

The British Horseracing Authority Instructions for

"Point-to-Point Steeple Chases"

In force for the current season

Issued by the British Horseracing Authority for the benefit of all Stewards & Officials whose responsibilities are laid down under the British Horseracing Authority Regulations for Point-to-Point Steeplechases.

There are additions and alterations since 2018 and these have been written in bold.

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1 FIXTURES (REG. 62)

APPLICATION

- 1.1 An application form will ordinarily be mailed to all Point-to-Point Secretaries by the end of June in every year. This application form must be completed and returned to the Point-to-Point Authority by the agreed date together with the Fixture Fee if a date for a Point-to-Point Meeting is to be considered by the Directors of the British Horseracing Authority.

A complete list of all Point-to-Point Fixtures for the coming season will be made available on the National Point-to-Point website and published in the Racing Calendar following agreement and subsequent to the Point-to-Point Authority (PPA) and British Horseracing Authority Board Meetings in September.

Secretaries are particularly asked to ensure that the choice of date given on the application form is the one that has been agreed locally at the Area Meeting of Point-to-Point Secretaries and submitted for approval at national level by the Point-to-Point Secretaries Association (PPSA). The names of the Hunts that have been agreed as Confined cannot be changed unless agreed by the Master of Foxhounds Association (MFHA). Secretaries may also wish to check whether the choice of date clashes with Flat and National Hunt Meetings in the immediate vicinity.

- 1.2 Deleted.

ABANDONED AND POSTPONED MEETINGS

- 1.3 Please note that if a meeting is
- (a) Abandoned - the full fixture fee still remains payable;
 - (b) Postponed and rearranged - no additional fixture fee is payable;
 - (c) In the event of a re-arranged meeting, it is the Secretary's responsibility to liaise with the PPSA Area representative and agree an alternative date. Where applicable the Area representative should also liaise with his counterpart(s) in neighbouring Area(s). It is then the Area representative's responsibility to confirm details with the Point-to-Point Authority who must inform the Point-to-Point Executive at the British Horseracing Authority Office before the meeting can be sanctioned.
 - (d) Where there are one or more objections, the Area Secretary will liaise with the PPSA Chairman (or in their absence the Vice-Chairman) who will select two additional Committee members to adjudicate the objection. Such additional Committee members to be as far as possible, geographically neutral to the protagonists. Their MAJORITY decision of this group will be FINAL.

TOTALISATOR FACILITIES

- 1.4 Meetings must apply to run their own Tote.

Point-to-Point organisers will need to obtain written authorisation from a licensed non-remote pool-betting operator.

The Gambling Commission has a public register of licenced operators at: <https://secure.gamblingcommission.gov.uk/PublicRegister/Search>.

BETTING AT POINT-TO-POINT MEETINGS - THE GAMBLING ACT

- 1.5 In respect of the Gambling Act 2005, Section 39, organisers are required to apply to their Local Council Authority for an "Occasional Use Notice". There is no formal application form or procedure so a letter will be appropriate. There is no need to apply for a "Premises Licence" as this is only required when there are eight or more fixtures per calendar year at the venue. The organiser must also inform their local Chief of Police of their application for an Occasional Use Notice.

2 PROGRAMMES (REGS. 70-73)

AREA RACE CONDITIONS FOR THE SEASON

- 2.1 Point-to-Point Secretaries are requested to send one draft copy of their programme of races direct to their Area Secretary for submission 'en bloc' to the Point-to-Point Racing Company ahead of British Horseracing Authority approval. All Race Conditions must be approved by the British Horseracing Authority before being printed.

First Race Times

The advertised time for the running of the first race should be arranged so as to allow for further races to be run at the end of the programme should any safety factors be exceeded and races be divided. It is not acceptable for the Stewards to instruct a ballot on the day (Instruction 4.4) because the meeting had started with not enough time being allowed for the potential division of races.

RACECARDS

- 2.2 The conditions of individual races, which are advertised in the National Point-to-Point & Hunter Chase Race Planner for the benefit of owners to make their entries, must be accurately transcribed into the racecard. In addition the racecard is to contain the following:

- i) notices as shown in Regulation 70
- ii) safety factors
- iii) name of the owners (or if applicable the group ownership name including the name of one of the owners) and the horse
- iv) the colours to be carried by the rider
- v) the age, sex, colour, breeding and where possible the form of the horse
- vi) the weight to be carried
- vii) with the exception of Hunt Races, the name of the Hunt from which the horse's certificate was obtained
- viii) acknowledgement to the Levy Board for the grant provided
- ix) the trainer (if given on the entry form)
- x) details of the horse **and or rider sponsor** (as applicable - see Appendix L of the BHA Point-to-Point Regulations)

A copy of the Area's race conditions for the season must be available on the day of the Meeting for the benefit of all Officials concerned so that in case of a discrepancy between the Racecard and Area's race conditions, the conditions as stated in the Point-to-Point Racing Company's Point-to-Point & Hunter Chase Race Planner are adhered to as all entries made by owners have been based on these conditions. The Point-to-Point conditions contained within the Point-to-Point Racing Company's Point-to-Point & Hunter Chase Race Planner will be, for Point-to-Point purposes, the definitive conditions unless the British Horseracing Authority Point-to-Point Executive has authorised a change to the conditions in the Point-to-Point Racing Company's Point-to-Point & Hunter Chase Race Planner, where the revised conditions shall apply.

3 THE COURSE

NUMBER OF FIXTURES ON A POINT-TO-POINT COURSE

- 3.1 The number of Point-to-Point Meetings that are to be held over any one course is conditional upon a report from the Inspector of Courses who takes into account the interval between meetings, the nature of the ground, the personnel and equipment available, and the ability of the fences to withstand more than one day's racing.

POINT-TO-POINTS ON LICENSED RACECOURSES

- 3.2 Applications to hold Point-to-Point races on licensed racecourses will be subject to the following conditions:-
- (a) All Point-to-Point fences should be completely separate from those fences used for races under the Rules of Racing.
 - (b) No cars should be parked on any part of an existing turf Flat or Steeple Chase track.
 - (c) Provided that the racecourse is agreeable and by doing so it did not damage the existing track there should be no restriction on the use of the parade ring, saddling boxes and security area. The British Horseracing Authority General Instruction on the use of racecourse stables between meetings must, however, still be observed.
 - (d) If any running rails are moved all exposed spigots must be removed or totally covered.

PRE-INSPECTION OF COURSES

- 3.3 Courses will be inspected in advance as well as on the day of the races. The name and address of the Inspector allocated to each meeting will be supplied to the Fixture Secretary after the Fixture List has been arranged.

The Clerk of the Course at a Point-to-Point Meeting will be required to produce all fences in **reasonable time** before the day of the Meeting. The Inspector appointed for that Meeting must be invited to make an inspection of the course at that time so that there will be ample opportunity for any action to be taken and alterations made on his advice where necessary. Depending on the condition of the course on his first visit, the Inspector will decide whether an additional visit is necessary.

If he decides that this is so, the Inspection will occur one week to three days before the meeting takes place. He will in any event attend again on the day of racing and he will send his report to the British Horseracing Authority Point-to-Point Executive. Point-to-Point Committees are advised to take advice on the building of their fences from a professional fence-builder who is employed by a racecourse holding steeple chase fixtures under Rules. All fences on any one course should, as far as possible, be uniform and consistent; in particular on those courses where both portable and permanent fences are used.

As stated in Instruction 8.1 (A) a Course Inspector cannot act as a Steward on a Point-to-Point course where he is the Course Inspector. In addition to this, where a Course Inspector is offered another Raceday Officials duties on a course where he is the Inspector, he must consider the potential conflict of interests and seek clarification from the BHA Point-to-Point Executive. Similarly, Course Inspectors should not be a member of a Hunt Committee staging a fixture on the course that he / she inspects.

When a Meeting is abandoned or postponed, the Inspector must be informed immediately. Failure to do this may cause an unnecessary journey being made and the organisers of the meeting will be responsible for paying the Inspector's travelling expenses.

The charge for the attendance of the Inspector will be £50 per visit plus car mileage at the rate of 45p per mile and his account will be sent direct to the Point-to-Point Department on the standard form provided.

CONSTRUCTION OF FENCES (REG. 80)

- 3.4 Detailed recommendations on the construction of permanent fences are set out below. Inspectors are asked to ensure that these recommendations have been carried out to their satisfaction before any Meeting is held over a Point- to-Point course. Attention is drawn to Point-to-Point Regulation 80.

Should there be plans to modify any fences away from the traditional structure, the British Horseracing Authority Inspector of Courses must be consulted in good time ahead of the meeting.

If there are any particular points which need clarification, the British Horseracing Authority Inspectors of Courses are prepared to give any assistance they can. They visit all National Hunt courses regularly during the season and if given adequate warning may be able to meet Point-to-Point Inspectors or Clerks of Courses to discuss points of detail. Please contact the BHA Point-to-Point Executive for details. British Horseracing Authority Inspectors should always be informed when a course intends to use a new fence builder. See Appendix A for fence construction diagrams.

(a) **Height of Fence**

Fences shall not be less than (1,295mm.) 4ft 3ins. in height, measured from take-off side to the highest point (A-B) except in the case of a water jump or where the nature of the ground justifies any variation.

(b) **Plain Fences**

A plain fence should be built on a base of about (1,676mm.) 5ft 6ins. (C-D) and the slope of the fence should reduce the thickness at the top to about (205mm.) 12ins. (E-F) which should be of fine birch. (See Appendix A in Section 10). The base measurement is calculated as the distance from the take-off board, or apron to the point on the landing side vertically below the overhang of the birch.

(c) **Open Ditches**

The width of the fence at the top should be about (610mm.) 2ft (L-M) and the width of the ditch (1,524mm) 5ft, measured from the front edge of the frame on the take-off side to the front of the guard rail (O-P). (See Appendix A in Section 10). The frame rail of the fence on the approach side must be obscured so that horses approaching the ditch do not see two parallel rails (the guard rail and the frame rail) and the material used should not overhang the ditch by more than (457mm) 18ins.

Where portable open ditches are used, the turf should either be dug out or covered with sand or earth.

(d) **Frames / Advertising Hoardings**

No frames should be higher than (559mm) 24ins. From ground level (J-K). Advertising hoardings (either canvas or rigid) must not be attached to fences unless they are securely fixed and below frame height. There must also not be string attached or tied to the birch above the height of the frame.

(e) **Guard Rails**

- (i) Open Ditch - It is recommended that the rail is between 12ins and 18ins high and must be painted matt orange. The boards beneath the rail (in cases where a turf facing is not used) must be painted matt orange. To prevent shine a gloss finish must not be used.
- (ii) Plain Fence - Where guard rails are used, they **MUST** be painted matt orange. A gloss finish must not be used. Dimensions of 4ins. (102mm) by 2ins. (51mm) are recommended with the sharp edges rounded off. The top of the guard rail should not be higher than 25ins. (635mm) (i.e. half the height of the fence) from ground level, and must be recessed into the line of the fence (G-H).

The Padding of Guard Rails, where used, is compulsory. Fence builders should cover all guard rails with tight fitting and well secured foam padding (also painted orange). For the avoidance of doubt, the take-off boards on open ditches must also be padded.

N.B Guard rails are not compulsory. However, should a Fixture Organiser wish to omit guard rails in their fences (ordinarily when using spruce) they must first seek approval from their British Horseracing Authority Inspector of Courses.

(f) **Take-Off Boards**

These are compulsory and must be painted matt orange. (254mm) 10ins. by (51mm) 2ins. is the recommended minimum size of which (51mm) 2ins. should be either let into the ground or curves placed between the ground and the board. There must be no gaps between the ground level and the bottom of the take-off board. In addition, to ensure clear visibility of the take-off board it may be necessary to trim along the front of the board.

(g) **Aprons**

It is recommended that birch, broom or spruce is used. Gorse is not acceptable. In order to maintain uniformity all plain aprons must consist of the same material. Open ditch aprons may consist of other suitable material as agreed with the British Horseracing Authority Course Inspectorate.

(h) **Wings**

Wings must be provided and except in the circumstances detailed below must be made of plastic.

The design and type of wing support must be approved by the Inspector of Courses. The supports should be constructed from rounded timber and be no more than 3" in diameter with the support behind the leading edge of the wing being preferably padded. Under certain circumstances (e.g. high winds) a support in the form of a T-bar can be used mid-way along the wing. This can be constructed from rounded timber or plastic and must be no more than 4ft in height and 3" in diameter.

The recommended height of the wings where they join the fence is about 6ft. and the length not less than 18ft.

When a fence is built in the line of an existing bank or wall, wings need not be provided, but the bank or wall for a distance of 15ft. on either side of the fence, must be, or made up to be, not less than 6ft. in height. (See "Gaps Beside Fences" below).

Wings should be sited where possible such that they are no more than 3ft out from the perpendicular.

(i) **Width of Fences**

Unless otherwise agreed with the British Horseracing Authority Inspector of Courses the overall width of fences (inclusive of bosses) in the case of first fences on any circuit should not be less than 14 yards in width, and every other fence not less than 10 yards in width.

(j) **Gaps Beside Fences**

Every fence must have a gap adjacent to it on one side through which the field may race in the event of the fence being deemed unsafe to jump. The gap should be no less than 5 yards wide with no barbed or naked wire left within 15 yards of the gap, nor shall any vehicle be parked within that distance of the gap, or fence. The gap and angle of adjacent wing must be positioned to give the least deviation from the line of running and should also be roped off. THE RACING SURFACE THROUGH THE GAP MUST BE COMPARABLE TO THAT OF THE MAIN PART OF THE COURSE. It is recommended that such gaps should be on the outside of the obstacle.

(k) **Area Around Fences**

Where fences are built in an existing fence or hedge line, there shall be no barbed or naked wire left within 15 yards (14 metres) of the fence on either side, nor shall any vehicle be parked within that distance of any fence.

Where fences are sited within close proximity of the car parks (i.e. Home straights etc.), the Clerk of the Course must ensure that there is a sufficient lay-by area between the wing of the fence and the perimeter of the car park area. (See "Gaps Beside Fences" above). It is strongly recommended that all public areas immediately before and after a fence are double railed/roped on the inner to prevent the crowd from standing (or cars parking) too close to the racing line.

PORTABLE FENCES (SECTIONAL FENCES)

- 3.5 On those courses where portable fences are used, the design must be approved by the British Horseracing Authority Inspector of Courses. Should meetings consider the introduction of portable fences on their courses, the Clerk of the Course must first of all obtain the necessary approval from the British Horseracing Authority Inspector of Courses.

Care must be taken to ensure that the portable fences are consistent with those permanent fences already sited on the course. Instructions on the construction of portable fences are available from the manufacturers and should be strictly adhered to. It is important to ensure that the adjoining sections are bolted together at the base, and then secured either by means of metal/steel hoops or wooden stakes on the landing side (not above timber it is supporting) to avoid any movement. When fences are refurbished, it is essential that they are made up to the required standard.

LAYOUT OF COURSES

3.6 (a) **Course Modification**

Plans to alter the course away from the known circuit, require consultation with the Local Course Inspector in good time ahead of the meeting and if necessary further consultation should take place with the British horseracing Authority Inspector of Courses.

(b) **Position of Start**

There should not be an excessive run up to the first fence. A distance, where practicable, of between (90 metres) 100 yards and (110 metres) 120 yards is recommended.

(c) **Marking of Course**

Where it is necessary to fence any part of the course to prevent the public from encroaching on to the track during the course of a race the uprights used to support the ropes or tapes should be of wood, rounded to minimise the chance of injury to horse or rider. Organisers must consult their British Horseracing Authority Inspector of Courses if they wish to use any material other than the above. The use of metal stakes is not satisfactory. It is strongly recommended that as much of the home straight as possible is

railed to provide a well-defined line for tired (and possibly drifting) horses towards the end of the race.

Public car parking should be organised in such a way that it is not possible to park immediately adjacent to running rail or ropes/tapes which define the racing line. (See also section 6.3).

(d) **Bends**

Bends should be clearly marked with flags or boards which may be supported by black and white hurdles, plastic rail or round bales. The use of a single round bale to denote a bend is to be avoided. In each case the supports must be secure with the markers positioned so that they do not interfere with oncoming horses/riders.

The use of roped bends to mark the inside of the racing line is not permitted. Where rope is essential, course markers must be used to keep runners off roped bends. Clerks of Courses are recommended to consult their British Horseracing Authority Inspector of Courses should they wish to source plastic running rail.

Bends and course markers should always be supported by a bundle / faggot of birch or padding (i.e. foam) attached to their outside.

(e) **Extra Course Markers**

Fixture Organisers are advised to retain a number of spare course markers in the event that bad weather necessitates "dolling out" certain false or waterlogged patches of the track.

(f) **Marking of Course Site**

Critchley and Severn plastic are not acceptable materials for use anywhere on the Point-to-Point course site.

N.B. Not all of the requirements highlighted in Sub-Instructions 3.4, 3.5 and 3.6 need to be complied with in the case of Hunt Members races being run over natural country.

NUMBERS BOARD

3.7 A numbers board must be provided and suitably positioned to be clearly visible to the public and be of an appropriate size to advertise the maximum number of runners and riders according to the Safety Factor, colour changes, overweights, blinkers, tongue straps and the going.

CONSTRUCTION OF PARADE RINGS

3.8 It is recommended that the parade ring is large enough to accommodate the number of horses equivalent to the maximum safety factor allowing not less than 16ft (4.83m) per horse, and is double railed with child resistant fencing. Properly fixed orange/blue plastic mesh material can

be used for this purpose, if a metal crowd barrier is being used to define a parade ring, it must be fronted by an inner rope at least two metres inside it. Where a winners/unsaddling enclosure is incorporated into the parade ring, sufficient additional space must be provided over and above the 16ft per horse. Besides Officials, only owners and riders with horses participating in the race should be allowed access to the parade ring. A sign confirming that children under the age of 12 (or older if stipulated by Health & Safety requirements and / or the Fixture Organisers) are prohibited from entering the parade ring must be installed.

PROCEDURE FOR MOUNTING IN PARADE RING

3.9 The following procedure is recommended.

When the signal to mount is given, the horses:

- (a) shall be made to stand still with their heads towards the centre of the Parade Ring and riders will walk immediately to where their horses are standing and will mount there, or
- (b) will continue to proceed around the Parade Ring and will be mounted at the walk.

Horses should not be lead or ridden across the middle of the parade ring. When the rider has mounted, the horse may be walked round the parade ring, in the same direction as the horses were walking before they were mounted, until it is time to go down to the start.

SCHOOLING OVER FENCES

3.10 The practice of allowing horses to be schooled on a course after the completion of a race meeting is only permitted (regardless of subsequent meetings due to be held), with the permission of the land owner and at the discretion of the organising committee.

However, it is the organising committee's responsibility to ensure that adequate medical and veterinary cover is in place and that both the course and fences are put back properly in readiness for the next meeting.

WINNERS/UNSADDLING ENCLOSURE

3.11 Individual (i.e. partitioned) Stalls for the first four horses in each race are not recommended. An "open plan" area for these horses is a better alternative. Where provided, the stalls must be made sufficiently wide for the horse's comfort and to minimise the risk of connections, photographers etc. from being kicked or squeezed against the stall partition.

COURSE WATERING/HARD GROUND

- 3.12 Organisers are strongly encouraged to liaise with their raceday Stewards and British Horseracing Authority Inspector of Courses if the going is likely to be Hard (i.e. the ground is impenetrable with a stick of not less than ½ inch diameter tip). If the ground is considered to be officially "Hard" the meeting **MUST** be abandoned / postponed.

Before plans are made to water a course, Organisers **MUST** ensure they have obtained a water extraction licence where it is necessary to do so. To maximise the efficiency and consistency of any watering carried out, organisers should take account of the following "best practice" guidance:

- Every effort must be made to achieve an overall consistency of ground conditions of the racing surface/bypass areas and to avoid any rutting thereon from vehicles during application of water.
- 'Spiking' the ground, if possible, will assist in the penetration of the water.
- If the water is to be dispensed from a bowser then it is best to dispense it sideways from the bowser.
- Organisers should take care that watering does not continue so close to the first race time that the conditions become very slippery. Advice should be taken prior to deciding whether to water on the raceday itself.

COURSE REINSTATEMENT AND MAINTENANCE

- 3.13 It is strongly recommended that the course is reinstated or "put back" within 24hrs-48hrs of a meeting taking place - especially when the venue stages more than one fixture during the year. In these cases "treading in" and the use of a Cambridge roller (conditions permitting) are recommended. The British Horseracing Authority Inspectorate can provide general advice on sports turf equipment.

Organisers must contact their British Horseracing Authority Inspector of Courses prior to implementing any large-scale de-compaction work that they are intending to carry out. This includes the use of any "earthquake" machine or "shakeaerator".

4 ENTRIES (REGS. 90-95)

ENTRY FORMS/SCRUTINY OF ENTRIES

- 4.1 It is essential that Organisers' entry forms contain a reference to the owner agreeing to be bound by the Regulations for Point-to-Point Steeplechases.

The British Horseracing Authority Point-to-Point Executive does not examine the qualification of horses for any races but will assist Secretaries and Receivers of Entries in clarifying any points over which there is any doubt. Receivers of Entries should check, as far as possible, the eligibility of the horse for the race in question. The responsibility for making an entry correctly (and ensuring it has been received) lies with the person making that entry.

The Receiver of Entries should know that an owner may enter or run a horse under an assumed name only if it is incorporated into one of the following titles:

- "The Family"
- "The Friends"
- "The Partners"
- "The Partnership"
- "The Group"
- "The Club"

When entering or running horses under one of the above titles one of the owner's name must be given after the title (e.g. TheClub (Mr J Smith). In addition any assumed name must not be offensive and must not have any commercial implications. If the Entries Secretary is in any doubt as to whether or not to accept an entry under a group name the Point-to-Point Executive should be consulted on 0207 152 0049. The responsibility for making a correct entry under a group name lies with the person making the entry.

HUNTER CERTIFICATES

- 4.2 Hunter Certificates must be registered at the Racing Calendar Office (Weatherbys) by noon on a Friday, except when it is a Bank Holiday when it shall be Thursday, to qualify the horse concerned to be entered in Point-to-Point races closing on or after the following Saturday.

The Point-to-Point Secretary will be sent a list of all the horses that are qualified to be entered at his meeting, and with the exception of Hunt Members races, **ONLY THE ENTRIES FOR HORSES WHOSE NAMES APPEAR ON THIS LIST ARE TO BE ACCEPTED**. The list will be posted to reach the Point-to-Point Secretary by the time the entries close and will, therefore, enable any owners whose horses are not registered to be notified immediately. Any enquiries relating to this list are to be referred

to Weatherbys. The owner, for the purpose of the meeting is the individual whose name the horse is entered under, on the Entry Form.

Masters must issue Hunter Certificates to all those owners wishing to enter their horses in a Hunt Members Race. Owners must be reminded that the Hunter Certificate must accompany their entry for this race.

DIVISION OF RACES AT ENTRY

- 4.3 The Entries Secretary must contact the Stewards of the Meeting if it is considered that the number of entries received for a race is likely to entail a greater number of horses starting than the Safety Factor allows. They may then instruct the Entries Secretary to divide such a race. The division should be made, prior to the printing of the Race Card, by randomly drawing the entries by lot into two equal divisions, except that if any owner or trainer (if indicated on the Entry Form and/or Race Card) has two or more entries they shall be, as far as possible, kept apart. Entry Secretaries must not alter the make-up of divisions to suit riders if contacted directly by riders. The prizes for each division of the race shall be the same as those advertised for the original race.

DIVISION OF RACES AT DECLARATION (REGULATION 113) & BALLOTING PROCEDURES

- 4.4 If, on the day of the meeting the number of declared runners exceeds the Safety Factor, the Stewards shall order a division to be carried out. **The division should be made by randomly drawing the declarations by lot into two equal divisions and these shall be run consecutively.** However, in exceptional circumstances (i.e. with the declarations only just exceeding the safety factor and where the Stewards have already decided that any second division may result in the non-completion of the racecard), the Stewards may choose to "ballot out" (by randomly drawing lot(s) of the horse(s) declared that have Hunter certificates registered with the host area) the necessary horses so that only one "division" need be run but with the maximum number of runners as governed by the safety factor. The second "division" would then not be run. This ensures that as few owners as possible are subsequently disappointed by not getting a run. Organisers cannot state in their race conditions that balloting will definitely occur. Where divisions occur on the day of racing, the deadlines for declarations are to be put back to the appropriate later time.

DIVISION OF RACES ON THE DAY (REGULATION 111 (ii)) - RIDERS PREFERENCES

- 4.5 If on the day of the meeting it is anticipated that the number of declared runners in a race is likely to exceed the Safety Factor, a rider can be declared to ride two or more horses with the anticipation of riding one horse in each division. If a rider is declared for more than one horse, the rider must, at the time of the subsequent declarations, state their order of preference to the Declarations Clerk and inform the owners accordingly.

The procedure for the double declaration of riders is outlined in Instruction 8.6. (Declarations Clerks).

5 THE MEETING

GENERAL REMARKS

- 5.1 All Stewards and Officials must be in possession of or have access to a current copy of the British Horseracing Authority Regulations for Point-to-Point Steeple Chases, these Instructions and any directives which concern them that are issued from time to time. Each fixture secretary will receive **four** copies of the Instructions for Point-to-Point Steeple Chases, and **four** copies of the Regulations for Point-to-Point Steeple Chases and these must be distributed accordingly. Additional copies are available on request from the British Horseracing Authority Point-to-Point Executive. **Alternatively the Regulations for Point-to-Point Steeple Chases are accessible on the British Horseracing Authority website or the National Point-to-Point website:**
<http://www.britishhorseracing.com>
<https://www.pointtopoint.co.uk>

The Regulations lay down certain specific duties and responsibilities of Stewards, Clerk of the Course, Judge, Clerk of the Scales and Receiver of Entries, and other requirements which affect them. It is the responsibility of the organising committee to ensure that all persons acting in any official capacity in connection with the organisation and running of any meeting are properly briefed as to their duties and areas of responsibility. With this in mind, fixture secretaries **MUST** forward copies of the Regulations and Instructions to their key officials as soon as they have been sent them for the forthcoming season.

Fixture secretaries are expected to provide Officials with all forms necessary for the day's racing with the exception of: Official Stewards Enquiry forms; Doctor's reports forms; Veterinary report forms and Point-to-Point Course Inspectors' forms.

ADMISSION CHARGES FOR BOOKMAKERS

- 5.2 The attention of Point-to-Point Organisers is drawn to the following:-

Under the provisions of the Betting Act of 1963, where a Totalisator is in operation, it is provided that: 'the persons having the management of such racecourse shall provide a place where bookmakers may carry on their business and to which the public may resort for the purpose of betting, and that the charge to a bookmaker and to any assistant accompanying him, for admission to an enclosure on the racecourse for the purpose of the bookmaker's business shall in the case of the bookmaker, not exceed five times the amount, and in the case of an assistant not exceed the amount of the highest charge made to members of the public for admission to the enclosure'.

WITHDRAWAL OF DECLARED RUNNERS

- 5.3 It is essential that when any horse is withdrawn the representative of the Totalisator and bookmakers be informed and an announcement made for the benefit of the public in order that betting on that horse can cease immediately.

WEIGHING IN

- 5.4 The Clerk of the Scales shall not weigh in a rider for any horse until he receives notification of the first four placed horses. This information should be relayed by the Judge by radio to the Clerk of the Scales who will repeat the message back to the Judge. N.B The Stewards have at their discretion the option to order all riders to weigh in.

BROADCAST RUNNING COMMENTARIES

- 5.5 The Clerk of the Course should ensure that the commentator ceases his commentary JUST before the horses pass the winning post. In close finishes he should in no circumstances give out on the Public Address system his version of the placings, thereby pre-empting the decision of the Judge. Neither should he make any other comment before, during or after a race which may wrongly interpret or pre-empt the actions of any official on duty.

ANNOUNCEMENTS/COMMUNICATION

- 5.6 Announcements should be made to convey racing information to the general public and should not, except in exceptional circumstances, be used as a means of contacting or passing on information to raceday officials. It is strongly recommended that all key officials should be provided with a radio communications system and are fully briefed as to how to use them.

Whilst not definitive, key officials requiring radios would include: Stewards, Clerk of the Course, Fixture Secretary, Clerk of Scales, Starter, Judge, Doctors, Ambulance Crew, Vets, Recovery Vehicle and Horse Ambulance Drivers. In addition, fence attendants may need a radio if, due to the topography of the course, their fence is potentially "unsighted" and the designated person tasked with carrying out the stop race procedure. Horse catchers should also be provided with a radio if they do not possess a mobile phone.

Public Address Systems and Speakers should not be deployed in such a way that the noise is liable to "spook" or upset horses even at normal broadcasting sound levels.

USE OF VIDEOS

5.7 Should a commercial video operator wish to operate at a Point-to-Point meeting he should:-

- (a) Liaise with the Clerk of the Course as to where the unit may be located.
- (b) Ensure that the unit is not located 'head on' or in line with the finishing post.
- (c) Ensure that in the case of an objection or a Stewards Enquiry viewing facilities are switched off until the outcome of the enquiry is made known.

Video evidence may only be used at the Stewards' discretion. The Stewards should note that video footage from one camera angle only can be misleading, particularly in cases of possible interference, and it should therefore only be used for clear cut incidents (e.g. a horse taking the wrong course or a weight cloth falling off). **If the Stewards do view footage and hold an enquiry as a result, they must ensure that it is made clear at the start of the enquiry as to what they have viewed and what can be seen. If it is possible, the person subject to the enquiry should also be offered the opportunity to view the footage.**

FORM/BETTING INFORMATION

5.8 It is strongly recommended that Area Secretaries coordinate the retention of weekly national Point-to-Point form within their Area so that this may be used by the raceday Stewards when considering an enquiry under Regulations 125-128.

Furthermore, Fixture Organisers are strongly encouraged to nominate an individual (a "Stewards' Assistant") whose duties at the meeting will include briefing raceday Stewards on i) Stewards Enquiries that have occurred earlier in the season across all Areas; ii) the odds for each horse and providing details of any significant moves (either "shortening or lengthening") in the betting market before each race.

NB: As a rule of thumb a significant move is considered to be any instance where a horse's odds have halved or where those of one of the market leaders have doubled.

RIDERS REPORTING TO A DOCTOR AFTER A FALL

5.9 Fixture Organisers are asked to nominate an individual whose duties at the meeting will include recording the details of all fallers and unseated riders in every race. This will assist the doctor so that he/she is fully aware of which riders need to present themselves for medical

inspection. Riders who have had a fall and have not sought out the Doctor for an assessment must not be weighed out for any subsequent rides on the day, and will be liable to a fine.

INSPECTION PROTOCOL AND POSTPONEMENT/ ABANDONMENT OF MEETING

5.10 Communication should take place between Organisers and the Senior Steward ahead of the fixture. An inspection should be called if any part of the course is unfit for racing (e.g. Frost, water logging or hard ground). An announcement should be made ahead of an inspection with a follow up announcement with the result.

If the course is unfit for racing but the view is that it may be suitable by the start of the fixture; the announcement should make it clear that a further inspection is required to ascertain if Stewards are satisfied that racing can take place.

No announcement should indicate racing is to take place unless the Stewards are satisfied that this is the case; and that no first formal inspection occurs less than two hours before racing has been scheduled to start (unless a sudden downturn in weather necessitates such an ad hoc inspection). The above announcements should be made by local answer phone message and/or on a dedicated telephone line (e.g. Talking Point).

If Stewards are satisfied that postponement / abandonment is necessary, the local Course Inspector must be informed.

Instruction 1.3 highlights the process for rearrangement of a postponed fixture.

If a meeting is called off, Fixture Organisers must announce the postponement/abandonment without delay.

If a rearranged date is being sought organisers should follow the PPSA approved process highlighted in section 1.3 prior to formally confirming any new date.

6 HEALTH AND SAFETY

INTRODUCTION

- 6.1 All Point-to-Point Organisers must be aware of the DCMS Guide to Safety at Sports Grounds ("The Green Guide") as the Organisers are ultimately responsible for compliance with legislation or government guidance relating to Health and Safety issues. Chapter 18 of the "Green Guide" makes specific recommendations in relation to First Aid and Medical provision for spectators. Organisers are strongly encouraged to compile an up to date Health and Safety plan. The plan should include risk assessments and highlight (preferably pictorially) the division of responsibilities of key organisers/officials.

All employers and public liability insurances should be prominently displayed.

Care needs to be taken to clarify who is responsible for the racing itself, and who is responsible for the control of the overall event and site on the day.

THE PUBLIC

- 6.2 Point-to-Point Organisers must ensure that adequate procedures are in place for the safety of the public. It is suggested that members of the public and unauthorised staff should at all times be segregated from horses moving between the horse box park, race track, parade ring (which should also be provided with a child resistant fence and have access points suitably manned) and unsaddling enclosures if applicable.

All children under 12 years of age are to be excluded from the parade ring/unsaddling enclosure and a sign to this effect must be displayed. Organisers may increase this minimum age at their discretion.

THE COURSE

- 6.3 In respect of the course itself it is suggested that adequate protection be provided for both the public and the horse and riders. How this is achieved will no doubt vary depending on such factors as location, proximity to public areas and the degree of risk to riders from obstacles and/or natural features (e.g. rivers) around the course.

Organisers must ensure that there are proper control measures in place at all access/crossing points where the horses and public can interact e.g. cars driving into the infield, public crossing points on horsewalks etc.

Track surfaces must be inspected before each meeting to ensure they are as level as possible. Inequalities in the surface, such as ruts or rabbit holes can prove dangerous both to horse and rider and must be eliminated.

LOADING AND UNLOADING OF HORSES

- 6.4 An area for the safe loading and unloading of horses must be provided in a clearly defined horse box park.

MEDICAL RESOURCES

- 6.5 Medical Resources must be in accordance with these Instructions, prepared in consultation with the Point-to-Point Authority Medical Advisor and the British Horseracing Authority Chief Medical Advisor, and contained in this booklet.

ORGANISERS' VEHICLES

- 6.6 Fixture Organisers should also ensure that they or their agents comply with legislation or government guidance relating to Health & Safety issues with regard to the transportation they use at the venue on a raceday.

This may include the wearing of helmets and/or non-transportation of passengers on ATV "Quad bikes".

LOOSE HORSES

- 6.7 The actions of loose horses are impossible to predict. However, horses that have fallen, unseated etc. may show a tendency to run back towards the horsebox area or horse entrance/exit to the course. If the public have access to these areas, fixture organisers should ensure that they are adequately protected. Organisers need to consider the adequacy of the venue's perimeter security in relation to loose horses and nearby public highways. The proximity of natural features (e.g. rivers) also needs to be considered.

Horse catchers provided by the organisers should be properly briefed as to their raceday function and, if possible, should aim to prevent loose horses from running back towards the oncoming field. Horse catchers should be equipped with an officials radio or mobile phone.

Owners, or their authorised representatives must ensure when a horse is being led in any area used for the purposes of a Point-to-Point meeting, that the horse is fitted with a bridle or a headcollar fitted with a chifney to enable it to be properly led, and an individual may lead only one horse at any time.

7 HORSES AND RIDERS

PASSPORTS

7.1 Procedure for Checking

All Stewards and Officials are advised to acquaint themselves with the procedures.

- (a) The British Horseracing Authority Veterinary team will carry out random checks during the season.
- (b) Owners attention should be drawn to the requirements of Regulation 36(iii) which deals with those horses participating in the Hunt Members race only and have not registered their Hunter Certificate at the Weatherbys Racing Administration Office.
- (c) The British Horseracing Authority Veterinary Officer will inspect the vaccination and markings sections of the passport of selected horses declared to run.
- (d) Every owner who fails to produce a passport, or produces a passport or vaccination certificate with incorrect vaccination details, will be reported to the Stewards by the Veterinary Officer either directly or through the Clerk of the Course/Secretary.
- (e) The Stewards will hold an enquiry and interview each owner concerned and the Veterinary Officer who has checked the passport.
- (f) The Stewards should take the following action:-
 - (i) If in the opinion of a Veterinary Officer, the horse has received no vaccinations at all against Equine Influenza or has received any vaccination against Equine Influenza within the 7 days previous to the race, the owner shall be fined £150 (See Regulation 38(i)) and the horse shall be withdrawn (See Reg. 152 (vii) & (viii)).
 - (ii) If an owner is unable to produce a passport, or the vaccination section of the passport has not been endorsed as required under Regulation 36(ii), he will be fined £100 (See Regulation 38(ii)). The horse may run providing the owner or his authorised agent is prepared to sign a declaration, provided by The British Horseracing Authority Veterinary Officer, that he has received the passport, the horse has been properly vaccinated and that the horse has not been vaccinated against equine influenza on the day of the race or on any of the 6 days prior to the day of the race. **The passport must be sent to the British Horseracing Authority Office, addressed to the**

Point-to-Point Executive to arrive within 72 hours of the meeting taking place. The passport will then be endorsed and returned. Where there is a passport irregularity, as under Regulation 38(ii), this must be rectified and sent to the British Horseracing Authority Office, addressed to the Point-to-Point Executive. The passport will then be endorsed and returned.

- (g) If an owner says that the passport has been sent to the Point-to-Point Executive for inspection and has not yet been returned or received back, he must be asked to sign a formal statement to this effect and then the horse may run.
- (h) All passports that are checked must be signed by the Veterinary Officer on the Inspection by Racing Authorities page. The date and meeting must be included as well as any remarks concerning vaccination queries.
- (i) All fines - cheques payable to the British Horseracing Authority are to be collected on the day and sent to the Point-to-Point Executive.
- (j) On those occasions where it is discovered after a race that there are errors or omissions in the horse's passport such that it should not have run, the Stewards must refer it to the British Horseracing Authority Executive, where the Disciplinary Panel will hold an enquiry. It is a technical objection and the Point-to-Point Stewards do not have the power to alter the result whether it concerns a horse in the placings or 'also rans'.

TYING DOWN OF HORSES' TONGUES

- 7.2
- (a) When a horse is to run with its tongue tied the owner is responsible for indicating to the Declarations Clerk if they wish the horse to be withdrawn if the tongue strap cannot be fastened or is shed on the way to the start. It is the Starter's responsibility to take a final decision as to whether or not any horse should run in these circumstances, but, in reaching that decision he will take note of any such notification by the owner of this horse.
 - (b) On every occasion when a horse is to run with its tongue tied, the owner is responsible for showing the horse, with its tongue tied, to the Veterinary Surgeon on duty on the course before it is allowed to proceed to the start. Stewards are asked to take appropriate action upon a report from the Veterinary Surgeon. Disciplinary action will be taken against any owner who fails to comply with this notice on each occasion that his horse runs with its tongue tied.
 - (c) When no declaration of tongue strap has been made a tongue strap must not be worn by the horse in the Parade Ring, on the way to the start or during the race. In the event of non-compliance

the horse should be allowed to run but the owner must be fined not less than £75.

- (d) Horses should not run with tongue straps, or other similar devices, which encircle the horse's tongue and are attached either directly or indirectly to the bridle.
- (e) Veterinary Surgeons will take note of the biting of every horse brought into the parade ring.

TUBED HORSES

- 7.3 The British Horseracing Authority does not consider it a safe practice for a tubed horse to run in any form of Martingale. Should a tubed horse wearing a Martingale be presented at the start the Starter shall remove the Martingale before the race. A tubed horse may not run unless the plug in the tube has been removed.

ADVERTISING

- 7.4 No quarter sheet or rug used in the Parade Ring on any course may bear the name or initials of the owner or his representative in letters larger than 4 inches high. No other form of advertisement will be permitted either on the horse, its rider, its clothing, or its attendants, except that (a) Point-to-Point Organisers may provide sponsored number cloths in line with the criteria within Appendix L of the BHA Point-to-Point Regulations; (b) horses that have been formally sponsored by businesses under the Point-to-Point Authority's Horse Sponsorship Scheme (HSS) may carry rug and sheet sponsorship, and their attendants may carry the same sponsorship logo on clothing (sweatshirts, polo shirts, jackets) and baseball caps; owners' colours may carry sponsorship on the collar and chest sites at all times in line with the criteria within Appendix L of the BHA Regulations; (c) riders formally sponsored under the Point-to-Point Authority's Rider's Sponsorship Scheme in line with the criteria within Appendix L of the BHA Regulations; and (d) after the race, Race Sponsors' paddock sheets and rugs may be used.

QUALIFICATION OF RIDERS (REG. 50-55)

- 7.5 (a) **Riders Qualification Certificate (RQC)**
The RQC application paperwork is available from the National Point-to-Point website (www.pointtopoint.co.uk) via the Owners & Riders section in a downloadable format, or from the Point-to-Point Authority office [info@p2pa.co.uk/07193 781990](mailto:info@p2pa.co.uk). When any declaration to run is made all riders will have to provide proof of their qualification under Regulation 50. This must be in the form of an RQC for the current season, signed by the Rider to the effect that he agrees to be bound by the current Regulations. The Certificate will also state in what respect the rider is eligible (e.g. as a Member, Subscriber etc.). If the rider is to ride in any race for which his Certificate does not state his eligibility, he must submit

written proof of his qualification to ride which has been signed by the relevant Hunt Secretary. **The British Horseracing Authority may require applicants to undergo a riding assessment to achieve this certificate IT IS VITAL THAT A RACEDAY OFFICIAL APPOINTED BY THE ORGANISERS (E.G. DECLARATIONS CLERK) CHECKS ALL RQC's. AMATEUR OR IRISH LICENCES ARE NOT ACCEPTABLE.**

Regular Serving Members of Her Majesty's Forces or members of Clubs, Associations or Societies must also provide evidence as to their qualification for races open to such organisations.

On those occasions when a rider has left his Certificate behind the declaration to run can only be accepted if the rider signs a declaration (see Appendix H) that he is qualified to ride in the race in question. The necessary declaration, to be signed by the rider, should be provided by the Declarations Clerk.

Disciplinary action will be taken against any rider who signs a false declaration.

(b) Riders Qualification Certificates for Hunt Members Race

Clerks of the Course must ensure that Riders, who hold a Riders Qualification Certificate valid for the Hunt Members Race or Members Race Across Natural Country only, surrender this "one-off" Certificate to the Declarations Clerk.

(c) Riders Medical Record Books

Riders Medical Record Books are issued by the British Horseracing Authority and remain the property of the British Horseracing Authority at all times.

Medical Record Books are to be left with the Declaration Clerk until the rider has finished riding for the day. They must only be returned when the Point-to-Point Doctor has confirmed that no medical entry is required.

Declarations Clerks must ensure that in the Medical Record Book the rider is not subject to a medical suspension period on the day of racing (Sub-Regulations 55(iii) and (iv)) and has been passed as fit to ride. On those occasions when a rider has left his Medical Record Book behind the rider shall not be permitted to ride. **Any rider not able to produce an MRB MUST notify the BHA Chief Medical Adviser by 9am on the day of the race by calling 07788 567440 to allow enquiries to be made to see if dispensation to ride can be given. No consideration will be given after this time.** N.B. A rider may only hold one Riders Qualification Certificate and one Medical Record Book issued by the British Horseracing Authority.

(d) Declaration Forms

On the form provided for declaring runners under Regulation 111 (see Appendix I), there shall be space provided for the rider's qualification to be stated and a reminder that proof of that qualification in the form of a Riders Qualification Certificate must also be produced.

SKULL CAPS (REG. 115 (ii))

- 7.6 The only approved pattern of skull caps for riding in races is one which:
- meets **PAS 015: 2011, SNELL E2001, VG1 01.040 2014-12, or UTAC/CRITT 04/2015.**
 - carries a CE marking;
 - is in serviceable condition.

As the helmet is designed to absorb the energy of any impact by partial destruction, any skull cap which has been subjected to a severe impact or has been worn by a rider suffering concussion will not be regarded as being in serviceable condition and should be discarded. The skull cap must be of the correct fitting for the individual rider, the harness must be correctly adjusted and the chin-strap fastened at all times when mounted on a horse. The chin strap must pass under the jaw and be attached to the harness by a quick release buckle. Metal hooks are expressly forbidden. Skull caps must not have a chin cup, cradle or draw lace.

For any queries on Skull Cap specifications you should contact the British Horseracing Authority Chief Medical Adviser on 0207 152 0138.

During the current season, each Point-to-Point Area must nominate a fixture and therefore Point-to-Point Committee, who must arrange for skull caps to be checked.

USE OF SPECTACLES AND CONTACT LENSES

- 7.7 In the interests of safety, the British Horseracing Authority, having taken expert medical advice, has decided that no person shall ride under these Point-to-Point Regulations wearing spectacles or lensed goggles.

In the case of people wishing to ride in contact lenses, the British Horseracing Authority directs that the lenses must be of the soft type.

WHIPS (REG. 13 (xi) & 117)

- 7.8 Only whips which fall within the following specifications are approved:-
- (a) A maximum length, including the flap, of 68 centimetres
 - (b) A minimum diameter of 1 centimetre
The only additional feature which may be attached to the whip is a flap. If a flap is attached it must fall within the specifications below:
 - (c) A maximum length of flap from the end of shaft of 10 centimetres
 - (d) A maximum width of flap of 4 centimetres, with a minimum width of 2 centimetres
 - (e) The flap from the end of the shaft must not contain any reinforcements or additions

- (f) There shall be no binding within 23 cms of the end of the flap
- (g) The contact area of the shaft must be smooth, with no protrusion or raised surface, and covered by shock absorbing material throughout its circumference such that it gives a compression factor of at least 6mm;
- (h) The flap must have similar shock absorbing characteristics to that of the contact area;
- (i) The overall weight must not exceed 160 gms.

Clerks of the Scales will from time to time check the whips used by riders to ensure that they fall within the approved specifications. These checks will be carried out at the time of weighing out and any rider found with a whip which does not conform will be advised that if he carries that whip during a race he will be in breach of Regulation 117. (For notes on Use of the Whip see p. 40)

SPURS

- 7.9 **The British Horseracing Authority will not permit spurs of any type to be used in any race.**

Stewards of Meetings are asked to watch for the use of any other type when riders are either weighing out or in the parade ring.

BLINKERS

- 7.10 Owners are required at declaration to declare if their horse is to wear blinkers or any combination of eye shield, hood, visor, eyecover or sheepskin cheek pieces. Clerks of Scales, Declaration Clerks and Stewards in particular are asked to take note of the requirements of Regulations 24(iii) and 119.

BODY PROTECTORS

- 7.11 For any queries on Body Protector specifications you should contact the British Horseracing Authority Chief Medical Adviser on 0207 152 0138. Body Protectors must not be modified in any way and must be in a serviceable condition.

All riders are required to wear a Body Protector which meets the following Standard: (BS) EN 13158: 2009 or 2018. The minimum acceptable standard for a Body Protector is Level 2. There is a 3lb weight allowance given for the Body Protector.

Organisers staging a Point-to-Point Area's first meeting of the season must arrange for all Body Protectors to be checked at their fixture.

8 STEWARDS AND OFFICIALS

The duties of various Officials are categorised under specific headings but it is recommended that Officials read the whole of Section 8 in order to appreciate the teamwork and co-operation necessary to conduct a successful day's racing.

8.1 STEWARDS (Regs. 10 -16)

(A) APPOINTMENT & FACILITIES

Every panel of Point-to-Point Stewards should be constituted as follows:-

- The number of members of the panel should, where possible, be six.
- The Chairman of the Panel must be appointed before the day's racing and indicated as such on the racecard. The Chairman of the panel should not be a member of the Organising Committee.
- As many members as possible should have had recent experience of riding under the Rules of Racing or in Point-to-Point Steeplechases.
- As many as possible should have experience acting as a Steward on a licensed racecourse.
- It is recommended that the Chairman of the Panel has recent experience of acting as a Steward on a licensed racecourse and has attended a Point-to-Point Stewards Seminar within the last three years. If any one member of the panel has recent experience as a Steward on a licensed racecourse, he should normally be appointed Chairman of the Panel.
- A Master should not be appointed a Steward at his own meeting.
- If a Steward has an interest in a particular race (e.g. if he, his spouse, parents, sons or daughters, **authorised agents or riders agents** have an interest in any of the horses in the race), he should not act for that race and should not remain in the Stewards' tent during the course of any enquiry resulting from that race.
- It is not advisable that close family members act on the same enquiry.
- Stewards are not permitted to ride in any races at the Point-to-Point meeting they are acting at.
- A Course Inspector cannot act as a Steward on a Point-to-Point course where he is the Course Inspector, and should not be a member of the Hunt Committee staging a fixture on the course that he/she inspects.

It is compulsory for all Point-to-Point Stewards (with the exception of newcomers - of which there can be two per panel of six) to have attended a British Horseracing Authority Point-to-Point Stewards Seminar within the last **three years and have officiated twice in one season**. Newcomers must attend a Point-to-Point Stewards Seminar in the same year that they acted as a Newcomer if they wish to continue to Steward at Point-to-Points.

A Stand or Wagon must be provided for the exclusive use of the Stewards and other key officials.

A Room or area in a tent must be set aside in which Stewards can hold enquiries in private. Open-sided areas are not appropriate.

(B) DEPLOYMENT OF STEWARDS

The following principles should be adhered to whenever possible:-

- The Chairman should arrive early to walk the course with the Clerk of the Course to confirm the state of the going.

NB: If racing is in any doubt because any part of the course is unfit for racing (e.g. frost, waterlogging, **hard ground** etc.) an inspection must be called. It is essential that there is close organiser / Chairman of Stewards liaison in the run up to a fixture. The timing and result of any inspection should be announced on a local answerphone message facility and / or a national dedicated telephone line (e.g. Talking Point). It is strongly recommended that Inspections, or the possibility of inspections, are advertised as early as possible (e.g. the day before the fixture) and that no first formal inspection occurs less than two hours before racing has been scheduled to start (unless a sudden downturn in weather necessitates such an ad hoc inspection). If the consensus is that the meeting is likely to go ahead even though the course is not raceable at the time, a further inspection(s), must be announced and held until the Stewards are satisfied that the course is raceable. Fixture organisers must ensure when informing any person or body or answering any enquiries into the likelihood of racing, that they make the situation clear. No announcements or messages indicating that racing will definitely go ahead must be made until the Stewards have officially confirmed this to be the case.

- The Chairman for the day is responsible for the deployment of the Stewards, who should also arrive in good time to acquaint themselves with the course and the Officials of the meeting. It is recommended that the Chairman organises a rota of duties so that the Stewards are not obliged to perform the same role from the same location for every race on the card. Organisers should produce a race by race rota template sheet for the Stewards to complete before racing.
- There should always be at least one Steward in the Parade ring prior to each race.

- A Steward should be present in the unsaddling enclosure and at the weigh in after each race.
- All Stewards should report to the Stewards' tent after each race.
- One Steward should attend the start for at least one race during the day.
- One Steward should concentrate particularly on the rear of the field to monitor possible infringements of Regulations 125-128 (failure to obtain the best possible place), and any failure to pull up exhausted horses.
- A Steward should be located 'head on' in the finishing straight for each race and if necessary other Stewards located at advantageous points so that the whole race can be seen. This could include 'head on' turning out of the back straight or at any point on the course where interference may be anticipated. These "field" Stewards should be equipped with radios so that an announcement to hold a Stewards Enquiry, if necessary, can be made as soon as possible.

(C) STEWARDS' POWERS

Regulations 11 - 16 of the British Horseracing Authority Regulations for Point-to-Point Steeple Chases set out the powers that Stewards can employ to ensure that racing is conducted properly. They form the foundation for all decisions that Stewards are likely to take during race meetings. The main points of these powers are summarised below:

Stewards of a meeting are able to:

- make or vary arrangements for the conduct of the meeting or any race run at it; including dividing a race on the day if the Safety Factor is exceeded but excluding any variation whatsoever to the minimum medical provision on the day. Reg 13 (i)
- abandon a day's racing or any races or to postpone any races; Reg 13 (ii)
- leave out or alter any fences in the circuit for safety reasons; but as a guide no more than 50% should be omitted on the first circuit. Reg 13 (iii)
- prevent from running any horse which is not qualified; Reg 13 (v)
- order the examination of any horse and withdraw such horse if any person prevents it from being examined; Reg 13 (vi)
- exclude or eject persons; Reg 13 (vii)
- enquire into and adjudicate upon the conduct of all persons on the racecourse; Reg 13 (viii)

- reduce, on raceday only and in exceptional circumstances, in consultation with the Clerk of the Course and the Course Inspector the Safety Factor in each category of race Reg 13 (x)
- prohibit a rider from using a particular whip; Reg 13 (xi)
- prohibit a horse (withdraw) from running on medical grounds after vet's opinion received, or decide whether a horse should be permitted to come under starters orders in more than one race on the day (if, e.g., it had refused in an earlier event) Reg 13 (xii)
- prohibit the use of any equipment which, in their opinion, is unsuitable, unsafe or ineffective; Reg 13 (xiii)
- withdraw a horse where they consider through any cause that it will be unable to start without there being an unacceptable delay to the start of the race; Reg 13 (xiv)
- prohibit a horse from running where they have reason to be concerned by its unruly behaviour. Reg 13 (xv)
- impose fines up to a particular limit; Reg 14 (i)
- report matters to the British Horseracing Authority; Reg 13 (iv) and Reg 14 (ii)
- suspend riders until the end of the meeting; Reg 15

Matters relating to betting disputes should not be entertained.

(D) WHEN TO HOLD AN ENQUIRY

It is sensible to hold an enquiry when:-

- a possible breach of Regulations takes place;
- an incident occurs which gives grounds for the possible altering of placings;
- there is possible speculation over the running of a race;

The following should, in particular, cause an enquiry to be held:-

- riding misdemeanours (e.g. whip, interference);
- a horse not running on its merits;
- discrepancies in running;
- a breach reported by Officials.

(E) THE CONDUCT OF A STEWARDS' ENQUIRY - CHECKLIST WHEN TO HOLD AN ENQUIRY

ENQUIRY PROCEDURE

Following an objection made under Regulation 140(iv), or otherwise through Regulation 141(iii), the Chairman of Stewards must be notified immediately that there is cause to convene a Stewards' enquiry.

Where placings may be affected or there is risk of a disqualification, an announcement must be made over the public address system that the Stewards are holding an enquiry, and the public are advised to retain all betting tickets until the result of the Stewards' enquiry is announced. Furthermore, the Steward present during weighing in must ensure that no announcement of "weighed in" is made over the public address system until authorised to do so by the Stewards.

The Chairman must determine his panel of a total of 3 Stewards who will adjudicate in the enquiry. The following should be taken into consideration when drawing together the panel:

- Stewards with evidence central to the enquiry of the incident should not sit on the Stewards' panel. Instead they should be called upon as a witness.
- If the Steward has a pecuniary or other interest in the race, they should not act on the enquiry.
- It is not advisable that close family members act on the same enquiry.

Alongside the person(s) subject of the enquiry, the following people should be considered to attend the enquiry:

- the Stewards' Assistant (if you have one)
- the Clerk of the Course - if possible, and certainly for any course related enquiries, e.g. Taking the wrong course, interference etc
- the Vet should the offence be related to use of the whip, failing to pull up a tired /exhausted horse etc
- Witnesses - as and when necessary
- Owner and / or trainer, should a novice rider be involved in the enquiry.

The Chairman of the Stewards shall call in the person(s) subject of enquiry and at first instance introduce the acting Stewards and explain the presence of any other Steward who maybe in the room but not adjudicating. Any other person called upon as a witness or to consult, should also be introduced.

At the outset, the Chairman shall then read out the grounds for the enquiry or objection, and for some enquiries under Regulation 141 (iii) inform the riders where the possible interference took place.

- where applicable, the appropriate Regulation should be quoted.
- Notes should be taken of all proceedings, and particularly important if it is evident that the enquiry relates to a potentially serious misdemeanour and / or is likely to result in an appeal to the British Horseracing Authority's Disciplinary Panel.
- At no point during this time should the Stewards make any comment on their own view of the incident.

Each witness should be examined.

An opportunity should then be given to the person against whom any allegations are made to cross examine.

The Stewards may raise such questions as they wish at any time and re-examine following statements from riders / witnesses.

The person / people who are subject of an enquiry must be given the opportunity to call witnesses. Video evidence does not have to be used - however may be viewed in private by the Stewards at their discretion. Please note that using only one camera angle may sometimes be misleading and Stewards should never be placed under pressure to watch a video replay.

CONSIDERATION AND DECISION

On completion of evidence, all other persons leave the room except the panel of 3 Stewards sitting on the enquiry and the Stewards' Assistant.

Stewards should then consider their findings.

The Stewards' Assistant would be invited to draw attention to relevant matters. E.g. whether the accused had previously been cautioned or fined for the same or similar offence during the course of the current season.

No further evidence may be heard without the accused being re-called.

MAJORITY DECISION OF STEWARDS PREVAILS

Principle decision options: -

- Impose recommended penalty up to laid down maximum.
- Suspension of rider for rest of meeting (may be combined with imposed penalty).
- Record explanation and, if satisfied, take no further action.
- Issue a caution or warning, having NOTED explanation. In noting the explanation, should important further evidence be presented the enquiry may be re-opened.
- Refer to the British Horseracing Authority

Persons involved would then be brought back and informed of decision.

If accused appears aggrieved at decision, remind him/her of appeals procedure (see Regulations 146-149).

Stewards' enquiry should be drafted and signed by the Stewards presiding at the enquiry (use templates to help).

Always ensure that the results of the Stewards' enquiry are announced, via the Clerk of the Scales, over the public address system so that the public are aware that the Stewards have enquired into a misdemeanour / horse performance. Therefore there is transparency and the public will be satisfied that action has been taken.

NOTE - Decisions affecting placings must be announced at earliest opportunity after time elapsed when objection could be made.

The Steward enquires should then be sent to the Point-to-Point Authority without delay by post / fax / email and, in any event, original copies should always be sent in the post.

(F) RIDING OFFENCES - CONDUCT OF ENQUIRIES UNDER REGULATION 141 (III) AND OBJECTIONS UNDER REGULATION 140 (IV)

The Stewards should study the implications of Regulation 123 - see section (G) on page 36.

- The rider(s) involved should be called in. The Chairman will introduce the acting Stewards and explain the presence of any other Steward who may be in the room but not adjudicating.
- The Chairman will then read out the grounds for objection or, in any enquiry under Regulation 141 (iii), inform the riders where the possible interference took place. NB: the purpose of announcing an enquiry under Regulation 141 (iii) is that it holds up the official weighed in and official result announcement in all enquiries where the placings may be altered. The Stewards should not at this stage make any comment on their own view of the incident.
- The Chairman will then ask the objector or apparently aggrieved rider to state his case, followed by the other riders.
- The Stewards may ask such questions as they wish. The riders should then be asked if they wish to make any final comments after which everyone except the Stewards sitting on the enquiry should leave the room.
- If, for instance, the enquiry/objection is interference - related, the Stewards must decide by whom the interference was caused and follow the sequence of events outlined in the following paragraph "Procedure to be Followed" and the diagram on page 39.

- **PROCEDURE TO BE FOLLOWED**

Having established that interference has taken place and who has caused it, the Chairman must ask the following questions of his Stewards:

- Was it dangerous riding?

NOTE: Rider causes serious interference by purposely interfering with another horse or rider, or by riding in a way which is far below that of a competent and careful rider and where it would be obvious to such a competent and careful rider that riding in that way was likely to endanger the safety of a horse or rider.

NB: Where interference occurred it is deemed to be serious if the nature of the incident was such that it placed in serious jeopardy the safety of any horse or rider.

Was it careless riding?

NOTE: Lesser interference caused by failing to take reasonable corrective action or by misjudgement, or inattention, including a manoeuvre .

- Was it improper riding?

NOTE: Rider purposely interferes with or intentionally strikes another horse or rider. This may include riding that would be considered dangerous but for the fact that it did not cause serious interference.

- Was it accidental?

(i.e. the rider will have taken reasonable steps to prevent the interference from occurring, or the interference would have been due to circumstances beyond the rider's control e.g. horse hangs or runs down a fence without warning.)

If it was accidental:

Did it affect the result of the race?

NOTE: If the Stewards consider that the result was affected, the placings must be altered.

- In all enquiries the rider/s should then be called in and informed of the Stewards' decision.
- If an offence has been committed, the rider should be informed of the appeals procedure. (Regulations 146-149).
- The decision will then be notified on the appropriate proforma to the Clerk of the Scales by the Clerk of the Course. No other person may be informed of the decision until an announcement has been made over the Public Address System.

(G) RIDING OFFENCES - NOTES ON REGULATION 123

The British Horseracing Authority Board construes the terms "dangerous, careless or improper" in relation to riding offences as follows:

- **Dangerous Riding**

A rider is guilty of dangerous riding if he causes serious interference by either purposely interfering with any horse or rider, or by riding in a way which is far below that of a competent and careful rider and where it would be obvious to such a competent and careful rider that riding in that way was likely to endanger the safety of a horse or rider.

Examples might be:

- Riding across to prevent a horse from going "up the inner";
- Attempting to force a horse off the track e.g. at the wing of a fence;
- Deliberately barging a way between two horses.

- **Careless Riding**

A rider is guilty of careless riding if he fails to take reasonable steps to avoid causing interference or causes interference by misjudgement or inattention, including when manoeuvring for position.

Examples might be:

- Horse drifts into another without rider straightening it up;
- Horse hangs into the whip but the rider does not take sufficient action to straighten it up;
- Horse hangs in a bend without rider taking any action.

- **Improper Riding**

A rider is guilty of Improper riding if he intentionally strikes other riders or horses and may also include other forms of misconduct in the course of riding, such as riding that would be dangerous but for the fact that it did not cause serious interference.

Examples might be:

- Rider intentionally interferes with another horse or rider but does not cause serious interference;
- Rider rides across to intentionally cause interference but is not deemed serious interference;
- Rider attempts to interfere with or intentionally strike another horse or rider with his whip, but does not cause serious interference.

DETERMINING THE RESULT FOLLOWING INTERFERENCE

The Chairman should ask the panel:

DID THE INTERFERENCE IMPROVE THE PLACING OF THE HORSE CAUSING IT ?

In arriving at their decision and, mindful of the relevant guiding principles below, the Chairman should ask the following questions:

1. Where did the incident take place in relation to the winning post?

2. How were the horses involved in the interference going at the time of the incident?
3. How serious was the interference i.e. how much momentum did the sufferer lose and/or how much ground was lost?
4. If the sufferer had had an uninterrupted run to the line, might it have finished in front of the interferer?

If **NO** - order placings to remain unaltered

If **YES** i.e. there is some doubt - proceed to question five

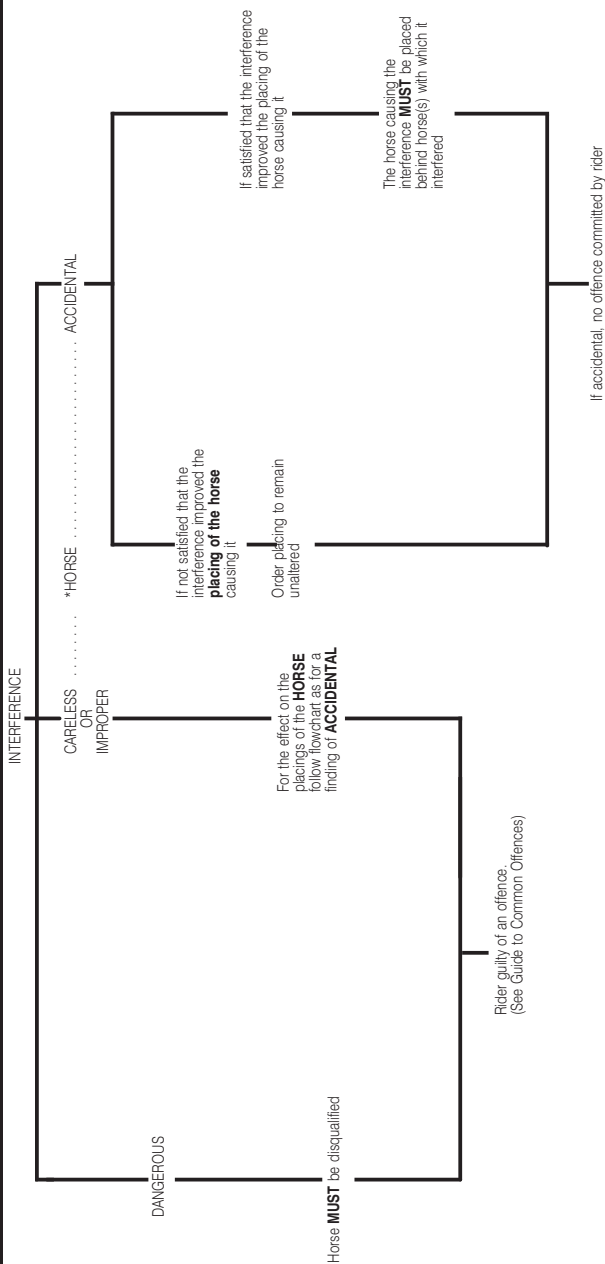
5. How easily did the interferer beat the sufferer?

HAVING CONSIDERED THOSE FACTORS RELEVANT TO THE INCIDENT IN QUESTION, IF THE STEWARDS ARE SATISFIED THAT THE INTERFERENCE DID IMPROVE THE PLACING OF THE INTERFERER IN RELATION TO THE SUFFERER(S), THE PLACINGS SHOULD BE ALTERED. IF THE PANEL IS UNABLE TO CONCLUDE ONE WAY OR THE OTHER, THE RESULT SHOULD STAND. GENERALLY SPEAKING THE LONGER THE PANEL DISCUSS WHETHER THE PLACINGS SHOULD BE ALTERED, THE LESS LIKELY IT IS THAT THEY SHOULD BE. IF THE PANEL IS UNABLE TO CONCLUDE ONE WAY OR OTHER THE RESULT SHOULD STAND.

GUIDING PRINCIPLES FOR DETERMINING WHETHER INTERFERENCE HAS IMPROVED PLACINGS

- a) Dangerous Riding - the placing(s) must be altered as the interferer must be disqualified.
- b) Careless, Improper or Accidental - if the Stewards are satisfied that the interference improved the placing of the horse causing it, the placings must be altered.
- c) The benefit of doubt should go to the horse which finished in front.
- d) Stewards should have in mind that interference is likely to have impeded the sufferer in some degree and therefore a reversal of placings will often follow where there is only a short head between horses, especially when the sufferer is rapidly covering ground.
- e) Stewards must take into account how the horses involved were going at the time of the incident.
- f) Stewards must take into account the momentum and ground lost by the sufferer imagining that it had an uninterrupted run to the line.
- g) Stewards must **NOT** make allowance for any effect on the horse causing the interference.
- h) Stewards must take into account the ease with which the interferer beat the sufferer.
- i) If a horse is carried off its intended line it will probably not have lost as much ground as it might appear.

REGULATION 123 - INTERFERENCE OPTIONS



*Where in cases of careless or improper riding or accidental interference more than one horse is interfered with either in turn as a result of the same occurrence or simultaneously, each is a separate incident by the horse causing the original interference for which separate placing assessments are to be made.

As soon as any decision on placings is reached it is to be announced prior to giving any thought to penalty.

(H) USE OF THE WHIP - APPENDIX F OF THE REGULATIONS

The whip should be used for safety and encouragement only.

The Stewards shall hold an enquiry into any case where they are concerned that a Rider may have used his/her whip contrary to Appendix F.

Improper riding

The following are examples of uses of the whip, which may be regarded as improper riding for the purposes of 123 (ii).

- Example 1: Using the whip on a horse
 - with the whip arm above shoulder height;
 - rapidly without regard to their stride (that is, twice or more in one stride);
 - with excessive force;
 - without giving the horse time to respond.

- Example 2: Using the whip on a horse which is
 - showing no response;
 - out of contention;
 - clearly winning;
 - past the winning post.

- Example 3: Using the whip on a horse in any place except
 - on the quarters with the whip in either the backhand or forehand position;
 - down the shoulder with the whip in the backhand position;
 - unless exceptional circumstances prevail.

- Example 4: Using the whip on a horse with excessive frequency.

Use of the whip may be judged to be improper in other circumstances.

Procedure

Horses may be subject to an inspection by a Veterinary Surgeon after the race.

An Owner or authorised representative should remove or adjust rugs or sheets for the purposes of any inspection.

The Veterinary Surgeon will report to the Stewards every horse, which is wealed or injured.

An Owner or authorised representative should attend any enquiry into a wealed or injured horse trained by him and, in the event of a finding that the Rider is in breach of one of the examples in Appendix H above, may be liable to Disciplinary Action pursuant to Appendix F (which requires owners to give pre-race instructions to riders).

Restrictions and Penalties

- The whip may be used with a maximum number of 8 hits permissible throughout the race.
- A hit is defined where a rider appears to hit the horse whilst their hand is not on the reins, regardless of how, where, or with what force the whip is used.
- Where a rider is in breach for improper use of the whip, cautions will not be given.
- Riders must be acquainted with Appendix F of the British Horseracing Authority's Regulations (pages 141-142) for guidance on use of the whip in Point-to-Points.
- Penalties for excessive use of the whip are tiered as follows:

9-15 hits:	£100 minimum
16-20 hits:	£150 minimum
21 + hits:	£250 minimum or refer

Other Whip Breaches

- Hitting horse:

rapidly, without regard for stride i.e. twice or more in one stride:	£75 minimum (3 or more hits)
with whip arm above shoulder height:	£75 minimum (2 or more hits)
with excessive force:	£100 minimum (1 or more hits)
without giving horse time to respond:	£75 minimum (3 or more hits)
showing no response:	£75 minimum (3 or more hits)
out of contention:	£100 minimum (3 or more hits)
clearly winning:	£75 minimum (2 or more hits)
past the winning post:	£75 minimum (2 or more hits)
in the incorrect place:	£75 minimum
out of annoyance:	£100 minimum

Please note that riders may also be suspended for the remainder of meeting in conjunction with the fine.

If a rider is in breach of any of the above offences and furthermore has wealed his / her horse, this should be treated as an aggravating feature and an additional minimum penalty of £100 should be added to the above penalties.

Where a rider is found in breach for a combination of whip offences, Stewards are directed to fine a cumulative sum for the amount that each breach is worth.

For example: If in breach for both excessive frequency (10 times) and whilst out of contention, the rider may be fined £100 minimum for excessive frequency (lower tier fine) + £100 minimum for out of contention = £200 minimum fine.

Subsequent Whip Breaches

For 2nd offences (i.e. repeat whip offenders) - the fines issued for any whip offence will be DOUBLED.

For 3rd offences - the fines will be trebled (i.e. treble the amount of the associated fine for the latest whip breach) OR straight BHA Referral at the Stewards' discretion.

Owner / Owner's Representative Liability

For all whip offences involving novice riders, Stewards will ask the owner (or owner's representative) to accompany the rider to the Stewards' enquiry.

If they are found to have given inadequate or no instructions to the rider with regard to use of the whip, or otherwise instructions which if obeyed could or would lead to violation of the whip restrictions, disciplinary action shall also be taken against the owners or person giving the riding instructions.

(I) HAZARDS AT FENCES - REGULATION 122

The Stewards attention is drawn to the procedures for dealing with hazards at fences covered under Instruction 8.9, "FENCE ATTENDANTS" starting on page 66. Where during the course of a race the field is directed around a fence in an emergency, the Stewards must satisfy themselves that all horses completed the correct course (see Regulation 122(iv)). Where any rider has jumped a fence at which the direction markers have been deployed the Stewards must hold an enquiry under Regulation 140(iv) to consider whether the rider took all reasonable steps to avoid it. The rider may be guilty of an offence and in any event the horse shall, on objection under Regulation 140(iv), be disqualified UNLESS THE STEWARDS ARE SATISFIED THAT THE PROVISIONS OF APPENDIX AA OF THE POINT-TO-POINT REGULATIONS APPLY.

(J) OBTAINING THE BEST POSSIBLE PLACING - REGULATIONS 125-128 AND APPENDIX S OF THE REGULATIONS

In order to maintain the integrity of Point-to-Point racing it is vital that questions are asked by way of Appendix S of the Point-to-Point Regulations or that an enquiry under Reg 125 is held when a horse does not appear to have been run on its merits. Stewards should not be deterred from holding an enquiry because they consider it unlikely that they will be able to prove a breach of Regulation 125, 126, 127 or 128. These enquiries are not 'time sensitive' but Stewards should ensure the rider and owner (or his representative) are warned that they will be required to attend.

WHEN TO HOLD AN ENQUIRY

REGULATION 125 DOES NOT ALLOW EXCEPTIONS FOR HORSES WHICH DO NOT OBTAIN THE BEST POSSIBLE PLACING AND THEREFORE THE STEWARDS SHOULD ALWAYS INITIATE AN ENQUIRY ON THE DAY OR ASK QUESTIONS RATHER THAN LEAVING IT TO THE STEWARDS OFFICIATING AT A FOLLOWING MEETING WHEN THE HORSE RUNS. IN HELPING TO DECIDE WHETHER OR NOT TO HOLD AN ENQUIRY THE PANEL SHOULD CONSIDER THE FOLLOWING QUESTIONS:

- Was the horse asked for timely, real and substantial effort?
If the answer to this question is **NO** an enquiry should be held. If **YES**
- Was it ridden to obtain the best possible placing?
If **NO** again an enquiry should be held.

HAVING DECIDED TO HOLD AN ENQUIRY

Questions relating to distance/ground/instructions etc. need to be asked of the rider and owner (or his representative) to establish the reasons for the way the horse was ridden.

NB. If the owner is unable to attend the enquiry, his representative must attend Stewards' Enquiries on his behalf. If the representative is not aware of the riding instructions given, the Stewards will progress the enquiry as to whether the owner has ensured that adequate instructions were given for the purposes of sub-Regulation 125 (ii) on the basis of the evidence of the rider as to what instructions were given to him.

HAS A BREACH OF THE REGULATIONS BEEN COMMITTED?

Prior to determining whether or not the rider and/or owner (or his representative) are in breach of Regulations 125 - 128 the Stewards will again consider the following questions:

- Was the horse asked for timely, real and substantial effort?
- Was it ridden to obtain the best possible placing?

If the answer to either of those questions is **NO**, was the explanation given by either the rider or trainer (or his representative) an acceptable reason for the horse not being asked for sufficient effort or ridden to obtain the best possible placing?

If the answer to either question remains **NO**, the rider is in breach of Regulation 126, 127 or 128.

With regard to the owner (or his representative), he will be in breach of sub-Regulation 125 (ii) if the Stewards are not satisfied that he either gave adequate instructions or gave instructions to the rider which if obeyed could or would prevent the horse from winning a race or obtaining the best possible placing. He will also be in breach if the rider is found in breach of Regulation 127 unless he is able to satisfy the

Stewards that instructions had been given to the rider to enable the horse to obtain the best possible placing and the rider failed to comply with those instructions, and otherwise was in no way to blame for the horse's false running.

WHEN IN BREACH

If the Stewards find that a breach has been committed by the rider, it is necessary to categorise the offence as this will assist in arriving at the appropriate penalty. The following questions need to be considered (The Categorisation chart on page 47 must be followed):-

- 1) Was the rider in breach of Regulation 126 (negligence)? IF NOT
- 2) Was the rider in breach of Regulation 127 (intent to conceal)? IF NOT

it must be a breach of Regulation 128 (failure to take reasonable and permissible measures) by the rider.

Having decided which Regulation the rider is in breach of and the category of offence, the Stewards will need to decide the penalty for the rider and if appropriate, the owner (or his representative).

WHEN NOT IN BREACH

If the Stewards decide that no breach has been committed or are unable to conclude the enquiry the following options are available and must be referred to in the Stewards' report of the enquiry:-

- Noting - all explanations i.e. **EXPLANATIONS SHOULD NEVER BE ACCEPTED ON THE DAY**
- Referral to 75 High Holborn for viewing (if available) or receiving reports on horse's previous runs
 - a marked improvement in performance (see below)
 - concerns are expressed about performance last time out.
- Adjourned enquiry
- - vital witness is not present.

IMPROVEMENT IN PERFORMANCE

If a winning horse shows much improved form (i.e.: after a run where no enquiry was held, or following a 'noted' explanation) the Stewards should hold an enquiry and either further note the explanation or refer the matter formally to the British Horseracing Authority for further investigation.

(K) APPEALS

Where a rider or owner appears to be aggrieved at a decision taken by the Stewards he must be advised that there is an appeal procedure. Accordingly, he should be advised to contact the British Horseracing Authority Point-to-Point Office on 0207 152 0049 if he wishes to make a written appeal to the British Horseracing Authority. Regulations 146-149 refer.

(L) GUIDE TO COMMON OFFENCES

The maximum penalties which Stewards may impose are:-

1. A fine of £600 except where a maximum fine is laid down in the Regulations for the breach of any particular Regulations.
2. Suspension of a rider for the rest of the meeting.

Where the Stewards consider it necessary or when they feel that their powers are insufficient to deal with a specific case they may refer it to the British Horseracing Authority.

Second and third offences only relate to the current season. Stewards should always ask the "Offender" if he/she has being cautioned/fined for a similar offence during the season. This can then be cross-checked at the British Horseracing Authority Point-to-Point Office.

All fines must be collected at the meeting and forwarded to the Fixture Secretary, who shall forward them to the British Horseracing Authority Point-to-Point Executive.

RECOMMENDED PENALTIES FOR COMMON OFFENCES

Offences	Regulations	Scale of Penalty
PRE-RACE		
Passport Unavailable	35 (ii)	Fine £100 ask Owner to confirm that horse's vaccinations are correct and instruct him to forward passport to BHA Point-to-Point Dept. within 3 working days
Vaccinations.	38 (i)	Fine £150 if not vaccinated at all, vaccinated on day of race, or any of 6 days prior to the day of the race.
	38 (ii)	Fine £100 If vaccinations section of passport is not completed as required under Regulation 36(ii)
Failure of declared rider not to come under Starter's Orders	114 (vi)	£100 unless circumstances are acceptable to the Stewards
Horses not qualified to run under Reg 111(iv)	111 (iv)	refer to the British Horseracing Authority
Failure to run horse after declaration	111 (v)	Fine of £155 or refer to the British Horseracing Authority
Late arrival of rider to weigh out	114 (i)	£50 upwards
Late in Parade Ring (Horses)	120 (i)	£50 upwards

Failure to lead horse fitted with bridle or a headcollar fitted with a chifney	115 (vii)		£50
Unauthorised advertising	Appendix L	1st Offence - caution 2nd Offence - £75	
Number Cloth incorrect or not carried	118		£50
Skull Caps	115(ii), Appendix C	1st Offence - £50 2nd Offence - £100	
Body Protectors	115(iv), Appendix O	1st Offence - £50 2nd Offence - £100	
Whips not complying with specifications	117	1st Offence - £50 upwards 2nd Offence - £100	
Reins not correctly attached to bridle	115 (v)		Fine £50 upwards
Saddling errors	115 (iii)		Fine £50 upwards
Oversize Calkins	116		Fine £50
Oversize Nailheads	116		Fine £50
Failure to run horse in declared item, or horse in a non-declared item	119 (ii) (a)(b)		Fine £75
Running in tongue strap when not declared, or failure to run in declared tongue strap and reason not acceptable	119(ii) (c)(d)		£50 upwards
Unruly behaviour of horse	26 (vi)	On first occasion informal warning to owner 2nd occasion - Owner to be informed: "Future similar behaviour will render the matter liable to be reported to the British Horseracing Authority" 3rd occasion - Refer the matter to the British Horseracing Authority	
Misconduct at start.	26 (x), (xi)(e)		£75
DURING RACE			
Riders continuing in race (including following remounting). Taking the wrong course. Jumping fence when direction markers are in place	122/126		Fine £75 upwards Mandatory disqualification unless provisions of Appendix AA of Regulations apply.
Rider disregards yellow stop race flag	122 (vi)		Fine £250

Riding Offences	123	1st Offence - fine £75 upwards
(a) Interference - Careless, dangerous and improper		2nd Offence - suspend for remainder of meeting & fine £150 upwards 3rd offence - Refer

NB: IF DANGEROUS, MANDATORY DISQUALIFICATION AND RECOMMEND THAT THE FINE IS DOUBLED.

(b) Improper Use of the Whip	Appendix F 123	See (H) Use Of The Whip on page 41 (fine applies to owner too if appropriate - see end of section 8.1(H))
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Failure to pull up/dismount from exhausted/lame horses	123 Appendix V	Fine £150 upwards
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Rider remounting without a veterinary check of horse and / or medical check of rider.	Appendix V	Fine £75
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Schooling	127] see table on page 49
Horses running with intent to conceal	127	
Ill-judged riding	126	
Failure to ride out for first place due to ill judgement or negligence, or mistaking the winning post	126	
Failure to ride out for a place	126	

Earplugs removed	Appendix X	If by Rider Fine £50 If by Rider on Instruction by Owner also fine Owner £50
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Failure to weigh in	130 (i) & (iv)	Mandatory disqualification of horse Fine - Winner £150 - £600 or Refer. If wilful Refer. Second or Third £60 - £125 Fourth £40
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Failure to draw correct Weight	115 (iii), 131 (iii), (iv)	If explanation not acceptable, Fine Owner £130 - £600. Mandatory disqualification
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Weighing in at 4lb or more overweight	131	£50 upwards (Do not disqualify)
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Failure to report to the Point-to-Point Doctor after a fall	55 (i)	Fine £70
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Improper Conduct	170 (ii), (iii)	£90 - £600 or Refer
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FAILURE TO OBTAIN THE BEST POSSIBLE PLACING - CATEGORISATION OF OFFENCE

POTENTIAL OFFENCE	SUBDIVISION OF POTENTIAL OFFENCE	APPROPRIATE ACTION (First offence during previous 12 months).
Regulation 126 (Negligence) Jockeys	i) Failing to ride out approaching the finish by dropping hands on a horse that would have been placed first, second, third, fourth. ii) Mistaking the race distance and either riding a finish a circuit too early or failing to ride a finish. iii) Taking the wrong course. iv) Ill-judged race. Rider only starts to ask for an effort too late as a result of serious misjudgement or inattention.	i) a If would have won, £150 - £600 depending on seniority of rider or refer. If wilful, refer b £75 - £150 if would have been second, third or fourth and depending on seniority of rider. ii) £100 upwards iii) £75 upwards. Mandatory disqualification too unless turning back and riding the correct course. iv) £100 upwards
Regulation 127 (Intent)	i) Deliberately preventing a horse from winning. ii) Purposely not riding out a horse that would otherwise have won. iii) Horse which has intentionally not been asked for sufficient effort. iv) Horse which appears capable of reaching a challenging position but which intentionally is never asked to do so. v) Using the racecourse as a training ground i.e. Schooling and/or Conditioning. Horse usually first time out or returning after a lengthy absence.	i) Refer ii) Refer iii) Rider and/or Owner (or his representative) £250 - £600 iv) Rider and/or Owner (or his representative) £250 - £600 v) Rider and/or owner or his representative: First offence - £90. Second offences - £185 upwards. Third offence - refer
Regulation 128 (Failure to take reasonable and permissible measures)	i) Rider fails to take all reasonable and permissible measures throughout the race.	i) Rider £125 - £600.

Note: Normally a comparable penalty should be imposed on rider and owner (or his representative) where both are found in breach of the Regulations. In addition, whilst details of the fines which should be imposed on an owner who has been found "in breach" are mentioned in the above table, the owner must always be fined under sub-Regulation 125(ii). This would not apply where the owner was riding the horse concerned.

BREACHES OF THE REGULATIONS FOR WHICH HORSES MUST BE DISQUALIFIED BY THE STEWARDS OF THE MEETING.

1. Failure to weigh in (Regulation 130) - unless part (iv) of the Regulation applies
2. Taking the wrong course - unless turning back and riding correct course (Regulation 122 and 126)
3. Failure to draw correct weight (Regulation 131)
4. Dangerous riding (Regulation 123)
5. **Remounting to continue in the race (Regulation 122(v))**

CLERKS OF THE COURSE

8.2 The Clerk of the Course shall make all the necessary arrangements, as directed by the Organising Committee, to ensure that the Point-to-Point course is fit for racing on the day, as per the Instructions. Furthermore:

a) **Safety Factors.** The safety factors are to be determined with the Course Inspector in time for the publishing of the National Planner. Pre-determined Safety Factors which have been agreed with the British Horseracing Authority must not be increased on the day of racing.

b) **State of the Going.** The state of the going should be confirmed and displayed on the numbers board having walked the course with the Chairman of the Stewards' Panel. The going description must comply with the terminology currently used under the Rules of Racing. (i.e. Hard, Firm, Good to Firm, Good, Good to Soft, Soft, Heavy).

N.B. IT IS STRONGLY RECOMMENDED THAT WATERING SHOULD TAKE PLACE TO AVOID HARD GROUND. IF THE GROUND IS CONSIDERED TO BE OFFICIALLY HARD THE MEETING MUST BE ABANDONED / POSTPONED.

c) **Briefing.** The Clerk of the Course has the responsibility at the beginning of the day to brief all Stewards, Officials, Fence Attendants, Doctors, Vets, Paramedics and voluntary Ambulance crew on the procedures for marking hazards at fences, in directing the field around them **and the emergency procedure for stopping a race.** The briefing MUST include a practical demonstration at a fence with the local British Horseracing Authority Course Inspector in attendance. The Clerk of the Course must ensure that:

- (i) the correct equipment for the marking of hazards and alerting the emergency services is placed at each fence in sufficient time for the local Inspector and Stewards to view when walking the course prior to racing, and that the Black and Fluorescent yellow chevron direction markers point towards the correct side of the fence for the field to pass in an emergency;
- (ii) at fences where direction markers are deployed arrangements are made for either himself, his Assistant or a Steward to be present where possible;

- (iii) service vehicles do not use the racing surface (including run-throughs) as a service road except in the case of an emergency. Service vehicles must be parked well away from the racing line and not immediately after a fence, where they could pose a hazard to a rider pulling up or regaining control of his mount after a blunder etc. In addition, they should be parked on the opposite side to that which a fence is to be bypassed.
- (iv) a direction marker and a chequered flag, together with the notice for the marking of hazards at fences, are displayed in the Weighing Room/Tent.
- (v) a clear plan of the course, indicating at each fence which side the field will pass in an emergency, is also displayed in the Weighing Room/Tent.
- (vi) medical treatment facilities are located adjacent to the weighing tent/jockeys' changing tent.
- (vii) extra course markers are available as necessary in the event that bad weather requires "dolling out" to avoid false or waterlogged patches of the track.
- (viii) a yellow stop race flag(s) and whistle are available, and a notice for the stop race procedure is displayed in the Weighing Room/Tent.

d) **Medical Personnel** The Medical personnel shall be briefed as to their location and duties by the Clerk of the Course, as well as the Senior Point-to-Point Doctor. The Clerk of the Course will ensure that the course allows access to ambulances throughout, or alternatively provide suitable locations to give ambulance coverage for the whole course. The Clerk of the Course is also to ensure that a tractor, capable of towing an ambulance, is available in case of difficult conditions. This tractor is not to be used routinely to tow ambulances during racing in bad conditions. If the ambulances are unable to reach all parts of the course unassisted racing should be abandoned.

The Clerk of the Course shall ensure that a Doctor:

- (i) attends the Weighing Room/Tent prior to racing to review all Medical Record Books passed onto him by the Declarations Clerk and to examine any riders who have an outstanding "red entry" (i.e. riders who have been declared unfit to ride);
- (ii) watches racing from the Stewards' stand, or similar to check for fallen riders;
- (iii) attends the Weighing Room/Tent at a pre-arranged, preferably signposted, location after each race to examine all fallen riders;
- (iv) has a vehicle to transport him to any part of the course when his services might be required as indicated by a flag;
- (v) and his team have a minimum of four radios between them, two for the doctor and two for the ambulances.

e) **Veterinary Personnel** The Clerk of the Course shall ensure that vets;

- (i) have access to all parts of the course or have suitable locations provided to give veterinary coverage for the whole course;

- (ii) do not leave the course until all horses have been accounted for after the last race, and all requests for veterinary attention have been dealt with;
 - (iii) have a recovery vehicle with driver and that screens are present; In practice screens should be provided. (e.g. for the unsaddling enclosure, horse ambulance, veterinary Surgeons' vehicle and paddock);
 - (iv) have a horse ambulance (in exceptional circumstances a suitable trailer) with towing vehicle and driver, experienced in handling horses.
 - (v) **are provided with ABUNDANT SUPPLIES OF FRESH, COOL WATER** (positioned adjacent to the parade ring, unsaddling enclosures, last obstacle(s) and horsebox park) with which to treat horses potentially suffering from heat exhaustion. These supplies may be provided in the form of hosepipes or filled water butts.
 - (vi) have a minimum of 3 radios between them.
- f) **Starter's Assistant** The Clerk of the Course shall brief the Starter and Recall man, particularly in relation to the passage of information on the withdrawal of any horse, and provide each with a yellow flag.
- g) **Stewards' Enquiries** The Clerk of the Course or his nominated representative may be present at all Stewards' Enquiries. The Clerk of the Course or his nominated representative should inform the Clerk of the Scales, (on the appropriate proforma) of any decision on an objection. Should a rider or owner wish to appeal, the procedure should be explained to him by the Stewards or Clerk of the Course (Regulation 147).
- h) **Communication Systems** The Clerk of the Course must arrange the distribution of handsets (as provided by the Organising Committee) to all relevant Point-to-Point officials - see section 5.6.
- i) **Race Timing** It is recommended that The Clerk of the Course is to appoint an individual who is to be responsible for timing the race.
- j) **The Clerk of Courses must discuss the stop race procedure with the Course Inspector and BHA Inspectorate prior to a fixture.**

When there is a major hazard ahead which is unavoidable and, in the opinion of the Clerk of the Course, necessitates stopping a race, a yellow Stop Race flag must be deployed and waved by a pre-determined person on the instruction of the Clerk of the Course. In addition, the person(s) waving the flag(s) should blow a Fox 40 whistle to ensure riders are aware of his presence. Clerks of the Course are responsible for the specific operating procedures and training that they put in place to optimise the deployment of yellow Stop Race flag(s). These procedures must be clearly highlighted in all relevant documentation compiled, circulated and displayed by the Clerk.

Note: It is possible that situations may arise during which riders see both types of flag being intentionally waved by different racecourse personnel at the same time. In such cases, the yellow Stop Race flag always takes precedence.

JUDGES

8.3

The Organising Committee must ensure that the Judge has an assistant judge and the Judge has at least a wagon to stand on, with weather protection if possible. The wagon is to be for the sole use of the Judge and must be sited at least **12 yards (if possible 20 yards)** back from the winning line. Furthermore, the Organising Committee shall seek to provide the Judge with additional elevation should he request it. A table near the Clerk of the Scales should also be provided in the Weighing Tent for the Judge.

Judges may refer to their own video evidence in the same manner as conferring with the assistant judge, the footage must not be used to determine the placings of a finish. Stewards should be made aware when such equipment is in use and video equipment must not be used in place of a judge's assistant.

- (a) The Judge is responsible for placing the first four horses past the winning post and giving the distances between the 1st and 2nd and 2nd and 3rd horses. Occasionally, in a Hunt Members race for example, he may also be required to place the first farmer past the post. In addition, on occasions where the Judge considers that there may be a disqualification(s) at the conclusion of a race (e.g. runners appear to have taken different routes, or a rider's weight cloth has fallen off during the race) he should place such additional horses past the post as he sees fit. This will enable the Stewards to officially promote e.g. the 5th, 6th etc. horses in the event of a disqualification. The Judge is also responsible for recording the official race times on his return and will arrange for the time-keeper to be alongside him throughout the race.
- (b) The suggested procedure in Appendix B has been devised to minimise the risk of the Judge making a mistake.
- (c) The procedure is based on the use of colours and their interpretation into numbers. In a similar way a commentator interprets colours into horses' names.
- (d) The method used by British Horseracing Authority Judges is to list colours by numbers through the spectrum from white to black so that it is easy to look at the correct place in a list to identify a runner. Main body colours are used as far as possible as caps are liable to blow off and number cloths are often deceptive.
- (e) The detailed and recommended procedure is described in Appendix B. An example of a Judge's result card is illustrated in Appendix J.

- (f) The Judge must ensure that a complete list of entries and colours has been sent to him by the Point-to-Point Secretary and that a pad of Judge's Result Cards has also been provided not later than the day before the meeting.

Declarations

- (g) When declarations have closed 45 minutes before each race a duplicate copy must immediately be available to the Judge and Stewards.

Colour Changes

- (h) The Clerk of the Scales must inform the Judge of any colour change noted as he weighs riders out.

Results

- (i) In the interests of the public, the Judge must get the result of a race as horses pass the post announced by the Broadcaster as quickly as possible. It is therefore strongly recommended that the Judge is provided with a radio handset.
- (j) In any case it is essential that the Judge's official result card, duly signed, is passed to the Clerk of the Scales who signs it when weighing-in is complete and at the end of the day hands all result cards to the Secretary.

STARTER

- 8.4
- (a) **Before the day of Racing**
 - (i) The Organising Committee shall make the necessary arrangements to provide a Starters' Assistant and a Recall Flag man (Yellow Flag man). The Starter should contact the Organising Committee well before the day of racing to see if these arrangements have been made. The Assistant's duty is to check, and if necessary, tighten girths or adjust equipment when requested. He is also useful in leading up reluctant horses and generally assisting any rider in difficulties.
 - (ii) It is helpful if the Clerk of the Course puts down a sawdust or chalk line on the ground (or uses two distinctive poles) at the start. This clearly defines the limit beyond which runners may not go before the race actually starts i.e. Flag fall.
 - (iii) It is also helpful to the Starter if he has a rostrum. Any stable platform, raised only a few feet above the ground, enables the Starter to see and be seen much better than if he is on the ground.
 - (iv) The Starter should be aware of whether or not a 'flip' start, or any other design of starting gate approved by the British Horseracing Authority is in use.
 - (b) **The day of Racing**
 - (i) The Starter should check he has the correct time.
 - (ii) The Starter should arrive on the course in plenty of time; (e.g. an hour and a half before the first race).

- (iii) Immediately on arrival the Starter should report to the Clerk of the Course. This will satisfy that official that his Starter has arrived and will give the opportunity to pass on any special information e.g. method of getting to and from the start; or action to be taken in the event of a horse being withdrawn before coming under Starter's orders (see Para. (f) on Page 54).
 - (iv) The Clerk of the Course will provide the Starter and Recall man each with a yellow flag, and a radio handset should also be provided.
 - (v) A 'flip' start, or other design of starting gate approved by the British Horseracing Authority should be tested before racing starts.
- (c) **At the Start**
- (i) Before leaving the Weighing Tent, the Starter will be provided by the Clerk of the Scales with a Declaration Sheet (see Appendix C (1)). The Starter will indicate these numbers on his race card. Once at the start, the Starter should also double-check that the appropriate horses are carrying the headgear that they have been declared in to wear.
 - (ii) The Starter should arrive at the Start in good time; e.g. a quarter of an hour before the first race and ten minutes before the subsequent races. If an approved starting gate is being used the Starter must ensure it is set up properly for each race.
 - (iii) The Starter should satisfy himself that the 'Re-call' man knows his duty which is as follows:-
He should normally take up his station with his back to the first fence (any local peculiarities of the course must be taken into account) with his yellow flag lowered. When the Starter raises his flag prior to starting the race, the 'Re-call' man raises his flag above his head and keeps it there until the Starter lowers his flag to start the race, when the 'Re-call' flag is immediately lowered and the 'Re-call' man leaves his station to avoid the oncoming horses. The 'Re-call' man must on no account leave his station or lower his flag until the signal for the start has been given.
 - (iv) When the runners arrive at the start, the Starter will satisfy himself that all are present.
 - (v) Before he starts the race, it is advisable for the Starter to tell the riders exactly what he intends to do e.g. 'I will raise my flag above my head and call you into line. The signal for the start is the lowering of my flag. If you cross the line before I lower my flag, I shall be obliged to re-call you'.

The Start

- (d) (i) When all runners are ready the Starter should check his watch to see that the advertised time for the race has arrived.
- (ii) He should then glance up the course to see that it is clear and that the 'Re-call' man is in position.

- (iii) He then walks to his starting post or mounts his rostrum, calls the runners into line and raises his flag, putting the field under "Starters Orders".
- (iv) When he is satisfied that a fair start can be achieved he lowers his flag smartly. A start should ordinarily not be effected if the runners approach the start at anything other than a walk or a "jig-jog".
- (v) The Starter can then return to the Weighing Room/Tent to prepare for the next race.
- (vi) Starters should be aware that where an approved starting gate is in use the procedures relating to the use of the flag (see above and Regulation 26) must still also be adhered to.
- (vii) **Turning back.** If the Starter has told all Riders to take a turn back, they must go back as far as the start, line up, and a standing start will be effected.
The Starter may allow a Rider or Riders to take a voluntary turn if it assists in starting the race.

Horses held at the Start

- (e) If the Starter gives permission for a horse to be held at the start, such horses must be led up behind all other runners or on the outside of the course well clear of all other runners, as the Starter may think fit.

Withdrawing horses

- (f) As indicated previously the Starter should ascertain from the Clerk of the Course when, how and to whom he should communicate the fact that he has withdrawn a horse which has arrived at the start lame or for any reason cannot take part in the race. It is strongly recommended that this announcement should be made via radio handset.

The announcement needs to be made in clear, simple tones as soon as the horse has been withdrawn and must indicate whether the runner was under Starter's Orders at the time.

If a written message is to be sent, it should be simple e.g. No. 17 PATCHWORK - withdrawn NOT under Starter's orders.

If the Starter is not within earshot of the broadcasting system, he should allow a reasonable time for the announcement to be made before starting the race. Once under Orders, only the Starter can decide whether or not a horse should be withdrawn.

When a horse is fitted with a tongue strap the declarations sheet will inform the starter if the owner wishes his horse to be withdrawn if the tongue strap cannot be fastened or is shed on the way to the start. It is the starter's responsibility to take a final decision as to whether or not any horse should run in these circumstances, but in reaching the decision he will take note of any such notification by the owner.

- (g) **The Starter Should:-**
- (i) Be firm and decisive in word and action.
 - (ii) Never appear to be in a hurry.
 - (iii) Not allow riders to pressure him into starting the race before he is satisfied. If they 'break' before he is satisfied, the Starter should keep his flag firmly up and Recall them.
 - (iv) Give every horse a fair chance to get into line. If somebody is 'stuck' he should be given a chance to get going, perhaps with the help of the Starter's Assistant. On the other hand, riders who deliberately hang back cannot expect him to hold things indefinitely for their benefit. Only the Starter can decide how much lee-way can be given in any particular case.

CLERK OF THE SCALES

8.5

The Organising Committee must ensure that the Clerk of the Scales has an accurate (i.e. recently calibrated) pair of weighing scales to work with. The scales must be placed on a firm level surface and checked on site in advance of the meeting. CLERKS OF THE SCALES ARE REMINDED OF REGULATION 115 (IV) AND THAT ALL RIDERS WHEN WEIGHING OUT MUST REGISTER AT 2LB MORE ON THE SCALES THAN THE OFFICIAL WEIGHT THEY ARE DUE TO CARRY, TO ACCOUNT FOR THE WEARING OF THE APPROVED BODY PROTECTOR.

- (a) It is essential that the Clerk of the Scales arrives at the Course in plenty of time on the day of racing. This will enable him to deal with any problems and/or queries as to weights or qualifications before the work of the day.
- (b) Lined paper on a clip-board and ruled as suggested in Appendix C can facilitate the Clerk's duties. The purposes of the columns are indicated and when used in conjunction with the race-card will enable an accurate record of the day's events to be available at any time in the future. Block capitals should be used throughout.
- (c) When the declaration sheet for the race (45 minutes beforehand) becomes available, the names of the riders are to be written on the prepared paper. A copy of the sheet is to be made available to the Judge.
- (d) All items carried on the horse's head i.e. blinkers, hood, visor, sheepskin cheek pieces, eyeshield or eyecover are excluded from scale, but must be a) declared and b) present (With the exception of sheepskin cheek pieces) when the rider weighs out. Also excluded from scale are breast plates, breast girths, martingales and neck straps.
- (e) The Return of the day's racing as required by Regulation 61 should be clear and concise. (See Appendix D).
- (f) The Clerk of the Scales must inform the Judge of any colour change noted as he weighs riders out.

- (g) The Clerk of the Scales should carry out occasional checks on riders' whips to ensure they comply with Appendix E of the Point-to-Point Regulations.

DECLARATIONS CLERK

8.6 The Organising Committee must ensure that the Declarations Clerk is in possession of all the forms necessary (Appendix C(1), C(2) H and I) to carry out his duties and has a table and chair which he can work at.

- (a) It is essential that the Declarations Clerk arrives at the course in plenty of time on the day of racing. This will enable him to ensure that the Organising Committee has provided him with all the forms necessary (Appendix C(1), C(2), H and I) to carry out his duties.
- (b) It is the responsibility of the Declarations Clerk to accept declarations to run. In doing so he should note the extras to be carried (e.g. blinkers, visors, tongue straps etc.). If a horse is due to run with a tongue strap the owner must notify the Declarations Clerk if the owner wishes his horse to be withdrawn if the tongue strap cannot be fastened or is shed on the way to the start. The owner's wishes should be included on the Declarations Sheet.
- (c) **THE DECLARATIONS CLERK MUST ENSURE THAT EACH RIDER HAS A CURRENT MEDICAL RECORD BOOK (MRB) AND A RIDERS QUALIFICATION CERTIFICATE (RQC).** If a rider is unable to produce a current RQC the rider must sign a declaration (Appendix H) that they hold a valid RQC. **Where the MRB cannot be produced, the rider shall not be permitted to ride.**
- (d) The Declarations Clerk must retain the rider's MRB until each rider has finished riding for the day. **THE DECLARATIONS CLERK MUST IDENTIFY THOSE MRB'S WHERE THE RIDER IS UNDER MEDICAL SUSPENSION AND REFER THEM TO THE POINT-TO-POINT DOCTOR WHO WILL EXAMINE THE RIDER CONCERNED.** MRB's must only be returned when the Point-to-Point Doctor has confirmed that no medical entry is required.
- (e) The Declarations Clerk should ensure he is familiar with the procedure described below for allowing riders to be declared to ride two or more horses in any race when it is anticipated the safety factor will be exceeded and the race will be divided on the day.

PROCEDURE

- (i) When taking declarations the Declarations Clerk may find it helpful to complete the declarations table as per Appendix C(2). When a declaration is made the Declarations Clerk should scan down the list of previously declared horses and check for any rider that has already been declared. If the rider has been declared for another horse the rider should

be asked to state which horse will be ridden (the preferred horse) if the race is not subsequently divided.

- (ii) The declared rider will then have the responsibility of informing the respective owners of his order of preferred horses, and if the race is not divided he will then ride his first preference.
 - (iii) Before declarations close the owner, or the owner's representative, of a non-preferred horse, shall then state to the Declarations Clerk whether, in the event of the race not dividing, the horse will be withdrawn or an alternative rider will be substituted.
 - (iv) The owner or owner's representative shall inform the Declarations Clerk of the name of the alternate rider. The alternate rider will only be able to be nominated as an alternate for one horse and must not have been declared for another horse in the race.
 - (v) At the closing of declarations, if the safety factor is exceeded then the race will be divided, in the manner described in Instruction 4.3. The declared rider will ride the horses for which declared unless such horses are in the same division, in which case the non-preferred horse would either be ridden by the named alternate rider, or withdrawn as per stated to the Declarations Clerk before declarations closed.
 - (vi) In the event of the race not being divided, the non-preferred horse will either be withdrawn or the named alternate rider will be the declared rider of the non-preferred horse.
 - (vii) In the event of a declared horse being the non-preferred ride and the owner not nominating an alternate rider, the declaration will be invalid and the horse not allowed to run.
 - (viii) If the declarations table (Appendix C(2)) has been filled out, on completion of the declarations, the declarations sheet (Appendix C(1)) should be completed and distributed as outlined in (f) below.
- (f) When the declaration sheet has been completed the Declarations Clerk must make a copy available to the Stewards, Starter and Clerk of the Scales, who in turn will make a copy available to the Judge.

8.7 MEDICAL ARRANGEMENTS - See Appendix K

- a) PRIOR TO THE START OF THE SEASON, WITH CONFIRMATION NO LATER THAN ONE MONTH PRIOR TO THE POINT-TO-POINT, THE FIXTURE SECRETARY WILL APPOINT A SENIOR POINT-TO-POINT DOCTOR to take charge of the medical arrangements at the Point-to-Point course. On his/her appointment the Senior Point-to-Point Doctor is to be provided with the Medical Briefing Pack that is sent to all Fixture

Secretaries by the British Horseracing Authority Medical Department before each season.

b) **Role of the Senior Point-to-Point Doctor**

The Senior Point-to-Point Doctor in conjunction with the fixture secretary must:

- i) carry out a risk assessment (with particular reference to the minimum number of doctors, paramedic ambulances and the number of First Aid Attendants required)
- ii) prepare standing orders (with particular reference to the Guide to Safety at Sports Grounds - Chapter 18 - 2008)
- iii) prepare a Major Incident Emergency Plan.
- (iv) The Senior Point-to-Point Doctor must ensure that all medical personnel sign Medical Report Form B to indicate their attendance. (Reference Instruction 8.7(dg)).
- (v) The Senior Point-to-Point Doctor must ensure that a Doctor: is available at a pre-arranged location within the medical tent or close to the weighing room/tent (preferably signposted and near the scales) after races to check riders who had a fall and to authorise the release of Medical Record Books belonging to riders who have finished riding at the fixture and wish to leave the course (see 5.9). Fixture organisers are asked to nominate an individual (Medical Runner) to record the details of all fallers and unseated riders in every race and to relay this information to the senior Doctor. This will assist the Doctor so that he/she is fully aware of which riders need to present themselves for medical inspection. Doctors are urged to report to the raceday Stewards any rider who does not present themselves as necessary (see Regulation 55 (i)).
- (vi) Returns both completed Medical Report Forms (A and B) to the British Horseracing Authority Chief Medical Adviser WITHIN 24 HOURS (Reference Instruction 8.7(dg)). They can be FAXED or scanned and emailed to the BHA Medical Department on: 0207 152 0136, medical@britishhorseracing.com. A hard copy will also be required. The forms are available for download from Downloads area on the National Website www.pointtopoint.co.uk and will have additionally been sent to the Fixture Secretary eight weeks prior to the fixture.

c) **Medical Record Book (MRB) Entries**

Declaring a Rider as fit to ride

Point-to-Point Doctors are to examine all riders who have:

- an outstanding "Red Entry" (i.e. have been declared unfit to ride) in their MRB

When a Doctor has made his decision as to whether such a rider is fit to ride he must record this information in the "RECORDABLE ACCIDENTS" section of the rider's MRB.

Please Note:

A Rider who has been declared unfit to ride by a Point-to-Point Doctor can be passed as fit by:

- A Racecourse Medical Officer on a raceday, or
- A Point-to-Point Doctor on a raceday, or
- The British Horseracing Authority Chief Medical Adviser

This does NOT apply to concussion. Under no circumstances can a Point-to-Point Doctor pass a rider who has an outstanding concussion "red entry" in their MRB. Furthermore, where the injury was a fracture or dislocation the rider must also provide supporting documentary medical evidence to the Chief Medical Adviser that it has subsequently healed, before he can be passed fit.

A Rider who has been declared unfit to ride by a Racecourse Medical Officer can only be passed as fit to ride by:

- A Racecourse Medical Officer on a raceday, or
- A Point-to-Point Doctor on a raceday (providing the injury concerned is not a fracture, dislocation or concussion) or
- The British Horseracing Authority Chief Medical Adviser
Any rider who suffers a fracture, dislocation or concussion on a British Horseracing Authority licensed racecourse (as opposed to a Point-to-Point racecourse) may only be declared fit by:
- The British Horseracing Authority Chief Medical Adviser.
- A Racecourse Medical Officer on a raceday on the instruction of the Chief Medical Adviser.

MRB's are to be left with the Declarations Clerk until the rider has finished riding for the day and the Point-to-Point Doctor has confirmed that no Medical Entry is required.

Declaring a Rider as Unfit to Ride

If, during the course of the day's racing, a Point-to-Point Doctor wishes to record that he has examined a rider who has injured himself and is unfit to ride, he must include details of the injury and write "UNFIT TO RIDE" in RED INK in the "RECORDABLE ACCIDENTS" section of the MRB and record this on Form A.

It should be clearly understood that this report in no way breaches Medical Confidentiality and is an essential component of the returns which are required by the British Horseracing Authority.

WHERE A POINT-TO-POINT DOCTOR HAS BEEN UNABLE TO EXAMINE A RIDER WHOM HE KNOWS TO HAVE FALLEN, THIS MUST ALSO BE REPORTED TO THE STEWARDS OF THE MEETING AND RECORDED ON THE REPORT FORM A.

All riders who have fallen **MUST** report to the Point-to-Point doctor in the weighing room/tent immediately.

Any problems or items requiring clarification by the Clerk of the Course or Senior Point-to-Point Doctor should be referred to:

Chief Medical Adviser,
BHA Medical Department
75 High Holborn
London
WC1V 6LS
Tel: 0207 152 0138
Mobile: 07788 567440
E-mail: jhill@britishhorseracing.com

VETERINARY ARRANGEMENTS

- 8.8 (a) Provision of Services
- (i) A minimum of two veterinary surgeons MUST be appointed; One at least three months prior to the Point-to-Point to act as the Senior Veterinary Surgeon and to take charge of all the Veterinary Arrangements. Veterinary Surgeons must
- be members of the Royal College of Veterinary Surgeons with current, valid professional indemnity insurance;
 - Have a full-time clinical involvement which includes a significant amount of regular treatment of horses.
 - Have been qualified for at least five years with a broad experience of equine practice;
 - Have attended an appropriate approved course in Equine Emergency Care within the last 5 years.
 - Be physically and mentally capable of carrying out all the duties required of a Veterinary Surgeon on a point-to-point course.

Advice on appropriate levels of clinical involvement for Point-to-Point duties and information on courses in Equine Emergency Care are obtainable on the Association of Racecourse Veterinary Surgeons Website (www.arvs.org.uk). The British Horseracing Authority Equine Science and Welfare Department can be contacted on 0207 152 0090.

The Senior Veterinary Surgeon is to ensure a minimum level of equipment is available to deal with casualties, which should include:

- Adequate materials for Robert Jones dressings
 - Gutter and/or commercial splints
 - Materials for chemical euthanasia
 - Intravenous fluids
 - Oxygen
- (ii) Before racing commences the following must be present:
- At least 2 veterinary surgeons, each provided with a radio handset.
 - A recovery vehicle with driver and screens. The recovery vehicle should have a working winch, ropes, and, a separate 4x4 towing vehicle suitable for the ground conditions. The recovery vehicle should have a covered body.
 - Additional sets of screens available in key locations.
 - A horse ambulance (or in exceptional circumstances a suitable trailer subject to advice from the Senior Veterinary Surgeon) with towing vehicle and driver experienced in handling horses. Separate vehicles and drivers must be provided for the recovery vehicle and the horse ambulance.

Clerks of the Course have been advised that they should provide abundant supplies of cool fresh water around the parade ring/unsaddling enclosure, horsebox park and adjacent to the last obstacle, should the need arise to treat a horse suffering from heat exhaustion. The supplies may take the form of hosepipes or filled water butts.

- (iii) Each fence Steward must have the required orange flag which should be used to summon veterinary assistance.
- (iv) It is recommended that the Clerk of the Course, in conjunction with the Senior Veterinary Surgeon, ensures that the course allows suitable vehicles (four wheel drive) for veterinary staff to have access throughout, or provide suitable locations to give veterinary coverage for the whole course.
- (v) The Veterinary Surgeons, horse ambulance and recovery vehicles must be deployed to ensure the most rapid response to equine casualties. The Senior Veterinary Surgeon should ensure he has a map of where the best veterinary referral centre is in relation to the Point-to-Point course. Where practical a Veterinary Surgeon should be present at the start for each race.
- (vi) At least one Veterinary Surgeon must attend the Weighing Tent at a place clearly marked after each race to be available should their services be required. Veterinary Surgeons must alert the Stewards if they notice that the use of the whip has drawn blood or produced a weal on any horse after the race. The Stewards must also be alerted if a horse has been marked in the wrong place but is uninjured.
- (vii) One Veterinary Surgeon must be available in the parade ring prior to each race.
- (viii) The Senior Veterinary Surgeon must not leave the course until all horses in the last race have been accounted for, and the permission of the Clerk of the Course for withdrawal of veterinary services has been obtained.
- (ix) Veterinary Surgeons should wear a distinctive vest/ armband during racing.
- (x) Calls for veterinary assistance should not be made over the open PA system. Veterinary Surgeons should be issued with radios with which they can communicate with each other and with the Clerk of the Course.
- (xi) The Senior Veterinary Surgeon must complete an injury report form, supplied by the British Horseracing Authority Senior Veterinary Officer and return it to the British Horseracing Authority Point-to-Point Office when the meeting has finished.

(b) Destruction of Horses

At least two suitable portable screens shall be provided behind which it will be possible for a veterinary surgeon to destroy an injured horse out of sight of the public. One screen should be carried as part of the equipment of the recovery vehicle, and one should be carried as part of the Veterinary Surgeons vehicle. A set of screens should always be available for use in the paddock. It is also recommended that screens are in situ at the winners' enclosure and at fences adjacent to the crowd. Veterinary surgeons should be instructed to keep the screen up until the horse is loaded into the recovery vehicle, but it should be made clear that absence of the screen must in no case hold up the humane despatch of an injured horse. Service/Recovery vehicles can be parked in such a way as to maximise the screening of horses. The method of euthanasia must be left to the attending Veterinary surgeon taking into account the welfare of the horse

and the safety of assistants and/or onlookers e.g. in the home straight. If the horse is to be shot it is strongly recommended that a sound moderated weapon be used. Veterinary arrangements should be such that it is not impossible to deal efficiently with two separate incidents in the same race.

It is strongly recommended that organisers cover all costs involved when on-course euthanasia occurs.

FENCE ATTENDANTS

- 8.9
- (a) The Clerk of the Course shall be responsible for ensuring that all Fence Attendants have attended a practical demonstration of bypassing procedures at a fence and are fully aware of their duties before the start of racing. They must be conversant with the Instructions on the Point-to-Point Fence Cards (See Appendix G). It is suggested that these cards are laminated and pinned to the fences so that First Aid Personnel and Fence Attendants are aware of the Instructions.
 - (b) There must be two Fence Attendants at every fence on the course that is jumped more than once during the running of a race. Fence Attendants should ordinarily have no other duties during racing, and it should be noted that First Aid Attendants do not constitute Fence Attendants.
Fence Attendants should be issued with distinctive vests / armbands which must be worn at all times during racing.
 - (c) The Fence Attendant will ensure that at the fence assigned to him there is:-
 - i) Two Direction Markers indicating which side of the fence the horses are to be directed as shown in the diagram (page 71).
 - ii) One black and white chequered flag to alert riders to a hazard ahead as shown in the diagram (page 71).
 - iii) One red and white chequered flag to alert the Doctor to the fence
 - iv) One white flag to alert an ambulance to the fence
 - v) One orange flag to alert a vet to the fence
- IT IS RECOMMENDED THAT THE PURPOSE OF EACH FLAG SHOULD BE WRITTEN ON THE FLAGPOLE.**
- (d) The Fence Attendant will ensure that no unauthorised persons plant Direction Markers in fences when a horse or rider has fallen or a fence is not to be jumped. The responsibility for planting Direction Markers is to be that of the person who mans the fence. The Direction Markers must be planted as soon as possible after there is an obstruction.

When the Direction Markers are not in use they must be stored away from the fence and with the legs pointing downwards. It is not acceptable to lean them against the fence or the wings.

- (e) Fence Attendants' duties if the fence is unsafe to jump (e.g. injured horse/rider, broken fence/ wing etc.) are as follows:
- i) Plant the sets of Direction Markers in the top of the fence opposite the obstruction, to indicate to riders that the fence must not be jumped and in order that loose horses are directed away from the obstruction.
 - ii) Use the black and white chequered warning flag to alert riders to a hazard ahead. The Fence Attendant must not endanger himself and should position himself about 70 yds. in front of and on the opposite side of the fence to that which the runners are directed (see page 72).
 - iii) Once a fence has already been bypassed during the course of a race, the Direction Markers should remain in situ until the end of the race. This avoids any confusion/danger on the final circuit(s) in the event of the obstruction being cleared as the runners approach and leaving the Fence Attendant with a potentially split-second decision as to whether there is enough time to remove the Direction Markers.

NOTE: The Direction Markers should not be put in place whilst some horses have still to jump the fence on the same circuit of the course, unless it is absolutely safe to do so.

- (f) There must be a plan of the course in the Weighing Room/Tent, indicating which side of the fences horses will be directed in the case of an obstruction, together with a Direction Marker and a chequered flag.

FARRIERS

- 8.10 (a) A farrier must be in attendance at all meetings and readily available (at the direction of the Point-to-Point Organising Committee) 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 Regulation 116.

A Racing shall continue in the absence of a farrier; however, this must be reported to the British Horseracing Authority by the Chairman of Stewards.

9 CONCLUSION OF THE MEETING

RETURN OF RACE CARD (REG.61(iv)(i))

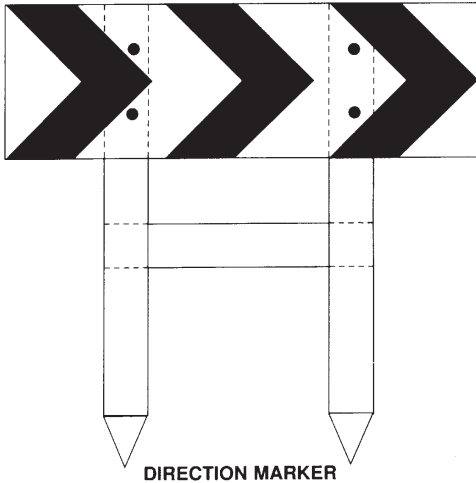
- 9.1 Immediately following the meeting a marked race card showing all the runners, weights carried, placed horses, (and the distances between them), riders, overweights and race times (see Appendix D), must be sent to the Point-to-Point Authority, prior to despatch to the British Horseracing Authority. Written reports of all enquiries held and objections lodged must be submitted on the official form, together with any completed RQC declarations (Appendix H) and cheques (payable to the British Horseracing Authority) for any fines imposed.

POINT-TO-POINT DOCTOR'S MEDICAL REPORT FORMS (A and B) AND RIDER INJURY NOTIFICATION

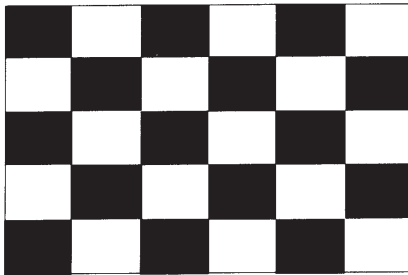
- 9.2 The medical report forms **MUST** be returned to the British Horseracing Authority Medical Department **WITHIN 24** hours of the meeting under separate cover by the Point-to-Point Doctor (See Instruction 8.7(g)).

They can also be faxed direct to the Medical Department 0207 152 0136. It is strongly recommended that a copy of the forms are kept in case they fail to arrive with the British Horseracing Authority Medical Department.

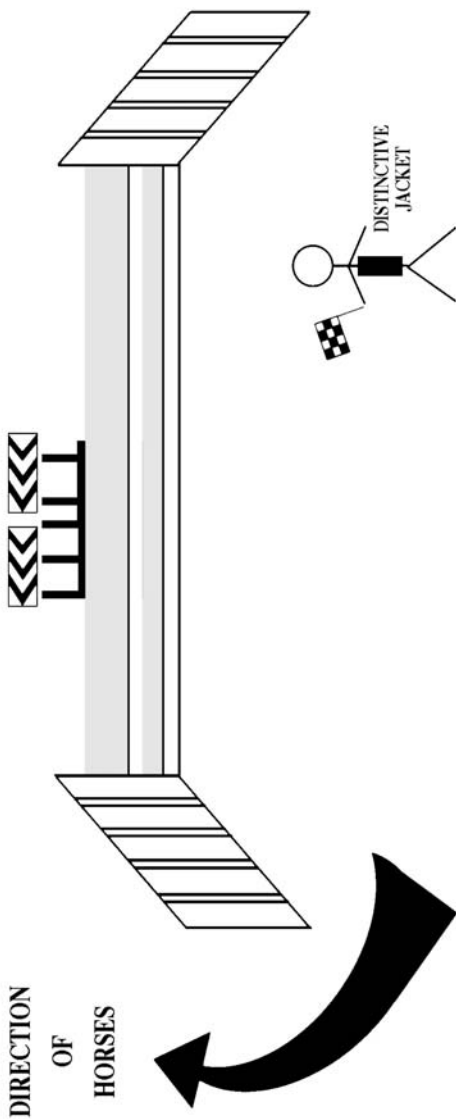
It is essential the Senior Point-to-Point Doctor within three hours of the fixture ending, sends out a text message to the BHA CMA (0207 152 0136) informing him of any red entries or confirming there were none.



DIRECTION MARKER



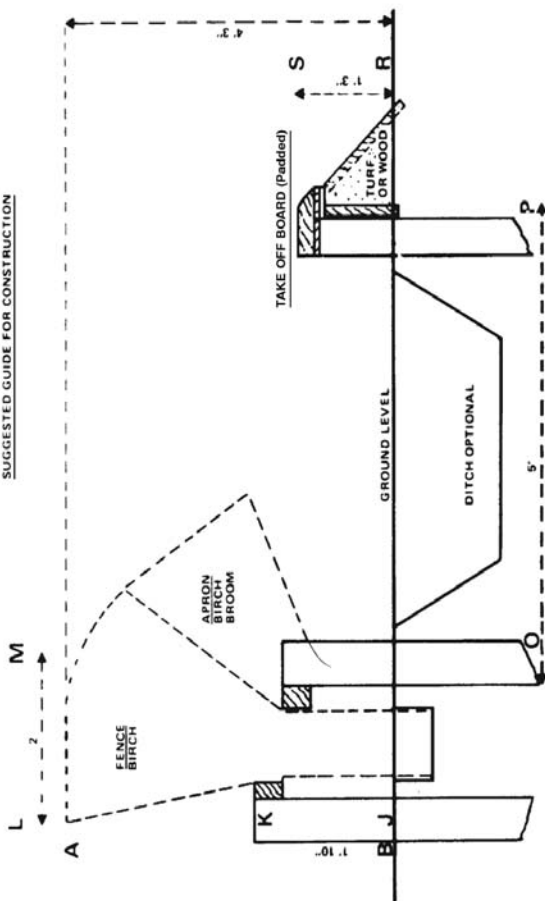
BLACK & WHITE CHEQUERED FLAG



The fence attendant should be approx 70 yards in front of the fence & behind the rail (if possible)

OPEN DITCH

SUGGESTED GUIDE FOR CONSTRUCTION



APPENDIX B: DETAILED JUDGING PROCEDURE

Note: if the judge considers that he has time to sort out runners and colours in the time available before each race, ignore paras. b & c.

Before the Meeting

- (a) Obtain a suitable hard-back book.
- (b) If supplied with entries before the meeting it is recommended that a list of colours through the spectrum is made by using the associated number starting with white and ending with black, of ALL ENTRIES. Taking a piece of scrap paper, down the left hand side list the predominant colours (e.g. White, Pink, Yellow, Orange, RedNavy, Black etc.)
Refine the list (e.g. Gold, Light Green, Dark Green, Emerald) in the appropriate order. Use abbreviations if preferred (e.g. 'Grass' for light green Bottle for dark green). Anything goes as long as it reminds the judge of the colour. Run through the entire list entering the number on the card against the nearest colour for each race.

Colours	Racecard Number
e.g. SKY BLUE	17 - 31 - 35
PINK	27
YELLOW	20 - 41
ORANGE	15
RED	19 - 22 - 23

At the Meeting

- (c) As soon as declarations are available take them. Ring the declared runners on your list.

Colours	Racecard Number
e.g. SKY BLUE	①7 - 31 - ③5
PINK	②7
YELLOW	20 - ④1
ORANGE	15
RED	19 - 22 - ②3

- (d) With reference to the racecard and any changes notified by the Clerk of the Scales enter the numbers of the declared runners in your book starting from the top (with white through to black) and against them write the colour, mark, nickname or owners name by which you can easily remember and identify them.

e.g. 17 SKY BLUE	/(to indicate sash)
35 SKY BLUE	(body)
27 PINK	1/2 (to indicate pink halved with another colour)
41 YELLOW	GREY HORSE
22 RED	= (to indicate hoop)

- (e) Go into the Paddock and recognise these colours nicknames etc. making adjustments as necessary. If the judge sees a grey horse make a note of it.

At the Start and during the Race

- (f) Read the race and delete fallers.
- (g) At the distance decide on the colours you will be concerned with at the finish.
- (h) Judge the 1st, 2nd, 3rd and 4th past the post with the official distances and note them in your book (NB See also section 8.3(a)).

Distances

Deadheat	Four lengths
Shorthead	Five lengths
Head	Six lengths
Neck	Seven lengths
Half a length	Eight lengths
Three quarters of a length	Ten lengths
One length	Eleven lengths
One and a quarter lengths	Twelve lengths
One and a half lengths	Thirteen lengths
One and three quarter lengths	Fourteen lengths
Two lengths	Fifteen lengths
Two and a half lengths	Twenty lengths
Three lengths	Twenty five lengths
Three and a half lengths	Thirty lengths
	Distance
	Same

APPENDIX D

T: 6.11 4L, 6L

SIXTH RACE 1.55pm SP: 9-2

DECLARE BY 1.10pm

WEIGH OUT BY 1.40pm

SAFETY FACTOR 18

TOT£ W/V £3.80 OF £9.80

Sponsored by
FRONTIER AGRICULTURE LTD.

THE OPEN MAIDEN RACE

For the Jim Runciman Challenge Cup
£150 to the winner, £100 to the second and £50 to the third
Mementoes for the winning Owner and Rider
2008 Winner: Miss H. Bevan's Thegalleryman (IRE) (J. Hamer)

1	CARRIAGE RIDE (IRE) 11 b.g. Tidaro (USA) - Casakurali (Gleason (USA)) Mr Martin Hilton - Belvoir 66453-6 Moderate maiden; 5/91 6th to Goscar Rock at Cottenham 6 Dec; used to front run; g/f-hvy (r12 w0)53	12-05 M. Hilton
2	CRACK AT DAMB (IRE) SHEEDSKIN CHEERS TONGUE TIE 8 b or Br.g. Inans (USA) - Ten Quid Short (IRE) (Colonel Godfrey (USA)) Mr Michael Gates - Warwick 5p50-p2 Ex-Irish maiden; 11 2nd to Gunna Be A Devil at Kanton 29 Nov; lacks finishing pace; g-soft (r1 w0)76	12-05 J. England
3	DOUBLE PAST 7 b.g. Yalheeb (USA) - Gale Blazer (Strong Gale) The Percy's Punters Partnershp (Mr A. Wakeham) - Middleton (Bob Woodhouse) Dark blue and white stripes, white cap, black star -p65p-5 Moderate ex-novice hurdler/chaser; n.d 4/81 5th to Goscar Rock in Cottenham maiden 6 Dec (r1 w0)56	12-05 M. Seston
4	FREE FROM MAGEE (IRE) 9 ch.g. Denel (FR) - Arctic Gem (Rakaposhi King) The Last Chance Group (Mr D. Frankland) - Grafton (Derek Frankland) Black and emerald green (halved), emerald green sleeves, emerald green cap, black spots -p2ppp- Inconsistent maiden; 21 2nd to Inchadoney Boy at Horsebeath Feb'09; error-prone jumper (r13 w0)63	12-05 Tom Ellis
5	LEE GAP FAIR (IRE) 8 b.g. Bob Back (USA) - Trumpster's Gale (IRE) (Strong Gale) Mr Ray Newby - Suffolk (Alex Embiricos) Purple, orange cross belts, hooped sleeves, purple cap 606-141 Half-bro to Inl One; 1/11 4th to Glenbow Woods at Godstone (2m4f) Mar'08; absent since (r2 w0)60	12-05 J. Owen
6	MADE WELCOME (7a) 8 ch.m. Most Welcome - Maid of Morven (Broadsword (USA)) Mr P. R. Hall - W. Norfolk Black, yellow sash, pink and black hooped sleeves pp3f Half-sib to poor pointer Border Chief; 111 3rd to Nokinover at Fakenham (members) Apr'08 (r3 w0)60	11-12 B. Rivett
7	MOISVR ANSHAM (IRE) 5 ch.g. Anshan - Adife Landers (IRE) (Zaffaran (USA)) Mr H. Hill - Cambridge Univ White, mauve hoop, sleeves and cap 4p4pp- Ex-Irish pointer; modest 4th in maiden at Lingstoun Mar'09; seems one paced; g-cls (r0 w0)66	12-05 M. Smith
8	MONKERTY TUNKERTY 6 b.g. Silver Patriarch (IRE) - Orphan Annie (Gunner B) Mr Neville Ender & Mr Peter Randall - Middleton (Bob Woodhouse) White, royal blue spots and sleeves, white armlets, red cap 90-2 Novice pointer; 21 2nd to Leader Blue at Cothen (2m4f) 9 Dec; takes keen hold; should win (r1 w0)78	12-05 M. Seston
9	MR JOHNSON (IRE) 6 b or Br.g. Runyon (IRE) - Santosha (Wolver Hollow) Mr Michael Gates - Warwick Emerald green and white diabolo, white cap p2pp-p3 Ex-Irish pointer; 2/1 3rd to Leader Blue at Cottenham (2m4f) 6 Dec; acts on soft going (r2 w0)66	12-05 J. England
10	PECANWOOD (IRE) 7 ch.g. Bluebird (USA) - Baccara (IRE) (Sri Pekan (USA)) Lady Susan Watson - Middleton Emerald green and royal blue check, emerald green sleeves and cap p-ppuff Third season pointer; half-bro to Something Simple; yet to finish; shown speed for 2m2f (r7 w0)NR	12-05 M. Walford
11	SHE'LL BE ALRIGHT (7a) 5 ch.m. Zahran (IRE) - Sapphire Saul (Nicholas Bill) Mr D. Smith (Saul) - Berkeley (Julie Houldey) Pink, black stars, black sleeves, pink armlets, pink cap, black stars pp Second season mare; n.j.w & p.u after 2m4f in maidens at Upton & Woodford last April (r2 w0)NR	11-12 D. Mansell
12	SUPREME HENRY 6 b.g. Kayf Tara - Best of The Girls (IRE) (Supreme Leader) Mrs Yvonne Goss - Farmers Bloodhounds Purple, beige armlets, purple cap pu33b-7 Big gelding; moderate maidens; n.d 5/11 7th to Leader Blue at Cottenham (2m4f) 6 Dec; g-firm (r8 w0) ...57	12-05 J. Goss
13	TUDOR BUCK (IRE) 9 b.g. Luso - Tudor Doe (IRE) (Buckskin (FR)) Mr D. Line & Mrs L. Harvey - Pychley (David Line) White, maroon cross belts, halved sleeves, maroon and white quartered cap *9-p0pp- Ex-novice hurdler; shown little since good 3rd over 2m3f at Exter Mar'08; g/s-hvy (r0 w0)51	12-05 T. Lane
14	VICTOR BRAVO (IRE) 6 b.g. Old Vic - Move Over Lucy (IRE) (Grand Plaisir (IRE)) Mr J. D. Callow - Albrighton Woodland (Helen Needham) Hingley and Callow Oils Ltd Red and grey (halved), red cap rp-pp Third season pointer; yet to finish a race; in touch for 2m4f at Chaddesley on 3rd outing (r3 w0)NR	12-05
15	WITNESS THIS (IRE) 5 b.g. Witness Box (USA) - Capital Gold (IRE) (Capitano) Mr D. P. Constable - N. Ledbury (Zoe Hammond) ICS Ltd Red, black chevrons, black sleeves, red stars, black cap 2p-p52- Ex-Irish pointer; 11 2nd to Two Powers in Inchdoney maiden May'09; acts on firmish (r0 w0)76	12-05 R. Buxton

APPENDIX E: REGULATION 123 - STEWARDS'
EXPLANATION FOR JOCKEYS 'IN BREACH'

Race _____

Jockey _____ Horse _____

1. Having considered the incident, we find you are in breach of Regulation 123 and guilty of:

2. Offence

- a) **DANGEROUS RIDING** in that you caused serious interference by purposely interfering with:
- b) **CARELESS RIDING** in that you:i) failed to take reasonable steps to avoid causing interference, namely:ii) caused interference by misjudgement/inattention, when:
- c) **IMPROPER RIDING** in that you purposely interfered with (or struck) another horse or rider, but without causing serious interference when:

3. Action

Location _____

Incident _____

4. Result

A) _____ is disqualifiedN.B.

4A ONLY APPLIES if you find the rider guilty of dangerous riding.

B) Placings revised as follows: 1st _____

2nd _____

3rd _____

5. Fine

APPENDIX F: COMMON STEWARDS ENQUIRY ANNOUNCEMENTS AND NOTICES

1. Announcements of Enquiries relating to Regulation 123 (interference)

- a. Stewards Enquiry. The public are advised to retain all betting tickets until the result of the Stewards' enquiry is announced.
- b. The Stewards are holding an enquiry under Regulation 141(iii) into possible interference involving PICT (e.g. the winner) and SCOT (e.g. after the second last fence). The public are advised to retain all betting tickets until the result of the Stewards' enquiry is announced.

Following the a) and b) announcements, the Steward present during weighing in should ensure no announcements are made over the public address system denoting "weighed in", until the Announcer has been authorised to do so by the Stewards.

- c. Here is the result of the Stewards' enquiry
The placings remain unaltered following the enquiry into possible interference after (e.g. the second last fence). The Stewards found that PICT, ridden by X, had interfered with SCOT, ridden by Y, that the interference was accidental but had not improved PICT's placing.
- d. Or, here is the result of the Stewards' enquiry.
The revised placings are as follows:- First PICT, second SCOT, third BRITON and fourth CELT. The Stewards found that SCOT ridden by Y, had interfered with PICT, ridden by X after (e.g. the second last fence) and that it was caused by careless riding. They fined Y £75.

2. Use of the Whip (Appendix F of the Regulations)

- a. The Stewards called before them X, the rider, and Y, the owner (or trainer) of PICT, the winner, and enquired into the rider's use of the whip from the second last fence. Having heard their evidence the Stewards found the rider in breach of Regulations Appendix F headed "Use of the Whip" in that he had used his whip (e.g. with unreasonable force and frequency). They fined him £75.

3. Running and Riding on Merits/Improvement in form (Regulation 125-128)

- a. The Stewards held an enquiry under Regulation 127 into the performance of PICT, the 5/4 favourite ridden by X and owned by T (as compared with its previous run at R on)

- b. The Stewards heard evidence from the owner and jockey and noted their explanation that

The following are possible alternatives to Paragraph b above:

- The Stewards heard evidence from the owner and jockey and considered that PICT had not run on its merits as it had intentionally not been put in the race or asked for an effort at any stage. They found the rider in breach of Regulation 127 and fined him £250. They also found the owner in breach of Regulation 125(ii) and fined him £250.
- The Stewards heard evidence from the owner and the jockey, and being unable to conclude the enquiry without reference to other evidence, which was not then available to them, referred the matter to the British Horseracing Authority for further investigation.
(When potentially important information is unavailable).

NOTE: Under Appendix S of the Regulations when a Steward has approached the connections of a horse to ask if they are able to account for its running and following the reply being reported to the Stewards, but a full enquiry not held, the Stewards should still record the details on the official Stewards form and announce any findings.

4. Riding Offence Notice (Regulation 141(iii))

The Stewards held an enquiry under Regulation 141(iii) into possible interference on the run in. They found that the winner X, ridden by Y, had interfered with A ridden by B, placed second. They considered that the interference was accidental, but had not improved the placings of X. They therefore ordered the placings to remain unaltered.

APPENDIX G: DUTIES AND AUTHORITY OF FENCE ATTENDANTS

EQUIPMENT

FLAGS

1. DOCTOR	Red & White Chequered	DOCTOR required
2. AMBULANCE	White	AMBULANCE required
3. VET	Orange	VET required
4. WARNING	Black & White Chequered	WARNING TO RIDERS

DIRECTION MARKER X 2

BLACK BOARD WITH DISTINCTIVE FLUORESCENT YELLOW CHEVRONS

DISTINCTIVE VEST/ARMBAND

TO IDENTIFY THE FENCE ATTENDANTS

DEALING WITH FALLEN HORSES/RIDERS

1. If the fence is obstructed by a fallen horse or rider or deemed unsafe to jump (e.g. Broken Guard Rail) during the race, IMMEDIATELY place the DIRECTION MARKERS in the top of the fence opposite the centre of the hazard. These DIRECTION MARKERS signal to the riders that they must not jump the fence. The yellow chevrons on the marker must be pointing towards the side of the fence the field is to pass. Ensure that there are no obstructions, members of the public or vehicles, on the part of the course beside the fence where the horses and riders are to pass.
2. If a DOCTOR, AMBULANCE or VET is required wave the appropriate flag.
3. Use the BLACK AND WHITE CHEQUERED FLAG to signal to the riders as they approach the fence, that there is a hazard ahead. Wave the flag in a figure of eight motion. Stand on the opposite side of the fence to that which the runners are going to pass and wave the flag above your head. You should position yourself around 70yds before the fence, however must have regard for course topography and crowd congregation in ensuring that you are seen by all riders, whilst also not putting yourselves or participants in danger.
4. Once a fence has already been bypassed during the course of a race, the Direction Markers should remain in situ until the end of the race.

N.B. It is NOT recommended that these procedures are implemented whilst some horses have still to jump the fence on the same circuit of the course, unless it is absolutely safe to do so.

When the Direction Markers are not in use they must be stored away from the fence and with the legs pointing downwards. They must not be leant against the fence or the wings.

ISSUED BY THE BRITISH HORSERACING AUTHORITY

SAFETY AT FENCES

THE FENCE ATTENDANTS, IDENTIFIED BY THEIR DISTINCTIVE VESTS/ARM BANDS , HAVE THE AUTHORITY OF THE STEWARDS OF THE MEETING AND ARE FULLY BRIEFED ON THE PROCEDURES AND ARRANGEMENTS FOR DEALING WITH ALL INCIDENTS AT FENCES.

THE PUBLIC MUST KEEP OFF THE COURSE AT ALL TIMES AND MUST NOT INTERFERE IN ANY WAY WITH ANY RACE OR THE ACTIVITIES OF THE FENCE ATTENDANTS OR THE EMERGENCY SERVICES (DOCTOR, AMBULANCE, VET).

ISSUED BY THE BRITISH HORSERACING AUTHORITY

APPENDIX H

RIDERS QUALIFICATION CERTIFICATE DECLARATION

DATE:-

MEETING:-

RACE:-

NAME OF HORSE DECLARED TO RIDE:-

1. I certify that I hold a valid Riders Qualification Certificate issued by the Point-to-Point Authority having qualified with the
..... Hunt in accordance with the requirements of the British Horseracing Authority Regulations for Point-to-Point Steeplechases and that I have paid the required premium to the Point-to-Point Riders Insurance Scheme. **(NB. This declaration will be checked by The British Horseracing Authority. Should it transpire that you do NOT hold a current Riders' Qualification Certificate, you will be liable to a British Horseracing Authority enquiry, a fine and a lengthy suspension from race riding).**

SIGNED RIDER

PRINTED..... RIDER

APPENDIX I

**DECLARATION TO BE LODGED WITH THE DECLARATIONS
CLERK NOT LESS THAN THREE-QUARTERS OF AN HOUR
BEFORE THE TIME FIXED FOR THE RACE**

I declare the under-mentioned horse as a runner in accordance with Regulation 111 of British Horseracing Authority Regulations for Point-to-Point Steeplechases. I also agree to be bound by the British Horseracing Authority Regulations for Point-to-Point Steeplechases.

Name of Race

Horse's Name

Number on Card

Rider's Name

Tick to confirm that Jockey has a Rider's Qualification Certificate for the current season and is qualified to ride in the race

Club membership no if applicable:

Tick if horse runs in

Hood Blinkers Eyeshield Eyecover Visor Cheek Pieces Tongue Strap

If the tongue strap cannot be fastened or is shed on the way to the start the horse is to

RUN BE WITHDRAWN (tick as applicable).

State if applicable, what penalties to be carried

State if applicable, any allowances

State what weight to be carried

Alterations to Racecard (e.g. colours)

.

Signed

Printed Date
(Being Owner, or Authorised Agent)

Parts 1. and 2. (below) of the counterfoil to be filled in by the person making the declaration and returned to him signed by the Declarations Clerk.

Name of Race

Horse's Name

Signed (By Declarations Clerk)

Judges Result Card

..... Hunt Point-to-Point Races

..... (DATE)

1st RACE

1st

2nd

3rd

4th

WON BY In the time of

Distance between 2nd and 3rd

Signed Judge

WEIGHED IN:

Signed Clerk of the Scales

APPENDIX K (BHAGI 11.2)

Duties of the Managing Executive/Point-to-Point Organising Committee

1. Managing Executives/Point-to-Point Organising Committees are responsible for ensuring that:

- a Licensed Racecourse/Point-to-Point Course maintains compliance with BHAGI 11
- any deviation from the BHA General Instruction will only be permitted following discussion with the SRMO and the CMA and with written dispensation from the BHA to be included in the SO
- where the Annual Risk Assessment (ARA) indicates that higher levels of staffing, ambulances or facilities are required than those set out as minimum requirements below, there is compliance with such higher levels

Staffing

2. Managing Executives/Point-to-Point Organising Committees must ensure compliance with the minimum numbers of Medical Staff, as follows:

	Flat	Jump	Point-to-Point*
Doctors	SRMO and RMO	SRMO & two RMOs	SRMO and RMO
Nurses	One	One	Not required
Ambulance Crews (See Medical Provisions and Facilities Part A)	Two	Three	Two
Physiotherapist	One	One	Not required
First Aiders	As per ARA / Green Guide	As per ARA / Green Guide	As per ARA / Green Guide
Crowd Doctor	As per ARA / Green Guide	As per ARA / Green Guide	As per ARA / Green Guide

Notes:

- *Point-to-Point - four resources are required which can be either two doctors and two paramedic ambulances or one doctor and three paramedic ambulances
Green Guide is the 'Guide to Safety at Sports Grounds'

Ambulances

3. Managing Executives/Point-to-Point Organising Committees must ensure the provision of the minimum resources, as follows:

- Flat meetings - two paramedic ambulances
- Jump meetings - two paramedic ambulances plus one other vehicle which may be a paramedic ambulance or Rapid Response Vehicle (RRV)
- Point-to-Point meetings - two or three paramedic ambulances (see 2 above)
- Ambulance crews - each ambulance vehicle crewed by two staff. One must be a paramedic and the other a paramedic, ambulance technician, emergency care support worker, emergency care assistant or St John's emergency transport attendant. A rapid

response vehicle (RRV), if used, should be crewed by a paramedic. All ambulances (other than RRVs) must be capable of transporting an injured rider to hospital whilst being appropriately monitored and treated. The entire course must be accessible by an ambulance vehicle at all times and this may include the use of a 4x4 vehicle subject to the course ARA.

Facilities

4. Managing Executives must ensure the presence on site of the minimum facilities/equipment as follows:
 - a) Jockeys Medical Room (JMR) which is compliant with Part B of Annex B
 - b) Jockeys Treatment Room (JTR) for physiotherapy which is compliant with Part E of Annex B
 - c) JMR drugs and equipment which is compliant with Part B of Annex B
 - d) (S)RMO drugs and equipment which is compliant with Part C of Annex B
 - e) Two-way radio system
- 4.1 Point-to-Point Organising Committees must ensure the provision of the minimum facilities, as follows:
 - a) Riders Medical Area (RMA) which is compliant with Part D of Annex B
 - b) (S)RMO drugs and equipment which is compliant with Part C of Annex B
 - c) Two-way radio system

Duties of Medical Staff

Registration and Qualifications

5. All SRMOs, RMOs, nurses and physiotherapists must be registered with the BHA Medical Department and must re-register annually.
6. Ambulance Providers must be registered with the CQC (or equivalent in Scotland and Wales) and their most recent inspection should be adequate or better. All ambulance paramedics must have current HCPC registration. Other ambulance personnel must have evidence of appropriate qualification at a lower grade.
7. Staff may not work at Licensed Racecourses/Point-to-Point Courses if currently suspended by any other employer or regulatory body.

Raceday Procedure

General

8. On race days a member of the Medical Staff must:
 - Arrive promptly at the designated time which is 90 minutes before the first race for the SRMO and 60 minutes before the first race for all other Medical Staff
 - Be dressed in appropriate Personal Protective Equipment (PPE) to be able to deliver care in the pre-hospital environment and be clearly identifiable as Medical Staff by that uniform or other means
 - Check their equipment is compliant with BHAGI 11. Any equipment or drugs for use on the racecourse in RMO bags, JMR or ambulances must be in date, serviceable and maintained in line with manufacturers' recommendations
 - Report any equipment deficiencies to the SRMO immediately
 - Attend the SRMO briefing 60 minutes before racing
 - Read, understand and be compliant with current BHAGI, SO and other relevant documentation
 - Act at all times according to their clinical decision making and not allow financial or racing operational considerations to override this judgement

- Ensure that they do not have any conflict of interest with any other activity or duty on a race day
- Attend all Fallen Riders, if safe to do so, within one minute of their fall
- Stay in communication with the SRMO by two-way radio (VEMCOM) or mobile phone
- Not leave the course unless directed to do so by the SRMO
- Keep accurate and contemporaneous notes of all patient encounters on the computerised medical record system, RIMANI (or TM2 if a physiotherapist), unless using ambulance paper records. Records must be entered by the assessing clinician under their personal login. On Point-to-Point Courses clinical notes must be entered on Medical Report Form A and submitted to the BHA after racing. These records will be subject to regular audit.
- Follow the process set out at Annex C for Foreign and Amateur Riders
- Prevent unauthorised access to the JMR/RMA
- Not divulge any information to any party that could be construed as a breach of patient confidentiality
- Remain on the racecourse after racing until stood down by the SRMO

Duties of Managing Executive/Point-to-Point Organising Committee

9. The Managing Executive/Point-to-Point Organising Committee, must ensure all aspects of race day medical care are compliant with BHAGI 11 confirming this with the SRMO, before both parties sign the Race Day Confirmation Form (Annex G). If circumstances change and medical arrangements fall below those required by BHAGI 11 or local SO then the Managing Executive/Point-to-Point Organising Committee, after appropriate consultation with the SRMO, must advise the Stipendiary Stewards/Point-to-Point Chairman of Stewards as soon as possible.

Duties of the RMOs

10. Be compliant with paragraphs 5 to 8 inclusive and local SO.
11. In the temporary absence (late arrival) of an SRMO, on the directions of the Managing Executive/Point-to-Point Organising Committee assume the responsibilities of the SRMO.
12. Examine Riders who require clearance to ride if designated as RMO clearance on RIMANI or Point-to-Point Red Entry List unless the Rider is a registered patient of the RMO.
13. During racing follow the deployment of staff as indicated in the SO and as instructed by the SRMO.
14. Assess Fallen Riders in sufficient detail to make a clinical judgement as to whether they are fit to continue riding or to be stood down for the rest of the day. If they are stood down, they must be given a "RED entry" on their RIMANI notes and where relevant in their MRB and Point-to-Point Medical Report Form A. Fallen riders are not permitted to ride again until reassessed the next day or later by an RMO, if a non-significant injury/illness (RMO Red); or by the CMA and then an RMO, if a more significant injury (CMA Red). Other than for simple suturing or assessment of possible concussion, a RED entry may not be removed on the day it is applied.

Duties of the SRMO

15. General Duties:
 - Be compliant with all Duties of the RMO
 - Supervise all aspects of medical care for Riders and Fallen Riders including supervision of all medical, nursing and ambulance personnel

- Advise the nominated representative of the Managing Executive/Point-to-Point Organising Committee if the SRMO has any doubts about the safety of racing, or the adequacy of medical cover and ensure these concerns are relayed to the Stipendiary Stewards/Point-to-Point Chairman of Stewards as soon as possible
- Use the attached Aide Memoire as guidance (Annex H)

16. Prior to Racing:

- Not later than 90 minutes before the time of the first race report to the nominated representative of the Managing Executive/Point to Point Organising Committee
- Identify Riders subject to medical suspension from the RIMANI Red Entry List or from the Point-to-Point Red Entry List and not later than 75 minutes before the time of the first race, report to the Clerk of the Scales to confirm the Riders fit to ride and those who require clearance. If RIMANI or Point-to-Point Red Entry List is unavailable, contact the BHA Medical Department during working hours or CMA out of hours and weekends
- Before Riders are due to weigh out, examine any Rider who has been the subject of a medical suspension and take appropriate action to declare the Rider as fit or unfit to ride
- Examine any other Rider at the request of the Clerk of the Scales
- Notify and record the results of examinations of Riders:
 - i) to the Clerk of the Scales
 - ii) on RIMANI and/or
 - iii) in the MRB
 - iv) Point-to-Point Medical Report Form A (where appropriate)
- Not later than 60 minutes before the time of the first race, carry out a medical briefing (Annex F) and all necessary checks (of staff, equipment and communications) to ensure that medical arrangements on the racecourse are sufficient for racing to commence
- Not later than 30 minutes before the time of the first race, provide confirmation to the nominated representative of the Managing Executive/Point-to-Point Organising Committee that all medical criteria of BHAGI 11 and SO have been fulfilled, or that there is a shortcoming and details thereof, and deploy the Medical Staff
- Provide the necessary medical information, when required, to enable the Managing Executive/Point-to-Point Organising Committee to satisfy statutory legislation (including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations forms - RIDDOR)

17. During every race:

- Remain in radio communication with the nominated representative of the Managing Executive/Point to Point Organising Committee, and on-site medical and ambulance staff.
- Deploy medical resources as identified by the ARA including Medical Staff to cover the following key areas ÀV parade ring, horse-walk, start and pull-up area
- Ensure that the RMO at the start confirms with the Starter that medical arrangements are in place and that the race may proceed
- Designate a reliable individual as 'spotter' (who may be non-clinical) who observes racing from a vantage point to relay information regarding fallers to the SRMO to help in deployment of medical resources
- Keep the nominated representative of the Managing Executive/Point to Point Organising Committee informed of events

18. After the last race:

- Check that all clinical encounters are recorded on RIMANI or other record system by the treating clinician
- Complete the 'end-of-day' report on RIMANI or Medical Report Form A. If it is not possible to prepare the 'end-of-day' report on RIMANI, enter all required information on the MRB3 form(s), bring these to the Managing Executive's attention and fax these to the BHA Medical Department on 020 7152 0136 immediately
- Notify the CMA within three hours by telephone/text on 07788 567 440 of all RED entries and details of all Riders attending hospital. If unable to reach the CMA, leave a voice message with this information along with the SRMO's name and return contact number.
- Ensure the Notification of Injury Protocol is followed
- Confirm with the nominated representative of the Managing Executive/Point-to-Point Organising Committee when the Medical Staff can be released and when appropriate, stand down all Medical Staff

Duties of the Nurse (Licensed Racecourses only)

19. On race days a nurse must:

- Be compliant with paragraphs 5 to 8 inclusive and local SO
- Continuously occupy the JMR (unless deployed elsewhere by the SRMO in an emergency) until stood down by the SRMO after the last race
- Ensure that JMR equipment and supplies are at all times immediately available and compliant with BHAGI 11
- At all times whilst on duty have access to radio communication
- If a nurse is not available the role may be filled by a doctor or paramedic in exceptional circumstances (short notice delay/illness)

Duties of First Aiders

20. First aiders should follow the instructions of the SRMO regarding deployment.

The SRMO should deploy first aiders where needed as per the SO and following the ARA.

Duties of Ambulance Personnel

21. On race days ambulance personnel must:

- Be compliant with paragraphs 5 to 8 inclusive and local SO
- Ensure that ambulances are available for immediate use from at least 15 minutes before the start of the first race or the time of any stalls test until released by the SRMO unless transferring an injured rider to hospital
- Be positioned as per the SO with engines running during racing.
- Only use ambulances to transport ambulance crew, (S)RMOs, and injured Riders
- Be fully familiar with the driving routes to local hospitals and trauma centres
- Be qualified and insured to drive an ambulance on a public highway under emergency response driving conditions

Duties of Physiotherapist (Licensed Racecourses only)

22. Be compliant with paragraphs 5 to 8 inclusive and local SO.

Duties of Declarations Clerk (see also BHAGI 9.2)

23. On race days, the Declarations Clerk shall be situated in the weighing room so that on arrival all Riders (see Annex C 'Foreign, Amateur and Point-to-Point Riders') holding a MRB will present their MRB to the Declarations Clerk, who

will pass them to the Clerk of the Scales. The name of any Rider who does not have in their possession their MRB will also be notified to the Clerk of the Scales.

Race Day Protocols

Fallen Rider: Assessment and Treatment

24. In treating injured Riders, Medical Staff must note that a Riders' clinical need overrides all other concerns and must take priority. In respect of a Fallen Rider, Medical Staff must:

- Respond to the Fallen Rider within one minute if safe to do so
- Examine the Fallen Rider, regardless of whether they remount, assess whether there is a time critical injury or illness and establish the Rider is not a risk to himself or others as a result of the fall
- Provide any immediate and necessary treatment
- Decide whether the clinical condition of the Fallen Rider warrants immediate evacuation to hospital
- Complete all necessary administration, including the Notification of Injury Protocol

25. If the Fallen Rider appears on initial assessment to have significant injuries warranting hospital assessment, they should be evacuated immediately from the scene to hospital in the attending course ambulance unless transfer to another course ambulance or helicopter is more appropriate:

- Two clinicians should discuss and document the best means of transport, destination hospital based on local trauma network protocols, supervision en route and treatment to ensure the Rider arrives at hospital in the best possible medical condition
- The receiving hospital should be telephoned by a member of the Medical Staff regarding the transfer and the Rider accompanied by appropriate notes including details of mechanism of injury
- The SRMO should attempt to follow up any admission by telephone after a suitable interval

26. If the Fallen Rider appears to have no, or minor injuries, but a period of observation is clinically appropriate:

- Carry out a full examination of the Rider in the JMR or the RMA and after monitoring them:
 - a) Discharge them with clear, documented and ideally written instructions, for on-going care, or
 - b) Arrange transfer to hospital in a clinically timely fashion using appropriate transport
- Two clinicians should discuss and document the best means of transport, destination hospital based on local trauma network protocols, supervision en route and treatment to ensure the Rider arrives at hospital in the best possible medical condition

27. If the Fallen Rider appears to have no injury after a comprehensive assessment on the course, and the Vet agrees the horse is safe to ride, the Rider may remount and, if on the way to the start, compete in the race or, if during racing, return the horse to the unsaddling area. On return to the weighing room area, Medical Staff must confirm with the Rider that no injury has become apparent and reassess as necessary.

Fallen Rider: Administration

28. Where the Fallen Rider is a Foreign Rider, notify the Clerk of the Scales as soon as possible.
30. Make an entry on RIMANI or paper record (Medical Report Form A at a Point-to-Point) concerning a fall and/or details of any injuries, details of the examination and, if applicable, the Red Entry.
31. If appropriate, make an entry in the Recordable Accidents section of the Rider's MRB or, if this is not available, complete a Medical Record sheet temporary replacement containing details of the Recordable Accident or illness which renders the Rider unfit to ride.
32. If a Fallen Rider refuses to accept medical examination or advice, obtain the Rider's signature on a Discharge Against Medical Advice form and give the Rider a CMA RED Entry.
33. Follow the Notification of Injury Protocol.
34. Inform the nominated representative of the Managing Executive/Point-to-Point Organising Committee if a Paramedic Ambulance leaves the racecourse during racing and whether racing may continue.
35. Issue a PRIS form when relevant.

Fallen Rider: Suspected Concussion

36. In all cases of suspected concussion, the RMO or SRMO must:
 - Carry out an immediate assessment of the Rider's head injuries in accordance with the BHA Assessment of Concussion (BHAACI) Protocol (see Appendix I)
 - Apply clinical judgement to determine the final diagnosis and management of the Rider
37. If evidence of concussion is found:
 - Send the Rider to hospital, or
 - Keep the Rider under medical supervision until he is sent home in the care of a responsible adult with appropriate follow up care instructions including advice on driving
 - Advise the Rider that they cannot ride until successfully completing the post-concussion protocol (BHAAC) À a minimum of six clear days after the concussion
 - Make an entry on RIMANI and, if appropriate, in the MRB, in red ink indicating the date of the injury and that the suspension requires clearance by the CMA. On Point-to-Point Courses, ensure this information is recorded on Medical Report Form A
 - Notify the Rider of the Concussion Helmet Bounty Scheme

75 High Holborn

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Registration and Disciplinary Procedures
Medical Provision and Facilities
Foreign, Amateur and Point-to-Point Riders
Role of the Managing Executive/Organising
Committee (and Nominated Representatives)
Information to be Included in the Standing Orders
SRMO Briefing
Race Day Confirmation Form

Circulation

Stipendiary Stewards
Clerks of the Scales
Inspectors of Courses
Integrity Service Providers
Racecourse Association
Annex A
Annex B
Annex C
Annex D
Annex E
Annex F
Annex G

Registration and Disciplinary Procedures

Registration Process

On a yearly basis all Medical Staff (except first aiders, crowd doctors and ambulance personnel - see notes 5 and 6) must (re)register with the BHA. Reminders will be sent to the Clerks of the Courses/Point-to-Point Organising Committees and previously registered staff in November. Notification of satisfactory registration will be sent by email to the practitioner and the course they nominate as their main course/PPA (for Point-to-Point Doctors). Failure to provide the requested information will result in removal of the individual from the BHA Register.

The online system can be accessed at:

<https://britishhorseracing.wufoo.eu/forms/medical-staff-registration-form/>

	Full Registration Professional Body, without restriction e.g. GMC	Current Appraisal	BLS and AED training in last 12 months	Trauma Course in last 3 years (note 1)	Moulage practice on course in last 12 months (note 2)	Indemnity cover for work at racecourse	DBS (note 7)
SRMO (note 3)	R	RE	RE	RE	RE	RE	R
RMO	R	RE	RE	RE	RE	RE	R
Nurse	R	OE	RE	OE	RE	RE	R
Physiotherapist (note 4)	R	OE	RE	OE	OE	RE	R

R - Required O - Optional E - Evidence Required

Note 1: Approved trauma courses are those with approval by the Faculty of Pre-Hospital Care or by one of the UK Royal Colleges and should cover Pre-Hospital Care ideally with an equestrian or sporting emphasis. Those clinicians wishing to cover Pony Racing should ensure their chosen course includes paediatric trauma training.

Note 2: On at least an annual basis, clinicians must undertake practical training on at least one racecourse where they work to rehearse clinical scenarios including scene safety, immediate medical care and casualty extraction. There should be a 'table-top' Major Incident rehearsal. This should include ambulance providers and other relevant staff e.g. racecourse employees. Documentary evidence of this should be provided by the organising SRMO and Clerk of the Course to be submitted with the next registration cycle. This is not required for Point-to-Point but is strongly recommended.

Note 3: New SRMOs on Licensed Racecourses will fall into 3 categories: SRMO(Flat); SRMO(Jump); and SRMO(Dual). In order to be appointed as an SRMO, new applicants must meet the following criteria:

- An SRMO is an RMO who has officiated at a minimum of 30 race meetings flat or jump to achieve the necessary designation. Dual qualification requires a total of 40 race meetings with at least 10 flat or jump; and
- Has acted as a probationary SRMO for 5 (5 of each if dual qualified) of those meetings with another SRMO present; and
- Has undertaken an approved SRMO course; and

- Has been assessed whilst acting as an SRMO at a race meeting by a BHA appointed assessor

SRMOs must act as Senior for at least 4 race meetings over 2 years to retain their SRMO status.

Doctors who worked on Point-to-Points as Senior RMO prior to registration cycle commencing 1 January 2018 will automatically be eligible to continue to do so. New applicants should contact the CMA directly to discuss the requirements.

Note 4: Persons retained by the Managing Executive to provide physical and massage therapy for Riders on race days must comply with the current 'Physiotherapy Service Level Agreement' jointly agreed by BHA, RCA, IJF and PJA.
 Note 5: First aiders must hold certification from an organisation compliant with the Health and Safety (First-Aid) Regulations 1981 which is valid and current according to the HSE regulations for first aid at work. Employers should consider DBS checks on these staff.

Note 6: It is recommended that Managing Executives/Point-to-Point Organising Committees that employ crowd doctors follow advice from The Sports Grounds Safety Authority (SGSA) as they fall outside the remit of BHAGI 11.

Note 7. Initial DBS registration will need to be organised by the practitioner possibly through another employer.

Disciplinary Process

Medical Staff are reminded that under the terms of their registration with the BHA, if they have any concerns regarding the health (physical or psychological) or competence of themselves or their colleagues which may interfere with the ability to deliver safe and effective care, they should report this as soon as practical to the CMA. Any disciplinary investigation by a non-racing employer or regulatory body should be reported by the individual to the CMA.

Failure to comply with the requirements of the annual registration process will result in the temporary suspension of the registration of the practitioner. Racecourses which employ an individual as a member of the Medical Staff who is not on the current BHA Register will be in breach of BHAGI 11 and therefore liable to sanction.

In the event of information being received by the CMA which raises concern about a practitioner, the following steps will be taken:

- The BHA Head of Integrity and Head of Race Day Operations will be informed of the non-clinical aspects of the case and will be kept abreast of developments. For Point-to-Point the PPA will be informed.
- A written report will be requested from the informant/practitioner/Managing Executive/Point-to-Point Organising Committee
- The clinical aspects will be discussed with the SRMO Advisory Group and when relevant the PPMA, excluding any member who may be subject to enquiry
- Further advice may be sought informally and anonymously from the GMC and/or experts in the field
- If warranted, a formal discussion will then take place with the Responsible Officer (RO) of the practitioner who will then take over any further action including possible referral to the GMC and liaison with employers. Only if recommended by the RO will the practitioner be suspended from the BHA Register
- A written report will be sent to the practitioner, the Managing Executive and the BHA Head of Integrity and Head of Race Day Operations (and PPA when relevant)

when a conclusion is reached, or when significant events warrant earlier communication

- Following enquiries possible outcomes include:
 - i) no action
 - ii) written warning
 - iii) conditions placed on ability to practice on a racecourse
 - iv) suspension or removal from the BHA Register

Concerns that are not of clinical significance, e.g. repeated lateness, should be dealt with at a local level on a contractual basis by the Managing Executive/Point-to-Point Organising Committee.

Medical Provision and Facilities

Part A: Ambulance Requirements

Ambulance providers must comply with the following requirements and in addition give details to the Managing Executive/Point-to-Point Organising Committee of their governance processes particularly with reference to:

- Ensuring their staff are registered and suitably trained to deliver care to all individuals present on a race day
- Stock control of drugs and equipment
- Vehicle malfunction

Vehicles

The racecourse must enter into a contract with an ambulance provider to supply sufficient numbers of ambulances and ambulance personnel to ensure that at the start of any meeting there are at least two paramedic ambulances available. For jump meetings a third vehicle is required which may be a paramedic ambulance or rapid response vehicle (RRV). This provision should be separate from that required for spectator cover.

If required by the SO, the racecourse or ambulance provider must supply a suitable vehicle and driver for the (S)RMO to follow the field. This may be one of the ambulance vehicles referred to in the preceding paragraph.

The entire course must be accessible by an ambulance vehicle at all times. Ambulance providers must supply a range of vehicles suitable both for accessing the track (e.g. 4x4) and for delivering care to an injured patient during hospital transfer.

The racecourse should make provision to retrieve any medical vehicle that gets stuck in mud. Provision must be made in the event of an ambulance becoming non-functioning as a result of breakdown to repair or replace it to allow racing to continue as soon as possible.

In the event that at a **flat meeting** a Rider is transported to hospital in a course ambulance racing may continue as long as the following criteria are met:

- the remaining one paramedic ambulance is fully equipped to BHAGI 11 and is not depleted of any ambulance personnel or significant equipment following any earlier incident and can access all areas of the course
- the (S)RMO is not transported in the remaining ambulance
- two (S)RMOs remain on the course
- a clear protocol exists to effectively call in an NHS vehicle in the event of multiple fallers
- this process is supported by the ARA

In the event that at a **jump meeting** a Rider is transported to hospital in a course ambulance racing may continue as long as the following criteria are met:

- the remaining two paramedic vehicles are fully equipped to BHAGI 11 and not depleted of any ambulance personnel or significant equipment following any earlier incident and all areas of the course can be accessed.
- two (S)RMOs remain on the course
- a clear protocol exists to effectively call in an NHS vehicle in the event of multiple fallers
- this process is supported by the ARA

In the event that at a **Point-to-Point Meeting** a Rider is transported to hospital in a course ambulance racing may continue as long as the following criteria are met:

- the SRMO remains on the course and is satisfied that it is safe to continue to race
- a minimum of three medical resources remain on the course (two doctors, one paramedic ambulance or one doctor, two paramedic ambulances)
- the remaining paramedic ambulance(s) is fully equipped to BHAGI 11 and is not depleted of any ambulance personnel or significant equipment following any earlier incident and can access all areas of the course
- a clear protocol exists to effectively call in an NHS vehicle in the event of multiple fallers
- this process is supported by the ARA

Staffing

Ambulances must be staffed by a minimum of two ambulance personnel, comprising one paramedic plus one paramedic or ambulance technician or emergency care support worker, emergency care assistant (ECA) or St John's emergency transport attendant. Any RRV should be crewed by a paramedic. Staff must be familiar with the use and location of the equipment held on their vehicles

Equipment and Supplies

Ambulances must contain and have immediately available the following equipment. All gloves, airway and IV equipment must be latex free and disposable. This list represents the minimum provision:

Immobilisation Devices

- A set of box splints or vacuum splints
- Cervical collars - disposable adjustable semi-rigid collar(s) adult and paediatric
- Femoral traction splint (e.g. Kendrick)
- Pelvic binder (e.g. SAM Sling)
- Scoop stretcher with head immobilisers and immobilisation straps
- Vacuum mattress

Airway equipment

- Bag valve mask device (disposable)
- Electronic suction unit (portable) plus disposable Yankauer and flexible suction catheters
- Oropharyngeal airways (sizes 0, 1, 2, 3 and 4)
- Nasopharyngeal airways (sizes 6 and 7)
- Supra-glottic airways sizes 3,4,5 plus fixation device (if required)
- Non-rebreathing oxygen masks

- Transfer monitor to include ECG, NIBP, SaO₂, capnography. If not available a separate ETCO₂ monitoring device is needed in the vehicle used for hospital transfer
- Nebuliser Masks
- Portable 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 in addition to any vehicle mounted supplies.
- Entonox or nitronox (nitrous oxide 50%/oxygen 50%) kit + one fully charged reserve cylinder or two Methoxyflurane (Penthrox) inhalation devices

Vascular Access Equipment and supplies

- Crystalloid intravenous fluids 0.9% saline - minimum 2 litres
- Giving sets crystalloid - minimum 4
- Hypodermic needles (minimum of 12 in a range of sizes 18g, 21g, 23g, 25g)
- Intravenous cannulae 2 of each size 14g, 16g, 18g, 20g, 22g
- Cannulae dressings
- Intraosseous vascular access system
- Sharps box
- Syringes (minimum of 12 in a range of sizes 2ml, 5ml, 10ml and 20ml)

Oral medication

- Aspirin 300mg

General equipment

- Dressings and bandages
- Haemostatic agent/dressing
- Haemorrhage control tourniquet e.g. CAT
- Defibrillator (preferably an AED) with 2 sets of chest leads/pads
- Gloves (non-latex)
- Pulse oximeter
- Sphygmomanometer
- Stethoscope
- Triangular bandages or sling
- Venous tourniquet
- Ice packs
- Blood glucose testing equipment
- Casualty Triage Cards x 10 per vehicle or 30 in total on site.

Drugs

- Adrenaline (Epinephrine) 1mg 1:10,000 injection for I/V use (10ml x 5)
- Adrenaline (Epinephrine) 1mg 1:1,000 injection for I/M or S/C use (1ml x 2)
- 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 (x1)
- Anti-emetic injection (practitioner's choice - e.g. ondansetron 4mg/2ml or prochlorperazine 12.5 mg (x2)
- Atropine sulphate injection (minimum 600mcg) (x2)
- Benzodiazepine for rectal, buccal or intranasal administration (x2)

- Benzodiazepine injection (e.g., midazolam, DiazemulsR) (x2)
- Benzylpenicillin 600 mg injection (x2)
- Chlorphenamine 10mg injection (x2)
- Glucose infusion 10% (1 x 500ml) (x1)
- Glucose 40% oral gel (x1)
- Glyceryl Trinitrate (GTN) spray 400mcg/dose (x1)
- Hydrocortisone injection 100mg ampoule (x2)
- Injectable opiate analgesia for severe pain. A minimum of SIX 10mg ampoules of morphine (or an equivalent supply of diamorphine), divided between two different medical personnel, who are not deployed together to the same location should be available at each course
- Naloxone hydrochloride injection 2mg in total
- Paracetamol intravenous preparation 1g per 100 ml (x2)
- Salbutamol nebulas 5mg (x5)
- Tranexamic acid 500mg in 5ml (x2)
- Water for injection (5 x 10mls)
- Normal saline for injection (5 x 10mls)

**Part B: Jockeys Medical Room (JMR) requirements
(Licensed Racecourses only)**

The racecourse must provide a JMR (see Racecourse Manual for recommended dimensions) situated near to the jockeys' changing room which must:

- Have adequate lighting, ventilation and heating
- A self-contained private toilet
- Contain at least two medical grade couches (ideally height adjustable) allowing free access on both sides with disposable screening curtains. Hospital grade beds may be used instead of couches if they have removable bed-ends, are wheeled and suitable to perform CPR upon
- Space for a dressing trolley
- Privacy - conversation should not be overheard from outside the room
- Sheets (if used) - disposable or roll paper available for each patient with antiseptic wipes available for use between patients.
- Spot lighting - suitable for stitching (can be free-standing or wall mounted).
- Electrical sockets - sufficient for any electrical equipment
- Hand basin - preferably with elbow taps, paper towels, liquid cleanser dispenser or antiseptic hand wash
- Easily cleaned, hygienic working surfaces and floor covering (non-slip)
- Sharps disposal box (as provided by an accredited hygiene system, or a local hospital arrangement)
- Clinical waste bin (as provided by an accredited hygiene system, or a local hospital arrangement)
- Clean waste bin
- Body Fluids Spillage Kit
- Dressings trolleys/trays
- Good access for an ambulance stretcher/trolley.
- Contain a functioning telephone with a dedicated outside line which cannot be blocked by incoming calls
- Hard wired internet access or reliable Wi-Fi service
- Contain a two-way radio at all times with adequate signal
- Contain a television monitor to view the racing

- Contain a copy of the BHAGI, SO, ARA, Major Incident Plan and a detailed inventory of all drugs and equipment held in the JMR.
- Only be used for attending to injured riders, unless dispensation has been obtained from the BHA Medical Department

Equipment and Supplies

Airway equipment

- Bag valve mask device (disposable)
- Electronic suction unit (portable) plus disposable Yankauer and Flexible Suction Catheters;
- Oropharyngeal (O/P) Airways (sizes 0, 1, 2, 3 and 4)
- Nasopharyngeal airways (sizes 6 and 7)
- Supraglottic airways sizes 3,4,5 plus fixation device (if required)
- Non-rebreathing oxygen masks
- End tidal CO₂ detector/monitor
- Nebuliser masks
- 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 CD size)

Intravenous Equipment and supplies

- Crystalloid intravenous fluids - minimum 2 litres, (0.9% saline)
- Giving sets for crystalloid - minimum 4
- Hypodermic needles (minimum of 12 in a range of sizes 18g, 21g, 23g, 25g)
- Intravenous cannulae 2 of each size 14g, 16g, 18g, 20g, 22g
- Cannulae dressings
- Sharps box
- Syringes (minimum of 12 in a range of sizes 2ml, 5ml, 10ml and 20ml)

Drugs

- Adrenaline (Epinephrine) 1mg 1:10,000 injection for I/V use (10ml x2)
- Adrenaline (Epinephrine) 1mg 1:1,000 injection for I/M or S/C use (1ml x2)
- 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 (x1)
- Anti-emetic injection (practitioners choice - e.g. ondansetron 4mg/2ml or prochlorperazine 12mg (x2)
- Atropine sulphate injection (minimum 600mcg) (x2)
- Benzodiazepine for rectal, buccal or intranasal administration (x2)
- Benzodiazepine injection (e.g., midazolam, DiazemulsR) (x2)
- Benzylpenicillin 600 mg injection (x2)
- BOAST 4 Guidelines Antibiotics
Clindamycin 600mg (x1) and either one of Cefuroxime 1.5g or Co-amoxiclav 1.2g
Or
Pre-hospital antibiotic regime as recommended by local MTC microbiologist or local NHS Ambulance Service Guidelines
- Chlorpheniramine 10mg injection (x2)
- Glucagon injection 1mg/ml stored at 4-8. C, or at room temperature. If stored at room temperature, it has a maximum shelf life of 18 months and the date on

which the product ceased to be refrigerated must be clearly marked on the outside of the pack. The pack must be discarded when the expiration date is reached, or after 18 months, whichever is sooner (x1)

- Glucose infusion 10% (1 x 500ml) (x1)
- Glucose 40% oral gel (x1)
- Glyceryl Trinitrate (GTN) spray 400mcg/dose (x1)
- Hydrocortisone injection 100mg ampoule (IM or IV) (x2)
- Non-opiate injectable analgesia e.g. diclofenac or ketorolac (x2)
- Local anaesthetic injection (for suturing) (x5)
- Naloxone hydrochloride injection 2mg in total
- Paracetamol intravenous preparation 1g per 100 ml (x2)
- Salbutamol inhaler 100mcg/dose
- Inhaler spacer device or electric nebuliser
- Salbutamol nebuliser 5mg (x5)
- Tranexamic acid 500mg in 5ml (x2)
- Water for injection (5 x 10mls)
- Normal saline for injection (5 x 10mls)
- Saline for eye irrigation

Oral Medications

- Antacid (practitioner's choice - tablets or liquid)
- Antihistamine (practitioner's choice)
- Aspirin 300mg
- NSAID (practitioner's choice)
- Paracetamol 500mg

General Equipment

- Dressings, bandages, adhesive tape
- Cold packs or access to an ice machine or continuous source of ice
- Adjustable neck collar or set of collars
- Defibrillator (preferably an AED) with 2 sets of pads
- Gloves (non-latex)
- Head Injury Instruction Sheet to be given to the injured Rider and accompanying adult, such as the BHA' Assessment of Concussion Protocol (BHAAC) or another NICE compliant document <http://www.nice.org.uk/guidance/cg176>
- Patella hammer
- Pulse oximeter
- Sphygmomanometer
- Sterile suture kits - disposable
- Sutures - range of sizes and materials. May include skin stapler and remover.
- Steristrips or skin glue (Practitioner's choice)
- Stethoscope
- Thermometer - digital/electronic aural only (not mercury/bulb)
- Upper arm slings
- Pelvic binder
- Urine dipsticks (to detect haemoglobin and glucose)
- Venous tourniquet

Part C: RMO Medical Equipment

A RMO's medical bag must contain the following latex-free equipment and should be carried at all times:

Airway Equipment

- Nasopharyngeal Airways (N/P) (sizes 6 and 7)
- Oropharyngeal (O/P) Airways (sizes 1,2,3,4,)
- Pocket mask or Bag Valve 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 18g, 20g, 22g)
- Cannula dressings
- Sharps Box
- Syringes (minimum of 6 in a range of sizes 2ml, 5ml, 10ml)

Drugs

- Adrenaline (Epinephrine) 1mg 1:1,000 injection for I/M or S/C use (x1) or adult Epipen
- Anti-emetic injection of practitioner's choice (prochlorperazine 12.5mg or ondansetron 4mg/2ml) (x1)
- Benzodiazepine injection (e.g., midazolam, Diazemuls^R) (x1)
- Chlorpheniramine maleate 10mg/ml injection (x1)
- Glyceryl Trinitrate (GTN) Spray 400mcg/dose (x1)
- Injectable analgesia for severe pain (x1)
- Naloxone Hydrochloride 2mg in total injection; (only if opiates carried)
- Salbutamol inhaler 100mcg/dose; (x1)
- Water or Normal Saline for Injections (2 x 5mls)

General Equipment

- Gloves (non-latex)
- High visibility identification (unless on PPE)
- Stethoscope
- Venous tourniquet
- Tape, triangular bandage, trauma wound dressing
- Tuff-Cut shears/scissors or equivalent
- A detailed list of all drugs and equipment held in the bag.

Part D: Riders Medical Area (RMA) (Point-to-Point Courses only)

Point-to-Point Courses must provide a RMA situated near to the jockeys' changing room or weighing room which must:

- Have adequate lighting, ventilation and heating
- Contain an examination couch or ambulance trolley-bed.
- Privacy - conversation should not be overheard from outside the room

Part E: Jockeys Treatment Room (JTR) (Licensed Racecourses only)

Suitably furnished accommodation situated near to the jockeys' changing room is to be provided for a separate JTR for physiotherapy treatment, which contain the following:

- Adequate heating, lighting, power and hot water supply

- A height adjustable treatment couch with a breathing hole.
- Sufficient floor space allowing free movement around the whole of the treatment couch
- Connectivity to the HRS-RACO Wi-Fi network
- In locations where there are no means of direct communication with other Medical Staff, access to the RMO radio channel is required
- A TV monitor screening live coverage of the racing allowing the therapist to observe and prepare for any acute injuries
- Clinical waste bin
- Chair and desk/table

Foreign, Amateur and Point-to-Point Riders

Foreign, Amateur and Point-to-Point Riders must be dealt with as follows by Medical Staff:

1. The Declarations Clerk must obtain the Rider's MRB upon their arrival at the racecourse and pass this to the Clerk of the Scales for the MRB to be scrutinised by the (S)RMO.
2. The (S)RMO must:
 - Review the Rider's MRB. (S)RMOs must be aware that entries made in a MRB by Point-to-Point Doctors, Arabian Race Doctors or other Doctors should be examined with particular care as they may not be in red ink and may not conform with entries under the Rules.
 - If an Amateur Rider or Point-to-Point Rider attends without an MRB and is not on RIMANI they are not permitted to ride unless the SRMO has prior approval from the CMA or their deputy
 - Decide whether the Rider needs to be examined as per the flow chart below
3. The Rider must sign an Attestation/Point-to-Point Declaration Certificate confirming that he is not subject to any suspensions and is free from injury on the day of racing.
4. If a the Rider suffers from any serious injury (including concussion):

The Clerk of the Scales will:

- Inform the BHA 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; and
- Amend the Attestation Certificate accordingly

The (S)RMO must:

- Enter the Rider on RIMANI. If the Rider is not listed, complete an MRB3 form and fax it to the BHA Medical Department as soon as possible. For Point-To-Point details must be entered on the Medical Report Form A and sent to the BHA Medical Department as soon as possible.
- Add details of the injury and the recommended period of medical suspension from riding to the Attestation Certificate
- Countersign the Attestation Certificate if the Rider is from another country which does not issue MRBs

At the conclusion of racing, the Clerk of the Scales will:

- Complete the Attestation Certificate, recording whether or not the Rider has suffered an injury, and whether or not he has incurred a period of medical suspension
- The Attestation Certificate will then need to be returned to BHA Medical Department for onward transmission to the parent Turf Authority

5 In the event that an Amateur Rider suffers an injury, an entry must be made on RIMANI and in the Rider's MRB.

Role of the Managing Executive/Point-to-Point Organising Committee (and their Nominated Representative)

The Managing Executive/Point-to-Point Organising Committee must:

General Duties

- Take responsibility for compliance with legislation or Government guidance on the provision of Medical Services for Spectators
- Ensure any amendments to official guidance from the BHA, PPA, RCA and other parties is communicated to the medical team
- In conjunction with the SRMO, annually complete the following matters:
- Undertake an ARA of their course in consultation with the SRMO and ambulance provider, with reference to medical provision, to ensure that the minimum standards set out in the BHAGI 11 are adequate to safely cover their courses in respect of the numbers and types of Riders, spectators and the local geography.
- The ARA must take into account historical falls/injury data for that course. Each year the BHA Medical Department will circulate falls data and where available injury and hospitalisation data for each course. Jump Courses with injury rates (or, if not available, falls rates) higher than the mean (average) must clearly justify in their ARA why they can safely operate with two ambulance vehicles in the event that the third ambulance vehicle has taken an injured Rider to hospital.
- Review the racecourse's SO
- Confirm registration of RMOs and nurses with BHA Medical Department
- Support training of RMOs and nurses including practice recovery session
- Consider written contracts for the following if operational on the racecourse - RMOs, ambulance providers, nurses, physiotherapists, first aiders and voluntary services.
- Exemptions (from BHAGI 11) agreed by the BHA
- Prepare a Major Incident Plan.

On race days

- Appoint a nominated representative for all medical matters
- Ensure that the requirements and procedure outlined in BHAGI 11 are complied with in all aspects
- Following consultation with the SRMO, complete and sign the Race Day Confirmation Form (Annex G) and hand it to the Stipendiary Steward/Point-to-Point Chairman of Stewards no later than 30 minutes before the scheduled time for the start of the first race
- Inform the Stipendiary Steward/Chairman of Stewards as soon as possible if the required Medical Staff or ambulances are not present or if there is non-compliance with BHAGI 11
- Make the Declarations Clerk aware of his responsibility for the MRBs
- Place notices in the Weighing Room to:
- Designate the position in the Weighing Room where the RMO can be found after each race
- Require all Riders to report to an RMO on every occasion immediately after they have had an accident or a fall (including Riders who have been given permission on course to remount after a fall)
- Satisfy themselves that all Medical Staff attending jump and Point-to-Point meetings are conversant with applicable bypassing procedures
- After the end of racing, give permission for the ambulance personnel to leave the racecourse

- Advise the Stewards to call an immediate halt to racing if the requirements and procedures outlined in BHAGI 11 are not being complied with and, in the judgement of the SRMO, patient safety would be compromised.

On Licensed Racecourses, 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 SRMO, the BHA will normally notify the Managing Executive that they may not employ the SRMO in this capacity until he has successfully completed a further training for SRMOs agreed to by the BHA. Where such notification is given, the Managing Executive may continue to employ the SRMO, but only as an RMO. This restriction will apply across all racecourses

Information to be Included in the Standing Orders

The Standing Orders (SO) of a Licensed Racecourse/Point-to-Point Course must include details of:

- The organisation and operation of all the medical services on the racecourse/point-to-point course
- The deployment of medical resources including the location and deployment of RMOs and ambulances at the start, during and after each race for and starting stalls tests
- Procedures relating to flag, radio and telephone communications including back-up systems and confidentiality
- Bypassing procedures
- A detailed plan of the racecourse/point-to-point course, clearly showing ambulance access points, parking points and all medical facilities including the JMR/RMA.
- A list of all the Medical Staff employed by the racecourse/point-to-point course with primary contact details and those of the ambulance provider
- A summary of the Local Trauma Network's standard operational procedures (e.g. flowchart) for the transport of patients to a trauma centre
- Location of, routes to, and specialties and grades of local hospitals
- Any dispensations from the BHA
- Year updated.

SRMO Briefing

General

Not later than 60 minutes before the time of the first race, deliver the briefing to all Medical Staff.

Confirm equipment in the following locations has been checked and complies with BHAGI 11 requirements:

- Ambulances
- RMO bags
- JMR/JTR/RMA

The briefing should include:

- Deployment and actions of all Medical Staff for each type of race on the card by reference where possible to a large wall map of the course
- Confirm all Medical Staff have read and understood the most recent versions of BHAGI 11 and the SO
- Emphasise personal safety when attending to fallers within the one minute response time
- Explanation of the arrangements for bypassing fences

- Explanation and confirmation of communication arrangements including undertaking a radio check and highlighting the non-secure nature of some radio networks.
- Ensure all staff are easily identifiable as Medical Staff and wearing correct PPE
- Confirm management of casualties, evacuation from track and JMR
- Confirm destination hospitals for that day
- Confirm Physiotherapist present (Licensed Racecourses only)
- Major Incident alerts, rendezvous points, and roles.
- Reminder of Notification of Injured Jockey procedure and BHA Assessment of Concussion procedure

**RACE DAY CONFIRMATION THAT MEDICAL ARRANGEMENTS
MEET BHAGI SECTION 11**

We the undersigned confirm that the medical arrangements at

_____ Racecourse/Point-to-Point Course

on _____ (date)

meet the requirements of BHAGI section 11 and that racing may commence. In particular, we confirm that detailed checks for compliance have been carried out with regard to the following:

- (S)RMOs, RMOs, physiotherapists and nursing staff are registered with the BHA Medical Department
- Equipment held by the JMR, RMOs and ambulances are compliant with BHAGI 11
- All Medical Staff have received a full briefing, have read and understood the current BHAGIs and Standing Orders, and are fully aware of their duties.

Nominated Representative

Signed:

Name:

Senior Racecourse Medical Officer

Signed:

Name:

**TO BE HANDED TO THE STIPENDIARY STEWARD/CHAIRMAN OF STEWARDS
NO LATER THAN 30 MINUTES BEFORE THE TIME OF THE FIRST RACE**

**RACE DAY AIDE-MEMOIRE FOR SRMO
Racecourse/ Point-to-Point Course:**

DATE: _____

On arrival

1. Report arrival to the nominated representative of the Managing Executive/Point-to-Point Organising Committee
2. Check the 'RED Entry List' on RIMANI or PPA Red Entry list and confirm with the Clerk of the Scales the Riders at the meeting who require examination
3. Collect radio and confirm the RMO frequency
4. Medically examine any Rider - at the request of the Clerk of the Scales.

60 minutes before racing - checks/inspections

5. Confirm arrival of all Medical Staff
6. Confirm the equipment and supplies in the following locations are BHAGI 11 compliant or delegate this role to another clinician
 - each RMO bag
 - the JMR/RMA
 - the ambulances
7. Ensure that each ambulance crew is given a copy of the current Standing Orders and BHAGI 11
8. Ensure that all other Medical Staff have previously been given a copy of the current Standing Orders and BHAGI 11
9. 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)

10. Ensure that all Medical Staff are in attendance
11. 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 course)
12. Ensure that all Medical Staff are aware of the exact arrangements for bypassing on that race day
13. Ensure that RMOs are wearing appropriate PPE
14. Ensure that communication arrangements are clearly understood and that all radios are working. RMOs are to be reminded that radio transmission is not a confidential network and therefore sensitive medical information should only be transmitted by telephone (landline or mobile).

Immediately after the briefing

15. Ensure that a RMO is available to examine any Riders requiring medical clearance

30 minutes before the time of the first race

16. Confirm with the nominated representative of the Managing Executive/Point-to-Point Organising Committee that medical arrangements comply in full with BHAGI 11 and the Standing Orders.

During racing

17. Ensure that a RMO or Paramedic 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
18. Ensure that a RMO or ambulance personnel attends to every faller within one minute
19. Ensure that a RMO reports to the Clerk of the Scales between every race or at a Point-to-Point a RMO attends the Weighing Room/Tent at a place clearly marked after each race to examine all the fallen Riders and to be available should further services be required.

20. Ensure that a 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.
21. Ensure that all injuries and RED Entries are entered onto RIMANI or paper record by the examining clinician under their login/signature. For Point-to-Point this must be entered on Medical Report Form A.
22. Liaise with the Clerk of the Course to ensure the Notification of Injury Protocol has been followed.

After racing

23. Ensure that all entries have been made on RIMANI and carry out the 'End-of-Day' report or BHA Medical Report Forms A & B for Point-to-Point Courses
24. If it is not possible to complete the 'End-of-Day' report enter all the information onto a MRB3 form(s) and fax to the BHA Medical Department immediately (020 7152 0136).
Note: 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
25. Ensure that all Red Entries (including Red RMO Entries) have been notified to the CMA. For Point-to-Point all pre-existing Red Entries that have been cleared that day must also be notified to the CMA.
26. Ensure that the BHA/RCA Injury Notification Protocol has been followed
27. Confirm with the nominated representative of the Managing Executive/Point-to-Point Organising Committee that all Medical Staff may be released
28. Stand down Medical Staff.

Supporting Documents, Policies and Contact Numbers

Documents

The following documents and policies are held electronically on RIMANI under a 'patient' called BHAGI 11 or will be sent out by the PPA at the beginning of the season.

Discharge against Medical Advice
Clavicle Fractures
BOAST 4 Guidelines
NICE HI Guidelines
Notification of Injury Protocol
On Course Physical Therapy Services Guidelines
Prohibited Substances
Concussion Protocol
Concussion Helmet Bounty Scheme
Resuscitation Council
Race Day Confirmation Form
Serious Incident Management Policy
Media Policy
Major Incident Planning
Racecourse Medical Inspections

Numbers

CMA	0788 567 440	(Dr Jerry Hill)
PPMA	07769 991 516	(Dr Peter Johnson)
BHA	Tel 020 7152 0138 Fax 020 7152 0136	(Medical Dept.)
IJF	01638 662 246 07885 399432	(main switchboard) (Lisa Hancock CEO)
PJA	01635 778108 07966 590 1055	(main switchboard) (Paul Struthers CEO)
RCA	01344 873536	
Weatherby	01933 227214	(Technical)

Definitions and Abbreviations

ARA	Annual Risk Assessment
BHA	British Horseracing Authority
BHAAC	British Horseracing Authority Assessment of Concussion
BHAGI	British Horseracing Authority General Instructions
BHA Register	Register of all approved Medical Staff
CMA	British Horseracing Authority Chief Medical Adviser
CQC	Care Quality Commission
Fallen Riders	Riders who fall, including those who remount and may appear uninjured.
First Aiders	First aid trained attendants retained by the Managing Executive
Foreign Riders	Riders licensed by other recognised Turf Authorities who wish to ride in Great Britain on a temporary basis under Rule (D)27
GMC	General Medical Council
HCPC	Health and Care Professions Council
JMA	Jockeys Medical Area (Point-to-Point)
JMR	Jockeys Medical Room (Professional Courses)
JTR	Jockeys Treatment Room (Physio Room)
Medical Staff	Doctors, Nurses, Ambulance Personnel, Physiotherapists and First Aiders
MRB	Medical Record Book
MRB3	Paper form of Medical Record Book for use when RIMANI not functioning or when Rider not on Rimani Paramedic Ambulance
PPA	Ambulance equipped to at least the same level as a frontline NHS vehicle, compliant with BHAGI 11 and in particular Annex B, and capable of transporting and allowing treatment of a casualty under emergency driving conditions on the public highway Point to Point Authority
PPE	Personal Protective Equipment - clothing and equipment used to ensure personal safety in the workplace e.g. gloves and weather/activity appropriate footwear/clothing
PPMA	Point to Point Medical Adviser
PRIS	Professional Jockeys Insurance Scheme
RED Entry	Entry in MRB or on RIMANI indicating an injury/illness that prevents Riders from riding until cleared
RIMANI	Riders Injury Management System - Computer/Electronic Medical Records system
RMO	Racecourse Medical Officer
RO	The Responsible Officer of a doctor, appointed by GMC
RP	Responsible Person
RRV	Rapid Response Vehicle - ambulance vehicle equipped to the same level as a paramedic ambulance but does not transport stretcher patients. Can be single crewed by at least one paramedic. May be used as (S)RMO transport.
SO	Standing Orders of a racecourse which set out the particulars of its medical facilities and resources.
SRMO	Senior Racecourse Medical Officer
TM2	Physiotherapy Records System
VEMCOM	Veterinary and Medical Communication - radio network

APPENDIX L

The British Horseracing Authority Assessment of Concussion (BHAAC) for Point-to-Point racing (on site at the time of the incident).

As per the NICE Guidelines (CG176) the following factors warrant transfer to an appropriate hospital:

Glasgow Coma Scale less than 15 at initial assessment

Glasgow coma scale (GCS) score of less than 15 on initial assessment.

Any loss of consciousness as a result of the injury.

Any focal neurological deficit since the injury.

Any suspicion of a skull fracture or penetrating head injury since the injury.

Amnesia for events before or after the injury [4].

Persistent headache since the injury.

Any vomiting episodes since the injury (clinical judgement should be used regarding the cause of vomiting in those aged 12 years or younger and the need for referral).

Any seizure since the injury.

Any previous brain surgery.

A high-energy head injury.

Any history of bleeding or clotting disorders.

Current anticoagulant therapy such as warfarin.

Current drug or alcohol intoxication.

There are any safeguarding concerns (for example, possible non-accidental injury or a vulnerable person is affected).

Continuing concern by the professional about the diagnosis.

When in doubt ALWAYS refer the rider to hospital

Name of rider

Contact Tel. No. for rider

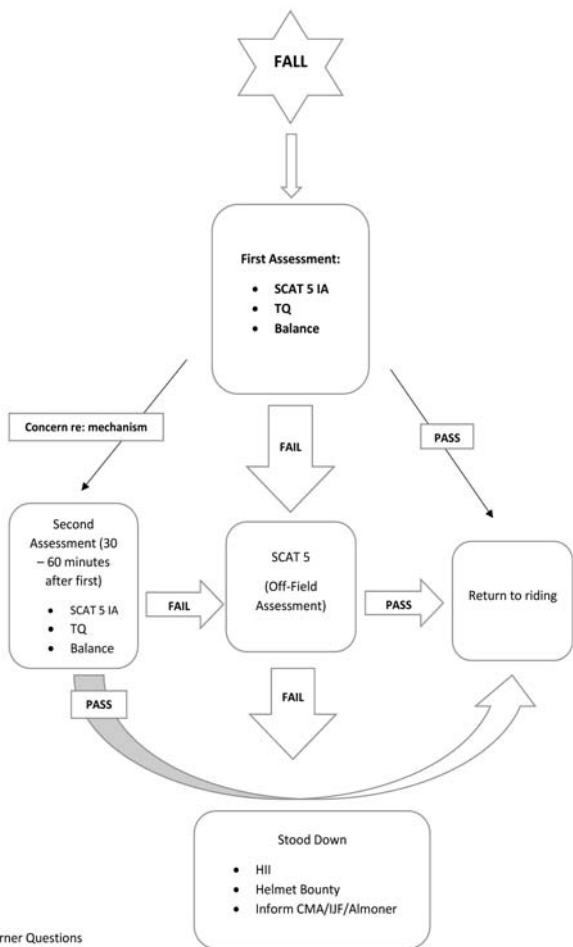
Point-to-Point venue Race No.

Date of examination Time of examination.

Name of examining doctor

Contact Tel.No. for doctor

(Block Capitals)



Memory Assessment -the "Turner" Questions

(in place of Maddocks Questions)

Failure to answer all questions correctly may suggest a concussion.

1. What RACECOURSE are we at today?
2. Which RACE NUMBER did you fall in and what TYPE of race was it?
3. Name of the HORSE being ridden at time of the fall (or the saddle cloth NUMBER)?
4. Name TWO other JOCKEYS riding here today?
5. Name any ONE of the following:-
Flat or Jump
Flat = Jim Crowley or
Jump = Richard Johnson
6. Number of rides booked that day
7. Name 2 other jockeys riding today

Balance testing- Tandem Stance

Instructions for tandem stance:

"Now stand heel-to-toe with your non-dominant foot in back. Your weight should be evenly distributed across both feet. You should try to maintain stability for 20 seconds with your hands on your hips and your eyes closed. I will be counting the number of times you move out of this position. If you stumble out of this position, open your eyes and return to the start position and continue balancing. I will start timing when you are set and have closed your eyes."

Observe the athlete for 20 seconds. If they make more than 5 errors (such as lift their hands off their hips; open their eyes; lift their forefoot or heel; step, stumble, or fall; or remain out of the start position for more than 5 seconds) then this may suggest a concussion..

Any jockey with a suspected concussion should be IMMEDIATELY STOOD DOWN, urgently assessed medically, should not be left alone and should not drive a motor vehicle

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