

## **NCCP Competition Coach Certification Checklist**

*(In-Person or Online Video Evaluation Pathway)*

### **STEP 1 — Confirm You Meet Minimum Eligibility Requirements**

*(Must be met BEFORE registering for evaluation)*

#### Personal Eligibility

- Minimum Age:** 18 years old  
→ OR the provincial age of majority (*whichever is greater*)
- Active PTSO Membership**
- EC Sport License** (*Bronze minimum*)
- Learn to Ride Certification**
  - English Level 8 (or Pony Club A/B), OR
  - Western Intermediate

### **STEP 2 — Complete NCCP Multi-Sport Requirements**

*(Complete through The Locker: [thelocker.coach.ca](http://thelocker.coach.ca))*

- NCCP Understanding the Rule of Two
- NCCP Making Ethical Decisions (MED) (*You must PASS the online MED evaluation*)

#### **Option 1 — Challenge the MED Evaluation Only**

Complete the MED Online Evaluation directly through **The Locker**.

- Register in The Locker ([thelocker.coach.ca](http://thelocker.coach.ca))
  - \$85 evaluation fee
- Complete the online evaluation
  - Two attempts are included
  - A passing score completes the MED requirement
  - If unsuccessful after two attempts, the **MED Training Course** must be taken

This option is best for coaches who are confident in ethical decision-making scenarios and NCCP process.

#### **Option 2 — Take the MED Training Course**

Attend the MED workshop delivered by **Alberta Sport** (Multi-Sport).

- Register through Alberta Sport Multi-Sport Calendar
  - \$65 course fee
- Attend the full training session
- Complete the MED online evaluation (free after course completion)

Benefits of taking the course:

- Evaluation is free
- Unlimited evaluation attempts
- Guided instruction on how to apply the NCCP ethical decision-making framework
- Higher first-time pass rates

☞ [Alberta Sport Multi-Sport Calendar](#)

#### **Important Notes**

- MED is not complete until the **online evaluation is passed**.
- The training course alone does **NOT** fulfill the requirement.
- Completion status will appear in your NCCP transcript in The Locker after passing the MED Evaluation.

### STEP 3 — EC Registered Coach Status (Active)

Complete through MyEC: <https://my.equestrian.ca>

*All items below are requirements for EC Registered Coach Status*

#### 1 Basic Eligibility

- Registered Coach Status Fee Paid (\$82)
- EC Screening Disclosure completed

#### 2 Screening Requirements

- Criminal Record Check (via EC Backcheck link in MyEC)
- Vulnerable Sector Search

OR

- Vulnerable Sector Search Acknowledgement (if eligible)

If under 18:

- Two character references (instead of CRC)

#### 3 Coaching Reference

- One (1) EC Letter of Reference submitted  
Must be from:

- Employer (equine industry), OR
- Student/athlete (or parent/guardian), OR
- Coaching colleague

Cannot be:

- Immediate family member
- Someone under age of majority

#### 4 First Aid

- Standard First Aid CPR Level C (from recognized Canadian provider)

#### 5 Concussion Education

- EC Concussion Awareness – complete in MyEC, ECampus

OR

- NCCP Making Headway in Sport – complete in CAC, The Locker.

#### 6 Training for Prevention of Maltreatment

- Fostering Healthy Equestrian Environments – complete in MyEC, ECampus

OR

- Coaching Association of Canada Safe Sport Training – complete in CAC, The Locker.

#### 7 Insurance Requirements

- EC Certificate of Insurance
  - \$2,000,000 Commercial General Liability
  - EC & PTSO named as additional insured
  - Waiver of subrogation included

If employed by a facility:

- EC Waiver of Insurance Form
- Employer Certificate of Insurance

### STEP 4 — Register for Evaluation

Once all prerequisites above are complete:

- Submit evaluation registration
- Submit required documents
- Submit payment

You will then be scheduled for a **Prebrief Meeting**.

### **STEP 5 — Outcome #1** (*Assigned at Prebrief*)

At the Prebrief Meeting, candidates will be assigned lesson topics. You will have approximately two weeks to submit:

Emergency Action Plan (EAP)

#### **English Candidates:**

- Flat Lesson Plan
- Jump Lesson Plan (*of applicable*)

#### **Western Candidates:**

- On the Rail Lesson Plan
- Maneuver Lesson Plan

### **IMPORTANT**

- ✓ Outcome #1 must meet standard before moving forward.
- ✓ Successful evaluation of Outcome #1 is required to proceed to:
  - In-Person Lesson Day, OR
  - Video Evaluation Submissions

Revisions may be required before advancement.

### **STEP 6 — Evaluation**

#### **Outcome 2 — Lesson Delivery Evaluation**

##### **English:**

- Flat Lesson
- Equitation Lesson

##### **Western:**

- On the Rail Lesson
- Maneuver Lesson
- Basic Training Pattern

#### **Outcome 3 — Lunging**

Lunging Evaluation

#### **Outcome 4 — Jump** (*if applicable*)

Jump Evaluation



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## Personal Progress Tracker

Prebrief Date: \_\_\_\_\_

Outcome #1 Submitted: \_\_\_\_\_

Outcome #1 Approved: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Result: \_\_\_\_\_