



Candidate Information Pack

Introductory Coach



DRESSAGE



EVENTING



JUMPING



ENDURANCE



PARA-EQUESTRIAN

About ESNZ

ESNZ and Equestrian Sports

Equestrian Sports New Zealand (ESNZ) was founded in 1950 and is the peak sporting body in New Zealand for Equestrian Sports



New Zealand has a rich history in Equestrian Sports including many successes on the international stage at Olympic Games, World Equestrian Games, World Championships and other pinnacle events.

Horse riding is a popular sport in New Zealand and horse-keeping is relatively affordable compared to many other nations, given the ability for most horses in NZ to be kept at grass which is less labour intensive than horse-keeping in more urbanised countries. Therefore many New Zealanders have access to horse riding pursuits.

There is a long tradition of using horses for stock work in rural NZ. Further, many people in equestrian sports typically came from rural backgrounds where there was much family knowledge of horses and horse care. Mostly, the traditional uses of horses in farm work and in transport have been replaced by motor vehicles and farm machinery.



The background of equestrian participants is changing, as members of an increasingly urban population become re-involved with horses for the first time. Many of these participants have less prior knowledge and few contacts to provide them with advice.

Thus the role of organisations such as ESNZ and the role of qualified Coaches is becoming increasingly important to assist riders and horse owners not just with riding skills, but also in matters concerning the care and welfare of the horse.



ESNZ and the FEI

ESNZ is the National Federation (NF) of New Zealand affiliated to the Fédération Equestre Internationale (FEI) and is responsible for the administration in New Zealand of International Competitions and International Officials for:

- Eventing
- Jumping
- Dressage
- Endurance
- Para-Equestrian



As the NF of New Zealand, ESNZ is the only body authorised to use and amend FEI rules for national purposes in NZ.

ESNZ and SPORTNZ

ESNZ is also the National Sport Organisation (NSO) for Equestrian sport recognised by the New Zealand Government via its sport agency SPORTNZ. SPORTNZ supports ESNZ and other NSOs in a number of ways including:

- Funding and direction for the High Performance program
- Funding and direction for Coach Development
- Sector Capability and Staff Development
- Sport advisory services and access to dispute resolution via the Sports Tribunal



ESNZ structure

Within ESNZ, the ESNZ Board is responsible for the strategic direction of the national organisation and the sport as a whole.

ESNZ has 5 Disciplines:

- Eventing
- Showjumping
- Dressage
- Endurance
- Para-Equestrian (subject to ratification in Sep 09)

The Board of ESNZ delegates responsibility for the strategic direction and management of the disciplines to each Discipline Board. The Discipline Boards in turn delegate much of the delivery "on the ground" to the ESNZ "Areas". Together, these groups make the sport work in its day-to-day operations.

The ESNZ High Performance Program and ESNZ Coach scheme operate separately to this structure and are administered by:

- the High Performance Director (who coordinates the High Performance Panel)
- and the National Sport Administrator (who receives advice and assistance from the Coach Advisory Team)

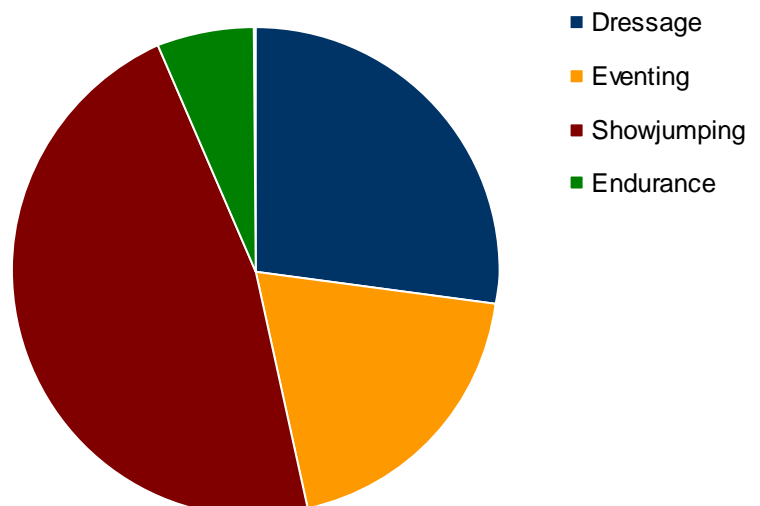
Both programs work cooperatively with the Disciplines and the ESNZ Board to build structures for the development of the sport.

ESNZ membership

ESNZ has over 5000 members and 7530 actively competing horses registered in its database.

Of these horses:

47% compete in Showjumping and/or Show Hunter
27% compete in Dressage
19% compete in Eventing
6% compete in Endurance



ESNZ Coach scheme

The ESNZ Coach scheme consists of two main aspects:

- Coach Training
- Coach Registration and Development

Coach Training

This is the part of the scheme that delivers the formal training and accreditation of new coaches and the training and upgrading of existing coaches. This is administered from the ESNZ National Office by the National Sport Administrator and delivered in the community by ESNZ-accredited Coach Educators.

Coach Registration and Development



This is the part of the scheme that keeps existing coaches up-to-date via a registration scheme and most importantly through Ongoing Development. Coaches should never stop learning if they are to keep up with the evolving requirements of modern equestrian sports, and the technological and scientific breakthroughs that are occurring in Sport Science and Equine training and management. Through Coach Registration and Ongoing Development, ESNZ invests in its Coaches to ensure they are the best coaches in the Equestrian Community.

Again this is centrally administered from the ESNZ National Office by the National Sport Administrator, and delivered in the community via a number of avenues including ESNZ Coach Educators, Mentor Coaches, the ESNZ Disciplines, Regional Sports Trusts, private training providers and many others.

Personnel

There are several different people candidates are likely to interact with in the ESNZ Coach scheme:

National Sport Administrator

The National Sport Administrator oversees the entire scheme at the ESNZ National Office and is a central point of contact for candidates to enrol in training, to ask questions about the scheme, to receive their qualification and complete their coach registration.

Coach Educators

Coach Educators are ESNZ Coaches who have completed formal training in the Principles of Assessment and are authorised by ESNZ to assess the knowledge and skills of candidates in the program content.

Coach Educators are familiar with the program content and can also provide valuable training and assistance in preparation for assessment.



Other Experts

Other ESNZ Coaches, Farriers, Vets, Horse Dentists and other experts can provide valuable advice and training in the learning process as well. However, these experts are not authorised to perform any assessments or sign off Coach Educator Verifications

In some areas, there may not be a Coach Educator available within a reasonable driving distance, and it is perfectly acceptable to train with any other ESNZ Coach to learn the necessary skills to prepare for the practical activities in the workbooks. However these other Coaches are not authorised to perform any assessments or sign off any Coach Educator Verifications.

The next time their farrier visits, candidates may find it useful to ask specific questions they have noted down during their reading and study. They might also ask their farrier to show them how to perform some basic skills such as removing a loose shoe.

Some candidates may find it useful to arrange to spend a day at a veterinary clinic or making visits with an Equine veterinarian to learn more. Candidates will get a good insight into first aid for horses and may have the opportunity to ask questions they have noted in their readings.

These are just some learning opportunities that may be available to candidates, there are likely to be many others, but given the flexibility of the program, no one method is compulsory.



ESNZ training programs

Enrolment

To enrol in any of the ESNZ training programs, simply complete the order form and return it to the ESNZ National Office or place an order over the phone.

ESNZ places candidate information in the ESNZ database, therefore candidates must order the training resources and enrol in their OWN name.



Prerequisites

Introductory Riding and Equine Management

For safety and risk management reasons, candidates must be 13 years of age to commence any of the ESNZ Riding or Equine Management programs.

There are no other prerequisites to commencing Introductory Riding and/or Equine Management.

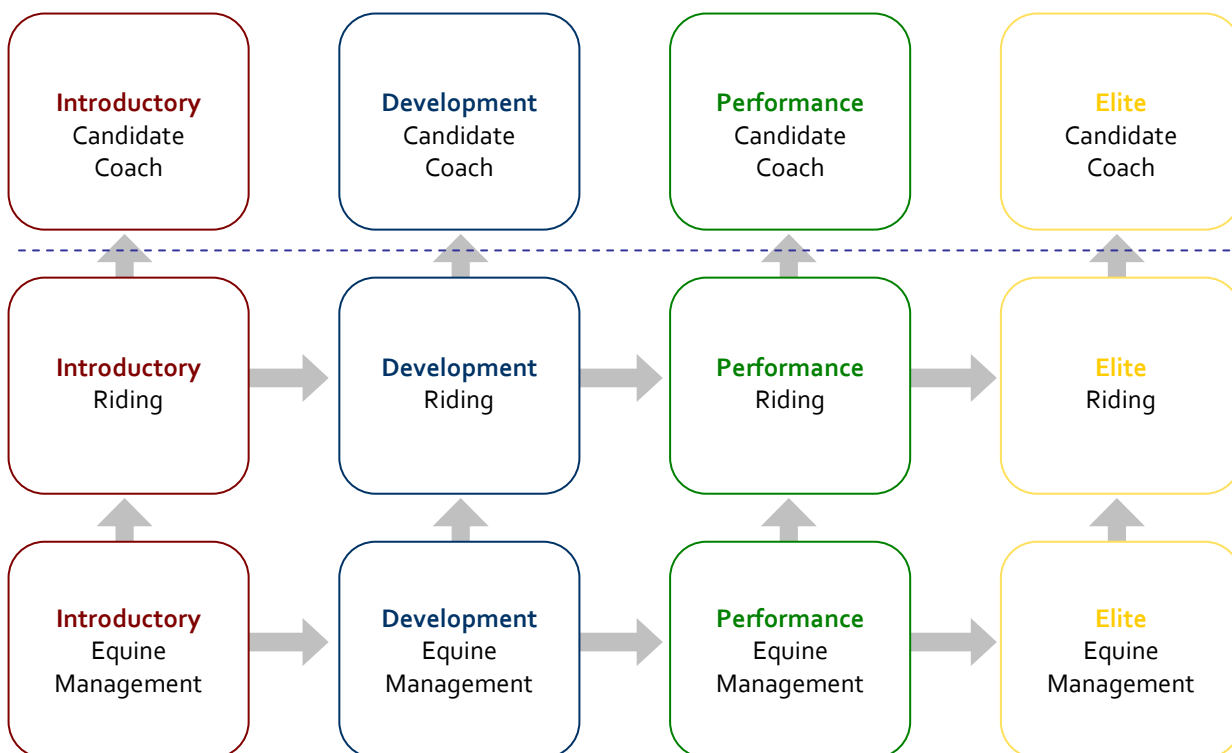
Candidates may complete the Riding and Equine Management activities for the relevant level in any order.

Introductory Coaching

To ensure that the correct underpinning knowledge is in place, and for risk management reasons, before progressing to the Introductory Coaching program candidates must:

- complete the Introductory Riding Program
- complete the Introductory Equine Management Program
- be 18 years of age or over
- be a current Member of ESNZ

ESNZ Coach Development Pathways



Candidates may choose to complete the Riding pathway and/or the Equine Management pathway without progressing to the Coaching pathway. This may be useful as a training program for members of Young Rider or Emerging Talent Squads or for school students not yet old enough to commence the Coach training programs.

Any member of the public can participate in the ESNZ Riding or Equine Management programs for their own personal development.

Introductory Equine Management

- Physical & Behavioural Characteristics
- Horse Facilities: fencing, yards & stables
- Feeding: pasture, weeds, water, nutrition
- Horse Health & Care
- Grooming, Saddlery & Transport
- Working with Horses
- Lungeing
- Animal Welfare Legislation



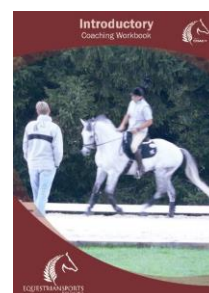
Introductory Riding

- Upright Seat, Weight Aids, Leg Aids, Rein Aids
- The Training Scale
- First-Level Dressage
- Leg-Yielding
- Warm-up & Cool-down
- Self-analysis
- Trotting Poles & Riding Out



Introductory Candidate Coach

- The ESNZ Coach Development Framework
- The Rider-Centred Approach
- Coach Self-Development
- Developing Skills through Games & Activities
- Equestrian Program Management
- The Introductory Equestrian Coach in Action
 - Coaching the beginner rider
 - Coaching the inexperienced rider



Learning options



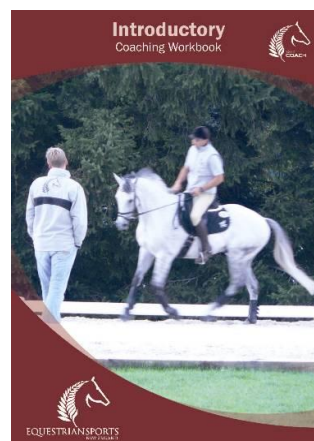
The ESNZ Coach training programs are designed to facilitate a “blended learning approach”, whereby activities and practical application tasks can be completed in a face-to-face learning environment or in a distance learning environment in a self-paced manner

Candidates have flexibility and ownership of their preferred methods of learning that best suit their circumstances. Candidates may discuss their options with the National Sport Administrator and Coach Educators.

Much of the study may be completed in the candidate’s choice of face-to-face or independent study. However, for risk management reasons ESNZ strongly recommends that candidates only practice coaching skills under the supervision of another ESNZ Coach.

Candidates will inevitably complete this program in different timeframes depending on their background, experience, time available to undertake the learning and assessment, and their access to suitable horses, venues, equipment and learning opportunities.

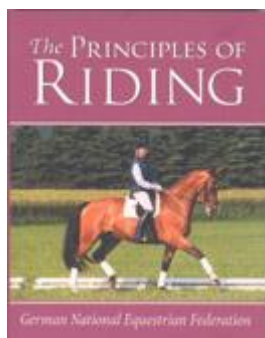
Candidate workbooks



Candidates receive a workbook for each Program they have enrolled in. These workbooks contain the majority of the learning and assessment content for the program.

Compulsory readings

In addition to the candidate workbooks, ESNZ requires candidates to obtain access to one text book:



The Principles of Riding, German National Equestrian Federation

The Principles of Riding is required reading for:

- [Introductory Riding](#)
- [Introductory Coaching](#)
- [Development Riding](#)
- [Development Coaching](#)

ESNZ Recommends candidates purchase their own copy of this book as it is a valuable reference for a career with horses, however candidates may complete their studies with a borrowed text book if they desire.

It is important to note that there is much in the ESNZ programs that is very closely linked to this text book and successful completion will depend on an understanding of the text.

Assessment options

Workbook Activities and Practical Activities may **only** be assessed by a Coach Educator accredited by ESNZ.

ALL Coach Educators of any level or discipline are authorised to assess all parts of the

- Introductory Riding program
- Introductory Equine Management program
- Introductory Coach program



As this program employs competency-based training and assessment principles, and is designed to meet the individual needs of candidates; the issue of flexible assessment and training methodologies is well addressed. As part of this process, candidates who require, or would benefit from differing delivery and/or assessment approaches will be accommodated wherever possible. Examples of flexible assessment options may include:

- ✓ *Oral instead of written assessment (with use of a scribe for purposes of records)*
- ✓ *Video instead of face-to-face evidence*
- ✓ *Integrated assessment (assess multiple competencies/modules in one task)*
- ✓ *Self-paced activities*
- ✓ *Multiple assessment attempts, if required*
- ✓ *On-the-job assessment in a practical/real Equestrian environment*

Regardless of the delivery method utilised, the competencies/learning outcomes remain the same, and all candidates must demonstrate competence in all areas of the program.

Certificates of achievement

To receive their certificate of achievement for each/any program (Riding, Equine Management and Coaching), candidates must send a copy of ALL signed activity verifications to the ESNZ National Office. Each workbook contains a checklist to ensure candidates include all the required verifications.

Coach qualification and Coach registration



For candidates who have completed the ESNZ Introductory Coach training program, this is the first step in being a registered, practicing ESNZ Coach. ESNZ maintains an annual coach registration scheme for a number of purposes to:

- Ensure only current, practicing Coaches are advertised to the public
- Ensure advertised Coaches are up-to-date in risk management and first aid
- Protect the ESNZ Coach brand from false advertisers
- Provide publicity in the equestrian community about the benefits of ESNZ-registered Coaches
- Provide ESNZ-registered Coaches with ongoing learning and development opportunities
- Provide ESNZ-registered Coaches with exclusive email updates and educational coach magazine
- Provide ESNZ registered Coaches with various gifts and discounts from ESNZ and commercial partners

ESNZ-qualified Coaches should register annually with the National Office to remain listed for that year.

To be eligible for registration, a new Introductory Coach must be a current member of ESNZ and hold a current First Aid certificate when they submit their coach registration form.

Ongoing development

Ongoing Development is a policy that requires ESNZ Coaches to complete a variety of development activities over the registration period. Ongoing Development aims to ensure quality coaching by ensuring all ESNZ Coaches maintain and further develop their coaching knowledge and skills.

Why do ESNZ Coaches need to undertake Ongoing Development activities?

- Ongoing Development keeps ESNZ Coaches in contact with the most up-to-date techniques, science and coaching methods.
- Ongoing Development ensures that ESNZ Coaches stay abreast of rule changes.
- Ongoing Development can play an important role in ensuring that the Equestrian coaching environment is safe for all participants, as well as reducing the likelihood of coaches becoming involved in legal actions.



Welcome to a rewarding career in coaching



ESNZ Introductory Equine Management

Program Outline

MODULE 1 - Physical and Behavioural Characteristics

- The points of the horse
- Identifying traits
- Horse behaviour and safety
- Safe methods for handling horses

MODULE 2 - Horse Facilities

- Minimum paddock requirements for grazing horses
- Fencing suitable for horses
- Yards and stables suitable for horses
- Risk management and safety issues in and around the stables
- Stable bedding and maintenance

MODULE 3 - Feeding

- Attributes of pasture and basic management
- Poisonous weeds and symptoms of poisoning
- Common horse feeds and basic nutritional properties
- Water requirements of horses
- Minimum standards of nutrition and body condition scoring
- General rules of feeding
- Correct storage of feed
- Poor quality or spoiled feed

MODULE 4 - Horse Health and Care

- Signs of good health
- Bacterial infections strangles and tetanus
- Internal parasites and worming routine
- Skin conditions
- Lameness and swelling in the legs and joints
- Symptoms of laminitis/founder
- Symptoms of colic
- Symptoms of tying up/azoturia
- Hoof care
- Care of the horse's teeth
- When to call the vet

MODULE 5 - Grooming, Saddlery & Transport

- Grooming
- Snaffle bridles
- Saddles
- Fitting common tack
- Fitting a saddlecloth
- Types of boots
- Types of covers, fittings and materials
- Cleaning and storage of tack and other equipment
- Preparation for transport by road

MODULE 6 - Working with Horses, Lungeing & Legislation

- Working with Horses
- Lungeing
- Legislation – the Animal Welfare Act

Care of the horse's teeth

Extract: CORMS

Care of teeth

Horses with worn or abnormal teeth are unable to chew their food properly, resulting in poor digestion. Common signs of this are:

- half-chewed food dropping out of the mouth
- poor condition and lack of energy
- whole grains, such as oats, in the droppings
- avoidance behaviour, associated with the bit, and failing to respond to pressure on the reins.

In the mature horse, sharp and uneven edges may develop on the outer edges of the upper teeth and on the inner edges of the lower incisors. These should be evenly filed by a veterinary surgeon.

In younger horses, the primary or milk teeth are sometimes not shed and this interferes with the digestive process. A competent horse dentist or veterinary surgeon can easily remove these crowns.

The horse's teeth should be examined as least annually for conditions that may cause unnecessary pain or interference with normal feeding and digestion. The period should be reduced to 6 months when concentrates or grains are being fed regularly as a large portion of the ration.



Right above and below:
Dental care is important as a horse's teeth grow throughout its entire life.

Usually teeth wear against each other and are ground down, however where teeth do not meet well, the growth causes various problems in the soft tissues of the mouth and tongue and also can cause problems with the other teeth or the bones of the skull.

The skull at the top illustrates a healthy set of even teeth, the skull at the bottom shows the sort of malformation that can occur. The top teeth have grown very long and at the rear, they have become angled and are grinding the lower teeth unevenly. This could have been rectified by a dentist or vet.



Activity

Describe two signs that a horse's teeth are causing it discomfort, requiring further investigation:

11

21

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Introductory Equine Management Workbook

Module 4 page 15

Poisonous weeds and symptoms of poisoning

Common weeds in your area and the symptoms of poisoning

Speak with local land-owners, local farm consultants, or your local council to find out the names and identifying features of the most common poisonous weeds in your area and the best means of removal. Be familiar with the symptoms of poisoning from local poisonous plants so quick action can be taken if poisoning occurs.

Pasture and bushland weeds



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Introductory Equine Management Workbook

Module 3 page 3




ESNZ Introductory Riding

Program Outline

MODULE 1 – Riding on the Flat

- Riding equipment
- The upright seat
- Weight aids
- Leg aids
- Rein aids
- Coordination and effect of aids
- The training scale
- Paces and transitions of First-Level dressage
- Movements and tracks of First-Level dressage
- Leg yield
- Riding in a group and traffic rules in the arena
- Warm-up and cool-down
- Self-analysis



Activity

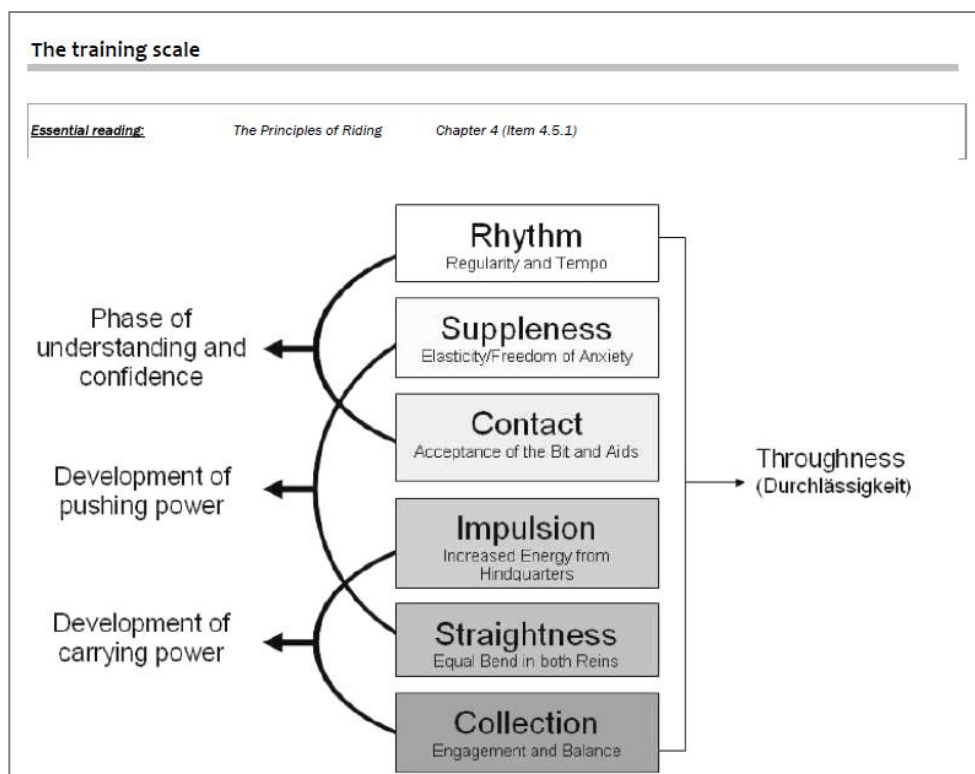
Describe one purpose of leg-yielding: _____

Describe the aids for achieving leg-yielding: _____

Describe two ways leg-yielding can be done: _____

MODULE 2 – Riding Out and Trotting Poles

- The forward seat
- Using the aids in a forward seat
- Riding over poles in walk and trot
- Riding out in the open
- Riding on the road





ESNZ Introductory Coaching

Program Outline

Module 1 - The ESNZ Coach Development Framework

- Topic 1 – ESNZ Structure
- Topic 2 – ESNZ Coach Development Framework
- Topic 3 – ESNZ Coaches Ongoing Development

Module 2 - The Rider-Centred Coach Approach

- Topic 1 – Creating a Positive Learning Environment
- Topic 2 – Your Rider-Centred Coaching Philosophy
- Topic 3 – Identifying Rider Characteristics
- Topic 4 – Varying Your Coaching Style
- Topic 5 – Inclusive Coaching
- Topic 6 – Rider Ownership and Involvement

Module 3 - Coach Self-Development

- Topic 1 – Coach Self-Analysis
- Topic 2 – Coach Improvement Action Plan

Module 4 - Developing Introductory Skills through Games

- Topic 1 – Stages of Skill Learning
- Topic 2 – Learning Styles
- Topic 3 – Effective Use of Questioning
- Topic 4 – Tips for Providing and Receiving Feedback
- Topic 5 – Using Modified Activities or Games to Teach Equestrian Skills and Tactics

Module 5 - Managing an Introductory Equestrian Program

- Topic 1 – Ethical Responsibilities
- Topic 2 – Safety and Risk Management
- Topic 3 – Planning Sessions for Beginner and Inexperienced Riders
- Topic 4 – Working Effectively With Others

Module 6 - The Introductory Equestrian Coach in Action

- Topic 1 – Safety Requirements
- Topic 2 – Arena Traffic Rules
- Topic 3 – Common Ride Formations and Commands
- Topic 4 – Coaching Groups and Individuals
- Topic 5 – Breaking Skills Down
- Topic 6 – Skill Progressions
- Topic 7 – Questions & Imagery to Develop Body Awareness & Other Skills
- Topic 8 – Common Rider Problems, Causes and Solutions

Skill Development Activity/Game 2

Purpose -

Description -

Key Questions and Challenges -

Progression -

Cool Down, Session Summary Points and Take-Away Tasks

Arena Plan Template, Notes, "Don't Forgets"

H

S

E

V

K

C

M

R

B

P

F

A

X

Providing Feedback - The Sandwich Approach:



The Coaching Risk Management Process

Risk management is not a complex process. Coaches can easily provide a safe and fair training/competition environment for their riders, which will help them to avoid litigation, by following some basic steps. These steps form the Risk Management Process and are as follows:

