

# Irish Pony Club

## Returning to Competition Guidelines



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## Introduction

The protocols in this document have been drafted following careful consideration of all of the information and guidelines available. This document factors in the details from the Governments Roadmap to Reopening Business and Society and Horse Sport Ireland's Submission document and latest advice.

**At all times the guidelines of the Government, the Department of Health and the Health Service Executive supersede any guidelines noted in this document.** If required, these guidelines will be updated and revised protocols will be distributed to all Branch officials.

There will be no tolerance of non-compliance. Competition organisers should provide detailed instructions to competitors informing them what will be required of them at competitions. Any individual found in breach of the guidelines should be asked to leave and should be barred from participation at future competitions.

Failure to comply with the guidelines provided by the Government and subsequently detailed in this document for Branches may result in the further suspension of Branch activities. Safety is of paramount importance. Each step will be considered in detail to allow the Irish Pony Club and its Branches to slowly move forward.

The following summaries outline a series of protocols that the organisers of Irish Pony Club, Area and Branch competitions must comply with. These steps must be implemented to ensure the continued safety of Irish Pony Club members, parents, volunteers and officials. **This document must be read in its entirety to understand all of the guidelines, their implications and how they relate to each other.**

The Irish Pony Club will be monitoring the national situation carefully at all times. Competition organisers must ensure that they remain up to date with the latest Government and Irish Pony Club advice in relation to Covid-19 and regularly review each element of the Irish Pony Club Return to Competition Guidelines.

**Any person displaying symptoms associated with Covid-19 (Fever, Cough, Shortness of Breath or Breathing Difficulties), people who have been in close contact of a confirmed case, people who are considered in a high-risk group, or those caring for somebody in a vulnerable category should not attend any competition. Those who have travelled internationally, should also ensure that they follow the Governments latest advice and guidelines for same.**

Each competition organiser must carry out a risk assessment to identify whether they are in a position to safely arrange and run a competition. All of the requirements in this document must be implemented before a competition can be arranged. Competitions when they begin will not happen as we once knew them. To begin with they will be smaller in nature and they will run slower to allow all concerned to accommodate social distancing guidelines.

## General Guidelines for all Irish Pony Club Discipline Competitions

**Any person displaying any of the symptoms associated with Covid-19, or any person who has been in contact with a person displaying symptoms or a confirmed case should not attend the competition.**

- 🐾 Only registered members of the Irish Pony Club for 2020 may participate in competitions.
- 🐾 A Covid-19 Compliance Officer must be appointed for the competition and they must be obeyed at ALL times.
- 🐾 Gatherings are strictly prohibited. Organisers should encourage people not to gather around unnecessarily.
- 🐾 Parking, observing a 5-metre social distance.
- 🐾 Traceability should be ensured.
- 🐾 Spectators not to be encouraged.
- 🐾 Over 70's must follow the governments guidelines during each phase of the Roadmap to Reopening Ireland.
- 🐾 Current Government travel guideline advice must be adhered to.
- 🐾 Persons willing to attend an Irish Pony Club, Area or Branch competition must risk assess their own situation to see how safe it is first.
- 🐾 Branch Officials must complete a similar Risk Assessment.
- 🐾 Risk Assessments must be carried out by the competition organiser to include assessment of the suitability of the venue for social distancing requirements.
- 🐾 Competition organisers will be required to implement the Irish Pony Club Returning to Competition Protocol for each discipline in order to organise a competition.
- 🐾 Social distance must be observed at all times.
- 🐾 Respiratory etiquette and good hygiene practices must be implemented throughout.
- 🐾 No spectators or additional family members to attend the competition. Only those required to assist the competitor prepare for the competition should accompany the member.

## General Protocols for all Irish Pony Club Discipline Competitions

### Venue Preparation

- 🐾 Contact and liaise with the venue.
  - Identify if they can meet the requirements set out in the Horse Sport Ireland Submission for preparing venues prior, during and after equestrian activity and the Irish Pony Club Returning to Competition Guidelines. (Excerpt from this submission located at the end of this document.)
  - Identify if the venue can accommodate the social distancing requirements necessary.
  - Identify if the venue can accommodate an isolation area.
- 🐾 Risk assessment to be completed.
- 🐾 Signage
  - Organisers should verify that they have the most up to date signage for the competition.
- 🐾 Toilets
  - Minimise use of toilets.
  - (Suggestion is to have own facilities in trailer or lorry.)
  - Parents should accompany young children to help clean and sanitise.
  - Appointed steward to ensure that toilets are cleaned and sanitised.
  - Toilets should be replenished with cleaning products and hand sanitiser regularly.
- 🐾 Cleaning schedules should be discussed and implemented in all High-Risk areas of venues.

### Appointment of Covid-19 Compliance Officer

A Covid-19 Compliance Officer **MUST** be appointed for each competition. The Covid-19 Compliance Officer **MUST** be in attendance at all times during the event and will report to the organising committee and the Irish Pony Club. The Covid-19 Compliance Officer can appoint and brief assistance to help. The venue should be inspected prior to any competition commencing to ensure all Covid-19 measures are in place.

- 🐾 See Role and Responsibilities of the Covid-19 Compliance Officer taken from the Horse Sport Ireland Submission located at the end of this document.
  - This officer will have total control over the competition and will have the power to STOP or cancel any competition where persons are not complying or the competition is deemed unsafe to continue.
  - Discuss with the Covid-19 Compliance Officer the Branch procedures for monitoring and maintaining compliance.

### Online Entries

- 🐾 Competitors must book and pay for the competition on line in advance through Its Plain Sailing or an alternative means. (Where this is not possible competition organisers must set out clear guidelines for entering the competition and processing payments, that manage the safety of officials and competitors.)
  - A disclaimer must be signed in advance of the competition. (This disclaimer should be added to the Terms and Conditions for the competition application form on Its Plain Sailing or to the end of the paper competition application form.)
  - All competitions should be paid for in advance using Its Plain Sailing or electronic fund transfers.
- 🐾 Based on these online entries a schedule of classes and start times will be issued to competitors. Where the competition organiser has the use of a website or Facebook page the schedule and start

times will be published online. Alternatively, the schedule and start times will be e-mailed to competitors. This information should be clearly defined in the description and entry details for the competition.

🐾 Information taken through the online entry process will be used in contact tracing.

### Contact Tracing Log

- 🐾 Update competition application forms to add additional questions required for contact tracing and also preparation of the parking facilities.
  - Number of People attending the activity with the member (This should be limited to one person unless specifically requested otherwise.)
  - Names and contact details for all attending the activity.
  - Details of the vehicle being used to bring the member to the activity.
- 🐾 Create a log for recording all of the details of the persons on site at each competition. This log must be updated by a steward at the gate. The log must be maintained and recorded by the competition organisers. This log must be accurate for the purposes of contact tracing.

This list is not extensive. Organisers should risk assess their own situation and apply additional safety procedures as required.

### Travelling to the Competition

- 🐾 Before travel, competitors should observe good hygiene practices, use the bathroom and wash hands.
  - Competitors should procure and bring hand sanitiser, to support their own health and safety.
- 🐾 Families travel together to events with no sharing of lorries or jeeps outside of the family group.
- 🐾 Punctuality is extremely important. Plan travel arrangements to allow adequate time to arrive, unload and tack up in preparation for the assigned warm up time.

### Secretarial Office

- 🐾 Will remain closed to the public. Emergency contact details will be available. There should be minimum contact in an emergency.

### Numbers

- 🐾 Each participant will be asked to make or print their own.

### Tack Inspection

- 🐾 A parent, guardian or family member from the competitor's unit should accompany the competitor to tack inspection. Tack inspection will be carried out a social distance. The competitor's support person will be asked to make any adjustments to the competitors tack.
  - Appropriate personal protective equipment should be assigned to tack inspectors for a situation where they must approach the competitor to check or make adjustments to tack.
  - Tack inspectors should take all precautions necessary to protect themselves and the competitor.

### First Aid

- 🐾 Organise ambulance as per Irish Pony Club Medical Plan Guidelines.
- 🐾 Appoint a first aider as per Irish Pony Club rules.
- 🐾 Ensure that adequate Personal Protective Equipment is available and accessible.

## Catering

- 🐾 Public catering will not be provided.
- 🐾 Officials catering arrangements must be made in advance.

## Stewards Briefings

- 🐾 The stewards briefing should be held either through zoom in advance of the activity or in a quiet area where social distancing can be maintained.
- 🐾 The crisis management plan should be agreed in advance of the competition and outlined before the activity.

## Collection or Distribution of Stewards Equipment

- 🐾 All steward's equipment should be prepacked and available for collection.

## Sanitisation of Equipment

- 🐾 Radios, High Visibility Vests and all shared equipment must be sanitised if alternating stewards.

## Competition

- 🐾 Carefully read the specific protocols for each competition discipline, ensuring that all of the protocols are understood and adhered to.
- 🐾 Arrive punctually for the start time of the competition.
- 🐾 Follow the direction of the stewards.

## Cool Down

- 🐾 On completion of the discipline competition, proceed to cool down the pony or horse directly in the space allocated (if relevant) and return to the vehicle in the parking area.

## Finished Competing, Depart the Venue

- 🐾 As soon as the competitor is finished competing and they have untacked and loaded their horse or pony, they should leave the venue. There should be no hanging around or spectating.
  - All competitors should be instructed to arrive and exit in an orderly manner, obeying directions at all times.

## Fall Protocol

- 🐾 Person first to scene.
  - Assess findings from social distance and record findings.
  - Summon help and or parent or guardian to the scene.
  - First aider should assess the situation and where possible work from a social distance.
  - The First Aider must have access to the appropriate PPE i.e. gloves, mask, coat, plastic apron etc.
  - If the faller requires further medical attention at Accident and Emergency, an ambulance should be called or the parent should transport the member, depending on the situation which should be assessed by the First Aider and Health and Safety Officer.
  - The Health and Safety officer should attend the site of the fall and record all of the details of the accident or incident for the Accident Report Form and Incident Log.

## Stable Blocks

- 🐾 Stabling is not advisable in the current climate.
- 🐾 If a small amount of stabling required, private stables may be accessible. This should be risk assessed.

## Score Board

- 🐾 Not available.
- 🐾 Provisional results followed by final results will be published online.

## Queries and Results

- 🐾 Queries will be accepted within a timeframe announced by the competition organisers, from the publication of the provisional results online.
- 🐾 Queries to be made by a District Commissioner (DC) or their representative only.
  - A time frame of for example two hours after provisional results should be posted so that all involved are aware of the timeline.
- 🐾 Provisional results will be published online. Competitors will have a two to three-hour window to lodge a query. Final results will be published following this timeframe.
- 🐾 Results will be posted on the competition organisers website or Facebook page as appropriate.

## Prize Giving

- 🐾 There will be no prize giving.
  - Results, certificates or prizes will be distributed in writing via e-mail and post respectively.

## Specific Protocols for Cross Country

- 🐾 Score sheets should be collected at the end of every class.
- 🐾 Each fence judge pack should contain A4 envelopes for each class marked with fence number. At the end of each class all data for that class to be sealed in the envelope. These will be collected at the end of each class.
- 🐾 The fence steward must remain at their fence until all packs have been collected at the end of the competition.
- 🐾 The Start and Finish stewards should receive a pack containing all of the equipment they will require with A4 envelopes for each class marked with start or finish. At the end of each class all data for that class to be sealed in the envelope. These will be collected at the end of each class.
  - Personal protective equipment may be required by the Start and Finish stewards and should be available for their use.

## Chief Steward

- 🐾 The Chief Steward is in control of the event and must work closely with the Covid-19 Compliance Officer.
- 🐾 They must have a separate briefing and must gather and outline the duties of the emergency team.

## Specific Protocols for Show Jumping

### Judges Box

- 🐾 Social distancing should be practiced at all times.
- 🐾 Judges should bring their own personal protective equipment; however, the organising committee may need to offer personal protective equipment products.
- 🐾 Judges to be reduced to one judge in the judges' box at any one time for the period of Covid-19.
- 🐾 A judge may bring a family member as a scribe. This would be the ideal situation.
- 🐾 For larger competitions, it is advised to use the minimum number of judges which is feasible in line with Irish Pony Club Show Jumping Rules.
- 🐾 Each Judges Box should be assessed and the appropriate measures taken to ensure the safety of those judging on the day. Consideration should be given to the provision of face visors, and personal protective equipment to ensure that the risk to these Officials is negated. Perspex screens may be used in some cases.
- 🐾 Approved hand sanitiser gel should be available in judges' boxes.
- 🐾 Consult with your local Judges to ensure they are comfortable with the arrangements provided.

It is essential that Irish Pony Club Covid-19 protocols, which have been produced in line with the government guidelines during the Covid-19 pandemic around social distancing are strictly adhered to.

### Course Walk

- 🐾 Course walks will be allowed at intervals, in groups.
- 🐾 Fence materials and entrance or exit gates should not be touched during the course walk.

### Warm Up Arena

- 🐾 A call up steward will supervise the arena.
  - They should be provided with the appropriate personal protective equipment.
- 🐾 Appointed fence stewards should raise and lower fences on instruction of parents or the trainer.
- 🐾 One assistant per competitor in the warm up at any one time, the assistant will only enter the practice arena when their rider is ready to start jumping to keep the number of people in the practice arena to a minimum at all times. All competitors must take responsibility for pocket etiquette and health and safety regulations.
- 🐾 Only up to six horses allowed in the practice arena at any one time. However, with smaller or larger practice arenas these numbers may decrease or increase.
- 🐾 One system for warming up, either clockwise or anti-clockwise.
- 🐾 Two practice fences, one oxer and one parallel.
- 🐾 Safety barrier in between fences.

### Jumping Ring

- 🐾 Depending on the system, two competitors to be in the ring at any one time. If possible, utilise separate entrance and exit gates.
- 🐾 If this is not possible, ensure the pocket waiting area is kept clear to minimise contact between competitors.

### Cool Down

- 🐾 Where appropriate, maintaining a social distance.
- 🐾 Wash down with the competitors own water supply.
- 🐾 Load and leave venue as soon as possible.

## Specific Protocols for Dressage

- 🐾 Competition numbers, dressage test times and arena details will be published online in advance of the competition on either the organisers website or social media pages. If neither of these options are available, these details will be issued by e-mail.
- 🐾 A map containing a detailed layout of the venue will also be published or issued to the competitors.
- 🐾 If a competitor is riding more than one test, the tests will be scheduled within 35 to 40 minutes of each other to ensure competitors are at the venue for as short a time as possible.

## Judges

- 🐾 Judges will have been given specific times and arena location via phone or email message prior to the competition.
- 🐾 Judges will judge tests from their car parked at the competition arena.
- 🐾 A judge may bring a family member as a scribe.
- 🐾 In the event same is not possible, a scribe can be located in a car 3 metres from the judge's car, and they may communicate via a blue tooth device.
- 🐾 Dressage sheets will be distributed to each district commissioner (DC), who in turn will distribute to each competitor individually.
- 🐾 With agreement from the judge, the scribe could sign the sheet.

## Results

- 🐾 Results will be published online.
- 🐾 All tests will be scanned or posted to the competitor.
- 🐾 No results will be available on the day.

## Protocol for Combined Training

- 🐾 Organisers running a combined training competition should follow the guidelines contained in the Show Jumping and Dressage Protocols.

## Specific Protocols for Eventing

- 🐾 **Organisers running a One Day Event training event or competition should read and follow the guidelines for the show jumping, dressage and cross-country phases, as outlined in the Specific Protocols for Cross Country Riding, Show Jumping and Dressage.**
- 🐾 Initially, suggested numbers should be restricted to 120 competitors (in order to be able to fulfil the requirement of a maximum of 500 at an outdoor event).
- 🐾 It will be classified as a training event.
  - Timing will be as indicated on the course plans. The cross-country course plan will be made available online or on Facebook.
  - No results posted at the venue. These will be posted online after the finish of the event at a timing posted by organiser.
  - There will be a time window stated for queries after posting of results. No queries will be accepted after this window.
  - Rosettes etc. will be posted to prize winners.
- 🐾 Competitors may arrive two hours before their dressage time. During this time, they have to walk both the show jumping and cross-country courses. This will be their only opportunity to do so.

## Dressage

- 🐾 Dressage judge to bring sibling if possible as a scribe. If not, the scribe should sit outside at hearing distance or in a separate vehicle with windows. Radios a possibility or blue tooth system.
- 🐾 Sheets to be collected after every ten competitors, and or, at end of the class.
- 🐾 Laptop or tablet may be used by scribe.
- 🐾 Ideally judge and scribe should provide own refreshments

## *Dressage Warm up*

- 🐾 Only one parent or trainer to accompany each competitor.
- 🐾 Remember social distancing and leave enough space.

## Show Jumping

### *Warm up*

- 🐾 Competitors will warm up for the show jumping and cross-country phase at the same time.

### *Arena*

- 🐾 Upon completion of show jumping round, proceed to start of cross country.

## Cross Country

- 🐾 Map of the course will be available online.
- 🐾 While walking the course no contact or touching fences.
- 🐾 Only trainer or one parent allowed to walk the course with the competitor.
- 🐾 On completion of cross country proceed to the car park area, where horses may be washed down if required and cooled off.
- 🐾 Competitors should leave the venue as soon as practicable.

## *Stewards*

- 🐾 Personal protective equipment may be required and should be provided for the following stewards.
  - Call up Dressage.
  - Call up Show Jumping.
  - Call up Cross Country.

### *Fence Stewards Briefing*

- 🐾 In the open and at a social distance.
- 🐾 Packs for fence stewards should be pre packed, with all of the necessary equipment supplied in one pack.
- 🐾 Fence stewards should provide their own refreshments.
- 🐾 Ideally, the same fence stewards will do the fence for the day.

Everyone must adhere to the times they are given.

## Specific Protocols for Mounted Games

### Key Points

It will be made clear at the time of entry (Terms and Conditions on entry form) that any person displaying symptoms associated with Covid-19 (Fever, Cough, Shortness of Breath or Breathing Difficulties), people who have been in close contact of a confirmed case, people who are considered in a high-risk group, or those caring for somebody in a vulnerable category should not attend.

### Family Units Travel Together.

- 🐾 Families travel together to events with no sharing of lorries / jeeps /ponies outside of the family group.
- 🐾 In the event the Government introduces a Contact Tracing App, as a condition of entry and participation at an event or activity, the participant will be required to download and install the app to anonymously log interactions between participants. If somebody tests positive for Covid-19, the app alerts those who've been in close contact with that person. This will be stated on booking forms.
- 🐾 If face masks are recommended by Public Health guidelines, it will be mandatory for both riders and all attendees to wear the same. Regardless of whether they are mandatory or not, use of them would be a deterrent to touching face & a reminder of the serious nature of current situation.

### Arena Parties

- 🐾 Arena Party members stay at all times 2 Meters Apart.
- 🐾 Equipment is per team or pair and each team or pair own arena party is responsible for the placing, collection and hand out of the allocated equipment for the heat.
- 🐾 No arena party member should touch any other team's equipment under any circumstances.
- 🐾 Equipment should be washed or bleached before competition starts and at the end of each heat.
- 🐾 Separate sanitiser equipment or materials to be provided for each arena party member at separated equipment area by rider at side of arena.
- 🐾 Arena party must clean or sanitise hands at the end of each heat.
  
- 🐾 Sanitiser equipment or materials to be provided for each rider behind the start line. Hands to be sanitized
- 🐾 Between each race. Between each race riders and ponies to implement social distancing.
- 🐾 Riders to stay 2 Meters apart in call up locations.

### Final Notes

- 🐾 Social Distancing means no visiting other lorries or families.
- 🐾 No sharing of water bottles, tea coffee or equipment.

All information in this document is continually being updated in line with government Covid-19 guidelines and Irish Pony Club guidelines. Please ensure that all Branch members are familiar with these policies and procedures before attending a competition. Further updates will be issued in line with changes in government guidelines.

## Specific Protocols for Tetrathlon

- 🐾 **Organisers running a Tetrathlon or Minimus competition should read and follow the guidelines for the cross-country phase, as outlined in the Specific Protocol for Cross Country Riding.**

### Cross Country Warm up

- 🐾 Two fences in warm up, 5 metres apart.
- 🐾 A corral for the helpers, only one with each competitor allowed. Social distance must be maintained.

### Shooting

- 🐾 Each shooter must maintain a 2m social distance at all times, whether laying down or standing, indoors or outdoors.
- 🐾 The shooting coach must wear a face covering (as per Health Service Executive guidelines) and apply hand sanitiser between shooters.
- 🐾 Irish Pony Club competitors must bring their own equipment and Personal Protective Equipment, including the following:
  - Face covering
  - Pellets
  - Targets
  - Hand Sanitiser
  - Shooting mat or a sheet to cover the mat.
- 🐾 To prevent cross contamination, a competitor must remain in the one shoot detail at all times. There should be no cross over.
- 🐾 One detail at a time, the competitors should depart the area before the next details approaches the range.
- 🐾 If Branch guns are being utilised, they must be sanitised between each detail and after each use.
- 🐾 All equipment used should be sanitised regularly to prevent cross contamination.
- 🐾 There should be no spectators in the shooting hall.

### Swimming

- 🐾 Guidelines will be followed as per the Government and swimming pool protocols.
- 🐾 One trainer per phase to supervise their branch only. One parent allowed to support small children if needed in changing room, under 10 years or first timers.
- 🐾 No trainers or parents on deck and viewing may not be possible.
- 🐾 Groups of six with 5m distancing between each group on the pool side
  - Numbers will be dependent on Government guidelines in place.
- 🐾 Pool side officials at a minimum.
- 🐾 Children will be required to change and leave immediately after their heat has finished. No delays in changing rooms.

The Tetrathlon Committee will review and submit more detailed guidelines when swimming pools open and further guidelines are published.

### Running

- 🐾 Teams will be let off with 5 metre distance between each team every 30 seconds.
- 🐾 One trainer per branch in the warm up zone.
- 🐾 Parents can space themselves within recommended social distancing to encourage competitors.
- 🐾 Once running phase is complete all competitors will be required to leave.

## Results

- 🐾 All results of all phases, cross country riding, shooting, swimming and running will be available immediately on a new phone app. Any changes or further information will be available also.

All the above Guidelines and Protocols are subject to change depending on Government and Health Guidelines in place at the time of both Minimus and Tetrathlon.

## Protocol for Camp

- 🐾 Camps for 2020 will be allowed from July 22nd 2020.
- 🐾 There will be three options for the type of camp.

### Option A

- 🐾 Ponies and members arrive each morning and return home in the evening.
- 🐾 Risk Assess
  - The Branch must risk assess the camp and develop strategies for ensuring the health and safety of all in attendance and sanitising the equipment used in line with Irish Pony Club guidelines.
- 🐾 No Sharing
- 🐾 Stable Management
  - No touching or sharing.
  - Demonstrations to be realistic and possible.
  - Safety and social distance must be considered at all times
- 🐾 The use of face coverings must be considered.
- 🐾 Lunch
  - Picnic lunch at a social distance.
  - All persons should bring their own lunch and refreshments.
  - There should be no sharing of food, drinks, beverages or utensils.

### Option B

- 🐾 Ponies only resident. Members must return home each evening.
- 🐾 Arrange for same number of people to muck out and feed ponies in the morning and evening, using their own tools and bucket for topping up water.
- 🐾 Members arrive with their own equipment for their pony, saddle, bridle, grooming kit, bucket etc.
- 🐾 Stable Management
  - No touching or sharing.
  - Demonstrations to be realistic and possible.
  - Safety and social distance must be considered at all times
- 🐾 The use of face coverings must be considered.
- 🐾 Lunch
  - Picnic lunch at a social distance.
  - All persons should bring their own lunch and refreshments.
  - There should be no sharing of food, drinks, beverages or utensils.

### Option C

- 🐾 Branches may choose a mix of option A and B. This is allowed.

## Protocol for Tests

- 🐾 Tests will be allowed from August 3<sup>rd</sup> 2020.

## Branch

- 🐾 Branches are allowed to organise tests up to C+, within the guidelines as issued by the Irish Pony Club.
- 🐾 Care must be taken with Stable Management.
  - There should be NO sharing.
  - Social distance must be maintained.

## Area

- 🐾 Areas are allowed to organise B Test.
- 🐾 NO member to take the test in another Area for 2020.

## Senior Proficiency Tests

- 🐾 The Irish Pony Club Training Committee are allowed to organise Senior Proficiency Tests.

**At all times, follow the directions of the Covid-19 Compliance Officer.**

**It is in everyone's best interest to keep to the protocol for health and safety.**

Horse Sport Ireland - Submission to: Sport Ireland, Department of Transport, Tourism and Sport, Department of Agriculture, Food and the Marine and Department of Health.

### Preparation of Venues Prior, During and After Equestrian Activity

Venues to undertake an extensive disinfection with the use of disinfectant sprayers and ULV fogging machines.

- ✓ Erection of permanent Official Dept of Health signage posted at entrances and along entrance and exit routes as well as at critical points.
- ✓ It should be made clear at the time of entry that any person displaying symptoms associated with Covid-19 (Fever, Cough, Shortness of Breath or Breathing Difficulties) or people who are considered in a high-risk group should not attend.
- ✓ Temperature checks taken on arrival. An isolation room/space identified to hold any symptomatic person found at the venue while awaiting transport to a medical facility.
- ✓ Entrance and Exit routes clearly marked. A one-way system with separate entrance and exit routes would be ideal, however if this is not possible then a stop/go system should be introduced.
- ✓ Parking spaces should be pre-allocated at the time of entry where possible.
- ✓ Parking spaces should be numbered and marked off and participants should be shown to their specific parking space.
- ✓ A minimum distance of 5M should be observed between vehicles.
- ✓ Stables and viewing closed off.
- ✓ Social distancing marks painted on ground at Critical Points e.g. Show Office, toilets, catering outlets.
- ✓ Catering facilities will not be made available until further guidance from Department of Health is issued and that participants should be notified of this at the time of entry.
- ✓ Protective Screens placed at office.
- ✓ Hygiene Stations prepared with spray bottles of disinfectant, paper rolls, glove etc.
- ✓ Equipment such as fence material and arena material will be disinfected before and after use.
- ✓ Appointment of C-19 Compliance Officer (see below)
- ✓ The C-19 Compliance Officer will have the additional responsibilities of policing social distancing and will act with the full authority of the venue owner.
- ✓ Government Health warnings as related to Covid-19 will be played on a continuous loop, every 30 minutes, over the venues PA system.

### Reference

Horse Sport Ireland Submission; Accessed 14<sup>th</sup> May 2020;

 [https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission\\_Equestrian-Sport-Ready-Revised.pdf](https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission_Equestrian-Sport-Ready-Revised.pdf)

## C-19 Compliance Officer

This section is intended to outline the role and duties of a COVID-19 Compliance Officer ('C-19 Compliance Officer') for all disciplines line with the Government's recommendations to monitor Social Distancing.

It is important that the right candidate is appointed / selected as a C-19 Compliance Officer.

Affiliates must assess how many C-19 Compliance Officers are required depending on size, environment, number of participants to be monitored. C-19 Compliance Officer's duties should be shared among all Stakeholders.

Social distancing compliance is the responsibility of everyone.

A panel of C-19 Compliance Officers will be created.

Details of the assigned C-19 Compliance Officer to be communicated on the Health and Safety Notices and the Show schedules.



## Role of a C-19 Compliance Officer

- ✓ The role of a C-19 Compliance Officer is to monitor activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C 19 virus.
- ✓ These key personnel should be clearly identifiable onsite with a distinguishable high viz vest with C-19 Compliance Officer written on them, similar to the illustration provided above.
- ✓ The person undertaking the role must receive training in what the role will entail.
- ✓ Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the C 19 Compliance Officer.
- ✓ Their role is supported by all organisers and Affiliate Bodies.
- ✓ A C-19 Compliance Officer must not put themselves at risk while carrying out their duties.
- ✓ C-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of COVID 19.
- ✓ This structure must be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of COVID 19 onsite

## Responsibilities of a C-19 Compliance Officer

C-19 Compliance Officer's responsibilities and duties fall broadly into 2 categories:

1. PROACTIVE DAY TO DAY DUTIES
2. REACTIVE EMERGENCY DUTIES

### Proactive Day to Day Duties of a C-19 Compliance

- ✓ Being a constant onsite presence to monitor compliance with social distancing of 2 metres between all
- ✓ participants. In instances where there is non-conformance with social distancing the C-19 Compliance Officer
- ✓ is to intervene.
- ✓ Maintain a log of regular monitoring of COVID-19 controls on site.

- ✓ Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID 19 controls on site.
- ✓ At all times promote and coach good hygiene practises.
- ✓ Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- ✓ Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- ✓ Check hot water and hand drying facilities are available onsite.
- ✓ Make representations to event organisers.
- ✓ With regards any COVID-19 concerns raised by participants to the C-19 Compliance Officer.
- ✓ Ensure site personnel are adhering to staggered.
- ✓ Report any areas of non-compliance to site management and ensure these are addressed.
- ✓ Consider provision of additional controls for exceptional circumstances.
- ✓ Keep up to date on HSE and WHO guidelines.

#### Reactive C-19 Compliance Officer Duties

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID-19 onsite, there is the potential where an individual onsite may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react.

In a Reactive Position, their Responsibilities include:

- ✓ Informing Event Organisers if there is a confirmed case or if they have been made aware of an been made aware of an individual with COVID--19 symptoms
- ✓ Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- ✓ Following site protocol for individuals with COVID--19 symptoms. (i.e. send home, inform 19 symptoms. (i.e. send home, inform them to contact GP).
- ✓ Assisting in contact tracing should there be a confirmed case of COVID--19.

#### Reference

Horse Sport Ireland Submission; Accessed 14<sup>th</sup> May 2020;

 [https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission\\_Equestrian-Sport-Ready-Revised.pdf](https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission_Equestrian-Sport-Ready-Revised.pdf)

## Important Links to Further Information and Guidance

### Irish Pony Club Covid-19 Supporting Documents and Posters

-  Downloadable from the Downloads page of the Irish Pony Club website under the heading Covid-19.
-  <https://irishponyclub.ie/index.php/downloads>

### Horse Sport Ireland Submission

-  [https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission Equestrian-Sport-Ready-Revised.pdf](https://www.horsesportireland.ie/wp-content/uploads/2020/05/HSI-Submission_Equestrian-Sport-Ready-Revised.pdf)

### Government Roadmap for Reopening Ireland

-  <https://www.gov.ie/en/news/58bc8b-taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/>

### Department of Health Guidelines

-  <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

### Health Service Executive Guidelines

-  <https://www2.hse.ie/coronavirus/>

### Health Service Executive Guidelines – Cloth face coverings, medical masks and disposable gloves

-  <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

### Health Service Executive Guidelines – How to clean your hands.

-  <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

### Health Protection Surveillance Centre

-  <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>

### Health and Safety Authority. This page includes poster for display.

-  [https://www.hsa.ie/eng/topics/covid-19/covid-19\\_coronavirus.html](https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html)

### Health Service Executive Resources including posters and other materials for display.

-  <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

### Department of Health and Health Service Executive – Covid Tracker App

-  [https://covidtracker.gov.ie/?utm\\_source=covid\\_tracker&utm\\_medium=app&utm\\_campaign=coronavirus\\_landing\\_page](https://covidtracker.gov.ie/?utm_source=covid_tracker&utm_medium=app&utm_campaign=coronavirus_landing_page)

### Sport Ireland – Covid-19 Advice

-  <https://www.sportireland.ie/covid19>

### Sport Ireland – Returning to Sport E-Learning Course

-  <https://www.sportireland.ie/covid19/course>

### Horse Sport Ireland – Covid-19 Advice

-  <https://www.horsesportireland.ie/covid-19/>