

# USEF Para-Dressage Coach Certificate Program

INFORMATION BOOKLET & CANDIDATE FORMS



# WELCOME & OVERVIEW

## **Dear Para-Dressage Coach Candidate,**

Welcome to the USEF Para-Dressage Coach Certificate Program! Inside this booklet you will find a process timeline and road map, a candidate application, self-study requirements, tuition and scholarship information, and links to the appropriate forms.

The USEF Para-Dressage Coach Certificate Program covers the principles of Para-Dressage coaching including guided improvement processes, personal conduct, and technical skill acquisition towards an effective development of coaching activities. It develops the coach's ability to prepare athletes from grassroots education to international competitions, along a continuum of progressive certificate levels. With the goal of coach development, the program uses lecture time as well as simulated lessons, where coaches are given information and feedback on their teaching, knowledge, and overall performance. Candidates need to employ advanced communication skills, including feedback and evaluation, and learn to adjust to athletes' and coaches' varied abilities and personality traits.

The United States Equestrian Federation would like to thank the U.S. Department of Veterans Affairs for the Federal Adaptive Sport Grant that has helped to make this Coach Certificate Program possible. This initiative has been conducted in partnership with the Professional Association of Therapeutic Horsemanship International (PATH Int'l.) with a goal of increasing awareness and coach education opportunities within Paralympic Equestrian Sports and aid in the development of a USEF Coach database to support the competition pipeline for para-eligible athletes.

Thank you for your interest in this program. We look forward to working with you to complete all phases of the process.

Sincerely,



Michel Assouline, USEF Para-Dressage Technical Advisor and Head of Coach Development



Will Connell, USEF Sport Director



Laureen Johnson, USEF Para-Equestrian Director

## **What is Para-Dressage?**

Para-Dressage is an equestrian sport that is conducted in similar fashion to conventional dressage, but with modifications created for adaptive competition. In this case, para refers to parallel to able-bodied sports. Athletes with permanent, measurable physical disabilities are divided into different sport classifications based on their functional abilities and are eligible to compete at local, regional, national and international levels in Para-Dressage classes, offered in stand-alone competitions and/or within an existing dressage show. The sport is governed by the United States Equestrian Federation for sanctioned events within the U.S., and the Federation Equestre Internationale (FEI) for internationally sanctioned competition. Para-Dressage is the only equestrian discipline recognized at the Paralympics.

# USEF Para-Dressage Coach Certificate Program

This competency-based program includes established standards for performance and achievement of coaching excellence along with associated measurements.

## COACH CURRICULUM



- Coaching Skills
- Sport-Specific Knowledge
- Technical Riding Skills
- Equine Management

## COACH EVALUATION



- USEF Evaluation
- USEF Feedback

## REWARD & RECOGNITION



- Achievement Badging
- Coach Directory
- USEF Certificate
- Advancement Opportunities

## COACH DESIGNATIONS



### Master Coach Gold

- Coaches at Major Championships and Paralympic Games
- Eligible to become Coach Assessor/Mentor



### Bronze & Silver Coach

- Coaches at USEF national level (Bronze)
- Coaches up to international level (Silver)



### Apprentice Coach

- Coaches with supervision/mentor

## CURRICULUM & CORE COMPETENCIES

Sport coaching is a mix of art and science, where both technical skills and philosophy impact athlete development and competitive success. The curriculum is broken into four learning modules emphasizing these core competencies.

- 1) **Coaching Skills**
  - a. Philosophy & Principles of Coaching
  - b. Coaching Methodology
  - c. Preparing and Delivering the Session
  - d. Evaluation & Debrief Process
- 2) **Sport-Specific Knowledge**
  - a. Sport Knowledge
  - b. Talent Identification
  - c. Athlete Development
- 3) **Technical Riding Skills**
  - a. The Athlete: Strength & Weaknesses
  - b. The Horse: Natural Characteristics, Strengths & Weaknesses
- 4) **Equine Management**
  - a. Essential Horse Care Necessities
  - b. Clean Sport Guidelines
  - c. Competition and Equine Business Considerations

## FACULTY

Michel Assouline, USEF Para-Dressage Technical Advisor and Head of Coach Development, will be joined by other USEF-approved faculty to approve applications, deliver programs at Initial Practicums, and serve as the primary Coach Assessor during the Final Assessment. Michel is an International Dressage/Para-Dressage Trainer with over a decade of Paralympic and FEI Dressage coaching experience, and most recently completed his tenure as Head Coach for the undefeated U.K. Para-Dressage Team. Michel has conducted Coach Development Seminars for the Danish and French Federations, and is part of the FEI Solidarity Coach Education Programme working group. He is leading the development of the U.S. Equestrian Federation Para-Dressage Coach Curriculum.

# COACH CERTIFICATE LEVELS

This competency-based program includes established standards for performance and achievement of coaching excellence along with associated measurements. These measurements can be found on the Assessment Criteria document which can be obtained through the USEF office. The Assessment Panel will make the final determination on which coach level a candidate achieves. Coaches are evaluated in three primary ways: 1) Prior competitive and coaching experience, 2) level of theoretical knowledge as demonstrated in the online exam, and 3) performance at the final assessment.

*These profiles typify coach characteristics found at each level and should be used as guideposts only. It is left to the discretion of the USEF assessors to give the ultimate determination of a candidate's achieved coach certification level.*

**Apprentice Coach** is an introductory level coach (1-3 years of experience) with a desire to promote Para-Equestrian Dressage sports as a competitive option for athletes at the initial stage of their journey, typically competing at the center-based or local level. This coach may hold an entry-level credential from one or more equestrian associations (e.g. BHS, PATH Int'l.), and likely has ridden or competed through 1st level dressage at schooling shows. He/she can demonstrate knowledge of basic dressage movements and ring figures, and has the option to work under a senior dressage coach to develop his/her own professional skills and the athletes they serve.

**Bronze Coach** is a skillful coach (3-5 years of experience) with a competitive coaching and/or riding background in dressage, Para-Dressage, and/or eventing dressage. This coach likely holds a credential or award from one or more equestrian associations (e.g. USDF, USEA, BHS, PATH Int'l.) and likely has ridden and/or competed through 2nd level dressage at schooling or recognized shows. This coach possesses the knowledge to assist a para-equestrian at the local, regional, and national level.

**Silver Coach** is a seasoned coach (5-10 years of experience) with a competitive coaching and/or riding background in dressage, Para-Dressage, and/or eventing dressage. This coach likely holds a credential or award from one or more equestrian associations (e.g. USDF, USEA, BHS, PATH Int'l.), may have obtained a USDF Bronze or Silver Medal, and likely has ridden and/or competed through 3rd level dressage at recognized shows. This coach possesses the knowledge and skills to assist a para-equestrian at the national and international level and is qualified to coach a para-equestrian at a CPEDI 1\*, 2\*, or 3\* Level.

**Master Coach Gold** is a top level senior coach (10+ years of experience) with advanced dressage skills and competition experience, as well as an expansive coaching background. This coach likely holds an advanced



credential or award from one or more equestrian associations (e.g. USDF, USEA, BHS, PATH Int'l.), may have obtained a USDF Bronze, Silver, and/or Gold Medal, and likely has ridden and/or competed through FEI dressage levels at recognized shows. This coach is eligible to become a USEF Para-Dressage Coach Assessor and is qualified to coach a para-equestrian at Major Championships (WEG, European Championships, and Paralympic Games). He/she makes a commitment to give back to the sport through education and mentoring.

# TIMELINE & ROADMAP

The process can take from six to twelve months to complete. In addition to self-study requirements and written exams, Apprentice coach candidates should anticipate 2 days of Initial Practicum with no expectation of a Final Practicum & Assessment. Bronze, Silver, and Master level coach candidates should expect the requisite self-study and written exam components, as well as 4 days total of Initial Practicum and Final Practicum & Assessment.

## PROGRAM STAGES (6 - 12 months)

STEP 1 	STEP 2 	STEP 3 	STEP 4 	STEP 5 
APPLICATION	SELF-GUIDED STUDY	INITIAL PRACTICUM & ASSESSMENT	FINAL PRACTICUM & ASSESSMENT	ONLINE WRITTEN EXAM
<i>Complete application and all prerequisites</i>	<i>Progress through self-paced, self-guided study</i>	<i>Demonstrate knowledge and coaching skills</i>	<i>Demonstrate knowledge and coaching skills</i>	<i>Complete comprehensive online exam</i>
STEPS				
<i>COMPULSORY - all levels</i>	<i>COMPULSORY - all levels</i>	<i>COMPULSORY - all levels</i>	<i>COMPULSORY - Bronze, Silver, Master levels only</i>	<i>COMPULSORY - all levels</i>
<ol style="list-style-type: none"> <li>Review Application Criteria.</li> <li>Gather required information:               <ol style="list-style-type: none"> <li>Basic First Aid</li> <li>Adult/Child CPR</li> <li>Proof of insurance</li> </ol> </li> <li>Complete Pre-requisites including background check and Safe Sport training.</li> <li>Submit the online application with professional references and personal narrative.</li> <li>Contact USEF for Assessment Criteria.</li> </ol>	<ol style="list-style-type: none"> <li>Complete all self-guided study requirements within your coach level.</li> <li>Complete the Readiness - Checklist Self-Assessment.</li> </ol>	<ol style="list-style-type: none"> <li>Make travel arrangements as necessary.</li> <li>Attend 2-day Initial Practicum at designated location focused on Competencies 1 &amp; 2 (theory &amp; practice).</li> <li>Complete the Reflection Checkpoint - Self-Assessment.</li> <li>Interview with USEF faculty.</li> <li>Apprentice candidates receive passing or non-passing score and move to step 5 for the written exam.</li> <li>All other coach levels Register with USEF for Final Practicum &amp; Assessment.</li> </ol>	<ol style="list-style-type: none"> <li>Make travel arrangements as necessary.</li> <li>Attend 2-day Final Practicum &amp; Assessment.</li> <li>1st day Practicum focuses on Competencies 3 &amp; 4 (Technical Riding Skills &amp; Equine Mgt.). The 2nd day Final Assessment focuses on demonstrating skills in simulated coaching context.</li> <li>Interview with USEF faculty.</li> </ol>	<ol style="list-style-type: none"> <li>Submit email request to USEF contact for online exam access.</li> <li>Access USEF online exam.</li> <li>Complete within 30 days.</li> <li>Receive comments and marks on both the theoretical Written Exam and the Final Assessment. A performance assessment report will accompany the coach certificate indicating which coach level is achieved.</li> </ol> <p>If passing score:</p> <ul style="list-style-type: none"> <li>Achieve coach level status and recognition.</li> <li>Become listed in USEF coach registry.</li> </ul>
FEES				
\$75	cost varies	\$375	\$375	n/a

If no passing score:

- Review feedback from USEF faculty, practice to improve/work with mentor if appropriate.
- Submit application to redo parts of the process required to achieve a passing score (eg. online exam, final assessment, or both). A 50% fee applies.



# STEPS IN THE PROCESS

## STEP 1: APPLICATION

Please see the attached form titled Application Criteria for coach candidate requirements, as well as instructions to access the online application through the USEF webpage <https://members.usef.org>. There is a \$75 application fee. USEF Faculty will assess the application to determine candidacy. Candidates must be a minimum age of 18 years, be a registered USEF member, show proof of current Adult & Child CPR and Basic First Aid certification, and show professional liability insurance coverage (either private or center-based). A professional reference and personal narrative showing proof of coaching experience and riding education are required with the application.

## STEP 2: SELF-GUIDED STUDY

Coaches must be able to dedicate several hours to the self-study portion prior to the practicums. It is inclusive of required reading and online course work related to the curriculum. The material helps coaches gain knowledge in each core competency (Coaching Skills, Sport-Specific Knowledge, Technical Riding Skills, and Equine Management). Please see the attached Appendix for the Self-Guided Study Syllabus as well as the Readiness Checklist - Self-Assessment.

## STEP 3: INITIAL PRACTICUM

The Initial Practicum takes place at a formal centralized test site. The Initial Practicum covers Competencies 1 & 2 (Coaching Skills & Sport Specific Knowledge), with the time split evenly between both theory and practice. Apprentice candidates who meet the standard stop at Step 3 and apply for the written exam. USEF will recognize this level of achievement by listing Apprentice Coaches in the USEF Registry. All other coaches need to proceed to Step 4 and register with USEF for the Final Practicum and Assessment. The cost of the two-day Initial Practicum is \$375. Tuition and travel scholarships are available as funding allows, and are indicated on the Initial Practicum Registration Form. Location, dates and forms are available on the USEF Para-Dressage Webpage, <https://www.usef.org/compete/disciplines/para-equestrian/para-equestrian-dressage-programs-forms>.

## STEP 4: FINAL PRACTICUM & ASSESSMENT

For Bronze, Silver, and Master Coach Candidates, the Final Practicum & Assessment covers Competencies 3 & 4 (Technical Riding Skills & Equine Management) on day one, followed by the Final Assessment on day two. This process takes place at a formal centralized test site. In front of a panel of USEF coach assessors, candidates are expected to demonstrate their required knowledge and applied skills in a simulated coaching context. Initial feedback will be provided immediately following the assessments by the Assessors. The cost of the two-day final practicum and assessment is \$375. Tuition and travel scholarships are available as funding allows, and are indicated on the Final Practicum & Assessment Registration Form. Location, dates and forms are available on the USEF Para-Dressage webpage at <https://www.usef.org/compete/disciplines/para-equestrian/para-equestrian-dressage-programs-forms>.

## STEP 5: ONLINE WRITTEN EXAM

Once the initial steps of the process are completed and the candidate has finished the practicums and assessments, the candidate will be sent the online exam by USEF. Please see the attached Appendix for the Written Exam Question Guide for each level. This is compulsory for all levels. There are two different exams; one for Apprentice Coaches (to be submitted after Step 3), the other for Bronze, Silver and Master Coaches (to be submitted after Step 4). Please note, this is a lengthy exam and may take 2-3 open book sessions to complete. The candidate must complete the exam within 30 days. Contact: Laureen Johnson, Director of Para-Equestrian at USEF, PO Box 83 Gladstone, NJ 07934. Tel # 859-225-7693. [lkjohnson@usef.org](mailto:lkjohnson@usef.org).

# RECOGNITION & ADVANCEMENT

## RECOGNITION & CONTINUING EDUCATION

Upon successful achievement of the USEF Para-Dressage Coach Program, coaches will be recognized and listed by their level on the USEF coach database. This designation is contingent upon coaches submitting 6 hours of continuing education annually. Course work is purposely broad and a list of approved credit hours is included on the Coach Continuing Education Form which can be found on the USEF website. The coach must also stay current in all USEF membership, insurance, first aid and safe sport requirements.

## RESUBMISSION

If the USEF Faculty does not offer a passing score to a coach candidate, he will suggest a coach development plan to address the coach's teaching knowledge and skills. He may also suggest an approved mentor to work with the coach in person or remotely, via Skype or some other electronic communication at the coach's expense. After 6 months, the candidate may resubmit an application and request to redo parts of the process required to achieve a passing score (e.g. online exam, final assessment, or both). *Please use original application form. A 50% application fee applies.*



## ADVANCEMENT - MOVING UP THE LEVEL

For those coaches who would like to advance to a higher coach level status, there are specific steps one can take. The first step is to gain approval for a revised coach development plan by the USEF Head Faculty, and then one or more of these requirements will be assigned on a case-by-case basis.

REQUISITES	ASSIGNED ON A CASE-BY-CASE BASIS BY USEF FACULTY
REQUISITE 1	Submit coaching videos of para-dressage athlete(s), including any athletic competition record(s).
REQUISITE 2	Submit personal show attendance record(s).
REQUISITE 3	Increase theoretical knowledge by responding to specific exam questions provided by USEF Faculty.
REQUISITE 4	Submit a log of hours demonstrating work with an approved mentor coach (Dressage or Para Dressage), who is able to support dressage skills and the advancement of theoretical knowledge. Mentor coaches must be approved by USEF Faculty.

# APPENDIX

Below is a list of curriculum components for this certification program. A downloadable PDF for each component can be found on the USEF Para-Dressage webpage at <https://www.usef.org/compete/disciplines/para-equestrian/para-equestrian-dressage-programs-forms/usef-para-dressage-coach-certificate-program>.

## STEP 1 : APPLICATION

- *APPLICATION CRITERIA*
- *APPLICATION* (available through USEF membership portal, <https://members.usef.org>)

## STEP 2 : SELF-GUIDED STUDY

- *SYLLABUS*
- *READINESS CHECKLIST - SELF-ASSESSMENT*

## STEP 3 : INITIAL PRACTICUM (Apprentice, Bronze/Silver, Master Level)

- *INITIAL PRACTICUM REGISTRATION FORM*
- *REFLECTION CHECKPOINT - SELF-ASSESSMENT*

## STEP 4 : FINAL PRACTICUM & ASSESSMENT (Bronze/Silver, Master Level)

- *FINAL PRACTICUM & ASSESSMENT REGISTRATION FORM*

## STEP 5 : ONLINE WRITTEN EXAM

- *ONLINE WRITTEN EXAM QUESTION GUIDE - A LEVEL*
- *ONLINE WRITTEN EXAM QUESTION GUIDE - B/S/M LEVELS*

## ATTRIBUTIONS

Course curriculum and material was produced by the following contributors:

Michel Assouline - Subject Matter Expert; Head of Coach Development, United States Equestrian Federation

Laureen Johnson - Discipline Coordinator; Para-Equestrian Director, United States Equestrian Federation

Sarah Armentrout - Curriculum Coordinator; Head of School, Carlisle Academy

Diana Gallant - Instructional Designer

Bridgett Owen Chase - Graphic Designer



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### APPLICATION CRITERIA

**INSTRUCTIONS:** Prospective applicants should review the coach level profiles on page 4 of the booklet to determine eligibility and suitability for this certification program. Candidates should review all of the requirements below, and then go to “My USEF” to input their membership ID to access Athlete Dashboard, Online Application and review the Performance Report Card criteria from the Coach Program Application.

### REQUIREMENTS:

- Minimum age of 18 years
- United States Citizen or U.S. resident training a U.S. athlete
- Registered USEF member
- Proof of current adult/child CPR and basic first aid certification
- Professional liability insurance coverage (private or center-based)
- Evidence of Safe Sport Online Training
- Evidence of Background Check

### PERSONAL NARRATIVE:

250-500 words, 12 pt font, letter format with signature, name, date, and address to be submitted with the application on a separate document. It should include the following information:

- 1) Riding, coaching, and competition experience in the equestrian sports of dressage, Para-Dressage, and/or eventing dressage. List any coaching certification currently held (PATH Int'l., BHS, USDF, USEA). Include your educational background (academic and equestrian courses taken). List any achievements/awards/scores at recognized shows (USDF, USEA).
- 2) Current training and competition goals (e.g. personal and any athletes you train).
- 3) Riding/training influences and coaching philosophy.
- 4) Indicate why this coach certification is important to you.
- 5) Explain how you will engage with para-equestrian sport beyond an individual athlete, such as giving back through apprentice coach development and overall sport awareness.
- 6) In order to be considered for the Master Coach Gold level, please read the profile on page 4 and state your case, demonstrating the compacity and willingness to do the following:
  - » mentor other A, B/S level coaches
  - » give back to the sport (For example, through written material, mentorship, demonstrations & education at COEs).
  - » progress to Coach Evaluator and/or USEF Faculty in Para-Equestrian Dressage.

### PROFESSIONAL REFERENCE LETTER:

250-500 words, 12 pt font, letter format from a dressage coach/mentor with signature, name, date, and address to be submitted with the application on a separate document. This letter should include the following information: the applicant's character, equestrian skills and knowledge, riding and coaching experience and goals, and commitment to the sport.

### SELF-GUIDED STUDY SYLLABUS

Coaches must be able to dedicate several hours to the self-study portion prior to the Initial Practicum. It is inclusive of required reading, and online course work related to the curriculum. The material helps coaches gain knowledge in each core competency (Coaching Skills, Sport-Specific Knowledge, Technical Riding Skills, and Equine Management).

#### Required Reading/Online Courses (for all coach levels):

- **Four Para-Dressage Webinars.** Cost: Free.  
(<https://www.usef.org/network/coverage/USParaWebinars>)
  - » Introduction to Para-Dressage
  - » Introduction to Para-Equestrian Driving
  - » Understanding Para-Equestrian Classification
  - » Understanding Impairments in Para-Equestrian Sports
- *The Principles of Riding, Basic Training for Horse and Rider, German Equestrian Federation.* Cost: Approximately \$20.
- *BHS Complete Manual Horse & Stable Management.* Cost: Approximately \$30.
- *Understanding Sports Coaching: The Social, Cultural and Pedagogical Foundations of Coaching Practice.* Cost: Approximately \$65.

#### Recommended Reading:

- *That Winning Feeling: a New Approach to Riding Using Psychocybernetics,* Jane Savoie. Cost: Approximately \$17.
- *Advanced Techniques of Dressage, German Equestrian Federation.* Cost: Approximately \$100.
- *A Comprehensive Guide to Equine-Assisted Activities & Therapies,* Dewkett, Brady, and Hernandez; Cost: Approximately \$150.
  - » Suggested Chapters:  
Chapter 5 “Human Anatomy”, Chapter 6 “Physical Disabilities”, Chapter 15 “Teaching Strategies”, Chapter 16 “Mounts and Dismounts”

#### Online References, Documents & Courses:

- FEI for Para-Dressage Rules, Classification Manual, Stewards Manual, & Judge's Education System; [Useful Documents | FEI](#)
- USEF Para-Dressage for Rules, Forms and Safe Sport; <https://www.usef.org/compete/disciplines/para-equestrian/para-equestrian-dressage-programs-forms>
- USEF Online Learning Center, <https://www.usef.org/learning-center>
- United States Para-Equestrian Association (USPEA), <http://uspea.org>
- Professional Association of Therapeutic Horsemanship International, <https://www.pathintl.org>



### SELF-GUIDED STUDY READINESS CHECKLIST - SELF-ASSESSMENT

You've invested a lot of time and attention studying important topics in preparation for your next step - attending an Initial Practicum. At this point in your journey, it's helpful to take a few minutes to check your readiness to move forward. The following Readiness Checklist is for your self-assessment only; sharing or submission for review is NOT required.

Use the scale below to assess your ability to meet the overall requirements of each competency as it pertains to before and after the self-study component. Add notes to support your progress.

- 1) Little or no understanding of the requirement
- 2) Basic understanding of the requirement
- 3) Understand the requirement but can do it with assistance
- 4) Can perform the requirement without assistance
- 5) Can perform the requirement and teach others to do it

COMPETENCY 1 – COACHING REQUIREMENTS	BEFORE self-study	AFTER self-study
Describe coaching philosophy and principles		
Describe coaching methodology		
Prepare and deliver a coaching session		
Evaluate and debrief a coaching session via one-to-one coaching, shadow coaching, etc.		
COMPETENCY 2 – SPORTS-SPECIFIC REQUIREMENTS	BEFORE self-study	AFTER self-study
Describe Para-Dressage sport and its unique aspects.		
Describe strategies to identify talent along the USEF Sport Pathway, including the Paralympic Equestrian Sport Initiative for Veterans.		
Describe the components and considerations for long-term athlete development.		
Describe classifiable impairments and associated sport adaptations including competition rules and equipment.		

## READINESS CHECKLIST - SELF-ASSESSMENT *(continued)*

COMPETENCY 3 – TECHNICAL RIDING REQUIREMENTS	BEFORE self-study	AFTER self-study
Describe types of rider influence and communication.		
Describe schooling structure and exercises.		
Describe types and levels of training and competitions.		
Describe adapted training techniques specific to the para horse and rider.		
COMPETENCY 4 – EQUINE MANAGEMENT REQUIREMENTS	BEFORE self-study	AFTER self-study
Describe best practices of equine care and management including basic first aid protocols and healthy equine environments.		
Discuss USEF/FEI Drug Rules/Clean Sport guidelines.		
Describe key considerations of equine travel including passports, protective equipment, transportation regulations, travel illness/protocol, loading/unloading procedures.		
Discuss key aspects of pre-purchase vetting and stages of vetting and considerations for key aspects of negotiating bill of sale and other related contracts.		

Use the 1-5 rating scale (with 1 = strongly disagree and 5 = strongly agree).

OVERALL CONFIDENCE	
I understand the resources available to support me as I develop my knowledge and skills in this program.	
I feel confident about applying what I've learned in the self-study.	
I feel ready to participate in an online exam and Initial Practicum.	
OVERALL COMMITMENT	
I am committed to applying what I learned from the self-study to my coaching practice.	

### INITIAL PRACTICUM REGISTRATION REQUIREMENTS

Candidates should review all of the requirements below, and then go to “My USEF” to input their membership ID to access Athlete Dashboard, Online Applications, indicate Para-Equestrian Category, and choose the appropriate registration application.

#### REQUIREMENTS:

- Completed Initial Practicum
- Name, Cell, Address, Email, Emergency Contact
- Signed the USEF Release of Liability specific to the host site
- Signed the USEF Coach Code of Conduct
- List any food allergies or special needs
- Submit payment: \$375
- Coach Certificate Program Scholarship Application (optional and as funding allows)



### FINAL PRACTICUM REGISTRATION REQUIREMENTS

Candidates should review all of the requirements below, and then go to “My USEF” to input their membership ID to access Athlete Dashboard, Online Applications, indicate Para-Equestrian Category, and choose the appropriate registration application.

#### REQUIREMENTS:

- Completed Initial Practicum
- Name, Cell, Address, Email, Emergency Contact
- Signed the USEF Release of Liability specific to the host site
- Signed the USEF Coach Code of Conduct
- List any food allergies or special needs
- Submit payment: \$375
- Coach Certificate Program Scholarship Application (optional and as funding allows)

### Written Exam QUESTION GUIDE - APPRENTICE LEVEL ONLY

This question guide is to be used with the written exam that is available by contacting Laureen Johnson, Director of Para-Equestrian at [lkjohnson@usef.org](mailto:lkjohnson@usef.org).

### COMPETENCY 1 - COACHING FOUNDATION

- 1) Describe the key aspects of the coaching mindset and attitude necessary to effectively coach para-equestrian athletes.
- 2) Provide an example of how you might address a situation that required you to apply your professional code of ethics. Describe a specific situation that you have either experienced directly or witnessed and explain what you would do to adhere to the Code of Ethics that comprise sound coaching principles.
- 3) Describe the most common types of coaching styles and compare and contrast the differences between them. Choose the coaching style that best matches your signature approach and explain why it's effective in coaching para-equestrian athletes based on your experience.
- 4) What is the purpose and benefit of Shadow Coaching?
- 5) What is the purpose of the Safe Sport guidelines? Give an example of when and how these guidelines apply to coaching para-equestrian athletes.
- 6) What are the components of a safe and fair coaching and learning environment from both coach and student rider perspectives?
- 7) Provide five example questions to ask an athlete in order to determine their riding capabilities.
- 8) Describe how you would motivate an athlete to achieve a goal. What types of techniques would be effective to use?

### COMPETENCY 2 - SPORT-SPECIFIC KNOWLEDGE & SKILLS

- 1) Where do you access FEI and USEF rule information?
- 2) Describe the progressive pathway from therapy to sport/therapeutic to competition.

### COMPETENCY 3 - TECHNICAL RIDING

- 1) Choose three dressage figures and associated arena geometry and explain the purpose of each one.
- 2) What are some of the success factors necessary between a horse and rider?
- 3) Describe the primary means of communication between rider and horse.
- 4) Describe the specific aspects in regards to riding the gaits, transitions and turns/curves, yields, rein backs, halts and stretching.
- 5) What are the desired characteristics of Para-Dressage horses?
- 6) What is the purpose and benefits of conducting virtual arena test visualization with a rider?

### COMPETENCY 4 - EQUINE MANAGEMENT

- 1) Describe the effect of protein, carbohydrates, and fiber imbalances on horse behavior and performance.
- 2) Describe the primary considerations for properly bridle and saddle fitting as it relates to horse and rider.
- 3) What are some obvious indicators of good health in horses? What are obvious signs of bad health in horses (including common diseases)?
- 4) Describe the basic equine first aid protocol (colic, etc.) when a horse shows sign of distress due to injury or illness.
- 5) What are some of the major aspects of a healthy equine environment?

### Online Written Exam QUESTION GUIDE - B/S/M LEVELS

This question guide is to be used with the written exam that is available by contacting Laureen Johnson, Director of Para-Equestrian at [lkjohnson@usef.org](mailto:lkjohnson@usef.org).

## COMPETENCY 1 - COACHING FOUNDATION

- 1) Describe the key aspects of the coaching mindset and attitude necessary to effectively coach para-equestrian athletes.
- 2) Provide an example of how you might address a situation that required you to apply your professional code of ethics. Describe a specific situation that you have either experienced directly or witnessed and explain what you would do to adhere to the Code of Ethics that comprise sound coaching principles.
- 3) Describe the most common types of coaching styles and compare and contrast the differences between them. Choose the coaching style that best matches your signature approach and explain why it's effective in coaching para-equestrian athletes based on your experience.
- 4) What is the purpose and benefit of Shadow Coaching?
- 5) What is the purpose of the Safe Sport guidelines? Give an example of when and how these guidelines apply to coaching para-equestrian athletes.
- 6) What are the components of a safe and fair coaching and learning environment from both coach and student rider perspectives?
- 7) Provide five example questions to ask an athlete in order to determine their riding capabilities.
- 8) Describe how you would motivate an athlete to achieve a goal. What types of techniques would be effective to use?
- 9) Imagine you are coaching an athlete with physical limitations. What clues or signs would you look for to detect unknown limitations? What else would you do or say to identify additional physical challenges?
- 10) Describe the importance of debriefing towards tactical gains, and how to adapt a strategy.

## COMPETENCY 2 - SPORT-SPECIFIC KNOWLEDGE & SKILLS

- 1) Where do you access FEI and USEF rule information?
- 2) What are the essential components of Para-Dressage competition?
- 3) List some of the resources available to support talent recruitment.
- 4) What specific resources and reference material you would use to research athlete fitness and biomechanics?
- 5) Describe the progressive pathway from therapy to sport/therapeutic to competition.

## COMPETENCY 3 - TECHNICAL RIDING

- 1) Choose three dressage figures and associated arena geometry and explain the purpose of each one.
- 2) What are some of the success factors necessary between a horse and rider?
- 3) Describe the primary means of communication between rider and horse.
- 4) What are the primary considerations of a rider and seat and core influence on the horse?
- 5) Describe the specific aspects in regards to riding the gaits, transitions and turns/curves, yields, rein backs, halts and stretching.
- 6) What are the desired characteristics of Para-Dressage horses?
- 7) Differentiate the movement and pace performance expectations between the higher grades (4-5) and lower grades (1-3).

### COMPETENCY 3 - TECHNICAL RIDING *(continued)*

- 8) Imagine you are training a young horse. What development considerations do you have in mind? Provide an example of the training plan.
- 9) Imagine you have a specific competition in mind for a specific rider athlete. Provide an example of the preparation and training plan.
- 10) What is the purpose and benefits of conducting virtual arena test visualization with a rider?

### COMPETENCY 4 - EQUINE MANAGEMENT

- 1) List sport horse care essentials related to competition.
- 2) List the major hoof care considerations related to competition.
- 3) List the nutritional essentials needed to support optimal sport horse health and wellness.
- 4) Describe the effect of protein, carbohydrates, and fiber imbalances on horse behavior and performance.
- 5) Describe the primary considerations for properly bridle and saddle fitting as it relates to horse and rider.
- 6) What are some obvious indicators of good health in horses? What are obvious signs of bad health in horses (including common diseases)?
- 7) Describe the basic equine first aid protocol (colic, etc.) when a horse shows sign of distress due to injury or illness.
- 8) What are some of the major aspects of a healthy equine environment?
- 9) Describe the USEF/FEI Drug Rules/Clean Sport guidelines.
- 10) What are key considerations of equine travel including passports, protective equipment, transportation regulations, travel illness/protocol, loading/unloading procedures?
- 11) What are key considerations for pre-purchase vetting and during other stages of vetting?
- 12) What are key considerations for negotiating a bill of sale and other related contracts?