

## 2024 LICENSED COACH STATUS CHECKLIST



**Licensed Coach Status**

### IMPORTANT THINGS TO KNOW

- **Effective January 1st, 2024, Licensed Coach Status** is mandatory at all EC sanctioned events.
- **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](#)
- Candidate must be **minimum 18 years of age**.
- PTSO 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

<b>1.</b>	<p><b>Equestrian Canada Screening Disclosure</b></p> <p>The Screening Form is completed online once you have purchased your Coach Status application via <a href="#">MyEC</a></p> <p>If you have lived outside of Canada for more than 6 consecutive months in the last 10 years, international screening is required. An additional processing fee of \$50 will apply which includes one (1) country. A \$50 fee will apply for each additional country you have lived in.</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>
<b>2.</b>	<p><b>Canadian Criminal Record Check</b></p> <p>Available at no cost once you have purchased EC Coach Status. An online link will be provided to you upon applying.</p> <p>If you are under the age of 18, two <a href="#">character references</a> must be completed instead. The form is available <a href="#">here</a> or within your Coach Status application in step 2.</p>
<b>3.</b>	<p><b>Vulnerable Sector Search (VSS)</b></p> <p><a href="#">The form</a> for your local police department to complete this step can be found <a href="#">here</a> or within your Coach Status application under Step 3.</p> <p><b>OR</b></p> <p><b>Vulnerable Sector Search Acknowledgement</b> if you were <b>born after February 28, 1986</b></p> <p>This is completed online, and the link is available within your Coach Status application under Step 3.</p>



## 2024 LICENSED COACH STATUS CHECKLIST

4.	<p><b>Coaching References – Two (2) Letters of Reference</b></p> <p>The Letter of Reference can be completed online by your reference provider within your Coach Status application. You will invite your references to complete the form electronically and an email will be sent to them.</p> <p>Alternately, a copy of the <a href="#">Letter of Reference</a> can be found <a href="#">here</a> or within your Coach Status application under Step 4.</p>
5.	<p><b>Standard First Aid CPR Level C</b></p> <p>Certification must be from a Canadian provider, recognized by Occupational Health &amp; Safety standards in your province of residence. List of recognized providers is available <a href="#">here</a> (scroll to the bottom under the category Provincial First Aid – Recognized Providers).</p> <p><b>QUEBEC ONLY:</b> <a href="#">CNESST Cardio-Secours/DEA/SAI.SH course (A+) 16 hours</a></p> <p>Special rates are available through <a href="#">St. John's Ambulance</a>, EC's partnership First Aid provider.</p>
6.	<p><b>Concussion Education (1 of 2 is required)</b></p> <p>Equestrian Canada: Concussion Awareness online learning link is available within your Coach Status application under Step 6.</p> <p><b>OR</b></p> <p>NCCP Making Headway in Sport (Multisport) online learning</p>
7.	<p><b>Training for the Prevention of Maltreatment in Sport (1 of 3 is required)</b></p> <p>Fostering Healthy Equestrian Environments online learning link is available within your Coach Status application under Step 6.</p> <p><b>OR</b></p> <p>Coaching Association of Canada Safe Sport Training</p> <p><b>OR</b></p> <p>Respect in Sport for Activity Leaders*</p> <p>*Mandatory for Saskatchewan and Manitoba members.</p>
8.	<p><b>EC Certificate of Insurance</b></p> <p>The <a href="#">Certificate of Insurance form</a> to be completed by your insurance broker can be found <a href="#">here</a>, or within your Coach Status application under Step 8.</p> <p>Special rates are available from EC's partnership insurance provider, <a href="#">Henry Equestrian</a>.</p> <p><b>Minimum Required Coverages:</b></p> <ul style="list-style-type: none"><li>– \$2,000,000 Commercial General Liability</li><li>– \$100,000 Professional Liability Insurance</li><li>– Equestrian Canada (EC) and your Provincial/Territorial Equestrian Association (PTSO) must be named as additional insured <b>AND</b></li><li>– Waiver of subrogation in favor of EC and your PTSO</li></ul> <p><b>If you are an employee of a facility</b></p> <p>The <a href="#">EC Waiver of Insurance and Acknowledgment of Risks Form</a> and the <a href="#">EC Certificate of Insurance</a> for your employer are available by clicking on the form link or within your Coach Status application under Step 8.</p>

## 2024 LICENSED COACH STATUS CHECKLIST

### 9. Coach Certification /Verified Expertise

Candidates must have recognized credentials in one (1) of the categories below. Further information and requirements for each category can be found by clicking on the category link.

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