



# LETTER OF REFERENCE – COACH STATUS

## Instructions

A coach has applied for Equestrian Canada Coach Status and has provided your name as a reference to support their application.

To complete this form, you must;

- be age of majority in your province/territory of residence, and
- must not be an immediate family member.

Please note all references provided are confidential and will not be shared with the coach applicant.

When completing the form please initial each page, and sign and date the last page. If using a digital signature, the original file with eSignature must be submitted.

Please return this form by email to [coaching@equestrian.ca](mailto:coaching@equestrian.ca) If you have any questions or concerns, please contact Equestrian Canada by email at [coaching@equestrian.ca](mailto:coaching@equestrian.ca).

Thank you.



**Coach Information**

<b>Coach's Full Name</b>		<b>EC#</b>
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**Reference Information**

Full Name	
EC# (if applicable)	
Phone Number	
Email	
Preferred Contact Method	
How do you know this coach	
How long have you known this coach	

Based on your knowledge and experiences with the coach named above, please answer Yes, No, Have not Observed, or Unsure to the following questions.

This information will be used as a character reference for this coach for the purpose of issuing an EC Coach License or EC Registered Coach status.



# LEADERSHIP AND PROFESSIONALISM

**This principle considers the inherent power and authority that a coach holds. The coach is a positive rolemodel and ensures a safe, welcoming, and inclusive environment for all. Ensures the ethical standards for behavior include decision making, actions are athlete centered and are in the best interest of all participants.**

	Yes	No	Have not observed	Unsure
Consistently promotes and maintains a safe, welcoming, and inclusive environment. *				
Consistently models behaviors that embody the spirit of sportsmanship, leadership, and ethical conduct. *				

If you have answered "Have not observed" or "Unsure" to any questions, please explain.

Additional comments regarding Leadership and Professionalism (Optional)



# HEALTH AND SAFETY

**This principle considers the mental, emotional, physical health and safety of all participants (horse and human). The coach continuously ensures a safe, welcoming, and inclusive environment for all. Advocates for and ensures appropriate supervision and safety of all participants, while prioritizing a holistic approach to training and competition.**

	Yes	No	Have not observed	Unsure
<i>Abuse comes in many forms. Different types of abuse include verbal, physical, sexual, emotional or neglect.</i>				
This coach demonstrates behaviors that foster an environment free from abuse and has not engaged in any behavior that constitutes abuse. *				
<i>Harassment is a course of vexatious comments or conduct against an individual or group that is known or ought to reasonably be known to be unwelcome.</i>				
This coach demonstrates behaviors that foster an environment free from harassment and has not engaged in any behavior that constitutes harassment. *				
<i>Violence is a threat of or attempt of physical force by a person against another person that causes or could cause physical injury; or a statement or behavior that is reasonable to be interpreted as a threat to exercise physical force that could cause injury to a person.</i>				
This coach demonstrates behaviors that foster an environment free from violence and has not engaged in any behavior that constitutes violence.				
<i>Discrimination includes differential treatment of an individual based on one or more prohibited grounds, including race, citizenship, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, body size, or disability.</i>				
This coach demonstrates behaviors that foster an environment free from discrimination and has not engaged in any behavior that constitutes discrimination. *				
This coach communicates and cooperates with health care professionals in the diagnosis, treatment, and management of medical and psychological treatments for athletes and takes measures to avoid compromising their health *				
This coach communicates and cooperates with equine care professionals in the diagnosis, treatment, and management of medical and psychological treatments for horses and takes measures to avoid compromising the health of the horse. *				



## HEALTH AND SAFETY (continued)

**This principle considers the mental, emotional, physical health and safety of all participants (horse and human). The coach continuously ensures a safe, welcoming, and inclusive environment for all. Advocates for and ensures appropriate supervision and safety of all participants, while prioritizing a holistic approach to training and competition.**

	Yes	No	Have not observed	Unsure
This coach has appropriate emergency plans and measures in place *				
This coach ensures all interactions and communications are open, observable and justifiable, and ensures more than one adult is always present. *				

If you have answered "Have not observed" or "Unsure" to any questions, please explain
Additional comments regarding Health and Safety (Optional)



# COACHING METHODS AND BEHAVIORS

**This principle considers the practical coaching methods and behaviors. This coach consistently ensures a safe, welcoming, inclusive environment for all and upholds the principles of do no harm to athletes and horses. This coach is well prepared with appropriate training plans, techniques, and ensures open and honest communication.**

	Yes	No	Have not observed	Unsure
This coach selects activities and establishes controls that are suitable for the age, stage of athletic development, experience, ability, and fitness level of each athlete and horse. *				
This coach systematically and progressively prepares athletes and horses using appropriate time frames and monitors physical and psychological adjustments. *				
This coach refrains from using training methods or techniques that may harm athletes or their horses*				

If you have answered "Have not observed" or "Unsure" to any questions, please explain.
Additional comments regarding Coaching Methods and Behaviors (Optional)



# RESPECT AND INTEGRITY

**This principle considers respect and integrity, which are the rights of all participants. Consistently ensures a safe, welcoming, and inclusive environment for all. Establishes a respectful and inclusive sport environment and is open, honest, and accountable for their actions.**

	Yes	No	Have not observed	Unsure
This coach consistently treats others with the highest standards of respect and integrity.				
This coach ensures everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, body size, gender identity, gender expression, sex, and sexual orientation.				

If you have answered "Have not observed" or "Unsure" to any questions, please explain.

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Additional comments regarding Respect and Integrity (Optional)



# APPLICATION SUPPORT

	Yes	No
Do you support this coach's application to obtain Coach Status?		

Please share why you do or do not support this coach's application for obtaining Coach Status

<b>Privacy Statement</b>	
By completing and submitting this <i>Letter of Reference</i> , I consent and authorize EC to collect, use, and disclose my personal information, including all information provided for the purposes of screening, implementation of EC's <i>Screening Policy</i> , administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, Equestrian Facilities and other organizations involved in the governance of sport. EC does not distribute personal information for commercial purposes.	
<b>Certification</b>	
By signing this document below, I hereby certify that the information contained in this <i>Letter of Reference</i> is accurate, correct, truthful, and complete.	
I understand that I may be contacted by a representative of Equestrian Canada's <i>Screening Committee</i> to validate information included on this form and to ask additional questions to obtain a character reference.	
<b>I recognize that if I provide information which is not accurate, correct, truthful and complete then I may be subject to disciplinary action by Equestrian Canada.</b>	
Full Name (Print)	Date
Signature	