



COACH STATUS STATUT D'ENTRAÎNEUR(E)



Application Guide



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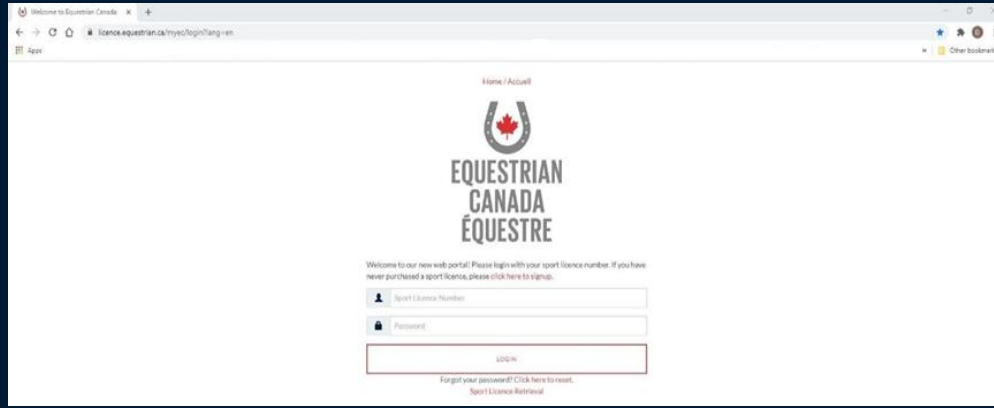
- Section 1: Applying for Coach Status
- Section 2: Ecampus Access and Upload
- Section 3: Review of Coach Status Requirements

How do I apply for Coach Status?

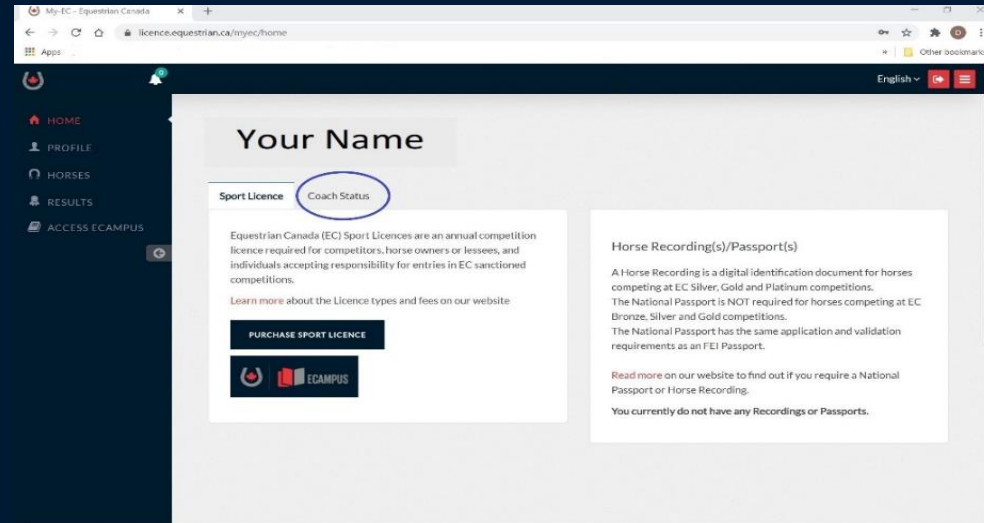


1. Login to [MyEC](#)
2. Select 'Renew Sport Licence' OR 'purchase' on the Coach Status tab
3. Complete Sport Licence Application, if not already completed
 - ✓ Update contact information
 - ✓ Choose your Sport License
 - ✓ Confirm if you'd like Amateur Status (Obtaining coach status will not impact your Amateur Status)
4. Confirm that you wish to purchase **Registered Coach** or **Licensed Coach Status**
5. Select **Registered Coach** or **Licensed Coach** by clicking on the corresponding image; requirements will be verified and a checklist indicating any missing documentation will appear
6. Review and accept Terms and Conditions of Coach Registration or Coach License
7. Proceed to payment
8. Proceed to ECampus to complete training and document upload

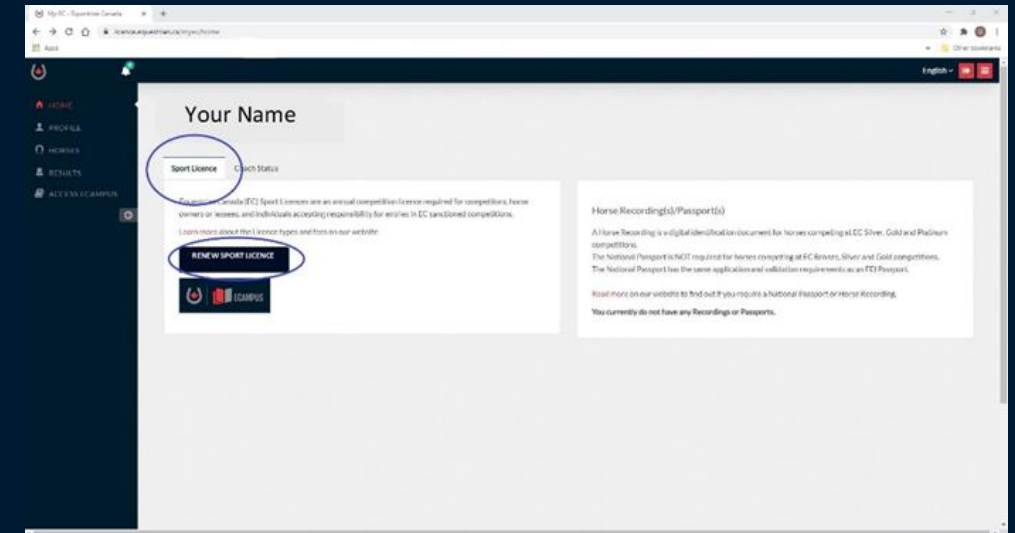
- Login to MyEC



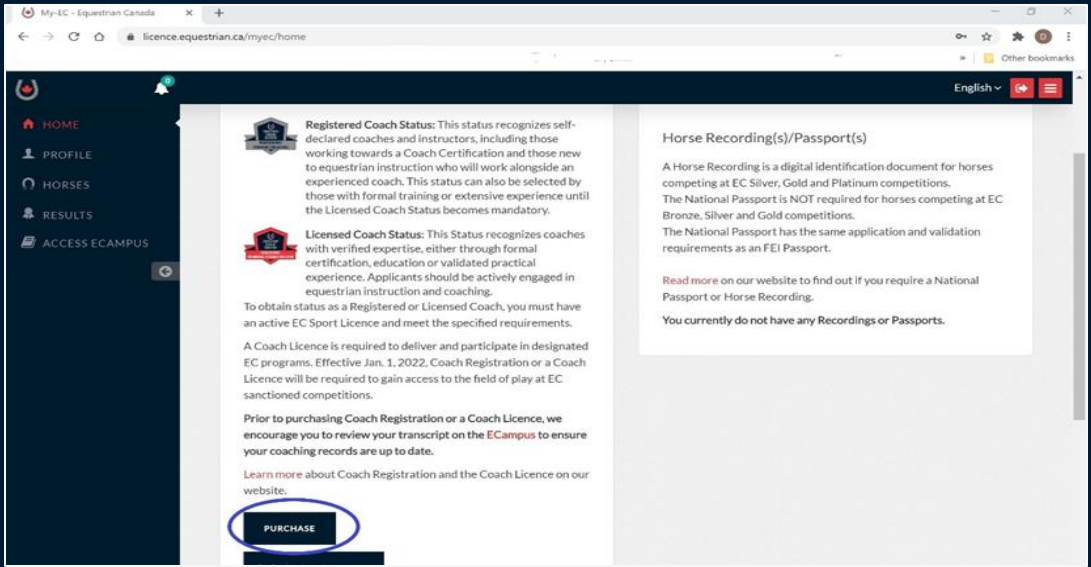

- Select 'Renew Sport Licence' OR 'purchase' on the Coach Status tab



OR



- If you choose Renew Sport Licence, you will be re-directed to update your contact information
- If you choose Purchase Coach Status, the following screen appears, click on purchase and you will be directed to update your contact information



- Update contact information

The screenshot shows the 'Update Contact Information' form. The form is titled 'Update Contact Information' and includes a header '1100XXXX - YOUR NAME'. Below the header, it states 'Fields marked with an asterisk are mandatory'. The form contains several input fields: First Name, Last Name, Date of Birth, Address, Country, Province/State, City, Postal Code, Phone (home), Phone (cell), Email, Provincial/Territorial Sport Organization (PTSO), and Equine Association of Yukon number. A 'NEXT' button is located at the bottom of the form.

- Choose your Sport Licence
 - Confirm if you'd like Amateur Status, and
 - Confirm if you wish to purchase **Registered Coach** or **Licensed Coach** Status



SPORT LICENCE

Be nominated (or nominate a fellow EC Sport Licence Holder) for an EC National Award.
Obtain EC Amateur Status, if qualified.
Collect points toward any existing regional or zone awards within a discipline or breed sport.

Show your support to your primary discipline of choice by selecting one of the following

General Performance

Select a sport licence

Platinum	Gold	Silver	Bronze
276 ¹	182 ¹	109 ¹	31 ¹
INFORMATION	INFORMATION	INFORMATION	INFORMATION

☐ Please select the box if you wish to receive a hard copy of your Sport Licence card by mail (\$5).

☒ Amateur Status
☐ YES, I wish to declare amateur status. @
☒ No

☒ Do you wish to purchase Coach Registration OR a Coach Licence at this time?
☐ YES
☒ No

☒ National Coaching Certification Program (NCCP) #

[PREVIOUS](#) [NEXT](#)

- Select **Registered Coach** or **Licensed Coach**

Purchase a Coach Licence

Total: \$31.00

1100XXXX - YOUR NAME

A Coach Licence is required to deliver and participate in designated EC programs. Effective January 1, 2022, Coach Registration or a Coach Licence will be required to gain access to the field of play at EC sanctioned competitions.

Please select an option

CHOOSE REGISTERED OR LICENSED

Registered Coach	Licensed Coach
49.95 ¹	199.95 ¹
INFORMATION	INFORMATION

[PREVIOUS](#) [NEXT](#)

- Select your desired option; requirements will be verified and a checklist indicating any missing documentation will appear



Purchase a Coach Licence

licence.equestrian.ca/myec/renew/CoachLicence

English

HOME
PROFILE
HORSES
RESULTS
ACCESS ECAMPUS

Please select an option

49.95\$
INFORMATION

199.95\$
INFORMATION

EC/NCCP certified Coaches receive a 15% discount.

PREVIOUS NEXT

Requirements – Coach Licence

- Age of majority in province/territory of residence. ✓
- Hold a valid Equestrian Canada Sport Licence. ✗
- Hold a recognized coaching certification OR 10 years of coaching experience with enhanced screening. ✗
- Complete Mandatory Safe Sport Training ✗
 - EC's Fostering Healthy Equestrian Environments e-learning module in the ECampus.
 - EC's Concussion Awareness e-learning module in the ECampus.
 - Valid First Aid Certificate at the standard or higher level of certification.
- Screened by EC, meeting Level 3 screening requirements as outlined in EC's Screening Policy. ✗
- Provide a valid Certificate of Insurance. ✗

- Review and accept Terms and Conditions of Coach Registration or Coach License

My EC - Equestrian Canada

licence.equestrian.ca/myec/renew/CoachLicence

English

HOME
PROFILE
HORSES
RESULTS
ACCESS ECAMPUS

Purchase a Coach Licence

11008897 - DARLENE KASTNER

A Coach Licence is required to do this.

Please select an option

49.95\$
INFORMATION

199.95\$
INFORMATION

PREVIOUS NEXT

Terms and Conditions

In applying for Equestrian Canada (EC) Coach Registration or a Coach Licence, I understand that my application is subject to review and approval by EC.

In order for my application to be accepted, I acknowledge that I:

- Agree to abide by all applicable bylaws, policies, rules and regulations of EC and my member Provincial/Territorial Sport Organization(s).
- Have read, fully understand and agree to abide by EC's Code of Conduct and Ethics.
- Am responsible for completing and maintaining all training, certification and registration requirements. Where training is not delivered through the ECampus, I will upload the appropriate documentation there; and,
- Will immediately notify EC of any changes in my status including but not limited to the expiry of insurance, certifications or membership.

Completion of Requirements (90 days)

Coach Registration and Coach Licence applicants have 90 days to complete all requirements. Failure to complete requirements within 90 days will result in the application being automatically declined and the applicant being required to re-submit to application process. Access to the e-learning module will be retained.

In the event of extraordinary circumstances, you may contact EC to request an extension by writing to coaching@equestrian.ca or calling 1-844-282-8295.

Processing Time

EC endeavours to process all Registered Coach and Coach Licence applications in a period of 3-5 business days after all documentation has been submitted. In peak periods, this process may take up to 10 business days. Should additional time be required, EC will notify all applicants accordingly.

Declined Applications

Should an application be declined, the applicant will be notified by email indicating that their application has been declined and the reason for the decision.

Refunds

Coach Registration fees are non-refundable upon purchase.

Coach Licence fees are non-refundable upon issuance. In the event of a declined application, Coach Licence fees will be refunded less a \$300 administration fee.

YES NO

Total: \$31.00

- Proceed to payment

My EC - Equestrian Canada

licence.equestrian.ca/myec/renew/PaymentConfirm

English

HOME
PROFILE
HORSES
RESULTS
ACCESS ECAMPUS

Order Summary

1100XXXX - YOUR NAME

Item	Amount
2021 Equestrian Canada Licence Fee Bronze	\$31.00
Coach Registration	\$49.95
TOTAL (CAD\$)	\$80.95

PREVIOUS PROCEED TO SECURE PAYMENT

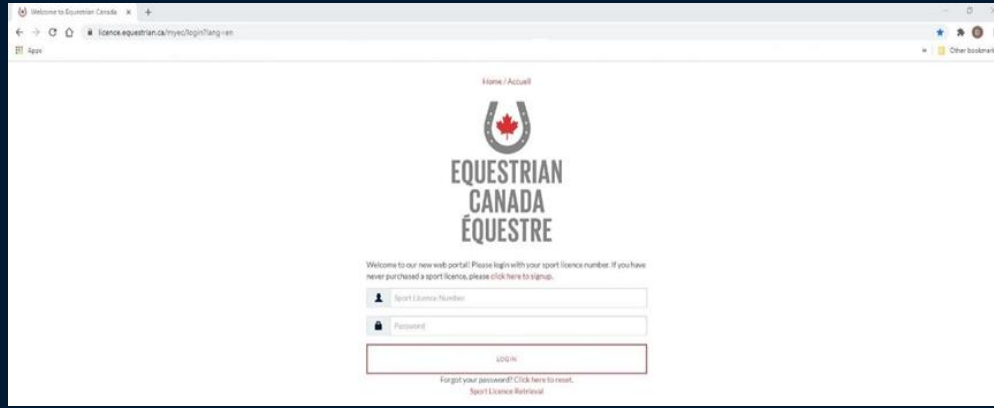
AMERICAN EXPRESS VISA MASTERCARD

Access ECampus access to complete training and upload documents

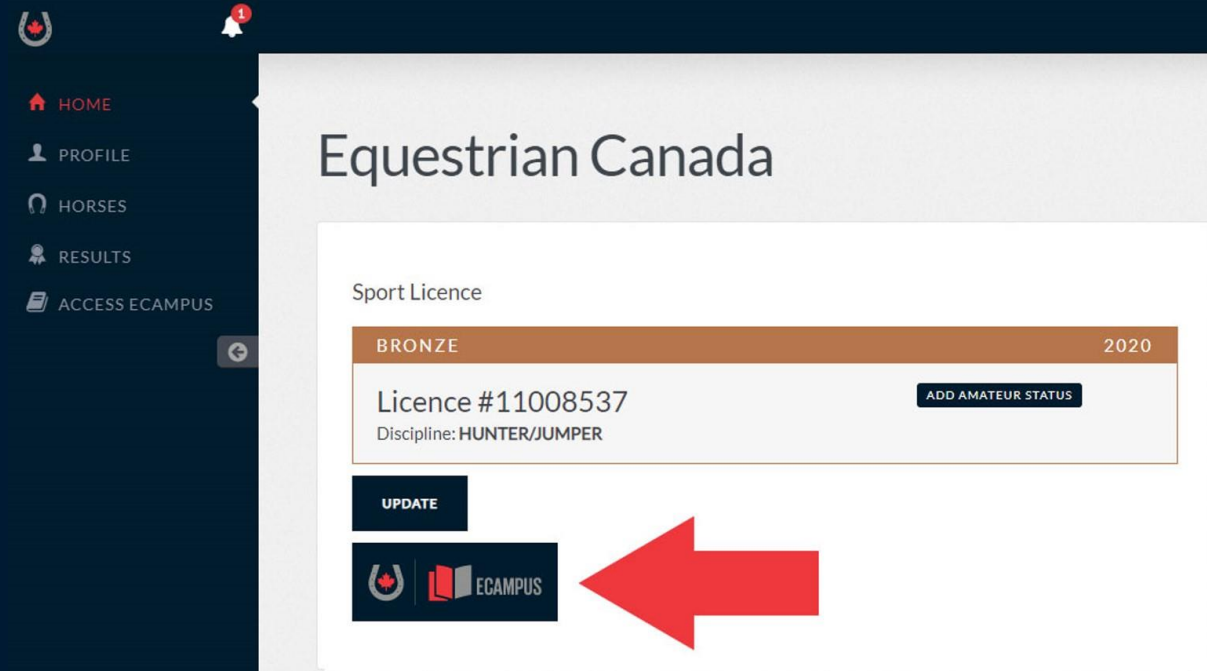


- ✓ Login to [MyEC](#)
- ✓ Access ECampus
- ✓ Verify Certification
- ✓ Complete Mandatory Training
- ✓ Complete Requirements and Upload Documents

- Login to MyEC



- Access ECampus



- Your dashboard will appear



My Dashboard

PRINT MY TRANSCRIPT

LICENCES		ENROLLED IN 1 PROGRAM(S)	+ ADD MORE
TITLE	PROGRESS		
Licensed Coach Status (2021)	In progress ENROLLED: DECEMBER 30, 2020		+4 View License

CERTIFICATIONS		ENROLLED IN 0 PROGRAM(S)	+ ADD MORE

E-LEARNING COURSES		ENROLLED IN 2 COURSE(S)	+ ADD MORE
TITLE	PROGRESS		
Equestrian Canada: Concussion Awareness Course Details Resources Available	Not Started ENROLLED: DECEMBER 30, 2020		+4 Enter course
Fostering Healthy Equestrian Environments Course Details Resources Available	Not Started ENROLLED: DECEMBER 30, 2020		+4 Enter course

LIVE TRAINING AND EVALUATIONS		ENROLLED IN 0 COURSE(S)	+ ADD MORE

UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 0 RECORD(S)	+ ADD MORE

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- If you **have not** completed the mandatory elearning courses, please select 'Enter Course' for the applicable course. You will be guided through the courses.

My Dashboard

PRINT MY TRANSCRIPT

LICENCES		ENROLLED IN 4 PROGRAM(S)	+ ADD MORE
TITLE	PROGRESS		

CERTIFICATIONS		ENROLLED IN 0 PROGRAM(S)	+ ADD MORE

E-LEARNING COURSES		ENROLLED IN 2 COURSE(S)	+ ADD MORE
TITLE	PROGRESS		
Equestrian Canada: Concussion Awareness Course Details Resources Available	Not Started ENROLLED: MARCH 24, 2021		+4 Enter course
Fostering Healthy Equestrian Environments Course Details Resources Available	Not Started ENROLLED: MARCH 24, 2021		+4 Enter course

LIVE TRAINING AND EVALUATIONS		ENROLLED IN 0 COURSE(S)	+ ADD MORE

UPLOAD CERTIFICATES AND DOCUMENTS		YOU CURRENTLY HAVE: 0 RECORD(S)	+ ADD MORE

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Please note the following:

- If you have taken Making Headway in Sport within the last three years you do not have to take Equestrian Canada Concussion Awareness as it is a recognized course
- If you have taken CAC – Safe Sport Training OR Respect in Sport Activity Leader within the last three years you do not have to take Equestrian Canada Fostering Healthy Equestrian Environments as they are recognized courses

- If you **have** completed the mandatory elearning courses, they will be highlighted in green and show COMPLETED



My Dashboard

[PRINT MY TRANSCRIPT](#)

LICENCES ENROLLED IN 2 PROGRAM(S) [+ ADD MORE](#)

TITLE	PROGRESS	
Licenced Coach Status (2021)	In progress ENROLLED: FEBRUARY 12, 2021	View License
Licenced Coach: Non-NCCP Recognized Certifications and Experience	Not started ENROLLED: FEBRUARY 12, 2021	View License

CERTIFICATIONS ENROLLED IN 0 PROGRAM(S) [+ ADD MORE](#)

E-LEARNING COURSES ENROLLED IN 2 COURSE(S) [+ ADD MORE](#)

TITLE	PROGRESS	
Fostering Healthy Equestrian Environments (3) Course Details (2) Resources Available	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	Certificate Review
Equestrian Canada: Concussion Awareness (3) Course Details (2) Resources Available	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	Certificate Review

LIVE TRAINING AND EVALUATIONS ENROLLED IN 0 COURSE(S) [+ ADD MORE](#)

UPLOAD CERTIFICATES AND DOCUMENTS YOU CURRENTLY HAVE: 0 RECORD(S) [+ ADD MORE](#)

To upload required documents

- Underneath LICENCES bar, click on 'View License' button on the applicable Coach Status you are applying for (Licenced or Registered)

My Dashboard

[DASHBOARD](#) [REDEEM](#) [CATALOG](#) [FIND A COACH](#) [RESOURCES](#) [LOGOUT](#) [FRANÇAIS](#)

[PRINT MY TRANSCRIPT](#)

LICENCES ENROLLED IN 2 PROGRAM(S) [+ ADD MORE](#)

TITLE	PROGRESS	
Licenced Coach Status (2021)	In progress ENROLLED: FEBRUARY 12, 2021	View License
Licenced Coach: Non-NCCP Recognized Certifications and Experience	Not started ENROLLED: FEBRUARY 12, 2021	View License

CERTIFICATIONS ENROLLED IN 0 PROGRAM(S) [+ ADD MORE](#)

E-LEARNING COURSES ENROLLED IN 2 COURSE(S) [+ ADD MORE](#)

TITLE	PROGRESS	
Fostering Healthy Equestrian Environments (3) Course Details (2) Resources Available	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	Certificate Review
Equestrian Canada: Concussion Awareness (3) Course Details (2) Resources Available	Completed: February 12, 2021 ENROLLED: FEBRUARY 3, 2021	Certificate Review

LIVE TRAINING AND EVALUATIONS ENROLLED IN 0 COURSE(S) [+ ADD MORE](#)

UPLOAD CERTIFICATES AND DOCUMENTS YOU CURRENTLY HAVE: 0 RECORD(S) [+ ADD MORE](#)

COURSE	PROGRESS	APPROVAL STATUS
Certificate of Insurance - Coaching	ENROLLED: FEBRUARY 19, 2021 COMPLETED: MARCH 12, 2021	SUBMITTED: FEBRUARY 19, 2021 PENDING REVIEW

2021-04-14

- Click on upload button



Please complete the requirements for each group

Requirement Group	Requirement	Status	Action
FIRST AID TRAINING - COMPLETE 1 OF 5 UPLOAD PROOF THAT YOU HAVE COMPLETED A FIRST AID PROGRAM THAT MEETS OR EXCEEDS STANDARD FIRST AID. IF YOUR QUALIFICATION IS NOT LISTED, PLEASE UPLOAD AS "OTHER"	Standard First Aid	Completed: APRIL 1, 2020 EXPIRY: NA	✓
	Standard First Aid Blended	Not started	Upload
	Standard First Aid (Recent)	Not started	Upload
	Emergency First Aid	Not started	Upload
	Other recognized First Aid Certificate	Not started	Upload
VULNERABLE SECTOR SEARCH - COMPLETE 1 OF 1 PLEASE UPLOAD A COPY OF THE RESULTS OF YOUR VULNERABLE SECTOR SEARCH	Vulnerable Sector Search	form(s) Not started	Upload
INSURANCE - COMPLETE 1 OF 1 PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS	Certificate of Insurance - Coaching	form(s) In progress	Upload
SCREENING DOCUMENTS - COMPLETE 3 OF 3 PLEASE UPLOAD ALL RELEVANT SCREENING DOCUMENTS	Screening Disclosure Form	form(s) Not started	Upload

- Upload screen will appear → upload document → don't forget to save after each document is uploaded!

New Custom training record

Enrolled: NOTE: For documents use the received/processing date. If unknown use the completed date here as well.

Organization:

This upload matches the requirement for:

Completed:

Expiry: Leave blank for never

Certificate: No file chosen Must be PDF, JPG, or PNG

Additional information



- View additional information about the requirement

✓ **VULNERABLE SECTOR SEARCH - COMPLETE 1 OF 1**
PLEASE UPLOAD A COPY OF THE RESULTS OF YOUR VULNERABLE SECTOR SEARCH.

 Vulnerable Sector Search  **form(s)** Not started 

All individuals born prior to January 1, 1986 must request and submit a vulnerable sector check when completing an application to obtain an Equestrian Canada Coach Licence and/or when accepting a role identified as a level 3 risk in accordance with Equestrian Canada's screening policy. Individuals born after January 1, 1986 and those renewing their coach licence are only required to complete a vulnerable sector search if they submit a Criminal Record Check other than Sterling Backcheck's E-PIC.

What is a Vulnerable Sector Check (as per RCMP)
A vulnerable sector check is a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences.

Vulnerable sector checks were created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the Criminal Records Act. Policies and procedures related to vulnerable sector checks can be found in the Dissemination of Criminal Record Information policy and the Ministerial Directive Concerning the Release of Criminal Record Information by the Royal Canadian Mounted Police.

Questions concerning vulnerable sector checks should be directed to your local police service. In British Columbia, you should contact the British Columbia Criminal Records Review Program.

- Access relevant form(s) to related to the requirement



- Once uploaded they will be placed in 'pending' status

The screenshot shows the ECAMPUS student dashboard with the following sections:

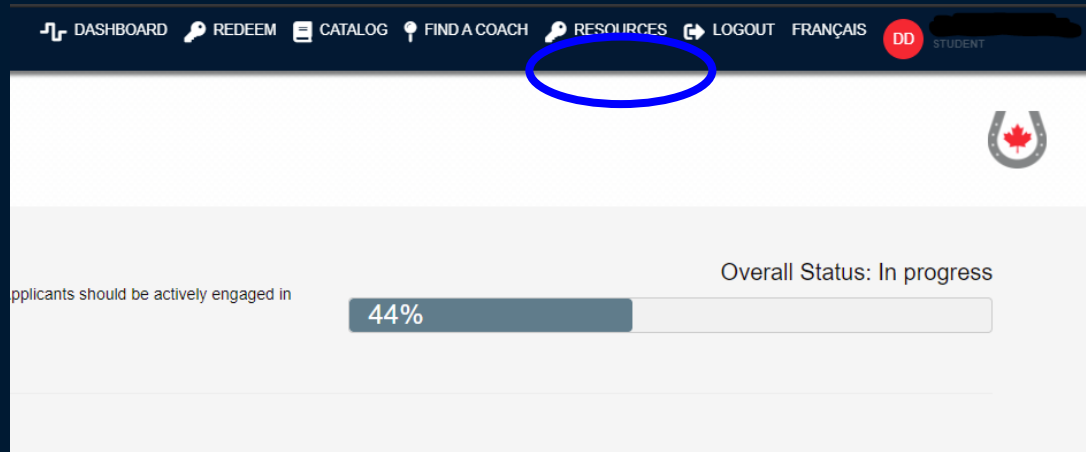
- Emergency First Aid**: Not started (Upload button)
- Other recognized First Aid Certificate**: Not started (Upload button)
- VULNERABLE SECTOR SEARCH - COMPLETE 1 OF 1**: PLEASE UPLOAD A COPY OF THE RESULTS OF YOUR VULNERABLE SECTOR SEARCH. Status: Completed (MARCH 10, 2021). Expiry: N/A. Status bar is green with a checkmark.
- INSURANCE - COMPLETE 1 OF 1**: PLEASE UPLOAD RELEVANT INSURANCE DOCUMENTS. Status: In progress. Status bar is red.
- Certificate of Insurance - Coaching**: form(s). Status: In progress. Status bar is red. A yellow box with 'X pending' is circled in blue.
- SCREENING DOCUMENTS - COMPLETE 3 OF 3**: PLEASE UPLOAD ALL RELEVANT SCREENING DOCUMENTS. Status: Completed (FEBRUARY 15, 2021). Expiry: N/A. Status bar is green with a checkmark.
- Screening Disclosure Form**: form(s). Status: Completed (FEBRUARY 15, 2021). Expiry: N/A.
- Coach Status Reference Letter #1**: form(s). Status: Completed (MARCH 9, 2021). Expiry: N/A.
- Coach Status Reference Letter #2**: form(s). Status: Completed (MARCH 7, 2021). Expiry: N/A.

- If the status bar is green all of your requirements in that category are complete and verified
- If the status bar is red, your requirements in that category are not complete and/or have not yet been verified

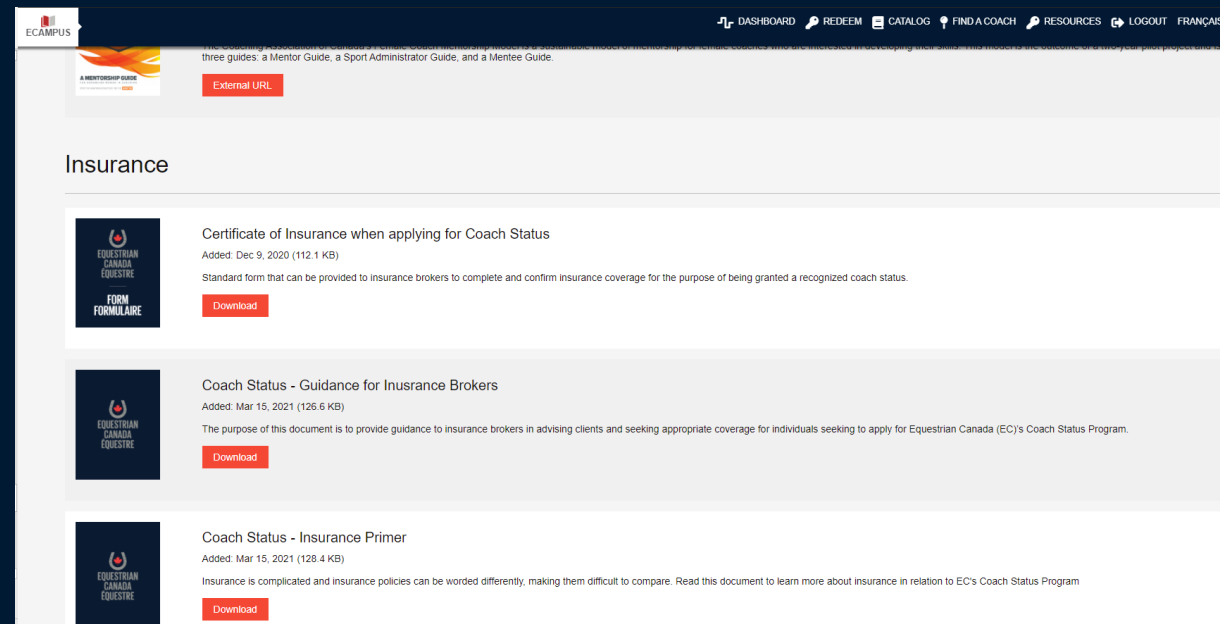
- Your application will be reviewed
- Registered/Licensed Status will either be approved or rejected (a confirmation email will be sent in either instance)

Questions? Please contact Equestrian Canada at coaching@equestrian.ca

Resource Library



Access support resources for all requirements and other EC resources



COACH STATUS REQUIREMENTS

Registered Coach Requirements

- Must be 16 years of age
- Must hold valid EC Sport Licence

First Aid Training – EMERGENCY FIRST AID Minimum - Complete 1 of 5

Standard First Aid
Standard First Aid Blended
Standard First Aid (Recert)
Emergency First Aid
Other recognized First Aid Certificate

Certificate of Insurance – Coaching – Complete 1 of 1

Certificate of Insurance – Coaching
Must name Equestrian Canada and your Provincial Federation as additional insured,
Minimum \$2,000,000 General Liability and \$100,000 Professional Liability

Screening Documents – Complete 2 of 2

Screening Disclosure Form
Coach Status Reference Letter #1

Criminal Record Check* – Complete 1 of 2

Enhanced Police Information Check (E-PIC)
Criminal Record Check (Level 2)

Concussion Education: Complete 1 of 2 of the courses below

Equestrian Canada: Concussion Awareness
Making Headway in Sport (Multisport)

Training to address maltreatment in Sport – Complete 1 of 3 of the courses below

Fostering Healthy Equestrian Environments
Coaching Association of Canada Safe Sport Training
Respect in Sport for Activity Leader

Licensed Coach Requirements

- Must be age of majority
- Must hold valid EC Sport Licence

First Aid Training – STANDARD FIRST AID Complete 1 of 5

Standard First Aid
Standard First Aid Blended
Standard First Aid (Recert)
Emergency First Aid
Other recognized First Aid Certificate

Vulnerable Sector Search** – Complete 1 of 1

Vulnerable Sector Search

Certificate of Insurance – Coaching – Complete 1 of 1

Certificate of Insurance – Coaching
Must name Equestrian Canada and your Provincial Federation as additional insured
Minimum \$2,000,000 General Liability and \$100,000 Professional Liability

Screening Documents – Complete 3 of 3

Screening Disclosure Form
Coach Status Reference Letter #1
Coach Status Reference Letter #2

Criminal Record Check* – Complete 1 of 2

Enhanced Police Information Check (E-PIC)
Criminal Record Check (Level 2)

Concussion Education: Complete 1 of 2 of the courses below

Equestrian Canada: Concussion Awareness
Making Headway in Sport (Multisport)

Training to address maltreatment in Sport – Complete 1 of 3 of the courses below

Fostering Healthy Equestrian Environments
Coaching Association of Canada Safe Sport Training
Respect in Sport for Activity Leader

Validated and Recognized Coaching Expertise – Minimum 1 of 4 requirements below

Coaching Certification
Recognized formal training
Post Secondary education in equine
10+ years coaching experience – detailed resume of coaching experience and history required



*Not required for individuals under the age of majority, unless cause to suspect the individual has been convicted as an adult.

** Not required for individuals born after January 1, 1986 (National database of pardoned sex offenders is a closed registry and will return no results after this date).



Training

- Coach status applicants must complete training in 3 designated areas.
 - First Aid
 - Concussion Awareness
 - Prevention of Maltreatment in Sport
- EC requires that training be completed at least once every 3 years, or sooner if based on the expiry date defined by the provider.



First Aid Training

- 100% online training is not recognized
- Certificate must be from a recognized Canadian provider
 - Canadian Red Cross; Saint-John Ambulance; Lifesaving Society; Ski Patrol and other organizations recognized by provincial workplace safety regulatory bodies
- The certificate must be valid at the time of application and must include completion and expiry date
- Most first aid certifications are valid for 2 or 3 years, as determined by the provider.
- International applicants may provide proof of equivalent qualification in their country of residence
- Qualifications from related professions e.g. paramedic will be recognized with documentation from professional licencing body and/or employer

COVID REQUIREMENT EXCEPTIONS – Until December 31, 2021

- Emergency First Aid will be accepted for Licenced Status
- Certificates which expired in 2020 or 2021 will be accepted, certificates which expired prior to 2020 will be accepted with an online refresher
- Previously completed ProFirst Aid
- Individuals who complete the online portion of blended program from a recognized provider

Mandatory Training – Concussion and Training to Address Maltreatment in Sport



- If you **have not** completed the mandatory elearning courses, please select 'Enter Course' for the applicable course. You will be guided through the courses.

✓ CONCUSSION EDUCATION - COMPLETE 1 OF 2 COMPLETE A RECOGNIZED CONCUSSION EDUCATION PROGRAM.		✓
❗ Equestrian Canada: Concussion Awareness	✓ Completed: APR 17, 2020 EXPIRY: APR 17, 2023	
❗ Leading a Return to Sport Participation	Not started	Upload
✓ TRAINING TO ADDRESS MALTREATMENT IN SPORT - COMPLETE 1 OF 3 COMPLETE A RECOGNIZED EDUCATION PROGRAM. TRAINING MUST HAVE BEEN COMPLETED WITHIN THE PAST 3 YEARS.		✓
❗ Fostering Healthy Equestrian Environments	✓ Completed: JUN 18, 2020 EXPIRY: JUN 18, 2023	
❗ Coaching Association of Canada Safe Sport Training	✓ Completed: APR 2, 2020 EXPIRY: APR 2, 2023	
❗ Respect in Sport for Activity Leader	Not started	Upload

Please note the following:

- If you have taken Making Headway in Sport within the last three years you do not have to take Equestrian Canada Concussion Awareness as it is a recognized course
- If you have taken CAC – Safe Sport Training OR Respect in Sport Activity Leader within the last three years you do not have to take Equestrian Canada Fostering Healthy Equestrian Environments as they are recognized courses



Proof of Insurance

- Proof of insurance must be submitted on the template [Certificate of Insurance](#) and be signed by your broker.
- Coverage of \$2 000 000 CGL & \$100 000 Professional Liability is required, EC and the home provincial federation must be named as additional insured
- To better understand EC Insurance requirements for coach status, consult our [Coach Status – Insurance Primer](#)
- If an insurer has questions or requires additional information, you can refer them to our [Coach Status – Guidance for Insurance Brokers](#)
- If your insurance broker requires additional information, please have them contact EC directly.

Equestrian Canada Coach Status Program CERTIFICATE OF INSURANCE	
NAMED INSURED COACH:	
ADDRESS OF INSURED COACH:	
POSTAL CODE:	
INSURANCE COMPANY:	
POLICY NUMBER:	
EFFECTIVE FROM:	TO
GENERAL LIABILITY	
Limit of Liability per Occurrence: \$ (Minimum of \$2,000,000)	
Is there a General Aggregate: ☐ Yes ☐ No If 'yes', please advise the limit: \$	
Policy includes all of the following extensions:	
☒ (X) Broad Form Property Damage	
☒ (X) Bodily Injury - including injury to Participants	
☒ (X) Cross Liability	
☒ (X) Non-owned Automobile	
☒ (X) Tenants Legal Liability	\$ (Minimum Limit \$500,000)
☒ (X) Professional Liability	\$ (Minimum Limit \$100,000)
☒ (X) Additional Insureds with respect to Liability arising out of the operations of the Named Insured as follows:	
EQUESTRIAN CANADA ("EC") and the home Provincial/Territorial Sport Organization (PTSO) named here: (where the Named Insured Coach is a member in good standing)	
☒ (X) Waiver of subrogation in favor of EC and the home PTSO named here:	
THIS IS TO CERTIFY THAT THE POLICY (INCLUDING ENDORSEMENTS) OF INSURANCE, AS DESCRIBED ABOVE, HAS BEEN ISSUED BY THE INSURER AND/OR UNDERSIGNED TO THE NAMED INSURED ABOVE AND IS IN FULL FORCE AT THIS TIME. IF CANCELLED OR CHANGED IN ANY MANNER FOR ANY REASON DURING THE PERIOD OF COVERAGE AS STATED HEREIN SO AS TO AFFECT THIS CERTIFICATE, FIFTEEN (15) DAYS PRIOR WRITTEN NOTICE WILL BE GIVEN BY THIS INSURANCE COMPANY TO EQUESTRIAN CANADA, 11 HINES ROAD, SUITE 201, OTTAWA, ON CANADA K2K 2X1.	
DATED THIS	DAY OF, , 2021
BY:	(Signature of Authorized Broker or Insurance Company Representative)
NAME OF BROKERAGE:	
ADDRESS:	
EMAIL/ PHONE:	

Screening



- All coach status applicants are screened in accordance with Equestrian Canada's Screening Policy. The following must be completed
- **Enhanced Criminal Record Check (E-Pic)**, must be renewed and submitted every 3 years. Coach status applicants may access this check at no cost by [here](#).
- **Screening Disclosure Form** – Submitted annually
- **Letters of Reference** – Submit one for Registered Status, two for Licenced Status

Screening Disclosure Form

EQUESTRIAN
CANADA
EQUESTRE

SCREENING DISCLOSURE FORM

GENERAL INFORMATION

In accordance with Equestrian Canada's Screening Policy the following form must be completed by all individuals seeking to hold a position of trust or authority within Equestrian Canada (EC), which may relate to it a minimum, supervision, young people, people with a disability, or finances.

Specifically, at a minimum, EC requires the following individuals to complete this screening declaration form:

- Members of EC's Board of Directors
- EC Staff
- Members of EC Committees
- All coaches and officials registered with Equestrian Canada
- Coach license applicants
- Personnel assigned to EC competition teams, training camps, and clinics

INSTRUCTIONS

- Download this form to your computer
- Complete this form and sign digitally OR print, sign and scan
- Attach completed form as a document upload in eCampus identified as Screening Disclosure Form

FAILURE TO DISCLOSE

Failure to disclose truthful information may be considered an intentional omission and warrant one of more of the following actions:

- the loss of volunteer responsibilities or other privileges
- the refusal of an application to fill a position
- the refusal of an application to register with or obtain a license from Equestrian Canada
- other sanctions in accordance with Equestrian Canada's Code of Conduct and Ethics

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CANADA
EQUESTRE

SCREENING DISCLOSURE FORM

Legal Names

First name	Middle name(s)	Last name

All other names you have used:

Current permanent address

Street:	City:
Province/Territory: Select or type	Postal Code:
Country: Canada	

Additional Information

Date of birth:	Gender Identity:
Email:	Phone number:
EC Sport Licence #:	
Current facility (ies) (if applicable):	

Have you spent a significant amount of time (more than six consecutive months) living outside of Canada in the past 10 years?

☐ Yes ☐ No

If yes, please provide the following information:

Country	From Date	To Date

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SCREENING DISCLOSURE FORM

Criminal Record

1. Do you have a criminal record?

☐ Yes ☐ No

If you answered yes, please complete the following information for each conviction. Attach additional pages, as necessary.

Name or Type of Offense:
Name and Jurisdiction of Court/Tribunal:
Year Convicted:
Penalty or Punishment Imposed:
Further Explanation:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Year Convicted:

Penalty or Punishment Imposed:

Further Explanation:

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Discipline or sanctions imposed by a sport governing body

2. Have you ever been disciplined by or sanctioned by a sport governing body or by an independent body (e.g. private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position?

☐ Yes ☐ No

If you answered yes, please complete the following information for each disciplinary action or sanction imposed. Attach additional pages, as necessary.

Name of Disciplining or Sanctioning Body:
Date of Discipline, Sanction, or Dismissal:
Reasons for Discipline, Sanction, or Dismissal:
Penalty or Punishment Imposed:
Further Explanation:

Name of Disciplining or Sanctioning Body:

Date of Discipline, Sanction, or Dismissal:

Reasons for Discipline, Sanction, or Dismissal:

Penalty or Punishment Imposed:

Further Explanation:

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Pending Charges or Sanctions

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal, or government agency, currently pending or threatened against you?

☐ Yes ☐ No

If you answered yes, please complete the following information for each pending charge or sanction. Attach additional pages, as necessary.

Name or Type of Offense:
Name and Jurisdiction of Court/Tribunal:
Name of Disciplining or Sanctioning Body:
Further Explanation:

Name or Type of Offense:

Name and Jurisdiction of Court/Tribunal:

Name of Disciplining or Sanctioning Body:

Further Explanation:

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SCREENING DISCLOSURE FORM

Privacy Statement

By completing and submitting this Screening Disclosure Form, I consent and authorize EC to collect, use, and disclose my personal information, including all information provided on the Screening Disclosure Form, as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of EC's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, Equestrian Facilities and other organizations involved in the governance of sport. EC does not distribute personal information for commercial purposes.

Certification

By signing this document below, I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful, and complete.

I further certify that there have been no charges to my criminal record since I last submitted an E-PIC and/or VSC to EC and that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I understand that if I have lived outside of Canada for an extended period of time, EC's may request that I submit relevant criminal record checks from the jurisdictions where I have lived in order to complete the screening process.

I agree that any E-PIC and/or VSC and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last E-PIC and/or VSC and/or Screening Disclosure Form that I submitted to EC. I understand that I there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new E-PIC and/or VSC and/or Screening Disclosure Form to EC instead of this form.

I recognize that if there have been changes to the results available from the E-PIC and/or VSC and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

Name (print):	Date:
Signature:	

Reference Letter Template

2021-04-14

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LETTER OF REFERENCE - COACH STATUS

INSTRUCTIONS

Please complete this form and return to the individual who has requested the reference so that they may submit it to Equestrian Canada for review as part of EC's coach screening for the purpose of confirming Coach Status.

The Letter of Reference should be completed by one of the following:

- Employer - current or within the past 3 years
- Students/Athletes or their parent/guardian - current or within the past 3 years
- Co-workers - coaches working with you within your current coaching setting or who have worked with you in the past 3 years

To be eligible to complete this form, you must have reached the age of majority in your province/territory of residence and not be an immediate family member of the coach requesting a letter of reference.

When completing the form you must initial each page, and sign and date the last page. If using a digital signature, the original file with signature must be submitted.

If you do not feel comfortable providing this letter of reference back to the coach to submit, you may submit it directly to Equestrian Canada by email at ecscreening@equestrian.ca. Please include letter Letter of Reference - Coach in the subject line and the name and EC number of the coach in the body of your email.

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LETTER OF REFERENCE - COACH STATUS

Coach Information

Coach's Full Name	EC#
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Reference Information

Full Name	
EC# (if applicable)	
Phone Number	
Email	
Preferred Contact Method	Email
Relationship to Coach	
How long have you known this coach	

Based on your knowledge and experiences with the coach named above, please answer Yes, No or Unsure to the following questions. This information will be used as a character reference for screening the coach named above for the purpose of issuing an EC Coach Licence or EC Registered Coach status.

The coach named above:	Yes	No	Unsure
1. consistently treats others with the highest standards of respect and integrity	☐	☐	☐
2. has not engaged in any behaviour that constitutes Harassment, Violence, Abuse, or Discrimination	☐	☐	☐
3. ensures a safe environment by selecting activities and establishing controls that are suitable for the age, stage of athletic development, experience, ability, and fitness level of the involved individuals and horses	☐	☐	☐
4. prepares athletes and their horses systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes or their horses	☐	☐	☐
5. takes measures to avoid compromising the present and future health of athletes or horses by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of medical and psychological treatments for both athletes and horses	☐	☐	☐
6. dresses and communicates appropriately	☐	☐	☐
7. takes measures to ensure the consistent use of non-offensive language, taking into account the audience being addressed	☐	☐	☐

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LETTER OF REFERENCE - COACH STATUS

In your own words please provide two to three sentences that describe why you believe this individual is a qualified coach.

Privacy Statement

By completing and submitting this Letter of Reference, I consent and authorize EC to collect, use, and disclose my personal information, including all information provided for the purpose of screening, implementation of EC's Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, Equestrian Facilities and other organizations involved in the governance of sport. EC does not distribute personal information for commercial purposes.

Certification

By signing this document below, I hereby certify that the information contained in this Letter of Reference is accurate, correct, truthful, and complete.

I understand that I may be contacted by a representative of Equestrian Canada's Screening Committee to validate information included on this form and to ask additional questions to obtain a character reference.

I recognize that if I provide information which is not accurate, correct, truthful and complete then I may be subject to disciplinary action by Equestrian Canada.

Full Name (Print)	Date:
Signature:	

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Vulnerable Sector Search

- A Vulnerable Sector Search can only be performed by your local police station. Depending on your municipality, you may be able to make this request online or you may have to make the request in person
- The form displayed on the right is the form for the local police department to complete a search. Do not upload this form, upload a copy of the search results


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REQUEST FOR VULNERABLE SECTOR CHECK

01/01/2021

Introduction

Equestrian Canada is requesting a Vulnerable Sector Check for the following individual who is applying to obtain a Coach Licence.

Full Name
Gender Identity
Date of Birth

Description of Organization

Equestrian Canada is the not-for-profit national governing body for equestrian sport and industry in Canada, with a mandate to represent, promote, and advance all equine and equestrian interests. Equestrian Canada's mandate includes the responsibility to manage teams representing Canada internationally, the sanctioning of competitions, and the licensing of athletes, coaches, and officials to participate in the sport.

Description of the Role

Equestrian Canada licenced coaches provide equestrian instruction and coaching to participants of all ages and frequently supervise other staff. They are in a position of trust and authority with regular access to vulnerable individuals.

Contact Information

If more information is required from Equestrian Canada, please contact Equestrian Canada's Screening Officer at screening@equestrian.ca

11 Hines Rd., Suite 201
Ottawa, ON
K2K 2X1