



ONTARIO
EQUESTRIAN
FEDERATION



GUIDE TO COACH CERTIFICATION

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Equestrian Coach Education & Certification Overview

The National Equestrian Coaching Program is designed and governed by Equestrian Canada, in partnership with and guided by the principles set out by the Coaches Association of Canada (CAC) and the National Coach Certification Program (NCCP). It is the OEF's job to administer the National Equestrian Coaching Program in Ontario.

So before you read about the details of certification and training, here's a bit of background.

Sport Organizations across Canada and around the world have invested resources into understanding the value and importance of sport and recreation in our lives. From this, we know that participation keeps us happy and healthy. It is important for human development from a very young age where we develop physical literacy right through to our senior years as we strive to maintain an active and healthy lifestyle. Participation in sport gives us the confidence to tackle life's opportunities and

challenges.

From this broader understanding the Long Term Athlete Development (LTAD) model was created. This model recognizes that there is an ideal way to begin, progress for recreation or excellence, and enjoy physical activity throughout our life.

If you want more information about LTAD, we'd refer you to the Canadian Sport 4 Life website (canadiansportforlife.ca) where you can browse or find detailed information on the LTAD model.

You're probably reading this book because you are a coach, want to be a certified coach or you are a parent or rider interested in learning about coaching in your sport, so read on!

If you have any questions or would like to talk to us in person you can reach us at education@horse.on.ca toll free – 1-877-441-7112 ext. 26 or 32

What Is Long Term Athlete Development?

Science, research and decades of experience all point to the same thing: kids and adults will get active, stay active, and even reach the greatest heights of sport achievement if they do the right things at the right times. This is the logic behind the LTAD model.

Equestrian sport identifies six stages within the basic LTAD model:

- FUNdamentals and Active Start
- Learning and Training to Ride
- Learning and Training to Compete
- Learning and Training to Win
- Living to Win
- Active for Life

The initial stages develop physical literacy before puberty so children have the basic skills to be active for life. Physical literacy also provides the foundation for those who choose to pursue elite training in one sport or activity after age 12.

The competitive stages provide elite training for those who want to specialize in one sport and compete at the highest level, maximizing the physical, mental and emotional development of each athlete.

Active for Life is about staying active through lifelong participation in competitive or recreational sport or physical activity.

What Does LTAD Have To Do With Coaching?

When you were a kid, what was your experience with sport? When you participated in Physical Education classes, team sports, swimming lessons, or dance classes – was it fun? Did you learn skills? And did it make you want to keep playing?

Canadian Sport for Life (CS4L) is a movement to make sport and physical activity better, so more Canadians will get quality training, more will continue participating, and more will reach the medals podium.

LTAD is the CS4L pathway for developing top-rank athletes and increasing overall participation in sport and physical activity. It includes guidelines

for training, competition and recovery based on principles of human development and maturation.

LTAD considers the best interests of the athlete. LTAD is built on sport science and best practices in coaching from around the world, and it follows 10 Key Factors that influence how athletes train and compete effectively.

Coaches stand at the forefront of delivering programs that respect the principles and science of LTAD.

Excerpts from Canadian Sport 4 Life website, March 2016

What Does It Mean To Be A Certified Equestrian Coach?

Canada's equestrians, both new and experienced, are looking for direction and guidance that can be found through a mentor or coach. These individuals play a role that brings together the love of a sport with skill and learning. As with many sports, the coaches who impart information and help develop the skills that set athletes up for success also need to be cultivated and developed. The Ontario Equestrian Federation (OEF) is the partner to help develop your coaching skills.

The OEF administers a program recognized by,

and in partnership with, the National Coaching Certification Program (NCCP), the Coaching Association of Canada (CAC) and Equestrian Canada (EC). The Coaching Program covers both English and Western disciplines, offers a mentorship program and allows for coaches of different levels suited to each individual.

The Coaching Program is formatted to develop skills of planning, encouragement, equestrian knowledge and technical competency.

What is the Coaching Program?

The Coaching Program offers OEF members a chance to be recognized by the governing organizations within the equestrian community, as well as add accreditation to their own facilities. The National Coaching Certification Program (NCCP) is a government-initiated program designed to give the public knowledgeable and qualified instructors and coaches at every level of all sports.

The certification process is available in four different levels: Instructor, Competition Coach, Competition Coach Specialist and High Performance Coach. Specialization within disciplines is introduced at the Competition Coach Specialist level. Each level tests skills at different levels as new skills are needed to accomplish different outcomes

The Canadian Coaching program coaching levels are non-progressive. You do not need to take one before you take another; they are independent and should be taken according to the student base you are teaching. Whether you are interested in coaching beginners or have a passion for the competitive world, there is a coaching level suited to you. Over time, you may find your focus changes or expands, at which point we would encourage you to explore a new level of certification appropriate to your clientele.

This guide will walk you through the requirements and process to be educated and certified at each of the levels of coaching offered in Canada.

Why Be Certified?

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

A career in coaching takes great mentors, practice, education and time. As with any other profession, coaches work in a world that is constantly evolving and progressing. Equestrian coaching requires diligence to safety and an understanding of the learning needs of your students. Through the Coaching Program, candidates are certified to have proven strengths and education in all areas. Courses available to candidates continue to reinforce good practice techniques and give coaches the opportunity to connect with peers and mentors to learn new techniques and exercises.

As a certified coach, recognition of achieving a standard of coaching skills provides potential clients with a measure of your skills, rather than just relying on word of mouth. Continuing education and required professional development assure clients of your commitment to stay current in the sport. Independent insurance companies also provide discounts for farm and facility insurance to certified active coaches.

Remember: Not being certified doesn't mean you are not a good coach, it means a client or parent doesn't KNOW if you have had any formal training and uncertified coaches are not bound by the national Code of Conduct or Code of Ethics, nor have they completed a screening process.

Levels Of Certification

Instructor

The first step in deciding on a level of certification to work towards is to determine “Who is my clientele?” The Instructor of Beginner focuses on a non-competitive or recreational rider, specializing in teaching equestrians who enjoy their horses outside of a competitive context. This program is focused on

those who wish to take on the instruction of children and adults learning to ride, establishing foundational riding skills with an eye on safety.

Instructor of Beginners is available for English and Western disciplines.

Prerequisites prior to evaluation:

	ENGLISH		WESTERN	
	Required	Recommended	Required	Recommended
Minimum Age - 16 Years Old	X		X	
Current First Aid Certificate	X		X	
Equestrian Canada Sport License - Silver	X		X	
OEF Membership	X		X	
* Making Ethical Decisions	X		X	
* Making Headway In Sport	X		X	
Coaching Code Of Conduct - Sign	X		X	
Acceptance Of Risk Waiver - Sign	X		X	
Riding Requirements - One Of:				
English: EC Rider Level 6	X			
Old Rider II	X			
Pony Club “C2”	X			
Western: EC Rider Level 4			X	
Screening	X		X	
Instructor Coach Evaluation Preparation Clinic		X		X
Independent Coach Mentoring		X		X
NCCP/EC Equestrian Theory Workshop		X		X
FUNdamentals Training		X		X
Learn To Ride Test Training		X		X
Criminal Record Check	X		X	

*Note that these modules are available online.

Additional disciplines including Driving and Saddle Seat are in development with Equestrian Canada, but are not yet available for coach certification in Ontario.

Competition Coach

The Competition Coach focuses on those who are interested in coaching riders in a competitive environment. This certification targets individuals developing equestrian skills in riders of all ages who wish to compete at regional or provincial competitions (Equestrian Canada Bronze or Silver level). In order to become certified as a Competition

Coach or Competition Coach Specialist, more advanced skills are required in the development of a competitive training program, performance analysis and mental preparation for competition.

Competition Coach Certification is available in English and Western disciplines.

Prerequisites prior to evaluation:

	ENGLISH		WESTERN	
	Required	Recommended	Required	Recommended
Minimum Age - 18 Years Old	X		X	
Current First Aid Certificate	X		X	
Equestrian Canada Sport License - Gold	X		X	
OEF Membership	X		X	
* Making Ethical Decisions	X		X	
* Making Headway In Sport	X		X	
Coaching Code Of Conduct - Sign	X		X	
Acceptance Of Risk Waiver - Sign	X		X	
Riding Requirements - One Of:				
English: EC Rider Level 8	X			
Old Rider III	X			
Pony Club "B"	X			
Western: EC Western Intermediate Rider			X	
Screening	X		X	
Comp. Coach Evaluation Preparation Clinic		X		X
Independent Coach Mentoring		X		X
NCCP/EC Equestrian Theory Workshop		X		X
NCCP/EC Competition Coach Workshop		X		X
NCCP/EC Competition Coach Analyzing Performance Clinic		X		X
FUNdamentals Training		X		X
Learn To Ride Test Training		X		X
Criminal Record Check	X		X	

Competition Coach Specialist

The Competition Coach Specialist focuses on riders who are training to compete; the higher the level of the rider, the more discipline specific the coach will be. Coaches certified at this level are certified within a specific English or Western discipline. This certification will allow a coach to continue to reinforce basic skills, horsemanship and safety, but will also advance a rider to the Silver or Gold level of competition. This coach should be able to evaluate the horse, its suitability for a student, oversee stable management and operations and have experience

training horses for the competition world. Beyond the Competition Coaching level, this level requires a working knowledge of the Equestrian Canada competition rules for the level and discipline they're teaching.

The Competition Coach Specialist certification is currently available for English disciplines (Dressage, Hunter/Jumper, Eventing) and Western disciplines (Reining, Speed Events, General Performance.)

Prerequisites prior to evaluation:

	ENGLISH		WESTERN	
	Required	Recommended	Required	Recommended
Minimum Age - 20 Years Old	X		X	
Current First Aid Certificate	X		X	
Equestrian Canada Sport License - Gold	X		X	
OEF Membership	X		X	
* Making Ethical Decisions	X		X	
* Making Headway In Sport	X		X	
Coaching Code Of Conduct - Sign	X		X	
Acceptance Of Risk Waiver - Sign	X		X	
Discipline Specific Competition Results:				
Students	X		X	
Self	X		X	
Horse	X		X	
Screening	X		X	
Comp. Coach Specialist Evaluation Preparation Clinic		X		X
Independent Coach Mentoring		X		X
NCCP/EC Equestrian Theory Workshop		X		X
NCCP/EC Competition Coach Workshop		X		X
NCCP/EC Competition Coach Analyzing Performance Clinic		X		X
FUNdamentals Training		X		X
Learn To Ride Test Training		X		X
Criminal Record Check	X		X	

High Performance (Administered Entirely by Equestrian Canada)

The High Performance Coach program is designed for those working with riders looking to succeed at the national championship level or toward Junior/Young Rider FEI or similar international level competition.

Certification is currently available for English disciplines of Dressage, Jumper, Eventing and the Western discipline of Reining.

Coaches who meet the application criteria are invited to apply to Equestrian Canada whether

they have been certified in the past or not. While it is a prerequisite for applicants to document their personal athletic performance in their discipline, riding is no longer a component of the evaluation process.

Information on this program is available on the Equestrian Canada website at <http://equestrian.ca> and searching for High Performance Coach Certification.

Register As A Candidate

Once you have determined the coaching stream that suits you and your skills, the first step is to contact the Ontario Equestrian Federation at education@horse.on.ca to register as a coach candidate. We will then send you a detailed information package, which includes an applicant registration form that must be completed and returned. Once we receive your registration, we will set up an OEF coaching file to track your progress toward certification. There is no fee to register, and no timeline for you to complete your certification.

Whether you plan to move toward evaluation very soon, or years down the road, putting your name forward as a candidate will allow us to notify you of

clinics, workshops, mentoring days and evaluations being scheduled in your geographic area, at your desired level and in your discipline.

After completing your first NCCP training or submitting any of your evaluation prerequisites, we will set up a National Coach Certification Program (NCCP) electronic file for you in a system called "The Locker" where you will be assigned an NCCP number. Any further NCCP coursework you complete will be added to the OEF's data system and your NCCP portfolio, which will update your "Locker" transcript. Your NCCP portfolio will track all of your NCCP coach training, including training you may do in other sports and/or other provinces across Canada.

Preparation And Education

Required Courses

All levels of coach certification require that you complete the following courses and online evaluations:

Making Head Way in Sport: This NCCP program has been designed to help coaches gain the knowledge and skills required to ensure the safety of their athletes, including recognizing and managing concussions. Participants will learn to identify, assess and determine appropriate care and return-to-play guidelines for concussions in sport athletes. Please note that the OEF has specific concussion and return-to-play policies that are developed specifically for equestrian sport.

Making Ethical Decisions: Learn how to identify legal, moral and ethical implications to challenging coaching situations. After taking this course and completing the online evaluation, you will be able to apply the NCCP Ethical Decision-Making Model to properly respond to situations in a way that is consistent with the NCCP Code of Ethics.

Additional Training

At every level of coaching certification there are several opportunities for training through the NCCP, Equestrian Canada and the Ontario Equestrian Federation. Multi-sport and sport specific training is highly recommended for preparation and will improve your skills as a coach candidate.

Instructor Candidate

Instructor Evaluation Day Preparation Clinic:

Offered through the OEF, this clinic is designed to walk candidates through the required elements of the evaluation process. The clinic provides opportunities for questions, lesson teaching and feedback to help prepare for your evaluation with a mentor coach/evaluator.

NCCP/EC Equestrian Theory Workshop: This 2 day course offered through the OEF is Equestrian specific and covers the following NCCP modules:

Equestrian Teaching And Learning: Understanding different learning styles, effective communication techniques and how to keep students focused and engaged are covered in this module.

Planning An Equestrian Lesson: How to complete a lesson plan for a progressive and safe lesson.

Analyzing Beginner Equestrian Performance: Identifying common equitation faults and their effect. Applying exercises to correct those equitation faults and improve general equitation in students is covered in this module.

Making Ethical Decisions In The Equestrian Environment: The online evaluation must be completed by the candidate after completing this learning module.

Competition Coach Candidate

Competition Coach Evaluation Day Preparation Clinic:

Offered through the OEF, this clinic is designed to walk candidates through the required elements of the evaluation process. The clinic provides opportunities for questions, lesson teaching and feedback to help prepare for your evaluation with a mentor coach/evaluator.

NCCP / EC Competition Coach Workshop: This course offered through the OEF is equestrian specific and covers the following modules:

- Designing an Equestrian Sport Program
- Managing an Equestrian Sport Program
- Training Mental Skills for Equestrian Sport

Competition Coach Analyzing Performance Clinic

Offered in the English disciplines, this clinic offers candidates an opportunity to work with coaches and evaluators to learn to analyze student performance and develop effective techniques for communicating with athletes to provide feedback.

Competition Coach Specialist Candidate

It is strongly advised that the Competition Coach Specialist Candidate complete the additional training recommended for Competition Coach Candidates, as well as:

Competition Coach Specialist Evaluation Preparation Clinic:

This course is offered through the OEF and is discipline specific. Candidates are recommended to take the appropriate clinic in one of the following discipline areas:

English:

- Dressage
- Hunter/Jumper
- Eventing

Western:

- Reining
- Speed Events
- General Performance

High Performance Coach Candidate

Equestrian Canada High Performance Coach Training Modules:

These modules are offered through Equestrian Canada and are equine specific. They include:

- Equine Clean Sport
- Developing Athletic Abilities – Equestrian Athlete
- Developing Athletic Abilities – Equine
- Analyzing High Performance
- Performance Planning for High Performance Training
- Manage a High Performance Equestrian Sport Program
- Advanced Practice Planning
- Prevention and Recovery (Equine)

NCCP Training Modules: These modules are offered as multi-sport or equestrian specific training through the NCCP, OEF and Equestrian Canada. They include:

- Equine Clean Sport
- Developing Athletic Abilities – Equestrian
- Analyzing High Performance
- Performance Planning for High Performance Training
- Manage a High Performance Equestrian Sport Program
- Advanced Practice Planning
- Prevention and Recovery (Equine)

OEF Event/Education Calendar

All scheduled coach training and education events are listed on the OEF's online event calendar.

Click [HERE](#) to view the online calendar.

Book an Evaluation

Once you have completed all required documents and training you are ready to book your evaluation. You can review the events calendar on the OEF website to see a list of all of the upcoming evaluation days scheduled. If you find a scheduled evaluation that works for you, you'll find the application form in the information package you received when you registered. The application form will require you to

check off all of the prerequisites, so you can be sure you're ready to go forward.

If you don't see an evaluation day in the event calendar that works for you, send us your application anyway. After we receive it, we'll be in touch with you to organize an additional evaluation date.

Evaluation Day: What to expect, what to bring, what to prepare

Evaluations are typically conducted with up to four people at a time, and run for approximately eight hours (including your lessons, written test and interview/debrief). Ensure you come prepared with your lunch, water and snacks, as well as any equipment you may need to complete your testing, including pens and pencils. Please remember the following:

- You are not required to ride but should present yourself as you would as a professional coach or instructor
- You will be notified of the location of the host facility and are welcome to arrange a visit in advance

- The host facility will provide the demonstration horses and riders for you to teach, along with basic standards and poles for a jumping lesson, if applicable.
 - It is your responsibility to bring any other equipment you require (cones, lunging whip and line, side reins, equine first aid kit, etc.)
- Please bring two copies of all of your lesson plans (topics assigned by evaluators prior to evaluation), emergency action plans and training plans, if they are required.

Required documents to be prepared for Coaching Certification by level (note requirements are the same for both English and Western disciplines)

	Instructor	Competition Coach	Competition Coach Specialist
Lesson Plans			
Flat	X	X	X
Jump	X (if applicable)	X	X
Unmounted	X		
Discipline Specific <i>(i.e. Cross Country, Dressage, Reining)</i>			X
Emergency Action Plan	X	X	X
Design A Sport Program (Yearly Training Program)			X
Manage A Sport Program			X

On the day of the evaluation, you will be teaching lessons and performing the following tasks:

	Instructor	Competition Coach	Competition Coach Specialist
Mounted Lessons			
Flat	X	X	X
Jump	X (if applicable)	X	X
Lunge	X		
Equitation		X	
Discipline Specific <i>(i.e. Cross Country, Dressage, Reining)</i>			X
Unmounted Lessons			
Stable Management	X		
Lunge	X	Teach rider to lunge	Teach rider to lunge
Written Test	X		
Stable Management And Practical Oral Interview	X		
In Competition Evaluation			X

At the conclusion of evaluation day, you will be advised which components of the evaluation you passed and which, if any, you must redo. You **MUST** pass all components of the evaluation to be certified. Only portions not completed successfully will need to be reattempted.

Keep in mind that failure to address ANY safety issue during any portion of the evaluation will result in an automatic failure of that module.

Maintain Status

Once you achieve coaching certification, to maintain certified status, all Equestrian Canada coaches must maintain the following for each level:

	Instructor	Competition Coach	Competition Coach Specialist
EC Sport License	Silver	Gold	Gold
EC Coaching Levy	X	X	X
OEF Membership	X	X	X
Current First Aid	X	X	X
Hours Of Professional Development	10 hrs every 5 years	20 hrs every 5 years	20 hrs every 5 years

Professional development hours can be accumulated by attending NCCP, Equestrian Canada or OEF clinics, or by attending sport conferences or sport specific

training. The complete table of eligible professional development is attached as Appendix 'A' to this package.

Bursaries & Training Opportunities

The Coaches Association of Ontario (CAO) is an excellent resource for province-wide NCCP training opportunities. Although the focus of the CAO involves all sports, there are valuable lessons to be learned from working and training alongside coaches from other sports.

The CAO holds annual conferences and summer training weekends offering multi-sport training that we would encourage you to consider as you look for

opportunities to learn and grow as a coach.

The CAO also offers a coaching bursary through its QuestforGold program that will allow reimbursement for a portion of National Coaching Certification Program course fees, up to a maximum per year. This support is available to coaches/instructors who complete eligible workshops and is applicable for in-person workshops.

Organizations And Contact Information

Ontario Equestrian Federation

As Ontario's provincial sport organization for equestrian, the Ontario Equestrian Federation (OEF) is committed to equine welfare and providing leadership and support to the individuals, associations and industries that make up Ontario's horse communities.

Equestrian Canada

Equestrian Canada is the dedicated national voice working to serve, promote and protect the interests of horses and Canada's equestrian community.

Coaches Association of Ontario

The Coaches Association of Ontario (CAO) is committed to bringing together resources and providing a central coordinating body focused on the needs of coaches.

Coaches Association of Canada

The Coaching Association of Canada (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.

Sport for Life Society

The Sport for Life Society is recognized as the global experts on the Sport for Life (S4L) movement, Long-Term Athlete Development, and physical literacy development. The purpose of the Sport for Life movement is to improve the quality of sport and physical activity in Canada. Sport for Life links sport, education, recreation and health, and aligns community, provincial, and national programming.

Game ON

The Ontario Government's Sport Plan. A legacy of the Pan Am/Parapan Am Games"



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www.horse.on.ca



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Sport for Life

www.canadiansportforlife.ca

Game ON –

The Ontario Government's Sport Plan



MINISTRY OF TOURISM, CULTURE AND SPORT

A LEGACY OF THE PAN AM/PARAPAN AM GAMES

<http://mtc.gov.on.ca>

Long Term Athlete Development

LTAD (Rider)	Coach Certification Level	Equestrian Training	Multi Sport Training
<p>Living To Win</p> <ul style="list-style-type: none"> • Work to optimize and integrate all performance factors • Fully committed to international excellence. 	<p>High Performance</p>	<ul style="list-style-type: none"> • Equine Clean Sport • Developing Athletic Abilities – Equestrian • Analyzing High Performance • Performance Planning for High Performance Training • Manage a High Performance Equestrian Sport Program • Advanced Practice Planning • Prevention and Recovery (Equine) 	
<p>Learning & Training To Win</p> <ul style="list-style-type: none"> • Develop consistency of performance • Develop optimal performance states including mental preparation • Introduction to international competition for some disciplines 		<p>Competition Coach Specialist</p>	<ul style="list-style-type: none"> • NCCP Competition Coach Workshop - 2 days, 3 modules that can be taken individually <ol style="list-style-type: none"> 1. Designing an Equestrian Sport Program 2. Managing an Equestrian Sport Program 3. Training Mental Skills for Equestrian Sport
<p>Learning & Training To Compete</p> <ul style="list-style-type: none"> • Develop a solid, general, physical fitness for the horse and rider targeting stamina, speed, strength, suppleness, and skills. • Introduce discipline specialization • Combine and refine basic equestrian skills to achieve consistent performance 	<p>Competition Coach</p>	<ul style="list-style-type: none"> • Evaluation Preparation Clinic (Competition Coach or Competition Coach Specialist) • Competition Coach Analyze Performance Clinic • Learn to Ride Evaluator Training • Equestrian FUNdamentals Training (coming soon) 	
<p>Learning & Training To Ride</p> <ul style="list-style-type: none"> • Continue to combine and develop basic equestrian skills • Introduction of independent decision making and the competitive experience 			
<p>Active For Life</p> <ul style="list-style-type: none"> • Encourage commitment to participation in equestrian activities • Emphasis is placed on enjoyment 	<p>Instructor</p>		<ul style="list-style-type: none"> • First Aid Training
<p>FUNdamentals & Active Sport</p> <ul style="list-style-type: none"> • Enable new participants to explore the fun experience of horses, while encouraging resilience, emotional control, and positive attitudes towards new challenges • Introduction of motor skills, such as balance, rhythm, coordination, time/space orientation, and teaching of safe techniques 			<ul style="list-style-type: none"> • NCCP Equestrian Theory Workshop - 2 days • Learn to Ride Evaluator Training • Evaluation Preparation Clinic • Learn to Ride Evaluator Training • Equestrian FUNdamentals Training (coming soon)



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