

### **2017 Coaching and Instructor Candidate Check list**

All Complete applications must be in the HCBC office no later than 30 days before the Evaluation date. Incomplete applications will be put on a wait list.

Lesson Plans must be submitted on a topic from the designated lists. Candidates may choose their own topics. Lesson Plans and EAP's should be submitted on single spaced typed paper in Arial or Calibri fonts in size 12, and may NOT be 2 sided sheets of paper. If being submitted electronically they should be submitted in Microsoft Word, or PDF format ONLY. They should be submitted together in one single document and not in multiple pages/attachments, and should be titled by First&LastName-Discipline-Level-Topic (ie. MaryBob-English-Instructor-OnTheFlat)

I have included with my application:

- Proof of HCBC membership
- Proof of Equestrian Canada Sport License
- Completed Criminal Record Search that includes vulnerable Sectors
- Copy of Standard First Aid Certificate
- Proof of successful completion of the Make Ethical Decisions online assessment
- Proof of successful completion of the Making Headway Concussion Training
- NCCP number
- Birthdate
- Proof of Rider Exam completion
- Emergency Action Plan
- Lesson plans
- Signed Code of Ethics
- Signed Code of Conduct
- Signed Discipline Policy
- Signed Medical form
- Payment

Send in your complete application to:

Horse Council BC  
27336 Fraser Hwy, Aldergrove, BC V4W 3N5  
Or Email to [coaching@hcbc.ca](mailto:coaching@hcbc.ca)