



# IEA SHOW BEST PRACTICE GUIDELINES FOR 2020-2021

One part of the IEA COVID-19 Response Kit - for additional information see the COVID-19 Resource Hub page on the IEA website.

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**Effective July 1, 2020, and until further notice from the IEA, the following protocols are MANDATORY at all IEA events in the 20-21 Season:**

- Verification of personal temperature of less than 99.5 degrees before arriving on Show grounds
- Regardless of temperature, do not attend the Event if feeling ill, showing any signs that could potentially be related to COVID-19, or if you have been in contact with anyone diagnosed or showing symptoms of COVID-19 within 14 days of the event.
- Face covering (Mask) must be worn in any setting where there is a possibility of being within six feet of other individuals (who are not members of their immediate household), and when not mounted on a horse. If an individual needs a face mask accommodation due to a verifiable health condition under the Americans with Disabilities Act, please notify the show host at least 24 hours prior to the start of the competition. Attendees will be expected to provide their own masks.
- Hands must be washed and/or sanitized upon arrival at Show grounds and frequently while in attendance. Attendees should bring a personal supply of hand sanitizer.
- Maintain Social-Distancing of at least 6 feet between non-family members.
- **Each rider is limited to bringing no more than one (1) attendant (guardian/spectator) per show.** Sibling riders are limited to one (1) shared attendant (guardian/spectator) per show. Depending on spacing and each show facility's policy, the attendant may or may not be permitted ringside to watch the rider compete.
- Advise the IEA membership office if any person is diagnosed with COVID-19 within 14 days of attending an IEA Event.

The Interscholastic Equestrian Association (IEA) recognizes the health and safety of participants as a top priority, and will continue to define important safety measures in response to COVID-19. However, participants, attendees, vendors and all others who may be physically present at an IEA event must be aware and acknowledge that attendance at any group sporting event carries with it the risk of exposure to airborne viruses, including COVID-19. IEA members must acknowledge the inherent risks, including the public health risk presented by the Coronavirus, of participation/attendance in a group sporting event, and that IEA cannot guarantee personal physical safety and cannot be held liable for participants' or attendees' possible exposure to viral disease.

Programs may be modified or suspended immediately and without notice because of force majeure causes beyond the IEA's reasonable control and occurring without its fault or negligence including, but not limited to, acts of god, fire, wars, governmental action, terrorism, epidemic, pandemic, or any other event beyond the IEA's control.

Please note: ***THE IEA WILL CONSISTENTLY MONITOR THE COVID-19 SITUATION AND ADAPT ACCORDINGLY. NATIONAL/STATE/LOCAL GOVERNMENT AND/OR HEALTH DEPARTMENT RULES MAY DIFFER FROM THESE IEA GUIDELINES/RULES. IN ALL CASES, THE MORE RESTRICTIVE REGULATIONS, RECOMMENDATIONS, GUIDELINES AND REQUIREMENTS WILL PREVAIL. PLEASE REVIEW APPROPRIATE INFORMATION BEFORE HOLDING/ATTENDING AN IEA EVENT.***

The chart on the following pages contains recommendations for best practices for show hosts, coaches and teams.

**IEA SHOW BEST PRACTICE GUIDELINES FOR 2020-2021**

	<b>GOOD</b>		<b>BETTER</b>		<b>BEST</b>	<b>NOT RECOMMENDED</b>
<b>PRE-SHOW</b>						
<b>Plan Enhanced Communications</b>	Email coaches schedule updates throughout the day.	<b>PLUS</b>	Utilize social media to post schedule updates and class results in real time.	<b>PLUS</b>	Incorporate use of an opt-in mass-texting app (for example, Remind, TeamSnap, FamilyApp)	Parents and riders should not have to enter the show facility repeatedly to try to estimate class start times.
<b>Scheduling</b>	Publish schedule and distribute to coaches with time estimates for the start of each class and total ride counts for each section.	<b>PLUS</b>	Plan a schedule that keeps similar level horses and riders in the facility at the same time, so that they can leave as they finish.	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Follow one of the IEA-provided example-schedules to streamline spectators and horse use.</li> <li>Communicate to coaches at least 24 hours prior so that they can further communicate time estimates to their riders.</li> </ul>	Schedules should not require riders/families to spend long amounts of time at the show.
<b>FACILITY</b>						
<b>Adjusting the Jumps/Markers/Arena</b>	Designated crew allowed to touch equipment in the ring - must use hand sanitizer before and after entering the ring.	<b>PLUS</b>	Designated crew members assigned to specific jumps or equipment. Organizing equipment in the ring that requires few adjustments.	<b>PLUS</b>	Equipment is set up in the ring so that it does not need any adjustment. When class changes occur, or a piece of equipment comes out of place, the show manager or their individual designee is solely responsible for making the adjustment.	Allowing individuals to adjust ring equipment unmonitored, or just calling for volunteers to help with equipment is not recommended
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>If indoor bathrooms are not available, fresh PortaJohns at start of weekend.</li> <li>PortaJohns with sanitizer inside and outside of the units.</li> <li>Signage encouraging use of sanitizer and/or soap and water.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Signage for separate bathroom facilities for staff and spectators.</li> <li>Water and soap handwashing available.</li> <li>Disinfection of surfaces at least every 4 hours.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Having multiple sanitizer stations.</li> <li>Signage to encourage people to use hand sanitizer <b>before</b> and <b>after</b> using the PortaJohn.</li> <li>Disinfection continuously.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities without sanitization and readily-available hand-cleaning options are not recommended.</li> <li><b>DRESSING AREAS WILL NOT BE PROVIDED</b></li> </ul>

	GOOD		BETTER		BEST	NOT RECOMMENDED
<b>Cleaning and Disinfecting</b>	<ul style="list-style-type: none"> <li>High-Touch areas to have spray disinfectant and paper towels/wipes available: mounting, bathrooms, entrance/exits to indoor spaces, jump crew area, judge's table, secretary's office.</li> <li>When possible, reduce number of high touch areas, for example leave doors open to avoid contact at door and bottlenecks.</li> <li>Adequate garbage cans in all high-traffic areas.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Remind participants to bring their own hand sanitizer.</li> <li>Dedicated cleaning crew to disinfect all high touch areas (bleach fog/wipe all doorknobs/light switches/common surfaces) every four hours.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Provide sanitizer stations plus dedicated cleaning crew to disinfect all high touch areas (bleach fog/wipe all doorknobs/light switches/common surfaces) <i>continuously</i>.</li> </ul>	
<b>Officials - Judges</b>	<ul style="list-style-type: none"> <li>Judges should be seated following proper social distancing guidelines of at least 6ft apart from others (including announcer or scribes).</li> <li>If seated indoors with another person, masks are encouraged if a distance of 6ft cannot always be maintained.</li> <li>Signage should be used to distance individuals at least 6ft from any area that houses an official.</li> <li>Hand sanitizer should be available on the judge's table.</li> <li>One person should be designated as a runner for the judge throughout the day.</li> </ul>	<b>PLUS</b>	Judges and scribes will be seated further than 6ft apart and have fully charged radios for communication.	<b>PLUS</b>	Judges will supply their own scribe (preferably a member of their household.)	Officials should not be positioned without social distancing spacing.
<b>Officials - Stewards</b>	<ul style="list-style-type: none"> <li>Stewards should be seated following proper social distancing guidelines of at least 6ft apart from others.</li> <li>Only one coach may approach the steward at a time and masks are required.</li> </ul>	<b>OR</b>	No individuals will be allowed to approach any steward and clear lines of communication will be outlined by the manager prior to the start of the show.	<b>PLUS</b>	Stewards will be seated away from the in-gate and have fully charged radios for communication.	Officials should not be positioned without social distancing spacing.

	GOOD		BETTER		BEST	NOT RECOMMENDED
<b>Spectators - Indoor Venue</b>	<ul style="list-style-type: none"> <li>• Manager designates one staff member to keep head count and enforce proper distancing measures in all congregation areas of the event grounds.</li> <li>• Clear signage for spectator areas and policies.</li> <li>• <b>One</b> parent/guardian per rider allowed at events.</li> <li>• No competitors other than riders mounting for the current class in the venue.</li> <li>• No chairs in spectator areas.</li> <li>• Shelter in car: <b>one</b> parent / guardian allowed in venue while child is riding.</li> </ul>			<b>PLUS</b>	<ul style="list-style-type: none"> <li>• Live stream/FB Live/Zoom show classes.</li> <li>• No spectators other than the coaches</li> </ul>	Individuals should not be standing/seated within 6ft of the fence line of the ring or other people. No congregating on the show grounds.
<b>Spectators - Outdoor Venue / Large Coliseum</b>	<ul style="list-style-type: none"> <li>• Manager designates one staff member to keep head count and enforce proper distancing measures in all congregation areas of the event grounds.</li> <li>• Clear signage for spectator areas and policies.</li> <li>• <b>One</b> parent/guardian per rider allowed at events</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>• Monitored spectator area will follow social distancing guidelines, separating family groups by marked-out 6ft designated areas.</li> <li>• No competitors other than riders mounting for the current class in the venue.</li> <li>• No chairs in spectator areas.</li> <li>• Shelter in car: <b>one</b> parent / guardian allowed in venue while child is riding.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>• Live stream/FB Live/Zoom show classes.</li> <li>• No spectators other than the coaches.</li> </ul>	Individuals should not be standing/seated within 6ft of the fence line of the ring or other people. No congregating on the show grounds.
<b>Stabling</b>	<ul style="list-style-type: none"> <li>• Each horse provider should have designated stalls with 1 tack stall on the end of designated stalls section</li> <li>• Empty stalls assigned between groups of horse providers</li> <li>• Horse providers should have hand sanitizer available in tack area</li> <li>• Only horse providers and assigned holders allowed in barn</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>• Hand sanitizer available at end of each aisle and must be used upon entering/leaving</li> <li>• Signage that no visitors are allowed</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>• Day ship in horses - work out of the trailer</li> <li>• Bring all supplies needed for horses for the day including large water storage containers, drinking buckets, wash buckets and sponges (for sponging off horses at the conclusion of their work day)</li> </ul>	Multiple horse providers/horse holders working in the same area of the barn (including wash racks/ wash stalls) is not recommended.

	GOOD		BETTER		BEST	NOT RECOMMENDED
DAY OF SHOW						
<b>Awards &amp; Prizes</b>	<ul style="list-style-type: none"> <li>Awards Table outside with one person designated as Awards Coordinator to distribute ribbons/prizes to each individual throughout the day.</li> <li>The Awards Coordinator should wear a mask and have a protective barrier sheet (plastic or glass) if possible, in addition to dedicated supply of hand sanitizer.</li> </ul>	<b>PLUS</b>	Each team chooses one representative to pick up ribbons/prizes for the team throughout the day from the Awards Coordinator	<b>OR</b>	Awards/Prizes are noted and compiled for each team throughout the day and picked up by one team representative at the completion of the competition	An unattended Award Table that allows attendees to take their own ribbons and prizes throughout the day is not recommended.
<b>Coach Packets</b>	<ul style="list-style-type: none"> <li>Only one coach representative is allowed at a time in the office.</li> <li>The secretary distributes packets to a single team coach.</li> <li>The Secretary should wear a mask and have a protective barrier sheet (plastic or glass) if possible, in addition to dedicated supply of hand sanitizer.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>E-mail show program, horse descriptions, point rider forms, and add-drop form to coaches 24-48 hours before the show.</li> <li>Packets with back numbers spread out for coaches to access on a separate table at least 6' away from the secretary's desk.</li> <li><b>Coaches drop off point rider/add drop form in a folder/bin placed on that same table.</b></li> </ul>	<b>OR</b>	<ul style="list-style-type: none"> <li>same as "Better" but,</li> <li><b>Coaches email point rider forms in advance of the show or if cellular service and wi-fi allow, utilize google forms or other document for point rider submission.</b></li> </ul> <p>(Note - coaches have the right to submit or amend their point rider form anytime up until the start of the draw.)</p>	Selling programs, distributing papers (horse descriptions etc) to parents, sharing/lending communal pens are not recommended.
<b>Course Walk</b>	Masks required, enforce social-distancing between riders during walk	<b>PLUS</b>	Walk by division prior to division start	<b>OR</b>	<ul style="list-style-type: none"> <li>Separate walk for each class</li> <li>Schedule walk by team</li> </ul>	Large, open course walk with all teams, riders and coaches in the ring at one time is not recommended.
<b>Food Concessions</b>	<ul style="list-style-type: none"> <li>Pre-packaged food only</li> <li>Use of a protective barrier sheet (plastic or glass) if possible</li> <li>Food line standing spots marked out in 6' increments</li> <li>Avoid cash transactions (payment by Venmo, Paypal, check etc).</li> <li>Hand sanitizer available at the table.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Have the food concessions located outdoors</li> </ul>	<b>OR</b>	<ul style="list-style-type: none"> <li>Notice in the prizelist stating limited or no concessions available at the show</li> <li>Participants bring their own food and water as needed</li> </ul>	Preparing food onsite, warming/serving food out of large pots, crowds around a concession stand and communal water coolers are not recommended.

	GOOD		BETTER		BEST	NOT RECOMMENDED
<b>Fundraising at Show</b>	<ul style="list-style-type: none"> <li>Multiple raffle options are placed on a table that is greater than 6 feet away from individuals.</li> <li>Receptacles for tickets and a description of the raffle option placed closer to individuals so that they may review what is in the raffle.</li> <li>Individuals will fill out their own raffle entry.</li> <li>The designated raffle supervisor will supply disposable pencils or individuals must provide their own pen to fill out the tickets.</li> <li>Avoid cash transactions (payment by Venmo, Paypal, check etc).</li> <li>Hand sanitizer available at the table.</li> </ul>					Raffle options on a table within 6 feet of individuals where they can be touched and sneezed/coughed on, community pens and exchange of money/tickets/items without hand sanitizer present is not recommended.
<b>Horse Descriptions, Course Maps, Dressage Tests, Reining Scorecards</b>	<ul style="list-style-type: none"> <li>Include copies of the horse descriptions, course maps, patterns/tests, etc in the coach packet.</li> <li>Changes posted in a limited-access area with social distancing markers. Suggestion that coaches photograph pages to share with teams.</li> <li>Dressage tests should be given to coaches for their riders at the conclusion of the test classes.</li> <li>Copies of Reining scorecards posted in a limited-access area with social distancing markers.</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Horse descriptions and course maps should be emailed to coaches 24 hrs before the show for the coaches to share with riders &amp; print their own copies</li> </ul>			Public posting of show documents is not recommended because it may draw too many people to one location and not be conducive to social distancing.



	GOOD		BETTER		BEST	NOT RECOMMENDED
<b>Horse Draw</b>	<ul style="list-style-type: none"> <li>Steward and other non-partisan show official do the draw together- employing social distancing throughout the process.</li> <li><b>Posted in a limited-access area with social distancing markers. Suggestion that coaches photograph pages to share with teams.</b></li> </ul>	OR	<ul style="list-style-type: none"> <li>Steward and other non-partisan show official do the draw together- employing social distancing throughout the process.</li> <li><b>Show staff and coaches scribe their own sheets while socially distancing or secretary makes copies of draw sheets and coaches/show staff pick up a copy.</b></li> </ul>	PLUS	Virtual draw with links available to coaches/riders. (Zoom, Facebook Live, Google Sheet)	Live rider draw or publicly posting the draw is not recommended because coaches/riders will crowd the area.
<b>Horse Handlers</b>	<ul style="list-style-type: none"> <li>Limiting the same horse to each handler.</li> <li>Horse handlers assigned prior to start of show.</li> <li>Horse master will oversee which horses are to be present and enforce social distancing in the holding area.</li> </ul>	PLUS	<ul style="list-style-type: none"> <li>Handler uses a lead rope instead of reins (halter over bridle or clipped to bit) - one lead rope to a handler.</li> <li>Horse handlers assigned prior to start of show.</li> </ul>	PLUS	<ul style="list-style-type: none"> <li>Limiting the number of horses in holding area at any given time.</li> <li>When manager prepares horse grid, they take into account limiting how many horses are present and scheduling all similar rides as closely together as possible.</li> </ul>	Multiple horse handlers per horse. Not having a plan in advance of who is in charge of holding, tacking, putting away horses. It is not recommended that announcements are made for volunteers to hold horses throughout the day.
<b>Mounting</b>	<ul style="list-style-type: none"> <li>Masks required by all horse handlers, coaches, riders while in mounting area.</li> <li>Riders do not need to keep a mask over their airway while riding.</li> <li>Disinfectant wipes or hand sanitizer on hands or riding gloves prior to mounting, after dismounting, before/after adjusting stirrups and before/after using community spurs.</li> </ul>	PLUS	<ul style="list-style-type: none"> <li>Tack wipes (<u>provider approved</u>) for reins and touch points on saddle (stirrup leathers/pommel/horn/cantle).</li> <li>Riders utilize separate <b>IEA</b> gloves that are only to be used at IEA competitions or riders are allowed to compete without gloves and utilize hand sanitizer before mounting and after dismounting.</li> </ul>	PLUS	Use of Gate Passes to ensure that only designated persons may enter the mounting area.	
<b>Schooling</b>	Only Coaches allowed during schooling to take notes/video or Facetime schooling of horses. At the conclusion of schooling wipe down all tack.	PLUS	Communicate a detailed schooling schedule 24-48 hours prior to the show day.	PLUS	Live stream/Zoom/FB live schooling for coaches and spectators.	Allowing crowds of people to watch schooling is not recommended.



	GOOD		BETTER		BEST	NOT RECOMMENDED
<b>Vendors</b>	<ul style="list-style-type: none"> <li>Booths with protective barrier sheet (plastic or glass) sneeze-guard between vendors and customer space</li> <li>Social distancing (6' spacing and occupancy limits) observed</li> <li>Check out line standing spots marked out in 6' increments</li> <li>Avoid cash transactions (payment by Venmo, Paypal, check etc).</li> <li>Routine sanitization throughout the day</li> </ul>	<b>PLUS</b>	<ul style="list-style-type: none"> <li>Have all vendors located outdoors</li> </ul>	<b>OR</b>	<ul style="list-style-type: none"> <li>Online vending</li> </ul>	Crowds around booths or tables are not recommended.