

Guidelines for running 'virtual' activities in the Irish Pony Club



These guidelines are intended for use by Branches and Areas when running 'virtual' activities and competitions, specifically during the time that restrictions have been imposed due to Covid-19.

Entries

1. Entries for Branch activities should be made via the Branch Its Plain Sailing website and if the activity is at the rider's home/own premises a disclaimer should be included with the entry form as follows: *Riders enter this competition at their own risk, and the Irish Pony Club CLG cannot be held liable for any injury to participants or damage to property. The Irish Pony Club Member/parent or guardian must ensure that the participant is riding in a suitable environment, they are using suitable pony/horse and that their tack has been checked and it is safe.*
2. For Branch activities, a check that the rider is a current member should be made by the Branch officials, since IPC insurance will not cover non-members.
3. Entries for Area activities should be made via the Area, designated Branch or IPC office Its Plain Sailing websites which should be set up to check the membership status of the entrant, for insurance purposes. The Area Rep should oversee how this is done.

Data protection

1. No information that can identify any person (child or adult) should be available to the general public; this is in order to comply with GDPR. Thus, videos should be uploaded securely ie by WhatsApp only to the judge, or to a dedicated website (eg CGS Equestrian) where they will be made available only to the judge. NB Videos should be deleted asap once appraised.
2. Scores should *not* be circulated widely by WhatsApp, Face Book or websites. The IPC Office and relevant Chair of Discipline should be informed of the scores and may post them on the IPC website as usual after competitions.
3. Judges will need to sign a Data Processor Agreement, provided by the IPC office. This is because, under GDPR, the IPC is the designated Data Controller, while judges are classified as Data Processors on behalf of the IPC.
4. Where the IPC engage with CGS Equestrian, a separate Data Processor Agreement will be in place between the organisation and CGS, prior to the upload of competition video files.

Safety

1. When riding at home/own premises, it is the responsibility of the adult(s) present to check that the area being ridden in and tack are safe, and the pony/horse is suitable.
2. Branch or Area activities taking place at a venue away from home should be risk-assessed as usual for IPC activities. The normal IPC safety procedures will apply.
3. Social distancing and strict hygiene measures must be practiced in situations where people other than members of a single household are present at an activity. See HSI guidelines at <https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Equestrian-Sport-Ready.pdf>. These include: online payment in advance only, increasing the distance between vehicles in car parks, restricting numbers in warm-up areas, designated well-spaced dressage/jumping times for competitors, allowing only a single household member/groom to attend per rider, no loitering before or after the designated time for the activity, no catering on site, no handling of money or credit cards at the activity, no group prizegiving, no sharing of equipment (microphones, pens etc). Plus, the usual 2m between people on foot and 4.5m mounted, provision for handwashing, regular sanitisation of public areas (toilets etc). HSI also recommend appointing a C-19 Compliance officer to check that guidelines are being adhered to, which task could be taken on by the Branch Safety Officer.

Payment

1. It is recommended that entry fees be set so that judges can be paid a fee per competitor, for example €4.00 per dressage test (NB dressage judges would normally receive payment for mileage at 50 cent/km which obviously doesn't apply to 'virtual' judging). Entry fees would be expected to be higher if a venue is being hired by a Branch at which to ride the 'virtual' dressage tests; this would obviously be fairer to competitors, once it is permitted.
2. If using CGS Equestrian to host videos for access by judges, a small fee will be applied (probably €1.00 per competitor). In the case of Area competitions, this will be handled by the local organiser or IPC office (depending on to whom entry fees were paid), whereas Branches will need to make their own arrangement with CGS equestrian.

Recording videos

1. The person videoing a dressage test needs to be standing behind the letter C. The phone should be in landscape and zoom in when the rider is at the A end of the school. The arena should be clearly marked, with correct measurements if possible, on either grass or sand.
2. The recorder should always try to keep the rider in the centre of the screen, while also including the markers around the arena so the judge can assess the movements' accuracy.
3. The video must have the sound turned on, a caller may be permitted for some competitions (though it should be assumed not), but no training or help is permitted during the test.
4. The video must have no cuts or pauses in the recording. It should start at least 2 seconds before the rider enters at A and record for 4 seconds after the rider has halted and saluted.
5. Either the rider or the person recording must introduce the rider, pony/horse, and the test to be ridden before the start of the test. The date should also be stated (to ensure the video is specific to the competition entered for, has not been recorded at a previous competition, and will not be used again).
6. If there is poor lighting in the arena, then it can be helpful to wear light/bright coloured clothing, so the rider can be seen. Try to avoid shooting into the sun as this will 'blind' the judge; if necessary, turn the dressage arena letters around ie so C and A are reversed.
7. The video recording should be checked to make sure it is suitable for judging before submitting it, ie in focus, not wobbly etc. A second attempt is permissible!

Tack and Turnout

1. Only IPC legal tack will be allowed as shown on the current tack sheets.
2. Hats meeting the IPC list of standards must be worn.
3. Suitable footwear with a heel must be worn, and gloves for dressage.
4. Dress should be smart and safe. If show attire is worn, then bandages or boots (not knee boots) must be worn for dressage to clearly demonstrate that the test has not been recorded at a previous show.
5. No exercise sheets may be worn.

Judges and Results

1. Judges' decisions are final. Any objection or appeal regarding a score must be made in writing by email within 24 hours of the score/score sheet being received by the competitor.

KMH 14th May 2020