



COACH/ INSTRUCTOR APPLICATION

To complete your application please ensure you have attached the following:

- Formal Cover Letter to Club
- Copy of AEF Membership
- Copy of Equine Canada Sport Licence
- Insurance Certificate
- 2 References (Professional & Character)
- Copy of waiver for riders under your direction

If documents listed are missing it may delay application review. If you feel documents do not apply include an explanation as to why in your formal cover letter.

Important Note –SPHC membership is required for application to be valid.

Coach's Name							
Address		City		Prov.		Postal Code	
Home		Cell		Email			
I am current and	Member of:		AEF		HCBC		Equine Canada Lic#
Level of Certification			How Many Yrs.?				



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Date of Birth:		# Year's Experience	ENGLISH	
			WESTERN	
Activities you coach or train:				
Level of Competition Competed:			What yr?	
Do you provide lesson horses?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes" do you own them?
				Yes <input type="checkbox"/>
				No <input type="checkbox"/>
Do you provide horses tack?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes" do you own it?
				Yes <input type="checkbox"/>
				No <input type="checkbox"/>
Do you provide rider equipment?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes" please explain?
Do you teach minors under 18?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waivers on file?
				Yes <input type="checkbox"/>
				No <input type="checkbox"/>
Do you teach riders over the age of 18?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Waivers on file?
				Yes <input type="checkbox"/>
				No <input type="checkbox"/>
Have you ever had a claim?	<input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please fill # 1 & 2 bellow
1. Date of Loss:				
2. Description:				
<p>explanation as to why in your formal cover letter.</p>				

SPHC Administration- ONLY

Date received: _____ Date submitted: _____

Executive present during candidate review: _____

Candidate in good standing? YES NO OTHER: _____

Approved for: _____ season / Declined for: _____ Season

Candidate notified on: _____ By: _____



COACH/ INSTRUCTOR APPLICATION

SPHC 2018 Coaches Scheduled Lessons Procedure

Purpose - The purpose of this procedure is to create a defined process for approved coaches to bring their students for instruction utilizing the facilities that have been developed by our Club at Evergreen Park.

Approved Coach – a list of approved coaches can be found on the South Peace Horse Club website. Approved coaches are **NOT** allowed to instruct students beyond the level that they have competed in the said discipline.

Booking Procedure – approved coach or representative must book in writing a minimum of one week in an advance by emailing southpeacehorseclub@gmail.com. Details of the approximate number of students, the type of lesson, the equipment needed, and the expected time of arrival must accompany the email. A confirmation email will be provided by SPHC to be shown to Evergreen Park staff or your students that the space has been booked.

Payment Policy – the day rate of \$150.00 can be sent in advance.

ALL cheques are to be made out to the South Peace Horse Club (SPHC), please note riders name in memo spot. Mailed to Box 834 GP Main, Grande Prairie, AB T8V 3R5. E- Transfers will also be accepted and can be sent to southpeacehorseclub@gmail.com Please make Security Question password – SPHC2018.

The hourly rate of \$20.00 per hour be submitted to the Club via E-transfer a maximum of 24 hours following the lesson.

Fines – Coaches caught utilizing the facility without booking will be subject to fines.

\$100 for first infraction; \$200 for second infraction; \$400 for third infraction and suspension from SPHC activities for a period of time or the entire season.

Cancellation Policy – to be respectful of Evergreen Park it is expected that bookings be canceled in writing a minimum of 48 hours in advance. Unsafe weather conditions being the only exception.

Rider Equipment - All riders must wear their own approved ASTM/SEI helmets. Riders must wear proper riding footwear – a hard-soled boot with a minimum ½” heel and a maximum 2” heel. Please tie long hair back. Standard riding wear is expected. No tank tops or baggy clothing. Body protectors are compulsory and must fit correctly to participate in **ANY** Cross-Country schooling.

Proper tack for the horse based on the discipline requirements. All tack **MUST** be well fitted and should be clean and in good condition for both rider and horse safety.

Use of any jumping equipment without director or clinician request is prohibited.