

Moving Up the Ladder

Taking your coaching certification
to the next level

(English & Western)



January 2022



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Why get certified as a Coach?

Certification demonstrates that the individual is professional and accountable, able to adhere to the established standards of ethics and the EC Code of Conduct.

The Coaching Program is formatted to develop skills of planning, equestrian knowledge and technical competency. It provides a standardized, inclusive, and safe sport education to coaches. Equestrian Canada certified coaches are recognized for achieving a standard of coaching skills that provides potential clients with a nationally recognized measure of skills, rather than just relying on word of mouth.

With certification, instructors become part of a National and Provincial community of coaches that can access programs, continuing education and funding opportunities

Obtaining a certificate is an important life-time achievement.

Equestrian Canada Coaching Contexts:

Instructor

(Western, English, Driving, Saddle Seat)

English Instructor with Jumping

Competition Coach Certification

(Western, English)

Competition Coach Specialist Certification

(Dressage, Eventing, Jumping, General Performance, Reining, Speed)

High Performance 1 Certification

(Dressage, Eventing, Jumping, Reining)

National Coaching Certification Program Model

Equestrian:

Instructor

Competition Coach

Competition Coach Specialist

High Performance 1



National Coaching Certification Program Model

Equestrian:

Instructor

Competition Coach

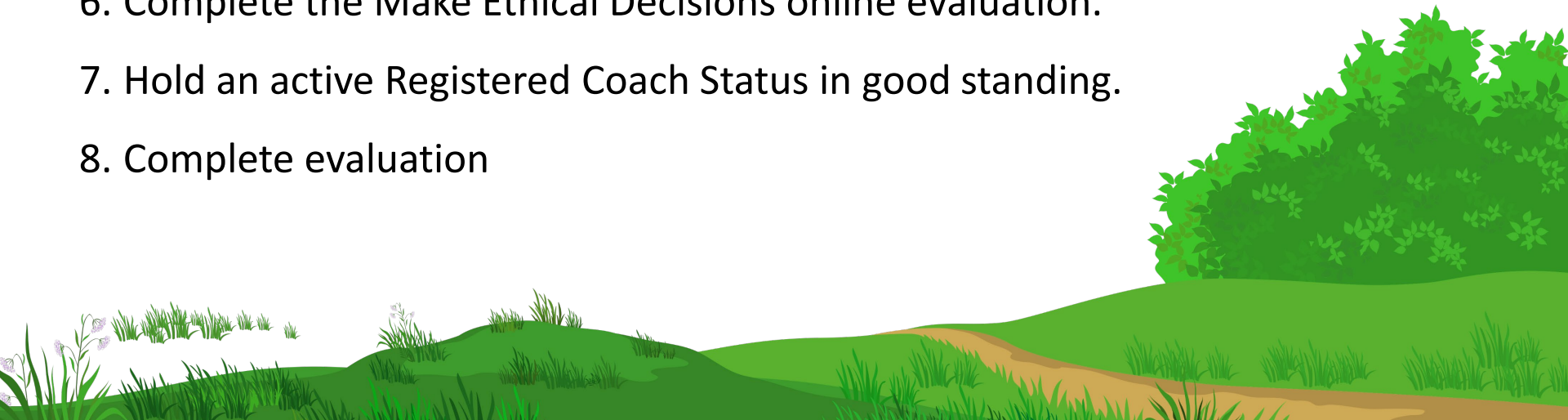
Competition Coach Specialist

High Performance 1



Pathway to Coach Certification

1. Hold an NBEA membership in good standing
2. Hold an active EC Sport Licence in good standing (a.k.a.membership)
3. Contact NBEA to declare your interest and put yourself on the contact list for available training
4. Achieve discipline-specific pre-requisites
5. Attend available preparation and education courses
6. Complete the Make Ethical Decisions online evaluation.
7. Hold an active Registered Coach Status in good standing.
8. Complete evaluation



Step 1. **PTSO MEMBERSHIP**

New Brunswick Membership Fees 2022:



- **Adult Membership:** Fee \$60 18 years of age and older
- **Junior Membership:** Fee \$50 17 years of age or younger as of January 1, 2022
- **Family Membership:** Fee \$100 (included one adult & one other in the same household)

Step 2. **Equestrian Canada Sport License**



Sport Licences are categorized and coordinated with the levels of EC sanctioned competitions.

EC Sport Licence level are as follows:

- **Bronze Licence: Fee - \$32.00** Apply to obtain or maintain EC Coach Status
- **Silver Licence: Fee - \$112.00** Apply to be, or maintain status as, an EC Certified Instructor, Competition Coach, or Competition Coach Specialist
- **Gold Licence: Fee - \$187.00** Apply to be, or maintain status of all coach contexts including High Performance 1

EC Sport Licence purchases and renewals can be done through EC's online portal [MyEC](#)

Step 3.

CONTACT THE NEW BRUNSWICK EQUESTRIAN ASSOCIATION

To start the certification process, contact the NBEA to declare your interest and get your name on the contact list for courses and evaluations.

**NBEA Provincial Manager of
English Coaching**

[Nicole Beaulieu](#)



**NBEA Provincial Manager of
Western Coaching**

[Cyndy Toner](#)



Step 4. **ADMISSION PRE-REQUISITES**

Instructor

Instructor candidates must meet the following certification-specific admission requirements prior to evaluation:

- Be at least 16 years of age or must have their application signed by a parent or legal guardian.
- Achieve the Learn to Ride English Level 6 or Western Level 4 or have Pony Club C2



COMPETITION COACH ADMISSION REQUIREMENTS

Competition Coach candidates must meet the following certification-specific admission requirements prior to evaluation:

- Be at least 18 years of age or Provincial Age of Majority
- Achieve the [Learn to Ride English Level 8](#) or Pony Club B or [Western Level 4 and Intermediate Rider Basic Training](#)



COMPETITION COACH SPECIALIST ADMISSION REQUIREMENTS

As of April 2021, Competition Coach Specialist must have Competition Coach certification first.

Competition Coach Specialist candidates must meet the following certification-specific admission requirements prior to evaluation:

- Be at least 20 years of age
- Have a minimum level of experience producing athletes to meet or exceed set performance levels as indicated in the following table
- Currently coach athletes at the following performance level(s) in the following table:

English Disciplines

Dressage	At least 2 years coaching experience producing athletes competing at Third Level or higher, with at least one minimum score of 65% at EC Gold shows.
Eventing	At least 2 years coaching experience producing athletes meeting Minimum Eligibility Requirements (MER) at the national Training level or above. To complete the evaluation process, the candidate must show proof of having coached or be actively coaching a candidate at the national Preliminary level.
Jumping	At least 2 years coaching experience producing athletes who are successfully completing courses at 1.0m in the hunter or jumper divisions at EC Silver or Gold shows.

Western Disciplines

General Performance	<p>At least 2 years coaching experience producing athletes competing at breed or provincial shows and have athlete(s) currently competing and achieving top-5 placings in a class of 6 or more competitors under at least 2 different judges at a minimum of 3 breed or provincial shows. These results must be repeated in at least 3 different discipline classes from the following list: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding.</p> <p>Show records verifying placings will need to be submitted</p>
Reining	<p>At least 2 years coaching experience producing athletes competing at National Reining Horse Association (NRHA), Canadian Reining Classic (CRC) or breed shows that have achieved minimum scores of 68 under at least 2 different judges on 3 or more runs. Show records verifying scores will need to be submitted.</p>
Speed Events	<p>At least 2 years coaching experience producing athletes competing at provincial or national speed events or breed shows, or rodeos, that have achieved the following requirements for competitive experience:</p> <p>Barrel Racing: A top-10 placing in any division at provincial or national speed event shows, or a top-6 placing at rodeos or breed shows, on 3 or more runs.</p> <p>Pole Bending: A time of 26 seconds or under at provincial, national speed event or breed shows or rodeos on 3 or more runs.</p> <p>Show records verifying the sets of either placings or times will need to be submitted.</p>

HIGH PERFORMRANCE COACH CANDIDATES

Contact the NBEA



Step 5. **PREPARATION AND EDUCATION**

At every level of coaching certification there are several opportunities for training through the National Coaching Certification Program, Equestrian Canada and New Brunswick Equestrian Association.

Multi-sport and sport specific training is highly recommended for preparation and will improve your skills as a coach candidate.

EDUCATIONAL COURSES

AVAILABLE THROUGH THE NATIONAL COACHING ASSOCIATION (online training)

- Making Headway – Concussion Training
- Making Ethical Decisions – training 4 hours - recommended
- **Making Ethical Decisions – evaluation - *required***
- Basic Mental Skills – 4 hours (optional)
- Teaching and Learning – 2.5 hours (optional)



EC Coaches are being encouraged to attend other multi-sport training to improve their coaching toolset

EDUCATIONAL COURSES - *OPTIONAL*

AVAILABLE THROUGH THE EQUESTRIAN CANADA E-CAMPUS (online training)

- Long Term Equestrian Development - 2 hours
- Plan an Equestrian Practice (includes Emergency Action Plan) - 7.5 hours
- Design an Equestrian Sport Program – 8 hours
- Manage an Equestrian Sport Program – 4 hours
- Analyze Performance – 4 hours



EDUCATIONAL COURSES & PROGRAMS - **OPTIONAL**

AVAILABLE THROUGH THE NEW BRUNSWICK EQUESTRIAN ASSOCIATION (in class)

- Plan an Equestrian Practice - 4 hours
- Teaching and Learning – 4 hours
- Analyze Performance – 4 hours
- Coaching Prep Clinic – 8 hours – ***strongly recommended***
- Coach Mentoring Program – ***strongly recommended***



EDUCATIONAL COURSES & PROGRAMS

AVAILABLE THROUGH Coach NB (in person online)

- **NCCP Making Ethical Decisions** - 4 hours - recommended
- NCCP Planning a Practice
- NCCP Basic Mental Skills
- NCCP Prevention & Recovery
- NCCP Coaching & Leading Effectively
- NCCP Managing Conflict



Step 6. **NCCP** *Making Ethical Decisions*

This is a Competition Introduction Multi-Sport module. This workshop will fully equip you to handle virtually any ethical situation with confidence and surety. Registration is available on the NCCP website: coach.ca

Option 1: Take the NCCP *Making Ethical Decisions* online or in class training. Then proceed to online evaluation. You will have unlimited attempts to successfully complete the evaluation.

Option 2: Choose to complete the NCCP *Make Ethical Decisions* Online Evaluation without taking the NCCP Make Ethical Decisions training first. A fee of \$85 will apply. You will have two attempts at passing the evaluation. If, after two attempts, you have not received a passing grade of 75 %, you will need to register for [NCCP Make Ethical Decisions training](#).

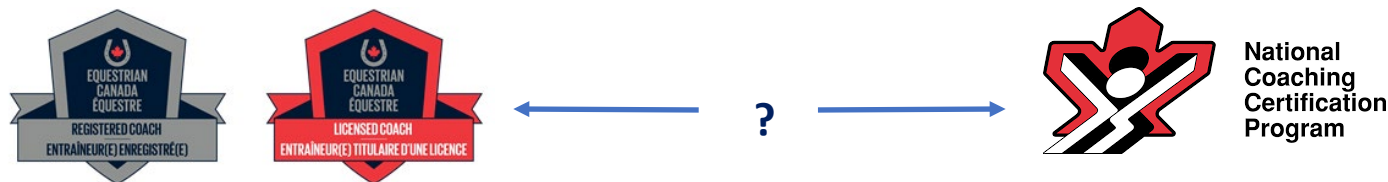


Step 7. EQUESTRIAN CANADA COACH STATUS



Coach Status is required to coach during ALL EC sanctioned activities, including instructing, coaching, and competitions effective January 1, 2022.

(LTED streams do not have Instructors coaching at shows)



Difference between Coach Status and Certification

- **Coach status** verifies that a series of requirements have been met by a coach to confirm in order to recognize them as active – granted by EC
- **Certification** verifies specific coaching competency
- **“Licensed Coach” status = Certification** (NCCP, Pony Club A, CanTRA, etc. or verified experience)
- **“Registered Coach” status = certification not required**

EC Coach STATUS



**Required for NCCP
Instructor Evaluation**



Usually. Compulsory by 2025



- Self-declared coaches
- Established coaches working towards certification
- Certified coaches that do not wish to get the Licensed Status at this time
- Certified instructors/coaches that do not wish to coach at EC sanctioned competitions or deliver EC programs

- 16 Years of Age
- Valid EC Sport License
- [Level 2 Screening](#) (Canadian Criminal Record Check:
no charge to Coach Status applicants through Sterling Backcheck
once coach status enrollment is complete)
- One Reference Letter
- EC Policies Acknowledgement
- Safe Sport Training

Fostering Healthy Environments

Concussion Awareness

Emergency First Aid



- Insurance

\$2,000,000 CGL

\$100,000 Prof. Liability

(Contact NBEA insurer [CapriCMW](#) or your personal broker for an estimate)
Or a signed copy of the Certificate As To Coaching Status Form



- Recognizes coaches with verified expertise, through formal certification, education or validated practical experiences

- Age of Majority
- Valid EC Sport License
- **Level 3 Screening** (Vulnerable Record Check and Canadian Criminal Record Check:
no charge to Coach Status applicants through Sterling Backcheck once
coach status enrollment is complete)
- Two Reference Letters
- EC Policies Acknowledgement Safe Sport Training
 - Fostering Healthy Environments
 - Concussion Awareness
 - Standard First Aid
- Insurance
 - \$2,000,000 CGL
 - \$100,000 Prof. Liability
- Verified Expertise
 - Coach Certification
 - Relevant Education
 - 10+ Years of Experience



How much does a Coach Status cost?



- Registered Coach Status is **\$49.95**



- Licensed Coach Status is **\$199.95** for Non NCCP Certified Coaches



- Licensed Coach Status is discounted 15% for NCCP certified coaches and is **\$169.95**



Coming Winter of 2022...

Coach in Training Status

For those that are new to coaching and working to achieve certification



- 16 Years of Age
- Safe Sport Training
 - Fostering Healthy Environments
 - Concussion Awareness
 - Standard First Aid
- Completed Screening Disclosure Form
- Insured by supervising coach or proof of insurance
- Hold status of maximum of 3 years
- Supervised by a licensed coach

Implementation of Competition Regulations



2022 Requirements for Coach Status

A Coach Status is required to coach during ALL EC sanctioned activity, including instructing, coaching, and competitions effective January 1, 2022.

Note that a Licensed Coach Status is required for coaches to deliver/participate in EC Programs:

- Canadian Equestrian Team Coaches
- NCCP Coach Developers
- Learn to Ride/Drive Evaluators
- Rookie Riders Instructors

Prerequisites at a Glance

- ☐ NBEA membership
- ☐ EC membership
- ☐ English Rider 6 or Pony Club C2 – English; Western Rider 4 (Instructor) or English Rider 8; Western Rider 4 and Intermediate Rider Basic Training (Comp Coach)
- ☐ Current Standard First Aid certificate (in person 16 hours)
- ☐ Police reference check; Comp Coach also needs a vulnerable sector check
- ☐ *Making Ethical Decisions* online evaluation
- ☐ *Making Headway* in Sport/EC concussion training
- ☐ EC *Fostering Healthy Equestrian Environments*
- ☐ Signed Equine Canada [Code of Ethics](#) & Coaching [Code of Conduct](#)
- ☐ Coaching Insurance
- ☐ EC Registered Coach status



Step 8. **EVALUATION**

The evaluation requirements consist of two evaluation activities covering all the outcomes for certification.

- **Portfolio Evaluation**
- **Observable Evaluation**



INSTRUCTOR PORTFOLIO

The Instructor Portfolio consists of:

- Two written lesson plans focused on a topic that is assigned to you by NBEA (flat lesson & unmounted)
- One lesson plan focused on a jump topic that is assigned to you by NBEA (if applicant is working towards Instructor Jump)
- Emergency Action Plan for their primary facility.

COMPETITION COACH PORTFOLIO

The Competition Couch Portfolio consists of:

- Two written lesson plans focused on a topic that is assigned to you by NBEA (flat lesson & unmounted)
- One lesson plan focused on a jump topic that is assigned to you by NBEA (if applicant is working towards Comp Coach Jump)
- Emergency Action Plan for their primary facility.

COMPETITION COACH SPECIALIST PORTFOLIO

The Competition Coach Specialist Portfolio consists of:

- Two written lesson plan focused on a topic that is assigned to you by NBEA
- Emergency Action Plan for their primary facility.
- One Yearly Training Plan
- A Detailed description of how the coach manages administrative aspects of their program

Topics are assigned a minimum of two weeks before the evaluation. Candidates have one week to submit completed lesson plans to the evaluator.

Although the evaluators are to evaluate and not teach, feedback will be provided to each candidate in a formal prebrief session before the evaluation and a debriefing session after.

The areas in which more practice/training is required will be clearly outlined to each candidate in the debriefing. An action plan for further training to enhance performance and/or plan for the future will be provided to the candidate.

OBSERVABLE EVALUATION

The candidate will be evaluated by in-person observation teaching a driving or mounted lesson(s) (including an additional jumping lesson for English with Jumping candidates), lunging and an unmounted stable management lesson.

Evaluations are typically conducted with up to four coach candidates at a time, and run for approximately eight hours. The host facility will provide the candidates with horses and riders for the lessons.

The evaluation day will include:

- **Teaching the lesson(s)** based on the plan(s) you handed in ahead of time
- **Lunge lesson** (not applicable for Western disciplines at the CCS level)
- **A written test** (Instructor only)
- **Stable management lesson and oral interview** (Instructor only)
- **In competition evaluation** (CCS only)

Typical cost = \$300 - \$350 for Evaluation; \$150 for Jump module





Questions