



## Alberta Equestrian Federation - Vaulting Instructors/Coaches/Trainers Recognition



**In order to be listed on the Alberta Equestrian Federation (AEF) website as a current Vaulting Instructor/Trainer, the following items must be provided to the AEF, and kept current at all times:**

- Proof of current AEF Membership
- Copy of a current Criminal Record Check
- Copy of a current Standard First Aid with Level C CPR certificate
- Signed copy of Equestrian Canada Code of Ethics
- Signed copy of Equestrian Canada Code of Conduct
- Signed copy of the AEF Privacy Document
- Completion of the Making Ethical Decisions (MED) Online Evaluation through the Coaching Association of Canada (CAC) – one-time requirement
- Completion of the Making Head Way in Sport Online Module through the Coaching Association of Canada (CAC)
- Copy of Certificate of Participation - NCCP Equestrian Theory Workshop

*Any other documentation the candidate wishes to provide such as professional updating documentation, certificate upgrades, letters of reference, additional professional and related equestrian documentation, can all be added to candidates files. Candidates are responsible for ensuring that these requirements are current at all times to remain listed on the AEF Website as at Vault Instructor/Coach. Certification will not be displayed without proper documentation being provided. Vaulting coaches will be able to log into their AEF account online and see their certification credentials at any time, as well as may receive electronic correspondence from the AEF office.*

- *Note: Vaulting Instructors/Coaches/Trainers are required to adhere to their programs required professional updating as outlined by Vault Canada/EVABC/AEVA.*
- *Copy of Vault Canada/ EVABC / AEVA certificate issued after above items are submitted to AEF*

*AEF reserves the right to process ALL documentation submitted within 30 business days of receipt.*