



National  
Coaching  
Certification  
Program



**Candidate Name:** \_\_\_\_\_

## **Western Instructor Evaluation Checklist** *(Minimum 16 Years of Age)*

- SHF/PTSO Membership for current year # \_\_\_\_\_
    - Signed Coach File Declaration – Available on [saskhorse.ca](http://saskhorse.ca) Become a Certified Coach
    - Signed SHF Privacy Document – Available on [saskhorse.ca](http://saskhorse.ca) Become a Certified Coach
    - Signed SHF Risk Waiver Document – Available on [saskhorse.ca](http://saskhorse.ca) Become a Certified Coach
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- Before being evaluated **MUST** have **Approved** Coach Status through MyEC/ECampus by completing and submitting the following: *(\*Please note you will have 60 days to complete your Coach Status requirements after purchasing/applying)*
- Hold a Current EC Sport Licence at a minimum Bronze level for Coach Status. If you require a higher EC Sport Licence as a competitor, EC official, passport holder or for any other EC services/programs requirement. Then you need to purchase the level of EC Sport Licence required for those specific services/programs.
  - Copy of a current Standard First Aid Certificate – To be renewed every 3 years
  - Copy of a current Criminal Record Check – To be renewed every 3 Years (acquired through your municipal police station or your local RCMP office) OR by doing an ePIC through Sterling Backcheck (you will be provided a link for a free ePIC when you purchase a Coach Status)
  - If purchasing Licenced Coach Status and/or still required at the Provincial Sport Office level (SHF) a Vulnerable Sector Check must be completed/submitted once. You can acquire this check in person at your local police station.
  - Complete Declaration of Good Character Form through the ECampus
  - Provide reference letter(s) from current students or employers (1 or 2 reference letters required based on Coach Status purchased)
  - Proof of completion of EC Concussion Training e-learning module in the ECampus OR Making Head Way in Sport online course through NCCP Locker account at [coach.ca](http://coach.ca)
  - Formal acknowledgement of the EC Code of Conduct and Ethics through completing EC Fostering Healthy Equestrian Environments online e-learning module in the ECampus



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- Provide valid Certificate of Coaching Insurance confirming minimum coverage of \$2,000,000 Commercial General Liability and \$100,000 Professional Liability. This could be a policy held by yourself or you may be covered under a supervising coach or facility policy OR for strictly the purposes of you attending an evaluation to achieve certification before acquiring Coaching Insurance; you may complete a non-active coaching declaration form. Which states that you do not/will not actively coach outside of the Evaluation process.
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Other courses/training an evaluation candidate must complete are:

- A requirement for NCCP Certification is Proof of completion of Making Ethical Decisions (MED) Online Evaluation through NCCP Locker at coach.ca You may choose to attend multi-sport Making Ethical Decisions training which will best prepare you to complete the MED Online Evaluation. This MED training is available through the Coaching Association of Saskatchewan (CAS) at saskcoach.ca OR through the ECampus. If you complete MED training then the MED Online Evaluation is Free to complete. If you choose to not attend MED Training then the MED Online Evaluation will cost you \$85.00 and give you 2 opportunities to successfully complete (if you are not successful in completing then you must attend the MED training before attempting the Online Evaluation again)
  - A requirement of Sask Sport and SHF is that all Saskatchewan coaches provide Proof of completion of Respect in Sport for Activity Leaders training found at <https://sasksrc.respectgroupinc.com/>
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Before attending an Evaluation a coach candidate must also complete and provide:

- Proof of completion of EC Learn to Ride Western Rider 4 level
- Register for Evaluation Event – All Evaluations are planned through the SHF Office – Contact the SHF to get onto the evaluation waiting list or find out about upcoming evaluation events
- Mounted Lesson Plan – Will be assigned from approved topic list – Template for lesson plans available at saskhorse.ca under Become a Certified Coach
- Un-Mounted Lesson Plan – Will be assigned from approved topic list – Template for lesson plan available at saskhorse.ca under Become a Certified Coach
- Emergency Action Plan (EAP) on Home Facility – Template for EAP available at saskhorse.ca under Become a Certified Coach

***Have Questions? Please contact  
[technicaldirector@saskhorse.ca](mailto:technicaldirector@saskhorse.ca) or call 306-780-9490***