



ROYAL WINDSOR
HORSE SHOW

CAIO4* SCHEDULE

Thursday 1st - Sunday 4th July 2021

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.

Risk assessment for COVID-19

The questions below will enable OCs to review the additional considerations specific to sports, and thus inform their risk assessment of COVID-19 associated with their Event. This will help OCs understand and manage any additional risk from COVID-19.

The risk assessment should be reviewed and reassessed regularly during the planning phase and updated immediately prior to the transition to the operational phase, especially in light of the rapidly evolving nature of the outbreak. Reference should be made to the latest technical guidance and situation reports on the WHO website.

The risk assessment for COVID-19 associated with the Event must be coordinated and integrated with the host country's national risk assessment for COVID-19. The person completing the questionnaire should include input from the local public health authorities, consult WHO's latest technical guidance and ensure that there is an up-to-date evaluation of the epidemiological situation.

Please answer Yes (1) or No (0) to the following questions to determine a risk assessment score that incorporates factors specific to sporting events

Additional risk of COVID-19 to the sporting event	Yes (1)/No (0)	Score
Will the event be held in a country that has documented active local transmission of COVID-19 (community spread)?	1	1
Will the event be held in a single venue or multiple venues/cities/countries? <i>(single venue = 0; multiple venues = 1)</i>	0	0
Will the event include international participants (athletes and spectators) from countries that have documented active local transmission of COVID-19 (community spread)? <i>(NB: if the Events does not involve spectators, please clarify this in the comments to the questions in relation to spectators in the "Mitigation Checklist" sheet)</i>	1	1
Will the event include a significant number of participants (athletes or spectators) at higher risk of severe COVID-19 disease (e.g., people over 65 years of age or people with underlying health conditions)?	0	0
Will the event include sports that are considered at higher risk of spread for COVID-19 (eg, contact sports)?	0	0
Will the event be held indoors? <i>(Yes = 1; No = 0)</i>	0	0
Total COVID-19 risk score		2

Mitigation checklist for COVID-19

Mitigation measures assess the current effort and planning to reduce the risk of spread of COVID-19 disease for the event. As mitigation measures can reduce the overall risk of the sporting event contributing to the spread of COVID-19, they should be taken into account after the risk assessment has occurred to gain a clearer understanding of the overall risk of transmission and further spread of COVID-19, should the event be held. Together with the risk assessment score, the mitigation measure will contribute to the decision matrix and influence the assessment of the overall risk of transmission and further spread of COVID-19 in relation to the event.

Topic	Key consideration	Score Yes/Completed (2), Maybe/In progress (1), No/Not considered (0)	Weighting	Total score	Comments
Understanding of the overview of the current COVID-19 situation by the OC	Have the relevant OC and responsible staff been informed about the latest available guidance on the COVID-19 outbreak (official web resources available from WHO, CDC, ECDC, UN, local public health authorities)? And are the OC and staff concerned committed to following the available guidance?	2	1	2	(https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak)
	Is the OC aware of global and local daily situation reports as provided by WHO or local public health authorities?	2	1	2	Monitored by the Organising Committee (OC) and Event Safety Advisor (ESA)
	Do the OC and responsible staff understand the risks and transmission routes of COVID-19, the steps that Event attendees can take to limit spread, the recognized best practices (including respiratory etiquette, hand hygiene, physical distancing, etc.), and the travel restrictions adopted by different countries that may affect the Event?	2	1	2	Event COVID risk assessment completed and induction includes Covid-19 safety arrangements
Event emergency preparedness and response plans	Has a contingency medical response plan for COVID-19 been developed for the Event?	2	3	6	Medical plan has been compiled by the medical team
	Does the contingency medical response plan include information about how attendees should interact with the host country healthcare system (e.g. hotline/helpline telephone number, medical teams and first-aid points for the Event, local health care system)?	2	3	6	The event risk assessment contains information about how international participants should interact with England Covid Regulations on arrival.
	Is there an Emergency COVID-19 Outbreak Response Coordinator/Team in the OC or other structure structure for the Event with defined roles and responsibilities, coordinating the health preparedness and response planning for the outbreak?	2	2	4	An event Covid Officer has been appointed
	Has the host country or OC requested support from WHO and/or local public health authorities?	2	3	6	Royal Borough of Windsor & Maidenhead Safety Advisory Group and Public Health England, involved in planning
	Has the OC acquired the following supplies to help reduce the risk of transmission of COVID-19?				
	Personal protective equipment (e.g. masks, gloves, gowns) for onsite medical personnel	2	3	6	Provided by the medical provider
	Hand sanitizer and alcohol rubs/gels, tissues, frequently replaced soap canisters and closed bins for safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms	2	3	6	Sufficient supplies for the duration of the event provided by Organising Committee
	Hand sanitizers and alcohol rubs for all entrances and throughout the venue	2	3	6	As above
	If a person feels unwell/ shows symptoms of an acute respiratory infection during the Event:				
	Is there a procedure for athletes or spectators to clearly identify whom to contact and how to do so if they or other Event participants feel unwell?	2	3	6	All participants and contractors will be aware from induction / event information to contact medical provider on site

	Is there a protocol on whom the Organising Committee should contact in the host country to report suspected cases and request testing and epidemiological investigations?	2	3	6	All significant issues will be reported to local Public Health England, office
	Are first-aid services or other medical services in-place and equipped to support patients with respiratory symptoms?	2	2	4	As per medical plan
	Are there isolation rooms or mobile isolation units available onsite?	2	2	4	As per medical plan
	Are there any designated medical facilities that manage patients with COVID-19 infection in the host country?	2	2	4	National Health Service (NHS)
	Are there transportation services with trained medical professionals available to transport critically ill patients with severe acute respiratory infections to a hospital or to evacuate them from the host country, if necessary?	2	2	4	As per medical plan
	Has a cleaning schedule been developed to ensure the venue is clean and hygienic – wiping surfaces and any equipment regularly with disinfectant is strongly recommended (before, during and after the event and between each round of competition)?	2	3	6	An enhanced cleaning schedule is in place and includes toilet cleaning on an hourly basis during open times
	Are there established screening measures, including temperature checks in place for participants at the point of entry, venues, routes and on-site medical facilities (first-aid points)? (Please specify in Comments what these screening measures include)	2	3	6	RFID app, health declaration and monitored through event control / security at entrances
	Is the host country conducting COVID-19 laboratory diagnostic tests? (If Yes, please specify in comments the type of COVID-19 diagnostic test used)	2	3	6	National Health Service (NHS) undertake sequence testing routinely
	Does the host country have a national public health emergency preparedness and response plan that can address severe respiratory diseases, including COVID-19?	2	2	4	UK Government provide updated guidance on a regular basis
	Is there a preliminary agreement by the host country to provide care for any COVID-19 cases connected with the Event?	2	3	6	National Health Service (NHS)
	If the Event is for a duration of 14 days or longer, does the medical response plan for the event include resources and protocols for managing all public health interventions that would be necessary and supporting the national public health authorities if participants are infected and become unwell at the Event? (If the event is for less than 14 days, please score 0)	0	3	0	NA
	If the Event is for less than 14 days, does the medical response plan include protocols for Organising Committees to notify all participants of possible exposure to COVID-19 if the Organising Committees are made aware of any suspected or confirmed cases that attended the Event? (If the event is for 14 days or longer, please score 0)	2	3	6	NA
Stakeholder and partner coordination	Is there an established mechanism for collaboration and coordination between the health and security sectors, which is considered as crucial?	2	2	4	Through Safety Advisory Group & internal planning processes
	Are there agreed, clear and easily understood processes in place for reporting to external multi-sectoral stakeholders (including surveillance authorities, WHO, CDC, ECDC, etc.) and disseminating risk communication messages (Media)?	2	2	4	Event Control, Event Director / ESA, Safety Advisory Group
Command and control	Is there a decision-making authority/body and an agreed procedure to modify, restrict, postpone or cancel the Event related to the evolving COVID-19 outbreak?	2	3	6	Organising Committee & Safety Advisory Group
	Are there arrangements to activate a strategic health operations centre if there are suspected COVID-19 cases in connection with the Event?	2	2	4	Event Control / Public Health England, / Event Director
	Have the OC and staff undergone training and exercises on personal safety procedures and emergency mitigation measures (including those specifically listed in this checklist)?	2	3	6	Covid risk assessment / Induction
	Is there a risk communication strategy for the Event in regard to COVID-19?	2	3	6	Internal planning / comms with Safety Advisory Group & Public Health England, & Royal Household

Risk communication	Is there a designated person(s) to lead media activities and tasked with managing all external communications with national and international government officials, the general public, and the media? (If yes, please identify the spokesperson in comments)	2	2	4	Jo Peck
	Has there been monitoring of national and international media and social media established for rumours to be able to counter them early? (Please explain in the comments what protocols are in place for counter messaging)	2	2	4	Daily by Organising Committee and stakeholders / Safety Advisory Group
	Has coordination been set up with major official media channels and social media sites such as Twitter, Facebook and Instagram so that messaging can be coordinated with, and assisted by, the platforms to provide targeted messaging from OCs (including messaging to counter fake news and rumours, and proactive messaging about the status of the sporting event, including changes)?	2	2	4	Media centre
Public health awareness of COVID-19 before and during the event	Has public health advice on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing, been shared with all staff involved in the Event, athletes, the public, and personnel of all relevant stakeholders?	2	3	6	Regular updates from Government guidance and press briefings
	Has information on the at-risk populations been provided to all athletes, the public and others so they may make an informed decision on their attendance based on their personal risks?	2	3	6	Details in Covid risk assessment & Competitor information packs
	Has public advice included information on the meaning of the following measures: quarantine, self-isolation and self-monitoring?	2	2	4	Details in Covid risk assessment & Competitor information packs
Surge capacity	Are there any surge arrangements in place in the event of a public health emergency during the Event - (i.e. suspected and confirmed cases of COVID-19)?				
	Do these surge arrangements include funding for mitigation measures?	2	3	6	Provided by NHS as required by Public Health England,
	Do these surge arrangements include stockpiles of equipment (e.g. personal protective equipment, etc.)	2	3	6	NHS England (NHSE) manage this process nationally
	Do these surge arrangements include training of extra staff?	0	2	0	NA
Specific mitigation measures	Do these surge arrangements include volunteers?	0	2	0	NA
	Will there be daily health checks of athletes/competitors?	2	2	4	Organising Committee
	Will the athletes be separated from other groups, such as officials, support staff and spectators, to limit transmission?	2	2	4	Use of competitor bubbles and other staff bubbles / cells
	Are there measures in place to limit the sharing of equipment, water bottles, towels, etc.?	2	3	6	See Covid risk assessment
	Will athletes be given closed containers to allow for the safe disposal or storing of all hygienic materials (e.g. tissues, towels, etc.)?	2	3	6	Waste management plan in place and competitors informed to bring own items.
	Will the Event have designated seating for all spectators?	2	3	6	Ticketed event
	Does the designated seating provided allow for physical distancing between spectators (minimum of 1 metre)?	2	2	4	Monitored by ESA and Stewards
Have pre-travel health checks been performed on all athletes to ensure underlying co-morbidities, medications, allergies, etc. are documented?	2	2	4	As per Covid risk assessment & event management plan	

Sum of mitigation measures	212
Total mitigation score (%)	96

212

Event overall risk score

The decision matrix takes the risk score and the mitigation score to provide a colour determination. This colour determination identifies the total risk of transmission and further spread of COVID-19 in relation to the Event. The "Colour Determination" key below the decision matrix describes the total risk for each colour.

Total COVID-19 risk score (from "Risk Assessment" Tab)	2
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Total mitigation score (from "Mitigation Checklist" Tab)	96
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Risk Vs. Mitigation Matrix

Total Risk Assessment Score	Very Prepared to Mitigate COVID-19 Impacts (76-100)	Somewhat Prepared to Mitigate COVID-19 Impacts (51-75)	Somewhat Unprepared to Mitigate COVID-19 Impacts (26-50)	Very Unprepared to Mitigate COVID-19 Impacts (0-25)
0 - Negligible	Very low	Very low	Very low	Very low
1 - Very Low Risk	Very low	Very low	Low	Low
2 - Low Risk	Low	Low	Low	Moderate
3 - Moderate Risk (low-moderate)	Low	Moderate	Moderate	Moderate
4 - Moderate Risk (high-moderate)	Moderate	Moderate	High	Very High
5 - High Risk	High	High	Very High	Very High
6 - Very High Risk	Very High	Very High	Very High	Very High

KEY FOR COLOUR DETERMINATION OF OVERALL RISK	
VERY LOW	Overall risk of transmission and further spread of COVID-19 in relation to the Event is considered <u>very low</u> .
LOW	Overall risk of transmission and further spread of COVID-19 in relation to the Event is considered <u>low</u> . Recommend checking whether mitigation measures can be strengthened.
MODERATE	Overall risk of transmission and further spread of COVID-19 in relation to the Event is considered <u>moderate</u> . Recommend <u>significant</u> efforts to improve mitigation measures or reduce risk of transmission (decrease risk assessment score).
HIGH	Overall risk of transmission and further spread of COVID-19 in relation to the Event is considered <u>high</u> . Recommend <u>significant</u> efforts to improve <u>both</u> mitigation measures and reduce risk of transmission (decrease risk assessment score).
VERY HIGH	Overall risk of transmission and further spread of COVID-19 in relation to the Event is considered <u>very high</u> .

RWHS 2021
Proposed Additional (Covid 19 specific) Notes for inclusion in FEI Competition Schedules
V1.0_01042021

Additional Information relative to Covid 19 procedures at RWHS 2021

Please note, that these procedures are subject to change based upon the actual National and Local restrictions in force in England at the time of the event. Currently, the following procedures are likely to be in place:

Control procedures prior to and upon arrival at the event:

Athletes and other accredited personnel forming their support team will be required to complete a simple online questionnaire prior to arrival at the event. This will likely take the form of a self-completed attestation confirming that the individual has not experienced any symptoms of Covid 19, nor been in contact with any individual infected with or experiencing symptoms of Covid 19 within the 10 days prior to attending the event.

Access to Show Office, Stable Manager's Office and Declarations Office:

Athletes and/or members of their support team are requested to minimise in-person visits to the Show Office, the Stable Manager's Office and/or the Declarations Office except where absolutely necessary. In particular, individuals are asked to:

- Wherever possible, contact the show office using electronic means (e-mail) or by telephone. In the case that a visit is necessary, please complete any necessary papers/forms or information relating to the visit prior to entering the office.
- In the case of the Stable Manager's Office, place orders for feed & bedding via the In2Strides app or in the case of other matters, call the Stable Manager using a mobile telephone.
- With regard to declarations for competition and as far as is possible, these should be done using the In2Strides app.
- End of show accounts will be prepared and e-mailed to each athletes as early as possible. You may be required to arrange an appointment time for attending the accounts office prior to your final departure from the show.

Competition, Schooling and Exercise Areas:

- Confirmation of the daily timetable, the order to go and/or specific ride times will be published on the In2Strides app as soon as possible after the close of declarations each day and updated whenever any additional changes become necessary.
- You are requested to restrict the number of people accompanying a horse to the competition arena to those persons who are needed for safety or for achieving effective competition. All must comply with social distancing requirements along with any other local Covid control measures in force at the event.
- Please be aware, it may be necessary to book specific time slots for access to the various arenas for 'out of competition' exercise. If required, this should be arranged by liaising with the FEI Stewarding Team at the event.

Recommended Best Practices for Participants while present on the competition grounds:

- Provide hand sanitiser and masks (along with instructions on the correct use and safe disposal of masks) to your stable staff and other personnel and require that they use them while on the venue.

RWHS 2021

Proposed Additional (Covid 19 specific) Notes for inclusion in FEI Competition Schedules V1.0_01042021

- Regularly sanitise high touch / use items such as bikes/golf carts/car & truck door handles, stable doors, bucket handles, light switches, etc., and equipment including tack, grooming, feeding, stable cleaning materials, etc.
- Avoid sharing of equipment and materials and, if sharing is necessary, thoroughly wipe with an effective sanitising material before and after use.
- Use closed bins for waste disposal.
- Provide thermometers to staff with instructions that they must monitor their temperature daily. If any individual records a temperature higher than 37.5 degrees Celsius (99.5 degrees Fahrenheit) or exhibits Covid-19 symptoms, they should self-isolate and follow the steps communicated by the OC.
- Explain social distancing measures to your staff and limit access to stabling area and competition grounds to essential personnel only; discourage multiple family members from accompanying Owners and Athletes.

Additional information and updates will be provided in the weeks immediately prior to the event. Details will be communicated direct to the NF's of Athletes confirmed as 'Definite Entry's'.

I. DENOMINATION OF THE EVENT

Venue : Royal Windsor Horse Show
Dates : 1st - 4th July 2021 **NF:** GBR
Indoor: **Outdoor:**
EVENT CATEGORIES:

Seniors:
CAIO4*-H4 WcupQ (outdoor)

II. GENERAL CONDITIONS

- FEI Statutes, 24th edition, effective 19 November 2019
- FEI General Regulations, 24th edition, 1st January 2020, updates effective 1st January 2021
- FEI Veterinary Regulations, 14th edition, effective 1st January 2018, updates effective 1st January 2021
- **FEI Driving and Para Driving Rules, 11th edition, effective 1st January 2014, updates effective 1st January 2021**
- 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 his/her 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 06.05.2021, updated on 01.06.2021, on 03.06.2021, on 23.06.2021

Signature: 
Manuel Bandeira de Mello
FEI Director Driving & 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°29'16.05"N, 0°36'06.00"W

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, Mrs Holly Farr
Press Officer: Mrs Jo Peck

3. EVENT DIRECTOR

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

FEI APPROVED SCHEDULE
CAIO Windsor (GBR) 01-04.07.2021

Ref	Panel	Function	FEI ID	Name	NF	Level	Email/mobile <i>*Compulsory</i>
1	Ground Jury	Ground Jury President	10052326	Joaquin Medina Garcia	ESP	4	* joaquinmedinahipica@gmail.com
		Ground Jury Member	10051140	Andrew Counsell	GBR	4	
		Ground Jury Member	10051295	Jan-Erik Pålsson	SWE	3	
		Ground Jury Member	10000339	Barry Capstick	IRE	3	
2	Foreign Judge	Foreign Judge	10052340	Pia Skar	DEN	4	* bettegaarden@mail.dk
3	Technical Delegate	Technical Delegate	10005966	Françoise Thiry	BEL	3	
4	Assistant Technical Delegate	Assistant Technical Delegate	10049316	Philip Bateman	GBR	4	
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	3	* leen.devaere@police.belgium.eu
		Chief Steward	10052861	Hillar Talts	EST	2	hillar.talts@parkuur.ee
8	Assistant Stewards	Assistant Steward	10113392	Sussane Mathiassen	DEN	1	
		Assistant Steward					
		Assistant Steward	10066985	Jeannie Lane	GBR	2	
		Assistant Steward	10094111	Harry Luff	GBR	2	
		Assistant Steward	10166585	Frank Huijter	NED	2	
9	FEI Veterinary Delegate	FEI Veterinary Delegate	10049905	Zdzislaw Peczynski	POL	2	* topwet@pro.onet.pl 0048 502 657 021
	FEI Veterinary Delegate or Veterinary Commission	Veterinary Commission President	10053766	Paul Farrington	GBR	3	*paulfarrington@newbury.net
		Assistant FEI Delegate	10087186	Martin Watson, CVO	GBR		* martin@foresthousevets.com
		Assistant FEI Delegate					
10	Veterinary Service Manager (VSM) Treating Veterinarian (PTV)	Veterinary Service Manager	10052192	Karen Coumbe	GBR	3	*karen.m.coumbe@saqnet.co.uk
			10086593	Rosemary Mould	GBR		rosiemould@hotmail.com
			10086596	Clive Hamblin	GBR		chamblin@btconnect.com
			10086608	Richard Hepburn	GBR		richard.hepburn@bwequinevets.co.uk
		Permitted Treating Veterinarian	10086609	Bobbi McEwen	GBR		bobbymcewen@msn.com
11	Doctor / Medical Service	Doctor / Medical Service		Colonel Katherine Hartington			*Katherine.hartington@porthosp.nhs.uk +44 (0)7795 650621
12	Farrier	Farrier		Chris Carrel			*cjarrel@aol.com +44 (0)7788 971942
13	NF Delegate	NF Delegate (if applicable)					

V. OFFICIALS

VI. INVITATIONS

4. GENERAL

NFs invited (mandatory for CAI2* and above)	AUS/BEL/FRA/GBR/GER/HUN/NED/SUI/URU/USA/AUT/SWE 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.
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	10 th June 2021
Number of foreign individual additional drivers (<i>Max 3 as per Art 927.3.1</i>)	3
Number of home individual additional drivers (<i>Max 3 as per Art 927.3.1</i>)	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:	1st June 2021 7th June 2021
Last date for substitutions: (one hour prior the Horse Inspection) <i>Substitutions have to be in accordance with article 946.1.1 of the Driving rules</i>	Date :1st July 2021 Time :0900hrs

LIST OF COMPULSORY FEES:

• Entry Fee per Turnout	
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)</i>	<i>CHF 18 for Driving per turnout per event</i>
<i>(For definition of CIMs see Appendix E of the FEI General Regulations)</i>	
<i>Higher Level Events</i>	<i>CHF 25 for Driving per turnout per event</i>
<i>(All other events not defined as CIMs)</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 accept all bank charges.
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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 number of stables reserved, the entry fee and the accommodation fee will be charged to the NF

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): € 40 per competitor
Health/customs-related documents for Horses if applicable:
Hay: €15 per bale
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 Not provided by the OC Price:
Water supply: provided by the OC Not provided by the OC Price:
Sanitary facilities: provided by the OC Not provided by the OC Price:
Catering facilities: provided by the OC Not provided by the OC Price:

All aforementioned amounts are including VAT

VAT number of the Organiser | GB6740574

VIII. TIMETABLE

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

	Day	Date	Time
• Opening of stables	Tuesday	29 th June 2021	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	1 st July 2021	1000hrs
• Declaration of Starters (for CAIOs and Championships)	Thursday	1 st July 2021	1300hrs
• Chefs d'Equipes Meeting at CAIOs (FEI Driving Rules art. 947)	Thursday	1 st July 2021	1700hrs
• Dressage competition	Friday	2 nd July 2021	0900hrs
• Marathon	Saturday	3 rd July 2021	1100hrs
• Cones competition	Sunday	4 th July 2021	0900hrs

IX. COMPETITION DETAIL

1. TYPE 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	1st place	2nd place	3rd place	4th place	5th place	Others
CAIO4*	€ 615	€ 555	€ 470	€ 375	€ 295	6th: €260 7th: €210

Breakdown of prize money – Marathon Competition

PRIZE MONEY		EUR		CHF		
CAIO4*		€ 3,430				
Class	1st place	2nd place	3rd place	4th place	5th place	Others
CAIO4*	€ 710	€ 590	€ 520	€ 450	€ 415	6th: €390 7th: €355

Breakdown of prize money – Cones Competition

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

Breakdown of prize money – Combined Competition

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

This competition will be in accordance with FEI Driving Rules

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	15kph
Transfer	1km	Free	
Section B	9km	Free	14kph

*Alternative option to phase A, Controlled Warm-up

Please indicate which option will be used:

- Controlled Warm-p
 Section A

Indicate the number of obstacles in Section B (per category): 7 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 may be 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: Thursday 1st July 2021,1300hrs,Driving Office

2. COMPETITION ARENA(S)

DRESSAGE ARENA

Length: 100 m

Width: 40 m

Type of Footing : Grass

CONES ARENA

Length: 110 m

Width: 70 m

Type of Footing : Grass

8. PRIZE GIVING CEREMONY

The number of athletes required to present themselves for the prize-giving ceremony of each competition is 1st - 3rd Combined Nations Teams and 1st - 3rd Combined Individuals.

All Prize Giving Ceremonies must strictly follow the **Covid-19 guidelines for Prize giving protocols and media activities.**

9. ADVERTISING ON ATHLETES AND HORSES

Advertising in Dressage and Cones Competition: The competitors are: authorised not authorised (*please indicate*) by the OC to display the logo of their personal sponsor on the carriage in accordance with art. 135 of the General Regulations and Art. 941.1.

Advertising in Marathon Competition: The competitors are: authorised not authorised (*please indicate*) by the OC to display the logo of their personal sponsor on the marathon carriage and on the back(s) of the groom(s) in accordance with art. 135 of the General Regulations and Art. 941.2.

The Chief Steward will check that the advertising on athletes and horses complies with these Articles.

10. 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

11. BETTING

Betting will be authorised by the Organiser: Yes No

12. TRANSPORT REIMBURSEMENT HORSES/PONIES

Transport expenses to be paid by:

The Organiser at OC will pay for CAIO Team Competitors only from Calais/Dover return to include 4 persons. All ferry crossings are only paid for by the OC if booked through Peden Bloodstock, who will do all paperwork, which will be paid for by the OC. per km.

The Athlete

13. 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.

14. 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.

15.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: included in the above

One groom per driver for Singles

One groom per driver for Pairs

Two grooms per driver for Four-in-Hands

16.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 with entry)
- Water
- Sanitary facilities

Spaces cannot be reserved. No extra lorries or caravans will be allowed. Extra cars to be approved by the OC and if allowed will be €60. Please email hollyf@hpower.co.uk

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

17.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

Contact details for 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
Opening hours: 0900hrs- 1200hrs

Pedens Bloodstock are the Official Transport Agents.

THE UNITED KINGDOM IS NO LONGER A MEMBER OF THE EUROPEAN UNION, ALL IMPORT AND EXPORT ARRANGEMENTS HAVE NOW CHANGED.

Peden Bloodstock must be emailed the following information at least 21 days prior to the DEPARTURE of horses from their home premises in the EU.

- * Name, date of birth, colour, sex, FEI Passport Number, Microchip and height
- * Copy of front page, silhouette page and description page of horse passport
- * Name and address of Owner and/or Rider
- * Address of departure in EU
- * Address of return in EU
- * Port and date of arrival in Great Britain
- * Port and date of departure from Great Britain
- * Registration number & length of the horsebox and any equipment trucks
- * Vehicle EU Type II Approval
- * Driver/Grooms EU Certificate of Competence
- * Details of Customs Entries – copy of the ATA carnet

Horses / ponies from the European Union:

An EU – UK health certificate must be issued prior to departure from home premises. A copy of this health certificate must be forwarded to Peden Bloodstock 24 hours before arrival at the UK Border in order to make official import declarations.

DOCOMs may NO longer be used for travel into UK.

Horses / ponies from outside the European Union:

Please contact Peden Bloodstock for further advice.

Customs Documentation:

Horses entering from EU to UK must arrive with an ATA Carnet issued in the country of origin, to cover the horse / pony and its accompanying equipment.

Export of Horses / Ponies:

All horses / ponies will require an Export Declaration and Health Certificate to leave Great Britain. These are applied for by Peden and issued by DEFRA.

Applications for these export health certificates must be done at least 10 working days before departure; meaning applications must be made prior to horses even arriving in UK. Peden Bloodstock must receive the necessary information requested above 14 days before departure to the UK.

Ferry / Eurotunnel Bookings:

Ferry and Eurotunnel bookings will be made by Peden Bloodstock.

Lorry tax:

All non-UK registered lorries weighing more than 12 tonnes are required to pay a Heavy Goods Vehicle Levy before entering the UK. This can be purchased on line at <https://www.hgvlevy.service.gov.uk/> THIS IS SUSPENDED DUE TO COVID-19 UNTIL 31 JULY 2021

Please note it is also required for all EU horseboxes entering UK with livestock on board to be pre-approved and issued with a UK Type II Transporter Authorisation.

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 Please contact Peden Bloodstock as above

Quarantine period:

Specimen Import Licence applied:

For questions or problems, please contact your Government Veterinary Services.

GENERAL

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

Dogs:

THE IMPORT & EXPORT OF DOGS AND CATS ARE ONLY PERMITTED UNDER VERY STRICT NEW RULES. THE IMPORT OF ALL OTHER ANIMALS IS STRICTLY FORBIDDEN.

To return to EU with your dog requires a different protocol to entering the UK. Including a blood test, a wait of 3 months and then issuance of a Health Certificate. It is not feasible at this time to bring any dogs into the UK if you wish to return directly.

<https://www.gov.uk/guidance/pet-travel-to-and-from-great-britain>

DOGS ARE NOT ALLOWED ON THE SHOWGROUND.

PLEASE NOTE that the Organising Committee will not be responsible for any taxes or fines which may be due if any horse / pony or equipment does not return to its country of origin at the end of the event., or if any of the UK legislative or procedural requirements are not met. Should any claim be made against the Organising Committee for any taxes or fines on horses / ponies or equipment which have remained in Great Britain or the European Union the National Federation making the entry will be responsible for paying these.

3. NATIONAL REQUIREMENTS

If applicable please provide:

Space for organiser to include details if necessary

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 Article 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 (GRs 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 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 Article 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 VRs. 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 Article 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.

7.4 HORSE INSPECTIONS. FEI Veterinary Regulations Articles 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 Articles 1048-1053

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 Veterinary 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 ARTICLE 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 his/her 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

Additional Information relative to Covid 19 procedures

Please note, that these procedures are subject to change based upon the actual National and Local restrictions in force in England at the time of the event. Currently, the following procedures are likely to be in place:

Control procedures prior to and upon arrival at the event:

Athletes and other accredited personnel forming their support team will be required to complete a simple online questionnaire prior to arrival at the event. This will likely take the form of a self-completed attestation confirming that the individual has not experienced any symptoms of Covid 19, nor been in contact with any individual infected with or experiencing symptoms of Covid 19 within the 10 days prior to attending the event.

Access to Show Office, Stable Manager's Office and Declarations Office:

Athletes and/or members of their support team are requested to minimise in-person visits to the Show Office, the Stable Manager's Office and/or the Declarations Office except where absolutely necessary. In particular, individuals are asked to:

- * Wherever possible, contact the show office using electronic means (e-mail) or by telephone. In the case that a visit is necessary, please complete any necessary papers/forms or information relating to the visit prior to entering the office.
- * In the case of the Stable Manager's Office, place orders for feed & bedding via the In2Strides app or in the case of other matters, call the Stable Manager using a mobile telephone.
- * With regard to declarations for competition and as far as is possible, these should be done using the In2Strides app.
- * End of show accounts will be prepared and e-mailed to each athletes as early as possible. You may be required to arrange an appointment time for attending the accounts office prior to your final departure from the show.

Competition, Schooling and Exercise Areas:

- * Confirmation of the daily timetable, the order to go and/or specific ride times will be published on the In2Strides app as soon as possible each day and updated whenever any additional changes become necessary.
- * You are requested to restrict the number of people accompanying a horse to the competition arena to those persons who are needed for safety or for achieving effective competition. All must comply with social distancing requirements along with any other local Covid control measures in force at the event.
- * Please be aware, it may be necessary to book specific time slots for access to the various arenas for 'out of competition' exercise. If required, this should be arranged by liaising with the FEI Stewarding Team at the event.

Recommended Best Practices for Participants while present on the competition grounds:

- * Provide hand sanitiser and masks (along with instructions on the correct use and safe disposal of masks) to your stable staff and other personnel and require that they use them while on the venue.
- * Regularly sanitise high touch / use items such as bikes/golf carts/car & truck door handles, stable doors, bucket handles, light switches, etc., and equipment including tack, grooming, feeding, stable cleaning materials, etc.

* Avoid sharing of equipment and materials and, if sharing is necessary, thoroughly wipe with an effective sanitising material before and after use.

*Use closed bins for waste disposal.

*Provide thermometers to staff with instructions that they must monitor their temperature daily. If any individual records a temperature higher than 37.5 degrees Celsius (99.5 degrees Fahrenheit) or exhibits Covid-19 symptoms, they should self-isolate and follow the steps communicated by the OC.

*Explain social distancing measures to your staff and limit access to stabling area and competition grounds to essential personnel only; discourage multiple family members from accompanying Owners and Athletes.

Additional information and updates will be provided in the weeks immediately prior to the event. Details will be communicated direct to the NF's of Athletes confirmed as 'Definite Entry's'.

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

FEI ID¹: 10115669
Name*: Brooks Ward
First Name*: Annabel
E-Mail*: annabelcam@gmail.com
Access Rights*: Admin² Consult³
Events⁴: CAI

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

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**