

# **Guidelines for prize giving protocols and media activities at FEI Events during the Covid-19 pandemic**

Effective 1 September 2020

## **Purpose**

This document provides Organising Committees (OCs) with detailed guidance on prize giving protocols and media activities at FEI Events during the Covid-19 pandemic in order to ensure the hygiene and social distancing necessary to reduce the risk of Covid-19 transmission.

The measures outlined in this document are not intended to replace the regulations and policies imposed by national and local health authorities, but to supplement them with considerations that are unique to FEI Events. They must be read and applied in conjunction with the current version of the [FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic \("FEI Covid-19 Policy"\)](#).

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## I. Prize giving ceremonies

### 1. Entry and exit points

If possible, establish a one-way system for entry and exit to the arena in order to minimise contact between people.

### 2. Permitted persons

Limited to athletes, chefs d'équipe (and grooms where required for podium presentations), presentation party (sponsors, NF and OC representative etc, and the speaker if present in the arena).

### 3. Social distancing

- Minimise close contact (even when wearing a mask).
- Avoid handshakes, hugs, kisses and any physical contact. A polite bow can replace handshakes.

### 4. Face masks

Face masks must be used by everyone involved in the prize giving ceremony, with the exception of athletes mounted on a horse or driving a carriage. Grooms and any guests on a carriage must wear face masks. However, athletes must also wear face masks if the prize giving is unmounted (see below).

The OC must provide face masks for use by all parties involved in the prize giving ceremony, unless individuals wish to use their own mask.

If the speaker is in the arena during the prize giving, they must wear a face mask, but it can be removed for public speaking as long as appropriate social distancing is observed (minimum two metres) and it is replaced after the speaker has completed the announcements.

### 5. Hygiene

Hands must be sanitised before entering the arena, and after leaving, especially if items were exchanged (prizes, ribbons etc.).

The OC should provide a hand sanitiser for use by the presentation party in the arena before presenting each prize to the athletes.

### 6. Additional requirements for podium presentations

Face masks are mandatory for all parties involved in presentations when athletes are dismounted, eg for all presentations in which a podium is used, whether for teams or individuals.

**Teams:** Podiums should not be populated with all three teams simultaneously – the third-placed team receives its prizes and then leaves the podium, followed by a presentation to the second-placed team which then leaves the podium, and finally the

presentation to the winning team. There should never be three teams on the podium together.

If this is really not possible, the OC may consider replacing the podium with a mounted prize giving.

**Individuals:** All three individuals can be present on the podium simultaneously, but must maintain maximum social distancing. They must not gather on the top step of the podium for photographs. The individual in charge of the presentation protocol must brief athletes beforehand and ensure they remain on the relevant step of the podium, even if photographers request them to assemble on the top step.

## II. Interviews/ Press Conferences (if applicable)

Broadcast crews must have a plentiful supply of disinfectant, face masks and gel. These are to be used by the crew, and anyone else who interacts with the production, e.g. interviewees.

### 1. Social distancing

- Outdoor filming is preferable (although ideally not in a public space), however if indoors aim for a large open space with good ventilation. Avoid small rooms where possible.
- Use boom or fixed microphones to avoid contact and maintain a two-metre distance between the crew and interviewees. Any protective covering on mics should be changed or disinfected between interviews.
- Where radio mics are required, establish a protocol for cleaning prior to issue and on return, along with instructions on how the presenter/contributor can fit the mic themselves.
- Digital media using mobile phones to record interviews must disinfect their phone before and after each interview.

### 2. Face masks

Broadcast crews and digital/print media are required to wear face masks and maintain social distancing while conducting interviews. They must have a supply of spare, clean face masks to offer to interviewees if they do not have their own mask with them.

### 3. Hygiene

The OC must ensure:

- Good hygiene practices within all work activities and at all times.
- Sufficient easily accessible appropriate cleaning equipment for use throughout the day.
- An appropriate cleaning/disinfecting schedule for workspaces, at the beginning and end of a shift/work session, or if space/equipment is passed between users (see details in [FEI Covid-19 Policy](#)).

### III. Sanctions for non-compliance

These Guidelines are issued under the [FEI Covid-19 Policy](#). Non-compliance with these Guidelines may lead to sanctions as detailed in the Policy.