


## 2024 EC INSTRUCTOR EVALUATION CHECKLIST (DRIVE, ENGLISH, WESTERN)

**QUESTIONS?**  
CONTACT [COACHING@HCBC.CA](mailto:COACHING@HCBC.CA)

ALL APPLICATIONS MUST BE SENT TO  
[COACHING@HCBC.CA](mailto:COACHING@HCBC.CA)  
OR 27336 FRASER HWY, ALDERGROVE, BC V4W 3N5

✓	<b>DOCUMENTS TO SEND WITH APPLICATION</b>	✓	<b>PROOF OF EC REGISTERED COACH STATUS</b>
	HCBC Membership		Standard First Aid - 16 hour in person or blended course
	Equestrian Canada Bronze Sport License (minimum)		EPIC Search
	EC English Learn to Ride/Drive Levels completed English Rider 6, Western Rider 4, Driver 12		Vulnerable Sectors (if born before 1986)
	Group Mounted Lesson Plan (from discipline list of topics)		Proof of Insurance (2,000,000.00 CGL) Proof of Insurance (100,000.00 Professional Liability)
	Group Jump Lesson (for Jump Component)		2 Reference Letters
	Group Stable Management lesson (from list of topics)		Signed Screening Form
	Emergency Action Plan		EC Fostering Healthy Equestrian Relationships
	Signed Medical Form (in person evals only)		EC Concussion Training
	Payment		
✓	<b>EC/NCCP TRAINING</b>	✓	<b>APPLICATION</b>
	Make Ethical Decisions Online Evaluation (mandatory)		Parental Consent if under 19
	EC/NCCP Long Term Equestrian Development		Medical Form (for in person evaluations)
	EC/NCCP Analyzing Equestrian Performance		
	EC/NCCP Plan a Practice		<b>VIDEO EVALUATION</b>
	EC/NCCP Design an Equestrian Sport Program		Waiver for demo students
	EC/NCCP Manage an Equestrian Sport Program		Video Declaration form
	<b>ADDITIONAL RECOMENDED TRAINING</b>		Link to YouTube video (once lesson plans are marked)
	Register for Coaches Handbook and Resource Guide		
	EC Lunging Foundations Training Course		
	Mentor with an EC Certified Coach		
	Western Region Cohort		