

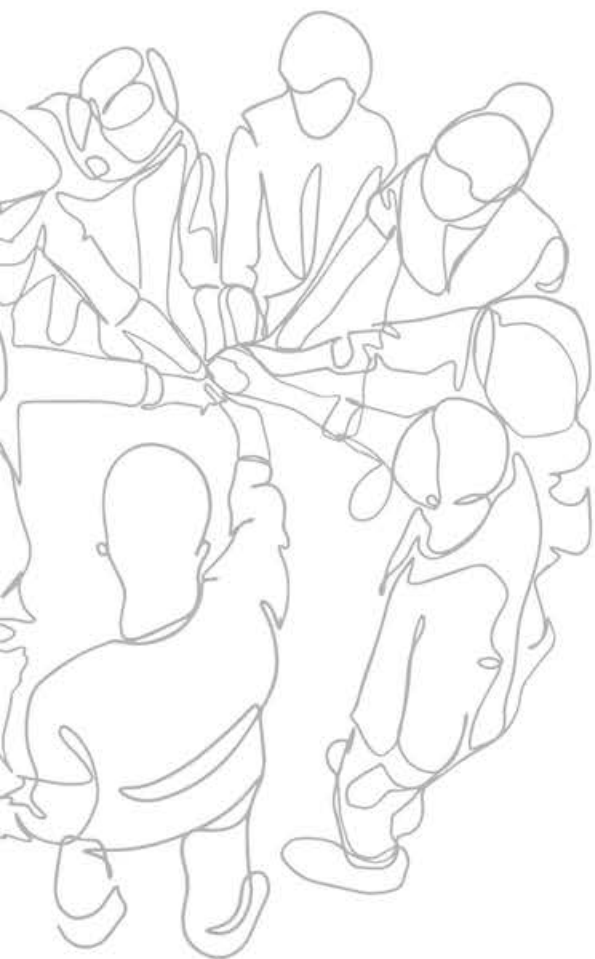
EQUESTRIAN VICTORIA

ACCESSIBILITY TOOLKIT





EQUESTRIAN
VICTORIA



Equestrian Victoria

acknowledges the Aboriginal and Torres Strait Islander peoples of this nation.

We acknowledge

the traditional custodians of the lands on which we are located and where we conduct our sport.

We pay our respects

to ancestors and Elders, past and present.

Equestrian Victoria

is committed to a positive future for the Aboriginal Community.

WE ARE

Equestrian Victoria

Celebrating our love of the horse

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WERRIBEE SOUTH VIC 3030
vic.equestrian.org.au
evarena.org.au

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This toolkit has been adapted from the following resources:

- FEI Accessibility Toolkit: [FIND HERE](#)
- Central Coast Council: [FIND HERE](#)
- Equestrian Australia Guidelines: [FIND HERE](#)

This toolkit is the first resource made available in collaboration with the **EV DEI Working Group**, and we thank them for their contribution.

“People with a disability receive the same physical, mental, and social benefits from participating in sport and physical activity as those not having a disability. Legally, Australians of all abilities should have access to sport and physical activity opportunities”.

(Persons with disability and sport, Dr Ralph Richards, Senior Research Consultant, Clearinghouse for Sport, 2020)



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About the Toolkit

The cornerstone of any successful accessibility initiative lies in ensuring that individuals with disabilities are provided with the necessary means to actively engage in and derive enjoyment from sports events.

While accessibility considerations for sports events often concentrate on the athletes themselves, it is equally crucial to take into account various stakeholder groups throughout the planning, organizational, and implementation phases. Individuals with physical disabilities may comprise part of an athlete's support team, and the absence of provisions for them can pose significant barriers to their participation.

Initiating accessibility considerations from the outset is paramount. Assessing the aspects of an event that may be affected by accessibility issues is essential. Addressing these concerns after an event has commenced demands more time and effort. When accessibility is integrated into the initial planning stages, and the creation of a fully accessible venue is prioritized, Organizing Committees can optimize outcomes while minimizing the resources required.

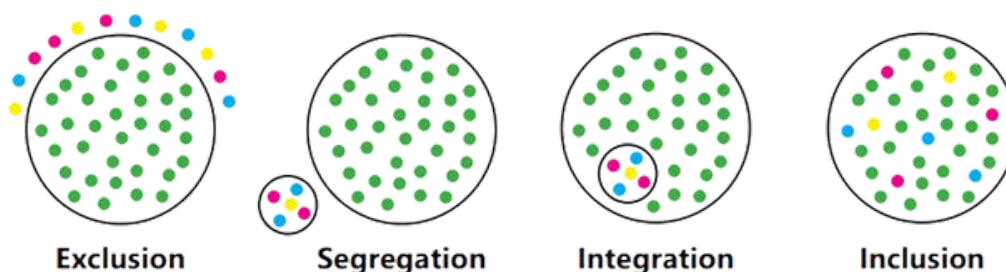
What is Inclusion?

Exclusion - a person with a disability is directly or indirectly prevented or denied access to participating because of their difference

Segregation – a person's impairments are catered for but in a separate environment that is isolated from everyone else

Integration – a person with a disability is placed in the mainstream setting but must adjust and adapt to the standardised environment

Inclusion – where systemic change occurs enabling everyone to participate and experience in the same way where adjustments and adaptations are provided in a seamless way allowing a person to be their authentic self



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About Universal Design

Universal design is about the design of things to be accessible and inclusive - buildings, products, open spaces, activities, experiences, programs, services and policies. Things that are designed this way are useable by as many people of different ages, abilities and cultural backgrounds in the community to the greatest extent possible. A universal design approach responds to three questions asked by the customer:

- Can I access it?
- Can I fully participate?
- Can I stay?

(Adapted from the Everyone Can Play Guidelines, NSW Dept of Planning 2019)

7 principles of Universal Design

There are 7 principles of universal design. Incorporate these by asking yourself the following questions:

- **Equitable Use** – Can anyone easily access your club, activities and venue in the same way? E.g. Everyone including a wheelchair user, enters via one accessible entrance. Flexibility in Use – Can modifications easily be made to improve accessibility?
- **Simple and Intuitive Use** – e.g. Is your website and information easy to access, interpret and intuitive to use? Is the registration process easy and hassle free for everyone? Does the process make sense?
- **Perceptible Information** – Is your hard copy and online information, forms, signage and wayfinding easy to read? Can it be perceived and interpreted by anyone? Do you provide alternative formats?
- **Tolerance for Error** – Does everything have to be perfect? Is your information or service easy to use and adapt for those who need it?
- **Low Physical Effort** – Is it easy to get in and out of your premises? Is your equipment easy to access and use?
- **Size and Space for Approach and Use** – Is your premises, layout and equipment useable by people of all shapes and sizes?

A universal design approach means that the sporting and recreation venue and its programs are designed to meet the needs of the broadest range of people to the greatest extent possible. Equestrian clubs and associations are encouraged to consider how the principles of universal design apply to:

- the activities offered and how they are facilitated
- venues, premises and equipment
- available information and how and to whom it is promoted to reach everyone in the community.

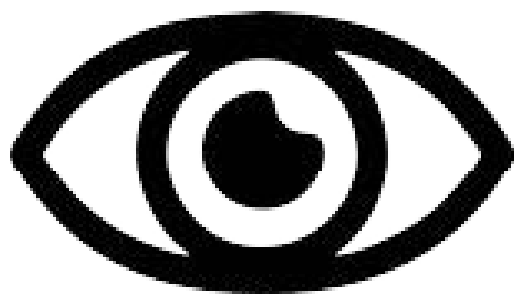
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Four Areas of disability to consider

You don't have to be an expert on disability to consider what the challenges and barriers could be. If you apply these four areas to your planning, you are on your way to creating a welcoming and inclusive experience for members, potential members and their friends and families.

Adapted from Central Coast Sports https://sportcentralcoast.org.au/wp-content/uploads/Accessible-and-Inclusive-Sport-and-Active-Recreation_web2.pdf



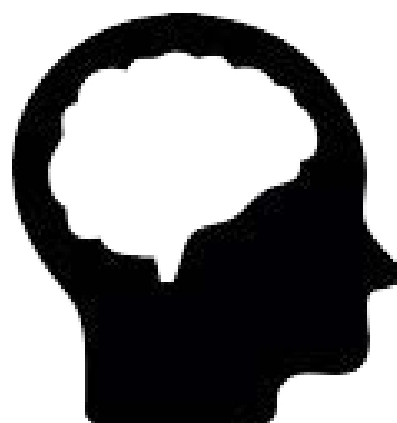
Visual



Hearing



Motor



Cognitive

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Characteristics to consider	User Groups				User Group				
	Wheelchair Users	Older People	Blind or Low Vision	Deaf or Hard of Hearing	Injured/ Temporary Disability	Young Families	Expectant Mothers	People with Autism and Sensory Sensitivities	Cultural & Linguistic Diverse
Requires continuous path of travel to get around easily	✓	✓			✓	✓		✓	
Interpreting Information in other formats		✓	✓	✓				✓	✓
Poor Balance, <u>co-ordination</u> or orientation	✓	✓	✓		✓		✓	✓	
Stamina and Strength Limitations	✓	✓			✓	✓	✓		
Height Limitations	✓				✓	✓		✓	
May Require Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓
Require family friendly facilities	✓	✓				✓	✓	✓	✓
Require additional facilities or equipment	✓	✓	✓	✓	✓	✓		✓	

Characteristics to consider	User Groups				User Group				
	Wheelchair Users	Older People	Blind or Low Vision	Deaf or Hard of Hearing	Injured/ Temporary Disability	Young Families	Expectant Mothers	People with Autism and Sensory Sensitivities	Cultural & Linguistic Diverse
User assistive technology (e.g. text-to-speech) to perceive information		✓	✓	✓					
Uses mobility <u>equipment</u>	✓	✓			✓	✓			
Require a quiet space to retreat from noise, bright lights, <u>stimulation</u> and crowds		✓				✓	✓	✓	
Visual difficulty with depth perception and distinguishing objects and features		✓	✓			✓		✓	
Requires information to <u>plan in advance</u> before going out	✓	✓	✓	✓	✓	✓	✓	✓	✓
At risk of social isolation due to barriers to access in the community	✓	✓	✓	✓	✓	✓		✓	✓
Other	Adult lift & Change facility	Regular toilet visits. Special dietary req's	Guide dogs catered for e.g. bowls of water	Hearing loop system	Spare wheelchairs or walking frames on hand	Baby change table, <u>High chair</u>	Regular toilet visits	Noise cancelling headphones, stymy/fidget toys, weighted	Customs, <u>etiquette</u> and language

Adapted from Central Coast Sports https://sportcentralcoast.org.au/wp-content/uploads/Accessible-and-Inclusive-Sport-and-Active-Recreation_web2.pdf

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**EVENT
RESOURCES**



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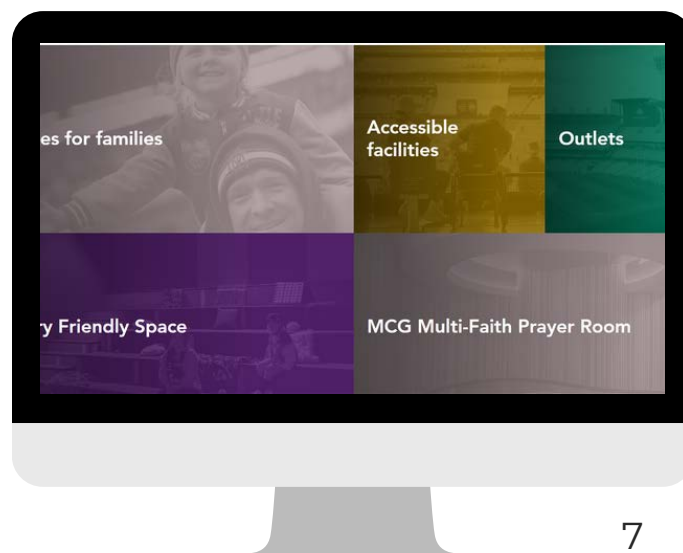
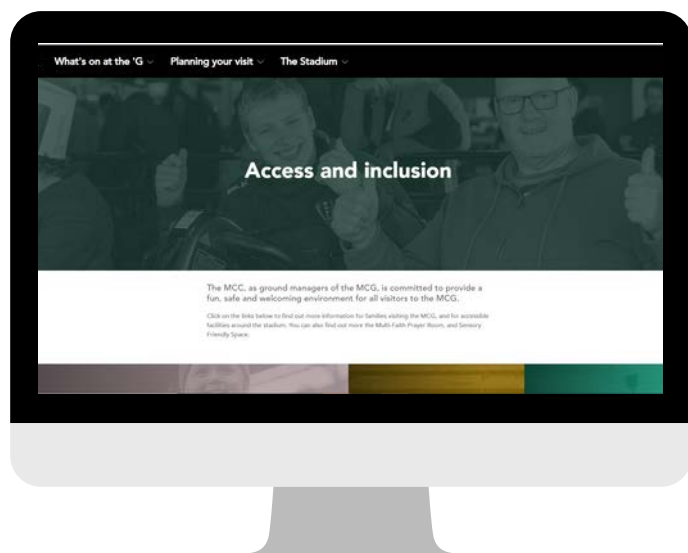
Event Communications

Making the commitment to openly communicate about accessibility is the first step in ensuring that people with disabilities feel welcome at Events. Accessible and inclusive communication requires that the messaging and information available through Event websites and social media is clear, direct and easy to understand.

Inclusive communications also requires careful consideration of the various barriers that exist to accessing information such as visual impairment. No one should be excluded because of accessibility needs, and each Organising Committees can play a key role in ensuring this does not happen.

Event websites should have a dedicated page with the following information:

- Information on disabled parking facilities and any ticketing requirements. The website could host a booking system where disabled parking spaces can be reserved in advance.
- A map of the premises with: Accessible routes around the venue clearly marked.
- Locations of all the disabled toilets around the venue.
- Accessible services at restaurants and bars around the venues and the most efficient routes to get there.
- Capture relevant mobility information and specific needs as part of the registration of Event participants.



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Questions for Registration Form

Firstly, it is important to ensure:

- The form is accessible to individual who are blind or who have low vision and who can use a screen reader
- The registration process should also be available in alternate formats such as in a paper version, and allow people to register by phone if needed.

Questions:

- Are you travelling with a Personal Care Attendant? Yes/No
 - If yes, for planning purposes, please provide your Personal Care Attendant's contact information:
 - First Name Last Name
 - Phone Number
 - Email
- You are responsible for making your own hotel reservation. However, by providing us with information on the type of room you requested, we will be able to check with the hotel to make sure they meet your room request.
 - Please indicate which room type you require from the following list:
 - No Lodging Required
 - Standard Room Room with Roll-In Shower Room with Tub & Chair
 - Other. Please expand
- Please select any additional accommodations you require from the list below. If you require something that is not listed, please indicate your request by selecting "Other" and providing us with specific information about your request in the comments box. We may contact you for further information, if necessary.
 - None
 - Wheelchair Access
 - Mounting block access
 - Other: Please specify
- Please indicate your interpreting needs from the list below:
 - None required
 - Sign Language. Please specify:
 - Simultaneous Spoken Foreign Language Interpretation.
 - Other. Please Specify:_____
- General question Please tell us of any additional needs you may have for this competition. Please be as specific as possible:_____

Caveat: Every effort will be made to accommodate advance requests; on-site requests cannot be guaranteed. Reasonable accommodations will be provided during competition. Please contact (INSERT STAFF PERSON) at emailaddress@dot.org with any questions or for more assistance

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Event venue / Field of Play considerations

Venue accessibility is key to making the equestrian sporting experience inclusive to everyone attending and working at the Event. It is important that the Organising Committee tests alternate routes, physical infrastructure and other accessible services prior to the start of the Event.

Cable Bridges

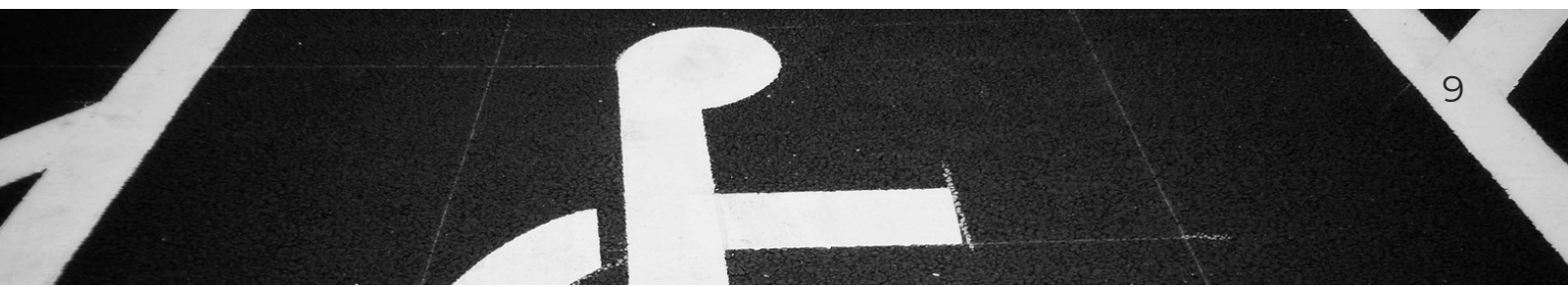
Cable bridges at Events can sometimes be too high for a wheelchair to pass over easily. Lower cable bridges or longer ramps should be considered to allow for better wheelchair accessibility.

- If this is not possible, an alternate, barrier free route must be clearly indicated and tested for practicality and efficiency prior to the start of the Event.
- In the case of indoor venues and where possible, consideration could be given to running cables through the ceiling to allow for unobstructed pathways for people with reduced mobility.



Parking Spaces

- On average there should be around one disabled parking space for every 10 regular parking positions.
- Parking should be located close to the key entrances to the venue. This also includes float parking and yards.



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Signage

- Graphic elements comply with accessibility standards in terms of colour contrast, size of letters, position of signs etc.
- Wayfinding signage complies with accessibility standards such as the use of international symbols, use of Braille and raised lettering, glare free, high contrast, Arabic numerals and sans serif lettering.
- Wayfinding signage to highlight accessible pathways and service.

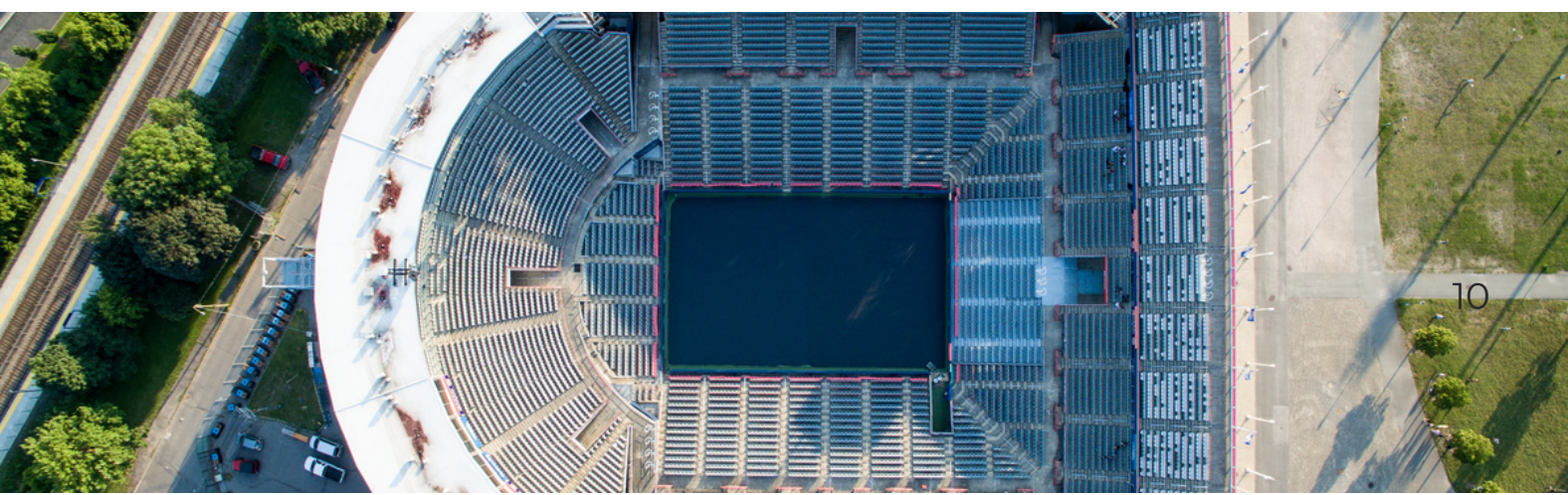
Useful Resources:

- [SA Accessible Wayfinding and Signage Toolkit](#)



Sport & Media Areas

- Accessible criteria, including all connecting pathways, are met for all athlete areas: locker rooms, warm-up areas, field of play, mixed zone, doping control, medal presentation, press conference, athletes lounge, seating areas.
- Adequate accessible seating (with necessary shade) is available for athletes, team officials, press attaches, members of the press.
- All briefing areas must be large enough to accommodate a wheelchair and have a ramp to enter the room.
- If the press conference table is on a raised platform, consideration must be given to allow for wheelchair users to easily access the area.



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Spectator Seating

- Seating areas must include areas that can accommodate multiple wheelchair spaces and associated companion seating. Railings and other obstacles should not impair the sightlines of people using accessible seating.

Food Services

- Pathways, aisles, queuing areas and counters should meet accessible pathway and knee clearance requirements.
- Catering and restaurant areas should have accessible seating options available including tables that allow for knee clearance.

Vehicles & Accessibility

- Where transport services are being provided to Event participants: Ensure buses can meet the accessible seating capacity required, through low floor accessible buses (preferable), or those equipped with a wheelchair platform lift.
- Define capacity and timetable for efficient service.
- A pool of accessible taxis and passenger vehicles / vans are available for hiring.
- The Organising Committee could consider using golf carts, which are an environmentally sensitive mode of transportation that can facilitate mobility, especially in larger venues. They offer alternative transportation not just for people with disabilities for also older people with mobility issues.



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Volunteers

- Volunteers are often the first point of contact for spectators. Volunteer staff must be confident when assisting those with disabilities. Disability/accessibility awareness training should be included for all staff and volunteers.
- It is important that they have information about the location of toilets, accessible seating etc. Volunteers should be taken through all the wheelchair accessible routes around the venue and should have a map with the recorded distances available for consultation.
- Event staff and volunteers need to be ready and prepared to problem solve during the Event if required.

Hotels

Accessible accommodation can be a challenge for many hotels around the world. Often a wheelchair friendly room is created where many of the features are usable by some people with a disability but not all. Not all hotels claiming to be accessible will actually have features that many wheelchair users need to function normally. The list below is intended to provide some guidance on what to consider when choosing an Event hotel:

- Bathroom doorways are wide enough to accommodate wheelchairs or walkers. There are no raised doorway thresholds that make it difficult to manoeuvre a wheelchair — even with the assistance of an able-bodied companion.
- The beds allow for a mobility-challenged person to get into or out of without considerable assistance.
- Bathtub showers allow for disabled people to enter or exit.
- Walk-in showers are large enough to allow for a wheelchair to enter. Sufficient space for turning circles and transfers around the beds for wheelchair users.
- Rooms are located close to the elevators or hotel entrances/exits.
- Consideration should be given to the number of elevators in the building, as the existence of only one elevator may require assistants to carry people down the stairs in an emergency.
- Services and entertainment areas of the hotels are accessible to all users.
- Disabled parking facilities are easily available around the hotel and if not, a valet service is available.
- Wardrobes are also accessible and hangars etc within easy reach for people in wheelchairs.

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Toilets

- Disabled toilets around the venue need to be open and accessible at all times. Toilets should be placed close to key points of interest, as well as one at the parking lot.
- A map with the location of all the disabled toilets around the venue should be made available and should be downloadable onto mobile devices possibly via a QR code.
- All the bathroom doors and other openings leading to the toilet areas should be more than 90 cm wide. Ramps should be long enough for people in wheelchairs to access the toilets

Mounting Blocks

- Refer to the Appendix for a mounting block guide.

Compensating Aids

- Standard Compensating Aids are aids or equipment, other than approved saddlery or equipment as outlined in the FEI Dressage Rules, which may be used by the athletes across all functional profiles.

Some compensating aids may include, but are not limited to:

- Salute with Head Only
- Sitting/Rising Trot
- Gloves (modified/or no gloves)
- Saddle (any type)
- Soft/Hard Hand Hold
- Joined Reins or modified reins
- Wireless microphones

For a more extensive list, please refer to the FEI compensating aids guidelines or RDA Adaptive Equipment List.

Event organisers should include on their entry forms:

EA, PA and HRCVAV

- Exemption confirmation on entry forms asking athlete to outline the compensated aids that have been approved by their respective Exemption Panels.

RDAV

- Outline the compensating aids that a RDAA coach approves on the rider's entry form.

EQUESTRIAN VICTORIA EVENT CHECKLIST



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Checklist

- Include accessibility questions in the entry platform.
- Ensure there is a hard copy and over the phone registration available.
- Information on disabled parking facilities and any ticketing requirements is available on the website. The website could host a booking system where disabled parking spaces can be reserved in advance.
- A map of the premises with: Accessible routes around the venue clearly marked, including locations of all the disabled toilets around the venue.
- Ensure there is 1 disabled parking option for every 10 parking spaces, including ensuring the yards closest to the facilities are reserved.
- Ensure seating areas include areas that can accommodate multiple wheelchair spaces and associated companion seating.
- Allow the schedule to reflect any requested accommodations.
- Provide volunteer training, including information about the location of toilets, accessible seating etc. Volunteers should be taken through all the wheelchair accessible routes around the venue and should have a map with the recorded distances available for consultation.
- Identifying accessible hotels in the event area.

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References

- Persons with disability and sport, Dr Ralph Richards, Clearinghouse for Sport (2020) www.clearinghouseforsport.gov.au
- Central Coast Council, Access and Inclusion (Disability Inclusion Action Plan 2017-2021) www.centralcoast.nsw.gov.au and search 'access and inclusion'
- Inclusive Sport and Recreation-A Guide for Clubs, T Waters (2015) www.albany.wa.gov.au/documents/300/inclusive-sport-and-recreation-a-guide-for-clubs
- AusPlay survey results July 2016-June 2019, Australian Sports Commission www.clearinghouseforsport.gov.au/kb/persons-with-disability-and-sport/participation-statistics
- Centre for Inclusive Design, The Benefits of Designing for Everyone, Price Waterhouse Coopers (2019) www.centreforinclusivedesign.org.au/index.php/the-benefits-of-designing-foreveryone-report/
- Department of Planning NSW, Everyone Can Play: A Guideline to Creative Inclusive Spaces (2019) www.everyonecanplay.nsw.gov.au/
- Centre for Excellence in Universal Design, Building for Everyone: A Universal Design Approach www.universaldesign.ie/
- Naturally Accessible-Improving Access Through Information, National Parks Association of NSW (2017) www.npansw.org/citizen-science/past-programs/naturally-accessible/
- Guidelines for Producing Clear Print Information, Round Table on Information Access for People with Print Disabilities Inc (2011) www.printdisability.org
- Australian Government, Disability (Access to Premises — Buildings) Standards (2010) www.legislation.gov.au/Details/F2010L00668
- Inclusive and Modified Sports for Children with Disability (July 2020) www.ideas.org.au/blogs/inclusive-modified-sports-for-children-with-disability.html
- Centre for Universal Design, Australia www.universaldesignaustralia.net.au/
Ideas.org.au www.ideas.org.au
- Sport Inclusion Australia www.sportinclusionaustralia.org.au/wp-content/uploads/2017/01/CoachingTipsFactSheet.pdf
- Accessible Marketing www.advertiseonbing-blob.azureedge.net/blob/bingads/media/library/insight/moder-marketing-is-accessible-marketing/accessibility-marketing_gbl.pdf
- FEI Accessibility Toolkit <https://inside.fei.org/fei/your-role/organisers/accessibility-handbook>
- RDA <https://www.rda.org.au/member-resources/>

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APPENDIX I



FACT SHEET

Standards for RDA Ramps

RDA Australia follows industry standards and best practice models for design, use and building of mounting facilities for use in RDA centres and at RDA activities. The minimum standard for RDA mounting facilities is they must safely meet the needs of the participants at the centre. For a newly established Centre this may mean that a mounting block with steps is suitable for participants where all current participants are ambulant. Suitable mounting blocks include:

- Commercially available equestrian mounting steps.
- Privately constructed mounting steps (in timber/steel).

Ideally, the mounting step should be wide enough to accommodate the rider and the Coach, must be positioned on a level surface and each step must be the same height as the step preceding it.

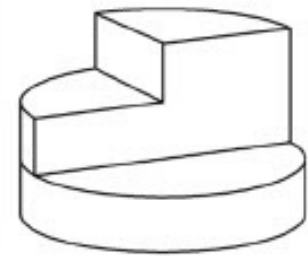
RDA prohibits the use of milk or soft-drink crates or step ladders. This equipment poses safety concerns as they are not designed for equestrian use and can easily upturn and a horse can become entangled in the equipment.

RDA Centres should work towards installing a wheelchair ramp so future participants in wheelchairs or with restricted mobility can be catered for.

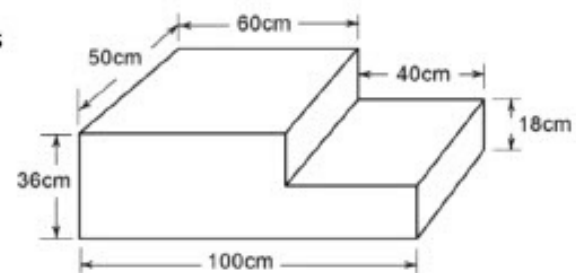
The Australian Standards set requirements for fixed platforms and walkways and many of these standards apply to RDA ramps.

Australian Standards:

- The platform (landing) must a minimum of 1.2 m x 1.2 m (recommended 1.5 m to include turning space for a wheelchair and for two persons to work safely side by side).
- The ramp (walkway) must be a clear 1 m width as a minimum, (recommended as 1.2 m width).
- The gradient required is 1:14 on the ramp incline (recommended gradient to allow a person in a wheelchair to self-propel up the ramp).
- Handrail heights of 900 mm high (a second handrail is recommended for use by children at the height of 600 mm high).
- Handrails are smooth, uninterrupted and extend beyond the entrance to the ramp or steps and must finish with a closed curve at the end. Circular cross-sections with a diameter of 40 mm is recommended.
- The entrance to the ramp or steps should have a gap of no more than 3 mm between the ramp and the walking path surface to avoid tripping.
- The surface of the ramp and platform must be slip resistant and materials used must be suitable for wear in the environment it is constructed. For example if the ramp is outdoors it must be constructed from weather resistant materials.
- The ramp and platform must have a minimum load rating of 300 kg.



Commercial equestrian mounting step

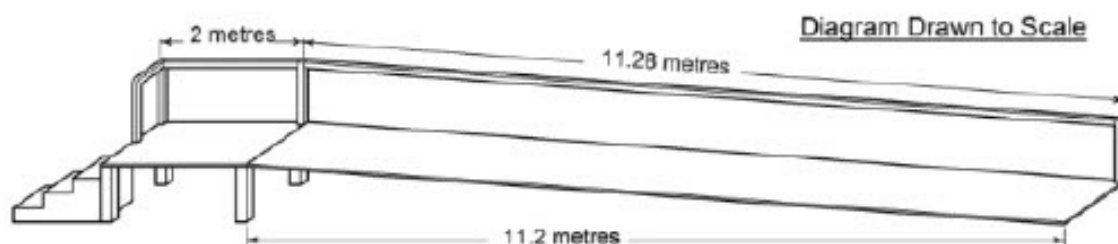


Privately constructed mounting step

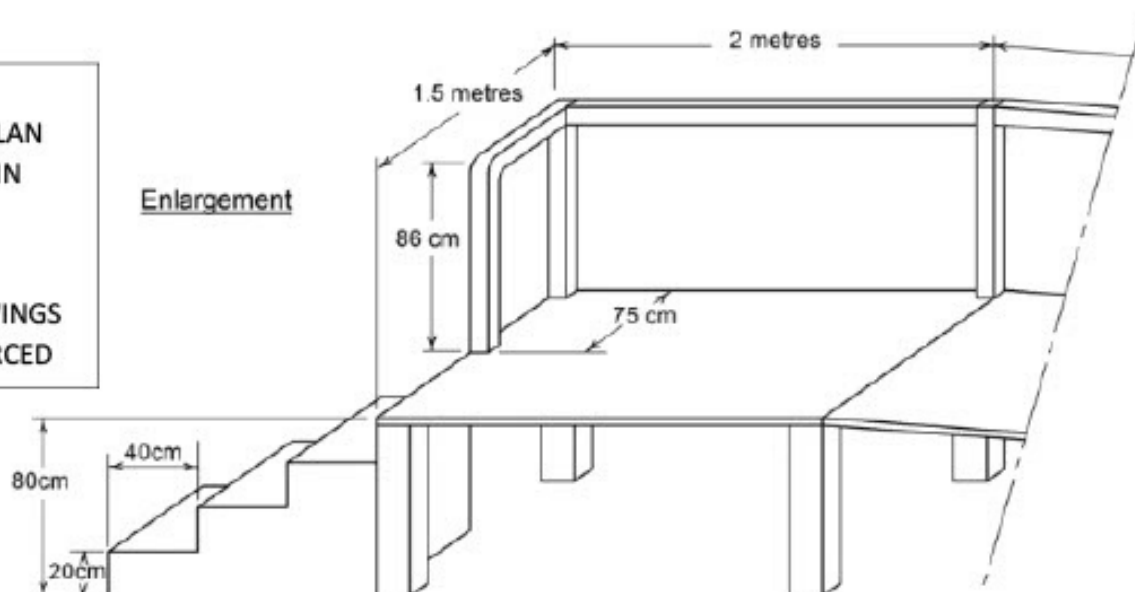


FACT SHEET

MOUNTING RAMP



THIS IS THE
CURRENT PLAN
AVAILABLE IN
COACHING
MANUALS.
NEW DRAWINGS
TO BE SOURCED



Additional Standards for RDA accreditation

The following additional standards are recommended specifically for RDA purposes:

- The edge of the mounting platform where the horse stands should have a slightly raised edge. This can be achieved with a thin strip of timber beading to prevent a rider or Coach's foot slipping off the platform during the mounting process.
- A strip of high visibility paint or tape is marked along the open edges of the ramp and platform to highlight the edges for vision impaired participants. A contrasting tactile strip of at least 900 mm long can also be placed at the beginning of the ramp to alert riders with partial sight of the entrance to the ramp.
- Steps are added to the exit end of the ramp so the coach can step down from the platform to assist a mounted rider as they exit the ramp. This also reduces the potential for injury to Coaches and volunteers from jumping down from the platform.
- A second removable step may be placed on the opposite side the ramp to assist the person helping on the offside of the horse to position high support riders.
- Signage on the ramp to indicate that access is by authorised persons only. A gate at the entrance to the ramp can assist with limiting the number of people accessing the ramp.
- If space allows, two platforms at different heights can be more versatile to assist with mounting both ponies and horses. The ideal height is 800mm for horses and 600mm for ponies

