

The New Brunswick Equestrian Association

GUIDELINES FOR COMPETITION OPERATIONS



Introduction

The New Brunswick Equestrian Association is dedicated to ensuring the safety and welfare of all competitors as we try to navigate the new normal. The NBEA has provided the following guidelines for competition operations to mitigate the risk of spreading COVID-19. While there is no way to eliminate all risks related to COVID-19, the following guidelines are aimed to decrease the risk of spread.

These guidelines do not replace the recommendations of federal/provincial or local government and health authorities which Competition Organizers must comply with. Links to Provincial Health Authority pages and WorkSafe NB are provided at the end of this document.

Individuals must take personal responsibility when hosting and attending competitions. The NBEA asks that in doing so everyone respects the guidelines to avoid causing further spread of COVID-19 which could impact the wider equestrian industry and citizens of New Brunswick.

This document is intended to help you create your own Covid 19 Operational Plan and may be used as a reference for all Disciplines organizing events. The Covid 19 restrictions change with government directives. Please check current conditions on the government page:

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/sources.html

<https://www.worksafenb.ca/media/60996/embracing-the-new-normal.pdf>

You will also find links to posters that must be printed on the government site. After checking the current NB government information regarding Covid 19, please use the NBEA page to access other equine specific guidelines which may help you create your Covid 19 Operational Plan. The Covid 19 Risk Assessment for Sport is available on our website.

Step 1: Competitions must comply with federal/provincial/territorial/regional and local government and health authority recommendations

Step 2: Complete a Risk & Mitigation Assessment

Step 3: Consider these return-to-competition guidelines as a resource to build the individual competition plan

Responsibilities of Competition Organizers

The New Brunswick Equestrian Association and Equestrian Canada are committed to the ongoing development of education and resources to create and protect the safe and respectful environment that all competitors in equestrian sport deserve.

Refer to the EC website for further details <https://www.equestrian.ca/about/safe-sport>

Equestrian Canada Contact:

Competitions: Maria-Christina Lepore competitions@equestrian.ca (613) 287-1515 ext. 118

Officials, Rules: Lindsey Blakely officials@equestrian.ca rules@equestrian.ca (613) 287-1515 ext. 111

Equine Medication Control: Shauna CurranCooper equinemeds@equestrian.ca (613) 287-1515 ext. 117

Competition Preparations

- Post signage at entrances and throughout the competition venue displaying all best practices and guidelines in effect including applicable federal/provincial/territorial/regional or local government and health authority's safety advisories:
https://www2.gnb.ca/content/gnb/en/departments/ocmoh/cdc/content/respiratory_diseases/coronavirus/resources.html
- Signage should clearly state that anyone who has a fever, exhibits COVID-19 symptoms, has tested positive for COVID-19, or has been in contact with someone who has tested positive for COVID-19 cannot enter the competition venue

Entries

Accept entries and payment for entries online or by phone only

- Limit entries to meet Provincial and local government restrictions. This includes limiting the divisions and classes offered at the competition. https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/Now_allowed_yellow_june.pdf
- Use a competition Acknowledgement of Risk/Waiver (specific to COVID-19) and require that it be submitted with all entries. **[See Supplementary Documents Required from Participants – APPENDIX 1](#)**
- Participants must also submit signed EC Event Participation Waiver, EC Attestation, NBEA Declaration of Compliance. . **[See Supplementary Documents Required from Participants – APPENDIX 1](#)**

- To monitor the individuals entering the venue, require competitors list with their entry, the support personnel they will have with them for the competition i.e. name, phone number and email for coach, groom, parent or responsible adult (if a minor), with this info create a “Venue Access List” and provide this list to the entrance attendant
- If stabling is provided stalls and hay/shavings should be prepaid in advance of arrival and should be delivered to stalls before competitors arrive onsite
- Arrange a competitor ride times with a “show and go” framework when possible
- Consider cancellation and credit policies to allow anyone with COVID-19 exposure or symptoms to receive refunds or future credits if they must withdraw last minute

Access

Everyone must submit a Health Screen Self-Declaration Form: [see Supplementary Documents Required from Participants – APPENDIX 1](#)

Limit access to the venue to only the following:

- Competition Organizer and the staff /volunteers needed to run the competition
- Competitors, grooms (one groom per competitor), coaches
- Medical Personnel (Human)
- Medical Personnel (Equine) The veterinarian and farrier may be on call, but must be within 30 minutes of the competition in case of an emergency
- One parent or responsible adult for competitors who are under the age of majority
- Officials (Judges, Stewards, Ring Crew, Announcer, Score keeper etc.)
- Scribes (according to discipline specific processes)
- Cross reference everyone arriving against the “Venue Access List”
- Restrict stables and spectator areas

Roles and Responsibilities

Identify the following as part of your plan:

- a) who has ultimate authority over access/removal of competitors from the venue
- b) define the roles and responsibilities of all staff on site
- c) based on the above info create a decision tree outlining scenario plans and lines of communication

Communication

- Post online and/or circulate via email (to all staff, volunteers, officials, and competitors) the COVID-19 guidelines and plans in place at the competition
- Post online and/or circulate via email class times (including ride times), course maps and results
- Use radio, phone, and online communication methods as much as possible and communicate important information frequently throughout the competition venue
- Conduct meetings via phone or webinar prior to competition for staff, volunteers, and officials to review the COVID-19 plans and address questions
- Design a detailed layout of the venue including all competition and warm up arenas/rings and arrival/departure procedures
- Highlight the COVID-19 guidelines in place at the venue and post on social media and circulate to all staff, volunteers, officials, and competitors
- Announce the Government Health warnings as related to COVID-19 over the venue's PA system during the competition
- Assign equipment to officials and volunteers for the duration of the competition (where possible)

Documentation

Print and/or post online all competition documentation (i.e. dressage tests, score sheets, fence judge materials, competition /bib numbers) and create a method for virtual ribbons and awards (consider gift certificate options)

Sanitation

Complete an extensive disinfection of the entire venue using disinfectant sprayers, this includes disinfecting all stables, offices, washrooms, venue equipment (including ring equipment, judge's booths, fence materials etc.)

- Provide hand sanitizing/washing stations throughout the venue including at each competition and warm up arena/ring/stabling/washroom facilities etc.

- Place garbage bins throughout the venue for hygienic disposal of items. Remove garbage from the venue frequently
- Assign a washroom attendant to ensure frequent cleaning and sanitizing of bathrooms • All equipment should be sanitized and disinfected, before and after each use, this includes radios, clocks, stop watches, whistles, computers, laptops etc.

Protection

Identify a COVID-19 Compliance Assistant to help remind those in attendance of guidelines put in place and help maintain that throughout the competition the participants are aware that the biosecurity rules must be followed.

- Install clear plastic, Plexiglas, or other type of protective shield in front of office staff or require all those entering and anyone working in the office, wear masks.
- Recommend having enough Personal Protective Equipment (PPE) including face masks, hand sanitizer and gloves for all staff, volunteers, and officials
- Identify an isolation area to hold any symptomatic person found at the venue while awaiting patient transport to a medical facility
- Identify and organize medical personnel to help assess cases and potential other illness
- Liaise with a local doctor, medical personnel, hospitals and veterinary hospitals to ensure all current guidelines are being addressed, and ensure ambulance services are available

Physical Distancing

Ensure that the competition timetable/class schedule allows for physical distancing requirements. i.e. limit classes, access to warm-up and washing areas, scheduling of course walking.

- Install markers to delineate 2 meters spacing between people in the competition office, food court, washrooms etc. (e.g. markers on floor/ground for people in line)
- As a general guideline, horses with handlers should be kept 5 meters apart while on the competition venue
- Have an attendant help with identifying safe parking spaces, allowing enough distance for social distancing of people working around horses if the horses are tied to trailers.

Competition Operations

Arrivals (Parking, Check-In etc.)

- Entrance and exit routes clearly marked. A one-way system with separate entrance and exit route would be ideal, however if this is not possible then a stop/go system should be introduced
- Entrance attendant(s) in place for the entire competition
- Check in via entrance
- Cross reference names of individuals arriving at the venue with the information provided on the competitor entries. This will assist to prevent the public accessing the venue as a spectator
- Entrance attendant(s) should check master list to make sure the daily health declaration has been received online or accept the written copy and check it off on the master list. Ask everyone on arrival if they feel ill in any way, specifically listing certain symptoms, and send home those individuals that reporting feeling ill or experiencing symptoms (Refer to government website for latest information on symptoms)
- Once cleared for entry provide individuals with a coloured clearance wristband for the day (new (different coloured) clearance wristband should be required each day)
- Parking slots should be marked out in accordance with physical distancing regulations (minimum of 5 metres between each parking space)
- Horse arrivals (and passport checks if required) should not arrive before the scheduled time or before the person checking people in is in place.

Competition Office Guidelines

Competition Office should be closed for general walk-in's

- Establish appointment times for individuals who need to come to the office
- Provide separate 'in' door and an 'out' door for access to the office (where possible)
- Protective screens placed in office to protect staff or require masks be worn by staff and anyone in the office.
- Limit the number of people who can enter the competition office at one time
- Provide hand sanitizer at the door or assign an individual to provide sanitizer upon entry and exit
- Consider touch points that will require constant cleaning
- Have enough pens that they are sanitized between individuals use

Washroom Guidelines

Permanent Washroom Facilities

- Assign dedicated cleaning staff
- Clean after every use with disinfectant wipes
- Provide markers to delineate 2 meters spacing between people in the washroom (e.g. markers on floor/ground for people in line) and limit access
- Hygiene stations prepared with spray bottles of disinfectant, paper rolls, gloves etc.
- In washrooms use disposable paper towels. Do not use hand driers or reusable towels

Portable Washroom Facilities

- Assign dedicated cleaning staff to disinfect washrooms on a set schedule throughout the day. The sheet stating cleaning times must be posted and provide spray bottles of disinfectant and paper towels at the hygiene and sanitation for everyone's use. Inform people that they must provide their own disposable gloves.
- Provide markers to delineate 2 meters spacing between people in the washroom que (e.g. markers on floor/ground for people in line)
- Hygiene and sanitation stations and garbage bins set up outside the Washrooms

Stable Guidelines

- Organize to have a stable attendant. Stables closed off and restricted to only competitors, grooms and essential support personnel i.e. coaches and vets
- Set up a stable schedule and close the stables during the night
- A farrier station should be set up in a convenient location onsite (farriers should not need to access the stables)
- Provide hand sanitizing stations in and around the stabling area
- If possible, organise stabling to avoid horses passing other horses/individuals in the aisles
- Aisles should be kept clear (no tack trunks, chairs, or curtains) to allow for easy passage while maintain distance. No grooming stalls or horses in the aisles on crossties. Tack stalls should be made available for storage of equipment etc.
- Compartmentalize stabling to ensure physical distancing between each horse or each stable assignment (in cases of multiple entries from the same stable)
- Competitors only shipping in for a day may use their trailer, following the same physical distancing principles

Competition Arena/Ring and Warm-up Ring Guidelines

- Utilize posted starting lists / orders of go
- Arrange judge's areas to comply with physical distancing requirements
- Restrict the number of horses in the warm-up ring, establish timetable to ensure that

there is a minimum of 5 meters between horses at all times Examples: staggered starts, assign opposite ends of arena/ring for warm-up, competitor stations, markers visible to competitors for start and stop points, (e.g., visible spacing marks etc.)

- Restrict the number of people accompanying a horse to the competition arena/ring (e.g. competitor, coach and groom) and comply with physical distancing requirements
- In classes where competitors compete collectively (equitation and hack classes), determine and communicate the maximum number of horses permitted in each competition area at one time (these numbers will be based on the size of the competition area and the physical distancing requirements)
- Warm up rings should be closely monitored for social distancing
- Competitors, when mounted, should keep at least 5 meters apart when on the competition venue
- Competitors should go straight back to their stable, or trailer after their ride
- Recommend providing sanitizing stations at each competition ring and schooling/warm-up area
- Post signage about not leaving equipment or attire unattended to prevent innocent borrowing of equipment.

Tack Check/Concerns in the Ring

Steward should always be using PPE.

- Steward should always maintain a 2-meter distance from the rider
- Steward should walk around the horse without touching the horse
- If an issue is apparent, (blood, possible illegal equipment etc.) the rider should dismount and move to an area that adheres to the physical distancing recommendations
- With the rider dismounted the Steward can proceed with the tack check
- Upon discovering a concern during a performance/test, the steward, TD or judge may, while maintaining physical distancing, visually inspect the horse or rider
- Once outside the competition ring, the horse or rider may be further inspected by a vet or other competition officials

Prize Giving

- There should be no formal awards ceremonies
- All prizes of monetary value to be sent to the winners of the class by the organizer
- It is recommended that vouchers are obtained for those who receive prizes in kind
- No ribbons – limit risk of contamination
(Put some ribbons in sealed envelopes prior to the competition for those who request them.)

Equine Medication Control

Assign the equine medication control testing stall/area in an easy to access, quiet area that does not require travel through the entire stabling area. It should be placed at the end of an aisle.

- Prepare and clean the testing stall/area and ensure it is ready with bedding by the start of competition. This will avoid any unnecessary contact/travel around the stabling area to prepare the area/stall.
- Prepare orders of go/class lists, parking passes, entrance bands, etc. ahead of time and have them ready in the office/at the entrance for easy pick up by the technician.
- Have horse recordings easily accessible.

Set an appointment time with the technician to be able to access this information. If it is electronic, provide log in information to technicians where possible so they can log in using their own device.

- Provide the technician with a cell number for an office staff member that they can call or text for contactless information sharing

Staff, Medical Personnel & Service Providers

COVID-19 Compliance Assistant

A Compliance Assistant would be helpful to have at a competition.

The COVID-19 Compliance Assistant monitors activities to ensure physical distancing and hygiene rules are being maintained to protect health and reduce the spread of COVID-19

- The COVID-19 Compliance Assistant should be clearly identified
- Other duties include:
 - Maintain a log of regular monitoring of COVID-19 controls on site
 - Ensure there is sufficient up to date signage erected onsite
 - Ensure that regular cleaning of washroom facilities, handrails, door handles, etc. is undertaken and that hand wash liquid/soap and hand sanitizers are replenished as required
 - Bring to the attention of the organizer any areas of non-compliance (violations of physical distancing, sanitation, personal hygiene, and symptom acknowledgment etc.)
 - Inform Competition Organizer if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms
 - Ensure that an individual with symptoms is placed in an isolation area away from other personnel until able to be removed from premises

Competition Organizers, Staff, Volunteers and Officials

- Always maintain physical distancing
- Communicate via radio only
- Use National/provincial/territorial government recommended PPE
- Stagger work hours and break times and discourage loitering
- Sanitize all equipment before and after each use
- Special consideration should be given to anyone over the age of 70 or anyone with an increased risk of contracting COVID-19
- Agree to all COVID-19 guidelines prior to competition

Service Providers & Vendors

Any provided services must follow provincial/territorial guidelines.

Consider informing everyone that they must bring their own food and that bottled water will be provided or only selling pre-packaged foods.

If food is to be sold, provide markers to delineate 2 meters spacing between people in the food court/zone (e.g. markers on floor/ground for people in line)

Responsibilities of Competitors, Coaches & Support Personnel

- Regularly sanitize commonly touched areas. Clean leather before and after every use
- No sharing of supplies.
- Adhere to physical distancing guidelines
- Frequent handwashing
- Cough and sneeze etiquette to be adhered to.
- Leave the competition venue litter free. All garbage to be taken home or disposed of in garbage bins
- All competitors should be advised to leave the venue as soon as possible after their classes have concluded
- Strongly encourage all competitors to wear PPE while on site. PPE may be worn when mounted and competitors will not be penalized if wearing PPE while in the ring.

Penalties for Non-Compliance

- Competition Organizer and/or an EC Steward/Technical Delegate has the authority to remove from the facility any person who does not comply with the regulations and requirements in effect at the competition. Refer to ECs Rules for penalties for non-compliance - <https://www.equestrian.ca/programs-services/rules>
- The COVID-19 Compliance Assistant must report any areas of non-compliance to Competition Organizer. Competition Organizer has the authority to remove the individual from the facility. The circumstances of such removal should be documented by the EC Steward /Technical Delegate in their report to EC
- In the event of repeated or flagrant non-compliance of an individual with regard to best practices and guidelines implemented by the competition organizer, thereby endangering themselves and others, competition management has the authority to bar the individual from the competition venue. The circumstances should be documented by the EC Steward /Technical Delegate in their report to the EC.

Discipline Specific Guidelines

There will be many commonalities across disciplines. The following links will take you to discipline specific addendum which will be updated as new information is received from various sectors and which must be used in conjunction with the general guidelines.

Masks work. Consider requesting all those who are not mounted on a horse wear a mask when in any area where constant social distancing may not be possible.

Dressage and Para-Dressage Specific Guidelines

Physical Distancing

- Develop a plan for the flow of competitors and support personnel
- Where possible, have separate entry and exit points to the competition zone and into warm up rings
- In the competition arena/ring make sure the previous rider has exited the area before the next competitor enters the arena/ring
- Only one support person should accompany the horse and rider to the competition area (i.e. groom)
- The coach is to follow physical distancing requirements and use a headset to communicate with the rider during the warm up

Judges, Scribes, Judge's Booths

- The judge should scribe for him/herself, or the scribe should sit in another vehicle or another judge's box with direct communication to judge via radio/headset
- Judges and scribes are to provide their own pens, notebooks etc. – no sharing of equipment
- If the judge's booth is big enough the Competition Organizer may consider installing Plexiglas or a heavy plastic divider
- PPE and hand sanitizer should be provided for each judge and scribe

Tests and Scores

- Consider using a software system to make judging tests a touchless system
- "Runners" (score collectors) should be provided with PPE and hand sanitizer
- Test sheets should be put in a folder and placed outside the competition or scoring office
- No paper tests should be given out at the competition. Dressage test sheets may be requested following the competition and sent via email
- There should be no main score board at the competition to discourage any physical gathering. Post scores online and circulate through email

Carers

- Specific to Para-Dressage competitors will provide their own carer ideally from within their household to limit community transfer
- Carers must always use PPE

Eventing Specific Guidelines

- Competitions should be run as a short format / horse trials in the following order - dressage, show jumping, cross country
- Number of divisions should be restricted
 - A. Dressage Phase (see Dressage Guidelines above)
 - B. Jumping Phase

Warm Up

- Show jumping arena party must wear/change gloves regularly and sanitise often
- Show jumping warm up area to be managed to ensure no more than 5 mounted riders are warming up at any one time and that 5 meters apart is adhered to
- Warm up jumps are to be 4 meters apart
- Area marked out for show jumping party/officials to stand behind
- A more than one person per rider shall adjust fences in the warm-up
- Paper towels, disinfectant, detergent, and water available to clean poles and cups

Show Jumping Round

- Riders will have their show jumping time published on the website prior to the

event

- Show jumping times must be used to ensure the event runs smoothly
- Show jumping timing equipment must be managed by one person and the timing clock/start sanitised before the judge takes over
- Only the announcer should use the microphone, which will be disinfected before, during and after the event
- Show jumping judge should be the only one allowed to use the timing equipment
- Hand sanitizer to be used regularly
- Score collector to put score sheets in a folder at door scoring office (as per dressage/cross country)

Cross Country Phase

Fence Judge Briefing

- The TD briefs the fence judge briefing approximately one hour prior to start of cross country
- Depending on the number of fences/fence judges required and to ensure adequate physical distancing, the fence judge briefing may need to be done in two phases. If an assistant TD is available, two briefings could be done simultaneously
- As an alternative, briefing can be done via webinar prior to the competition

Cross Country Sectors

- In agreement with the TD, fence judges may be positioned in a way they can judge multiple fences. This is to limit the number of people on site but not to compromise safety of competitors
- The fence judge would radio Controller if a competitor went clear, has penalties or fell
- Fence judge should bring their own pencils to mark supplied score sheets. They should bring their own lunch, beverages etc.
- Fence Judge's Score sheets should be picked up by one courier who should wear appropriate PPE. Score sheets shall be stored in a folder and left by scoring office door

Control/Announcer

- Control and announcer normally sit in the same area
- Unless from the same household, physical distancing of 2 meter minimum should be observed
- There should be no sharing of equipment (i.e.: radio, microphone)
- Microphone should be disinfected before, during and after every use

Cross Country Timing

- Hand sanitizer station available at the Cross Country warm up /start box area
- Competitors should be limited in the warm up area to five with at least 5 meters between each horse
- Competitors will go cross country in strict numerical order

Scoring

- There should be no main score board at the competition to discourage any physical gathering. All results should be posted online
- There is to be one web scorer and one manual scorer. Unless from the same household, physical distancing of 2 meter minimum should be observed
- Hand sanitizer should be available and used regularly
- No sharing of equipment
- All scoring queries should be raised to the TD within 30 minutes of the result of that division being published and before the competitor leaves the competition. There should be no changes to results if a competitor has left the competition
- All scoring sheets are to be placed in a folder outside the scorers' office to prevent risk of contamination

Jumping (Hunter & Jumper) Guidelines

- The number of competition rings is dependent on the size of the competition venue and the ability of the venue to manage the physical distancing requirements and recommendations according to national/provincial/territorial guidelines.
- Only one support person should accompany the horse to the ringside (i.e. coach or groom)
- For specific stabling recommendations refer to Section 2.2.4. Stable Guidelines
- There should be no jog's for hunters

Warm Up

- Anyone on the venue is recommended to wear PPE as per provincial guidelines
- Competition arena/ring staff should wear/change gloves regularly. Gloves that are not disposable should be made of material which may be washed and sanitized often.
- Warm up jumps are to be 5 meters apart and no more than one person at each fence
- Area should be marked for officials to stand behind
- Paper towels, disinfectant, detergent, and water available to clean poles and cups must be provided at the sanitize station near the warm-up. Riders must ensure that commonly touched equipment (cups, etc) are sprayed and wiped.

Jumping Rounds

- Recommend assigned ride time to help with monitoring of traffic around rings
- Timing equipment should be managed and sanitized by one person
- Judge should be the only one allowed to use the timing equipment once sanitized
- Only the announcer should use the microphone system, which should be disinfected before, during and after the competition

Driving Guidelines

- Drivers must supply own navigators
 - Limit number of cone setters (3 to 4)
 - Dressage tests to be placed in sanitized zip lock bags – scores to be presented online only
 - Marathon = course design should have one start/finish and allow for judge to have clear vision of entire obstacles.
 - Obstacle timer can assist from 10 feet away - time is put onto each sheet and each sheet is put into a folder which is sanitized after each person has touched it.
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Printable Posters and Signage

Province of New Brunswick

[Be Prepared Infographic](#)

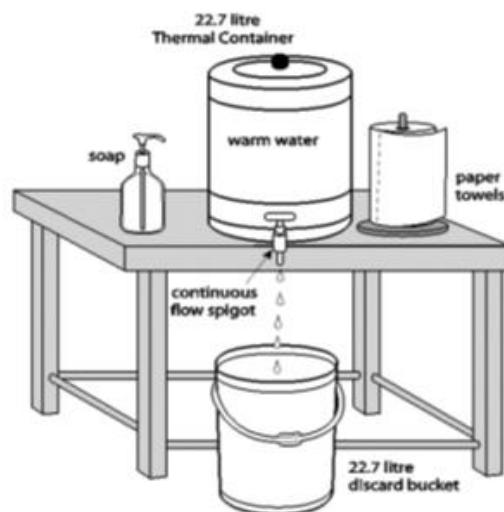
Government of Canada

[Help Reduce the Spread – Hand Washing](#)

[Know the Facts](#)

[Cleaning and disinfecting public spaces](#)

Sample Layout for Outside Sanitation Station



PARTICIPANT CHECKLIST

Use this checklist to help your participants to prepare for training or competition.

Before you Leave Home:

- Complete the Screening Checklist (Appendix X)
- Eat before you come, or pack your own food/snacks – no food will be available on premises.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Bring filled water bottle(s)/drinks.
- Bring thoroughly washed clothing and sanitize equipment. (tack, buckets, brushes etc....)
- Use the washroom at home/follow personal health safety requirements if using onsite washrooms.
- Consider bringing your own mask and personal hand sanitizer.
- Consider Activating Contact Tracing App on phone if available in your area.
- Review and understand the covid-19 mitigation plan circulated by the venue/organizing committee.

Arrival

- Meet at designated location.
- Respect physical distancing guidelines.
- Register your attendance for contact tracing and provide confirmation of Daily Health

Monitoring

- Wash hands at provided handwashing stations.
- DO NOT share water bottles/drinks.
- Follow traffic flow signs at your location.
- If accessing water or materials onsite, sanitize hands and wear PPE before touching and then sanitize following contact, this includes water taps, barn doors, gates, handles etc....)
- Adhere to posted covid19 mitigation requirements of the venue and abide by the information circulated by the venue/organizing committee.

After activity is Complete

- No Loitering.
- Exit through established exits.
- Wash at provided handwashing stations.
- Follow traffic flow signs out of your location.
- Respect physical distancing guidelines.

- Ensure all garbage is discarded in provided receptacles or remove garbage with you and discard at home.
- Thoroughly wash clothing and sanitize equipment. (tack, buckets, brushes etc)
- Adhere to posted covid-19 mitigation requirements of the venue and abide by the information circulated by the venue/organizing committee.

STAFF/COACH/TRAINERS/VOLUNTEER CHECKLIST

Before you Leave Home

- Complete the Screening Checklist (Appendix X)
- Eat before you arrive/bring own food if there for a longer period – food may no be available on premises.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
- Thoroughly wash water bottles with soap and warm water.
- Bring thoroughly washed / sanitized equipment
- Use the washroom at home/follow personal health safety if using onsite washrooms.
- Consider Activating Contact Tracing App on phone if available in your area.
- Review and understand the covid-19 mitigation plan circulated by the venue/organizing committee.

Arrival

- Set- up established entrances & exits with traffic flow considerations.
- Set-up traffic flow signs to your location.
- Set-up physical distancing 'grids' for participants as required
- Respect physical distancing guidelines.
- Wash at provided handwashing stations.
- Take attendance for all staff/coaches/trainers/volunteers and participants (including parent or legal guardian for minors – maximum of 1 per minor) including confirmation of daily health monitoring.
- Adhere to posted covid-19 mitigation requirements of the venue and abide by the information circulated by the venue/organizing committee.
- DO NOT share water bottles/drinks for food.
- DO NOT share personal staff/coach/trainer/ items.
- If accessing water or materials onsite, sanitize hands and wear PPE before touching and then sanitize following contact, this includes water taps, barn doors, gates, handles etc....)
- Sanitize all shared equipment between sessions or competitors where contact would happen.
- Consider wearing PPE (masks, gloves) at all times.
- Must wear PPE if dealing with an injured participant.

After activity is Complete

- Sanitize all shared equipment between individuals/group arrivals if applicable and at end of day.
- Take down established traffic flow signs, entrances & exits.

- Wash at provided handwashing stations, between group arrivals if applicable and at end of day.
- Respect physical distancing guidelines.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash clothing and sanitize equipment. (tack, buckets, brushes etc....)
- Adhere to posted covid19 mitigation requirements of the venue and abide by the information circulated by the venue/organizing committee.

PARENT/GUARDIAN CHECKLIST

Use the below checklist to help prepare for participation for training and competition.

Before you Leave Home

- Complete the Screening Checklist (Appendix 1)
- Check the expected weather conditions.
- Thoroughly wash your hands with soap and warm water for a minimum of 20 seconds.
 - Thoroughly wash water bottles with soap and warm water.
- Use the washroom at home.
- Consider bringing a mask and personal hand sanitizer. Bring your own gloves.
- Consider Activating Contact Tracing App on phone.
- Review and understand the covid19 mitigation plan circulated by the venue/organizing committee.

Arrival

- Drop participant at designated location.
- Respect physical distancing guidelines.
- Consider wearing PPE (masks) at all times. Bring disposable gloves or gloves which may be washed and sanitized often.
- Adhere to posted covid-19 mitigation requirements of the venue and abide by the information circulated by the venue/organizing committee.

After activity is Complete

- No Loitering.
- Respect physical distancing guidelines.
- Pick up participant at designated location.
- Leave location immediately.
- Thoroughly wash water bottles with soap and warm water.
- Thoroughly wash clothing and sanitize equipment. (tack, buckets, brushes etc)

VENUE OWNERS/COMPETITION MANAGEMENT

The ability for a competition organizer to allow for the tracking of contacts is a vital important component to competitions being able to operate safely to limit and notify should there be a outbreak from an event that individuals have attended. This program should be supported by the appropriate waivers and agreements that ensure that all individuals understand and will comply to the Covid mitigation plan. Sample waivers and attestation forms are included in the document.

These waivers are samples that can be used by organizers, but it is recommended that your review your waivers with your insurance provider and legal council.

Organizer should establish their contact tracing which at minimum should include name, email, phone, town/city, province/territory and postal code.

Organizer should establish the tracking method for contacts of staff/volunteers/coaches/trainers/participants/vetarinaians/farriers/parents/legal guardians that are present daily so that it can be accessed and implemented if notification needs to be completed.

Organizers should establish a daily tracking of all individuals that were onsite, and maintain those records for a minimum of three years.

Staff/volunteers/coaches/trainers/participants/vetarinaians/farriers/parents/legal guardians that are present should daily complete an attestation/assumption of risk form which includes an agreement to abide by and follow the Covid mitigation plan.

Current recommendations are to maintain copies of forms and documents from attestation for minimally three weeks.

Current recommendations are to maintain copies of forms and documents from waivers for minimally three years.

Disclaimer:

Each facility, business, club is unique and must consider their own circumstances and site layout when making their operational plan.

The New Brunswick Equestrian Association provides this document as a resource to help you create your plan. The NBEA is not an authority on Covid 19 and we do not offer these guidelines as a substitute for legal or insurance advice. It is recommended that you seek professional advice to help mitigate your exposure and understand your risks.

Anyone using these guidelines does so at their own risk, including without limitation, reliance on the completeness or accuracy of the information provided.

Please check the Government of New Brunswick website to keep updated.

APPENDIX 1

SIGNED DOCUMENTS REQUIRED FROM PARTICIPANTS SUBMITTED TO ORGANIZER:

- Acknowledgement of Risk/Waiver – over age of majority (fillable PDF)
- Acknowledgement of Risk/Waiver – under age of majority (fillable PDF)
- Covid-19 Daily Attestation
- NBEA Declaration of Compliance
- NBEA Self-Declaration

APPENDIX 2

SIGNED DOCUMENT REQUIRED FROM ALL PARTICIPANTS *OTHER THAN RIDER* (VOLUNTEERS, SUPPORT PEOPLE, ORGANIZERS, ETC.) SUBMITTED TO ORGANIZER:

- Covid -19 Event Participation Waiver

APPENDIX 2

SIGNED DOCUMENTS THAT MUST BE SUBMITTED TO THE NEW BRUNSWICK EQUESTRIAN ASSOCIATION:

- Engagement Form - Organizer
- Engagement Form – Host

All the documents above may be found posted on our website on the [Covid-19 Documents for Competitions and Events](#) web page