

2024 LICENSED COACH STATUS PROGRAM CHECKLIST



Licensed Coach Status

IMPORTANT THINGS TO KNOW

- **ALL required forms, templates, documents, and links are available in each step of your application once you have purchased a Coach Status from your MyEC**
- EC Sport License holders can preview the documents in ECampus by selecting the Resource Tab
- Candidate must be **minimum 18 years of age**.
- PTO and EC Sport License must be current.
- \$200 enrollment fee for Licensed Coach Status can be paid online via **MyEC** when purchasing Coach Status. EC/NCCP certified coaches receive a 15% discount (\$170), which is automatically applied when Licensed Coach Status is purchased
- Special rates for insurance and first aid courses are available through EC's valued partnerships with Henry Equestrian and St. John's Ambulance
- EC's Concussion Awareness and Fostering Healthy Equestrian Environment online courses are free with the purchase of Coach Status and must be completed before purchasing a Sport License

1.	<p>Equestrian Canada Screening Disclosure</p> <p>The screening disclosure supports EC's commitment to create a safe, welcoming, and inclusive environment for all participants. It is updated annually upon renewal of your Coach Status and any changes must be noted.</p> <p>If you have lived outside of Canada for more than 6 consecutive months in the last 10 years, international screening is required. Additional fees will apply when international screening is initiated.</p> <p>Legislation in certain countries may require a police certificate or a certificate of good conduct from the appropriate authorities within the country/ies of residence. Additional costs are incurred by the candidate.</p>
2.	<p>Canadian Criminal Record Check</p> <p>EC provides a free link through Sterling Backcheck to conduct this criminal background search. It includes a Criminal Record Check within the RCMP National Repository of Criminal Records and a Local Police Information check.</p> <p>If you are under 18, two character references must be completed instead.</p>
3.	<p>Vulnerable Sector Search (VSS)</p> <p>This search differs from a Criminal Record Check as it searches within a closed National offenders database. It can only be completed through your local police detachment.</p> <p>OR</p> <p>Vulnerable Sector Search Acknowledgement (VSSA) if you were born after February 28, 1986</p> <p>If you are under the age of 18, two character references must be completed instead.</p>



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<p>4. Coaching References Two (2) EC Letters of Reference must be provided by one of the following.</p> <ul style="list-style-type: none">– Employer (Equine Industry) - current or within the past 3 years– Students/Athletes or their parent/guardian - current or within the past 3 years– Co-workers - coaches working with you within your current coaching setting or who have worked with you in the past 3 years. <p>The person providing the reference must be the age of majority in your province/territory of residence and must not be an immediate family member.</p>
<p>5. Standard First Aid CPR Level C Certification must be from a Canadian provider, recognized by Occupational Health & Safety standards in your province of residence.</p> <p>QUEBEC ONLY: CNESST Cardio-Secours/DEA/SALSH course (A+) 16 hours</p>
<p>6. Concussion Education (1 of 2 is required) Equestrian Canada: Concussion Awareness online learning OR NCCP Making Headway in Sport (Multisport) online learning</p>
<p>7. Training for the Prevention of Maltreatment in Sport (1 of 3 is required) Fostering Healthy Equestrian Environments online learning OR Coaching Association of Canada Safe Sport Training OR Respect in Sport for Activity Leaders* *Mandatory for Saskatchewan and Manitoba members.</p>
<p>8. EC Certificate of Insurance Minimum Required Coverages:</p> <ul style="list-style-type: none">– \$2,000,000 Commercial General Liability– \$100,000 Professional Liability Insurance– Equestrian Canada (EC) and your Provincial/Territorial Equestrian Association (PTSO) must be named as additional insured AND– Waiver of subrogation in favor of EC and your PTSO <p>If you are an employee of a facility An EC Waiver of Insurance and Acknowledgment of Risks Form and an EC Certificate of Insurance from the employer is required.</p>



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9. Coach Certification /Verified Expertise

Candidates must have recognized credentials in one (1) of the following categories:

1. [National Coaching Certification Program \(NCCP\)](#)
2. [EC Recognized Non-NCCP Certification](#)
3. [EC Recognized Post Secondary Education](#)
4. [Certification Exemption Request \(CER\)](#)

outlines a candidate's coaching abilities and qualifications based on experience, knowledge and training acquired through alternative means. The CER is a subsequent application within the Licensed Coach Status program.

- Coaches must have a **minimum 20 years** experience in a leadership capacity.
- Two (2) additional Equestrian Canada Letter of Reference forms required to support a CER application.
- Must complete NCCP Make Ethical Decision (MED) AND NCCP Make Ethical Decision, Online Evaluation