



## **Lesson Plan, Emergency Action Plan, & Portfolio Formatting & Submission Requirements**

Please follow these mandatory formatting requirements when submitting lesson plans, emergency action plans and Competition Coach Specialist/High Performance Coach portfolios.

### **Instructor/Competition Coach Lesson Plan & Emergency Action Plan Formatting Requirements:**

- Typed (not handwritten)
  - Arial or Calibri font
  - Size 12
  - Single Spaced
- 1-sided pages only;
- Submit as one singular document in PDF or Microsoft Word (JPEG images not acceptable);
- Send as an email attachment (do not embed them into your email, do not send via dropbox etc);
- Hard copy documents are acceptable, as long as formatting requirements are followed;
- Maps/Diagrams can be hand drawn;
- Emergency Action Plans can be completed on your home or local facility;
- All documents must contain the candidate's name on each page;
- Written Lesson Plan topics are assigned in advance by the AEF office. If you plan to attend an evaluation, please email [coaching@albertaequestrian.com](mailto:coaching@albertaequestrian.com) to retrieve your designated written lesson plan topic in advance to the written lesson plan submission deadline;
- Templates are available to create lesson plans and emergency action plans. It is important to note that it is not mandatory for candidates to utilize these templates; they are simply provided as a tool and can be used as a guideline, if desired. Candidates are welcome to use the template itself or they may wish to use certain elements of it, and add their own detail. Editable template versions are available and can be retrieved by emailing [coaching@albertaequestrian.com](mailto:coaching@albertaequestrian.com) .

## **Competition Coach Specialist/High Performance Coach Portfolio Requirements:**

- All documents within the portfolio must be typed (not handwritten)
  - Arial or Calibri font
  - Size 12
  - Single Spaced
- 1-sided pages only;
- Portfolios must contain all prerequisites including yearly training plan, lesson plans and emergency action plan (they are not to be submitted in separate sections). Refer to portfolio checklist to ensure all items are included;
- Portfolios must be provided to AEF in either:
  - a hard copy format, in either a binder or duotang
  - as one singular PDF document (not in separate attachments)
    - Send as an email attachment (do not embed into your email, do not send via dropbox etc);
- Maps/Diagrams can be hand drawn;
- Emergency Action Plans can be completed on your home or local facility;
- All documents must contain the candidate's name on each page;
- Competition Coach Specialist/High Performance candidates may choose to do their written lesson plans on their choice of topic from the approved list of topics available;
- Templates are available to create lesson plans, emergency action plans, and yearly training plans. It is important to note that it is not mandatory for candidates to utilize these templates; they are simply provided as a tool and can be used as a guideline, if desired. Candidates are welcome to use the template itself or they may wish to use certain elements of it, and add their own detail. Editable template versions are available and can be retrieved by emailing [coaching@albertaequestrian.com](mailto:coaching@albertaequestrian.com) .

***Failure to follow these formatting protocols, (as part of the evaluation process), will result in the candidate being subject to a \$100 penalty each time the documents are improperly submitted.***