

The
Pathway to Becoming
an
NCCP Instructor
(English & Western)



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Why get certified as an Instructor?

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.

The following NCCP Instructor certifications are offered by EC:

English Instructor

English Instructor with Jumping

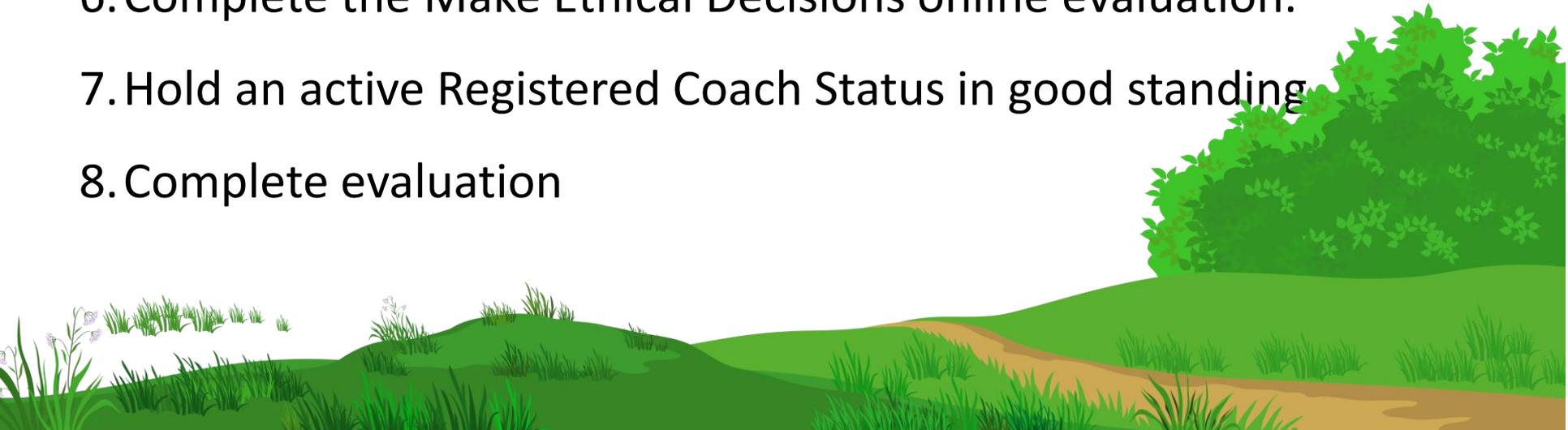
Western Instructor

Driving Instructor

Saddle Seat Instructor

Pathway to Instructor Certification

1. Hold an NBEA membership in good standing
2. Hold an active EC Sport Licence in good standing
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 Licence**

Equestrian Canada (EC) Sport Licences are an annual licence that provides a wide range of benefits and services to competitors, horse owners or lessees, coaches, officials, competition organizers and other participants at EC sanctioned competitions.

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



- **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

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. **INSTRUCTOR ADMISSION PRE-REQUISITES**

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](#)



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 recommendea***
- 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

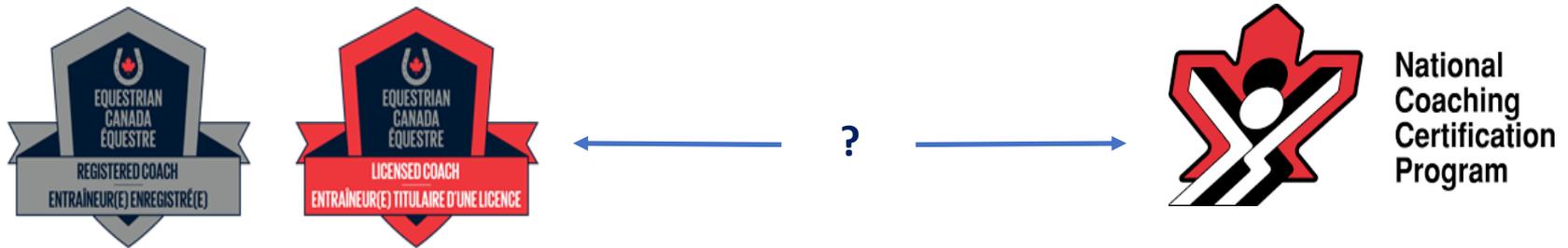
Option 1: Take the NCCP *Making Ethical Decisions* online or in class training. Then proceed to online evaluation. You will have unlimited attempts to successfully complete the evaluation.

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





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



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 Licence
- [Level 2 Screening](#)
- 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)*

★ Coming Winter of 2022...

***Coach in Training* Status**

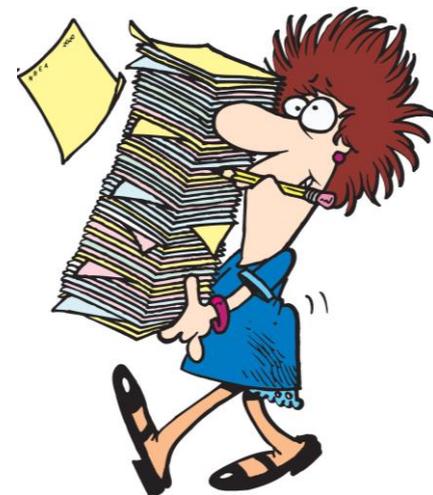
For those that are new to coaching and working to achieve certification



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

Prerequisites at a Glance – NCCP Instructor Certification

- NBEA membership
 - EC sport license – Bronze or above
 - English Rider 6 or Pony Club C2; western Rider 4
 - Current Standard First Aid certificate (in person 16 hours)
 - Police reference check with vulnerable sector check
 - Making Ethical Decisions* online evaluation
 - EC concussion training
 - EC *Fostering Healthy Equestrian Environments*
 - Signed Equestrian Canada *Code of Ethics & Coaching Code of Conduct*
 - EC Registered Coach status
- or Coach in Training status



Step 8. EVALUATION

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

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



PORTFOLIO



The consists of:

Western

- One written lesson plan focused on a topic that is assigned to you by NBEA
- Emergency Action Plan for their primary facility.

English

- One written lesson plan focused on a flat topic that is assigned to you by NBEA
- One lesson plan focused on a jump topic that is assigned to you by NBEA (if applicable)
- Emergency Action Plan for their primary facility.

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

OBSERVABLE EVALUATION

The candidate will be evaluated by in-person observation instructing a driving or mounted lesson(s) (including an additional jumping lesson for Instructor, 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**
- **A written test**
- **A stable management and oral interview**

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





Questions

