



BRITISH HORSERACING AUTHORITY GENERAL INSTRUCTIONS (BHAGIs)

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BHA GENERAL INSTRUCTIONS

No 1.1
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: COMPLIANCE WITH GENERAL INSTRUCTIONS

Compliance

1. Under Rule (F)15 of the Rules of Racing Managing Executives must comply with all General Instructions notified to them by the BHA unless they have been waived in writing by the BHA.
2. This compliance is also a required declaration by the Managing Executive when applying for an annual racecourse licence. In addition, the granting of a racecourse licence is conditional upon the BHA having received a report from an Inspector of Courses to the effect that the Managing Executive has, in particular, complied with the General Instructions listed at Annex A.
3. The Managing Executive is to ensure that the General Instructions available in the Stewards' Room are updated as and when amendments are issued.

75 High Holborn
London WC1V 6LS

Annex A

Licensing: BHA General Instructions which are the Subject of a Report
from the Inspector of Courses

Licensing; BHAGI's which are the Subject of a Report from the Inspector of Courses

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BHA GENERAL INSTRUCTIONS

No 1.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: EMERGENCIES/PUBLIC ORDER

Emergencies/Suspension or Abandonment of the Meeting

1. Stewards are to be briefed on appropriate emergency and contingency plans for matters such as bomb alerts, fire outbreaks etc.
2. The Stewards are also to be informed of any recommendations from bodies such as the Police or emergency services for the suspension of racing or the abandonment of the meeting.

Reporting of Public Order Incidents

3. The Integrity Services Department is to be notified of all serious incidents of public order which affect racing. The notification is to include the following information:
 - a) the time when the Managing Executive was notified of the incident;
 - b) whether the Police dealt with the matter and details of any injuries sustained and whether persons have been arrested and charged by the police;
 - c) any other action taken on the day or subsequently.

Legislation and Government Guidance

4. Compliance with legislation or any government guidance, e.g. Safety at Sports Ground Act 1975/Fire Safety and Safety of Places of Sport Act 1987/The Guide to Safety at Sports Grounds, affecting emergency procedures or crowd disorder is wholly the responsibility of the Managing Executive.

Should any significant failure to comply with such obligations be brought to the attention of the BHA they may not only find the Managing Executive to be in breach of Rule (A)30, they may also exercise such of their powers as they think fit to ensure that such failures are remedied before further racing takes place at the racecourse in question.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 2.1
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACING CALENDAR AND PROGRAMME BOOK PROOFS

Racing Calendar Proofs

1. These proofs are made available to the nominated representative of the Managing Executive on Wednesdays, 54 days before the Monday of the week in which the race meeting is to be held. They must be returned to the Racing Department by the date stipulated. The advertisement of the meeting will then appear in the Racing Calendar 9 days later.

Programme Book Proofs

2. These proofs are made available to the nominated representative of the Managing Executive approximately five months before the commencement of the period covered by the Programme Book in question for all meetings which are to be included in that Book. The proofs must be returned to the Racing Department with such amendments as are required by the date stipulated.

General

3. All proofs will be electronically downloaded under TRICL and must be returned to the Racing Department in the same manner.

4. The Managing Executive is responsible for ensuring that accurate copy of race programmes and all related information including Safety Factors (as issued by the Racecourse Department) is received by the Racing Department.

5. Failure to return proofs, as stipulated above, either for the Racing Calendar or for Programme Books, is a breach of this Instruction. In this event the BHA will make such decisions about the content of programmes or race conditions as they consider appropriate **without reference** to the relevant Managing Executive in order to ensure timely publication.

6. A change made at the request of a racecourse to race conditions, after the original publication of the programme, **will result in a charge** unless the circumstances are shown to be outside the control of that racecourse.

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London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 2.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: STAKES/CLOSING DATES/SUPPLEMENTARY ENTRIES

Stakes - Flat Races

1. The stakes for all Flat races, other than Pattern races, are to be not more than 0.5% of the Total Prize Fund.

2. The stakes for all Pattern races are to be not more than:

Group 1 – 1% of the Total Prize Fund;

Group 2 – 0.85% of the Total Prize Fund;

Group 3 – 0.7% of the Total Prize Fund.

3. Except by special permission of the BHA, the stakes in Early Closing races will be split:

a) **Races closing between 9 weeks and 10 months before running:**

If two scratching deadline stages, no more than 25% at entry, the combined entry and payment if not scratched by the first scratching deadline must not exceed 50%, balance spread between the payment if not scratched by the second scratching deadline and confirmation stages;

If one scratching deadline stage, no more than 25% at entry, balance spread between the payment if not scratched by the scratching deadline and confirmation stages;

b) **Races closing between 4 weeks and 8 weeks 6 days before running:**

No more than 35% at entry, balance spread between scratching deadline and confirmation stages;

c) **Races closing between 16 and 22 days before running:**

30% at entry, balance at confirmation stage.

Stakes - Steeple Chases, Hurdle Races and National Hunt Flat Races

4. The stakes for all Steeple Chases and Hurdle races and National Hunt Flat races are to be not more than 0.5% of the Total Prize Fund.

5. Except by special permission of the BHA, the stakes in Early Closing races will be split:

a) **Races closing between 4 and 10 weeks before running:**

Not more than 25% at entry, balance spread between scratching deadline and confirmation stages;

b) **Races closing between 16 and 22 days before running:**

30% at entry, balance at confirmation stage.

Closing Dates

6. Except by special permission of the BHA, the following restrictions will apply to the closing dates of races:

Flat Races

a) Group 1 races to close no more than 9 weeks before running, with the exception of the Derby;

b) Group 2 races to close no more than 7 weeks before running;

c) Heritage Handicaps to close no more than 6 weeks before running;

d) With the exception of any other race with a Total Prize Fund of £100,000 or more, all other races will close five or six days before running.

Jump Races

e) With the exception of Pattern Races or any other race with a Total Prize Fund of £40,000 or more, all races will close five or six days before running.

Supplementary Entries

7. Flat Races

- a) Group 1 races that close more than 12 weeks before running must provide for supplementary entries in the race conditions.

- b) Any other early closing Group 1 or Group 2 race may provide for supplementary entries in the race conditions at the option of the Managing Executive.

The cost of the supplementary entry shall not exceed 10% of the Total Prize Fund but shall be sufficient such as to make this route relatively unattractive (i.e. ideally more than 5%).

Jump Races

- c) Any early closing Grade 1 Jump Pattern race, which is not restricted to Novices, may provide for supplementary entries in the race conditions at the option of the Managing Executive.

The cost of the supplementary entry shall not exceed 5% of the Total Prize Fund but shall be sufficient such as to make this route relatively unattractive.

Note: A portion of the supplementary entry payment which is equal to the full stake payable through the early entry system shall be included within the Total Prize Fund. The remainder of the supplementary payment will not form part of the total Prize Money the racecourse guarantees to be available for distribution in a Total Prize Fund race, but shall be added to the total Prize Money.

Normal Closers

8. Handicap races closing five or six days before running may include a split entry fee at the option of the Managing Executive.

- a) Horses rated within the advertised rating range in **Flat** races will be required to pay 100% of the advertised stake. Horses rated below the advertised rating range of the race will be permitted to enter and will pay 20% of the advertised stake at entry and the remaining 80% stake if declaring to run.

b) Horses rated within 26lb of the advertised upper rating band of the race in **Jump** races will be required to pay 100% of the advertised stake. Horses rated 27lb or more below the advertised upper rating band of the race will be permitted to enter and will pay 20% of the advertised stake at entry and the remaining 80% stake if declaring to run.

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BHA GENERAL INSTRUCTIONS

No 2.3
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: ADVERTISED VALUES

Criteria Fixtures

1. All races run at Criteria Fixtures shall have advertised values within the appropriate Meritocracy Band determined from time to time by the BHA.

Note: Meritocracy Band is the monetary range within which the level of prize money included within the Total Prize Fund for a particular class of race should total).

Total Prize Funds

2. Except with the permission of the Racing Department, races must be advertised as Total Prize Fund races.

Non Criteria Fixtures

3. All races classified in Classes 1 and 2 run at Non Criteria fixtures shall have advertised values within the appropriate Meritocracy Band, as determined by the BHA for races run at Criteria fixtures. All races run at these fixtures in Classes 3 and below shall not be governed by any such arrangements but shall have their advertised values approved by the Racing Department.

Note: Criteria, and Non-Criteria fixtures are fixtures which have been so designated within the criteria promulgated by the Horserace Betting Levy Board.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 2.4
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACE PROGRAMMING

Flat Pattern Races

1. Any changes to Flat Pattern races, or proposals to upgrade a Listed race to within the Pattern, must be agreed by the Flat Racing Sub-Committee and subsequently approved by the Racing Committee and, where appropriate, the European Pattern Committee. All proposed changes for the following season must be submitted to the Racing Department by the end of October. No applications will be considered after this date, unless otherwise directed by the BHA in exceptional circumstances.

Jump Pattern Races

2. Any changes to races within the Jump Pattern must be agreed by the Jump Racing Sub-Committee and subsequently approved by the Racing Committee. All proposed changes for the forthcoming season must be submitted to the Racing Department by the end of May. No applications will be considered after this date, unless otherwise directed by the BHA in exceptional circumstances.

Apprentice Races

3. Except with the permission of the Racing Department, all Racecourses staging Flat races shall have at least one race confined to Apprentice Jockeys for every four days' Flat racing.

4. In Apprentice races, it is recommended to include an allowance(s) for less experienced riders.

Conditional Jockeys

5. Except with the permission of the Racing Department, all Racecourses staging Jump racing shall have at least one Hurdle race or Steeple Chase confined to Conditional Jockeys for every three days' Jump racing, excluding Mixed days.

6. Such race(s) may NOT be a Steeple Chase confined to Maidens or Novices. No restriction is to be placed on the number of winners which riders may have ridden but it is recommended to include allowances for less experienced riders.

Brush Hurdle Races

7. Whenever a racecourse wishes to programme a race involving the use of the Brush Hurdle prior approval to do so must be obtained from the Racing Committee.

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London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 2.5
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: WEIGHTS IN WEIGHT-FOR-AGE FLAT RACES

Maiden Races

1. In Maiden races other than Maiden Auction races the weights are to be as follows, unless a weight for age allowance is applicable in which case the weights are to be approved by the Racing Department.

- | | | |
|----|--------------------|----------|
| a) | Colts and Geldings | 9st 3lb |
| b) | Fillies | 8st 12lb |

2. In Maiden races, other than Maiden Auction races, confined to a single sex the weights are to be as follows, unless a weight for age allowance is applicable in which case the weights are to be approved by the Racing Department.

9st each.

3. In Maiden Auction races the weights are to range between:

- | | | |
|----|---------|--------------------|
| a) | Colts | 8st 10lb – 9st 3lb |
| b) | Fillies | 8st 7lb – 9st |

Allowances for horses bought for a lesser value are to be included in the conditions, but the lowest weight including the maximum allowance should normally be 8st 4lb.

Two Years Old Races

4. In weight-for-age races confined to 2 years old, other than Maiden races, the basic weights, i.e. the weight before taking into account any penalties or allowances, are to range between:

- | | | |
|----|---------|---------------------|
| a) | Colts | 8st 10lb – 9st 3lb |
| b) | Fillies | 8st 5lb – 8st 12lb. |

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BHA GENERAL INSTRUCTIONS

No 2.6
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACE TITLES

Race Titles

1. The following information shall be incorporated into the title of every race or stated after the title as an adjunct to it:

- (i) Type of race (Excluding Pattern races referred to in paragraphs 2 and 3 below);*
- (ii) Group or Grade category (for Flat or Jump Pattern races only);
- (iii) Fact of Listed status;
- (iv) Fact of restriction of Riders to Apprentices, Conditional Jockeys or Amateur Riders;*
- (v) Fact of restriction to fillies and mares only;*
- (vi) Race Classification.

Note 1: Standard Handicaps and Open Maidens should be described simply as Handicaps or Maidens in their titles.

Note 2: * Indicates information which may be incorporated in brackets after the main body of the title.

2. The titles of all Flat Pattern and Listed races and Jump Grade 1 and 2 Pattern races are to include a permanent word to establish the continuity of the race (the race handle). A sponsor's name may be added as a prefix or a suffix to, but is not to replace the established race handle. In the case of Flat Group 3 and Listed races and all Jump Pattern races the race handle may appear in brackets after the title, preceded by 'Registered as'

3. In the case of any newly created Flat Group 2s a race handle may be referred to as 'Registered as' until that particular sponsorship deal is terminated, at which time the race handle must be incorporated within the main title. In the case of existing races which are upgraded to Flat Group 2 status, the race handle may remain as 'Registered as' at the specific request of the existing sponsor, until that particular sponsorship deal is terminated, at which stage the permanent race handle must be incorporated within the main title.

4. The titles of existing sponsored Flat and Jump Pattern races and Flat Listed races which have no established name may remain unaltered until the sponsorship is renewed or terminated. At this point a race handle is to be added.

5. If a race is named after King Edward VII, a member of his family or any descendent of him by birth or marriage who bears or bore a Royal title, the name of any sponsor of the race shall appear after the name or title of the royal personage in question.
6. The title of any race must be deemed by the Racing Department to be appropriate and sensible in its content and structure. Race titles potentially deemed to be carrying a political message will be considered inappropriate.
7. Race titles must be limited to a maximum of six words, excluding race type and conditions-related words such as 'two-years-old', 'E.B.F.' and Pattern and Listed handles, unless approval has been granted in exceptional circumstances by the Racing Department to waive this requirement.
8. Race titles advertising website addresses must not include standard URL prefixes such as 'http://' or 'www'.
9. The repetition of a race title where the race types are identical must be avoided.
10. Race titles containing premium-rate telephone numbers or SMS numbers will not be permitted.
11. Managing Executives should also be mindful of the overuse of text pages and telephone numbers in race titles in view of the problems they create for both commentators and the media, and the likelihood that, in consequence, the race title could be abbreviated or omitted altogether.

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BHA GENERAL INSTRUCTIONS

No 2.7
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: INSTRUCTIONS RELATING TO SPECIAL RACES

General

1. The parameters relating to the acceptability and operation of certain 'special' races are set out below.

Races Restricted to Horses Sold at Specific Auctions

2. The conditions and date of the race must be acceptable to the Racing Department.

3. The added money must come from the Racecourse or sponsorship funds rather than being financed from a sales pool levied upon either the vendors or purchasers at the sales.

4. The race must be staged as an additional race and must not replace an existing opportunity for the horse population.

5. Subject to the discretion of the Racing Committee, only one such race restricted to a specific auction may be staged in any particular year.

Handicap Hunters' Steeple Chases

6. Permission to stage a Handicap Hunters' Steeple Chase must be sought from the Racing Committee prior to programming.

7. The race must be run as an Open handicap, without any rating restriction and must meet the minimum prize money meritocracy level for a Class 3 Steeple Chase.

8. The race must be restricted to horses which have run in three Hunters' Steeple Chases since the start of the previous calendar year and which have not won a Class 1 or 2 Steeple Chase since the start of the previous calendar year.

9. The race must be staged as an additional race and must not replace an existing opportunity for the horse population.

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BHA GENERAL INSTRUCTIONS

No 2.8
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: INSTRUCTIONS AND GUIDELINES FOR RACE TIMES AND ORDER OF RUNNING

Race Times

1. At all meetings other than floodlit meetings, the last race is to be timed to start not later than 10 minutes before sunset.
2. Normally, there is to be an advertised interval of thirty (the minimum) or thirty-five minutes between races. The nominated representative of the Managing Executive must apply to the Racing Department for this to be reduced to twenty-five minutes in special circumstances, but this shorter interval will normally only be agreed for one of the first two intervals of an evening Flat meeting.
3. Wherever possible, one of the following should be complied with:
 - a) an afternoon/evening with two Racing UK meetings should be programmed to have 15 minute intervals between their respective advertised race times;
 - b) an afternoon/evening with three meetings or two Attheraces meetings should be programmed to have 10 minute intervals between their respective advertised race times.

In exceptional circumstances, and after discussion with the Managing Executive concerned, the Racing Department will set appropriate advertised race times in order to prevent a serious clash of 5 minutes or less between two or more meetings, doing everything possible to avoid moving the first race time earlier.

Alteration of Advertised Race Times

4. When a race meeting is abandoned or postponed at short notice it may be desirable for the advertised race times at another meeting(s) taking place on the same day to be altered to produce the best possible pattern of racing and restore regular intervals between races. In such circumstances the Racing Department will contact the nominated representative of the Managing Executive concerned and request that the advertised race times are altered suitably.
5. Subject to the agreement of the Managing Executive and, when such a request is made within 1 hour of the advertised race time, the Stewards of the Meeting, the Racing Department will subsequently notify the media (if time permits), SIS, TurfTV, ABB, Integrity Service Providers and the Racing Calendar Office.

The nominated representative of the Managing Executive must, in turn, ensure that all relevant personnel at the racecourse are notified of the revised race times together with ensuring that appropriate public announcements are made. In particular, he must ensure that the Stewards and Stipendiary Stewards are fully informed.

The provisions of Rule (B)31 and BHAGI 10.2 (Races Starting on Time) will apply equally to the revised race times.

6. These procedures will only operate when a race meeting is abandoned or postponed after 10.30a.m. on the day before racing or on the raceday. In no circumstances will a race time be altered so that a race is run earlier than the advertised race time.

Special Considerations Regarding Order of Running

7. Races restricted to two years old should be placed as early as possible in the order of running and are **not** to be placed last at an evening meeting.

8. Selling or Claiming races are not to be placed as the last race on the programme.

9. Wherever possible, the following should be complied with:

a) the respective distance of races and the position of the start to be taken into account in compiling a meeting's order of running to assist in ensuring that races start on time;

b) Apprentice, Conditional or Amateur races to be placed first on an evening programme or last on an afternoon programme when there is evening racing on the same day;

c) Hunters' Steeple Chases to be placed as the last Steeple Chase on a programme.

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BHA GENERAL INSTRUCTIONS

No 2.9
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACE ABANDONMENT AT FIVE DAY ENTRY STAGE/
RE-OPENED RACES AT ENTRY

Race Abandonment – Scope

1. Any race which is not a Pattern, Listed, Early Closing race or the final of a race Series and which receives fewer than 5 entries may be abandoned by the Managing Executive. (Note: An entry for a horse which is not qualified at the time of entry shall not count). Before a race is abandoned the Managing Executive must contact the Trainers of the entered horses to ascertain their intentions to run. The Managing Executive will then, in conjunction with the Racing Department, decide whether the race is to be abandoned.
2. The BHA has instructed that only one race on any card may be abandoned in this way, but will waive this restriction in exceptional circumstances.

Race Abandonment - Procedure

3. In the event that the Managing Executive does wish to abandon a race, the nominated representative of the Managing Executive must notify both the Entries Operations Manager at the Racing Calendar Office **and** the Racing Department **as soon as possible**, and no later than 10.00 a.m. on the day after the race in question has closed.

Note: Should a race be abandoned, the Racing Calendar Office will inform all Trainers who hold an entry for that race of the decision.

4. When a race is abandoned after having received fewer than 5 entries, it must be replaced by dividing the weight-for-age race on the same card with the highest number of entries. The divided race may not be a Pattern, Listed, or an Early Closing race. In exceptional circumstances a race other than a weight-for-age race may be divided but only with the express permission of the Racing Department. If the race to be divided is more valuable than the race which has been abandoned, the Managing Executive must provide the additional prize money to run the division of this race at its advertised value.

Re-opened Races at Entry

5. A message sent by the Racing Calendar Office to all race meetings taking place on any day a race is re-opened at the entry stage must be displayed on the Notice Board in the Weighing Room once it has been received. The message will include information such as which races are subject to re-opening and the number of entries received. It will be sent as soon as possible after the race has been re-opened (that is, from 12 noon).

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BHA GENERAL INSTRUCTIONS

No 2.10
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: DIVISION OF RACES, ELIMINATION OF RUNNERS, REVISIONS TO
ORDER OF RUNNING AFTER DECLARATION

Division of Races or Elimination of Runners

1. Unless advised otherwise the Racing Calendar Office will divide or eliminate to the Safety Factor and the Field Size Limits published in the race conditions in the Racing Calendar.

Provisional Times

2. The Clerk of the Course or his nominated representative must ascertain the number of entries for each race on the days on which entries (other than for early closing races) close either by reference to racingadmin.co.uk, or by telephoning the Racing Calendar Office between 2.30 and 4.30 pm. When it appears likely that the division of a race under Rule (F)102 will be necessary the Clerk of the Course or his nominated representative must give provisional times for the additional divisions to the Racing Calendar Office as soon as possible but no later than the time fixed for declarations under Rule (F)89. Failure to do this will cause the Racing Department to set the advertised race time(s) for the additional division(s).

3. In exceptional circumstances, and after discussion with the Managing Executive concerned, the Racing Department will set an appropriate time for the extra division(s) in order to prevent an unacceptable gap or clash with race times at other meetings.

Changes to Order of Running after Declaration to Run

4. The BHA will not normally authorise a change to the order of running of races after the time fixed for declaration to run under Rule (F)89 unless the procedures outlined below have been invoked. If exceptional circumstances prevail, application may be made to the Racing Director for the order of running of races to be altered. This request should be made as soon as possible but no later than one hour after the time for declaration to run. If the request relates to racing on a Monday, the request should be directed to the Racing Calendar Office. It should also be understood that if the request is approved, and it therefore necessitates the Racing Calendar Office advising a number of Trainers that their race is being run earlier or later than the advertised time, a fee to cover the cost of telephoning the Trainers will be charged. The latter provision does not apply when a race is divided.

5. For Flat Handicaps where eight or fewer horses are declared to run, or for all other races where three or fewer horses declared to run (four or fewer on a Saturday or Sunday), the time for declarations shall be extended as referred to in Rule (F)90 but the race in question will retain its position in the order of running provided more than one horse is declared to run. If only one horse is declared to run the race will be placed last on the programme. If a race receives no declarations to run, despite the application of the time extension, the race will be declared void.

Walk Overs

6. A Walk-Over may take place as soon as practicable after the last race e.g. 15 minutes. However, where a Walk-Over occurs due to non-runners on race-day the Walk-Over must still take place at the advertised time.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 2.11
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: SPONSORSHIP OF RACES

Sponsorship Details

1. Managing Executives are required to complete the annual prize money analysis issued by the Racing Calendar Office. This print out requires the Managing Executive to confirm race sponsorship figures from the previous year.

Penalty Value

2. By the date fixed for entry or, in early closing races, confirmation of entries it must be possible to ascertain from the conditions the full value of the race to the winner. However, in cases where a race is transferred to another racecourse due to abandonment the full value of the race may be subject to alteration. Except by permission of the BHA, the winning owner is not to receive from the sponsor, either directly or indirectly, any monies save those permitted by Rule (F)118 or under any controls for sponsorship approved by the BHA.

Series Sponsorship

3. Application must be made to the Racing Department of any projected series at the earliest planning stage so that it may be considered by the Racing Committee.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 2.12
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: CUPS OR TROPHIES

Races with a Total Prize Fund of £25,000 or more

1. Any cup or trophy offered in such races may either be classed as:
 - (i) optional and included in the prize money;
 - (ii) non-optional and included in the prize money;
 - (iii) treated as an additional trophy and excluded from prize money.

Unless the BHA gives permission for a higher value, any cup or trophy shall not exceed £2,000 or 5% of the Total Prize Fund, whichever is the lesser amount.

Sponsored Races and those with a Total Prize Fund of £6,000 or more

2. If a cup or trophy is to be awarded in these races it will either be classed as optional or additional.
3. Optional cups or trophies will be valued at no more than 5% of the Total Prize Fund of the race in question and their acceptance will be dependant upon completion of the form detailed in Annex A.

Note: For the purposes of this Instruction a race is not deemed to be sponsored unless a minimum of £500 is added by the sponsor.

Un-sponsored Races with a Total Prize Fund of up to £5,999

4. Except with permission of the BHA, such races will only offer cups or trophies classed as mementoes on the basis laid down in paragraph 5, below. The award of the memento will also be included in the race conditions.

Mementoes

5. Additional cups or trophies must be described as mementoes in the conditions of the race. They will be:
 - a) of no stated value;
 - b) not included in the prize money.

Note: The form set out in Annex B is not applicable to such mementoes.

6. Managing Executives may alternatively offer owners of winners in any race with no cup or trophy the opportunity to purchase a memento for not more than 5% of the Total Prize Fund. These will have to be paid for by owners immediately on the day unless the Managing Executive either wishes to use the form detailed in Annex B or invoices the owners.

Challenge Cups

7. Challenge Cups not permanently retained by the owner are outside the scope of this Instruction.

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ACCEPTANCE OF AN OPTIONAL CUP OR TROPHY

(PLEASE COMPLETE IN BLOCK CAPITALS)

Name of Racecourse:

Name of Race:

Date of Race:

Name of Owner:

Address:

.....

.....

.....

I confirm my wish to accept the optional cup or trophy offered in connection with this race to the value of £ (plus V.A.T.) and authorise the Stakeholder to deduct this sum from the prize money. I understand that under the Rules of the British Horseracing Authority I am under no obligation to accept this cup or trophy.

Signed:

(Owner/Owner's representative)

If signed by Owner's Representative, Name in Block Capitals:

.....

Note: IF THE CUP OR TROPHY IS RETURNED WITHIN 7 DAYS NO DEDUCTION FROM PRIZE MONEY WILL BE MADE.

Note: If you are VAT-registered, the VAT on this trophy is unlikely to be re-claimable. It is advised that you check with your local H.M. Revenue & Customs Office.

PURCHASE OF A MEMENTO

(PLEASE COMPLETE IN BLOCK CAPITALS)

Name of Racecourse:

Name of Race:

Date of Race:

Name of Owner:

Address:

.....

.....

.....

I confirm my wish to purchase a memento for £ (plus V.A.T.) and authorise The British Horseracing Authority/Weatherbys to debit this sum to my account. I understand that under the Rules of the British Horseracing Authority I am under no obligation to make this purchase.

Signed:

Owner/Owner's representative

If signed by Owner's Representative, Name in Block Capitals:

.....

Note: If you are VAT-registered, the VAT on this trophy is unlikely to be re-claimable. It is advised that you check with your local H.M. Revenue & Customs Office.

BHA GENERAL INSTRUCTIONS

No 2.13
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: FIELD SIZE LIMITS

Adjustment of Field Size Limit

1. If a Managing Executive wishes to adjust the Field Size Limit for any race(s) application to do so must be made to the Racing Department in writing, citing the reasons, no later than one month prior to the publication of the race(s) conditions in the Racing Calendar.

Race Exemptions from Field Size Limits

2. A Managing Executive may apply to the Racing Department for any race with a Total Prize Fund in excess of £30,000 to be exempt from the imposition of a Field Size Limit, subject to compliance with the Safety Factor for the race. Such application must be made in writing no later than one month prior to the publication of the race conditions in the Racing Calendar.

75 High Holborn
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BHA GENERAL INSTRUCTIONS

No 2.14
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RESERVES

Races Eligible for the Inclusion of Reserves

1. A Managing Executive may apply to the Racing Department for the inclusion of reserves in those races which are classified as follows:

- (i) Group 1 Flat races;
- (ii) Heritage Handicaps;
- (iii) Grade 3 Jump Handicaps with 48-hour declarations.

2. An application for the inclusion of reserves in any other race, or any deviation from the conditions as set out below, must be made to the Racing Department at the earliest planning stage so that it may be considered by the Racing Committee in advance of publication of the race conditions.

Determination of Reserves

3. The race conditions must stipulate the maximum number of runners and the maximum number of reserves.

4. The trainers of horses which may be eliminated from the race must indicate at the declaration stage whether they are prepared for their horse to be a reserve. If a trainer does not make any such indication and cannot be contacted immediately after the declaration stage, the horse will not stand as a reserve.

5. In the event that the number of declared horses exceeds the maximum number of runners, reserves will be selected from amongst those which are subject to elimination and have confirmed to the Racing Calendar Office that they are prepared to stand as a reserve, in order of their position in the elimination sequence (in handicaps, as most recently adjusted to take account of penalties). Where two or more horses have identical ratings or assessments in a weight-for-age race or identical weights in a handicap race, their position in the elimination sequence will have been allocated by random ballot.

6. The reserves will be placed in order in accordance with the elimination sequence, with the first reserve being the reserve with the highest elimination sequence number. Each reserve will be given its own racecard number. For the avoidance of any doubt, in a race with a safety factor of 30 and three reserves, the first reserve would be allotted a racecard number of 31, the second reserve 32 and the third reserve 33.

7. When making the draw for Flat races, a reserve will be allotted a draw position. This position would be removed from the Starting Stalls in the event that the reserve does not run. For the avoidance of any doubt, in a race with a safety factor of 30 and three reserves, the declared horses including the reserves would be allotted a draw between 1 and 33.

Replacement of a Declared Runner with a Reserve

8. In the event of a non-runner being notified to the Racing Calendar Office by 9:00 a.m. on the day before the race, the first reserve will replace that non-runner.

9. If there are further non-runners by this time, the remaining reserves will replace those horses in the same way.

10. Declarations of riders for any reserves which obtain a run will be required by 11:00 a.m. on the day before the race.

11. In handicap races in which a reserve has been afforded the opportunity to run, weights will be raised at 9:00 a.m. on the day before the race in the same manner as at the 48-hour declaration stage if there are any relevant non-runners notified to the Racing Calendar Office by that time. Should the weights be raised at this time, revised declaration of riders will be accepted for all declared runners up to 11:00 a.m. on the same day.

12. All payments made prior to the race for any horse which is eliminated or is a reserve and was subsequently not afforded the opportunity to run shall be returned.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 3.1

Dtd 3 Oct 2011

To: Managing Executives
From: Chief Executive
Subject: NOTIFICATION OF EQUINE EVENTS/RACING SURFACE
RESTRICTIONS/RACECOURSE GALLOPS
RACECOURSE ACCESS BY OTHER UNGULATE (HOOVED) ANIMALS

Notification of Equine Events

1. Notification of any event which involves horses/ponies entering racecourse property, other than for Meetings run under the Rules of Racing, or for horses taking part in racecourse gallops (see paragraph 5), must be made to the Racecourse Department at Head Office at least four weeks before that event is due to take place. The following details must be given viz:

- (i) name of the promoting organisation;
- (ii) where on the racecourse property the event is to be held;
- (iii) whether or not the official racecourse stables will be used;
- (iv) how long the horses/ponies will remain on the property;
- (v) the steps which the Managing Executive and that organisation intend to take to comply with the requirements of Rules (E)18, (E)19 and BHAGI 7.2.

Racing Surface Restrictions

2. Where any part of the racing surface is to be used the above notification must also include application for authorisation under Rule (F)18, giving full details of the use to which the track will be put.

3. The BHA has directed that only in very exceptional circumstances will authorisation be given if the event is to take place less than three weeks before the next fixture run under the Rules of Racing on the same turf track.

4. Aircraft are NOT to be allowed to land on the racing surface. It must also be ensured during a meeting that no aircraft lands or takes off from the racecourse without the express permission of a nominated representative of the Managing Executive.

Racecourse Gallops

5. Racecourse gallops taking place on the racing surface on racedays are not permitted unless

- a) prior permission has been granted by the Racecourse Department, or,
- b) the gallop takes place after racing has ended.

A racecourse gallop must not take place whilst a Stalls Test is in progress. Veterinary and Medical arrangements are at the discretion of the Managing Executive subject to compliance with any relevant legislation or government guidance.

Racecourse access by other ungulate (hooved) animals

6. No ungulate animal (commonly known examples of ungulates are horses, zebras, donkeys, cattle, bison, camelids, goats, pigs, sheep and many species kept in zoos) apart from horses and ponies engaged to run at the meeting may enter racecourse premises without the explicit permission of the Racecourse Executive.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 3.2

Dtd 1 Oct 2010

To: Managing Executives
From: Chief Executive
Subject: THE TRACK, STATE OF THE GOING & WATERING

Introduction

1. This BHAGI has been written in two parts. The first part covers mandatory requirements whilst Annex A is provided for additional guidance.

Racing Surface

2. The Managing Executive is responsible for the condition of the course as stated in Rule (F)15 and must aim to produce consistent ground and to maintain this consistency during a race meeting.

There will be times when racecourses are unable to influence their ground owing to weather conditions but Jump courses should aim to provide good ground (and no firmer than Good to Firm). Flat courses should aim to provide good to firm ground. It is accepted that some Managing Executives may wish to produce good ground depending upon their track topography, weather patterns and/or whether they are staging two or more consecutive days racing. The ground must be 'put back' as soon as possible after any use of the racing surface. (See also Annex A paragraph 8). Sufficient raceday staff should be employed to tread in the course between races. At Jump meetings Fence Attendants may carry out this duty.

3. In the case of an All Weather Track, the racing surface is to be maintained at all times in accordance with the surface manufacturers' recommendations. Furthermore, records of the refurbishment work and any other non-routine maintenance work which is carried out must also be kept and made available for inspection by the Inspector of Courses. The course must also be reinstated as necessary during racing in order to maintain consistent going.

4. Managing Executives must inform the Stewards of all works involving the displacement of the racing surface which have been carried out since the previous meeting.

Management

5. Managing Executives must retain the services of a turf consultant.

Fixture Allocation

6. Fixture allocation in relation to racecourse 'going' will be reviewed annually by the Racecourse Department in conjunction with the Racing Department on the basis of 5 years' going and abandonment data to allow for significant climatic

fluctuations. Managing Executives must therefore consult the BHA's Optimum Use of the Turf documentation (compiled annually for each course) to ensure their pattern of fixtures is appropriate and conducive to good turf management.

Where a course consistently fails to meet the going aims laid down in paragraph 2, the Racecourse Department will discuss with the course the possibility of moving relevant fixtures to a date more suited to the weather conditions and soil type of the course. The fixture allocation group will then be advised as necessary.

7. For the benefit of the racecourse as a management tool and to help respond to complaints about the quality of the surface, accurate records of the following must be kept, the frequency depending on the course's fixture programme:

- (i) rainfall (representing the amount which has fallen on the racing surface);
- (ii) maximum and minimum air temperatures;
- (iii) surface and subsurface ground temperatures (using a ground minimum thermometer and 4 inch sub surface soil thermometer);
- (iv) irrigation applied in inches or millimetres over given periods and areas;
- (v) routine maintenance (i.e. method of putting ground back, fertiliser application, mowing, aeration treatments, compaction relief etc);
- (vi) movement of running rail;
- (vii) any instances of consistent standing water.

Groundsmen

8. At least two individuals of the Groundstaff team (which includes the Clerk of the Course) must be qualified in turf management (agriculture or, preferably, amenity horticulture) to the following levels or equivalent:

- (i) One member of the Groundstaff Team: Based on NVQ Level 3/Advanced
- (ii) Second member of the Groundstaff Team: Based on NVQ Level 2/Intermediate

Existing Clerks of the Course and Head Groundsmen in place before 1st January 1999 may be exempted from the qualification requirement on the basis of their previous experience which will be assessed by the Joint Accreditation Board (consisting of representatives from the BHA, RCA and BHEST).

9. The Managing Executive is to produce by the end of October each year the turf consultant's report on the condition of the course. A copy must be sent to the Racecourse Department. The main objective of the report is to review turf management practices. The timing of turf consultants' visits should be varied from year to year so that the course can be assessed at different times of the course's racing calendar.

10. At least every four years, a full audit of the track is to be undertaken by the consultant who must report on the following:

- (i) the sward (to include grass varieties, lengths, thatch etc);
- (ii) soil type and nutrients;
- (iii) infiltration rates and any drainage problems;
- (iv) compaction;
- (v) fertilising regime;
- (vi) root depth;
- (vii) irrigation regime and efficiency;
- (viii) track repair regime;
- (ix) equipment/machinery needs.

In the case of a synthetic (All Weather) Track, the Managing Executive concerned must produce to the Racecourse Department by the end of October an annual report compiled by an independent consultant on the condition of the racing surface. This will include at representative intervals and distances from the inside running rail on a track prepared for racing:

- (i) the depth of the cushion and pad;
- (ii) infiltration rates through the pad and base of the track;
- (iii) an overall material composition percentage breakdown;
- (iv) a binder effectiveness assessment if applicable;
- (v) a grading of sand particle size.

Preparation of the Ground

Equipment

11. a) The Managing Executive must apply best management practices and have access to the following maintenance equipment as a minimum:

- (i) suitable tractors with low ground pressure/turf tyres to minimise the risk of damage to the racing surface;
- (ii) rotary or cylinder mower(s) preferably front mounted or off-set;

Note: the use of rear mounted mowers on the racing surface is not allowed, unless permission has been granted by the Inspector of Courses.

- (iii) spiker/slitter;
- (iv) verti-drainer or other compaction relieving implement;
- (v) fertiliser spreader;
- (vi) light ring rolls;
- (vii) grassland harrows or scarifier;
- (viii) spraying equipment;
- (ix) overseeder/direct drill.

Managing Executives may use a contractor for occasional specialist work to the racing surface but must ensure that contractors are issued with clear instructions on what equipment is acceptable for use and the practices to be adopted in accordance with those defined in this Instruction (i.e. low ground pressure tyres etc).

Irrigation

b)

(i) To achieve a consistent racing surface when there is a risk of the ground drying out racecourses must have the ability to apply a minimum of 6mm of water in 24 hours. Where a racecourse installs a completely new watering system, the system and supply must enable the ability to apply 12mm of water in 24hours. All racecourses staging Jump fixtures during May - September must also have the ability to apply 12mm of water in 24 hours.

(ii) Furthermore, to ensure consistency of water applications can be maintained at all times, racecourses must have access to a back up pump system so that the means of application is not impaired.

Putting Ground Back After Racing

c) The ground must be reinstated as soon as possible after racing. Guidelines on the most suitable method for reinstating the ground are described in Annex A.

Drainage and Other Work Involving the Displacement of the Racing Surface

Plans

12. A plan showing the position of all known drains and other subterranean works on, or in close proximity to, the track must be maintained, updated as necessary and

retained in the racecourse offices. A copy of the original plan and any update to it is to be sent to the Racecourse Department. The updated plan must be made available on demand to the Stewards of the Meeting or the Inspector of Courses.

Notification of Works

13. Where work which has to be carried out in an emergency situation is involved, a report should be made to the Racecourse Department within 48 hours after the work has been done. In all other situations, including displacement of the racing surface, a request for approval must be made to the Racecourse Department well in advance of the anticipated commencement of work.

Notes.

(i) The Racecourse Department will subsequently notify the relevant Inspector of Courses of the report or request.

(ii) Displacement of the racing surface includes treatments undertaken by mole ploughs, para ploughs, shakaerators and sub-soilers.

(iii) Turf-conditioning, spiking, verti-draining and sand slitting are not notifiable.

14. Where advance notice of drainage work is given the Racecourse Department will **only** approve the project when the Managing Executive has consulted a specialist and has provided:

a) a brief statement outlining the reason(s) behind the work and the measures to be taken;

b) a drawing to an appropriate scale showing ground levels and with all drains shown clearly, indicating diameters and outlets;

c) a specification for the work covering all materials and working method, including excavation, backfilling and reinstatement of trenches;

d) the timescale in which the works are to be carried out.

Note. Managing Executives should note that the Racecourse Department will forward details of proposed drainage works to an independent expert for their comments prior to approval being granted. This approval procedure can take up to three weeks to complete, and Managing Executives should take this into account when planning a start date for the work.

15. Following completion of the work, the Racecourse Department must be notified in such time as to enable the Inspector of Courses to inspect the course before racing next takes place.

16. The Chairman of the Panel must be informed before he walks the course of all works involving the racing surface which have been carried out since the previous meeting.

Crossings/Canter Downs/Service Track

Crossings

17. Crossings are to be regularly maintained and refurbished so that the crossing surface remains level with the turf on each side of the crossing, and the turf edges are to be replaced as soon as they become contaminated and lose their structure. For Flat Racing the colour of the crossing is to blend with the colour of the racing surface. The materials used for crossings must be agreed with the Racecourse Inspectorate.

Canter Downs

18. Canter downs are to consist of turf or any artificial surface approved by the Racecourse Inspectorate and are to have a level surface and be well maintained. Canter downs must be at least 2.5 metres wide and must be railed with approved running rail where advised by the Inspector of Courses.

Service Track

19. Unless alternative arrangements for vehicle access have been agreed with the Inspector of Courses, a well maintained service track (suitable for essential service vehicles e.g. doctors, ambulances, vets, horse ambulances, recovery vehicles) with passing places must run on the inner or outer of the racetrack so that all parts of the racetrack are easily accessible for such services.

Description of the Going

20. The official description of going must be given as detailed in this Instruction and must relate to the state of the going at the time of inspection. The official description is not to be a forecast of likely going.

If the going varies at different parts of the course, the Going Report must convey the differences in the official description. Subject to the weather conditions highlighted in Paragraph 22, the Going Report must also be accompanied by a GoingStick reading(s) taken as follows:

- (i) By 16:30 the day prior to declarations closing or by 08:30 on the morning of declarations – the latter being a necessity where the official going has changed overnight; and
- (ii) On the day of racing (see paragraph 36).

21. The state of the going is to be described only by one of the following official descriptions:

Hard
Firm
Good to Firm
Good
Good to Soft
Soft
Heavy

When significant areas of ground differ from the majority, the description should be given as, for example, Good to Firm (Firm in Places).

When significant course watering has taken place within the previous 72 hrs, the description should be given as, for example, Good to Firm (Watering), or Good to Firm (watered) (when the irrigation process has been completed).

In the case of an All Weather Track the state of the going is to be described only by one of the following official descriptions:

Fast
Standard to Fast
Standard
Standard to Slow
Slow.

22. When the going is not assessable due to frost, snow or waterlogging the state of the going should be given when it was last assessable, together with the date and the current situation:

Example for a going report given on 6th February: Not assessable (Frozen) 2nd February (Good).

For Jump racing only, where the going is assessable but there is insufficient moisture in the ground to race (i.e. the going is Hard), the state of the ground must be given as 'Hard (unraceable)'.

Hard Going at Jump Meetings

23. The following procedure should be adopted when Jump racing may have to be abandoned because of hard ground on any part of the course:

- (i) An inspection must take place by 08.00 the day before the meeting.
- (ii) The Clerk of the Course must contact the Inspector of Courses at least 24 hours before the proposed inspection time and arrange for his attendance at the inspection (see paragraph 24). If it is then considered that the ground is Hard, and consequently in an unfit state to race, the meeting must be abandoned at that time in accordance with Rule (B)9 irrespective of the weather forecast.

Inspection and Abandonment Protocol For Racecourse Managing Executives

24. **When racing is in doubt at any time because any part of the course is not safe for racing an inspection must be held.** The Clerk of the Course should consider contacting the relevant Chairman of the Panel and, if necessary, arrange for his (or another Steward's) attendance at the inspection.

Note: It is the Managing Executive's decision as to whether a Steward is asked to attend an inspection. The Racing Calendar Office must be notified without delay of the decision to inspect and the outcome of any inspection. In the event of an abandonment, they must be provided with a certificate highlighting the time and reason(s).

A decision to abandon a meeting at any time before noon three days prior to that on which it is due to take place can only be taken by the BHA. In such circumstances the Inspector of Courses must be contacted by the racecourse beforehand. If, following an inspection in these circumstances, the decision is to abandon the meeting the Clerk of the Course must contact the Racecourse Department forthwith seeking approval for the abandonment.

When the Racecourse Managing Executive decides that a meeting is likely to go ahead as scheduled, even though the course is unraceable at the time of the inspection, the Clerk of the Course must ensure, when informing any person or body or answering enquiries into the likelihood of racing, that the situation is made absolutely clear. In these circumstances an inspection must be held in order to be satisfied that the course is raceable. In addition the Clerk of the Course must also mention the possibility of holding a further precautionary inspection in the event of a forecast deterioration in the weather.

25. Whenever possible, Clerks of the Course should take account of important administrative deadlines (e.g. 10.00am declarations to run, 13.00pm deadline for the declaration of Riders) with regard to the timing of inspections held the day before or on the day of racing. Guidance regarding such deadlines (and other factors to be taken into account when abandoning race meetings) is shown at Annex B.

Information about the state of the Going, Inspections, Possible Abandonments etc. to Owners and Trainers.

26. The Clerk of the Course is to provide the Racing Calendar Office with a telephone number through which Owners and Trainers can obtain information on, for example, the state of the ground, GoingStick readings, recent rainfall, rail movements, doubtful weather, possible abandonments and any significant watering which has taken place in the previous 72 hours. Such numbers will be published in the 'Races to Close' section in the Racing Calendar whenever the course in question has a meeting. The Racing Calendar Office must be notified of any necessary changes and these will be published as soon as they are known.

27. Trainers making enquiries are to receive information on the state of the ground at the time of enquiry by reference to one of the official descriptions. The current GoingStick reading should also be highlighted. When a notice on the prospects of racing and any

planned inspections is updated on the Racing Administration Internet site and therefore issued to the press/media by the Racing Calendar Office (See information to the press/media below), and updated where necessary by 08.30 the following day, a prepared statement on the same lines must be left at that telephone number referred to above. If the telephone is not manned, a message giving the up to date statement must be left on an answering machine. The message should include the date and the time the report was made.

28. On the day before a race meeting, or two days before where one or more races is the subject of a 48 hour declaration stage, the Clerk of the Course (or person nominated by the Clerk of the Course who has knowledge of the state of the going) must be available between 08.00 and 10.00 to answer enquiries on the state of the going. The telephone number should be indicated separately in the Racing Calendar supplement.

Information about the state of the Going, Inspections, Abandonments etc and the Positioning of the Starting Stalls to the Press/Media

29. The Press/Media is to be informed officially of the state of the going and any planned inspections. This will be achieved by the Clerk of the Course updating the Racing Administration Internet site. If significant watering has taken place during the previous 72 hrs this must be stated too, and GoingStick readings must also be provided for the morning of declarations and on each raceday. Details of recent rainfall and of any running rail movements can also be stated. Comments should be limited to essential information only. **When a day's racing is abandoned or postponed the Clerk of the Course is to inform the Racing Calendar Office by telephone without delay, using the Going Report line.**

30. Information about the going must be officially recorded by using the Racing Administration Internet site as soon as possible - but no later than the afternoon time(s) specified in paragraph 32, unless otherwise specified below - on the following days and regardless of whether or not the going has altered.

48 Hrs Declarations Fixtures

1. The day prior to entries closing
2. The day prior to declarations closing
3. Morning of declarations (by 08.30)
4. The day before racing
5. The day of racing (at least 2 hours before the first race)

24Hrs Declarations Fixtures

1. The day prior to entries closing
2. The day prior to declarations closing
3. Morning of declarations (by 08.30)
4. The day of racing (at least 2 hours before the first race)

31. For racing with a 24 hour declaration stage a further 'day before racing' update is only required if, by the afternoon times(s) specified in paragraph 32, there has been a change in going since the morning of declarations report. Consequently, if no such update is provided, the Racing Calendar Office will assume that the morning of declarations report still reflects the current going and will disseminate the latest information accordingly.

32. The Racing Administration Internet site is the preferred method for updating going reports. Going report updates must be provided by 16:30

(Monday to Friday) and 13:00 (weekends and Bank Holidays). For abandonments, and in the unlikely event that the internet site is unavailable, the Going Report Line is manned between 08:00 and 17:00 from Monday to Friday, and between 08:30 and 17:00 at weekends and on Bank Holidays.

33. Immediately on receipt, the appropriate going information will be sent by the Racing Calendar Office by email to relevant press/media outlets. A consolidated daily list of going information will be sent by email within 15 minutes of the daily deadlines referred to above (i.e. 16.30 or 13.00).

34. To allow the public to know where on the track the stalls are to be positioned, the Clerk of the Course is to include such information by 08.30 on the day of declarations. For Flat fixtures as necessary, the Clerk of the Course must also highlight within the Going Report wherever there is a possibility that a 'Flip' Start (rather than Starting Stalls) may be used (i.e. due to the state of the ground).

35. A report on the state of the going (see Annex C) as relayed to the Racing Calendar Office must be signed by the Clerk of the Course and counter-signed by the Chairman of the Panel on each day of racing, and is also to include the information on stalls positioning in paragraph 34. If there is a change to the going during the day the report on the state of the going is to be annotated accordingly.

36. The Press Association is to receive an official report of the going during the day of racing, and a raceday Going Report must be included on the Racing Administration Internet Site. These reports may include the raceday GoingStick reading(s). Alternatively, the raceday GoingStick reading(s) is to be taken and promulgated later in the day (e.g. as close as possible to the time of the first race). Additionally, if any change to the official going occurs on raceday from that last reported, the change must be notified to the relevant press/media outlets, as well as the Clerk of the Scales and/or Judge, when the change occurs during racing.

75 High Holborn
London WC1V 6LS

Best Practice Guidance for Optimum Use of the Turf	Annex A
Guidelines for Abandoning Meetings	Annex B
Reports on the State of the Going	Annex C

BEST PRACTICE GUIDANCE FOR OPTIMUM USE OF THE TURF

The Aim

1. The aim of the 'best practice' guidance is to assist the Managing Executive in the production of consistent ground on which sound horses can act to give their best performance, which, in turn, will help maximise field sizes and minimise the risk of injuries. This is achieved by using the general principles of good turf management. It is accepted that the conditions at every racecourse will differ.

In addition to this best practice guidance, Managing Executives must consult the fundamental Turf Management principles laid down in the BHA's annual Optimum Use of the Turf report, as well as the Report's specific comments compiled by the Inspectorate and Racecourse Department.

Going

2. The state of the going should be judged by the degree of resilience of the course which will be affected by the following factors:

- type of grasses;
- density and length of sward;
- root structure;
- moisture content and soil;
- soil structure;
- frequency of aeration.

Clerks of the Course and groundstaff should walk other courses with the Clerk of the Course and/or the Inspector of Courses to encourage a cross flow of information and ideas.

Watering

3. The purpose of watering is to maintain the moisture level essential for good turf husbandry in order to achieve optimum resilience and a suitable, consistent racing surface for the horse. Managing Executives should invest in irrigation systems that apply water consistency whilst meeting the requirements of BHAGI 3.2 paragraph 11.

(i) Timing of Applications

Water should penetrate into the soil to avoid roots being drawn to the surface in search of moisture. When the prevailing weather is likely to be conducive to high evaporation/transpiration rates, it is recommended that watering

should take place early morning, evening or during the night, when the most benefit from the irrigation process will be achieved.

(ii) The Watering Policy

The decision to water a track is a matter for the Managing Executive. Factors such as the likely weather pattern (particularly Summer daylight temperatures and wind speed), the soil structure and drainage capabilities of the racecourse should be considered when determining whether and how much water should be applied.

It is essential that the optimum moisture level is maintained in order to avoid dry, impermeable ground.

The risk of extreme ground resulting from a combination of watering and rainfall should be minimised. However, racecourses (particularly those staging Jump fixtures May – September) are always strongly encouraged to irrigate to achieve the going aims specified in BHAGI 3.2 paragraph 2 rather than hope to rely on the possibility of rainfall to achieve those going criteria.

Watering is inadvisable within 24 hours of racing when there is a danger that rainfall could result in extreme ground in the period immediately prior to the meeting.

Overseeding and Mowing (Grass Length)

4. Overseeding (a much more precise and efficient alternative to seeding/filling by hand) should be considered following completion of a racecourse's season as well as during the season when areas of the racing surface have been dolled off to enable them to regenerate. This is particularly important during the Summer period. Grass length for Flat racing should be 3 to 4 inches and for Jump racing should be 4 to 6 inches.

Regular mowing is essential during the growing season.

During non-racing/maintenance periods, the mowing height can be varied.

Frost Protection

5. Where frost is forecast, take offs, landings, crossings and other areas which are vulnerable to frost should be covered.

Moving Rail

6. To reduce wear and tear to a minimum, rail should preferably be moved every meeting with consideration to maintaining a good racing line.

Note: Where safety factors need to be adjusted the requirements of BHAGI 3.8 must be met.

Where Flat racing takes place consideration should be given to establishing exact positions for moving running rail so that moves are made easier and the public can be

made aware of distance changes. Clerks of the Course staging Jump fixtures should also seek to publicise any significant distance changes (in relation to the Official race distance descriptions) that may have occurred as a result of moving running rail.

7. Managing Executives should take action to alleviate and minimise compaction which may include any of the following:

- (i) regular spiking (balancing the operation with soil type, moisture content and number of fixtures) during the Summer Periods and/or as conditions allow to assist with aeration and water penetration to achieve consistent going;
 - using, for example, verti-drains, earthquake or turf conditioner as advised by your turf consultant;
 - **not** using mole ploughs, shakeaerators or subsoilers without prior BHA permission (see BHAGI 3.2 paragraph 13).
- (ii) putting back ground by hand (i.e. replace divots, backfill and tread in);
- (iii) ensuring that vehicle movement on the track is confined to essential vehicles by providing suitable service tracks;
- (iv) paying attention to chutes, starting areas, take offs and landings on jump courses and by-pass areas.

Putting the Ground Back after Racing

8. The most effective method is to put the ground back by hand (i.e. replace divots, backfill and tread in) as soon after racing as possible.

Note: Courses should aim to achieve this within 24hours of the end of a fixture.

Failing the manual approach, a light ring roller or alternative machinery may be used. A heavy flat roller should only be used in very exceptional circumstances.

Ground must also be put back as soon as possible after horses have schooled on the racing surface between meetings.

The composition of divotting materials will be crucial to the recovery of poached areas. An appropriate root zone mix with seed should be used in a ratio advised by your turf management consultant.

Vermin Control

9. If a problem is identified, racecourses should seek advice from a vermin control contractor and agree an effective policy for the control of vermin (for example: crows, rabbits, moles).

GUIDELINES FOR ABANDONING MEETINGS

ABANDONING THE DAY PRIOR TO RACEDAY

The overriding consideration in respect of all abandonment decisions is that racecourses should give racing every chance to take place if at all possible.

This policy has been accepted by all parties in racing. At the same time there is a need to inform racing professionals and the racegoing public as early as possible of any inspections or abandonments, so that they can make alternative arrangements.

The table below outlines key times to consider when planning inspections and the effects on the racing community of abandoning at those times.

CLERKS OF THE COURSE SHOULD UPDATE THEIR GOING INFORMATION DETAILS ON THE RACING ADMINISTRATION WEBSITE WHENEVER THERE IS A CHANGE OR IF AN INSPECTION IS CALLED. THE RESULT OF ANY INSPECTION OR DECISION TO ABANDON SHOULD BE POSTED AS SOON AS IT IS AVAILABLE (THIS PROCEDURE IS DETAILED IN THE OCTOBER 2009 GUIDANCE NOTE PROVIDED BY WEATHERBYS). WEATHERBYS SHOULD BE INFORMED AS SOON AS THE GOING LINE IS OPEN (SEE BELOW FOR TIMINGS).

Time	Event	Considerations
6.50am	TalkSport Racing Bulletin (weekdays only)	Abandoning before this time enables the announcement to be broadcast as early as possible.
8.00am	Declarations open (48 hours for Flat Racing)	Time of Going Update to Weatherbys. Abandoning before this time avoids Trainers making unnecessary declarations. Trainers able to reorganise work for horses which would have run.
8.50am	TalkSport Racing Bulletin (Saturdays and Sundays Only)	Abandoning before this time enables the announcement to be broadcast as early as possible.
10.00am	Declarations close (48 hours for Flat Racing)	Abandoning between 9.00am and 10.00am should be avoided if possible. Trainers will not have sufficient time to make alternative plans. If a later inspection is planned the prospects for racing taking place should be given with the 8.00am Going Update.
11.00am	Regional Newspapers finalise principal editions	Abandoning later could result in abandoned card being carried.

12.00noon	6 Day Entries close, Trade Press page setting, Integrity Service Providers staff depart (depending on distance to travel), horses begin departing if staying overnight, transfer of 'Premier Race' decisions	Trainers will lose chance to re-enter horses that would have run, later abandonment would mean resetting of press pages, and could mean that there is insufficient time to transfer a 'Premier Race'.
1.00pm	Jockey declarations close	Abandoning between 12.30pm and 1.00pm should be avoided as there will be insufficient time to rearrange bookings.
2.00pm	Trade press production, racecard production	Later abandonment can have serious impact on printing of the next day's newspapers and can seriously affect racecard production.

REMEMBER:

IT IS BETTER TO HAVE AN EARLY ANNOUNCEMENT TO KEEP EVERYONE INFORMED, EVEN IF A FURTHER INSPECTION IS NEEDED. THIS ALSO REDUCES THE NUMBER OF TELEPHONE CALLS RACECOURSES WILL RECEIVE REGARDING THE CHANCES OF RACING.

THE TIME OF THE INSPECTION SHOULD BE THE TIME AT WHICH YOU EXPECT THE RESULT TO BE KNOWN.

Note: Please note BHAGI paragraph 23 requiring abandonments for Jump Racing because of hard ground to take place no later than 8.00am the day before the meeting.

GUIDELINES FOR ABANDONING MEETINGS

ABANDONING ON RACEDAY

The overriding consideration in respect of all abandonment decisions is that racecourses should give racing every chance to take place if at all possible.

This policy has been accepted by all parties in racing. At the same time there is a need to inform racing professionals and the racegoing public as early as possible of any inspections or abandonments, so that they can make alternative arrangements.

The table below outlines key times to consider when planning inspections and the effects on the racing community of abandoning at those times.

CLERKS OF THE COURSE SHOULD UPDATE THEIR GOING INFORMATION DETAILS ON THE RACING ADMINISTRATION WEBSITE WHENEVER THERE IS A CHANGE OR IF AN INSPECTION IS CALLED. THE RESULT OF ANY INSPECTION OR DECISION TO ABANDON SHOULD BE POSTED AS SOON AS IT IS AVAILABLE (THIS PROCEDURE IS DETAILED IN THE OCTOBER 2009 GUIDANCE NOTE PROVIDED BY WEATHERBYS). WEATHERBYS SHOULD BE INFORMED AS SOON AS THE GOING LINE IS OPEN (SEE BELOW FOR TIMINGS).

Time	Event	Consideration
6.30am	Contact RCA with details for TalkSport Bulletin	Information collated by RCA for distribution to TalkSport.
6.50am	TalkSport Racing Bulletin (weekdays Only)	Racing bulletin. Abandonment news will also be on radio news. News generally repeated on the hour.
7.00am	Horses departing from now on	Depending on First race time, Trainers will want to know the chances of racing going ahead as they will be preparing horses to leave for the races.
7.00am	RCA update to PA and Teletext	Update RCA contact as necessary.
8.50am	TalkSport Racing Bulletin (Saturdays and Sundays Only)	Racing Bulletin. Abandonment news will also be on radio news. News generally repeated on the hour.
9.00am	Racing Professionals/Racegoing Public departing for afternoon meetings	Abandonment before this time gives racing professionals the chance to switch meetings. Although the time will vary according to the distance that has to be travelled, the later the abandonment the more disruption this will cause.
10.00am	Overnight declarations close	Abandoning between 9.00am and 10.00am should be avoided. Trainers will not have sufficient time to make changes to their running plans. The opportunity to declare for the following day could be lost.

12.00noon	6 Day entries close, racing professionals/racegoing public depart for evening fixtures.	Opportunity for trainers to re-enter horse elsewhere will be lost. Exact time will vary (as per 9.00am above).
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REMEMBER:

IT IS BETTER TO HAVE AN EARLY ANNOUNCEMENT TO KEEP EVERYONE INFORMED, EVEN IF A FURTHER INSPECTION IS NEEDED. THIS ALSO REDUCES THE TELEPHONE CALLS REGARDING THE CHANCES OF RACING.

THE TIME OF THE INSPECTION SHOULD BE THE TIME AT WHICH YOU EXPECT THE RESULT TO BE KNOWN

Annex C to BHAGI 3.2
Dtd 1 Oct 2010

***3rd Report (Declaration morning)	Date	Time	Going
****4th Report (Day Before Racing)	Date	Time	Going
Official Going on Day of Racing Clerk of the Course			
Change to the Going During the Day Clerk of the Course			
<u>After walking and inspecting the course I confirm that the going on the day of racing</u>			
and any change to the going during the day was as stated Chairman of the Stewards Panel			
**** Position of stalls(state position)			
..... Clerk of the Course			

* By 16.30 on the day prior to the closing of entries
 ** Afternoon the day prior to declarations
 *** By 08.30 on the morning of declarations

**** On the day before raceday Note: for fixtures with 24 hour declarations this is only necessary if there has been a change since the 3rd report
 ***** By 08.30 on the day of declarations

BHA GENERAL INSTRUCTIONS

No 3.3
Dtd 1 Jun 2010

To: Managing Executives
From: The Chief Executive
Subject: CHANGES TO THE TRACK, STABLES OR BUILDINGS

Tracks and Buildings

1. When it is intended to make changes of a permanent nature to the track, stables or buildings including stands and access routes used by the Stewards, Officials, licensed persons or integrity services the Managing Executive must initially consult the Racecourse Department and then follow such consultation processes as recommended. Plans of such changes, including any updated versions when amendments are subsequently made, must be sent to the Racecourse Department and Integrity Service Providers as soon as they have been drawn up. No work on such changes shall commence until approval has been obtained from the Racecourse Department.

2. Where significant track reconstruction work has taken place (for example, new bend or wholesale track realignment) the Managing Executive must arrange a gallop over the appropriate area(s) before the staging of fixtures. The gallop must:

- take place no less than 10 days before a scheduled fixture unless otherwise agreed by the Racecourse Department;
- involve a minimum of 3 horses;
- be attended by an Inspector of Courses and Jockeys' Safety Officer (or his representative);
- be communicated in advance to the National Trainers Federation.

3. In addition, plans of any other proposed building work which, once constructed, may interfere with the sight lines of:

- a) the Stewards or BHA Officials, or,
- b) any position used by the integrity services

must be sent to the Racecourse Department and Integrity Service Providers as soon as they have been drawn up.

4. Permission is not required when on a particular day's racing it is necessary to alter the alignment of any part of the track or reposition any portable fences or flights of hurdles temporarily.

New Materials or Equipment

5. In the interests of safety, no new design, equipment or materials are to be introduced on to any racecourse for use during races without written approval first having been obtained from the Racecourse Department.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 3.4
Dtd 2 April 2011

To: Managing Executives
From: Chief Executive
Subject: COURSE LAYOUT

Plan of Course

1. A plan showing the detail clearly as laid down in Annex A updated as necessary must be displayed in the Weighing Room. A copy must also be displayed wherever possible in the Jockeys' Changing Room. Any changes affecting the accuracy of this plan are to be notified to the Racecourse Department.

Starting Positions

2. All starting positions are to be marked by a permanent sign with letters/numbers which clearly show the distance of all races started from them.

a) For Flat races the front of the stalls or the position of the 'Flip' or Flag Start is to be aligned with the fixed marker block (the Starting Post). When these markers need to be replaced, and assuming that the start has not moved, racecourses are to install their own markers that must be:

- a concrete block with a minimum size of 200mm x 400mm;
- positioned at least 1m behind the running rail and so that it lines up with the front edge of the stalls;
- painted so that it is easily visible with the distance clearly marked on it;
- set into the ground so that it may be mowed or strimmed over.

Marker blocks must be sufficiently maintained to ensure that they remain easily visible and in good condition.

Where a racecourse creates a brand new starting position, a professional surveyor must be contacted regarding the surveying in of the start. The Senior Inspector of Courses is also to be contacted to ensure compliance with the BHA's protocol for measuring start distances.

b) For Jump races the notice showing the distance is deemed to be the Starting Post.

Note: In exceptional circumstances the Stewards may give permission for a race to be started by a 'Flip' or Flag Start from a position up to a maximum of 40 yards in front of the Starting Post.

Furlong Markers

3. Clearly visible furlong markers, marked on both sides, and placed on both sides of the course are to be sited on all Flat courses in the straight or for the last four furlongs whichever is the greater. A clearly visible one furlong marker is to be sited on all Jump courses where the distance from the last obstacle to the winning post is greater than one furlong. All racecourses should also feature half furlong poles, on either side of the course in the final furlong only, to enhance visibility for Judges in adverse weather conditions. Advertising on furlong markers is permitted, with prior agreement from an Inspector of Courses, in the form of a semi-circular capping over the number display. Advertising attachments to the supporting post of the numerical display are not permitted.

Marker Poles

4. a) Flat Racing (keeping straight at the Start)

All turf and All Weather Track Flat courses, except Chester and Southwell (turf), are to have two sets of marker poles with four snap clips at each applicable start. Marker poles are to be erected on both sides of the course at a standard distance from each start of 80 yds. However, this distance may vary depending on local circumstances and as agreed with the Inspector of Courses. Marker poles are to be made from BHA approved running rail with a minimum diameter of 8cm and when erected are to be a minimum of 8 feet in height. The top 4 feet of marker pole is to be matt orange in colour (colour code: PANTONE 804C) with the remainder white. To ensure complete stability each marker pole is to be attached to the running rail upright with two double ring snap clips. The clips must be in place on the rail uprights at the distance away from the start, as agreed with the Inspector of Courses, two hours before racing. The position of the marker poles from the start must be permanently marked. The marker poles and four spare clips are to be available in the Weighing Room two hours before the time of the first race for collection by the Advanced Flag Operator. A notice must be posted in the Weighing Room indicating those starts where marker poles will be in place and the distance they will be placed from the start.

b) Flat Racing ('walk-in' procedures at 'Flip' Starts)

Where a 'Flip Start' is used at specific long-distance starts, e.g. Goodwood and Salisbury, the procedures outlined in c) below shall also apply except that the poles are to be erected 10yards behind the 'Flip Start' equipment. Furthermore, the same protocol must be adopted where **any** Managing Executive is aware before racing that it will be obliged to use the back-up starting procedures outlined in BHAGI 10.1 paragraph 10.

c) 'Jump' Racing ('walk-in' procedures at 'Flip' Starts)

To facilitate procedures for starting 'Jump' races all courses staging 'Jump' racing are to have a set of marker poles (with four snap clips) to the same specification as those for Flat racing above. The poles are to be erected on both sides of the course 2 yards behind the 'Flip' Start equipment. The method of attachment shall also be as detailed above and consequently running rail must be in situ at the appropriate places.

Screens and Number Boards (electric, electronic or manual)

5. The following alterations to the official race card must be displayed on screens or number boards:

- a) non-runners;
- b) declared Riders with allowances claimed if appropriate;
- c) in Flat races, the draw;
- d) extra weight or variation of weight or weight allowance;
- e) colours;
- f) declarations that horses are wearing a hood, blinkers, visor, eyeshield, eyecover, or sheepskin cheek pieces or any combination thereof or a tongue-strap;
- g) positioning of the stalls.

This information is to be displayed continuously or at regular intervals until the horses are started.

6. Screens and/or number boards, visible from all enclosures, are to be provided. They are also to be capable of showing the going, results and signals as required under Rule (B)79. Screen and number board staff are to be in communication with the Clerk of the Scales.

Display Boards

7. At least one display board to show copies of Stewards' enquiry reports, photo finish prints and race timing slips is to be provided in a public enclosure.

Running Rails

8. Running rails are defined as those rails which horses run between during the normal course of a race. Running rails define the extent of the course unless Markers are deployed in accordance with paragraph 13 or there is a natural boundary or perimeter fence.

Running rails must be of a design approved by the BHA, (see note below) unless horses do not normally run against them during the course of a race. The same restriction applies to lead-in rails to fences and hurdles, rail used for dolling-out, and short sections of running rail. In addition, it must be ensured that the following have been installed on the racecourse:

- a) approved running rail on the outside of all bends and pull up areas;

- b) a 'backboard' at the end of every chute. 'Backboards' must be 6 feet 6 inches high and span the width of the chute. Where 'backboards' are of a non-plastic material, approved running rail must be installed in front of them;

- c) a plastic wing 'return' (18 feet long and 6 feet 6 inches high) down both sides of the back of all chutes.

All running rail must be correctly installed and maintained at all times. Before each race procedures must be carried out to check that the running rail is properly in place throughout the fixture.

Previously approved metal or wooden rails may only be used in certain places with the approval of the Inspector of Courses as perimeter fence to define the extent of the racing surface.

All lengths of running rail which are points of access to the racing surface (e.g. slip rails) are to be colour distinguished.

Note: All new approved running rail must be date stamped (both month and year) by the manufacturer.

9. The gap between running rail and any crowd barrier, backboard fencing, or advertising hoardings must be as wide as it can be without otherwise affecting existing Safety Factors but in any event such gap must be at least 1 metre wide. However, the gap between any newly installed running rail and/or crowd barrier, backboard fencing or advertising hoardings must be at least 2 metres wide, unless otherwise agreed with the Inspector of Courses. Crowd barriers 2 metres or less behind running rails must not have sharp protrusions (e.g. pointed metal railings are not permitted). Other objects, e.g. timing boxes or furlong markers, which are not 2 metres or more behind the running rail must be properly padded.

Loose Horses

10. Managing Executives must consider the following options so as to minimise the risk of injury to horses and Riders posed by loose horses:

- a) use of angled chutes (using wings and/or running rail);
- b) use of false rail;
- c) use of broad tape;
- d) leaving hurdles (that are due to be removed in readiness for a National Hunt Flat [NHF] race) in situ when a Steeple Chases(s) is still due to be run;
- e) mounted outriders.

Consultation must take place with the Inspector Courses before any of the above options are implemented or if for any reason it is not suitable to adopt any of them.

Padding

11. Padding of a type approved by the Inspector of Courses is to be applied to the uprights of running rails on the inside for a distance of 30 yds AFTER each fence or hurdle. If there is a possibility of horses jumping either side of a fence or hurdle, the uprights of both running rails are to be padded.

Crossing Places

12. Where moveable rails have to be used at crossing places arrangements are to be made to ensure the safety of riders and horses.

Markers – defining the Course

13. The Markers set out below can be used to define the correct course.

Note: Within any area Markers should be of the same type.

Flat Racing

a) The following Markers may be used (for example to 'block off' a different course) **as long as they are not deployed on the actual racing line** - i.e. the horses do not normally run immediately alongside them:

- yellow bollards;
- black and white hurdles;
- mobile trestles;
- white tape.

In addition, short sections of running rail may be used as a form of marker.

Jump Racing

b) The following Markers may be used to define the correct course, either by being deployed on the actual racing line or, for example, by 'blocking off' a different course:

- Black and white hurdles;
- Mobile trestles;
- White tape;
- Course Direction 'H' and 'C' Markers (see paragraph 15);
- *Plastic Wings (only to be used for NHF races);
- Yellow bollards (These are only to be used for 'blocking off' a different course and **never to be deployed on the actual racing line**).

Note: When flights of hurdles are removed and both wings left in situ in readiness for a NHF race, only red and white cones or yellow bollards are to be used (see BHAGI 3.6 paragraph 11).

In addition, short sections of running rail may be used as a form of Marker.

With the prior agreement of the Inspector of Courses markers may be deployed during a race to change the course lay out. These changes must be indicated on the weighing room map. If the Managing Executive wishes to modify these arrangements they must do so in consultation with the Inspector of Courses.

*Where NHF races are to be run between the Steeple Chase and Hurdle courses prior approval must have been received from the Inspector of Courses. In addition, the Stipendiary Stewards acting on the day of the meeting must be notified of this arrangement before racing commences.

14. When Riders have been ordered to bypass a fence or hurdle the route they should take shall be deemed to be the correct course even if this means passing the wrong side of one or more of the Markers highlighted in paragraph 13 **prior to reaching the obstacle**. It is to be ensured by means of providing a suitable gap that Riders then return to the Steeplechase/Hurdle course as applicable at the earliest opportunity. However, if, for example, the last fence in a Steeplechase is to be bypassed on the Hurdle course and there is no opportunity to return to the Steeplechase course it must be ensured that Riders complete the race on the Hurdle course.

Course Direction 'H' and 'C' Markers

15. Where Steeplechase and Hurdle courses diverge or cross, the Inspector of Courses may require Course Direction 'H' and 'C' Markers of the approved type (available from the Racecourse Association) to be erected. Each Marker must be affixed to a backboard 2 feet x 2 feet and mounted on a pole.

Whenever Course Direction 'H' and 'C' Markers are deployed, their siting must be indicated on the plan of the course in the Weighing Room and a specimen of the appropriate Marker(s) or appropriate A3 laminated colour photograph(s) must be displayed in the Weighing Room with the following notice:

Course Direction 'H' and 'C' Markers

Course Direction 'H' and 'C' Markers are in use at this course. A black 'H' on a yellow background indicates the Hurdle course. A white 'C' on a green background indicates the Steeplechase course [delete as applicable]. Riders must always leave the appropriate Marker on their **inside** unless they are instructed not to do so before a fence or hurdle because an obstacle is being bypassed as laid down in BHAGI 3.7. Should a horse not pass a 'H' or 'C' marker on the correct side his Rider must turn back and ride the course correctly from such point, or must pull up.

Note: The use of Course Direction 'H' and 'C' Markers in no way relieves Riders of their responsibilities under Rule (D)40 to consult the course plan.

Dolling Out - Flat Racing

16. Dolling out may be carried out to, for instance, preserve part of the course for use at a later date or to divert runners away from a bad patch of ground. It should be done in such a way as to make the best use of the remaining course. When dolling out, only a running rail and uprights of a pattern approved by the BHA may be used.

Dolling Out - Jump Racing

17. Dolling out may take place for the same reasons as in Flat racing.

In addition, any fences or hurdles which the Stewards may decide under Rule (B)9 (i.e. before the race starts) should be omitted must also be properly dolled out. The following Markers may be used:

- running rail and uprights;
- black and white hurdles;
- mobile trestles;
- red and white cones;
- yellow bollards.

Within any area, markers are to be of the same type. Furthermore, three direction markers (see BHAGI 3.7 Annex A) must be deployed centrally in the obstacle, but the use of the black and white hazard warning flag is **not** necessary in these circumstances.

To facilitate operations during racing at Winter/Evening fixtures, account should be taken beforehand of which obstacle(s) may need to be dolled out or omitted due to low sunlight (on the basis of historical precedent).

Information on Dolling Out

18. Information on dolling out is to be disseminated by:
- a) ensuring the Chairman of the Stewards and Stipendiary Stewards are informed;
 - b) marking any alterations on the plan of the course displayed in the Weighing Room and, where applicable, the Jockeys' Changing Room.

Dolling Out Near Winning Post

19. When horses are forced away from the usual running rail by dolling out near the winning post the usefulness of the reflecting mirror is likely to be impaired. Therefore, when it is decided to doll out near the winning post the Integrity Service Provider is to be informed

as far in advance as possible. Where courses have a standard dolling out procedure for certain meetings, each season the Integrity Service Provider is to be provided with the plans for this and informed of subsequent alterations.

20. The Integrity Service Provider is to advise the Managing Executive whether an adjustment of the mirror angle will produce an adequate result or whether the mirror should be mounted on a movable winning post positioned in the dolled out rail.

Winning Posts

21. The winning post must be sited on the opposite side of the course to the Judge's box and be completely vertical, stable and secure to make possible the production for the Judge of a clear and reliable mirror photograph. A survey mark set in concrete must define the location of the winning post to enable accurate alignment of the cameras/mirror. The side of the post facing the photofinish camera is to be specially painted (14c 35 matt vinyl emulsion pale duck egg blue except for the top 30cm which is to be painted matt white).

Security and siting of Winning Post

22. The winning post and attached supports are to be properly enclosed with a fence to protect them from interference. The winning post must be erected wherever possible at least 1.25 metres back from the running rail to achieve a 1 metre gap between rail and mirror when in position. Black backboards if used are to be mounted on a strong stable structure entirely separate from, and to the rear of, the winning post.

23. On permanent winning posts with a black backboard a red and white disc should surmount the backboard directly on the winning line. Permanent and temporary winning posts without a black backboard should have a red and white disc surmounting the Winning Post. In all cases the red and white disc is to be near 60 cms/24 inches in diameter and face the oncoming riders.

24. Sponsors or other advertising signs e.g. 'horseshoes' are **not** to be attached to the winning post. Furthermore, if 'horseshoes' are used they must only be sited beyond the winning post. The only permitted attachment to the winning post is the photo finish mirror and the red and white disc as mentioned above.

Marker Post

25. On the opposite side of the course to the Winning Post there is to be a marker post. This should consist of a white post surmounted by a red and white disc which is to be near 60 cms/24 inches in diameter. The marker post should be positioned behind the rails between 30 cms/1 foot and 60 cms/2 feet after the winning line, and 1 metre behind the running rail, and face the oncoming Riders.

Temporary Winning Post

26. When the Integrity Service Provider states that a temporary Winning Post is necessary but the Managing Executive is unable to provide one, the Press attending the meeting are to be informed that the mirror photograph is unlikely to be of use in deciding the result.

Finishing Line

27. The position of the Finishing Line is to be indicated to Stewards and Officials by reference to a strip mown across the course. This mown strip is to be positioned so that, as far as practicable, it is bisecting the Finishing Line, although it is emphasised the strip is not itself the Finishing Line. It is to be suitably maintained so that there is no appreciable colour difference between it and the surrounding turf (i.e. it must not be mown so short that horses may be encouraged to jump it). The actual Finishing Line is marked on some racecourses by survey marks on the ground at each end of the line; on other racecourses the strip is to be mown while the photofinish is being set up before racing and survey poles are in place across the course to mark the actual finishing line.

75 High Holborn
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ESSENTIAL COURSE DETAIL TO BE DISPLAYED

- A. SEPARATE PLANS FOR DUAL PURPOSE COURSES
- B. STEEPLE CHASE & HURDLE TRACKS CLEARLY DISTINGUISHED
- C. RAILED AND UNRAILED SECTIONS OF THE COURSE AND ANY MARKERS WHICH DEFINE THE COURSE.
- D. POINT OUT THE INDIVIDUAL STARTS - STEEPLE CHASE, HURDLE & FLAT.
- E. THE WINNING POST(S)
- F. ALL FENCES (INCLUDING SIDE BY-PASSED) – PLAIN, OPEN DITCH OR WATER JUMP.
- G. APPROXIMATE LOCATIONS OF HURDLES (INCLUDING SIDE BY-PASSED)
- H. VEHICLE CROSSINGS
- I. HORSEWALK, ENTRY & EXIT TO COURSE
- J. ROUTES TO THE START
- K. COLLECTING RING AREAS AT CERTAIN STARTS
- L. NOTABLE LANDMARKS, GRANDSTANDS, RESERVOIRS ETC.

BHA GENERAL INSTRUCTIONS

No 3.5
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: STEEPLECHASE COURSES & FENCES

Number and Width of Fences/Guard Rails

1. In a Steeplechase course there are to be at least twelve fences in the first two miles and each succeeding mile at least six fences. Each fence must be at least 30 feet in width. In exceptional circumstances, and with the agreement of the Inspector of Courses, the width of a fence may be reduced to less than 30 feet. Furthermore, any reduction in width from an existing dimension can only be implemented with the prior agreement of the Inspector of Courses.

2. There is to be at least one open ditch for each mile. In addition, one of the above fences may be a water jump. However, under no circumstances must the first fence to be jumped in a Steeple Chase be either a water jump or an open ditch. If it is intended to change the course by adding or omitting a water jump permanently or temporarily, the Managing Executive is to secure the approval of the Inspector of Courses beforehand in case the change necessitates the re-siting of other fences.

3. Where there are guard rails on any fence, the guard rails are to be protected with rubber padding and coloured orange. The top edge of a guard rail must not be higher than 2 feet 3 inches above ground level when measured to the vertical.

Plain Fences

4. Unless otherwise approved by the Inspector of Courses, fences may vary in height from a minimum (at the time of pre-season inspection) of 4 feet 6 inches measured on the take off side. All the fences on any one course are to be of the same materials; these may be:

- a) all birch, or;
- b) birch with the bottom brought out with spruce or other material approved by the Inspector of Courses to a maximum of 3 feet 6 inches up the face of the fence.

5. Fences are to be built on a base 6 feet to 6 feet 6 inches in depth measured from the front of the take-off board to a point on the ground directly below the extreme back of the fence. The slope of the fence, with or without an apron, is to reduce the thickness at the top to not less than 1 foot 6 inches. The top of the fence may be slightly rounded off from the take off side. Take-off boards are to be painted light matt orange.

Water Jumps

6. Fences are to be a minimum of 3 feet in height measured on the take off side.

The materials must be all birch, or birch with the bottom brought out 2½ feet to 3 feet to the take off board with spruce or an alternative material with the approval of the Inspector of Courses.

The overall width of the obstacle must be 11½ feet to 12 feet and the width of the water is to be 9 feet measured from the back of the birch to the lip of the water. The water must be a uniform depth of 3 inches.

All water jumps are to have a take off board painted in light matt orange and any ramped ground before the fence must not be built up by more than 6 inches unless otherwise decided by the Inspector of Courses.

Open Ditch

7. The overall base of the fence is to be between 7 feet 6 inches to 8 feet measured from the inside face of the guard rail to a point on the ground directly below the extreme back of the fence. Unless otherwise approved by the Inspector of Courses, the fence is to be not less than 4 feet 6 inches in height (at the time of pre-season inspection) measured from the ground level on the take-off side, and at least 2 feet thick. The top may be slightly rounded off on the take-off side.

8. The fence is to be made of birch or other suitable material. The turf in the ditch, dug out or level, is to be removed or sprayed a neutral colour. The material with which the fence is faced is to completely obscure the front frame rail of the fence as agreed with the Inspector of Courses. At least 2 feet of the 'ditch' must be exposed.

9. The take-off board, which is to be securely fixed, is to be between 1 foot 6 inches and 2 feet in height. The take-off board should slope at an angle of about 60 degrees to the ground. The take-off board is to be painted light matt orange and the top of the board is to be protected with rubber padding (also coloured orange).

10. There is to be a gate, large enough to allow the passage of a horse, in each wing of the fence at the ends of the ditch or the wing must be removable. If the ditch is dug out the ground, at its sides where it joins the wings, is to be sloped.

Portable Fences (Plain Fences or Open Ditches)

11. Portable fences made of timber or steel frames filled with birch may be introduced into existing Steeplechase courses with the agreement of the Inspector of Courses.

12. The fences are to be of a pattern approved by the BHA and must look like other existing fences. The Inspector of Courses or the Racecourse Department can provide construction details when requested.

Fences for Cross Country Races

13. In the case of Cross Country Races, which have been specially approved by the Authority, the minimum height of the fences may be lower than the dimensions laid down in paragraph 4 (above) provided that the dimensions, design and slopes comply with that laid down by the Racecourse Department (details available from the Racecourse Department).

Maintenance of Take-Offs and Landings

14. (i) to promote growth and achieve the desired going, fence positions should be able to be watered individually;
- (ii) pedestrian or light ride-on mowers are to be used for mowing take-off and landing areas of fences to minimise compaction;
- (iii) aeration of take-off and landing areas must be carried out frequently, albeit not to the detriment of the soil structure;
- (iv) where possible, sections of fences should periodically be dolled off to minimise wear and tear;
- (v) in certain circumstances fleece should be used to assist and promote growth on take-off and landings.

Wings

15. The wing is to be a minimum of 6 feet 6 inches in height and about 18 feet in length. It is to make an angle of 20 degrees to the running rail unless otherwise agreed with the Inspector of Courses. Alternative arrangements may be made in conjunction with the Inspector of Courses for those races run over a BHA approved Cross Country course.
16. The wing and wing supports are to be white plastic, or of natural growing substitutes (for example, hedges), but the materials and design of both are to be approved by the Inspector of Courses.
17. Where possible, the full height of the leading edge of both wings, when of plastic, is to be padded.
18. Except where an Inspector considers it impracticable, a white lead-in rail not less than 36 feet long should be used at the inside. The rail is to be of a design approved by the Authority. The leading end of the lead-in rail must be fronted by a bundle of birch.
19. Where advertising hoardings are attached to the back of fences they must be properly secured and must not extend beyond the height of the frame.

Lay-bys

20. Where a fence has an adjacent inner running rail, a lay-by 20 yards long and 2 yards wide must be provided on the landing side, unless otherwise agreed with the Inspector of Courses.

BHA GENERAL INSTRUCTIONS

No 3.6
Dtd 3 Oct 2011

To: Managing Executives
From: The Chief Executive
Subject: HURDLE COURSES, TYPE OF HURDLES

Number of flights

1. There are to be at least eight flights of hurdles in the first two miles of the course and an additional flight for every additional quarter of a mile. During a race two members of the racecourse staff (Fence Attendants) are to be stationed at every flight jumped twice in a race or one such member at a flight jumped once.

Timber Hurdles: dimensions and construction

2. Timber Hurdles are to be not less than 3 feet 6 inches from the top bar to the bottom bar. The standards are to be straight and are to extend as feet 1 foot 6 inches below the bottom bar; they are not to project above the top bar by more than is necessary to allow the feet to be driven firmly into the ground. The standards must be 3 inches by 2 inches, rounded off in a consistent radius from leading edge to rear edge, and are to project above the top bar by no more than 3½ inches. The five rails are to be 8 inches apart and all rails and struts are to be 2 inches by 1 inch with chamfered edges. The three middle bars are to be secured by dowelling with the struts and other rails secured with flat-headed 6mm coach bolts.

3. BHA approved brackets may be used to replace the mortice joints for bottom rails only, secured to the standards by two 6mm coach bolts. The the bottom bracket must be positioned in the 'U' position, and the rails positioned securely into the bracket before fixing with a 6mm coach bolt. At each flight of hurdles, both hurdles in situ and spares must be of uniform construction.

4. Timber hurdles are to be driven into the ground so that the bottom bar rests on the ground. The angle of the hurdle is to be such that the top bar is 37 inches above ground and the overlay from the top bar in the direction of racing is a measurement of 1 foot 8 inches beyond the bottom bar. Each flight of timber hurdles must be at least 30 feet in width. Any reduction in width from an existing dimension can only be implemented with the prior agreement of the Inspector of Courses.

5. Timber hurdles are to be made of ash and, only when ash is unavailable, oak.

6. Timber Hurdles are to be completely laced to the bottom with birch or other suitable material (gorse is not a suitable material). The take-off board is to be of external ply, ¾ inch – 1 inch thick and must be secured to and cover the bottom two rails so that it is flush with the ground when the hurdle is in position, and regularly painted matt orange.

7. The top rails and the tops of the standards, which are not to be capped or bound with metal, are to be protected with rubber padding applied before the timber hurdle is laced and are to be painted orange. Materials approved by the Inspector of Courses are to

be used. The top rails and standards to the take off board are to be completely padded, leaving no edges exposed. The padding is to be either high density polyethylene or closed cell foam rubber, a minimum thickness of ½ inch and covered by a durable matt orange material.

Maintenance

8. There are to be not less than four spare timber hurdles at each flight. Immediately after each race, or where necessary before the runners return on subsequent circuits, the ground staff are to work in pairs and be responsible for any necessary re-erection/replacement of hurdles. The quality of their work is to be checked by a person in authority going round the course during the race day.

9. When a hurdle has been hit out of line, it saves time to pull the hurdle out of the ground, fill in the holes with fine ash or sand and drive the hurdle back into the repaired holes. However, where there is insufficient time to effect this procedure, the hurdle must be by-passed (see BHAGI 3.7).

Hurdle templates

10. A hurdle template is to be provided at each timber hurdle (i.e. not at brush hurdles). Each template must have three edges with a bottom edge of 1 foot 8 inches which must be 62 degrees from the horizontal.

Removal of hurdles and wings

11. When a National Hunt Flat Race (NHF) precedes or follows a Steeple Chase, in order to allow sufficient time for the ground to be satisfactorily reinstated, consideration may be given to removing the flights of a hurdle and the wings immediately after the final hurdle race. If the flights are removed and both wings left in situ (see paragraph 19) five 30 inch red and white cones or yellow bollards must be placed in a line at regular intervals between the leading edges of the wings to ensure that Steeple Chase runners do not pass between the two hurdle wings. The bypassable area for the Steeple Chase course shall remain as outlined on the Weighing Room map.

If it is considered possible that the Riders may still take an alternative route, the hurdle wings and the flight of hurdles must remain in place in order to avoid any confusion. The removal of hurdles and wings should wherever possible be discussed and agreed with the Inspector of Courses and consideration should also be taken as to BHAGI 3.4 paragraph 10 (loose horses).

Brush Hurdles: Dimensions and Construction

12. Any Brush hurdles must comply with the dimensions and construction as laid down by the Racecourse Department and receive formal approval for use. Detail of the relevant criteria can be obtained from the Racecourse Department. The frame is to be made of metal.

13. The use of Brush Hurdles is only permissible at courses approved for such use by the Racecourse Department.

14. The method of moving Brush Hurdles on and off the track must be approved by the Inspector of Courses.

Timber and Brush Hurdles: Wings

15. The wing is to be a minimum of 6 feet in height and about 18 feet long. It is to make an angle of 20 degrees to the running rail unless, because of a lay-by, an Inspector of Courses decides that it should be less.

16. The wing is to be white plastic or of natural growing substitutes (for example, hedges) and, together with the wing supports, of a design approved by the Inspector of Courses.

17. Where possible, the full height of the leading edge of both wings, when of plastic, is to be padded.

18. Except where an Inspector considers it impracticable, a white lead-in rail not less than 36 feet long should be used at the inside. The leading end of the lead-in rail must be fronted by a bundle of birch.

19. The inside wings should, wherever possible, be removed and any holes filled in when the following circumstance arises:

- i) when NHF races are run on the Hurdles course and where there is a continuous running rail that defines the inside of the track.

Outside wings may be left in place where they are necessary to define the course.

Lay-bys

20. Where a hurdle has an adjacent inner running rail, a lay-by 20 yards long and 2 yards wide must be provided on the landing side, unless otherwise agreed by the Inspector of Courses.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 3.7
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: HAZARD WARNINGS AND STOP RACE PROCEDURES (ALL RACES),
FALLS, FENCE ATTENDANTS, BY-PASSING OF FENCES AND
HURDLES

Possible Hazard Warnings and Stop Race Procedures

1. There are specific and separate procedures for indicating where:
 - a) there may be a hazard ahead and/or an obstacle may need to be bypassed, and;
 - b) the race must be stopped.

Possible Hazard Ahead Procedure

(i) When there is the possibility of a hazard ahead (which will not necessitate the stopping of a race) a member of the racecourse staff MUST blow a Fox 40 whistle and wave a black and white chequered flag from behind the running rail to signal the presence of such a hazard to oncoming Riders. Care must be taken to ensure the flag is properly unfurled at all times. If necessary (for example, depending on track topography and the start in question), racecourses should have pre-planned procedures in place for the deployment of additional members of racecourse staff with black and white chequered flags (as agreed with the Inspector of Courses). In Flat races, if, for example, the stalls cannot be fully removed from the track when the horses are passing the start again, a member of the Stalls Team will also wave a black and white chequered flag from outside the running rail, as far down the track as possible, to alert oncoming Riders of the possible hazard.

Stop Race Procedure

(ii) When there is a major hazard ahead which is unable to be avoided and, in the opinion of the Managing Executive, necessitates stopping (and therefore voiding) a race, a Stop Race flag must be deployed and waved by pre-determined racecourse personnel on the instruction of the Clerk of the Course or nominated representative of the Managing Executive only. In addition, the person(s) waving the flag(s) must blow a Fox 40 whistle to ensure riders are aware of his presence. Managing Executives are responsible for the specific operating procedures and training that they put in place to optimise the deployment of Stop Race flags. These procedures must be clearly highlighted in all relevant documentation compiled, circulated and displayed by the Managing Executive.

Notwithstanding the above, it is recognised that Stop Race procedures will not be deployable in all circumstances where they may have proved beneficial (for example, owing to the suddenness of an incident and its proximity to the oncoming runners). Similarly, it is recognised that the procedures might be deployed in circumstances where it ultimately proved unnecessary to do so. A notice highlighting the significance of the black and white chequered and Stop Race flags must be placed in all weighing and changing rooms.

Falls – Repair of Course

2. When a horse has fallen in a Flat race or in any circumstances other than at an obstacle in a Jump race the ground in the area of the fall is not to be repaired until instructed to be so by the Stewards.

Fence Attendants/Other Personnel

3. During racing members of the racecourse staff (Fence Attendants), not involved in any other duties during racing, are to be stationed at each fence or flight of hurdles. Two Fence Attendants are to be stationed at every fence or hurdle jumped twice in a race, or one such Attendant at a fence or hurdle jumped once.

4. Personnel employed as Fence Attendants are to understand and be physically capable of fulfilling the requirements of the role.

5. In addition, all relevant permanent or casual personnel must be fully conversant with the duties of Fence Attendants laid down in this Instruction and as amended from time to time.

Bypassing of Fences and Hurdles - Training

6. A practical demonstration of the correct use of the bypassing equipment must be carried out before the first Jump meeting of the season and it must be ensured, by a comprehensive question and answer session, that all relevant personnel are aware of their responsibilities. Further practical demonstrations throughout the year are to be carried out as necessary. No Fence Attendant must be given the role without a full briefing.

Bypassing of Fences and Hurdles - General

7. In liaison with the Inspector of Courses, all fences and hurdles must be suitable for bypassing in accordance with Rule (B)49 if an obstacle is unsafe to jump. Examples include:

- injured horse or Rider on the take-off or landing side;
- broken section of an obstacle;
- insufficient time to reinstate a hurdle hit out of line.

The Managing Executive is to ensure that all bypassable obstacles (and the side on which they are to be bypassed) are clearly known before each fixture. It is also strongly recommended that all obstacles are bypassed on the outer. The information is to be included on a racecourse map and on a separate notice situated in the Weighing Room and changing rooms. In addition, a direction marker (Annex A) (or appropriate A3 laminated colour photograph) is to be displayed in the Weighing Room with the notice set out in Annex B.

Bypassing of Fences and Hurdles - Equipment

8. The Managing Executive is to ensure that:

a) at every fence or hurdle the following will be provided:

(i) three 4 feet. direction markers (see Annex A);

Note: A further direction marker will be required together with five 30 inch plastic cones of the approved type if the obstacle is bypassable on the inner or outer and has an extended lead-in.

(ii) one black and white chequered flag;

(iii) one orange flag - (veterinary assistance required);

(iv) one red and white chequered flag - (Doctor required);

(v) one white flag - (Ambulance required).

b) Fence Attendants are provided with a Fox 40 whistle as well as a distinctive tunic for wear during racing.

c) Racecourse Medical Officers and Racecourse Veterinary Surgeons who are deployed in the racecourse infield are provided with, and wear, tunics/armbands so that they can be clearly identified. Other racecourse staff that may deploy bypassing equipment must also be clearly identifiable (see paragraph 9).

Those Persons other than Fence Attendants who may use the Bypassing Equipment

9. The Course Foreman, Racecourse Medical Officers, Veterinary Surgeons or any other person at the express discretion of the Clerk of the Course may also, in exceptional circumstances, deploy the bypassing equipment as detailed above if the situation so demands.

Bypassing of Fences and Hurdles - Fence Attendants Duties

10. Fence Attendant(s) are to:

a) ensure that at the obstacle at which they are stationed, three direction markers, one black and white chequered flag, one orange flag, one red and white chequered flag and one white flag and one Fox 40 whistle are present;

Note: An additional direction marker and five approved plastic cones will be required a) if the obstacle is designated bypassable on the inner and has an extended lead-in on the inner, or b) if the obstacle is designated bypassable on the outer and has an extended lead-in on the outer (see Annex C).

b) as soon as possible after an obstruction occurs, plant the direction markers exactly opposite to the central position of any obstruction on the take-off or landing side, whether it be an injured horse or Rider or any essential equipment of the First Aid organisation dealing with such horse or Rider. No gaps should be left between each marker;

Note: Where an obstacle is preceded by an extended lead-in rail on the inner and is to be bypassed on the inside, the cones and an additional direction marker are to be positioned at the entrance to the lead-in (see Annex C).

The same applies where an obstacle is preceded by an extended lead-in rail on the outer and is to be bypassed on the outer;

c) proceed further down the course on the opposite side to which the obstacle is being bypassed, and signal to oncoming Riders, by means of the Fox 40 whistle and the black and white chequered flag, the presence of a hazard ahead. The position taken up by the Fence Attendant should ensure that Riders have sufficient time to react to the situation ahead (see Annex C). This distance should be increased if the obstacle is positioned soon after a bend;

Note: Fence Attendants must ensure that they do not obstruct any oncoming Riders' view of the direction markers.

d) prevent any unauthorized person from planting a direction marker, blowing a whistle or waving indicative flags etc;

e) ensure that all other ground staff involved in the setting-up of the bypassing procedures should subsequently take up a position such that they do not obstruct or distract oncoming Riders;

f) remove the direction markers (and cones if applicable) if the obstruction is cleared prior to the obstacle being jumped on subsequent circuits. However, they should remain in place if there is any chance that the safety of the Fence Attendant(s) or participants would be compromised by removing them, or there is insufficient time to remove all the equipment, or to avoid approaching riders having to make sudden manoeuvres to jump the obstacle;

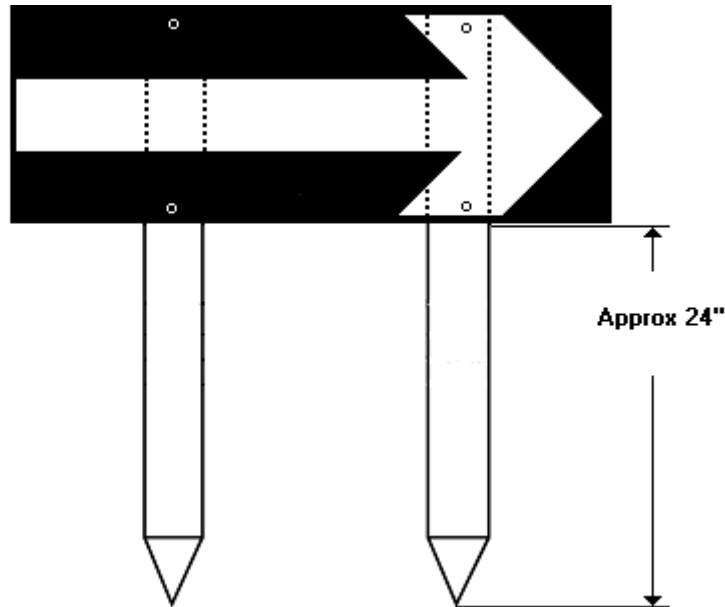
- g) if necessary, use the orange flag to signal that a Veterinary Surgeon is required at that obstacle;
- h) if necessary, use the red and white chequered flag to signal that a Racecourse Medical Officer is required at that obstacle;
- i) if necessary, use the white flag to signal that an Ambulance is required at the obstacle;
- j) if necessary, use the black and white chequered flag and Fox 40 whistle to signal the presence of a possible hazard ahead in other circumstances (e.g. a fall on the flat or between obstacles) where the hazard does not necessitate the stopping of the race. The position taken up by the Fence Attendant should ensure that Riders have sufficient time to react to the situation ahead;
- k) if necessary (that is, only if the Fence Attendant is one of the pre-determined personnel specified in paragraph 1[ii]), and upon instruction from the Clerk of the Course and/or nominated representative of the Managing Executive, use a Stop Race flag and Fox 40 whistle to signal that the race must be stopped and therefore voided.

11. Where the deployable equipment is removed from an obstacle when the obstruction has been cleared, the Fence Attendant(s) must stop signalling the presence of a hazard ahead.

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Illustration of Direction Marker & Lists of Hazard & Related Equipment	Annex A
Notice to Riders	Annex B
Illustration of Procedures when a Fence or Hurdle is to be bypassed	Annex C

ILLUSTRATION OF DIRECTION MARKER (not to scale) AND LISTS OF OTHER HAZARD RELATED EQUIPMENT



A Direction Marker consists of a 10mm thick Board 4 feet by 1½ feet with a PVC printed fluorescent yellow arrow on a black background with 2 wooden legs/uprights measuring 2 inches x 1½ inches x 42 inches as attachments.

Each leg/upright is secured to the direction marker by means of two 60mm long x 6mm zinc coated bolts with washers and wing nuts.

There must be approximately 24 inches of leg below the bottom of the direction marker, to allow the marker to be fixed in a fence or hurdle.

HAZARD RELATED EQUIPMENT CHECKLIST

Possible Hazard Ahead	Stop Race	Obstacle Bypassing (Jump Racing)
Fox 40 whistle(s)	Fox 40 whistle(s)	3 x Direction Markers
Black and white chequered flag(s)	Yellow flag(s)	5 x Approved plastic cones (when extended lead-ins)
		Fox 40 whistle(s)
		Black & white chequered flag(s)

NOTICE TO RIDERS

MARKING OF FENCES AND HURDLES WHEN OBSTACLES ARE TO BE BYPASSED

1. Three 4 feet direction markers will be planted either in the top of the fence, clear of the top level, or in the hurdle facing the oncoming horses, exactly opposite to the central position of any obstruction on the take-off or landing side, whether it be an injured horse or Rider, or any essential equipment of the first aid organisation dealing with such horse or Rider. The direction markers will denote around which side the obstacle is to be bypassed.

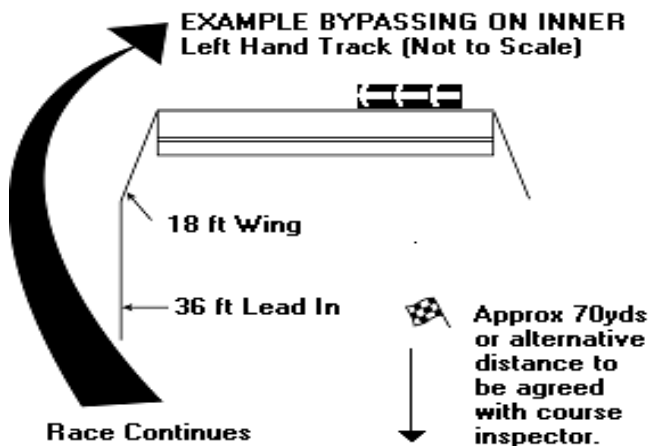
2. Either one or two Fence Attendants will also stand in a prominent position down the course, but on the opposite side to which the obstacle is to be bypassed, and:

- i) blow a Fox 40 whistle, and;
- ii) wave a black and white chequered flag to indicate the presence of a hazard ahead.

The position taken by the Fence Attendant(s) will be approximately 70 yards ahead of the obstacle.

3. Where a fence or hurdle with an extended lead-in-rail (i.e. more than 36ft) is to be bypassed, five cones must be deployed 5 yards apart and level with the leading edge of the extended lead-in. In addition, another Direction Marker must be inserted at the entrance to the lead-in.

ILLUSTRATIONS OF PROCEDURES WHEN A FENCE/HURDLE IS BYPASSED



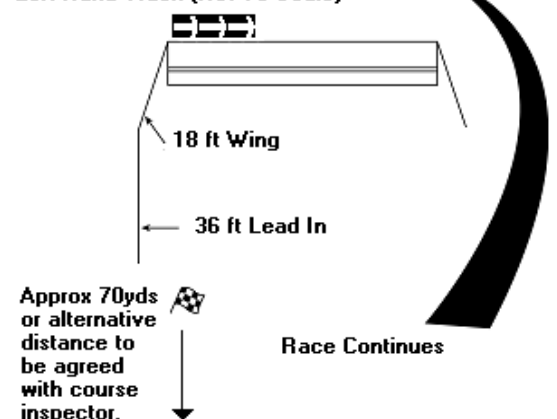
Example:

- Fence/Hurdle bypassable on inner
- Obstruction on outer
- Direction Markers inserted exactly opposite the central position of the obstruction
- Fence Attendant blows Fox 40 whistle and waves chequered flag, ensuring riders have sufficient time to react
- Horses bypass Fence/Hurdle and race continues

Example:

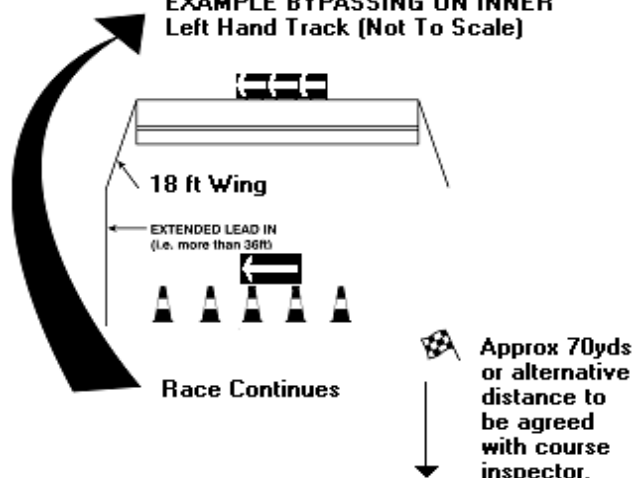
- Fence/Hurdle bypassable on outer
- Obstruction on inner
- Direction Markers inserted exactly opposite the central position of the obstruction
- Fence Attendant blows Fox 40 whistle and waves chequered flag, ensuring riders have sufficient time to react
- Horses bypass Fence/Hurdle and race continues

EXAMPLE BYPASSING ON OUTER Left Hand Track (Not To Scale)



OBSTACLES WITH EXTENDED LEAD-INS.

EXAMPLE BYPASSING ON INNER Left Hand Track (Not To Scale)



Example:

- Fence/Hurdle bypassable on inner
- Obstruction in centre
- Direction Markers inserted exactly opposite the central position of the obstruction
- Cones 5yds apart, level with leading end of extended lead-in
- Additional direction marker inserted at entrance to lead-in
- Fence Attendant blows Fox 40 whistle and waves chequered flag, ensuring riders have sufficient time to react
- Horses bypass Fence/Hurdle and race continues

Remember: Direction markers in fence/hurdle means:

- Do not jump fence/hurdle
- Continue Racing

BHA GENERAL INSTRUCTIONS

No 3.8
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: SAFETY FACTORS/POSITIONING OF STARTING STALLS

Increase of Safety Factor

1. No increase can be made to the Safety Factor unless an Inspector of Courses has approved the change, and unless it can be made public before the entry stage or, in the case of early closing races, the confirmation of entry stage for the races concerned. Such an increase will be relayed to the Racing Calendar Office by the Racecourse Department. The Racing Calendar Office will then notify relevant press/media outlets.

Reduction of Safety Factor

2. If the Safety Factor is to be reduced it should be made as follows:

- a) Wherever possible, prior to the publication of the final race conditions in the Racing Calendar, or
- b) before the entry deadline of the meeting at which the reduced Safety Factor is to take effect. This enables the reduction to be formally published on the Racing Administration site before the race(s) in question close or,
- c) at the latest and ONLY in an emergency situation where the meeting would otherwise be abandoned before the overnight declarations open, confirmed in writing (or by telephone if appropriate) to the Racecourse Department.

The reduction will be relayed to the Racing Calendar Office by the Racecourse Department. The Racing Calendar Office will then notify relevant press/ media outlets.

In the event that a change has to be made due to local circumstances, such as dolling out, and it is not possible to contact the relevant BHA Inspector or the Racecourse Department, e.g. weekends and Bank Holidays, you should inform the Racing Calendar Office directly and relevant press/media outlets.

Reduced Safety Factors Unnecessary

3. If a reduction in the Safety Factor is found to be unnecessary, the reversion to the normal Safety Factor is to be made public **before** the entry stage for the race(s) concerned. The information should be given to the Racecourse Department for transmission as above.

Safety Factors for Novice Races

4. The figures for novice races in the Safety Factor lists will also apply to:
 - a) Hurdle races for 3 years olds only from July to December and for 4 year olds only from January to June both inclusive;
 - b) Steeplechases for 4 year olds only from July to December and for 5 year olds only from January to June both inclusive.

Safety Factors for Two Years Old Races

5. In the interests of safety, the maximum number of runners in any race for two years old horses is **not** to exceed thirty. This is to be reflected in the published Safety Factor.

Positioning of Starting Stalls

6. To allow the public to know where on the track the stalls are to be positioned, the Racing Calendar Office is to be informed (see BHAGI 3.2). The Stewards may only alter the position of the Stalls in an emergency, or in exceptional circumstances. In addition, a notice is to be displayed on the notice board in the Weighing Room which indicates the stalls positioning for each race.

Note: 'In an emergency or exceptional circumstances' will usually mean that if the Stalls are not moved the meeting/races will have to be abandoned, or the course is riding significantly differently to that envisaged by the Clerk of the Course when he notified the Racing Calendar Office of the positioning of the Stalls.

7. For safety in long races on round courses, Starting Stalls are to be positioned on the side of the track on which they are to be removed, or on the outside of the track if the Starting Stalls can be removed from either side.
8. The minimum distance between running rails for accommodating numbers of horses started from Steriline Stalls is set out in Annex A. It must be ensured that there is sufficient distance between rails to accommodate the maximum number of runners which can be declared for each start.

75 High Holborn
London WC1V 6LS

Minimum Distance between Rails for Annex A
Starting Horses from Stalls

MINIMUM DISTANCE BETWEEN RAILS FOR STARTING HORSES FROM STALLS

HORSES	STALLS UNITS	DISTANCE BETWEEN RAILS STERLINE STALLS (metres)
Up to 10	1	10.650
11	2	13.025
12	2	13.925
13	2	14.825
14	2	15.725
15	2	16.625
16	2	17.525
17	2	18.425
18	2	19.325
19	2	20.225
20	2	21.500
21	3	23.875
22	3	24.775
23	3	25.675
24	3	26.575
25	3	27.475
26	3	28.375
27	3	29.275
28	3	30.175
29	3	31.075
30	3	32.350
31	4	34.725
32	4	35.625
33	4	36.525
34	4	37.425
35	4	38.325
36	4	39.225
37	4	40.125
38	4	41.025
39	4	41.925
40	4	43.200

NOTES:

1. THERE MUST BE ADEQUATE SPACE OUTSIDE THE RUNNING RAILS FOR STANDING THAT PART OF THE STALLS UNITS, EACH OF OVERALL LENGTH 10.650m (FOR STERILINE STALLS) WHICH IS NOT BETWEEN THE RUNNING RAILS.

2. SOME RACECOURSES WILL USE TAILOR-MADE STERILINE SINGLE-UNIT STALLS AND THE FOLLOWING DIMENSIONS APPLY:

14 BAY UNIT 14.22 metres

16 BAY UNIT 16.02 metres

17 BAY UNIT 16.92 metres

BHA GENERAL INSTRUCTIONS

No 3.9
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACETRACK FLOODLIGHTING

Essential Criteria for Racetrack Floodlighting

1. The following criteria shall apply to any racetrack floodlighting system installed on a licensed racecourse. The floodlighting system must be:

- a) installed, operated and maintained as laid down in the manufacturer's operating instructions;
- b) electrically wired in accordance with the Institution of Electrical Engineers Wiring Regulations (as amended from time to time) by an organisation approved by the National Inspection for Electrical Installation Contracting.

2. In particular, the following requirements must be met:

- (i) the vertical lighting illuminance to reach a minimum of 700 lux.

Note 1: The lighting requirements will differ around the winning line area and you must liaise this with the Racecourse Department and the photofinish provider;

Note 2: Minimum Lux levels are likely to need to be significantly higher if the distance between photofinish and Judges Box exceeds 85 metres;

- (ii) the location of all columns used to mount lamps must take account of sight lines from all Stewards' boxes. Columns must be at least 2.5 metres from running rail and if less than 4 metres must also be padded. The positioning of the columns must also be such that it produces an illuminated side-on view from the grandstand – silhouetting of the horses is not acceptable. Columns must also be located in such a way that they do not cast across the racing surface a shadow or shadows liable to affect a horse's performance. This also includes all occasions where a racecourse with floodlighting is staging a non-floodlit fixture.

- (iii) all necessary steps are to be taken to ensure the provision of acceptable colour picture quality from floodlit racing, and of usable camera patrol pictures for the Stewards. A nominated representative of the Managing Executive must therefore liaise closely with the Racecourse Department and Integrity Service Providers so as to ensure that such lighting is provided which allows cameras to operate correctly as far as exposure, colour rendition, resolution and other factors such as flare and lag effects are concerned.

Emergency Power Supply

3. For reasons of safety, there must be a suitable dual source of power supply available at all times to ensure continued illumination in the event of an electrical failure. The secondary source must continuously provide at least 10% of the designated track illumination level and supply power to Officials' rooms and broadcast facilities. Where the secondary power source is not provided by a generator, but from the Electricity Board mains, it must be from a different part of the Board's supply network to that of the primary source.

4. Unless the primary power supply fails during the course of a race, racing must not continue on the secondary source alone. The only exception to this is if the primary power supply failure affects a part of the course over which subsequent races will not be run (i.e. such races, including the pull up area, must still be entirely floodlit by the primary power supply). In these exceptional circumstances racing may continue, and also in the event of minor lighting loss, providing that the course is still considered safe for racing by the Stewards.

Visibility Operations at a Floodlit Meeting

5. The Managing Executive must ensure that the floodlights are switched to high beam by the time that the first horse has left the Parade Ring or, if the Judge cannot see the Parade Ring, by the time that the first horse sets foot on the track. The floodlights should not be dimmed until the last horse has left the track after each race.

6. In each race the Photofinish Operator must ensure that the photofinish lights have been switched on as the horses turn into the home straight for the last time or, in the case of a race run on a straight course, as the horses approach the last two furlongs.

Use of Floodlights at a Non-Floodlight Meeting

7. If the Judge is concerned about the natural light level during a meeting at a racecourse which has floodlights installed, the Clerk of the Course may receive a request from the Judge that the course should be illuminated.

Illumination of Walking Areas at Floodlit Meetings

8. All areas used by horses before and after a race must be well illuminated at floodlit meetings.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 4.1
Dtd 3 Oct 2011

To: Managing Executives
From: Chief Executive
Subject: STANDARDS FOR CAMERA PATROL AND TECHNICAL FACILITIES
FOR STEWARDS

General Camera Patrol Provision (Integrity Cameras)

1. The Stewards are to be provided with the number and the deployment of integrity cameras as laid down in Annex A, unless the variations in paragraph 2 apply. There must be sufficient cameras to ensure that the camera patrol integrity cover is not compromised in any way and is sufficient to enable the entirety of the racetrack to be covered by integrity cameras. In the event that a situation arises whereby camera patrol integrity cover is compromised or is not sufficient to ensure coverage of the entire racetrack, then an additional integrity camera(s) is to be installed as required additional to those listed in Annex A. The operational camera patrol integrity cover is laid down in Annex B.

Variations to General Camera Patrol Provision – Contract Video

2. The following variations to the general camera patrol provision are permitted:

At meetings where a sub-contractor approved by the BHA is used instead of the main Service Provider, a similar level of service should be provided.

Specification of Integrity Cameras

3. The specification for integrity cameras is full broadcast quality digital wide screen cameras either Standard Definition (SD) or High Definition (HD) with Triax control systems (or similar) fitted with broadcast quality 33:1 (or greater) zoom lenses with integral 2X range extenders. Where Triax cabling is not installed the signals may be transmitted via broadcast quality microwave links.

Ancillary Equipment

4. The following ancillary equipment or facilities in good working order are also to be in place viz:

- provision for each integrity camera output to be recorded onto a broadcast quality recording channel with time of day time code (see Annex D). Sufficient recording channels (usually six) to fulfil this function are required with at least two channels capable of clean still frame and slow motion facility. Up to four channels must be capable of synchronised playback;
- four 28 inch colour wide screen monitors in the Stewards' Room, one 21 inch colour monitor in the Stewards' Main Viewing Box and one 14 inch colour monitor in the Stewards' Alternative Viewing Box. All monitors must be capable of displaying wide screen pictures;

- talkback facilities from the Mobile Control Room (MCR) vehicle to the Stewards' Room and Stewards' Main Viewing Box;
- a private telephone system (of the conference call variety) between the Stewards' viewing positions and the Stewards' Room;
- a permanently installed jockeys call-up system from the Jockeys' Changing Room to the Stewards Room (internal PA system);
- a teletext decoder to supply betting information to the Stewards;
- necessary hydraulic platform vehicles (hoists), a Mobile Control Room (MCR) vehicle, audio and video routing equipment, cabling, control systems, talkback systems, microwave links and sufficient spare equipment to provide a reliable service. The MCR must be fully digital, meeting current Independent Television Commission (ITC) standards for the terrestrial broadcasters as detailed in the ITC Technical Performance Code.

In the event of a mains power failure, provision to enable at least the two prime cameras (head-on and side-on) to function and permit recording functions and communication between Stewards to be maintained.

When sub-contractors approved by the BHA are used, sufficient ancillary equipment or facilities in good working order are to be in place appropriate to the reduced number of cameras.

Personnel

5. The camera operators are to be skilled professional operators experienced in the coverage of horseracing for integrity purposes. An Integrity Replay Operator is to be provided, who will deploy the cameras in accordance with the General Instructions and direct their coverage accordingly. He/she will operate the recording and replay equipment and communicate directly with the Stipendiary Steward in accordance with the General Instructions. Two broadcast television engineers are to be employed, who will ensure all equipment operates in the required manner and repair any breakdowns that occur.

Equipment Maintenance

6. All relevant equipment (including all ancillary equipment) and any fixed facility is to be always tested on racedays, and regularly tested and maintained to a high level of reliability.

Camera Patrol Positions

7. All camera patrol positions which may be required at a racecourse are to be surveyed and agreed jointly, under arrangements made between the Head of Stewarding and the Stipendiary Stewards' Managers, the Clerk of the Course and the Integrity Service Provider. The Integrity Service Provider will advise the Head of Stewarding or the Stipendiary Stewards' Managers and the Clerk of the Course when each fresh position can be taken into use for the first time. These positions and their sight-lines are to be safeguarded such that optimum integrity cover is ensured.

8. In selecting camera patrol positions, account is to be taken of:

- a) provision of integrity cover for use by the Stewards in accordance with current instructions for operational camera patrol integrity cover (see Annex B);
- b) technical limitations on the optimum operation of cameras;
- c) accessibility and safety of position for camera operators and vehicles;
- d) communication between positions and the Mobile Control Room (MCR) vehicle;
- e) cost of providing the position.

Camera Patrol Service at Enquiries and Objections

9.

- a) Recordings are to be shown to the Stewards and to such other persons involved in an enquiry or an objection as the Stewards may direct.
- b) During enquiries and objections, the Integrity Replay Operator is to direct the replays as informed by the Stipendiary Steward.
- c) If suitable equipment has been provided by the Integrity Service Provider, the Stewards may wish to control the replays themselves from the Stewards' Room.

Availability of Recordings

10. All camera patrol cover and recordings may be shown, as desired, to the public, provided that the requirements of the Stewards and the Stipendiary Stewards are not delayed. After the last race, the Integrity Replay Operator is to make a DVD recording of the day's racing available to the Senior Stipendiary Steward acting on the day. Any person who receives a fine or suspension on the racecourse will automatically be offered a recording of the incident by a Stipendiary Steward. Provision of a recording can only be made through a Stipendiary Steward, and he will stipulate when passing on the request what part of the race and what views should be included.

The only other request, when a recording should be provided without the accompanying charge, is when a Stipendiary Steward requests a recording because the connections are aggrieved by the Stewards' decision to amend/not to amend the placings. Again, the request will come from a Stipendiary Steward, and state what part of the race, and which views, should be included.

Usual Views

Interference	- all views of the incident with 1 furlong run-in - continued through to the line if Rule (B)11.6 Enquiry
Whip	- all views
Running & Riding	- all views, whole race (including 5 seconds in Starting Stalls)

Anybody considering making a request should be advised to do so as early as possible, so as to ensure there is sufficient time to make the recording. Anybody who has made a request should be asked to ensure they pick up their recording, or make arrangements for the recording to be picked up on their behalf, no later than half an hour after the last race.

Note: Although every effort will be made to provide both trainer and jockey with an 'all views, whole race' recording following a Rule (B)59.2 finding, time constraints may result in only one recording being available. In the case of only one recording being available, it will be given to the jockey, unless advised otherwise.

Copies (DVD-R at HQ) of any suspension must be forwarded to the BHA within 48 hours of the race meeting. Copies of any other incidents as requested by the Stipendiary Steward (Betacam SP Standard or DVD-R at HQ, as requested) must be sent to the BHA as and when instructed, together with any relevant paperwork.

Retention of Recordings

11. A digital archive of all races recorded at each race meeting will be kept by RaceTech on behalf of the BHA. So as to ensure compatibility with the digital archive, contractual arrangements must be in place with the Integrity Service Provider (including any sub-contractor approved by the BHA) to ensure that all integrity camera race recordings are made in accordance with the requirements of Annex D. All recordings must be posted to RaceTech on the next working day or hand delivered to RaceTech within 2 working days.

12. Recordings can be submitted in either SD or HD but not a mix of both. Any racecourse wishing to submit recordings in HD must have sought and received in advance the written consent of the BHA. Such consent will also specify a date from which HD recordings may be submitted.

Complaints

12. Complaints received from the Stipendiary Steward on a raceday relating to the camera patrol service must be attended to immediately, and necessary action is to be taken to remedy the matter and prevent a reoccurrence.

Note: Complaints will be reported by the Stipendiary Steward to the BHA via the Stewards' Report Form, as well as to the Integrity Service Provider.

Performance Standard

13. Unacceptable:

Any significant camera feed failure which adversely affects the ability of the Stewards to carry out their duties, unless circumstances occur which are outside the control of the Integrity Service Provider.

75 High Holborn
London WC1V 6LS

Number and Deployment of Integrity Cameras	Annex A
Operational Camera Patrol Integrity Cover	Annex B
Required Variations to Monitor Installations	Annex C
Recording Requirements for the BHA Digital Archive	Annex D

Annex A to BHAGI 4.1

Dtd 3 Oct 2011

NUMBER AND DEPLOYMENT OF INTEGRITY CAMERAS

SERVICE PROVIDER		INTEGRITY (NORTH)						
	H/O	AUX H/O	S/O (1)	REM 1	REM 2	REM 3	REM 4	
AINTREE (GRAND NATIONAL)	Y	Y	Y	Y	Y	Y		H/O is either/or, not both
AINTREE	Y	N	Y	Y	Y			
AYR (WESTERN MEETING)	Y	Y	Y	Y	Y			
AYR (FLAT)	Y	N	Y	Y	Y			
AYR (SCOTTISH NATIONAL)	Y	N	Y	Y	Y			
AYR (JUMPS)	Y	N	Y	Y	Y			
BANGOR	Y	N	Y	Y	Y			
BEVERLEY	Y	N	Y	Y	Y			
CARLISLE (FLAT)	Y	N	Y	Y	Y			
CARLISLE (JUMPS)	Y	N	Y	Y	Y			
CARTMEL	Y	N	Y	Y	Y			
CATTERICK (FLAT)	Y	N	Y	Y	Y			
CATTERICK (JUMPS)	Y	N	Y	Y	Y			H/O is mounted on a tripod and skid for best position
CHESTER	Y	N	Y	Y	Y	Y		
DONCASTER (LINCOLN & ST LEGER)	Y	Y	Y	Y	Y	Y		REM 2 operator operates 2 nd H/O as required
DONCASTER (FLAT)	Y	Y	Y	Y	Y			REM 2 operator operates 2 nd H/O as required
DONCASTER (JUMPS)	Y	N	Y	Y	Y			
HAMILTON	Y	N	Y	Y	Y			
HAYDOCK PARK (FLAT)	Y	N	Y	Y	Y			
HAYDOCK PARK (JUMPS)	Y	N	Y	Y	Y			
HEXHAM	Y	N	Y	Y	Y			
KELSO	Y	N	Y	Y	Y			
MARKET RASEN	Y	N	Y	Y	Y			
MUSSELBURGH (FLAT)	Y	N	Y	Y	Y			
MUSSELBURGH (JUMPS)	Y	N	Y	Y	Y			
NEWCASTLE (FLAT)	Y	N	Y	Y	Y			
NEWCASTLE (JUMPS)	Y	N	Y	Y	Y			
NOTTINGHAM	Y	N	Y	Y	Y			
PERTH	Y	N	Y	Y	Y			
PONTEFRACT	Y	N	Y	Y	Y			
REDCAR	Y	N	Y	Y	Y			
RIPON	Y	N	Y	Y	Y			
SEDGEFIELD	Y	N	Y	Y	Y			
SOUTHWELL	Y	N	Y	Y	Y			
THIRSK	Y	N	Y	Y	Y			
UTTOXETER	Y	N	Y	Y	Y			
WETHERBY	Y	N	Y	Y	Y			
WOLVERHAMPTON (FLAT)	Y	N	Y	Y	Y			
WOLVERHAMPTON (JUMPS)	Y	N	Y	Y	Y			
YORK	Y	N	Y	Y	Y	(Y)		REM 3 for races over 1m 2f

NUMBER AND DEPLOYMENT OF INTEGRITY CAMERAS

SERVICE PROVIDER		INTEGRITY (SOUTH)						
	H/O	AUX. H/O	S/O (1)	REM 1	REM 2	REM 3	REM 4	
ASCOT (ROYAL)	Y	Y	Y	Y	Y			
ASCOT (OTHER SPECIALS)	Y	Y	Y	Y	Y			Victoria Cup, Festival, King George and Bovis meetings
ASCOT (FLAT)	Y	Y	Y	Y	Y			H/O is either/or not both
ASCOT (JUMP)	Y	N	Y	Y	Y			
BATH	Y	N	Y	Y	Y			
BRIGHTON	Y	N	Y	Y	Y			
CHELTENHAM (FESTIVAL)	Y	N	Y	Y	Y	Y		
CHELTENHAM	Y	N	Y	Y	Y			
CHEPSTOW (FLAT)	Y	N	Y	Y	Y	Y		Operates REM 2 if straight race, REM 3 if round
CHEPSTOW (JUMPS)	Y	N	Y	Y	Y			
EPSOM (DERBY)	Y	N	Y	Y	Y	Y	Y	
EPSOM	Y	N	Y	Y	Y			
EXETER	Y	N	Y	Y	Y			
FAKENHAM	Y	N	Y	Y	Y			
FOLKESTONE (FLAT)	Y	N	Y	Y	Y			
FOLKESTONE (JUMPS)	Y	N	Y	Y	Y			
FONTWELL	Y	N	Y	Y	Y			
GOODWOOD	Y	Y	Y	Y	Y			
HEREFORD	Y	N	Y	Y	Y			
HUNTINGDON	Y	N	Y	Y	Y			
KEMPTON (FLAT)	Y	N	Y	Y	Y			A second S/O camera is deployed for the sprint course
KEMPTON (JUMPS)	Y	N	Y	Y	Y			
LEICESTER (FLAT)	Y	N	Y	Y	Y			
LEICESTER (JUMPS)	Y	N	Y	Y	Y			
LINGFIELD (AWT)	Y	N	Y	Y	Y			
LINGFIELD (TURF)	Y	(Y)	Y	Y	(Y)			2 nd H/O is REM 2 camera moved round
LUDLOW	Y	N	Y	Y	Y			
NEWBURY (FLAT)	Y	N	Y	Y	Y			
NEWBURY (JUMPS)	Y	N	Y	Y	Y			
NEWMARKET JULY	Y	N	Y	Y	Y	(Y)		REM 3 for races over 1m 6f
NEWMARKET ROWLEY	Y	N	Y	Y	Y	(Y)		REM 3 for races over 1m 6f
NEWMARKET ROWLEY (OTHER SPECIALS)	Y	Y	Y	Y	Y	(Y)		REM 3 for races over 1m 6f
NEWTON ABBOT	Y	N	Y	Y	Y			
PLUMPTON	Y	N	Y	Y	Y			
SALISBURY	Y	N	Y	Y	Y			
SANDOWN (FLAT)	Y	N	Y	Y	Y			A second S/O camera is deployed for the sprint course
SANDOWN (JUMPS)	Y	N	Y	Y	Y			
STRATFORD	Y	N	Y	Y	Y			
TAUNTON	Y	N	Y	Y	(Y)			
TOWCESTER	Y	N	Y	Y				
WARWICK (FLAT)	Y	N	Y	Y	Y			
WARWICK (JUMPS)	Y	N	Y	Y	Y			
WINCANTON	Y	N	Y	Y	Y			
WINDSOR (FLAT)	Y	N	Y	Y	Y			
WINDSOR (JUMPS)	Y	N	Y	Y	Y			
WORCESTER	Y	N	Y	Y	Y			
YARMOUTH	Y	N	Y	Y	(Y)			

OPERATIONAL CAMERA PATROL INTEGRITY COVER

1. The cameras will provide the standard operational camera patrol integrity cover as laid out below. It is understood that to avoid unnecessary duplication of cameras the camera outputs are also used for televised coverage of a race meeting.

2. Image Size

The size of the image of any individual horse must not be smaller than that which will allow the Stewards to monitor the actions of the rider and horse, subject to any limitation which may be imposed by the capability of the camera over extreme distance or in poor light. This limits the amount of the field which can be covered by a camera when a field becomes extended. Therefore, it is necessary for patrol cameras to share this coverage between them in such a way that the actions of as much as possible of the field are recorded, except as follows: in the finishing straight of a flat race or from the penultimate fence or hurdle of a Jump race, it is of paramount importance for the head-on and side-on cameras to concentrate on the front of the field, where the horses which will probably be placed are running, so that the rear of the field may have less than optimum cover in these closing stages of a race, although the scout cameras may provide some cover.

3. Head-on Camera

This camera is to provide cover of the whole field while all horses are running together, but is to drop back to cover the rest of the field behind that part covered by the side-on camera whenever the field becomes extended. As the field extends further, so that this part can no longer be all covered at one time, it will be necessary for the camera to sweep up and down slowly between the front and rear of this part. Care must be taken that the first horse to be covered by this camera must not be behind the last horse to be covered by the side-on camera, and in consequence some overlap of the cover by these two cameras will occur. As soon as the leading horses enter the finishing straight in a flat race, or reach the penultimate fence or hurdle of a Jump race, the head-on camera must have moved up the field to cover these and, as far as depth of field of the lens allows, the following horses in the finishing straight. At the finishing line, the leading horse will appear at the bottom of the shot; the camera is to follow this through after the line insofar as this is possible, while retaining cover of the remaining horses in contention until they are beyond the finishing line, by progressively widening the shot.

4. Side-on Camera 1 (integrity)

This camera is to provide continuous cover of the horses running together in contention at the front of the field throughout a race, although a leading horse which draws away from the field may be omitted from the cover as soon as it is apparent that it cannot be interfered with by those horses following. At the finishing line, this camera will dwell on the line for long enough for all the horses in contention to pass through the shot, this shot being wide enough for the horses passing through it to be identified easily.

Side-on Camera 2 (TV production)

This camera is used for the televised output at some meetings. If available it should be recorded and made available to the Stewards, if required.

5. Remote Cameras (any position)

Remote cameras are positioned around a course where they may best enhance the local standard of cover, which would otherwise be unsatisfactory by the head-on and side-on cameras, and they form part of an interlinked and continuous cover of racing; the deployment of remote cameras depends upon the distance over which races are run. The front of an approaching field is to be covered and the cover is to drop back to the rear of the field as the horses pass away from a camera. Where a remote camera is able to cover the finishing straight, it will normally cover the rear of the field up to the last horse in contention reaching the line.

6. Responsibility for Correct Cover

It is the responsibility of each individual camera operator to provide the cover appropriate. However, the Integrity Replay Operator, from the MCR, is to co-ordinate and, if necessary, direct the coverage being provided from individual cameras in order to obtain the best coverage in accordance with these instructions by the unit as a whole. It is understood that the cameras will also be used for the television coverage of the meeting.

7. Completion of Cover

All cameras will follow the field to the winning line, which they will cover as instructed above until all horses in contention have reached the line.

8. Special Requirements for Cover

In the event that a Stipendiary Steward has a special requirement in covering a particular race or a parade or the parade ring, he will discuss with the Integrity Replay Operator whether and how this additional cover may be met using the cameras deployed, without jeopardising the standard cover of racing required above and the television coverage of the meeting.

REQUIRED VARIATIONS TO MONITOR INSTALLATIONS

ALL COURSES	Four 28 inch wide screen monitors installed in the Stewards' Room
GOODWOOD	One monitor permanently installed in the Stewards' Main Viewing Box
LINGFIELD PARK	One monitor permanently installed in the Stewards' Main Viewing Box
NEWCASTLE	Four monitors permanently installed in the Stewards' Main Viewing Box A permanently installed talkback system between the two positions A permanently installed CCTV system between the two positions consisting of two cameras and two viewing monitors for the cameras
SOUTHWELL	Four monitors permanently installed in the Stewards' Main Viewing Box A permanently installed talkback system between the two positions A permanently installed CCTV system between the two positions consisting of two cameras and two viewing monitors for the cameras

RECORDING REQUIREMENTS FOR THE BHA DIGITAL ARCHIVE

- Separate recordings of all camera views and the cut version of the race must be made.
- All recordings to be made on Sony XD CAM discs
- All Standard Definition (SD) recordings must be DVCAM 25Mbps only.
- All High Definition (HD) recordings must be MPEG HD420 35mbps only.
- Recordings must be made in either SD or HD but not a mix of both.
- Record only one raceday per disc. More than one disc can be used per view if the number of races on the day make it necessary but meta data must be recorded to each disc.
- PA sound (to include race off, race commentary and result announcements) must be recorded on audio tracks 1 and 2. If possible clean commentary should be recorded on audio track 3 and sound effects on audio track 4.
- All discs must be labelled using the Bar Code labelling software supplied by RaceTech.
- All discs must have Weatherbys meta data recorded to them using the OB Application software supplied by RaceTech. If there is no Weatherbys data available manual data must be carried out on the race day.
- All recordings must be sent to RaceTech at the end of each day:

RaceTech
88 Bushey Road
Raynes Park
London
SW20 0JH

BHA GENERAL INSTRUCTIONS

No 4.2
Dtd 1 Jun 2010

To: Managing Executives
From: The Chief Executive
Subject: STANDARDS FOR PHOTOFINISH

Photofinish Provision

1. a) For all race meetings the Judge is to be provided with a full electronic photofinish system, operated by competent operators (see paragraph 5), which is capable of recording every finisher. The system must include two colour cameras (as in paragraph 2) and the facility to record the elapsed time between each finisher.

b) In the event of any breakdown of equipment, or of either the operator and/or the camera not arriving on a racecourse, a fail safe system for their replacement must be established so that there is sufficient back-up to replace them before or during racing.

Equipment Specification

2. All camera equipment is to be of a professional standard, to produce clear and sharp images in varying light conditions, and with good quality lenses which produce an adequate image size, enabling the Judge to place the horses. The equipment must be capable of working under all weather and light conditions which are safe and suitable for racing to take place.

Essential Facilities

3. The following essential facilities must be in place:
 - a means whereby a mirror image is available to the Judge covering at least half the track;
 - a means whereby the degree of enlargement of the image is the maximum possible consistent with retaining a clear definition and allowing the horses concerned in the photofinish to be identified;
 - a video feed and monitor to enable the Judge to watch the race and to see a slow motion replay if required;
 - a cursor line on the photofinish viewing equipment;
 - means to enable the Judge to view the photofinish image in the Judge's box and to be able to communicate with the photofinish operators;
 - a means to allow the official result from the photofinish equipment to be returned to Weatherbys electronically;

- a means to enable the photofinish operator to be able to communicate with the Stalls Handlers Team Leader, in order to establish that the electronic timing mechanism is working prior to each race;
- racecourses should contact the Racecourse Department for details of the format, schema and structure that should be used to return the photofinish official results data.
- an electronic feed of pre-photofinish data is available from Weatherbys. The format and method of this electronic feed can also be obtained from the Racecourse Department;
- a back-up power supply in the event of power failure during racing sufficient for at least three races.

Ancillary Equipment

4. Suitable ancillary equipment, sufficient to enable the maintenance of all standards laid down in this Instruction, is to be provided. This includes facility equipment to enable the photofinish image to be shown on CCTV where CCTV is available and is provided by the service provider.

Personnel

5. Contractual arrangements are to be in place with the Integrity Service Provider to ensure that the photofinish operators provide the Judge with all necessary support and assistance to ensure that the camera images best illustrate the result and that the Judging Procedures are carried out in all respects. Managing Executives are ultimately responsible for ensuring that the photofinish operators are to be fully trained in all requirements.

A trainee photofinish operator should attend a minimum of 20 training days under instruction, on the racecourse, during racing. The trainee is to have a log sheet, signed by the Judge on each day, to record training, and be passed as qualified by the Judge on the last day of training.

Whilst the list below is not exhaustive, the following criteria must be met within the operator's training:

A fully trained operator should:

- a) be capable of setting up and derigging all photographic and computer equipment;
- b) have total familiarity with the software and its capabilities, for example, to move the image and zoom in;
- c) understand the principles of reflection and refraction and how to apply these when setting up the mirror;

- d) be able to correctly judge the speed of horses and set the image capture software accordingly;
- e) understand the need and be able to set focus and light settings as they vary during a race, and particularly as the horses cross the finishing line;
- f) be able to improve the image captured by adjustment of the software settings;
- g) understand the equipment and its operation, be able to carry out fault finding procedures, and be able to correct minor faults.

Equipment Maintenance

6. All relevant equipment (including ancillary support equipment) is to be regularly tested and maintained to a high level of reliability. Additionally, the photofinish equipment is to be fully installed and tested at least one hour before racing commences and the Judge notified if there is any failure of equipment at least half an hour before racing starts.

Prints and Retention

7. Prints, where necessary, shall be provided at a meeting in accordance with the Judging Procedures. Contractual arrangements must also be in place with the Integrity Service Provider to ensure that electronic photofinish images are retained and that copies of the electronic image are produced for the BHA, when required, in accordance with Annex A.

Complaints

8. Complaints received from a Judge relating to the photofinish are to be attended to immediately, and necessary action is to be taken to remedy the matter and prevent a reoccurrence.

Note: Complaints will be reported by the Judge to the Judges' Team Principal, who will in turn report to the BHA and the Integrity Service Provider.

Performance Standard

9. Electronic image available within 30 seconds of end of race. Prints to be available before following race and produced to the satisfaction of the Judge.

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STIPULATED RETENTION PERIODS FOR PHOTOFINISH MATERIAL

<u>Retention Period</u>	<u>Library Material</u>
One year after the raceday on which the material originated	Electronic Photofinish images
For a period to be notified in each case	Electronic images of specific races where retention is required for more than one year
For an indefinite period as archival material	Electronic images of the five Classic races, the Ascot Gold Cup, the Grand National, the Cheltenham Gold Cup, the Champion Hurdle and the King George VI Steeplechase.

WHEN COPIES OF THE ELECTRONIC IMAGE ARE REQUIRED FOR THE BHA

Where a dispute arises over a Judge's decision, the BHA may call upon the Integrity Service Provider for the electronic photofinish image if considered necessary for the determination of the result. The BHA will require the Integrity Service Provider to provide electronic photofinish software to enable the electronic photofinish image to be reviewed by them and by the Judge's Team Principal.

BHA GENERAL INSTRUCTIONS

No 4.3
Dtd 2 April 2011

To: Managing Executives
From: The Chief Executive
Subject: STANDARDS FOR STARTING STALLS

Starting Stalls Provision

1. For all runners in all Flat races and for all Stalls Tests conducted on racedays, the Starter is to be provided with Starting Stalls in good working order and of a design approved by the BHA.

Ancillary Equipment

2. Suitable ancillary equipment, sufficient to enable all standards laid down in this Instruction to be maintained, is to be provided. This must include appropriate towing vehicles dedicated to moving the Starting Stalls, together with such items as blindfolds, lead reins, cables and sufficient spare equipment as is necessary to provide a reliable service.

Equipment Maintenance

3. Racecourses – through contractors as applicable – are responsible for ensuring all relevant equipment (including all ancillary support equipment) is regularly tested and maintained to a high level of reliability. In particular, all equipment should be tested on the day of racing to ensure that it is working properly and ready to use.

Personnel

- 4.
- (i) The Starting Stalls Handlers are to be a competent, trained and accredited team, working under the direction of the Starter, and supervised by an experienced Team Leader. All training must be in line with agreed standards to enable assessment and accreditation by the BHA.
 - (ii) A **minimum** of eleven handlers (which includes the Team Leader) must be provided on any raceday. However, in exceptional circumstances (e.g. injury sustained by a Stalls Handler on a raceday) the Stewards may, after appropriate consultation, permit a race to be started from Starting Stalls with fewer than eleven handlers.

In addition to the above minimum number of handlers, there must be an additional 'Leader' for every three declared runners over 20 and two additional 'pushers' for every 10 runners over 20.

- (iii) Racecourses are strongly advised to employ further handlers in addition to the requirements of point (ii) when, on the basis of the types of race programmed, a fixture is likely to attract, for example, a greater number of inexperienced and/or sprint distance runners than would normally be expected. Start locations (for

example, those where exposed or close to the crowd) should also be taken into consideration.

(iv) For each meeting, appropriate communication must take place beforehand between the racecourse and the Integrity Service Provider to ensure that the required staff and equipment arrive on the raceday. The Starting Stalls Team must be appropriately equipped in accordance with Health and Safety legislation.

Complaints

5. Complaints received from a Starter relating to Starting Stalls or Stalls Handlers are to be attended to immediately and necessary action is to be taken to remedy the matter and prevent a reoccurrence.

Note: Complaints will be reported by the Starter to the BHA, racecourse and to the Integrity Service Provider. Repeated complaints are likely to result in disciplinary action under Rule (F)15.

Performance Standard

6.

(i) Any Starting Stalls failure which adversely affects the start of a race is unacceptable and the racecourse and/or stalls Integrity Service Provider must provide the BHA with a report detailing the circumstances behind such malfunctions.

(ii) Average loading times for races per field size over any period of 1 month should not be exceeded:

Field Size	Loading Time
Up to 8	1.25 min.
9 – 12	2 mins.
13 – 20	2.75 mins.

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BHA GENERAL INSTRUCTIONS

No 4.4
Dtd 1 Jun 2010

To: Managing Executives
From: The Chief Executive
Subject: FIXED FACILITIES FOR INTEGRITY SERVICES & SIGNING ON

Fixed Facilities For Integrity Services

1. The maintenance of fixed facilities for Integrity Services (for example, photofinish room, broadcast office, side-on camera position, access stairs, associated fire precautions, track-side roads and running rail gaps) is the responsibility of the Managing Executive, advised, as necessary, by its integrity services provider.

Note: Computerised photofinish equipment needs to operate within an ambient temperature range between 10 degrees centigrade and 28 degrees centigrade, and steps must therefore be taken to ensure that photofinish rooms are maintained within these temperatures.

Mobile Control Rooms/Reporting for Duty

2. The Mobile Control Room (MCR) vehicle must arrive no later than two hours before the advertised start time of the first race.

3. In order to ensure awareness of the raceday availability of Integrity Service Providers, the Managing Executive must ensure that relevant Team Leaders, of the Integrity Service Provider for the integrity services detailed below, sign on for duty in the Weighing Room at least two hours before the advertised start time of the first race:

- a) Photofinish;
- b) Camera Patrol;
- c) Starting Stalls;
- d) Public Address (with ROCS & VEMCOM).

4. A fresh reporting list, which includes those listed above, is to be provided at or near the place where racecards are issued in the Weighing Room from the time when the Weighing Room is opened on each raceday.

Failure to Sign On

5. The reporting list is to be inspected two hours before the advertised start time of the first race, and appropriate action is to be taken in the event of a Team Leader not having signed on for duty.

Retention of Reporting Lists

6. The completed reporting lists are to be retained for a minimum of four weeks and may then be destroyed.

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BHA GENERAL INSTRUCTIONS

No 4.5
Dtd 1 Oct 2010

To: Managing Executives
From: Chief Executive
Subject: PUBLIC ADDRESS ANNOUNCEMENTS

Authorised Persons

1. The following persons are authorised to use a racecourse public address system from one hour before the first race until the 'Weighed In' announcement has been given after the last race:

- a) BHA Officials;
- b) public address staff;
- c) persons approved by the Stewards;
- d) persons authorised by the Managing Executive.

2. A member of the Public Address staff is to be on duty within the Broadcast Office throughout the hours of racing, except when attending to a technical breakdown, when alternative cover should be provided.

3. The Managing Executive must ensure that a competent trained person is provided to cause announcements to be made at the direction of the Managing Executive or the Clerk of the Scales.

Types of Announcement

4. Official announcements have been categorised into three grades:

a) Emergency Announcements

These announcements are to be made in accordance with the racecourse contingency plans when an emergency arises.

b) Official Racing Announcements

These announcements are to be transmitted over the public address system and CCTV and must take precedence over all announcements except emergency announcements. Announcements falling within this category are set out in Annex A.

c) Routine Racing Announcements

These announcements are only required to be transmitted on the public address system; they do not have to be put out over the CCTV system. They must not at any time delay the transmission of announcements referred to in sections a) and b), above.

Announcements falling within this category are set out in Annex B.

Other Messages and Announcements

5. When announcements other than those mentioned above are made they are to be interrupted if they overrun the time at which official announcements must be made. For example, but without imposing limitations on what may be broadcast, the broadcasting of the auction for the winner of a selling race may be interrupted at any time by official announcements.

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Official Racing Announcements
Routine Racing Announcements

Annex A
Annex B

OFFICIAL RACING ANNOUNCEMENTS

Serial	Announcement	At the Direction of/or by	When made
Non Runners			
1.	'Racegoers are advised that in race X Horse No Y (name) will not run. (The reason may be given).'	Clerk of the Scales	When informed and repeated as necessary
Additions & Approved Changes of Rider			
2.	'Jockey change in race X. Horse No Y (name) will now be ridden by	Clerk of the Scales	When informed and repeated as necessary
Runners & Riders			
3.	'The runners, riders (and draw) are as in your raceday programme, with the following exceptions.' (see serial 2 & 4)	Clerk of the Scales	1st Race Immediately after the time of declaration Subsequently After the winning horse from previous race has left the unsaddling enclosure, or after the auctioneer has finished
Changes to the Race Programme			
4.	Variation in weights, colours etc.	Clerk of the Scales	Immediately after the riders have been weighed out

Serial	Announcement	At the Direction of/or by	When made
Withdrawal of Horses			
.	'No X (name) has been withdrawn from the race because of & did not start. Racegoers are advised that their bets on No X (name) will therefore be refunded by bookmakers and the Tote.'	Clerk of the Scales	For any withdrawal which may occur between the closing time of declarations and before the start of the race
6.	'The current price at the time No X (name) was withdrawn was Under the Rules of Betting, bookmakers are entitled to deduct pence in the £ off any winning bets made prior to the withdrawal of this horse.'	Clerk of the Scales	If the current price at the time of the withdrawal was 14-1 or under. Immediately after the race at the request of the Betting Ring Manager
7.	'The current price at the time No X (name) was withdrawn was Under the Rules of Betting, no deductions by bookmakers are authorised off any winning bets.'	Clerk of the Scales	As above when price was over 14-1
8.	'At the time No X (name) was withdrawn no market had been formed. Under the Rules of Betting, all bets struck prior to the announcement of withdrawal shall be settled at starting price.'	Clerk of the Scales	At the request of the Betting Ring Manager
9.	'At the time No X (name) was stated to be a non-runner no market had been formed.'	Clerk of the Scales	At the request of the Betting Ring Manager

Serial	Announcement	At the Direction of/or by	When made
The Start			
10.	'They're Off.'	Starter/ Commentator	When the Starter releases the Starting Stalls/Gate or drops his flag
11.	Explaining a delay to the Start.	Clerk of the Scales	If an undue delay occurs the reason for which is not apparent to the public. At the request of the Starter or Stipendiary Steward
False Start/Recall			
12.	'False Start, false start, the horses have been recalled.'	Starter/ Judge	When a false start has been confirmed
The Result			
13.	'First (number 1 Cry No More), second (number 2), third (number 3), fourth (number 4).'	Judge	After race
	'The full result of the X race First (number 1 Cry No More), second (number 2 Philearcus) and third (number 3 Proud Feelings). Fourth horse was (number 4 BallyBoy).'		
	(for race with 5 th and up to 10 th prizes, the 5 th and up to 10 th horses should be included)		
	*'The distances were 2 lengths and 1 length.'		

Serial	Announcement	At the Direction of/or by	When made
	<p>*Alternatively (when only two horses finish): ‘The winning distance was two lengths.’</p> <p>*Alternatively (when only one horse finishes): ‘Finished alone.’</p> <p>*Alternatively (when no horse has finished): ‘As no horse has completed the course, the Judge is unable to declare a result and racegoers are advised to hold on to all betting tickets.’</p>		
14.	<p>*‘The official time of the winning horse was,’</p> <p>Alternatively: ‘The official hand start time of the winning horse was,’</p> <p>Alternatively: ‘No official time was taken.’</p> <p>*these announcements are repeated.</p>	Judge	After race

Result with the Photofinish

15.	<p>‘Photofinish, photofinish.’ or ‘First (no 6 Cry No More), and a photofinish for second place’ (repeat). *The horses concerned in the photofinish for (second) place are, in race programme order, (number 2 Philearcus) and (number 3 Proud Feelings).’</p> <p>*only names of horses concerned in the photofinish are announced if the result of the photofinish is likely to be delayed.</p>	Judge	After race
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Serial	Announcement	At the Direction of/or by	When made
Result of Photofinish			
16.	'Here is the result of the photofinish for (first) place. First (number 1), Cry No More, second (number 2), third (number 3) and fourth (number 4).' Then full result and distances as above.	Judge	As necessary
17.	Deleted.		
18.	'Photofinish prints will be displayed for X place in the Y race' (or, 'For technical reasons no photofinish prints will be displayed for this race').	Judge	As necessary
Prints on CCTV (if Integrity Service Provider's CCTV available)			
19.	'The photofinish for X place will only be displayed on the CCTV.'	Judge	When a print will not be displayed

Serial	Announcement	At the Direction of/or by	When made
Judge reconsiders Decision			
20.	'The Judge is reconsidering his decision. Racegoers are advised to hold on to all betting tickets.'	Judge	If, before the 'weighed in' announcement has been given, the Judge becomes aware that the result may be incorrect
Correction to Result			
1.	'There is a correction to the result of the X race. Second was (no 2) and not (no 5) as previously stated. The full result is first (number 1, Cry No More), second (number 2, Philearcus), third (number 4, Proud Feelings) and fourth (number 13, BallyBoy).'	Judge	As necessary
Stewards Amend Result			
22.	'The result of the 2 o'clock race, the XY Stakes, was incorrect and the Stewards have confirmed the following corrected result: first (number 1, Bessie), second (number 4, Flossie), third (number 6, Bedsocks) and fourth (number 8, Nightmare). The distances were a short head and the same. All bets still stand on the original result, but the records of the race will be amended.'	Clerk of the Scales/Judge	When Stewards confirm a correction

Serial	Announcement	At the Direction of/or by	When made
Enquiries			
23.	‘Stewards’ Enquiry. There is a Stewards’ Enquiry. Racegoers are reminded to hold on to all betting tickets until the result of the Stewards’ Enquiry is announced.’	Clerk of the Scales	If an enquiry is called for under Rule (B)11.6
24.	‘The Stewards are holding an enquiry into interference involving X and Y at the Z furlong marker. Racegoers are reminded to hold on to all betting tickets until the result of the enquiry has been announced.’	Clerk of the Scales	If an enquiry is called for under Rule (B)11.6
25.	‘Here is the result of the Photofinish.’ (then follow 16, above). Add ‘The racegoers are again reminded that a Stewards’ Enquiry is in progress and all betting tickets should be retained until the result of the enquiry has been announced.’	Judge	When result is announced subject to Stewards’ Enquiry. Judge to check situation if in any doubt.
26.	‘There is a Stewards’ Enquiry into the last race but this does not involve the winner (or other placings) and its placing will not be altered.’	Clerk of the Scales	If time for objecting has passed
27(i).	‘There is a Stewards’ Enquiry into the last race but this not involve the winner (or other placings) However, the time for objecting has not passed: and racegoers are reminded to hold on to all betting tickets until the result of the enquiry is announced’. This will be followed by:	Clerk of the Scales	If time for objecting has not passed

Serial	Announcement	At the Direction of/or by	When made
27(ii).	'The Stewards' Enquiry into the last race is continuing, but the time for objecting has passed and the placing of the winner (or other placings) will not be altered.'	Clerk of the Scales	After time for objecting has passed
28.	Text of any reports on enquiries which might affect the result.	Clerk of the Scales	As necessary

Review Announcement (Potential Rule (B)11.6 Enquiries)

29.	<p>(i) 'The Stewards are reviewing video recordings of a possible incident in the last race (at about the X furlong marker) and a further announcement will follow shortly. In the meantime, racegoers are advised to hold on to all betting tickets.' This will be followed by either:</p> <p>(ii) 'Stewards' Enquiry.' See serial 23, above, or;</p> <p>(iii) the weighed in announcement and a Rule (B)54/(B)55 announcement (see Annex B);</p> <p>(iv) the weighed in announcement followed by a Noted Notice.</p>	Clerk of the Scales	As soon as possible after the race
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Objections

30.	'A notice of objection has been made by X who is considering lodging an objection and is currently reviewing the race. Racegoers are reminded to hold on to all betting tickets. A further announcement will be made shortly.'	Clerk of the Scales	If a person is considering lodging an objection
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Annex A to BHAGI 4.5
Dtd 1 Oct 2010

Serial	Announcement	At the Direction of/or by	When made
31.	'The objection has been confirmed. An objection by (for example, the second) to (for example, the winner) was lodged on the grounds of XYZ. Racegoers are again reminded to hold on to all betting tickets until the result of the enquiry has been announced.'	Clerk of the Scales	If the person has decided to lodge an objection
32.	'The notice of objection has been withdrawn. The placings remain unaltered.'	Clerk of the Scales	If the person has decided not to lodge an objection
33.	'Objection. An objection has been lodged by X to Y. Details will be given later, but racegoers are reminded to hold on to all betting tickets until the result of the enquiry has been announced.'	Clerk of the Scales	If any objection is called for under Rule (B)11.6
34.	'The objection by X to Y was lodged on the grounds of XYZ. Racegoers are again reminded to hold on to all betting tickets until after the result of the enquiry has been announced.'	Clerk of the Scales	As in 33
35.	Text of any reports on objections which might affect the result.	Clerk of the Scales	As necessary

Serial	Announcement	At the Direction of/or by	When made
Void Races			
36.	'The Stewards are holding an enquiry into the possibility of a void race, and therefore racegoers are advised to hold on to all betting tickets, as all horses in the race may be affected.'	Clerk of the Scales	When a race may be declared void
37.	'The Stewards have declared the last race void as no horse finished; all bets on the race are void and will be refunded.'	Clerk of the Scales	After Stewards' Enquiry or if no horse completes course (serial 13)
Weighed In			
38.	'Weighed in (pause), weighed in. The result is now official and racegoers can now collect winnings from any bets.'	Clerk of the Scales	After the riders have weighed in to the satisfaction of the Clerk of the Scales, the Judge has announced and confirmed his decision to the Clerk of the Scales on all placings, and the Stewards have cleared the race, heard an objection or concluded a Stewards' Enquiry under Rule (B)11.6

Serial	Announcement	At the Direction of/or by	When made
Tote Returns & Starting Prices			
1.	The Tote returns of the previous race. Must start with 'Subject to the placings being confirmed...'	Tote Manager	As soon as received Before the 'weighed in' announcement
2.	The Starting prices.		As soon as received
Auction			
3.	Result of the auction of the winner of the selling race with the name of the successful bidder.	Clerk of the Scales	When informed by the Clerk of the Course
Claims			
4.	'Horse number X is the subject of a claim.'	Clerk of the Scales	When a claim is made
5.	The name of the successful claimant with name of the horse concerned.	Clerk of the Scales	As soon as the price has been paid or secured
6.	'No claims received.'	Clerk of the Scales	As appropriate
Enquiry is being held (placings not affected)			
7.	'Having reviewed the race...' (and/or) 'The Stewards are holding an enquiry into the last race... ...race 3, concerning (for example) the fall of Cry No More. This does not affect the placings and their findings will be made public in due course.'	Clerk of the Scales	After the 'weighed in' announcement

Annex B to BHAGI 4.5
Dtd 1 Oct 2010

Serial	Announcement	At the Direction of/or by	When made
8.	The text of the report.	Clerk of the Scales	After the enquiry has been concluded
Reports by Trainer, Veterinary Officer, Rider			
9.	The text of the report.	Clerk of the Scales	As appropriate
Trainer able/unable to provide explanation for horse's performance			
10.	The text of the report.	Clerk of the Scales	As appropriate
Explanation for Public			
11.	(For example) 'The Stewards considered the running of X, ridden by Y, trained by Z, which (for example) finished last, but in the light of the trainers explanation, that (for example) last time out the horse had finished lame, they decided not to hold enquiry.'	Clerk of the Scales	As appropriate
Other Announcements			
12.	The decision of the totalisator manager about relevant pools when a race is void.	Tote Manager	If race declared void
13.	Calls for owners or trainers who may be required in the Weighing Room during racing.	Clerk of the Scales	As appropriate
14.	Warning to racegoers to clear the course because the horses are about to leave the parade ring.	Clerk of the Course	As appropriate
15.	Tote Jackpot and Placepot.	Tote Manager	As appropriate

BHA GENERAL INSTRUCTIONS

No 4.6
Dtd 3 Oct 2011

To: Managing Executives
From: Chief Executive
Subject: RADIO COMMUNICATIONS (ROCS & VEMCOM)

Radio Networks – Requirements

1. The following networks of radio communications set out in paragraph 2 are to be provided on all racedays.
2.
 - a) The Racecourse Operational Communication System (ROCS) – to enable essential communication between BHA Officials, the Clerk of the Course, Starter and, where applicable, Judge’s Announcer.
 - b) The Veterinary & Medical Communication System (VEMCOM) – to enable essential medical and veterinary communication.

Note: A communication link should also be in place to facilitate contact between the Stalls Handlers Team Leader and the Photofinish Operator to enable the rapid resolution of any problems relating to the timing of races.

3. The ROCS and VEMCOM networks may not be used for other purposes on a raceday, such as administrative functions. Additionally, other radio networks operated by the Managing Executive must not operate so that interference with these networks would result.

Equipment and Frequencies

4. All equipment used to carry out the functions of the ROCS & VEMCOM networks must be authorised by the BHA.
5. ROCS and VEMCOM must operate on the frequencies licensed to the BHA which must be high security frequencies. It is permissible for veterinary services to operate on a third frequency (where available) and be separated from medical services. However, the medical services must remain on the VEMCOM allocated frequency.

Allocation of Radios

6. The ROCS and VEMCOM radios are to be issued from the Broadcast Office on the selected frequency, and it is to be ensured that the correct number of sets are always available. The standard allocation of ROCS and VEMCOM equipment, and their deployment, is set out at Annex A. The Broadcast Office is to use a pro-forma such as that set out at Annex A to control the issue and return of radio equipment. For major meetings, or when additional Stipendiary Stewards, Judges, Racecourse Medical Officers or Racecourse Veterinary Surgeons etc. are in attendance, extra ROCS/VEMCOM radios are to be allocated as appropriate.

Standard Radio Procedures for all Users

7. All persons employed by the Managing Executive to use the ROCS or VEMCOM networks must be suitably trained beforehand in the use of the equipment.
8. Users of either the ROCS or VEMCOM network must observe the points on Radio Discipline laid down for effective use of the network (see Annex B).
9. The Network Controller (see paragraph 16) will call each user 15 minutes prior to the first race and receive a satisfactory response. Any user who fails to receive such a call or to have a response acknowledged, or experiences difficulty in operating a set, is to return the equipment immediately to the Broadcast Office so that the situation may be remedied.
10. Should interference develop during a raceday to the point where a change of frequency becomes necessary, the Network Controller will:
 - a) call all users, advise that a change to another frequency is to be made, and instruct that each user is to listen for the order to change;
 - b) having received and acknowledged a response from every user, instruct a change of channel to occur simultaneously;
 - c) after a pause, call up all users on the new frequency and obtain and acknowledge a further satisfactory response from each of them. In the event of any user not being contactable, the Network Controller will establish communication in some other way with that user, and cause the relevant set to be checked until communication has been re-established.
11. The frequencies allocated to the ROCS & VEMCOM networks are not completely secure and must therefore not be used to communicate confidential matters.

Special Procedures for Users

12. The routine messages for the ROCS network are laid down in Annex C. Radio silence must be observed during stalls loading on the Flat and whilst any race is in progress subject to an emergency situation. The VEMCOM network must be used solely for medical or veterinary matters.

ROCS Network

13. The **Starter's** Radio set is carried and operated by the **Starter**. He ensures that he can be contacted and gives the messages laid down in Annex C.
14. The **Judge's** Radio set is operated by the **Judge**. The Judge is to establish communication with the Clerk of the Scales and the Starter when he gets to the Judge's Box before the first race.

VEMCOM Network

15. The **Senior Veterinary Surgeon** and the **Senior Racecourse Medical Officer** are to act separately as Network Controllers for the veterinary and medical users on the VEMCOM network. They are to ensure that their respective users operate using correct procedures. All Veterinary Surgeons and Racecourse Medical Officers can pass messages to BHA Officials by relaying them to the Veterinary Officer or Clerk of the Course, or by asking him to get the intended ROCS user to flick his set to Channel 4.

The Racecourse Veterinary Surgeon and Racecourse Medical Officer attending a Stalls Test are to be in radio communication throughout the Test in case any emergency arises.

16. All Medical Ambulances are to be provided with a VEMCOM radio to enable communication to be maintained at all times.

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London WC1V 6LS

Standard Allocation and Deployment of Radios	Annex A
Radio Discipline	Annex B
Routine Messages for ROCS network	Annex C
ROCS Routine Messages for Starter's Signallers	Annex D

STANDARD ALLOCATION AND DEPLOYMENT OF RADIOS

Radio No	User	Channel	Issued	Returned
1	Stipendiary Steward	1		
2	Stipendiary Steward	1		
3	Clerk of the Scales	1 (trans)		
4	Clerk of the Course	1/4 (scan)		
5	Judge	1		
6	Starter x2	1		
7	Advanced Flag Operator	1		
8	Veterinary Officer	1/4		
9	Stable Guard	5		
10	Stable Guard	5		
11	Sampling Unit	4		
12	Racecourse Veterinary Surgeon	4		
13	Racecourse Veterinary Surgeon	4		
14	Horse Ambulance	4		
15	Recovery Vehicle Driver	4		
16	Racecourse Medical Officer	4		
17	Racecourse Medical Officer	4		
18	Medical Ambulance	4		
19	Medical Ambulance	4		
20	*Medical Ambulance	4		
21	Farrier	4		
22	Groundsman	4		
23	Jockeys' Medical Room	4		

Notes: Channel 1 = ROCS
Channel 4 = VEMCOM

All radios are hand held, except the transportable issued to the Clerk of the Scales

*Jump Meetings only

RADIO DISCIPLINE

Users of ROCS and VEMCOM radio sets must observe the following when using their sets:

- DO Carry the radio at all times from allocation.
- DO Leave the radio switched on from the time the network is opened until the radio is handed back to the Broadcast Office.
- DO Make it clear to others when you have finished all that you want to say; say 'OVER' at the end of each transmission and say 'OUT' at the end of the last transmission which you make.
- DO Be BRIEF: plan what you will say before you begin transmitting.
- DO Pause briefly after pressing the TRANSMIT SWITCH and before speaking; otherwise, your first words will be lost. Also, pause briefly before releasing the TRANSMIT SWITCH.
- DO Hold the set with the ANTENNA upright when using it.
- DO Carry it where you can easily HEAR messages which it receives; do not carry it in a pocket beneath clothing.
- DO Make sure the OFF SWITCH is not accidentally engaged.
- DO NOT CHANGE CHANNEL unless your Network Controller has told you to do so.
- DO NOT Continue to hold down TRANSMIT SWITCH after completion of each message.
- DO NOT Try to transmit until the previous user has finished and said 'OVER' or 'OUT'.
- DO NOT Try to transmit when close to/behind a large metal object or building, because you may be SCREENED.
- DO NOT Try to use the set inside a VEHICLE unless you have been provided with a special antenna.

ROUTINE MESSAGES FOR ROCS NETWORK

Serial	User	Message
---------------	-------------	----------------

IMPORTANT NOTE

- | | | |
|----|-----------|---|
| 1. | All users | All messages below are subject to the best practice guidelines laid out in BHAOP 1.1, Annex B |
|----|-----------|---|

CLERK OF THE SCALES' TESTS (15 MINUTES BEFORE TIME OF FIRST RACE)

- | | | |
|----|---------------------|---|
| 2. | Judge and Starter | JUDGE/STARTER TO CLERK OF THE SCALES – TEST CALL, OVER |
| 3. | Clerk of the Scales | JUDGE/STARTER, CLERK OF THE SCALES HEARING YOU LOUD AND CLEAR, OVER |

DURING RACING

- | | | |
|----|-----------------------|---|
| 4. | Starter | ALL HORSES HAVE ARRIVED AT THE START. |
| 5. | Judge | JUDGE ROGER AND IN PLACE, OVER. |
| 6. | Starter | AFO, ARE YOU IN PLACE, OVER? |
| 7. | Advance Flag Operator | AFO, AFFIRMATIVE (NOTE: AFO WILL LISTEN FOR PROMPT ON RADIO, THEN ACKNOWLEDGE VISUALLY WITH FLAG) |

However, if Starter receives no message from Judge the following procedures apply:

- | | | |
|-----|---------------------|--|
| 8a. | Starter | START TO SCALES, I HAVE NOT RECEIVED ANY ACKNOWLEDGEMENT FROM THE JUDGE. CAN YOU MAKE CONTACT, OVER? |
| 8b. | Clerk of the Scales | SCALES, ROGER.
SCALES TO JUDGE, DO YOU RECEIVE ME, OVER? |

If there is no response, the Clerk of the Scales will attempt to make contact via the telephone link. If there is still no response:

- | | | |
|-----|---------------------|--|
| 8c. | Clerk of the Scales | SCALES TO STIPENDIARY STEWARD, I AM UNABLE TO CONTACT THE JUDGE

SCALES TO START, PLEASE HOLD THE START UNTIL FURTHER NOTICE |
| 8d. | Stipendiary Steward | STIPENDIARY STEWARD, ROGER |
| 8e. | Starter | START, ROGER |

When the Judge or his appointed replacement is in the Judge's Box:

- | | | |
|-----|------------------------------------|---|
| 8f. | Judge/Appointed replacement | JUDGE TO START, JUDGE IN PLACE |
| 8g. | Starter | START, ROGER |
| 8h. | Clerk of the Scales | SCALES, ROGER |
| 9. | Starter
(As and when necessary) | START TO SCALES, THE START WILL BE DELAYED BECAUSE..... |
| 10. | Clerk of the Scales | SCALES, ROGER |
| 11. | Judge/Announcer | JUDGE, ROGER |

Radio Silence must then be maintained until the Judge/Judge's Announcer has announced the placings or called for a photograph (whichever is the earlier unless the circumstances outlined below occur).

IN THE EVENT OF A HORSE BEING WITHDRAWN

- | | | |
|-----|---------------------|--|
| 12. | Starter | START TO SCALES |
| 13. | Clerk of the Scales | SCALES, STANDING BY |
| 14. | Starter | START, HORSE NUMBER (NAME) IS WITHDRAWN NOT UNDER STARTER'S ORDER
(Give reason whenever possible) |
| | | Note: This message MUST be sent as soon as possible so that the public may be informed. |
| 15. | Clerk of the Scales | SCALES (repeats message at Serial 14), ROGER |

IN THE EVENT OF A RECALL

- | | | |
|-----|---------------------|---|
| 16. | Starter | FALSE START, FALSE START, THEY HAVE BEEN RECALLED
(This message to be made – as soon as practical) |
| 17. | Judge | JUDGE TO START, CONFIRMING FALSE START, OVER
(He will make an announcement over the public address system if the commentator has not already called the False Start) |
| 18. | Clerk of the Scales | SCALES, ROGER |

CONFIRMING RESULT

- | | | |
|-----|---------------------|--|
| 19. | Judge | JUDGE TO SCALES, CONFIRMING RESULT,
(numbers and distances as applicable), OVER |
| 20. | Clerk of the Scales | SCALES CONFIRMING RESULT, (numbers and
distances as applicable), OVER |

BHA GENERAL INSTRUCTIONS

No 4.7
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: BROADCAST COMMENTARIES

Requirements

1. The Managing Executive must ensure that a Commentator is provided to commentate on races at the meeting from the time the horses come on to the track until completion of the race.
2. The Managing Executive must also ensure that a Commentator's presentation does not interfere with official announcements (for example, 'Photograph') or compromise the enforcement of the Rules of Racing. In particular, any decisions of the Stewards regarding enquiries must not be pre-empted. It is therefore essential that Commentators have a good understanding of the Rules of Racing and are made aware of General Instructions, as amended, which are relevant to a race commentary.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 5.1
Dtd 2 April 2011

To: Managing Executives
From: Chief Executive
Subject: TELEVISION AND RADIO BROADCASTING

General

1. The Managing Executive should give every assistance to television and radio broadcast companies, providing that their coverage does not compromise safety or integrity, and does not interfere with the smooth and proper running of the meeting.
2. This Instruction covers the conduct of broadcast interviews and other filming on the racecourse in two main sections. The first deals with designated integrity areas, under the control of the BHA on racedays, and the second covers all other areas which are the responsibility of the Managing Executive.

Designated Integrity Areas

3. Filming or radio interviews are not to take place on racedays in the following designated integrity areas without the prior permission of the BHA:
 - Weighing Room complex (to include Weighing Room, Stewards' Room and Jockeys' Changing Rooms). However, if the Managing Executive agrees, a mini-camera with an effects microphone may be installed in the Weighing Room itself without permission of the BHA, providing that the Stipendiary Stewards and the Clerk of the Scales are informed beforehand;
 - Sampling Unit;
 - Racecourse Stables (once BHA's security provision is in force);
 - Judges' Box;
 - Stewards' Viewing Boxes;
 - The Start.

4. If broadcasters wish to use any of these areas for filming etc., racecourses should refer broadcasters to the Communications and Promotions Department at BHA's Head Office who will inform both the racecourse and the appropriate BHA Officials of the decision. Officials will not allow filming to take place in designated integrity areas unless authorised beforehand by the PR Department. If an urgent situation requires it, this authority may be obtained on the day by telephone.

All Other Racecourse Areas

5. The siting of television cameras and the activities of broadcasters in all other areas of the racecourse are matters to be decided by the Managing Executive, who must always take into account safety, the smooth running of the meeting and ensure compliance with the requirements of paragraphs 8-16.

6. If BHA Officials consider that the activities of television crews in these areas are a threat to safety, the smooth running of the meeting, or contravene paragraphs 8-16, they will immediately inform the Managing Executive, who should deal with the situation without delay in line with the requirements in paragraph 5. Failure to take the necessary action may result in a report being submitted to the BHA.

Such activities would include:

- distracting horses or riders whilst racing or on the way to the start;
- prejudicing safety in the Parade Ring, Winners' Enclosure or between these areas and the racecourse;
- holding up jockeys before the start of a race, or delaying them unduly from returning to weigh in.

Note: These examples are not exhaustive, and other circumstances may pose a threat to safety or the smooth running of the meeting.

7. The Stewards will not be required to approve television companies' plans, which is the responsibility of the Managing Executive or the BHA as appropriate. However, the Stewards may decide to hold an enquiry involving the Managing Executive, and may forward a report to the BHA if the racing itself has been adversely affected, if the safety of horse and rider has been put at risk by the activities of broadcasters, or if paragraphs 8-16 have been contravened.

Tracking cameras

8. The proposal to introduce any new type of tracking camera must first be cleared for safety by television companies with the Racecourse Department.
9. Also in the interests of safety, tracking cameras must travel no less than ten yards from the side of the course, or if this is impossible, no less than fifty yards in front of the leading horse. Vehicles carrying these cameras must be careful to avoid rapid acceleration or deceleration.
10. Any mobile camera designed to be carried by horse or rider must be authorised by the BHA. A protocol for its use would then be developed by the BHA in conjunction with racing's associations and the television companies.
11. For tracking cameras placed on a jib see paragraph 15.

Siting of cameras

12. Cameras at the start are not to be placed in such a position that they will upset the horses or impede the starting procedures.
13. If cameras are positioned on the winning line, they must be sited so as not to interfere in any way with the photofinish mirror and integrity cameras. They must also not be attached to the winning post or any marker post. Where facilities for cameras are limited, integrity cameras must be given priority.
14. Broadcast cameras must not restrict the view of Racecourse Stewards, BHA Officials or integrity cameras.
15. The siting of any cameras which encroach on to the track (for example overhead or in a fence etc.) is to be agreed beforehand with the Inspector of Courses and the Racecourse Department.

Filming of Ongoing Medical or Veterinary Treatment

16. Filming of ongoing medical or veterinary treatment is not permitted. Specific examples where filming is not considered acceptable, although the list is not exhaustive, include horses or riders undergoing treatment when screens have been erected, the interior of an ambulance when a patient is on board, and inside designated treatment areas for both humans and equines without prior permission from the Communications Department.

Video and Film Recordings

17. Any request to film on the course, other than usual raceday recording, must first be discussed by the Managing Executive with the Communications and Promotions Department. If the request is granted, this Instruction must be shown to the television company.

Conditions of Contracts

18. Standard clauses to be laid down in contracts with television and radio broadcasters are attached at Annex A. The contract should also contain the requirement for television companies to have read and agreed to comply with this Instruction.

75 High Holborn
London WC1V 6LS

Conditions of Contracts

Annex A

CONDITIONS OF CONTRACTS

1. To safeguard the interests of the BHA and the Stewards, the conditions shown below are to be included in the terms of contract for television and radio broadcasters.

Conditions

- a) If Racecourse Stewards hold an enquiry in respect of any matter connected with a race of which a film shall have been recorded under the terms of this Agreement then the recording company shall upon request exhibit the said film to the Racecourse Stewards, the BHA and such other persons as such Stewards may require.

- b) Nothing herein contained or implied shall prevent or in any way restrict the taking or exhibiting of any official film or other record of a race that may from time to time be required by the Rules of Racing.

BHA GENERAL INSTRUCTIONS

No 5.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: PHOTOGRAPHY AT RACE MEETINGS

Press and Professional Photographers

1.
 - a) Press and professional photographers who hold either the annual metal press badge or a PASS card must agree, as part of the terms and conditions of issue, to comply with this Instruction.
 - b) All other press and professional photographers must be authorised by the Managing Executive to take photographs at any race meeting and must sign to confirm that they have read and agreed to comply with this Instruction.
2. Managing Executives must ensure that all approved photographers are aware that:
 - a) photographers may not position themselves on the racing surface*, or on or above the take-off or landing side of a fence or hurdle, and are to remain on the outside of any running rail and are not to lean over or under any part of it;

*Note: For Jump racing, the surface is deemed as the course in use for that particular race (for example, the hurdles or chase course). For Flat racing, all photographers must be behind a running rail.

 - b) photographers must not stand behind any wing of a fence or hurdle or protrude a camera through any part of a wing;
 - c) no cameras are to be attached to any wing of a fence or hurdle;
 - d) no cameras are to be placed on the take-off side of a fence or hurdle, except in a ditch or outside the wing on the non-bypass side;
 - e) tripods and ladders must not be used before or for 45 feet after a fence or hurdle. The top step/platform of the ladder must not be higher than the running rail;
 - f) for flat racing, ladders can only be used after the winning post except in areas open to the public and behind a double running rail;
 - g) photographers using a ladder must remain static on the ladder until all runners have gone past the site of the ladder;
 - h) camera support spikes and mini-tripods may be used but the camera lens must be behind the line of the running rail upright;

- i) photography inside the winner's enclosure is to be restricted to those who are authorised by the Managing Executive (unless other accreditation arrangements are in place);
- j) photography is not to take place in saddling boxes or the Parade Ring, except with permission from the Managing Executive.
- k) photography is not to take place in the Weighing Room, except with permission from the BHA. Photography is not to take place in the Official Racecourse Stables, except with prior permission from the BHA. Such permission will only be granted in exceptional circumstances. Permission will not be granted for requests made on the day of racing;
- l) flash photography of horses is not permitted, except during presentations in low light conditions. At floodlit meetings, flash photography in specific areas may be permitted by the Managing Executive;
- m) photography of ongoing medical or veterinary treatment is not permitted. Specific examples where photography is not considered acceptable, although the list is not exhaustive, include horses or riders undergoing treatment when screens have been erected, the interior of an ambulance when a patient is on board, and inside designated treatment areas for both humans and equines.

3. The above instructions may be supplemented at individual racecourses by any special additional instructions as considered necessary to safeguard riders and horses before, during and after races, and particularly before and after fences and hurdles.

Amateur Photography

4. Amateur photographers are only permitted to take photographs in the areas normally open to the public and should not encroach upon areas specifically designated for or used by professional photographers. As such, it is advised that they not be given accreditation to do so.

5. A notice is to be included in racecards warning amateurs of the restrictions placed upon them, and that the use of flash equipment is not permitted.

Non-Compliance

6. Any instances of photographers who do not comply with this Instruction should be reported by the Managing Executive to the Communications and Promotions Department.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 6.1

Dtd 2 April 2011

To: Managing Executives
From: Chief Executive
Subject: SELECTION, TRAINING, APPROVAL AND APPOINTMENT OF STEWARDS

Trainees Nominated by Managing Executives

1. If the Managing Executive wishes to nominate a person who is not already approved as a Steward, the Racecourse Stewarding Executive should be contacted in the first instance. It may be that the Managing Executive will be asked to consider someone else, or it may be decided that there are insufficient stewarding opportunities available to justify another Panel member. However, if the Stewarding Committee (SC) agrees that another Steward is required, a nominated representative of the Managing Executive should submit an application form (Annex A) and arrange, through the Racecourse Stewarding Executive, for the person to meet with the SC representative for the racecourse. After that the SC may wish to interview him at the BHA's Head Office. Once approved in principle, the Stewards' training will be scheduled by the Racecourse Stewarding Executive.

Trainees Nominated by the Stewarding Committee

2. Anyone may apply through the Racecourse Stewarding Executive to become a Steward. Applicants will be required to complete the application form at Annex A. Acceptance interviews will be handled by the Head of Stewarding and Chairman of the Stewarding Committee with input, where appropriate, from members of the Stewarding Committee. Subsequently, those who are approved for training will be scheduled by the Racecourse Stewarding Executive.

Selection Criteria for Trainee Stewards

3. The following criteria will be applied by the SC when considering applications for Trainee Stewards, and should therefore be taken into account before submitting any such application:

- a) they should be personally suitable in point of character, integrity and sensitivity. They should also have sufficient character to resist pressure and to form definite opinions which they are not afraid to support and explain;
- b) a person over 60 years will not normally be considered;
- c) they should have an enthusiasm for, and knowledge of, racing;
- d) they should probably have race-riding or other practical racing or equestrian experience;

e) any person or their spouse will not normally be considered suitable who is:

- an official appointed by the BHA;
- a trainer or assistant trainer;
- a jockey;
- a bloodstock agent;
- a racing journalist;
- a television presenter;
- a bookmaker.

f) they should be in a position to guarantee that they will be able to act on at least 10, and preferably 15, days per year, and be prepared to commit themselves well ahead to definite dates. However, flexibility is permitted as regards the time allowed to complete both initial training and also to achieve the minimum number of committed racedays where individuals have work or family commitments which make it difficult to achieve the full requirement.

Trainee Stewards' Scheme

4. All new Stewards will be required to take part in a formal training scheme known as the Trainee Stewards' Scheme. Under this scheme, Trainee Stewards will train on the racecourse prior to their attendance at a New Stewards' Training day and subsequent approval.

Training

5. The object of the training scheme is to ensure that Trainee Stewards have an understanding of the duties of each Official (including the Clerk of the Course). They are expected to complete a minimum of 10 days training and will spend days (or parts thereof) with each of the following:

- Clerk of the Course;
- Stipendiary Stewards;
- Clerks of the Scales;
- Judges;
- Starters (Flat and Jump);

- Veterinary Officers and, if possible, Veterinary Surgeons;
- Handicappers (half day)

On half days, the remainder should be spent with the Stipendiary Stewards.

On one of the days, the trainee should visit the mobile control room of the Integrity Service Provider for at least one race.

The Racecourse Stewarding Executive will ask the appropriate Official in advance to instruct the trainee on a given day. The nominated representative of the Managing Executive for that day's racing will then be contacted and notified of the trainee's attendance. After racing, the nominated Official with whom the trainee spent the day should complete and return the Trainee Report Form (Annex B) which will have been sent to them electronically in advance. The form should be returned electronically to the Racecourse Stewarding Executive within two working days.

After a trainee has spent the day with all Officials, as above, he may opt to spend extra days (or parts thereof) with various Officials, until he feels he has grasped the elements of the appropriate job. Thereafter, training days will be spent solely with the Stipendiary Stewards and Stewards until the trainee attends a New Stewards' Training day.

Training days will be kept to a minimum, and racecourses safeguarded from too many visits.

6. Trainee Stewards will be assessed continuously throughout their training. If at any stage they are considered unsuitable to become a Steward for any reason, their training will be terminated.

New Stewards' Training day

7. Trainee Stewards are expected to complete a minimum of 10 days training before attending a New Stewards' Training day, although there is flexibility within the system, which is at the discretion of the SC. If a necessity to Steward arises once training has been completed a Trainee Steward may act prior to attending a New Stewards' Training day, but should not sit as a Panel member on an enquiry.

Approval - Probationary Steward

8. After a Trainee Steward has attended a New Stewards' Training day - normally in September - he will join a Panel as a Probationary Steward for the following year. A mentor who will be an experienced Steward will be allocated to each Probationary Steward, who will act as a point of contact and advisor. Initially, he should observe for 4 days racing to see how the Panel operates. However, Probationary Stewards who have already spent 4 days with their Panels may act if necessary. Following a year as a Probationary Steward a report should be submitted to the SC who will sign the Steward off

as a 'full' Steward if their performance has been satisfactory. Adverse reports may result in the probationary period being extended further or the Steward being asked to leave the system. Probationary Stewards with no immediate Panel to join will continue training until a vacancy becomes available, and will be notified of those meetings where a Steward is required.

Approved Stewards appointed to the course for the first time

9. If the Managing Executive wishes to nominate a Steward who already acts as a Steward on another course, the nominated representative of the Managing Executive should submit the appropriate application form (Annex C) for the approval of the SC.

Submission of Panel of Stewards

10. The nominated representative of the Managing Executive is to submit to the Racecourse Stewarding Executive by 1st November each year, a list which should usually be of at least six persons who it is proposed should act as Stewards for the subsequent Flat, Jump and AWT seasons.

Age Limit

11. Persons over the age of 70 at the start of the relevant season will not normally be included in a Panel. However, the SC may in exceptional circumstances extend this figure if there is a shortage of approved Chairmen

Approval of Stewards of Meetings

12. Invitations to act as Stewards and/or as Chairmen may be issued subject to approval by the SC. In communicating their approval of the names submitted the SC will, make clear which of the Stewards of Meetings may act as Chairmen.

13. The SC will consider all the Panels of Stewards in November of each year. It will take account of the number of days acted during since 1st January of that year and, subject to paragraph 13, it may not approve the appointment of a person who has acted as a Steward on less than 10 days at one or more course(s) unless the person is able to submit a satisfactory explanation. Any day which is subsequently abandoned will count as a day's stewarding for those Stewards who were shown on the Stewards roster as acting on that day and, therefore, the nominated representative of the Managing Executive is to notify the Racecourse Stewarding Executive of alterations.

The SC monitors the composition of Racecourse Panels and is able to advise racecourses on suitable available candidates and where it has concerns about a Panel it should raise them with the Managing Executive and make recommendations. In the event of disagreements, the SC's decision will prevail.

14. When calculating the number of days acted as a Steward, the SC will also take into account the number of days on which the person has either acted as:

- i) a Chairman of a Panel of Point to Point Stewards during the previous season, or;
- ii) a Chairman of a Panel of Stewards at an Arabian horse race meeting run under BHA Regulations during the previous season, or;
- iii) attendance at one of the annual Stewards' Training days held during the previous year.

15. The SC will not give its approval to a Steward acting on the Panel where he is also Chairman of the Managing Executive. The SC will also not normally give its approval to any person or their spouse/co-habitant by reason of a personal relationship between them, who is listed in paragraph 3(e).

16. If two members of a family are on the same Panel they should not be rostered to act as Stewards together at the same meeting. If, because of an emergency, the two Stewards have to act at the same meeting they should not sit on an enquiry together.

17. Current members of the Disciplinary Panel may be invited to act as Stewards, and may also act as Chairman of the Panel.

Stewards' Training days

18. A series of Stewards' Training days will be held annually, and all Stewards are expected to attend one training day in its entirety each year. Failure to attend a training day may result in the SC withdrawing the approval of the Steward. This withdrawal will take effect from the conclusion of the series of training days in any year, until such time as he attends a further training day unless he is able to submit a satisfactory explanation. It is recommended, where possible, that the Steward submits his explanation in advance of the final training day.

New Chairman's Training day

19. If the Managing Executive wishes a member of the Panel to be approved as a Panel Chairman he must attend a New Chairman's Training day. However, before he can be accepted for the training day, the following criteria must be satisfied:

- a) he must have stewarded for 5 years, and for the last two he must have acted on a minimum of 15 days. Alternatively, a minimum of 3 years with no less than 60 days acted will be acceptable, in exceptional circumstances;

- b) his application must be recommended by at least one Managing Executive, and have the support of his SC representative. Additionally, he must not have been the subject of any adverse reports during the previous 2 years;
- c) there should be a requirement within the Panel for a new Chairman. As a guide, 60% Chairmen to Panel members is normally considered acceptable (for example, on a Panel of ten there should be six approved Chairmen).

The New Chairman's Training day is followed by a second practical assessment day on a racecourse acting as a Chairman of a Panel; he will be assessed by the Chairman of the SC, the Head of Stewarding or a nominated member of the SC.

Panel Chairmen

- 20. The SC will not approve any Steward to the list of Chairmen if he:
 - a) has acted as a Steward on less than 15 occasions during the previous year unless he can provide a satisfactory explanation.

Note: The provisions of paragraph 13 do not apply when approving Panel Chairmen, however, the days acted on the Disciplinary Panel will count;

 - b) holds a current permit to ride;
 - c) has failed to attend an annual Stewards' Training day in its entirety, unless he is able to submit a satisfactory explanation (paragraph 17);
 - d) has failed to attend a Chairman's Training day in the previous 2 years.
- 21. On any day when a Pattern Race is scheduled to take place, the Chairman must have acted as a Steward on not less than 20 days during the previous year.
- 22. The nominated representative of the Managing Executive should endeavour to ensure that each of the persons on the Panel who are approved to act as Chairman each act on a similar number of days during the season.
- 23. The Panel should contain a minimum 50% Chairmen to other Stewards (paragraph 18(c)).
- 24. When no approved Chairman is present, the Stipendiary Steward should act as Chairman. The nominated representative of the Managing Executive is to submit a report to the Racecourse Stewarding Executive explaining the circumstances.

Assessment

25. All Stewards are assessed on a continuous basis. If it is thought that a Steward or Chairman, for one reason or another, may have fallen below the standard required, the Chairman of the SC will contact the Steward involved and arranged a meeting to discuss the concerns.

Training days

26. Chairmen will be required to satisfactorily attend a Chairmen's Training day at least every other year. Failure to attend will result in the SC withdrawing the approval of the Steward to act as a Chairman until such time as he satisfactorily attends. Opportunities to attend annually will be offered.

Stewards Roster

27. The nominated representative of the Managing Executive is to compile a roster of Stewards for the season. Three Stewards (not including Stipendiary Stewards) should be rostered to act on each day, unless permission for additional Stewards has been obtained from the Head of Stewarding. Furthermore, the nominated representative of the Managing Executive should assist the Stewards in attaining the minimum requirement of 10 days for a Steward and 15 days for an approved Chairman during the season (20 days if a Pattern Race is scheduled to take place). Stewards themselves must also make their situation known to their Managing Executives and the Racecourse Stewarding Executive, and strive to attain the requisite number of days.

28. Once Stewards have agreed the days on which they will act for the season, they should only change on condition that they notify the nominated representative of the Managing Executive in advance of the meeting. Furthermore, Stewards should, where possible, suggest a suitable replacement.

29. If the nominated representative of the Managing Executive is unable to provide a Panel of approved Stewards, and only two are required, he is to contact the Racecourse Stewarding Executive who has details of those Stewards available to act on additional occasions. If the nominated representative of the Managing Executive is still without a Steward, the most suitably qualified person should be selected, but must not be someone referred to in paragraph 3(e).

30. A copy of the roster is to be forwarded to the Racecourse Stewarding Executive, for approval as follows:

- a) Flat Turf Racing:
by 28th February for the period from the start of the Flat Turf season to 31st July, and by 30th June for the period August to November;
- b) Jump Racing:
by 31st March for the period May to July, by 30th June for the period August to December and by 30th November for the period January to April;

- c) AWT Racing:
by 28th February for the period from the start of the Flat Turf season to July, by 30th June for the period August to December and by 30th November for the period January to the start of the Flat Turf season.

Rosters may be submitted for longer periods if convenient.

31. However, with the rosters for the meetings listed below, the nominated representative of the Managing Executive must submit it for approval, by the Head of Stewarding, prior to notifying Stewards that they have been selected to act. Therefore he may wish to submit it in advance of the dates referred to in paragraph 29.

- Cheltenham Festival
- Aintree Grand National
- Newmarket Guineas
- Epsom Derby
- Ascot Royal
- Newmarket July
- Ascot King George and Queen Elizabeth
- Glorious Goodwood
- York Ebor
- Doncaster St Leger
- Ascot British Champions Day
- Newmarket Future Champions Day
- Kempton Park King George

31 For all other meetings, the nominated representative of the Managing Executive should assume his roster will be approved and can therefore notify Stewards of those days when they will be acting prior to submitting his roster

32. The schedule for approving Stewards is time critical and it may therefore leave insufficient time to draw up the roster and comply with paragraph 33. It is therefore acknowledged that to compile the roster, the nominated representative of the Managing Executive may have to approach Stewards prior to being informed that the SC has approved the Panel.

Summary of Critical Dates

33. To assist compliance with this Instruction the critical dates in the approval process are as follows:

- a) Panels to be submitted for approval by 1st November (paragraph 12);
- b) SC considers Panels in November;
- c) decision of the SC will be communicated to you following the November meeting;
- d) rosters to be submitted in line with the following dates, but the nominated representative may wish to submit the rosters for the meetings referred to in paragraph 30 separately and in advance:

28 th February	Flat (including AWT) for the period from the start of the Flat Turf season to July;
31 st March	Jump for the period May to July;
30 th June	Flat (including AWT) for the period August to December, as well as Jump for the period August to December;
30 th November	Flat (AWT only) for the period January to the start of the Flat Turf season, as well as Jump for the period January to April.

75 High Holborn
London WC1V 6LS

Application for a prospective Steward to attend the BHA Trainee Stewards Scheme	Annex A
Trainee Report Form	Annex B
Application to appoint an Approved Steward to a different Racecourse Panel of Stewards	Annex C

APPLICATION FOR A PROSPECTIVE STEWARD TO ATTEND THE BHA TRAINEE STEWARDS SCHEME

* Delete as appropriate

In type or block capitals -

1. FULL NAME AND TITLE OF PROSPECTIVE STEWARD

DATE OF BIRTH _____

2. ARE YOU PROPOSED BY A RACECOURSE? *YES/NO

3. IF YES, WHICH RACECOURSE?

4. IF YES TO QUESTION 2, *FOR FLAT RACING / JUMP RACING / BOTH CODES?

5. HOME ADDRESS

BUSINESS ADDRESS

10. IF PROPOSED BY A RACECOURSE, THIS APPLICATION MUST HAVE THE APPROVAL OF THE OTHER MEMBERS OF THE PANEL OF STEWARDS, AND IS TO BE SIGNED BY CHAIRMAN OF THE:

MANAGING EXECUTIVE _____

**NOMINATED REPRESENTATIVE
OF THE MANAGING EXECUTIVE** _____

11. HEALTH: ANY SERIOUS ILLNESS (Details and dates)

12. ESTIMATED NUMBER OF DAYS AVAILABLE FOR STEWARDING ANNUALLY

13. ANY OTHER REMARKS

14. SIGNED BY APPLICANT

DATE

NOTES:

All applicants should be aware of the following:

1. The BHA expects Stewards to act on a minimum of ten days per year in addition to attending a Stewards' Training day.
2. No fee is paid to Stewards, however a mileage allowance is paid for days acted; all other costs incurred during the course of stewarding duties are borne by the individual. These criteria also apply during the training period.
3. If at any time during the training period a Trainee Steward feels, for whatever reason, that they are unable to continue, they should inform the BHA and retire from the scheme forthwith; similarly, the BHA may at any stage decide that an individual is unsuited to stewarding and ask a Trainee to retire.
4. Approval as a Panel Chairman is partially dependant upon there being insufficient Approved Chairmen on the Stewards Panel.

Trainee Report Form

To be completed by the Official with whom the trainee spent the day and sent back electronically to the Racecourse Stewarding Executive within two working days.

Trainee's Name:

Racecourse:

Date of Training:

I can confirm that the above named spent a training day with me and I have the following observations:

1. Was the trainee on time?
2. Did they ask relevant questions and take an interest in your role?
3. Did they interact with other members of the Raceday Team/Stewards panel?
4. Do they have knowledge of racing?
5. In your opinion, would they make a good 'team player'?

Please make any further comments you feel necessary.

Official's Name:

Position:

APPLICATION TO APPOINT AN EXISTING STEWARD TO A DIFFERENT RACECOURSE PANEL OF STEWARDS

* Delete as appropriate

1. FULL NAME OF PROPOSED STEWARD (BLOCK CAPITALS):

2. APPOINTED (SUBJECT TO APPROVAL) TO PANEL AT:

3. APPOINTED (SUBJECT TO APPROVAL) FOR:

*FLAT RACING / JUMP RACING / BOTH CODES FOR THE SEASON 20__ AND ONWARDS

4. STYLE IN WHICH THE STEWARD'S NAME SHOULD APPEAR IN THE RACING CALENDAR

HOME ADDRESS (IN FULL)

THIS APPLICATION HAS THE APPROVAL OF THE OTHER MEMBERS OF THE PANEL OF STEWARDS. SIGNED

CHAIRMAN OF THE MANAGING EXECUTIVE _____

NOMINATED REPRESENTATIVE OF THE MANAGING EXECUTIVE _____

DATE _____

BHA GENERAL INSTRUCTIONS

No 6.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: APPOINTMENT OF THE CLERK OF THE COURSE

Requirement

1. All Managing Executives must appoint a Clerk of the Course for each and every meeting who:

- a) has been satisfactorily assessed of their competence by the Joint Accreditation Board (JAB) of BHEST; (This requirement only applies to any person appointed after 1st January 1999. However, the JAB, at their discretion, may exempt a person from this requirement if that person has previous experience as a Clerk of the Course);
- b) is physically and mentally capable of carrying out all the duties required of a Clerk of the Course;
- c) will be responsible for carrying out all duties delegated to him by the Managing Executive under the Rules of Racing;
- d) is fully conversant with the requirements of the Rules and General Instructions insofar as they affect the conduct of a raceday;
- e) will carry out the requirements of the Rules and General Instructions which specifically assign raceday duties to the Clerk of the Course, including assisting the Stewards of the Meeting where necessary and attending pre-race meetings of the Stewards;
- f) will comply with all directions given to him under the Rules of Racing by the Stewards of the Meeting in relation to racing being run in accordance with the Rules of Racing.

Delayed/Adjourned Enquiries

2. If an enquiry is delayed/adjourned, the Clerk of the Course is to ensure that relevant Stewards are given reasonable notice of the time and place of the hearing and of the matters to be raised.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 7.1
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: OFFICIAL RACECOURSE STABLES & HORSE BOX PARK

Official Racecourse Stables – General

1. The Official Racecourse Stable Yard,, which is to be level and properly maintained, is to be within a perimeter fence secured to prevent unauthorised access. All Official Racecourse Stables built after January 1st 2003 and any course racing in the Winter months must have sound, man-made, non-slip walkways to allow easy access of horses and their attendants to all parts of the yard.

Stable Managers

2. The Managing Executive is to appoint a Stable Manager to whom detailed charge of the Official Racecourse Stables is delegated. The details (including name, date of birth and address) of a person considered for employment as a Stable Manager are to be submitted to Integrity Services and Licensing Department for vetting before the individual is appointed.

Security Accommodation

3. At the entrance to the Official Racecourse Stables a Stable Security Office is to be available for the Stable Manager and the Stable Security Officers. The Stable Security Office is to:

- a) be clean and appropriately furnished. This includes:
 - sufficient counter space to allow the Stable Security Officers, Veterinary staff and Stable Manager to carry out their necessary paperwork;
 - lighting (including low-level lighting for night duty) and adequate heating;
- b) where possible, provide good visibility of the approach to the Official Racecourse Stables, main gate and entrance area;
- c) have a telephone(s) for communication with the Weighing Room and for making and receiving outside calls;
- d) have an emergency tool kit which must include such items as a fire axe, bolt cutters, hammer, crowbar, pliers and an electric torch;

- e) contain a digital CCTV system and monitor (of a specification agreed with the Integrity Services and Licensing Department) sited in an accessible and lockable unit. The monitor should be placed so that images cannot be seen by those entering the Stable Office;
- f) ideally, include a toilet and sink (with hot and cold water), unless there is such a facility in the immediate vicinity within the Official Racecourse Stables;
- g) contain a kettle, microwave oven and refrigerator, unless such items are available in the immediate vicinity and available during night cover.

4. The up to date telephone number of a representative of the Managing Executive, medical and veterinary practitioners, farriers and other essential services, together with emergency call out numbers are to be prominently displayed in the Stable Security Office.

External Notices

5. Permanent notices are to be displayed outside the entrance to the Official Racecourse Stables indicating:

- the persons qualified to enter the secure area, and that all persons are to show their authority for admission every time they enter the Official Racecourse Stables;
- where and at what times declarations are accepted (if accepted at the stables);
- the use of CCTV within the Racecourse Stables for the purposes of the integrity of British horseracing.

Stabling Provision

6. Soundly constructed, clean and numbered stables are to be provided to cater for each runner declared to run under Rule (F)89 at the day's fixture. When such a horse arrives on the day of its race, the stabling arrangements must be such that it has immediate access to a clean stable which

- a) is within the Official Racecourse Stables and;
- b) has not previously been occupied after 10.00 a.m. on the day of racing.

Stabling Criteria – (stables in the Official Racecourse Stables built before 1st January 2003)

7. Stables in the Official Racecourse Stables built before 1st January 2003 must be a minimum of 80 square feet (7.44 square metres) with no side less than 8 feet long (2.44 metres). All such stables must be built of materials which are durable and are to:

- a) be well ventilated;

- b) have effective roof insulation where the stables are used during the Summer months and/or are likely to overheat;
- c) have half doors, capable of being held open by retaining hooks, in which the lower half cannot be opened if the top half is closed. The half doors must have flush (wooden or metal) internal surfaces. Any part of the door (inside or out) which may be chewed must be protected by a correctly fitted integral metal strip or sheet;
- d) have draw bolts on the top and bottom door or, where relevant kick fasteners, except for the Full-Grilled stables (see paragraph 8, below);
- e) be provided with ring bolts (no other internal wall-mounted fittings are permitted unless authorised by the Inspector of Courses – any internal electric wires/fittings must be waterproof and must either be beyond a horse's reach or securely protected);
- f) have internal surfaces that must be capable of being cleaned and disinfected as required by BHAGI 7.2;
- g) have solid, impervious floors of hygienic non-slip material. All floors must be of concrete or other suitable material and must drain freely. The covering should be in accordance with the requirements of BHAGI 7.2. Some may be left uncovered where trainers wish to supply bedding themselves;
- h) have walls that must be solid with smooth surfaces and an impervious finish. The junction of the walls and floor must be effectively sealed. Any protruding (wooden) surface that could be chewed must be protected by a correctly fitted metal strip or sheet;
- i) have window surrounds that must be finished to the same specification as the interior walls. Windows must be effectively protected, with minimum rebates;
- j) have effective physical separation between adjacent stables. For instance, where internal gaps between stables exist at roof height to maintain proper ventilation, these must be protected by an appropriate covering, such as wire mesh.

Full-Grilled Stables

8. There must be at least 2 stables per racecourse which have wire mesh grills capable of being fitted to the top half of the door. The grills should only be detachable when the door is open and the mesh should be no greater than 2 inches. Bolts must also be fitted inside the door to prevent the need for any hand holes in the grill. These 2 Full-Grilled stables should also be fitted on both the top and bottom doors with tell tale security hasps, for the use of padlocks which Trainers provide themselves. The specification for these stables must otherwise be as per paragraph 7, or paragraph 9, as applicable.

Stabling Criteria – (Stables in the Official Racecourse Stables built since 1st January 2003)

9. In addition to the requirements in paragraph 7, above, all new stables in the Official Racecourse Stables built since January 1st 2003 must:

- a) be a minimum of 120 square feet (11.15 square metres) with no side less than 10 feet (3.05 metres) long. Where space is at a premium, the size of new stables may be varied at the discretion of the Racecourse Department;
- b) be at least 3m high at the eaves unless a lesser height, depending on circumstances (such as planning permission difficulties, for example), is agreed with the Racecourse Department;
- c) be well ventilated with ridge vents;
- d) have a roof overhang of at least 1m. Where space is at a premium, the overhang dimensions may be varied at the discretion of the Racecourse Department;
- e) have rubber or concrete floors.

Depending on historical demand a proportion of such stables must be a minimum of 140 square feet (12.96 square metres) to cater for 'overnight' or larger horses. This is particularly relevant to Jump racecourses.

Any racecourse intending to construct stables built principally of wood must obtain the prior approval of the Racecourse Department.

Temporary Stabling

10. Temporary stabling must only be used for horses that are either not running on the day in question, or have already run (see paragraph 6).

The Managing Executive must ensure that such temporary stables:

- a) are a minimum of 120 square feet (11.15 square metres) with no side less than 10 feet (3.05 metres) long;
- b) are erected on a solid floor as agreed with the Inspector of Courses;
- c) have a non-flappable roof (if the roof is canvas, the canvas should be fastened in such a way that it does not flap in the wind);
- d) have no internal fittings;
- e) have draw bolts on the door;
- f) are in full compliance with the requirements of BHAGI 7.2.

When temporary stables are provided, the Managing Executive is also to ensure that:

- (i) Trainers are made aware that the temporary stables comply to a standard which is lower than that for the Official Racecourse Stables which has been agreed with the NTF;
- (ii) when the temporary stables are erected outside the Official Racecourse Stables, Trainers are made aware that the level of security for the temporary stables will not be as expected for the stables in the Official Racecourse Stables. Trainers should also be reminded that the ultimate responsibility for the security of horses remains with the Trainer
- (iii) the siting of the temporary facilities has been agreed with the Inspector of Courses.

11. Barn Stabling will only be considered in certain circumstances, usually when there is insufficient space to build a conventional stable block. Barns should contain stables that meet the loose box specification. Ventilation must be specified before construction, and checked after construction, by a suitable expert, to be in line with the best industry standards for animal housing. Forced ventilation will probably be necessary.

Kit Lockers/Storage Rooms

12. The provision of kit lockers in individual stables within the Official Racecourse Stables is not permitted. However, kit lockers/storage rooms with lighting and locks must be provided within the area of the Official Racecourse Stables. The number of kit lockers/storage rooms required is a matter for Managing Executives and should be based on historical demand. It is likely that there will be less demand for kit lockers where overhangs have been provided (see paragraph 9).

Water

13. Hot and cold water outlets must be provided at convenient points in the Official Racecourse Stables with permanent notices indicating their positions. Dedicated wash down areas must be provided which are:

- a) appropriate to the racing surface (turf or AWT), timing of fixtures and minimum number of runners;
- b) equipped with hoses and shower heads on reels or overhead booms;
- c) provided with a well drained non-slip floor;
- d) covered, if appropriate to a racecourse's fixture programme (for example, if holding a high percentage of Winter fixtures).

Illumination

14. General security lighting to illuminate the Official Racecourse Stables area as a whole is to be provided. Lighting is also to be available for each stable and in areas such as passageways. In addition, the Enhanced stables or those used overnight must be fitted with individual external switches. All other stables can be illuminated by means of a master switch situated in the Stable Security Office, or by existing internally fitted guarded switches.

Closed Circuit Television (CCTV)

15. All CCTV equipment within the Official Racecourse Stables must be a digital colour system. The new system will digitally record images from each camera onto a digital storage box (DVR). These images will be kept for a minimum of 60 days, after which they may be automatically recorded over. Racecourses are required to keep secure the digital recording system. Whilst the racecourse Managing Executive remains responsible for the maintenance of the system, the data stored within it is the property of the BHA. Racecourses are required to maintain the CCTV equipment in accordance with the original settings of the system (unless otherwise authorised by the Integrity Services and Licensing Department), and must provide the Integrity Services and Licensing Department in writing, annually (by the end of April), the following:

- the name and contact details of the maintenance company;
- the date of the system's last service;
- confirmation that at annual service, the second and third level PIN numbers have been changed (the first level PIN number should remain blank) and forwarded to the Integrity Services and Licensing Department;

Note: these numbers should not be disclosed to anyone but the Integrity Services and Licensing Department.

- total number of cameras (including the number of gate cameras, for the stabling area);
- DVR type for the stabling area;
- any other equipment used for monitoring purposes within the stabling areas;
- any changes to the current layout of the cameras since the last service.

Bedding

16. A bedding store with a notice indicating its location is to be available in the secure Official Racecourse Stables, in case additional fresh bedding is needed. A dung midden or trailers are to be provided. All soiled bedding, prior to final disposal, is to be suitably contained and not kept within the immediate proximity of stabled horses.

Toilets

17. Clean toilets are to be available for male and female staff. Where a canteen with toilet facilities is close to the Official Racecourse Stables, the canteen toilets may be sufficient. If the toilet facilities are outside the Official Racecourse Stables, permission is granted for the gate to be locked in order to enable the Stable Security Officer to leave the stables to use the toilets during night duty.

First Aid

18. A First Aid kit, which satisfies current Health and Safety Regulations, is to be provided in the Security Office with a 'First Aid Here' notice outside.

Documentation

19. The following documents are to be present in the Stable Security Office:
- a) the Stable Register;
 - b) the Stable Allocation Ledger;
 - c) the Stable Security Officer's Daily Report Form;
 - d) the list of Trainers whose horses are engaged at the meeting;
 - e) a list of horses to be brought to the meeting for purposes other than running in races, with the names of their Trainers;
 - f) written details of additional horses due to arrive.

The Stable Allocation Ledger Register is to be retained in a secure place as a record for six months.

Horse Box Park

20. A Horse Box Park with sufficient space for the normal number of horses running, and with a hard-core surface where necessary is to be available and is to have:

- a) an area assigned for the unloading of soiled straw from visiting horse's boxes;
- b) a loading ramp;
- c) a well-maintained access road suitable for heavy vehicles;
- d) adequate lighting.

21. Managing Executives must ensure that the Horse Box Park is properly controlled, so that any vehicles do not park in such a way that they compromise the proper use of the loading ramp or the safety of horses.

22. The size of the loading ramp, which may depend upon local circumstances, must be agreed with the Inspector of Courses. The surface of the ramp should be of a non-slip material. The Inspector of Courses should be contacted for advice as to the exact location of the loading ramp before it is installed. In addition, the loading ramp area must have adequate lighting.

23. Where the Horse Box Park is distant from the canteen or hostel, or if there are no toilet facilities in the canteen, toilets for male and female box drivers are to be provided within reasonable proximity of the Horse Box Park.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 7.2
Dtd 1 Jun 2010

To: Managing Executives
From: The Chief Executive
Subject: RACECOURSE STABLES – HYGIENE, CLEANING AND USE

Scope

1. The following are **minimum** requirements, and all courses must maintain the highest possible standards to minimise the risk of the spread of disease.

General

2.

- a) No equipment other than a ring bolt is permitted in the stables.
- b) If any illness which could be infectious or contagious is discovered amongst horses in the racecourse stables, this must be reported to the Veterinary Officer on duty. If a horse with suspected ringworm occupies a stable it must be cleaned and disinfected in accordance with paragraph 6. The stable must not be occupied again until this has been agreed with a Veterinary Officer.

Hygiene

3. There are two levels of hygiene required for racecourse stables viz:

a) Level 1

Between occupancy all material (except clean bedding) such as soiled bedding, droppings, food, etc., must be removed and fresh bedding added as necessary. The area should then be thoroughly sprayed with chemical disinfection (see paragraph 6). Where racecourses race on two or more consecutive days, this cleaning must be carried out in such a way that horses remaining in the yard overnight are not adversely affected by noise, etc.

b) Level 2

Racecourse stables must be thoroughly cleaned, removing all bedding and steam cleaning or pressure hosing all surfaces, and chemically disinfected (see paragraph 6):

- (i) to an organised and correctly documented programme, available at any time to the Inspector of Courses or Veterinary Officer on duty, that will guarantee a maximum elapsed period (during which there is racing) of three months between each treatment of any stable (in exceptional circumstances, an alternative programme of cleaning and disinfection may

be agreed with the Inspector of Courses in consultation with the Director of Equine Science and Welfare):

(ii) when a stable has been occupied by a horse suffering from an infectious or contagious disease or given medication;

Note: Any stable requiring cleaning because medication has been given will have a sticker placed on it by the Veterinary Officer on duty.

(iii) when a stable has been occupied by a horse coming from abroad (including Ireland), any horse not in training, or travellers which have not run within the past four days or are not entered to run within the next four days;

(iv) after occupation by outside bodies, such as Sales, Pony Clubs, or Arab Racing.

Bedding, etc.

4. Bedding, droppings, hay and dust should be disposed of well away from the Racecourse Stables and in accordance with current government regulations. Manure pits must be emptied after each meeting and stagnant water eliminated.

5. Bedding **must** be high quality and must be neither dusty nor mouldy. A supply of additional bedding must be available.

Disinfection

6. The process of disinfection of racecourse stables must be supervised by a responsible and reliable person. The disinfectant used must be one approved by the Department for Environment, Food and Rural Affairs for England and Wales or the Scottish Executive for Scotland under the Diseases of Animals (Approved Disinfectants) (England) Order 2007 and subsequent Orders, at the recommended strength. The disinfectant should be used within any manufacturer's expiry date and according to manufacturer's instructions. It can be applied either by means of a pressure hose, sprayer or aerosol generator. Sprayers may be hand held or permanently fixed to the box and centrally controlled. Sprayed surfaces should be just wetted and should be properly dry before occupancy. If an aerosol generator is employed, all doors and windows must be closed and the generator left in each box for about two minutes.

7. A Certificate of Compliance (see Annex A), confirming that disinfection of racecourse stables has taken place as required above, must be signed by the Clerk of the Course or a nominated representative of the Managing Executive. Once signed, the Certificate is to be retained in a folder kept in the Stable Security Office for further inspection if necessary.

Use of Racecourse Stables

8. Once the process laid down in paragraph 3(b), is completed there must be an intervening period of at least four clear days (or until the stable is dry) before the meeting subsequently takes place or prior to occupation of a racecourse stable.
9. Once the racecourse stables have been prepared for a race meeting and until the end of the meeting, the only horses permitted to use the racecourse stables are:
 - a) horses in the care of, and trained by, Trainers holding licences or permits to train from the BHA or who are duly qualified Trainers in the countries in which the horses are trained. These horses must be due to run in races at the meeting, or brought to the meeting with permission for the purpose of schooling, exercising or obtaining a starting stalls certificate, or in transit between meetings;
 - b) horses running in Hunter Steeple Chases in the care of non-licensed or non-permitted Trainers (a suitable means of personal [photo] identification must be produced by the horse's attendant[s] and shown to the Stable Security Officer. Only three attendants per horse will be permitted entry into the stables and must sign the applicable form;
 - c) horses running in Arab Races (any Owner or Trainer running a horse in an Arab race must notify Arabian Racing Organisation [ARO] with the three names of the persons attending with the horse, no later than 48 hours before the start of the race). A suitable means of personal (photo) identification must be produced by the horse's attendant(s) and shown to the Stable Security Officer. Only three attendants per horse will be permitted entry in the stables and must sign the form;
 - d) in addition, permission may be given by a representative of the Managing Executive for horses, ponies or animals other than runners to use the racecourse stables provided that: runners are given priority, they are vaccinated in accordance with the Rules of Racing and the racecourse ensures adequate separation of runners under the Rules of Racing from other horses, ponies or other animals to ensure integrity and hygiene. In consultation with its Senior Veterinary Surgeon, the racecourse must ensure adequate biosecurity in all these circumstances. In the event of any queries, the Director of Equine Science and Welfare has responsibility for this issue. Stable Security Officers must be warned of the arrival of all categories of such animals. If the horse, pony or other animal is not accompanied by either the trainer or his attendant, who holds a valid Racehorse Attendants' Identity Card and Validity Pass, a suitable means of personal (photo) identification must be produced by the horse's attendant(s) and shown to the Stable Security Officer. Only three attendants per horse will be permitted entry in the stables and must sign the form;
10. Notification of equine events (under BHAGI 3.1) must be made to the Racecourse Department at least four weeks in advance of the event. After notification, the Directors of Equine Science and Welfare and Integrity Services and Licensing will stipulate, in

each case, whether horses or ponies participating in these events are required to use and/or may enter the racecourse stables. Where the event is at a meeting run under the Rules of Racing, the Authority will require the racecourse to ensure adequate separation of runners under the Rules of Racing from other horses or ponies to ensure integrity and hygiene. In consultation with its Senior Veterinary Surgeon, the racecourse must ensure adequate biosecurity in all these circumstances. In the event of any queries, the Director of Equine Science and Welfare has responsibility for this issue.

11. Priority overall should be given to the stabling of horses running under the Rules of Racing. If stabling has been stipulated under paragraph 10, but is not available for other horses and ponies, the Racing Department must be informed immediately.

12. If there is more than one Official Racecourse Stables the Stable Manager should, in the interests of manpower, economy and security, stable horses in one yard, until it is full.

13. A meeting for horses other than one under the Rules of Racing may be held within four days before a meeting under the Rules of Racing (see paragraph 8), provided the racecourse stables can be divided to provide adequate stables for all of the runners under the Rules of Racing. In addition, access to the stables used for the meeting which is not held under the Rules of Racing must be denied to all other horses and stable staff until four days after they have been cleared and the requirements of paragraph 3(b) are complied with.

Inspection of Racecourse Stables

14. The Racecourse Department monitors all adverse reports of racecourse stable hygiene resulting from inspections carried out by BHA Officials. Where there are three or more such reports for one racecourse, a formal letter may be written to the Managing Executive concerned reporting on the problem areas, with a copy sent to the RCA. As a final recourse, the Racecourse Department will refer cases, where appropriate, for consideration by the Disciplinary Department under Rule (F)15

75 High Holborn
London WC1V 6LS

BHAGI 7.2 – CERTIFICATE OF COMPLIANCE

* Delete as applicable

I confirm that all previously occupied racecourse stables (including the Sampling Unit) have since been disinfected in accordance with the provisions of the relevant BHA General Instructions.

SIGNED: _____
(*Clerk of the Course/Nominated Representative)

TIME: _____

DATE: _____

BHA GENERAL INSTRUCTIONS

No 7.3
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: OCCUPATION OF RACECOURSE STABLING OTHER THAN IN THE OFFICIAL RACECOURSE STABLES

Scope

1. This Instruction applies:
 - where horses are stabled in permanent premises (which are not the Official Racecourse Stables) within the boundaries of, or with direct access to, the racecourse.

Note: This Instruction does not therefore apply to the occupation of racecourse stables under the provisions of BHAGI 7.2 or temporary stabling.

Requirements

2. Where paragraph 1 applies to such horses, the Managing Executive is to ensure that:
 - a) the rigid enforcement of the mandatory vaccination requirements against equine influenza takes place;
 - b) the accommodation for horses which are thoroughbreds is segregated from the Official Racecourse Stables as practicable, to the satisfaction of the Director of Equine Science and Welfare;
 - c) any suspected case of infectious or contagious disease is reported immediately to the Racecourse Veterinary Surgeon, who must also report such cases immediately to the Director of Equine Science and Welfare or, if he is unavailable, any other member of the Equine Science and Welfare Management Team or its administrators;
 - d) the accommodation for horses which are 'non-thoroughbreds' is isolated from thoroughbreds and is as far away from the Official Racecourse Stables as practicable, to the prior satisfaction of the Director of Equine Science and Welfare;

e) on the morning before, and on the morning of, a thoroughbred raceday the Racecourse Veterinary Surgeon satisfies himself that no 'non-thoroughbred' horses are showing obvious clinical signs of infectious disease. Any such horses showing such symptoms must be fully examined and (if necessary) removed, together with (where necessary) in-contact animals, to an isolation unit outside the boundaries of the racecourse and which is approved beforehand by the Director of Equine Science and Welfare. The exercise, unloading, loading etc., of 'non-thoroughbred' horses is to be organised so that they do not come into contact with any thoroughbreds.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 7.4
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: CANTEEN AND OVERNIGHT ACCOMMODATION

Canteen

1. A canteen is to be provided for the use of stable staff and horse box drivers with convenient access to the Official Racecourse Stables. A sign stating 'authorised personnel only' and notices showing who is eligible to use the facilities, the normal times of service, and the location of the nearest telephone point which can be used in the event of an emergency are to be displayed. A notice board displaying the name of the racecourse contact for stable staff and other relevant information must also be provided in the canteen.
2. The canteen should be open from four hours before the first race until a minimum of 45 minutes after the last race (including evening meetings). Further flexibility on opening hours must be provided where a racecourse stages a two or more day meeting or there are 'overnighters'.
3. The size of the canteen must be adequate for peak usage, with standards of hygiene, cooking, washing and ventilation facilities that meet current applicable legislation. There must be sufficient number of staff to ensure prompt service.
4. Hot and cold meals (the availability to depend on the time of the year) of adequate variety and quality must be provided and prices must be displayed. There should be a selection of non-alcoholic drinks.

Overnight Accommodation

5. A hostel should be provided, (unless alternative suitable overnight accommodation is available locally) and should, where possible, be adjacent to the stable complex. The accommodation must be warm and comfortable and all facilities must be cleaned before and after each raceday. Rooms must be allocated by the racecourse to enable maximum privacy for the occupants. Where alternative overnight accommodation (for example, Bed and Breakfast) is provided off licensed racecourse premises with no parking provision for horseboxes, the Managing Executive should provide transport to and from the Official Racecourse Stables at appropriate times to enable stable staff to monitor the wellbeing of their horses.
6. All entrances and passageways should be illuminated during the hours of darkness and all fire protection must meet current applicable legislation.

7. When provided on a racecourse, the hostel must have the following:
- a) a person with direct responsibilities for the hostel and canteen;
 - b) segregated, secure accommodation for male and female horse attendants with locks (preferably Yale locks) fitted to the doors;
 - c) dry storage area for bed linen and pillows;
 - d) freshly aired bed linen for each occupant (duvets preferred);
 - e) lockers with keys (or the ability to fix padlocks) provided by the racecourse;
 - f) secure single or twin bedrooms and/or dormitories fitted with power points, mirrors, coat pegs, waste containers;

Note: Dormitory facilities will not be acceptable for any re-builds of hostels.

- g) sufficient number of beds to meet normal requirements with additional alternative arrangements available if required;
 - h) toilet and washing facilities with showers and/or baths and razor points (hot and cold water to be available at all times).
8. Security arrangements within the hostel must be such that there is no direct access to the Official Racecourse Stables without passing through the main entrance to the yard.

Day Facilities

9. Should the overnight hostel facilities at a racecourse not be available for stable staff to change during the daytime, alternative day facilities (showers, lockers etc., for example) must be provided within racecourse premises.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 7.5
Dtd 1 Jun 2010

To: The Managing Executive
From: Chief Executive
Subject: OFFICIAL RACECOURSE STABLING CAPACITY

Introduction

1. Unless exemption has been granted by the BHA, a Managing Executive must notify the Racecourse Department of the Official Racecourse Stabling Capacity figure in the Official Racecourse Stables referred to in BHAGI 7.1, paragraph 1 (see also definition of 'Stabling Capacity' in the Racing Administration Manual [F]).

Increase/reduction of Official Racecourse Stabling Capacity – normal procedure

2. No change can be made to the Official Racecourse Stabling Capacity figure of the Official Racecourse Stables unless the Racecourse Department has approved the change and unless it can be made public before the declaration stage under Rule (F)89 for the fixture concerned.

3. All requests for a change to the Stabling Capacity figure must be accompanied by an explanation for the request and, if the change is temporary, an indication that the change is temporary and of the timescale during which the revised figure shall apply. Approval for a change to the Stabling Capacity figure will only be granted on the basis of structural or veterinary issues arising in the Official Racecourse Stables. Managing Executives are responsible for ensuring that any temporary Stabling Capacity figure which has been approved reverts to its normal figure as soon as possible, and that the Racecourse Department is informed in accordance with paragraph 2. If a change to the Stabling Capacity figure is found to be unnecessary, the reversion to the normal Stabling Capacity is to be confirmed with the Racecourse Department before the declaration stage under Rule (F)89.

Increase/reduction of Official Racecourse Stabling Capacity – exceptional circumstances

4. In the event that a change has to be made to the Official Racecourse Stabling Capacity figure and it is not possible to contact the Racecourse Department or Senior Inspector of Courses (for example, on weekends or Bank Holidays), the Racing Calendar Office must be informed directly. However, under no circumstances can a change be made to the Stabling Capacity figure after the time for declaration, under Rule (F)89, and in no other circumstances should the Racing Calendar Office be contacted directly concerning alteration of the Official Racecourse Stabling Capacity. In all such cases, it must be ensured that the Racecourse Department is subsequently notified of the change.

BHA GENERAL INSTRUCTIONS

No 8.1
Dtd 3 Oct 2011

To: Managing Executives
From: Chief Executive
Subject: STEWARDS' BOXES AND ROOM, PROVISION OF INFORMATION

Stewards' Boxes

1. The Main Stewards' Box is to:
 - a) be in a side-on position unless overriding local conditions dictate otherwise;
 - b) provide an overall uninterrupted view of the racing unless, in the case of boxes constructed before 1st January 1998, overriding local conditions dictate otherwise;
 - c) be large enough to accommodate necessary Stewards and Officials (that is, a minimum frontage of 4.5 metres and depth of 3 metres - for those boxes constructed after 1st January 1998);
 - d) provide security from the public and other distractions, such as the racecourse commentator.
2. A head-on box is to be provided, except with agreement of the Head of Stewarding who may, in exceptional circumstances, agree to discontinue the use of a particular head-on box. The head-on box should have sufficient height to give an uninterrupted view of the whole course; if this is not possible it must, at least, give a satisfactory view of the closing stages of all races. Where the head-on box is the main box, an adequate side-on box is also to be available.

Stewards' Room

3. The Stewards' Room is to be of adequate size and appropriately furnished. It is to have arrangements for showing video recordings and communicating with the Integrity Service Provider's camera patrol vehicle.

Transfer of electronic information

4.
 - a) A direct telephone line that can be dedicated to the Stewards during the raceday must also be provided by the racecourse, and must terminate in the Stewards' Room unless otherwise agreed by the Racecourse Department.

- b) Each racecourse Stewards' Room must have a wireless router. This router will be provided by or on behalf of the BHA and must not be disconnected from either the telephone socket or power supply without prior consent from the BHA.
- c) It is a requirement for all racecourses that the Stewards' Room and photofinish room be connected using an appropriate network link.

Television Receivers

5. When racing at the course is shown on television by any network broadcaster or CCTV, the Stewards' Room and the main Stewards' Box are to be equipped with television receivers. Additionally, the Stewards' Room must have a receiver capable of showing SIS and/or Turf TV as appropriate.

Betting Information for Stewards

6. Betting information is to be provided in the main Stewards' Box for Stewards via a **TV monitor**, provided by the Integrity Service Provider if the meeting is covered by an Integrity Service Provider's television camera patrol unit, and a Text service.

Publications and information lists

7. The following publications and lists are to be available in the Stewards' Room at every meeting:

- a) the current Rules of Racing (as a minimum, through an internet provision using the BHA's Rules website: <http://rules.britishhorseracing.com/>);
- b) the current Guide to Procedures and Penalties;
- c) BHA General Instructions and Officials' Procedures amended up to date;
- d) the Racing Post, together with the Timeform racecard, where appropriate.

Transport for Officials

8. Where distances to be traversed during normal duties make it necessary, a car should be provided for the use of the Stewards, Stipendiary Stewards and/or Veterinary Officer.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 8.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: JUDGES' BOXES

Maintenance

1. Judges' Boxes and their fixtures, fittings and fixed equipment are to be maintained in accordance with the requirements of the Racecourse Department. The Judges' Box is to be capable of being brightly lit to the standard of a 150 watt bulb or its equivalent. In addition, where a racecourse has fixtures during the Winter, a heater is to be provided.
2. Access to the Judges' Box, photofinish room and fire escape(s) from both are to be kept free of obstruction.

Security

3. Only the following persons are to be admitted to the Judges' Box:
 - a) the Judge;
 - b) the official announcer (if acting);
 - c) Integrity Service Provider staff on duty;
 - d) the Clerk of the Course;
 - e) an authorised Judge under training;
 - f) any other person with the prior agreement of the Judge.
4. No other person may be admitted to the Judges' Box. Staff members, whose duties take them into close proximity to the box (Racecourse Messengers, for example), should be watchful for unauthorised persons entering the box and challenge anyone who does so.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 8.3
Dtd 2 April 2011

To: Managing Executives
From: Chief Executive
Subject: WEIGHING ROOM AND CHANGING ROOMS – CRITERIA, SECURITY
AND ACCESS/NUMBER CLOTHS

Weighing Room

1. The general Weighing Room area, which is to be suitably lit and heated, is to include:

- a) accurate electronic scales (smallest divisions no greater than 0.5lb and which round down at all times), which are to be professionally calibrated at least twice a year, and fully operational on racedays. The electronic system is to include a remote wall-mounted digital display and an additional desk top display for the Clerk of the Scales;
- b) an emergency back-up power supply for the electronic scales. This can take the form of a suitable battery, which must be tested at regular intervals, to ensure that it remains operative;
- c) sufficient tables, chairs and power points (for the powering of all laptop computers) for the Clerk of the Scales and other Officials;
- d) a rail, which must separate the actual weighing area from the rest of the Weighing Room. The Clerk of the Scales and the weighing scales will be positioned behind this rail;
- e) an accurate clock set to the correct time clearly readable by the Clerk of the Scales (the clock is to be set by dialling 123 on each raceday to ensure accuracy);
- f) an external telephone and a connection to the internal communication system;
- g) a broadcast office within easy reach of the Clerk of the Scales and with facilities for its staff and equipment;
- h) facilities for the declaration of runners;
- i) a Number Cloth Official with a supply of number cloths (see paragraphs 9 and 10) and a table or hanging rail for setting out the cloths;
- j) a notice board;
- k) notices showing the names of the Acting Stewards and the Handicapper (if present) or his non-attendance;

- l) a single colour CCTV camera, analogue VCR and monitor (the system will be used to monitor and record activity in the vicinity of the Weighing Room – see paragraph 8);
- m) a colour television within easy viewing range of the Clerk of the Scales.

Riders' Changing Rooms/Rest Room

- 2. The Riders' Changing Rooms, along with good lighting and heating, are to have:
 - a) benches, tables and saddle racks;
 - b) clothes hooks;
 - c) adequate toilet and washing arrangements;
 - d) a supply of lead weights;
 - e) accurate trial scales (smallest divisions no greater than 1lb), calibrated at the same time as the main scales in the Weighing Room;

Note: For resilience purposes, those courses that use electronic trial scales should have a suitable surge protection in place on the main power supply.

- f) facilities for Valets to include a washing machine and dryer, a drying room, a sink with hot and cold water, electric power points and an access door for the loading of baggage to and from vehicles;
- g) an accurate clock (the clock is to be set by dialling 123 on each raceday to ensure accuracy);
- h) where space permits, a notice board;
- i) all new build facilities are to have immediate access to a dedicated Riders' rest room of adequate size, and equipped with appropriate furniture and television(s).

Catering for Riders

- 3. Food and drink must be provided for all riders from one hour before the first race until at least 30 minutes after the last race.
- 4. As a minimum the food and drink provided should include:
 - (a) a selection of breads and rolls to make sandwiches;
 - (b) a variety of sandwich fillings e.g. cold meats, chicken, fish, egg, cheese;
 - (c) at least one choice of hot meal

- (d) fresh fruit;
- (e) energy snacks e.g. small sweets, pieces of chocolate;
- (f) cold drinking water;
- (g) isotonic or sport's drinks;
- (h) low calorie mixers;
- (i) tea and coffee.

Note: Further advice can be obtained from the PJA and RCA for suggestions of food to meet the minimum requirements, or where racecourses wish to provide additional catering.

Security of Weighing Room and Riders' Changing Rooms

5. The entrances to the Weighing Room and to the Riders' Changing Room are to be manned by members of staff instructed to prevent unauthorised persons from entering (an unauthorised person is a person not covered by any of the provisions in Annexes A and B). All such staff must hold a Certificate of Competence issued by the BHA following authorised training conducted by a Weighing Room Security Officer.

6. Any door used by Valets for baggage, and any other unmanned Weighing Room/Changing Room door is to remain secure against entry by any person at all times, from half an hour before the advertised time of the first race until the Riders have weighed in for the last race, unless emergency use is required. At the same time, compliance with current Fire Safety Regulations must be achieved.

Access to the Weighing Room and Riders' Changing Rooms

7. The only persons entitled to enter the Weighing Room and Rider's Changing Rooms are those categories of person(s) authorised by the BHA and listed respectively at Annexes A and B.

Access to the Weighing Room or Rider's Changing Rooms to any other person not listed at Annexes A or B must be denied, except that other persons may be granted access at the discretion of the Clerk of the Scales. In all cases any person entering the Weighing Room or Rider's Changing Room areas may be required to show their badge, ID and Validity Pass or some other form of valid accreditation in order to establish their entitlement to access.

8. The point at which access to the Riders' Changing Rooms will be denied is the rail referred to in paragraph 1, where the Riders' Changing Rooms are situated behind such a rail. In cases where the Riders' Changing Rooms are not situated behind the rail, the point at which access will be denied is the door to the Riders' Changing Rooms. In all cases the right of access to the Riders' Changing Rooms will be enforced by a suitable person authorised and instructed to do so by the Managing Executive, and the point of

access must be manned at all times by this person (or in times of absence by a suitably trained deputy) during the period specified in paragraph 6.

Note: The competence requirement in paragraph 5 refers.

9. Copies of Annexes A and B are to be displayed on the notice board in the Weighing Room.

CCTV System

10. Maintenance of the CCTV system is the responsibility of the Managing Executive. The Managing Executive is responsible for ensuring that the tapes are stored securely for 28 days, together with the recording register maintained by the Weighing Room Security Officer. The tapes can be over-recorded after 28 days.

Note: The data stored within the CCTV system is the property of the BHA.

Number Cloths

11. Number cloths must be supplied and comply with the following requirements:

- a) dimensions – between 100cm to 117cm wide and 75cm to 86cm long.
- b) numbers – between 17cm and 30cm high, (numbers 1 and 7 as well as 6 and 9 to be sufficiently distinguished);
- c) material – may be cotton or polycotton mix weighing not less than 113gr (4oz) or more than 198gr (7oz) per square metre;
- d) Colour combinations to be suitably contrasting, for example:
 - black/white;
 - white/red;
 - white/blue;
 - black/yellow;

12. Any other number cloth which does not conform to the requirements laid down in paragraph 11, or if speed sensing equipment is to be incorporated, must be submitted to the Racecourse Department and be approved before it is used. However, providing the criteria laid down in paragraph 11 are met, applications for approval of number cloths are **not** necessary where they carry the name of the sponsor and/or a sponsor's logo, and conform with the Code of Conduct for Owner's sponsorship.

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Persons who may enter the Weighing Room	Annex A
Persons who may enter Riders' Changing Rooms	Annex B

PERSONS WHO MAY ENTER THE WEIGHING ROOM

- BHA Board members/Officials of the Meeting and Officials of BHA
- Acting Stewards and Trainee Stewards
- The Clerk of the Course
- Jockeys and Amateur Riders (subject to Rule (B)84) in the case of those suspended)
- Jockeys' Valets and their Assistants
- Trainers
- Trainers' Representatives or persons having the care of a horse, provided in both cases that they are involved with a horse running on the day
- Owners or Owners' Agents of horses running on the day
- Authorised Rider's Agents, on production of ID
- Broadcast crews with the specific permission of the BHA
- Chief Executive or representative of the Professional Jockeys Association, Amateur Jockeys' Association of Great Britain, National Trainers' Federation, Racehorse Owners' Association, Racecourse Association and Arabian Racing Organisation
- Employees of Integrity Service Providers and Barnett Lenton
- PJA Sports Psychologist
- Nutritionists and Physical Therapists, approved by the BHA, and Jockeys' Coaches on production of ID and Validity Pass
- Officials of the Administration of Gambling on Tracks Ltd.
- Racecourse and TV Commentators
- Racecourse Medical Personnel and Veterinary Surgeons
- Relevant staff employed or sub-contracted by the Managing Executive who require access to the Weighing Room

Annex A to BHAGI 8.3
Dtd 2 April 2011

- Representatives of JETS
- Persons wishing to claim horses, subject to permission by the Clerk of the Scales, and for that purpose only
- Other persons given special permission for access by the Clerk of the Scales

PERSONS WHO MAY ENTER RIDERS' CHANGING ROOMS

- Jockeys engaged to ride on the day
- Amateur Riders engaged to ride on the day
- Jockeys' Valets and their assistants
- Officials of the Meeting and BHA
- The Clerk of the Course
- Trainer or Trainers' Representative when, in an emergency, a rider has to be engaged at short notice (permission must be granted by the Clerk of the Scales)
- Broadcast crews with the specific permission of the BHA
- Chief Executive of the Professional Jockeys' Association and Amateur Riders' Association
- Employees of Integrity Service Providers who require access to the changing rooms
- Nutritionists and Physical Therapists, approved by the BHA, and Jockeys' Coaches on production of their ID and Validity Pass
- Racecourse Medical Officers
- Relevant staff employed or sub-contracted by the Managing Executive who require access to the changing rooms
- Representatives of JETS
- Other persons given specific permission for access by the Clerk of the Scales

BHA GENERAL INSTRUCTIONS

No 8.4
Dtd 1 Jun 2010

To: The Managing Executive
From: Chief Executive
Subject: THE PADDOCK AREA/WINNERS ENCLOSURE/HORSEWALKS/
SADDLING BOXES

Paddock

1. The Paddock area must include a Parade Ring and a Pre-Parade Ring.

Parade Ring Criteria

2. The Parade Ring, if constructed after 1st January 2000, is to accommodate the largest field allowed by the race Safety Factors with not less than 6 feet (1.83m) between horses and allowing 10 feet (3m) per horse. If the parade ring is to incorporate the Winner's Enclosure and/or Unsaddling Enclosure, its dimensions will need to be increased to reflect this dual purpose. A parade ring constructed before 1st January 2000 should fulfil the above criteria but, if of insufficient size, only those horses for which there is room are to be paraded in the Parade Ring. The remaining horses are to be paraded in an alternative segregated area and the public informed accordingly.

3. In addition, the Parade Ring must:

- a) be within a double safety rail with padding over all sharp corners;
- b) be of a non-slip material (Parade Rings built after 1st January 2004 are to be constructed with a non-slip shock-absorbing material, for example, rubberised tiles);
- c) have a wide entrance from the Pre-Parade ring;
- d) have wide exits to the course with guide rails to indicate the route to it – gaps, marked as necessary, may be provided for the public to pass through;
- e) have a prominent notice listing those authorised to enter the Parade Ring;
- f) have rails to control the public;
- g) not have advertising hoardings positioned around the Parade Ring inner rail unless they are supported by a framework of rounded edges, constructed of plastic used in approved running rails. Supports (either wooden or metal) must also be protected by such plastic.

The double rail encircling all new Parade Rings must be at least 4 feet (1.2m) high and incorporate appropriate screening between rail and ground level. In addition, the span created by the double safety rail must be at least 3.25 feet (1m) wide.

Note: Historically, horses in the Parade Ring are walked in a clockwise direction. Should a Managing Executive wish to request that all horses be walked in an anti-clockwise direction around the Parade Ring, agreement must firstly be reached with the Inspector of Courses.

Parade Ring - unauthorised persons/noise levels

4. Unauthorised persons and, for safety reasons, all children under twelve years of age are to be excluded from the Parade Ring, and a sign to this effect must be displayed. Additionally, children aged between twelve and sixteen are to be accompanied by an adult whilst in the Parade Ring. A person must be appointed by the Managing Executive to supervise general Parade Ring control, including ensuring compliance with the Timetable Plan (see BHAGI 10.2). Managing Executives must ensure that raceday entertainment involving potentially high noise levels is not sited around either the Parade Ring or Pre-Parade Ring.

Pre-Parade Ring

5. The Pre-Parade Ring is to be defined by a rail or solid barrier. Any Pre-Parade Ring rail or solid barrier installed since the start of the 1998 Turf Flat Season must be at least 4 feet high. The Pre-Parade Ring should also include a hot water supply (where no other exists within easy reach, apart from the Sampling Unit) and a hut or covered facility for the 'Armband Official'.

Winners Enclosure criteria

6. The Winners Enclosure must be capable of accommodating at least three and preferably four horses. It must be surrounded by either a double safety rail or adequate cladding to ground level. If accommodated within the Parade Ring, the Winners Enclosure must continue to meet these specifications, with its size being additional to the Parade Ring Criteria set out in paragraph 2.

Winners Enclosure - authorised and unauthorised persons

7. Only the following persons may enter the Winners Enclosure while all the placed horses are there:

- a) Stewards and Officials;
- b) Owners and Trainers directly connected to the placed horses;
- c) Riders and Stable Staff directly connected to the placed horses;
- d) Photographers and other persons authorised by the Managing Executive.

There is also to be easy access from the Winners Enclosure to the Weighing Room during such time.

8. It is to be ensured that access to the Winners Enclosure is controlled, so that paragraph 7 is complied with. Unauthorised persons and, for safety reasons, all children under twelve years of age are to be excluded from the Winners Enclosure, and a sign to this effect must be displayed. Additionally, children aged between twelve and sixteen are to be accompanied by an adult whilst in the Winners' Enclosure.

Horse Walks

9. All horse walks are to be constructed of a non-slip material, preferably not less than 6 feet (1.83m) wide. The surface should be checked regularly, in particular when weather conditions change during a meeting, and, where necessary, gritting or sanding should be arranged. All walkways used by horses, and along which the public is liable to congregate, must be segregated (with controlled crossing points where necessary) by rail or solid barrier. All such walkways constructed since 1st October 1999 must be segregated by rail or solid barrier (or both) to a minimum of 4 feet (1.22m) high.

Saddling Boxes

10. Horses are to be saddled in the Saddling Boxes which are to be in or adjacent to the Parade Ring/Pre-Parade Ring. However, horses may be saddled in the Racecourse Stables where:

- a) the stables are in very close proximity to the parade ring, viz: at Ayr, Bath, Brighton, Fakenham, Ffos Las, Haydock Park, Hereford, Newton Abbot, Sedgefield and Yarmouth, or;
- b) the Stewards have given Trainers their permission under Rule (B)27.3.

11. Existing Saddling Boxes are to be at least 6 feet (1.83m) in width with partitions high enough to prevent interference from neighbouring horses. Some boxes are to have doors. Coconut matting and wood are currently acceptable as wall coverings. However, when these materials are due to be replaced, a shock absorbing, preferably rubberised and cleanable material must be installed instead, to the same specification as for any brand new Saddling Boxes (see paragraph 12).

12. All new Saddling Boxes must have a shock absorbing (preferably rubberised) and cleanable material on the back wall, to a height of 2m long (6 feet 7 inches) x 1m high (3 feet 3 inches) on the rear sides, starting as near to ground level as possible. Each box must be at least 2.4m (7 feet 10 inches) in width, at least 3m (9 feet 10 inches) long, and have a clear height of 3m (9 feet 10 inches). They are to be constructed of materials that can be easily cleaned, with an impermeable finish, and have level floors. There must be sufficient Saddling Boxes to meet demand, and 25% are to have front walls with doors.

Water

13. Abundant supplies of fresh, cold water are to be positioned at certain critical points (for example, adjacent to the Parade Ring, Unsaddling Enclosure, etc.), as agreed with a Veterinary Officer and/or the Inspector of Courses. These water supplies may be provided in the form of hosepipes or filled water butts. If the latter, they should also be placed outside public reach.

75 High Holborn
London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 9.1
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: PASS CARDS AND BADGES

Admission to Licensed Racecourses

1. A Privileged Access Swipe System (PASS) is in place for all holders of metal badges, Owners and Breeders, which will authorise entry to the racecourse. Restrictions to PASS card use are issued with the PASS card itself, and any changes will be published. Terms and conditions are also issued with the cards.
2. Metal badges or identity cards are valid once inside the racecourse and, in certain cases, permit access to specified integrity areas. They will also be valid as a means of entry to the racecourse at fixtures where the PASS system is not operated.
3. All badges and passes may be inspected by authorised persons who will, where necessary, make reference to the RCA badge poster (such listed badge types are shown at Annex A). Other authorised passholders and passes are shown at Annex B.
4. Permit Trainers and Amateur Riders who hold permits to ride under Rule (D)16 should be granted free admission to a racecourse only on the day on which they have a runner, or on which they are riding.

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Listed badge types	Annex A
Other authorised passholders & passes	Annex B

LISTED BADGE TYPES

- Racecourse Association Badge
- Racecourse Association Special Badge
- Official's Badge
- National Trainers Federation Badge
- Professional Jockeys' Association Badge
- Press Badge

OTHER AUTHORISED PASSHOLDERS AND PASSES

Passholder	Pass
1. The BHA	
a) Casual Officials	Identity card with photo of holder and annual white validity pass with coloured lettering.
b) Stewards' Room Assistants	As for Casual Officials (above).
c) Stewards	Identity card & annual coloured validity pass. Entitles holder to complimentary badge for all meetings except those listed on back of pass.
2. Integrity Service Providers	
Integrity Service Providers' staff, approved Integrity Service Providers' sub-contractors	Permanent or temporary security pass. On front: holder's name, photo & technical service. On back: authorising signature, issue date and text 'This authorises admission when on duty to all parts of the racecourse at all courses in Great Britain'.

BHA GENERAL INSTRUCTIONS

No 9.2
Dtd 1 Jan 2011

To: Managing Executives
From: Chief Executives
Subject: DUTIES OF DECLARATIONS CLERKS, RACECOURSE MESSENGER
AND SHORTHAND WRITER

Availability

1. A suitable Declarations Clerk must be available to commence duty at least 90 minutes before the advertised time of the first race, and remain available until his duties under this Instruction are completed. Clerks of the Course are advised that another member of Racecourse Staff should also be trained to fulfil this role in case of absence.

Declarations Sheets

2. A copy of the Declarations Sheets sent by the Racing Calendar Office with the delivery of racecards, or by facsimile or courier, should be attached to the Declarations Boards by the Declarations Clerk.

Non-runners and changes of Rider/Owner

3. On written notification from the Racing Calendar Office, or from a Trainer of any declared non runners or changes of ownership, the Declarations Clerk must inform the Clerk of Scales

4. In the case of a Trainer (or his Representative) wishing to substitute his declared Rider, the Declarations Clerk must seek confirmation from the Clerk of the Scales and Stipendiary Steward(s). It is recommended that the Trainer (or his Representative) is asked to remain in the Weighing Room until such confirmation has been authorised.

Distribution of Declarations Sheets

5. At the 45 minute declaration deadline under Rule (B)23 the Declarations Clerk must transfer all the corrected information and details regarding spread plates, tongue straps and starting arrangements on to the 'Alterations to Declaration Sheet' form (AD1). These forms will be on carbonated paper, and the copies are to be distributed to at least the following:

- Clerk of the Scales;
- Stipendiary Stewards;
- Mobile Scanner Unit;
- Starter;
- Screen/Number Board operative;

- the Press Room;
- the Public Address Office;
- Notice Board in the Weighing Room.

6. The Declarations Clerk should complete an 'Alteration to Declarations Sheet' form for every race. However, if all the details on the Declaration Sheet are correct, and there is no additional information, the Declarations Clerk should record this fact on the 'Alteration to Declarations Sheet' form by stating 'No alterations' which is then to be made available, as set out above. The Official Going should be confirmed on the AD1 form for the first race. Should the Official Going be altered during racing by the Stewards, any such change must be confirmed on the next available AD1 form to be distributed.

Advance Runners and Rider Information

7. At all afternoon meetings, the Declarations Clerk will also be responsible for displaying information on Runners and Riders declared for 'forthcoming meetings'. This information is available on the BHA/Weatherbys Racing Administration internet site, and is to be downloaded from the site.

Communication of Official Information

8. The Declarations Clerk, as directed by the Clerk of the Scales, is to ensure suitable distribution and communication of all official information (that is, information detailed in Rule (B)26 changes in the going, and the results of Stewards' Enquiries) as soon as possible, either by telephone, fax or by runner, to SIS, Turf TV, the media and number boards, etc. On those occasions when there is a loss of electronic connection between the Clerk of the Scales and the Racing Calendar Office, the Declarations Clerk may be asked to fax the Official Race Return to the Racing Calendar Office.

Medical Record Books and the Red Entry List

9. The Declarations Clerk must liaise with the Clerk of the Scales to ensure that all Amateur Riders and Overseas Riders (where applicable) produce their Medical Record Book prior to weighing out. Furthermore, he shall ensure that the Senior RMO and the Clerk of Scales have copies of the list, produced daily by Weatherbys, of those Riders who are subject to medical suspension.

Racecourse Messenger

10. A Racecourse Messenger must be provided. He is to report to the Clerk of the Scales, to distribute racing notices (for example, Rider, weight or colour changes) as applicable, to collect reports of enquiries, and to distribute them to all notice boards and the CCTV Operators.

11. The Racecourse Messenger will also collect and distribute the following:

- a) a copy of the Judge's Return Form to the:
- Judge;
 - Clerk of the Scales;
 - Stewards;
 - Representative of the racecourse's LBO media rights partner;
 - Handicapper (if requested);
 - Racecourse's PR representative (if requested);

Note: The Racecourse Messenger must only pass copies of the Judge's Return Form to those persons listed.

b) a copy of any Photofinish print to each of the Stewards' Room, the Press Room and each Public Display Frame.

Additionally, he is responsible for delivering the Starting Price Pink Sheet to the Stewards.

Stewards' Room Administrator

12. If a Stewards' Room Administrator is unable to be present at a meeting, the BHA's Head Office will, where possible, provide at least six weeks' notice. In this event, a Shorthand Writer of the same standard of accuracy as those employed in Courts of Law is to be provided. When the account is submitted, the Managing Executive should arrange to pay the Shorthand Writer and to send the account to the Racing Calendar Office, which will then make the necessary adjustment to the racecourse account.

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London WC1V 6LS

BHA GENERAL INSTRUCTIONS

No 9.3
Dtd 1 Jun 2010

To: The Managing Executive
From: Chief Executive
Subject: AUCTIONEERS - SELLING RACES

Introduction

1. Managing Executives are to ensure that Auctioneers comply with the relevant Rules of Racing in respect of selling races, and take account of the RCA Code of Practice for Racecourse Auctioneers.

Time of Sale

2. If the auction of the winner commences before the 'All Right' signal has been given, the Auctioneer must announce prior to the auction that the sale will be halted in the event of an objection or Stewards' Enquiry, and that it will be invalid if the winner is disqualified or its placing altered.

Obtaining Payment

3. When the winner is sold or re-purchased, the Auctioneer is responsible for the sale, and for obtaining payment. He is to issue the delivery order when he is satisfied that the price has been secured (see paragraphs 4-6).

Acceptance of Cheques

4. Payment must be made to the Owner 15 days after the race. Therefore, when an Auctioneer accepts a sterling cheque drawn on a bank outside of the United Kingdom in payment for a horse, he is to:

- a) arrange for it to be made payable to himself or to the Managing Executive;
- b) provide the Stakeholder with a cheque drawn on his own account or that of the Managing Executive.

5. An Auctioneer may decline a cheque drawn in sterling on an overseas bank on the grounds that the price has not been secured to his satisfaction. In such an event the horse is to be put up for sale again.

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BHA GENERAL INSTRUCTIONS

No 9.4
Dtd 1 Jun 2010

To: The Managing Executive
From: Chief Executive
Subject: RACECARDS

Requirements

1. Arrangements must be made for the publication of a daily Official Racecard which conforms with or contains the details listed in the paragraphs below. The Racecard is to be made available to BHA Officials three hours before the advertised time of the first race.

Stewards

2. Racecards should preferably show only the names of those Stewards who are to act on the day to which the Racecard refers. If the names of the full Stewards Panel are shown, the names of those who are to act on the day are to be marked with an asterisk.

Officials

3. The names of the Handicappers for Flat and Jump races (with the name of any Handicapper in attendance at the meeting to bear a denoting asterisk) are to be given. The names of all other Officials, viz: Stipendiary Steward(s), Judge(s), Clerk(s) of the Scales, Starter(s), Weighing Room Security Officer(s) and Veterinary Officer(s) must also be stated.

Other persons

4. The names of the Clerk of the Course, Medical Officers, Veterinary Surgeons and Commentators must be stated.

Conditions of Races

5. These must be given, exactly as published in the Racing Calendar except when special permission has been granted by the BHA, and must include details of both the prize money for Owners and the penalty value in each race. Where sponsored number cloths and/or attendants' sponsored clothing are to be carried, this fact is to be indicated with the conditions, together with the sponsor and the total amount to be paid out (exclusive of VAT).

Horses

6. The Racecard must include the following details with regard to each horse engaged:

- a) names, sex and pedigrees;
- b) ages (in races for horses of more than one age);
- c) saddle cloth numbers;
- d) draw numbers for Flat races;
- e) declarations of hoods, blinkers, visors, eyeshields, eyecovers, sheepskin cheek pieces or combinations thereof, as well as of tongue straps;
- f) weights to be carried (including penalties), together with, if weights have been raised under Rule (F)36 and (F)45 the relevant details of such increases;
- g) Owners, Trainers (in Hunters' Steeple Chases, horses which are privately trained to be denoted by an asterisk) and colours;
- h) results of at least the last three performances in races run under the same code (i.e. Flat or Jump) in Great Britain and abroad as that in which the horses are engaged.

Riders

7. Information must include:

- a) names of Declared Riders (as at the time laid down in Rule (F)92)
- b) any riding allowance which the Rider is entitled to claim.

Claiming Races

8. Details of the advertised claiming price, together with, whenever possible, the procedure for making a claim must be stated.

Starting Stalls

9. Details of where on the track the starting stalls are to be positioned for each race must also be detailed.

Non-conventional Racecards

10. Where a format other than a conventional Racecard is utilised, the Stewards and the Officials must be provided with a suitable working copy, containing all the information required under this Instruction as laid down in paragraph 1.

Reprinting of Racecards due to abandonment or postponements

11. If one or more races has to be carried forward from an abandoned day to a following day, then the Racecard must be reprinted overnight (unless permission not to do so has been sought and obtained from the BHA). The reprinted Racecard must show the revised order of running, including any additional races, and the Clerk of the Course is to inform the Racing Calendar Office accordingly (see BHAGI 3.2 Annex B).

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BHA GENERAL INSTRUCTIONS

No 10.1
Dtd 3 Oct 2011

To: Managing Executives
From: Chief Executive
Subject: STARTING ARRANGEMENTS, FARRIERS AND ADVANCE FLAG OPERATORS (AFOs)

Transport for Starter

1. A suitable vehicle must be provided to transport the Starter to the Start. In addition, a driver may also be required (as agreed in advance with the Racecourse Department) where logistical/personnel issues may prevent the Starter from arriving at the Start on time.

Positioning of Starts

2. The Managing Executive must ensure that those persons who are required to set up each Start are aware of their duties. To this end, the Stalls Team Leader in the case of Flat races, and the racecourse employee in charge of setting up a 'Flip' Start for Steeple Chases, Hurdle and National Hunt Flat races, is to report to the Clerk of the Course at least one hour prior to the advertised time of the first race to be briefed on the location of all Starts, the positioning of the Starting Stalls, and routes to reach them, taking particular note of any changes to the normal routine.

3. For positioning of Starting Stalls, also refer to BHAGI 3.8 and informing the media of such (see BHAGI 3.2).

Starting Stalls

4. The following requirements must be provided to facilitate the use of Starting Stalls:

- a) hard standing for unloading and space for vehicle parking within the perimeter of the racecourse;
- b) a known hard route from Start to Start;
- c) firm level areas and removable rails with a 4m (13 feet) gap at each Start, to allow the Stalls to be moved on to and off the track (where practical this facility should be on both sides of the track);
- d) a properly maintained mobile rostrum for the Starter. The rostrum should be a minimum of 4 feet 6 inches in height.

Starting Stalls Tests and Stalls Assessments for Debutants

5. If a trainer wishes to present a horse for a Starting Stalls Test or a Stalls Assessment for Debutants Assessment, necessary arrangements for a Stalls Test are to be made unless this requirement is waived by the Racecourse Department. The

attendance of a Racecourse Medical Officer, a Racecourse Veterinary Surgeon, a Starter's Signaller and an ambulance at the Stalls Test is obligatory.

Steeplechase & Hurdle Races – Starting Gates

6. One or more of the following approved Starting Gates for starting Steeplechase and Hurdle races is to be deployed and maintained in good order:

- a) the 'Flip' Starting Gate, except on tracks more than 35 yards wide, unless an Inspector of Courses, in consultation with the Team Principal (Starting Department, has approved its use over a greater width;
- b) any other design of starting gates, such as the 'Barrier Gate', which has been approved by the BHA. Details of the specifications, drawings, assembly instructions, operation, repair and supply of spares for these Gates are to be obtained from the manufacturers. The Managing Executive is responsible for the maintenance of these Gates and for ensuring that it is carried out in accordance with the manufacturer's instructions and that maintenance records are kept.

7. The siting, erection, operation and maintenance of the 'Flip' Start are to be carried out in accordance with the manufacturer's instructions, which are to be made available on the racecourse for reference. When this equipment is used, a protective net is to be erected on the returning side where it is necessary to protect the public or prevent rebounds.

8. A Starter's rostrum, not less than 4 feet high, in good order and correctly positioned, is to be provided at the Starts of all Steeple Chase, Hurdle and National Hunt Flat races. The rostrum should be a minimum of 4 feet 6 inches high.

Collecting Rings at the Start (Jump Races)

9. Where possible, a collecting ring is to be provided on the infield at each Jump Start. The collecting ring is to:

- be of a size that will accommodate the maximum field size from that Start on a race day and,
- its access point is to be at least 10-12 yards wide and 20-25 yards behind the Start Line.

Note: Running rail at the access point must be re-erected as per the manufacturer's guidelines in all cases where the runners will pass the access point during the race.

All arrangements involving the siting and dimensions of such collecting rings and their access points must be agreed beforehand with the Inspector of Courses.

Back-up Procedures

10. Flat:

In exceptional circumstances, as directed by the Stewards and when there is sufficient time to do so, a 'Flip' Start may be set up by racecourse employees no more than 40 yards in front of the Stalls. In the event of there being insufficient time to set up a 'Flip' Start, a flag shall be used to start the race.

Jumps:

In the event of a failure in the starting equipment, a Flag Start should be used.

11. A portable system for amplifying Starter's instructions will be provided at all Jump fixtures where a permanent system is not in place

Tape Behind the Start

12. For Flat meetings, the racecourse must ensure that suitable equipment (see paragraphs 14 and 15) is provided and always available to enable a fixed tape behind the Start to be used. Additionally, the racecourse is responsible for the movement and manning of this equipment. However, in exceptional circumstances, where a racecourse experiences difficulties in meeting the requirement to move the equipment, an approach may be made to the Starter and/or Integrity Service Providers for an agreed variation on this responsibility to occur. In all cases, the Starter will check the equipment provided by the racecourse, and confirm the transport arrangements for it on arrival at the racecourse. The tape is to be positioned at the Start as directed by the Starter.

13. The standard equipment for Flat turf courses will consist of a minimum of four posts 4 feet high with rounded edges which are 3 inches in diameter together with five sections of 5m long tape (joined by velcro) which is at least 2 inches in width. The posts will have slits at the top to enable the tape to be slotted, together with a sharp spike for fixing into the ground. The posts need to be spaced so that there is a gap of 5 yards between each one. Where necessary, additional posts and sections of tape will be required to ensure that the full width of the course is covered.

14. At All Weather Track courses, the 2 inch wide tape should be joined at 5 yard intervals by poppers, and placed in the slit of the post at a height of 4 feet. The posts should be spaced so that there is a gap of 5 yards between each one. They should be supported by a sand weighted hollow plastic stabilising base (approximately 2 feet x 2 feet x 4 inches deep).

Farriers

15. A farrier is to be in attendance at all meetings and readily available (at the direction of the racecourse) to deal with emergencies, such as spread plates. Any removal of plate at the Start is to be carried out by the farrier or Racecourse Veterinary Surgeon. Farriers are to be made aware of their duties and provided with a suitable radio, along with a copy of Schedule (B)4 paragraph 7.

16. If any Pattern Race (Flat or Jump) is to be run at the meeting, the Farrier must attend the Start, to re-shoe horses if he is so instructed by the Starter. Wherever possible, a Farrier should also attend the Start of any terrestrially televised race. No horse may be re-shod for these, or any other races, except by a qualified farrier, who will act on the instruction of the Starter (see Rule (B)35).

Advance Flag Operators (AFO)

17. The Managing Executive must provide an AFO at every race meeting. The AFO must be mentally and physically capable of carrying out the role, and be trained and accredited by BHA. The Managing Executive must provide the AFO with a yellow recall flag (dimensions – 36 inches x 24 inches), a Fox40 whistle, a white overcoat, and a radio for ROCS messages (see BHAGI 4.6 Annex A). On a limited number of occasions additional AFO(s) will be required at certain fixtures at selected racecourses (as agreed in advance with the Racecourse Department).

18. If the Starter raises his flag to signal a False Start, the AFO should raise his yellow recall flag well above the head, wave it, and blow his whistle. If there is any danger of being knocked down by the oncoming field, he should move quickly to the side of the course and out of danger, but continue waving the flag aloft until the field has pulled up.

19. If the Starter does not raise his flag and no announcement is made, the AFO is to move off the track once the horses are running, keeping his flag by his side.

20. The AFO is to ensure that all Marker Poles are correctly positioned at the Start as per the start (see BHAGI 3.4 Paragraph 4).

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BHA GENERAL INSTRUCTIONS

No 10.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACES STARTING ON TIME

Procedures

1. A timetable for each day's racing is to be compiled, setting out when certain proceedings should occur before race time (the appropriate form ST1 is attached at Annex A). When compiling the timetable of events, consideration must be given to managing all relevant factors needed to ensure races start on time. This timetable, once completed, must be prominently displayed in the Jockeys' Changing Rooms, Weighing Room and Racecourse Stables area. A copy must also be given to the Clerk of the Scales. The columns on the form particularly relevant to Jockeys/Trainers are to be highlighted, as appropriate, when placed in these areas and relevant racecourse personnel should proactively refer participants to the timetable as necessary. In view of these requirements, Managing Executives are to ensure that realistic advertised times for races are scheduled in order that the objective of starting races on time is met.

2. Countdown warnings (via internal PA systems wherever possible) are to be sounded in all the Changing Rooms to ensure that Riders leave the Weighing Room punctually. The timing of these warnings and of the signal to mount in the Parade Ring, is also to take account of the distance to travel down to the Start, as well as the number of runners involved. The warnings can be complemented by a flashing light/buzzer system to maximise Jockey awareness.

3. The actual times of the matters referred to in Annex A must be detailed on the form headed 'Monitoring of Start Times' (ST2, attached at Annex B) and be completed and/or signed where appropriate by the Clerk of the Course and the Starter/Clerk of the Scales. A copy of this form, when completed, must be handed to the Clerk of the Scales for forwarding to the BHA's Head Office for monitoring purposes.

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London WC1V 6LS

Timetable plan for Start Times
Monitoring of Start Times

Annex A
Annex B

Annex B to BHAGI 10.2

Dtd 1 Jun 2010

ST2: MONITORING OF START TIMES

MEETING: _____ **DATE:** _____

A	B	C	D	E	F	G	H	I
Race Number	Start time	Time horses arrived in Parade Ring	Time Jockeys left Weighing Room	Time signal to mount was given	Time last horse left Parade Ring	Time horses arrived at Start	Off time	Reasons for any delay
Race 1								
Race 2								
Race 3								
Race 4								
Race 5								
Race 6								
Race 7								
Race 8								

CLERK OF THE COURSE: _____

(Clerk of the Course to fill in boxes A-F)

CLERK OF THE SCALES: _____

STARTER: _____

(Starter to fill in boxes G-I)

BHA GENERAL INSTRUCTIONS

No 11.1
Dtd 1 Jan 2012

To: Managing Executives
From: Chief Executive
Subject: REQUIREMENTS FOR THE PROVISION OF RACECOURSE MEDICAL SERVICES

Racecourse Medical Officers (RMOs) – Requirements

1. The Managing Executive must employ a minimum of two Racecourse Medical Officers (RMOs), one of whom is to act as Senior. In order to act as a Senior RMO he must have successfully completed a course of Senior RMO training, administered by the Authority, and been accredited as a Senior RMO by the Authority. As a result of individual risk assessment, it may be necessary to employ 3 RMOs for Jump race meetings. On every raceday, each RMO must:

- a) be registered with the Medical Department;
- b) be present and on duty in the Jockeys' Medical Room (JMR) not later than one hour before the time of the first race (as advertised on the day of racing) but, in the case of the Senior RMO, 90 minutes before the time of the first race. If two RMOs are not present on course for a meeting, racing **must not** commence, and neither must racing commence unless a BHA approved Senior RMO is present (see paragraphs 7 and 8 for similar restrictions in respect of ambulances);
- c) be licensed practitioners with the General Medical Council and hold a current certificate of membership, valid for clinical non-NHS duties, with one of the accredited Medical Defence Societies;
- d) be fully conversant with the operation of all medical equipment on the racecourse and in the ambulances, and the use of all drugs listed in Annex A to BHAGI 11.2;
- e) carry the equipment and drugs as specified for RMOs in Annex A to BHAGI 11.2 at all times when on duty;
- f) have recent training (within the last three years) in immediate care to include trauma diagnosis, trauma management and patient handling, and also:
 - the management of spinal patients;
 - the maintenance of a patient's airway in all clinical conditions, stabilisation of the cervical spine, administration of oxygen, and patient transportation;
 - intravenous techniques;
 - the operation of a cardiac monitor and defibrillator;

BHAGI 11.1
Dtd 1 Jan 2012

Only acute trauma courses approved and accredited by the Faculty of Pre-Hospital Care, Royal College of Surgeons of Edinburgh, or the Royal College of Surgeons of London and recognised by the Authority will be accepted as satisfying this requirement. As from 1st January 2012, ATLS training alone will no longer be recognised by the Authority. RMOs holding current ATLS Certification are also required to undergo retraining every year in Automated External Defibrillation (AED) and Basic Life Support (BLS), and every three years in the extrication and packaging for transport of injured riders. Certification of competence and completion of this additional training must be provided on request;

Note: ATLS training will no longer be recognised by the Authority as from 1st January 2013.

- g) be fully conversant with the current BHAGI section 11 and the Standing Orders for the racecourse on which he is employed;
- h) be physically and mentally capable of carrying out all the duties required of an RMO on a racecourse;
- i) have no conflict of interest with any other activity or duties on a raceday, including those involving the crowd (other than in the proviso referred to in paragraph 17). In particular, an RMO may not ride horses on any racecourse where they are acting as an RMO on the day of racing. RMOs who are an Owner, Part-Owner, or Trainer of a horse due to run when they are scheduled for duties as an RMO may act as an RMO provided that they relinquish all activities or duties of ownership or training for that raceday;
- j) undertake duties as an RMO for a minimum of 8 days per annum. Dispensation may be granted to RMOs who only officiate at a racecourse with less than 8 scheduled fixtures per annum;
- k) when not in active clinical service, regardless of age, be approved annually by the Chief Medical Adviser (BHA CMA). Active clinical service in this context means currently employed to fulfil an active role in regular clinical or locum sessions for no less than 5 sessions per week.

Note 1: RMOs who are currently employed within the NHS (or equivalent) and are contracted for 4 or less clinical sessions per week must undergo recognised training every year (for a minimum of **one day** per annum) and also comply with paragraph 1(f).

Note 2: RMOs who have retired from active clinical service or undertake 4 or less clinical sessions per week must, on an annual basis, provide the following information to the BHA CMA. The information will be used to assess whether or not the RMO can remain registered with the BHA.

- (i) evidence of Medical Malpractice Insurance for a minimum of £10million, to include 3rd party cover

- (ii) evidence of current licence with the GMC
- (iii) evidence of recent training in pre-hospital care (within the last 3 years or 4 years for PHTLS and ATLS qualifications)
- (iv) evidence of annual training in Automated Extended Defibrillation (AED) and Basic Life Support (BLS)
- (v) a statement from the respective Managing Executive(s) supporting their ongoing employment as an RMO
- (vi) a statement from a Senior RMO that the person is physically and mentally capable of undertaking all the duties of an RMO. This statement would normally be supplied by the Senior RMO on the racecourse providing the statement for (v) above but if the individual applying for recognition is actually the Senior RMO on that racecourse, another Senior RMO who has direct knowledge of the applicant may provide the statement
- (vii) access to a copy of their most recent clinical appraisal on request.

Note 3: The Managing Executive, under the Rules of Racing and in signing the racecourse licence application form, is responsible at all times for ensuring its employees, servants and agents (including self employed and professional persons engaged to provide services) comply with and discharge their obligations and duties in accordance with the BHAGIs.

Nurses – Requirements

2. The Managing Executive must employ a minimum of one Nurse on every raceday who must:
- a) be present and on duty in the JMR not later than one hour before the time of the first race (as advertised on the day of racing);
 - b) be suitably qualified (that is, Level 1 or 2 Adult Nurse and currently registered with the NMC [Nursing and Midwifery Council – formerly the United Kingdom Central Council for nursing, midwifery and health visiting]);
 - c) be physically and mentally capable of fulfilling all the duties allocated to him;
 - d) ensure that the JMR is continuously occupied by a qualified Nurse from one hour before the time of the first race until stood down by the Senior RMO after the end of racing;
 - e) be able to use and have access to VEMCOM at all times;
 - f) be familiar with all the equipment and supplies in the JMR and be able to use the defibrillator;

g) wear a uniform at all times when on duty. This uniform must conform to the standard in current general use in NHS Hospitals and ensure that the Nurse on duty in the JMR can be clearly recognised as a Nurse. Examples of standard uniform designs are available from the Medical Department.

3. Nurses employed by Managing Executives must also undertake an ongoing education programme in accordance with the NMC requirements.

As from 1st January 2009, all Racecourse Nursing Staff must:

- a) be registered with the Medical Department;
- b) have had recent training (within the last two years) in Automated External Defibrillation (AED) and Basic Life Support (BLS). Certification of completion and competence of this training must be provided on request;
- c) provide the Medical Department with details of qualification, retraining and professional insurance on request.

Note 1: Nurses may not be used as a substitute for an RMO or Paramedic. Nurses employed for duties outside the JMR (other than acting as fence attendants) must have appropriate additional and recent training.

Note 2: A Doctor may carry out the duties of the Nurse, provided that the Doctor is not required for duties as an RMO or Crowd Doctor on the raceday.

First Aid Trained Attendants – Requirements

4. For Jump racing, at least one qualified First Aid Trained Attendant is normally required at each fence or hurdle, unless agreed otherwise by a nominated representative of the Managing Executive in consultation with the Senior RMO.

Note: **First Aid training** must be obtained through an organisation approved by the Health & Safety Executive (HSE) under the Health and Safety (First-Aid) Regulations 1981. This training is to be certificated and in date as per the HSE Regulations for First Aid at Work.

Jockeys' Medical Room (JMR) – Requirements

5. Suitably furnished accommodation situated **near** to the Jockeys' Changing Room is to be provided for a separate JMR which must have the following:

- a) adequate heating, lighting, hot water supply and a self contained private toilet;
- b) necessary First Aid equipment and supplies in accordance with Annex A to BHAGI 11.2 (precise details of which are to be included in the Standing Orders);
- c) at least two screened beds with blankets;
- d) a direct outside line telephone facility for maintaining communication;

Note: A telephone that requires the user to connect via a switchboard must have dedicated outgoing lines that cannot be blocked by incoming calls.

- e) have a VEMCOM radio on site in the JMR at all times for the use of the Nurse;
- f) a copy of the current BHAGI section 11 and the Standing Orders.

6. No unauthorised access to the JMR is to be permitted, and it is not to be used for any other purpose during racing other than attending to injured Riders, unless under exceptional circumstances. Authorised access can only be granted by a nominated representative of the Managing Executive to Medical Staff (that is, RMOs, Nurses and ambulance crews) and adult connections/relatives of injured Riders. Under no circumstances may children (aged under 16) be admitted/accommodated in the JMR, unless seriously ill or injured.

The JMR may be used for the purposes of providing routine physical therapy and massage on a raceday but only:

- a) with the written authorisation of the Medical Department, **and**;
- b) when all staff providing this service are registered with the Medical Department.

Note 1: Dispensation to have a JMR which is also used for spectators may be granted at the discretion of the BHACMA. Once such dispensation is granted, it shall be effective until the Weighing Room complex is re-built or the JMR is re-located.

Note 2: Seriously ill/injured spectators may be attended to in the JMR in exceptional circumstances, if no other public medical facility is available.

Ambulances – Requirements for all Flat Race Meetings

7.

- a) A minimum of two ambulances, each capable of covering all sections of the racecourse, must be present from one hour before the time of the first race (as advertised on the day of racing). Each ambulance must be staffed by two attendants. Racing **must not** commence until these two ambulances are present. Subject to paragraph 8, below, or when a Rider is being treated prior to transfer to hospital, both ambulances must be available for immediate use from 15 minutes before the time of the first race until released by a nominated representative of the Managing Executive after the running of the last race. RMOs are to ensure that a Rider is not left in the recovery ambulance, but is either transported directly to hospital or transferred into the JMR.

Note: Where Managing Executives enter into 'pre-season' contracts/arrangements with ambulance providers that cannot ensure a degree of flexibility regarding arrival times, it is strongly recommended that the providers are contracted to arrive 90 minutes before the provisional first race time (as identified by the Race Times Committee). This is especially important during Winter months, when light is short and will ensure that should a race be divided, necessitating an earlier first race time, the correct ambulance cover will still be in position one hour before the time of the first race.

b) **At least one** ambulance must be a 'Paramedic Ambulance' crewed by at least one 'Paramedic' and one 'Ambulance Technician', or alternatively crewed by two

'Paramedics' (see Definitions for 'Paramedic Ambulance', 'Paramedic' and 'Ambulance Technician', below). A Paramedic Ambulance must be available on the racecourse throughout racing and racing **must not** continue if this is not the case. Therefore, when a Paramedic Ambulance is required to leave the racecourse with a seriously ill or injured patient, and no such equivalent ambulance is present, a replacement Paramedic Ambulance capable of covering all areas of the racecourse must be on the racecourse before racing continues. On racecourses where the transit time to hospital is in excess of 20 minutes, the Managing Executive may wish to employ two Paramedic Ambulances to avoid any delay to racing. If the transit time to hospital is 30 minutes or more, two Paramedic Ambulances must be present.

Note: Transit time means the time taken from leaving the racecourse to the designated hospital travelling within the speed limits.

Definitions:

'Paramedic Ambulance'

A vehicle suitably built or adapted for the purpose of carrying and treating injured or sick people on an appropriate trolley bed at least equal in design and size as the ambulances used to respond to emergency 999 calls by the NHS Ambulance Services within the area that the racecourse is situated.

The vehicle must be a size and design to allow the medical attendants to effectively attend to the needs or injuries of the patient and to provide safe storage for all of the equipment carried.

The equipment carried in the Paramedic Ambulance must be at least to the levels and types as listed in Annex A to BHAGI 11.2, together with any additional equipment that is normally carried in NHS 999 Ambulances in the local area.

'Paramedic'

An individual who is currently registered as a Paramedic with the Health Professions Council (HPC). This individual must be trained, qualified, experienced and capable of acting autonomously, though within their scope of practice, in an emergency situation.

'Ambulance Technician'

An individual who is trained and qualified to the Institute of Health and Care Development (IHCD) standard or similar level of qualification currently in use by the NHS 999 Ambulance Service. This individual must be trained, qualified, experienced and capable of acting autonomously, though within their scope of practice, in an emergency situation. An *'Emergency Care Assistant'* (ECA, see below) or a *'Student Paramedic'*

(see below), may be employed as an alternative to an Ambulance Technician, as long as the ECA or Student Paramedic is always deployed with a Paramedic. Except in relation to the third ambulance, no ambulance may be crewed by two ECAs, two Student Paramedics or by an Ambulance Technician and an ECA or Student Paramedic.

'Emergency Care Assistant' (ECA)

An individual who has undertaken the required NHS training and is qualified to work as an NHS ECA. This training must include a current qualification as a 'Blue Light Driver' and all ECAs on duty on a racecourse must work under the direct supervision of a Paramedic or Racecourse Medical Officer. An ECA may be employed as an alternative to an Ambulance Technician, as long as the ECA is always deployed with a Paramedic. Except in relation to the third ambulance, no ambulance may be crewed by two ECAs, two Student Paramedics or by an Ambulance Technician and an ECA or Student Paramedic.

'Student Paramedics'

First and second year Student Paramedics may be employed as an alternative to an Ambulance Technician, as long as the Student Paramedic is always deployed with a Paramedic. All Student Paramedics must have a current qualification as a 'Blue Light Driver'. Except in relation to the third ambulance, no ambulance may be crewed by two ECAs, two Student Paramedics or by an Ambulance Technician and an ECA or Student Paramedic.

'St John' and 'Red Cross'

The St John and Red Cross organisations both develop and train their ambulance members to recognised levels of ambulance care. Individuals so trained are capable of acting with limited autonomy in an emergency situation.

c) The second ambulance may be staffed by Paramedic(s), Ambulance Technician(s) or the holder(s) of Red Cross Ambulance Aid Certificate Level 2 or St John Emergency Transport Attendant (formally Level 2). There must be two such qualified personnel in the second ambulance. The second ambulance may be operated by the NHS, a private ambulance contractor, the St John or Red Cross, but must be provided with the equipment and supplies listed in Annex A to BHAGI 11.2, except for categories D (Drugs) and F (Defibrillator), and be capable of accommodating an injured Rider lying on a stretcher or spinal board.

d) If a third ambulance is deployed to cover racing at a Flat meeting, this ambulance must conform to all the requirements of paragraph 7(c).

Note: The intention of the above requirements in respect of Paramedic Ambulances, Paramedics and Ambulance Technicians is to ensure that when a Rider is seriously injured he will receive the same level of attention as that received by anyone suffering from a serious accident or illness (major car crash, heart attack etc.) which results in a '999 call'. At least one of the above ambulances must be capable of transporting an injured Rider directly to hospital, with an RMO in attendance, and without the need to remove equipment and supplies from the vehicle (that is, not a designated four wheel drive off-road vehicle). **If a 'Non-Paramedic Ambulance' has to leave the racecourse to evacuate a casualty to hospital during racing, racing can continue, but a suitable**

alternate ambulance must be on site within 30 minutes. If the alternative ambulance is not on site within 30 minutes, racing must be suspended until all the requirements of BHAGI section 11 are met in full.

Ambulances – Requirements for all Jump Meetings.

8.

a) A minimum of three ambulances, each capable of covering all sections of the racecourse, must be present from one hour before the time of the first race (as advertised on the day of racing). Each ambulance must be staffed by two attendants. Racing **must not** commence until these three ambulances are present. All ambulances must be available for immediate use from 15 minutes before the time of the first race until released by a nominated representative of the Managing Executive after the running of the last race, unless transferring an injured Rider to hospital (see also paragraph 8b). RMOs are to ensure that a Rider is not left in the recovery ambulance, but is either transported directly to hospital or transferred into the JMR.

Note: Where Managing Executives enter into 'pre-season' contracts/arrangements with ambulance providers that cannot ensure a degree of flexibility regarding arrival times, it is strongly recommended that the providers are contracted to arrive 90 minutes before the provisional first race time (as identified by the Race Times Committee). This is especially important during Winter months, when light is short and will ensure that should a race be divided, necessitating an earlier first race time, the correct ambulance cover will still be in position one hour before the time of the first race.

b) At least two ambulances must be 'Paramedic Ambulances' crewed by at least one 'Paramedic' and one 'Ambulance Technician', or alternatively crewed by two 'Paramedics' (see Definitions for 'Paramedic Ambulance', 'Paramedic' and 'Ambulance Technician' in paragraph 7).

One Paramedic Ambulance must be available on the racecourse throughout racing and racing **must not** continue if this is not the case. However, if one Paramedic Ambulance transports an injured Rider to hospital, then racing can continue, provided two other ambulances (of which one must be a Paramedic Ambulance) are available for immediate use as required under these Instructions.

The third ambulance may be staffed by Paramedic(s), Ambulance Technician(s), or the holder(s) of Red Cross Ambulance Aid Certificate or St John Trained Level 2. There must be two such qualified personnel in the third ambulance. The third ambulance may be operated by the NHS, a private ambulance contractor, the St John or Red Cross, but must be provided with the equipment and supplies listed at Annex A to BHAGI 11.2, except for categories D (Drugs) and F (Defibrillator), and be capable of accommodating an injured Rider lying on a stretcher or spinal board. The third ambulance must be located in such a position that access to the track can be easily achieved.

Note 1: All three ambulances must be able to provide immediate assistance to fallen Riders during Jump races. Details of the deployment and duties of all three ambulances

are to be specified in Standing Orders, and the crews of all three ambulances must attend the briefing.

Note 2: The intention of the above requirements in respect of Paramedic Ambulances, Paramedics and Ambulance Technicians is to ensure that when a Rider is seriously injured he will receive the same level of attention as that received by anyone suffering from a serious accident or illness (major car crash, heart attack etc.) which results in a '999 call'. At least one of the above ambulances must be capable of transporting an injured Rider directly to hospital, with an RMO in attendance and without the need to remove equipment and supplies from the vehicle (that is, not a designated four wheel drive off-road vehicle).

Ambulances – other requirements

9. Suitable means are to be provided for towing ambulances in difficulties. The procedure for dealing with a mechanical breakdown, or flat tyre, must be detailed in the Standing Orders.

10. All ambulances are to be equipped with a VEMCOM radio, and communication is to be maintained at all times through the VEMCOM network as laid down in BHAGI 4.6. A radio check must be conducted before racing commences.

11. Ambulances must not be used as a means of transport for any person other than the ambulance crew, injured Riders and an RMO treating an injured Rider. Under no circumstances are members of the media allowed access to ambulances on racedays without permission of the Authority.

Note: In addition, all ambulance crew members must be fully familiar with the route(s) to the local hospital(s), and be suitably qualified and insured to drive ambulances on public highways under emergency conditions, using blue lights and sirens. All ambulance crew members must be able to provide proof of such qualifications and insurance on demand.

RMOs vehicle - requirements

12. An appropriate vehicle and driver must be provided by the racecourse for use by the RMOs, and must be capable of taking the RMOs to any part of the course in all weather conditions. When an RMO is on duty, this vehicle must be used at all times. Under some circumstances, more than one RMO may be deployed to follow the field, and it may therefore be necessary to provide more than one vehicle for this purpose.

Representative of Managing Executives – requirements

13. A nominated representative of the Managing Executive must:

- a) ensure that RMOs have arrived in accordance with the time requirements of BHAGI 11.2 paragraph 3(e), and take appropriate action if they have not done so;
- b) seek to contact the Senior RMO immediately if the Senior RMO has failed to report as laid down in BHAGI 11.2 paragraph 3(a);

- c) inform the Stipendiary Steward not less than half an hour before the time of the first race if the required number of ambulances, RMOs or other Medical Staff are not present, or if full compliance with BHAGI section 11 has not been achieved so that he can advise the Stewards;
- d) provide identifying tabards and, if required, armbands for RMOs;
- e) ensure that the Declarations Clerk is aware of his/her responsibilities for Medical Record Books;
- f) ensure that notices in the Weighing Room are displayed as follows:
 - (i) designating the position in the Weighing Room where an RMO can be found between each race;
 - (ii) requiring all Riders to report to an RMO on every occasion immediately after they have had an accident or a fall (including Riders who remount after a fall);
- g) ensure that all RMOs, ambulance crews and Medical Staff attending Jump fixtures are conversant with the current BHAGIs on bypassing fences (see BHAGI 3.7).

Note: Ideally, Medical Staff should attend a practical demonstration of the bypassing arrangements on an annual basis.

Standing Orders – requirements

14. Standing Orders, prepared in consultation with the Designated RMO (see BHAGI 11.2 paragraph 2) must include the following:

- a) the date (month and year) on which the Standing Orders were prepared or revised;
- b) the organisation and operation of all the medical services on the racecourse, including the contractual arrangements for ambulances (name of provider and notification arrangements prior to and on racedays);
- c) the deployment of medical resources. This is to include the location and deployment of RMOs and ambulances as follows:
 - (i) Flat Races – one RMO and one ambulance at each Start, or in such a position that they can respond rapidly to an incident at the Start and can follow the field after the Start where appropriate (maximum response time of one minute). **Prior to every race, the RMO must report to the Starter on arrival at the Start to confirm that all medical arrangements are in place and that the race may proceed.** In the event of an incident at the Start requiring medical attention, the RMO must reconfirm to the Starter when all medical arrangements comply and racing may proceed. The RMO must, at all times, have visual contact with the horses and Riders prior to and during the loading process, and be able to respond to

verbal requests for assistance if an incident requiring medical attention occurs;

(ii) Jump Races – as for Flat races;

(iii) Starting Stalls Test – one RMO and one ambulance are to attend while the horse is being tested;

(iv) VEMCOM – compliance with BHAGI 4.6 to ensure all RMOs are in radio communication with each other and use the correct procedures;

d) a detailed plan of the racecourse, which should clearly show ambulance access points and parking points, as well as all medical facilities (JMR);

e) copies of the current relevant BHAGIs (including BHAGI section 11) must be available, but do not need to be attached;

f) a detailed inventory of the equipment and supplies located in the Paramedic Ambulance and other ambulances, the JMR and those carried by each RMO. This must include, as a minimum, the mandatory requirements laid down in Annex A to BHAGI 11.2;

g) a list of all the RMOs employed by the racecourse with primary contact details.

15. The Managing Executive must ensure that the Standing Orders are complied with in all respects for every race meeting. In particular, copies of the Standing Orders, together with BHAGI section 11, must be forwarded to the ambulance service(s) providing cover at the racecourse and must form part of any contractual arrangement between the Managing Executive and the authority providing that service. Current copies of the Standing Orders (or the relevant sections of the Standing Orders), together with BHAGI section 11, must be handed to each ambulance crew before the raceday briefing. The Senior RMO is to ensure that all ambulance crews have read and understood the current Standing Orders and BHAGI section 11 when the briefing takes place.

Current copies of the Standing Orders (or the relevant sections of the Standing Orders) together with BHAGI section 11 are to be distributed annually in a confidential manner (omitting telephone numbers) to all RMOs and other Medical Staff. A current copy of the Standing Orders and BHAGI section 11 must also be available in the JMR.

Annual review items

16. Standing Orders are to be reviewed at least annually, with particular emphasis on the matters listed in Annex A.

RMOs and crowd cover

17. When a Crowd Doctor is employed, RMOs are only responsible for racing, except in an emergency. If a Crowd Doctor is not employed, and an RMO is required to attend to a member of the public in an emergency, the requirements of BHAGI section 11 must still be met before racing can proceed.

Medical services for spectators

18. Compliance with legislation or any government guidance that affects the provision of medical services for spectators is wholly the responsibility of the Managing Executive (including the Safety at Sports Ground Act 1975/Fire Safety and Safety of Places of Sport Act 1987/The Guide to Safety at Sports Grounds 2008).

19. Details of the provisions for crowd medical cover will normally be included in the Safety Certificate issued to each racecourse and the Major Incident Plan prepared by the Managing Executive.

Should any significant failure to comply with such obligations be brought to the attention of the Authority, they may not only find the Managing Executive to be in breach of Rule (A)30, but they may also exercise such of their powers as they think fit to ensure that such failures are remedied before further racing takes place at the racecourse in question.

Physical therapy and massage for jockeys

20. All physical and massage therapists retained by the Managing Executive to provide treatment for jockeys on racedays must:

- a) be registered with the Medical Department;
- b) comply with the current 'On-Course Physical Therapy Services Guidelines', agreed jointly by the BHA, RCA and PJA.

Note: Use of the Jockeys' Medical Room (JMR) for physical therapy and massage – see paragraph 6.

75 High Holborn
London WC1V 6LS

Annual Review Matters

Circulation

Stipendiary Stewards
Clerks of the Scales
Inspectors of Courses
Racecourse Association
Integrity Service Providers
Annex A

ANNUAL REVIEW MATTERS

The Managing Executive must ensure that the following matters are reviewed annually in conjunction with their Designated or Senior RMO:

1. Standing Orders.
2. Standing Orders and BHAGI section 11 circulated to all Medical Staff.
3. Registration of all RMOs and Nurse(s) with the BHA.
4. Training or retraining of RMOs and Nurse(s).
5. An updated list of all Medical Staff employed for the following year.
6. Contract with:
 - RMOs;
 - Ambulance provider(s);
 - Nurse(s);
 - First Aid Trained Attendants;
 - Voluntary services (St John, Red Cross).
7. Organise, wherever possible, sufficient practice recovery sessions so that all personnel involved in the recovery of an injured Rider attend a recovery session per annum;
8. Exemptions and dispensation from BHAGI section 11 agreed by the BHA.

Note: It is recommended that all Medical Personnel are aware of the procedure adopted for the bypassing of fences (practical sessions annually).

BHA GENERAL INSTRUCTIONS

No 11.2
Dtd 1 Jan 2012

To: Managing Executives
From: Chief Executive
Subject: RESPONSIBILITIES OF RACECOURSE MEDICAL OFFICERS AND OTHER MEDICAL STAFF.

Definition and Primary Responsibility of all Racecourse Medical Officers (RMOs)

1.

a) A Racecourse Medical Officer (RMO) is any medical practitioner registered with the Authority and engaged by a Managing Executive to provide medical cover for Riders at race meetings. RMOs are specifically instructed to attend injured Riders as a priority but, if this is not possible as a result of events elsewhere on the racecourse, racing cannot proceed until adequate RMO cover for Riders (as laid down in BHAGI 11.1 paragraph 1) is available. This Instruction also sets out other responsibilities of RMOs as below.

b) Only RMOs who have successfully completed the Senior RMO training approved by the Authority, and been accredited as a Senior RMO by the Authority, may act as a Senior RMO on a raceday.

c) Where a Managing Executive has been found in breach of Rule (F)15 in respect of a matter or matters within the scope of the duties of the Senior RMO, the Authority will normally notify the Managing Executive that they may not employ the Senior RMO as such until he has successfully completed a further training course for Senior RMOs approved by the Authority. Where such notification is given, the Managing Executive may continue to employ the Senior RMO, but only as an RMO. These restrictions regarding employment shall apply to all Managing Executives.

d) A Managing Executive may apply to the Authority within 14 days of the notice under paragraph 1c for the decision to require the Senior RMO concerned to attend a training course to be reconsidered. The reconsideration will be undertaken by a panel of three medical practitioners, comprising a Chairman to be selected by the Authority, a nominee of the Professional Jockeys Association, and a nominee of the Racecourse Association. The Chairman shall not have been employed by the Authority on its medical advisory staff in the preceding five years. The decision of the panel shall be final.

Definition and General Responsibilities of the Designated/Senior RMO

2.

a) Each racecourse must annually appoint a Designated RMO who must consult with the Managing Executive where necessary on the annual review matters detailed in Annex A to BHAGI 11.1. In addition, one RMO must act as

Senior on every raceday, and assume the raceday responsibilities laid down in this Instruction. This will usually be the Designated RMO but not necessarily so.

- b) On racedays, the Senior RMO is responsible for supervising all aspects of medical care for Riders and injured Riders. This includes ambulances, other RMOs, nursing staff and First Aid Trained Attendants. The Senior RMO must advise the Stipendiary Steward and the representatives of the Managing Executive if he has any doubts about the safety of racing, or in relation to the adequacy of medical cover.
- c) The Senior RMO will normally be the first Doctor to arrive on the racecourse. However, if the Senior RMO has not arrived by one hour before the time of the first race (as advertised on the day of racing), another RMO will automatically assume responsibility for all duties assigned to the Senior RMO in this Instruction and the Standing Orders.
- d) The Senior RMO is required to provide the necessary medical information to enable the Managing Executive to satisfy statutory legislation (for example, so that Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] forms may be completed).
- e) As from 1st January 2012, all Senior RMOs must be on the Specialist Register or GP Register. Un-registered individuals may be authorised to be a Senior RMO by the Authority if they can demonstrate suitable experience and training to fulfil the role.
- f) When a doctor who is not on the Specialist Register or GP Register undertakes the duties of a Senior RMO, another RMO who is on the Specialist Register or GP Register must also be on duty for that race meeting

Specific Raceday Duties of the Senior RMO

- 3. On every raceday, when reaching the racecourse, the Senior RMO is to carry out the following duties, on behalf of the Managing Executive:
 - a) report to the nominated representative of the Managing Executive immediately on arrival – **90 minutes** before the time of the first race;
 - b) report to the Clerk of the Scales no later than **75 minutes** before the time of the first race and collect the list of Riders subject to medical suspensions ('Red Entry List');
 - c) ensure that he is available so that any Rider subject to a previous medical suspension is able to be examined and that the appropriate action taken to declare the rider as 'fit' or 'unfit' to race ride (see BHAGI 11.3);
 - d) ensure that the hospital designated for receiving racecourse casualties is aware that racing is to take place, and that they may receive casualties and enquiries from the media;

- e) ensure that the correct number of ambulances and Medical Staff (that is, RMOs, Nurses, ambulance crew and First Aid Trained Attendants) are present, that the qualifications of all ambulance crews have been checked, and that the method of communication with them is efficient and understood by all the Medical Staff. If the required ambulances and Medical Staff have not arrived an hour before the time of the first race, ensure that the nominated representative of the Managing Executive is informed **immediately**;
- f) ensure that a full briefing to all Medical Staff (as defined in paragraph e)) is carried out, and that all Medical Staff have read and understood the Standing Orders and relevant BHAGIs. **This briefing is to be completed at least 45 minutes before the time of the first race**;
- g) ensure that all Medical Staff are aware of the nature and location of their duties, and are deployed in accordance with the Standing Orders;
- h) ensure that all RMOs have an identifying tabard and, if required, an armband in his/her possession.

Note: Either an identifying armband or tabard must be worn at all times on the race track, in the Parade Ring and in the Weighing Room. If choosing to wear an armband, RMOs must still carry a tabard in their RMO bag.

- i) ensure that all the medical arrangements on the racecourse are sufficient for racing to commence and, in particular, that:
 - (i) the medical equipment carried in Paramedic Ambulance(s) and other ambulance(s) satisfies the Definition of 'Paramedic Ambulance' and Annex A to BHAGI 11.2;
 - (ii) the medical equipment and supplies in the Jockeys' Medical Room (JMR) satisfies Annex A to BHAGI 11.2 and the Standing Orders;
 - (iii) the medical equipment and supplies carried by each RMO satisfies Annex A to BHAGI 11.2 and the Standing Orders;
 - (iv) the training and qualifications of the Paramedic(s) and ambulance crew(s) satisfies the Definitions written into BHAGI 11.1 paragraph 7;
 - (v) the attendance of suitably trained RMOs, Nurse(s) and First Aid Trained Attendants satisfies BHAGI 11.1;
 - (vi) all Medical Staff have received a full briefing, have read and understood the current Standing Orders, and are fully aware of their duties.

A nominated representative of the Managing Executive is to sign confirmation that these detailed checks have been carried out on the prescribed form shown at

Annex B (if no shortcomings have been identified, this form is to be handed to the Stipendiary Steward no later than 30 minutes before the time of the first race).

- j) nominate an individual (usually the RMO at the Start) to notify the other medical staff as soon as the horses are 'off and running' using VEMCOM.

Note: A checklist should be used on every raceday to ensure that all of these Instructions are completed before racing is authorised to proceed. A simplified aide-memoire of the matters that need to be carried out on each raceday is provided at Annex C to assist the Senior RMO in carrying out these checks.

4. Having completed or ensured completion of the above duties, the Senior RMO is to:

a) inform the nominated representative of the Managing Executive and the Clerk of the Scales (not less than 30 minutes before the time of the first race) that medical arrangements on the racecourse comply in full with the Standing Orders and BHAGI section 11. **If there are any shortcomings, these must be notified immediately to the representative of the Managing Executive;**

b) ensure that an RMO is available to the Clerk of the Scales 40 minutes before the time of the first race to examine any Riders who require clearance to race ride. This examination would normally take place in the JMR or Weighing Room Examination Room;

c) instruct and ensure that an RMO reports to the Clerk of the Scales in the Weighing Room after **every** race, at a position designated by the nominated representative of the Managing Executive, to deal with any medical matters;

d) ensure that an RMO is present in the Parade Ring (or can closely observe the Parade Ring) when the Riders arrive there, and remains in or immediately adjacent to the Parade Ring until all the Riders have mounted and have left the area;

e) ensure that no unauthorised access to the JMR occurs;

f) confirm with the nominated representative of the Managing Executive after the last race that Medical Staff can be released.

5. During racing, the Senior RMO is to watch racing from an appropriate vantage point, which may be on the course or in the main Stewards' Box. The Senior RMO is to remain in communication with the nominated representative of the Managing Executive, the other RMOs, the Nurse(s) and ambulances via VEMCOM (see BHAGI 4.6), and to ensure the rapid and efficient retrieval of all injured Riders.

Responsibilities of RMOs in relation to Riders who fall or are seriously injured

- 6.
- a) All Riders who fall before, during or after a race must be attended to by an RMO or Paramedic immediately (maximum response time: 1 minute). RMOs and the ambulance crew must not drive past a fallen Rider just because he is able to sit or stand up. In particular, the attending RMO or Paramedic must establish that the fallen Rider is not at risk himself, or pose a risk to others as a result of the fall (for example, due to a concussion). Following every race, an RMO is to carry out an appropriate examination of every Rider who falls (in the JMR or Weighing Room Examination Room). This includes all Riders who remount.
 - b) Details of any Rider from abroad who suffers an injury during racing must be notified to the Clerk of the Scales as soon as is practically possible, so that the Attestation Certificate can be completed correctly (see BHAGI 11.3).
7. In dealing with a seriously or very seriously injured Rider, an RMO is to:
- a) stabilise the injured Rider;
 - b) evacuate the injured Rider to hospital immediately in the ambulance which recovers the injured Rider, without transfer to another ambulance if the clinical condition of the Rider warrants it;
 - c) accompany the injured Rider to hospital in the ambulance, if either the clinical condition of the Rider or the length of the journey to hospital gives cause for concern;
 - d) request a replacement Paramedic Ambulance (if a Paramedic Ambulance leaves the racecourse during racing and no such equivalent ambulance is present) and inform the nominated representative of the Managing Executive that a racecourse Paramedic Ambulance has left the racecourse;
 - e) ensure that seriously injured Riders are not left in the ambulance, but are either transported directly to hospital or, after stabilisation, those Riders with minor injuries are immediately transferred into the JMR.

Note 1: As in all other areas of clinical practice, the welfare of the injured person is paramount. No other considerations are to be taken into account when dealing with an injured Rider.

Note 2: All injured Riders remain the responsibility of the attending RMO until the Rider leaves the racecourse premises. This includes Riders who are undergoing assessment and/or stabilisation in an ambulance on racecourse premises.

Concussive injury: assessment of severity and resultant suspension

8. An RMO is the only Official able to give an immediate assessment of concussive head injuries. In all cases of suspected concussion, the RMO is to assess the injured Rider in accordance with the BHA's Assessment of Concussion (BHAAC) protocol. If there is evidence of concussion, the Rider must be suspended from race riding for a **minimum of six clear days** and either:

- a) be sent to hospital by ambulance, or;
- b) be kept under medical supervision until he/she can be sent home in the care of a responsible adult.

Under no circumstances may the injured Rider be allowed to drive after the accident.

In all cases of head injury, the clinical judgement of the examining RMO will ultimately determine the final diagnosis and management of the injured Rider.

The decision of the RMO to suspend a concussed rider for a **minimum of six clear days** is final and may **not** be overturned after the event.

9. For all cases involving head injury or concussion, notification **must** be made by telephone, to the BHA CMA, at the end of racing on 07788 567440.

Riding Work and Schooling

10. All Riders who are given a **Red Entry** on a raceday must be issued with a RED2 form confirming the recommendations made by the RMO. Both the RMO and the Rider are required to sign the RED2 form; one copy to be given to the Rider and one copy to be retained by the racecourse. Any Rider who has been suspended from riding in races on medical grounds is to be advised by the RMO to report to his General Practitioner for advice regarding when he may ride work, school horses or take part in any other equestrian activity.

Medical Confidentiality

11. Disclosure of any consultation between a Rider and an RMO without the Rider's consent constitutes a breach of medical confidentiality. Therefore, the presence in the JMR of persons other than the injured Rider, the Nurse(s) and other Medical Staff may result in a breach of confidentiality and is not permissible. Measures to exclude all unauthorised persons from the JMR are to be agreed between the Senior RMO and the nominated representative of the Managing Executive.

12. If a general statement regarding an injured Rider is required, this would normally be given by the nominated representative of the Managing Executive on the advice of the RMO, (for example: Rider X has injured his/her leg/shoulder and has been transferred to hospital for x-ray). **Under no circumstances** may an RMO on duty give out clinical details to members of the public, press or TV.

Notification to BHACMA

13. When any Rider suffers a concussion, serious injury, period of suspension or **Red Entry**, the BHACMA must be notified at the end of the days racing by telephoning 07788 567440 (see BHAGI 11.3 paragraph 9).

Duties of Nurses

14. The Nurse is to arrive in the JMR no less than **one** hour before the time of the first race, and is to carry out his duties as directed by the Senior RMO. The Nurse must ensure that JMR equipment and supplies are immediately available. The Nurse must also ensure that the JMR is continuously occupied by a qualified Nurse from one hour before the time of the first race until being stood down by the Senior RMO after the last race (see also BHAGI 11.1 paragraph 2).

Duties of Ambulance Crew

15. All ambulance crew members must report to the JMR no later than one hour before the time of the first race. They are to be fully briefed prior to every raceday, and are to be deployed as set out in the Standing Orders and BHAGI 11.1. They are to remain with their ambulances during racing, and be on the alert for messages on VEMCOM or for signals calling for their assistance. During the running of a race, they are to keep the engine of their vehicle running in order to move immediately as directed. All Riders who fall must be attended to by an RMO or a Paramedic immediately (maximum response time: 1 minute). Ambulance crews must not drive past fallen Riders who are able to sit or stand up.

16. After racing, the ambulance crews may not leave the racecourse until they have obtained the permission of the nominated representative of the Managing Executive to do so.

75 High Holborn
London WC1V 6LS

Necessary medical equipment and supplies
Raceday confirmation that medical arrangements meet
BHAGI part 11
Raceday aide-memoire for Senior RMO

Circulation

Stipendiary Stewards
Clerks of the Scales
Inspectors of Courses
Integrity Service Providers
Racecourse Association
Annex A
Annex B
Annex C

NECESSARY MEDICAL EQUIPMENT AND SUPPLIES

The following is the MINIMUM requirement for racing to proceed on a raceday. Failure to provide the required equipment and supplies in serviceable condition will constitute a major breach of the BHAGIs. Serviceable condition is defined as equipment that is:

- designed as fit for purpose
- safe to use
- tested and serviced in accordance with manufacturer's instructions
- in date (drugs and disposables)

If an NHS Ambulance provider is unable to supply any particular item, the Managing Executive must obtain a dispensation from the BHA Chief Medical Adviser who may require alternative arrangements to be put in place to compensate for the change.

It is expected that the Paramedic(s) and the other clinical staff on duty at the racecourse will be trained in the appropriate use of all the equipment and drugs in their charge.

The equipment specified for RMO's kit bags **must** be carried by the RMOs **at all times**.

The equipment and drugs held in the Jockeys' Medical Room (JMR) **must be immediately available**. The drugs held in the JMR must be detailed in full in the Standing Orders and all gloves, airway and IV equipment must be latex free and disposable.

EQUIPMENT AND SUPPLIES TO BE CARRIED BY EVERY RMO

RMO's are all trained in pre-hospital care but there is wide variation in the frequency with which these skills are utilised. This is nowhere more evident than in relation to intubation where those with anaesthetic appointments will be using endotracheal tubes daily whilst a GP may not have to intubate a 'live' patient in 25 years. Endotracheal intubation should not be attempted by anyone who is not undertaking this procedure on a regular basis.

It is therefore essential that each RMO is not only familiar with all the equipment and supplies that are in his medical bag but that they are also confident when using them in an emergency situation. This is not generally a problem if the RMO uses their own medical bag during racing but it may become an issue if the racecourse provides a 'snatch bag' for each RMO. In this situation, the individual RMO may wish to carry some additional supplies with which he is more familiar – even if these are not mandated by BHAGI 11 (e.g. an I-Gel ® LMA). Before the medical staff briefing, every RMO must check the contents and layout of the medical bag he will be using on the raceday. Every RMO is expected to be able to locate all the mandated items in their bag immediately and to be confident when using them in an emergency situation.

Annex A to BHAGI 11.2
Dtd 1 Jan 2012

EQUIPMENT TO BE CARRIED BY EVERY RMO (at all times on a raceday)
AIRWAY EQUIPMENT
Nasopharyngeal Airways (N/P) – e.g. Portex or Marshall (sizes 6,7,8)
Oropharyngeal (O/P) Airways (sizes 0, 1, 2, 3 & 4)
Pocket mask
INTRAVENOUS EQUIPMENT and SUPPLIES
Hypodermic needles (minimum of 6 in a range of sizes 21g, 23g, 25g)
Intravenous cannulae (2 of each size 14g, 16g and 1 of each size 18g, 20g, 22g)
Sharps Box
Syringes (minimum of 6 in a range of sizes 2ml, 5ml, 10ml & 20ml)
PARENTERAL DRUGS
Adrenaline (Epinephrine) 1:1,000 injection for I/M or S/C use (minimum 1ml)
Anti-emetic injection of practitioners' choice (e.g., metoclopramide 10mg/2ml or ondansetron 4mg/2ml)
Benzodiazepine injection (e.g., midazolam, Diazemuls®)
Chlorphenamine maleate 10mg/ml injection
Glyceryl Trinitrate (GTN) Spray 400mcg/dose or Buccal GTN tablets 500mcg
Hydrocortisone Phosphate/Succinate 100mg/ml injection
Injectable analgesia for severe pain (e.g. <u>morphine sulphate</u> or <u>diamorphine</u> – opiates not mandated if carried on the Paramedic Ambulance)
Naloxone Hydrochloride 400mcg/ml injection
Salbutamol inhaler 100mcg/dose
Water or Normal Saline for Injections (2 x 10mls)
GENERAL EQUIPMENT
Gloves (non-latex)
High visibility identification (a tabard must be worn or carried in the bag at all times. If the RMO chooses not to wear the tabard, he MUST wear a 'DOCTOR' armband or 'DOCTOR' jacket at all times when on duty).
Stethoscope
Venous tourniquet

EQUIPMENT AND SUPPLIES TO BE CARRIED BY AMBULANCES AND HELD IN THE JOCKEYS' MEDICAL ROOM

The equipment and supplies carried by the ambulances and held in the JMR must be checked on every raceday and verified as being fully compliant by the Senior RMO before the Managing Executive is notified that racing is safe to proceed (no later than 30 minutes before the start of the first race).

Annex A to BHAGI 11.2
Dtd 1 Jan 2012

EQUIPMENT	AMB	JMR
STRETCHERS, SPINAL BOARDS & SPLINTS		
A set of Box splints or Vacuum splints	Y	
Cervical collars – disposable adjustable semi-rigid collar(s), or full set if not adjustable (e.g., Nec-Loc™, Stifneck™)	Y	Y
Femoral traction splint (e.g., Sager™ or Hare Compact™)	Y	
Pelvic splint (e.g. SAM Sling – small adult size recommended)	Y	
Scoop stretcher or Long spinal board, with head immobilisers and immobilisation straps	Y	
AIRWAY EQUIPMENT		
Bag valve mask device (disposable)	Y	Y
Electronic Suction Unit (portable) plus disposable Yankauer and Flexible Suction Catheters	Y	Y
End tidal CO ₂ detector/monitor	Y	Y
Entonox or Nitronox (Nitrous oxide 50%/oxygen 50%) kit + one fully charged reserve cylinder	Y	
Hand held suction device	Y	Y
Laryngeal Mask Airways - disposable (e.g., LMA Supreme™, i-gel™ or equivalent) - sizes 3, 4 and 5	Y	Y
Laryngoscope with range of disposable adult and paediatric blades	Y	Y
Nasopharyngeal Airways (N/P) – e.g. Portex or Marshall (sizes 6,7 and 8)	Y	Y
Nebuliser Masks (adult)	Y	Y
Non-rebreathing (Hudson-type) Oxygen Masks (adult)	Y	Y
Oropharyngeal (O/P) Airways (sizes 0, 1, 2, 3 and 4)	Y	Y
Oxygen and Flow Meter system capable of supplying up to 15 litres/minute for no less than 30 minutes, with one fully charged, reserve cylinder (minimum of 2 cylinders of either D or CD sizes)	Y	Y
Pocket mask	Y	Y
Set of Endotracheal Tubes (<i>no less than 4 in a range of sizes between 5.5 and 9</i>)	Y	Y
INTRAVENOUS EQUIPMENT & SUPPLIES		
Crystalloid Intravenous Fluids – each Ambulance minimum = 3 litres, JMR minimum = 2 litres (0.9% Saline or Hartmann's Solution)	Y	Y
Giving sets (blood) – each Ambulance minimum = 4, JMR minimum = 2	Y	Y
Hypodermic needles (minimum of 12 in a range of sizes 18g, 21g, 23g, 25g)	Y	Y
Intravenous cannulae – Each Ambulance minimum = 2 of each size 14g, 16g and 1 of each size 18g, 20g, 22g JMR minimum – 2 of each size 14g, 16g, 18g, 20g, 22g	Y	Y
Sharps box	Y	Y
Syringes (minimum of 12 in a range of sizes 2ml, 5ml, 10ml and 20ml)	Y	Y

Annex A to BHAGI 11.2
Dtd 1 Jan 2012

EQUIPMENT	AMB	JMR
PARENTERAL DRUGS (Only Paramedic Ambulances are required to carry the listed drugs)		
Adrenaline (Epinephrine) 1:10,000 injection for I/V use (minimum 10ml x 5)	Y	Y
Adrenaline (Epinephrine) 1:1,000 injection for I/M or S/C use (minimum 1ml x 2)	Y	Y
Amiodarone Hydrochloride 300mg injection or 5mg/kg (by I/V injection from a pre-filled syringe or diluted in 20ml Glucose 5%) to be considered after adrenaline to treat ventricular fibrillation or pulseless ventricular tachycardia in cardiac arrest refractory to defibrillation.	Y	Y (unless Lidocaine 2% is available)
Anti-emetic injection (practitioners choice - e.g., metoclopramide 10mg/2ml or ondansetron 4mg/2ml)	Y	Y
Atropine sulphate injection (minimum 500mcg)	Y	Y
Benzodiazepine for rectal administration	Y	Y
Benzodiazepine injection (e.g., midazolam, Diazemuls®)	Y	Y
Broad spectrum antibiotic injection (practitioner's choice)		Y
Chlorphenamine maleate injection 10mg/ml		Y
Furosemide injection 20mg/2ml (minimum 40mg)		Y
Glucagon injection 1mg/ml stored at 4-8°C [Note 1]	Y	Y
Glucose infusion 10% (1 x 500ml)	Y	Y
Glyceryl Trinitrate (GTN) Spray 400mcg/dose or Buccal GTN tablets 500mcg	Y	Y
Hydrocortisone Phosphate/Succinate injection 100mg/ml		Y
Injectable opiate analgesia for severe pain (morphine sulphate or diamorphine only) [Note 2]	Y	Y
Lidocaine hydrochloride 1% injection (for suturing)		Y
Lidocaine hydrochloride 2% injection (for cardiac use – minimum 100mg) only if amiodarone is not available		See Amiodarone above
Naloxone hydrochloride injection 400mcg/ml	Y	Y
Salbutamol inhaler 100mcg/dose		Y
Inhaler spacer device		Y
Salbutamol nebuliser solution	Y	Y
Water or Normal Saline for injection (2 x 10mls)	Y	Y

Annex A to BHAGI 11.2
Dtd 1 Jan 2012

EQUIPMENT	AMB	JMR
ORAL MEDICATIONS		
Antacid (practitioner's choice – tablets or liquid)		Y
Antihistamine (practitioner's choice)		Y
Aspirin 300mg	Y	Y
NSAID (practitioner's choice)		Y
Paracetamol 500mg		Y
GENERAL EQUIPMENT		
Dressings and bandages	Y	Y
Cold packs or access to an ice machine or continuous source of ice		Y
Dedicated 'Direct Dial' Telephone Line (must have outgoing line that cannot be blocked by incoming calls)		Y
Defibrillator (preferably an AED) with 2 sets of chest leads and a full charged spare battery	Y	Y
Gastric tube – size 16FG		Y
Gloves (non-latex)	Y	Y
Head Injury Instruction Sheet for distribution to an injured Rider and any accompanying adult. This would normally be the appropriate pages of the BHA's Assessment of Concussion (BHAAC) Protocol, but alternative versions may be used if they comply with the NICE template		Y
Patella hammer		Y
Pulse oximeter	Y	Y
Sphygmomanometer – aneroid or electronic only	Y	Y
Sterile suture kits – disposable		Y
Steristrips or other skin closure tape (practitioner's choice)		Y
Stethoscope	Y	Y
Television (S.I.S. or equivalent)		Y
Thermometer – digital/electronic aural only (not mercury/bulb)		Y
Triangular bandages	Y	Y
Urine dipsticks (to detect haemoglobin and glucose)		Y
Venous tourniquet	Y	Y

Note 1 – Glucagon should be stored at 4-8⁰C. If the product is kept at room temperature, it has a maximum shelf life of only 18 months. If it is intended to keep this product at room temperature, the date on which it ceased to be refrigerated must be clearly written on the outside of the pack. The pack must then be discarded when the expiration date is reached, or after 18 months – **whichever is the sooner**

Note 2 – If an NHS Ambulance provider is unable to provide morphine because it is not yet included in its service policy, then it is acceptable for morphine or diamorphine to be provided by the SRMO and held in the RMO chase vehicle. Injectable opiates must be **immediately** available to any severely injured rider (either from the Paramedic Ambulance or from an RMO).

RACEDAY CONFIRMATION THAT MEDICAL ARRANGEMENTS MEET BHAGI
SECTION 11

I confirm that, after discussion with the Senior RMO, he/she has advised me that

medical arrangements at _____ Racecourse on

_____ (date: dd/mm/yyyy) meet the requirements of BHAGI

section 11 and that racing may commence. In particular, I confirm that detailed

checks for compliance have been carried out with regard to the following:

- a) the Paramedic Ambulance(s) and other ambulance(s) satisfies Definition of 'Paramedic Ambulance' written into BHAGI 11.1 paragraph 7, and the medical equipment carried satisfies Annex A to BHAGI 11.2;
- b) the medical equipment and supplies in the JMR satisfies Annex A to BHAGI 11.2 and the Standing Orders;
- c) the medical equipment and supplies carried by each RMO satisfies Annex A to BHAGI 11.2 and the Standing Orders;
- d) the training and qualifications of the Paramedic(s) and ambulance crew(s) satisfies Definitions written into BHAGI 11.1 paragraph 7;
- e) the attendance of suitably trained RMOs, Nurse(s) and First Aid Trained Attendants satisfies BHAGI 11.1 and the Standing Orders;
- f) all Medical Staff have received a full briefing, have read and understood the current Standing Orders and are fully aware of their duties.

Signed: _____

Position: _____
(on behalf of the Managing Executive)

Date: _____

TO BE HANDED TO THE STIPENDIARY STEWARD
NO LATER THAN 30 MINUTES BEFORE THE TIME OF THE FIRST RACE

RACEDAY AIDE-MEMOIRE FOR SENIOR RMO

RACECOURSE: _____ DATE: _____

On arrival

1. Report arrival to the nominated representative of the Managing Executive.
2. Report arrival to the Clerk of the Scales and collect the 'Red Entry List' of suspended and foreign Riders that must be examined prior to racing.
3. Collect VEMCOM and confirm the RMOs frequency.
4. Ensure that the local hospital is aware that racing is taking place.
5. Medically examine any Rider – at the request of the Clerk of the Scales.

60 minutes before racing – checks/inspections

6. Confirm arrival of RMOs.
7. Confirm arrival of the Nurse(s).
8. Check and confirm the arrival and qualifications of all Ambulance Crew Members.
9. Confirm arrival of First Aid Trained Attendants.
10. Check the equipment and supplies in each RMO bag against the checklist attached to the Standing Orders.
11. Check the equipment and supplies in the JMR against the checklist attached to the Standing Orders (may be delegated to the Nurse, but the Senior RMO must establish that the necessary checks have been carried out).
12. Check the equipment and supplies carried in the ambulances against the checklist attached to the Standing Orders (may be delegated to the Senior Paramedic, but the Senior RMO must establish that the necessary checks have been carried out).
13. Ensure that each ambulance crew is given a copy of the current Standing Orders and BHAGI section 11. Ensure that all other Medical Staff have previously been given a copy of the current Standing Orders and BHAGI section 11.
14. Conduct a **full briefing** (which must be concluded at least 45 minutes before the start of the first race).

Briefing (60 to 45 minutes before the start of the first race)

15. Ensure that all Medical Staff are in attendance.
16. Ensure that all Medical Staff have read and understood the current Standing Orders and BHAGI section 11.
17. Ensure that the arrangements for each race are discussed, and that all Medical Staff are aware of the nature and location of their duties (this would normally involve the use of a large wall map of the racecourse which is clearly visible to all Medical Staff in attendance).
18. Ensure that all Medical Staff are aware of the exact arrangements for bypassing fences on that raceday. These arrangements will often be different for Hurdle and Steeple Chase races and must be explained in detail before each raceday.
19. Issue tabards and (if required) armbands to RMOs. Ensure that RMOs are aware that either tabards or armbands must be worn at all times and, if arm bands are chosen, that tabards must be carried at all times in RMO bags.
20. Ensure that communication arrangements are clearly understood and that all VEMCOM radios are working.

Note: RMOs are to be notified that VEMCOM is **not** a confidential network and therefore sensitive medical information should only be transmitted by telephone (landline or mobile).

Immediately after the briefing

21. Ensure that an RMO is available to attend the Weighing Room to examine any Riders that require medical clearance.

30 minutes before the time of the first race

22. Confirm with the nominated representative of the Managing Executive that medical arrangements comply in full with BHAGI section 11 and the Standing Orders.

During racing

23. Ensure that an RMO attends every Start and, before every race, reports to the Starter on arrival, to confirm that all medical arrangements are in place and that the race may proceed.
24. Ensure that an RMO or Paramedic attends to every faller within one minute.
25. Ensure that an RMO reports to the Clerk of the Scales between every race, and remains in the Weighing Room until released by the Clerk of the Scales.

26. Ensure that an RMO is available to attend the Parade Ring and remain in (or immediately adjacent to) the Parade Ring until all Riders have left the area.
27. Ensure that an MRB3 form is completed as soon after every examination as is possible, and that this form is handed in at the Stewards' Room for the attention of the Stewards' Room Administrator between races.
28. Ensure that a RED2 form is completed for every faller who is given a Red Entry. This form should be signed by the Rider, who will retain the top copy.
29. If a spinal injury is suspected, the examining RMO should ensure that a SCAN2 form is completed and that this is sent with the injured Rider to hospital.

After racing

30. Ensure that all MRB3 forms have been completed, and that a copy of each form has been handed in at the Stewards' Room for the attention of the Stewards' Room Administrator (see note, below).
31. Ensure that all copies of MRB3 forms have been handed to the nominated representative of the Managing Executive, and that the Managing Executive is aware of any MRB3 forms that need to be faxed immediately to Weatherbys (see note, below).

Note: The final deadline for handing MRB3 forms to the Stewards' Room Administrator is 10 minutes after the finish of the last race. After this time, a copy of the MRB3 form **must be sent immediately by fax** to Weatherbys to ensure that details of all injured Riders are complete and up to date. It is the responsibility of the Senior RMO to ensure that the Managing Executive is aware of any MRB3 forms that need to be managed in this way.

32. Ensure that all **Red Entries** have been notified to the BHACMA (on 07788 567440). If the number is engaged, calls will be diverted to voicemail and messages may be left for the BHACMA in this way. If the RMO requires a return call please ensure that the name and telephone number of the RMO is given clearly.
33. Confirm with the nominated representative of the Managing Executive that all Medical Staff may be released.
34. Stand down Medical Staff.

BHA GENERAL INSTRUCTIONS

No 11.3
Dtd 12 Jan 2012

To: Managing Executives
From: Chief Executive
Subject: COMPULSORY MEDICAL DOCUMENTATION (RIMANI AND MEDICAL RECORD BOOKS)

Compulsory Medical Documentation

1. This Instruction is concerned with all compulsory medical documentation; that is the electronic RIMANI (the Racecourse Injury Management Initiative) system, and additionally, the paper Rider's Medical Record Books for Amateur Riders.
2. One RIMANI entry must be made every time a Rider falls and is examined. If the Rider is uninjured, an entry to this effect must be made. On days when there are no fallers or **Red Entries**, a 'Nil Return' 'End-Of-Day' must still be made on RIMANI.
3. On arrival, the Senior RMO must collect the RIMANI computer from Racecourse Data Technologies (RDT) and the VEMCOM handsets from the Racecourse Service Provider. The RIMANI computer must then be located and set up throughout racing at a suitably secure site. The site will depend on internet availability and space, but should ideally be in either the Jockey's Medical Room or the Jockey's Medical Examination Room in the Weighing Room.
4. It is the duty of the Senior RMO to ensure that the RIMANI computer is kept secure at all times and that only the nurse and RMOs have access to the system.
5. All injuries and **Red Entries** to Riders (both professional and amateur) will be held on the RIMANI system
6. By the end of every day's racing all RIMANI entries must be logged onto the central database. If the location of the RIMANI computer enables online access via WiFi, this will be done automatically after each incident occurs. If no wireless connection is available then the RIMANI computer must be taken to a location where WiFi is available (normally near the Stewards' Room), the entries input and the 'End-Of-Day' run. The BHA Operation Manual for RIMANI must be available on every racecourse.
7. If, for any reason, it is not possible to make a return using RIMANI at the end of racing, the relevant information must be entered onto MRB3 Form(s) and faxed immediately to the Medical Department on 0207-152-0136

Amateur Riders

8. In addition Amateur Riders are required to hold a Medical Record Book. Entries in Amateur Riders' Medical Record Books may only be made by the following persons:
 - a) an RMO

- b) the BHA Chief Medical Adviser (BHA CMA)
- c) a point to point Doctor (only in the case of an amateur who suffers an injury in a Point to Point race)

All injuries to Amateur Riders should be recorded in that Rider's Medical Record Book as well as on the RIMANI electronic system.

RIMANI Database

9. When internet access is established, the '**Red Entry List**' of all Riders who are subject to medical suspension will be available and must be reviewed by the Senior RMO.

In collaboration with the Clerk of the Scales, the Senior RMO will identify those Riders that are scheduled to ride at that racecourse on that day and make arrangements to examine each Rider, before they are due to weigh-out.

The results of this examination will be notified to:

- a) the Clerk of the Scales
- b) recorded onto the RIMANI system
- c) entered in the Medical Record Book (if applicable)

Note: The Senior RMO is also to ensure that all other Riders identified by the Declarations Clerk as requiring a medical examination are reviewed in the same manner.

Riders who fall/suffer injury/become unwell etc.

10. All Riders who fall at any time are to be examined, and those that remount are also to be treated as 'fallers' (see BHAGI 11.2 paragraph 6).

11. If a Rider has suffered a recordable accident (defined as an accident which precludes a Rider from riding again that day) or becomes unwell, the RMO, after examining him, is to make an entry on RIMANI and, if appropriate, enter into the Recordable Accidents section of the Rider's Medical Record Book the details of the accident or illness which renders him 'unfit to ride'. A Jockey's Notification of a Red Entry form (RED2) must also be completed and handed to the Rider. If an Amateur Rider has arrived without his Medical Record Book, the RMO is to issue him with a Medical Record Sheet (temporary replacement) to the effect that he/she has incurred a Recordable Accident or is unwell.

12. If the Rider is signed off as 'unfit to ride' for any reason, this applies to **all other races held on that day**. A Rider cannot be 'signed off' for one race and 'signed on' again later in the day, except in the following exceptional circumstances:

- a) a Rider who requires the stitching of a wound or laceration;

b) a Rider who is undergoing examination or monitoring in relation to a possible concussion.

13. If a Rider is told not to ride again, an entry is to be made on RIMANI, and if appropriate, recorded in the Riders' Medical Record Book in **red ink**.

14. The name and medical details of any Rider given a **Red Entry** must be notified to the BHACMA by telephone at the end of racing (on 07788 567440). The Authority may impose a fine of £50 on any Managing Executive when this requirement is not carried out unless the Managing Executive can satisfy the Authority that there was good reason for the failure.

Note: If the BHACMA is engaged on another call, the RMO will be diverted to 'voicemail' and a message may be left for the BHACMA in this way. If requested and when practicable, the BHACMA will return any call providing that a name and contact number is given clearly.

Concussion

15. An entry is to be made on RIMANI and, if appropriate, recorded in the Riders' Medical Record Book in **red ink** for every case of concussion, showing:

- a) the date of the injury;
- b) if the suspension requires notification to the BHACMA (see BHAGI 11.2 paragraph 9), an entry to the effect that riding is restricted until the Rider has been examined by the BHACMA should be entered.

Rider evacuated to hospital

16. If a Rider sustains injuries that necessitate emergency transfer to hospital, the hospital to which the Rider is evacuated must be contacted by the RMO. Where a rider is suspected to have suffered a significant spinal injury, the RMO should complete a SCAN2 form and take/send this with the Rider to the designated Emergency Department. In every case, an entry is to be made on RIMANI and, if appropriate, recorded in the Riders' Medical Record Book in **red ink** stating the name of the hospital (for example, Taunton Hospital).

17. The name and medical details of any Rider evacuated to hospital **must** be notified to the BHACMA by telephone at the end of racing (on 07788 567440).

Rider sent to hospital

18. If a Rider is sent to hospital as a routine 'non-emergency', an entry is to be made on RIMANI and, if appropriate, recorded in the Riders' Medical Record Book in **red ink**. A RED2 form must be completed and handed to the Rider. The entry is to show the date of the injury, the racecourse, the diagnosis and details of any referral. This entry is to be signed by the RMO (for example, 01/10/09, Bangor, fractured femur, sent to Wrexham Hospital).

Rider medically suspended at previous meeting

19. If a Rider has been injured at a previous meeting, and has been told by an RMO at that meeting not to ride again that day or before being medically examined again, he is to report to an RMO for medical clearance at a racecourse. Following the examination, the RMO is to make an entry on RIMANI and, if appropriate, make a record in the Riders' Medical Record Book in **red ink**. The RMO is, in all cases, to notify the Stewards and Clerk of the Scales.

20. In every case, when an RMO examines a Rider whose name is included on the '**Red Entry List**', or whose last entry in the Recordable Accidents section of his Medical Record Book is in **red ink**, he is either to declare the Rider as 'fit to ride' or as 'unfit'. In either case, the RMO is to make an entry on RIMANI and, if appropriate, make a record in the Riders' Medical Record Book in **red ink** to this effect.

Note: Amateur Riders who also ride in Point to Points or Arabian races may have entries which are not in **red ink**, but these individuals **must** still be examined by an RMO before being declared fit to ride.

Cancellation of a Red Entry

21. Cancellation of a **Red Entry** may only be made by an RMO on duty at a race meeting and the Rider must hold a current licence or permit to ride issued by the Authority. However, any entry in a Medical Record Book or on the computerised '**Red Entry List**':

- (i) made by the BHACMA;
- (ii) referred to the BHACMA; or
- (iii) designated as requiring clearance by the BHACMA

may only be cleared by the BHACMA or the Medical Department.

Note: The examination of the Rider is to determine if he is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a **Red Entry** be back dated or post dated.

Rider without Medical Record Book

22. Any Amateur Rider who comes to the racecourse without a Medical Record Book is to be examined by an RMO before he can ride. Following the examination, the RMO will inform the Amateur Rider that he is 'fit to ride' or 'unfit to ride' and confirm this to the Clerk of the Scales. The RMO is to record the findings on RIMANI and, if the Rider is 'unfit to ride', tell the Amateur Rider and the Clerk of the Scales the additional period of his medical suspension.

Note: The examination of the Rider is to determine whether he is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a **Red Entry** be back dated or post dated.

Injuries leading to claims or benefit

23. If a professional Rider licensed by the Authority sustains an injury which may, in the RMO's opinion lead to a claim on the Professional Riders' Insurance Scheme, an Accident Insurance Claim Form, available on the racecourse, is to be given to the Rider or his Representative. The certificate on the Claim Form **must** be completed by the Rider's own medical attendant or specialist and **must not** be completed by the RMO.

Foreign Riders

24. If a foreign Rider suffers from any serious injury (including concussion), the Clerk of the Scales will inform the Licensing Department as soon as possible, so that a fax with the details may be sent to the Turf Authority with whom the Rider is licensed. If such an injury occurs on a Saturday, the Clerk of the Scales will telephone the information to Weatherbys on the following Sunday morning, so that an immediate message may be sent.

Note: All Riders licensed by the Irish Turf Club will have a Medical Record Book, and these are to be completed as for Amateur Riders (see paragraph 6).

Attestation Certificate for Foreign Riders

25. If an injury has occurred, the Clerk of the Scales will amend the Attestation Certificate accordingly and ask an RMO to add the details of the injury, as well as the recommended period of medical suspension from riding.

26. Attestation Certificates for Riders from countries which do not issue Medical Record Books are to be countersigned by the RMO on duty, with an outline of the injury, and the recommended period of medical suspension from riding.

27. Attestation Certificates are returned to the parent Turf Authority so that this Authority can be in a position to act in regard to Riders licensed by it in accordance with the information on the Attestation Certificate and their Rules.

Medical Record Books: procedure for riders from abroad or riding abroad

28. See Annex A.

Medical Record Books: instructions to Declarations Clerks

29. See Annex B.

75 High Holborn
London WC1V 6LS

Circulation

Stipendiary Stewards
Clerks of the Scales
Inspectors of Courses
Integrity Service Providers
Racecourse Association

Medical Record Books: Procedures for riders from abroad
or riding abroad Annex A

Medical Record Books: Instructions for Declarations Clerks Annex B

MEDICAL RECORD BOOKS: PROCEDURE FOR RIDERS FROM ABROAD OR RIDING ABROAD

Great Britain and Ireland

1. All Amateur Riders permitted by the Authority and all Riders permitted by the Irish Turf Club are required to hold Medical Record Books.
2. In Great Britain, Riders from Ireland should follow the same procedure when riding here as Amateur Riders permitted by the Authority. They are to present their Medical Record Books to the Declarations Clerk on arrival at the racecourse where they intend to ride. Riders from other countries may, but may not necessarily, hold Medical Record Books (see paragraph 5).

Scrutiny of Medical Record Books

3. Declarations Clerks are to pay particular attention to the Medical Record Books of Riders who have recently ridden abroad or in Point to Point or Arabian races, irrespective of whether they belong to foreign or British Riders.
4. Declarations Clerks are to be aware that the last entries involving medical suspensions from riding may not always be in **red ink** under the system operating outside Great Britain and Ireland. In case of doubt, the Declarations Clerk is to refer to the Clerk of the Scales who, in turn, will consult the RMO.

Foreign Riders – Medical Record Books

5.
 - a) Any foreign Rider who presents himself without a Medical Record Book must be medically examined by an RMO and be declared fit before riding.
 - b) If the Rider holds a Medical Record Book, the same rules should be applied as if they were an Amateur Rider permitted by the Authority.

Attestation Certificates

6. All Riders from abroad, licensed by foreign Turf Authorities who ride in Great Britain on a temporary basis under Rule (D)27, are to sign an Attestation Certificate that they are not subject to any suspensions and are free from injury at the time of riding.
7. At the conclusion of the meeting, the Clerk of the Scales is to complete the Attestation Certificate, making clear whether the Rider has or has not suffered an injury, and has or has not incurred a period of medical suspension whilst riding in Great Britain.

MEDICAL RECORD BOOKS: INSTRUCTIONS TO DECLARATIONS CLERKS

Issue of Medical Record Books

1. Medical Record Books have been issued to all Amateur Riders in Great Britain and all Riders in Ireland.

Presentation to Declarations Clerk

2. On arrival in the Weighing Room, all Riders riding on the day who hold a Medical Record Book are to present their Medical Record Books to the Declarations Clerk, who is to examine the last entry made in the Recordable Accidents section.

3. Provided the last entry states 'fit to ride', the Rider will be deemed fit to ride, and his/her name will be added to the 'Cleared List' of Riders who have produced 'clean' Medical Record Books.

Last entry in red

4. If the last entry is NOT 'fit to ride' or is in **red ink**, the Rider is to be instructed to report to an RMO for examination. His Medical Record Book is to be withheld and his name added to the '**Red Entry List**' of Riders who have to report to the RMO. The Medical Record Book and the '**Red Entry List**' must be handed to the Clerk of the Scales for immediate action.

Rider without Medical Record Book

5. If an Amateur Rider has not brought his Medical Record Book with him, the Clerk of the Scales is to be informed, the Rider told to report to an RMO for examination, and his name added to the 'Medical Examination List'.

Riders from abroad

6. Declarations Clerks are to pay particular attention to the Medical Record Books of Riders who have recently ridden abroad, irrespective of whether they belong to foreign or British Riders because suspensions may not be recorded in **red ink**.

7. In respect of Riders from abroad, all Medical Record Books, where issued, must be reviewed by an RMO before being declared fit to ride ('Medical Record Book to be examined by an RMO List'). If such a Rider does not hold a Medical Record Book, or his Medical Record Book requires him to be examined, his name is to be added to the 'Medical Examination List' and he be required to report to the RMO.

Riders in Point to Point and Arabian races

8. Amateur Riders taking part in Point to Point and Arabian races may have entries made in their Medical Record Books by a Point to Point or other Doctor. The examination and clearance of the Rider is to determine if he is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a '**Red Entry**' be back dated or post dated. These entries **may not be in red ink** or conform exactly with entries made under Rules. Declaration Clerks are to pay particular attention to Medical Record Books with a recent entry from a Point to Point or Arabian race meeting and, in any case

of doubt, the Medical Record Book must be shown to the Clerk of the Scales and the Rider required to be examined by the RMO.

Lists issued by Declarations Clerk

9. When Declarations close under Rule (B)23 for the first race, the Declarations Clerk is to pass to the Clerk of the Scales the following four lists:

a) **Cleared List** – the list of Riders who have produced ‘clean’ Medical Record Books;

b) **Red Entry List** – the list of Riders in whose Medical Record Books the last entry was not ‘fit to ride’, and who have been instructed to report to an RMO (with the Medical Record Books of those listed);

c) **Medical Examination List** – the list of Riders, including Riders from abroad, who have failed to produce their Medical Record Books and have been instructed to report to an RMO;

d) **Medical Record Book to be examined by an RMO List** – the list of Riders from abroad who ride under the provisions of Rule (D)27, and whose Medical Record Books require examination by an RMO (with the Medical Record Books of those listed).

10. During the course of the day’s racing, any additional Rider arriving will have his name added to the appropriate list.

BHA GENERAL INSTRUCTIONS

No 11.3
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: COMPULSORY MEDICAL DOCUMENTATION (MEDICAL REPORT FORMS AND MEDICAL RECORD BOOKS)

Compulsory Medical Documentation

1. This Instruction is concerned with compulsory medical documentation, that is, Medical Report Forms (MRB3) and Riders' Medical Record Books.

2. On days on which there are no fallers or **Red Entries**, an MRB3 form is still to be completed by Racecourse Medical Officers (RMOs) showing a nil return. One MRB3 form must be completed for each Rider examined. If the Rider is unhurt, an entry to that effect is to be made.

As soon as is practical, one copy of each MRB3 form must be handed in to the Stewards' Room on a raceday by an RMO for entry onto the computerised BHA injuries database by the Stewards' Room Administrator. The Authority will impose a fine of £50 on any Managing Executive for every occasion when this requirement is not carried out unless the Managing Executive can satisfy the Authority that there was good reason for the failure.

At the end of racing, the remaining copies must be handed to the nominated representative of the Managing Executive who will distribute them as follows:

- a) The Chief Medical Adviser, 75 High Holborn, London, WC1V 6LS;
- b) The Professional Riders Insurance Scheme, c/o The Professional Jockeys Association (PJA), 39B Kingfisher Court, Hambridge Road, Newbury, Berkshire, RG14 5SJ;
- c) The Managing Executive – file copy to comply with Health and Safety requirements.

3. All injuries and **Red Entries** to professional Riders are held on the computerised BHA database at Weatherbys.

All Amateur Riders are required to hold a Medical Record Book. Entries in Amateur Riders' Medical Record Books may only be made by the following persons:

- a) an RMO;
- b) the Chief Medical Adviser (BHACMA);
- c) with reference to an accident involving a claim on the Professional Riders' Insurance Scheme, a representative of the Scheme;

- d) A Point to Point Doctor (only in the case of an Amateur Rider who suffers an injury in a Point to Point race).

BHA Computerised Injury Database

4. For each raceday, Weatherbys will prepare a list of all Riders who are subject to a medical suspension ('**Red Entry List**'). This list will be faxed to each racecourse holding a race meeting that day (no less than two hours before the time of the first race).

Three copies of this list are to be distributed as follows:

- one copy to the Declarations Clerk;
- two copies to the Clerk of the Scales.

The Clerk of the Scales will identify those Riders that are scheduled to ride at that racecourse on that day and annotate one copy of the list accordingly. This copy will be handed to the Senior RMO when he arrives and reports to the Clerk of the Scales.

The Senior RMO will ensure that all these Riders are examined as soon as possible, and that the results of this examination are then:

- a) notified to the Clerk of the Scales;
- b) entered on individual MRB3 forms (which are then to be handed in to the Stewards' Room at the earliest opportunity);
- c) entered in the Rider's Medical Record Books (if applicable).

Note: The Senior RMO is also to ensure that all other Riders identified by the Declarations Clerk as requiring a medical examination are reviewed in the same manner.

Riders who fall/suffer injury/become unwell, etc.

5. All Riders who fall at any time are to be examined, and those that remount are also to be treated as 'fallers' (see BHAGI 11.2 paragraph 6).

6. If a Rider has suffered a recordable accident (defined as an accident which precludes a Rider from riding again that day) or becomes unwell, the RMO, after examining him, is to complete an MRB3 form and, if appropriate, enter into the Recordable Accidents section of the Rider's Medical Record Book the details of the accident or illness which renders him 'unfit to ride'. A Jockey's Notification of a Red Entry form (RED2) must also be completed and handed to the Rider. If an Amateur Rider has arrived without his Medical Record Book, the RMO is to issue him with a Medical Record Sheet (temporary replacement) to the effect that he/she has incurred a Recordable Accident or is unwell.

6. If the Rider is signed off as 'unfit to ride' for any reason, this applies to **all other races held on that day**. A Rider cannot be 'signed off' for one race and 'signed on' again later in the day, except in the following exceptional circumstances:

- a) a Rider who requires the stitching of a wound or laceration;
- b) a Rider who is undergoing examination or monitoring in relation to a possible concussion.

8. If a Rider is told not to ride again, an entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink**.

9. The name and medical details of any Rider given a **Red Entry** must be notified to the BHACMA by telephone at the end of racing. The Authority may impose a fine of £50 on any Managing Executive when this requirement is not carried out unless the Managing Executive can satisfy the Authority that there was good reason for the failure.

Note: If the BHACMA is engaged on another call, the RMO will be diverted to 'voicemail' and a message may be left for the BHACMA in this way. If requested and when practicable, the BHACMA will return any call providing that a name and contact number is given clearly.

Concussion

10. An entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink** for every case of concussion, showing:

- a) the date of the injury;
- b) if the suspension requires notification to the BHACMA (see BHAGI 11.2 paragraph 9), an entry to the effect that riding is restricted until the Rider has been examined by the BHACMA should be entered.

Rider evacuated to hospital

11. If a Rider sustains injuries that necessitate emergency transfer to hospital, the hospital to which the Rider is evacuated must be contacted by the RMO. Where a rider is suspected to have suffered a significant spinal injury, the RMO should complete a SCAN2 form and take/send this with the Rider to the designated Emergency Department. In every case, an entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink** stating the name of the hospital (for example, Taunton Hospital).

12. The name and medical details of any Rider evacuated to hospital **must** be notified to the BHACMA by telephone at the end of racing.

Rider sent to hospital

13. If a Rider is sent to hospital as a routine 'non-emergency', an entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink**. A RED2 form must be completed and handed to the Rider. The entry is to show the date of the injury, the racecourse, the diagnosis and details of any referral. This entry is to be

signed by the RMO (for example, 01/10/09, Bangor, fractured femur, sent to Wrexham Hospital).

Rider medically suspended at previous meeting

14. If a Rider has been injured at a previous meeting, and has been told by an RMO at that meeting not to ride again that day or before being medically examined again, he is to report to an RMO for medical clearance at a racecourse. Following the examination, the RMO is to complete an MRB3 form, which should then be handed into the Stewards' Room at the earliest opportunity. The RMO is, in all cases, to notify the Clerk of the Scales and, if appropriate, make an entry in the Rider's Medical Record Book in **red ink**.

15. In every case, when an RMO examines a Rider whose name is included on the '**Red Entry List**', or whose last entry in the Recordable Accidents section of his Medical Record Book is in **red ink**, he is either to declare the Rider as 'fit to ride' or as 'unfit'. In either case, the RMO is to make an entry on the MRB3 forms and, if appropriate, in the Rider's Medical Record Book in **red ink** to this effect.

Note: Amateur Riders who also ride in Point to Points or Arabian races may have entries which are not in **red ink**, but these individuals **must** still be examined by an RMO before being declared fit to ride.

Cancellation of a Red Entry

16. Cancellation of a **Red Entry** may only be made by an RMO on duty at a race meeting and the Rider must hold a current licence or permit to ride issued by the Authority. However, any entry in a Medical Record Book or on the computerised '**Red Entry List**' held at Weatherbys either:

- (i) made by the BHACMA;
- (ii) referred to the BHACMA; or
- (iii) designated as requiring clearance by the BHACMA

...may only be cleared by the BHACMA or the Medical Department.

Note: The examination of the Rider is to determine if he is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a **Red Entry** be back dated or post dated.

Rider without Medical Record Book

17. Any Amateur Rider who comes to the racecourse without a Medical Record Book is to be examined by an RMO before he can ride. Following the examination, the RMO will inform the Amateur Rider that he/she is 'fit to ride' or 'unfit to ride' and confirm this to the Clerk of the Scales. The RMO is to record the findings on the MRB3 form and, if the Rider is 'unfit to ride', tell the Amateur Rider and the Clerk of the Scales the additional period of his medical suspension.

Note: The examination of the Rider is to determine whether he is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a **Red Entry** be back dated or post dated.

Injuries leading to claims or benefit

18. If a professional Rider licensed by the Authority sustains an injury which may, in the RMO's opinion lead to a claim on the Professional Riders' Insurance Scheme, an Accident Insurance Claim Form, available on the racecourse, is to be given to the Rider or his Representative. The certificate on the Claim Form **must** be completed by the Rider's own medical attendant or specialist and **must not** be completed by the RMO.

Foreign Riders

19. If a foreign Rider suffers from any serious injury (including concussion), the Clerk of the Scales will inform the Licensing Department as soon as possible, so that a fax with the details may be sent to the Turf Authority with whom the Rider is licensed. If such an injury occurs on a Saturday, the Clerk of the Scales will telephone the information to Weatherbys on the following Sunday morning, so that an immediate message may be sent.

Note: All Riders licensed by the Irish Turf Club will have a Medical Record Book, and these are to be completed as for Amateur Riders (see paragraph 6).

Attestation Certificate for Foreign Riders

20. If an injury has occurred, the Clerk of the Scales will amend the Attestation Certificate accordingly and ask an RMO to add the details of the injury, as well as the recommended period of medical suspension from riding.

21. Attestation Certificates for Riders from countries which do not issue Medical Record Books are to be countersigned by the RMO on duty, with an outline of the injury, and the recommended period of medical suspension from riding.

22. Attestation Certificates are returned to the parent Turf Authority so that this Authority can be in a position to act in regard to Riders licensed by it in accordance with the information on the Attestation Certificate and their Rules.

Medical Record Books: procedure for riders from abroad or riding abroad

23. See Annex A.

Medical Record Books: instructions to Declarations Clerks

24. See Annex B.

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Medical Record Books: Procedures for riders from abroad or riding abroad	Annex A
Medical Record Books: Instructions for Declarations Clerks	Annex B

MEDICAL RECORD BOOKS: PROCEDURE FOR RIDERS FROM ABROAD OR RIDING ABROAD

Great Britain and Ireland

5. All Amateur Riders permitted by the Authority and all Riders permitted by the Irish Turf Club are required to hold Medical Record Books.

6. In Great Britain, Riders from Ireland should follow the same procedure when riding here as Amateur Riders permitted by the Authority. They are to present their Medical Record Books to the Declarations Clerk on arrival at the racecourse where they intend to ride. Riders from other countries may, but may not necessarily, hold Medical Record Books (see paragraph 5).

Scrutiny of Medical Record Books

7. Declarations Clerks are to pay particular attention to the Medical Record Books of Riders who have recently ridden abroad or in Point to Point or Arabian races, irrespective of whether they belong to foreign or British Riders.

8. Declarations Clerks are to be aware that the last entries involving medical suspensions from riding may not always be in **red ink** under the system operating outside Great Britain and Ireland. In case of doubt, the Declarations Clerk is to refer to the Clerk of the Scales who, in turn, will consult the RMO.

Foreign Riders – Medical Record Books

- 5.
- a) Any foreign Rider who presents himself without a Medical Record Book must be medically examined by an RMO and be declared fit before riding.
 - b) If the Rider holds a Medical Record Book, the same rules should be applied as if they were an Amateur Rider permitted by the Authority.

Attestation Certificates

7. All Riders from abroad, licensed by foreign Turf Authorities who ride in Great Britain on a temporary basis under Rule (D)27, are to sign an Attestation Certificate that they are not subject to any suspensions and are free from injury at the time of riding.

7. At the conclusion of the meeting, the Clerk of the Scales is to complete the Attestation Certificate, making clear whether the Rider has or has not suffered an injury, and has or has not incurred a period of medical suspension whilst riding in Great Britain.

MEDICAL RECORD BOOKS: INSTRUCTIONS TO DECLARATIONS CLERKS

Issue of Medical Record Books

11. Medical Record Books have been issued to all Amateur Riders in Great Britain and all Riders in Ireland.

Presentation to Declarations Clerk

12. On arrival in the Weighing Room, all Riders riding on the day who hold a Medical Record Book are to present their Medical Record Books to the Declarations Clerk, who is to examine the last entry made in the Recordable Accidents section.

13. Provided the last entry states 'fit to ride', the Rider will be deemed fit to ride, and his/her name will be added to the 'Cleared List' of Riders who have produced 'clean' Medical Record Books.

Last entry in red

14. If the last entry is NOT 'fit to ride' or is in **red ink**, the Rider is to be instructed to report to an RMO for examination. His Medical Record Book is to be withheld and his name added to the '**Red Entry List**' of Riders who have to report to the RMO. The Medical Record Book and the '**Red Entry List**' must be handed to the Clerk of the Scales for immediate action.

Rider without Medical Record Book

15. If an Amateur Rider has not brought his Medical Record Book with him, the Clerk of the Scales is to be informed, the Rider told to report to an RMO for examination, and his name added to the 'Medical Examination List'.

Riders from abroad

16. Declarations Clerks are to pay particular attention to the Medical Record Books of Riders who have recently ridden abroad, irrespective of whether they belong to foreign or British Riders because suspensions may not be recorded in **red ink**.

17. In respect of Riders from abroad, all Medical Record Books, where issued, must be reviewed by an RMO before being declared fit to ride ('Medical Record Book to be examined by an RMO List'). If such a Rider does not hold a Medical Record Book, or his Medical Record Book requires him to be examined, his name is to be added to the 'Medical Examination List' and he be required to report to the RMO.

Riders in Point to Point and Arabian races

18. Amateur Riders taking part in Point to Point and Arabian races may have entries made in their Medical Record Books by a Point to Point or other Doctor. The examination and clearance of the Rider is to determine if he is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a '**Red Entry**' be back dated or post dated. These entries **may not be in red ink** or conform exactly with entries made under Rules. Declaration Clerks are to pay particular attention to Medical Record

Books with a recent entry from a Point to Point or Arabian race meeting and, in any case of doubt, the Medical Record Book must be shown to the Clerk of the Scales and the Rider required to be examined by the RMO.

Lists issued by Declarations Clerk

19. When Declarations close under Rule (B)23 for the first race, the Declarations Clerk is to pass to the Clerk of the Scales the following four lists:

- a) **Cleared List** – the list of Riders who have produced ‘clean’ Medical Record Books;
- b) **Red Entry List** – the list of Riders in whose Medical Record Books the last entry was not ‘fit to ride’, and who have been instructed to report to an RMO (with the Medical Record Books of those listed);
- c) **Medical Examination List** – the list of Riders, including Riders from abroad, who have failed to produce their Medical Record Books and have been instructed to report to an RMO;
- d) **Medical Record Book to be examined by an RMO List** – the list of Riders from abroad who ride under the provisions of Rule (D)27, and whose Medical Record Books require examination by an RMO (with the Medical Record Books of those listed).

20. During the course of the day’s racing, any additional Rider arriving will have his name added to the appropriate list.

BHA GENERAL INSTRUCTIONS

No 11.4
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: CHIEF MEDICAL ADVISER

Chief Medical Adviser (BHACMA)

1. The Chief Medical Officer (BHACMA) is Dr Michael Turner. The BHACMA is appointed by the Authority to provide expertise and advice to the BHA Board on all medical matters affecting the safety and health of Riders. As such, the BHACMA recommends the standards required by the Rules and General Instructions. The BHACMA reports to the Authority through the Director of Raceday Operations and Regulation.

Communication for medical arrangements

2. The diagram at Annex A shows the communication link between racecourses and the Authority in relation to medical arrangements. Management policy and General Instructions from the Authority will be directed through the Director of Raceday Operations and Regulation to the Managing Executive which, in turn, is required to pass the information to its Racecourse Medical Officers (RMOs). Where the BHACMA needs to communicate with a racecourse in relation to BHAGIs or local administrative matters, he will write to the Managing Executive (with a copy sent to RMOs).

3. Where the BHACMA needs to discuss clinical issues in relation to a particular Rider, he will deal directly with the RMO, and will not involve the Managing Executive for reasons of patient confidentiality.

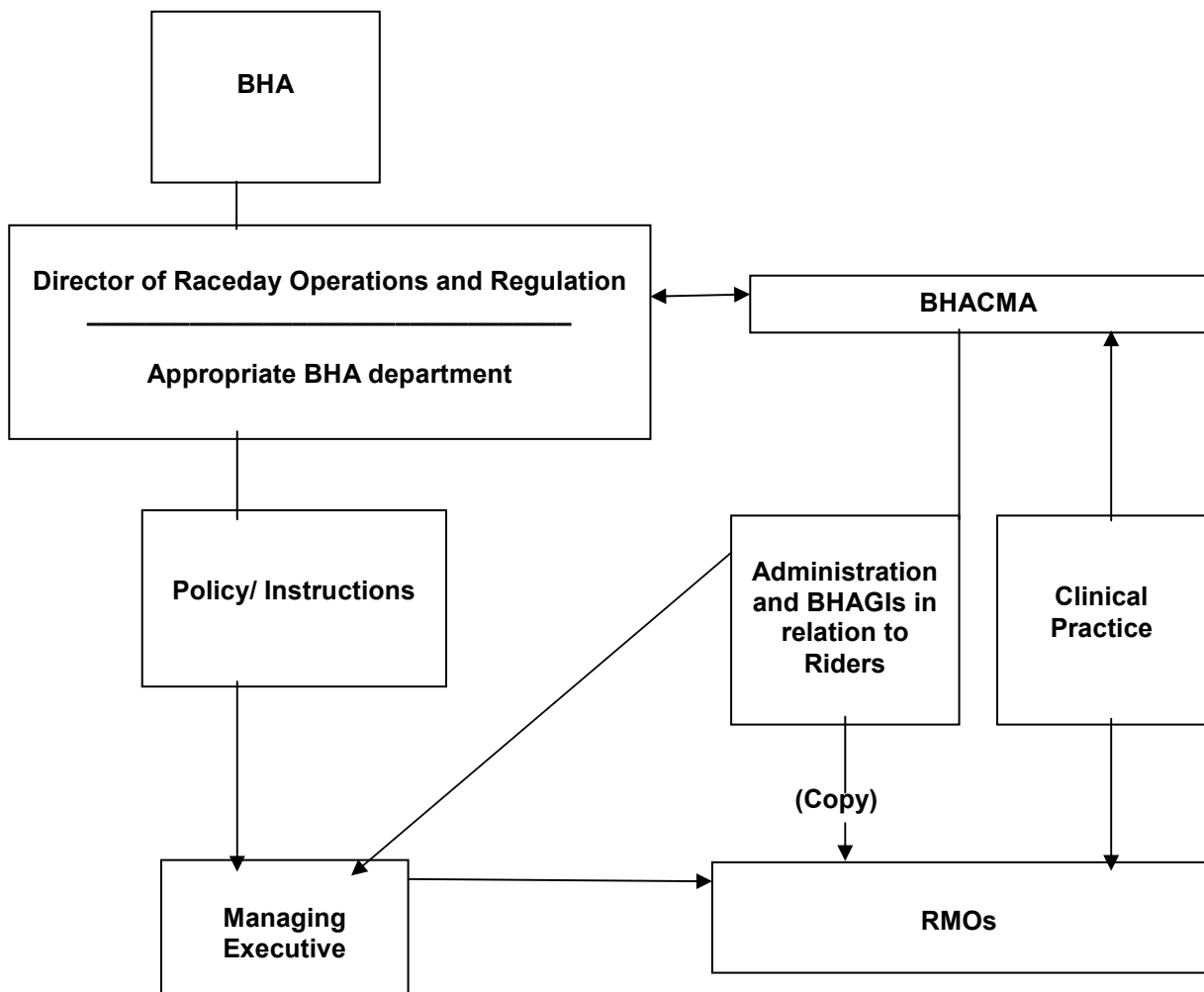
BHACMA racecourse visits

4. When the BHACMA visits a racecourse on an ad-hoc basis, he does so for informal liaison with the Managing Executive and RMOs. Should the BHACMA or his appointed Deputy or Nominee wish to comment on standards of medical care being provided in relation to the Rules of Racing and BHAGI's, he will deal directly with the Managing Executive. Under certain circumstances, there may be a need to bring his concerns to the attention of the Nominated Representative of the Managing Executive or the Stewards on the day.

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Diagram of communication links in relation to medical Annex A
arrangements

DIAGRAM OF COMMUNICATION LINKS IN RELATION TO MEDICAL
ARRANGEMENTS



Note: The Medical Advisory Committee allows for formal consultation between representatives of the BHA, the Racecourse Association (RCA) and the Professional Jockeys' Association (PJA).

BHA GENERAL INSTRUCTIONS

No 12.1
Dtd 3 Oct 2011

To: Managing Executives
From: Chief Executive
Subject: RACECOURSE VETERINARY AND SAMPLING UNIT PERSONNEL –
REQUIREMENTS AND DUTIES/STANDING ORDERS

Racecourse Veterinary Surgeons – requirements

1. There is to be a minimum of two (and three in the case of a Jump meeting) Racecourse Veterinary Surgeons in attendance at every meeting before racing commences (see paragraph 8[b]) and during racing. These Veterinary Surgeons are not to be licensed persons, and must be qualified in accordance with Annex A.

The Racecourse Veterinary Surgeons will, as necessary:

- provide veterinary care;
- arrange transport of injured horses to Centres of Excellence, where appropriate (see paragraph 8);
- destroy animals on humane grounds.

2. Every course is to appoint a Senior Veterinary Surgeon (SVS), whose name and address is to be notified, in writing or electronically, to the Director of Equine Science and Welfare before the course's first meeting of the year.

3. In consultation with a nominated representative of the Managing Executive, the SVS must agree and appoint a panel of Racecourse Veterinary Surgeons, who will provide the necessary cover. A sufficient number should be appointed to ensure that all meetings are covered. A list of all the Veterinary Surgeons should be notified, in writing or electronically, to the Director of Equine Science and Welfare before the course's first meeting of the year, and should be updated as changes occur. Where there is any doubt as to whether or not a Veterinary Surgeon intended for appointment meets the criteria laid down in Annex A, the advice of the Director of Equine Science and Welfare should be sought or, if he is unavailable, any other member of the Equine Science and Welfare Management Team or its administrators (all of whom can be contacted at all times by telephoning 020 7152 0090).

4. It is the responsibility of the Managing Executive to ensure the attendance of the required number of Veterinary Surgeons, who should normally be on the list notified in writing or electronically to the Director of Equine Science and Welfare. However, in an emergency, a substitute may be used, provided that he has the qualifications listed in Annex A.

5. If the SVS is not attending a meeting in their appointed capacity, it must be ensured that an experienced member of the panel carries out their duties.

6. It is to be ensured at all race meetings that one of the Veterinary Surgeons is present at the Start of each race, and that a Veterinary Surgeon also attends any Starting Stalls test prior to racing. This Veterinary Surgeon is to respond rapidly to any incident at the Start, which is unlikely to be possible if the Veterinary Surgeon remains in a vehicle. Where the geography of some courses makes it impracticable for a Veterinary Surgeon routinely to attend all Jump Starts at that course, the Managing Executive must notify the Director of Equine Science and Welfare, in writing or electronically, clearly stating the reason why this is so before the course's first meeting of the year. The Director of Equine Science and Welfare may, at his discretion, grant dispensation.

7. It is to be ensured that all Veterinary Surgeons are familiar with the correct use of the bypassing equipment at fences and attend a practical demonstration of the use of this equipment before the first Jump meeting of each season.

Senior Veterinary Surgeon (SVS) – duties

8. On every raceday, when reaching the racecourse the SVS, or his appointed deputy, will:

a) report his attendance to the Clerk of the Course and make himself known to the Veterinary Officer;

b) ensure that Veterinary Surgeons, the Horse Ambulance and the Recovery Vehicle (and their staff) are present for duty on the racecourse at least one hour before the advertised time of the first race, and that Veterinary Surgeons are deployed on the course to ensure the quickest attention to an injured horse, wearing tunics or identifying armbands during racing;

c) report to the Clerk of the Course on the availability for duty of the required veterinary resources at least thirty minutes before the advertised time of the first race. In the event of Veterinary Surgeons or the Horse Ambulance and Recovery Vehicle not being present, advise the Clerk of the Course that the start of racing must be delayed;

Note: The Clerk of the Course must advise the Stewards immediately if (thirty minutes before the advertised time of the first race) he has not received confirmation from the SVS that all the veterinary resources are properly in attendance.

d) ensure that Veterinary Surgeons have adequate equipment for the treatment of casualties, and that they have a silenced weapon and the drugs necessary for chemical destruction. It is also recommended that oxygen should be available;

e) arrange, whenever possible, for a Veterinary Surgeon to be in the Parade Ring before each race, until the horses leave for the Start;

f) ensure that one of the Veterinary Surgeons is present at the Start of each race, unless the dispensation referred to in to paragraph 6 is applicable;

g) ensure Veterinary Surgeons and the Horse Ambulance and Recovery Vehicle drivers are deployed in accordance with Standing Orders (all such

drivers must remain with their vehicles or have immediate access to them throughout the meeting);

h) ensure that the methods of communication are properly understood by Veterinary Surgeons and all veterinary vehicle drivers, and that such personnel collect and test their radios at least thirty minutes before the advertised time of the first race (see also BHAGI 4.6);

i) ensure adequate access is available to all parts of the course, so that all equine casualties can be treated with the minimum of delay;

Note: Where a horse which is to be the subject of a routine dope test requires treatment after a race and this involves the administration of a drug, the Veterinary Officer should, if possible, be consulted before treatment is started. However, in an emergency and when immediate action is necessary, he can be informed after the event.

j)

(i) ensure that sufficient screens and Attendants are provided so that when it is necessary to deal with an injured horse, screens are erected to keep the procedure out of sight of the public;

(ii) ensure that horses that are to be destroyed are screened from the public and shot with a silenced weapon or destroyed by chemical means;

Note 1: If, in an emergency, a horse is destroyed without adequate screening from the public, or with an unsilenced weapon, a report stating the reasons for non-compliance should be given to the Clerk of the Course for onward transmission, in writing or electronically, to the Director of Equine Science and Welfare.

Note 2: In the event that a horse is to be shot with a weapon rather than destroyed by chemical means, all precautions should be taken to ensure the safety of those in the surrounding area, particularly those holding the screens.

k) see that a Racecourse Veterinary Consultation Form (VO19) is completed for all injuries and incidents, and that when it has been necessary to give veterinary treatment to a horse the top sheet is handed to the trainer or his representative. The SVS should retain a copy and a further copy must be given to the VO on duty.

l) ensure that a Racecourse Veterinary Surgeon or a Veterinary Surgeon of sufficient equine experience is on call at night to deal with emergencies;

Note: The emergency telephone number of this Veterinary Surgeon should be prominently displayed.

m) ensure that, when appropriate, injured horses are transported to Centres of Excellence in accordance with the Welfare of Animals in (Transport) Order

2006, and subsequent amendments, as implemented in England and Wales, and as implemented in Scotland;

n) ensure that Veterinary Surgeons and the Horse Ambulance and Recovery Vehicle Staff do not leave the racecourse until released by the SVS.

Vehicle Crews - requirements

9. Competent vehicle crews are to be provided to man the Horse Ambulance and Recovery Vehicle. The detailed requirements listed in BHAGI 12.2 Annex A should be met.

Sampling Unit Security Assistant and the 'Catcher' - requirements

10. A suitably competent and responsible person, familiar with the racecourse layout and its system of internal communications, is to be appointed by the racecourse as the Sampling Unit Security Assistant to attend at the Sampling Unit. He is to ensure that only authorised individuals are admitted to the Sampling Unit, and is to maintain the Sampling Unit Daily Record Book. His duties in relation to these procedures are detailed in Annex B.

11. A responsible, competent and suitably trained person (the 'Catcher') is to be appointed by the racecourse to ensure that the horse(s) selected for post-race testing is presented at the Sampling Unit (for racecourses listed at BHAGI 12.3 Annex A, two Catchers, in addition to the Sampling Unit Security Assistant, are to be provided). The duties of a Catcher are listed in Annex C.

Standing Orders

12. Standing Orders are to be prepared for veterinary services on the racecourse, in consultation with the SVS, detailing:

- a) deployment of the Racecourse Veterinary Surgeons and other staff and their duties;
- b) deployment of the Horse Ambulance and Recovery Vehicle;
- c) veterinary communication systems;
- d) procedure, as necessary, for the destruction of injured horses, but discretion as to the appropriate method must be left to the attending Veterinary Surgeon;
- e) list of Veterinary Centres of Excellence capable of receiving and treating racecourse casualties;
- f) emergency management rehearsal procedures sufficient to ensure that all personnel involved in veterinary care are aware of their duties.

13. Copies of the Standing Orders, signed by a nominated representative of the Managing Executive, are to be issued to the Veterinary Officer, the Veterinary Surgeons and the drivers of the Horse Ambulance and Recovery Vehicle. A further copy is to be available in the Weighing Room. A copy of the current Standing Orders should also be notified, in writing or electronically, to the Director of Equine Science and Welfare before the course's first meeting of the year (or by 1st March at the latest).

Note: The copy of the Standing Orders forwarded to the Director of Equine Science and Welfare is filed as a record that such Standing Orders are in existence. For the avoidance of doubt, their receipt is not to be construed in any way as removing

responsibility from the Managing Executive with regard to Standing Orders and their content. Any areas of concern regarding Standing Orders should always be notified, in writing or electronically, to the Director of Equine Science and Welfare.

14. The Managing Executive must ensure that the Standing Orders are complied with in all respects for every race meeting. In addition, a copy of this BHAGI is to be issued to the Racecourse Veterinary Surgeons.

Note: The Managing Executive, under the Rules of Racing and in signing the Racecourse Licence Application Form, is responsible at all times for ensuring its employee's, servants and agents (including self employed and professional persons engaged to provide services) comply with and discharge their obligations and duties in accordance with the BHAGIs.

75 High Holborn
London WC1V 6LS

Qualifications for Racecourse Veterinary Surgeons
Sampling Unit Security Assistant (responsibilities)
The "Catcher" (Duties)

Circulation

Stipendiary Stewards
Inspectors of Courses
Veterinary Officers
Racecourse Association
Annex A
Annex B
Annex C

QUALIFICATIONS FOR RACECOURSE VETERINARY SURGEONS

1. All Racecourse Veterinary Surgeons must reach the standards detailed in paragraph 2, below. Any Veterinary Surgeon not qualified as in paragraph 2 must be approved annually by the Director of Equine Science & Welfare.

2. Veterinary Surgeons who officiate on racecourses must:
 - a) be members of the Royal College of Veterinary Surgeons with current, valid professional indemnity insurance;

 - b) have a full-time clinical involvement which includes a significant amount of regular treatment of horses;

 - c) have been qualified for at least five years, with a broad experience of equine practice;

 - d) have attended an appropriate approved course in Equine Emergency Care within the last five years (see note below);

 - e) be physically and mentally capable of carrying out all the duties required of a Veterinary Surgeon on a racecourse.

Note: Courses in Equine Emergency Care will be approved by Director of Equine Science and Welfare, advertised in the veterinary press, and notified to Managing Executives. They will cover such matters as the emergency assessment of fractures and their immobilisation, management of the recumbent horse, wound assessment and management, the transport of injured animals, and euthanasia. The Director of Equine Science and Welfare may, at his discretion, approve a similar Equine Emergency Care Course run overseas. Advice on appropriate levels of clinical involvement for racecourse duties and further information on courses in Equine Emergency Care are obtainable on the Association of Racecourse Veterinary Surgeons website (www.arvs.org.uk). The Equine Science and Welfare Department can be contacted on 020 7152 0090.

SAMPLING UNIT SECURITY ASSISTANT (DUTIES)

Responsibilities

1. The Sampling Unit Security Assistant (SUSA) will be directed by the Managing Executive at all times, except when on duty at the Sampling Unit, when he will be directed by a member of the Equine Science and Welfare Dept (ES&W Department).
2. The SUSA will initially be expected to undergo specific training with a Veterinary Officer, reflecting the importance and responsibilities of the role of the SUSA. Only racecourse staffs who are trained can act as SUSAs.
3. The SUSA will be on duty at the Sampling Unit no later than fifteen minutes before the first scheduled race. It will be the responsibility of the SUSA to open the Sampling Unit if it has not been opened already by a member of the ES&W Department.
4. The SUSA will be on duty until permission to leave has been given by a member of the ES&W Department. Permission is only likely to be granted after the last sample has been sealed and labelled. He may also be responsible for the secure locking of the Sampling Unit after it has been vacated.
5. The SUSA will assist the ES&W Department in maintaining the integrity of the Sampling Unit and in carrying out the sampling procedures. This could include the filling of buckets for wash-down purposes and ensuring that horses have water for drinking that comes only from dedicated water drinking buckets.
6. The SUSA will ensure that sampling kits are not handled at any stage by anybody apart from members of the ES&W Department.
7. The SUSA will ensure that only Trainers, their Representatives, or visitors authorised by the ES&W Department enter the Sampling Unit.
8. The SUSA will complete the Sampling Unit Record Book (SURB) by recording the names of all people entering the Sampling Unit, ensuring that they countersign these records.
9. The SUSA will record the name of each horse selected for sampling in the SURB.
10. The SUSA will ensure compliance with the policy prohibiting smoking, eating or drinking in the Sampling Unit.
11. The SUSA may be required to observe horses whilst they cool-off outside the Sampling Unit.
12. The SUSA will notify the ES&W Department and/or the Integrity Services Team of anything unusual or untoward that may affect any horse in the Sampling Unit or, moreover, any part of the normal process of sample collection. His/her observations must be recorded in the 'remarks' section of the SURB.
13. The SUSA will record, in the 'remarks' section of the SURB, any report from the Catcher about any horse that is selected for testing.

THE 'CATCHER' (DUTIES)

Duties

1. After each race, the Catcher will be notified, either directly or by radio, as to which horse(s) is/are to be tested.
2. As soon as is practicable after receiving notification, the Catcher will tell the person responsible for the horse that it has been selected for testing.
3. When the horse is ready to leave the unsaddling area (or otherwise), the Catcher is to direct the horse to the Sampling Unit.
4. The Catcher must report to veterinary members of the Raceday Team and the Sampling Unit Security Assistant if anything unusual happens on the way to the Sampling Unit, for example:
 - a) if, having informed the person leading the horse selected for sampling that it has been selected, he is unable to keep the horse under observation prior to arriving at the Sampling Unit;
 - b) the horse eats or drinks anything between the point at which the person leading the horse is informed that it has been selected for sampling and arriving at the Sampling Unit;
 - c) the horse does not proceed directly to the Sampling Unit from the unsaddling area;
 - d) the horse is handled by any person other than its Trainer, or his Representative.

BHA GENERAL INSTRUCTIONS

No 12.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: RACECOURSE VETERINARY FACILITIES & EQUIPMENT (OTHER THAN SAMPLING UNIT)

Veterinary facilities and equipment

1. The Managing Executive must ensure that the following are provided during racing:

- a) a Horse Ambulance having the specification listed at Annex A;
- b) a four-wheel drive towing vehicle (see also Annex A);

Note: In the exceptional circumstances where the above vehicles and their crews are not on the course for any reason, racing may only proceed if a suitable alternative is in place. This alternative must be selected from a list of vehicles with contact information previously specified in the Veterinary Standing Orders, be a trailer with ramps both front and back, be roadworthy such as to allow transport of horses to the designated referral centres, be acceptable to the Senior Veterinary Surgeon (SVS) as adequately staffed, be safe and effective for the purpose in the context of the specification in Annex A and be in place before racing can commence. The SVS shall inform the Veterinary Officer if such an alternative vehicle is to be used.

- c) a recovery vehicle, which is fully operational, with a winch, ropes, screens (see Annex B), tarpaulin and, if necessary, a separate four wheel drive towing vehicle;

Note: Racing may not commence unless the vehicles outlined at paragraphs 1b) and 1c), and their crews, are on the course.

- d) a suitably equipped Horse Treatment Box (see paragraph 2) in which equine casualties can be treated;
- e) additional sets of screens to shield equine casualties and allow examination and treatment to occur in privacy (for further detail, see Annex B);
- f) a vehicle in which a Veterinary Surgeon can follow races. For Flat races only, this may be the vehicle used by a Racecourse Medical Officer;
- g) an effective radio communication system for the Veterinary Surgeons, the Clerk of the Course, and the Horse Ambulance and Recovery Vehicle drivers (see BHAGI 4.6);
- h) orange flags (at meetings involving Steeple Chase and Hurdle races), to be waved by Fence Attendants when a Veterinary Surgeon is required.

2. The Horse Treatment Box must be large (preferably 15 feet x 15 feet) and preferably have an anteroom. It is to be clearly signed as the Veterinary First Aid Area. The exact location of the Box should be decided after discussions with the SVS but, where practicable, preference should be given to the area either in or adjacent to the Racecourse Stables. The Box and should be designed to allow the horse to be loaded and unloaded easily from the Horse Ambulance.

3. The Box must have a non-slip floor which:

(i) has good drainage;

(ii) should be covered in a material which allows easy cleaning. Ideally the floor should be covered with a seamless rubber flooring, and this should be screed up the walls to a height of 9 inches;

(iii) adequate lighting, which is essential and should include:

- fluorescent strip lights set into the roof;

- additional light/lamps, one at each side of the Box, which can be swung in to illuminate injuries or left pushed to one side as circumstances dictate.

4. The Box must also contain:

(i) a kitchen sink, with hot and cold running water and a hose extension;

(ii) a fold-up table or bench;

(iii) a 13 amp power point placed near to the door to the box;

(iv) a small refrigerator/freezer.

However, where an anteroom is provided, these items are to be contained therein.

5. Trainers, Trainers' Representatives and all horse attendants must be informed of the location of the Horse Treatment Box. It is essential that the Box is not used for any other purpose (such as storage or occupation by runners, etc.), and it must be thoroughly cleaned and disinfected after each meeting, in accordance with BHAGI 7.2.

75 High Holborn
London WC1V 6LS

HORSE AMBULANCE SPECIFICATION AND ANCILLARIES

Horse Ambulance - specification

1. Low trailer with four low profile wide tyres and roadworthy.
2. Long shallow ramps, front and rear, to allow straight loading and unloading. Ramps should have a shallow gradient with a minimal 'lip'. The surface should be non-slip, with no obstructions on the ramp. There should be no gap between the ramp and trailer body.
3. Two easily moveable padded telescopic partitions extending to the floor. Partitions should contain access panels to allow access to the horse for attachments of slings, etc.
4. Slings with a winch attachment available to support and/or raise horses.
5. Padded drag mat with eyes at both ends and a winch to allow recumbent horses to be loaded and unloaded.
6. Padded roof with minimum headroom of seven feet.
7. Soft suspension to improve ride on rough terrain.
8. Adequate interior lighting and external lighting for both ramps, recessed into body of trailer for protection.
9. Screens must be carried.
10. Distinctive livery of white with a blue cross.
11. Adequate ventilation when used at appropriate speed on public roads.
12. An electric winch, capable of pulling 1 tonne onto the ambulance within two minutes.

Maintenance

Ambulances should be adequately maintained and regularly serviced, with full records kept of such maintenance and servicing.

Towing Vehicle

The Ambulance should be towed by a four wheel drive vehicle, with large footprint tyres, capable of operating on the racecourse without causing significant damage whilst also being capable of road use to transport an injured horse to a designated referral centre.

Personnel

The Towing Vehicle and Ambulance should be attended by experienced personnel who:

- a) are familiar with the layout and access points on the racecourse;
- b) are familiar with the workings both of the ambulance and the towing vehicle;
- c) hold a full UK Driver's Licence;
- d) are capable of manoeuvring the towing vehicle and Ambulance;
- e) are experienced horse handlers, capable of assisting a Veterinary Surgeon at the site of an accident.

SCREENS

1. Screens referred to in BHAGI 12.2 paragraph 1 must:
 - a) be deployed when dealing with any recumbent horse and, at the discretion of the attending Veterinary Surgeon, for any injured or lame horse;
 - b) be sited, or be quickly available, in high profile areas such as the Winners'/Unsaddling Enclosures, the Parade Ring, horsewalks and the finishing straight. For Jump racing, a set of screens should be in situ at every obstacle sited in close proximity to the public enclosures;
 - c) be of a design agreed by the Director of Equine Science and Welfare or the Inspector of Courses. At least one set of screens must be made of lightweight material, a minimum of eight feet in height and with a total length of 48 feet in length, preferably as two screens, so that a horse can be effectively screened on all sides;
 - d) be of sufficient number that more than one equine casualty can be attended to simultaneously.
2. Sufficient screens must be available when dealing with incidents that can be seen from public enclosures on both sides of the track, so that a horse can be effectively screened on all sides.
3. Screening practice sessions involving relevant personnel must be performed at the racecourse before the Flat and Jump seasons commence, to ensure that a rapid and effective deployment of screens will occur in all likely scenarios.

BHA GENERAL INSTRUCTIONS

No 12.3
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: THE SAMPLING UNIT

Sampling Unit

1. A Sampling Unit is to be provided, and is to consist of the following (the details in brackets apply to those racecourses listed at Annex A):
 - a) two (four) loose boxes, preferably not less than 12 feet x 12 feet. All Sampling Units built after 1994 must measure at least 12 feet x 12 feet;
 - b) a room for Office and Service Area between them, or along the rear, with direct access to both loose boxes (a room for Office and Service Area along the rear with direct access to all four boxes, or the room may be in the middle of the line of boxes with direct access to two adjacent boxes and indirect access to the outer boxes through the adjacent ones);
 - c) for all Sampling Units constructed after 1st January 2001, a separate wash-down, with hot and cold water supply and a non-slip floor.

Loose Boxes

2. Each Loose Box is to have:
 - a) a standard stable door with bolts on the inside;
 - b) a hinged or sliding door, giving access to the service area, with a peep hole to enable the sampling procedure to be observed;
 - c) good natural lighting and good artificial lighting contained in wall fittings out of a horse's reach;
 - d) adequate ventilation;
 - e) windows high enough to be beyond a horse's reach or fitted with shutters on the inside;
 - f) non-slip flooring, of concrete or other approved material;
 - g) one, and preferably two, tie-rings at least 5 feet 6 inches from the floor;
 - h) padding over unavoidable projections;
 - i) absence of mangers, pendant lights, protruding hooks, fasteners, nails, removable drain covers, etc.;
 - j) any beams or pipes high enough not to be a risk to a horse's safety.

Office and Service Area

3. The Office and Service area, which is to be not less than 120 feet square, is to have:

- a) fasteners fixed to the doors from the loose boxes;
- b) good locks to the outside door;
- c) good natural and artificial lighting;
- d) an impervious and easily cleaned floor;
- e) a sink, preferably of stainless steel, with good supplies of hot and cold water and drainers (a double drainer stainless steel sink with hot and cold water supply);
- f) separate hot and cold water taps for filling stable buckets;
- g) at least a twelve feet run of working top (minimum of an 18 feet run of working top flanking the double drainer stainless steel sink) not less than 15 inches wide, with shelving below part of the working top and shelving above part of it;
- h) at least twelve (20) corrosion resistant and wall mounted coat hooks for the hanging up of tack and coats, etc.;
- i) a table and two chairs, or extra (or 6 feet run of) working top for documentation and stools;
- j) a space heater;
- k) a suitable fire extinguisher;
- l) fridge freezer (a separate refrigerator and freezer unit), with suitable locking padlocks. If it is totally impossible to install a refrigerator in this area, one must be installed in a secure building as close as possible to the Sampling Unit, to which the Veterinary Officer, his staff and the Sampling Unit Security Assistant can have access. The fridge freezer must be kept securely locked at all times;
- m) four (six) brackets, screwed to the wall to hold urine collectors.

Equipment for Sampling Unit

4. Each Sampling Unit is to have the following equipment:

- a) one urine collector with telescopic handle;
- b) three (four) large sponges and three (four) sweat scrapers;
- c) soap and clean towels;

- d) disinfectant approved by the Department of Environment, Food and Rural Affairs (DEFRA) (see BHAGI 7.2), and a watering can or other applicator for spraying it around;
- e) plastic waterproof container (such as a small plastic dustbin), labelled 'Disinfectant', in which sponges, scrapers etc. can be disinfected;
- f) three (four) nylon head collars with rope or nylon shanks;
- g) four (six) stable buckets;
- h) three (four) approved pattern wooden stable forks;
- i) one watertight rubbish bin.

Maintenance of Sampling Unit

5. The Sampling Unit is to be used solely for the collection of biological samples at the direction of the Stewards, and is not to be used for other purposes between meetings. The Loose Boxes are not to be used for treating or housing injured or sick horses, and are not to be used for saddling horses, except with the permission of the Veterinary Officer.

6. The Sampling Unit, its equipment and Loose Boxes are to be kept scrupulously clean, hygienic and in good condition. Leather headcollars are to receive attention, and horse sheets washed between meetings. One (three) loose box(es) is (are) to be bedded with paper and the second (the fourth) with wood shavings free from contaminants. An adequate reserve of papers and shavings is to be available for each meeting.

Disinfection

7. The disinfection (in accordance with BHAGI 7.2) of the Loose Boxes of the Sampling Unit will usually only be required after each day's racing. The Veterinary Officer will inform you when additional disinfection is necessary.

Security

8. Access to the Sampling Unit is subject to strict control. Each Sampling Unit is to have a sign prominently displayed outside, not on the door, which states 'No Entry to Unauthorised Personnel'. The Sampling Unit must be kept securely locked at all times when not in use, particularly when samples are stored inside.

75 High Holborn
London WC1V 6LS

RACECOURSES AT WHICH ENHANCED ARRANGEMENTS ARE REQUIRED

(details for which within the Instruction are shown throughout in brackets)

- Aintree
- Ascot
- Ayr
- Cheltenham
- Doncaster
- Epsom Downs
- Goodwood
- Haydock Park
- Kempton Park
- Newbury
- Newmarket
- Sandown Park
- York