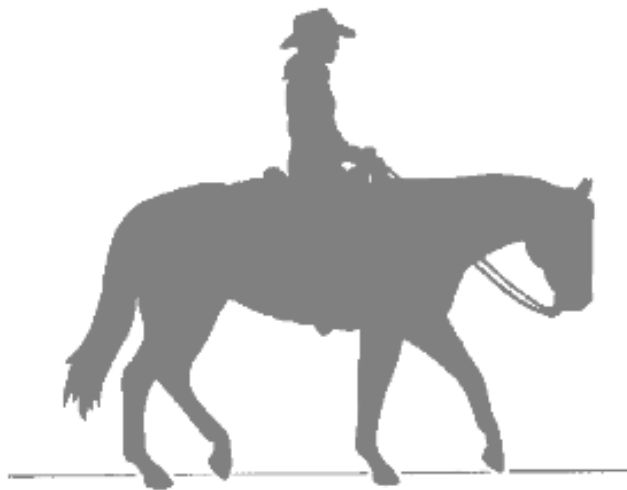




# EQUINE CANADA WESTERN COACH 1 PROGRAM



## **Ontario Equestrian Federation**

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## **EC WESTERN COACHING PROGRAM LEVEL 1**

A Level 1 Coach is qualified to teach EC Learn to Ride level 1-4 requirements and introduce students to competition.

### **PREREQUISITES**

Candidates **must** have completed the following prerequisites **prior to applying** for the Coach 1 Assessment:

- be at least 18 years old as of January 01
- be an active member of the Ontario Equestrian Federation
- hold a current Equine Canada Gold Gold (at minimum) Sport Licence
- have completed the Western Coach 1 Mentor Program
- have completed the Equine Canada Western Learn to Ride Program (1-4) & the Intermediate General Component
- hold a current First Aid Certificate
- have completed the New NCCP/Equine Canada Equestrian Specific 2-day Training Workshop (replaced Part A and Learn to Teach courses as of January 01, 2008).
- have signed the Equine Canada Code of Ethics and Coaching Code of Conduct
- have signed the Acceptance of Risk form

### **RECOMMENDED READINGS**

- Western Rider 1-4 Manual
- Western Intermediate Rider Manual
- Western Coach 1 Manual
- Stable Management in Canada

Manual order forms can be found on the OEF website at [www.horse.on.ca](http://www.horse.on.ca).

### **REGISTRATION**

Once you have completed all of the above prerequisites, and you are ready to submit an application for an Assessment, application forms are available on our website at [www.horse.on.ca](http://www.horse.on.ca) or contact the office at 905-709-6545, toll free at 877-441-7112 or email [education@horse.on.ca](mailto:education@horse.on.ca).

Full registration refunds will be provided for written cancellations received prior to 30-days before the Assessment; 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 Assessment 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 Assessment.

## **PRACTICAL ASSESSMENT OUTLINE**

The EC Western Learn To Ride Manual, Intermediate Rider Course Manual, EC Level 1 Western Coaching Manual and the EC Stable Management in Canada Manual are essential reference tools for the candidate's preparation.

It is the candidate's responsibility to have:

- a student capable of a Rider Level 4 presentation.
- a horse trained to Rider 4
- the necessary, proper equipment for rider and horse's preparation

The Practical Coaching Assessment relies on the following elements:

1. horse's evaluation (riding & conformation)
2. coaching a student
3. correcting a performance problem of either horse and/or rider
4. oral questions will be asked throughout the assessment

### **1. Horse's Evaluation**

The candidate mounts and assesses the horse's suitability for a novice rider (the analysis of the horse's conformation will take place in halter on the ground). The candidate should present all manoeuvres used in the Rider 4 pattern. The warm-up will be ridden in two-hands. A discussion between examiners and the candidate on this analysis will follow ( +/- 10 minutes and +/- 20 minutes for reining).

Evaluated items:

- warm up
- appropriate work
- effectiveness of candidate as a rider
- quality of horse's analysis by the candidate
- communication skills of candidate with examiners

### **2. Coaching A Student**

The candidate prepares their student for their Rider 4 Pattern presentation (10-15 min. coaching, review of the pattern and difficulties encountered, practice of part of the course and a complete course). The student must demonstrate the Rider 4 Pattern,. The Coach candidate must analyse the student's performance. The candidate must prepare their student as if riding in a competition, watch the student run through the pattern(s), evaluate the student's performance and give comments to the student on their performance, what to work on, etc.

Evaluated items:

- candidate's voice
- enthusiasm
- lesson structure
- ability to recognize mistakes

### **3. Correction Of A Problem On Horse And/Or Student Performance**

After analysis of student and horse performance in the Rider 4 Pattern, the examiner will ask the candidate to give certain adjustments to student and/or horse. Demonstration of this must reach aimed objectives.

Evaluated items :

- voice
- enthusiasm
- message transfer ability
- use of acceptable training techniques
- effectiveness

### **4. Oral Questions**

A variety of oral questions will be asked throughout the Assessment.

## **RESULTS**

The candidate is informed of their results on the same day. In order to pass the Assessment, the candidate must meet the minimum, required standards for each portion of the Assessment. Assessment results will then be forwarded to the OEF Office for record keeping and the OEF office will forward results to the candidates.

Any candidate who receives an approaching standard in one or more sections may apply after 30 days to retake the Assessment within two (2) years from the date of the Assessment. If more than two (2) years has lapsed, the candidate must retake the entire Assessment.

## **GENERAL INFORMATION (FOR ASSESSMENT )**

### **Dress code**

The candidate and their student must report with proper clothes, in accordance with the requirements of western riding (including boots and hat, and approved helmet).

### **Equipment**

Grooming kit, Halter, lead rope

Boots and exercise bandages, if needed

Saddle blanket, underblanket, saddle, bridle

Tack must be clean, well adjusted and in good order. It has to be in accordance with the western rule book of Equine Canada, according to each discipline.

### **Horse**

Horses used for the Assessment must be in good shape, clean and well presented. It's the responsibility of each candidate to make sure they have access to a horse able to meet the requirements of the Assessment.



## MENTOR TASK SHEET – WESTERN COACH 1

Mentors must be a Current Western Coach 1 or higher (for a minimum of 2 years) and be approved by the Provincial Equestrian office.

Dear Mentor,

Thank you for 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 number of mentored hours is a minimum guideline. Depending on experience, some candidates may require further mentoring in order to be able to teach 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, identifying goals – short and long term, flexibility to meet individual needs)
- \_\_\_\_\_ STABLE MANAGEMENT (conformation & unsoundness, feeding, safety, stable construction, shoeing, tack, equipment & fitting, competition rules, etc.)
- \_\_\_\_\_ BANDAGING
- \_\_\_\_\_ LUNGING (as per Rider 4 and General Component)

Candidate Name: \_\_\_\_\_ EC# \_\_\_\_\_

Mentor Name: \_\_\_\_\_ EC# \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date \_\_\_\_\_



## MENTOR CONTRACT – WESTERN COACH 1

DEAR MENTOR:

Your name has been submitted as a Mentor for: \_\_\_\_\_ for the Coach 1 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 Equestrian 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 assessment. We recognize the responsibility you have undertaken and commend you.

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

**Mentor Name:** \_\_\_\_\_ **EC#** \_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



## COACHING BEHAVIOUR PROFILE

**Rating:**    1 - need improvement                      2 - good                      3 - very good

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

**Candidate Name:** \_\_\_\_\_ **EC#** \_\_\_\_\_

**Mentor Name:** \_\_\_\_\_ **EC#** \_\_\_\_\_

**Mentor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



## COACHING ASSESSMENT FORM

PAGE 1

EVALUATION OF HORSE		10 MINUTES
Evaluation of Conformation		
Warm up		
Appropriate work		
Effectiveness (use of aids)		
Analysis		

COACHING A STUDENT		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		
Group Control		



# COACHING ASSESSMENT FORM

PAGE 2

CORRECTION OF A PROBLEM WITH STUDENT AND/OR HORSE		15 MINUTES
Voice		
Enthusiasm		
Message Transfer		
Techniques Used		
Effectiveness		

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Candidate Name: \_\_\_\_\_ EC# \_\_\_\_\_  
Mentor Name: \_\_\_\_\_ EC# \_\_\_\_\_  
Mentor Signature: \_\_\_\_\_ Date \_\_\_\_\_



"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 the 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 the 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 a 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**

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 which 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 the Equine Canada Code of Ethics and agree to abide by all expectations and conduct regulations.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ***EC COACHING CODE OF ETHICS***

### **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 favour. 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.

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***