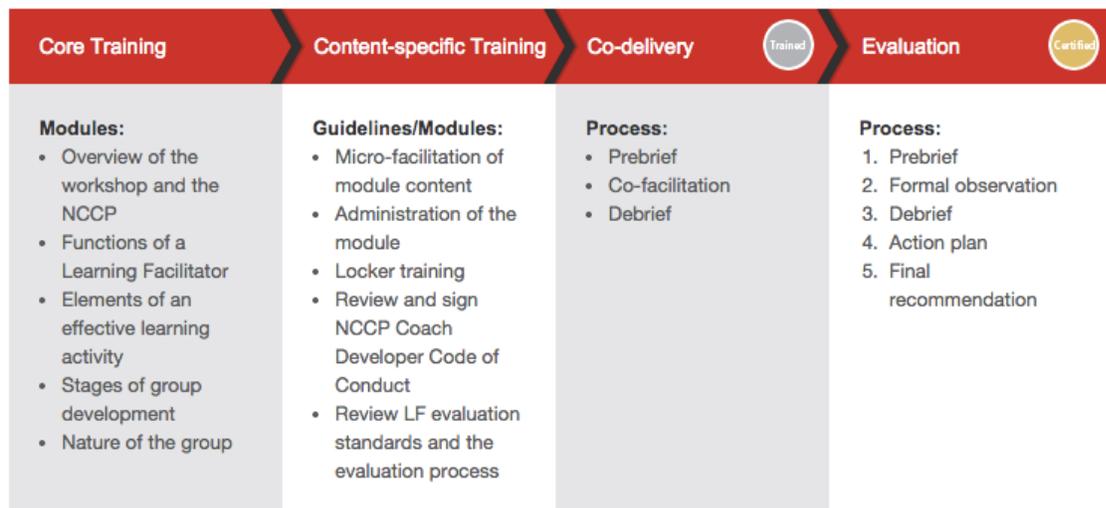
Equestrian Canada NCCP workshops are led by a trained Learning Facilitator (LF) who has undergone a standardized training process. LFs are crucial to the development of skilled, knowledgeable coaches who are then able to develop safer, happier athletes/participants.

The goal of an LF 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. An LF should have the appropriate knowledge, skills, and attitudes to facilitate workshops using the competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

LF’s are responsible for facilitating the Equestrian Canada 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.

8.1.1 HOW TO BECOME A LEARNING FACILITATOR

All Learning Facilitators complete the following steps:



For more information please visit: <http://www.coach.ca/learning-facilitator-p156718>.

8.1.2 LEARNING FACILITATOR TRAINING

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

1. Core Training: Core Training for Learning Facilitators is a mandatory component of training for Learning Facilitators. It is recommended that Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the P/TCR in each province or territory.
2. Content-Specific Training: All candidate Learning Facilitators must attend the applicable Equestrian Canada/NCCP Theory/Workshops as a participant.
3. 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.

8.1.3 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. All Learning Facilitators must complete the Make Ethical Decisions Online Evaluation.

8.1.4 LEARNING FACILITATOR DUTIES AND RESPONSIBILITIES

The responsibilities of a Learning Facilitator are as follows:

- Return the proper forms and documentation to the P/TSO and/or Equestrian Canada within one (1) week of the event (includes attendance sheets, event report and course evaluations);
- Attend, when requested by the PTSO or Equestrian Canada, information and training sessions related to the EC Coaching Program;

- Complete event attendance sheets and any other information required by the CAC and Equestrian Canada;
 - Deliver the course content and materials as determined by Equestrian Canada;
 - Arrive on time and prepared for training events;
 - Dress code should be semi-professional, clean and tidy;
 - Provide best in class training and customer service.
- Note: The Learning Facilitator may adjust the schedule as he/she sees fit to accommodate the class/ group dynamics (experience of the group, size of the group, etc.).

8.2 COACH EVALUATOR

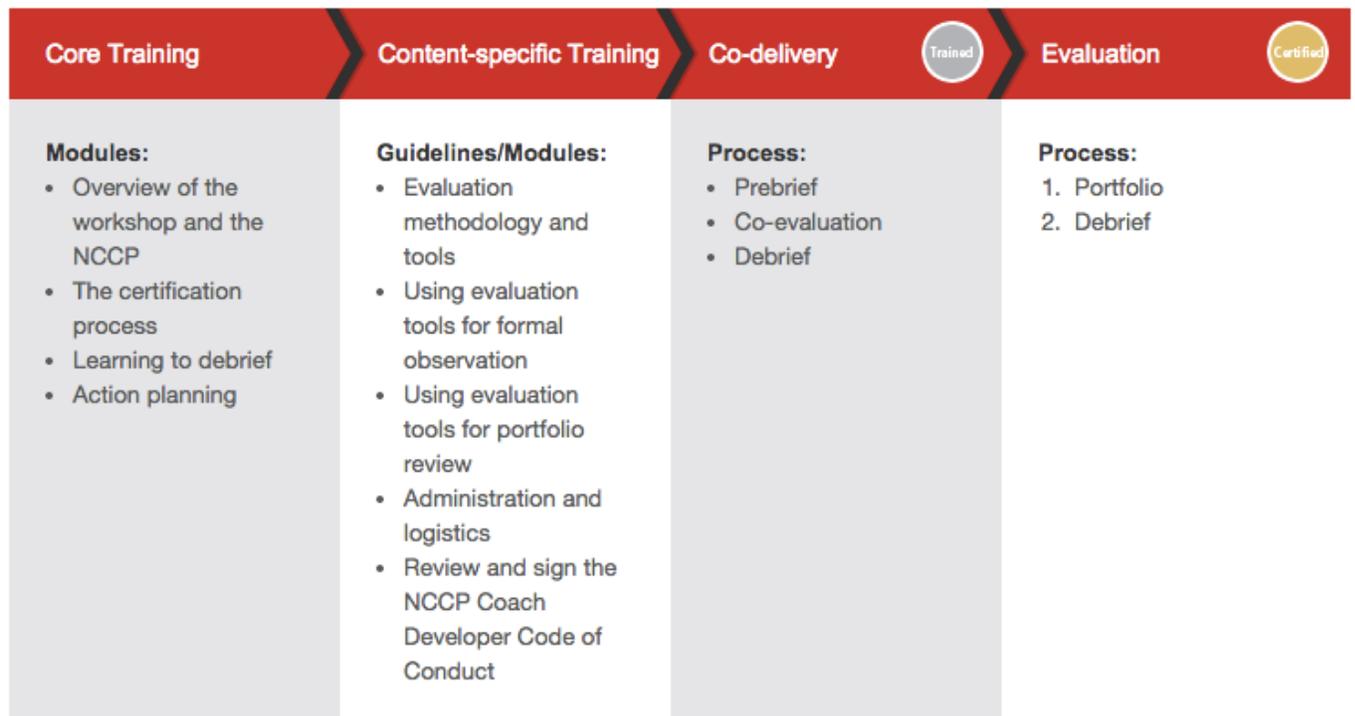
A Coach Evaluator’s role is to contribute to the development of coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing, and follow-up with coaches trying to achieve Certified status. Coach Evaluators are experts in the observation process and have in-depth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

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

Coach Evaluators evaluate NCCP Instructor and Coach candidates.

8.2.1 HOW TO BECOME A EVALUATOR

All Evaluators complete the following steps:



For more information please visit: <http://www.coach.ca/coach-evaluator-p156721>.

8.2.2 COACH EVALUATOR TRAINING

All Evaluators must complete the Core Training, Content-Specific Training and Co-Delivery to be considered a Trained Evaluator.

1. Core Training: Core Training for Evaluators is a mandatory component of training for Evaluators. It is recommended that Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the P/TCR in each province or territory.
2. Content-Specific Training: All candidate Evaluators must attend the applicable Equestrian Canada/NCCP Theory/Workshops as a participant.
3. 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.

8.2.3 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. All Evaluators must complete the Make Ethical Decisions online evaluation.

8.2.4 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 Equestrian Canada, as outlined in the rubric, evaluation tool and evaluator guide;
- Evaluate candidates' level of expertise as it relates to requirements of each context;
- Attend, when requested by the PTSO or Equestrian Canada, information and training sessions related to the EC Coaching Program;
- Return the proper forms and documentation to the P/TSO and/or Equestrian Canada 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 Equestrian Canada;
- 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;
- See the Evaluator guide for additional instructions;
- Arrive on time and prepared for certification events;
- Dress code should be semi-professional, clean and tidy;
- Provide best in class training and customer service.

8.3 MASTER COACH DEVELOPER

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

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training Coach Developers 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. MCDs should be willing and able to lend support to Coach Developers, program administrators, and delivery host agencies.

8.3.1 HOW TO BECOME A MASTER COACH DEVELOPER

All Master Coach Developers complete the following steps:



For more information please visit: <http://www.coach.ca/master-coach-developer-p156720>.

8.3.2 MASTER COACH DEVELOPER TRAINING

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

1. Core Training: Core Training for Learning Facilitators, Core Training for Coach Evaluators, and Core Training for Master Coach Developers are mandatory 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 P/TCR in each province or territory.

2. Content-Specific Training: Content-specific Training is a mandatory 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.

3. 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.

8.3.3 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.

8.3.4 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 Equestrian Canada, as outlined in the rubric, evaluation tool and evaluator guide;
- Evaluate candidates' level of expertise as it relates to requirements of each context;
- Attend, when requested by the PTSO or Equestrian Canada, information and training sessions related to the EC Coaching Program;
- Return the proper forms and documentation to the P/TSO and/or Equestrian Canada 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 Equestrian Canada;
- When requested by the PTSO and/or Equestrian Canada, 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;
- See the Evaluator guide for additional instructions;
- Arrive on time and prepared for certification events;
- Dress code should be semi-professional, clean and tidy;
- Provide best in class training and customer service.

9 MAINTAINING CERTIFICATION

The Coaching Association of Canada and its partners recognize the value of having certified NCCP coaches that are engaged in Professional Development programs which reinforce the values of lifelong learning and sharing amongst the coaching community.

In order for NCCP 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 that coaches already participate in, including: national and provincial sport organization conferences and workshops, eLearning 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:

- Ensuring coaches stay current with new coaching practices and knowledge;
- Maintaining the integrity of the NCCP;
- Maintaining consistency with the standards of other professions;
- Reinforcing the values of lifelong learning and continuous improvement.

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

9.1 EQUESTRIAN CANADA RENEWAL REQUIREMENTS

The following renewal requirements must be completed annually:

- Pay annual applicable Equestrian Canada Sport License;
- Pay annual EC Coach Levy;
- Pay annual P/TSO membership fee(s);
- Current standard First Aid training course, as approved by your Provincial or Territorial Sport Organization (PTSO);
- Please check with your Provincial or Territorial Sport Organization (PTSO) for criminal record submission options. Sterling Backcheck is Equestrian Canada’s recommended criminal back check provider; you can access the Sterling Backcheck form at this link: <http://www.sterlingtalentsolutions.ca/landing-pages/e/equestrian-canada-equestre/>.
- Submit additional requirements set by the P/TSO.

9.2 NCCP RENEWAL REQUIREMENTS

NCCP renewal requirements are based on the NCCPs “Policy for Renewal of Certification and Professional Development”. The NCCP Certified Instructor, Coach and Coach developer will have five years to complete professional development requirements. Professional development points are reset every five (5) years. Professional development 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 professional development points with the current certification renewal period. Failure to accumulate the required professional development points within the specified time causes the NCCP Certified Coaches, Instructors and Coach Developer’s status to be changed to Certified (Not Renewed).

An NCCP Certified Coach, Instructor and Coach Developer who does not complete the required professional development points by the end date of the period for renewal of certification will require a re-evaluation to regain certification.

9.3 CERTIFICATION MAINTENANCE RESPONSIBILITIES

9.3.1 THE NCCP CERTIFIED INSTRUCTOR, COACH AND COACH DEVELOPER

The NCCP Certified Instructor, Coach and Coach Developer are responsible for the maintenance of their certification. To maintain certification the Instructor, Coach and Coach Developer must do the following:

- Complete the Equestrian Canada Annual Renewal Requirements as described in policy 9.1;
- Ensure the Professional Development Activities Form for non-NCCP Professional Development is completed and returned to the P/TSO or NSO during the current maintenance of certification five (5) year cycle presented in the Locker account;
- Ensure each professional development 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 Professional Development activities listed on the Professional Development Activities Guide may be claimed for points. Additional points earned in one five (5) year cycle may not be carried over into the next five (5) year cycle.

9.3.2 EQUESTRIAN CANADA

Equestrian Canada is responsible for submitting the Professional Development Activities of certified High Performance 1 coaches into the Locker database.

9.3.3 PROVINCIAL/TERRITORIAL SPORTS ORGANIZATION

The Provincial/Territorial Sport Organization is responsible for submitting the Professional Development Activities of certified Instructors, Competition Coaches and Competition Coach Specialists into the Locker database.

9.4 PROFESSIONAL DEVELOPMENT

9.4.1 PROFESSIONAL DEVELOPMENT POLICY

Professional Development is required for coaches to renew “Certified” status in any NCCP context or gradation. Professional Development 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 Developers – 20 points.

A maximum of 50% of required Professional Development points can be accumulated from Non-NCCP Activities in each context that you are seeking certification renewal. A maximum number of points per

category can be claimed towards the required professional development and are defined in the Professional Development Activities Guide.

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 a Certified (Renewed) status. Failure to accumulate the required PD Points within the five (5) year cycle will result in a “Certified (Not-Renewed)” status. A re-evaluation in the context in which the coach/instructor was previously certified must be completed in order to receive a Certified (Renewed) status.

9.4.2 PROFESSIONAL DEVELOPMENT ACTIVITIES GUIDE

Activity	Activity Category	Points	Limitations
First Aid/CPR Renewal in person (online renewal is not eligible for updating hours)	Multi-Sport Non-NCCP Activity	2 points	No points for online renewal
Active Coaching	Sport Specific Non-NCCP Activity	1 point/year	1 point annually
Human Athlete Development (Category 1)			
Clinics (Participating): Human Athlete Sports Psychology, Kinesiology, Sport Nutrition, Conditioning and Fitness	Sport Specific Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity Maximum upgrading points per category is <u>6</u>
Clinics (Interactive auditing): clinic or workshop with direct interaction with clinician (sports psychology, biomechanics, kinesiology, sports nutrition, etc.)			
Courses (may be online if approved) Human Athlete Sport Psychology, Kinesiology, Sports Nutrition, conditioning and fitness, coaching/leadership, etc.			
Personal athletic development (Riding/Driving lessons)			
Personal athletic development (must be coached like personal)	Multi-Sport Non-NCCP Activity	1 point/3 hours	

training, yoga, cross training sport, etc.)			
Equine Development (Category 2)			
Equine nutrition biomechanics, other equine physiology/sport science	Sport Specific Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity Maximum upgrading points per category is <u>6</u>
Equine online accredited courses (ex: University, College, Department of Agriculture “recognized” equine institutions)			
Equine Theory courses taught by a certified coach or Subject Matter Expert (subject to approval by Equestrian Canada)			
Equine health workshops: Farrier, massage, chiropractic and other professional presentations and workshops			
Coaching Skill Development: NCCP (Category 3)			
NCCP multi-sport courses/tasks: general multi-port courses	Multi-Sport NCCP Activity	5 points/module or evaluation	Maximum upgrading points is <u>10</u>
NCCP equestrian courses: Equestrian Theory, Competition Coach workshop, High Performance training, etc.	Sport Specific NCCP Activity		Maximum upgrading points is <u>10</u>
Courses/workshops on teaching and coaching techniques (opposed to horse training). Coaching techniques must be specifically emphasized. In person participation only, no online training will be credited	Multi-Sport Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity
Broad Sport Development (Category 4)			
Judges and Officials course designer clinics	Sport Specific Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity

Clinics in other F.E.I. equine disciplines (ex: Reining, Vaulting, Endurance, Dressage, etc.)			Maximum upgrading points per category is <u>6</u>
Non-F.E.I. discipline and alternative training clinics			

Volunteering (Must be Equine/Equestrian related) (Category 5)			
Volunteering in a capacity that provides a new learning environment for you (Para-Equestrian, 4H, Pony Club, Therapeutic Riding, Youth Groups, Senior Groups, etc.)	Sport Specific Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity Maximum upgrading points per category is <u>6</u>
Leadership Activities			
Acting as a Mentor Coach			
Equine/Equestrian Services (Category 6)			
Scribing, judging or other officiating at an Equestrian Canada Sanctioned or International Driving Shows	Sport Specific Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity Maximum upgrading points per category is <u>3</u>
Rider Level Evaluator			
Acting as a Mentor Coach			
National, Provincial/Territorial Symposia (Category 7)			
Equestrian Canada Symposium/attending EC Convention as a Delegate, Provincial/Territorial symposia or update	Sport Specific Non-NCCP Activity	1 point/hour	With a 3 point maximum per activity Maximum upgrading points per category is <u>18</u>
Canadian Sport for Life/Coaching Association of Canada: LTED training, conference, workshops (ex: Sport Leadership, CS4L National Conference)	Multi-Sport Non-NCCP Activity		

10 EQUESTRIAN CANADA ACADEMY

10.1 ACADEMY OVERVIEW

The Equestrian Canada Academy (The Academy) delivers education programs for equestrian sport development. The Academy is a set of standards, policies and procedures to be followed to ensure equestrian sport development education delivered in Canada is best in class. Equestrian Canada and its PTSO partners are the authorized organizations to host Academy events. This chapter will outline the minimum standards, and define the policies and procedures for hosting Academy events.

10.2 ACADEMY PARTNERSHIP

The Academy Partnership (The Partnership) is comprised of Equestrian Canada and its member PTSOs. The organizations composing the Academy Partnership are the authorized hosts for Academy Events.

10.3 ACADEMY EVENTS

10.3.1 ACADEMY TRAINING EVENTS

The Academy Training Events are the events offered in the training pathway to candidates and would award a “Trained” status in the context stream to which they seek certification.

10.3.2 ACADEMY CERTIFICATION EVENTS

The Academy Certification Events are the events offered in the certification pathway to candidates and would award a “Certified” status in the context stream to which they seek certification.

10.3.3 ACADEMY PROFESSIONAL DEVELOPMENT EVENTS

The Academy Professional Development Events are the events offered for those currently certified and would award Non-NCCP Professional Development points as per Policy 9.4.1 toward certification maintenance (for example: Equestrian Canada Convention and/or PTSO Symposium).

10.4 NON-ACADEMY THIRD PARTY EVENTS

Non-Academy Third Party Events are not Academy Events as they are offered by organizations or equestrian/equine experts in the industry that are not Equestrian Canada or a partner PTSO. Third Party Training Events are not recognized toward a NCCP trained or certification pathway. Attendance at Third Party Training Events by those currently certified will award Non-NCCP Professional Development points as per Policy 9.4.1.

10.5 ACADEMY HOSTING

10.5.1 HOST RESPONSIBILITIES

The Host is responsible for the following:

1. **Event Planning:** The Host will plan the key activities and requirements of the Academy 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 Academy Event does not conflict with other Academy Events of similar type within neighbouring

regions. When possible the Partnership should work together to ensure the Academy Event is a success for the betterment of the program.

3. Revenue & Expense Tracking: The Host should ensure that at a minimum an Academy 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 & Reimbursements: Registrations and fees can be collected however the Host deems suitable (ie: paper form or online portal). Reimbursements for event withdrawals should be given within an appropriate timeline (ie: participants are eligible for reimbursements before the registration deadline). Receipts should be given to the participant.
5. Communications: Event communication must be timely, acceptable and consistent. The Host must ensure the communication policy 10.7 is upheld for the Academy Event.
6. Reporting: The Host must report to the Partnership the victories and challenges related to hosting an Academy Event. The Host must ensure the reporting policy 10.8 is upheld for the Academy Event.

10.5.2 SAFE & WELCOMING ENVIRONMENT

The Host must ensure that the Academy Event provides participants with a safe and welcoming environment.

1. 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 Equestrians and Horses, and Event Facilities, Equipment and Resources of any kind before, during or after Academy Events. Reports of harassment and/or abuse will be reported to the Host and Equestrian Canada.

10.5.3 MINIMUM AGE REQUIREMENTS

The minimum age at which a coach may be designated as an NCCP 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:

- Plans to offer NCCP or NCCP qualifying development opportunities to persons younger than 16 years of age;
- Agrees to provide these opportunities within the framework of the NCCP;
- Agrees 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.

10.5.4 CONFLICT OF INTEREST GUIDELINES

1. Coach Evaluators cannot evaluate their own students or any candidate they have taught or mentored during the 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 3 months prior to the evaluation) only due to circumstances beyond their control, such as the Evaluator was substituted at the last minute at an evaluation. In such a case, the substitute n Evaluator would be required to notify the other Evaluator of the relationship with the candidate and they cannot act as a Lead Evaluator.

10.5.5 EVENT FACILITY, EQUIPMENT AND RESOURCES

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

Academy Event facilities, equipment and resources may include:

- Classroom and sufficient chairs for group;
- Reference material, including EC Rule Book and Coaching manuals;
- First aid kit for horses and riders;
- Stationery supplies;
- Appropriate indoor or outdoor equestrian facility;
- Enough jumping material in sound, usable condition to build a course of 8 to 10 jumps;
- Suitable stable or barn area for practical sessions;
- Suitable equestrians 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 (EAP) for host facility

10.5.6 VIDEO EVALUATIONS

Similar to in-person, “real time”, observable evaluations, video evaluations must be coordinated through the Host. The candidate must complete an application form for evaluation, and submit the application and evaluation materials to the Host. All requirements and procedures regarding admissions, lesson content and topics etc... are the same as those required for “real time” evaluation in this context.

Any video that is not 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 Host 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 in a padded envelope the following:

- Two DVD’s (the original and a copy);
- A completed Video Evaluation Request Form;
- Video Release Forms for each equestrian;
- The Video Declaration Form;
- A lesson plan for each lesson in their submission.

Videos may be uploaded to YouTube, or another video sharing application, in a private account.

Other considerations for video evaluations:

- All participants being recorded on video must complete a Video Declaration Form and Consent to Use Personal Information Form. The Video Declaration Form and Consent to use Personal Information Form must be submitted to the Host.
- The DVD film must digital and 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 or on a memory stick.
- 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 coach 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 equestrian during any discussions.

- The camera should use a wide-angle shot to capture the equestrian as they perform the skill.
- The end result needs to provide the Coach Evaluator with a clear and cohesive view of the lesson given.
- All videos must be recorded on DVDs or submitted on memory sticks, which 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.
- 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 riders.
- Candidates Lessons may be taped outdoors however the candidate must ensure that the evaluators are able to hear and see what is needed.
- The recording should start approximately 5 seconds before the lesson start and end approximately 5 seconds after the lesson is finished.

10.5.7 SPECTATORS

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

Exception: Under approved circumstances and for training purposes, candidates participating in evaluation education clinics may be evaluated, if the candidate is in agreement to the circumstances (auditors etc....) It is understood that the candidate is also a volunteer demonstrator at a training event, and will neither be charged for evaluation, nor penalized in any way if they do not pass the segments they are demonstrating. If they do not pass, they may apply for a regular evaluation under the same fees and conditions as any other candidate.

10.5.8 EVENT CANCELLATION

An Academy Event may be cancelled at the discretion of the Host. In the event of a cancellation, the Host should notify registered participants and the Academy Partnership of the cancellation. At a minimum, an Academy Event should aim to break even with revenues and expenses, and to ensure a safe and welcoming environment.

10.6 ACADEMY 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.

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

10.6.1 LEARNING FACILITATOR FEES

Equestrian Canada 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 i.e. 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.

10.6.2 COACH EVALUATOR FEES - PORTFOLIO EVALUATIONS

Equestrian Canada 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 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

10.6.3 COACH EVALUATOR FEES - OBSERVABLE EVALUATIONS

Equestrian Canada 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.

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

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.

10.6.4 MASTER COACH DEVELOPER FEES

Equestrian Canada 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.

10.6.5 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.

10.7 ACADEMY COMMUNICATIONS

All components of the Academy and NCCP Events should be accessible to and inclusive of: any gender, visible minorities, the aboriginal community, and of 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, following final approval.

10.7.1 SCHEDULING

The Host must report to the Partnership the scheduling of an Academy Event in advance of promoting the event. The Host must enter the event into the EC Calendar a minimum of three (3) months or twelve (12) weeks in advance of the event.

10.7.2 BRANDING POLICY

The Equestrian Canada name and logo, National Coaching Certification Program (NCCP) logo and Henry Equestrian (HEP) name and logo must be present on all Academy forms and documents.

10.7.3 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 must ensure to 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.

10.8 ACADEMY REPORTING

10.8.1 THE LOCKER

The Coaching Association of Canada 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 P/TSO Coach Coordinator and the Equestrian Canada staff representative.

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 Equestrian Canada. The CAC has final approval.

10.8.2 EVENT REPORTING

The Host must report to Equestrian Canada results from feedback surveys and event reports prepared by Coach Developers.

10.9 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.

10.10 DISPUTE RESOLUTION POLICY FOR THE COACHING PROGRAM

Note: In this policy, "days" shall mean total days irrespective of weekends or holidays. In conducting hearings, the Hearing Panel shall have regard to the Equestrian Canada (EC) guidelines for conducting hearings.

Preamble

1. Membership and participation in the activities of the Equestrian Canada (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.

Scope and Application of this Policy

2. This policy applies to matters in dispute between a coaching candidate and an evaluator/committee relating to the certification or evaluation of coaches.
3. This policy does not apply to protests, grievances, complaints and disputes:
 - a. Arising during EC-sanctioned competition, as these are dealt with pursuant to the Dispute Resolution Policy for Competitions;
 - b. Relating to certification or evaluation of officials, as these are dealt with pursuant to the Dispute Resolution Policy for Officials Certification and Evaluation;
 - c. Relating to selection to teams or to the participation by an athlete in the Canadian Equestrian Team, or arising from the EC Athlete Agreement, as these are dealt with pursuant to the Dispute Resolution Policy for Elite Athletes;
 - d. Relating to disputes between member organizations and committees, as these are dealt with pursuant to the Dispute Resolution Policy for disputes arising between member organizations; between disciplines; between a discipline and a Provincial/Territorial organization; between a discipline and a division; or between a discipline and a member organization or event organizer;
 - e. Relating to employment matters within the EC, as these are dealt with pursuant to the Personnel Policy;

Reporting a Complaint

4. Any coaching candidate may report a complaint, within 21 days from the date on which they received notice of the decision, against an examiner(s) regarding an alleged breach of the Code of Ethics, Code of Conduct, or EC Rules and Procedures to the President of the Provincial/Territorial Equestrian Federation (P/TSO) or his/her designate in the province in which the Evaluation was held, together with the evaluation results, a \$100 deposit payable to the P/TSO, and a brief summary in writing of the reasons and circumstances of the complaint and the issues in dispute. A copy of this material is to be sent by the P/TSO to the EC National Office.
5. Within 5 days of receiving the written notice of complaint and summary, the Provincial/Territorial President or his/her designate shall determine whether the matters in dispute and the parties to the dispute are properly within the scope of this Policy, or are more properly to be dealt with pursuant to another policy of the EC. The decision regarding jurisdiction is final and may not be appealed. If this policy applies, the Provincial/Territorial President shall determine if the dispute will be managed by

(a) the Provincial/Territorial Hearing Committee within the province in which the examination or assessment was held or (b) by Equestrian Canada. In the absence of the Provincial/Territorial President, his/her designate shall perform this function and make the required selection.

The Provincial/Territorial President or his/her designate shall, immediately after making the election, send the notice of complaint to either the Provincial/Territorial Appeal Committee, or to Equestrian Canada who will then review and investigate the complaint according to the procedures outlined in this policy.

Investigation

6. Regardless of whether the matter is being managed by the Provincial/Territorial Hearing Committee or by Equestrian Canada, the entity responsible may appoint an independent individual to conduct an investigation. The investigator shall have no significant relationship with the affected parties, shall have had no involvement with the complaint or the dispute, and shall be free from any other actual or perceived bias or conflict. If an investigator is appointed, the investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the entity that requested the investigation.

Hearing Panel

7. If the Provincial/Territorial President, or his/her designate, is satisfied that this policy applies, then, within 14 days of having received the original notice of complaint or within 14 days of receiving the written report of the Investigator, if an investigation was carried out, the Provincial/Territorial President shall establish a Hearing Panel (the "Panel") and select the members of the Panel as follows:
 - a. The Panel shall be comprised of three current and qualified Evaluators from the same province in which the examination or assessment was held, who shall have no significant relationship with the affected parties, shall have had no involvement with the complaint or the dispute, and shall be free from any other actual or perceived bias or conflict. The Provincial/Territorial President must ensure that the hearing process complies with the principles of natural justice and provides procedural fairness to all parties;
 - b. The Panel's members shall select from themselves a Chairperson;
 - c. If the matters in dispute occurred in a province where there are not enough qualified Evaluators who are not associated with the matter in dispute the P/TSO has the option to bring in current and qualified Evaluator(s) from another province, who shall have no significant relationship with the affected parties, shall have had no involvement with the complaint or the dispute, and shall be free from any other actual or perceived bias or conflict;
 - d. If there are not enough qualified Evaluators available who are not associated with the matter in dispute the P/TSO must forward to Equestrian Canada.

Preliminary Conference

8. The Panel may determine that the circumstances of the complaint warrant a preliminary conference. In most cases the preliminary conference shall be conducted by telephone. The issues that may be considered at a preliminary conference include:
 - a. The format of the hearing, as the hearing may proceed by a review of documentary evidence, an in-person hearing, and an oral hearing by telephone or a combination of these methods. The Panel, in coming to its decision regarding the format of the hearing, must ensure that the hearing process complies with the principles of natural justice and provides procedural fairness to all parties;
 - b. Timelines for the exchange of documents;
 - c. Clarification of issues in dispute;
 - d. Clarification of evidence to be presented to the Panel;
 - e. Order and procedure of the hearing;
 - f. Identification of witnesses; and

- g. Any other procedural matter, which may assist in expediting the hearing.
9. The Panel may delegate to its Chairperson the authority to deal with any of these preliminary matters.

Procedure for an Oral Hearing

10. Where the Panel has determined that the hearing shall be held by way of oral hearing, whether in-person or not, the Panel shall govern the hearing by such procedures as it deems appropriate and fair, provided that:
- a. The hearing shall be held within 21 days of the Panel's appointment;
 - b. The parties involved shall be given 10 days written notice of the date, time and place of the hearing;
 - c. The parties shall receive a copy of the Investigator's report, where an investigation was carried out;
 - d. A quorum shall be all three Panel members;
 - e. Panel decisions shall be by majority vote, where the Chairperson carries a vote;
 - f. If the decision of the Panel may affect another party to the extent that the other party would have recourse to a hearing in their own right, that party shall become a party to the hearing in question;
 - g. A representative or advisor, including legal counsel, may accompany any of the parties at the hearing;
 - h. The Panel may direct that any other person participate in the hearing.

Procedure for a Documentary Hearing

11. Where the Panel has determined that the hearing shall be held by way of documentary review, it shall govern the hearing by such procedures as it deems appropriate and fair provided that:
 - a. All parties are given a reasonable opportunity to review the Investigator's report, where an investigation was carried out; to provide written submissions to the Panel; to review the written submissions of the other parties; to provide written rebuttal; and to provide final arguments.
 - b. The applicable principles and timelines set out in Section 10 are respected.

Evidence, which may be Considered

12. As a general rule, the Panel shall consider any evidence that is relevant to the matters in dispute. The normal rules of evidence will be relaxed. The Panel shall have authority to consider hearsay evidence provided the Panel gives to such evidence appropriate weight as might be reasonable in light of the circumstances of its inclusion.
At minimum relevant documents that will be considered as evidence will include the Letter of Appeal, evaluation results, evaluator evaluation sheets for all coaching candidates at the exam, and the portfolio (if applicable).

The Decision

13. Within 30 days of concluding the hearing, the Panel shall issue its written decision, with reasons. The Panel may decide:
 - a. To uphold the complaint;
 - b. To deny the complaint;
 - c. To design a remedy that, in the opinion of the Panel, will resolve the dispute, however, in so doing the Panel is not authorized to change or alter any rule, criteria, policy, procedure or bylaw of EC that has been properly passed and implemented by the appropriate governing body. Such a remedy may include disciplinary sanctions; and
 - d. If the decision is to uphold the complaint the \$100 deposit will be returned to the individual and the evaluation will be revised/reviewed/reassessed as per the Provincial/Territorial Hearing Committee. However, if the complaint is denied the individual will forfeit the \$100 deposit and the results will stand.
14. A copy of the decision shall be provided to each of the parties and to the Provincial/Territorial President. This decision shall be binding on all parties to the dispute. Failure by any party to comply with a decision and remedy shall result in automatic suspension of membership or participation in Equestrian Canada, until such time as the decision and remedy are complied with.

Timelines

Timeline for Dispute Resolution Policy – Coach Certification and Evaluation

Report of complaint must be within 21 days from the date on which a coaching candidate received notice of the decision.
Within 5 days of receiving the written notice of complaint and summary, the Provincial/Territorial President or his/her designate shall determine whether the matters in dispute and the parties to the dispute are properly within the scope of Appeal/Dispute Resolution Policy – Coach Certification and Evaluation.
If the Provincial/Territorial President, or his/her designate, is satisfied that this policy applies, then within 14 days of having received the original notice of complaint or within 14 days of receiving the written report of the Investigator, if an investigation was carried out, the Provincial/Territorial President shall establish a Hearing Panel.

The hearing shall be held within 21 days of the Panel's appointment.
The parties involved shall be given 10 days written notice of the date, time and place of the hearing.
Within 30 days of concluding the hearing, the Panel shall issue its written decision, with reasons.

15. If the circumstances of a complaint or a dispute are such that this policy will not allow a timely resolution of the matter, or if the circumstances of a complaint or a dispute are such that the matter cannot be resolved within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

Confidentiality

16. Where the complaint is of a highly sensitive nature, EC shall keep all proceedings under this policy confidential, except where disclosure is directed by the Panel as part of the remedy to resolve the dispute, is required by law, or is in the best interests of the public.

Location

17. The hearing shall take place in the location designated by the Provincial/Territorial President, unless the Panel decides the hearing is to be held by way of telephone conference or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

Appeals and Procedures

Except where otherwise provided, the decision of the Panel may be appealed in accordance with the procedures set out in the EC's Appeals Policy.