

**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.

*“Sport England”* (SE) is the UK Government's organisation for directing the development of sport within England.

*“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 Performance Pathway and is funded by the National Lottery and Government Exchequer through UK Sport.

*“World Class staff”* (WC staff) means the Performance Managers, Pathway Managers, 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 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 Pathway Squad which is part of the WCP and Sport England Talent funding within the Equestrian 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 (See Para.30).

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

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

## INTRODUCTION

1. **Aim.** This document sets out the selection policy for the 2021 - 2023 **Podium Potential Pathway 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 Sport England 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 Pathway is part of the World Class Programme (WCP) and Sport England Talent funding which are 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 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 Pathway Objective.** The 2021-2023 Podium Potential Pathway objective is to identify, support and develop athletes who demonstrate the potential to progress to Podium Potential in the future by developing the foundation skills required for future performance.
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 and/or Sport England. Should funding levels be altered then amendments may have to be made to the current Programme structure; this could include adjustment to athlete numbers and other support provided.
7. **Athlete Guidelines.** Athletes joining the Programme will be required to act in accordance with 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. Any 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.

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**9. Selection Policy Objectives**

- 9.1.** To set clear eligibility criteria including Minimum Performance Standards to be considered for selection onto Podium Potential Pathway;
- 9.2.** To set a clear selection process compliant with the principles set out at Paragraph 5 above;
- 9.3.** Where applicable, 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 2021 – 30<sup>th</sup> December 2023. Selected riders can remain on the programme subject to successful reselection for a maximum period of **FOUR** years.

**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 2021 - 2023 for Podium Potential Pathway:

- 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 Pathway, 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 [Dressage] 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**.

**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 in order to ensure:

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

15. **Performance Profile:** An athlete achieving the Minimum Performance Standards and requesting to be considered for selection onto the Podium Potential Pathway 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". As part of the Performance Profiling, all athletes that achieve the MPS will be asked to attend a ridden Programme Squad Training Session with the Panel to assess the athlete's suitability for inclusion onto the Programme. 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 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 in relation to performance levels;
- 15.2. the quality of the athlete's horse and their perceived ability to progress up the competition levels;
- 15.3. the combination's 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 athlete's 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 pathway, and their engagement with the Programme and the Programme staff and information gained in the Routine Performance Profiling;
- 15.9. an athlete's ability to 'add value' to Programme training environments and uphold the WCP values of integrity, respect and excellence;
- 15.10. an athlete's ability to compete in a manner that supports Great Britain's Equestrian Teams, the Stakeholders and the individual to achieve successful performances;
- 15.11. the athlete understands how the Programme 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 Programme is the best placed resource to support the athlete's ongoing development.
- 15.12. 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 Programme Objectives.
  - b) How the athlete will gain performance improvement by utilising coaching and practitioner support.

**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. The Panel will then report back to the PD the outcome of the Performance Profiling and:

- 16.1. The Panel will recommend to the PD that the athlete is suitable for inclusion onto the Programme, the names of recommended athletes will then proceed to **Stage 4: Final Selection Meeting (Panel only)**.
- 16.2. If the PD agrees with the recommendation of the Panel that the athlete is not suitable for inclusion onto the Programme for 2021 - 2023, the athlete will be notified by the BEF in writing within 3 weeks of the date of the last **Stage 4 : Final Selection Meeting**.

#### Stage 4: Final Selection Meeting (Panel only).

17. Final selection onto the Programme will be carried out by the Panel in consultation with the discipline specific WCP staff.

- 17.1. 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 and/or code of ethics in force from time to time.
- 17.2. An Independent Chair, appointed by the PD, will Chair the meeting to discuss all athletes who reach **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 Pathway Squad.
- 17.3. The Panel 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 Pathway Objectives and this Selection Policy.
- 17.4. The Panel 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 selection, where applicable, the PD will nominate any selected athletes who meet the UKS E1 criteria to be eligible for an APA to UK Sport in writing. UK Sport will approve to the PD the final names of athletes to be offered an APA place on the Programme. UK Sport funded places are limited and can only be offered if available therefore achieving the UKS E1 criteria does not guarantee UK Sport APA funded place (also see Paragraph 29). All athletes that are to be offered a place on the Programme will be informed in writing by the BEF.**

#### POST SELECTION: Induction, Obligations and Acceptance

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

- 18.1. To introduce the Programme (i.e. the values, culture and structure).
- 18.2. To ensure athletes know what is expected of them and are able to fulfil the Programme’s 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).



- 19. Podium Potential Pathway 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:
- 19.1.** Attend squad training sessions and home visits.
  - 19.2.** Undergo 6-monthly reviews of performance.
  - 19.3.** Commit to the Programme and augment team culture.
  - 19.4.** Play a full part in Human and Equine Sport Science and Medicine processes.
  - 19.5.** Where in receipt of a UK Sport APA, support UK Sport's "Inspiring a Generation Programme" through attendance at athlete appearance days.
  - 19.6.** Attend agreed competitions.
  - 19.7.** Promote and encourage open and transparent communication between their home teams and Programme staff.
  - 19.8.** Comply with FEI and BEF Equine Anti-Doping and Controlled Medication Rules, and FEI, BEF and WADA rules on human anti-doping.
- 20. 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.
- 21. Routine Performance Profiling.** Having taken up their place on the Programme, routine Performance Profiling will take place 6 monthly and will determine if the Programme is still able to continue to support the athlete's development, and what level of support the Programme should provide.

## COORDINATING INSTRUCTIONS

- 22. 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.
- 23. Declarations of Interest.** The PD will maintain a register of "Conflicts of Interest" for all those involved, including the PD, in the selection/de-selection process (see Para. 8). This will be available to athletes on request.
- 24. Costs.** There is no fee to attend the Programme Squad Training day/s, but all other expenses incurred by the Athlete in attending will be the responsibility of the athlete.
- 25. 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 that constitutes an anti-doping violation and is not a medication covered by a TUE/ETUE, the athlete will be removed from the WCP selection process.



**26. Consent to use data.** The British Equestrian Federation and the discipline member body to which your application relates (the “Member Body”) undertake to respect the privacy of the individual and have implemented strict procedures to protect the individual’s rights under the Data Protection Act 2018 (“Data Protection Legislation”). In order to deal with applications the British Equestrian Federation and/or the Member Body will hold, process and may disclose personal information (including sensitive personal data within the meaning of the Data Protection Legislation) provided by athletes in the application form for the purposes of efficiently processing applications for this programme. Full details of what information will be collected, processed and shared is set out in the Privacy Notice attached at Appendix 3.

Personal data will only be disclosed to third parties, unless required by law, with an individual’s explicit consent. Please note that information supplied to the British Equestrian Federation and/or the Member Body for the purposes of applications will be retained in a confidential file for a maximum period of three months following the end of the Selection period and will be securely disposed of thereafter if unsuccessful unless the athlete consents to a longer time period. If the athlete is successfully selected this information will be retained for the duration of the time they are on the programme and will be securely disposed of within 12 months of the athlete coming off the programme unless they have consented to a longer time period.

At the time of application athletes will be asked to provide an opt-in consent for the publication of their details and image on BEF digital and social platforms and in associated press releases and will be issued to media if they are successful in being selected for the programme.

Athletes will also be asked to provide an opt-in consent if they would like the BEF and the Member Body to keep their personal contact details on file for a longer time period of up to 2 years after the application or after they have come off the programme to enable the BEF to contact them about applying for future programmes.

**27. 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 Programme:

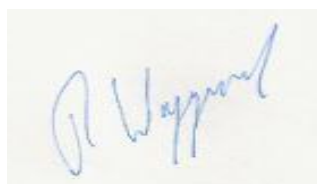
- a. In the first instance the Programme staff will speak to the rider, advise them of any concerns, and agree a sufficient period to allow them to remedy their performance or return a horse back to fitness.
- b. If not achieved, the PD will consult with the WCP’s Head of Performance Pathways and reach a decision on de-selection.
- c. If an athlete is to be de-selected from the Programme, the PD will formally confirm the decision in writing to the athlete.

## 28. Appeals Process.

- 28.1. Athletes have the right to appeal against a selection decision 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 competent selectors could reasonably reach. The right to appeal a selection decision must not be seen as an opportunity to dispute the opinion of the Panel where the selection procedure and selection criteria have been followed. In reaching their decision the Panel are acting as experts.
- 28.2. An appeal must be made by submitting notice in writing to the Chief Executive of the BEF, in accordance with the BEF Selection Appeal Rules (BEF Rulebook Annex G -1) (the "Appeals Process"), within ten (10) days of the athlete being informed of the Panel's decision.
- 28.3. A copy of the appeal must also be submitted to the PD. The PD shall, on receipt of the notice of appeal, seek to bring together all parties for a without prejudice discussion.
- 28.4. For the avoidance of doubt the Appeal Process shall continue to run during the course of such discussion. However, in the event that both parties notify the BEF (within ten (10) days of receipt of the notice of appeal) that such discussion has resolved the appeal, the Appeal Process shall be stayed.

**29. Athlete Performance Awards.** UK Sport makes a tiered contribution towards 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 Potential 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. Not all athletes on Programme will be in receipt of an APA. The level of performance criteria that is eligible for an E1 APA level award is indicated in **Appendix 2**.

**30. Policy Status.** The British Equestrian Federation's 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>



Richard Waygood, Performance Director

22<sup>nd</sup> June 2020

For any further information please contact:

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**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.

**POLICY ADDENDUM:** Time scales for achievement of Minimum Performance Standards have been adjusted due to the Covid-19 pandemic and the suspension of competition activity in 2020. For this reason, 2019 results are being accepted and it is possible an athlete may have achieved the criteria of a younger age group in 2019 and has now progressed into the next age group. In all cases, athletes invited forward to the squad training session as part of the selection process will be profiled against their expected current stage in the performance pathway within their respective age group.

In accordance with Paragraph 17.4, to ensure that no athlete is disadvantaged due to the suspension of competition activity in 2020, the Panel reserve the right to accept an athlete who has not achieved the minimum performance standards if they are nominated by the relevant member body technical committee for consideration for inclusion into the selection process. This is on the proviso that an athlete's performance trajectory in 2019 indicates to the Panel that they would have achieved the criteria to be eligible in 2020 if competition had not been suspended.

<b>SELECTION PROCESS TIMEFRAMES 2020</b>			
<b>INITIAL REGISTRATION</b>			
Opening Date	6 <sup>th</sup> July 2020	Closing Date	31 <sup>st</sup> August 2020
<b>ACHIEVEMENT OF MINIMUM PERFORMANCE STANDARDS</b>			
Opening Date	1 <sup>st</sup> June 2019	Closing Date	30 <sup>th</sup> November 2020
<b>NOTIFICATION OF ACHIEVEMENT OF MINIMUM PERFORMANCE STANDARDS</b>			
Opening Date	1 <sup>st</sup> September 2020	Closing Date	30 <sup>th</sup> November 2020
<b>SELECTION PROCESS (Please refer to main policy)</b>			
<p><b>Programme Squad Training &amp; Final Selection:</b> As part of the Performance Profiling for Final Selection (see para 14), all athletes that achieve the MPS will be asked to attend a ridden Programme Squad Training Session. Dates for the Programme Squad Training will be posted by Discipline on the BEF Website and on the Initial Registration Form.</p>			
<b>INDUCTION</b>			
<p>(applies to those offered a place on the Programme after final selection)</p> <p><b>Dates will be posted on the BEF website and on the NOTIFICATION OF ACHIEVEMENT OF MINIMUM PERFORMANCE STANDARDS form.</b></p>			

**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.

### 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 to be considered for **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 the Programme

4. An athlete achieving the Minimum Performance Standards and requesting to be considered for selection onto the Podium Potential Pathway 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 the Programme as detailed in the EQUESTRIAN WCP PODIUM POTENTIAL PATHWAY SQUAD SELECTION POLICY 2020: Dressage.

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**APPENDIX 2**

**MINIMUM PERFORMANCE STANDARDS**

- General.** These Performance Standards have been designed to reflect the linear progression international athletes would ideally make as they develop and progress through the banding system and performer Programme.
- Minimum Performance Standards (MPS).** Podium Potential Pathway purpose is to support and develop athletes who demonstrate the potential to progress to the Podium Potential squad in the future by developing the foundation skills required for performance within safe and structured environments. The minimum standards for consideration for nomination to the Dressage Podium Potential Pathway Squad are:

<b>UKS E1</b>	<b>Athletes who are no older than 28 years of age as of 31 December 2020. Eligible for a UK Sport APA award as defined in the Podium Potential Pathway Selection Policy.</b>
<ul style="list-style-type: none"> <li><b>Up to 28yrs:</b> Min. of two final scores of 67%+ achieved in the Grand Prix in CDI3* or higher-level competition/BD National Championships or equivalent level of national competition abroad OR Min. of two final scores of 68%+ achieved at Intermediate 11 level in CDI3* or higher-level competition/BD National Championships (Gold section) or equivalent level of national competition abroad.</li> <li><b>Up to 25yrs:</b> Min. of two final scores of 66%+ achieved in Intermediate 11 (U25) or Grand Prix (U25) at CDI3*/CDIO(U25) or above/ BD National Championships (Gold section) or equivalent level of national competition abroad.</li> <li><b>Up to 21yrs</b> (still eligible for YR classes): Min. of two final scores of 70%+ in PSG/Intermediate 1/ Young Rider Team or Individual Test at CDI3* / CDIO3* / CDIYR or above (one score must come from YR Team test)/ BD National Championships (Gold Section) or equivalent level of national competition abroad.</li> </ul>	
<b>Athlete/Horse combination Guidance Profile for E1:</b>	
<ul style="list-style-type: none"> <li>In line with ongoing development athlete/horse combinations may be required to demonstrate capacity for progression to the Podium Potential Programme or the next competition level if moving up in an age group.</li> </ul>	
<b>SE A</b>	<b>Athletes who are no older than 25 years of age as of 31 December 2020</b>
<ul style="list-style-type: none"> <li>Min. of two final scores of 64% achieved in Intermediate 11 (U25) or Grand Prix (U25) or Intermediate 11 level at CDI3* / CDIO (U25) or above OR</li> <li>Min. of two final scores 65% achieved in Intermediate 11 (U25) or Grand Prix (U25) or Intermediate 11 level (Gold section) at Premier Leagues / Regional Championships/BD National &amp; Winter Championships.</li> </ul>	
<b>SE B</b>	<b>Athletes who are no older than 21 years of age as of 31 December 2020</b>
<ul style="list-style-type: none"> <li>Min. of two final scores of 67%+ in PSG/Intermediate 1/ Young Rider Team or Individual Test at CDI3* / CDIO3* / CDIYR or above (one score must come from YR Team test) OR</li> <li>Min. of two final scores of 68%+ in PSG Gold /Intermediate 1 Gold/ Young Rider Team or Individual Test at Premier Leagues/Regional Championships/BD National &amp; Winter Championships.</li> </ul>	

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SE C	Athletes who are no older than 18 years of age as of 31 December 2020
	<ul style="list-style-type: none"><li>Min. of two final scores of 67%+ in Junior Team or Individual Test at CDI3* / CDIO3* / CDIYR or above (one score must come from Jnr Team test)</li></ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"><li>Min. of two final scores of 68%+ in Advanced Medium Gold/ Junior Team or Individual Test at Premier Leagues/Regional Championships/BD National &amp; Winter Championships.</li></ul>

**Notes:**

1. Freestyle scores do not count in achievement of Minimum Performance Standard.
2. Minimum performance standards must be achieved on horses not ponies.
3. Competition results must have been obtained from 1st June 2019. Preference will be given to most recent results that indicate a positive performance trajectory.
4. In line with performance profiling for Selection all athlete/horse combinations will be required to comply with the FEI rules on the use of double bridles at the Programme Squad Training session.
5. UKS E1 relates to the level of APA funding that an athlete can be awarded if selected (See Para. 29 in the Podium Potential Pathway Squad Selection Policy). SE A, SE B, SE C places are funded by Sport England and are therefore not eligible for a UKS APA.

WORLD CLASS PROGRAMME  
PODIUM POTENTIAL PATHWAY  
SQUAD 2020  
**Dressage**



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 Lynne Bailey at [Lynne.Bailey@bef.co.uk](mailto:Lynne.Bailey@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.