Video Submission Guidelines

When a candidate submits a video for a Coach Evaluation, the product submitted must be of the highest quality. Remember, you are replacing a live, in person evaluation where the evaluators can listen, watch, ask questions and hear your lesson. In the video the evaluator can only mark what they can see and hear, so what you present should have excellent video and audio.

1. Do not create your video outside if it is windy, the sound will be distorted and you will be difficult to hear
2. If you are using an indoor arena, don’t shoot your video if the rain is pounding on the arena roof and drowning out your voice
3. Use a mic, but make sure that your breathing does not over shadow your voice
4. Make sure the video camera is on a tripod. This will produce video that is stable and easy to watch.
5. Keep your riders in the video at all times
6. Keep yourself in the video at all times
7. Make sure the video shows you have proper control over your group and that safe spacing is part of your lesson
8. Speak clearly, and if you have a mic, don’t speak in a raised voice
9. Be careful to keep your lesson to no more than 25 minutes long. You will compress your planned lesson to fit into this time frame
10. Instructors and Coaches are required to have 3 riders in the lesson
11. Competition Coach Specialists can use one student per lesson
12. Instructors, remember you are to “introduce and practice” a new skill
13. Competition Coaches you are to “practice and improve” a skill
14. Competition Coach Specialists you are to improve a skill your student already has
15. You are taking part in an evaluation that will give you a professional designation so your video must be done in a manner that is professional. This does not mean you need a professional set up and camera operator, just remember that the quality of your video will be taken into consideration while it is being evaluated.
16. You should have your demo students sign a waiver/informed consent before you use them in your video
17. You should have permission from the facility to shoot the video
18. Make sure that you
19. You can submit your video in one of two ways:
	1. Provide a link to a YouTube channel for each video
	2. Send in two media sticks, with all of the lessons on each stick

Lunging:

When beginning your lunge video, the first shots should be of the candidate looking at and presenting the horse showing that the saddle, side reins, bridle, stirrups, boots or bandages, lunge line and whip are correctly applied. Show the camera where the side reins are attached, that the girth has been checked etc. This would be the first part of your lesson video. Once you have demonstrated that the tack and lunging equipment are correct, then you can begin your lesson.

**Consent to Use Personal Information**

(Video release form for demo riders)

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby authorize\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *Name of individual*  *Name of Coach Candidate*

To arrange for a video to be taken for the purposes of evaluating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name of Coach Candidate*

For EC/NCCP Coaching certification.

 **OR**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby authorize\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *Name of Parent or Guardian*   *Name of Coach Candidate*

To arrange for a video of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and use it for the purpose of

 *Name of minor*

Evaluating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for EC/NCCP coaching certification

I understand that the video will not be used by Equine Canada for any other purpose than those stated with our authorized, written permission.

I hereby release Equine Canada of any and all liability arising from such videoing and use.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Addendum:**

I consent to Horse Council BC using the video for the purpose Evaluator Training only, not for sale or public distribution or viewing.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**There is no obligation to agree to the addendum, video’s without specific permission will not be used for evaluator training**

This form must be included, with all required signatures with the Video Evaluation submission package.

**Video Declaration**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, EC or HCBC number\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was present and

 *Witness name*

Witnessed the entire process used by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EC or HCBC number\_\_\_\_\_\_\_\_\_\_\_

 *Candidate name*

To videotape the riding lessons to be submitted to Horse Council BC by the above candidate for the purpose of his/her Competition Coach/ Instructor of Beginners evaluation. I confirm that each lesson contained on the videotape submitted by the candidate was completed in “one take” such that the footage of each riding lesson remains in its original, unedited format. I am not, nor have I ever been, related to the candidate. Furthermore, I have never engaged in any type of business relations with the candidate.

Dated at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_this \_\_\_\_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  *Location* *day* *month year*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Candidate Name (print)*  *Candidate signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Witness Name (print)*  *Witness signature*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Videographer name (print)* *Videographer signature*

This form is to be included in the application package with the DVD or memory sticks.