

## **EQUINE CANADA/NCCP ENGLISH COMPETITION COACH SPECIALIST**

### **PORTFOLIO REQUIREMENTS**

**(Evaluation Outcome #5: Manage an Equestrian Sport Program)**

**PLEASE PREPARE YOUR PORTFOLIO EITHER IN HARD COPY OR ELECTRONICALLY AND SUBMIT TO YOUR PROVINCIAL OFFICE.**

**PLEASE DO NOT PROVIDE ORIGINAL DOCUMENTS.**

- **PLEASE ATTACH THIS FORM TO YOUR PORTFOLIO**

DATE SUBMITTED: \_\_\_\_\_

DATE RECEIVED (OFFICE USE ONLY): \_\_\_\_\_

Name: \_\_\_\_\_ EC #: \_\_\_\_\_

Address: \_\_\_\_\_ PSO# \_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (h) \_\_\_\_\_ (b) \_\_\_\_\_

(fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

DATE EVALUATED (OFFICE USE ONLY): \_\_\_\_\_

EVALUATED BY (OFFICE USE ONLY): \_\_\_\_\_

EVALUATOR SIGNATURE:

## **COMPETITION COACH SPECIALIST PORTFOLIO**

### **OUTCOME #5 – MANAGE AN EQUESTRIAN SPORT PROGRAM**

The portfolio should include the following:

**Reminder: PLEASE DO NOT INCLUDE ORIGINAL DOCUMENTS**

**The coach candidate must provide evidence of how he/she manages administrative aspects of the equestrian program, how the coach oversees logistics and how he/she reports on horse and rider progress throughout program**

**NB: IF ANY OF THE FOLLOWING DO NOT APPLY TO YOUR COACHING SITUATION PLEASE PROVIDE A BRIEF EXPLANATION AND OMIT THE ITEM**

**MAXIMUM OF 8 PAGES**

#### **INCLUDE:**

1. An outline of your personal coaching philosophy
2. Personal short and long term coaching goals
3. Basic financial demands of your program (Share only what you feel is appropriate)
4. An example of a typical schedule of competition events and training commitments which you might share with riders/parents
5. Evidence of ongoing communication with riders, parents, and other key stakeholders.
6. An outline of your expectations for behaviour and commitment of the stakeholders (parents, riders etc.) including a description of appropriate consequences.
7. A description of how you facilitate logistics for away competitions (travel arrangements, food, chaperones, etc.).
8. A description of how you work with experts and/or stakeholders to prepare budgets and other financial logistics
9. An example of the documentation you use that provides general assessment of rider/horse performance and level of progression, key improvements required.
10. A description of how you ensure the privacy of rider/horse information and the steps you take to maximize confidentiality