



## LICENSED COACH CHECKLIST

NCCP Certified Coach \$169.95

Non-NCCP Certified Coach \$199.95

Please note you have 60 days from your application date to complete these requirements

If you are renewing your Coach Status, the renewal process is open days 60 prior to the expiry date, and all requirements must be met by your expiry date.

### 1. Memberships

- Current PTSO membership
- Current Equestrian Canada Sport License

### 2. Safe Sport Training

#### ***Concussion Education***

- Equestrian Canada, Concussion Awareness (no charge once coach status is purchased)

#### ***Training to Address Maltreatment in Sport***

- Fostering Healthy Equestrian Environments (no charge once coach status is purchased)

#### ***Current First Aid Certification***

- Standard First Aid Certification, provided by a recognized Canadian provider

### 3. Screening Requirements

- Criminal Record Check (no charge through Sterling BackCheck once coach status is purchased  
Link: <https://pages.sterlingbackcheck.ca/landing-pages/e/equestrian-canada-equestre-2/>)
- International screening is required if you have lived outside of Canada within the last 10 years. It is not required a second time if you have been screened for Coach Status previously, unless your residency status has changed since your last Coach Status application.
- Effective April 1, 2022, individuals requiring international screening will be charged an additional fee of \$100 to offset the costs of obtaining and administering international background checks.
- Vulnerable Sector Search (required only if you were born before January 1, 1986. The form for your local police detachment is available in ECampus)
- Two Letters of Reference (template available in ECampus)



### 3. Insurance Requirements

- Certificate of Insurance (The EC form must be completed by your insurance broker and is available in ECampus). Minimum coverage includes;
  - \$2,000,000 General Liability and
  - \$100,000 Professional Liability coverage,
  - Equestrian Canada and your Provincial/Territorial Equestrian Association must be named as additional insured
  - Waiver of Subrogation in favor of Equestrian Canada and your Provincial/Territorial Equestrian Association

### 4. Coach Certification or Education

- NCCP coach certification (will automatically be recorded in your ECampus)
- Formal equine training
- Post secondary education (Equine Science/Agriculture or Psychology/Teacher)
- Certification Exemption Request (Form available in ECampus)

### 5. Find A Coach

- If you would like to be publicly listed on the EC Find A Coach directory, please ensure consent is completed (instructions on the following page)

For further assistance or information please contact [coaching@equestrian.ca](mailto:coaching@equestrian.ca)



## Find a Coach Consent

1. Login to Ecampus, click on your name in the top right corner, click on Edit my profile,
2. Review your profile information and ensure it is correct
3. Review and complete the Find A Coach Information.
4. **Click on Geocode address if a map is not visible.** Review the location to make sure it is correct. Click "Save"
5. Review and click the consent box
6. Complete the demographic survey information
7. Review the NCCP Professional Development Points
8. Review Terms of Use
9. Click "Save"

Please complete all required fields, indicated in red, in order to proceed. If you wish for your training records to be shared with Coaching Association of Canada for the purpose of earning professional development points you must provide your birthday and NCCP number. Contact information cannot be changed in the campus. If you need to change your profile please go to your membership profile upon login.

**1** My Profile

Small (Overseas)\*  
Organization  
Name  
Street  
City\*  
Province\*  
Country\*  
Postal Code

**2**

**3** Find A Coach Information (For Registered Coaches and Coach License Holders)

Alternate email  
Street  
City  
Country\*  
Province\*  
Postal Code  
Phone  
Freelance  
Services offered

**4** URL

**5** By completing this process you are agreeing to be visible in the Equestrian Canada coach directory:  
1. Confirm your acceptance to be listed on EC's Find A Coach  
2. Complete the information you wish to have displayed on your coach status page.  
3. Click "Map Address" to plot your location on the map.  
4. Click "Save"

By checking this box, I consent to Equestrian Canada (EC) displaying my Coaching information in the EC Find a Coach directory. I understand that I am solely responsible for ensuring contact information is clearly displayed on the directory.

**6** Demographic survey

Please share the following information so that we may serve you better. Equestrian Canada collects demographic information to understand who is accessing our programs to inform future program development and identify trends in the sector. Some information may also be shared with partners to assist them in understanding the reach and socio-demographic impact of their investments.

What is your gender? With which of the following do you MOST identify?  
 Prefer not to answer  
 Female  
 Male  
 Non-binary  
 Not listed

If not listed, please provide:

If applicable, which of the following do you identify as?  
 Indigenous person  
 Person with a disability  
 Newcomer to Canada

Select the role(s) which apply to you:  
 Parent  
 Coach/Instructor  
 Official  
 Teacher  
 Athlete  
 Recreation Leader  
 Health Practitioner  
 Park Administrator  
 Volunteer Administrator  
 Facility Owner  
 Horse Owner  
 Other

If other, please describe:

**7** NCCP Professional Development Points

Many of the Equestrian Canada's courses/evaluation activities are part of the National Coach Certification Program (NCCP) and/or are eligible for NCCP professional development points. To have your training and certification recognized by the Coaching Association of Canada and to earn professional development points towards maintaining your certification, you must consent to Equestrian Canada sharing a copy of your training records with the Coaching Association of Canada. Users must provide their date of birth for the purpose of verifying identity when matching records and are encouraged to provide their NCCP number to assist in the matching of accounts. If you do not currently have an account one will automatically be created for you. The Coaching Association of Canada will contact you directly to confirm this created.

I would like my training to be recognized as part of the National Coach Certification Program (NCCP). I give Equestrian Canada permission to share my profile information with the Coaching Association of Canada.

I would like to receive NCCP Professional Development Points for my training and give Equestrian Canada permission to share my profile information with the Coaching Association of Canada.

I Agree

NCCP# \_\_\_\_\_

**8** Terms of use

Terms of use\*  I accept the terms of use for the site. [Click here to learn more.](#)

**9**