



ENGLISH COACH 1

Information Package

Thank you for your interest in the Equine Canada English Coaching Certification Program!

The administration of the English Coach 1 and 2 of the Equine Coaching Certification Program is the responsibility of Horse Council BC. The Evaluations and Examinations are coordinated through our office as well as the updating and maintaining of the database as to who is a “current” or “non-current” coach. If you have any questions regarding this information, please do not hesitate to call the Horse Council BC Education Secretary at (604)856-4304 Fax: (604)856-4302 Toll Free: 1-800-345-8055 Email: coaching@hcbc.ca

WHAT IS A COACH 1?

The English Coach 1 is a dedicated enthusiastic person capable of teaching at the beginner level. This level stresses safety, basic horsemanship and teaching abilities. Basic teaching abilities should include patience in working with beginners, encouragement of students to enjoy riding as well as knowledge of the basic principles of riding. Safety must be stressed in such a way as to promote respect but not fear of the horse. Safety measures taught should include safe dress and tack, safe horse handling from the ground and when mounted, and road safety.

HOW TO GET STARTED

The minimum age for a coach candidate is 18 years as of January 1st of the current year. The following are the requirements that must be completed or obtained prior to taking an Evaluation:

- ❖ Obtain a Horse Council BC Senior membership
- ❖ Obtain a Equine Canada Senior Sport License
- ❖ Acquire a current First Aid certificate
- ❖ Completing a NCCP Level 1 Theory Course, or Intro to Competition A
- ❖ Have a Grade 10 education or equivalent (mature applicants will be considered on their own merit)
- ❖ Complete the English Rider 1, 2 and 3 courses and obtain certificates in each or Rider 1-8 courses (as of 2007)
- ❖ Obtain 10 hours of teaching experience under a certified coach, preferably a Coach 2
- ❖ Obtain a Learn To Teach Certificate
- ❖ Have the Mentor Coach complete a Mentor Reference form and send it to the Horse Council BC office.
- ❖ Purchase and study the English Coach 1 Manual and the Stable Management in Canada Manual (these can be ordered from Horse Council BC)
- ❖ Have a Criminal Record Search completed including Vulnerable Sectors

All paperwork and payment must be submitted to HCBC a minimum of 30 days prior to the evaluation, as well as the examination

FIRST AID REQUIREMENTS

A standard first aid course is required. This can be done with either St. John's Ambulance, Worker's Compensation Board or Red Cross or any other recognized First Aid organization. The length of certification varies between organizations so make sure you are aware of how long the certificate is good for, i.e. St. John's and WCB are good for 3 years, Red Cross is good for 2 years. Universities and Colleges very often run these courses on a steady basis so there is always a new one starting up within a short time.

WHAT IS NCCP?

The National Coaching Certification Program is a five level educational program for all coaches in all sports. Levels 1-3 are designed to certify coaches as competent leaders of school, community and club sports programs. The course deals with:

- ❖ Leadership and Communication
- ❖ Growth and Development
- ❖ Psychology of Sport
- ❖ Exercise Physiology
- ❖ Training Methods
- ❖ Motor Learning
- ❖ Bio Mechanics
- ❖ Sports Medicine

The course helps coaches understand why athletes participate in sport, and prepares them to teach skills and to design a safe, enjoyable and challenging practice. The course is 14 hours long with no written exam but 100% attendance is mandatory. Upon completion of each Theory Course, the NCCP will issue a card containing number – it is this number which will tie together all of your coaching components at the CEF offices.

These courses are offered at Community Colleges or can be done through correspondence. For dates and locations of courses, contact the Coaches Association of B.C. at (604)298-3137 or Fax: (604)473-4860 Email: cabc@istar.ca or go to www.coaches.bc.ca

WHAT IS AN EVALUATION?

An Evaluation is classified as a pre-test which is used to help candidates prepare for what will be expected of them at the Examination. It is done over two days with one Course Conductor. The topics covered over the two days include:

- ❖ Riding on the flat
- ❖ Riding over fences
- ❖ Stable Management
- ❖ Bandaging
- ❖ Lungeing
- ❖ Teaching

About two weeks before the scheduled Evaluation is to take place, the candidate will receive a timetable describing what is being covered each day and at what time and at what location.

Below is a draft schedule that could be used for an Evaluation/Examination. This could vary depending on the number of candidates.

Tentative Day 1 Schedule

8:00 am	Meeting with Evaluator/Examiner
8:30	Riding on the flat
10:00	Setting up fences
11:00	Riding over fences
12:00	Put away fences
	Lunch (please provide your own)
1:30 pm	Bandaging
3:30	Lunging
5:30	Meeting with Evaluator/Examiner
	Teaching topics will be assigned

Tentative Day 2 Schedule

8:30 am	Teaching in the order assigned
12:30 pm	Lunch (please provide your own)
1:30	Stable Management
3:30	Debriefing with Evaluator/Examiner

These times are just for reference and may vary at each Evaluation; some topics may run overtime where as others may be done quicker.

The debriefing portion of the Evaluation is where the Course Conductor sits down one-on-one with each candidate and discusses his or her overall impression of the candidate's performance at the Evaluation. He/she will discuss all observed strengths and weaknesses and will give a recommendation. The candidate may be recommended to pursue the next scheduled Examination or wait six months to a year and improve in certain areas. Please be advised that this recommendation is not to be used as a guarantee that the candidate will pass the Examination. The main purpose of the Evaluation is to help each candidate achieve his or her maximum efforts at the exam.

WHAT IS AN EXAMINATION?

The Examination takes place approximately 4 to 6 weeks after the Evaluation and usually follows the same format. The only noticeable difference that the candidates will observe is that there are three Course Conductors examining the candidates and there is a written exam usually held the night before the exam begins.

The Exam is broken into 5 components. These are:

- ❖ Section A & B: Riding On The Flat & Over Fences
- ❖ Section C: Practical and Theory
- ❖ Section D: Lungeing
- ❖ Section E: Teaching

Each section is marked on a scale of 1-10. To pass each component, a minimum standard of 7 or higher must be achieved. If a mark below 7 is acquired, then the candidate will have the opportunity to retake that component at a later date.

At the end of the two days, the Course Conductors will meet and complete the Assessment forms on each candidate. Once everything has been completed, the Chief Course Conductor will mail the results to the Horse Council BC office within 10 days of the exam being completed. The Horse Council BC office will then notify each candidate by mail as to his or her results. These results will also be forwarded to the Equine Canada.

If you were successful you will also receive information on the updating policy for coaches as well as a Coaching Certificate, providing that all of the requirements have been met. You will also receive a Coaching Passport from the NCCP office. If you were unsuccessful, you will receive a copy of your results and information on what to do to retake portions of the Exam.

HOW TO APPLY FOR AN EVALUATION

Each candidate must send in to the Horse Council BC office a complete Evaluation Application that contains the following information 30 days prior to the evaluation date:

- ❖ Copy of a current First Aid certificate showing the expiry date
- ❖ Copy of a letter of completion or copy of certificate for NCCP Theory 1 or Intro to Competition A
- ❖ Copy of Learn To Teach Certificate
- ❖ Copy of current Equine Canada Sport License card
- ❖ Copy of current Horse Council BC card
- ❖ Copy of English Rider 1, 2 and 3 certificates, or Rider 1-8 Certificates
- ❖ Completed Mentor Reference form
- ❖ Evaluation application form filled out and an accompanying cheque for \$212.00 (includes GST) made payable to Horse Council BC

HOW TO APPLY FOR AN EXAMINATION

Each candidate must send to the Horse Council BC office a complete Exam Application form as well as the following at least 30 days prior to the exam:

- ❖ Copy of current Equine Canada Sport License card
- ❖ Copy of current Horse Council BC card
- ❖ Payment to Horse Council BC, money order or Visa or MC for \$265.00 (includes GST)
- ❖

Note: Horse Council BC reserves the right to cancel any Evaluation or Examination due to insufficient entries.

CONTACT INFORMATION:

Provincial Coordinator

Wendy Sewell
27336 Fraser Hwy.
Aldergrove, BC, V4W 3N5
(604)856-4304
Fax: (604)856-4302
Email: coaching@hcbc.ca

Master Course Conductor

Dorothy Kirby
5719 Quarry Cres.
Nanaimo, B.C. V9T 6H9
(250)390-7577

Email: l-dkirby@shaw.ca

Coaching Secretary

Wendy Sewell
Horse Council B.C.
27336 Fraser Highway, Unit D,
Aldergrove, BC V4W 3N5
Tel: (604)856-4304
Fax: (604)856-4302
Toll Free: 1-800-345-8055
Email: coaching@hcbc.ca



HORSE COUNCIL BC

Dear Candidate;

As the number of candidates per session is limited, I urge you to send in your completed application as soon as possible. "Complete" means we must receive your CEF License number, Horse Council BC membership number, copies of your First Aid certificate, proof of completion of the English Rider Preps, your Mentor's Acceptance Letter and your completed Mentoring Hours sheet, Learn to Teach Certificate, your NCCP Level 1 Theory Certificate or Introduction to Competition Part A as well as a cheque, money order or Visa payment in the amount of \$212.00 (includes GST).

Your space in the above session is insured **ONLY** upon our receipt of the completed application and payment of the evaluation fee. Space is limited to 8 candidates. If your application is received beyond that number, you will be notified and your name placed on a waiting list.

The evaluation fee **must** be paid 30 days prior to the date of the Evaluation. If you should not appear for the evaluation, half of the fee will be returned to you upon receipt of a Doctor/Veterinary letter. Please make sure all cheques and money orders are payable to Horse Council BC. Mail all applications and copies of certificates to the Horse Council BC address at the bottom of this letter.

Thank you,
Wendy Sewell
Provincial Coordinator
27336 Fraser Hwy.
Aldergrove, B.C. V4W 3N5
Phone: (604)856-4304
Fax: (604)856-4302

27336 Fraser Highway, Aldergrove, BC V4W 3N5
Tel: (604)856-4304 Fax: (604)856-4302
Toll Free: 1-800-345-8055 Email: coaching@hcbc.ca

HORSE COUNCIL BC

ENGLISH COACHING EVALUATION APPLICATION

NAME: _____

ADDRESS: _____

CITY: _____ **POSTAL CODE:** _____

Ph# _____ **EMAIL:** _____

Please find enclosed the required paperwork to complete my application:

EC Memb.# _____ HCBC Memb. # _____

First Aid Certificate (photocopy) NCCP certificate
(photocopy)

Proof of completion of English Rider Preps (copy of certificates) Mentoring Hours & Mentor Letter

Payment enclosed in the amount of \$212.00 (includes GST)

Cheque Money Order

Visa # _____

Master Card # _____

Expiry date: _____

If application is not complete, please state why:

Mail all paperwork and this application to at least 30 days prior to the evaluation date:

Horse Council BC, Education Secretary
27336 Fraser Highway, Aldergrove, BC V4W 3N5



Coaching Manuals

Available from
Horse Council BC

English Rider 1 Handbook	\$18.50
English Rider 2 Handbook	\$18.50
English Rider 3 Handbook	\$18.50
English Coach 1 Manual	\$21.00
English Coach 2 Manual	\$25.00
Western Rider 1-4 Manual	\$20.00
Western Coach 1 Manual	\$21.50
Western Intermediate Manual	\$25.00
Western Coach 2 Manual	\$25.00
Western General Performance Coaching Manual	\$25.00
Western Coach 3 Reining Manual	\$21.50
Stable Management in Canada Manual	\$25.00

Title	Quantity	Price
	Postage	\$6.50
	2 books	\$8.50
	3 books	\$10.50
	GST	
	TOTAL	

GST#107492571RT0001

Name: _____

Address: _____

City: _____ Postal Code: _____

Tel: _____ Fax: _____

Payment: Cheque Cash Money Order

Visa# _____ Expiry Date: _____

Send to: Horse Council BC, 27336 Fraser Highway, Aldergrove, BC V4W 3N5