

## Declaration process and advance preparations for raceday – a guide for trainers

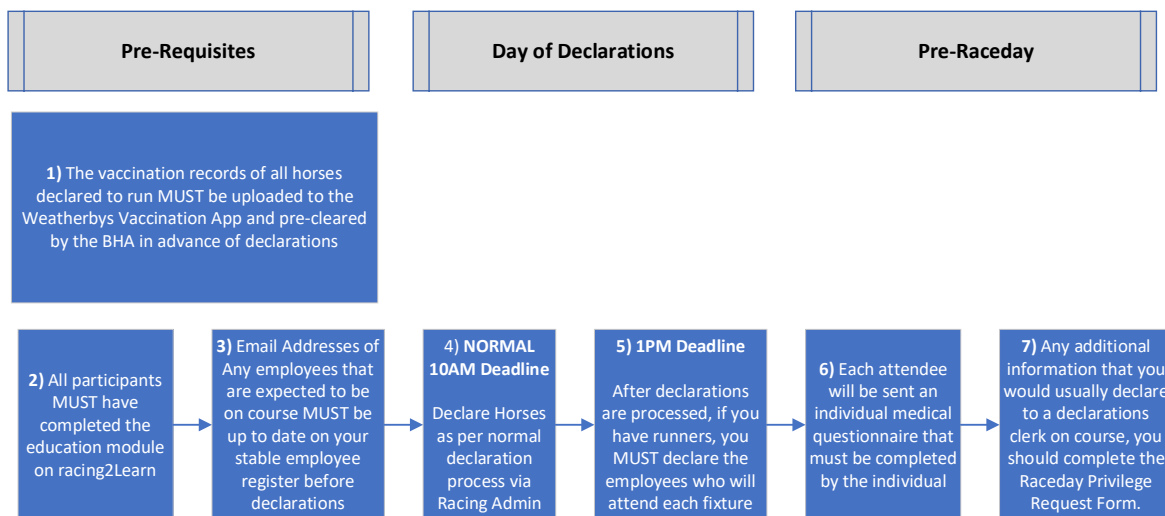
The BHA’s [COVID-19 guidelines and operating procedures](#) apply to everyone attending race meetings from 1 June and until further notice. The document details new and revised processes for Green Zone attendees, together with preparatory work and actions that need to be completed by prior to arrival at the racecourse.

Anyone likely to attend a raceday in Great Britain should ensure they have read and understood the full [guidelines and operating procedures](#), and completed the advance preparation.

To help trainers and their teams in completing these steps, we have produced this **accompanying guide**, which outlines the actions that need to be completed and the basic processes that trainers should follow when declaring horses.

**This is a support guide that should be read alongside, not instead of, the full guidelines and operating procedures.**

This pre-raceday process is summarised in the following chart, with further information about each step included below.



### 1. Equine vaccination app

To remove the need for manual checking of vaccination records for horses, and to prevent any administrative issue, the vaccination records of all horses declared to run **MUST be uploaded to the Weatherbys Vaccination App and pre-cleared by the BHA**. This should be done by the trainer or other Responsible Person.

Trainers should ensure they have submitted a valid historical vaccination record and supporting passport pictures for all horses in training. Records for any horse entered to race must be uploaded well in advance of making an entry for that horse, to ensure that these can be validated by the BHA prior to raceday. This is in line with the Vaccinations Code (Section 4).



Trainers have been contacted directly with instructions about how to download, register with, and use the Weatherbys Vaccination App.

Please note, once you have uploaded the records, you will receive an email confirming that the information has been submitted. This is a confirmation of receipt only, and the information will need to be cleared by the BHA Veterinary Team before it is visible on the app. Trainers will receive an email to confirm that uploaded vaccinations record have been approved (or declined if the records do not comply with the rules.).

**Any queries should be directed to Weatherbys on +44 (0)1933 440077 or [vaccapp@weatherbys.co.uk](mailto:vaccapp@weatherbys.co.uk).**

## **2. Online education module**

Step 1 of the racecourse entry screening process (see Section B of the [COVID-19 guidelines and operating procedures](#)) requires **all personnel attending a raceday** to complete an online education module – *COVID-19 information for participants of the racing industry*. The module and user guide can be accessed [here](#).

The module should be completed online via the [Racing2Learn website](#), to ensure attendees have a baseline understanding of COVID-19, social distancing, hand and respiratory hygiene, racecourse protocols and PPE requirements. **Only people who have completed the module will be granted admission to the racecourse.**

## **3. Maintaining up-to-date staff records – Stable Employee Register**

As the BHA will need to communicate with all individuals who are registered to attend a raceday, all trainers are asked to ensure that the stable employee records for any individual who is likely to attend a fixture are up to date. This includes any transportation staff who may be attending the fixture who should first be added to your Stable Employee Register if appropriate. The key details to check are:

- Full, correct name
- Date of birth
- Contact details – including mobile phone and email address for the individual. Please ensure that each individual has a unique email address. This is required for the online health screening form (see section 6 below).
- Next of kin details
- Ensure that the Racehorse Attendant Pass is in date

## **4. Declaration process**

The declaration process will remain unchanged and trainers should complete declarations through the [Racing Administration System](#) as usual, with a 10am deadline. Declarations for ALL races must be made **48-hours before the fixture**.

## **5. Declaration of staff attending and arrival time**

If you are confirmed as a runner, you will receive an email informing you that you are required to provide details of those members of staff that are attending and the estimated arrival time (which



racecourses may review and liaise with you directly about). Remember that only staff with a valid Racecourse Attendants Pass can enter racecourse stables. You only need to do this ONCE per FIXTURE (not for each runner).

You can do this on **Racing Admin** after you have declared your runners. To do this:

- Go to Racing Admin (<https://www2.racingadmin.co.uk/>)
- Select 'Trainer' from the menu bar
- Select 'Declare Staff'

Your runners at each fixture will be listed.

- Click the large DECLARE STAFF button next to the fixture you are declaring staff for.
- Enter the estimated arrival time at the fixture.
- Then select the staff members you wish to attend that fixture by ticking the box next to their name.
- Repeat for each fixture you have runners at.

Please ensure that you also mark whether you intend to attend yourself on this form.

A full guide to the staff declarations process, which includes screenshots, can be found [here](#).

If you have a requirement for additional personnel (such as horse transporters, specialist stalls handlers) to be on course that are not listed on your Stable Employee Register, please email [covidhelpdesk@britishhorseracing.com](mailto:covidhelpdesk@britishhorseracing.com) with their name, individual email address and role at the fixture.

**Staff declarations must be made by 1pm on the day before the race.** You will not be able to make declaration on Racing Admin after this time.

After the deadline has passed you will receive a confirmation email, including the names of staff and other details as submitted by the trainer.

Health questionnaires will be sent by email within 30 minutes of staff being declared (if it is less than 48hours before the fixture).

## 6. Pre-raceday health screening online form

Step 2 of the racecourse entry screening process (see Section B of the [COVID-19 guidelines and operating procedures](#)) requires ALL attendees to complete and submit an online medical declaration form in advance of raceday. This process will be administered by the BHA.

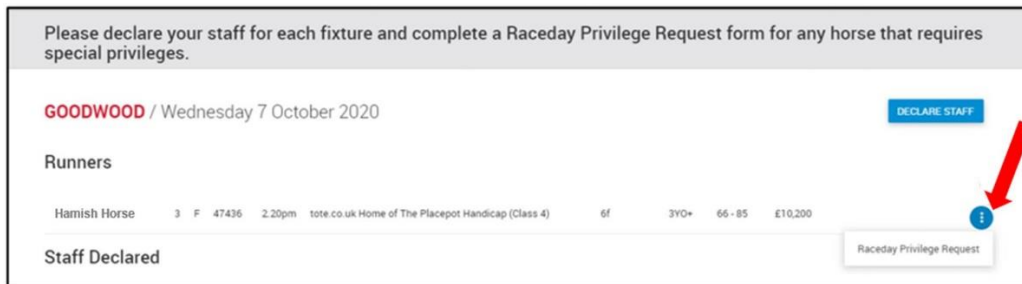
Each person registered as attending the fixture (as declared in point 5 above) will be emailed a unique link to an online medical form, usually after the 48hr declaration stage. This will be sent direct to the attendee and must be **completed by the individual**. Stable employees will receive the online form via the email address recorded on the Stable Employee Register. Please ensure that each individual has a **unique email address**. Failure to have a unique email address may result in the health form not being sent and entry to the racecourse being refused (see point 2, above).

Regular attendees at racedays will need to complete this online form more than once. You will need to complete the online form at least once every 7 days. Ideally more often. It takes minimal time to complete.

## 7. Additional information usually provided to the Decs Clerk / Clerk of Scales / Stewards on course

To request privileges or provide further information for Officials who will be on duty e.g. if your horse is to be fed on course, details around withdrawal processes, loading requests or assistance, going to start early, mounted early or wearing a hood in the preliminaries, please complete the **Raceday Privilege Request Form** for each horse that requires it.

To complete the form, go to the **Declare Staff** section on [Racing Admin](#) (see Section 5, above), click the **blue button** to the right of the horse you wish to make a request for and select 'Raceday Privilege Request'. See image below.



Please declare your staff for each fixture and complete a Raceday Privilege Request form for any horse that requires special privileges.

**GOODWOOD** / Wednesday 7 October 2020 DECLARE STAFF

Runners

Hamish Horse	3	F	47436	2.20pm	tote.co.uk Home of The Placepot Handicap (Class 4)	6f	3YO+	66 - 85	£10,200
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Staff Declared Raceday Privilege Request

**A full step by step guide to this process, including screenshots, is available to view [here](#).**

Once completed, the form will be sent automatically to the BHA Raceday Officials.

Please note that Yards must select a primary contact for the runner from the staff declared as attending the fixture, so the staff declaration (see Section 5 above) should be completed before the Raceday Privilege Request Form.

The deadline for submitting the Raceday Privilege Request Form is **1pm the day before the fixture**. Any changes or queries after 1pm should be emailed to [virtualdeclarations@britishhorseracing.com](mailto:virtualdeclarations@britishhorseracing.com)

Trainers will continue to receive an email after runners have been published advising them to declare staff and how to submit a Raceday Privilege Request (although both can be completed as soon as declarations to run have been made).

There will **not** be a declarations desk at the course on raceday, and access to the Weighing Room and Stewards' Room will be restricted.

### Resumption Helpdesk

The BHA's resumption helpdesk can assist trainers and their staff with queries about this process. The helpdesk is staffed from 8am to 5pm Monday-Saturday, and 8am to 4pm on Sundays. Industry participants can contact the helpdesk via:

- **Email:** [covidhelpdesk@britishhorseracing.com](mailto:covidhelpdesk@britishhorseracing.com)
- **Phone:** 0207 152 0110 (*Calls may be recorded for training and monitoring purposes*)

**Note:** enquiries about the equine vaccination app should continue to be directed to Weatherbys on +44 (0)1933 440077 or [vaccapp@weatherbys.co.uk](mailto:vaccapp@weatherbys.co.uk).