



ROYAL WINDSOR
HORSE SHOW

CAIO4* SCHEDULE

Thursday 12th - Sunday 15th May 2022

This document contains:

- The Event Covid-19 risk assessment and risk mitigation plan in accordance with the [FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic](#)
- The Event Approved Schedule

Given the current covid-19 situation, please note that the FEI's approval of a Schedule should not be taken as an absolute guarantee that the Event will definitely go ahead. The decision whether the Event can take place must be made by the OC and NF in close consultation with the applicable domestic government and public health authorities. It is the responsibility of each Participant to check the status of the Event prior to planning his/her travel to the Event.



**Covid-19 General Safety Arrangements / Mitigation Plan
Royal Windsor Horse Show, Platinum Jubilee Celebrations &
Royal Windsor Endurance 2022
Version 1 Revision 1
Last Reviewed: 26/04/2022**

Introduction

In 2021- The Royal Windsor Horse Show successfully delivered a Stage 3 event in accordance with the then Government restrictions and guidelines.

For 2022, The Royal Windsor Horse Show (RWHS), Platinum Jubilee Celebrations (PJC) and Royal Windsor Endurance (RWE) are scheduled to run 12th to 15th May 2022. The events are across two locations with the RWHS and PJC taking place in Windsor with the event site being located within Home Park Private, the private grounds of Windsor Castle and the RWE takes place in the Windsor Great Park and neighbouring parkland and greenfield sites plus also sections of Ascot Racecourse.

The events shall operate in accordance with current HM Government issued Covid-19 guidance in effect at the time of the event and has in place an Event Management Plan, Event Risk Assessment, and Medical Plans covering their activities and undertakings and which include Covid-19 Mitigation measures.

It is the intention of the Organisers of the RWHS, PJC & RWE to deliver the event in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, officials, competitors, exhibitors, and visitors, inclusive of measures to mitigate Covid-19.

In order for the plans to be effective, it is essential that the all persons, including staff, contractors, competitors officials and those others engaged in the delivery of the event, actively participate in the Covid-19 risk mitigation and preventative methods, protocols and requirements.

Covid-19 Safety Arrangements

It is recognised that the hazard is the virus itself, transmitted through the various methodologies (Contact, ingestion, absorption, and inhalation). The Covid Safety Arrangements outlined herein have been produced utilising HMG guidance.

Guidance

Current guidance has been reviewed and utilised as appropriate from the following documents:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>

Further approved guidance can be found from the [GOV.UK](https://www.gov.uk), [NHS](https://www.nhs.uk) and [PHE](https://www.phe.gov.uk) websites.

Managing Risk

1 Site Layout

For RWHS and PJC, the site is segregated into specific areas as shown on the site plan and although people can migrate around the site, competitors and participants tend to stay within their own areas and Groups. The general public are restricted even further as to which areas they can access. The event takes place, predominantly outdoors.

For RWE, the event is not open to the public and competitors, teams and crew all tend to remain within their own groups. The event takes place, predominantly outdoors.

2 Covid-19 Symptoms

Covid-19 safety information is communicated to all persons working the event via the site safety induction which has to be completed to allow persons to gain the accreditation to access site.

In addition to the above, signage shall be positioned at the entrance points for staff, contractors, competitors, officials and public, advising persons who believe they may have Covid-19 or persons who have been in direct contact with a person as confirmed to have covid, not to attend the event.

Anyone displaying symptoms of Covid-19 inclusive of, but not limited to: continuous cough, high temperature, fever or chills, loss or change in normal sense of taste or smell, shortness of breath, unexplained tiredness, lack of energy, muscle aches or pains that are not due to exercise, not wanting to eat or not feeling hungry, headache that is unusual or longer lasting than usual, sore throat, stuffy or runny nose, diarrhoea, feeling sick or being sick is asked not to attend the event. These messages will be displayed on the website, social media, tickets and signage at the event.

3 Hand washing and sanitisation

Hand Sanitisation stations will be located around site, specifically in high contact areas and at the entrance to enclosed areas.

Hand washing facilities will be available at locations across the site and within toilet areas.

4 Cleaning

A cleaning schedule is in place and high touch points will be regularly cleaned inclusive of toilets, hospitality, judges' boxes etc.

5 Ventilation

All substantially enclosed spaces, which take the form of temporary structures (portacabins and marquees) including offices, meeting spaces, judges boxes and hospitality, shall ensure that adequate ventilation is provided via the opening of windows, doors and / or the sides of the marquees (where doing so does not compromise the integrity of the structure, especially in adverse weather conditions).

6 Medical

A Medical Plan has been produced for the event by the appointed medical supplier Location Medical Services, who operate under the direction of the Chief Medical Officer. The medical plans states:

All staff should have read and understood the Location Medical Services Covid 19 operating policies and risk assessments.

Appropriate PPE will be provided for all operational staff and must be worn for all patient contacts and whilst undertaking clinical operations - with fit tested FFP3 masks being required for any aerosol generating procedures.

Information will be issued in relation to event-specific guidance and policy (i.e. the use of face coverings etc) and all medical staff will be expected to adhere closely to this procedure whilst on site and whilst not undertaking clinical procedures requiring specific medical PPE.

Any staff experiencing any “red flag” symptoms should not attend the event and should isolate as normal. Any staff feeling unwell during the event should report to the duty manager immediately.

A designated quarantine area will be allocated for the remote treatment of any patient exhibiting Covid 19 Symptoms. This may be an ambulance which, after use, will be cleaned according to existing ICP policy before being returned to service.

7 Further competitor information

Latest event information will be available on the website (<https://rwhs.co.uk/competitor-notes/>) inclusive of Covid-19 updates.

I. DENOMINATION OF THE EVENT

Venue : Royal Windsor Horse Show

Dates : 12th - 15th May 2022 **NF:** GBR

Indoor:

Outdoor:

EVENT CATEGORIES:

Seniors
Horses
CAIO4*-H4 WcupQ <input checked="" type="checkbox"/>

II. GENERAL CONDITIONS

- FEI Statutes, 24th edition, effective 17 November 2021.
- FEI General Regulations, 24th edition, 1st January 2020, updates effective 1st January 2022.
- FEI Veterinary Regulations, 14th edition, effective 1st January 2018, updates effective 1st January 2022.
- **FEI Driving and Para Driving Rules, 12th edition, effective 1st January 2022.**
- Equine Anti-Doping and Controlled Medication Regulations (EADCMR), 3rd Edition, effective 1st January 2021.
- FEI Anti-Doping Rules for Human Athletes (ADRHA), based upon the 2021 WADA Code, effective 1st January 2021.
- The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic, effective as of 1 July 2020 and until further notice.
- Given the current Covid-19 situation, please note that the FEI’s approval of a Schedule should not be taken as an absolute guarantee that the Event will definitely go ahead. The decision whether the Event can take place must be made by the OC and NF in close consultation with the applicable domestic government and public health authorities. It is the responsibility of each Participant to check the status of the Event prior to planning their travel to the Event.
- All subsequent published revisions, the provisions of which will take precedence.

THE ANNEXE(S) IS/ARE PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST

Approved by the FEI, Lausanne, on 24.03.2022, updated on 30.03.2022, updated on 20.04.2022

Signature:
Manuel Bandeira de Mello
FEI Director Driving and Para Driving

NB: No modifications to the approved Schedule will be accepted less than two weeks prior to the event.

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III. THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE

The Fédération Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and Athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.

The Long version of this Code can be obtained from the Fédération Equestre Internationale, HM King Hussein I Building, Chemin de la Joliette 8, 1006 Lausanne, Switzerland. Telephone: +41 21 310 47 47. The Code is available in English. The Code is also available on the FEI's website: <http://inside.fei.org/>.

IV. GENERAL INFORMATION**1. ORGANISER**

Name: Royal Windsor Horse Show
Address: The Royal Mews, Windsor Castle, Berkshire, SL4 1NG
Telephone: +44(0)1753 860633
Email: hollyf@hpower.co.uk
Website: www.rwhs.co.uk

Contact Details Show Ground:

Address: Home Park Private, Windsor Castle, Berkshire, SL4 1QE
Telephone: +44(0)1753 860633
GPS Coordinates: +51.486515, -0.5969444

Accessibility details (directions by road, nearest airport / train station):

Airport: London Heathrow (LHR).

Train Station: Windsor and Eton Central or Windsor and Eton Riverside.

Travelling from the South and West: Please use the A303/M3 (J3) as opposed to the M4 (J6) wherever possible, thus avoiding Windsor Town Centre.

Travelling from the M4 Maidenhead (J8/9) and Slough (J7): Follow the event signage.

Travelling from the M3 (J3): Designated routes will direct you via Ascot, Windsor Great Park and Datchet.

Travelling from the North and East: Please approach via the M25 (J13) or M4 (J5) at Colnbrook. Designated routes will direct you via Datchet to the showground.

2. ORGANISING COMMITTEE

Honorary President: Patron - Her Majesty The Queen
President of the Event:
Show Secretary: Mrs Annabel Brooks-Ward, Ms Cindy Timmer
Press Officer: Mrs Jo Peck

3. EVENT DIRECTOR

Name: Simon Brooks-Ward CVO, CBE, TD
Address: The Royal Mews, Windsor Castle, Berkshire, SL4 1NG
Telephone: +44(0)1753 860633
Mobile:
Email: hollyf@hpower.co.uk

FEI APPROVED SCHEDULE

Royal Windsor Horse Show (GBR) 12th - 15th May 2022

V. OFFICIALS

Ref.	Panel	Function	FEI ID	Name	NF	Level	Email/mobile *Compulsory
1	Ground Jury	Ground Jury President	10052326	Joaquin Medina Garcia	ESP	4	joaquinmedinahipica@gmail.com
		Ground Jury Member	10052340	Pia Skar	DEN	4	
		Ground Jury Member	10000339	Barry Capstick	IRL	3	
		Ground Jury Member	10049614	Anne-Marie Turbe	FRA	4	
2	Foreign Judge	Foreign Judge	10051989	Bert Jambon	BEL	4	stoeterij@diepensteyn.be
3	Technical Delegate	Technical Delegate	10005966	Françoise Thiry	BEL	3	
4	Assistant Technical Delegate	Assistant Technical Delegate	10049316	Philip Bateman	GBR	2	
5	Course Designer	Course Designer	10052794	Jeroen Houterman	NED	4	houtermanklessens@hetnet.nl
6	Assistant Course Designer	Assistant Course Designer					
7	Chief Steward	Chief Steward	10052323	Leen Devaere	BEL	4	Leen.devaere@police.belgium.eu
8	Assistant Stewards	Steward	10109550	Adam Szepesi	HUN	4	
		Steward	10143829	Sue Squirrel	GBR	2	
		Steward	10008292	Marcie Quist	USA	3	
		Steward	10140102	Yvonne Woisetschlager	AUT	3	
		Steward	10114920	Marisa Pinnock	GBR	2	
9	FEI Veterinary Delegate	FEI Veterinary Delegate	10049905	Zdzislaw Peczynski	POL	3	topwet@pro.onet.pl
	FEI Veterinary Delegate or Veterinary Commission	Veterinary Commission President	10053766	Paul Farrington	GBR		paulfarrington@newbury.net
		Assistant FEI Delegate	10052192	Karen Coumbe	GBR		karen.m.coumbe@saqnet.co.uk
10	Veterinary Service Manager (VSM) Treating Veterinarian (PTV)	Veterinary Service Manager	10087186	Martin Watson, CVO	GBR		martin@foresthousenvets.com
		Permitted Treating Veterinarian (one for every 200 Horses)	10086593	Rosemary Mould	GBR		chamblin@btconnect.com
			10086596	Clive Hamblin	GBR		rosiemould@hotmail.com
			10086608	Richard Hepburn	GBR		richard.hepburn@bwequinevets.co.uk
			10086609	Bobbi McEwen	GBR		bobbymcewen@msn.com
11	Doctor / Medical Service	Doctor / Medical Service		Colonel Katherine Hartington			Katherine.hartington@porthosp.nhs.uk
12	Farrier	Farrier		Chris Carrel			cjcarrel@aol.com
13	NF Delegate	NF Delegate (if applicable)					

* Compulsory

Please note that the schedule has been approved under the provision that all appointed Officials have successfully passed the on-line FEI Competency Evaluation Test

VI. INVITATIONS

4. GENERAL

NFs invited (mandatory for CAI2* and above)	AUS/BEL/ESP/FRA/GBR/GER/HUN/NED/SUI/USA Maximum 25 competitors. NF's may enter more competitors in the FEI Entry System but will have to make their definite choice upon the definite entry date. The other competitors will be put on a waiting list. NF's: please indicate per class who will be 1st, 2nd and so on on the waiting list. + 1 FEI Wild Card (as per Art. 916.3.3)
Number of home drivers	1 team (3 competitors)
Number of foreign drivers	1 Team (3 competitors)
Number of horses/ponies per driver	5 per four-in-hand
Number of start per driver, per category	1

Competitors are invited by the Organizing Committee through their NF

5. CAIO/CHAMPIONSHIPS

Number of home drivers (Team)	1 team (3 competitors) per nation
Number of foreign drivers (Team)	1 team (3 competitors) per nation
Number of horses/ponies per driver + one reserve horse per Team	5 per four-in-hand

5.2. Additional Entries for CAIO/Championships

Additional Individual Entries (article 927)– to be confirmed after the Nominated entries	20 th April 2022
Number of foreign individual additional drivers (Max 6 as per Art 927.3.1)	3
Number of home individual additional drivers (Max 6 as per Art 927.3.1)	3

VII. ENTRIES

IMPORTANT

- Entries must be made through the FEI Entry System for all categories of this event (<https://entry.fei.org>)
- Additional documentation can be found at: <https://inside.fei.org/fei/your-role/it-services/fei-entry-system/fei-entry-system-driving>
- All Athletes and Horses participating in any International competition must be registered with the FEI.
- Athletes and/or Horses present at the Event without having been entered through the FEI's Online Entry System will automatically be disqualified unless compelling circumstances warrant otherwise.

1. ENTRY DATES AND ENTRY FEES

Deadlines for Entries

Entries have to be in accordance with article 916 of the Driving rules and 116 of the General regulations

Definite entries:	27 April 2022
Last date for substitutions: (one hour prior the Horse Inspection)	Date :12th May Time :12 :00

LIST OF COMPULSORY FEES:

• Entry Fee per Turnout	
Single	
Pairs	
Four-in-hand	€690
• Stabling fee per horse/pony	Included in Entry fee for 6 stables (5 x horses and 1 x tack box). All horses including GBR will be stabled in compound. Lorries outside compound.

VAT:	20%
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• EADCMP Fee:	<input type="checkbox"/> Included in entry fee
	<input checked="" type="checkbox"/> Not included in entry fee

<i>Lower Level Events (CIMs) (For definition of CIMs see Appendix E of the FEI General Regulations)</i>	<i>CHF 18 for Driving per turnout per event</i>
<i>Higher Level Events (All other events not defined as CIMs)</i>	<i>CHF 25 for Driving per turnout per event</i>

Details entry procedure fee / Payment:	An invoice will be sent to all athletes after the definite entry date. Payment by BACS prior to arrival. Competitors must
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	accept all bank charges.
Windsor Equestrian Promotions Euro bank account: IBAN: GB27BUKB20970987144500 Account number: 87144500 Sort code: 20 97 09 Bank address: Leicester,Leicestershire,UNITED KINGDOM, LE87,2BB	

2. NO-SHOWS/LATE WITHDRAWALS:

NB: In the case of withdrawals after the date of definite entries or no-shows the athlete or the respective NF will be held liable to reimburse the OC for the actual financial loss incurred by the OC (i.e. stabling and hotel expenses) as a result of the late withdrawal or no-show.

Refund procedure:

Cancellation of entries before Definite Entry date: No Penalty Cancellation of entries after Definite Entry date: The fee for the stables and entry fee will be charged to the NF
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3. ADDITIONAL FEES/CHARGES BY ORGANISING COMMITTEE:

All other fees must be listed hereunder with the details of the amounts to be charged and approved by the FEI. Only fees approved by the FEI and listed in the approved schedule can be charged by the Organiser.

Electricity for boxes (upon request):	€80
Manure disposal (maximum € 40 per horse per Event):	€100 per Team
Health/customs-related documents for Horses if applicable:	
Hay:	€15
Straw:	Not available
Shavings:	2 free per horse on arrival, then €15 per bale
Other (please specify):	

Lorry/Caravan:	
Power supply: provided by the OC <input checked="" type="checkbox"/> Not provided by the OC <input type="checkbox"/>	Price: €80
Water supply: provided by the OC <input checked="" type="checkbox"/> Not provided by the OC <input type="checkbox"/>	Price:
Sanitary facilities: provided by the OC <input checked="" type="checkbox"/> Not provided by the OC <input type="checkbox"/>	Price:
Catering facilities: provided by the OC <input checked="" type="checkbox"/> Not provided by the OC <input type="checkbox"/>	Price: Athlete pays

All aforementioned amounts are including VAT

VAT number of the Organiser	GB6740574
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VIII. TIMETABLE

(to be provided per category/level if multiple events)

	Day	Date	Time
• Opening of stables	Tuesday	10th May 2022	1600hrs
• 1 st Horse Inspection: <i>All horses taking part at this event must be present during the first horse inspection, unless unable to do so due to "force majeure"</i>	Thursday	12 th May 2022	1300hrs
• Chefs d'Equipes Meeting	Thursday	12 th May 2022	1500hrs
• Declaration of Starters	Thursday	12 th May 2022	1400hrs
• Dressage competition	Friday	13 th May 2022	0900hrs
• Marathon	Saturday	14 th May 2022	1000hrs
• Cones competition	Sunday	15 th May 2022	0900hrs

IX. COMPETITION DETAIL**1. FORMAT OF COMPETITIONS**

International Competitions must not start before 8:00 and should not finish after 23:00 unless otherwise approved by the FEI.

CAIO4*	Format 1	Format 2
Please check the box	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Day 1	Dressage	Dressage
Day 2	Marathon	Cones
Day 3	Cones	Marathon

2. PRIZE MONEY

TOTAL PRIZE MONEY	EUR	CHF
CAIO4*	€13,720	

Breakdown of prize money – Dressage Competition

PRIZE MONEY	EUR					CHF
CAIO4*	€2,780					
Class	1 st place	2 nd place	3 rd place	4 th place	5 th place	Others
CAIO4*	€615	€555	€470	€375	€295	6 th : €260 7 th : €210

Breakdown of prize money – Marathon Competition

PRIZE MONEY	EUR					CHF
CAIO4*	€3,430					
Class	1 st place	2 nd place	3 rd place	4 th place	5 th place	Others
CAIO4*	€710	€590	€520	€450	€415	6 th : €390 7 th : €210

Breakdown of prize money – Cones Competition

PRIZE MONEY	EUR					CHF
CAIO4*	€2,780					
Class	1 st place	2 nd place	3 rd place	4 th place	5 th place	Others
CAIO4*	€615	€555	€470	€375	€295	6 th : €260 7 th : €210

Breakdown of prize money – Combined Competition

PRIZE MONEY	EUR					CHF
CAIO4*	€4,730					
Class	1 st place	2 nd place	3 rd place	4 th place	5 th place	Others
CAIO4* Team	€710	€470	€295	€175	€120	
CAIO4* IND	€720	€600	€485	€425	€305	6 th : €250 7 th : €175

PRIZE - CLASSIFICATION

The value of the 1st prize must not exceed 1/3 of the total prize money distributed for the competition. The minimum number of prizes offered for each competition must be allocated on the basis of one prize for every commenced four Athletes, with a minimum of five prizes.

Applicable government tax to be deducted from Prize Money: 20%

DEDUCTIONS FROM PRIZE MONEY AT COMPETITIONS:

Full details of any deductions from prize money must be outlined in the schedule. This includes government taxes. If it is necessary for Organisers to deduct such taxes, they must provide participants with an official form indicating the amount of tax deducted.

The tax form must be provided to the athletes upon arrival and returned to the Organiser prior to departing.

20% on any winnings over £12,500

All competitors or Chef's to go to the Accounts Office to sort out Prize Money after the competition Sunday before they depart. Prize money will be paid by bank transfer. A bank details form must be filled in prior to the start of the competition.

IMPORTANT

The total amount of prize money shown for each Competition in the schedule must be distributed. (FEI General Regulations articles 127 and 128)

3. "DRESSAGE" - COMPETITION

Please find the applicable Dressage tests [here](#).

Dressage Test:

Event	Dressage Test
CAIO4*	3*B HP4

4. "MARATHON" - COMPETITION

This competition will be in accordance with FEI Driving Rules

Option 1:	Distance	Pace	Average Speed
Section A*	6km	Free	12-14kph
Section B	9km	Free	14kph
Cool Down Area	1km	Walk	N/A

Indicate the number of obstacles in Section B (per category): **8 including water**

5. "CONES" - COMPETITION

This competition will be in accordance with FEI Driving Rules

Type of Competition

*Fault Competition	<input checked="" type="checkbox"/>
Time Competition	<input type="checkbox"/>
Competition in two phases	<input type="checkbox"/>
Competition with Wining Round	<input type="checkbox"/>

*The score from this round will always be used solely to decide the Final Classification in all Events.

Please describe special obstacles: A bridge maybe included in the course

X. FACILITIES OFFERED

1. ATHLETES

Accommodation

Hotel: N/A

Address:

Telephone:

At the expense of: The Organiser or Athletes

Accommodated (bed and breakfast) from _____ to _____

Meals

At the expense of: The Organiser or Athletes

Meals provided from _____ to _____

2. GROOMS

Accommodation

Requests for accommodation must be sent with entries.

Accommodation will be at the cost of: Organiser Athletes

from _____ to _____ .

Meals

At the expense of: The Organiser or Athletes

Meals provided from _____ to _____ .

NB. Organiser must provide proper sanitary conditions The showering facilities should be sufficient for both male and female grooms with hot and cold water. Shower facilities as well as restrooms should at all times be in a state of cleanliness.

XI. LOGISTICAL/ADMINISTRATIVE/TECHNICAL CONDITIONS

1. DRAW

Time, date and location:
Office

Thursday 12th May 2022, 1530hrs, Driving

2. COMPETITION ARENA(S)

First Dressage Arena

Length: 100 m

Width: 40 m

Type of Footing : Grass

CONES ARENA

Length: 110 m

Width: 70 m

Type of Footing : Grass

3. PRACTICE ARENA(S)

DRESSAGE ARENA

Length: 100 m

Width: 40 m

Type of Footing : Grass

CONES ARENA

Length: 110 m

Width: 60 m

Type of Footing : Grass

Size of boxes

3 m x 4 m

(at least 3m x 3m) An adequate number of stables must be at least 4m x 3m to accommodate the larger Horses.

Space for organiser to include details if necessary

FEI APPROVED SCHEDULE

Royal Windsor Horse Show (GBR) 12th - 15th May 2022

4. TIMING DEVICE

Name of Manufacturer: Alge
Model: 2202 2000 8A PXE Photocells
FEI Report number:

5. SCORING/TIMING PROVIDER

Will you use a FEI Certified Service Provider to manage the scoring and timing at your Event?
(The list of certified Service Providers is available here: <https://inside.fei.org/fei/your-role/it-services/it-providers/list>)

YES

NO

Name of the Company: La Guenette SPRL
FEI Certified Service Provider ID number: GU52Y909ASCI

Contact person at event (compulsory)

Name: Philippe Lienart
FEI ID number: 10087069
Contact email: phlienart@gmail.com

The FEI may require to be provided with real time results data feed of your events according to FEI requirements; in this case you and your provider will be informed accordingly.

6. OTHER TECHNOLOGY/SERVICE PROVIDER(S)

Will you use other technology/service provider(s) at your Event?

YES

Name of the Company:

Contact person

Name:
FEI ID number (if applicable):
Contact email :
Activity/Function:
(i.e.: Accreditations, Stable Management, Camera system, Sensors, etc...)

NO

7. PRIZE GIVING CEREMONY

The number of athletes required to present themselves for the prize-giving ceremony of each competition is 1st - 3rd . The ceremony will be done x on the Carriages / on foot

All Prize Giving Ceremonies must strictly follow the [Covid-19 guidelines for Prize giving protocols and media activities.](#)

8. ADVERTISING ON ATHLETES AND HORSES

Advertising on Athletes/Grooms/Carriages must comply with Art 941 of the FEI Driving Rules and Art 135 of the FEI General Regulations.

The Chief Steward will check that the turnouts comply with these Articles.

9. TICKETING

Are you selling ticket for spectator to attend your event: Yes No

Name of your ticketing provider: The Ticket Factory

Web address to buy ticket: www.rwhs.co.uk

10. BETTING

Betting will be authorised by the Organiser: Yes No

11. TRANSPORT REIMBURSEMENT HORSES/PONIES

Transport expenses to be paid by:

The OC will pay a minimum of €1,750 per overseas team for travel expenses to compete at The Royal Windsor Horse Show. This may increase due to the number of starters.

12. WELCOME

The time and date of arrival of athletes, horses and their means of transport must be given to the Organiser in order to facilitate their arrival.

13. LOCAL TRANSPORTATION - ARRANGEMENTS FROM HOTEL TO SHOW GROUNDS

Walking distance

Organiser Shuttle Service

Public Transport to be paid by the Organiser / the Athlete

Taxi to be paid by the Organiser / the Athlete

If paid by Athlete approximate cost per round trip:

Other: Any flights must be to London Heathrow (LHR). We cannot provide pick ups from any other airport. Shuttle requests must be given at least 48hrs notice and are subject to availability.

14. ENTRY RIGHT TO SHOWGROUNDS/ACCREDITED PERSONS

**Entry right to the stable area according to FEI Veterinary Regulations
Articles 1008-1009.**

NUMBER OF ACCREDITED PERSONS:

Athlete: 1

Partner: 1

Groom: 4

Horse Owner: 2 in total two (2) accreditations per horse acc. to FEI-Passport

One groom per driver for Singles
One groom per driver for Pairs
Two grooms per driver for Four-in-Hands

15. LORRY / CARAVAN FACILITIES

Lorry or caravan can be parked close to the stables: Yes No

1 Lorry, trailer and car and caravan can be parked near the stabling.

1 x car for Chef d'equipe.

The OC will provide:

- Electricity for 1 x lorry and 1 x caravan per competitor (payable wth entry)
- Water
- Sanitary facilities

All lorries must arrive together if they wish to be parked together - spaces cannot be reserved. No extra lorries or caravans will be allowed. Extra cars to be approved by theOC and if allowed will be €60. Please email hollyf@hpower.co.uk

NO DOGS are allowed within the showground, lorry parking and stable compound.

16. SUSTAINABILITY

"Please consider the environment when organising an FEI Event. Please find useful information on FEI Sustainability here:" <http://inside.fei.org/fei/your-role/organisers/handbook>

XII. VETERINARY MATTERS**1. CUSTOMS FORMALITIES**

Name: Peden Bloodstock

Address: Dogtails, Borough Court Road, Hartley Wintney, Hampshire, RG27 8JA

Telephone: +44(0) 1252 844042

Email: shipping@peden.co.uk

- The UK has now left the European Union.
- EU - UK - EU Health Certificates must accompany each horse.
- Each horse and associated equipment is subject to customs requirements.
- Horseboxes are subject to UK and EU Transporter Requirements. Road Charges are payable in certain circumstances.
- On return to the EU a veterinary inspection must take place
- In due course Peden Bloodstock, in conjunction with the OC, will confirm the technical details of the logistical arrangements for travel of horses, grooms, horseboxes and horse equipment from the EU to UK and return including the details of the charges.
- Dogs are subject to travel rules and regulations so please be familiar with these before bringing dogs to the UK to ensure that you can return to the EU.
- PLEASE NOTE that the Organising Committee will not be responsible for any taxes or fines which may be due. Should any claim be made against the Organising Committee for any taxes or fines on horses / ponies or equipment which have remained in United Kingdom or the European Union, the National Federation making the entry will be responsible for paying these.

2. HEALTH REQUIREMENTS**GENERAL**

In accordance with the FEI Code of Conduct for the Welfare of the Horse it is imperative that all Horses at FEI Events are physically fit and free from infectious disease before being allowed to compete.

ENTRY OF HORSES

Required health tests and vaccinations:

Quarantine period:

Specimen Import Licence applied:

3. NATIONAL REQUIREMENTS

-

4. . PONIES

FEI Veterinary Regulations, Chapter IX and Annex IX: For all Pony Events, Ponies must be available for Pony Measurement if requested by the FEI.

5. INJURY SURVEILLANCE

FEI Veterinary Regulations, Chapter VIII: Horses participating in FEI Events are subject to injury surveillance protocols; and in the event of fatality, a post-mortem examination.

6. . TRANSPORT OF HORSES

Horses must be fit to travel and be transported in suitable vehicles. Any government requirements for disease testing and control must be requested well in advance, to ensure that the horse is in compliance by the time of arrival at the border of the country where the Event is taking place. Athletes, or their representatives, have the responsibility to comply with national legislation in both their country of origin and the host nation of the Event. Where necessary athletes must contact local government authorities or veterinary advisors for information regarding animal health requirements and transport legislation. Within the European Union (EU), this includes EU Council Regulation (EC) No 1/2005 concerning the protection of animals during transport within the Member States of the EU.

7. VENUE ARRIVAL INFORMATION & FITNESS TO COMPETE

7.1 PASSPORTS. FEI General Regulations, Art. 137

For all issues relating to FEI Horse Passports/FEI Recognition Cards please contact your National Federation.

All Horses competing at FEI Events must be registered with the FEI.

FEI Passports or FEI Recognition Cards (for those Horses with a national passport approved by the FEI) are compulsory for FEI Events.

NB: Horses entered in CIMs in their country of residence are not required to have an FEI Passport or FEI Recognition Card but must be properly registered with the FEI and identifiable (FEI General Regulations, Art. 137.2).

Athletes who do not present a Horse’s Passport and/or Recognition Card, or one that is not correctly validated or fail to meet other passport requirements will be **subject to Sanctions in accordance with Annex VI of the FEI Veterinary Regulations** and may not be allowed to compete.

NB for Horses permanently resident in a Member State of the European Union: all Horses must have a national EU passport in compliance with EU Regulations to which a FEI Recognition card is applied. The exception to this being Horses in possession of an FEI passport which has been continually revalidated without interruption.

7.2 VACCINATIONS - EQUINE INFLUENZA. FEI Veterinary Regulations, Art. 1003

Horses competing at FEI Events must comply with the requirements for Equine Influenza vaccination in accordance with the Veterinary Regulations and as summarised below.

VACCINATION	PROTOCOL	ELIGIBILITY TO ENTER VENUE
Primary Course	1 st Vaccination: day 0 2 nd Vaccination: day 21-92	May compete 7 days after the 2 nd Vaccination
First Booster	Within 7 months of the 2 nd vaccination of the Primary Course	May compete for 6 months +21 days after the 2 nd vaccination of the Primary Course Must not compete in the 7 days after receiving a vaccination
Boosters	MINIMUM: within one year of previous booster vaccination IF COMPETING: must be in the 6 months +21 days of the booster previous vaccination	Must have been vaccinated within 6 months +21 days before arriving at the Event Must not compete in the 7 days after receiving a vaccination

All FEI registered Horses intending to compete at FEI Events (including CIMs) must be vaccinated against Equine Influenza in accordance with these Veterinary Regulations. The exception being if the applicable domestic legislation prevents the use of Equine Influenza vaccines within the relevant territory.

7.3 EXAMINATION ON ARRIVAL. FEI Veterinary Regulations, Art. 1031

On arrival at an Event venue, all Horses must undergo an examination by a veterinarian to confirm their identification from their passport and micro-chip ID (where present), their vaccination status and general health. To protect all horses attending events, any Horse with a questionable health status concerning vaccination, disease or other concerns, must be stabled within the isolation facilities provided by the Organising Committee pending a decision on entering the venue. PRs must fulfil the Horse Health Requirements via the FEI HorseApp in advance of the event which will be checked at the Examination on Arrival.

7.4 HORSE INSPECTIONS. FEI Veterinary Regulations, Art. 1034-1042

All Horses will be assessed for their fitness to compete during the Horse Inspection. Any Horse demonstrating questionable fitness may be referred to the Holding Box for further veterinary examination. Horses not deemed fit to compete by the Inspection Panel will not be permitted to compete.

7.5 LIMB SENSITIVITY EXAMINATION. FEI Veterinary Regulations, Art. 1048-1053 and Annex VIII

All Horses are subject to examination under the protocol for abnormal limb sensitivity throughout the period of an Event. For Jumping that includes, but is not limited to, between rounds and before the Jump Off. For Endurance that includes, but is not limited to, pre-ride, during the ride and after the ride. Horses may be examined once or on multiple occasions during the Period of an Event. Horses may be selected for examination under the protocol randomly or they may be targeted. All Horses selected to be tested must submit promptly to the examination or are subject to immediate disqualification. There is no obligation to examine any specific number of Horses at an Event.

8. EQUINE ANTI-DOPING AND CONTROLLED MEDICATION PROGRAMME (EADCMP). FEI Regulations, Chapter VII**8.1 SAMPLING. FEI Veterinary Regulations, Chapter VII**

All horses competing at FEI Events may be subject to sampling for the presence of Prohibited Substances in accordance with the Anti-Doping and Controlled Medication Regulations (EADCMRs). Horses may be selected for sampling in accordance with obligatory testing, targeted or random sampling procedures. Refer to FEI Financial Charges for details of fees relating to Equine and Human Anti-Doping program (EADCMP), which OCs/NFs have the right to charge to the athlete (applicable for all FEI events worldwide).

8.2 ELECTIVE TESTING. FEI Veterinary Regulations, Art. 1058

Elective Testing may be carried out prior to an Event to check for the presence of Prohibited Substances. Please refer to <https://inside.fei.org/fei/cleansport/horses> for information and details.

XIII. HUMAN ANTI-DOPING

Athletes can be tested at any FEI Event, by the FEI or by other Anti-Doping Organisations with Testing jurisdiction. Organisers will have the responsibility to provide facilities and staff/volunteers to facilitate such Testing if requested by the FEI as outlined in article 22.3 of the FEIs' Anti-doping Rules for Human Athletes (ADRHA)

The ADRHA rules are published on the FEI's website at <http://inside.fei.org/content/anti-doping-rules>

XIV. ADDITIONAL INFORMATION

1. THE FEI POLICY FOR ENHANCED COMPETITION SAFETY DURING THE COVID-19 PANDEMIC

The FEI Policy for Enhanced Competition Safety during the Covid-19 Pandemic ("Policy") <https://inside.fei.org/fei/covid-19/return-to-play/policy-tools> is mandatory and applies for any FEI Event taking place **as of 1 July 2020**. The Policy has been developed based on currently accepted best practices by the WHO and US Center for Disease Control (CDC) and will be continually reviewed and updated as more information becomes available. It is not intended to replace the applicable guidance and policies from domestic government and health authorities, but to supplement their recommendations with sport specific considerations.

The OC shall submit the risk assessment and mitigation plan (including name and contact details of the person in charge) to the FEI as an annex to the Event Schedule, **at the latest ten (10) working days before the event's deadline for Definite Entries**.

Events for which the FEI has not received the documented risk assessment and mitigation measures plan in accordance with article 2.1.g) of the Policy **will be removed from the FEI calendar** in accordance with Article 112.3 of the FEI General Regulations.

ASSUMPTION OF RISK / WAIVER OF LIABILITY

In consideration of being allowed to participate in the Event and related activities, all Participants (as defined in the Policy) acknowledge, appreciate, and agree that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. The Participants knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the OC or others, and assume full responsibility for their participation; and,
3. The Participants willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, a Participant observes any unusual or significant hazard during their presence or participation, the Participant will remove himself/herself from participation and bring such to the attention of the nearest official immediately; and,
4. The Participants, for themselves and on behalf of their heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS THE OC AND THE FEI, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

The Participants confirm to have read this release of liability and assumption of risk agreement, fully understand its terms, understand that they have given up substantial rights.

2. INSURANCES AND NATIONAL REQUIREMENTS

Equestrian sports involve inherent dangerous risks. To the greatest extent permitted by law, the FEI and the FEI Event Organiser shall NOT be liable for any damages relating to loss of property or injury of any kind to Athletes, Owners, Support Personnel or Horses at or in connection with an FEI Event and the FEI expressly excludes all such liability.

2.1. ATHLETES, OWNERS AND SUPPORT PERSONNEL

2.1.1. Personal Accident and Health Insurance

It is your responsibility as an Athlete/Owner/ Support Personnel to ensure that you have adequate personal accident insurance in place to cover your participation at FEI Events and in particular to insure against any personal injury or medical expenses arising from an accident, injury or illness which may occur at a FEI Event.

You should check with your National Federation to confirm if your National Federation's insurance policy (if any) covers personal accidents and/or illnesses which may occur when you are attending/participating in FEI Events.

If your National Federation does not have a personal accident/health insurance policy or if the National Federation's insurance policy does not cover personal accident or health claims, then you should obtain your own personal accident and health insurance policy to cover your attendance/participation at FEI Events.

2.1.2. Personal Property Insurance

You should also ensure that you are insured against property loss, theft or damage which may occur at an FEI Event.

Again, the advice is to check with your National Federation to confirm if they have an insurance policy in place which would cover you in case of such property loss, theft or damage. If not, then you should obtain your own personal property insurance to cover such situations.

2.1.3. Press Equipment

Press equipment and other items left in the Press workroom, Press lockers, the Press Tribune or anywhere on the showgrounds are left entirely at the owner's risk. The Organising Committee does not accept any responsibility for any loss or damage to such equipment or items. Members of the Press are advised not to leave any equipment or personal items unattended.

2.2. ATHLETES AND OWNERS

2.2.1. Third Party Liability Insurance

As an Athlete/Owner you are personally responsible for damages to third parties caused by you, your employees, Support Personnel, your agents or your Horses. You are, therefore, strongly advised to take out third-party liability insurance providing full coverage in relation to FEI Events at home and abroad, and to keep the policy up to date.

The FEI and the Organiser will NOT be responsible for any damage caused to third parties by you, your employees, Support Personnel, your agents or your Horses.

2.2.2. Additional Liability Information

It is a show rule that anyone mounted on a horse must wear a hard hat which complies to the current standards

2.2.3. Horse Insurance

As an Owner you should ensure that your Horses are adequately insured against any injuries or illnesses they may sustain while participating at a FEI Event.

Space for organiser to include reference to National Laws when necessary

3. PROTESTS/APPEALS

To be valid, all Protests and Appeals must be made in writing and accompanied by a deposit of CHF 150.- or equivalent.

Protest and appeal forms are available on the FEI website.

Protests: <http://inside.fei.org/sites/default/files/FEI%20Protest%20Form.pdf>

Appeals: <http://inside.fei.org/sites/default/files/FEI%20Appeal%20Form.pdf>

4. DISPUTES

In the event of any discussion concerning the interpretation of the schedule (in translated languages), the English version will be decisive.

5. MODIFICATION TO SCHEDULE

In exceptional circumstances, together with the approval of Chefs d'Equipe, host NF delegate, if any, and Ground Jury, the Organiser may change the schedule in order to clarify any matter arising from an omission or due to unforeseen circumstances. Any such changes must be notified to all athletes and officials as soon as possible and they must be reported to the FEI Secretary General by the Foreign Judge.

6. ADDITIONAL INFORMATION FROM THE ORGANISER

Please also see Royal Windsor Horse Show Conditions - Conditions can be found on [//www.rwhs.co.uk/competitors-windsor-horseshow/conditions/](http://www.rwhs.co.uk/competitors-windsor-horseshow/conditions/)

NO DOGS ARE ALLOWED ON THE SHOWGROUND

Minimum Age Limitation for Athletes and Grooms – Article 912:

Senior Classes		Athlete Minimum Age
Horses Four-in-Hand		18 years
Horse Pairs		16 years
Horse Single		14 years
All Pony Classes		14 years
Young Drivers Classes		Athlete Minimum Age
Horses Four-in-Hand		18-21 years
Horse Pairs		16-21 years
Horse Single		16-21 years
All Pony Classes		16-21 years
Juniors Classes		Athlete Minimum Age
Horse Pairs		16-18 years
Horse Single		14-18 years
All Pony Classes		14-18 years
Children Class		Athlete Minimum Age
Single Pony		12-14 years
Grooms	Minimum Age	
All Classes	Athletes under the age of 18 years must be accompanied by a groom(s) of 18 years or older. Athletes of 18 years and above must be accompanied by a groom(s) of 14 years or older.	
Children	The groom must be over 18 years old. The NF must ensure that the groom must be knowledgeable and experienced in Driving.	

Minimum Age Limitation for Horses – Article 929:

Horses	Minimum Age
CAI1*	5 years old or over
CAI2* and above	6 years old or over

XV. ANNEXES**1. FEI ENTRY SYSTEM**

Please fill the form below in order to provide you and the other members of your committee or your IT Providers access to the FEI Entry System.

FEI ID¹: 10111287
Name*: Timmer
First Name*: Cindy
E-Mail*: h2t@xs4all.nl
Access Rights*: Admin² Consult³
Events⁴: CAI

FEI ID¹: 10119610
Name*: Farr
First Name*: Holly
E-Mail*: hollyf@hpower.co.uk
Access Rights*: Admin² Consult³
Events⁴: CAI

FEI ID¹: 10087069
Name*: Lienart
First Name*: Philippe
E-Mail*: philienart@gmail.com
Access Rights*: Admin² Consult³
Events⁴:

¹ If already have an FEI user account.

² Provides you the required access to manage entries and substitutions and download entries/lists.

³ You are just able to consult and download the entries/lists.

⁴ Leave the field blank if the user deals with the entries of all events in the show.

*** Mandatory Fields**

2. RESULTS

An online results interface is available to manage Driving results <http://forms.fei.org>

All results must be submitted to the FEI via this online platform or by uploading XML results file(s) directly on FEI Database. For additional information please browse to: <http://www.fei.org/fei/your-role/organisers/driving/results-forms>

In order to proceed with the results publication and for qualification purposes the FEI requires results to be uploaded within five days after the conclusion of the event.

Please note that as per Art. 109.6 (GR): Failure from OCs of International Events to provide the FEI with the appropriate result(s) and/or prize money information by the aforesaid deadline and/or in the aforesaid format shall entail a warning for the first violation and thereafter a fine of CHF 1'000.- per violation.

The FEI may request a copy of the official PDF result signed by the relevant Officials at the Event

All results must include FEI Passport Registration number of horses and FEI ID number of Riders.

THE APPENDIX IS PART OF THIS APPROVED AND SIGNED SCHEDULE AND MUST BE DISTRIBUTED TO ALL OFFICIALS AND NFs AND IS AVAILABLE TO OTHERS UPON REQUEST