

How do I apply for Coach Status?

- → Log into MyEC (https://licence.equestrian.ca/myec/login?lang=en)
- \rightarrow Select Coach Status tab and click "purchase"
- → Update contact information, click next
- ightarrow Complete the demographic information, click next
- → Confirm understanding of required Safe Sport training
- \rightarrow Select a Discipline
- \rightarrow Select a Sport Licence
- → Confirm if you'd like Amateur Status
- ightarrow Select Yes if you are purchasing a new Coach in Training Status
- ightarrow Enter your NCCP number if you have one
- ightarrow Select Coach in Training Status
- ightarrow A checklist indicating any missing requirements or documentation will appear
 - indicates requirement has been met and is on file
 - indicates requirement has not been met and must be completed
- \rightarrow Click next
- → Review and agree to Terms and Conditions
- ightarrow Optional Donate screen, choose to donate or click next
- \rightarrow Authorize EC to collect information for competitions, activities, communications
- → Proceed to secure payment and make payment

To continue to ELearning and document submission in ECampus

- ightarrow Click on the ECampus icon on the bottom left of the Sport License or Coach Status Tab
- \rightarrow Once in Ecampus your dashboard will appear

To complete mandatory Elearning

→ If you have not already completed the mandatory training, please do so by selecting "Enter Course" for each course and you will be guided through the learning



Important - please note the following:

- If you have taken Making Headway in Sport within the last three years you do not have to take Equestrian Canada Concussion Awareness as Making Headway is a recognized course
- If you have taken CAC Safe Sport Training OR Respect in Sport Activity Leader within the last three years you do not have to take Equestrian Canada Fostering Healthy Equestrian Environments as both Safe Sport and Respect in Sport are recognized courses

To upload required documentation

- 1. Underneath the LICENCES bar, click on the 'View Details' button on the appropriate Coach Status
- 2. The list of requirements will appear
 - \rightarrow Click on the requirement
 - \rightarrow Click on the 'Upload' Button for each of the requirements
- The Upload screen will appear
 → Upload each document Don't forget to save after each document is uploaded!

201–11 rue Hines Road,

- 4. Once documents are uploaded, they will show 'pending' status
- 5. Your application is then reviewed and an email is sent to you confirming if your application has been approved or declined

Please see the following pages for additional detailed instructions for:

- How to Apply for Coach Status
- How to Complete Mandatory Elearning
- How To Upload Documents



To apply for Coach Status

→ Log into ECampus Log into MyEC (<u>https://licence.equestrian.ca/myec/login?lang=en</u>



 \rightarrow Select the Coach Status tab and click purchase





\rightarrow Update your contact information

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HOME	Update Contact Info	ormation			
PROFILE					
HORSES	1100XXXX - Y	OUR NAME			
RESULTS	Fields marked with an aste	risk are mandatory			
	First Name 🍀	Last Name 🏶	Date of Birth 🍀		
ACCESS ECAMPUS			~	~	~
Θ	Address 🍀	Country 🏶	Province/State 🌞	City 🏶	
			× .	~	
	Postal Code 🍀	Phone (home) *	Phone (cell)	Email 🏶	
	Provincial/Territorial Sport	t Organization (PTSO) 🏶	Equine Association of Yukon	number 🏶	
			~		
	(NEXT)				

\rightarrow Complete the demographic information, click next

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♠ номе	Demographic Information	
PROFILE		
N HORSES ♣ RESULTS	This information will help us better understand our community and assist EC in identifying areas for more inclusive representation in our sport and is also reported to our funding partners. This information remains private to profiles and when reviewing the responses, only aggregate data will be tailled and reported.	
ACCESS ECAMPUS	Indigenous Peoples	
	Refugees and Newcorners (Last 5 years)	
G	Visible minority communities	
	People living with disabilities (invisible or visible)	
	25+LGBTQIA community	
	None of the above	
	Not comfortable sharing	
	Other	
	PREVIOUS NEXT	



\rightarrow Confirm your understanding of required Safe Sport Training

		English ~
Sport Licence		🗮 Total: \$0.0
1		
Equestrian Canada (EC) Sport Licences are an annual competitio	licence required for competitors, horse owners or lessees, and individuals accepting responsibility	for entries in EC sanctioned competitions.
EC Sport Licence Holders at all levels can enjoy the following acc	ess and privileges:	
Be nominated (or nominate a fellow EC Sport Licence Hold	er) for an EC National Award.	
Obtain EC Amateur Status, if qualified.		
Collect points toward any existing regional or zone awards	within a discipline or breed sport.	
Safe Sport Training		
Inderstand that all competitive athletes, owners, and offi	lais (at least 18 years of	
are required to complete two EC Safe Sport training sessi	ons, EC Concussion	
Awareness and Fostering Healthy Equestrian Environments. T	he courses must be	
completed no later than March 31, 2022 to remain in good sta	nding.	
Coaches have safe sport training as part of their status program	n certification.	
Show your support to your primary discipline of cho	ice by selecting one of the following	
Select a Discipline	•	
Select a sport licence		

\rightarrow Enter a Discipline





 \rightarrow Choose your Sport License, and;

- \rightarrow Confirm if you'd like Amateur Status, and;
- ightarrow Confirm if you wish to purchase a New Coach Registration or Coach License
- \rightarrow Enter your NCCP number if you have one

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А НОМЕ	Be nominated (or nominate a fello	w EC Sport Licence Holder) for an EC Na	itional Award.		
	Obtain EC Amateur Status, if qual	ified.			
0	Collect points toward any existing	regional or zone awards within a discipil	ine or breed sport.		
1 HORSES	Show your support to your prim	ary discipline of choice by select	ing one of the following		
2 RESULTS	General Performance	,,,,	•		
ACCESS ECAMPUS	Select a sport licence				
	Platinum	Gold	Silver	Bronze	
	٢	۲	٢		
	276 ⁵	182 ⁵	109 ⁵ INFORMATION	31 ³	
	Please select the box if you wi	sh to receive a hard copy of your Sport Li	icence card by mail (\$5).		
	Amateur Status				
	 N₀ N₀ YO YO YES 	Registration OR a Coach Licence	e at this time?		
	O No				
	Vational Coaching Certification Program	(NCCP) #			
•	PREVIOUS	NEXT			•

- \rightarrow Select applicable Coach Status
- \rightarrow A checklist indicating any missing documentation will appear

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♠ HOME Please select an option	-
1 PROFILE	Requirements - Coach Licence
 ♀ HORSES ▲ RESULTS ▲ ACCESS ECAMPUS ▲ 49.95⁵ HEFORMATION INFORMATION 	 Age of majority in province/territory of residence. ✓ Hold a valid Equestrian Canada Sport Licence. ★ Hold a recognized coaching certification OR 10 years of coaching experience with enhanced screening. ★ Complete Mandatory Safe Sport Training ★ © EC's Fostering Healthy Equestrian Environments e-learning module in the ECampus.
EC/NCCP certified Coaches receive a 15% discount.	 EC's Concussion Awareness enearining module in the EC ampus. Valid First Aid Certificate at the standard or higher level of certification. Screened by EC, meeting Level 3 screening requirements as outlined in EC's Screening Policy. * Provide a valid Certificate of Insurance. *



\rightarrow Review and agree to Terms and Conditions

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← → C ☆ ≜ licence.equ	estrian.ca/myec/renew/CoachLicence		🖈 🖈 🚺 E
III Apps			» 📔 Other bookmarks
(4)			English v 🐻 🚍
~ · ·		Terms and Conditions	
 HOME PROFILE 	Purchase a Coach Licenc	In applying for Equestrian Canada (EC) Coach Registration or a Coach Licence, I understand that my application is subject to review and anonymal by FC.	📜 Total: \$31.00
O HORSES	11008897 - DARLENE KASTN	In order for my application to be accepted, I acknowledge that I:	
& RESULTS	A Coach Licence is required to de	Agree to abide by all applicable bylaws, policies, rules and regulations of EC and my member Provincial/Territorial Sport	coess to the field of play at EC sanctioned competitions.
ACCESS ECAMPUS	Please select an option	Organization(s); Have read, fully understand and arree to ablde by EC's Code of Conduct and Ethics:	
0		Am responsible for completing and maintaining all training, certification and registration requirements. Where training is not	
	Research Control of Co	delivered through the Ecompos, I will upload the appropriate documentation there; and, • Will immediately notify ECC of any changes in my starus including but not limited to the expiry of insurance, certifications or membership.	• X
	49.95 ^s	Completion of Requirements (90 days) Couch Regimention and Couch Usence application have 90 days to complete all requirements. Fullure to complete requirements within 90 days with result to the application being actionatically declined and the applicant being required to restart to application process. Access to e-learning modules will be retained.	-knonnents e-kerning module in the ECampus. gradule in the ECampus. ency or higher level of contification. routinements as outlined in ECX Screening Policy. ¥
		In the event of extensioning circumstances, you may contact EC to request an extension by writing to coarbing@equestIfan.ca or calling 1-66-229-2395. Processing Time	
	PREVIOUS	EC endeavours to process all Registered Coach and Coach Licence applications in a period of 3-5 business days after all documentation has been submitted. In peak periods, this process may take up to 30 business days. Should additional time be required, EC with orbit pail applicants accordings.	
		Declined Applications	
		Should an application be declined, the applicant will be notified by email indicating that their application has been declined and the reason for the declision.	
		Refunds	
		Coach Registration fees are non-refundable upon purchase.	
		Cloach Licence fees are non-refundable upon issuance. In the event of a declined application, Cloach Licence fees will be refunded less a \$100 administration fee.	
		I ACEBIE TOTSACREE	

 \rightarrow Optional Donate screen will appear, choose to donate or click next

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🛉 номе	Donate		🗮 Total: \$81.95
PROFILE	1		
RESULTS	Please support Equestria Equestrian Canada supports the	Canada levelopment of all equestrian sports throughout the country.	
ACCESS ECAMPUS	\$ 0	. 00.	
	A tax receipt will be issued for d	nations over \$20.	
	PREVIOUS	NEXT	



\rightarrow Proceed to secure payment

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C O . Icerca.ec	guadrian.ck/myec/mmem/PaymentConfirm		2.8
E Aces			* 📒 Ofer
9 🧳			English v 🔯
A HOME	Order Summary		
	1 11000000 - YOUR NAME		
8 RESULTS	Item		Amount
ACCESS ECAMPUS	2021 Equestrian Canada Licence Fee Bronze		\$31.00
0	Coach Registration		\$49.95
		TOTAL (CADS)	\$80.95



To complete mandatory Elearning

 \rightarrow In ECampus your dashboard will appear

→ If you **have not** completed the mandatory Elearning courses, please do so by selecting 'Enter Course' for the applicable course. You will be guided through the courses.

Please note the following:

- If you have taken Making Headway in Sport within the last three years you do not have to take Equestrian Canada Concussion Awareness as Making Headway is a recognized course
- If you have taken CAC Safe Sport Training OR Respect in Sport Activity Leader within the last three years you do not have to take Equestrian Canada Fostering Healthy Equestrian Environments as Safe Sport and Respect in Sport are recognized courses

→ If you **have** completed the mandatory Elearning courses, they will be highlighted in green and show COMPLETED

	🎝 dashboard 👂 Redeem 😑 catalog 🋉	FIND A COACH 🤌 RESOURCES 😭 LOGOUT FRANÇAIS 🥌 STUDENT
ly Dashboard		(
		PRINT MY TRANSCRIPT
V LICENCES		ENROLLED IN 2 PROGRAM(S) + ADD MORE
TITLE	PROGRESS	
Licenced Coach Status (2021)	In progress ENROLLED: FEBRUARY 12, 2021	40 Viter License
Licenced Coach: Non-NCCP Recognized Certifications and Experience	Not started ENROLLED. FEBRUARY 12, 2021	-#3 Vtew Laconie
CERTIFICATIONS		ENROLLED IN 0 PROGRAM(5) + ADD MORE
✓ E-LEARNING COURSES		ENROLLED IN 2 COURSE(S) + ADD MORE
TITLE	PROGRESS	\frown
Fostering Healthy Equestrian Environments	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	🖝 Carlocate 🕥 Reven
Equestrian Canada: Concussion Awareness	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	Contractor Device
LIVE TRAINING AND EVALUATIONS		ENROLLED IN @ COURSE(S) + ADD MORE
UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 6 RECORD(S) + ADD MORE



To upload required documentation

 $\rightarrow\,$ Underneath the LICENCES bar, click on the 'View Details' button on the applicable Coach Status you are applying for

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ly Dashboard		
		B PRINT MY TRAVISORIET
✓ LICENCES		ENROLLED IN 2 PROGRAM(S) + ADD MORE
TITLE	PROGRESS	
Licenced Coach Status (2021)	In progress ENROLLED FEBRUARY 12, 2021	- Verlage
Licenced Coach: Non-NCCP Recognized Certifications and Experience	Not started ENROLED FEBRUARY 12, 2021	4) View Lacence
CERTIFICATIONS		ENROLLED IN & PROGRAM(S) + ADD MORE
V ELEARNING COURSES		ENROLLED IN 2 COURSE(S) + ADD MORE
TITLE	PROGRESS	
Fostering Healthy Equestrian Environments III Course Details Do Resources Auditable	Completed. February 12, 2021 ENROLLED. FEBRUARY 3, 2021	Control Disease
Equestrian Canada: Concussion Awareness IS Course Outlats ID Recourse Analiate	Completed: February 12, 2021 ENROLLED FEBRUARY 3, 2021	Contract Direve
> LIVE TRAINING AND EVALUATIONS		ENROLLED IN 0 COURSE(S) + ADD MORE
V UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 6 RECORD(\$) + ADD MORE
COURSE	PROGRESS	APPROVAL STATUS

- \rightarrow The list of requirements will appear
- \rightarrow Click on the Upload button for each requirement

ECAMPUS		⊿ு dashboard 🔎 redeem 😑 С⁄	atalog 🌵 Find a coach 🔑 resources 😝 L	OGOUT FRANÇAIS 🥵 STUDENT 🗸 🕈
(4)	Please complete the requirements for each gro	UP	IF YOUR QUALIFICATION IS NOT LISTED IN FAILUR OAD	AS 'OTHER'
EQUESTRIAN CANADA CONSTANT	Standard First Aid		Completed: APRIL 1, 2020 EXPRY: NA	
LICENSED COACH	Standard First Aid Blended		Not started	Lupost
ENTRAÎNEUR(E) TITULAIRE D'UNE LICENCE	Standard First Aid (Recert)		Not started	1 Upload
	C Emergency First Aid		Not started	1 Uphrad
	Other recognized First Aid Certicate		Not started	1 Upload
	VULNURABLE SECTOR SEARCH - COMPLETE 1 OF 1 PLEASE UPLOAD A COPY OF THE RESULTS OF YOUR VULNERABLE	E SECTOR SEARCH		
	Vulnerable Sector Search	🖪 form(s)	Not started	Lipsud
	✓ IN SURANCE - COMPLETE 1 OF 1 PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS.			
	Certificate of Insurance - Coaching	torm(s)	In progress.	±Upload



- \rightarrow The Upload screen will appear \rightarrow upload document
- \rightarrow Don't forget to Save after each document is uploaded!

s	Л_ разнволяр 🖉 Redeem 🗧 саталов 🕴 Find A coace	PRESOURCES 😭 LOGOUT FRANÇAIS 🧿 studiat
		۲
New Custom training record		
Enrolled	NOTE: For documents use the received/processing date. If unknown use the corrulated date here as well.	
Organization		
This upload matches the requirement for:	Certificate of Insurance - Coaching	
Completed		
Expiry	Leave blank for never	
Certificate	Choose File No file chosen Must be PDF, JPG, or PNG	
		Save
UESTRIAN CANADA Gaimer Jama di are		1

 \rightarrow Once documents are uploaded they will show 'pending' status

		Lipsal	
Other recognized First Aid Certicate		Not started	
✓ VULNURABLE SECTOR SEARCH-COMPLETE 1 OF 1 PEASE UPLOAD A COPY OF THE RESULTS OF YOUR VULNERABLE SECTOR SEARCH.		$ \odot $	
Vulnerable Sector Search	₿ form(s)	Completed: MARCH 18, 2021 EXPIRY: NUA	
➤ INSURANCE: COMPLETE 1 OF 1 PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS.			
Certificate of Insurance - Coaching	₿ form(s)	In progress)
 SCREENING DOCUMENTS - COMPLETE 3 OF 3 PLEASE UPLOAD ALL RELEVANT SCREENING DOCUMENTS 		\odot	
Screening Disclosure Form	₿ form(s)	Completed: FEBRUARY 15, 2021 EXPRY NA	
Coach Status Reference Letter #1	B form(s)	Completed: MARCH 9 2021	

Your application is then reviewed and an email is sent to you confirming if your application has been approved or declined.

Questions? Please contact Equestrian Canada at coaching@equestrian.ca