

**SADDLE SEAT INSTRUCTION OF BEGINNER PROGRAM  
MENTOR REFERENCE FORM**

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

Dear \_\_\_\_\_,

This letter is to inform you that \_\_\_\_\_ has applied to take the Saddle Seat Instruction of Beginner Coaching Evaluation. In doing so, he/she has submitted your name as a Mentor. As such, please complete this report at the end of the mentoring session, and discuss it with the candidate. Additional evidence may be written on the reverse side of each page. (See Mentor Manual for criteria.)

**By signing your name to this document, you are declaring that you have mentored and guided this candidate to prepare him/her for the Saddle Seat Instruction of Beginner Evaluation.**

**1. MENTORING INFORMATION:**

a. Has this candidate completed 20 hours of mentoring with you?

Yes \_\_\_\_\_ No \_\_\_\_\_

Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

b. Do you recommend this candidate proceed to the Instruction of Beginner evaluation?

Yes \_\_\_\_\_

Please support your recommendation with clear evidence when answering the following questions.

**2. TEACHING**

**A. PLANNING THE LESSON**

i. Is the candidate able to write a lesson plan? with help\_\_\_\_ on own\_\_\_\_

ii. Describe the candidate's capability in lesson planning in the following areas:

- |   |                  |                      |
|---|------------------|----------------------|
| - identifying key points                      | satisfactory____ | requires growth ____ |
| - selecting appropriate activities for riders | satisfactory____ | requires growth ____ |
| - organizing activities in a logical order    | satisfactory____ | requires growth ____ |
| - awareness of safety                         | satisfactory____ | requires growth ____ |

iii. Additional comments regarding the candidate's strengths in planning:

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**B. TEACHING THE LESSON**

i. Is the candidate prepared for the lesson?

- |                          |         |        |
|--------------------------|---------|--------|
| - horses/equipment ready | yes____ | no____ |
| - tack check completed   | yes____ | no____ |
| - appropriately attired  | yes____ | no____ |

ii. Is the candidate able to follow the lesson plan?                      yes\_\_\_\_ no\_\_\_\_

iii. Describe the candidate's ability to adapt the lesson plan to what actually happens during the lesson.                      satisfactory\_\_\_\_ requires growth \_\_\_\_

iii. Comment on the candidate's communication with the students.

- ability to be heard                      satisfactory\_\_\_\_ requires growth \_\_\_\_
- clarity of directions                      satisfactory\_\_\_\_ requires growth \_\_\_\_
- 2 way communication                      satisfactory\_\_\_\_ requires growth \_\_\_\_
- effective explanation of skill                      satisfactory\_\_\_\_ requires growth \_\_\_\_

iv. Comment on the candidate's teacher/student/horse relationship.

- respecting each student                      satisfactory\_\_\_\_ requires growth \_\_\_\_
- recognizing each student as an individual                      satisfactory\_\_\_\_ requires growth \_\_\_\_
- positive interaction                      satisfactory\_\_\_\_ requires growth \_\_\_\_
- respecting the horse physically/mentally                      satisfactory\_\_\_\_ requires growth \_\_\_\_

v. Is the candidate able to keep the students actively engaged:  
more than 50 % of the lesson\_\_\_\_ less than 50% of the lesson \_\_\_\_

vi. Describe the candidate's ability to detect errors.                      satisfactory\_\_\_\_ requires growth \_\_\_\_

vii. Describe the candidate's ability to apply corrections.                      satisfactory\_\_\_\_ requires growth \_\_\_\_

viii. Describe the candidate's knowledge of the skills required by beginner riders.  
satisfactory\_\_\_\_ requires growth \_\_\_\_

ix. How does the candidate maintain a safe learning environment for the students?

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### **C: LUNGING**

i. Is the candidate able to lunge a horse safely?                      yes\_\_\_\_ no\_\_\_\_

ii. Is the candidate able to lunge a rider and horse safely?                      yes\_\_\_\_ no\_\_\_\_

iii. Can the candidate detect errors and suggest corrections?                      yes\_\_\_\_ no\_\_\_\_

### **D: GENERAL KNOWLEDGE**

i. Describe the candidate's knowledge of horse health and soundness.  
satisfactory\_\_\_\_ requires growth \_\_\_\_

ii. Describe the candidate's knowledge of an EAP.                      satisfactory\_\_\_\_ requires growth \_\_\_\_

iii. Describe the candidate's awareness of tack, tack maintenance, and fitting.  
satisfactory\_\_\_\_ requires growth \_\_\_\_

iv. Describe the candidate's knowledge of his/her responsibility as an instructor of beginners with respect to:

the stable	satisfactory___	requires growth ___
the rider	satisfactory___	requires growth ___
the parents (if rider is a junior)	satisfactory___	requires growth ___

Additional Comments

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I, \_\_\_\_\_, NCCP # \_\_\_\_\_, recommend that  
(name of mentor)  
\_\_\_\_\_ is ready to proceed to the Instruction of Beginners  
(name of candidate)  
evaluation.

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

I, \_\_\_\_\_, PSO or EC # \_\_\_\_\_, have read and understand the  
(name of candidate)  
comments in this report.

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

Please do not return this report to the candidate, but send directly to the Provincial Equestrian Federation attention: Coaching Department. Rest assured that all the information provided is considered confidential and will not be used for any other purpose than to assess the candidate's eligibility to participate in the Equine Canada National Coaching Certification Program (NCCP). Thank you.