

INFORMATION AND ADVICE FOR OFFICIALS/VOLUNTEERS DURING COVID-19 ALERT LEVEL 2

Discipline Specific Guidelines for Officials/Volunteers			
Dressage	Endurance	Eventing	Jumping
<p>Entries & Competitors</p> <ul style="list-style-type: none"> Online only with internet banking for entry fees. Competitors to register all support people attending event at time of entry Must notify any additional supporters at event by email or txt. This is the competitor responsibility Written rider briefing emailed to all competitors Distancing during warm up and moving to and from arenas, yarding / vehicles (awareness, refer photo/diagram). <p>Prize money and Prize Giving</p> <ul style="list-style-type: none"> Prizes or prizemoney /prizegivings are optional. Ribbons/Rosettes are optional. <p>Judges/ Writers/Scorers/Test Sheets</p> <ul style="list-style-type: none"> It is recommended that masks should be worn by judges and writers during the competition phase. Writers may sit in back seat of vehicle to avoid face to face exposure. Judges may complete own test sheets without a writer, with marks only and brief summary as part of collective marks. All classes may be judged with one judge only Writers and judges reserve the right to decline to share a vehicle / judging space with an unknown person. Judges/Writers to deliver test sheets to scorers or pick up station with no intermediary contact. Consider a designated tests sheet collator to distribute all competitor tests sheets. Consider scanning test sheets to competitors for a small fee. <p>Meeting Spaces & Personnel / OC</p> <ul style="list-style-type: none"> Provision for at least one metre distancing between all scorers, office and administration personnel where possible or masks should be worn. Offer masks/gloves/sanitizer to all event personnel Communal laptops or equipment not recommended. If used should be sanitized between personnel using. Personnel to provide their own equipment where possible. Conscious adherence to social distancing while putting up and taking down arenas <p>Medical Provision Standards Refer ESNZ GR Art 153</p> <ul style="list-style-type: none"> Qualified First Aider onsite, no mouth to mouth resuscitation, OC to provide gloves and masks to volunteer medics or check they have their own supply 	<p>Entries</p> <ul style="list-style-type: none"> Online only with internet banking for entry fees. Bibs to be washed between rides and rider collects on entry with handling only by Ride Secretary prior to giving to rider. <p>Logbook handling Provisions</p> <ul style="list-style-type: none"> Gloves are optional to be used during all handling of log books and gloves changed at specified time periods e.g. every hour (there are busy times and then quiet times so people wouldn't need to wear gloves all the time but put on new gloves when there is the next period of activity). Vets to complete all stats in logbooks without a writer (or could be handled only by writer and their initials also put in logbook for each entry and they could pp for the vet's signature) Frequent surface sanitizing to be conducted of holding baskets, tables or any surfaces utilised throughout event. <p>Meeting Spaces & Personnel</p> <ul style="list-style-type: none"> Ride start procedure - just ensure physical distancing between competitors unless they already occupy the same bubble). Distancing during competition (awareness, refer photo/diagram). One metre distancing between all competitors, officials and vets required. Provide personal protective equipment and hand sanitizer to all event personnel. No communal laptops or equipment, all personnel to provide their own. Conscious adherence to social distancing during base set up and track marking. Only one person per quad bike or vehicle unless they are already in the same bubble or distance can be maintained (in a vehicle). Ride briefing - attendees to adhere to social distancing requirements. Convenor to assure requirements met. Consider providing all ride brief info via email ahead of the ride – last minute details can be covered by a verbal briefing if necessary. <p>Medical Provision</p> <ul style="list-style-type: none"> Qualified First Aider onsite. 	<p>Entries / Secretarial</p> <ul style="list-style-type: none"> All entries online and contactless payment. Back numbers could be emailed to competitors prior to the event to print their own to avoid need for competitors to come to office to collect. Text or email yard number and map so no congregation around yard list or need to visit event office. Written rider briefing notes emailed to all competitors prior to the event. <p>Stabling, Competition and Warm-Up Areas</p> <ul style="list-style-type: none"> Create physical distancing in stable and yard blocks. Provide additional warm-up arenas to allow for sufficient distancing of riders and supporters. Practice hand hygiene when handling common equipment. Provide specific ride times for competitors and limit support people who can come with the horse. Adhere to physical distancing guidelines at all times. <p>Meeting Spaces & Personnel</p> <ul style="list-style-type: none"> One-meter distancing between all scorers, office and administration personnel where possible, if not masks should be worn. Frequent cleaning and sanitizing of work areas. Have hand sanitizer and masks available for all officials Where possible, event admin staff, officials and scorers to use own laptops and equipment. Arena teams (dressage and jumping) to work one meter apart and to sanitise hands before and after. Event officials to maintain physical distancing guidelines when officiating – this includes judges and writers/scorers/timekeepers in vehicles 	<p>Entries</p> <ul style="list-style-type: none"> Online only with internet banking for entry fees. Competition runs in published draw order, no blackboards. <p>Stabling, Competition and Warm-Up Rings</p> <ul style="list-style-type: none"> Create social distancing in stable and yard blocks. Provide additional warm-up arenas to allow for sufficient distancing of riders and supporters. Practice hand hygiene when handling common equipment such as jump cups, poles and filler, course plans, gate sheets, radios and speaker equipment. Provide specific ride times for competitors and limit support people who can come with the horse. Judge to hand out ribbons/rosettes to avoid gatherings at office. Maintain social distancing at rings and warmup areas. Be aware of the effect of wind and weather (see chart) <p>Meeting Spaces & Personnel</p> <ul style="list-style-type: none"> Limit intermediary contact points. Minimise number of officials working together. Judges box to be large enough to allow two -metre distancing, allowing for weather factors and wind. One-metre distancing between all office and administration personnel (indoors). No communal laptops or equipment, all personnel to provide their own, and sanitise frequently. Frequent cleaning and sanitizing of work areas. Use text messaging to communicate with riders, organisers and officials where possible. Do not congregate under marques, sheds etc in inclement weather – go to your cars/trucks <p>Medical Provision Qualified First Aider onsite.</p>