



EQUINE CANADA ENGLISH COACH 2 INFORMATION PACKAGE

The English Coach 2 is capable of teaching the competitive English rider on the flat and over fences (courses up to 3'0"). The Coach 2 will work with intermediate riders to further develop basic riding, horsemanship and safety skills, working to advance students from the local/primary level competitions to provincial level competitions. The Coach 2 should also be able to evaluate a horse and its suitability for a student, supervise stable operations and routines, and have experience training horses for competition. Candidates may specialize in one discipline; however, they are expected to be conversant in all English divisions where applicable. **Candidates must have proof of competitive experience.**

COACH 2 PREREQUISITES

- Be at least 20 years of age as of January 1st of the current year
- Current OEF membership
- Current EC Senior Sport License
- Be an EC Coach 1 for a minimum of 2 years. If a candidate wishes to bypass Coach 1 because of their experience contact the OEF office.
- Complete the NCCP Multi-Sport Introduction to Competition - Part "B" Course (14 hours). Bypass candidates must complete both NCCP Part "A" and Part "B" Courses. For dates & locations visit www.coachesontario.ca
- NCCP/EC Equestrian Specific 2-day Training Workshop, for details visit the OEF website at www.horse.on.ca. (replaces the NCCP Part A and Learn to Teach courses as prerequisite January 01, 2008)
- Current Standard First Aid Certification
- Complete the English Coach 2 Mentor Program
- Signed Coaching Code of Ethics and Coaching Code of Conduct (if not signed as part of your Coach 1 certification)
- Signed Acceptance of Risk Form
- Design a yearly training plan – to be reviewed by the Examination Panel - for horse and/or rider within their riding specialty i.e.:
 - Hunter/Jumper – Trillium/Provincial circuit or equivalent
 - Eventing - Training Level
 - Dressage - Second Level
- Candidates must have a working knowledge of EC rules for the level and disciplines they are teaching.
- Candidates must also be familiar with stable management, including feed, conditioning, first aid for the horse, grooming, stable construction, safety and fire precautions in the stable. These topics will be covered in the oral and written phases of the examination.
- As well as completing the above, a potential Coach 2 candidate must provide proof of the following for their chosen discipline (by providing competition records signed by the secretary/organizer, copies of passport pages or providing testimonials):

	DRESSAGE – EFF. 2008/02	HUNTER/JUMPER	EVENTING
COMPETITIVE EXPERIENCE	To have shown at a minimum of two (2) shows at Third Level or higher, with a minimum score of 60%	To have successfully completed courses at a minimum of two (2) shows at 3'6" in the hunter or jumper division	To have completed two (2) Preliminary Level Horse Trials.
TRAINING EXPERIENCE	To have prepared a horse to compete at a minimum of two (2) shows at Third Level or higher with a minimum score of 60%	To have prepared a horse which has successfully completed courses at a minimum of two (2) shows at 3' 6" in the hunter or jumper division	To have prepared a horse which completed at least two (2) Preliminary level Horse Trials.
COACHING EXPERIENCE	Two years coaching experience producing students competing at First Level or higher, with a minimum score of 60%	Two years coaching experience producing students who have successfully completed courses at 3'0" in the hunter or jumper divisions	Two years coaching experience producing students completing Training level Horse Trials.

Competition results can be from either Equine Canada Silver or Gold Level competitions.

Once candidates have met all of the above requirements and completed all of the necessary prerequisites, they should contact the OEF office to obtain an application form for a Coach 2 Evaluation. Successful candidates must first successfully complete a Coach 2 Evaluation prior to applying for a Coach 2 Examination within two (2) years of their Evaluation. Candidates must achieve a minimum score of 7 in each of the 6 sections: riding (flat), riding (gymnastics), discipline option (jumping, cross-country, or dressage), practical & theory, coaching and training.

Any candidate who receives a score of less than 7 in one or more sections may apply to retake those sections only. Bypass candidates who receive a score of less than 7 in any section(s), must complete Coach 1 before retaking Coach 2. Retakes of unsuccessful sections of the examination must be done within 2 years.

In order to be considered a current EC Coach, a Coach must have current OEF and EC Gold or Platinum Sport license, including the coaching levy, both renewed annually; proof of a current First Aid Certificate on file at the OEF office; and submit proof of a minimum 20 hours of updating every three years to the OEF.

Flat tests are available on the OEF website at www.horse.on.ca.

CANCELLATIONS:

Full registration refunds will be provided for written cancellations received prior to 30-days before the Evaluation or Examination; a 25% administration fee will be applied to refunds requested after that date, however, **NO REFUNDS** will be granted less than 14-days prior to the date of the Evaluation or Examination or for no-shows. The OEF reserves the right to cancel session(s) due to unforeseen circumstances or insufficient advance registration. The OEF cannot accept responsibility for expenses incurred as a result of the cancellation of an Evaluation or Examination.

RECOMMENDED READING

- English Learn to Ride Manuals
- English Coach 1 Manual
- English Coach 2 Manual
- Stable Management in Canada.
- EC Rule books

Manual Order Forms are available on the OEF website at www.horse.on.ca. Rule books are available through the EC website at www.equinecanada.ca.

Coach 2 Teaching Topics (revised February 2006)

Flat Topics:

1. Improve **leg-yielding**.
2. Improve **rein-back**.
3. Improve **counter canter**.
4. Improve **exercises to develop engagement**.
5. Improve **non-progressive transitions**.
6. Improve **simple change of lead through walk**.
7. Improve **lengthen stride at trot**.
8. Improve **lengthen stride at canter**.
9. Improve **hand gallop**.
10. Improve **shoulder-in**.
11. Improve **half-halt**.
12. Improve **15-meter circles**.
13. Improve **10-meter circles**.
14. Improve **travers**.
15. Improve **half-circles**.

Over Fences Topics:

1. Improve **riding a line of 2 fences set as a broken line**.
2. Improve **riding a line with optional striding, i.e. ride 60' line in 4 or 5 strides**.
3. Improve **picking up the correct lead over a fence**.
4. Improve **an automatic or out of hand release**.
5. Improve **jumping fences on an angle**.
6. Improve **adding a stride on a line**.
7. Improve **riding a line vertical to oxer & oxer to vertical**.
8. Improve **riding a roll back turn to a fence**.
9. Improve **a horse's jumping form through a gymnastic**.
10. Improve **cantering an oxer off a long approach**.

Eventing Topics

1. Galloping at speeds (400/450/520 mpm)
2. Riding a bank/step up
3. Riding a drop/step down
4. Riding a ditch
5. Jumping in and out of water
6. Riding a Coffin Jump
7. Riding a Corner Jump
8. Riding a skinny or narrow fence
9. Riding and Arrowhead
10. Jumping fences on an uphill or downhill grade
11. Riding a hilltop jump
12. Riding a combination



COACH 2 - MENTOR TASK SHEET

Mentors must be an Active/Current English Coach 2 or higher and be approved by the Provincial Equestrian office.

Dear Mentor,

Thank you for further supporting the Coaching System by guiding the development of

(candidate's name)

We ask that you fill in the following checklist upon completion of their skill development with you.

By signing your name to this document, you are declaring that you have mentored and guided this candidate and that in your opinion, he/she is now prepared to successfully complete the Practical Assessment. Please keep in mind that the Mentored hours is a minimum guideline.

Depending on experience, some candidates may require further mentoring in order to be able to coach to the required standard.

Please initial areas that you have covered with candidate:

_____ 10 HOURS AUDITING LESSONS

_____ 10 HOURS PRACTICE COACHING

_____ SAFETY (awareness, managing training environment, ability to multi-task, ability to be multi visionary, ensuring the suitability of tasks)

_____ COMMUNICATION (rapport with students, listening skills, clear communication of thoughts for ages and abilities, voice projection, motivation and enthusiasm, questioning skills)

_____ PROFESSIONALISM (displays appropriate coaching behaviours and attitudes, empathy, respect, sincerity, etc.)

_____ ORGANIZATION (time management and punctuality, lesson planning, delivery and reflection, sequential skill development)

_____ KNOWLEDGE (technical knowledge - aids, etc., identifying goals-small and large, flexibility to meet individual needs)

_____ STABLE MANAGEMENT (anatomy, conformation & unsoundness, feeding, safety (barn & stable), stable construction, shoeing, tack, equipment & fitting, conditioning, preventative care, business management principles, travelling & trailering, teeth & aging, etc.)

_____ BANDAGING (stable, shipping, tail, first-aid, exercise/polo)

_____ LUNGING (exercise for horse)

_____ LUNGING (training the horse, improving horse's way of going)

Mentor Name: _____ EC #: _____

Signature: _____ Date: _____



COACH 2 - MENTOR CONTRACT

Dear Mentor:

Your name has been submitted as a Mentor for: _____ for the English Coach 2 certificate.
(candidate's name)

Please take the time to thoroughly read this form through.

Your role as a mentor in the certification process is crucial to this candidate's success. The mentoring concept was brought into the English Coaching Program several years ago and in fact has been put forward as a desirable concept by the Coaching Association of Canada for all sports.

The word 'mentor' is generally defined as a wise, loyal advisor, a teacher, and a coach. Mentors have the power to shape character, mould lives; not only of their own students, but also of others who also teach. It is not an easy task for those who decide to live up to the name of mentor. The CAC mentorship program states: "the role of a mentor is to provide experiences and reflection opportunities that complement coaching training and certification". Therefore, your role is to prepare this candidate by acting as his/her role model and advising him/her in all areas of knowledge and conduct so he/she may become a role model for our sport. As a mentor, you will allow the candidate to observe your lessons, promote discussion and obtain feedback from the candidate. The candidate will also complete lesson plans and in turn, teach in your presence so you may provide critiques and suggestions for his/her improvement.

By signing your name to this document, you are declaring that you have mentored and guided the candidate and that he/she is now prepared to successfully complete the evaluation and examination. We recognize the responsibility you have undertaken and commend you.

**"It is my opinion that _____ has performed these teaching
(candidate's name)
tasks and has either met or exceeded the standard required to successfully undertake the practical teaching assessment."**

Mentor Name: _____ EC #: _____

Mentor's Signature: _____ Date: _____



COACHING BEHAVIOUR PROFILE

Rating: 1 - need improvement

2 - good

3 - very good

<p>SAFETY</p> <p>1 2 3</p>	<ul style="list-style-type: none"> • Awareness • Manages training environment • Ability to multi-task • Ability to be multi-visionary • Suitability of tasks
<p>COMMUNICATION</p> <p>1 2 3</p>	<ul style="list-style-type: none"> • Rapport with students • Listening skills • Clear communication of thoughts for ages and abilities • Voice projection • Motivation and enthusiasm • Questioning skills
<p>PROFESSIONALISM</p> <p>1 2 3</p>	<ul style="list-style-type: none"> • Displays appropriate coaching behaviours and attitudes (empathy, sincerity, respect, etc.) • With-it-ness
<p>ORGANIZATION</p> <p>1 2 3</p>	<ul style="list-style-type: none"> • Time management and punctuality • Lesson planning (pre-lesson, delivery and reflection) • Sequential skill development
<p>KNOWLEDGE</p> <p>1 2 3</p>	<ul style="list-style-type: none"> • Technical knowledge (essential learning, aids, etc.) • Identified goals for practice session (large and small) • Flexibility in meeting individual needs

Candidate Name: _____

Mentor Name: _____

Mentor Signature: _____ Date: _____

EQUINE  HIPPIQUE



COACH 2 - MENTOR PROGRAM

LUNGING ASSESSMENT FORM

LUNGING FOR TRAINING **+/- 20 MINUTES**

Equipment	
Safety	
Technique	
Suitable Exercises	
Ability to improve horse's way of going	
Effectiveness	
TOTAL	

Additional Comments: _____

Candidate Name: _____

Mentor Name: _____

Mentor Signature: _____ Date: _____



**COACH 2 - MENTOR PROGRAM
COACHING ASSESSMENT FORM**

COACHING A STUDENT-TOPIC: _____ +/- 20 MINUTES

Safety	
Lesson Plan & Structure	
Technical Content	
Message Transfer	
Voice Projection	
Ability to recognize problems & faults	
Ability to improve rider & horse	
Use of Teaching Aids	
Enthusiasm & Rapport with Student	

CORRECTION OF A PROBLEM WITH STUDENT AND/OR HORSE +/- 20 MINUTES

Voice	
Enthusiasm	
Message Transfer	
Techniques Used	
Effectiveness	

Additional Comments: _____

Candidate Name: _____

Mentor Name: _____

Mentor Signature: _____ Date: _____



EC Code of Ethics

"We look to sport to impart something of moral and social values and, in integrating us as individuals, to bring about a healthy, integrated society."

The Honourable Chief Justice Charles L. Dubin

Preamble

We believe:

that equestrian sport is based on a partnership between horse and human athlete;

that it is the right and responsibility of Equine Canada to set standards in matters of ethics, sportsmanship and the welfare of the horse and in all matters under its jurisdiction;

that it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship, fair play and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interests of stakeholders;

that EC members should observe the spirit as well as the letter of this Code of Ethics;

that membership is a privilege, not a right and that membership may be suspended, terminated or rejected following appropriate disciplinary procedures.

Application and Structure of the Code of Ethics

1. All members of EC (including temporary members) shall be bound by this Code of Ethics.
2. All members of other National and Provincial Federations must agree to be bound by the rules of EC while competing or exhibiting at EC sanctioned competitions.
3. The Code of Ethics consists of four parts: The Preamble, the Statement of Principle, the Code of Conduct and Further Expectations of an EC member. The Statement of Principle is to be considered an interpretive guide in applying the Code of Conduct. The Code of Conduct is mandatory in character and is enforceable.

Statement of Principle

The Equine Canada (EC), the national equestrian federation of Canada, supports adherence to humane treatment of horses in all competitions under its jurisdiction.

EC is committed to:

Upholding the welfare of horses, regardless of value, as a primary consideration in all activities;

Requiring that horses be treated with kindness, respect, and the compassion that they deserve, and that they never be subjected to mistreatment;

Ensuring that owners, trainers and exhibitors or their agents use responsible care in the handling, treatment and transportation of their horses as well as horses placed in their care for any purpose;

Providing for the continuous well-being of horses by encouraging routine inspection and consultation with health care professionals and competition officials to achieve the highest possible standards of nutrition, health, comfort, sanitation and safety as a matter of standard operating procedure;

Continuing to support scientific studies on equine health and welfare;

Increasing education in training and horsemanship practices;

Requiring owners, trainers and exhibitors to know and follow their sanctioning organization's rules, and to work within industry regulations in all equestrian competition;

Reviewing, revising and developing competition rules and regulations that protect the welfare of horses.

The standard by which conduct or treatment will be measured is that which a reasonable person, informed and experienced in generally accepted equine training and exhibition procedures, would determine to be neither cruel, abusive nor inhumane.

Code of Conduct

EC rules address the following general areas:

- welfare of the horse
- safety of horse and human athlete
- administration of competitions
- code of conduct for officials and competitors
- drug and medication control
- individual breed and discipline rules

1. All EC members shall support the enforcement of the rules of the Federation by:

- a) personal knowledge and compliance
- b) agreeing to report any alleged infractions and occasions of alleged abuse

2. The organizers of EC sanctioned competitions shall operate within the rules of the Federation.

3. A member should be completely trustworthy, exhibit honesty, loyalty and discretion in all equestrian related activities.

4. A member should issue public statements only in an objective and truthful manner

5. The EC member should uphold issues of safety and fairness in all aspects of equestrian sport.

6. No member shall act to the detriment of others or equestrian sport in a situation where the responsibility of their position places them in a conflict of interest.

7. All members shall conduct themselves in a manner that reflects the values and ethics of EC. Any member who engages in or is party to conduct inappropriate to an EC member will be subject, after due process, to such sanctions as the Federation may impose.

Further Expectations of an EC Member

1. Members are encouraged to continuously educate themselves and to take an active role in the activities of the Federation.

2. The EC member should strive to preserve and enhance the image of the sport so that society's respect will be maintained.

I the under signed have read and fully understand Equine Canada Code of Ethics and agree to abide by all expectations and conduct regulations.

Signature: _____ Date: _____



EC COACHING CODE OF CONDUCT

THE EYES OF THE WORLD ARE ON YOU!

This is a reminder to all Coaches/Course Conductors of their responsibilities to the program and the public.

1. You have a responsibility to the national coaching program to maintain its standards and credibility.
2. You have a responsibility to each and every student/candidate to offer them every opportunity to present their knowledge and expertise to you.

WHAT DOES THIS MEAN TO YOU?

1. **Continue to educate and keep yourself current with policy.**
2. Be positive and professional in your attitude and performance at all times, whether in private or public; a lesson, a show or an exam. "Your image stays with you."
3. Remember, as a recognized Coach/Course Conductor, you constantly represent our coaching program. **THIS IS AN HONOUR, NOT A GUARANTEED RIGHT.**
4. You expect the student/candidate to present him or herself in a well turned-out manner. You should do the same – practical, business-like clothing for Evaluations/Exams.
5. You expect the candidates to be positive and relaxed in their manner – return the favor. Never let the candidate receive any negative feedback from you in verbal or visual form. Body language can say more than you want it to.
6. Remember that you must be able to justify to the 'nth' degree any written or verbal comment you make. Maintain and retain accurate records!
7. Be organized and on time! There is nothing worse for the students/candidates or other Course Conductors than having to wait for someone who is inefficient.
8. You are conducting an Exam or Evaluation to evaluate performance, not to give out 'personal' ideas or viewpoints.
9. Remember that our program can succeed or fail on your public relations alone.
10. Negotiate goodwill with all concerned, from the candidates, to the facility owner/manager, to the local coordinator, to the barn help and to the youngster who brings you the coffee or juice.
11. In all, this job truly has many rewards for those who face it with a positive and professional manner.

I the under signed have read and fully understand the EC Coaching Code of Conduct and agree to abide by all expectations and conduct regulations.

Signature: _____ **Date:** _____

ACKNOWLEDGMENT of RISK and RELEASE of LIABILITY – “For Participants 18 or Older”

Please Print Clearly

Participant’s Name: _____ Date of Birth: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Every Person must Read and Understand this form before Participating in Equine Activities

TO: ONTARIO EQUESTRIAN FEDERATION their directors, employees, officers, volunteers, business operators, and site property owners. (all of them collectively called the HOST)

Initial each item below After Reading and Understanding the item

- ____ 1. **I Understand** there are Inherent **DANGERS, HAZARDS and RISKS**, (collectively called **RISKS**) associated with Equine Activities and injuries resulting from these “**RISKS**” are a common occurrence.
- ____ 2. **I Acknowledge** that the Inherent “**RISKS**” of Equine Activities mean those **DANGEROUS** conditions which are an integral part of Equine Activities, **including but not limited to:**
- The propensity of any equine to behave in ways that might result in injury, harm or death to persons on or around them and to potentially collide with, bite or kick other animals, people, or objects.
 - The unpredictability of an equine’s reaction to such things as sounds, sudden movement, tremors, vibrations, unfamiliar objects, persons or other animals and hazards such as subsurface objects.
 - The potential for other participant (s) to act in a negligent manner that might contribute to injury to themselves or others, such as failing to act within their ability or to maintain control over an equine.
- ____ 3. **I Freely Accept and Fully Assume All Responsibility** for the Inherent “**RISKS**” and the possibility of personal injury, death, property damage or loss resulting from my Participation in Equine Activities.
- ____ 4. **I Acknowledge** that it remains my **Sole Responsibility** to act in such a manner as to be responsible for my own safety and to Participate Within My Own Limits.
- ____ 5. **In addition to consideration given for my Participate in Equine Activity, I and my heirs, executors, administrators and assigns (collectively called my “Legal Representatives”)** agree
- **To Waive All Claims that I might have against the “HOST”;** and
 - **To Release the “HOST” from Any and All Liability** for any loss, damages, injury, or expense that I or my “Legal Representatives” might suffer as a result of my Participation due to any cause whatsoever **including any NEGLIGENCE ON THE PART OF THE “HOST”;** and
 - **To HOLD HARMLESS AND INDEMNIFY THE “HOST”** from any and all liability for property damage or personal injury to any third party which might result from my Participation in Equine Activities.

Before signing this form I read it (as indicated by my initials above) and I stated that I understand it. I know that signing this form, waives certain legal rights I or my “Legal Representatives” might have against the “HOST”.

SIGNED This _____ day of _____ 20 _____

(Print Name of Witness to Signing & Initialing)

(Signature of Participant)

(Signature of Witness)

Do Not Sign Until You Understand All Items Above



Ontario Equestrian Federation

2009 Request for Stabling Form



Candidate Information

Name: _____

Cell phone #: _____

Where will you be staying (if applicable)? _____

Contact Phone #: _____

Date and arrival time: _____

Date and departure time: _____

Candidate Signature: _____ Date: _____

Horse Information

Name: _____

Gender: _____ Age: _____ Height: _____

Vet: _____

Vet's Phone #: _____

Farrier: _____

Farrier's Phone #: _____

Horse Owner's Name: _____

Horse Owner's Phone #: _____

Horse Owner's Signature: _____ Date: _____

The following **MUST** be included with registration to secure a stall:

- Proof of a negative Coggins' test from within the last 6 months.
- Proof of annual vaccinations (tetanus, rhino, flu, etc) for current year.
- Rental fee: \$31.50 for a day stall (arrive and depart same day) or \$42.00 for an overnight stall (arrive night before or stay night after). All rental fees are payable to the OEF at the time of registration for applicable activity.
- Refundable clean-up deposit cheque of \$25.00, payable to the OEF. Cheque will be returned or destroyed when stall area is clean before you leave.
- Signed acceptance of risk form (included with activity registration) BOTH candidate and horse owner (if different people).

Payment

Method: Cheque/Money Order VISA MasterCard

Name on Card: _____

Card Number: _____

Expiry Date: _____ CSV #: _____ Total Payment: _____

Cardholder's Signature: _____