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FACILITY OWNERS/COMPETITION/EVENT MANAGEMENT CONTACT TRACING

The ability for an event organizer to complete contact tracing is vitally important for hosting and operating safe event and for limiting or notifying the public swiftly should there be a subsequent COVID-19 outbreak. The contact tracing plan must be supported by the attestations and checklists which ensure that all participants understand and will comply to the COVID-19 mitigation plans.

* Organizers should establish their contact tracing protocols to meet the standards of their local health authority. At minimum this should include name, email, phone, town/city, and province for everyone in attendance at the competition.
* Organizers should obtain the tracking information for all participants prior to the event, preferably when the participant is contacting them to register for the event.
* Organizers should establish a daily tracking of all participants that were onsite and maintain those records for a minimum of three weeks (21 days)
* Organizers should have **all** participants complete a daily attestation which includes an agreement to abide by and following the COVID-19 mitigation plan, this includes the parent/guardian of a minor participant.
* Current recommendations are to maintain copies of forms and documents from attestation for minimally three weeks
* Current recommendations are to maintain copies of forms and documents from waivers for minimally three years

**What does it mean to be a close contact of a COVID-19 case?**

A close contact is anyone who has been in close physical proximity (less than two metres or six feet) for more than 10 minutes to someone who has COVID-19. It also includes people who provided care for the case or had direct contact with infectious body fluids.

You are a close contact when:

* You were less than two metres or six feet away for 10 minutes or more, even if you were wearing a non-medical mask.
* You had multiple close interactions with someone over a 24-hour period (even if each was less than 10 minutes).
* You had close physical contact with the person, such as a hug.
* You live or provide care to someone in the same home.

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**COVID19 Requirements to Return to Competition**

The following are meant to comply with the government and health authority regulations. These may/will change, and it is the responsibility of the host to stay current with regulations.

These regulations are to be followed for all sanctioned barrel racing events. In the event you are renting an outdoor facility, it is the responsibility of the host to work with the facility and ensure attendees are aware of the facility requirements as well as the requirements to compete that are over and above the facility requirements.

**Signage:**

* Post signage at entrances and throughout the facility displaying all the best practices and guidelines in effect including Manitoba and health authority safety advisors.

**Entries:**

* Entries and payment should be made online or by phone only; no walk ups.
* Entries should be scheduled into time slots to reduce the number of participants at the event at the same time. These numbers may/will change to stay current with current provincial regulations.
* Entries must meet Manitoba restrictions in regard to out of province participants.
* Entries must have a daily attestation completed with the entry form. This form must be completed daily and returned into the office or designated person. This form must be completed by not only the exhibitor but all support that will be attending with the exhibitor (ie. Parents of youth or children) and their contact information.
* Waivers and additional forms may also be required to be completed. These will be provided by the host to the participant and shall be returned to the event Office/Organizer prior to the start of the event. We strongly suggest an online to reduce contact or a contactless drop off location.
* The contestant list with all contact tracing information **MUST BE** held by the organizer for a minimum of 21 days after the event.
* Consider cancellation and credit policies to allow anyone with COVID19 exposure or symptoms to receive refunds or future credits if they must withdraw at the last minute.

**Access:**

* Access limited to the following:
  + organizing committee, show secretary, volunteers, and others identified as needed to run the event;
  + competitors and those individuals they have identified on their entry form,
  + medical personnel (human and horse).

**Authority, Roles & Responsibilities:**

* Identify:
  + Who has ultimate authority over access/removal of participants, volunteers or others from the venue,
  + Define the roles and responsibilities of all staff/volunteers,

**Communication:**

* Post online and/or circulate via email to all individuals (volunteers, competitors, etc.) the COVID19 guidelines and plans in place for the event.
* Use announcer system to remind those in attendance of protocol over the course of the event.
* Post reminders of protocols throughout the facility.
* Develop a plan of COVID19 requirements for specific areas of the facility/property. Entrance/exit points, warm up area, arena, parking ect. If renting the facility, it is suggested that this plan be shared with the facility.

**Order of Go & Results:**

* Draws and results should all be posted online to reduce gathering at the show office.

**Arrivals, departures, lining up:**

* Time slots are required to eliminate numbers being above the current provincial public health order.
* Haul in/haul out times should be coordinated to maximum social distancing.
* Participants should always adhere to social distancing protocol with others including waiting for your turn and after your run.
* Limit sharing of tack (including clothing) except with your immediate family.
* Numbers in the warmup ring should adhere to social distancing at all times. This includes not only riders but those on the ground.
* The holding area will be set up to adhere to social distancing requirements.
* Social distancing for entry into classes for horse and participants must be observed in the holding areas.
* Support members (parent/guardian) must also adhere to social distancing.
* Contestants should return to their trailers after they have cooled out their horses. No gatherings after or socializing, contestants should load up and leave the property once their horse has been cooled out.
* Use of the warm up pen before or after the race should also be monitored and social distancing maintained. It is the decision of the show committee if they want to schedule ride times/riders in the warm up pen post event.

**Staff & Volunteers:**

* A list of all committee members, volunteers and staff such as timers, announcers and show secretary must be kept on file
* A daily attestation shall be filed daily by volunteers and staff.
* PPE products (masks, gloves and sanitization products) shall be made available to all staff and volunteers by the committee. It is recommended they also wear them.
* Must agree to all COVID19 guidelines prior to the event.
* Equipment will be assigned as required and shall be sanitized when turned in or passed on to someone else. This includes: radios, clipboards, white boards, etc.

**Show Office:**

* The office should be closed for general walk-ins. Times should be available with no more than three people in the office maintaining a proper distance.
* Where possible an ‘in’/’out’ door should be established.
* Protective screens should be in place to protect staff, or where not possible physical distance marking in place.
* Hand sanitizer should be available at the door and used prior to entry.
* Consider cleaning touch spots on a regular basis – doors for example.
* No chairs for those entering the office.

**Washrooms**

Please note there are guidelines in place for indoor and outdoor washrooms.

* If these are not cleaned by the facility (ie where we are renting) then it is responsibility of the committee to clean according to guidelines.

**Sanitation:**

* If not completed by the facility renting from, a complete and extensive disinfection of the entire venue prior to the event is required. This includes all barns, rings, washrooms, office, general areas, announcer/judges booth and all equipment that will be used.
* Hand sanitizer shall be made available throughout the venue. For example, the in and out gates, the show office, announcer stand, etc.
* All equipment used should be sanitized and disinfected before and after use on a daily basis. This includes radios, measuring taps, mics, computers, laptops, clip boards, panels, the in and out gate, etc.
* A sanitization volunteer should be identified to ensure that supplies are in always in place at all times.

**Protection:**

* A COVID19 Compliance Officer should be identified and authorized by the host/committee to ensure that all guidelines (provincial and organization) are being followed and shall have the authority to ask those not complying to leave the premises. The Officer should be provided with a list of all those in attendance: participants, support members, staff and volunteers to assist in identify who should be on the grounds and who should not.
* Recommend having PPE (masks and gloves) for all volunteers and staff. Additional supplies should also be on hand for participants/support members who may choose to use them.
* Always have hand sanitizer available throughout the facility in identified areas.
* Have an isolation space for symptomatic person found at the venue while awaiting patient transport to a medical facility.
* Ensure that social distancing protocol is followed and where appropriate and able identify social distancing spacing.

**Social Gathering Numbers:**

* Numbers include: all participants and those attending with them (groomers, trainers, family member, etc.), show staff and volunteers. If a renting a facility or running a concession the numbers of the people engaged in assisting the show on behalf of the facility (ring groomer) or working in the concession or in other areas must also be accounted for in the total maximum number.

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**SANCTIONING AFFIDAVID**

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that by hosting a Manitoba Barrel Racing Association (MBRA) sanctioned/approved jackpot, I am solely responsible to abide by the guidelines set out by the host province’s government.

I acknowledge that should I breach said guidelines and incur a fine or penalty for such action, I am solely responsible for the fine’s remuneration to the government. I release MBRA of all claims and penalties.

I will also adhere to the MBRA “Return to Sport” and “Daily Covid 19 Attestation and Agreement” as well as retain Contact tracing documents for the recommended 21 days.

Signature of Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jackpot Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jackpot location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address of Jackpot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prov: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P/C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[](file:///C:\Documents%20and%20Settings\user\Local%20Settings\Temporary%20Internet%20Files\Content.IE5\8L2B496R\index.htm)2021 Season Sanctioning Application**

**MANITOBA BARREL RACING ASSOCIATION**

**Box 218, Esterhazy, SK S0A 0X0**

**mbrasecretary@hotmail.com**

**As a host you are required to:**

1. Send the sanction application AND **affidavit AND guideline plan** to the MBRA office **at least 14 days in advance of your jackpot. Hosts found not in compliance or in violation of the affidavit and/or submitted plan will lose their hosting privileges for 12 months from the time of the offence.**

1. Collect a $10 sanction fee and a **$2 prize fund per every horse entered** (peewee exempt). Charge a minimum $10.00 entry fee for Open, Youth and Select divisions.
2. You must payout **70%** of the entry fees collected.
3. If you need to cancel your event, the MBRA office must be notified as soon as possible or you will be charged the $10.00 sanction fee.
4. Please be aware of the MBRA Rules posted on the website.
5. You must request competitors to present their membership card when entering to ensure all participants are active members.
6. Hosts **cannot** accept payment of memberships at their jackpots.

**SUBMITTING RESULTS - Results must be submitted to the office within seven days of the jackpot. Results and payout must be sent to the office.**

1. A list of every horse & rider entered in each category and mandatory fees is required for the jackpot to be considered complete.
2. Results will be accepted by e-mail or Canada Post. Fees can be paid by e-transfer to **mbrasecretary@hotmail.com** or cheque.

**Event Details**: Please print clearly: *Please try to ensure all information is as accurate as possible to avoid multiple changes to the website.*

**Name of Jackpot / Series:**     

**Date(s):** **Time(s):**

**Double Header :**  Yes  No **Dress Code:**  Yes  No **Toonie Runs:**  Yes  No

Please select the divisions you are offering: **Open  Select  Youth  Peewee**

**Added Money :** Open-$      Youth-$      Select-$      Peewee-$

**Entry Fees :** Open-$      Youth-$      Select-$      Peewee-$

Payout day of the jackpot  Payout will be mailed out:  What is your hold back:

**Location / Directions:**

**Name of Contact(s):**

**Phone Number(s):**

In order to have my jackpot / series. I agree to send in all necessary monies (sanction fee & prize fund) and documentation (horse & rider combinations) within seven days of the jackpot.

**Signature:**

*If you are requesting a deviation of payout please submit your application with the sanction form.*

***Please send your sanction form in prior to advertising it on social media so we can approve the sanction and have it posted on the website!***

DAILY COVID-19 ATTESTATION AND AGREEMENT

By signing below, the participant (named below) or the participant’s Guardian attests that they:

1. Do not knowingly have COVID-19;
2. Are not experiencing any known symptoms of COVID-19, such as fever, cough, shortness of breath or malaise.
3. Have not, in the past 14 days, knowingly come in contact with someone who has COVID-19, or who has known symptoms of COVID-19;
4. Have been following government recommended guidelines in respect of COVID-19, including practicing physical distancing.
5. \*Have not travelled outside the current Manitoba Health permitted boundaries, or internationally, during the past 14 days;
6. \*Are self-quarantining after returning to Manitoba/Canada;
7. \*Have not frequented a COVID-19 high risk area during the last 14 days.

***If you cannot attest to any of the above, you cannot participate in the event.***

RE: #5, #6, #7. It is acknowledged that various people can travel outside Manitoba Health’s permitted boundaries and return without quarantine or self-isolation, if they provide essential services while away. It is acknowledged that they are recommended to limit their contacts on return to Manitoba.

***If you fall into this category, you should advise the Event Organizer for their decision as to the risk to others who may be in compromised health situations.***

Furthermore, by signing below, the participant agrees that while attending the competition or attending an event at the facility, they

1. Will follow the laws, recommended guidelines, and protocols issued by the Government of Manitoba in respect of COVID-19, including practicing physical distancing, and will do so to the best of their ability while attending the competition or event at the facility;
2. Will follow the guidelines and protocols mandated by the Event Organizer in respect of COVID-19;
3. Will, in the event that they experience any symptoms of illness such as a fever, cough, difficulty breathing, shortness of breath or malaise, immediately:
4. inform the Event Organizer; and
5. depart from the facility immediately

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the Participant) (yyyy/mm/dd)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the Guardian if the Participant is a minor)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Participant, or Guardian, if the Participant is a minor) (yyyy/mm/dd)

**FOR PARTICIPANTS WHO HAVE BEEN DIAGNOSED WITH COVID-19**

By signing below, the participant (named below) attests that they have been diagnosed with COVID-19 but been cleared as non-contagious by provincial or local public health authorities and have provided to the Event Organizer, in conjunction with this COVID-19 ATTESTATION AND AGREEMENT, written confirmation from a medical doctor of the same.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the Participant) (yyyy/mm/dd)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the Guardian if the Participant is a minor)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Participant, or Guardian, if the Participant is a minor) (yyyy/mm/dd)