

## Guidance for Pony Club Activities under COVID-19 restrictions

### Rallies, Training and Competitions (Updated 26th June 2020)



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There is no obligation for any Branch or Centre to be putting on activities that they are not comfortable with. Each one is different and will be in a different place for adapting to new measures, particularly as much of the country is still in very heavy restrictions.

As always, we need to use our common sense to interpret the Government easing measures. Our priority always has to be the safety of our members, volunteers and families. This guidance is to help support Branches and Centres resume activity safely, following Government guidance and within Government restrictions.



#### General Principles

- 1** The health and safety of Pony Club Members, families and volunteers is the overriding priority for everyone to consider. (Pony Club Rule 1.11, 1.12)
- 2** Anyone attending a Pony Club activity must comply with Government guidelines, including local variations where applicable. (Pony Club Rule 1.8)
- 3** All training and competition organisers must complete a COVID-19 Risk Assessment in advance to manage risks and provide a safe, controlled and regulated environment for all involved. In addition, the usual event-specific risk assessments must also be completed.
- 4** Regular handwashing, cleaning and hygiene procedures are essential for all activities.
- 5** Social distancing of two metres should be maintained where possible; if this is not possible, individuals are advised to remain at least one metre apart, plus other mitigating measures.

- 6 For activity to successfully resume, these principles must be complied with, in a spirit of understanding and support for the organisers and everyone involved.

Where applicable, competitions should be run according to the National Governing Body organiser guidance, for example that used by British Dressage, British Eventing or British Showjumping.



## Rallies and Training

In much of the UK, the “gatherings” of up to 6 people restriction is still in place in addition to social distancing. As part of the risk assessment to enable the activity to run, the gathering restriction of 6 needs to inform all considerations of how members arrive, park, unload and get to the arena and how they leave.

At any point, there should only be a maximum of 6 people in a gathering. Following the latest easing of restrictions in England, The Pony Club Guidance for England and Northern Ireland allows for multiple gatherings of 6 where this can be safely managed – for example two rallies running concurrently in a large field.

Examples of how this might work practically are:

- Maximum group size of 6 to include the instructor: for example; a group of 4 riders, one coach and branch official/safeguarding officer in one arena.
- Minimise numbers on site:
  - We expect only one person from the same household to be transporting their child to training. This person can unload, assist tack up, rider getting onto the pony etc. but should then keep away from the arena, for example by remaining with their vehicle throughout the session, to maintain social distancing as they are not part of the gathering.
  - Other siblings and family members that are not involved in the lesson should not attend.
  - Allow time for groups to assemble and disperse.
- **Parking:** Parking should have 5-10m spaces.
- **PPE:** masks are not compulsory if social distancing is maintained but can be worn. It is not recommended that riders wear masks. See [Appendix 1 face mask guidance](#) from The Pony Club Medical Advisor, Dr Ted Adams. Gloves as PPE are not ideal if worn all the time as you touch things and then your face, hand washing is much better.
- Don't feel under pressure to put things on that are difficult or could become unsafe. Remember if a photo was taken at any time, would it be socially acceptable? (i.e. would you see people not socially distanced or a gathering of more than 6 people?)



## Competitions

Sport-specific guidance for running a competition under COVID-19 restrictions from a National Governing Body should be followed where applicable (Dressage, Endurance, Eventing, Polo, Polocrosse, Pony Racing and Show Jumping all have British governing bodies.)

General considerations for running a Pony Club Competition:

- Follow National Governing Body guidance
- Undertake COVID-19 Risk Assessment in addition to usual event risk assessments
- Everyone on site must adhere to Government guidance on social distancing
- Minimise people on site – no non-essential people
- Competitors to complete their event and leave as quickly as possible
- It is likely that any competition will come under scrutiny from local enforcement agencies - this must be communicated to members, their families and volunteers

### Pre-event

- COVID-19 risk assessment and event risk assessment completed
- Entries made online
- Numbers printed off by entrant at home if applicable
- Support team for rider limited to 1xRider and 1xSupport per horse
- Timetabling: example timings to minimise gathering of competitors
  - Dressage – additional 1-3 minutes between tests (3 minutes if judge writing scores only and collective comments at end)
  - Showjumping – 2-3 minutes between competitors
  - Cross Country – 2-3 minutes between competitors

### On Event

- Clear signage declaring that this is a regulated area and everyone on site must comply. Clear guidance on social distancing and hygiene
- Lorry / trailer parking: 10m between lorries if tying up both sides, 5m between if tying up on one side, 3m between if no tying up outside
- Medical cover provided in accordance with Health and Safety Rulebook – Medical staff to provide their own PPE
- Handwashing / sanitising and toilet facilities provided and cleaned as required in local guidance
- Refreshment and trade stands must employ strict social distancing measures
- Event information: no on-site event office or secretary, an optional information point can be provided to summon assistance (farrier, vet etc)

- Passport and vaccination checks may be carried out at random; volunteers and competitors to be protected by appropriate PPE / screens
- Volunteers may wish to provide their own PPE, food and equipment (clipboard, pens, whistles etc)

## Post Event

- Scores and results posted online
- No prize giving - any rosettes or prizes can be collected or posted later
- Score sheets etc may be posted, suggest competitor leaves a stamped, addressed envelope



## Examples of sport-specific guidance



### Dressage

- Minimise number of Arena Stewards
- Warm up: allow 15mx15m per horse, no coaches in warm up. Organiser to state maximum number in warm up area (eg: maximum 4 in a 60mx20m)
- Dressage Judges: plan for judge being on their own, they will write score for each movement and collectives and will make comments only for collectives. Judge may have writer from their own household in the car. Following latest change to social distancing to 1m, it may be possible for a judge and writer to share a box if suitable social distancing and other mitigating precautions are possible.
- Minimise handling of score sheets – scorer to collect dressage sheet from judge, no second scorer for double-checking.
- If dressage phase of event, scores can be passed to main scorer via radio, phone, live scoring or batch of scores photographed on mobile and email/text/message to scorer. Try to avoid hand delivering where possible.



### Show Jumping

- Warm up steward to control access to warm up
- Warm up: allow 15mx15m per horse, no coaches in warm up. Organiser to state maximum number in warm up area (eg: maximum 4 in a 60mx20m)
- Fence Steward to be provided by organiser to keep number in warm up arena below gathering of 6
- No spectators in warm up area
- Course plan posted online or on large boards on site
- Arena Party / course designer to have appropriate PPE and social distancing measures
- One judge in a box or 2 from same household, commentary not mandatory - following latest change to social distancing to 1m, it may be possible for two judges to share a box if suitable social distancing and other mitigating precautions are possible.

- If show jumping phase of event, judging sheet can be photographed and email/text/message to the event scorer



## Cross Country

- Warm up steward to control access to warm up
- Warm up: allow 15mx15m per horse, no coaches in warm up. Organiser to state maximum number in warm up area (eg: maximum 4 in a 60mx20m)
- Course plan posted online or on large boards on site
- Timekeeper, Starter and Control as needed - commentary not mandatory
- Jump judges - no mass briefings, suggest an online briefing if possible (BE producing a briefing video)
- Suggest handling of fence judge slips is avoided – radios can be used to relay scores to master score sheet



## Online Activities

Online learning is becoming the new normal and as we become more adept at using the range of platforms available, we need to remember our safeguarding training, the security of the platform and any age restrictions in place.

Centrally our team are using Microsoft Teams to connect virtually but many Branches and Centres are using the Zoom platform to deliver or access online training and coaching. There are many documents available to help you navigate how to use Zoom - our training Committee have developed some guidance, see [Appendix 2](#).

Please ensure you are not communicating with young people if they are not of the correct age to use a platform, it is vital that parents or guardians are informed of all communication taking place, to protect both parties. Standard Safeguarding practice is that no adult should be having direct private contact with U18s. Contact from Area Reps, DCs, Proprietors and Coaches should be made to the parent. Please also note that WhatsApp has a minimum age of 16 and displays users' numbers.

## Appendix 1



### Human face mask use at Pony Club activities

(16th June 2020, Dr Ted Adams)

#### Background

The COVID-19 pandemic has led to public health advice being given to the public and to health care professionals to wear face masks or coverings in some circumstances in public to reduce the risk of virus transmission from the wearer.

#### Public health advice

The Government's advice can be found [here](#). The pertinent section states:

If you can, you should also wear a face covering in other enclosed public spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas.

The underlying science on which this is based is described as "heterogeneous and somewhat sparse" and the precautionary principle of reducing risk to others is the agreed principle on which this is based.

#### Principles for face covering use at Pony Club events

- Only be used in an attempt to reduce the risk of virus transmission
- Only be used when unmounted
- Only be used when the risk of virus transmission exceeds the risks of wearing a face covering.

#### Situations where this advice may be applicable to Pony Club activities

All Pony Club activities that are currently recommended by The Pony Club take place outside where the risk of virus transmission is the lowest. It is also unlikely that in the main members, their parents or guardians and coaches will have to be in close proximity of each other for more than 15 minutes.

#### Members

Members who wish to use face coverings may use them when unmounted. Care should be taken that they are always safely secured and cannot be easily removed or dislodged. Face coverings may cause alarm to horses or ponies if they are unsecure, brightly coloured or in any way distract members from the care and attention they must give to the activity they are undertaking.

No face coverings should be used when mounted as the risk of a face covering being dislodged or becoming a hazard outweigh the risk of virus transmission.

#### Coaches, Officials, Parents and Guardians

May wish to use a face covering if they are concerned about persistent proximity to members. Use of a face covering may affect the effectiveness of instructions and therefore safety of the members who are

under instruction. The Pony Club would suggest that if individuals do wish to use face coverings, they use them intermittently with regular handwashing.

### **First aiders**

The Pony Club values the work that our volunteer first aiders provide. We would direct our volunteers to advice from the [Resuscitation Council](#) and [Public Health England](#), which can be found by clicking the links in this paragraph.

The decision whether to provide mouth to mouth resuscitation and / or cardiac chest compressions has to be made in the light of the evidence that you are presented with at the time. The Pony Club will support your reasonable decision as to the level of care you provide to individuals and to the personal precautions you wish to take in fulfilling your role. Most first aiders will be presented with the most common injuries and scenarios and your personal precautions would reasonably be based on these. The principle of ensuring you ask for help early in situations for which you need help is still the primary duty of a first aider.

### **References**

Greenhalgh T, Schmid M, Czypionka T, Bassler D, Gruer L Face masks for the public during the covid-19 crisis BMJ 2020;369:m1435

## Appendix 2



### Some guidance on the use of the Zoom platform

(with thanks to Paul Tapner from the Training Committee - produced April 2020)

Here's how Pony Club members can successfully use Zoom for distance education during Corona Virus restrictions and beyond. As part of the safeguarding of all Pony Club Members, all online sessions should only be created using official PCUK Area Rep or Branch email addresses. Centres should use their official centre business email address.

#### Steps to get you started

- 1** Create a free Zoom account using your Area Rep or branch specific @pcuk.org email address or Centre business email address (make a note of the password!) Sign up here: <https://zoom.us/signup>
- 2** Zoom works best if you use the App for your device, so you and your members will need to download the Zoom App. All devices types are here: <https://zoom.us/download>
- 3** You then need to “schedule your first meeting” this is the time and date that you want to use Zoom to interact with your members – there are many ways to do this, depending what app you are using, full instructions are [here](#).
- 4** You then need to invite Pony Club members to your meeting. This is as simple as sharing the URL link to those members who are going to join the activity by email. Full instructions are [here](#).
- 5** As the host of the meeting you will need to let each participant into your meeting from the “waiting room”. Zoom recently made this a default security feature, but if you want to change the settings, learn about it [here](#).
- 6** If members are having trouble joining the Zoom meeting, they can find full instructions [here](#).

#### Things to Remember

- A free Zoom account has a 40 minute time limit, so we suggest each PCUK activity should be planned to be 30 minutes long (unless you want to create your own commercial plan around this, paid Zoom plans remove the time limit)
- You can have up to 100 participants in your Zoom session, but we advise to have fewer than 10 participants to enable you to effectively manage and interact with your members.
- Your members don't need a Zoom account to participate in your activities, but they will probably need a Zoom App installed on whatever device they want to use, so if it's their first time joining you, then it's wise to share the download link at the same time as the unique ID link for your meeting. Here it is again: <https://zoom.us/download>

## Tips and Tricks for a fantastic online session

- For your first class, set aside some time to introduce your members to Zoom and ensure that they're able to connect their audio and video.
- Start by mentioning online etiquette:
  - Everyone should be on mute when not talking.
  - It's good for the leader of the session to regularly ask each individual member for their input, one at a time and by name.
  - Everybody needs to be careful not to talk over each other, just like a normal lesson!
- Also at the start of a session, screen sharing a written plan of what you are going to do in the session, so everybody knows what to expect is a good idea. (Practice and prepare what you plan to do on screen sharing!)
- Embrace the "Pause" – ask your members to answer questions or to comment, but remember that they need time to take themselves off mute to answer you! Also internet speed may also create pauses, so just relax about it and try not to talk over each other.

## Top Tips for running a Zoom Seminar

(With thanks to Scott Mason)

Control the seminar, don't assume the attendee has used the platform before.

Manage Participants:

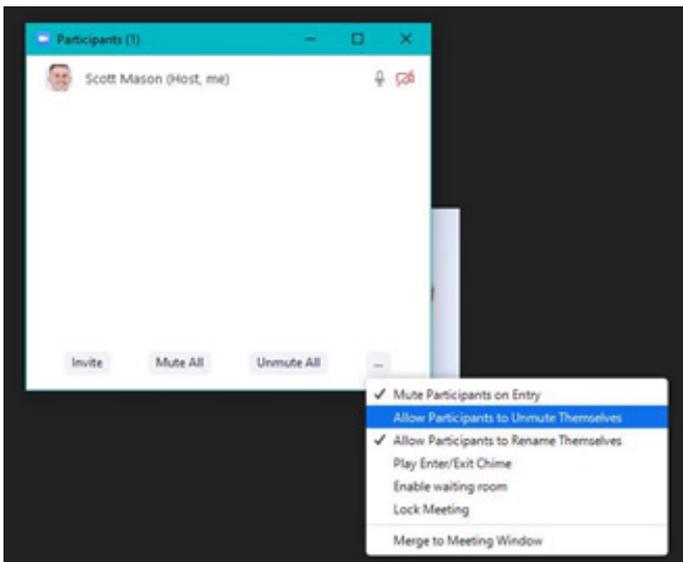
- 1** Ask someone to help you moderate your seminar by keeping an eye on raised hands and the chat to let you run your seminar with limited distractions.
- 2** Mute participants on entry.
- 3** Don't allow them to unmute themselves.

You are the point of interaction, unmute 1 person at a time for their feedback, if they click "raise hand" it alerts the presenter they want to talk. If they have the ability to unmute themselves they have the ability to challenge each other, don't allow someone to be in that situation. You're the centre of the seminar, not two attendees bickering.

## Top tips

- 1** Don't put anything in the top right of your screen if you have your camera on - your image will obscure the detail.
- 2** Do stop intermittently after key sections of the presentation to ask if there are any Questions
- 3** Start with a slide saying email your attendance to XYZ@PCUK, if you don't you won't get the opportunity to follow up or gather feedback.
- 4** Remember there is a Chat box that attendees can use. When presenting it is highly recommended to use 2 screens if possible. Share Screen 1 and have the Chat box on Screen 2.

- 5 When sending the invite: Send the link in the auto generated Other Calendars out to anyone you want to attend, the link is generic so everyone uses the same link to enter. I like to schedule it in outlook so people get a 15 min reminder (It boosts attendance).
- 6 Attendees don't need to download anything, when you schedule a meeting you have an auto generated link that will populate your outlook calendar at the relevant time and date, If they click this link they can click continue on browser and just watch it through their web browser (Lots of IT teams don't let you download anything onto you corporate device so this is a great touch.)
- 7 If you say your seminar starts at 12.30, actually start at 12.35, you will get stragglers who click the link at 12.30, and take a min or 2 to enter.



A screenshot of the Zoom 'Schedule Meeting' dialog box. The title is 'Schedule Meeting'. The 'Topic' field contains 'Scott Mason's Zoom Meeting'. The 'Start' time is set to 'Wed April 29, 2020' at '16:00'. The 'Duration' is set to '1 hour' and '0 minute'. There is a checkbox for 'Recurring meeting' which is unchecked, and a 'Time Zone' dropdown set to 'London'. Under 'Meeting ID', there are two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 549-237-9344'. Under 'Password', there is a checkbox 'Require meeting password' which is checked, with the password '032439' entered. Under 'Video', there are radio buttons for 'Host' (On, Off) and 'Participants' (On, Off), with 'Off' selected for both. Under 'Audio', there are radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected). There is a link 'Dial in from United Kingdom and other 5 countries/regions Edit'. Under 'Calendar', there are radio buttons for 'Outlook', 'Google Calendar', and 'Other Calendars' (selected). At the bottom, there is a 'Schedule' button and a 'Cancel' button.

