

**KEY of TERMINOLGY:**

*“British Equestrian Federation”* (BEF) is the National Governing Body.

*“UK Sport”* (UKS) is the nation's high-performance sports agency. Its mission is to work in partnership to lead sport in the UK to world class success at Olympic and Paralympic games.

*“Federation Equestre Internationale”* (FEI) is the international governing body of equestrian sport.

*“Independent Chair”* means a person appointed by the BEF to ensure the Selection process is rigorous, fair, reliable and consistent and who is judged to have the strength of character and integrity to remain unaffected by circumstances that, in theory, could compromise the process.

*“International Olympic Committee”* (IOC) is the supreme authority of the worldwide Olympic movement.

*“British Olympic Association”* means the National Olympic Committee for the United Kingdom.

*“British Paralympic Association”* (BPA) means the National Paralympic Committee for Great Britain.

*“World Class Programme”* (WCP) means the BEF World Class Programme which is within the BEF portfolio and Equestrian Team GBR Performance Pathway and is funded by the National Lottery and Government Exchequer through UK Sport.

*“World Class staff”*(WC staff) means the Performance Managers, Discipline Coordinators, Coaches, Sport Science Staff (both human and equine), Head of Performance Pathways as appropriate.

*“Performance Director”* (PD) means the World Class Programme Performance Director of the BEF or an alternative nominated by the Chief Executive of the BEF.

*“Panel”* mean the external Technical Advisors, WCP Staff and other BEF personnel who have a selection vote. The Panel of six people will be identified to all applicants who are invited forward for Stage 3 (See Para.15).

*“Programme”* means, for the purpose of this policy, the Podium Potential Squad which is part of the WCP within the Equestrian Team GBR Performance Pathway

*“Member Body”* (MB) means the relevant National body for an Olympic or Paralympic equestrian discipline i.e. British Dressage, British Eventing or British Showjumping as the case may be and “MBs” shall be construed accordingly.

*“Athlete Performance Award”* (APA) is a financial award paid directly to an athlete which is calculated against an identified performance standard which is solely funded by National Lottery income. This is paid directly to the athletes and contributes to their living and sporting costs.

*“Stakeholders”* means the Member bodies of the relevant National body of the Olympic or Paralympic equestrian discipline and UK Sport.

*“Squad”* means the group of riders as identified by their level within the Equestrian Team GBR Performance Pathway: Podium. Podium Potential and Podium Potential Pathway

## INTRODUCTION

1. **Aim.** This document sets out the selection policy for the 2019 to 2021 **Podium Potential Squad**. It includes criteria for athlete eligibility, minimum performance standards and the assessment, selection and confirmation process. It has been written in consultation with UK Sport and is complementary to the selection policies for other World Class Programmes (which are issued separately).
2. **Background.** British sport is receiving unparalleled investment from the Government and National Lottery. It is therefore essential that all sports operate with the highest level of integrity and professionalism to maintain funding streams in the future.
3. **The World Class Programme.** Funded by UK Sport since 1998, the Podium Potential is part of the World Class Programme (WCP) which is within the British Equestrian Federation's (BEF) portfolio.
  - 3.1. **The WCP's vision** is to be the world-leading equestrian sporting nation by the 2024 Olympics and Paralympics; both on and off the field of play.
  - 3.2. **The WCP's mission** is to provide optimal support to our combinations; enabling them to fulfil their potential in Tokyo 2020 and provide a legacy that builds on solid foundations to develop depth of excellence at all stages.
  - 3.3. **The WCP's approach** is to achieve excellence in everything we do, from meeting challenging performance targets on the field of play, to managing ourselves to the highest professional standards on and off it.
4. **Podium Potential Objective.** The 2019-2021 Podium Potential objective is to identify, support and develop athlete/horse partnerships who demonstrate the potential to deliver medal winning performances on the world stage at Senior Championship level for GBR in the future.
5. **Policy Guidelines.** This policy is underpinned by UK Sport 'good practice' guidelines for selection policies which state that a selection policy should:
  - 5.1. Be effective i.e. select the 'best' athletes, or more importantly those most likely to deliver the required result for the Programme.
  - 5.2. Be seen to be fair, justified and without bias.
  - 5.3. Give athletes a clear and consistent understanding of what is expected of them to merit consideration for selection.
  - 5.4. Include communication with athletes to ensure they understand the process.
  - 5.5. Provide stakeholders with a clear reference for how decisions are reached, the criteria used and the procedures followed and where, if at all, discretion has or will be used.
6. **Caveat.** The Programme is subject to the continuation of funding from UK Sport. Should funding levels be altered then amendments may have to be made to the current Programme structure; this could include adjustment to athlete numbers, reductions in UK Sport APA levels (see Para 31) and other support provided.

- 7. Athlete Guidelines.** Athletes joining the Programme will be required to act in accordance within International and National Regulations, Codes of Conduct and such other reasonable instructions/policies as provided by the BEF. They will also need to demonstrate an ongoing commitment to achieve future medal-winning performances on the world stage and full engagement with the WCP's policies and staff.
- 8. Conflict of Interest.**
- 8.1.** In order to protect the integrity of the selection process members of the Panel, both voting and non-voting, shall not take any measure nor exercise any influence in relation to a matter where any conflict of interest or any other conflict exists or is perceived to exist. Members of the Panel must therefore take all reasonable steps to avoid situations where there may be a potential conflict of interest, whether that is a real or perceived conflict of interest.
  - 8.2.** The Independent Chair will be responsible for proactively addressing and managing all conflicts of interest amongst members of the Panel on a regular basis and throughout the selection process.
  - 8.3.** A register of interests will be maintained by the PD, the details of which will be supplied to the Independent Chair as and when any new conflict of interest is registered and prior to the commencement of the selection process.
  - 8.4.** Every member of the Panel will be required to declare any potential or perceived conflict of interest as soon as it arises and may not participate in, or influence, any decision or vote on any issue connected to the conflict.
  - 8.5.** If a member of the Panel has a conflict of interest (whether in relation to any athlete who may be eligible for selection under this Policy, or otherwise) then that individual must step down from discussions involving the conflict. Alternatively, they may be asked to withdraw for the entire portion of the meeting regarding the actual selection discussion as directed by the Independent Chair.

PODIUM POTENTIAL SELECTION POLICY 2018 - **SHOWJUMPING**

**9. Selection Policy Objectives**

- 9.1. To set clear eligibility criteria including Minimum Performance Standards to be considered for selection onto Podium Potential;
- 9.2. To set a clear selection process compliant with the principles set out at Paragraph 5 above;
- 9.3. To assist UK Sport in determining the appropriate APA.

**10. Time Period.** The Programme cycle to which this Selection Policy applies is 1<sup>st</sup> January 2019 – 30 November 2021.

**11. Selection Process.** The Selection process is as set out in **Appendix 1** and will take into consideration the following factors:

- 11.1. Achievement of and eligibility for the Minimum Performance Standards as set out in **Appendix 2**.
- 11.2. The athlete and/or athlete/horse combination Performance Profile as set out in Paragraph 15.
- 11.3. Any other evidence of future performance delivery/progression presented during the selection process.

There is a four stage process and timeline (**see Appendix 1**) that will be applied to select athletes to the 2019-2021 Podium Potential Squad:

- 1. Athlete Eligibility.
- 2. Achievement of a Minimum Performance Standard.
- 3. Evaluation of the Athlete's Suitability for Inclusion onto the Programme.
- 4. Final Selection.

**N.B: It is the athlete's responsibility to ensure that they complete the selection application requirements outlined in Appendix 1 within the indicated timeframe**

- I. Initial Registration
- II. Notification of achievement of Minimum Performance Standards (MPS)

**Stage 1: Athlete Eligibility**

**12.** Before consideration for selection onto the Programme for Podium Potential, or for an APA, an athlete must first satisfy the following requirements:

- 12.1. be eligible to compete for Great Britain & Northern Ireland in international competitions and be eligible to compete for Great Britain at an Olympic or Paralympic Games and satisfy the eligibility requirements of the IOC, BOA, BPA, FEI and UK Sport's Eligibility Policy;
- 12.2. hold a current British passport;
- 12.3. be a full member of the relevant MB for the discipline they are applying;
- 12.4. not be serving a competition ban as a result of a doping or controlled medication violation, or other breach of ethical conduct, nor be in receipt of a funding ban from UK Sport;
- 12.5. sign an Athlete Agreement with BEF.

## Stage 2: Achievement of a Minimum Performance Standard

13. The Minimum Performance Standards for [Showjumping] are set out in **Appendix 2**.

- 13.1. An athlete must meet the Minimum Performance Standards set out in **Appendix 2** to be considered for selection.
- 13.2. It is the athlete's responsibility to ensure that the Minimum Performance Standards are achieved within the stated timeframes set out in **Appendix 1: Selection Process**.

**N.B: The achievement of the Minimum Performance Standards does not guarantee selection onto the Programme. There are a limited number of places and reaching the Minimum Performance Standards only enables an athlete to proceed within the selection process.**

## Stage 3: Evaluation of the Athlete's Suitability for Inclusion onto the Programme.

14. If an athlete/horse combination fulfils the requirements set out in **Stages 1 and 2** of the process the WCP will undertake a Performance Profile of the Athlete and invite them to a meeting to discuss their 'Medal Winning Plan' in order to ensure:

- 14.1. the athlete's performance is of an international standard that demonstrates future Senior medal winning potential;
- 14.2. the athlete is at an appropriate developmental stage to benefit from inclusion on the WCP programme;
- 14.3. the athlete will contribute positively to the performance and environment of the WCP;
- 14.4. the WCP is the best placed 'resource' to support the athlete's performance development;
- 14.5. the WCP is best placed to support the athlete's and/or athlete's horse's development in order to fulfil the Podium Potential Programme objective.

**15. Performance Profile:** An athlete achieving the Minimum Performance Standards and requesting to be considered for selection onto the Podium Potential Squad will be Performance Profiled throughout the selection process. The Performance Profile will be undertaken by personnel appointed by the PD and will be known as the "Panel". The Panel will be led by an Independent Chair, also appointed by the PD, to ensure the process is being delivered in a fair and consistent manner at all times. The Panel together with the PD will carry out the evaluation of the athlete's suitability for inclusion on to the Programme (**Stage 3**) and the Final Selection (**Stage 4**).

The Performance Profile, that may include a ridden assessment (**See Appendix 2**), will take a holistic overview of an athlete's circumstances, and include discussion and assessment of factors that may limit or enhance future performance potential such as:

- 15.1. the age of either the horse or athlete;
- 15.2. the quality of the athlete's horse and their perceived ability to progress up the competitions levels,
- 15.3. the combinations competition record and technical skills,
- 15.4. the athlete's performance attitude, strategy and planning, communication and management skills,
- 15.5. the athlete's health and fitness to compete;
- 15.6. the athlete's horse's health and fitness to compete;
- 15.7. the athletes home team environment;
- 15.8. for athletes already on the Programme the Performance Profile will also include the length of time an athlete has been funded through the Programme, their progression up the performance Programme, and their engagement with the Programme and the Programme staff and information gained in the Routine Performance Profiling.

**N.B: The Performance Profiling inevitably requires both subjective and objective judgements. It will also be specific to the discipline the athlete is being considered for. The Panel is made of up experts who will be exercising their discretion based on the knowledge and experience of the sport and what is required to meet the objectives of this Policy.**

**16. Medal Winning Plan Meeting:** All Athletes that achieve the MPS will be asked to attend a meeting with the Panel to discuss how the athlete proposes to meet the objectives of the WCP by the athlete's proposed 'Medal Winning Plan'. The discussion will also be used to determine the athlete's understanding of and commitment to:

- 16.1. an athlete's ability to 'add value' to WCP training environments and uphold the WCP values of integrity, respect and excellence;
- 16.2. an athlete's ability to compete in a manner that supports Equestrian Team GBR, the Stakeholders and the individual to achieve successful performances;
- 16.3. the athlete understands how the WCP can enhance their current performance delivery. This will allow the Panel to identify with the athlete the benefits of programme inclusion and confirm that the WCP is the best placed resource to support the athlete's ongoing development.
- 16.4. The Panel will also review (but will not be limited to) the following areas:
  - a) How the athlete's current development and training plan align to the WCP medal targets.
  - b) How the athlete will gain performance improvement by utilising coaching and practitioner support.

17. The Panel will then report back to the PD the outcome of the Performance Profiling and the Medal Winning Plan meeting:

- 17.1. If the PD agrees with the recommendation of the Panel that the athlete is suitable for inclusion onto the Programme, the names of recommended athletes will proceed to **Stage 4: Final Selection Meeting (Panel only)**.
- 17.2. If the PD agrees with the recommendation of the Panel that the athlete is not suitable for inclusion onto the Programme for 2019 - 2021, the athlete will be notified by the BEF in writing within 3 weeks of the date on completion of the last WCP **Stage 4: Final Selection Meeting** of the Olympic/Paralympic Podium Potential Squads.

#### Stage 4: Final Selection Meeting (Panel Only):

18. Final selection onto the Programme will be carried out by the Panel in consultation with the discipline specific WCP staff. The PD will be responsible for ensuring that the WCP athlete numbers are aligned to the UK Sport allocation for APA places.

- 18.1. The Panel will be deemed to act as experts throughout and must at all times use their discretion honestly and with integrity having regard to, and acting in compliance with, any applicable code of conduct or code of ethics in force from time to time.
- 18.2. An Independent Chair, appointed by the PD, will Chair the meeting to discuss all athletes who reach the **Stage 4: Final Selection** stage of the process to ensure the process is being delivered in a fair and consistent manner at all times. The meeting will be where the Panel recommend to the PD the athletes to be offered a place on the Podium Potential Programme.
- 18.3. The PD reserves the right, at the time of selection and outside of the selection process, to select athletes onto the Programme provided there is:
  - a) demonstrable evidence of future medal winning potential;
  - b) they meet or exceed the performance standards and performance profile required by the Programme to meet the Podium Potential Objectives and this Selection Policy.
- 18.4. The PD reserves the right to grant a “bye” from any stage of the selection process for an Athlete who demonstrates the capabilities to meet the Objectives of this Selection Policy.

**On completion of the WCP selection process, the PD will nominate selected athletes to UK Sport in writing. UK Sport will approve to the WCP the final names of athletes to be offered a place on the Programme and athletes will be informed in writing by the BEF.**

## POST SELECTION: Induction, Obligations and Acceptance

**19. Induction.** Once offered a place on the Programme, athletes will be required to attend Induction the purpose being:

- 19.1.** To introduce the Programme (i.e. the values, culture and structure).
- 19.2.** To ensure athletes know what is expected of them and are able to fulfil the WCP commitments and obligations.

Dates for Induction will be published on the BEF website and on the form to be completed by the athlete for Notification of Achievement of Minimum Performance Standards (**see Appendix 1**)

**20. Podium Potential Athlete Obligations.** All athletes joining the Programme must sign a BEF Athlete Agreement and abide by the terms of this. The agreement also outlines the expectation for athletes to:

- 20.1.** Attend squad training sessions and home visits.
- 20.2.** Undergo 6-monthly reviews of performance.
- 20.3.** Commit to the Programme and augment team culture.
- 20.4.** Play a full part in Human and Equine Sport Science and Medicine processes.
- 20.5.** Support UK Sport's "Inspiring a Generation Programme" through attendance at athlete appearance days.
- 20.6.** Attend agreed competitions.
- 20.7.** Promote and encourage open and transparent communication between their home teams and Programme staff.
- 20.8.** Comply with FEI and BEF Equine Anti-Doping and Controlled Medication Rules, and FEI, BEF and WADA rules on human anti-doping.

**21. Acceptance.** At the end of Induction athletes will be asked if they wish to accept the offer of a place on the Programme. Sufficient flexibility will be retained to select or de-select athletes to/from the Programme at any time.

**22. Routine Performance Profiling.** Having taken up their place on the Programme, routine Performance Profiling will take place 6 monthly and will determine if the WCP is still able to continue to support the athlete's development, and what level of support the Programme should provide.

## COORDINATING INSTRUCTIONS

**23. Confidentiality.** It is vital for the integrity of the Policy that strict codes of confidentiality are followed by selectors, athletes, home teams and WCP staff relating to information or discussions and which may have a bearing on selection. Any person who breaks this confidentiality may be removed from the process.

**24. Declarations of Interest.** The PD will maintain a register of "Conflicts of Interest" for all those involved in the selection/de-selection process (see Para. 8). This will be available to athletes on request.



- 25. Costs.** All expenses incurred by the athlete as part of the Selection process will be the responsibility of the athlete
- 26. Doping and Medication.** All WCP selection is subject to the same Equine and Human anti-doping rules as per FEI competitions regarding the use of medications and the rules surrounding banned substances. This includes the need for athletes to have Therapeutic Use Exemption (TUEs) if so required under the relevant rules. For further information/advice go to <http://www.fei.org> or <http://www.ukad.org.uk>. If any athlete/equine is found to have a positive finding (i.e. a medication not covered by a TUE/ETUE or a banned substance) the athlete will be removed from the WCP selection process.
- 27. Consent to use data.** As part of the application process for selection onto the Podium Potential Programme, the BEF collects and processes personal data relating to applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please refer to Appendix 3 “World Class Programme Selection Application Privacy Notice”
- 28. De-selection.** Athletes who: no longer meet the selection minimum performance standards; or who are failing to meet agreed performance targets as identified through their review; or who fail to meet any caveat onto the Programme advised to the athlete at selection; or whose horse becomes unsuitable for any reason (sale, loss of form, prolonged lameness or injury) and is still unsuitable 3 months from the date that reason became apparent; or who fail without good reason to compete in named target competitions; or who fail without good reason to participate in formal training Programmes; or who do not comply with WCP Athlete obligations (as set out in Para. 19 above); or who are in breach of BEF, FEI or MB rules or bring the sport into disrepute; may be de-selected from the WCP:
- a. In the first instance the WCP staff will speak to the rider, advise them of any concerns, and agree a sufficient period to allow them to remedy their performance or return a horse back to fitness.
  - b. If not achieved, the PD will consult with the WCP’s UK Sport Performance Advisor and reach a decision on de-selection.
  - c. If an athlete is to be de-selected from the WCP, the PD will formally advise UK Sport and confirm the decision in writing to the athlete.
- 29. Appeals Process.**
- 29.1.** Athletes have the right to appeal against a decision regarding selection but only on the grounds that the Panel have failed to comply with the Policy or have made a decision that no rational body of selectors could reasonably have made.
- 29.2.** Appeals must be made in writing to the PD within 48 hours of being notified of a selection decision. If the PD is not able to satisfy the appellant’s concerns the appeal will then follow the BEF Appeals Process; the process and procedures for which are laid out in the BEF Rule Book.

**30. Transitional Support.** Athletes that are de-selected from the WCP may be supported for a period to assist them during transition:

**30.1. Medical & Physiotherapy Support.** No new injuries will be supported after an athlete leaves the Programme. Pre-existing injuries where doctors/physios have a duty of care may continue to be supported. However if the rehabilitation process is long the support period will need to be negotiated with the BEF as continuation of UK Sport medical cover would be required. This can be a period of up to an additional 3 months from the athlete's exit date from WCP provided that the athlete has an open claim.

**30.2. Performance Lifestyle (PL).** An agreed period of continued PL support for Podium Potential athletes already engaged with the PL service.

**31. Athlete Performance Awards (APA).** UK Sport makes a tiered contribution towards WCP athletes' sporting costs via a National Lottery funded APA. This financial contribution is intended to be used to enable an athlete to compete and train as required to support a performance difference to progress them towards Podium level. The level at which an athlete is funded will be in agreement between the WCP and UK Sport and will reflect the athlete's position on the performer Programme in relation to future medal winning potential. The initial funding level will be determined as an outcome of the selection process and the levels of APA funding are identified within **Appendix 2** as UKS C1, UKS C2, UKS D1, UKS D2. The amount of funding at each level will be made available to athletes who achieve the MPS to be invited forward to the Medal Winning Plan Meeting (see Para. 16).

**32. Policy Status.** The British Equestrian Federations' policies and procedures are subject to change from time to time, including variations required to comply with Sports Councils' directions on the investment of National Lottery funds. The BEF reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any or all of its policies and procedures. Any changes/amendments to the Selection Policy will be published on the BEF website <http://www.bef.co.uk>

Gordon Burton, Performance Director



12 April 2018

For any further information please contact in the first instance:

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## SHOWJUMPING

### APPENDIX 1

#### SELECTION PROCESS

**General.** It is the athlete's responsibility to ensure that all required documentation is received at the BEF office within the indicated timeframes.

<b>SELECTION PROCESS TIMEFRAMES 2018</b>			
<b>INITIAL REGISTRATION</b>			
Opening Date	16 <sup>th</sup> July 2018	Closing Date	20 <sup>th</sup> August 2018
<b>ACHIEVEMENT OF MINIMUM PERFORMANCE STANDARDS</b>			
Opening Date	1 <sup>st</sup> January 2018	Closing Date	28 <sup>th</sup> September 2018
<b>NOTIFICATION OF ACHIEVEMENT OF MINIMUM PERFORMANCE STANDARDS</b>			
Opening Date	31 <sup>st</sup> August 2018	Closing Date	28 <sup>th</sup> September 2018
<b>SELECTION PROCESS (Please refer to main policy)</b>			
Medal Winning Plan Meeting for all applicants achieving criteria C1, D1 & D2. Dates will be posted by Discipline on the BEF Website and on the Initial Registration Form.			
<b>INDUCTION</b>			
(applies to those offered a place on the Programme after final selection)			
<b>Dates will be posted on the BEF website and on the NOTIFICATION OF ACHIEVEMENT OF MINIMUM PERFORMANCE STANDARDS form</b>			

**Note:**

Please see further detail below

#### **Initial Registration**

1. **Registration.** Completion of a written registration form. Registration forms will be available to download from the BEF website
  - 1.1 Athletes wishing to be considered for selection are required to complete and return the registration form during this period to help the smooth running of application process.
  - 1.2 It is not necessary to have achieved Minimum Performance Standards to complete Registration.

### Achievement of Minimum Performance Standards

#### 2. Achievement of Minimum Performance Standards.

Minimum Performance Standards as outlined in Appendix 2 must be achieved during this period in order in order to be considered for the **Stage 3** of the selection process.

- 2.1. Where Minimum Performance Standards are listed within an upper age limit; it is recognised that some athletes may achieve a standard above those listed for their age group.
- 2.2. Where the Minimum Performance Standards incorporate a number of criteria; except where stated; it is only necessary to achieve one of those listed within each category.

### Notification of Achievement of Minimum Performance Standards

#### 3. Notification of achievement of Minimum Performance Standards. Each applicant is required to complete the relevant notification form for their discipline.

Notification forms will be available to download from the BEF website.

- 3.1 Athletes who have achieved Minimum Performance Standards who wish to continue being considered for selection must complete and return the notification form during this period.
- 3.2 All results/scores should be verified on the appropriate Member Body database. If the scores cannot be verified then the athlete will be responsible for supplying evidence of scores.
- 3.3 It is the applicant's responsibility to record proof of postage or electronic submission of an application. Lost or misplaced applications will only be accepted after the closing date if proof of postage or electronic submission is supplied by the applicant to the BEF.

### Evaluation of the Athlete's Suitability for Inclusion onto WCP

4. An athlete achieving the Minimum Performance Standards and requesting to be considered for selection onto the Podium Potential Squad will be Performance Profiled throughout the selection process. The Panel together with the PD will carry out the evaluation of the athlete's suitability for inclusion on to WCP as detailed in the EQUESTRIAN TEAM GBR WCP PODIUM POTENTIAL SQUAD SELECTION POLICY 2018: SHOWJUMPING.

## SHOWJUMPING

### APPENDIX 2

#### MINIMUM PERFORMANCE STANDARDS

- General.** These Performance Standards have been designed to reflect the progression international athletes would ideally make as they develop and progress through the APA banding system and performer Programme.
- Minimum Performance Standards (MPS).** Podium Potential is defined by UK Sport as athletes whose performances suggest they have realistic medal winning capabilities at the Olympic and Paralympic Games. Athletes must meet this stated objective to be nominated for WCP support. The minimum standards for consideration for nomination to the Showjumping Podium Potential Squad are:

<b>UKS C1</b>	<b>Open to all Athletes who meet C1 level MPS criteria</b>
<ul style="list-style-type: none"> <li>Double clear round in a 1.60m, 5* Nations Cup or 5* Grand Prix or 5* World Cup Qualifier or 5* GCT Grand Prix (double clear round in the initial two rounds of any three round 5* Grand Prix)</li> </ul>	
<b>Athlete/Horse Combination Guidance Profile for C1:</b> <ul style="list-style-type: none"> <li>To meet the Objective of the Podium Potential Selection Policy, the Athlete/Horse combination will be profiled on their Competition record for 2018 against the above criteria and the likelihood of the athlete being on a Senior Championship NOMINATED entry by 2020.</li> </ul>	
<b>UKS D1</b>	<b>Open to all Athletes who meet D1 level MPS criteria</b>
<ul style="list-style-type: none"> <li>Minimum of 6 clear rounds in 1.55/1.60m competitions judged under FEI rules for "Normal Competitions &amp; GP Competitions," Article 261, 264, 265, 274, 275, 276, 277 and British Showjumping rules Table A1, A4, A6, A7, A8, A9, Table C. Excluding special competitions.</li> <li>Double clear round in a 4* Grand Prix (double clear round in the initial two rounds of any three round 4* Grand Prix)</li> <li>Score of 4 faults in total over both rounds of a 4 or 5* Nations' Cups competition</li> </ul>	
<b>Athlete/Horse Combination Guidance Profile for D1:</b> <ul style="list-style-type: none"> <li>To meet the Objective of the Podium Potential Selection Policy, the Athlete/Horse combination will be profiled on their Competition record for 2018 against the above criteria and the likelihood of the athlete being on a Senior Championship NOMINATED entry by 2021.</li> </ul>	
<b>UKS D2</b>	<b>Open to all Athletes who meet D2 level MPS criteria</b>
<ul style="list-style-type: none"> <li>Minimum of 6 clear rounds in 1.50m competitions. Judged under FEI rules for "Normal Competitions &amp; GP Competitions", Article 261, 264, 265, 274, 275, 276, 277 and BS rules Table A1, A4, A6, A7, A8, A9, Table C. Excluding special competitions</li> <li>Double clear round in a 3* Grand Prix (double clear round in the initial two rounds of any three round 3* Grand Prix)</li> <li>Score of 4 faults in total over both rounds of a 3* Nations Cup</li> <li>Score of 8 faults in total over both rounds of a 4 or 5* Nations Cup</li> </ul>	
<b>Athlete/Horse Combination Guidance Profile for D2:</b> <ul style="list-style-type: none"> <li>To meet the Objective of the Podium Potential Selection Policy, the Athlete/Horse combination will be profiled on their Competition record for 2018 against the above criteria and the likelihood of the athlete being on a Senior Championship NOMINATED entry by 2022.</li> </ul>	

#### Notes:

- It is only necessary to achieve one of the criteria listed within the group an athlete is eligible.
- Competition results must have been obtained from 1st January 2018. Preference will be given to most recent results that indicate a positive performance trajectory.
- UKS C1, D1, D2 relate to the level of APA funding that an athlete can be awarded if selected (See Para. 31 in the Podium Potential Squad Selection Policy)

APPENDIX 3

**SELECTION APPLICATION PRIVACY NOTICE**

As part of the application process for selection onto the World Class Programme, the British Equestrian Federation (BEF) collects and processes personal data relating to applicants. The BEF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the BEF collect?**

During the course of the application process the BEF collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your membership with the relevant BEF member body (British Show jumping/British Dressage/British Eventing)
- details of your competition and training history;
- details of your employment/education history;
- information to confirm that you meet the minimum eligibility requirements of the relevant selection policy, such as your nationality and age (date of birth)
- confirmation of your clothing size for the purposes of fitting you with team kit, if required; and
- if you are applying for the para-equestrian squad, information in relation to your medical condition, current medication and para classification grade.

The BEF may also take photographs of you either during or at the end of the selection process.

The BEF collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, in World Class selection process management systems and on other IT systems (including email).

### Why does the organisation process personal data?

The BEF needs to process your data in order to properly assess your application for selection to the World Class Programme and in order to communicate with you.

Processing data from applicants allows the BEF to manage the selection process, assess and confirm an applicant's suitability for a place on the World Class Programme and decide who should be offered a place on the Programme. The BEF may also need to process data from applicants to respond to and defend against claims for non-selection under the relevant selection policy.

The BEF therefore has a legitimate interest in processing personal data during the selection process and for keeping records of the process.

For para-equestrian athletes, the BEF collects health information in order to comply with the eligibility and rule requirements of para-equestrian dressage. It will only process data that is appropriate and relevant for classification purposes.

If you agree, photographs of you will be retained by the BEF for promotional purposes. Your consent will be asked for at the time you submit your application.

If your application is unsuccessful, the BEF will keep your personal contact details on file for 2 years to enable the BEF to contact you about applying for future programmes. The BEF will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### Who has access to data?

Your information will be shared internally for the purposes of the selection process. This includes members of the BEF's World Class Programme Team and relevant member bodies if access to the data is necessary for the performance of their roles.

The BEF will not share your data with third parties without your consent. If your application is successful and the BEF makes you an offer of a place on the World Class Programme, it may then share your data with UK Sport, English Institute of Sport or Sport England and you will be provided with additional information in relation to how your data will be processed, stored and shared as an athlete on the World Class Programme.

The BEF will not transfer your data outside the European Economic Area.

### How does the organisation protect data?

The BEF takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and members of the World Class Programme Team in the proper performance of their duties.

### For how long does the organisation keep data?

If your application is unsuccessful, the BEF will hold your data on file for 3 months after the end of the relevant selection process. If you agree to allow the BEF to keep your personal data on file, the BEF will hold your data on file for a further 2 years to enable the BEF to contact you about applying for future programmes. At the end of that period or once you withdraw your consent; your data is deleted or destroyed.

If your application is successful, personal data gathered during the selection process will be transferred to a file which is personal to you and will be retained whilst you are on the World Class Programme. The periods for which your data will be held will be provided to you in a new privacy notice.

### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the BEF to change incorrect or incomplete data;
- require the BEF to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the BEF is relying on its legitimate interests as the legal ground for processing; and
- ask the BEF to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the BEF's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Georgie Wheeler at [Georgie.Wheeler@bef.co.uk](mailto:Georgie.Wheeler@bef.co.uk).

If you believe that the BEF has not complied with your data protection rights, you can complain to the Information Commissioner.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the BEF during the selection process. However, if you do not provide the information, the BEF may not be able to process your application properly or at all.

### Automated decision-making

Selection processes are not based on automated decision-making.