



Guide to Certification

EQUESTRIAN CANADA DRIVE INSTRUCTOR

The Benefits of Certification

EQUESTRIAN CANADA CERTIFIED COACHES AND INSTRUCTORS ENJOY MANY BENEFITS THAT POSITIVELY AFFECT THEIR COACHING BUSINESS AND PROFESSIONAL LIVES.

- REDUCED COACHING AND INSTRUCTOR INSURANCE FEES
- PROOF OF HAVING MET NATIONAL STANDARDS RECOGNIZED BY THE COACHES OF CANADA AND THE NATIONAL COACHING CERTIFICATION PROGRAM.
- INTERNATIONAL RECOGNITION OF EQUESTRIAN CANADA CERTIFICATION
- PROMOTION ON THE HCBC WEBSITE AND ENHANCED LISTINGS THAT GIVES MORE INFORMATION ABOUT YOU TO PROSPECTIVE CLIENTS
- USE OF LONG TERM ATHLETE DEVELOPMENT PRINCIPLES (LTED)
- FULL TIME OR A PART TIME CAREER
- RECOGNITION BY PEERS BOTH LOCALLY AND NATIONALLY
- CERTIFICATION IS RECOGNIZED THROUGHOUT CANADA
- PROOF OF PROFESSIONAL DEVELOPMENT, FIRST AID AND CRIMINAL RECORD SEARCH
- COACHES AND INSTRUCTORS ARE PART OF THE CANADIAN SPORT SYSTEM THROUGH THE NCCP
- PROMOTION OF SAFE HORSEMANSHIP PRACTICES
- PROMOTION OF HORSE WELFARE
- DEDICATED EC COACH AND INSTRUCTOR SECTION ON THE HCBC FORUMS
- ABILITY TO USE AND TEST RIDERS IN THE EQUESTRIAN CANADA RIDER PROGRAMS
- ABILITY TO MENTOR OTHER COACH AND INSTRUCTOR CANDIDATES

What is Instructor Certification?

1. **Instruction:** Non-competitive or recreational context. Specializes in starting beginners and teaching equestrians who enjoy their horses outside the competitive stream. It applies to individuals who teach beginner drivers whether in their own backyard, riding schools or at day camps. Only certified instructors may maintain amateur competitive status while receiving remuneration for coaching.

Where do I start?

First fill out and send in a Coaching File registration form to HCBC. This form allows you to be listed as a Instructor Candidate in Training and receive notice of evaluations, courses, and other pertinent information. You can find the registration form at www.hcbc.ca under the Coaching Resource section.

The Beginning

Complete the 12 level Learn to Drive Program with a Current and Certified Equestrian Canada Drive Instructor. All levels must be complete, from 1 to 12 and have been sent to Horse Council BC for processing. A certificate will be issued for each of the Learn to Drive levels. These 12 certificates will provide proof of completion of the Learn to Drive program.

First Steps

You will need to obtain the following requirements before you are ready to send in your application for an Evaluation.

- Horse Council BC Membership (www.hcbc.ca)
- Equestrian Canada Silver Sport License (www.equestrian.ca)
- Current Standard First Aid certificate (St. Johns, WCB, Red Cross or another accredited provider, cannot be done online.)
- Police Reference Check (<http://www.sterlingtalentsolutions.ca/Equestrian-Canada-Equestre>)
- Proof of successful completion of the Make Ethical Decisions online assessment (www.coach.ca complete the Instruction Module)
- Proof of completion of the Making Headway Concussion Training (www.coach.ca)
- Proof of completion of Driver 12 of the Driver 1-12 program

Optional but Recommended Training

- NCCP Equestrian Theory Course (check for dates on www.hcbc.ca)
- Mentor with an Equine Canada Certified Coach or Instructor
- Make Ethical Decisions module training (www.coach.ca)

The EC Learn to Drive Program

This a National program that consists of 12 individual modules that the candidate demonstrates proficiency at, meeting the standards as presented in the rubrics. The purpose of this program is to produce safe and knowledgeable horsemen and to assist in the development of future Instructors.

The Driver 1-12 program is a National Program with National standards that rewards all riders, recreational to competitive by advancing their learning with Certificates of Achievement. This program provides drivers and instructors with an attainable progression through the Driver level framework. In addition, the Driver Program encourages all riders to learn and enjoy the sport of driving while providing guidelines to Instructors.

Drive Instructor candidates are required to complete all 12 of the Learn to Drive Program to complete this requirement for admission into a Drive Instructor Evaluation.

Recommended Resources:

Equestrian Canada Learn to Drive Manula

Equestrian Canada Stable Management in Canada Manual

Learn to Drive 1-12 Rubrics

The EC Learn to Drive Program

Candidates should work with a Driving Instructor to prepare for each exam. The exams will be administered to the candidate by an EC Certified and Current Instructor who has been trained to administer the Learn to Drive levels.

The Learn to Drive program is self paced and exams are set up between the testing Instructor and the student candidate. Once the test is complete the testing Instructor will send the completed exam papers along with the set payment per level to the HCBC office. Each level consists of practical skills and oral theory questions. The candidate will then receive a certificate of completion for each level that they complete successfully. The testing fee payable to HCBC is \$15.00 plus GST (total \$15.75). The fee payable to the testing coach is agreed upon between the candidate and the coach.

Drivers must be HCBC members at the time that they are tested for each level. Testing Instructors must be considered Current and Certified at the time they administer the exam.

The EC Learn to Drive Program

The Modules are:

- 1) Lungeing and the use of side reins
- 2) Fitting the Harness
- 3) Ground Driving (including the double lunge)
- 4) Putting to (hitching)
- 5) Learning to Walk and Halt
- 6) Upward and Downward Transitions
- 7) Fitting the Harness
- 8) Driving Circles
- 9) Preparing for an outing
- 10) Introduction to Driving Obstacles and Marathon Obstacles
- 11) Braiding, Trimming, show grooming and Harness cleaning
- 12) Trailing

What is the Evaluation?

To achieve Drive Instructor certification each candidate must participate in a teaching evaluation. This is where you will be observed teaching lessons and teaching lungeing.

Evaluators will observe each candidate and ensure that they achieve “meets standard” for each skill category. If the candidate meets or exceeds the standards in each component they have completed the Evaluation successfully and will receive Equestrian Canada Certification as an Instructor. The Evaluation Rubric’s clearly show the standards that the candidate must meet, they are available on the Coaches Resource page at www.hcbc.ca

If the evaluators feel that the candidate did not meet the standards in one or more modules, the candidate will work on that area and present back for another evaluation. Candidates do not have to redo any component that they were successful in.

Candidates may be required to bring their own horse and equipment to the Evaluation. Please check with HCBC to see if demo drivers can be provided.

The Pre-requisites

Drive Instructor Candidates must have completed the following Pre-requisites 30 days prior to the Evaluation date.

- Current years Equestrian Canada Silver Sport License
- Current years Horse Council BC membership
- Modules 1-12 of the EC Learn to Drive Program
- Standard First Aid Certificate
- Criminal Record Search, including Vulnerable sectors check
- Successfully complete the Make Ethical Decisions Online assessment (www.coach.ca)
- Proof of completion of the Making Headway Concussion Training (www.coach.ca)

Your Application

Check the HCBC Calendar to see the next Evaluation date offered.

Send your application form to HCBC and include proof of the following requirements:

- Proof of Equestrian Canada Silver Sport License for the current year
- Proof of HCBC membership for the current year
- NCCP number
- Valid Standard First Aid Certificate
- Current Criminal Record Search with Vulnerable Sectors
<http://www.sterlingtalentsolutions.ca/Equestrian-Canada-Equestre>
- Proof of completion of the Learn to Drive 1-12 Program

- Proof of successful evaluation for the Make Ethical Decisions online assessment
- Proof of successful completion of the Making Headway Concussion Training
- Drive Lesson Plan (from the list of topics)
- Emergency Action Plan (for the facility you are most familiar with)
- Medical form
- Signed EC Code of Ethics/Conduct
- Payment

Lesson Plan and EAP Submission Guidelines

Lesson Plans must be submitted on a topic from the designated lists. Candidates may choose their own topics from this list. Lesson Plans should be submitted on single spaced typed paper in Arial or Calibri in minimum font size 10 or a maximum of 14, and may NOT be 2 sided sheets of paper. If being submitted electronically they should be submitted in PDF format ONLY. They should be submitted together in one single document and not in multiple pages/attachments.

EAP's should be included with the application. Candidates may use the EAP template or create their own. The above submission guidelines apply to the EAP as well.

Candidates may email their applications to coaching@hcbc.ca. Please ensure that the .PDF attachments are not part of the message, but are in the form of an attachment.

Lesson Topics

Ground Lesson Topics

- Grooming Procedure
- Leading the Horse
- Securing the horse
- Grooming
- Safety in the arena and exercise areas
- Parts of the Horse / Conformation
- Locations of Lameness & Unsoundness
- Hooves and Legs
- Lungeing and Leg Protection
- Double Lungeing
- Double Lungeing over Poles
- Harnessing the Horse
- Checking Harness for Wear / Tear
- Ground Driving
- Putting to
- The Walk and the Halt
- The Trot and Transitions
- The Reinback
- Driving Circles
- Show Grooming and Preparation
- Trailing

Driving Lesson Topics

- Correct driver position on the vehicle
- Use of aids for halt, walk and trot (to include voice, rein and whip aids)
- Basic maneuvers in the arena (driving straight lines, corners, changes of rein through the diagonal)
- Driving circles (including circles, figure eights, serpentine)
- Progressive and non-progressive transitions
- Developing the lengthened walk and trot, and free walk on a loose rein
- Reinback
- Introduction to obstacles (cones)

The Evaluation

The Drive Instructor evaluation consists of 2 parts:

The first part of the Evaluation is the marking of the Lesson Plans and Emergency Action plan.

These are submitted by HCBC to an evaluator just after the deadline for Applications

The lesson plans and EAP must meet or exceed expectations. If they do not meet the expectation the candidate will be given a chance to improve them before the teaching evaluation. The candidate will receive feedback and be given a chance to correct errors and improve the plans.

Once the plans are successfully completed the candidate is accepted into the Teaching evaluation.

The second phase is the teaching evaluation:

- Candidates will receive a tentative time schedule before the evaluation with confirmation of the lesson topics assigned to the candidate. This will be sent out no later than 2 weeks before the Evaluation.
- The Teaching Evaluation takes one day, however two days may be scheduled in order to accommodate up to 8 candidates. Candidates will be informed what day they are being evaluated.
- There will be a short meeting at the beginning of the day to meet the Evaluators and receive instruction about the day.
- The day will consist of teaching the ground lesson, teaching a lesson with horse and carriage, teach a student how to lunge/double lunge a horse, written and oral stable management questions.
- Candidates will receive feedback during the day, and the Evaluators may ask questions to clarify what you are teaching or doing.
- At the end of the day all candidates will be debriefed privately and the Evaluator will give them their results and feedback

Evaluation day

- Candidates will need to bring a horse for the lunge/double lunge component. Bring your lunging equipment and tack
- Wear suitable driving and teaching clothes and all safety equipment such as a hard hat, gloves etc.
- Bring your first aid kit for horses and humans
- Bring the required bandaging material
- If you need “props” for your lessons, be sure to bring them with you
- You will need to stable your horse, so bring anything required for that including feed, hay and barn tools for clean up. Candidates must pay for their stabling before leaving the evaluation.
- Bring 2 copies of the lesson plan for the lessons you will teach.
- Water, juice and a bagged lunch
- Spectators are not allowed
- Parents, friends, coaches or grooms are not allowed to attend. You can bring help for unloading, setting up and loading at the end of the day.
- No dogs

Points to Remember

- The Evaluators want you to be successful
- You can ask questions if you need to, better to ask than to not know!
- The Evaluators may ask you questions while you are teaching a lesson, or after the lesson
- Be respectful of the Evaluators and your fellow candidates
- If asked to demonstrate, be as cooperative as possible
- Everyone is nervous!
- Smile, be confident and speak clearly when you are teaching
- Practice and prepare for success