



GUIDE TO CERTIFICATION

EQUESTRIAN CANADA ENGLISH INSTRUCTOR



THE BENEFITS OF CERTIFICATION

EQUESTRIAN CANADA CERTIFIED COACHES AND INSTRUCTORS ENJOY MANY BENEFITS THAT POSITIVELY AFFECT THEIR COACHING BUSINESS AND PROFESSIONAL LIVES.

- REDUCED COACHING AND INSTRUCTOR INSURANCE FEES
- INTERNATIONAL RECOGNITION OF EQUESTRIAN CANADA CERTIFICATION
- USE OF LONG TERM ATHLETE DEVELOPMENT PRINCIPLES (LTED)
- FULL TIME OR A PART TIME CAREER
- RECOGNITION BY PEERS BOTH LOCALLY AND NATIONALLY
- CERTIFICATION IS RECOGNIZED THROUGHOUT CANADA
- PROOF OF PROFESSIONAL DEVELOPMENT, FIRST AID AND CRIMINAL RECORD SEARCH
- COACHES AND INSTRUCTORS ARE PART OF THE CANADIAN SPORT SYSTEM THROUGH THE NCCP
- PROMOTION OF SAFE HORSEMANSHIP PRACTICES
- PROMOTION OF HORSE WELFARE
- DEDICATED EC COACH SECTION ON THE HCBC FORUMS
- ABILITY TO USE AND TEST RIDERS IN THE EQUESTRIAN CANADA RIDER PROGRAMS
- ABILITY TO MENTOR OTHER COACH AND INSTRUCTOR CANDIDATES

WHAT IS INSTRUCTOR CERTIFICATION?

- **1. INSTRUCTION: NON-COMPETITIVE OR RECREATIONAL CONTEXT. SPECIALIZES IN STARTING BEGINNERS AND TEACHING EQUESTRIANS WHO ENJOY THEIR HORSES OUTSIDE THE COMPETITIVE STREAM. IT APPLIES TO INDIVIDUALS WHO TEACH BEGINNER RIDERS WHETHER IN THEIR OWN BACKYARD, RIDING SCHOOLS OR AT DAY CAMPS. ONLY CERTIFIED INSTRUCTORS MAY MAINTAIN AMATEUR COMPETITIVE STATUS WHILE RECEIVING REMUNERATION FOR COACHING.**

WHERE DO I START?

FIRST FILL OUT AND SEND IN A COACHING FILE REGISTRATION FORM TO HCBC. THIS FORM ALLOWS YOU TO BE LISTED AS A INSTRUCTOR CANDIDATE IN TRAINING AND RECEIVE NOTICE OF EVALUATIONS, COURSES, AND OTHER PERTINENT INFORMATION. YOU CAN FIND THE AT [WWW.HCBC.CA](http://www.hcbc.ca) UNDER THE COACHING RESOURCE SECTION.

FIRST STEPS

YOU WILL ALSO NEED TO OBTAIN THE FOLLOWING REQUIREMENTS BEFORE YOU SEND IN YOUR APPLICATION FOR AN EVALUATION.

- **HORSE COUNCIL BC MEMBERSHIP ([WWW.HCBC.CA](http://www.hcbc.ca))**
- **EQUESTRIAN CANADA SILVER SPORT LICENSE ([WWW.EQUESTRIAN.CA](http://www.equestrian.ca))**
- **CURRENT STANDARD FIRST AID CERTIFICATE (8 HOUR COURSE, ST. JOHNS, WCB, RED CROSS OR ANOTHER ACCREDITED PROVIDER, CANNOT BE DONE ONLINE.**
- **POLICE REFERENCE CHECK ([HTTP://WWW.STERLINGTALENTSOLUTIONS.CA/EQUESTRIAN-CANADA-EQUESTRE](http://www.sterlingtalentsolutions.ca/equestrian-canada-equestre))**
- **PROOF OF SUCCESSFUL COMPLETION OF THE MAKE ETHICAL DECISIONS ONLINE ASSESSMENT ([WWW.COACH.CA](http://www.coach.ca) COMPLETE THE INSTRUCTION MODULE)**
- **PROOF OF COMPLETION OF THE MAKING HEADWAY CONCUSSION TRAINING ([WWW.COACH.CA](http://www.coach.ca))**
- **PROOF OF COMPLETION OF RIDER 6 OF THE RIDER 1-10 PROGRAM PLUS PROOF OF WRITTEN EXAMS FOR 1-5**

OPTIONAL TRAINING

- **NCCP EQUESTRIAN THEORY COURSE (CHECK FOR DATES ON WWW.HCBC.CA)**
- **MENTOR WITH AN EQUINE CANADA CERTIFIED COACH OR INSTRUCTOR**
- **HOMESTUDY MAKE ETHICAL DECISIONS MODULE TRAINING (WWW.COACH.CA)**

THE ENGLISH 1-10 RIDER PROGRAM

THE ENGLISH RIDER 1-10 PROGRAM IS A NATIONAL PROGRAM DEVELOPED FOR INDIVIDUALS WHO WISH TO LEARN SAFE HORSEMANSHIP AND RIDING AND TO ASSIST IN THE DEVELOPMENT OF FUTURE INSTRUCTOR AND COACHES. THE PROGRAM REWARDS ALL RIDERS, RECREATIONAL TO COMPETITIVE BY ADVANCING THEIR LEARNING WITH CERTIFICATES OF ACHIEVEMENT AND BADGES. THIS PROGRAM PROVIDES RIDERS AND COACHES WITH AN ATTAINABLE PROGRESSION THROUGH THE RIDER LEVEL FRAMEWORK. IN ADDITION, THE RIDER PROGRAM ENCOURAGES ALL RIDERS TO LEARN AND ENJOY THE SPORT OF RIDING WHILE PROVIDING GUIDELINES TO INSTRUCTORS AND COACHES.

THE ENGLISH LEARN TO RIDE PROGRAM IS COACH AND INSTRUCTOR LED AND STUDENT PACED. THERE IS NO MAXIMUM TIME IN WHICH A RIDER SHOULD ACHIEVE THE LEVELS.

TESTING IS SET UP BY THE STUDENT AND THE TESTING INSTRUCTOR OR COACH BASED ON THEIR PROGRESS AND SCHEDULES. ENGLISH INSTRUCTOR CANDIDATES MUST ACHIEVE RIDER 6.

RECOMMENDED RESOURCES (AVAILABLE AT THE HCBC BOOKSTORE IN OFFICE OR FROM WWW.HCBC.CA)

- ENGLISH RIDER 1-2
- ENGLISH RIDER 3-5
- ENGLISH RIDER 6-8
- STABLE MANAGEMENT IN CANADA

THE ENGLISH 1-10 RIDER PROGRAM

- RIDER RUBRICS AVAILABLE AT [WWW.HCBC.CA](http://www.hcbbc.ca) UNDER THE RESOURCES FOR COACHES AND CANDIDATES SECTION.
- RIDERS CAN START THE EC ENGLISH LEARN TO RIDE PROGRAM BY FINDING AN EC CERTIFIED INSTRUCTOR OR COACH. WHEN THE STUDENT IS READY, AN EC CERTIFIED COACH OR INSTRUCTOR WILL ADMINISTER THE TEST WHICH CONSISTS OF A WRITTEN EXAM AND A RIDING EXAM. THE TEST IS THEN SENT TO HCBC BY THE TESTING COACH ALONG WITH THE TESTING FEE OF \$20.00 PLUS GST (TOTAL 21.00). THE FEE PAYABLE TO THE COACH FOR THE TEST IS AGREED UPON BETWEEN THE STUDENT AND THE COACH. HCBC RECORDS THE ACHIEVEMENT AND SENDS THE RIDER A CERTIFICATE AND A BADGE FOR EACH LEVEL AS THEY COMPLETE IT.
- RIDERS MUST BE HCBC MEMBERS AT THE TIME THEY ARE TESTED. PAYMENT MUST ACCOMPANY THE TEST WHEN SUBMITTED TO HCBC. COACHES MUST BE CURRENT, CERTIFIED ENGLISH COACHES OR INSTRUCTOR WHO ARE TRAINED TO TEST RIDERS.
- YOU CAN LEARN MORE ABOUT THE RIDER PROGRAM AT [WWW.HCBC.CA](http://www.hcbbc.ca) UNDER THE COACHING TAB.

APPLY FOR THE EVALUATION

TO ACHIEVE CERTIFICATION EACH CANDIDATE MUST PARTICIPATE IN A TEACHING EVALUATION. THIS IS WHERE YOU WILL BE OBSERVED TEACHING LESSONS AND LUNGING A BEGINNER RIDER.

EVALUATORS WILL OBSERVE EACH CANDIDATE AND ENSURE THAT THEY ACHIEVE THE “MEETS STANDARD” FOR EACH SKILL CATEGORY. IF THE CANDIDATE MEETS OR EXCEEDS THE STANDARDS IN EACH COMPONENT THEY HAVE COMPLETED THE EVALUATION SUCCESSFULLY AND WILL RECEIVE EQUESTRIAN CANADA CERTIFICATION AS AN INSTRUCTOR. THE EVALUATION RUBRICS CLEARLY SHOW THE STANDARDS THAT THE CANDIDATE MUST MEET, THEY ARE AVAILABLE ON THE COACHES RESOURCE PAGE AT WWW.HCBC.CA.

IF THE EVALUATORS FEEL THAT THE CANDIDATE DID NOT MEET THE STANDARDS IN ONE OR MORE MODULES, THE CANDIDATE CAN LEAVE, WORK ON THAT AREA AND PRESENT BACK FOR ANOTHER EVALUATION. CANDIDATES DO NOT HAVE TO REDO ANY COMPONENT THAT THEY WERE SUCCESSFUL IN.

CANDIDATES DO NOT RIDE AS PART OF THE EVALUATION, THIS HAS ALREADY BEEN EVALUATED AS PART OF THE RIDER 6 REQUIREMENT.

CANDIDATES MUST BRING THEIR OWN HORSE FOR THE LUNGING COMPONENT. DEMO RIDERS AND HORSES ARE PROVIDED FOR THE GROUP LESSONS.

YOUR APPLICATION

- **CHECK THE HCBC EVENTS CALENDAR TO SEE THE NEXT EVALUATION DATE OFFERED.**
- **PRINT OUT THE CURRENT YEARS EVALUATION APPLICATION FORM FROM THE HCBC WEBSITE, UNDER RESOURCES FOR COACHES AND CANDIDATES. YOU WILL ALSO FIND:**
 - **MEDICAL FORM**
 - **CODE OF CONDUCT**
 - **LESSON TOPICS**
 - **LESSON TEMPLATES**
 - **EMERGENCY ACTION TEMPLATES**
- **FILL OUT THE FORM AND INCLUDE PHOTOCOPIES OF ALL DOCUMENTS REQUESTED.**
- **BE SURE TO ENCLOSE PAYMENT FOR THE EVALUATION.**
- **THE APPLICATION MUST BE COMPLETE AND IN THE HCBC OFFICE NO LATER THAN 30 DAYS PRIOR TO THE POSTED EVALUATION DATE. THERE ARE NO EXCEPTIONS ALLOWED.**

RECAP: WHAT TO INCLUDE WITH YOUR APPLICATION

- **PROOF OF CURRENT HCBC MEMBERSHIP**
- **PROOF OF CURRENT STANDARD FIRST AID CERTIFICATE**
- **POLICE REFERENCE CHECK , INCLUDING VULNERABLE SECTORS(GO TO [HTTP://WWW.STERLINGTALENTSOLUTIONS.CA/EQUESTRIAN-CANADA-EQUESTRE](http://www.sterlingtalentsolutions.ca/equestrian-canada-equestre))**
- **PROOF OF COMPLETION OF THE MAKING ETHICAL DECISIONS (ONLINE EXAM AT [WWW.COACH.CA](http://www.coach.ca))**
- **PROOF OF COMPLETION OF THE MAKING HEADWAY CONCUSSION TRAINING MODULE AT [WWW.COACH.CA](http://www.coach.ca)**
- **EQUESTRIAN CANADA SILVER SPORT LICENSE**

ADDITIONALLY THE APPLICATION MUST INCLUDE

- **EMERGENCY ACTION PLAN FOR THE BARN YOU ARE MOST FAMILIAR WITH**
- **LESSON PLAN FOR THE FLAT LESSON (FROM THE LIST OF TOPICS)**
- **LESSON PLAN FOR THE UNMOUNTED LESSON (FROM THE LIST OF TOPICS)**
- **LESSON PLAN FOR A JUMP LESSON (ONLY REQUIRED FOR CANDIDATES WHO WISH TO ADD THE JUMP COMPONENT (FROM THE LIST OF TOPICS))**
- **PAYMENT**
- **HCBC MEDICAL INFORMATION FORM**
- **INFORMED CONSENT**
- **SIGNED EQUESTRIAN CANADA CODE OF CONDUCT AND CODE OF ETHICS**

All templates are available from www.hcbc.ca under the Resources for Coaches and Candidates page

LESSON PLAN AND EAP SUBMISSION GUIDELINES

- *NOTE: LESSON PLANS MUST BE SUBMITTED ON A TOPIC OF 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 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)*
- *THE SCOPE OF THE LESSONS TAUGHT IS "INTRODUCE AND PRACTICE"*

TEACHING TOPICS

MOUNTED LESSON TOPICS

- INTRODUCE AND PRACTICE THE TROT
- INTRODUCE AND PRACTICE THE POSTING TROT
- INTRODUCE AND PRACTICE THE CANTER
- INTRODUCE AND PRACTICE A CIRCLE
- INTRODUCE AND PRACTICE A TURN
- INTRODUCE AND PRACTICE CHANGING THE REIN
- INTRODUCE AND PRACTICE EXERCISES TO PRACTICE EYE CONTROL
- INTRODUCE AND PRACTICE EXERCISES AT THE WALK TO TEACH STEERING AND CONTROL
- INTRODUCE AND PRACTICE IDENTIFYING THE CORRECT CANTER LEAD AND HOW TO CORRECT THE LEAD
- INTRODUCE AND PRACTICE CHANGING THE LEADING FILE
- INTRODUCE AND PRACTICE 3-POINT POSITION AT WALK & TROT

HCBC assigns the lesson topics for the Evaluation. Where possible candidates will be asked to teach the lessons topics that were submitted with the application.

We suggest that candidate choose several topics and write up lesson plans for them (not just the ones that are submitted with the application) Its good practice and helps prepare the candidate to teach several topics.

TEACHING TOPICS

UNMOUNTED LESSON TOPICS

- FITTING OF HELMETS AND SAFE RIDING ATTIRE
- GROOMING PROCEDURE
- TACK CLEANING
- PROPER LEADING AND TURNING OF THE HORSE
- BRIDLING - PROPER FITTING AND TECHNIQUE
- SADDLING - PROPER TECHNIQUE AND FITTING, INCLUDING GIRTH AND BREASTPLATE
- FIRE SAFETY - PROCEDURE
- FIRE SAFETY - GENERAL
- FOOT CARE
- TYING A HORSE PROPERLY IN THE STALL
- BLANKETING AND UNBLANKETING A HORSE
- FITTING MARTINGALES

Note: Lesson Plans must be submitted on a topic of the designated lists linked above. 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. TrainerBob-English-Instructor-OnTheFlat)

THE EVALUATION

- **THE FIRST PART OF THE EVALUATION IS THE MARKING OF THE LESSON PLANS AND EMERGENCY ACTION PLAN.**
- **THESE ARE SUBMITTED TO AN EVALUATOR JUST AFTER THE DEADLINE FOR APPLICATIONS**
- **THE LESSON PLANS AND EAP MUST MEET OR EXCEED EXPECTATIONS. IF THEY DO NOT MEET THE EXPECTATION THE CANDIDATE WILL BE GIVEN A CHANCE TO IMPROVE THEM BEFORE THE TEACHING EVALUATION. THE CANDIDATE WILL RECEIVE FEEDBACK AND BE GIVEN A CHANCE TO CORRECT ERRORS AND IMPROVE THE PLANS.**
- **ONCE THE PLANS ARE SUCCESSFULLY COMPLETED THE CANDIDATE IS ACCEPTED INTO THE TEACHING EVALUATION.**

EVALUATION DAY – WHAT TO BRING

- **CANDIDATES WILL NEED TO BRING A HORSE TO LUNGE. AT SOME EVALUATIONS FELLOW CANDIDATES WILL ACT AS “BEGINNERS” FOR THE LUNGING COMPONENT.**
- **BRING YOUR LUNGING EQUIPMENT AND TACK**
- **BRING YOUR FIRST AID KIT FOR HUMANS AND HORSE**
- **BANDAGING MATERIAL AS REQUIRED**
- **IF YOU NEED “PROPS” FOR YOUR LESSONS, BE SURE TO BRING THEM WITH YOU**
- **YOU WILL NEED TO STABLE YOUR HORSE, SO BRING ANYTHING REQUIRED FOR THAT INCLUDING FEED, HAY AND BARN TOOLS FOR CLEAN UP.**
- **BRING 2 COPIES OF EACH LESSON PLAN FOR THE LESSONS YOU WILL TEACH.**
- **WATER, JUICE AND A BAGGED LUNCH**

EVALUATION DAY – WHAT TO WEAR

- **COME NEATLY DRESSED IN BREECHES, BOOTS, HARD HAT AND GLOVES**
- **YOU MAY BE ASKED TO RIDE, SO COME PREPARED**
- **DO NOT WEAR LOOSE CLOTHING, EXCESSIVE JEWELRY, THONGS OR HOODIES**
- **SHOW ATTIRE IS NOT REQUIRED**

EVALUATION DAY – WHAT NOT TO BRING

- **SPECTATORS ARE NOT ALLOWED**
- **PARENTS, FRIENDS, COACHES OR GROOMS ARE NOT ALLOWED TO ATTEND. YOU CAN BRING HELP FOR UNLOADING, SETTING UP AND LOADING AT THE END OF THE DAY.**
- **NO DOGS**

EVALUATION DAY – THE SCHEDULE

- **CANDIDATES WILL RECEIVE A TENTATIVE TIME SCHEDULE BEFORE THE EVALUATION WITH CONFIRMATION OF THE LESSON TOPICS ASSIGNED TO THE CANDIDATE. THIS WILL BE SENT OUT NO LATER THAN 2 WEEKS BEFORE THE EVALUATION.**
- **THE TEACHING EVALUATION TAKES ONE DAY, HOWEVER TWO DAYS ARE SCHEDULED IN ORDER TO ACCOMMODATE UP TO 8 CANDIDATES. CANDIDATES WILL BE INFORMED WHAT DAY THEY ARE BEING EVALUATED.**
- **THERE WILL BE A SHORT MEETING AT THE BEGINNING OF THE DAY TO MEET THE EVALUATORS AND RECEIVE INSTRUCTION ABOUT THE DAY.**
- **THE DAY WILL CONSIST OF TEACHING THE FLAT LESSON, TEACHING THE JUMP LESSON (ONLY IF CANDIDATE IS DOING THIS COMPONENT), TEACHING THE STUDENT ON THE LUNGE, A WRITTEN EXAM AND THE STABLE MANAGEMENT LESSON.**
- **CANDIDATES WILL RECEIVE FEEDBACK DURING THE DAY, AND THE EVALUATORS MAY ASK QUESTIONS TO CLARIFY WHAT YOU ARE TEACHING OR DOING.**
- **AT THE END OF THE DAY ALL CANDIDATES WILL BE DEBRIEFED PRIVATELY AND THE EVALUATOR WILL GIVE THEM THEIR RESULTS AND FEEDBACK.**

POINTS TO REMEMBER

- **THE EVALUATORS WANT YOU TO BE SUCCESSFUL**
- **YOU CAN ASK QUESTIONS IF YOU NEED TO, BETTER TO ASK THEN TO NOT KNOW!**
- **THE EVALUATORS MAY ASK YOU QUESTIONS WHILE YOU ARE TEACHING A LESSON, OR AFTER THE LESSON**
- **BE RESPECTFUL OF THE EVALUATORS AND YOUR FELLOW CANDIDATES**
- **IF ASKED TO RIDE AS A LUNGE RIDER, BE AS COOPERATIVE AS POSSIBLE**
- **EVERYONE IS NERVOUS!**
- **SMILE, BE CONFIDENT AND SPEAK CLEARLY WHEN YOU ARE TEACHING**
- **PRACTICE AND PREPARE FOR SUCCESS**