



**International Driving Grand Prix
CAIO4*-H4 (WcupQ) & CAI3*-H1
2nd – 5th May 2024**

INSTRUCTIONS TO ALL COMPETITORS

Please note that this is basic information, please ensure you refer to the schedule.

**Driving Secretary contact
Holly Farr & Cindy Timmer**

hollyf@hpower.co.uk, +44 7966 421779, h2t@xs4all.nl, +31 654 67 43 96

Arrival at the Showground

On arrival at Showground, horse boxes should follow signage to King Edward VII Car Park on the Datchet Road (B470) postcode: SL4 1QE. On turning into the Car Park, you will be met at the CHI International Competitor Welcome Office, who will provide passes and directions into the site and your lorry parking area. For security reason, we would be grateful if you could let us have your vehicle registration numbers as soon as possible (email to hollyf@hpower.co.uk) We can then send you a pass which you can show on your phone at the entrance.

Stables/Bedding

The allocation of the stables will be made by the Stable Manager whose decision is final. Stables will be bedded down with wood shavings. In the event that, for veterinary reasons, you require **straw for bedding**, you must advise the show **no less than 5 days** in advance of your arrival.

Stables will be open from 12.00 noon on Tuesday 30th April. *Horses will not be admitted to the stables between the hours of 10.00pm and 6.00am. Horses in international driving classes must remain on site at all times.*

All horses arriving at the showground for the first time will be subject to a clinical veterinary inspection at which time a valid certificate of vaccination against Equine Influenza for each horse must also be presented to the show veterinarian. The Veterinary Surgeon will then issue a specific pass for each horse stating that it has completed a satisfactory inspection. This pass must be presented to the Stable Manager, or his/her assistant before any horse is allowed into the Stable Area.

Please ensure to read and comply with the letter from our FEI Veterinary Delegate included at the end of these instructions. Failure to comply may result in disqualification from Competition.

Entries - Stabling

Each competitor may bring up to five horses for the CAIO4* and one horse for the CAI3*. Horses not competing at Windsor may not be stabled at the showground.

Electricity

Please ensure that you bring the correct leads, we cannot guarantee connection at all times and suggest that you bring a back-up alternative. Any electrical appliances or connections not conforming will be disconnected and if dangerous destroyed. (The connection to our dist boards is a 16AMP 240VOLT 2PIN and EARTH CEE FORM BLUE PLUG).

Grooms

The show has arranged for horse boxes belonging to overseas competitors to be parked as close as possible to the stables. Horse boxes will be able to connect to power providing this is requested in advance of your arrival at the show. Toilets and showers will also be available.

Numbers & Passes

On your arrival please collect your passes from the **CHI International Competitor Welcome Office (King Edward VII Car Park Entrance)**, and Stable numbers from the **STABLE MANAGER'S OFFICE (Pea field)**. Horses will only be admitted to the stable area on production of the Veterinary Certificate provided by the Show Veterinarian upon first arrival of the horse at the showground.

Please make sure that you bring those people to whom the passes are to be issued to the CHI International Welcome Office in person. Passes will not be replaced if lost or broken and are non-transferable. You can exchange the passes for a wristband in the Driving Office (usual place in the Pea field).

Accommodation

Should you require accommodation for members of your party, there are several excellent hotels either in walking distance or a short drive away. We recommend the following hotels:

- Coworth Park - a Five Star Hotel that is part of the Dorchester Collection
www.dorchestercollection.com/en/ascot/coworth-park
- Castle Hotel - www.suttonhotelcollection.com
- Royal Adelaide Hotel – www.theroyaladelaide.com
- Macdonald Windsor Hotel - www.macdonaldhotels.co.uk/our-hotels/macdonald-windsor-hotel

Alternatively, please contact Windsor Information Centre, who will be able to help
windsor.accommodation@rbwm.gov.uk, +44 (0)1753 743907

Prize Money/Prizes

Prize money will be paid by bank transfer on Tuesday 7th May. In order to make this possible, please complete the attached form and return to Louise Biggs - accounts@hpower.co.uk.

Please ensure you visit the Accounts Office prior to leaving the event on Sunday afternoon, 5th May in order to sign agreement to your final account. Horse passports and export licences will only be returned upon completion of this process.

The Accounts Office is situated within the Driving Office.

Courtesy Car Service

The courtesy car service is provided by the OC in association with Defender. Please contact hollyf@hpower.co.uk if you require transport to / from Heathrow airport (available for Drivers and partners only). This is a limited service, so the more information you can provide in advance, the more we will be able to look after you.

Long Walk Exercise – Thursday 2nd May ONLY

Exercise and photo opportunity in front of Windsor Castle will be on Thursday between 1.30pm and 4.30pm. There is a route you must take and you and all on the carriage (maximum 4 for H4 and 2 for H1) will need to wear a number bib. Please collect these from the Driving Office. A map will be provided and the route will be stewarded.

Course Inspection

Mini Motorbikes/Quad Bikes are NOT ALLOWED unless authorised by the OC prior to arrival. (Those who are disabled or unable to ride a bicycle will be allowed their mini motorbikes). All other competitors are to use **BICYCLES** to get around the course. Obstacles can only be inspected on foot. **Any failure to adhere to the above will be severely reprimanded by the President of the Jury.**

Bicycles

Bicycles will be allowed out to the Dressage Arena and Obstacles, however **on Saturday no bicycles will be allowed into the obstacle area** for the duration of the marathon. No bicycles will be allowed past Double Cottages until the Marathon on Saturday 4th May.



Competitor's Bank Details 2024

Competitor's Name

Competitor's Account to be sent to:

Email address:

Bank Name

Bank Address

IBAN :

BIC (SWIFT):

Account No:

Sort Code (UK only):

Name on Account:

Please return completed form to Accounts Office at Windsor Equestrian Promotions Ltd by email at

accounts@hpower.co.uk



18th April, 2024

Dear Competitor/PR,

We are very much looking forward to welcoming you to Royal Windsor Horse Show.

In order to make your arrival, entry to and subsequent stay on site as smooth and pleasant as possible, it is important to be prepared before arrival.

We are included within the FEI Biosecurity and EHV regulatory pathway and so we must ALL comply with this, at all times. There have been instances where individual competitors have been reprimanded or even disqualified by the FEI mid-competition, for non-compliance. I know that you are all now very used to complying with these regulations but here is a quick reminder in case you need it.

EHV-1 BIOSECURITY

Following the FEI EHV-1 By-Laws, it is now mandatory to use the FEI Horse App mobile application to:

- Fill in a Horse Health FEI Self-Certification form on the App for each horse prior to arrival at the event.
- Enter the temperature of each horse twice daily for the 3 days leading to the event.

For clarification, the 3 days prior to your arrival at the Event are calculated as in this example; If you plan to arrive at the Event on Wednesday, you will have to enter temperatures for the three preceding days, which are Sunday, Monday and Tuesday.

Please bring all appropriate documentation and passports with you to the arrivals area after entering the Showground. Before entry to the FEI compound, the Veterinary Team will check this documentation and your passports and carry out the usual identification process and clinical examination. We shall be entering all relevant information directly on to the FEI Horse App.

We would also remind you to bring your own thermometers with you as you will be asked to take the temperature of each horse at this point and you will also have to take the temperature of each horse again twice daily during the event, entering the results each time on the FEI Horse App

All information and guidelines on how to use the FEI Horse App can be found on:

Google: [FEI HorseApp/FEI](#)

The Vet Team will be available at ALL times should you have any concerns about your horses. Phone numbers will be available attached to the door of the FEI treatment area or Stable Managers.

The Veterinary Delegate would ask that all CSI entrants be on site by 12 Noon on Thursday 2nd May to enable entry to be completed well before the inspection commences.

We thank you for your enthusiastic help in ensuring that Royal Windsor will be safe, healthy and great fun for all.

Kind regards,

Martin R Watson CVO BVMS MRCVS

VD/VSM