



Requirements and Recommendations for Hosting USPC Quiz Rallies in the COVID-19 Environment

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Purpose and Things to Consider

The United States Pony Clubs Inc. has a long-standing commitment to ensuring the safety and welfare of members, and volunteers. This document is intended for rally organizers, competitors, parents, volunteers, and officials to review and follow to make informed decisions about participation opportunities for Quiz rallies at this time.

For many leaders and parents considering rally participation, earning eligibility for Quiz 2021 Championships is key. Recognizing the increased difficulty of currently hosting standard rallies for members to earn Championships eligibility, the 2021 eligibility period has been adjusted to June 1, 2019 – June 28, 2021. This means that many members may already have earned eligibility at Quiz rallies prior to the COVID-19 outbreak.

As an additional path to Championships eligibility, USPC is pleased to host a virtual Quiz rally in February 2021. Participation in this competition, along with meeting the minimum age and certification requirements, make members eligible for the modified divisions of Quiz Championships 2021. For members meeting the criteria for the standard divisions, we encourage them to participate in the virtual rally and then apply for an exception. Article 32 of the rulebook details the exception request process.

If after reviewing the extended eligibility period and the opportunity for members to participate in the virtual Quiz competition a region decides to continue with an in-person Quiz rally, the requirements in this document must be followed and suggested recommendations are encouraged to help minimize the potential spread of viruses and diseases. While there is no way to eliminate all risks related to COVID-19, the following requirements and recommendations are aimed toward decreasing the spread and risk of the spread of COVID-19. ***These requirements and recommendations are a supplement to the most recent guidelines from federal, state, local, and other public health officials. Applicable government guidelines and requirements will always supersede USPC requirements and recommendations to the extent they conflict.*** Appendix I includes definitions of terminology and resources and will be revised periodically. Please check the document for updates as the situation continues to change.

While USPC put some parameters in place around hosting rallies during the COVID-19 pandemic, the ultimate decision whether to host a rally is one that must be made locally by region/club/center leadership. Actively polling your members, parents, leaders, and volunteers on their interest and ability to attend is a great first step to determining whether to host a rally. The facility where the Quiz rally is normally hosted, should also be consulted as they may have additional requirements and waivers necessary for competitions to proceed.

If, after reviewing the information in the document, the organizing committee decides to move forward with hosting a rally, please remember that each individual participating in the rally must take personal responsibility for their own health, safety, and welfare. During the COVID-19 pandemic, this may mean that individuals choose not to participate in the rally as a competitor, volunteer, or official. Whether a participant, parent, volunteer, or leader, all need to exercise caution, take precautionary measures, be accountable, and always utilize good judgement while interacting with one another at the competition.

For the latest information regarding the outbreak, please visit the [USPC COVID-19 webpage](#), [CDC website](#), and your state and local resources.

Mandatory Requirements for Quiz Rally Organizers

All USPC rallies must comply with all applicable federal, state, and local guidance, regulations, requirements and orders, as well as the [CDC guidelines](#), as they relate to mass gatherings and sporting events. Additionally, competition organizers must implement the USPC requirements included in this document and are very strongly encouraged to implement all recommendations for mitigating risks related to the COVID-19 virus.

These requirements are in effect immediately and until further notice; however, they are subject to revisions as the COVID-19 virus environment changes.

- Create a plan to comply with all applicable federal, state, and local guidance, regulations, requirements and orders, as well as the CDC guidelines, as they relate to mass gatherings and sporting events; disseminate a copy of the plan to all applicable competition personnel.
- Inform all rally participants of protocols and safeguards implemented for their protection against spreading COVID-19.
- Inform all rally participants of their requirements prior to their arrival at the competition.
- Educate competition staff, volunteers, and officials regarding all procedures and requirements associated with the plan.
- Ensure vendors and service providers are included in the communication and knowledgeable requirements associated with the plan.

Waiver

- Ensure that any competitor who has not completed a 2021 Membership Form, signs, and submits to rally organizers, an updated *Release, Assumption of Risk, Waiver of Liability, and Indemnity Agreement* required by USPC, as a condition of participation.

Competition Access

- Require temperature and symptom monitoring for competition staff, volunteers, officials, and service providers at least once daily prior to entering the competition grounds. Remind participants that they must be self-monitoring temperatures and symptoms. Anyone with a temperature below 100.4° F (38° C) may enter the facility.
- Anyone who exhibits [COVID-19 symptoms](#) or has been in contact with someone who has tested positive for COVID-19 or exhibited COVID-19 symptoms within the last two weeks, may not enter the competition grounds.
- Always require a face covering for all rally participants and remind participants to practice social distancing.

***Participants with health issues that preclude them from wearing a face covering are exempt from the requirement but are required to maintain a minimum 6' social distance at all times.*

Signage

- Post signage that displays all applicable federal, state, and local regulations, requirements and orders, as well as [CDC guidelines](#), as they relate to mass gatherings and sporting events in effect at the time of the competition.
- Post signage at all entrances to the competition grounds which identifies the symptoms of COVID-19 and states the following:
 - To protect others from possible transmission of the virus, anyone who exhibits [COVID-19 symptoms](#) or has been in contact with someone who has tested positive for COVID-19 within the last two weeks, cannot enter the competition grounds. These individuals are encouraged to contact their health care provider immediately for further medical advice and must obtain documented clearance from their health care provider before re-entering the competition grounds. *Sample poster:* [Symptoms of Coronavirus Disease](#)
- Post signage throughout the competition areas which includes recommendations about good hygiene along with informing rally participants and others about ways to reduce the risk of COVID-19 transmission. *Sample Poster:* [CDC – Stop the Spread of Germs](#)

Facility Cleaning and Disinfection

- Provide hand sanitization stations throughout the facility and request everyone to use frequently.
- Provide hand sanitization stations with access to soap, water, and paper towels, and/or alcohol-based hand sanitizer at each competition area.
- Provide individual hand sanitizer to all competition staff, volunteers, and officials.
- Frequently disinfect surfaces touched by many: door handles, etc.
- Ensure frequent cleaning and disinfection of bathrooms, provide soap, water, and paper towels and/or alcohol-based hand sanitizer in bathrooms, along with signage explaining appropriate hand washing procedures.
- Prohibit the use of public water fountains.

***Create charts to track locations of the hand sanitization stations for monitoring and refilling.*

Social Distancing

Always enforce social distancing requirements throughout the competition areas.

- Make as much competition information available online as possible including schedules, COVID-19 precaution and prevention, logistics for arrival, etc.
- Prohibit the public, spectators, and non-essential personnel such as guests from attending.
- Schedule check in procedures to minimize contact between people. Configure competition venues to comply with social distancing requirements to manage concentration of participants and officials.
- Arrange competition staff and officials' areas to comply with applicable social distancing requirements and guidelines.

- Restrict competition office access to essential personnel only, configure the space and limit the number of office staff to comply with social distancing, and limit the number of participants who can enter the competition office at one time. A table outside of the office maybe be used to conduct business to prevent unauthorized personnel, including competitors, from entering the office (e.g., schedule check-in/check-out times). Designate an individual to monitor and enforce these parameters.

Enforcement Authority

The rally organizer, rally organizing committee, and officials have the authority to remove any person from the facility who does not comply with the regulations and requirements in effect at the competition. Removal of a person from the competition grounds must be documented and reported to USPC in the Rally Organizer's Report.

Reporting

The rally organizer must notify USPC if any person who was present at the rally tests positive for COVID-19 within 14 days of the conclusion of competition. Notification (with no identifying information) of the positive test must be emailed to executivedirector@ponyclub.org.

The individual testing positive for COVID-19 should be strongly encouraged:

- Contact local public health authorities (if the authorities are not already aware) for purposes of contact tracing.
- Contact others at the rally who may have had close contact with the individual as defined by the Centers for Disease Control.

Mandatory Requirements for Quiz Rally Participants

All USPC rallies must be held and comply with all applicable federal, state and local regulations, guidelines, requirements, and orders, as well as [CDC guidelines](#), as they relate to mass gatherings and sporting events. Rally participants are always required to comply with these and any additional rally requirements while on competition grounds. Failure to do so may result in expulsion from the grounds.

Waiver

- Ensure that any competitor who has not completed a 2021 Membership Form, signs, and submits to rally organizers, an updated *Release, Assumption of Risk, Waiver of Liability, and Indemnity Agreement* required by USPC, as a condition of participation.

Competition Access

- Rally participants, and/or their parents, are required to self-monitor their temperature and for COVID-19 symptoms at least once daily prior to arrival. Anyone with a temperature below 100.4° F (38° C) may enter the facility. Prior to the rally participants should regularly have their temperatures checked and recorded to identify a personal normal temperature.
- Anyone who exhibits [COVID-19 symptoms](#) or has been in contact with someone who has exhibited COVID-19 symptoms or tested positive for COVID-19 within the last two weeks, may not attend the competition. Anyone who violates these requirements will be asked to leave.
***Participants with health issues that preclude them from wearing a face covering are exempt from the requirement but are required to maintain a 6' social distance at all times.*

Social Distancing and Cleaning

- Comply with social distancing requirements at all times while on the competition grounds.
- Wash hands often, provide and use hand sanitizer, gloves, masks, and other PPE (see Appendix I Definitions) as recommended.

Recommendations for Quiz Rally Organizers

The following recommendations have been provided to assist rally organizers with determining risks and developing measures to mitigate those risks. USPC strongly encourages the implementation of the following.

General Considerations

- Consider hosting smaller inter-center/club rallies to reduce the number of rally participants.
- When possible use local staff, officials, and volunteers to minimize travel and housing needs.
- Use outdoor facilities and/or venues that allow for increased ventilation.
- Consider limiting the number of entrances and exits to the venue to manage the number of individuals accessing the competition.

Planning

- Create a Rally Safety and Crisis Plan that contains biosecurity details specific to a COVID-19 incident or outbreak with local medical resources and address outbreak protocols including medical evaluation, isolation, quarantine, and reporting.
- Use radio, phone, and online communication methods as much as possible, and communicate important information frequently throughout the competition grounds.
- The number of individuals handling hardcopy paperwork should be minimized.
- Build increased time into schedules to accommodate social distancing and other protocols.
- Based on competitor numbers and facility layout, teams should be broken into cohorts with a maximum of 50 members. Cohorts should be physically distanced from other cohorts to reduce the potential number of contacts during the rally.
- The team chaperone is responsible for overseeing social distancing compliance during rally competition. They may not act as a member of the team or perform any competitor related duties. For teams with members all above the age of 18, they will be responsible for reminding each other to maintain social distancing protocols.
- When planning competition areas, significant space should be left between stalls, tables, etc.
- Social areas are strongly discouraged unless social distancing requirements are enforced in accordance with all applicable federal, state and local regulations, guidelines, requirements, and orders as well as [CDC guidelines](#) as they relate to mass gatherings and sporting events.

Staffing Considerations

- Housing
 - Anyone requiring housing should be consulted about their preference to stay in a hotel or other accommodations.
 - Anyone requiring housing should be single occupancy per room unless they are from the same household.

- Transportation
 - Individuals should drive separately unless they are from the same household.
- Service Providers and Vendors
 - For onsite food service, consider requiring individuals to bring their own food in lieu of hiring vendors, or requiring vendors to provide pre-packaged food and beverage only.

Facility Considerations

- Competition Office
 - Require all participants to complete any paperwork prior to approaching competition office, or the registration table set up outside the office.
 - Install clear plastic, glass, or other type of protective shield/barrier in front of office staff.
 - Use check in windows and limit entry into the show office if possible.
 - Provide hand sanitizer near the door.
 - Provide an 'in' door and an 'out' door if possible.
 - Provide markers to delineate 6 feet spacing between people in the office and in any waiting lines (e.g., markers on floor).
 - Prepare and email schedules and schedule changes as quickly as possible.
 - Establish appointment times for checkout at the competition office.

Competition Considerations

- Schedule competition days as efficiently as possible to minimize time spent at the competition.
- Utilize online and physically posted schedules.
- Utilize individual water bottles versus community water coolers and designate a process for distribution to minimize handling.
- Give each competitor their own writing utensil to be used for the duration of the competition.
- Ask each competitor to bring their own clipboard if they have one.
- Limit and organize seating areas to comply with social distancing requirements.
- Competition area provisions:
 - Provide monitors to ensure compliance with requirements and best practices.
 - Competition props - Provide sanitizing items (spray bottles, wipes) and advise individuals to wear gloves while handling equipment and to wipe down equipment after use.
 - Determine human capacity in relation to the area and restrict access to a limited number to maintain social distancing requirements.
- Create a method of giving ribbons and trophies that reduces or eliminates hand-to-hand contact.

Reporting

If someone tests positive for COVID-19 within 14 days of the conclusion of the competition, the rally organizer may consider notifying others who attended. If this notification occurs, the following verbiage should be used.

Another attendee has tested positive for COVID -19, but due to privacy laws we cannot identify the individual and you should take whatever steps you deem appropriate.

Recommendations for Quiz Rally Participants

Reporting

Any rally participant who tests positive for COVID-19 within 14 days of the conclusion of competition is encouraged to notify the rally organizer. If made aware of a positive test, the organizer must then notify USPC, but no identifying information will be included.

Cleaning

- Do not mix or share equipment any more than necessary.
- Regularly sanitize common touch points, cooler etc.

Additional Considerations

Participants should have their own adequate food and beverage supplies available for the duration of the competition.

Rally Competition COVID-19 Adaptations

Rally competition procedures may include significantly more opportunities for the transmission of viruses and diseases. While this document and the following recommendations are targeted primarily at COVID-19 prevention, they are helpful for the transmission of any respiratory illness. Communicating the schedule and biosecurity expectations prior to the rally gives the participants an understanding of the potential risks and prevention measures in place.

The following are adaptations to normally mounted rally processes and are in effect until discontinued by USPC. The following information is in addition to the standard information for these rally functions.

Team Configuration

If possible, configure teams to minimize contact with others. Members of the same family, or individuals exposed to each other in other recent circumstances, should be placed on the same team whenever possible. If a team consists of members who have not been exposed to each other prior to the competition, arrangements must be made to reduce close contact.

Grounds Opening Times and Procedures

Develop a process for arrival and plans for maintaining social distancing during move-in.

Packet Pick-Up Procedure

Develop a process for picking up competitor packets and making corrections and changes to entries while maintaining social distancing during move-in.

Briefings

The increased use of sound systems may be needed to account for large space necessary to social distance and for masked presenters. Information covered in all briefings should be electronically transmitted to competitors, team chaperones, and parents in case of difficulty hearing during the briefing. Some information may be shared prior to the rally in preparation, and other information shared, as necessary. This information should also be posted online. Briefings may also be held via an electronic format. The briefing area must be large enough to accommodate social distancing requirements. Cohorts may be close together but distanced from other cohorts. Briefing templates are available on the Rally Organizer's Page of the website.

Reference Materials

Teams and individuals should bring their own items from the reference materials list. First consideration should be given to USPC manuals, rulebooks, HM handbook and other USPC produced materials.

Barn Phase

Stalls or areas used during Barn phase must consider social distancing and be outside whenever possible. Questions should not require the handling of any props. Any props touched during the phase must be sanitized between teams. The stall judge should record the answers for the team. Judges watch from 6' away and directs the competitors, as necessary. A team may view the score sheet after it has been placed on a table or the ground and the judge has backed away.

Inquiry Period

All teams should be excused except for those with inquires. Social distancing must be maintained during the inquiry. Only the stall judge or barn coordinator should handle and mark the answer sheet with any corrections.

Classroom Phase

Competitors should be spaced out to accommodate social distancing and be outside whenever possible. Judges must operate from 6' away and maintain social distancing. The classroom judge and scorer must remain 6' apart. Only the judge should handle the quizzing material. Only the scorer should handle the score sheet. A team may view the score sheet after it has been placed on a table or the ground and the judge has backed away.

Inquiry Period

All teams should be excused except for those with inquires. Social distancing must be maintained during the inquiry.

Mega-Room Phase

Mega-Room tables must be spaced out to allow extra room for social distancing and be outside whenever possible. Each competitor should have their own clipboard and writing instrument to use during the phase. Competitors must not touch the tables or props during the round. Any props touched during the phase must be sanitized between teams. Only competitors from the same team will be allowed at the same table. Judges must operate from 6' away and maintain social distancing.

Answer sheets will be scored at the end of each round. The table judge will display the answer key to each competitor one-at-a-time. The competitor will self-correct their answer sheet. Judges watch from 6' away and directs the competitors, as necessary.

Inquiry Period

All teams should be excused except for those with inquires. Social distancing must be maintained during the inquiry. Under the supervision of the mega-room coordinator, each competitor handles their own answer sheet and marks it with any corrections.

Stations Phase

Each station must be spaced out and ideally is held outdoors. Questions should not require the handling of any props. Any props touched during the phase must be sanitized between teams. Each team should have their own clipboard and writing instrument to use during the phase. Judges must operate from 6' away and maintain social distancing.

Answer sheets will be scored at the end of each round. The station judge will display the answer key to the team. The team will self-correct their answer sheet. Judges watch from 6' away and directs the team, as necessary.

Inquiry Period

All teams should be excused except for those with inquires. Social distancing must be maintained during the inquiry. Under the supervision of the stations coordinator, each team handles their own answer sheet and marks it with any corrections.

Written Test Phase

Competitors must be spaced out and be outside whenever possible. Each competitor should have their own clipboard and writing instrument to use during the phase. Judges must operate from 6' away and maintain social distancing. Once they have finished, competitors will place the written test in the designated location. After the test has been scored, competitor may view their scores after it has been placed on a table or the ground and the judge has backed away.

Posting Public Scores

The scorer should wear gloves when handling score sheets, and they should be placed in page protectors or under plastic prior for posting. Writing reminders about maintaining social distancing should also be posted there.

Inquiry Period

If competitors are lined up to review scores within the 30-minute inquiry time, they must be given the opportunity to review the scores even if the 30-minute inquiry time has been exceeded. To help maintain social distancing, it is recommended that only the captain review the final scores.

Awards

It is recommended that awards be passed out individually, limiting the number of people who touch the ribbons/awards. If an awards presentation occurs, it must follow social distancing measures (6' apart and facial coverings/masks required) and the ribbons/awards should be pick-up individually (i.e. one person wearing gloves place ribbons on table and each competitor picks up their ribbon or only the captain picks up the ribbons).

Rally Evaluations

An electronic rally evaluation form (<https://www.ponyclub.org/secure/forms/rallyevaluation.aspx>) is available on the USPC website for competitors, parents, volunteers, and leaders to complete on their phones, or electronically from home.

Wrap-Up Meeting

Wrap up meetings should be completed by phone call, or electronic means. If an in-person meeting is required, all social distancing measures must be followed.

Appendix I Definitions

CDC – Centers for Disease Control. All activity that occurs at a USPC function must be conducted in accordance with CDC guidance protocols.

Cohorts – A numerically defined group of competitors that can be tracked and separated from other cohorts during the rally.

Competition Area - For purposes of this document, any reference to competition area includes barn stalls, tables and any other areas designated for competition.

Face Coverings – For purposes of this document, any reference to face coverings includes cloth face coverings, N-95, KN-95, and surgical masks. ***The CDC currently recommends wearing cloth face coverings in public settings. Cloth face coverings should fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction and be able to be laundered and machine dried without damage or change to shape. The CDC currently recommends N-95, KN-95 should be reserved for healthcare workers or other medical first responders.

Isolation – Separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious, from those who are not infected to prevent the spread of the disease.

PPE – Personal Protection Equipment which may include gloves, face masks, etc.

Public/Spectators – For purposes of this document, spectators refer to the general public, fans, or any individuals who are not directly involved in the competition by way of being a participant, parent, chaperone, coach or member of the rally organizing committee.

Quarantine – Separation of a person or group of people, known or reasonably believed to have been exposed to a communicable disease but are not yet symptomatic, from others who have not yet been exposed, to prevent the possible spread of the communicable disease.

Rally Organizer – For purposes of this document, rally organizer is the region, center, or club management designee(s) for the rally.

Rally Organizing Committee – For purposes of this document, rally organizing committee includes any individual serving as an official or volunteer as designated by the rally organizer and regional, center or club leadership. This includes, but is not limited to, officials, medical personnel, volunteers, etc.

Rally Participants – For purposes of this document, any reference to participants includes competitors, parents, chaperones, coaches, competition staff, volunteers, officials, service providers and vendors.

Social Distancing – Defined as avoiding congregate settings or concentration of individuals in a single area and maintaining a minimum of six feet from others unless impossible.

Service Providers – For purposes of this document, service providers are those individuals or entities who provide direct services contracted by rally organizing committee. Service providers include but are not limited to vendors, caterers, food suppliers, photographers, videographers, cleaning service providers (including portable restroom service), and waste disposal personnel.

Symptoms – Symptoms of COVID-19 include, but are not limited to, subjective or measured fever, cough, and shortness of breath and/or difficulty breathing. Additional symptoms may include sore throat, muscle pain, headache, chills/shaking, or newly developed loss of taste or smell.

Temperature Monitoring – The daily (or alternatively defined period) non-contact body temperature testing utilizing technology that scans forehead temperature (temporal or infrared thermometer) to measure an individual's body temperature to verify no fever is present. For purposes of this document, a fever is defined as an elevated body temperature of 100.4°F (38° C) or higher. *This definition of fever utilizes a temperature threshold slightly lower than in CDC guidelines, but this more stringent temperature threshold prevails as the requirement.*

Appendix II Resources

USPC Key Rally Contacts

Activities Director Erin Woodall activities@ponyclub.org (859) 559-0650	Vice President of Activities Sue Beth Bunn SueBethB@ponyclub.org (706) 566-2494	Executive Director Teresa Woods executivedirector@ponyclub.org (859) 254-7669
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CDC Resources

(Centers for Disease Control)

Information

[State Health Department Websites](#)

[Symptoms of Coronavirus and treatment resources](#)

[Resources for Large Community Events and Mass Gatherings](#)

[Q&A on Event Planning and COVID-19](#)

[Guidance for Organizers - Mass Gatherings and Event Preparation](#)
[Reference Videos](#)

Signage

[Symptoms of Coronavirus Disease](#)

[What you should know about COVID-19 to protect yourself and others](#)

[Stop the Spread of Germs](#)

[STOP: Stay at home when you are sick!](#)

[Share Facts About COVID-19](#)