



EQUESTRIAN CANADA ÉQUESTRE

COACHING PROGRAM OPERATIONS GUIDE

For the purpose of this document, the term “Coach” refers to all individuals who provide instruction, coaching and/or training to human participants for the purpose of learning equestrianism. The role of the coach is to provide the opportunity for positive experiences for the human and equine athletes.

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1. INTRODUCTION

Coaches have a duty of care for the athletes they coach. The Coach-athlete relationship is a privileged one and plays a critical role in the personal and physical development of the athlete. Coaches must recognize and respect the inherent power imbalance that exists in this relationship.

As the governing body for equestrian sport and the equine industry in Canada, Equestrian Canada's (EC) mission, core values and [Code of Conduct and Ethics](#) clearly identify the importance of maintaining the highest standards of ethical practices, sportsmanship, and competence across all facets of sport, including coaching.

EC and its affiliate Provincial/Territorial Sport Organizations (PTSOs) play a key role in ensuring equestrian coaches receive the training, tools, resources, and support required to uphold these values. Where a coach fails to meet the requirements and standards set forth for safe and ethical practice, EC and its affiliates ensure accountability and remediation when required.

1.1 ROLES AND RESPONSIBILITIES

The management and delivery of coaching programs and services is performed collaboratively by EC and PTSOs. EC is responsible for establishing coaching standards in equestrian sport, as well as maintaining coach programming content and curriculum. PTSOs are responsible for the delivery of training and execution of evaluations related to coaching certification.

PTSOs maintain training and evaluation records, including professional development (PD) activities, for Canadian equestrian coaches through the Coaching Association of Canada (CAC) database ("The Locker"). PTSOs provide direct support to current and prospect equestrian coaches in their respective regions on all matters related to NCCP (National Coaching Certification Program) certification and maintenance of certification.

EC in collaboration with the PTSOs, maintain training and evaluation records through the Canadian Association of Canada's database (the Locker), PTSO databases and the [ECampus](#), EC's online learning platform and management system. EC provides direct support to current and prospective equestrian coaches nationally on all matters related to Coach Status as well as EC NCCP High-Performance Coach certification.



1.2 VERSION CONTROL

Revision Date (YYYY-MM-DD)	Document Title	Revisions
2015-12-18	EC-Operations-Manual-Coaching_E_v2016.01	First merged version of all pre-existing EC Coaching Program Policy and Procedures manuals.
2017-01-01	EC-Operations-Guide-Coaching_E_v2017.01	Omnibus revisions tracked on the Policy Amendment Submission Forms. Contact EC for clarification on a revised policy.
2017-04-01	EC-Operations-Guide-Coaching_E_v2017.02	Grammar and removal of minimum ages for each context certification.
2017-08-30	EC-Operations-Guide-Coaching_E_v2018.01	Annual revision cycle including changes to program pre-requisites.
2019-05-30	EC-Operations-Guide-Coaching_E_v2019.01	Annual revision cycle.
2020-09-28	EC-Operations-Guide-Coaching_E_v2020.02	Full revision including the new Coach Status Program.
2024-01-01	EC Coaching Program Ops Guide – Jan 2024	Revision of CCS and annual revision

1.3 GUIDE REVISION

The Operations Guide is updated as required and reviewed bi-annually by EC and PTSO Coaching Leads. The Operations Guide will be published on the EC website.

1.4 INTERPRETATION OF THE OPERATION GUIDE

Should the English and French versions differ, the English version shall prevail. The Operations Guide published on www.equestrian.ca will prevail over versions published on partner websites or in print.



2. EC COACH STATUS PROGRAM

EC Coach Status confirms that an individual has completed the minimum requirements for Safe Sport training and screening as established by EC and mandated by Sport Canada. The goal of the Coach Status Program is to create safe, welcoming, inclusive environments in which Canadian equestrian athletes can flourish.

The EC Coach Status Program recognizes equestrian Instructors and Coaches with one of two (2) designations:

EC Registered Coach: Self-declared instructors and coaches, including those working towards a coach certification and/or those new to equestrian instruction who are working under the direction or supervision of an experienced coach.

EC Licensed Coach: Instructors and coaches with verified coaching expertise, either through formal certification, education or validated practical experience. Applicants should be actively engaged in equestrian instruction/coaching to hold this status.

2.1 APPLICATION PROCESS

Coach Status applications are made through the [MyEC online portal](#). Applicants have 90 days from the date of application and payment to submit all required documents for review and approval. During this period, and until all requirements are met and Coach Status is issued, the applicant's Coach Status is listed as **PENDING**.

Failure to meet the 90-day deadline will result in the application being rejected. The applicant must then restart the application process and may be subject to additional fees. EC and PTSO coaching program administrators have the discretion to extend the deadline, if warranted. Applicants should contact EC or their PTSO coaching administrator prior the end of the 90-day deadline if they wish to request an extension.

For current Coach Status Program fees, please reference the [EC Schedule of Fees](#).



2.2 ELIGIBILITY AND REQUIREMENTS

The chart below outlines minimum requirements for EC Coach Status eligibility:

	<i>EC Registered Coach</i>	<i>EC Licensed Coach</i>
Minimum Age	16 years of age	Age of Majority
Coaching Certification or Equivalency	Optional	Mandatory
Memberships in Good Standing	EC Sport License PLUS PTSO Membership	
Safe Sport Training Valid for 3 years from date of completion	<ol style="list-style-type: none"> Concussion Education (complete 1 of 2) <ul style="list-style-type: none"> Equestrian Canada: Concussion Awareness NCCP Making Headway in Sport Preventing Maltreatment in Sport (complete 1 of 3) <ul style="list-style-type: none"> Fostering Healthy Equestrian Environments Coaching Association of Canada Safe Sport Training Respect in Sport for Activity Leaders (mandatory for Saskatchewan and Manitoba members) 	
Standard First Aid and CPR Level C or higher	<p>Certification must be through a recognized Canadian provider meeting occupational health and safety standards in the candidate's province of residence. See ECampus Resources for lists of accepted providers by province.</p> <ul style="list-style-type: none"> 16-hour Provider course OR 8-hour Refresher course <p>Courses must be delivered at least partially in-person/live; programs completed entirely online are NOT accepted by EC.</p>	
EC Screening Disclosure Valid for 12 months from date of completion	<p>Submitted annually (no cost) via ECampus.</p> <ul style="list-style-type: none"> Candidates who have lived outside of Canada for more than 6 consecutive months in the past 10 years require international screening. Please see the Schedule of Fees for more details. Legislation may require a candidate to obtain a police certificate or certificate of good conduct; all associated costs are borne by the candidate. 	



<p>Enhanced Police Information Check (E-PIC)</p> <p>Valid for 3 years from date of completion</p>	<p>Completed online via Sterling Backcheck at no cost to EC Coach Status applicants and EC Registered / Licensed coaches.</p> <p>Equivalent Level 2 verification accepted if results from RCMP National Repository database AND local policing indices are included in the report.</p> <p>Those under 18 must submit two (2) letters of reference in lieu of this screening requirement.</p>	
<p>Vulnerable Sector Search (VSS)</p>	<p>Candidates submit a VSS Request Form (available under “Resources” in ECampus) to their local police or RCMP detachment for processing. The cost for this service is borne by the candidate and varies by location.</p> <ul style="list-style-type: none"> • Applicants born after February 28, 1986, are exempt from Vulnerable Sector Screening; these applicants complete a one-time waiver online. • Applicants born on or before February 28, 1986, must submit a VSS obtained after March 13, 2012; this is a one-time requirement since the Pardoned Sex Offender database is now closed. 	
<p>Equestrian-related References</p> <p>no expiry</p>	<p>One (1) letter of reference attesting to coaching and/or equestrian experience (adult client, parent of client, coaching mentor, colleague, etc.).</p>	<p>Two (2) letters of reference attesting to coaching and/or equestrian experience (adult client, parent of client, coaching mentor, colleague, etc.).</p>
<p>Coaching Insurance</p>	<p>Candidates submit an EC Certificate of Coaching Insurance Form (available in the “Resources” area of ECampus) completed by their insurance broker verifying:</p> <ul style="list-style-type: none"> • Minimum \$2,000,000 Commercial General Liability • Minimum \$100,000 Professional Liability Insurance • Minimum \$500,000 Tenant Liability Insurance • Equestrian Canada (EC) and your Provincial/Territorial Equestrian Association (PTSO) MUST be named as additional insured • Waiver of subrogation in favor of EC and your PTSO <p>IMPORTANT! Additional requirement for those whose insurance is provided solely under a facility-based insurance policy:</p> <ul style="list-style-type: none"> • Waiver of Insurance and Acknowledgment of Risks Form completed and signed by the insurance policy holder; form available in ECampus. 	

*Depending on province of residence, additional requirements may be present. **Communication with the PTSO is necessary to ensure individual currency.**



2.2.1 SCREENING

All prospective and current instructors/coaches holding EC Coach Status are screen in accordance with EC's Screening Policy. The current EC Screening Policy can be found at [here](#).

EC has established a third-party process and Screening Committee with oversight of any screening document identified as 'not clear' or where concerns are presented by those performing the initial document review. The Screening Committee determines if additional screening, remediation, training and/or conditions are required in relation to an application for EC Coach Status.

The requirements for screening Coach Status applicant are outlined in the [EC Screening Policy](#) and summarized as follows:

Enhanced Police Information Check (E-PIC)

- Must be submitted by all applicants over 18 years of age at the time of application
- Valid for Coach Status purposes for a period of three (3) years from the date of completion

For those who are under the age of 18 at the time of application, an E-PIC must be completed and submitted to EC by the end of the year in which the individual turns 18. In lieu of the E-PIC, those under the age of 18 must submit two (2) additional letter of reference.

Vulnerable Sector Search (VSS)

- Applicants born after February 28, 1986, are exempt from Vulnerable Sector Screening.
- Applicants born on or before February 28, 1986, must submit a VSS obtained after March 13, 2012; this is a one-time requirement since the Pardoned Sex Offender database is now closed.

EC Screening Disclosure

Those holding EC Coach Status must adhere to EC rules, policies, and codes of conducts. The EC Code of Conduct for Coaches must be reviewed and agreed to as part of the annual Coach Status Program application and includes mandatory and immediate reporting to EC in the event one is charged with any violation that might impact one's criminal record and/or ability to participate in sport and/or coach.

- Valid for the duration of the Coach Status period (365 days); must be resubmitted annually.

2.2.2 EC/NCCP COACH CERTIFICATIONS

EC NCCP INSTRUCTOR & COACHING CERTIFICATION

The following meet the coaching certification/experience requirement associated with EC Licensed Coach status:

- **EC NCCP Instructor**
 - English / English Jumping / Western / Driving / Saddle Seat
- **EC NCCP Competition Coach**
 - English Flat / English Jumping / Western



- **EC NCCP Competition Coach Specialist: English**
 - Dressage / Eventing / Jumping
- **EC NCCP Competition Coach Specialist: Western**
 - General Performance or Reining or Speed Events
- **EC NCCP Competition Development: HP1**
- Olympic and non-Olympic disciplines EC/NCCP certification must be active for Licensed Coach Status to be issued. Those whose certification is listed as not active or expired must contact their PTSO coaching administrator to determine how to re-activate their certification.

2.2.3 NON-NCCP COACHING CERTIFICATION

Certifications other than EC/NCCP may be recognized by EC for Licensed Coach Status but only those coaching holding active EC/NCCP certification qualify for discounted for Licensed Coach Status fees and may promote themselves as being EC/NCCP certified.

NON-NCCP COACHING CERTIFICATION

Select EC-recognized non-NCCP coaching certification programs have been identified as fulfilling the coaching certification/experience requirement associated with EC Licensed Coach status.

- Chartered Professional Coach (ChPC) designation from CAC
- CanTRA Certified Instructor
- Provincial Vaulting Trainer Certification
- IGEQ International Trainers Passport
- Canadian Pony Club Level A
- Certified Horsemanship Association Certified Instructor (Level 2 or higher)

It is the responsibility of the Coach Status applicant to provide proof of active certification by uploading relevant documents to the ECampus.

Other non-NCCP coaching certifications, outside of those listed above, may be recognized for equivalency subject to EC approval. It is incumbent upon the organization or certifying body to apply for formal recognition of their coaching certification program by EC. Minimum requirements for recognition must include:

- In-person evaluation
- Certificate of completion
- Curriculum to include:
 - Basic equestrian discipline-specific skills
 - Basic equestrian discipline-specific lunging skills
 - Horsemanship theory
 - Equine anatomy
 - Equine care and first aid.
 - Teaching skills
 - Safety training
 - Emergency Action Plans
 - Lesson and/or progression planning



Those seeking a review of their coaching certification program for equivalency purposes should contact coaching@equestrian.ca.

All non-NCCP coaching certification programs are reviewed annually to ensure compliance with EC Coach Status requirements.

POST-SECONDARY EDUCATION

Select EC-recognized post-secondary education programs have been identified as fulfilling the coaching certification/experience requirement associated with EC Licensed Coach status. To be eligible, the applicant must provide evidence of completion of a degree or diploma in one of the following fields of study plus appropriate sport-specific training comparable to what is expected for NCCP certification:

- Education and/or Physical Education (including kinesiology)
- Equine and/or Agriculture Studies

CERTIFICATION EXEMPTION REQUEST(CER)

Coaches with a minimum of 20 years of consecutive equestrian coaching experience earned *after* the age of 18 may be eligible for Certification Exemption. CER is a process whereby EC recognizes the coaching contributions of those who have honed their coaching skills and competencies through years of professional practice.

Interested individuals must apply directly to EC by completing a CER request form and remitting payment of the review fee (see EC Schedule of Fees for details). The CER must be supported by at least two (2) peer/colleague holding, at the minimum one (1) active EC Licensed Coach status at the time of application. Provincial and Territorial Sport Organizations will be required to advise EC as part of the application process. CERs may be granted on a timeline with an expiry date to allow candidates additional time to obtain their NCCP certification while still actively coaching. Professional Development will be required by all coaches.



2.3 ISSUANCE, IDENTIFICATION AND VALIDITY

Coach Status is issued once all requirements have been reviewed and validated by EC. An email is sent to the applicant confirming the approval of their Coach Status application. The date of issue and renewal are displayed on the Coach Status tab located in MyEC (see image below). Coach Status is valid for 365 days from the date of issuance.

Once issued, Coaches may download a copy of their Coach Status certificate (see A in image below) as well as the official EC Coach Status electronic badge/logo for use on promotional and marketing materials, including websites and social media posts (see B in image below). The badge/logo may not be changed or altered in any way to ensure consistent brand identity.

The screenshot shows the 'Coach Status' tab in the MyEC system. The main content area displays the following information:

- LICENCED COACH**
- Licence #123456**
- Issued on: December 3, 2022
- Date of purchase: December 2, 2022
- Expiry Date: December 3, 2023

Below this information, there are four links to download documents:

- Legal Expense Insurance Policy
- Policy Declaration Page
- Certificate (marked with a pink arrow and 'A')
- Badges (marked with a pink arrow and 'B')

The bottom of the page features the logos for the Canadian Equestrian Federation and ECAMPUS.



Once issued, a Coach Status designation will be visible on the EC Sport License for ease of identification at competitions and events (see image below).



It is the responsibility of the individual coach to ensure all requirements related to Coach Status are current and valid (PTSO membership, First Aid/CPR, etc.). At any time when one (1) or more requirement related to Coach Status expires, the status returns to “Pending” until the requirement(s) has/have been renewed.

2.4 BENEFITS

EC Coach Status provides formal recognition for commitment to coaching excellent and reassurance for parents, athletes, families, and facility owners that the highest standards of safety and screening have been met. Additional benefits include:

- Starting July 1, 2023, recognized minimum status requirement to coach athletes at EC-sanctioned events and competitions
- Coach Status badge/logo use on website and personal promotional materials
- Name and information listed on EC’s “Find a Coach” directory (optional)
- Access to independent third-party complaint management
- Free Enhanced Police Information Check (E-PIC) screening through Sterling Backcheck
- Preferred rate for insurance through Henry Equestrian (Not available to Quebec Residents)
- Preferred rate for Standard First Aid/CPR (Level-C) through St. John’s Ambulance



- Discount on courses offered through ECampus
 - 10% discount for those with Registered Coach status
 - 15% discount for those with Licensed Coach status
- Be eligible to obtain an International Group of Equestrian Qualifications (IGE) passport to have the ability to coach in over 35 countries. (Only for NCCP Coaches)

Additional benefit for those holding EC Licensed Coach status only:

Abuse Defense Coverage: This specialized legal counsel and support service is not available as part of most individual insurance policies. Coverage includes:

- Legal counsel and indemnification, including abuse allegations: \$25,000 per individual occurrence; \$50,000 aggregate per individual per policy term
- Legal Help Line included to assist in a variety of legal matters including, but not limited to, abuse allegations
- Legal insurance for disciplinary hearings and investigations
- \$0.00 deductible

Coverage is limited to legal actions in Canada only. Not valid for incidents occurring prior to being approved for EC Licensed Coach status. Not available for those holding EC Registered Coach status.

Additional benefits only for current NCCP Coaches with both EC Licensed coach status and applicable training:

- Opportunities to deliver and evaluate select EC programs
 - EC Learn to Ride/Drive
 - Rookie Riders
- Serve as an EC/NCCP Coach Developer
- Be selected as a Canadian Equestrian Team coach

2.5 RENEWAL AND STATUS CHANGE

2.5.1 RENEWAL PERIOD

The renewal period for Coach Status opens 60 days prior to the current Coach Status expiration date. Prior to this time, the option to renew Coach Status will not be available through My EC. Upon application and remittance of the Coach Status renewal fee, applicant profiles are reviewed to ensure training and screening requirements will be current on the date of renewal. Applicants are required to complete a new copy of the EC Screening Disclosure Form at the time of renewal.

2.5.2 STATUS CHANGE

Eligible applicants may upgrade from Registered to Licensed Coach status at any time by paying the difference in fees for the remainder of the current Coach Status period. Benefits associated with the upgrade are available upon approval and are not able to be accessed retroactively.

Applicants may downgrade from Licensed to Registered Coach status only at the time of renewal.



2.6 REFUNDS

No refunds will be approved after Registered Coach status has been issued OR if the application for Registered Coach status is declined.

No refunds will be granted after Licensed Coach status has been issued. Applications that fail to meet the requirements for Licensed Coach status will automatically be considered for Registered Coach status.

- Registered Coach status will be issued in lieu of Licensed Coach status if all requirements are met; no refund, full or partial, will be issued if an application for Licensed Coach status is instead approved for Registered Coach status.
- If the requirements for Registered Coach are not met, the application is declined, and no refund – full or partial – will be issued.

2.7 COACHING AT EC SANCTIONED EVENTS

Effective January 1, 2024, minimum Coach Status requirements will be enforced at all EC-sanctioned events as outlined below:

Event Sanctioning	Minimum Coaching Requirement in 2024
EC Bronze and/or Silver	EC Licensed Coach Status
EC Gold and/or Platinum	EC Licensed Coach Status

Recognizing not all coaches will have completed Coach Status requirements when enforcement begins, the EC Board has approved Temporary Coach Status (TCS).

EC Temporary Coach Status must be purchased by the coach via their MyEC portal, after selecting the event where they will be coaching. Competitions can validate that this has been paid via the Competition Support Portal. If the coach's name does not appear on the list, they did not purchase the TCS or purchased for the incorrect competition.

In 2024, Coaches will need to be Licensed at all EC sanctioned competitions. EC Temporary Coach Status is valid ONLY at the competition where it is purchased; the maximum EC competition duration is seven (7) days. EC Temporary Coach Status is not transferrable from one competition to another, nor from one coach to another.

2.8 COACHING AND AMATEUR STATUS

EC Registered and Licensed Coaches who compete as athletes are subject to EC Rules pertaining to amateur status. EC Rules may vary between disciplines and/or breed sports. It is the responsibility of the individual Sport License holder to determine their eligibility for amateur status.

The following applies to ALL EC Sport License holders with respect to coaching:



No amateur shall accept remuneration for coaching any person to ride or drive a horse, including riding or driving clinics and seminars, except as follows:

- Those holding active **EC NCCP Instructor** certification (Instructor of Beginners) may accept remuneration for teaching **beginners** within the instructor context and still maintain EC amateur status.
- An EC amateur may accept remuneration for instruction or coaching of athletes with physical and/or visual impairments.

EC NCCP Coaches (Competition, Competition Specialist, HP1) may coach athletes and maintain amateur status if they do not accept remuneration, in any form, for coaching related activities AND adhere to all other rules/regulations related to amateur status.

As per EC Rules, **remuneration is defined as any payment, either in cash or in kind, except for gifts of token value.** Remuneration does NOT include:

- payment made to any competition official
- reimbursement for expenses without profit
- winnings paid to a horse's owner



3. EC/NCCP INSTRUCTOR AND COACH CERTIFICATION

EC has partnered with the [National Coaching Certification Program](#) (NCCP) to offer the only Canadian equestrian coaching and instructor certifying program recognized nationally and internationally.

3.1 ADMISSIONS

The following are general admissions requirements for all EC/NCCP programs:

- Active **PTSO membership** in good standing (purchased through home PTSO first)
- Active **EC Sport Licence** in good standing
- Active **EC Registered or Licensed Coach** status in good standing
- NCCP ***Make Ethical Decisions*** online course and evaluation *

*Candidates may challenge the online evaluation without completing the classroom-based component. Those who fail to achieve a minimum passing grade of 75% after a maximum two (2) challenge attempts must complete the online course and evaluation in their entirety.

IMPORTANT: Individuals residing in Manitoba and Saskatchewan **MUST** complete the online training course entitled ***Respect in Sport Training*** to be recognized as an instructor or coach in these provinces.



3.2 CONTEXTS OF CERTIFICATION

EC/NCCP programs provide coach education and certification opportunities across the continuum of athlete development, from pony to podium. While some individuals may begin their certification process at the *EC NCCP Instructor* level, others may enter at the *EC NCCP Competition Coach* or *EC NCCP Competition Specialist* level. Those already coaching athletes at the highest levels of sport may go straight to *EC NCCP Competition Development: HPI* certification. EC/NCCP programs are designed to provide coaching skills and competencies within the context of level-appropriate sport development for equestrian athletes.

The *Long-Term Equestrian Development (LTED)* graphic below helps to define the level of athlete development in relation to each EC/NCCP certification program currently available. NCCP coaching evaluations are context-specific, assessing the instructor or coach based on the level of certification and appropriate athlete development at that level of certification. Some disciplines do not yet have discipline specific EC certification. To find out more about LTED, download the complete LTED athlete development model at <https://equestrian.ca/community/long-term-equestrian-development-model/>.

Stage	Active Start	FUNDamentals	Learn to Train	Train to Train	Learn to Compete	Train to Compete	Learn to Win	Train to Win	Active for Life		
	0-6 years	6-9 years 0-3 years 2+ years	8-12 years 1-4 years 3+ years	11-15 years 2-4 years 4+ years	14-18 years 2-4 years 5+ years	16-21 years 2-4 years 6+ years	19-25 years 4+ years 8+ years	23 years plus 4+ years 10+ years	Enter at any age Ongoing Ongoing		
EQUESTRIAN CANADA	Disciplines										
	Riding						Para-Dressage				Paralympic Games, FEI World Equestrian Games
	Riding						Dressage				Olympic Games, FEI World Equestrian Games, Pan American Games
	Riding						Reining				FEI World Equestrian Games
	Riding						Jumping				Olympic Games, FEI World Equestrian Games, Pan American Games
	Riding						Eventing				Olympic Games, FEI World Equestrian Games, Pan American Games
	Riding						Endurance				FEI World Equestrian Games
	Vaulting						Vaulting				FEI World Equestrian Games
	Driving						Driving				FEI World Equestrian Games
	Driving						Para-Driving				Paralympic Games, FEI World Equestrian Games
Skill Development											
Develop basic movement skills, with exposure to equine environment. Little to no riding.	Horse familiarization. Horse and barn safety. Introduction to riding, with exposure to English, Western, Vaulting and Driving.	Develop foundation riding skills in multiple disciplines. Introduction to fun, local, competitions. Encourage participation in other sports.	Focus on 2 disciplines (complementary). Develop physical capacity of equestrian. Continued skill improvement, and understanding of horse behaviour.	Select primary discipline and develop competition skills. Greater emphasis on physical and psychological preparation and horse management.	Develop ability to ride multiple horses at competitive level. Greater responsibility for horse preparation for competition. Manage travel and environment.	Ability to ride multiple horses in competition on demand and under pressure. International travel with horses. World class riding skills.	Ability to peak for major competitions. World leading riding skills, supported by exceptional fitness, psychological readiness and support team.	To meet the personal riding, health, fitness and social needs of the participants.			
Programs											
Horse Day and First Involvement	Rider 1-2, Petit Trot	Rider 3-4	Rider 5-6	Rider 7-8, and P-TSO AD Program	Rider 9-10, and P-TSO AD Program	NSO AD Program. To be developed	NSO AD Program.	All levels of riding/vaulting & driving			
Instruction/Coaching											
Instructor			Competition Coach		Competition Specialist		HP 1 Coach	Athlete choice			
Training per week											
30-60 min.	Up to 100 min.	2 guided sessions	3 guided sessions	3-5 guided sessions	3-5 guided sessions	30-90 min/day	30-90 min/day	Athlete choice			
Competition											
InHouse/Fun days	InHouse - P-TSO	P-TSO/NSO	JR.YR/NSO	YR/Start/International	PanAM	FEI		Athlete choice			
Training to Competition Ratio											
	90/10%		80/20%	70/30%	60/40%	60/40%	60/40%	Athlete choice			
Equestrian Canada Athletes											
						Long-List Athletes	Short List Athletes				



3.3 EC NCCP INSTRUCTOR CERTIFICATION

The **EC/NCCP Instructor** provides beginner-level or non-competitive athletes with an introduction to equestrian sport in a fun, safe and welcoming environment. The Instructor designs and delivers developmentally appropriate programming for LTED stages *Active Start*, *Fundamentals* and *Active for Life*. Athletes at this stage of development may participate in unsanctioned competitions focused on skills development and confidence building, such as in-house schooling events.

The following NCCP Instructor certifications are offered by EC:

- English Instructor
- English Instructor with Jumping
- Western Instructor
- Driving Instructor
- Saddle Seat Instructor

3.3.1. INSTRUCTOR ADMISSION REQUIREMENTS

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

- Be at least 16 years of age. Candidates under the age of majority must have their application signed by a parent or legal guardian.
- Achieve the following Learn to Ride/Drive levels:

English Instructor	Driving Instructor	Saddle Seat Instructor	Western Instructor
Learn to Ride – English, Level 6* or Pony Club C2 (all elements with evidence) *English Instructor with Jumping pre-requisite is Rider 6 with Jumping	Learn to Drive program completion	Riding test at Coaching Evaluation	Learn to Ride – Western, Level 4

Note: In exceptional cases, candidates meeting all admissions requirements but no longer capable of riding or driving for physical reasons may apply for exemption from the riding or driving portion of the Learn to Ride/Drive program evaluations by contacting their PTSO. Candidates will still need to complete written requirements concerning tests and stable management.



3.3.2. INSTRUCTOR OUTCOMES

The four (4) outcomes adopted by EC for this certification context form the basis for evaluating and certifying equestrian Instructors. **Planning a Practice, Analyzing Performance, Supporting the Athletes in Training and Make Ethical Decisions.**

All EC/NCCP Instructors will be able to:

- Plan a practice for beginner or non-competitive athletes
- Develop an Emergency Action Plan
- Support athletes in training by teaching lessons
- Analyze performance of beginner or non-competitive athletes
- Make ethical decisions

Upon successful evaluation of all four (4) outcomes, the candidate will be awarded earn with Instructor certification.

Instructor Rubric			
##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> • Organize a series of lesson activities into a plan that enhances the learning of one (1) or more skills. • Design an Emergency Action Plan. 	Plan a Practice: <ul style="list-style-type: none"> • Two (2) written practice plans; three (3) for English with Jumping certification candidates • Emergency Action Plan
2	Provide Support to Athletes in Training	<ul style="list-style-type: none"> • Ensure that the lesson environment is safe. • Implement Deliver an appropriately structured and organized lesson. • Make Provide interventions that promote learning. 	Instruct a Practice: <ul style="list-style-type: none"> • Mounted Lesson(s) (English – Flat, Western and Seat will teach 1 discipline-specific lesson; English with Jumping will teach 1 flat and 1 jumping lesson.), Drive teaches 1 driving lesson and 1 ground lesson. • Unmounted Stable Management Lesson • Lunge Lesson
3	Analyze Performance	<ul style="list-style-type: none"> • Detect performance. • Correct performance. 	



4	Make Ethical Decisions	<ul style="list-style-type: none">• Apply a 6-step ethical decision-making process.	Complete the Make Ethical Decisions online evaluation with a minimum score of 75%
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3.3.3. INSTRUCTOR EVALUATION

The evaluation component comprises three (3) evaluation activities addressing the four (4) outcomes for EC/NCCP Instructor certification. An action plan for further training to enhance performance and/or a “plan for the future ”will be provided to the candidate.

1. **Portfolio Evaluation:** The candidate must submit a portfolio consisting of a written lesson plan and an Emergency Action Plan for their primary facility.
2. **Observable Evaluation:** The candidate will be evaluated (in-person or online observation) instructing a driving or mounted lesson(s) (English with Jumping candidates must also instruct a jumping lesson; Drive Instructor candidates must also instruct a ground lesson), lunging, and an unmounted stable management lesson. For video submission guidelines, see Section 3.7 Video Evaluations.
3. **Online Evaluation:** The *Make Ethical Decisions* evaluation is available in the NCCP “Locker” account and completed online.

3.4. EC NCCP COMPETITION COACH CERTIFICATION

The EC/NCCP Competition Coach provides athletes with foundation-level skills development and improvement, as well helping athletes to understand horse behaviour and introduction to entry-level competition. The EC/NCCP Competition Coach designs developmentally appropriate programs for LTED stages *Learn to Train*, *Train to Train* and *Learn to Compete* discipline specialization is not part of this certification program.

The following NCCP Competition Coach certifications are offered by EC:

- English Competition Coach
 - English Competition Coach – Flat
 - English Competition Coach – Jumping
- Western Competition Coach

3.4.1. 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 following Learn to Ride levels:



English Competition Coach	Western Competition Coach
Learn to Ride – English Level 8 with Jumping or English Level 8 Flat (no jumping) or Pony Club B or A (with evidence)	Learn to Ride – Western, Level 4 and Intermediate Rider Basic Training

Note: In exceptional cases, candidates meeting all admissions requirements but no longer capable of riding for physical reasons may apply for exemption from the riding portion of the Learn to Ride Program evaluations by contacting their PTSO. Candidates will still need to complete written requirements concerning tests and stable management.

3.4.2. COMPETITION COACH OUTCOMES

The four (4) outcomes adopted by EC for this certification context form the basis for evaluating and certifying EC/NCCP Competition Coaches: ***Planning a Practice, Analyzing Performance, Supporting the Athletes in Training*** and ***Make Ethical Decisions***.

All EC/NCCP Certified Competition Coaches will be able to:

- Plan a practice for athletes who are ready for introduction-level competition
- Develop an Emergency Action Plan.
- Support athletes in training by coaching lessons.
- Analyze performance of competition introduction level athletes.
- Make ethical decisions

Upon successful evaluation of the four (4) outcomes, the candidate will earn EC/NCCP Competition Coach certification.

Competition Coach Rubric			
##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> • Organize a series of lesson activities into a plan that enhances the learning of <u>one</u> (1) or more skills • Design an Emergency Action Plan 	Plan a Practice: <ul style="list-style-type: none"> • Two (2) written practice plans • Emergency Action Plan



2	Provide Support to Athletes in Training	<ul style="list-style-type: none"> • Ensure the lesson environment is safe • Deliver an appropriately structured and organized lesson • Provide interventions that promote learning 	Coach a Practice: <ul style="list-style-type: none"> • Three (3) Mounted Lessons (2 for English – Flat • Lunge Lesson
3	Analyze Performance	<ul style="list-style-type: none"> • Assess performance • Correct performance 	
4	Make Ethical Decisions	<ul style="list-style-type: none"> • Apply a 6-step ethical decision-making process 	Complete the <i>Make Ethical Decisions</i> online evaluation with a minimum score of 75%

3.4.3. COMPETITION COACH EVALUATION

The evaluation comprises three (3) evaluation activities addressing the four (4) outcomes for the Competition Coach certification. An action plan for further training to enhance performance and/or a “plan for the future” will be provided to the candidate.

1. **Portfolio Evaluation:** The candidate must submit a portfolio consisting of a written lesson plan (or plans, as required) and an Emergency Action Plan for their primary facility.
2. **Observable Evaluation:** The candidate will be evaluated by observation, in person or by video submission, instructing mounted and lunging lessons. For video submission guidelines, see Section 3.7 Video Evaluations.
3. **Online Evaluation:** The *Make Ethical Decisions* online evaluation is available to complete through the NCCP “Locker”.

3.5 EC NCCP COMPETITION COACH SPECIALIST CERTIFICATION

The EC/NCCP Competition Coach Specialist provides athletes with an introduction to discipline specific skill development and improvement aligned with competition. The Competition Coach Specialist designs developmentally appropriate programs for LTED stages *Learn to Compete*, *Train to Compete* and *Learn to Win* with discipline specialization. Candidates specialize in one (1) discipline within the appropriate discipline family (English or Western); however, they are expected to hold general knowledge of all disciplines within that family context.

The following NCCP Competition Coach Specialist certifications are offered by EC:

- English Competition Coach Specialist Disciplines
 - Dressage Specialist
 - Eventing Specialist
 - Jumping Specialist
- Western Competition Coach Specialist Disciplines
 - General Performance Specialist



- Reining Specialist
- Speed Events Specialist

3.5.1. COMPETITION COACH SPECIALIST ADMISSION REQUIREMENTS

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

- Be at least 20 years of age
 - Coaching Experience: A minimum of two (2) years of active coaching experience working with multiples athletes at or above the performance level(s) indicated in the table below
- OR**
- Competitive and Coaching Experience: Prior experience (2 years or more) competing a horse at the level above they are currently coaching in – documentation of the results will be required and prior experience (1 year or more) coaching an athlete(s) at or above the performance level(s) indicated in the table below
- OR**
- Coaching and Certification credentials: A certified NCCP Competition Coach who currently has an athlete(s) at or above the performance level(s) indicated in the table below (not required to be coaching at this level for 2 years)

English Disciplines	
Dressage	Athletes competing at Second Level or higher, with at least one (1) minimum score of 65% at an EC Gold-sanctioned competition.
Eventing	Athletes meeting Minimum Eligibility Requirements (MER) at the national EV 100 Level or above.
Jumping	Athletes who are successfully completing clear courses jumping 1 m divisions at EC Silver or Gold sanctioned competitions or above. Hunter and equitation classes may be considered for athlete competing in the following recognized classes/divisions (or above) : Pre-Green Hunter (EC Rules G303), Children’s Hunter (EC Rules G307), Adult Amateur Hunter (EC Rules G309), CET Mini-Medal (or provincial medal classes of similar level).
Western Disciplines	
General Performance	At least two (2) years of coaching experience producing athletes competing at breed-sanctioned or provincially sanctioned competitions. Currently coaching athlete(s) competing and achieving top-5 placings in a class of six (6) or more competitors under at least two (2) different judges at a minimum of three (3) breed or provincially sanctioned competitions. These results must be repeated in at least three (3) of the following: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding. Show records verifying placings must be submitted.
Reining	At least two (2) years of coaching experience producing athletes competing at National Reining Horse Association (NRHA), Canadian Reining Classic (CRC) or breed shows and who have achieved minimum scores of 68 under at least two (2) different judges on three (3) or more runs. Show records verifying scores must be submitted.



Speed Events	<p>At least two (2) years of coaching experience producing athletes competing at provincial or national speed events, breed shows, or rodeos, and who have achieved the following:</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 three (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 three (3) or more runs.</p> <p>Show records verifying the sets of either placings or times will need to be submitted.</p>
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3.5.2. COMPETITION COACH SPECIALIST OUTCOMES

The seven (7) outcomes adopted by EC for this certification context form the basis for evaluation and certification of EC/NCCP Competition Coach Specialists:

- ***Plan a Practice, Design a Sport Program,***
- ***Manage a Sport Program,***
- ***Supporting Athletes in Training,***
- ***Analyze Performance,***
- ***Support the Competitive Experience***
- and ***Make Ethical Decisions.***

All EC/NCCP Certified Competition Coach Specialists will be able to:

- Plan a practice for competition introduction level athletes
- Develop an Emergency Action Plan
- Design yearly training plans to meet peak performance objectives
- Manage and report on administrative and logistical aspects of the program
- Support athletes in-training through coaching practices
- Analyze performance of introduction-level competition athletes
- Provide coaching support to athletes at competitions
- Make ethical decisions

Upon successful evaluation of all seven (7) outcomes, the candidate will earn EC/NCCP Competition Coach Specialist certification.

Competition Coach Specialist Rubric			
##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> • Organize a series of lesson activities into a plan that enhances the learning of one (1) or more skills • Design an Emergency Action Plan 	Plan a Practice: <ul style="list-style-type: none"> • <u>Two (2) written practice plans</u> • <u>Emergency Action Plan</u>



2	Design a Sport Program	<ul style="list-style-type: none"> • Outline program structure based on available training and competition opportunities- • Identify program measures to promote athlete development- • Develop practice plans integrating seasonal training priorities 	Plan a Yearly Training Plan: <ul style="list-style-type: none"> • One (1) written yearly training plan
3	Manage a Program	<ul style="list-style-type: none"> • Manage administrative aspects of the program and oversee logistics- • Report on athlete progress throughout the program- 	Create a Program Portfolio: <ul style="list-style-type: none"> • Outline how administrative aspects and logistics are managed. • Develop a report that shows evidence of success of your equestrian program.
4	Provide Support to Athletes in Training	<ul style="list-style-type: none"> • Ensure that the lesson environment is safe- • Deliver an appropriately structured and organized lesson • Provide interventions that promote learning 	Coach a Practice <ul style="list-style-type: none"> • Three (3) mounted lessons <ul style="list-style-type: none"> • One (1) additional mounted lesson for General Performance candidates • Lunge Lesson (not applicable for Western discipline candidates)
5	Analyze Performance	<ul style="list-style-type: none"> • Assess performance • Correct performance 	
6	Support the Competitive Experience	<ul style="list-style-type: none"> • Direct effective interventions during and after the competition- • Assist athletes in preparing mentally for competition 	Coach in Competition: <ul style="list-style-type: none"> • Coach an athlete at a competition
7	Make Ethical Decisions	<ul style="list-style-type: none"> • Apply a 6-step ethical decision- making process 	Complete the <i>Make Ethical Decisions</i> online evaluation with a minimum score of 75%



3.5.3. COMPETITION COACH SPECIALIST EVALUATION

The evaluation process provides the candidate with an opportunity to demonstrate competency in the tasks outlined in the evaluation tool and reviewed at the training event(s). The candidate's competency will be assessed against the standards outlined in the Competition Coach Specialist Rubric. Although the evaluators are to evaluate and not teach, feedback will be provided to each candidate in a formal debriefing session after the evaluation. 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 a plan for the future will be provided to the candidate.

The evaluation requirements consist of three (3) evaluation types covering the seven (7) outcomes for the Competition Coach Specialist certification.

1. **Portfolio Evaluation:** The candidate must submit a portfolio consisting of two (2) written lesson plans, an Emergency Action Plan for their primary facility, a yearly training plan and a detailed description of how they manage administrative aspects of the equestrian program. The portfolio must include proof that the Coach has athletes competing in the right context.
2. **Observable Evaluation:** The candidate will be evaluated by observation, in person or by video submission, coaching riding lessons. For video submission guidelines see Section 3.7 Video Evaluations. In-competition evaluations are done in-person only.
3. **Online Evaluation:** The *Make Ethical Decisions* online evaluation is available to complete through the NCCP "Locker".

3.6. NCCP COMPETITION DEVELOPMENT: HP1 CERTIFICATION

The EC/NCCP Competition Development Coach develops competition skill to advance the competitive athlete's performance and designs developmentally appropriate programming for LTED stages *Learn to Win* and *Train to Win*.

The following NCCP Competition Development: HP1 Coach certifications are offered by EC:

- NCCP Competition Development: HP1 – Olympic Disciplines
- NCCP Competition Development: HP1 – Non-Olympic Disciplines

3.6.1. NCCP COMPETITION DEVELOPMENT: HP1 COACH ADMISSION REQUIREMENTS

NCCP Competition Development: HP1 Coach candidates must meet the following certification-specific admission requirements:

- Be at least 22 years of age as of January 1st of the year of application. Candidates under the age of 22 may be considered in exceptional cases by applying to EC's Coaching Administrator.
- Within the past two (2) calendar years, coach athletes at the performance level(s) indicated in the following table:



Olympic Disciplines	
Dressage	Currently coaching and have produced a minimum of 2 FEI Young Rider/Prix St. Georges level or above athletes. Each athlete must have achieved a score of 65% or Highly proficient (consistent score of 68-70 or above) at 3rd Level with the ability to progress to 4th Level, or above at Gold and Platinum Events
Eventing	Within the last two (2) calendar years: <ul style="list-style-type: none">• Coach a minimum of two (2) athletes competing at the national EV 110 Level or higher, and who have achieved MER and/or Minimum Performance Standards for FEI competition results. To proceed through the evaluation process to the final step of Outcome #6 (Support the Competitive Process), the Coach candidate will be evaluated at a competition where they must be working with their own athlete who has successfully completed at least one FEI level CCI 2* or above three-day event, achieving a MER result. Note: MER is subject to modification by the FEI.
Jumping	Within the last two (2) calendar years: <ul style="list-style-type: none">• Coach a minimum of two (2) athletes in jumper, hunter and/or equitation divisions at EC Gold sanctioned competitions jumping 1.20m or above
Non-Olympic Disciplines	
Actively training for and competing at an equivalent level in the discipline with human athletes in one of the following stages of development: Train to Compete, Learn to Win, Train to Win. Eligibility will be determined on a case-by-case basis in consultation with the applicant and coach developer team.	

3.6.2. NCCP COMPETITION DEVELOPMENT: HP1 COACH OUTCOMES

The seven (7) outcomes adopted by EC for this certification context form the basis for evaluating and certifying EC/NCCP High Performance 1 Coaches:

- ***Plan a Practice,***
- ***Design a Sport Program,***
- ***Manage a Program,***
- ***Supporting Athletes in Training,***
- ***Analyze Performance,***
- ***Support the Competitive Experience*** and
- ***Make Ethical Decisions.***

All EC/NCCP certified NCCP Competition Development:HP1 Coaches will be able to:

- Plan a practice for advanced-competition level athletes



- Develop an Emergency Action Plan
- Design yearly training plans to meet peak performance objectives
- Manage and report on administrative and logistical aspects of the program
- Support athletes in-training through coaching practices
- Analyze performance of advanced-competition level athletes
- Provide coaching support to athletes at competitions
- Make ethical decisions

Upon successful evaluation of all seven (7) outcomes, the candidate will earn with EC/NCCP High Performance 1 certification.

NCCP Competition Development: HP1 Coach Rubric

##	NCCP Outcome	NCCP Criteria	Activities
1	Plan a Practice	<ul style="list-style-type: none"> • Identify logistics and appropriate background information for practice. • Identify appropriate activities in each part of the practice. • Design and sequence activities appropriately within the practice to enhance performance or create optimal adaptations. • Design an Emergency Action Plan. 	Plan a Practice: <ul style="list-style-type: none"> • One (1) written practice plans • Emergency Action Plan
2	Design a Sport Program	<ul style="list-style-type: none"> • Outline a program structure based on training and competition opportunities. • Identify appropriate measures to promote athlete development. • Integrate yearly training priorities into own program. • Organize and sequence training priorities and objectives on a weekly basis to optimize adaptations. 	Plan a Yearly Training Plan: <ul style="list-style-type: none"> • One (1) Written Yearly Training Plan



3	Manage a Program	<ul style="list-style-type: none"> • Take appropriate measures to promote drug-free sport. • Manage administrative aspects of the program and oversee logistics. • Develop strategies to address and resolve conflicts in sport. 	<p>Write Program Reports:</p> <ul style="list-style-type: none"> • Show evidence of how administrative aspects and logistics are managed. • Show evidence of athlete progress throughout the program
4	Provide Support to Athletes in Training	<ul style="list-style-type: none"> • Ensure that the practice environment is safe. • Implement an appropriately structured and organized practice. • Make interventions that enhance learning and are aimed at improving the athlete's performance. • Adapt practices based on athlete's response to the training tasks. • Implement protocols and methods that contribute to the development of athletic abilities relevant to the sport. 	<p>Coach a Practice:</p> <ul style="list-style-type: none"> • 3 Video submissions
5	Analyze Performance	<ul style="list-style-type: none"> • Detect technical elements that must be improved or refined to enhance performance and/or to prevent injuries. • Correct technical elements that must be improved or refined to enhance performance and/or to prevent injuries. • Detect tactical elements that must be improved or refined to enhance performance. • Correct tactical elements that must be improved or refined to enhance performance. 	<ul style="list-style-type: none"> • Evidences throughout the portfolio in creative ways, video tasks, in-competition evaluation and prebrief, debrief and action plan



6	Support the Competitive Experience	<ul style="list-style-type: none">• Implement procedures that promote readiness for performance pre- competition.• Make decisions and interventions that promote sport-specific performance during competition.• Use the competitive experience in a meaningful manner to further athlete’s development after competition.	Coach in Competition: <ul style="list-style-type: none">• Coach an athlete at a competition-
7	Make Ethical Decisions	<ul style="list-style-type: none">• Apply a 6-step ethical decision-making process-	Complete the <i>Make Ethical Decisions</i> online evaluation with a minimum score of 75%

3.6.3. EC/NCCP CERTIFIED HIGH PERFORMANCE 1 EVALUATION

The evaluation requirements consist of three (3) evaluations addressing the seven (7) outcomes for the EC/NCCP certified High Performance 1 certification.

1. **Portfolio Evaluation:** The candidate must submit a portfolio consisting of one (1) written lesson plan, an Emergency Action Plan for their primary facility, a yearly training plan and a detailed description of how they manage administrative aspects of the equestrian program.
2. **In-Competition Evaluation:** Analysis of supporting both athletes in the competitive environment.
3. **Panel Presentation:** Presentation of management of equestrian sport program, benchmarking and gap analysis as well as desired outcomes and goals setting.
4. **Online Evaluation:** The Make Ethical Decisions online evaluation is available for completion through the NCCP “Locker”.

3.7 VIDEO EVALUATIONS

As with in-person coaching evaluations, video evaluations must be coordinated through the candidate’s home PTSO. All requirements and procedures with respect to admissions, lesson content and topics, horse welfare, minimum standards etc. are identical to those for in-person evaluation.

Videos that fail to provide sufficient audio and/or visual quality will be returned to the candidate unmarked and the candidate is required to resubmit a new video. The mandatory *marking fee* must be paid to the Coaching Administrator who received the initial video.

If one or more lessons covered in the video fail to meet the minimum standards, a new video addressing only the area(s) identified must be submitted and a marking fee will apply (see 3.8 Re-Evaluation).



Prior to submitting video evaluations, the coach candidate must submit:

- A completed Video Release Forms for everyone included in the video(s)
- A completed Video Declaration Form

Videos may be uploaded to YouTube or another video sharing platform with the video's privacy settings set to "private" with prior approval of the PTSO.

Other considerations for video evaluations:

- The film must be in digital format and each lesson, recorded in one (1) unedited, non-stop video.
- Videos must provide the evaluator with a clear and cohesive view of each lesson from start to finish.
- Recording should start approximately five (5) seconds before the lesson begins and end approximately five (5) seconds after the lesson is completed.
- Videos must incorporate a ten (10) second pause between lessons and be clearly marked with the date recorded; lessons must be recorded in sequential order beginning with Lesson 1.
- Lessons should be recorded in a fully enclosed arena or ring; if the zoom feature is employed, the horse(s) must take up no more than 1/4 of the available screen space.
- Lessons may be taped outdoors if sufficient audio and visual quality for evaluation purposes is achievable.
- The candidate's voice must be always audible; a portable microphone should be used if there is concern about the audio quality of the recording; background noise must be kept to a minimum.
- The camera must focus on the candidate and athlete during all discussions.
- The camera must use a sufficiently wide-angle to capture the athlete as they perform skills.
- It is recommended that the person filming the video be an experienced videographer.

3.8 RE-EVALUATIONS

If a candidate does not meet the minimum standard for an outcome related to the NCCP evaluation process, they must be re-evaluated for that outcome only. Re-evaluation must be completed within two (2) years of the original evaluation date. Additional re-evaluation fees will apply.

Portfolio outcomes:

- Candidates must provide missing information/make corrections based on the feedback received from the Evaluator; the re-evaluation process is not complete until the outcome(s), as determined by the Evaluator, meet the minimum standard(s).
- Re-evaluations requiring more than two (2) reviews/responses from the Evaluator may result in additional re-evaluation fees.
- If the candidate requires multiple revisions to their portfolio, additional training may be required prior to re-evaluation.

Observable Evaluation Outcomes (Lesson):

- Candidates need only apply to be re-evaluated for the lesson, or lessons, that do not meet minimum standards set forth for the NCCP certification.



Evaluators will debrief the candidates after the evaluation of observable evaluation outcomes and provide final results at the end of the evaluation. The action plan provided during the debrief after the evaluation of observable evaluation outcomes will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate. Re-evaluations on observable evaluation outcomes from a coaching evaluation of a lesson are up to the discretion of the evaluator.

Observable Evaluation Outcomes (Competition): All re-evaluations of observable evaluation outcomes from evaluation at a competition are up to the discretion of the evaluator/PTSO. Evaluators will debrief the candidates after the evaluation of observable evaluation outcomes and provide final results at the end of the evaluation day. The action plan provided during the debrief after the evaluation of observable evaluation outcomes will clearly outline when re-evaluation is recommended and what additional training may be required/recommended for the candidate.

Make Ethical Decisions Online Evaluation: Candidates may challenge the online evaluation without completing the classroom-based component. Those who fail to achieve a minimum passing grade of 75% after a maximum two (2) challenge attempts must complete the online course and evaluation in their entirety.



4 NCCP MAINTENANCE OF CERTIFICATION

The CAC and its partners recognize the value of having certified NCCP Instructors and Coaches that are engaged in professional development programs that reinforce the values of lifelong learning and sharing within the coaching community.

In order for NCCP Instructors and Coaches to maintain their certified status, they will be required to obtain Professional Development (PD) points. PD points can be earned through a multitude of activities in which Coaches already participate, including national and provincial sport organization conferences and workshops, e-learning modules, NCCP workshops, coach mentorship programs and active coaching. In most cases, Coaches are already earning their required PD points; maintenance of certification status is simply the introduction of tracking these points and recognizing Coaches for their efforts.

Maintenance of certification is essential to:

- Ensure Instructors and Coaches stay current with new coaching practices and knowledge;
- Maintain the integrity of the NCCP;
- Maintain consistency with the standards of other professions; and,
- Reinforce the values of lifelong learning and continuous improvement.

Certification within the NCCP shall be valid for five (5) years beginning the next calendar year after the date of certification. Maintenance of certification must be based on active coaching and professional development.

The following renewal requirements must be completed annually:

- Pay annual EC Sport Licence
- Pay annual PTSO membership fee(s)
- Maintain Active status in the NCCP Locker by submitting required PD points and completing any required training
- Valid Standard First Aid Certificate
- Valid Police Background Check

*Depending on province of residence, additional requirements may be present. Communication with the PTSO is necessary to ensure individual currency.

4.1. NCCP RENEWAL REQUIREMENTS

NCCP renewal requirements are based on the NCCP's Policy for Renewal of Certification and Professional Development, as found in the [NCCP Policy and Implementation Standards](#). The NCCP certified Instructor, Coach and Coach Developer will have five (5) years to complete PD requirements. PD points are reset every five (5) years. PD is required for Coaches to renew Certified status in any context or gradation.

The CAC Locker is the official professional development tracking database. Certified (Renewed) status will be given only to those NCCP certified Coaches, Instructors and Coach Developers who accumulate the required PD points with the current certification renewal period. Failure to accumulate the required



PD points within the specified time causes the NCCP certified Coaches, Instructors and/or Coach Developer's status to be changed to Certified (Not Renewed) in the NCCP Locker.

An NCCP certified Coach, Instructor and/or Coach Developer who does not complete the required PD points by the end date of the period for renewal of certification will be required to complete a renewal process to regain Active NCCP Certification. The renewal criteria is outlined in Section 4.3 NCCP Renewal.

4.2. CERTIFICATION MAINTENANCE RESPONSIBILITIES

The NCCP certified Instructor, Coach and/or Coach Developer is responsible for the maintenance of their certification. To maintain certification, the Instructor, Coach and/or Coach Developer must do the following:

- Complete the EC/NCCP annual renewal requirements as described in Section 4.1 NCCP Renewal Requirements.
- Ensure the Professional Development Activities Form for Non-NCCP Professional Development Activities is completed and returned to the PTSO or EC during the current certification maintenance five (5) year cycle presented in the Locker account.
- Ensure each PD activity being claimed for points in the Locker is fully detailed on the Professional Development Activities Form. Any activities with incomplete description or documentation will not be approved.
- Be aware that only PD activities listed on the [Professional Development Activities Guide](#) may be claimed for points. Additional points earned in one five (5) year cycle will not be carried over into the next five (5) year cycle.
- The PTSO is responsible for entering the PD Activities for certified Instructors, Competition Coaches and Competition Coach Specialists into the Locker database.
- EC is responsible for entering the PD Activities of certified EC/NCCP certified High Performance 1 coaches into the Locker database.
- Coaches are responsible for self-reporting their own Active Coaching Status (1 point per year) in the NCCP Locker.

4.3. PROFESSIONAL DEVELOPMENT

PD is required for Coaches to renew Certified status in any NCCP context or gradation. PD requirements must be completed by the end of the five (5) year period for which the certification is valid, as presented in the Locker.

Over five (5) years, the following points are required:

- NCCP Instructor: 10 points
- NCCP Competition Coach and NCCP Competition Coach Specialist: 20 points
- NCCP Competition Development: HP1: 30 points
- EC NCCP Coach Developer: 20 points



Unless otherwise indicated in the PD Activities Guide, the base formula is one (1) point/hour for every non-NCCP activity up to a maximum of three (3) points and five (5) points for NCCP training.

Accumulating the required PD points within the five (5) year cycle will result in Certified (Renewed) status. Failure to accumulate the required PD points within the five (5) year cycle will result in Certified (Not-Renewed) status. The renewal process for not-renewed NCCP status is outlined in Section 4.4 NCCP Renewal and must be completed in order to receive a Certified (Renewed) status. A coach's certification will remain in Not-Renewed status until the coach has earned the required PD points. Once the PD have been confirmed, the status will return to Renewed Status. The activities that can be submitted by a Coach for PD maintenance are included in the [Professional Development Activity Guide](#).

4.4. NCCP RENEWAL

Failure to complete required NCCP training (i.e. Making Ethical Decisions Online Evaluation) or accumulate the required PD points within the five (5) year cycle will result in a Certified (Not-Renewed) status on NCCP Certifications. To receive a Certified (Renewed) status, Coaches must complete the outstanding NCCP requirements. To verify the specific requirements to regain active status, Coaches may contact EC or their PTSO coaching representatives to review their coaching transcript and confirm updating required.



5 EC/NCCP COACH DEVELOPERS

Who coaches the Coaches? NCCP Coach Developers do!

According to the International Council for Coaching Excellence (ICCE), Coach Developers “are not simply experienced coaches or transmitters of coaching knowledge – they are trained to develop, support, and challenge coaches to go on honing and improving their knowledge and skills in order to provide positive and effective sport experiences for all participants.” In short, Coach Developers need to be experts in learning, as well as experts in coaching.

NCCP Coach Developers include Learning Facilitators, Coach Evaluators and Master Coach Developers. The typical pathway for someone who wants to be a Coach Developer involves the following steps:



Training: Coach Developer candidates must complete rigorous training and this training is now being made consistent across Canada. The following training is required by all Coach Developers:

- **Core Training:** Provides Coach Developers with the skills to perform their role.
- **Content-specific Training (sport or multi-sport):** This includes micro-facilitation, which gives Coach Developers an opportunity to practice delivery with their peers.
- **Co-delivery:** This is a chance for the new Coach Developer to practice with real Coaches alongside an experienced Coach Developer.

Once a Coach Developer has all of the above training pieces, they are considered trained.

Evaluation: Evaluation confirms that the Coach Developer is capable of certain abilities that are deemed important in the training of coaches.

Once a Coach Developer has been successfully evaluated they are considered certified.

For more information, please visit www.coach.ca/coach-developer-training-s16933.



5.1. IDENTIFICATION AND SELECTION OF COACH DEVELOPERS

There are two ways to become a Coach Developer candidate:

- Master Coach Developers, PTSOs and National Sport Organizations (NSOs) can identify Coach Developer candidates; or,
- Individuals can nominate themselves.

When establishing a pool of candidates, EC will work with the PTSOs to endeavor to balance the regional training requirements with the need for appropriate representation of all regions in Canada. Many candidates are Coaches who are already involved in the NCCP or individuals with backgrounds in physical education, kinesiology or similar areas of study. The competencies of the Coach Developers are clearly indicated in the Coach Developer Rubrics and Evaluation Tools, available from EC coaching administrators.

Individuals who nominate themselves must submit a letter of interest by email to their PTSO and ensure they have completed the admission requirements outlined below. Applications may be submitted at any point in the year. No paper application forms will be accepted.

5.2. LEARNING FACILITATOR

EC/NCCP workshops are led by a trained or certified Learning Facilitator who has undergone a standardized training process. Learning Facilitators are crucial to the development of skilled, knowledgeable Coaches who are then able to develop safer, happier athletes/participants.

The goal of a Learning Facilitator is to effectively facilitate sessions that result in the development of Coaches who are able to demonstrate their abilities and meet the standards established for certification. A Learning Facilitator should have the appropriate knowledge, skills and attitudes to facilitate workshops using a competency-based approach. In addition, they serve as contributing members of the community and ambassadors for the NCCP.

Learning Facilitators are responsible for facilitating the EC/NCCP Theory courses appropriate for Instructors, Competition Coaches, Competition Coach Specialists and Competition Development: HP1 Coaches. Each EC/NCCP theory module is based on a CAC developed, module-specific Facilitator Guide, Coach Workbook and reference material.

5.2.1. TO BECOME A LEARNING FACILITATOR

All Learning Facilitators complete the following steps:



For more information, please visit www.coach.ca/learning-facilitator-p156718.

5.2.2. LEARNING FACILITATOR TRAINING

All Learning Facilitators must complete the Core Training, Content-specific Training and Co-delivery to be considered a Trained Learning Facilitator.

Core Training: Core Training for Learning Facilitators is a required component of training. It is recommended that Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the Provincial/Territorial Coaching Representative (PTCR) in each province or territory as well as the home PTSO.

Content-specific Training: All candidate Learning Facilitators must attend the applicable EC/NCCP Theory/Workshops as a participant.

Co-Delivery: All Learning Facilitators must co-facilitate a workshop with an experienced Coach Developer prior to facilitating a workshop on their own. **Co-facilitation is part of training and therefore the person being trained will not be paid.** A Learning Facilitator candidate may be required to co-facilitate a workshop a number of times before facilitating a workshop on their own depending on feedback from the experienced Master Coach Developer or experienced Learning Facilitator during the training assessment.

5.2.3. LEARNING FACILITATOR ADMISSION REQUIREMENTS

Learning Facilitators are engaged by EC and the PTSOs. Applications to be considered for training and certification for the role of Learning Facilitators are to be directed to EC and PTSOs. Individuals are selected, trained and certified based on capacity, geographic location and volume of training to be delivered and the volume of Learning Facilitators required in any region varies at the discretion of the PTSO and EC.

Learning Facilitator candidates must achieve the following certification-specific admission requirements:



- Completion of the Make Ethical Decisions online evaluation.
- Submission of the signed NCCP Coach Developer Code of Conduct.
- NCCP certification in the context for which they seek Learning Facilitator certification for a minimum of three (3) years.
 - If teaching only theory, a teaching background and good equestrian background can suffice.
- Attendance at the training module(s) and holding of NCCP trained status for the context in which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Learning Facilitators. The following assets are a bonus for Learning Facilitator candidates:

- Post-secondary education in a related field. For example: adult education, kinesiology and sport or equine studies.
- Currently function as a teacher, facilitator or advisor in another profession.
- Remain up-to-date on new or emerging trends in sport science.
- Advanced knowledge of the EC Coaching program.
- Good communicators with the ability to speak clearly and communicate professionally.
- Good presenters who are comfortable presenting in front of a group, well spoken, able to keep presentations to time limits and able to adapt to questions and changes.
- Good facilitators who are able to facilitate discussions, actively listen, evoke participation and move discussions along when need be.
- Good organizers who are well prepared, organized and professional.
- Comfort with computers, technology and professional software programs.
- Approachable, ethical, responsible and self-confident.

Note: In cases where a strong candidate is not a certified Instructor or Coach, EC may consider their application.

5.2.4. LEARNING FACILITATOR CERTIFICATION

All Learning Facilitators must meet the minimum standards in the evaluation to be considered certified Learning Facilitators. Learning Facilitators will be evaluated in person and will be evaluated against the CAC Learning Facilitator Outcomes, Criteria and Evidence, available from CAC Multi-Sport Master Coach Developers upon request. All Learning Facilitators must complete the Make Ethical Decisions online evaluation.

5.2.5. LEARNING FACILITATOR DUTIES AND RESPONSIBILITIES

The responsibilities of a Learning Facilitator are as follows:

- Request any supporting documents to be used in course delivery as per PTSO or host deadlines.
- Return the proper forms and documentation to the PTSO and/or EC within one (1) week of the event (includes attendance sheets, event report and course evaluations).
- Attend information and training sessions related to the EC Coaching program.
- Complete event attendance sheets and any other information required by the CAC and EC.
- Deliver the course content and materials as determined by EC.



- Arrive on time and prepared for training events.
- Dress code should be semi-professional, clean and tidy.
- Provide best-in-class training and education experience for Coach candidates.

Note: The Learning Facilitator may adjust the schedule as they see fit to accommodate the class/group dynamics (group experience, size, etc.).

5.3. COACH EVALUATOR

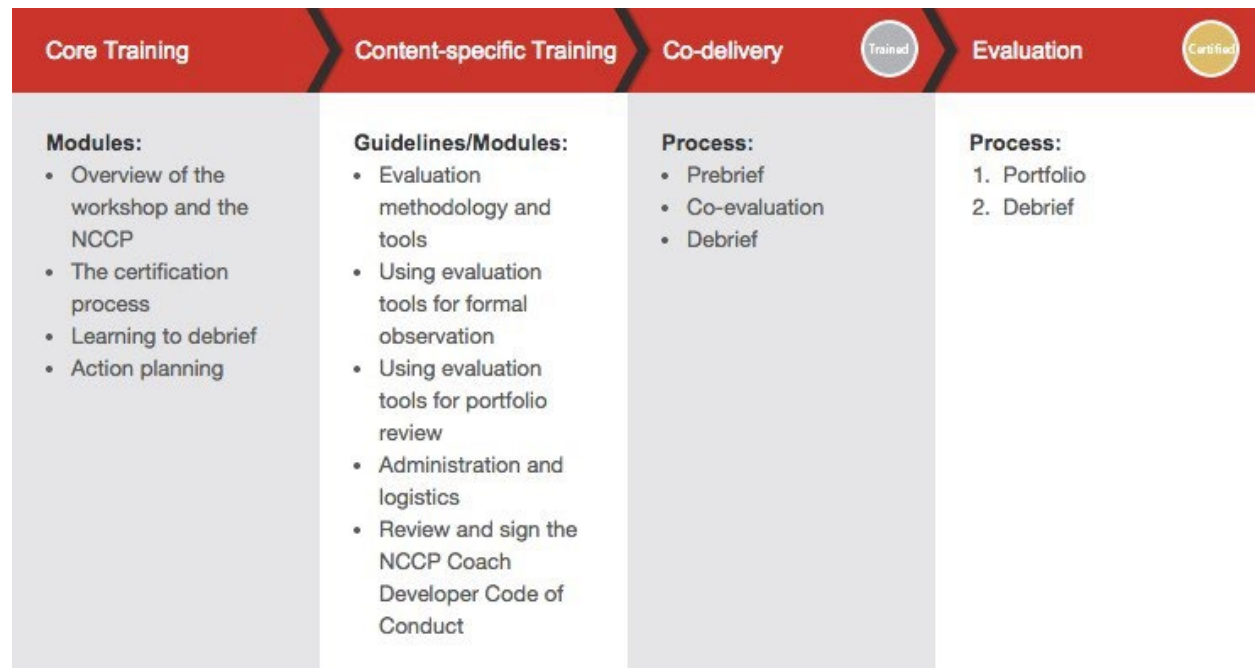
A Coach Evaluator's role is to contribute to the development of Coaches after they have acquired their NCCP training. This includes assessment, evaluation, debriefing and follow-up with Coaches trying to achieve Certified status. Evaluators are experts in the observation process and have in-depth knowledge of the outcomes, criteria and evidence that comprise the evaluation tools that establish NCCP standards for Coaches of a particular sport context.

Evaluators act as ambassadors of the NCCP and as a resource to Coaches seeking to augment and validate their coaching abilities.

Evaluators evaluate EC/NCCP Instructor and Coach candidates.

5.3.1. TO BECOME A COACH EVALUATOR

All Coach Evaluators complete the following steps:



For more information, please visit www.coach.ca/coach-evaluator-p156721.



5.3.2. COACH EVALUATOR TRAINING

All Coach Evaluators must complete the Core Training, Content-specific Training and Co-delivery to be considered a Trained Evaluator.

Core Training: Core Training for Evaluators is a required component of training. It is recommended that Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the PTCR in each province or territory.

Content-specific Training: All candidate Evaluators must attend the applicable EC/NCCP Theory/Workshops as a participant and attend context-specific training on the requirements, standards and evaluation tools associated with an evaluation.

Co-delivery: All Evaluators must co-evaluate with an experienced Coach Developer prior to performing an evaluation on their own. Co-evaluation is part of training and therefore the person being trained will not be paid. An Evaluator candidate may be required to perform co-evaluation a number of times before performing an evaluation on their own depending on feedback from the experienced Master Coach Developer or experienced Coach Evaluator during the training assessment.

5.3.3. COACH EVALUATOR ADMISSION REQUIREMENTS

Coach Evaluators are engaged by EC and the PTSOs. Applications to be considered for training and certification for the role of Evaluator are to be directed to EC and PTSOs. Individuals are selected, trained and certified based on capacity, geographic location and volume of coach evaluations to be performed. The volume of Evaluators required in any region varies at the discretion of the PTSO and EC.

Coach Evaluator candidates must achieve the following certification-specific admission requirements:

- Completed Make Ethical Decisions online evaluation.
- Submission of the signed NCCP Coach Developer Code of Conduct, provided during Core Training.
- NCCP certification in the context in which they seek Coach Evaluator certification for a minimum of three (3) years.
 - Done at the PTSOs discretion depending on the background of the Coach Evaluator and their familiarity with the contexts.
- Attendance at the training module(s) and holding of NCCP trained status for the context stream in which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Coach Evaluators. The following are assests for Coach Evaluator candidates:

- Post-secondary education in a related field. For example: adult education, kinesiology and sport or equine studies.
- Currently function as a teacher, facilitator or advisor in another profession.



- Remain up-to-date on new or emerging trends in sport science.
- Advanced knowledge of the EC Coaching program.
- Good communicators with the ability to speak clearly and communicate professionally.
- Good organizers who are well prepared, organized and professional.
- Good attention to detail and observation skills.
- Credibility with their peers.
- High ethical standards and leadership skills.
- A desire to see the Coach certification system and sport grow.
- Time and energy to commit to the evaluation process.
- The ability to be critically reflective and ask questions.
- The ability to listen actively to the candidate.
- Comfort with computers, technology and professional software programs.

Note: In cases where a strong candidate is not a certified Instructor or Coach, EC may consider their application.

5.3.4. COACH EVALUATOR CERTIFICATION

All Coach Evaluators must be evaluated to become a certified NCCP Coach Evaluator. Coach Evaluators will be evaluated in person and will be evaluated against the CAC Coach Evaluator Outcomes, Criteria and Evidence, provided during Core Training. All Evaluators must complete the Make Ethical Decisions online evaluation.

5.3.5. COACH EVALUATOR DUTIES AND RESPONSIBILITIES

The responsibilities of Coach Evaluators are as follows:

- Execute the evaluation process and conduct evaluations as determined by the PTSO and/or EC as outlined in the rubric, evaluation tool and evaluator guide.
- Evaluate candidates' levels of expertise as they relate to the requirements of each context.
- Attend information and training sessions related to the EC Coaching program when requested by the PTSO or EC.
- Return the proper forms and documentation to the PTSO and/or EC within one (1) week of the event (includes attendance sheets, event report and course evaluations).
- Complete event attendance sheets and any other information required by the CAC and EC.
- Coach Evaluators may also hold mentor roles but may not mentor or instruct/coach a candidate they evaluate within three (3) months of the evaluation.
- Arrive on time and prepared for certification events.
- Dress code should be semi-professional, clean and tidy.
- Provide best-in-class training and evaluation experiences for Coach candidates.



5.4. MASTER COACH DEVELOPER

The role of the Master Coach Developer is to train, evaluate, support and mentor Coach Developers, i.e. Learning Facilitators, Coach Evaluators and other Master Coach Developers. In addition, Master Coach Developers play a key role in promoting the NCCP.

Master Coach Developers must possess adequate knowledge and expertise in facilitation to assist in training and to lead workshops and professional development experiences for Coach Developers.

It is expected that Master Coach Developers will have more responsibility in a supportive role with Coach Developers during workshops, evaluations and in Coach Developer development. Master Coach Developers should be willing and able to lend support to Coach Developers, program administrators and delivery host agencies.

5.4.1. TO BECOME A MASTER COACH DEVELOPER

All Master Coach Developers complete the following steps:



For more information, please visit www.coach.ca/master-coach-developer-p156720.

5.4.2. MASTER COACH DEVELOPER TRAINING

All Master Coach Developers must complete Core Training, Content-specific Training and Co-delivery to be considered a Trained Master Coach Developer.

Core Training: Core Training for Learning Facilitators, Core Training for Coach Evaluators and Core Training for Master Coach Developers are required components of training for Master Coach Developers. It is recommended that all Core Training is completed prior to coming to Content-specific Training. Core Training can be accessed through the PTCR in each province or territory.

Content-specific Training: Content-specific Training is a required component of training for Master Coach Developers. Content-specific Training will include a micro-facilitation and/or a



micro-evaluation component of the content that will be delivered. All Coach Developers must sign the NCCP Coach Developer Code of Conduct during Content-specific Training.

Co-delivery: All Master Coach Developers must co-facilitate Learning Facilitator training and/or Coach Evaluator training with an experienced Coach Developer prior to facilitating training on their own. Co-facilitation is part of training and therefore the person being trained will not be paid. A Master Coach Developer candidate may be required to co-facilitate training a number of times before facilitating training on their own depending on feedback from the Master Coach Developer doing the training assessment.

5.4.3. MASTER COACH DEVELOPER ADMISSION REQUIREMENTS

Master Coach Developers are engaged by EC and the PTSOs. Individuals are selected, trained and certified based on capacity, geographic location, experience and the volume of Coach Developers to be trained and evaluated. The volume of Master Coach Developers required in any region varies at the discretion of the PTSO and EC.

Master Coach Developer candidates must achieve the following certification-specific admission requirements:

- Completed Make Ethical Decisions online evaluation.
- NCCP certified Learning Facilitator and Coach Evaluator for a minimum of five (5) years.
- Attendance at the training module(s) and holding of NCCP trained status for the context in which they are certified.

The success of NCCP training rests to a large degree on the quality of the individuals selected as Master Coach Developers. The following assets are a bonus for Master Coach Developer candidates:

- Post-secondary education in a related field. For example: adult education, kinesiology and sport, and equine studies.
- Currently function as a teacher, facilitator or advisor in another profession.
- Trained or educated in an area related to coaching or coach education.
- Remain up-to-date on new or emerging trends in sport science.
- Advanced knowledge of the EC Coaching program.
- Good communicators with have the ability to speak clearly and communicate professionally.
- Good presenters who are comfortable presenting in front of a group, well spoken, able to keep presentations to time limits and able to adapt to questions and changes.
- Good facilitators who are able to facilitate discussions, actively listen, evoke participation and move discussions along when need be.
- Good organizers who are well prepared, organized and professional.
- Good attention to detail and observation skills.
- Credibility with their peers.
- High ethical standards and leadership skills.
- A desire to see the coach certification system as well as the sport grow.
- Time and energy to commit to the evaluation process.



- The ability to be critically reflective and ask questions.
- The ability to listen actively to the candidate.
- Comfort with computers, technology and professional software programs.

5.4.4. MASTER COACH DEVELOPER CERTIFICATION

All Master Coach Developers must be evaluated to become a certified Master Coach Developer. Master Coach Developers will be evaluated by submitting a portfolio and must complete the Make Ethical Decisions online evaluation.

5.4.5. MASTER COACH DEVELOPER RESPONSIBILITIES

The responsibilities of Master Coach Developers are as follows:

- Execute the evaluation process and conduct evaluations as determined by the PTSO and/or EC, as outlined in the rubric, evaluation tool and evaluator guide.
- Evaluate candidates' levels of expertise as they relate to requirements of each context.
- Attend information and training sessions related to the EC Coaching program when requested by the PTSO or EC.
- Return the proper forms and documentation to the PTSO and/or EC within one (1) week of the event (includes attendance sheets, event report and course evaluations).
- Complete event attendance sheets and any other information required by the CAC and EC.
- When requested by the PTSO and/or EC, report on the EC Coaching program.
- Master Coach Developers may also hold mentor roles, but may not mentor or instruct/coach a candidate they evaluate within three (3) months of the evaluation.
- Arrive on time and prepared for certification events.
- Dress code should be semi-professional, clean and tidy.
- Provide best-in-class training and evaluation experiences for Coach Developer candidates.

5.5. Delivery in an Online Environment Some coach candidates prefer learning in an online environment rather than in-person. This can possibly minimize cost both for host and candidate as well as be more accessible to those located in rural areas. EC requires every NCCP Coach Developer to participate in the EC's Delivery in an Online Environment. This 1-hour course is **mandatory** prior to delivering online EC materials.





6 EC TRAINING AND CERTIFICATION EVENTS

The EC Coaching program delivers education programs for equestrian sport development. The training and evaluation events follow a set of standards, policies, and procedures to ensure equestrian sport development education delivered in Canada is best in class. EC and PTSOs are the authorized organizations to host EC training events. This chapter will outline the minimum standards and define the policies and procedures for hosting EC training and certification events.

6.1. PARTNERSHIP

EC and its affiliate PTSOs (“the partnership”) work as partners to deliver training, certification and professional development events for Instructors, Coaches, and Instructor and Coach candidates in person or online through webinars and the [ECampus](#). The organizations composing this partnership are the authorized hosts for EC/NCCP Events.

6.2. EVENTS

6.2.1. TRAINING EVENTS

NCCP training events are the events offered in the training pathway to candidates.

6.2.2. CERTIFICATION EVENTS

Certification events (also referred to as evaluations) are the events offered in the certification pathway that would award Certified status in the context stream in which a candidate seeks certification.

6.2.3. PROFESSIONAL DEVELOPMENT EVENTS

Professional development events are events offered for those currently certified that would award non-NCCP PD points as per Section 4.4 NCCP_Renewal toward certification maintenance (e.g. EC Convention and/or PTSO Symposium).

6.2.4. NON-EC OR PTSO THIRD-PARTY EVENTS

Non-EC third-party events are not EC events, as they are offered by organizations or equestrian/equine experts in the industry that are not EC or a partner PTSO. Third-party training events are not recognized toward a NCCP training or certification pathway. Attendance at third-party training events by those currently certified may qualify for non-NCCP PD points as per Section 4.4 NCCP Renewal.

6.3. HOSTING EC TRAINING AND CERTIFICATION EVENTS

6.3.1. HOST RESPONSIBILITIES

The host is responsible for the following:

1. **Event planning:** The host will plan the key activities and requirements of the event to ensure it is best in class.



2. **Scheduling:** It is important that the host verify with the partnership to ensure the scheduling of the event does not conflict with other EC events of similar type within neighbouring regions. When possible, the partnership should work together to ensure the event is a success for the betterment of the program.
3. **Revenue and expense tracking:** The host should ensure that at a minimum, an EC event will break even between expenses and revenues (when possible). The event's expenses and revenues should be tracked to ensure transparent and accountable reporting.
4. **Registrations:** Registrations and fees can be collected however the host deems suitable (e.g. paper form or online portal).
5. **Communications:** Event communication must be timely, acceptable and consistent. The host must ensure the requirements of section 6.5 Event Communications are upheld for the event.

6.3.2. SAFE AND WELCOMING ENVIRONMENT

The host must ensure that the event provides participants with a safe and welcoming environment.

Harassment and abuse: There is zero tolerance for harassment and/or abuse directed at the host, participant(s), Coach Developer(s), subject matter expert(s), demonstration athletes and horses, and event facilities, equipment and resources of any kind before, during or after events. Reports of harassment and/or abuse must be reported according to the [EC Safe Sport Policies](#).

6.3.3. MINIMUM AGE REQUIREMENTS

The minimum age at which an Instructor or Coach may be designated as an EC/NCCP Instructor or Coach should conform to the age requirements listed above depending on level of NCCP certification sought.

Persons younger than 16 and older than 14 may enroll in and complete NCCP or NCCP qualifying education opportunities where an NSO or PTSO:

- Plan to offer NCCP or NCCP qualifying development opportunities to persons younger than 16 years of age.
- Agree to provide these opportunities within the framework of the NCCP.
- Agree to maintain the records on the NCCP Database.

The provincial/territorial government or designated delivery agency may authorize enrolment in multi-sport modules.

Any person younger than 16 and older than 14 will be designated on the CAC Database with an underage status indicator.

6.3.4. CONFLICT OF INTEREST GUIDELINES

1. Coach Evaluators cannot evaluate their own students or any candidate they have taught or mentored during the three (3) months prior to an evaluation.



- This represents the ideal situation. In provinces with limited evaluators, exceptions can be made through discussions between EC and the PTSO.
2. No person may organize an evaluation where he/she is a candidate.
 3. Coach Evaluators cannot be billeted with the immediate family of candidates.
 4. **Exception:** Evaluators may evaluate a student or candidate they have taught or mentored during the three (3) months prior to the evaluation only due to circumstances beyond their control, such as if the Evaluator was substituted at the last minute. In such a case, the substitution Evaluator would be required to notify EC or the PTSO organizing the evaluation of the relationship with the candidate and they cannot act as a lead evaluator.

6.3.5. USE OF DEMONSTRATION HORSES AND ATHLETES

The CAC requires demo athletes to be at the level described in this context. This is the only fair way of evaluating if the candidate can realistically detect and correct errors in the context for which they are being evaluated.

Demonstration drivers and riders must wear a correctly fitted ASTM approved helmet, gloves and clean boots (rubber or leather) with heels and may wear riding attire consistent with requirements of their discipline. In warm weather, drivers and riders should wear a well-fitted shirt with collar and sleeves. The shirt should be tucked neatly into breeches. In winter, a fitted sweater and vest is appropriate. Well-fitted half chaps are acceptable with paddock boots. The candidates will check tack and equipment; however, the horses provided must have a correctly fitted saddle.

Discipline	Horse/Athlete(s) Recommended
Instructor	
English	3 athletes for each lesson (flat and/or jumping) riding at a proficiency level of Learn to Ride – English Level 3 to 5. Some exceptions may apply.
Drive	1 athlete proficient enough to drive safely and in control. This would assume then that the demo driver is able to maintain control of a quiet school horse/pony at the walk and trot. It is the responsibility of the evaluator to contact the facility directly to discuss the demo horses and driver, and to be satisfied that the appropriate driver and horses are available. If, at the time of the evaluation, the evaluator deems the horses and/or driver unsuitable, he/she must step in and make the appropriate changes. For example: Arranging for extra demo driver in advance would allow for substitution. Candidates themselves may be used if necessary; however, this is strongly discouraged for the evaluation.
Western	3 athletes for each lesson riding at a proficiency level of Learn to Ride – Western Level 3. Some exceptions may apply.
All Disciplines: Lunging	A quiet horse that knows how to lunge is required. Contact your PTSO for provincial policy regarding lunging horse.



Competition Coach	
English	3 athletes for each lesson (except the equitation lesson). 2 athletes may be used if 3 are not available. All athletes must be riding at a proficiency level of Learn to Ride – English Level 6 to 8. Some exceptions may apply. Athletes must be able to: <ul style="list-style-type: none"> • Ride forward from leg to hand.
	<ul style="list-style-type: none"> • Start to create a round outline, • Jump a course and/or gymnastic of .80m .
Western	All athletes must be riding at a proficiency level of Learn to Ride – Western Level 4. Some exceptions may apply. Rail lesson: 3 athletes and horses Manoeuvre and Pattern lesson: 1 athlete and horse Lunge lesson: 1 athlete and horse Athletes must be able to: <ul style="list-style-type: none"> • Ride with collection. • Perform the Western Rider Level 4 manoeuvres. • Perform a Western Rider Level 4 pattern.
All Disciplines: Lunging	A quiet horse that knows how to lunge with and without side reins is required for each candidate. Contact your PTSO for provincial policy regarding lunging horse.
Competition Coach Specialist	
Dressage (Lesson)	Athletes competing at Second level or higher. 1 athlete and 1 horse for each lesson. Candidates will teach another candidate's athlete for 1 lesson.
Dressage (Competition)	1 athlete and 1 horse competing at Second Level or higher at an EC Gold show.
Eventing (Lesson)	Athletes competing at national EV100 level horse trials or above. 1 athlete and 1 horse for each lesson. Candidates will teach another candidate's athlete for 1 lesson.
Eventing (Competition)	1 athlete and 1 horse competing at the national EV100 horse trials level.
Jumping (Lesson)	Athletes competing at and able to jump courses at 1 m. 1 athlete and 1 horse for each lesson. Candidates will teach another candidate's athlete for 1 lesson.
Jumping (Competition)	1 athlete and 1 horse competing over courses at 1.0m or above in the hunter or jumper divisions at an EC Silver or Gold show.
General Performance (Lesson)	Athletes competing at breed/provincial shows and placing within the top 5 placings in a class of at least 6 horses in any of the following classes: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding. 1 athlete and 1 horse for each lesson except Western Pleasure, which requires 3 athletes and 3 horses.
General Performance (Competition)	1 athlete and 1 horse competing at breed/provincial shows in a class of at least 6 horses in at least 3 different disciplines: Western Pleasure, Showmanship, Horsemanship, Trail, Western Riding.



Reining (Lesson)	Scores of 68 or higher at NRHA, CRC or breed shows under at least 2 different judges on 3 or more runs. 1 athlete and 1 horse for all lessons.
Reining (Competition)	1 athlete and 1 horse competing at NRHA, CRC or breed shows.
Speed Events (Lesson)	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, in 3 or more runs.
	Pole Bending: A time of 26 seconds or under at provincial or national speed shows, breed shows or rodeos in 3 or more runs. 1 athlete and 1 horse for all lessons.
Speed Events (Competition)	1 athlete and 1 horse competing at provincial or national speed event shows, breed shows or rodeos in pole bending or barrel racing.

Note: The Competition Coach Specialist candidate may use either their own athlete/horses for the lessons or athlete/horses that are not in the candidate's regular lesson program where needed. The Coach Evaluator has at their discretion the right to excuse any ill-mannered, unsuitable, or unsafe demonstration athlete or horse during an evaluation.

6.3.6. EVENT FACILITY, EQUIPMENT AND RESOURCES

The host or evaluator must ensure that the equipment, materials and resources are sufficient for the number of attendees.

Event facilities, equipment and resources may include:

- Classroom and sufficient chairs for the group.
- Reference material, including EC rule books and coaching manuals.
- First aid kit for horses and athletes.
- Stationery supplies.
- Appropriate indoor or outdoor equestrian facilities.
- Enough jumping material in sound, usable condition to build a course of eight (8) to ten (10) jumps.
- Suitable stable or barn area for practical sessions.
- Suitable athletes and horses.
- Internet availability is recommended.
- Participants are responsible for their own horses and equipment and the transportation of their horses and equipment.
- Emergency Action Plan for the host facility.

6.3.7. SPECTATORS

Only Coach Evaluators and Evaluator candidates may attend an evaluation. No spectators may be present.



6.3.8. EVENT CANCELLATION

An event may be cancelled at the discretion of the host. In the event of a cancellation, the host should notify registered participants and EC of the cancellation.

6.4. COACH DEVELOPER FEES AND EXPENSES

Coach Developer fees and expensing procedures are to be agreed upon in advance by both the host and the Coach Developer.

When a Coach Developer is hired to facilitate or evaluate events for Instructor or Coach candidates, they will be paid Learning Facilitator or Coach Evaluator fees. When a Coach Developer is hired to facilitate or evaluate events for Coach Developers and Master Coach Developers, they will be paid Master Coach Developer fees.

EC recommends, at a minimum, the following fees and expense procedures. Each PTSO has the ability to set their own fees and expensing procedures, but Coach Developers hired by the EC national office will be reimbursed in the following manner.

6.4.1. LEARNING FACILITATOR FEES

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter a contract with their Learning Facilitators based on their own approved rates.

Learning facilitators are paid 75\$ per instructional hour. If subject matter experts are used to deliver a portion of the course, e.g. the Analyzing Performance clinic, they are paid at a rate of \$500.00 per day. Learning Facilitator candidates training for Coach Developer certification do not receive payment of fees or expenses.

6.4.2. COACH EVALUATOR FEES

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter a contract with their Evaluators based on their own approved rates.

Portfolio Evaluations

Portfolio evaluations require one (1) Coach Evaluator.

1. Lesson plan(s) and Emergency Action Plan evaluation: \$50.00
2. Yearly training plan evaluation: \$75.00
3. Manage a sport program submission evaluation - \$50.00

Observable Evaluations

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter a contract with their Evaluators based on their own approved rates.

Practical evaluations require two (2) Coach Evaluators for NCCP Competition Coach, NCCP Competition Coach Specialist. NCCP Competition Development: HP1 require one (1) evaluator for the in-competition evaluation and a panel of 3 minimum for the panel presentation. Practical evaluations require one (1) Coach Evaluator for the Instructor context.



- The evaluators do not have to be both be certified in the same discipline. The second evaluator may be from another discipline - i.e. a CCS Dressage candidate can be evaluated by an eventing evaluator and a dressage evaluator. The eventing evaluator will act as the second evaluator and evaluate the coaches teaching skills - not necessarily their technical sport skills

Competition evaluations require one (1) Coach Evaluator.

Coach Evaluators are paid up to \$75.00 per instructional hour. Coach Evaluator candidates training for Coach Developer certification do not receive payment of fees or expenses.

6.4.3. MASTER COACH DEVELOPER FEES

EC will pay the suggested rates below and it is suggested that each PTSO use their own policy and enter a contract with their Master Coach Developer based on their own approved rates.

1. Master Coach Developers are paid up to \$100.00 per instructional hour when facilitating content-specific training and co-delivery training for Coach Developer and Master Coach Developer candidates.
2. Master Coach Developers are paid \$100.00 per instructional hour for Learning Facilitator and Coach Evaluator evaluations.
3. Master Coach Developers are paid \$100.00 for Master Coach Developer evaluations.

6.4.4. COACH DEVELOPER EXPENSING PROCEDURES

The expensing procedures are determined by the host's policies for travel, accommodations, and meals, and must be agreed upon in advance by both the host and the Coach Developer.

6.5. EVENT COMMUNICATIONS

All components of the partnership's NCCP events should be accessible to and inclusive of any gender, visible minorities, the aboriginal community, and persons with a disability. The language and content should be appropriate for the varied target groups. In addition, all materials for each context must be launched simultaneously in both official languages – English and French – following final approval.

6.5.1. SCHEDULING

The host should report to the partnership the scheduling of an event in advance of promoting the event.

6.5.2. BRANDING POLICY

The EC name and logo and NCCP logo should be present on all EC/NCCP event forms and documents.

6.5.3. COPYRIGHT

The CAC must hold co-copyright with the respective NSO on all materials produced by the NSO with CAC financial support. The principles of this agreement are as follows:

- The NSO provide all copyright warnings for the user.



- The NSO must include and use the approved NCCP recognition guidelines. The CAC will provide the NSO with the materials in electronic format (or camera-ready artwork) in both official languages for incorporation into NSO final materials.
- World co-copyright is held jointly by the respective NSO and the CAC with a corresponding credit line to the NSO.
- The NSO may distribute and sell non-integrated materials as it sees fit and will retain 100% of any income it receives from its own sale of materials. The sale of integrated materials will be governed by stipulations in the memorandum of agreement signed by the CAC and the NSO.
- The CAC may, at its discretion, use the materials in composite products related to coach education.

6.6. EVENT REPORTING

6.6.1. ECAMPUS

EC and its PTSO partners maintain records for the purpose of validating a Coach Status and maintaining a coach transcript for all Coaches and Coach candidates using the [ECampus](#), PTSO databases and [The Locker](#). The ECampus is administered and managed by EC and PTSO coaching administrators. Coaches and Coach candidates may manage their own coaching transcript by submitting required documents through the ECampus. Any documents added by a coach to their transcript must be verified and validated by an EC or PTSO coaching administrator before they are appended to a transcript.

Coach training and certification events may be managed by EC and their PTSO partners through the ECampus, PTSO databases or The Locker. Events entered in the ECampus will be pushed to the NCCP Locker upon completion and verification by EC and PTSO coaching administrators.

6.6.2. THE LOCKER

The CAC maintains a database of all successfully completed NCCP components. Upon registration in the database, individuals are assigned a NCCP number, which is used to track individual progress towards certification.

Locker events are recorded by the CAC Locker, trained PTSO coaching administrators and EC staff representatives and through the ECampus.

Candidates and Coaches should provide details regarding any changes to their name or contact information directly through their Locker account to ensure that all components are identified under the same NCCP number.

Each host organization must have a trained representative to enter events into the Locker for CAC credit. The representative must complete CAC Locker training before they can be granted access to the Locker database.

Locker events are approved by the PTSO before they can be approved by EC. The CAC has final approval.



6.7 COACHING CERTIFICATES

The Coaching Certificate is a standard template the host must use to create a candidate's unique certificate. Certificates must only be created once a candidate has completed all certification requirements on the pathway.

6.8 DISPUTE RESOLUTION FOR THE COACHING PROGRAM

Membership and participation in the activities of EC offer 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. In the case of a dispute between a coaching candidate and an evaluator/committee relating to the certification or evaluation of Instructors and Coaches, the EC Complaints Policy is to be referred to for resolution.

The complete Complaints Policy can be found on the EC website under <https://equestrian.ca/wp-content/uploads/2023/09/discipline-complaints-and-appeal-policy.pdf>.



7 NCCP COACHING PROGRAM

The following chapter was provided by the NCCP.

Equestrian sport is one of 66 sports in Canada with an NCCP coaching program. The CAC works with NSOs across Canada, including EC, in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from short online introductory workshops, to weekend workshops, to intensive two-year training programs.

Equestrian's NCCP Coaching Program includes: English disciplines, Western disciplines, Saddle Seat and Driving. Certification is available in the Instruction stream and Coaching stream. Together, the Instruction and Coaching certification streams of the program are aligned with requirements for EC's Long-Term Equestrian Development model covering all stages of development.

The EC National Coaching Certification Program aims to:

- Offer a standard of excellence in coaching practice.
- Provide a structure whereby coaches can be certified appropriate to their teaching context and continue to develop professionally.
- Ensure the integration of the NCCP into an overall strategy of coaching education.
- Improve the level of performance and competence of Canadian equestrian instructors and coaches and their athletes.
- Support Long-Term Equestrian Development, and widespread practice of good horsemanship.
- Ensure the safety of equestrians and horse welfare.

All EC Coaching programs are developed by EC and adhere to NCCP standards. The NCCP launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations, gives coaches the confidence to succeed.

7.1. PARTNERS IN COACH EDUCATION

The CAC, the provincial/territorial NCCP delivery agencies, the NSOs and the federal-provincial/territorial governments are individually and collectively responsible to:

- Ensure that the NCCP and other coaching and sport leader development programs contribute to a safe and ethical sport experience in all contexts of participation.
- Ensure that the programs integrate the principles of the Sport For Life Society's Long-Term Athlete Development (LTAD) framework.
- Ensure that coaching and sport leader development programs are available in both French and English.
- Use best efforts to make the program accessible to all, including traditionally underrepresented and/or marginalized populations as referenced in the Canadian Sport Policy and the Federal-Provincial/Territorial Priorities for Collaborative Action.
- Endorse the value of competent instructors and coaches and support, along with other stakeholders, higher standards of coaching competencies and working conditions/environments for coaches.
- Actively participate in the resolution of any differences that put the integrity and continuity of the NCCP at risk.



7.1.1. COACHING ASSOCIATION OF CANADA (CAC)

The CAC unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

7.1.2. PROVINCIAL/TERRITORIAL COACHING REPRESENTATIVES (PTCRS)

The PTCRs provide leadership, development and support in delivering the NCCP.

- Alberta: [Alberta Sport](#)
- British Columbia: [ViaSport BC](#)
- Manitoba: [Sport Manitoba](#)
- New Brunswick: [Coach NB](#)
- Newfoundland and Labrador: [Sport Newfoundland and Labrador](#)
- Northwest Territories: [Sport North Federation](#)
- Nova Scotia: [Coach NS](#)
- Nunavut: [Sport and Recreation Division](#)
- Ontario: [Coaches Association of Ontario](#)
- Prince Edward Island: [Sport PEI](#)
- Quebec: [SportsQuébec](#)
- Saskatchewan: [Coaches Association of Saskatchewan](#)
- Yukon: [Sport Yukon](#)

7.1.3. NATIONAL SPORT ORGANIZATION (NSO)

EC:

- Develops and maintains standards, policies and procedures for all national equestrian coaching programs.
- Maintains a database of all EC certified equestrian Instructors and Coaches.
- Administers and delivers the High Performance 1 NCCP Coach Certification.

7.1.4. PROVINCIAL/TERRITORIAL SPORT ORGANIZATIONS (PTSO'S)

PTSOs:

- Administer and deliver the Instructor, Competition Coach, Competition Coach Specialist and applicable Coach Developer certification programs.
- Administer professional development activities for certified Instructors, Competition Coaches, Competition Coach Specialists and applicable Coach Developers.
- Maintain records on NCCP certified Coaches, Instructors, Coach Developers and certification candidates.
- Ensure Coach Developer succession planning for the long-term viability of the EC Coaching program.
- Provide reporting on EC Coaching program administration to EC as required.
- Provide input into the development of administrative procedures for the EC Coaching program.
- Promote the Coaching program in their respective regions.



- Input, and approve on behalf of the PTSO, the completed events for training, evaluations and professional development into the CAC Locker database for EC and CAC approval.
- Forward a positive Sterling background check or local Police Station background check to the EC Coach Screening Committee.

Equestrian PTSOs:

- Alberta: [Alberta Equestrian Federation](#)
- British Columbia: [Horse Council British Columbia](#)
- Manitoba: [Manitoba Horse Council](#)
- New Brunswick: [New Brunswick Equestrian Association](#)
- Newfoundland and Labrador: [Newfoundland and Labrador Equestrian Association](#)
- Nova Scotia: [Equestrian Nova Scotia](#)
- Ontario: [Ontario Equestrian](#)
- Prince Edward Island: [Prince Edward Island Horse Council](#)
- Québec: [Cheval Québec](#)
- Saskatchewan: [Saskatchewan Horse Federation](#)
- Yukon: [Equine Association of Yukon](#)

7.2. TRAINING VS. CERTIFICATION

The NCCP model distinguishes between training and certification. Instructors and Coaches can participate in training opportunities to acquire or refine the skills and knowledge required for a particular coaching context (e.g. Competition – Introduction) as defined by the sport and be considered “trained”.

To become “certified” in a coaching context, instructors and coaches must be evaluated on their demonstrated ability to perform within that context in areas such as program design, practice planning, performance analysis, program management, ethical coaching, support to participants during training and support to participants in competition.

Certified instructors and coaches enjoy the credibility of the sporting community and of the athletes they coach because they have been observed and evaluated “doing” what is required of them as a competent coach in their sport. They are recognized as meeting or exceeding the high standards embraced by more than 65 national sport organizations in Canada. Fostering confidence at all levels of sport, certification is a benefit shared by parents, athletes, sport organizations and our communities.

NCCP instructors and coaches are described as follows:

In Training – when they have completed some of the required training for a context.

Trained – when they have completed all required training for a context.

Certified – when they have completed all evidence for a context.

For more information, please visit www.coach.ca/trained-vs-certified-s16468.



7.3. NCCP WORKSHOPS AND MODULES

7.3.1. SPORT-SPECIFIC TRAINING

The CAC works with over 60 different NSOs across Canada, including EC, in the development of sport-specific NCCP training. Currently, there are over 850 workshops available at every level of sport – from three-hour online introductory workshops for beginner coaches, to weekend workshops for intermediate coaches, to intensive two-year training programs for advanced coaches.

For more information please visit www.coach.ca/sport-specific-training-s16547.

EC/NCCP sport-specific courses can be viewed in the [ECampus](#).

7.3.2. MULTI-SPORT TRAINING

Many of these modules have been integrated by sports into their own sport-specific workshops, while other sports require their coaches to take them separately through our network of PTCRs.

All of these multi-sport PD development points towards Maintenance of Certification for each course taken.

For more information, please visit www.coach.ca/multi-sport-training-s15501.

EC/NCCP courses can be viewed in the [ECampus](#).



8 NCCP EVALUATION

The following chapter was provided by the NCCP.

Evaluation in the NCCP is the process used to determine whether instructors and coaches meet NCCP coaching standards for certification. This process applies to all coaching contexts in the NCCP.

8.1. PRINCIPLES OF EVALUATION IN THE NCCP

- Outcomes are the foundation of the NCCP approach to evaluating and certifying instructors and coaches.
- Evaluation in the NCCP reflects the ethical coaching practices promoted in the Canadian sport system.
- Evaluation in the NCCP reflects the diversity among sports in a given context.
- Evaluation recognizes and respects individual coaching styles.
- Evaluation in the NCCP is evidence-based.
- The evidence in NCCP evaluations consists of observable coaching behaviour that is used to determine whether a coach meets a given criterion.
- The evidence in NCCP evaluations may come from several sources.
- Evidence demonstrated during an evaluation may not reflect all of the elements or objectives identified in training activities.
- Instructors and Coaches are fully advised of the evidence that will be used to determine whether they meet a given criterion. This helps them achieve certification.
- Instructors and Coaches seeking certification are evaluated by NCCP-trained and NCCP-accredited Evaluators.

8.1.1 ADDITIONAL POINTS

- Evidence, procedures and methods are (1) administratively feasible, (2) professionally acceptable,
- (3) publicly credible, (4) legally defensible, (5) economically affordable and (6) reasonably accessible.
- Evaluation should be preceded by NCCP training or relevant experience.
 - NCCP training activities prepare instructors and coaches to meet certification standards.

8.2. OUTCOMES, CRITERIA AND EVIDENCE

Evaluation in the NCCP is based on a systematic approach to determining whether instructors or coaches meet NCCP standards. This approach has three key components which are outlined in rubrics available from your NSO or PTSO: Outcomes, Criteria and Evidence.

NCCP Outcomes are the overall tasks instructors or coaches must be able to perform. There are overall tasks that capture what instructors or coaches in the NCCP need to be able to do.

Every outcome is associated with one or more criteria. These are the components of an outcome that will be evaluated. Criteria depend on the coaching context. Criteria may be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation.

Example – Provide Support to Athletes in Training Criteria



- Competition – Introduction context: Implement an appropriately structured and organized practice.

Evidences are what the Evaluator must observe and measure to confirm that the candidate meets the NCCP standard for each criterion. All criteria are associated with one or more pieces of evidence. Evidence is what the coach actually does. It is observable and measurable. The more evidence the Evaluator must observe and measure, the more demanding the evaluation will be. Evidence may be sport-specific. The quantity and quality of criteria associated with a particular outcome contribute to the NCCP minimum standard for evaluation. Together with the outcomes and criteria, the evidence is used to determine the NCCP minimum standard for evaluation.

Example – Competition – Introduction Criterion and Evidence for the Provide Support to Athletes in Training Outcome

- Criterion: Implement an appropriately structured and organized practice.
- Evidence: Deliver a practice that matches the goals identified in the practice plan; activities contribute to development of skills, tactics or athletic abilities; equipment is available and ready to use.

8.2.1. EVALUATING INSTRUCTORS AND COACHES IN THE NCCP

Evaluating instructors and coaches in the NCCP evaluation process involves:

- Portfolio evaluation
- Pre-brief
- Observable evaluation
- Debrief
- Action planning
- Reporting/Administration

The EC/NCCP certification's evaluation process provides the candidate an opportunity to demonstrate competency in the tasks outlined in the context and discipline specific evaluation tools for each certificate offered and reviewed at training event(s). Candidate's competency will be assessed against the standards outlined in the rubric for the certificate being challenged. Although the evaluators are to evaluate and not teach, feedback will be provided to each candidate in a formal debriefing session. The areas in which more practice/training is required will be clearly outlined to each candidate in the debriefing after the evaluation. An action plan for further training to enhance performance and/or a plan for the future will be provided.

8.2.2. PORTFOLIO EVALUATION

The portfolio evaluation enables the Evaluator to determine the readiness of the coach candidate for the observable evaluation.

The coach must register with their **PTSO** and submit all required portfolio pieces in advance of an observable evaluation being scheduled.



The Evaluator must review the portfolio using the appropriate evaluation tool(s) and then communicate the feedback to the coach in a timely manner.

Successful completion of the required portfolio pieces will determine readiness for the observable evaluation.

Once it is established that the candidate is ready for the observable evaluation, the Evaluator should notify the appropriate sport body to schedule the observable evaluation.

When the observable evaluation is scheduled, the Evaluator begins the pre-brief process.

8.3. CERTIFICATION STANDARD

Certification standard refers to the degree to which instructors and coaches meet a given criterion. An achievement scale is used to determine whether or not a coach meets or exceeds the minimum standards. For example, a three-point achievement scale might be:

- 3 Exceeds Standard
- 2 Standard
- 1 Needs Improvement

While the achievement scale may differ, all must include the NCCP Minimum Standard.

Instructors and Coaches seeking certification for a given context must be evaluated and must achieve at least NCCP Minimum Standard in all the relevant criteria required for that context in their evaluation.

8.4. NCCP DATABASE (THE LOCKER)

The NCCP Database tracks the outcomes and criteria, identifying criteria that have been trained and evaluated. The Database does not track evidence.

Instructors and Coaches can view their transcript at any time by logging in at <https://thelocker.coach.ca>.

It is the PTSO's responsibility to input training events delivered in your province/territory into the Locker. If equestrian specific training events are missing from your transcript, please contact your PTSO coaching coordinator.

8.5. RECOGNITION OF COACHING COMPETENCE

The NCCP is a competency-based program based on coaching abilities, meaning the NCCP is a program that certifies coaches based on proven abilities to “DO” certain things deemed important to meet the needs of the participants they coach. The NCCP is competency based, and as a result certification is based upon what a coach is able to demonstrate, not the training they may or may not have undergone.



Instructors and Coaches must go through the evaluation process for the context in which they are coaching. Evaluation must include the entire evaluation process for the context in which the coach is being certified (including online multi-sport evaluations). This ensures the instructor or coach is able to demonstrate the required competencies for the context, and removes the need for the NSO or other partners to “judge” the relevance or rigor of the many different international programs that exist.

Instructors and Coaches do not receive credit for “training” modules that they do not complete, but will be able to achieve “certified” status upon a successful evaluation. This only applies in contexts where certified status is available to coaches. There is no such thing as “equivalency”.

This respects and recognizes current coaching competence, which includes Canadian instructors and coaches with significant coaching experience or related background, and foreign coaches with approved training and certification.



Canada 