

## 2024 REGISTERED COACH STATUS CHECKLIST



### Registered Coach Status

#### 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](#)**
- Candidate must be **minimum 16 years of age**
- PTO and EC Sport License must be current
- \$80 enrollment fee for Registered Coach Status can be paid online via [MyEC](#) when purchasing Coach Status.
- 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><b>Equestrian Canada Screening Disclosure</b> The Screening Disclosure 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>
2.	<p><b>Canadian Criminal Record Check</b> This is free once you have purchased EC Coach Status. An online link will be provided to you upon applying for Coach Status and is also available within your Coach Status application under Step 2.</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>
3.	<p><b>Vulnerable Sector Search (VSS)</b> <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> <b>Vulnerable Sector Search Acknowledgement</b> if you were <b>born after February 28, 1986</b> This is completed online and the link is available within your Coach Status application under Step 3.</p>

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4.	<p><b>Coaching References – One (1) Letter of Reference</b> The Letter of Reference can be completed online by your reference provider within your Coach Status application. You will invite your reference 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> Certification must be from a Canadian provider, recognized by Occupational Health &amp; Safety standards in your province of residence. List of recognized providers can be found in the Resources section of ECampus (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.SHcourse (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> Equestrian Canada: Concussion Awareness online learning link is available within your Coach Status application under Step 6.</p> <p><b>OR</b> 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> Fostering Healthy Equestrian Environments online learning link is available within your Coach Status application under Step 6.</p> <p><b>OR</b> Coaching Association of Canada Safe Sport Training</p> <p><b>OR</b> Respect in Sport for Activity Leaders*</p> <p>*Mandatory for Saskatchewan and Manitoba members.</p>
8.	<p><b>EC Certificate of Insurance</b> 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> 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>