



COACH STATUS IMPLEMENTATION GUIDELINES 2023

For Competition Organizers



IMPLEMENTATION GUIDELINES 2023

The Equestrian Canada (EC) Coach Status program is part of a collective commitment to safety for human and equine athletes and excellence in instruction and coaching. Standards for earning and maintaining coaching designations help protect athletes, coaches, and our industry.

As competition organizers you are on the front lines of our sport. We appreciate that it can be challenging to navigate the evolving coach requirements and support athletes, coaches, caregivers, and owners.

We have outlined guidelines to assist in frequently asked questions and to provide guidance through the 2023 competition season.

EC Support Services

EC staff are available to answer questions and offer support regarding the Coach Status program:

For questions regarding the EC Coach Status program/applications and for ECampus assistance, please contact the EC Coaching Team at coaching@equestrian.ca

For questions regarding EC Temporary Coach Status, EC-sanctioned competitions, and results submission requirements, please contact the EC Competition Services Team at competitions@equestrian.ca



EC COACH STATUS REQUIREMENTS 2023

Canadian residents coaching athletes at EC-sanctioned events in 2023 must meet minimum EC Coach Status requirements as outlined below:

EVENT SANCTIONING	MINIMUM COACHING STATUS REQUIREMENT FOR 2023
 AND/OR 	
 AND/OR 	

Effective July 1, 2023, coaches who do not hold sufficient EC Coach Status, as per the table above, must submit an ***EC Temporary Coach Status*** (TCS) application and associated fee at each EC-sanctioned event where they wish to coach athletes. Competition Organizers will recognize ***EC Temporary Coach Status*** as equivalent to holding EC Coach Status only for the event at which it has been issued.

Please find a copy of the TCS form at the end of these guidelines. Forms can be found on the coaching page of the EC website, linked here:

[Download Temporary Coach Status FORM](#)



Phase 1: Prior to Temporary Coach Status Implementation

Up to June 30, 2023

The Role of Competition Organizers



PRIZE LISTS

Competition Management is responsible for including the EC coaching requirements statement in the prize list for their EC Sanctioned competition(s) (ARTICLE A602 PRIZE LISTS – MANDATORY INFORMATION). See Appendix II for a sample.

EC Coaching Prize List page available to insert which meets the above requirements. This insert can be found within the Competition Support Portal under “Notices & Resources”.



ENTRY FORMS & COACH STATUS VALIDATION

Competition Management is responsible for including the EC coaching requirements statement in the prize list for their EC Sanctioned competition(s) (ARTICLE A602 PRIZE LISTS – MANDATORY INFORMATION). See Appendix II for a sample.

EC Coaching Prize List page available to insert which meets the above requirements. This insert can be found within the Competition Support Portal under “Notices & Resources”.

► Entry forms for ALL EC-sanctioned competitions must include mandatory fields to collect the **Coach Name** and **Coach EC Sport Licence** number associated with each entry (ARTICLE A802 ENTRY FORMS).

- The fields noted above are to be left blank ONLY where the affiliated coach is not a resident of Canadian (alternatively, indicate “Foreign Coach” for non-Canadian coaches).
- A Coach Status listed as **Pending** at the time of a competition does NOT meet minimum Coach Status requirements.
- An athlete who enters their own information in these fields declares themselves to be *self-coached* (see definitions above).

► **Electronic Entry Forms:** Competition software providers have access to the EC database for the purpose of validating EC Coach Status, just as they do for verifying EC Sport Licences and EC Horse Recordings.



► **EC Competition Support Portal:** The EC Competition Support Portal allows for the validation of EC Coach Status as well as EC Sport Licences and EC Horse Recordings.

► **EC Sport License Cards:** If valid, EC Coach Status is noted on one's EC Sport Licence card.



INSUFFICIENT COACH STATUS

Where the coach listed on an EC entry form does not meet minimum Coach Status requirements, Organizers and/or Entry Secretaries must:

- Inform the athlete and/or coach of the changes being introduced as of July 1, 2023, regarding minimum Coach Status and Temporary Coach Status (see Appendix III)
- EC requires the names and contact information for ALL coaches listed on entry forms for the event (regardless of Coach Status).
 - **EC-Approved Entry/Results Software:** Coach information included on the entry form is automatically shared with EC upon submission of results; no additional actions required.
 - **Others:** Compile a list to include name AND EC Sport Licence number or contact information; attach to the Competition Master Report submission.

It is strongly encouraged that organizers and show staff prepare athletes and coaches by requesting this information on all entry forms. EC will be able to connect with individuals who do not meet minimum requirements for Coach Status and assist them through the process.

Please reference the **Competition Administration Policy 6.1** to review the agreed upon Responsibilities – Competition Organizing Committee and/or Competition Manager/Organizer.



FALSE DECLARATIONS

As per Article A801.3: Entry forms must be properly completed. Incomplete or inaccurate entry forms may invalidate points earned at EC sanctioned competitions and are subject to further EC penalties. As this Article pertains to entry forms for EC-sanctioned competitions, this includes:

- Falsely declaring oneself (or a minor) as being self-coached;
- Providing coaching information for someone other than one's coach;
- Any other false information or omitted information related to coaching/Coach Status.



The Role of EC Officials



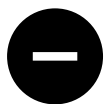
PRIZE LISTS & ENTRY FORMS

The EC Steward is responsible for ensuring entry forms, prize lists and/or omnibuses comply with EC Rules, including those pertaining to minimum EC Coach Status requirements.



FIELD OF PLAY

Coach Status is not required to be present in the warm-up ring or to interact with athletes at the ringside. EC Officials verify with the Show Office in instances where a coach-related privilege is requested.



INSUFFICIENT COACH STATUS

Where a coach-related privilege is requested – for example, a coach who wishes to speak to a judge about his/her athlete's performance or results - the EC Official will:

- Determine if the requestor holds sufficient Coach Status or Temporary Coach Status for the event (or is the parent/guardian of minor who is self-coached) to act in a coaching capacity based on the event sanctioning level;
- If the individual does not have sufficient Coach Status or Temporary Coach Status for the request to be permitted, the EC Official shall:
 - Inform the individual of the changes being introduced as of July 1, 2023, regarding minimum Coach Status and Temporary Coach Status

Anyone coaching at an EC-sanctioned event – regardless of their Coach Status– who is in breach of EC Rules may be removed from the field of play OR required to cease coaching activities at the discretion of the EC Official and/or Organizer. In these such instances, the EC Official must submit a detailed report to EC (Steward Report/Judges Report).

Anyone coaching at an EC-sanctioned event – regardless of their Coach Status– who is behaving or acting in a manner that is deemed unsafe should be reported to the Organizer and/or EC (Steward Report/Judges Report).



Phase 2: Following Temporary Coach Status Implementation

July 1, 2023 - December 31, 2023

The Role of Competition Organizers



IMPLEMENTATION of EC TEMPORARY COACH STATUS

Any competition taking place on or after July 1, 2023, is subject to minimum EC Coach Status requirements. Organizers must ensure coaches who do not meet minimum requirements apply for *EC Temporary Coach Status* and pay the associated fee.

EC Temporary Coach Status is required where the recorded coach on an EC-sanctioned competition entry form:

- ▶ Does not hold valid EC Coach Status and is NOT an international/foreign coach or participant.
- ▶ Has applied for EC Coach Status but whose status is listed as PENDING.
- ▶ Is an EC Registered Coach and the event sanctioning level is Gold or Platinum.



EC TEMPORARY COACH STATUS PREREQUISITES

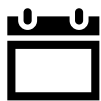
- ▶ Must be a Provincial/Territorial Sport Organization (PTSO) member in good standing.
- ▶ Must be an EC Sport License Holder in good standing.



EC TEMPORARY COACH STATUS APPLICATION PROCESS

Coaches are encouraged to download and complete the [EC Temporary Coach Status Form](#) in advance of the event.

- ▶ EC Temporary Coach Status application forms and payment are remitted directly to the Competition, not to EC.
- ▶ EC Temporary Coach Status fees may not be added to a trainer split nor billed to another person's account without that person's explicit written permission.
- ▶ Competitions retain **\$10.00** from each EC Temporary Coach Status they administer.



EC TEMPORARY COACH STATUS VALIDITY

- ▶ EC Temporary Coach Status is valid **ONLY** at the competition where it is purchased; the maximum EC competition duration is seven (7) days.
- ▶ EC Temporary Coach Status is not transferrable from one competition to another, nor from one coach to another.



ENTRY FORMS & COACH STATUS VALIDATION

**SAME AS PRIOR TO
JULY 1/23**

Competition Management is responsible for including the EC coaching requirements statement in the prize list for their EC Sanctioned competition(s) (ARTICLE A602 PRIZE LISTS – MANDATORY INFORMATION). See Appendix II for a sample.

EC Coaching Prize List page available to insert which meets the above requirements. This insert can be found within the Competition Support Portal under “Notices & Resources”.

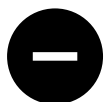
▶ Entry forms for ALL EC-sanctioned competitions must include mandatory fields to collect the **Coach Name** and **Coach EC Sport Licence** number associated with each entry (ARTICLE A802 ENTRY FORMS).

- The fields noted above are to be left blank **ONLY** where the affiliated coach is not a resident of Canadian (alternatively, indicate “Foreign Coach” for non-Canadian coaches).
- A Coach Status listed as **Pending** at the time of a competition does NOT meet minimum Coach Status requirements.
- An athlete who enters their own information in these fields declares themselves to be *self-coached* (see definitions above).

▶ **Electronic Entry Forms:** Competition software providers have access to the EC database for the purpose of validating EC Coach Status, just as they do for verifying EC Sport Licences and EC Horse Recordings.

▶ **EC Competition Support Portal:** The EC Competition Support Portal allows for the validation of EC Coach Status as well as EC Sport Licences and EC Horse Recordings.

▶ **EC Sport License Cards:** If valid, EC Coach Status is noted on one’s EC Sport Licence card.



INSUFFICIENT COACH STATUS

Prior to/during the competition:

Where the coach listed on an EC entry form does not meet minimum EC Coach Status requirements, Organizers and/or Entry Secretaries **MUST**:

1. Inform the person submitting the form that the coach listed does not meet minimum EC Coach Status requirements and therefore the entry is incomplete and non-compliant.
2. Provide an EC Temporary Coach Status application form and directions for completion and payment.
3. Not issue rider numbers and/or permit athletes to compete until the EC Temporary Coach Status has been issued (including payment).
4. A list of those holding EC Temporary Coach Status must be kept in the show office and made available for sharing with EC Officials.

After the competition:

1. Indicate the total number of EC Temporary Coach Status purchased per level (Registered vs. Licensed Level) on the Competition Master Report (CMR); the CMR will automatically calculate the portion of Temporary Coach Status fees to be remitted to EC.
2. Submit a scanned copy of ALL completed EC Temporary Coach Status forms as part of the Competition Master Report (CMR) submission.
 - a. A list of names of those who purchased EC Temporary Coach Status is NOT sufficient; EC requires a copy of the forms in their entirety.
3. Submit a document containing the names and contact information for ALL coaches listed on entry forms for the event (regardless of Coach Status). EC will reconcile the submitted forms against the list of coaches in attendance.
 - a. **EC-Approved Entry/Results Software:** Coach information included on the entry form is automatically shared with EC upon submission of results; no additional actions required.
 - b. **Other Software Programs:** Compile a list to include the name AND Sport Licence number of the person listed as the coach on each entry form received (excluding those that are “self-coached”) and attach it to the Competition Master Report submission.



**FALSE
DECLARATIONS
SAME AS PRIOR
TO JULY 1/23**

As per Article A801.3: Entry forms must be properly completed. Incomplete or inaccurate entry forms may invalidate points earned at EC sanctioned competitions and are subject to further EC penalties. As this Article pertains to entry forms for EC-sanctioned competitions, this includes:

- ▶ Falsely declaring oneself (or a minor) as being self-coached;
- ▶ Providing coaching information for someone other than one's coach;
- ▶ Any other false information or omitted information related to coaching/Coach Status.



**DISAGREEMENTS
& GRIEVANCES**

ARTICLE A1201 PROTESTS

This Article applies to Protests arising from and at EC-sanctioned competition regarding technical components. This policy does not apply to disagreements or grievances relating to the certification or evaluation of coaches, as these are dealt with pursuant to the EC Discipline, Complaints and Appeal Policy.

Any person wishing to report a concern or complaint to EC can contact EC's third-party complaints manager, Brian Ward at safesport_wwdrs@primus.ca or complete the online complaint form: [Complaint Form \(equestrian.ca\)](https://equestrian.ca/ComplaintForm)



**COACHING
INFORMATION**

EC may issue a written warning to Organizers if coach information is not collected on entry forms and/or Coach Status-related information is not provided to EC upon request. Please reference the Competition Administration Policy – item 6.1: Responsibilities – Competition Organizing Committee and/or Competition Manager/Organizer



**COMPETITIONS
SANCTIONED
AT TWO (2) OR
MORE LEVELS**

Minimum Coach Status is determined by the highest-level of class(es) entered by any one or more athletes coached by an individual.

- ▶ *Example: Coach A has five (5) athletes competing in EC Bronze classes and one (1) athlete competing in EC Gold classes at a Bronze/Gold Dressage show. Coach A requires Temporary Coach Status at the EC Licensed Coach level.*



**CONCURRENTLY
RUNNING
COMPETITIONS
AT THE SAME
VENUE**

In instances where two (2) or more separately EC-sanctioned competitions are offered at the *same venue*, over the *same competition date(s)*, and hosted by the *same Organizers*, a single Temporary Coach Status form is sufficient.

- *Example: Coach B has athletes competing in the August 4th-6th EC Bronze hunter/jumper competition at Venue XYZ. Coach B also has one (1) athlete competing in the EC Silver hunter/jumper show at Venue XYZ over the same dates as the Bronze competition. Coach A requires one (1) Temporary Coach Status at the EC Licensed Coach level to cover both competitions.*

The Role of EC Officials – ALL REMAIN THE SAME AS PHASE 1



**PRIZE LISTS &
ENTRY FORMS**

SAME AS PHASE 1

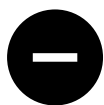
The EC Steward is responsible for ensuring entry forms, prize lists and/or omnibuses comply with EC Rules, including those pertaining to minimum EC Coach Status requirements.



**FIELD OF
PLAY**

SAME AS PHASE 1

Coach Status is not required to be present in the warm-up ring or to interact with athletes at the ringside. EC Officials verify with the Show Office in instances where a coach-related privilege is requested.



**INSUFFICIENT
COACH STATUS**

SAME AS PHASE 1

Where a coach-related privilege is requested – for example, a coach who wishes to speak to a judge about his/her athlete's performance or results - the EC Official will:

- Determine if the requestor holds sufficient Coach Status or Temporary Coach Status for the event (or is the parent/guardian of minor who is self-coached) to act in a coaching capacity based on the event sanctioning level;
- If the individual does not have sufficient Coach Status or Temporary Coach Status for the request to be permitted, the EC Official shall:



- Inform the individual of the changes being introduced as of July 1, 2023, regarding minimum Coach Status and Temporary Coach Status

Anyone coaching at an EC-sanctioned event – regardless of their Coach Status– who is in breach of EC Rules may be removed from the field of play OR required to cease coaching activities at the discretion of the EC Official and/or Organizer. In these such instances, the EC Official must submit a detailed report to EC (Steward Report/Judges Report).

Anyone coaching at an EC-sanctioned event – regardless of their Coach Status– who is behaving or acting in a manner that is deemed unsafe should be reported to the Organizer and/or EC (Steward Report/Judges Report).

DEFINITIONS OF TERMS

Coach: The term “Coach” refers to all individuals who provide direct instruction to human athletes for the purpose of learning to ride/drive/handle equids and/or improving human athletes skills and performance level in equestrian-related activities. It is inclusive of individuals who identify themselves as coaches, instructors and/or trainers of human athletes.

The definition above applies regardless of the relationship between the coach and the athlete. For example, a parent, family member or friend is considered a coach if the definition above applies to their relationship. A person helping an athlete in a non-coaching capacity – such as setting fences in a warm-up ring *only* as directed by the athlete, providing grooming services, or offering emotional-support - is not considered a coach and is not subject to EC Coach Status requirements.

Reminder: All individuals involved with Equestrian Canada, including parents of athletes, are bound by the Rules and Policy of EC and the [EC Code of Conduct](#)

Coach Certification: A credentialing process including training and evaluation of coaching competencies. Ongoing professional development is required to maintain active National Coaching Certification Program (NCCP) certification. The EC Coach Status program recognizes NCCP certification as well as alternate equestrian coach certifications (see below).

Coach Status Program: The EC registration and licensing program ensuring minimum requirements for equestrian coaches are achieved and maintained as they relate to Safe Sport training (including First Aid/CPR), background screening, references, and liability insurance coverage.

Coach Status is administered by EC with the support of Provincial Territorial Sport Organizations (PTSOs). There are two (2) EC Coach Status designations:



- **EC Registered Coach:** Self-declared instructors and coaches, including those working toward coaching certification; no requirement for certification or equivalent.
- **EC Licensed Coach:** Coaches who have completed a formal coaching certification program, relevant post-secondary education, and/or validated practical experience.
 - **EC/NCCP Certification:** Administered by PTSOs with the support of EC. The following certification designations are available: Instructor, Competition Coach, Competition Coach Specialist, High-Performance 1 (administered by EC).
 - **EC-Recognized Non-NCCP Certification:** Pony Club A, Provincial Vaulting Trainer, Certified Horsemanship Association (Level 2+), International Group of Equestrian Qualifications (IGEQU – Level 1-3), Canadian Therapeutic Riding Association (CanTRA Instructor).
 - **EC-Recognized Degree and Diploma Programs:** Completed studies in the field of education, coaching, and/or agriculture/equine sciences.
 - **Certification Exemption:** Recognizes significant coaching experience and equestrian industry contributions as equivalent to certification.

Self-Coached Athletes: Athletes who are not employing the services of a coach – whether paid or unpaid - at an EC-sanctioned competition.

- By entering one's own name and EC Sport Licence in the entry form fields designated for coaching information, an individual declares themselves to be self-coached.
- Athletes under 18 years of age may declare themselves as self-coached as per the process above; the parent/guardian signing the form — will be held liable in the event of incorrect information; please refer to the definition of Coach (see above) for information on athletes coached by a parent, family member or friend.
- As with amateur status, it is not the role of Competition Organizers nor EC Officials to determine declared status validity.

International Participant: Any individual participating in an EC-sanctioned competition (owner, athlete, coach, Person Responsible, etc.) whose primary country of residence is not Canada.

NOTE: A Canadian coach may not provide their USEF membership - or membership from another equestrian sport body outside of Canada - to avoid being subject to EC Coach Status requirements.



APPENDIX I: Temporary Coach Status Form



TEMPORARY COACH STATUS FORM

Effective July 1, 2023, Canadian residents coaching athletes at EC-sanctioned competitions must hold valid EC coach status as outlined below:

- *Bronze and/or Silver Events = Minimum of EC Registered Coach*
- *Gold and/or Platinum Events = Minimum of EC Licensed Coach*

Coaches with no EC coach status OR pending/insufficient EC coach status MUST purchase Temporary Coach Status at each competition where they will coach athletes. Those coaching only members of their own family (child, spouse, etc.) are NOT exempt from Coach Status requirements.

- Temporary Coach Status is valid for only one (1) competition; seven (7) days maximum.
- Applicants for Temporary Coach Status must be at least 18 years of age at the time of submission and hold a valid EC Sport Licence of any level.
- Completion of all fields below are mandatory

COMPETITION INFORMATION

Competition Name			
EC Competition #		Competition Date(s)	

COACH INFORMATION

Full Name			
Cell Phone		Date of Birth (dd/mm/yy)	
Email Address			
EC Sport License #			

TEMPORARY COACH STATUS FEES* (must select one; fee valid for one event only)

\$100.00	I have NO or pending Coach status at ANY EC-sanctioned competition	<input type="checkbox"/>
\$25.00	I have Registered Coach status at any Gold and/or Platinum competition	<input type="checkbox"/>

TEMPORARY COACH STATUS AFFIDAVIT (Mandatory)

I wish to obtain Temporary Coach Status and understand it is valid ONLY for the EC-sanctioned competition listed on this form. I certify the information provided on this form is correct including my responses to the following:

- I have completed the following EC Safe Sport Training modules within the past 36 months: (a) Concussion Awareness, (b) Fostering Safe Equestrian Environments.
- I hold/am covered under a coaching insurance policy with a minimum liability limit of \$2,000,000 per occurrence and EC/PTSO are named as 'additional insured'.
- I hold a valid First Aid/CPR certificate (minimum level C; online-only courses are not recognized)

Y/N	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

By signing, I agree to be held accountable to the Rules of Equestrian Canada, including those related to Safe Sport, and EC's Code of Conduct and Ethics

Signature of Coach: _____ Date: _____

* \$10.00 from each Temporary EC Coach Status issued is retained by the Competition. The balance of the fee, and a copy of this form, must be remitted Equestrian Canada by the competition with the Competition Master Report.



APPENDIX II: Prize List Insert



OUR COMMITMENT TO SAFER, MORE INCLUSIVE EQUESTRIAN SPORT

Whether you are an athlete, parent, coach, official, or competition staff, EC Sport Licence holders play a key role in ensuring the safety and wellness of equestrian sport.

EC SPORT LICENCE HOLDERS

Effective 2022, all EC Sport Licence holders must complete two (2) EC-recognized Safe Sport training modules: Fostering Healthy Equestrian Environments & Concussion Management

- Access these e-learning modules through ECampus at no cost as an EC Sport Licence holder.
- Certificates of completion are valid for three (3) years.

Those who do not complete Safe Sport training within 30 days of EC Sport Licence purchase or renewal are listed as "Not in Good Standing" and ineligible to participate in EC events/activities until training is completed.

Check your Safe Sport training status by logging into **MyEC** and clicking on the **ECampus** button.

EC COACHES

NEW in 2023 Effective July 1, 2023, all Canadians who coach athletes at EC-sanctioned events must meet minimum EC Coach Status requirements:

- EC Bronze & Silver events = EC Registered Coach (minimum)
- EC Gold & Platinum events = EC Licensed Coach

Coaches may apply for **Temporary Coach Status** (TCS) at EC-sanctioned events through until the end of 2025. TCS is valid for one (1) EC-sanctioned event only. Applicants must complete an affidavit and pay the associated fee at each event where TCS is requested.

Athletes may declare themselves as **Self-Coached** if they do not have an identified coach at a given EC-sanctioned event. Self-Coached athletes enter their own name and EC Sport Licence number where coaching information is required on entry forms.

IMPORTANT REMINDER: *"When registering for EC sanctioned competitions, athletes must indicate the name of their coach on the entry form or specify that they are self-coached. Coaches from other countries, must be in good standing with their home federation and must declare/have proof of insurance."* **EC Rules, Section A, General Regulations, Article 102, Safe Sport Environments.**

EC is committed to ensuring high-quality, safe, and welcoming participant experiences.
Learn more by visiting our website's Safe Sport and Coaching pages at www.equestrian.ca



APPENDIX III: Change is Coming Poster

CHANGE IS COMING JULY 1, 2023

EC Registered Coach status becomes the **MINIMUM** requirement for all Canadian coaches at ALL EC-Sanctioned events.



Avoid **Temporary Coach Status Fees*** and demonstrate your commitment to excellence in instruction & athlete safety.



STEP 1

Apply online by logging into your **MyEC** account.

STEP 2

Upload your screening documents:

- » Proof of First Aid/CPR
- » Certificate of Coach Insurance
- » Letter of Reference
- » Criminal Record Check
- » Vulnerable Sector Screening*

STEP 3

Display your **EC Registered Coach** status proudly – you're part of the responsible Coach Movement!

Questions? Not sure how to get started?
Contact us at coaching@equestrian.ca

***Full details at equestrian.ca/coaching**

