

## **Nova Scotia Equestrian Federation Guidelines: English Provincial Coaching Committee**

The English Provincial Coaching Committee will be comprised of the Master Course Conductor, Provincial Coordinator and current approved Evaluators in the province to a maximum of 5. The Executive Director of the federation will be an ex-officio member of the committee as well.

### Responsibilities:

- To adhere to the Equine Canada Policy & Procedures Manual for both Instruction of Beginners and Coach 1 and 2 and all other EC directives for English Coaching
- To review and discuss any written complaints, concerns, etc that are submitted to the Provincial Sport Office, the Provincial Coaching Committee, the Provincial Coaching Coordinator or Master Course Conductor and advise on these matters before any response is issued.
- To promote coaching and rider levels in the province and ensure that instructors and coaches are kept current with available information, update opportunities and other pertinent matters via direct contact or the "Coaches Corner" on website.
- To represent the provincial coaches to the NSEF and to the National English Coaching Committee
- To liaise with the NS Western Coaching Committee

### Terms of Reference:

Effective in 2009, all English coaches will be required to attend a English coach updating seminar once in every two years as part of the requirement to maintain active certification. The first such scheduled update seminar was held February 28<sup>th</sup>-March 1<sup>st</sup>, 2009.

An agenda will be circulated to all coaches prior to the meeting and one of the items on the agenda will be the election of a Provincial Coaching Coordinator for English as well as the appointment of the Master Course Conductor.

A three (3) term is applied to these positions within the province. However if after the three (3) year term there is no candidate to replace either position the term maybe extended for an additional three (3) year term. The individual or entity that appointed the member may replace members of committees who do not contribute and are not effective.

Following is a definition of the National Coaching Committee, the National English Coaching Committee, Provincial Coaching Committee and Master Evaluators as defined in the English Coaching Policy and Procedures Manual as per the most current release. This will be reviewed and updated as required.

### *2009 Committee Members*

*Mary-Clare McLaren Provincial Coaching Coordinator  
Jill Barker, Master Course Conductor  
Kevin Crosby, Committee Member  
Heather Myrer, Executive Director, NSEF*

### National Coaching Committee

The mandate of the National Coaching Committee is to develop a standard of certification, which will form the basis for all EC coaching programs, with a philosophy in line with the aims and objectives of both the Equine Canada and the CAC.

The National Coaching Committee reports to Sport Council and is comprised of a representative from each discipline committee and breed sport committee with an EC Coaching Certification Program, the Chairs of English and Western Coaching Committees and one Provincial Council representative.

### English Coaching Committee

The mandate of the English Coaching Committee is to develop the standards for certification and maintenance of the Instruction of Beginner, Coach 1 & 2 and English Learn to Ride programs. The English Coaching Committee reports to the National Coaching Committee and is comprised of the Provincial Coaching Coordinators and Provincial Master Evaluators for the Instruction of Beginner, Coach 1, and Coach 2 contexts. The committee may, from time to time, include additional resource members as liaison.

### Provincial Coaching Committees

Each province has a Coaching Committee responsible for the administration and funding of the Instruction of Beginner, Coach 1 and Coach 2 programs within their province. The composition of the committee is at the discretion of the province. Two individuals are selected from each province – one as a Technical representative (Master Evaluator), one as an Administrative representative (Provincial Coordinator) – to represent the province at the national committee.

#### Responsibilities

- Disseminate information to coaches/instructors and evaluators within the province
- Administer and promote the Instruction of Beginner, Coach 1 & Coach 2 programs within the province
- Organize updating seminars for provincial coaches/instructors and evaluators
- Act as a provincial disciplinary committee
- Review, select and approve – from applications submitted to the committee no later than November 1<sup>st</sup> – those to be recommended for Evaluator status to the National English Coaching Committee at their annual meeting.

The structure and voting procedures for Provincial Coaching Committees are up to each province to determine. **Provincial Coaching Committees may not make changes to the coaching programs.**

May

### Master Evaluators

The Master Evaluator is considered the "Senior" Evaluator within a province. This is a three (3) year term position. The Master Evaluator is selected based on their coaching and teaching experience as well as experience with the Equine Canada NCCP coaching certification program.

It is recommended that each province must select a Master Evaluator for English Coaching program. However, provinces without the necessary depth of coaches/instructors may collaborate and select one Master Evaluators to represent them all.

A three (3) term is applied to the Master Evaluator position in each province to ensure professional development opportunities for current evaluators and recruitment into the evaluator role. However if after the three (3) year term there is no candidate to replace the current Master Evaluator their term maybe extended for an additional three (3) year term.

#### *Responsibilities*

- *Determines Evaluator training and evaluation needs within the province. Works with the English Coaching Committees to develop evaluator training programs and participates in those programs when needed.*
- *Works with the Provincial Coaching Coordinator to establish course dates, venues and the assignment of evaluators; designates a coordinating Evaluator in the event of the Master Evaluator's absence.*
- *Works with the Provincial Coordinator and English Coaching Committees to evaluate the Coaching Program delivery system.*
- *Works with the Provincial Coaching Coordinator to ensure that the standard of the courses are maintained.*
- *Reviews the evaluation forms submitted from each course and follows up*
- *Recommend new Evaluators within the program framework where necessary to meet the needs of the province.*
- *Presents the province's list of approved evaluators and recommended evaluator candidates for final approval by the National English Coaching Committee.*

#### *Prerequisites:*

*Master Evaluators are selected from the current Evaluators within each province.*

*The Master Evaluator candidate must:*

- *Have "8" of years experience in context of instructing beginner riders*  
*Hold an Equine Canada Sport license and Provincial membership, in good standing*
- *Have at least 2 years experience as an Evaluator and have conducted a minimum of ten (10) evaluations, including acting as Chief Evaluator for at least three (3) evaluations*

*Candidates who do not meet these requirements may be given special consideration by the National English Coaching Committee.*

*This position may not be assumed by the Provincial Coordinator.*

#### *Master Evaluator Application Process*

*Evaluators interested in becoming a Master Evaluators must apply in writing to their Provincial English Coaching Committee. Master Evaluators are selected by the Evaluators within that province and ratified by the National English Coaching Committee. An EC Approved Evaluator form signed by the PSO and then by National English Coaching Committee Chair, along with a copy of the application, must be submitted to the Manager, Coaching at Equine Canada. The Manager, Coaching is responsible for submitting the required documentation for the approved Master Evaluators to the Coaching Association of Canada (CAC).*

#### *Maintaining Master Evaluator Status*

*To maintain Master Evaluator status, an individual must:*

- *Attend a national evaluator training session at least once every three (3) years*
- *Serve as an Evaluator at (or audit) an Evaluation at least once every two (2) years*

**April 2009**