



## 2025 REGISTERED COACH PROGRAM SPECIFICATIONS



### 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 16 years of age.**
- PTSO 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></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. A \$150 processing fee applies to International screening. This fee will also be required for any advanced background screening.</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></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><b>Vulnerable Sector Search (VSS)</b></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><b>OR</b></p> <p><b>Vulnerable Sector Search Acknowledgement (VSSA)</b> if you were <b>born after February 28, 1986</b></p> <p>If you are under the age of 18, two-character references must be completed instead.</p>
4.	<p><b>Coaching References</b></p> <p>One (1) EC Letter of Reference must be provided by one of the following.</p> <ul style="list-style-type: none"><li>– Employer (Equine Industry) - current or within the past 3 years</li><li>– Students/Athletes or their parent/guarding - current or within the past 3 years</li><li>– Co-workers - coaches working with you within your current coaching setting or who have worked with you in the past 3 years.</li></ul> <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>
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.</p> <p><b>QUEBEC ONLY:</b> CNESTT Cardio-Secours/DEA/SA I.SH course (A+) 16 hours</p>
6.	<p><b>Concussion Education (1 of 2 is required)</b></p> <p>Equestrian Canada: Concussion Awareness online learning</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</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. **EC Certificate of Insurance**

**Minimum Required Coverages:**

- \$2,000,000 Commercial General Liability
- Professional Liability Insurance **OPTIONAL, please contact your Insurance Broker for advice.**
- 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

**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.