

APPENDIX A Safe-to-Race Best Practices: Off-Road



**BEST PRACTICES:
OFF-ROAD**

To address COVID-19 challenges at off road dirt biking events and instill confidence in racers, fans, volunteers and authorities, experienced members of the motorsports industry pooled their collective knowledge to develop best practices to for off road dirt biking events in BC, to resume limited operations in accordance with current health and safety standards for social distancing.

Protocols were based on current information from the CDC, BC Public Health Office and variety of North American racing organizations.

To accomplish this goal, events will initially have restricted participants, social distancing guidelines will be enforced, PPE will be required in accordance with CDC guidelines, food sales will be limited, and health and safety messaging will be prominent throughout the facility.

Organizer is ready to host the race/event in accordance with local, provincial and federal regulations using the following best practices.

Name of Host Club: _____

Location of Event: _____

Proposed Event Date: _____ Length: _____

Organizer Health Executive In-Charge (HEIC): _____

Email: _____

Cell: _____

PARTICIPANTS ADMITTED: _____

As authorized by health officials and in accordance with 6-foot social distancing guidelines and venue capacity ratios

ALL EVENTS:





1. The Host Club is required to define The Event area with tape marking and signage. The Event Area needs a clear entrance and exit and is for Participants and 1 pit crew member only. Within the Event area will be the following:

- PN Scoring
- PN Registration
- Club Registration
- Start Area – Class markers spread to ensure no crowding
- Finish Area
- Pit Area

The event area should not include any camping or off-loading areas. Those areas are not restricted to Event Participants and are open to the public.

2. Signage to be posted at the event to remind racers and crew of Covid Protocols. Use signage to reinforce that mission.

- PN Scoring Team will bring the following signage on coroplast, to be posted by the Host Club.

Name of Sign	Purpose	Location	Qty	Size	Material	Sample
Social Distancing	Reminders for Racers and Pits to keep distance at all times.	Throughout event area	12	12 x 14	Coroplast	
Bring your own Pen	Reminders for Racers there are no pens on site to sign waivers	At entrance of area and registration area	2	12 x 14	Coroplast	
Wear Mask when no Helmet	Reminders for Racers of a mask requirement	At entrance of area and registration area	3	12 x 14	Coroplast	
Covid Guidelines	Lay out the Covid Guidelines and considerations for the event	At entrance of area and registration area	2	24 x 36	Coroplast	

- Pre-event online messaging will be used to educate participants about social distancing and reminding them to stay home if symptomatic

3. The Host Club should have a ready supply of PPE equipment: masks, gloves, disinfectant cleaner, hand sanitizer. To assist with the cost of PPE the PN Scoring will travel with the following:

- The PN Scoring Team will bring:
 - One hand wash station. 5 Gallon wash.
 - Box of Masks for Scoring Team, Volunteers.
 - Box of gloves for those in need of hand protection
 - Hand Sanitizer – 4 x 0.5 Liter bottles
 - Disinfectant – 2 x 0.75 Liter bottles
 - Paper Towels for hand wash and disinfectant cleaning

Note: Racers are required to provide their own masks and gloves when not wearing gear.

4. The Host Club is responsible for the cleaning, sanitization and maintenance of all workstations (except the PN Scoring Tent before, during and after an event.

5. Hand sanitizer stations located near portable restrooms

6. Hand sanitizer located at all event workstations

Event Entry Area:

1. The entrance to the Event should be clearly defined.
2. Prior to entering the event everyone is required to sign the following and receive an event wristband:
 - PN License and Registration Form and Waiver (once a year)
 - Event Registration Form and Waiver – All Racers and Pit Crew
 - Event Attendee General Waiver
 - Covid-19 Waiver Form or Covid-19 Minor Waiver Form (under 19) – All racers and event attendees

The forms will be available online to download and pre-print. As well we will have forms pre-printed and ready for any who require. Touchless pickup.

Forms will be collected in bins, no touch required. The PN Scoring team will have some disposable pens for those who do not bring their own, but racers will be asked to bring their own.

Staging Parking:

1. Vehicles must park leaving no less than 10 feet apart on all sides
2. Parking will be monitored and enforced throughout day by volunteers
3. Guests will be instructed to remain in their chosen pit area unless going to/from registration, concessions (if allowed) or event course

Rider Registration (See diagrams for additional details):

1. Advance registration encouraged
2. Marked line positions 6 feet apart
3. Designated Advance and On-Site registration lanes
4. Plexiglass or other suitable barrier separating clerks and riders
5. Hand sanitizers at tables
6. Rider required to sign release.
7. Rider must use own pen; pens will not be shared or reused
8. On-site registration available with safety precautions in place to limit volunteer/rider interaction
9. Cash sales require exact change unless sanitized money available

POST-C19**SERIES REGISTRATION & RACE ENTRY****SERIES REGISTRATION**

- **ONLINE:** All racers encouraged to pre-enter online.
- **RACE DAY:**
 - Pre-Entry receive package, Sign License Waiver, front and back of yellow card.
 - Race Day Entry – pick up form at table. Bring a pen, drop registration (yellow card) in bucket. One person at table at a time.
 - Cash exact payment only, deposit in box.
 - Box Marked P for PN License Money
 - Box for Yellow Forms

**RACE ENTRY**

- **PRE-ENTRY ONLINE:** All racers encouraged to pre-enter online.
- **RACE DAY:**
 - Pre-Entry receive package, Sign Event Entry (Blue), Sign Covid Waiver (Pink) front and back of card.
 - Race Day Entry – Bring a pen, drop entry card (blue) in bucket. One person at table at a time.
 - Cash exact payment only, deposit in box.
 - Box Marked C for Club Money
 - Box for Blue and Pink Forms

**POST-C19****TOUCHLESS SIGN UP PROCEDURE****Pre-Entry Fast Lane Procedure:**

- Wait at line marker at least 3ft from table and barrier.
- Announce name and indicate if you have an existing transponder.
- Approach the table
 - Scan helmet on reader and stay on the distance marker.
- Deposit
 - If not pre-paid
 - Put exact cash in money bins. \$40-\$60 for registration, \$XX for race.
- Retrieve
 - Leather Tag
 - Transponder if needed
 - Race Sticker
- Move out of sign up area

Slow Lane Procedure:

- Wait at line marker at least 3ft from table and barrier.
- If you have a license
 - Scan your helmet on reader and stay on the distance marker.
- If you do not have a license stand at the marker
 - Give your name, birthdate, city, class and bike information to signup person.
- Deposit
 - Yellow and or blue card in the bins
 - Put exact cash in money bins. \$40-\$60 for registration, \$XX for race.
- Retrieve
 - Leather Tag
 - Transponder if needed
 - Race Sticker
- Move out of sign up area



POST-C19 SIGN UP PLAN



SIGN UP
TABLE
NO PENS



GENERATOR: MAKE
SURE THE CLUB HAS
PROVIDED POWER!

POST-C19 EVENT ZONE – CREATE AN EVENT ENTRY

Entrance to race area to be created to manage crowd liability and agreement of the rules.



POST-C19 EVENT ENTRY

Narrow the Entrance to the Event to provide information and have each entrant sign a waiver and receive a wristband.

- Sign General Liability Waiver at entrance:
 - Racer – yellow bracelet
 - Spectator – blue bracelet
- Hand out PN License Forms and Race Forms as required.



Start Area/Track Entrance:

1. No close contact required
2. Limited to rider and one support crew, support crew must wear mask.
3. Riders must be in full gear, including helmet
4. Rider must remain with the motorcycle
5. Riders called one at a time to their staging position; positions are numbered with ample space for separation

First Aid:

1. First Aid, equipped with PPE

COMPETITION EVENTS**In addition to the above, the following practices will be implemented for competition events:**

1. Competition Rules will be modified to meet social distancing guidelines
2. Riders Meeting will be conducted over the PA and/or by FM transmitter; no group gatherings
3. Masks will be required in the Start Area by volunteers
4. Riders wearing helmets will not be required to wear masks
5. Racers are directed to the start line one by one based on gate pick number for their class.
6. Results will be posted online and in different locations around facility to avoid congregating
7. No podium celebrations or interviews

APPENDIX B – Entry and Waiver Forms

PNWMA LICENSE FORM – YELLOW CARDS

PNWMA BCORCS SERIES REGISTRATION FORM

Name: _____ Year: _____
 Address: _____ Date: _____
 City: _____ Prov: _____ Postal Code: _____
 Email: _____ Phone: _____
 Birthdate: _____ Age: _____
 Emergency Contact: _____ Ph: _____

AMOUNT OWING: \$ _____

RACER #: _____

SCORING TEAM TO ENTER

Licenses (circle one)

Individual Annual License	\$40
Weekend License	\$20
Family Annual License (2 trans)	\$60
Family Weekend License (2 trans)	\$30
Extra Transponders \$5 each	\$5 Each

Motorcycle Make/Model and Engine Size: _____

Mark X	Class #	Class Name	Course	Description	Mark X	Class #	Class Name	Course	Description
	1000	Masters*	A	Fastest riders, any age, any size engine.		7500	Legends	B	60 years or older, any size engine.
	2000	Expert	A	Fast riders, any size engine. A course.		8000	Vet Amateur	B	30-39 years, any size engine.
	3000	Vet Expert	A	Fast riders 30-39 years, any size engine.		9000	Senior Amateur	B	40-49 years, any size engine.
	4000	Intermediate	A	Experience riders, any size engine.		10000	Junior Over	B	Novice and beginners, 15 years or older, any size engine.
	5000	Senior Expert	A Short Time	Fast riders 40-49 years, any size engine.		11000	Women Intermediate	B	Novice to experienced women, any size engine.
	6000	Women Expert	A Short Time	Fast riders, any size engine. A course.		12000	Junior Under	B	Novice and beginners, 15 years or younger, any size engine.
	7000	Super Senior	B	50 years or older, any size engine.		13000	Women Amateur	B	Novice and beginners, any size engine.

*Permission required to enter this class.

Women have the option of entering any class, based on ability.

******* FLIP CARD OVER & READ CAREFULLY *******

RELEASE OF LIABILITY FOR MYSELF OR MY MINOR, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT BY SIGNING THIS DOCUMENT, YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY

In full or partial consideration for allowing me/my minor to participate in all related events and activities of the PNWMA (any BCORCS/BCEXCS EVENT) I hereby warrant and agree that: I am familiar with and accept that there is the risk of serious injury and death in participation, whether as a competitor, student, official or worker, in all forms of motor sport and in particular in being allowed to enter, for any reason, any restricted area; and I have satisfied myself and believe that I/my minor am physically, emotionally and mentally able to participate in any BCORCS/BCEXCS EVENT, and that my/my minor's protective clothing, gear and equipment is fit and appropriate for my/my minor's role as participant in any BCORCS/BCEXCS EVENT; and I/my minor understand that all applicable rules for participation must be followed, regardless of my/my minor's role, and that at all times during any BCORCS/BCEXCS EVENT the sole responsibility for my/my minor's personal safety remains with me and my minor; and I will immediately remove myself or my minor from participation, and notify the nearest official, if at any time I or my minor sense or observe any unusual hazard or unsafe condition or if I feel that I have experienced any deterioration in my physical, emotional or mental fitness, or that of my/my minor's protective clothing, gear or equipment, for continued safe participation in any BCORCS/BCEXCS EVENT. I UNDERSTAND AND AGREE, ON BEHALF OF MYSELF OR MY MINOR, MY OR HIS/HER HEIRS, ASSIGNS, PERSONAL REPRESENTATIVES AND NEXT OF KIN THAT MY EXECUTION OF THIS DOCUMENT CONSTITUTES: AN UNQUALIFIED ASSUMPTION BY ME OF ALL RISKS associated with my/my minor participation in any BCORCS/BCEXCS EVENT even if arising from the negligence or gross negligence, including any compounding or aggravation of injuries caused by negligent rescue operations or procedures, of the Releasees, as that term is defined below, and any persons associated therewith or otherwise participating in any BCORCS/BCEXCS EVENT in any capacity; and (1) A FULL AND FINAL RELEASE AND WAIVER OF LIABILITY AND ALL CLAIMS that I or my minor have, or may in the future have, against any person(s), entities, or organization(s) associated in any way with any BCORCS/BCEXCS EVENT including the land owner and lessees, track owners and lessees, promoters, sanctioning bodies, racing associations, or any subdivision thereof, track operators, sponsors, advertisers, car owners and other participants, rescue personnel, event inspectors, underwriters, consultants and others who give recommendations, directions or instructions or engage in risk evaluation and loss control activities, regarding any BCORCS/BCEXCS EVENT or event premises, or any one or more of them and their respective directors, officers, employees, guides, contractors, agents and representatives (all of whom are collectively referred to as "the Releasees") from any and all liability for any loss, damage, injury or expense that I or my minor may suffer as a result of my/my minor's use of or my or my minor's presence at the event facilities or my/my minor's participation in any part of, or my presence in any capacity at, any BCORCS/BCEXCS EVENT, due to any cause whatsoever, INCLUDING NEGLIGENCE, GROSS NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE RELEVANT OCCUPIERS LIABILITY ACTION ON THE PART OF THE RELEASEES. (2) AN AGREEMENT NOT TO SUE THE RELEASEES for any loss, injury, costs or damages of any form or type, howsoever caused or arising, and whether directly or indirectly from my or my minor's participation in any aspect(s) of any BCORCS/BCEXCS EVENT; and (3) AN AGREEMENT TO INDEMNIFY, and to SAVE and HOLD HARMLESS the RELEASEES, and each of them, from any litigation expense, legal fees, liability, damage, award or cost, of any form or type whatsoever, they may incur due to any claim made against them or any one of them by me or on my behalf, or that of my estate, whether the claim is based on the negligence or the gross negligence of the Releasees or otherwise as stated above. (4) AN AGREEMENT that this document be governed by the laws, and in the courts, of the Province in which any BCORCS/BCEXCS EVENT occurs.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN SUBSTANTIAL LEGAL RIGHTS WHICH I OR MY MINOR CHILD AND MY OR HIS/HER HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES. I SIGN THIS DOCUMENT VOLUNTARILY AND WITHOUT INDUCEMENT RELEASE & INDEMNITY AGREEMENT

PLEASE READ BEFORE SIGNING I and my minor hereby give up all rights to sue or make any claim for damages due to negligence or any other reason whatsoever against the host club and/or the promoters, sponsors, and all other persons, participants or organizations conducting or connecting with this event, for injury to property or person I or my minor may suffer, including crippling injury or death, while participating at this event. My or my minor's participation is totally voluntary, and I or my minor accept all responsibility for safe and legal operation of my motorcycle. By my signature below, I indicate that the foregoing information has been read and accepted.

Signature: _____ Date: _____ Witness: _____ Date: _____

Signature of Parent or Guardian: _____ Print Name of Parent or Guardian _____

