BHA GENERAL INSTRUCTIONS

BHAGI 8.1
Dtd 3 October 2022

To: Managing Executives
From: Chief Executive
Subject: STEWARDS' BOXES AND ROOM, PROVISION OF INFORMATION

Stewards' Boxes

1. The Main Stewards' Box is to:

   a) be in a side-on position unless overriding local conditions dictate otherwise;

   b) provide an overall uninterrupted view of the racing unless, in the case of boxes constructed before 1st January 1998, overriding local conditions dictate otherwise;

   c) be large enough to accommodate necessary Stewards and Officials (that is, a minimum frontage of 4.5 metres and depth of 3 metres - for those boxes constructed after 1st January 1998);

   d) provide security from the public and other distractions, such as the racecourse commentator.

2. A head-on box is to be provided, unless the Head of Stewarding has agreed that the use of a particular head-on box can be discontinued. The head-on box should have sufficient height to give an uninterrupted view of the whole course; if this is not possible it must, at least, give a satisfactory view of the closing stages of all races. Where the head-on box is the main box, an adequate side-on box is also to be available.

The Head of Stewarding should be contacted to discuss the on-going viability of a head-on box prior to any repairs or refurbishments being carried out.

Stewards' Room

3. The Stewards' Room is to be situated close to the Clerk of the Scales and within the Weighing Room Complex. It must be of adequate size and appropriately furnished. It is to have arrangements for showing video recordings and communicating with the Integrity Service Provider's camera patrol vehicle.

Transfer of electronic information

4.

   a) A direct telephone line that can be dedicated to the Stewards during the raceday must also be provided by the racecourse, and must terminate in the Stewards' Room unless otherwise agreed by the Racecourse Department. Broadband will be activated on this telephone line by or on behalf of the BHA; therefore, it must not be deactivated without prior communication with the BHA. This telephone line must have an easily accessible telephone socket and allow Stipendiary Stewards to dial out using a standard PC Modem.

b) Each racecourse Stewards' Room must have a wireless router network connected to the telephone line and a power connection located near the telephone socket. This router, an equipment cabinet and wireless access points will be provided by or on behalf of the BHA and must not be disconnected from either the telephone socket or power supply without prior consent from the BHA. New racecourse builds and weighing room redevelopments from March 2010 will be required to include two CAT5e Ethernet cables from the Stewards' Room, within the cabinet or next to the existing telephone line, to the centre of the Clerks of the Scales desk. These cables must terminate each end with the RJ45 sockets and meet health and safety requirements for trip hazards.

c) It is a requirement for all racecourses that the Stewards' Room and photofinish room be connected using an appropriate network link. In most cases this link will already have been installed by or on behalf of the BHA either using Ethernet cabling or a wireless bridge. However, racecourses can, if they wish, provide this network link. New racecourse builds or redevelopments from March 2010 are required to install an Ethernet or Fibre link if physically possible. The link should be cabled and terminate at both ends with a standard RJ45 socket. Where this is not possible, a wireless bridge can be provided and installed by or on behalf of the BHA. At the Stewards' Room end this link should be sited within the cabinet or as close as possible to the direct analogue telephone line (see paragraph 4a). At the photofinish room end, the racecourse should provide an adjacent power socket should be provided. An equipment cabinet and wireless access points will be provided by or on behalf of the BHA. All the equipment powering any wireless bridges or link to the photofinish room must not be disconnected without prior consent from the BHA.

d) From 3 October 2011 the racecourse will at the request of the BHA provide a power spur from the adjacent power sockets mentioned in paragraph 4b and 4c into the provided cabinets located in the Steward's Room and photofinish room.

Television Receivers

5. When racing at the course is shown on television by any network broadcaster or CCTV, the Stewards' Room and the main Stewards' Box are to be equipped with television receivers. Additionally, the Stewards' Room must have a receiver capable of showing SIS and/or Turf TV as appropriate.

Betting Information for Stewards

6. Betting information is to be provided in the main Stewards' Box for Stewards via a **TV monitor,** provided by the Integrity Service Provider if the meeting is covered by an Integrity Service Provider's television camera patrol unit, and a Text service.

Publications and information lists

7. The following publications and lists are to be available in the Stewards' Room at every meeting:

a) the current Guide to Procedures and Penalties;

b) the Racing Post.

Transport for Officials

8. Where distances to be traversed during normal duties make it necessary, a car should be provided for the use of the Stewards, Stipendiary Stewards and/or Veterinary Officer.

75 High Holborn
London WC1V 6LS

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BHA GENERAL INSTRUCTIONS

BHAGI No 8.2
Dtd 3 October 2022

To: Managing Executives
From: Chief Executive
Subject: JUDGES' BOXES

Maintenance

1. Judges' Boxes and their fixtures, fittings and fixed equipment are to be maintained in accordance with the requirements of the Racecourse Department. The Judges' Box is to be capable of being brightly lit to the standard of a 150 watt bulb or its equivalent. In addition, where a racecourse has fixtures during the Winter, a heater is to be provided.

The Judge is to be provided with a suitable chair (height and angle adjustable).

2. Access to the Judges' Box, photofinish room and fire escape(s) from both are to be kept free of obstruction.

Security

3. Only the following persons are to be admitted to the Judges' Box:

a) the Judge;

b) Integrity Service Provider staff on duty;

c) the Clerk of the Course;

d) an authorised Judge under training;

e) any other person with the prior agreement of the Judge.

4. No other person may be admitted to the Judges' Box. Staff members, whose duties take them into close proximity to the box (Racecourse Messengers, for example), should be watchful for unauthorised persons entering the box and challenge anyone who does so.

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BHA GENERAL INSTRUCTIONS

BHAGI 8.3
Dtd 1Oct 2026

To: Managing Executives
From: Chief Executive
Subject: WEIGHING ROOM AND CHANGING ROOMS – CRITERIA, SECURITY AND ACCESS, NUMBER CLOTHS/SPEED SENSING EQUIPMENT AND DATA

Weighing Room

1. The general Weighing Room area, which is to be suitably lit and heated, is to include:

a) accurate electronic scales (smallest divisions no greater than 0.5lb and which round down at all times), which are to be professionally calibrated at least twice a year, and fully operational on racedays. The electronic system is to include a remote wall-mounted digital display and an additional desk top display for the Clerk of the Scales. The centre of the scales pan must be indicated by a 'yellow square';

b) an emergency back-up power supply for the electronic scales. This can take the form of a suitable battery, which must be tested at regular intervals, to ensure that it remains operative;

c) sufficient tables, suitable chairs (height and angle adjustable) and power points (for the powering of all laptop computers) for the Clerk of the Scales and other Officials;

d) a rail, which must separate the actual weighing area from the rest of the Weighing Room. The Clerk of the Scales and the weighing scales will be positioned behind this rail;

e) an accurate clock set to the correct time clearly readable by the Clerk of the Scales (the clock is to be set by dialling 123 on each raceday to ensure accuracy);

f) an external telephone and a connection to the internal communication system;

g) a broadcast office within easy reach of the Clerk of the Scales and with facilities for its staff and equipment. The broadcast office, and the PA installation within must have an independent emergency power supply, which can be utilised promptly in the event of a power failure.

h) a Number Cloth Official with a supply of number cloths (see paragraphs 11 and 12) and a table or hanging rail for setting out the cloths;

i) a notice board;

j) notices showing the names of the Acting Stewards and the Handicapper (if present) or their non-attendance;

k) a digital colour CCTV system, comprising sufficient cameras, monitors and recording capability, to monitor and record activity in the vicinity of the Weighing Room (see paragraph 10);

l) a colour television within easy viewing range of the Clerk of the Scales;

Riders' Changing Rooms/Rest Room

2. The Riders' Changing Rooms, along with good lighting and heating, are to have:

a) Benches and table for bag packing;

b) clothes hooks and saddle rack;

c) adequate toilet and washing arrangements. *Minimum two showers for female riders and three for male riders. With effect from 1st January 2028 there must be a minimum of three showers for female riders and four for male riders*;

d) accurate trial scales (smallest divisions no greater than 0.2lb), calibrated at the same time as the main scales in the Weighing Room;

Note 1: For resilience purposes, those courses that use electronic trial scales should have a suitable surge protection in place on the main power supply.

e) an accurate clock (the clock is to be set by dialling 123 on each raceday to ensure accuracy);

f) where space permits, a notice board;

g) access to a dedicated Riders' rest room of minimum size of 20m^2 excluding kitchen area and equipped with appropriate furniture and television(s).

Catering for Riders

3. Food and drink must be provided for all riders from one hour before the first race until at least 30 minutes after the last race. From 1 April 2019 the food and drink provided must be in line with the latest version of the BHA and *PJA Racecourse Catering Guidelines: https://www.thepja.co.uk/wp-content/uploads/2026/02/Racecourse-Catering-Guidelines-2024.pdf*

Security of Weighing Room and Riders' Changing Rooms

4. The entrances to the Weighing Room and to the Riders' Changing Room are to be manned by members of racecourse staff instructed to prevent unauthorised persons from entering (an unauthorised person is a person not covered by any of the provisions in Annexes A and B).

5. Any door used by Valets for baggage, and any other unmanned Weighing Room/Changing Room door is to remain secure against entry by any person at all times, from half an hour before the advertised time of the first race until the Riders have weighed in for the last race, unless emergency use is required. At the same time, compliance with current Fire Safety Regulations must be achieved.

Access to the Weighing Room and Riders' Changing Rooms

6. The only persons entitled to enter the Weighing Room and Rider's Changing Rooms are those categories of person(s) authorised by the BHA and listed respectively at Annexes A and B.

Access to the Weighing Room or Rider's Changing Rooms to any other person not listed at Annexes A or B must be denied, except that other persons may be granted access at the discretion of the Clerk of the Scales. In all cases any person entering the Weighing Room or Rider's Changing Room areas may be required to show their badge, ID and Validity Pass or some other form of valid accreditation in order to establish their entitlement to access.

7. The point at which access to the Riders' Changing Rooms will be denied is the rail referred to in paragraph 1, where the Riders' Changing Rooms are situated behind such a rail. In cases where the Riders' Changing Rooms are not situated behind the rail, the point at which access will be denied is the door to the Riders' Changing Rooms. In all cases the right of access to the Riders' Changing Rooms will be enforced by a suitable person authorised and instructed to do so by the Managing Executive, and the point of access must be manned at all times by this person (or in times of absence by a suitably trained deputy) during the period specified in paragraph 6.

8. Copies of Annexes A and B are to be displayed on the notice board in the Weighing Room.

Safeguarding Requirements for Weighing Room and Riders' Changing Rooms

9. Reference should be made to BHAGI 1.5 and Annex A to BHAGI 1.5 for safeguarding standards for the weighing room and changing areas.

CCTV System

10. Maintenance of the CCTV system is the responsibility of the Managing Executive and must be carried out in accordance with the manufacture's instructions. The system must be regularly serviced. The Managing Executive is responsible for ensuring that the recordings are stored securely for a minimum of 28 days, after which they can be over-recorded. All access codes and passwords for the CCTV system must be registered with the BHA at intel@britishhorseracing.com and kept up to date. The Managing Executive or their representative will confirm with the Clerk of the Scales that CCTV is fully operational upon their arrival.

i) Camera positioning must ensure that key integrity areas within the Weighing Room are captured, including but not limited to the entrance to the Weighing Room, the scales and scales display and the entrances to the valet areas.

ii) The system must digitally record images from all necessary cameras on to a digital storage box (DVR). Such images must be available to be reviewed by the Stewards or other BHA Officials at any time, including whilst the system is still recording.

iii) Images must be in a format where they can be downloaded as a digital file.

Note: The data stored within the CCTV system is the property of the BHA and must not be accessed without the BHA's permission.

Number Cloths

11. Number cloths must be supplied and comply with the following requirements:

a) dimensions – between 100cm to 117cm wide and 75cm to 86cm long.

b) numbers – between 17cm and 30cm high, (numbers 1 and 7 as well as 6 and 9 to be sufficiently distinguished);

c) material – may be cotton or polycotton mix weighing not less than 113gr (4oz) or more than 198gr (7oz) per square metre;

d) Colour combinations to be suitably contrasting, for example:

- black/white;
- white/red;
- white/blue;
- black/yellow;

12. Any other number cloth which does not conform to the requirements laid down in paragraph 11, or if speed sensing equipment is to be incorporated, must be submitted to the Racecourse Department and be approved before it is used. However, providing the criteria laid down in paragraph 11 are met, applications for approval of number cloths are **not** necessary where they carry the name of the sponsor and/or a sponsor's logo, and conform with the Code of Conduct for Owner's sponsorship.

Speed Sensing Equipment/Data

13. Only speed sensing equipment approved by the BHA can be utilised by racecourses, whether carried in number cloths or otherwise. Through the racecourse's equipment provider, and solely for regulatory purposes, the data generated by the equipment must be readily available to the BHA.

Neutral Valet Area

14. Neutral Valets area with minimum size of 25m2, along with good lighting and heating, are to have:

a) to include access to washing machine and dryer, a drying room, a sink with hot and cold water, electric power points

b) supply of lead weights

c) access door for the loading of baggage to and from vehicles.

d) An accurate clock (the clock is to be set by dialing 123 on each raceday to ensure

accuracy.)

e) accurate trial scales (smallest divisions no greater than 0.2lb), calibrated at the same time as the main scales in the Weighing Room;

Note 1: For resilience purposes, trial scales should have a suitable surge protection in place on the main power supply.

Note 2: Electronic trial scales must be provided as per the requirements of paragraph 1a). However the dimensions of the scales pan must be 750mm x 750mm and the desk display for the Clerk of the Scales is not required.

Doping Control Room

15. Room contains a toilet, sink, desk for paperwork and adequate space for tester and jockey. Room can be used for another function but needs to be made available for testing on the day when notified that the testers are attending.

Warmup Room

16. Dedicated warm up area of minimum size of 10m2. List of equipment is listed in Annex C.

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26 Southampton Buildings
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Persons who may enter the Weighing Room	Annex A
Persons who may enter Riders' Changing Room	Annex B
Warmup Room Equipment List	Annex C

Annex A to BHAGI 8.3
Dtd 1 Oct 2026

PERSONS WHO MAY ENTER THE WEIGHING ROOM

NOTE: Only those with a clear work purpose should enter the weighing room area. The area should not be used for general congregating outside of direct working purposes.

Essential Roles for entry into the weighing room:

- Officials working on the day
- Racecourse personnel or third-party contractors with direct work purpose in the area (i.e., Clerk of the Course, broadcast engineer, speed sensor representative, canteen staff, etc.)
- Medical teams/Physios working on the day
- Jockeys engaged to ride on the day
- Jockey coaches or representatives of those engaged to ride on the day
- Valets working on the day
- Trainers or representative with a horse declared on the day

All other requests for entry must be granted by the Clerk of the Scales or Stewarding Team

PERSONS WHO MAY ENTER RIDERS' CHANGING ROOMS

Only jockeys and designated PJA representatives, valets and medical team engaged on the day should enter the changing rooms. Officials may enter only for a regulatory or integrity matter (i.e., requesting a jockey for a Stewards' Enquiry, dope testing request, etc.). Any other persons should have a specific purpose and given special permission from the Clerk of the Scales.

Annex C to BHAGI 8.3
Dtd 1 Oct 2026

Warmup Room Equipment List

A dedicated warmup room is to contain the below list of equipment below.

Product	Quantity
Foam Roller (FULL) 35" x 4"	4
TRIGGER POINT - Massage Balls - MBX	1
Mini Band Combi Pack - 1 x Yellow, Green, Blue & Black	1
Power Bands (1.5" and 2") or 10kg, 20kg and 30kg bands	2
Medicine Ball - 2kg	1
Medicine Ball - 4kg	1
Medicine Ball - 6kg	1
Medicine Ball – 8 or 10kg	1
Kettlebell - 4kg	1
Kettlebell - 6kg	1
Kettlebell - 8kg	1
Kettlebell - 12kg	1
Kettlebell - 20kg	1
Kettlebell - 24kg	1
1.8m x 1.2m x 18mm Rubber Flooring Mat - Cattle Mats	5
Spinning Bike e.g. KEISER - M3	2
Speed Skipping Rope Adjustable	2
Jungle Gym XT (or equivalent product agreed with Racecourse Physio)	1

BHA GENERAL INSTRUCTIONS

BHAGI 8.4
Dtd 1 October 2025

To: Managing Executives
From: Chief Executive
Subject: THE PADDOCK AREA/WINNERS ENCLOSURE/HORSEWALKS/ SADDLING BOXES

Paddock

1. The Paddock area must include a Parade Ring and a Pre-Parade Ring.

Parade Ring Criteria

2. The Parade Ring, if constructed after 1st January 2000, is to accommodate the largest field allowed by the race Safety Factors with not less than 6 feet (1.83m) between horses and allowing 10 feet (3m) per horse. If the parade ring is to incorporate the Winner's Enclosure and/or Unsaddling Enclosure, its dimensions will need to be increased to reflect this dual purpose. A parade ring constructed before 1st January 2000 should fulfil the above criteria but, if of insufficient size, only those horses for which there is room are to be paraded in the Parade Ring. The remaining horses are to be paraded in an alternative segregated area and the public informed accordingly.

3. In addition, the Parade Ring must:

a) be within a double safety rail. The inner rail must be approved plastic safety rail with padding over all sharp corners. Where the outer rail is not approved plastic safety rail/crowd barrier, the gap between the two rails must be at least 1 metre wide, unless otherwise agreed with the Inspector of Courses.

b) be of a non-slip material;

c) have a wide entrance from the Pre-Parade ring;

d) have wide exits to the course with guide rails to indicate the route to it – gaps, marked as necessary, may be provided for the public to pass through;

e) have a prominent notice listing those authorised to enter the Parade Ring;

f) have rails to control the public;

g) not have advertising hoardings positioned around the Parade Ring inner rail unless they are supported by a framework of rounded edges, constructed of plastic used in approved running rails. Supports (either wooden or metal) must also be protected by such plastic.

The double rail encircling all new Parade Rings must be at least 4 feet (1.2m) high and incorporate appropriate screening between rail and ground level. In addition, the span created by the double safety rail must be at least 3.25 feet (1m) wide.

Note: Historically, horses in the Parade Ring are walked in a clockwise direction. Should a Managing Executive wish to request that all horses be walked in an anti-clockwise direction around the Parade Ring, agreement must firstly be reached with the Inspector of Courses.

Parade Ring - unauthorised persons/noise levels

4. Unauthorised persons and, for safety reasons, all children under twelve years of age are to be excluded from the Parade Ring, and a sign to this effect must be displayed. Additionally, children aged between twelve and sixteen are to be accompanied by an adult whilst in the Parade Ring. A person must be appointed by the Managing Executive to supervise general Parade Ring control, including ensuring compliance with the Timetable Plan (see BHAGI 10.2). Managing Executives must ensure that raceday entertainment involving potentially high noise levels is not sited around either the Parade Ring or Pre-Parade Ring, including big screens showing non-racing sporting/other events, children's entertainment, etc..

Pre-Parade Ring

5. The Pre-Parade Ring is to be defined by a rail or solid barrier. Any Pre-Parade Ring rail or solid barrier installed since the start of the 1998 Turf Flat Season must be at least 4 feet high. The Pre-Parade Ring should also include a hot water supply (where no other exists within easy reach, apart from the Sampling Unit) and a hut or covered facility for the 'Armband Official'.

6. Every horse attendant must be provided with an armband or bridle number and numbered paddock over cloth, when necessary, bearing the number corresponding to their respective horse in the race card. NOTE: Numbered paddock over cloths should be available when a horse is wearing a rug which covers the number cloth. Trainers will provide a roller for application.

Winners Enclosure criteria

7. The Winners Enclosure must be capable of accommodating at least three and preferably four horses. It must be surrounded by either a double safety rail or adequate cladding to ground level. If accommodated within the Parade Ring, the Winners Enclosure must continue to meet these specifications, with its size being additional to the Parade Ring Criteria set out in paragraph 2.

Winner's Enclosure - authorised and unauthorised persons

8. Only the following persons may enter the Winner's Enclosure while all the placed horses are there:

a) Stewards and Officials;

b) Owners and Trainers directly connected to the placed horses;

c) Riders and Stable Staff directly connected to the placed horses;

d) Photographers and other persons authorised by the Managing Executive.

There is also to be easy access from the Winner's Enclosure to the Weighing Room during such time.

9. It is to be ensured that access to the Winner's Enclosure is controlled, so that paragraph 7 is complied with. Unauthorised persons and, for safety reasons, all children under twelve years of age are to be excluded from the Winner's Enclosure, and a sign to this effect must be displayed. Additionally, children aged between twelve and sixteen are to be accompanied by an adult whilst in the Winner's Enclosure.

Horse Walks

10. All horse walks are to be constructed of a non-slip material, preferably not less than 6 feet (1.83m) wide. The surface should be checked regularly, in particular when weather conditions change during a meeting, and, where necessary, gritting or sanding should be arranged. All walkways used by horses, and along which the public is liable to congregate, must be segregated (with controlled crossing points where necessary) by rail or solid barrier. All such walkways constructed since 1st October 1999 must be segregated by rail or solid barrier (or both) to a minimum of 4 feet (1.22m) high.

Saddling Boxes

11. Horses are to be saddled in the Saddling Boxes which are to be in or adjacent to the Parade Ring/Pre-Parade Ring. However, horses may be saddled in the Racecourse Stables where:

a) the stables are in close proximity to the parade ring, viz: at Ayr, Bath, Beverley, Brighton, Carlisle, Catterick Bridge, Doncaster, Exeter, Fakenham, Ffos Las, Fontwell Park, Hamilton Park, Haydock Park, Hereford, Hexham, Huntingdon, Kelso, Kempton Park, Leicester, Lingfield Park, Market Rasen, Musselburgh, Newcastle, Newton Abbot, Perth, Plumpton, Redcar, Salisbury, Sandown Park, Sedgefield, Southwell, Stratford, Thirsk, Warwick Wetherby, Wincanton, Wolverhampton and Yarmouth.; or

b) the Stewards have given Trainers their permission.

12. Existing Saddling Boxes are to be at least 6 feet (1.83m) in width with partitions high enough to prevent interference from neighbouring horses. Some boxes are to have doors. Coconut matting and wood are currently acceptable as wall coverings. However, when these materials are due to be replaced, a shock absorbing, preferably rubberised and cleanable material must be installed instead, to the same specification as for any brand new Saddling Boxes (see paragraph 12).

13. All new Saddling Boxes must have a shock absorbing (preferably rubberised) and cleanable material on the back wall, to a height of 2m long (6 feet 7 inches) x 1m high (3 feet 3 inches) on the rear sides, starting as near to ground level as possible. Each box must be at least 2.4m (7 feet 10 inches) in width, at least 3m (9 feet 10 inches) long, and have a clear height of 3m (9 feet 10 inches). They are to be constructed of materials that can be easily cleaned, with an impermeable finish, and have level floors. There must be sufficient Saddling Boxes to meet demand, and 25% are to have front walls with doors.

BHAGI 8.4
Dtd 1 October 2025

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