



Newfoundland & Labrador
Equestrian Association

NLEA Coaching Policies – Released October 13, 2019

This document is intended for individuals who are certified instructors/ coaches in the province of Newfoundland and Labrador. They have met the national standards for equestrian instructor/ coaching programs developed by Equestrian Canada (EC) and the Coaching Association of Canada (CAC).

Certification Maintenance

The instructor/ coach is responsible for maintaining their current status. It is not the responsibility of the NLEA or EC. The individual must arrange, attend, and submit the appropriate paperwork to the NLEA office (coaching coordinators) to ensure their coaching status remains as “current”. The professional development requirements are available on the EC website and in The Locker.

This information can be submitted to the coaching coordinators via email or in person. Failure to maintain current status can result in re-certification process.

Equestrian Canada Requirements

Equestrian Canada Coaching Operations Guide is the principal document to reference regarding coaching certification. This guide is available on the Equestrian Canada website.

Listed below is a summary of items to maintain certification:

1. Pay annual Equestrian Canada sport license;
2. Pay annual Equestrian Canada coaching levy;
3. Keep proof of current *Standard First Aid with level C CPR* on file with NLEA;
(After three first aid updates in person, and a person can update online to a maximum of two times, using the provided approved by Equestrian Canada – ProFirstAid.com)
4. Proof of an acceptable criminal record check once every 5 years ([MyBackCheck](#))
5. Proof of the required professional development (PD) credits required for a specific level of certification within the given CAC renewal period.

Newfoundland and Labrador Equestrian Association Requirements

6. Pay annual NLEA membership;
7. Must attend at least one provincial update in every three year period from the date of their successful assessment;
8. Review and monitor “locker” account for accuracy and up to date certifications and PD hours.
NOTE – If PD lapses it may result in the need for re-certification.



Evaluator Policies

This section is for those certified who are evaluating rider levels within the province of Newfoundland and Labrador.

Request to evaluate paperwork required

Prior to rider level evaluations, the Candidate Application and Application to Host must be submitted to the NLEA office at a minimum of **two weeks** prior to the evaluation date. The forms are available directly on the NLEA website (equestriannl.ca). These forms are required by Equestrian Canada and enable the province to verify the candidate and the evaluator are suitable for the requested evaluation.

Forms not submitted on time will be subject to the coaching coordinators judgement.

If evaluations are completed WITHOUT the above paperwork, the NLEA has the right to void the completed tests and will notify the candidate the evaluation was not within the provincial guidelines for administering.

Distribution of Rider Level Tests

Rider level tests will be printed or emailed to the evaluator. The tests are to be kept confidential and used only for evaluation. A breach of this duty may result in disciplinary action by the provincial association.

Submission of Rider Level Tests to the NLEA

Rider tests and administration fees must be returned to the NLEA within TWO weeks of the evaluation date.

Failure to submit the evaluation documents within the two weeks will result in the following:

1. Failure to submit by the deadline will result in a *warning letter* issued to the evaluator. The candidate will be notified (in writing) that their documents have not been received.
2. Second occurrence will result in the NLEA suspending the evaluators "current" status for a 6 month period and notification of the suspension will be public knowledge.
3. Third occurrence will result in the NLEA suspending the evaluators "current" status for a 12 month period and notification of the suspension will be public knowledge.

*Note – current status means their persons current status for evaluating purposes only.

Completion of paperwork:

All paperwork must be completed, names, addresses, NLEA numbers, etc. Incomplete documents will result in tests being returned to evaluator at their cost.