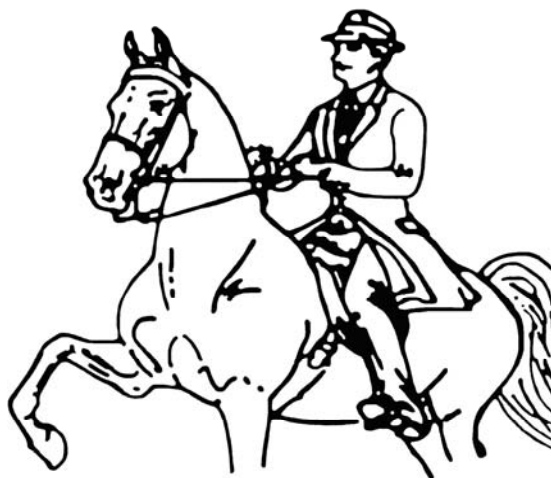




NATIONAL COACHING CERTIFICATION PROGRAM

SADDLE SEAT



Instruction of Beginners

POLICIES AND PROCEDURES MANUAL



**National
Coaching
Certification
Program**

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I. PURPOSE OF THIS PUBLICATION

The Policies and Procedures Manual is published by Equine Canada to outline the details of the NCCP Equestrian Coach Programs. Updates to the manual are typically made on an annual basis, after the Coaching Committees have met at the Equine Canada National Convention.

This Policies and Procedures Manual is intended to be used as:

- An up-to-date reference for the Equine Canada National Coaching Certification Program – for the Instruction of Beginner context only
- A policy guide for the provincial equestrian federations and all coaches and volunteers involved in the development or implementation of the National Coaching Certification Program

The manual is revised as necessary to reflect policy and procedure changes to the program. It includes administrative as well as technical changes to the program based upon both historical precedent and need.

This document is meant to provide information on the administration of the Equine Canada Coaching programs. Coach/Instructor candidates are responsible for being familiar with additional technical material as outlined in relevant coaching/instructing manuals.

II. NATIONAL COACHING CERTIFICATION PROGRAM (NCCP)

Introduction

The Coaching Association of Canada (CAC) develops the national standards for all National Coaching Certification Programs (NCCP) in Canada. It is recognized as the most extensive and fundamental program affecting sport development in Canada, touching virtually every sport delivery system.

The Program structures coaching/instructing development to standardize coaching across the nation and provides the framework for the development of progressive coaching/instructing. It was developed and implemented by the cooperative efforts of the National Sport Governing Bodies, Provincial Sport Governing Bodies, Sport Canada, the provincial sport-related government agencies, and the Coaching Association of Canada with the collaborative assistance of coaches who created and continue to use the program.

The NCCP outlines multiple contexts of coaching/instructing competence. To be certified and recognized at any given level, coaches/instructors must successfully complete all components for the context. The goal is to produce certified coaches/instructors with sound and well-tested coaching/instructing techniques to improve the performance of Canadian athletes/participants locally, provincially, nationally and internationally.

Equestrian is one of over 60 sports with an NCCP coaching program. Equestrian Coaching programs include English, Western, Driving, Therapeutic Riding and Saddle Seat. Specializations are available in the English and Western programs at Competition Development and above.

Components

Certification under the NCCP consists of three stages: In Training, Trained, and Certified. "In Training" is for a coach/instructor who has begun training but not completed. A "Trained" designation is for a coach/instructor who has completed all required training activities for a particular context. Lastly, a coach/instructor is considered "Certified" when they have successfully completed all activities requiring evaluation for a particular context. In addition to these NCCP requirements, additional components are required to be certified as an Equine Canada coach.

Administration

The Coaching Association of Canada maintains a database of all successfully completed NCCP components. Upon registration in the database, individuals are assigned a Coach Card # (CC#), which is used to track each individual's progress towards certification. Coach passports are also issued, which list each component completed.

The Provincial equestrian organizations are responsible for maintaining records of completed components for each certified coach or coach candidate. Upon completion of all EC requirements, the Provincial equestrian organizations issue the appropriate certificate to the individual and notify Equine Canada of the status achieved. Equine Canada maintains a database of all equestrian coaches/instructors, detailing each status they are certified in and when it was achieved. The PSOs are responsible for tracking currency information on individual coaches/instructors in their province.

III. EQUINE CANADA COACHING PROGRAM

Overview

The Equine Canada National Coaching Certification Program has the following objectives:

- To offer an acceptable standard of developing coaching/instructing expertise
- To provide a structure whereby coaches/instructors can enter and progress as they improve their coaching/instructing expertise
- To ensure the integration of the Coaching Certification Program into an overall strategy of coaching education
- To improve the level of performance and competence of Canadian equestrian coaches/instructors and their students

All Equine Canada coaching programs are developed by discipline-specific coaching committees, which are made up of provincial technical and administrative representatives and national discipline representatives. All Equestrian coach programs adhere to national standards.

All Equine Canada certified coaches/instructors are expected to abide by the Equine Canada Code of Ethics and to adhere to the Equine Canada Coaching Code of Conduct. To be considered a current, coaches/instructors must maintain their EC Sport License, PSO membership and Coaching Levy, keep their First Aid certificate current and meet the updating requirements of their discipline.

IV. EQUINE CANADA SADDLE SEAT COACHING PROGRAM

SADDLE SEAT Instruction of Beginners Program

The certified Saddle Seat Instructor of Beginners provides novice riders with an introduction to Saddle Seat riding in a fun and safe environment. Instructors cater to the recreational or beginner rider, rather than the competitive rider, focusing on the following needs of their student: learning basic skills, developing confidence and self-esteem, and enjoying recreational riding.

Prerequisites

Candidates for the Saddle Seat Instruction of Beginners program context must:

- Be at least 16 years of age as of January 1st of the current year
- Hold an Equine Canada sport license or a Junior or Senior Associate sport license and Provincial membership, and be in good standing
- Have successfully completed the Saddle Seat Rider Level 1 and 2 of the EC Learn to Ride Saddle Seat Program. (**presently being developed – to meet this prerequisite please refer to page 9 bold text for additional information**)

In addition, the candidate must:

- Be familiar with stable management, which includes feeding, bandaging, first aid for the horse, tack, stable construction, safety and unsoundness. These areas will be covered in the oral and written tests.

Requirements

Once the above prerequisites have been met, the candidate **must** complete the following requirements:

- The Equine Canada NCCP Equestrian Theory - multi-module course (14 hours)
- A First Aid course, such as St. John Ambulance, Red Cross or an equivalent course approved by the Coaching Committee (minimum 8 hours)
- The Equine Canada Saddle Seat Mentor Program *****please refer to page 14 for a special note regarding certified Saddle Seat Mentors for 2007/2008**
- Sign the Equine Canada Code of Ethics and Coaching Code of Conduct
- Criminal record search (including vulnerable sectors) where required by the PSO
- NCCP Making Ethical Decisions on-line module
(<http://nccpeval.coach.ca/production/med/e/default.asp>)

Certification

Once the above requirements have been met, candidates should apply to their PSO with proof that they have met the requirements. In order to be certified as an Equine Canada Saddle Seat Instructor of Beginners, the candidate must:

- Attend and successfully complete the Equine Canada Saddle Seat Instruction of Beginner Evaluation

Note: In order to be successful in the Evaluation, a candidate cannot receive a score of 1 in any **safety** category.

Note: Applicants for the Instruction of Beginners program who are under 18 years of age must have their application signed by a parent or legal guardian.

Note: Candidates can be mentored for the Evaluation by one or more certified **mentor(s)**.

Any candidate who is unsuccessful in one or more modules during the evaluation may apply to retake only those modules which were unsuccessful. Retakes of unsuccessful modules of the evaluation **must be done within 2 years**. If no evaluation is available in that province for the 2-year period, then the first available evaluation offered in the province would be acceptable.

Evaluators will provide final results of evaluation to each candidate at the conclusion of the evaluation day.

PSOs will send follow-up evaluation results – in writing – to candidates within 2-3 weeks of the evaluation. Certificates will be issued by the PSO to successful candidates.

Program Materials

Saddle Seat Instruction of Beginners candidates are responsible for the material in the following manuals:

- Learn to Ride Saddle Seat 1-2 manuals (currently in development – thus at this point candidates are not responsible for the content in these manuals)
- Saddle Seat Coaching Manual, Level 1
- Stable Management in Canada
- Saddle Seat Equitation by Helen K. Crabtree, ISBN 0-385-17217-6
- Riding for Success, both in and out of the Show Ring by Gayle Lampe, ISBN 0-9655591-0-9

The National Saddle Seat Committee currently works with the OEF Saddle Seat Committee in developing and maintaining Saddle Seat coaching/instructing manuals, evaluator manuals, audiovisual material, review guides, and other coaching program material. Equine Canada publishes and distributes all material related to national coaching/instructing programs.

Granting Equivalence

- Saddle Seat's Equivalencies Policy for candidates with proven competency will be available until February 2008. Candidates who may qualify for Equivalency will need to meet the prerequisites and requirements as stated in Appendix A, but may have modifications applied in other areas of the evaluation process. Equivalencies Policy is located in Appendix A.

Exceptional cases: Candidates meeting all pre-requisites but who, for physical reasons, are no longer capable of riding may apply for exemption from the riding portion of the Saddle Seat Rider level prerequisites. This application should be addressed to the respective Provincial Master Evaluator in the province in which the applicant resides.

Time Limit

Retakes of unsuccessful sections of the evaluation **must be done within 2 years**. If no evaluation is available in the province for the 2-year period, then the first available evaluation offered in the province would be acceptable.

Special Circumstances - In the possibility that a candidate is unable to complete all pre-requisites prior to an evaluation, the candidate may apply to the provincial ME for an extension. Extensions in special circumstances would be awarded for a maximum of 1 year following the evaluation.

Maintaining Certification

In order to retain certification and be considered a current EC NCCP Instructor of Beginners, a coach/instructor must:

- Pay annual EC Sport License and Provincial Membership
- Pay annual Coaching Levy
- Keep proof of a current First Aid Certificate on file with his/her province
- Attend at least twenty (20) hours of professional development every three years, as outlined in the Updating Policy and provide proof to his/her PSO
- Meet additional requirements which may apply provincially

To become current again, if certification has lapsed for more than 3 years, an instructor must:

- Pay current EC Sport License and Provincial Membership
- Pay current Coaching Levy
- Produce proof of an up-to-date First Aid certificate, if First Aid certificate has expired
- Attend 20 hours of professional development, including a Provincial Update clinic, a mentoring clinic, a Learn to Rider Clinic at the discretion of the Master Evaluator (ME), to review the program and become familiarized with the changes.
- Meet additional requirements which may apply provincially

Upon certification, an instructor must submit documentation to their PSO in order to remain current. The PSOs are responsible for tracking currency information on individual instructors in their province.

Updating Policy

As part of the requirements to maintain certification and be considered a current Equine Canada NCCP instructor, an individual must attend a total of at least **20 hours** of professional development in every three-year period from the date of their successful evaluation. To encourage a well-rounded base of knowledge, professional development hours must come from a variety of areas.

Note: Extra hours accumulated in any three-year period, although beneficial for personal growth, cannot be carried over.

When publishing provincially-sanctioned courses for professional development, the number of hours that can be used for updating must be stated. The Master Evaluator approves updating hours and, if an activity does not appear specifically in the list below, s/he must determine the number of updating hours it is worth.

Note: Hours are to be submitted as “hour for hour”. All hours that an instructor submits are subject to approval by the ME, and may or may not be granted “full hours”.

Note: Six hours of updating must be Saddle Seat specific.

Updating Activities

1. Maximum 6 Hour Upgrading Activities

- Riding lessons or clinic with a coach approved by the Master Evaluator (mounted hours only to count).
- Courses (classroom setting) directly related to education. Examples: Sensory processing, learn to teach, children’s education, etc.
- Judges’ and officials’ clinics, international seminars/clinics coaching related
- Clinics in other disciplines (such as Western, English, FEI that are coaching related)
- Auditing of lessons if coaching specific (interaction between the clinician and the auditors is required)
- Farrier, veterinary or other professional presentations and seminars

- Sports psychology, kinesiology, sport nutrition (horse/human), athlete management seminars
- Auditing an interactive pre-exam evaluation with permission of the Provincial Coordinator
- NCCP MED module, if not taken as a pre-requisite for certification
<http://nccpeval.coach.ca/production/med/e/default.asp>
- NCCP Multi-Sport Module Part B
- On-line accredited courses – coaching related – i.e. university, college, “recognized” agricultural institution
- Any other professional or business activity that a coach feels justified in submitting

2. Maximum 10 hour Upgrading Activities

- Apprentice coaching (practice teaching) with direct feedback (mentoring)
- Coaching/training-specific clinics with direct feedback and participation of the auditors (symposium)
- Provincially-sponsored updating clinics – (note: if a PSO offers an updating course with additional hours posted, these hours may be counted)

3. Volunteering (must be equine related) Maximum 6 hours

- Volunteering in a capacity that provides a new learning environment for the coach or others – i.e. 4H, para-equestrian, therapeutic riding, youth groups, seniors’ groups
- Leadership activities
- Acting as a mentor coach
- Attending National EC convention as a delegate

4. National Coaching Symposium with international flavour – maximum 6 hours per day to a total of 18 hours

Not Eligible for Updating:

- Attending EC National Convention
- Renewal of first aid certificate
- Evaluations/final assessments may not be audited

Record Keeping

- Instructors must keep records, which must show the date of courses and hours.
- Records must be signed by the clinician or their representative.
- Instructors are responsible for sending proof, including a detailed description of the content of the clinic/seminar/course, of their updating hours to their provincial office.
- PSOs will track completion of currency requirements.
- Instructors will be removed from the active coaches/instructors list if the required updating hours are not completed.

EC NCCP Equestrian Theory Multi-Module Course includes the following components:

- Making Ethical Decisions (MED)
- Planning a Practice
- Teaching & Learning
- Analyzing Performance

This 14-hour course introduces equestrian specific scenarios and coaching/instructing principles to the prospective coach/instructor. 100% attendance is mandatory.

First Aid refers to a first aid course provided by St. John Ambulance, Red Cross or other recognized first aid organization. In order to be valid, the certificate must be kept current.

Mentoring refers to the candidate working with experienced professionals to further develop their coaching/instructing and stable management skills. Mentors are typically certified coaches/instructors with a number of years experience in the instruction of beginner riders. They observe lessons and provide suggestions for improvement. Candidates must be mentored for their Evaluation.

Evaluation refers to the final review of an instructor candidate. It is held with a full panel of Evaluators. Candidates are assessed in several areas, including riding ability, practical and theory knowledge, and coaching/instructing ability. To be successful a candidate cannot receive a score of one (1) on the 1-3 evaluation scale in any safety category during the evaluation.

Updating refers to the requirements for professional development as outlined in the Updating Policy.

V. EQUINE CANADA LEARN TO RIDE PROGRAM

The Equine Canada Learn to Ride Saddle Seat program is being developed by the province of Ontario and is based on current North American standards of Saddle Seat riding, to create a program of recognition of horsemanship knowledge and riding skills. The purpose of the program is to produce well-rounded horsemen, who are able to care for and ride their horses in a correct, safe manner.

The Learn to Ride program is based on the *Learn to Ride Saddle Seat 1 – 3* manuals and a set of evaluations, which evaluate an individual's skills in a variety of areas covered in the manuals. Riders do not have to own their own horse to participate in this program, but are expected to work with a current, certified Equine Canada Saddle Seat coach to prepare for testing. The manuals outline the basic horse and stable management knowledge as well as expected riding skills for each level of certification. The *Learn to Ride Saddle Seat 1 – 3* manuals will be available in both English and French from Equine Canada and most PSOs. Candidates are also encouraged to explore the variety of riding and horsemanship books available at most tack stores.

Prior to taking the Rider evaluations, candidates must be current members of their PSO. The evaluation forms are available from PSOs – only to evaluators approved by the PSO. Evaluators must be current Equine Canada coaches, approved by the PSO, as follows:

The Saddle Seat Rider Levels are currently under development and therefore can not be used as a prerequisite at this time. For the purpose of evaluation in the Instruction of Beginner context the riding component of the former Saddle Seat Coach 1 will be included as part of the Instruction of Beginner Evaluation process. Rubrics for the riding portion are currently in development to assist Saddle Seat evaluators in evaluating the riding component.

Saddle Seat Rider 1 Evaluator

- Current Saddle Seat Coach 1 or higher
- Must be certified for a minimum of 2 years
- Must have completed Mentor/Evaluator workshop or equivalent
- Can be student's own coach

Saddle Seat Rider 2 Evaluator

- Current Saddle Seat Coach 1 or higher
- Must be certified for a minimum of 2 years
- Must have completed Mentor/Evaluator workshop or equivalent
- Cannot be student's own coach

Saddle Seat Rider 3 Evaluator

- Current Saddle Seat Coach 2 or higher, or an evaluator approved by the ME
- Must be certified for a minimum of 2 years
- Must have completed Mentor/Evaluator workshop or equivalent
- Must be approved by the Master Evaluator
- Cannot be student's own coach

Completed evaluation forms must be signed by the evaluator and submitted to the PSO, with the appropriate fee (as set by the PSO). Evaluation forms are not returned to the candidate.

Evaluators should review results with candidates following the evaluation and prior to forwarding forms to the PSO. Certificates will be mailed by the PSO directly to successful candidates.

A candidate must obtain a minimum of 70% in each section of the Rider evaluation. Individual sections may be redone if the minimum score was not met.

Fees for evaluations are set by the Evaluators, but should not be any more than their regular lesson rates. Out of pocket expenses may be added such as mileage, hotel, etc.

COACHING PROGRAM STRUCTURE

The Equine Canada Coaching program is developed and maintained by a number of groups.

Coaching Association of Canada (CAC)

- Develops and maintains standards to which all sports' coaching programs must adhere to
- Maintains national database of CAC components for all Canadian coaches in all sports and issue coach passports

Equine Canada (EC)

- Through coaching committees, develops and maintains standards, policies and procedures for all Equestrian coaching programs
- Maintains database of all certified Equestrian coaches/instructors

Provincial Sport Organizations (PSOs)

- Administers and delivers coaching programs for Instruction of Beginners
- Maintains records on individual coaches/instructors and coach/instructor candidates

National Coaching Committee

- Established overall standards, policies and procedures for all EC coaching programs

National Saddle Seat Committee

The National Saddle Seat Committee's mandate includes coaching and other responsibilities. For the purpose of this manual only the committee's coaching responsibilities will be stated. For the complete mandate of the National Saddle Seat Committee, refer to the Equine Canada Governance Policy Manual.

- Develops, in collaboration with the Equine Canada National Coaching Committee and the OEF Saddle Seat Committee, the standards, policies and procedures for the Saddle Seat Instruction of Beginners programs

Provincial Saddle Seat Coaching Committee

- Works with the Provincial Coordinator to administer and deliver the Saddle Seat Instruction of Beginner Programs
- May have other responsibilities in the Saddle Seat discipline in the province

In addition to the groups listed above, a number of individuals are key participants in the Equestrian Coaching programs.

Mentors

- Provide mentoring to instructor candidates

Learning Facilitators (LF)

- Deliver the Equine Canada NCCP Theory multi-module course

Evaluators

- Evaluate evaluations of coach/instructor candidates

Master Evaluators

- Act as the senior evaluator within a province

Provincial Coordinators

- Responsible for the administration and paperwork for the program within a province

Equine Canada Coaching Committees

Many volunteers on several committees contribute to the development and maintenance of the Equestrian coaching programs.

National Coaching Committee

The mandate of the National Coaching Committee is to develop a standard of certification, which will form the basis for all EC coaching programs, with a philosophy in line with the aims and objectives of both the Equine Canada and the CAC.

The National Coaching Committee reports to Sport Council and is comprised of a representative from each discipline committee (Saddle Seat is included as a discipline committee) and breed sport committee with an EC Coaching Certification Program, the Chairs of English and Western Coaching Committees and one Provincial Council representative.

Responsibilities

- Create and maintain a professional and integrated coaching education program for all equestrian sport.
- Prepare guidelines and procedures for the development of educational courses, manuals and Course Conductor guides.
- Monitor the delivery and acceptance of the coaching certification program and make recommendations for its continued development.
- Where applicable, communicate and cooperate with the established Provincial Offices and Coaching Committees.
- Develop an ongoing education program for certified coaches and those coaches wishing to upgrade their certification level.
- Overseeing the resolution of disputes relating to coaching certification.

The National Coaching Committee meets during the EC National Convention, typically after the discipline coaching committees have met. Travel to the Convention for all committee members is funded by the disciplines they represent. Meeting expenses are covered in the Convention budget.

At the national convention, the committee must:

- Elect a committee chair
- Elect a representative to Sport Council on odd-numbered years for a two-year term

All committee members, including the Chair, may vote on matters discussed by the committee, which are relevant to the mandate of the committee.

The National Coaching Committee must ratify any significant changes to the Saddle Seat Coaching program before those changes become effective. In addition, major changes to any coaching program may require approval by Sport Council and the Coaching Association of Canada.

Additional meetings may be held at the discretion of the Chair, subject to available budget. All meetings, decisions and votes are subject to the Committee meeting guidelines.

National Saddle Seat Committee

The coaching mandate of the National Saddle Seat Committee is to develop the standards for certification and maintenance of the Instruction of Beginner Program. The National Saddle Seat Committee membership is comprised of the Provincial Coaching Coordinators and Provincial Master Evaluators for the Instruction of Beginners context (or an evaluator if the province doesn't yet have a master evaluator: or an evaluator representative selected by the PSO in conjunction with the SS coaches in the province), one representative of each national breed association who has been appointed/nominated by the national breed association which has saddle seat, and other interested persons who apply and are accepted by a vote of the previously named members. The committee may, from time to time, include additional resource members as liaison.

The National Saddle Seat Committee, Coaching division, reports to the National Coaching Committee.

Responsibilities

- Work with the National Coaching Committee to create and maintain an integrated coaching program.
- Prepare guidelines and procedures for the development of manuals and Evaluator guides.
- Provide guidance for program criteria, evaluation, awards and course evaluator selection criteria.
- Monitor the delivery and acceptance of the coaching certification program and make recommendations for its continued development and improvement.
- Where applicable, communicate and cooperate with the established Provincial Offices and Coaching Committees.
- Design, develop or secure suitable teaching aids such as audio visual aids.
- Develop an ongoing education program for certified coaches and those coaches wishing to upgrade their certification level.

The National Saddle Seat Committee meets during the EC National Convention.

The National Saddle Seat Committee Chair is elected annually, at the national convention, from:

- Committee membership.
- The chair of the NSSC, or a person selected by the NSSC will also sit on the National Coaching Committee
- The National Saddle Seat Committee voting procedures are as follows: All members vote on all items.

The Chair may vote on all matters discussed by the committee.

Significant changes to the National Saddle Seat Coaching program must be ratified by the National Coaching Committee before becoming effective. In addition, major changes to any coaching program may require approval by Sport Council and the Coaching Association of Canada.

Additional meetings may be held at the discretion of the Chair, subject to available budget. All meetings, decisions and votes are subject to the Committee meeting guidelines.

Guidelines for NSSC Coaching Committee Work

The Committee Chair is responsible for creating the agenda for each meeting, whether in person or by conference call. Committee members who wish to add items to the agenda must send them to the Chair for consideration, prior to the meeting. Once the agenda has been set, a formal Notice of Meeting will be distributed by Equine Canada, with a copy of the agenda, to all relevant parties.

All committee members may vote on matters discussed by the committee, which are relevant to the mandate of the committee, subject to committee voting procedures. The Chair will call for all votes and will declare the results of all votes. A quorum is required in order for a vote to be valid. A quorum is defined as “the majority or one more than half the number of persons who are entitled to attend and vote”. If a committee member is unavailable to attend a committee meeting they may assign a proxy vote to another representative eligible to participate in the committee meeting.

Guests may be invited to any committee meetings to present on relevant topics or to sit in on any or all discussions. Permission is required from the Committee Chair for non-members to attend or speak at the meeting.

A member of the committee must be designated as the minute taker for the meeting, clearly recording motions and their vote, and provide draft minutes to the Committee Chair and the EC Manager, Coaching within 30 days of the meeting. Once approved by the Chair, the EC Manager, Coaching is responsible for distributing the final minutes to the Committee.

Items may be discussed and voted on outside of committee meetings provided the following occur:

- Items for discussion, requests for decisions and motions must be forwarded to the Committee Chair for consideration.
- The Chair will send a notice to the committee – by email or fax – requesting discussion on the subject. An appropriate deadline for feedback must be included in the notice that provides sufficient time to review and consider the issue or item.
- The Chair shall call for a vote – either at the same time the initial information is distributed or separately after there have been discussions.
- A quorum of responses is required in order for a vote to be valid.
- Once a decision has been made, the Chair (through EC) will notify all relevant parties.

Provincial Coaching Committees

Each province is encouraged to have a Coaching Committee responsible for the administration and funding of the Instruction of Beginner programs within their province. The composition of the committee is at the discretion of the province. One individual, representing coaching in the province, is selected to represent the province at the national committee.

Responsibilities

- Disseminate information to coaches/instructors and evaluators within the province
- Administer, in conjunction with the PSO coaching coordinator, and promote the Instruction of Beginner programs within the province
- Organize updating seminars for provincial coaches/instructors and Evaluators
- Act as a provincial disciplinary committee
- Review, select and approve – from applications submitted to the committee no later than November 1st – those to be recommended for Evaluator status to the National Coaching Committee at their annual meeting.

The structure and voting procedures for Provincial Coaching Committees are up to each province to determine. **Provincial Coaching Committees may not make changes to the coaching programs.**

Coaching Program Individual Contributors

In addition to the Coaching Committees, many individuals contribute to the Equine Canada Coaching program in a number of capacities.

Mentors and Mentoring

Mentoring is an important component of the Equine Canada Coaching Program. Mentors are EC-certified coaches/instructors whose role is to prepare the coach/instructor candidate by acting as a role model and providing advice in all areas of knowledge and conduct.

The Mentor will allow the candidate to observe lessons and will provide opportunities for discussion. In addition, the candidate will complete lesson plans and teach in the presence of the Mentor. The Mentor will provide the candidate with critiques and suggestions for improvement, in order to prepare them for the examination process. The goal of the Mentor Program is to provide candidates with the opportunity to learn from experienced professionals. By completing and signing the Mentor Report Form, the Mentor is declaring that the candidate has been successfully mentored and is now prepared to successfully attend the Evaluation.

NOTE: In provinces where there is no certified Saddle Seat Coach to act in the official capacity as a certified mentor modifications to the requirements as stated below have been amended to accommodate this situation.

The temporary solution will vary from province to province depending on the number of certified coaches available in the applicable region, the number of uncertified but knowledgeable trainers/coaches available, and the location of the candidate.

For 2007/2008, all candidates are to provide their mentor(s)' name(s) to the Provincial Sport Organization (PSO) Coaching Department for approval. If the PSO Coaching Department is uncertain about the named mentor and their respective qualifications for approval as a certified Saddle Seat mentor, then a call or e-mail should be directed to Mary Ruth Moore, Chair of EC National Saddle Seat Committee, and Master Course Conductor, 905-263-2678, mrmoores2784@yahoo.com.

Requirements

Mentors for Instruction of Beginner Candidates must be an EC-certified coach/instructors. Other experienced horse people may be accepted as Mentors, at the discretion of the Provincial Coaching Committee. All Mentors, regardless of certification, must attend a one-day mentoring workshop and be approved by the Master Evaluator.

Length of experience as a certified coach/instructor is determined from date of certification or inclusion.

Application Process

All certified coaches/instructors who are interested in becoming Mentors should apply to their PSO. Potential Mentors must attend a one-day mentoring workshop prior to being accepted as a Mentor. The decision to accept an experienced horse person who is not an EC-certified coach/instructor as a Mentor will be left to the discretion of the Provincial Coaching Committee. Individuals who have been designated as a Master Coach/Instructor by their discipline will be accepted as Mentors as long as they have attended the mentoring workshop.

Remaining Current

To remain current, all mentors must attend a mentor or coaching updating clinic, or audit an evaluation, at least every three years.

Mentoring Workshops

Mentoring workshops are organized by Provincial Coaching Committees in the format of an evaluation. The workshops are presented by the Master Evaluator or a Senior Evaluator from any province.

Learning Facilitators (LF)

LF's are responsible for facilitating the EC NCCP Equestrian Theory multi-module training workshops. Each module is based on a model specific *Facilitator Guide*, *Coach Workbook*, and *Reference material*.

Application Process

Certified coaches/instructors interested in becoming a Learning Facilitator must apply in writing to their provincial Master Evaluator no later than November 1. Only current EC coaches/instructors, who have completed all Learning Facilitator prerequisites and training requirements, maybe granted Learning Facilitator status. Learning Facilitators may also be Evaluators in the Instruction of Beginner context

Prerequisites:

An applicant for Learning Facilitator must:

- Be a certified coach/instructor in or above the context for which he/she is facilitating
- Have coached participants/athletes in the Instruction of Beginner context for a minimum of 5 years
- Attend professional development opportunities available in region, which are required to facilitate for this context
- Understand and be able to apply all content in the reference material for a practical contexts
- Understand how people learn
- Be familiar with the use of computers and the Internet in order to process course registrations electronically

Recommended:

It is recommended that an applicant:

- Has facilitation experience or taught in an adult learning or formal education environment
- Has an Undergraduate degree in education, kinesiology or related field
- Remains up to date on new or emerging trends in sport science

Training:

Candidates applying to become Learning Facilitators must:

- Attend the EC NCCP Equestrian multi-module training session as a participant
- Successfully complete the online MED evaluation requirement with a score of 75% or more, if not completed previously. The MED on-line evaluation can be accessed for free at <http://nccpeval.coach.ca/production/med/e/default.asp>.
- Gain familiarity with the specific coach training "modules", the learning design and process, learning activities at each step of the process, and NCCP facilitation skills and standards. This stage can occur within the context of a Facilitator training session.

Accreditation:

When each preceding stage of training has been successful completed the candidate LF becomes accredited.

Maintaining Learning Facilitator Status:

The LF should facilitate or co-facilitate at least 3 workshops every 2 years. The LF must also participate in Professional Development opportunities every 3 years.

Evaluators

Evaluators examine Instructor candidates at evaluations.

Responsibilities

- Presents the course content as outlined in the Evaluator's Manual effectively and enthusiastically
- Is committed and prepared to conduct the expected number of courses annually
- Evaluates candidates' level of expertise as it relates to requirements of each level as presented to them.
- Prepares for the course or sections of the course that they will be presenting.
- Completes written assessment forms on each candidate following an Evaluation course.
- Attends training opportunities as indicated by the Master Evaluator.

Prerequisites:

An applicant for Evaluator:

- Should have 5 years of experience in the context of instructing beginner riders
- Hold an Equine Canada Senior sport license and Provincial membership, and be in good standing
- Be approved by the provincial Master Evaluator
- Be a certified Saddle Seat Coach for a minimum of five years

Prospective Evaluators must be familiar with:

- Relevant EC coaching/instructing manuals and documentation
- EC Saddle Seat Coaching Policies and Procedure Manual
- Other prominent books concerning the science and technology of coaching

Ideally, candidates should have some formal training in education or physical education.

Training

Evaluator applicants must be approved by the Provincial Master Evaluator, through the Coaching Committee, prior to their attendance at any training courses or evaluations. Evaluator applicants must attend:

- A minimum of one (1) evaluation in a trainee capacity at the context they are applying for.
- A minimum of two (2) evaluator training seminars (given either provincially or nationally).

Application Process

Certified coaches/instructors interested in becoming an Evaluator must apply in writing to their provincial Master Evaluator no later than November 1. Only current EC coaches/instructors, who have completed all Evaluator prerequisites and training requirements, may apply for Evaluator status.

Applications are forwarded to the provincial Coaching Committee for review. The Provincial Saddle Seat Coaching Committee approves all Evaluator applications and submits the names of potential evaluators to the National Saddle Seat Coaching Committee for final approval at the annual meeting during the National Convention.

When selecting potential evaluators, the committee should ensure candidates are:

- Able to present courses effectively (knowledgeable and articulate)
- Mature, outgoing and enthusiastic
- Committed and prepared to conduct the expected number of courses annually

A written letter of approval from the Provincial Coaching Committee, along with a copy of each evaluator candidate's application, must be submitted to the Manager, Coaching at Equine Canada by December 31 prior to the meeting of the National Saddle Seat Coaching Committee.

The names of all candidates approved by the National Saddle Seat Coaching Committee must be submitted to the Equine Canada Manager, Coaching on the Approved Evaluator form, signed by the Chair of the National Saddle Seat Coaching Committee. The Manager, Coaching is responsible for submitting the required documentation on approved evaluators to the Coaching Association of Canada.

Note: Only evaluators, who have been approved by the National Saddle Seat Coaching Committee, may conduct evaluations. Evaluators, whose names have not been submitted by EC and approved by CAC, cannot sign NCCP Course Register forms. Any forms signed by unapproved evaluators will not be accepted and the information will not be entered into the CAC database.

Maintaining Evaluator Status

In addition to meeting updating requirements to maintain their coaching status, Evaluators must:

- Attend a provincial evaluator training at least once every three (3) years
- Serve as Evaluators at an Evaluation at least once every two (2) years

Master Evaluators

The Master Evaluator is considered the "Senior" Evaluator within a province for a three (3) year term. They are chosen based on their coaching and teaching experience as well as experience with the NCCP/Equine Canada coaching certification program.

It is recommended that each province establish a Master Evaluator for Saddle Seat Instruction of Beginner program. However, provinces without the necessary depth of coaches/instructors may collaborate and establish one Master Evaluator to represent them all.

A three (3) year term is applied to the Master Evaluator position in each province to ensure professional development opportunities for current evaluators and recruitment into the evaluator role. However if after the three (3) year term there is no candidate to replace the current Master Evaluator his/her term may be extended for an additional three year term.

Responsibilities

- Determines Evaluator training and evaluation needs within the province. Works with the Saddle Seat Coaching Committees to develop evaluator training programs and participates in those programs when needed.
- Works with the Provincial Coaching Coordinator to establish course dates, venues and the assignment of evaluators; designates a coordinating Evaluator in the event of the Master Evaluator's absence.
- Works with the Provincial Coordinator and Saddle Seat Coaching Committees to evaluate the Coaching Program delivery system.
- Works with the Provincial Coaching Coordinator to ensure that the standard of the courses are maintained.
- Reviews the evaluation forms submitted from each course and follows up, if required.

- Recommend new Evaluators within the program framework where necessary to meet the needs of the province.
- Presents the province's list of approved evaluators and recommended evaluator candidates for final approval by the National Saddle Seat Coaching Committee.

Prerequisites:

Master Evaluators are selected from the current Evaluators within each province.

The candidate must:

- Have **8** years experience in context of instructing beginner riders
- Hold an Equine Canada Senior sport license and Provincial membership, and be in good standing
- Have at least 2 years experience as an Evaluator and have conducted a minimum of ten (10) evaluations, including acting as Chief Evaluator for at least three (3) evaluations

Candidates who do not meet these requirements may be given special consideration by the National Saddle Seat Coaching Committee.

This position may not be assumed by the Provincial Coordinator.

Application Process

Evaluators interested in becoming Master Evaluators must apply in writing to their Provincial English Coaching Committee. Master Evaluators are selected by the Evaluators within that province and ratified by the National English Coaching Committee. An EC Approved Evaluator form signed by the National English Coaching Committee Chair, along with a copy of the application, must be submitted to the Manager, Coaching at Equine Canada. The Manager, Coaching is responsible for submitting the required documentation on approved Master Evaluators to the Coaching Association of Canada.

Maintaining Master Evaluator Status

To maintain Master Evaluator status, an individual must:

- Attend national evaluator training at least once every three (3) years
- Serve as an Evaluator at (or audit) an Evaluation at least once every two (2) years

Evaluator Training

The objective of Evaluator training is to ensure a constant supply of qualified evaluators throughout the country. The success of the Equestrian Coaching Program lies in the hands of the Evaluators. It is important that they are competent teachers, as well as coaches/instructors, and understand the objectives of the coaching program in order to maintain national standards.

Each province is responsible for organizing and delivering sufficient training sessions to develop and maintain the required evaluators for their province. The Manager, Coaching at Equine Canada must be notified in advance of the dates and locations of all Evaluator training sessions. The training sessions must be advertised in sufficient time before the course to allow evaluators to make plans should they wish to attend.

Evaluators must pre-register with the Provincial Coordinator at least three weeks prior to the training session. The Provincial Coordinator will send the pre-registration list and course outline to their Provincial Coaching Committee and Master Evaluator for review and participants' eligibility. All attendees must be approved by the Master Evaluator prior to attending any training session.

Upon completion of the training session, a list of final attendees must be submitted to the Manager, Coaching on the NCCP Course Register form. The Manager, Coaching is responsible for submitting the required documentation on evaluator training to the Coaching Association of Canada.

Evaluators will be removed from the list of approved Evaluators if:

- Their EC Sport License, Provincial Membership and Coaching Levy is not paid by April 1st
- They have been inactive as an Evaluator for more than 2 years

Evaluators who have been removed from the list of approved Evaluators for non-payment of required fees may be reinstated upon payment of fees. Evaluators who have been removed from the list of approved Evaluators for inactivity as an evaluator must attend evaluator training before being reinstated.

Provincial Coaching Coordinator

The Provincial Coordinator administers the Coaching Program – for Instruction of Beginner program – in conjunction with the PSOs. If necessary, it is recommended that Regional Coordinators be established to provide assistance by coordinating courses held in their area.

Responsibilities

- Works with the PSO Executive and/or Board to communicate the requirements and development of the coaching program.
- Works with the Saddle Seat Coaching Committees to:
 - provide information and supply reports on the province's implementation of the coaching program
 - provide input into the development of administrative procedures for the coaching program
 - be informed of new developments in the coaching program
- Works with the PSO on matters relating to funding for the coaching certification courses.
- Works with the Master Evaluators to establish course dates, venues, staffing, publicity and administration of coaching certification courses.
- Communicates to all concerned parties regarding Equine Canada, PSO and provincial government activities in coaching certification.
- Works with Master Evaluators to ensure that the standard of the courses are maintained.
- Is responsible for all paperwork relating to the Instruction of Beginner programs.
- Is responsible for communicating with the Manager, Coaching at Equine Canada regarding provincial activities and concerns.

Prerequisites:

The role of Provincial Coordinator may be filled by PSO staff. However, it is recommended that an active evaluator not hold this position. Individuals under consideration for the position of Provincial Coordinator should be:

- Familiar with the Equine Canada Coaching Program
- Organized and detail oriented
- A good communicator

Provincial Coordinators do not have to be certified coaches/instructors, EC sport license holders or provincial members.

COACHING PROGRAM ADMINISTRATION

Overview

The technical content of the Equine Canada Coaching Program is developed by the national coaching committees, based on standards set by the Coaching Association of Canada. Administration of the Instruction of Beginner Coaching Program is the responsibility of the Provincial equestrian organizations. All administrative processes and procedures must comply with CAC requirements and are subject to the rules and regulations of Equine Canada.

Conflict of interest guidelines

- No one may organize an evaluation where he/she is a candidate.
- Evaluators cannot examine their own students or any candidate they have taught or mentored during the 3 months prior to an evaluation
- An evaluator cannot be the Chief Evaluator at an evaluation where they have mentored a candidate.
- Evaluator cannot be billeted with the immediate family of candidates.

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 if the evaluator was substituted at the last minute at an evaluation. In such a case, the substitute evaluator would be required to notify the other evaluators of the relationship with the candidate and they could not act as chief evaluator.

Panel Requirements for Evaluations

Evaluation

- An evaluation is conducted by a current Equine Canada certified Evaluator and may have one (1) interested, experienced (minimum 5 years) Equine Canada NCCP Certified Coach 1 or higher who has not mentored or taught any of the candidates.
- The Equine Canada NCCP certified Coach 1 or 2 who participates on the evaluation panel is considered a volunteer/unpaid position during the evaluation process
- Under no circumstances should Evaluators evaluate their own students or candidates they previously evaluated.
- An evaluator cannot have mentored the candidate.
- It is recommended that the Chief Evaluator be from out of area (ideally, from out of the province).

Only Evaluators, who have been approved by the National Saddle Seat Coaching Committee, may conduct Evaluations.

Note: Evaluators, whose names have not been approved by EC and submitted to CAC, cannot sign NCCP Course Register forms. Any forms signed by unapproved Evaluators will not be accepted and the information will not be entered into the CAC database.

Spectators

Only evaluators on the evaluation panel and evaluation candidates may attend an evaluation. No spectators may be present.

Dress

Evaluators should be dressed in a neat and professional manner that is appropriate for the task at hand.

General Administration

Registration

All attendees at an Evaluation must register through the PSO. Prior to attending an Evaluation, a coach/instructor candidate must apply to the PSO and submit all required documentation. A candidate cannot attend an Evaluation prior to completing all other requirements for the coach/instructor level they have applied for. Fees for Evaluations are set by the PSO and must be paid prior to attendance.

There should be no more than 10 coach candidates at any Evaluation.

Record Keeping

The PSOs are responsible for maintaining records of completed components for each certified coach/instructor or coach/instructor candidate, including tracking the "Unsuccessful" sections of their Evaluation.

Note: NCCP Course register forms are completed only when a candidate has successfully completed all sections of the Evaluation.

Upon completion of all EC requirements, the Provincial equestrian organizations will issue the appropriate certificate to the individual. No certificates are to be issued until the candidate has submitted proof of meeting all program requirements. The PSO must notify Equine Canada – within 21 days of certification – of the status achieved.

Equine Canada maintains a database of all equestrian coaches/instructors, detailing each status they are certified in. EC will not enter a coaching/instructing status in the database unless notification is received from the PSO (or the individual produces their EC Coaching certificate). Upon certification, coaches/instructors must submit documentation to their PSO as outlined in "Maintaining Certification" in order to remain current. The PSOs are responsible for tracking currency information on individual coaches/instructors in their province.

Scheduling

The provincial equestrian organizations are responsible for developing a schedule of Evaluations to meet the needs of their province. It is recommended that schedules be created in advance for the calendar year.

Dates and locations should be based on being accessible to as many candidates as possible. Evaluations must be scheduled at least 6-8 weeks prior to the Evaluation. PSO will provide each registered coach/instructor candidate with an evaluation package 6-8 weeks prior to evaluation.

Dates should be established with sufficient time to notify potential candidates and promote its availability. The PSOs must provide EC with the dates of all Evaluations scheduled, at least 2 weeks in advance.

Course Preparation

The person responsible for holding the Evaluation must ensure that the facilities, equipment and supplies are sufficient for the number of attendees.

Forms

Sufficient copies of all forms, as follows:

- NCCP Course Registration forms for each level and type of Evaluation
- EC NCCP Instruction of Beginner Observation Kit – Recording Tool for each attendee
- EC NCCP Instruction of Beginner Observation Kit – Rubrics for each attendee
- EC NCCP Course Evaluation form for each attendee
- EC Mounted Lesson Plan Form (Blank) for each attendee
- EC Mounted Lesson Plan Form (Help Sheet) for each attendee
- EC Unmounted Lesson Plan Form (Blank)
- EC Unmounted Lesson Plan Form (Help Sheet)
- EC NCCP Instruction of Beginners EAP for each attendee

Facilities & Equipment

- Classroom and sufficient chairs for group
- Reference material, including Equine Canada Rule Book and Coaching manuals
- First aid kit for horses and riders
- Stationery supplies
- Refreshments
- Appropriate indoor or outdoor riding facility
- Suitable stable or barn area for practical sessions

In areas where participants have to travel some distance, stabling for their horse and availability of accommodation for candidates must be a consideration when choosing a site.

Candidates are expected to come to evaluations fully prepared to present or discuss all materials covered in the level being tested. Candidates are expected to bring the following items to the Evaluation:

- Horse appropriate for the level being tested
- Appropriate tack for the horse
- Bandaging, grooming and lunging equipment
- Appropriate riding apparel, including approved helmet

At least 3 students capable of performing the riding standards for the particular level of coach/instructor should be available for candidate coaches/instructors to teach. The facility, candidate or organizer may provide the students.

Timetable

Evaluations are typically held over 1 day. The actual schedule and time allotted for each activity will depend on the number of coach/instructor candidates.

Riding topics are assigned prior to the evaluation, from the list of approved topics. Approved riding topics are included within this manual for reference. The Evaluator should distribute topics to candidates with sufficient time to prepare. It is recommended that, prior to the evaluation, lesson plan sheets are made up with name of candidate and his/her teaching topic, so that the Evaluator only needs to hand them out to Candidates.

Administration Guide for EC Instruction - Beginners

Evaluation Process

(OUTCOMES: PLAN A PRACTICE, ANALYZE PERFORMANCE OF BEGINNER RIDERS, PROVIDE SUPPORT TO THE ATHLETE IN TRAINING)

ACTION	TIMELINE
Instructor Beginner training workshops completed ↓	
Active Applied Coaching under the guidance of a certified Mentor ↓	----- <i>At least 7-8 weeks prior to evaluation (no upper limit)</i>
Instructor candidate contacts Provincial Sport Office (PSO) to initiate Evaluation process and coordinate fee payment ↓	-----
Master Evaluator selects Evaluator; PSO and Evaluator coordinate time and date of on-site evaluation. PSO contacts Instructor candidates to advise of date and time of on-site evaluation ↓	----- <i>6-8 weeks prior to evaluation date</i>
PSO provides Instructor candidates with evaluation package ↓	----- <i>6-8 weeks prior to on-site evaluation date</i>
Instructor submits to evaluator: • EAP for on-site evaluation facility • Lesson plan ↓	----- <i>4 weeks prior to on-site evaluation date</i>
Plans are evaluated Pre-observation feedback provided to Instructor candidate PSO confirms date of on-site evaluation ↓	----- <i>1-2 week prior to on-site evaluation date</i>
On-site evaluation and debrief ↓	----- <i>Date of on-site Evaluation</i>
Evaluator will: • Provide evaluation sheets regarding the evaluation process for each of the Instructor candidates to fill in while they are waiting for their debriefing (can also be completed by the Provincial Coordinator) • Provide final results to Instructor candidate • Complete and submit a NCCP Course Registry form to PSO. The Evaluator should keep a copy for his/herself. • Return original Evaluator forms to PSO. Original evaluations forms will be held on candidates file at PSO office and PSO will forward copies of evaluation forms to candidates. • PSO will track all specific outcomes completed by candidates. An NCCP Course Registry Form is to be completed and submitted after all specific	----- <i>Concluding the date of on-site Evaluation</i>

- outcomes are evaluated and successfully completed.
- PSO must provide copies of the completed NCCP Registry Form to EC & CAC

*Note: Evaluation of the outcome: **Make Ethical Decisions (MED)** is done directly online (<http://nccpeval.coach.ca/production/med/e/default.asp>) by the Instructor when he or she feels ready through the Coaching Association of Canada any time after completing the training.*

Evaluator Responsibilities and Timelines

(OUTCOMES: PLAN A PRACTICE, ANALYZE PERFORMANCE OF BEGINNER RIDERS, PROVIDE SUPPORT TO THE ATHLETE IN TRAINING)

ACTION	TIMELINE
Instructor candidate contacts PSO to initiate evaluation process and coordinate fee payment	
↓	
Master Evaluator selects Evaluator; PSO and Evaluator coordinate time and date of on-site evaluation. PSO contacts Instructor to advise him/her of the time and date of the on-site evaluation	6-8 weeks prior to on-site evaluation date
↓	
PSO provides Instructor candidate with evaluation package	6-8 weeks prior to on-site evaluation
↓	
Instructor submits to evaluator: <ul style="list-style-type: none"> • EAP for on-site evaluation facility • Lesson plan 	4 weeks prior to on-site evaluation date
↓	
Evaluator reviews and evaluates plans to determine if they meet the EC Pass Standard	1 week prior to on-site evaluation date
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> IF NO ↓ </div> <div style="text-align: center;"> IF YES </div> </div>	
Instructor is informed and must re-submit plans. A new on-site evaluation date may be set if candidate is not able to resubmit an acceptable plan prior to the evaluation day.	
↓	
Evaluator conducts on-site evaluation and debrief	Date of on-site evaluation
↓	
Evaluator will: <ul style="list-style-type: none"> • Provide Instructor with final results • Return any plans to Instructor • Complete and submit a NCCP Course Registry form to PSO. The Evaluator should keep a copy for his/herself. • Return original Evaluator forms to PSO. Original evaluations forms will be held on 	1-2 weeks after evaluation

candidates file at PSO office and PSO will forward copies of evaluation forms to candidates.

- PSO will track all specific outcomes completed by candidates. An NCCP Course Registry Form is to be completed and submitted after all three Equestrian specific outcomes are evaluated and successfully completed.
- PSO must provide copies of NCCP Registry Form to EC & CAC.



Saddle Seat Instruction of Beginners

APPROVED SADDLE SEAT LESSON TOPICS FOR EVALUATION

Introduce and practice:

Saddle Seat

Unmounted Lesson topics: *The following topics are presently the accepted ones for this context (Instruction Beginners). Since this list will be provided to the candidates, only topics from this list should be assigned.*

- Fitting of helmets and safe riding attire
- Grooming Procedure
- Tack Cleaning
- Proper leading and turning of the horse
- Bridling - Proper fitting and technique of a snaffle bridle with training martingale
- Saddling - Proper fitting and technique, including girth, saddle pad and training martingale
- Fire Safety - Procedure
- Fire Safety - General
- Foot Care
- Tying a horse properly in the stall
- Blanketing and unblanketing a horse
- Fitting martingales

Mounted Lesson Topics:

NOTE: *For the purposes of the evaluation it is assumed that the riders have experienced trot and canter on the lunge and/or lead line. The trot and canter lessons which follow are an introduction to these skills off the lunge/lead line.*

- Introduce and practise the trot
- Introduce and practise the posting trot
- Introduce and practise the canter
- Introduce and practise a circle
- Introduce and practise a turn
- Introduce and practise reversing direction
- Introduce and practise exercises to improve eye control
- Introduce and practise exercises at the walk to teach steering and control
- Introduce and practise identifying the correct canter lead and how to correct the lead

CAC database

The Coaching Association of Canada maintains a database of all successfully completed NCCP components. Upon registration in the database, individuals are assigned a Coach Card # (CC#), which is used to track each individual's progress towards certification. Coach passports are also issued, which list each component completed.

Entries into the database are recorded upon receipt of valid Course Register forms. Any problems with a Course Register form will cause a delay in the information being entered into the CAC database. In order to ensure candidates are properly credited with completing components of the coaching program, NCCP Course Register forms must be clearly and properly completed. The candidate's CC#s and Evaluators' CC#s should be included.

Note: Only Evaluators, who have been approved by the National English Coaching Committee, may conduct Evaluations. Evaluators, whose names have not been submitted by EC and approved by CAC, cannot sign NCCP Course Register forms. Any forms signed by unapproved Evaluators will not be accepted and the information will not be entered into the CAC database.

Candidates and coaches/instructors should provide details regarding any changes to their name or contact information directly to CAC to ensure that all components are identified under the same CC#.

Updating

Coaches/Instructors are expected to submit documentation on their professional development to meet the requirements of the current Updating Policy. The PSO must track whether coaches/instructors have met all the updating requirements. Coach/instructor lists distributed by the PSOs should reflect the current status of all coaches/instructors in that province.

VI. APPEAL PROCEDURE

DISPUTE RESOLUTION POLICY FOR COACHING AND EVALUATION

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 Equine Canada (EC) guidelines for conducting hearings.

PREAMBLE

1. Membership and participation in the activities of the Equine Canada (EC) offers 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 examiner/coaching 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 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.
 - f) Relating to certification or evaluation of Driving Coaches or Driving Instructors, as these are dealt with pursuant to the Dispute Resolution Policy for Driving found in the Driving Policy and Procedures manual.
 - g) Relating to certification or evaluation of level 3 and above coaches, as these are dealt with pursuant to the Dispute Resolution Policy for Coach Certification and Evaluation Level 3 and above.

REPORTING A COMPLAINT

4. Any coaching candidate may report a complaint, within 21 days from the date on which s/he 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 Equestrian Federation (PSO) or his/her designate in the province in which the Examination or Assessment was held, together with the examination results, a \$100 deposit payable to the PSO, 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 PSO to the Coaching Coordinator at the EC National Office.
5. Within 5 days of receiving the written notice of complaint and summary, the Provincial 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 President shall determine if the dispute will be managed by (a) the Provincial Hearing Committee within the province in which the examination or assessment was held or (b) by the National Coaching Committee. In the absence of the Provincial President, his/her designate shall perform this function and make the required selection.

The Provincial President or his/her designate shall, immediately after making the election, send the notice of complaint to either the Provincial Appeal Committee, or to the National Coaching Committee care of the Coaching Coordinator at Equine Canada who will then forward the notice of complaint to the National Coaching Committee Chair, to 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 Hearing Committee or by the National Coaching Committee, 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 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 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 Course Conductors 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 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 Course Conductors who are not associated with the matter in dispute the PSO has the option to bring in current and qualified Course Conductor(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 Course Conductors available who are not associated with the matter in dispute the PSO must forward to the National Coaching Committee.

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, 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) any of the parties at the hearing may be accompanied by a representative or advisor, including legal counsel.
 - 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, examination and/or assessment results, course conductor evaluation sheets for all coaching candidates at the exam, and the written (theory) exam (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 assessment/examination will be revised/reviewed/reassessed as per the Provincial 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 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 EC, until such time as the decision and remedy are complied with.

TIMELINES

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 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 PROCEDURE

18. 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.

Timeline for Appeal/Dispute Resolution Policy – Coach/Instructor Certification and Evaluation

<p>Report of complaint must be within 21 days from the date on which a coaching candidate received notice of the decision</p>
<p>Within 5 days of receiving the written notice of complaint and summary, the Provincial 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 (Level 1 & 2)</p>
<p>If the Provincial 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 President shall establish a Hearing Panel</p>
<p>The hearing shall be held within 21 days of the Panel's appointment</p>
<p>The parties involved shall be given 10 days written notice of the date, time and place of the hearing</p>
<p>Within 30 days of concluding the hearing, the Panel shall issue its written decision, with reasons.</p>

VII. APPENDIX A



EQUINE CANADA EQUIVALENCIES PROGRAM FOR INSTRUCTORS WITH PROVEN COMPETENCIES - INSTRUCTOR OF BEGINNERS- February 2007-February 2008

The Equine Canada National Saddle Seat Coaching Committee approved this program in February of 2001 in order to recognize the competency of currently successful, non-certified coaches and instructors and to encourage them to bring their expertise and resources to the Equine Canada Saddle Seat Coaching Program. The candidate who applies for inclusion as an Instructor of Beginners must bring competencies that are well above the requirements of an Instructor of Beginners. Candidates whose competencies are equivalent to Instructor of Beginners requirements must enter the Coaching program through the through the Instruction of Beginners program. Please note that candidates may not apply to the Inclusion Program if they have been previously unsuccessful at an Equine Canada Evaluation or Exam.

EQUINE CANADA SADDLE SEAT INSTRUCTOR OF BEGINNERS

The certified Saddle Seat Instructor of Beginners provides novice riders with an introduction to Saddle Seat riding in a fun and safe environment. Instructors cater to the recreational or beginner rider, rather than the competitive rider, focusing on the following needs of their student: learning basic skills, developing confidence and self-esteem, and enjoying recreational riding.

An Instructor of Beginners, although not instructing riders to compete, nevertheless should have knowledge of basic show ring competition, the main breeds which use the Saddle Seat discipline and of the Equine Canada rules governing Saddle Seat Equitation.

APPLICATION PROCEDURE

For Equivalency, the following criteria must be met:

- ◆ Candidate must purchase the Saddle Seat Coach 1 Manual (available from PSO or EC)
- ◆ Candidate must mentor a Saddle Seat Instruction of Beginners Evaluation with prior approval of the Master Evaluator to ensure awareness of the expected standards and expectations of the EC Saddle Seat Coaching Program
- ◆ Candidate must submit a letter/resume detailing equine teaching experience including past employers - applicant must provide proof that s/he has a minimum of 10 years teaching experience.
- ◆ Candidate must submit 2 Student Verification Forms (available from PSO or EC)
- ◆ Candidate must submit 3 Testimonial Forms from eligible sponsors(available from the PSO or EC)

ELIGIBLE SPONSORS

- a) Current EC Coach 2 or higher – (for 2007/8 Saddle Seat Coach 1 or an internationally recognized instructor per-approved by the master evaluator will be accepted)
 - b) Current/past employer for which the applicant was a paid/volunteer riding instructor
 - c) Current EC Official who has observed the applicant and his/her students in the past 3 years
- ◆ Submit proof of current PSO membership
 - ◆ Submit proof of current Equine Canada Sport License
 - ◆ Submit copy of current First-Aid Certificate
 - ◆ Submit copy of completion in the Equine Canada NCCP Equestrian Theory course
 - ◆ Submit signed Code of Ethics and Coaching Code of Conduct

* Please note:

- ◆ Any candidate pursuing the equivalency process may only do so if they have not failed an EC coaching evaluation.

* Please be aware that applicants may be denied by the National Saddle Seat Coaching Committee, if the application does not meet the necessary requirements.

Updating Policy:

Applicants who are granted certification through Inclusion will be expected to maintain currency as specified in the EC Updating Policy for Coaches.

(Complete policy available from your PSO or EC)

- Current First Aid
- 20 hours of updating every 3 years, 6 hours of which must be Saddle Seat specific
- Current Equine Canada Sport License
- Equine Canada Coaching Levy
- Current PSO membership



**EQUINE CANADA INCLUSION PROGRAM FOR INSTRUCTORS
WITH PROVEN COMPETENCIES
- SADDLE SEAT INSTRUCTION OF BEGINNERS-**

APPLICATION FORM

Name: _____ EC #: _____ PSO#: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: (R) (_____) (B) (_____)

(Fax) (_____) e-mail: _____

1. SUMMARY OF TEACHING EXPERIENCE
2. 2 STUDENT VERIFICATION FORMS
3. 3 TESTIMONIAL FORMS FROM ELIGIBLE SPONSORS
4. CURRENT PSO MEMBERSHIP
5. CURRENT EQUINE CANADA SPORT LICENCE
6. CURRENT FIRST AID CERTIFICATE
7. EQUINE CANADA NCCP EQUESTRIAN THEORY
8. SIGNED CODE OF ETHICS & COACHING CODE OF CONDUCT
9. **Administration Fee- \$100.00 (plus GST)**

I hereby indicate that I wish to apply to the EC Inclusion Program for Instructor of Beginners Recognition. I have read the program outline and list of requirements and agree to abide by the proposed outline, including the EC Code Conduct & Ethics. I also confirm that the information provided is correct and that I am aware that my application may be denied if the National Saddle Seat Coaching Committee determines that my application does not meet the necessary requirements.

It is strongly recommended that applicants purchase, in addition to the EC Saddle Seat Coach 1 manual, the books listed as required reading in the Coach 1 manual, in order to be familiar with the Coach 1 program content and expectations, both for personal knowledge and for use in assisting other potential candidates to become certified.

Signature

Date

Please return this application to your (PSO) office



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 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 _____



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: _____



**EQUINE CANADA EQUIVALENCIES PROGRAM FOR
INSTRUCTORS
WITH PROVEN COMPETENCIES
-SADDLE SEAT INSTRUCTION of BEGINNERS-
STUDENT VERIFICATION FORM**

Student Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Coach/Instructor Name: _____

- a) number of years with coach _____
- b) has the above mentioned coach ever coached you successfully at competition?
_____ yes _____ no
- c) If yes, at what level _____
- d) in what discipline _____
- e) for how many years _____

Please briefly describe your history with coach:

Signature: _____ Date: _____

Signature of parent or legal guardian if student is under 18 years of age.

Please return completed form to your (PSO) office



**EQUINE CANADA EQUIVALENCIES PROGRAM FOR
INSTRUCTORS WITH PROVEN COMPETENCIES**

-SADDLE SEAT INSTRUCTION of BEGINNERS-

SPONSOR TESTIMONIAL FORM

Sponsor Name:

Please indicate specialty (eg: EC Official, EC Certified Coach, Judge etc): _____

Address:

City: _____ Prove: _____ Postal Code: _____

Phone: _____ Email: _____

Instructor Name (applicant): _____

Please briefly outline your experience with the applicants:

a) Teaching/Coaching Ability:

b) Safety:

c) Effectiveness:

d) Sense of Responsibility:

e) Ethics: _____

Additional Comments: _____

By signing my name below, I recommend that _____ be accepted into the Saddle Seat Coaching Inclusion Program as an Instructor of Beginners based on his/her past, proven competencies.

Signature: _____ Date: _____

Please return completed form to your (PSO) office

VIII. APPENDIX B

PROVINCIAL EQUESTRIAN ORGANIZATIONS

Alberta Equestrian Federation
8989 MacLeod Trail SW, Suite 403
Calgary, AB T2H 0M2
Tel: (403) 253-4411
Fax: (403) 252-5260
E-mail: admin@equestrian.ab.ca
Website: www.equestrian.ab.ca

Horse Council of **British Columbia**
27336 Fraser Highway
Aldergrove, BC V4W 3N5
Tel: (604) 856-4304
Fax: (604) 856-4302
E-mail: coaching@hcbc.ca
Website: www.horsecouncilbc.com

Manitoba Horse Council
207-200 Main Street
Winnipeg, MB R3C 4M2
Tel: (204) 925-5719
Fax: (204) 925-5737
E-mail: admin@manitobahorsecouncil.ca
Website: www.manitobahorsecouncil.ca

New Brunswick Equestrian Federation
900 Hanwell Road, Unit 13
Fredericton, NB E3A 6A3
Tel: (506) 454-2353
Fax: (506) 454-2363
E-mail: horses@nbnet.nb.ca
Website: equestrian.nb.ca

Newfoundland Equestrian Association
P.O. Box 372, Station C
St. John's, NF A1C 5J9
Tel: (709) 726-0826 (h)
(709) 777-4558 (w)
E-mail: gallantc@roadrunner.nf.net
Website: www.webpage.ca/nea

Nova Scotia Equestrian Federation
5516 Spring Garden Road, 4th Floor
Halifax, NS B3J 3G6
Tel: (902) 425-5450 ext. 333
Fax: (902) 425-5606
E-mail: nsef@sportns.ns.ca
Website: www.horsenovascotia.ca

Ontario Equestrian Federation
9120 Leslie Street, Suite 203
Richmond Hill, ON L4B 3J9
Tel: (905) 709-6545
Fax: (905) 709-1867
E-mail: horse@horse.on.ca
Website: www.horse.on.ca

PEI Horse Council
P.O. Box 1887
Charlottetown, PEI C1A 7N5
Tel: (902) 675-3027 (h); (902) 566-9150 (b)
Fax: (902) 628-6331
E-mail: jwaddell@pei.sympatico.ca

Federation Equestre du **Quebec**
4545 Avenue Pierre de Coubertin
C.P. 1000 Succursale M
Montreal, QC H1V 3R2
Tel: (514) 252-3053 or 1-866-575-0515
Fax: (514) 252-3165
E-mail: infocheval@feq.qc.ca
Website: www.feq.qc.ca

Saskatchewan Horse Federation
2205 Victoria Avenue
Regina, SK S4P 0S4
Tel: (306) 780-9244
Fax: (306) 525-4009
E-mail: sk.horse@sk.sympatico.ca
Website: www.saskhorsefed.com

PROVINCIAL GOVERNMENT SPORT OFFICES

Alberta:

Sport Consultant, Sport Services Section
Standard Life Centre #905
10405 Jasper Avenue
Edmonton, AB T5J R74
Tel: (403) 422-7108
Fax: (403) 427-5140

British Columbia:

Coaches Association of BC
1367 West Broadway, Suite 345
Vancouver, BC V6H 4A9
Tel: (604) 298-3137
Fax: (604) 738-7175

Manitoba:

Coaching Coordinator
Sport Manitoba
200 Main Street
Winnipeg, MB R3C 4M2
Tel: (204) 925-5600
Fax: (204) 925-5916

New Brunswick:

Coaching Coordinator
Sport, Recreation and Active Living
Culture & Sport Secretariat
P.O. Box 6000
Fredericton, NB E3B 5H1
Tel: (506) 444-3888
Fax: (506) 549-0481

Newfoundland:

Director of Recreation and Sport Division
Department of Tourism, Culture & Recreation
2nd Floor, West Block
Confederation Building, P.O. Box 8700
St. John's, NF A1B 4J6
Tel: (709) 729-0862
Fax: (709) 729-0870

Northwest Territories:

Sport & Recreation Programs Advisor
Sport, Recreation & Youth Division
Government of the Northwest Territories
5201 – 50th Avenue, Suite 400
Yellowknife, NT X1A 3S9
Tel: (867) 920-6192
Fax: (867) 920-6467

Nova Scotia:

Sport Consultant
Nova Scotia Sport and Recreation Commission
5516 Spring Garden Road, 2nd Floor
P.O. Box 864
Halifax, NS B3J 2V2
Tel: (902) 424-3913
Fax: (902) 424-0520

Ontario:

Coaching Programs Coordinator
Sport Development Centre
Sport Alliance of Ontario
1885 Eglinton Avenue East, Suite 201
Toronto, ON M3C 3C6
Tel: (416) 426-7056
Fax: (416) 426-7353

Prince Edward Island:

Amateur Sport Coordinator
Department of Community & Cultural Affairs
Sport & Recreation Division
16 Fitzroy Street, 2nd Floor, P.O. Box 2000
Charlottetown, PEI C1A 7N8
Tel: (902) 368-4783
Fax: (902) 368-4663

Quebec:

Sports-Québec
4545 Avenue Pierre de Coubertin
C.P. 1000 Succursale M
Montreal, QC H1V 3R2
Tel: (514) 252-3114 ext.3620
Fax: (514) 254-9621

Saskatchewan:

Coaching Development Manager
Sask Sport
510 Cynthia Street
Saskatoon, SK S7L 7K7
Tel: (306) 975-0898
Fax: (306) 242-8007

Yukon:

Coaching Coordinator
Recreation and Sport
Department of Community Services
Government of Yukon
P.O. Box 2703
Whitehorse, YK Y1A 2C6
Tel: (867) 667-5606
Fax: (867) 393-6416