



HSI Coach Education Programme

Continuous Professional Development (CPD)

Continuing Coach Education is a constant process by which Horse Sport Ireland (HSI) coaches listed as Accredited Coaches by HSI, maintain and develop the skills, knowledge and competencies relevant to their current professional status.

The Continuous Professional Development system operated by the HSI Coaching Department will be overseen by the Coaching Steering Committee. The system will be based on accumulation of credits on an annual basis. A minimum number of credits will be required annually by a coach wishing to remain active on the HSI Coaching Register which is published on the web.

Credits may be obtained through attendance/ participation at courses and seminars at home and overseas. The following information will be required post the event:

1. Name & address of the provider of the course / event
2. The title of the course / event, its location, a description of the subject matter covered and the names of the tutors.
3. The dates attended.

Mandatory Requirements:

- I. Current, valid First Aid certificate
- II. Child Protection Basic Awareness course certificate
- III. Garda Vetting / Access NI Police Check

The Accreditation year will run from 1st December to 31st November.

Minimum credit requirement for retention of Accredited Coach status per annum = 5



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Why CPD?

Why must HSI coaches join the CPD system?

- 1. Professional obligation – it is the duty of each coach to provide the best possible level of training to their clients.**
- 2. Maintain a Quality Qualification Standard – HSI must ensure that all accredited coaches constantly upskill in order to maintain the high level of coaching associated with the HSI Coaching qualification.**
- 3. Client expectation – Clients will have more confidence in the level of training they are receiving knowing that the coach is part of an assured CPD system.**
- 4. Personal Satisfaction – increasing confidence based on gaining more knowledge and interaction with your peers.**
- 5. Improves career prospects.**

Extensions and Waivers of CPD Requirements-

- 1. The Coaching Steering Committee may grant or deny, in part or in total, an application for extension or waiver of CPD requirements, upon proof that circumstances beyond the Coach's control prevented completion of such requirements.**
- 2. The Coaching Steering Committee may, in individual cases involving medical disability or protracted illness of the coach grant waivers of the CPD requirements or extensions of time within which to fulfil the same.**
- 3. In such instances a written request must be submitted.**



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CPD Credit Allocation Table

CPD Events of not less than ½ day duration-

The below is a guideline. Please contact email jdiamond@horsesportireland.ie for verification on individual courses.

Horse Sport Ireland – Coaching courses / Seminars / Workshops ->	3 credits
* Hosted by HSI Affiliates – Courses / Seminars / Events / Workshops -> eg. EI, SJI, DI, IPC, AIRE, AIRC etc. <i>(Prior verification required)</i>	1-2 credits
* Hosted by FEI / BHS / Other National Federations – Courses / Events / Seminars - > <i>(Prior verification required)</i>	1-2 credits
Hosted by Coaching Ireland - Courses / Seminars / Events / Workshops ->	3 credits
Misc. Courses / Seminars / Events / Workshops -> E.g. Health & Safety; First Aid, Child Protection, physical fitness, mental fitness, nutrition <i>(Prior verification required)</i>	1 credit

*** Note:** Courses delivered by providers other than HSI and Coaching Ireland must contain content relevant to the HSI Coaching Programme, Levels 1, 2 & 3. If proposing to attend a course and unsure whether it is appropriate for a Credit allocation, please contact the Coaching Department for prior verification.

NB. It is the responsibility of each Coach to maintain records, certificates or other evidence of compliance with the CPD requirements and to submit these to Horse Sport Ireland, Coaching Department within 1 month of the end of the Accreditation year. Any coach who does not acquire the required number of credits and submit sufficient evidence of same will be removed from the 'active' list of coaches.



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Horse Sport Ireland CPD Record Card

Name: _____

Address: _____

Mobile: _____ **Email:** _____

<u>Date</u>	<u>Activity</u>	<u>Credits</u>

Please return the completed card to: **Jennifer Diamond, Coaching Department,**
Horse Sport Ireland, Beech House, Millennium Park, Naas, Co. Kildare.

Please attach copies of Certificates of Attendance and/or the detailed information required as outlined on Page 1 of this document.