

---

The Alberta Equestrian Federation (AEF) is pleased to offer the Pump Up Your Levels Funding Incentive. The objective is to encourage growth within the National Learn to Ride/Drive programs, encourage use of Equestrian Canada (EC) certified instructors/coaches in stables/facilities, as well as to increase LTED participation by using existing programs already incorporating this framework, within Alberta.

### **FINANCIAL AWARDS**

The incentive includes two awards per calendar year; one \$1,000 financial incentive for a stable/facility, and one \$500 financial incentive for a current EC certified instructor/coach.

### **SELECTION PROCESS**

Selection is made based on fully completed applications alongside the highest number of rider tests in either discipline (combined) that are conducted by the instructor/coach and stable/facility for the applicable year.

### **APPLICATION CRITERIA**

Individual instructors/coaches may apply if they:

1. Are a current AEF member/instructor/coach in good standing and have been for two consecutive years (year applicable to application, e.g. Application deadline March 2018, must have had an AEF membership for 2017, and year application is being submitted 2018);
2. Are a resident of Alberta;
3. Have current instructor/coach status at time of the application.

Individual stables/facilities may apply if they:

1. Are listed as a stable/facility on the AEF stable/facility website listing and/or an AEF business member in good standing;
2. Hold current and valid commercial insurance (must include certificate of insurance);
3. If their facility resides in Alberta.

Applicants may apply once each year either as an instructor/coach or a stable/facility to receive funds. Applicants who have received funding in prior years, will not be eligible to apply for funding.

The application package must be complete and received at the AEF office by **Thursday March 29, 2018**. Late or incomplete applications will not be considered. All applicants will be notified by **April 30, 2018**. Successful applicants will be selected on the basis of information contained in their application forms that meets the criteria outlined.

AEF does not return application materials. Personal information is considered private and confidential. Successful applicants may be asked to provide information, articles or photographs at no charge to the AEF for use in electronic or hard copy marketing materials.

AEF reserves the right to withdraw or modify all or part of this program and application process.

## **ESSAY**

We require a minimum 400-word typed essay as part of your application package (12 pt Times New Roman font, double-spaced) with the name/facility on the top left. Below are items that should be included:

1. Please explain about your instructor/coaching training/experience, or your facility's background, including what disciplines you train in or operate out of your facility.
2. If you are selected to receive this incentive, how would you/your facility use it, and how would the funds help you?
3. What are your future equine-related plans, and how will those plans benefit equestrians and equines in Alberta?
4. How do you think equestrian education/rider and athlete development could be advanced in Alberta?
5. How has being a member of the AEF benefited you?
6. How has the Learn to Ride program helped benefit you as an instructor/coach/facility? How has working with a certified coach benefited you as a facility or how has your certification as a coach benefited you as being certified?
7. Do you plan use and help promote this program again next year?

## **SHORT BIOGRAPHY AND IMAGE FOR ALBERTA BITS**

As part of the application, each applicant is required to write a short biography of 130-150 words telling a little bit about themselves or their facility and what they plan to use the funds for if granted. In addition, all applicants must submit a high – resolution image (300 dpi minimum), and should be representative of horse and rider, coach with students, facility photo etc.

Successful award recipients will be announced and published in an upcoming issue of Alberta Bits magazine that will include the submitted biography and photo. Images/text may be cropped/edited by the editor of Alberta Bits.

Please forward biography and high-resolution image (minimum 300 dpi) to [coaching@albertaequestrian.com](mailto:coaching@albertaequestrian.com). These must be sent on or before the deadline on the application.

## **LETTERS OF REFERENCE**

Two (2) written letters of reference.

References must include name, address and email address or phone number of the person providing the reference. Please inform your two references that the AEF may contact them.

## **PACKAGE CHECK LIST**

Email/Mail one complete copy of the following items:

- Cover Letter
- Application form (either for instructor/coach or for stable/facility)
- Essay
- Biography and Photo
- Two reference letters

The completed application package may be sent by mail/email with a cover letter to the AEF Coaching Coordinator. Please ensure that electronic applications are sent as **one singular PDF file**.

*If you have any questions, please contact the AEF Coaching Coordinator.*

Please mail in confidence to:

Alberta Equestrian Federation  
Attention: Coaching Coordinator  
Suite 100, 251 Midpark Blvd SE  
Calgary, AB T2X 1S3

Please email in confidence to:

AEF Coaching Coordinator  
[coaching@albertaequestrian.com](mailto:coaching@albertaequestrian.com)

**Deadline is midnight March 29, 2018.**

*Late or incomplete entries will not be considered.*



## Pump Up Your Levels Instructor/Coach Application

100, 251 Midpark Blvd SE, Calgary, AB T2X 1S3  
Phone: 403.253.4411 • Toll Free: 1.877.463.6233  
Fax: 403.252.5260 • coaching@albertaequestrian.com  
albertaequestrian.com

---

Please print clearly. Provide one completed copy of all materials as identified on the "package check list".

Instructor/Coach's Name: \_\_\_\_\_  
(Last Name) (First Name)

Instructor/Coach's Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ PC: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proof of Citizenship Included: \_\_\_\_\_

AEF Membership Number: \_\_\_\_\_

Instructors/Coach's NCCP Number: \_\_\_\_\_

Instructor/Coach's Discipline: \_\_\_\_\_

Number of tests conducted (please indicated which facilities you completed testing at):

I hereby acknowledge that all the information supplied is correct (applicant):

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Name and signature of Parent or Guardian required if applicant is under 18 years of age:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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



**Pump Up Your Levels**  
**Stable/Facility Application**  
100, 251 Midpark Blvd SE, Calgary, AB T2X 1S3  
Phone: 403.253.4411 • Toll Free: 1.877.463.6233  
Fax: 403.252.5260 • coaching@albertaequestrian.com  
albertaequestrian.com

---

Please print clearly. Provide one completed copy of all materials as identified on the "package check list".

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ PC: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of the Legal Facility Owner: \_\_\_\_\_

Owners AEF Membership Number: \_\_\_\_\_

Name of instructor(s)/coach(s) who did testing:

Do these instructors/coaches operate out of your facility:    Yes    No

Disciplines offered at stable/facility:

Number of tests conducted: \_\_\_\_\_

I hereby acknowledge that all the information supplied is correct (applicant):

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Name and signature of Parent or Guardian required if under 18 years of age:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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