



APPENDIX A

Recommended Best Practices for Competition Organizers

The following Recommended Best Practices are not mandatory but have been provided to assist Competition Organizers with determining risks and developing measures to mitigate those risks.

A.1. General Considerations

- Prior to the start of a competition, create an [Emergency Response Plan](#) specific to a COVID-19 incident or outbreak that includes local medical resources and addresses outbreak protocols if required by state or local authorities, including medical evaluation, isolation, quarantine, and reporting.
 - Provide training for competition staff, volunteers, and licensed officials regarding all procedures and requirements associated with the Plan.
 - Ensure vendors and service providers are included in the communication and training requirements associated with the Plan.
 - Disseminate a copy of the Plan to all applicable competition personnel.
- Communication – Use radio, phone, and online communication methods as much as possible and communicate important information frequently throughout the competition grounds.
- VIP and other social areas are recommended to be arranged in accordance with any applicable local or facility regulations.
- Venue Capacity – Competition organizers should take into account the relative size of their venues to discourage overcrowding in any areas where individuals congregate, including spectator/viewing areas.
- It is strongly recommended that all individuals who choose to travel together in the same vehicle to a competition be up to date on their vaccinations and free of COVID-19 symptoms prior to getting into the vehicle.

A.2. Considerations for Facilities, Staff, Medical Personnel, Service Providers & Volunteers

- Service providers and support personnel are recommended to comply with the following:
 - Register with the competition organizer and indicate when they are going to be on the competition grounds; and
 - Sign a [waiver](#) provided by the organizer.
- Cleaning/Sanitizing Locations
 - Provide hand sanitization stations with access to soap and water or alcohol-based hand sanitizer at each competition area and schooling/warm up area.
 - Provide hand sanitizer to all officials, ring crew, office staff and maintenance staff.
 - Frequently sanitize surfaces touched by many: door handles, arena gates, wash racks and hoses, etc.



- Ensure frequent cleaning and sanitizing of bathrooms, provide soap and water or alcohol-based hand sanitizer in bathrooms.
- Provide multiple sanitation stations throughout the spectator seating/viewing areas if spectators are present.
- Competition Office
 - Strongly encourage all competitors to complete entry forms, in their entirety, including having all requisite memberships in place, prior to entering competition office.
 - Strongly encourage that all entries, adds, scratches, feed & bedding orders, billing/invoicing are done electronically.
 - Install clear plastic, glass or other type of protective shield/barrier in front of office staff.
 - Provide hand sanitizer near the door.
 - Provide an 'in' door and an 'out' door, if possible.
 - Prepare and email competitor bills as early as possible.
 - Establish appointment times for checkout at the competition office.
- Service Providers and Vendors
 - Advise any service providers (e.g. vendors, food-service, farrier, feed suppliers, waste disposal personnel) to take precautions in accordance with CDC guidelines and local or facility regulations, if in place.

A.3. Competition, Schooling and Exercise Area Considerations

- Utilize posted orders of go and/or published ride times including online orders of go and ride times.
 - At venues with multiple competition areas, consider designating one area as primary where assigned times and/or orders of go take precedence.
- Schooling and exercise area provisions:
 - Schooling areas - Provide sanitizing items (spray bottles, wipes) at each competition arena and schooling/warm-up area and advise individuals to wipe down jumps or other equipment after use.
- Consider utilizing technology for information transfer to mitigate the risk of virus spread by the manual transfer of paper (i.e. judge's cards, scoresheets, etc.).
- Create a method of giving ribbons and trophies that reduces or eliminates hand-to-hand contact.

A.4. Stabling Considerations

- Remind all personnel in the stabling areas to comply with all best practices and guidelines in effect at the competition.
- Provide hand sanitization stations in the stabling area and encourage stable personnel to use them frequently.