



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

- To the extent possible, limit the number of entrances and exits to the venue to manage crowding, social distancing and venue limitations.
- It is strongly recommended that competition organizers secure additional staff or volunteers dedicated to monitoring adherence to Action Plan requirements, and who can support USEF Stewards', Technical Delegates' and Competition Management's efforts to ensure compliance with safety protocols.
- Communication – Use radio, phone and online communication methods as much as possible and communicate important information frequently throughout the competition grounds.
- It is strongly recommended that competition organizers conduct exhibitor meetings (virtually, telephonically, or in an environment where social distancing can be maintained) both prior to and during the competition to communicate requirements and address questions.
- VIP and other social areas are strongly discouraged unless social distancing requirements are enforced in accordance with all applicable federal, state and local regulations, requirements and orders as well as [WHO recommendations](#) and [CDC guidelines](#) as they relate to mass gatherings and sporting events.
- It is strongly recommended that if people are going to travel together in the same vehicle to a competition, they should take their temperature prior to getting into the vehicle to ensure no one travels to the competition with an elevated temperature.

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;
 - Sign a [waiver](#) provided by the organizer;
 - Comply with any competition organizer requirements to wear or change PPE (face mask/face coverings, etc.) when moving between stables; and
 - Do not linger or socialize in stables or anywhere else on competition grounds while performing or after completing work.



Recommended Best Practices for Competition Organizers - continued

- 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.
 - Prohibit the use of public water fountains.
- 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.
 - Provide markers to delineate 6 feet spacing between people in the office and in any waiting lines (e.g., markers on floor).
 - 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 federal, state, local and facility regulations and CDC guidelines.
 - For onsite food-service, consider requesting provision of pre-packaged food only.

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.
- Consider scheduling course walks as necessary to comply with social distancing requirements (e.g., schedule small groups in separate sections).
- Consider utilizing individual water bottles versus community water coolers.
- Limit and organize seating areas to comply with social distancing requirements.



Recommended Best Practices for Competition Organizers - *continued*

- Consider restricting the number of people accompanying a horse to the competition area to those persons who are needed for safety or for achieving effective competition, but they all must comply with social distancing requirements.
- Schooling and exercise area provisions:
 - Provide monitors to ensure compliance with requirements and best practices.
 - 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.
 - Determine equine/human capacity in relation to the area and restrict access to a limited number in order to maintain social distancing requirements.
- In classes where participants compete collectively, the Competition Organizer should determine and communicate to participants, the maximum number of horses permitted in each competition area at one time based on the size of the competition areas and social distancing requirements.
 - Communicate with participants if classes will be divided and held as separate classes, or split and held in or more than one section. For example:
 - Classes may be divided into separate classes with each class receiving separate awards.
 - Classes may be split into sections with the final section being comprised of the best entrants from each of the previous split sections with one set of awards given in the final section.
- 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

- Restrict access to the stabling areas to veterinarians, athletes, officials, grooms, trainers and other essential personnel.
- 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 frequently.