

2025



# STEP BY STEP GUIDE TO EA COACH RENEWAL

---





# Documents you will need for 2025/2026 Coach Renewal

1

Must either join Marsh insurance or provide a COC Insurance – Equivalent from another provider - \$20 million

2

Need to complete the 2025 Annual Update on Sport Integrity Australia

3

Coach update every 2 years for Coaches and SSTA's and Coach Educator Update every 2 years as a CE. As a Coach Educator you do not need to complete both.

4

First Aid (HLTAID011)

5

Tick Concussion & Incident Reporting Update Box as part of the renewal process

6

Current Working with Children Check



EQUESTRIAN  
AUSTRALIA

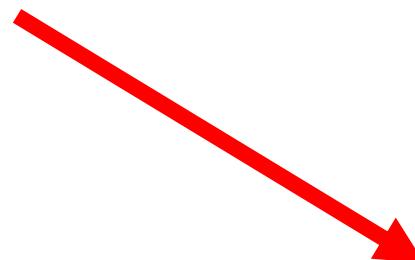


## Step 1

# Logging onto your MYEA Account:

1

First go to [www.equestrian.org.au](http://www.equestrian.org.au) and click on MEMBERS INFO in the top right corner:



2





## Then Click on the MYEA Quick Link

3

The screenshot shows the Equestrian Australia website header with the logo and navigation menu. Below the header is a search bar and social media icons. The main content area features a 'QUICK LINKS' section with a grid of buttons. The 'MyEA Member's Portal' button is circled in orange. Other buttons include 'Forms & FEI Documents', 'Clean Sport', 'EA Policies & Bylaws', 'Horse Welfare', 'I am a Club', 'Member's Education', 'I am a Coach', 'EA Newsletters', and 'I am an Official'. To the left is a 'DISCIPLINE RULES AND POLICIES' section with a 'Learn More' button. To the right is a 'RESULTS, COACH, OFFICIAL, CLUB & HORSE SEARCH' section with a search button.

4

## Then Click on Access MYEA

### MYEA

Equestrian Australia and the State Branches in conjunction with Nominators have launched **MyEA** – an online portal for EA members.

**MyEA** consolidates all the important functions that members need to access. Through **MyEA** you can complete member registrations online, manage your details, view results and more.

Take a tour of **MyEA** today by clicking on the button below.

*Please note you will need your EA member number and password to access MyEA. If you do not remember your password you will be able to retrieve this by following the prompts on the next window.*

Access MyEA

MyEA FAQs



EQUESTRIAN  
AUSTRALIA

# Log in using your EA Membership Number and Password

5

If you don't know your password, click on the "Forgot your password" link. This will then allow you to enter your EA membership number, or your email address, and the system will email you your password.

If you are still having difficulties, please call your state branch

ENSW : 02 9620 2660  
EQLD : 07 3891 6611  
ENT : 0497 303 535  
ESA : 08 8391 0488  
ETAS: 0477 685 265  
EVIC : 03 9013 0707  
EWA : 08 9296 1200

**Member**

EA Member Number:  
3102820

Password:  
.....

Show Password

protected by reCAPTCHA  
Privacy - Terms

Forgot your password?

LOGIN

If you have not logged in before click on **Forgot your password** and follow the prompts for a new password to be generated so you can log in

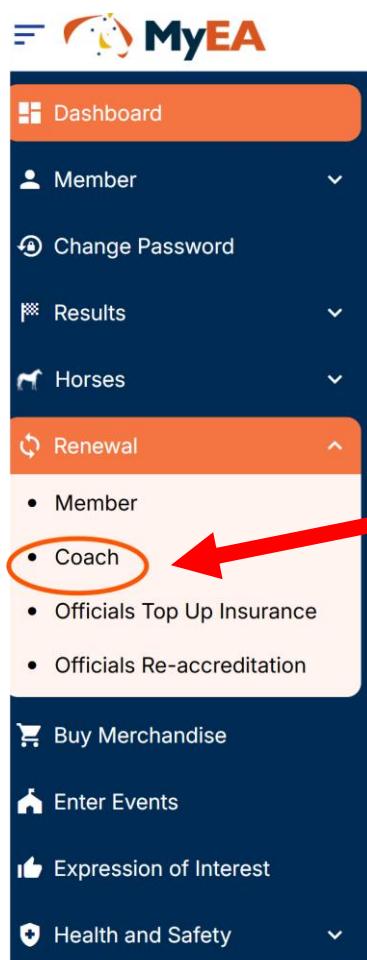
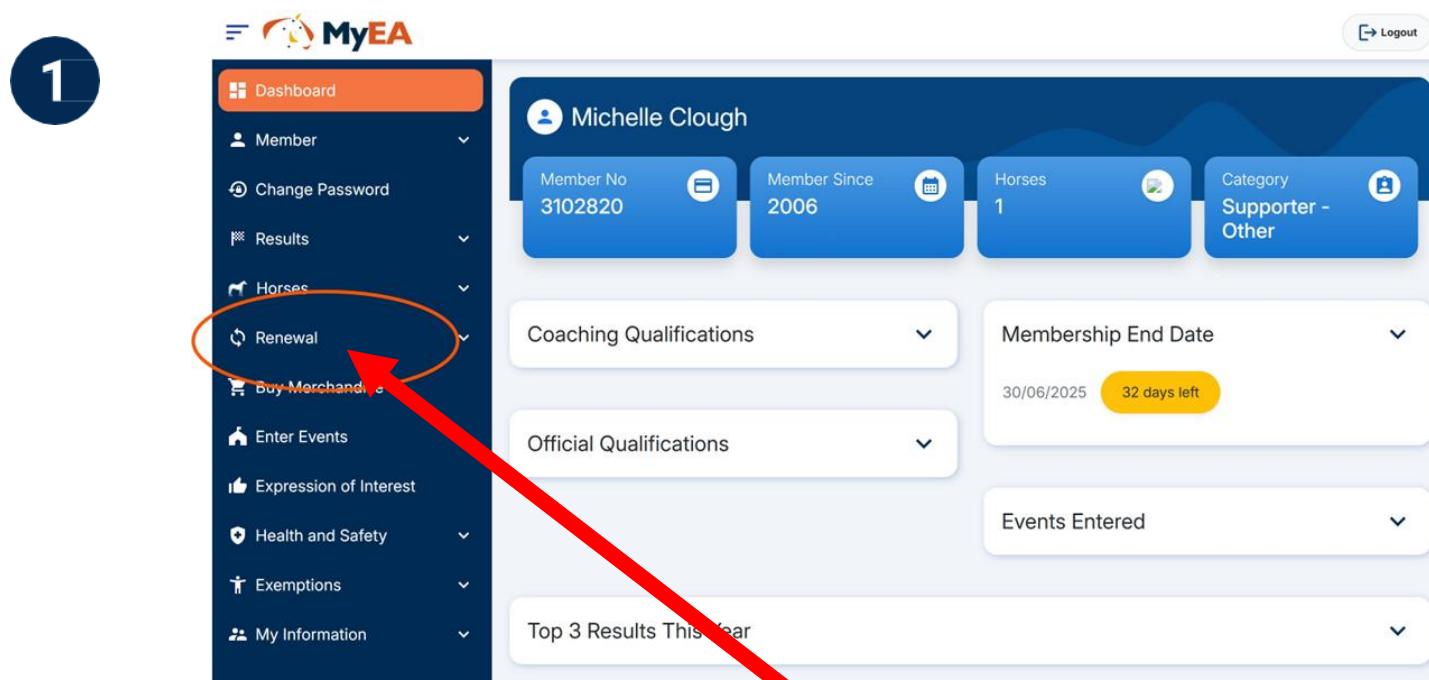
**Now you are logged into MyEA!**



EQUESTRIAN  
AUSTRALIA

## Step 2

# Renewing your Coaching Registration: Click on Coach Renewal



Then **CLICK RENEWAL**  
Then **CLICK COACH**



EQUESTRIAN  
AUSTRALIA

# Make sure all your Personal Details are correct and up to date

2

[Membership details](#) > [Coach Registration Category](#) > [Documents](#) > [Coaching Qualifications](#) > [Terms and Conditions](#) > [Payment](#)

## EA Coaching Accreditation Renewal

Please check and update your personal details.

### Title, Names

Title: Mrs

First Name: Michelle

Middle Name:

Surname/Assoc.\* Clough

Gender:\* Female

You need to complete all the Personal details and check your information is correct and up to date, once completed please Click NEXT at the bottom of the page

Back Next

Click NEXT



EQUESTRIAN  
AUSTRALIA

# Choose your Coach Registration Category

3

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

## Coach Registration Category

Please select the appropriate coach registration category for your needs.

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)

- EA Coach registration + Marsh Insurance - (Cost: \$274.00) Includes: Registration as an EA Accredited Coach, full insurance coverage as detailed [HERE](#)
- EA Coach Registration Only, provide own insurance - (Cost: \$94.73) Includes: Registration as an EA Accredited Coach, no included insurance
- Non practicing coach – no insurance - (Cost: \$100.00) Includes: No Insurance, no registration

Back Next

Then Click NEXT

## IF YOU CHOOSE:

EA Coach Registration + Marsh Insurance it will take you to the Coach Update Section

EA Coach Registration ONLY it will take you to a page to Upload your insurance COC then it will re-direct you to the Coach Update page

Non-Practicing will take you to the Coaching Qualification page then T&C's then Payment



EQUESTRIAN  
AUSTRALIA

# If you are renewing as a non-practicing coach, you will need to Click on the TICK BOX to proceed

**EQUESTRIAN AUSTRALIA**

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

### Coach Registration Category

Please select the appropriate coach registration category for your needs.

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)

- EA Coach registration + Marsh Insurance - (Cost: \$774.59) Includes: Registration as an EA Accredited Coach, full insurance coverage as detailed [HERE](#)
- EA Coach Registration Only, provide own insurance - (Cost: \$349.78) Includes: Registration as an EA Accredited Coach, no included insurance
- Non practicing coach - no insurance - (Cost: \$100.00) Includes: No Insurance, no registration
- By registering as a non-practicing coach I can confirm I am not actively coaching for the period of 1st July 2025 – 30th June 2026 but I wish to keep my coaching record active in the event that I return to coaching at a later date.

[Back](#) [Next](#)

Then Click NEXT

You have selected **NON-PRACTICING COACH**, this means you have zero insurance coverage to coach for the 2025/26 registration period. You can upgrade your registration by contacting the Pathways Administrator at any time during this period, or click **CANCEL** below to change your registration option. Click OK to proceed with your registration as a Non-Practicing Coach.

[Cancel](#) [Ok](#)

Then Click OK

It will then take you direct you to the Coach Qualification Page and ensure all qualifications are ticked. Followed by the T&C's and Payment Page.

**EQUESTRIAN AUSTRALIA**

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

Your current coaching accreditation details are listed below  
If you no longer wish to remain current in a particular accreditation, simply untick the box next to it.  
Leave ticks in the boxes next to those you wish to renew

### Coaches Qualification Details

Qualification Type	Level
<input type="checkbox"/> General	Level 1
<input type="checkbox"/> Eventing	Level 2

[Back](#) [Next](#)

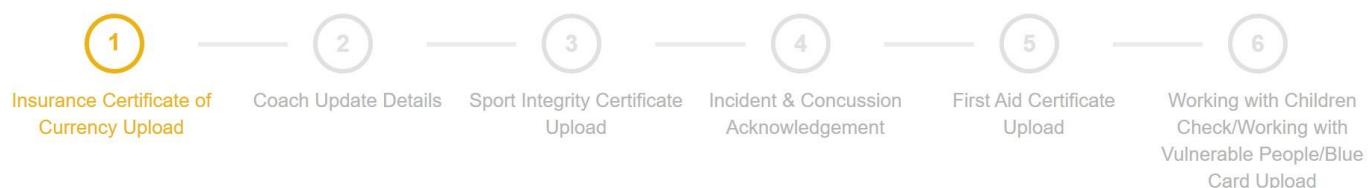
Then Click NEXT

# If you choose EA Registration ONLY the NEXT Step will be to provide a copy of your COC

4

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)



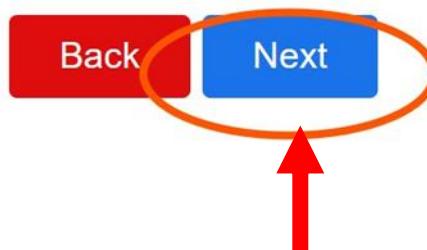
Your Insurance coverage should provide at minimum equivalent cover to that which is provided with EA's included insurance option – for more information please click [HERE](#)

Name of Insurance Provider:\* EA

Document:\* Choose Files No file chosen

Insurance expiry date :\* 31/05/2026

You will need to upload a copy of your COC, click choose files and it will take you to your computer where you can upload your documents.



Then Click NEXT



EQUESTRIAN AUSTRALIA

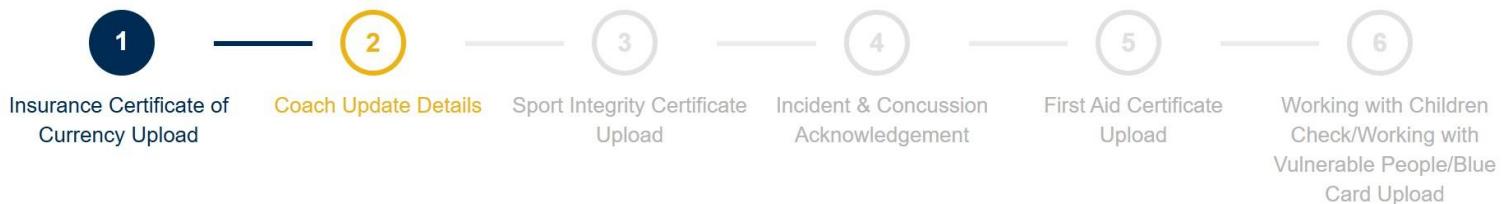
# COACH or COACH EDUCATOR UPDATE

You need to complete the details of your last Coach /CE Update, you will need the date, the presenter and the Location

5

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)



All EA Coaches/SSTA's are required to attend a Coach Update every 2 years.

An update can be presented by any Coach Educator, your local State Branch or can be completed online through the EA Office. If you have upgraded your qualification this counts as a Coach Update in the 2-year timeframe.

Coach Educators are required to complete a Coach Educator Update every 2 years to maintain their CE status.

SSTA's Only need to complete a Coach Update every 2 Years.

Date of most recent Coach Update attendance:\*

Presenter:\*

Location:\*

Then Click NEXT



EQUESTRIAN AUSTRALIA

# Upload your Sport Integrity Australia (SIA 2025 Annual Update

Then upload your 2025 Sport Integrity Australia 2025 Annual Update from the drop-down menu or from your computer

6

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)



All coaches are required to complete the Sport Integrity Annual Update 2025  
Please upload the Sport Integrity Certificate to proceed.

Document:\*  No file chosen

Select	View	Document Type	Image Name	Image Size (KB)
--------	------	---------------	------------	-----------------

Then Click NEXT



EQUESTRIAN AUSTRALIA

# Tick the acknowledgement Box for Concussion and Incident Reporting

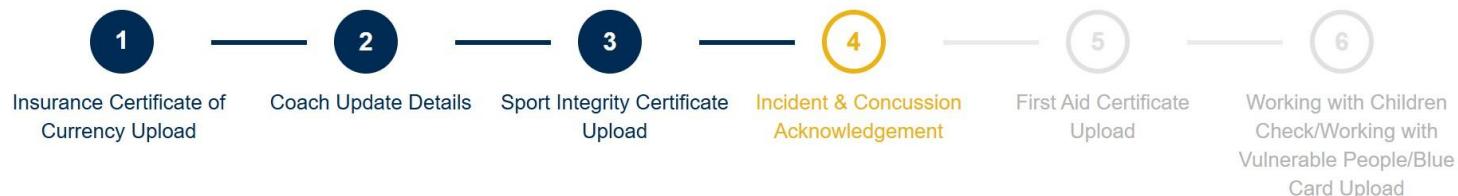
7



EQUESTRIAN AUSTRALIA

[Membership details](#) > [Coach Registration Category](#) > [Documents](#) > [Coaching Qualifications](#) > [Terms and Conditions](#) > [Payment](#)

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)



All EA Accredited Coaches are required to have read the 2025 Equestrian Australia Concussion Protocol Update [HERE](#) and must be familiar with EAs incident reporting procedure and report Form 08 [HERE](#)

I acknowledge that I have read, understood and will implement the updated components of the 2025 Concussion Protocol and I am familiar with Equestrian Australia Incident Report Form 08

Back Next

Then Click NEXT

Tick HERE



EQUESTRIAN AUSTRALIA

# Upload your First Aid Certificate

Then upload your Current and Valid First Aid Certificate, if it is on your profile, you can upload it from the drop-down menu, if not you can upload it from your computer.

8

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)



All EA Accredited Coaches are required to hold current valid Provide First Aid (HLTAID011) certification. We will accept (HLTAID003) Provide First Aid certificates until they expire. Provide Cardiopulmonary Resuscitation (CPR) (HLTAID009) is not compulsory, but strongly recommended.

First Aid Expiry Date:\*

Please upload your current First Aid Certificate, or select from currently uploaded documents on your profile.

Document:\*

Select	View	Document Type	Image Name	Image Size (KB)
<input type="button" value="SELECT"/>			FIRST AID KT July23.pdf	292

Then Click NEXT



# Upload your Current Working with Children Check

Then upload your Current WWC, if it is on your profile, you can upload it from the drop-down menu, if not you can upload it from your computer, you will need to enter the number and expiry date.

9

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

Please provide all the documentation requirements requested to ensure your coach renewal is processed. Once you have completed the renewal process your application will be sent to Equestrian Australia for approval. Any fraudulent or incorrect information provided will be rejected and your coach renewal will not be successful. If you require any assistance please email [coaching@equestrian.org.au](mailto:coaching@equestrian.org.au)

- 1 Insurance Certificate of Currency Upload
- 2 Coach Update Details
- 3 Sport Integrity Certificate Upload
- 4 Incident & Concussion Acknowledgement
- 5 First Aid Certificate Upload
- 6 Working with Children Check/Working with Vulnerable People/Blue Card Upload

All EA Accredited Coaches are required to hold a current valid WWCC/WWVP/ Blue Card.

WWCC/WWVP/Blue Card Expiry Date:   
WWCC/WWVP/Blue card expiry date is required

WWCC/WWVP/Blue Card Number:   
WWCC/Blue card number is required

Document:

Select	View	Document Type	Image Name	Image Size
--------	------	---------------	------------	------------

Then Click NEXT



EQUESTRIAN AUSTRALIA

# COACH QUALIFICATIONS

Please untick the qualification you no longer want to be registered for

10



EQUESTRIAN  
AUSTRALIA

[Membership details](#) > [Coach Registration Category](#) > [Documents](#) > [Coaching Qualifications](#) > [Terms and Conditions](#) > [Payment](#)

Your current coaching accreditation details are listed below  
If you no longer wish to remain current in a particular accreditation, simply untick the box next to it.  
Leave ticks in the boxes next to those you wish to renew

## Coaches Qualification Details

<input type="checkbox"/>	Qualification Type	Level
<input checked="" type="checkbox"/>	General	Level 1
<input type="checkbox"/>	Eventing	Level 2

Back

Next

Tick HERE

Then Click NEXT



EQUESTRIAN  
AUSTRALIA

# Tick The EA Accredited Coach Declaration

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

11

## EA ACCREDITED COACH DECLARATION

EA and its affiliated organisations have a duty of care to their members those associated with the sport of equestrian and to the individuals and organisations to whom the EA Policies apply, including the EA Child Safeguarding Policy. As part of this duty of care and as a requirement of the EA Child Safeguarding Policy, EA must enquire into the background of EA Members applying for registration as an EA Accredited Coach.

All EA Members wishing to be registered by EA as an EA Accredited Coach as defined in the National Integrity Framework are required to complete the following declaration.

I Sincerely declare:

1. I have met all the requirements in relation to state specific legislation regarding police checks, working with children checks and attached evidence as required.
2. I do not have any criminal charge pending before the courts, nor any criminal convictions or findings of guilt for offences involving drugs, violence, sexual activity, acts of indecency, child abuse or child pornography.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. I have never been sanctioned for an anti-doping rule violation within any sport.
5. I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me, including the EA Anti-Doping Policy.
6. To my knowledge there is no other matter that EA may consider to constitute a risk to its members, employees, volunteers, athletes, or reputation by accepting my EA Accredited Coach registration.
7. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 6] above has changed for whatever reason.
8. I acknowledge that I have read and agree to abide by the EA Code of Conduct for Coaches. I acknowledge I may be subject to disciplinary action if I breach the code. (Code of Conduct is available to view via [www.equestrian.org.au](http://www.equestrian.org.au) )
9. I acknowledge that by signing this declaration I am providing true and accurate information. If it is subsequently proven that the information which I have provided is untrue, false, incomplete, or misleading, then I acknowledge and accept that I may be subject to sanction under EA's applicable rules and policies.)

Note: agreeing to the terms of this declaration fraudulently can result in EA de-registering you as a coach. If you need further advice regarding this declaration, please contact the National Office.

I have read EA Accredited Coach Declaration and agree with the terms.

Tick HERE

Then Click NEXT



EQUESTRIAN  
AUSTRALIA

# Payment

Please check your details and order are correct then go to Payment Details – PLEASE NOTE the below is an example payment for EA Accreditation ONLY it is not the fee for 2025/2026

12

Membership details > Coach Registration Category > Documents > Coaching Qualifications > Terms and Conditions > Payment

### Coach Registration Category

	Price
EA Coach Registration Only, provide own insurance	\$349.78

### Coaches Qualification Details

Qualification Type	Level
General	Level 1

### Payment Details

	Price
Total:	\$349.78

This is an example payment

Complete Payment Details and then CLICK PAY NOW

### Payment Details

	Price
Total:	\$349.78

The following surcharges apply:  
AMEX 3%  
PayPal 1%

Card Type:\*

Card Number:\*   
AMERICAN EXPRESS VISA MASTERCARD

Expiry Date:\*  /  month/year(MM/YY)

Verification Code:\*  [show me where to find?](#)

