



## **APPLICATION FOR AN AMATEUR RIDER'S PERMIT UNDER (B)12 OF THE RULES OF RACING**

### **Online Amateur Rider Permit Applications**

The British Horseracing Authority has introduced a new online licensing system. This system has been developed by Weatherbys on our behalf and aims to provide a modern, efficient and customer friendly administration system for all Licensed and Permitted individuals.

The online application form for an Amateur Rider's Permit can be accessed through the following link on the BHA website:

[http://brenda.britishhorseracing.com/licensing/applications/amateur\\_rider.htm](http://brenda.britishhorseracing.com/licensing/applications/amateur_rider.htm)

Prior to making the application, please ensure that you read through the User Guide which will provide you with assistance on how to complete the application and information regarding use of the new system once a Permit has been issued.

### **Paper Applications**

If you do not have access to the internet, paper applications will be available upon request. However, the BHA encourages you to use the online system for the quickest and most efficient processing of your application.

Please be aware that the Rules of Racing are only available online, including all updates to the Rules. Applicants are reminded that it is their responsibility to ensure they are aware of any changes to the Rules which may apply to them.

### **The Application Process**

Each application has to be considered individually upon its merits and within the framework of the Guidance Notes which should be read in full prior to completing the application. In some cases additional information is required or the applicant will be asked to meet with the Licensing Committee prior to the application being determined. Therefore please ensure that the application is submitted to the Licensing Team **at least three weeks prior** to the date of your first intended ride under the Permit.

We cannot guarantee that applications which are received later than the stated period will be processed in time.

Please refer to Section D of the Guidance Notes for information regarding the Medical Standards of Fitness to Ride. A Medical Report Form is available to download from the following link <http://www.britishhorseracing.com/wp-content/uploads/2014/03/19-NMED19-2014.pdf> or upon request from the Licensing Team.

## **Fees laid down by the British Horseracing Authority**

The total fee for the permit and its breakdown are detailed below:

Permit fee: £102.00

Vat @ 20%: £20.40

Contribution to Insurance: £126.00

Rehabilitation of Racehorses: £10

**Total: £258.50**

## **Payment**

Once a Permit has been issued a BHA Invoice Account will be set up for each Amateur Rider at Weatherbys (unless the Amateur already has such an account) and the fee for the Permit charged to this account.

Invoices are produced on the 1<sup>st</sup> of each month and will include any transactions that have taken place on your account during the previous month (if no transactions have taken place, an invoice will not be produced). The invoices are sent by post and should be settled within 14 days of the invoice date or overdue charges may be applied.

To make payment by card you can phone the BHA Accounts Team at Weatherbys on 01933 440077 or alternatively you can set up a Direct Debit or settle by cheque (made payable to the British Horseracing Authority) and posted to BHA Accounts Team, Weatherbys, Sanders Road, Wellingborough, Northants, NN8 4BX.

Please note that there will be a £5 monthly charge for accounts settled by cheque.

## **Document to Support Identity**

First time applicants are required to submit a certified copy of their Passport or Birth Certificate signed by a professionally qualified person (e.g. lawyer, teacher, local councillor or police officer) or a person of similar status, who must have known the applicant personally for at least two years. The individual signing the photocopied document must also complete the 'Declaration to Support Identity of Applicant' form which can be found at the end of the Guidance Notes. Once complete this should be attached to the online application in the 'Document to support your identity' section or emailed to [licensing@britishhorseracing.com](mailto:licensing@britishhorseracing.com)

## **Amateur Jockeys Association Membership**

Please note that an Amateur Rider's Permit does not automatically entitle you to membership of the AJA. You will, however, find that many Amateur Rider races are restricted to AJA members and you can find an application form at the end of the Guidance Notes should you wish to become a member.

If you have any questions regarding your application please do not hesitate to contact the Licensing Team and we look forward to receiving your completed application in due course.



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## APPLICATIONS FOR RIDERS PERMITS GUIDANCE NOTES

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1. These Guidance Notes should be read before completing the Application Form to which they relate. They are designed to assist but should any matter be unclear, applicants are encouraged to contact the Licensing Team for further confidential guidance.
2. Applications are considered on their individual merits but within the framework of these Guidance Notes.

### Categories of Amateur Rider's Permits

**CATEGORY 'A':** Holders of these permits may ride only in Flat races and/or Steeple Chases and Hurdle races confined to Amateur Riders.

**CATEGORY 'B':** Holders of these permits may ride in Flat races confined to Amateur Riders, all National Hunt Flat races and in Steeple Chases and Hurdle races except those confined to licensed Jockeys.

3. **New applications** for permits should be made via [secure.britishhorseracing.com/licensing/applications/amateur\\_rider.htm](https://secure.britishhorseracing.com/licensing/applications/amateur_rider.htm) and **renewals by logging in to the online licensing system** <https://www2.racingadmin.co.uk/JSCS001/enter.htm> First time applicants should allow a period of at least three weeks and applicants for renewal, who currently hold a permit, a period of at least two weeks in order for the application to be considered.
4. All permits are subject to such further restrictions as the British Horseracing Authority (BHA) considers necessary.
5. Applicants are required to demonstrate or confirm that:
  - 5.1 They have the competence and capability to ride in the races for which their application relates (see above);
  - 5.2 They are medically fit to race ride in accordance with the published Medical Standards for Fitness to Ride;
  - 5.3 They are otherwise in all the circumstances suitable to hold a Permit (i.e. that they are 'fit and proper');
  - 5.4 They have never held a professional riders' licence from any recognised turf authority and been paid for riding in a race unless meeting the requirements of Rule (B)35.
6. The detailed guidance contained in the remainder of this document sets out what is required and what each applicant will need to show.

## **A. COMPETENCE AND CAPABILITY**

7. Each applicant will have to satisfy BHA that he/she is a competent rider and capable of race riding within the Rules set out by BHA.
8. Each applicant will also have to satisfy him/herself and confirm to BHA that:
  - 8.1 Save in exceptional circumstances they possess at least a conversant level in the English language, sufficient to receive and follow instructions;
  - 8.2 They have familiarised themselves with the Rules of Racing in so far as they relate to Amateur Riders.
9. In determining a person's competence and capability for a Category 'A' Permit, all first time applicants will be required to satisfactorily complete a two day training Seminar and Assessment held at either the British Racing School or Northern Racing College. The one day training seminar programme includes:
  - 9.1 Body Position/equicisor demonstration;
  - 9.2 Principles of schooling and jumping;
  - 9.3 Equicisor tuition and practice;
  - 9.4 Principles of good race riding including the use of the whip and the rules relating to the bypassing of fences;
  - 9.5 Interference and Stewards Enquiries including categories of interference and the conduct of an Enquiry.
  - 9.6 A fitness test in which applicants are required to achieve at least 65%.
10. Applications for exemption from the Assessment day may be made in writing to the Licensing Team where the applicant has achieved a minimum of 15 completed rides in Point to Point Steeple Chases or have been previously issued with a riders permit by another Recognised Turf Authority.
11. In determining a person's competence and capability for a Category 'B' Permit, all first time applicants will be required to complete a five day Category 'B' Training Course at either the British Racing School or Northern Racing College. In order to qualify to attend the course, the applicant must:
  - 11.1 Have had at least 15 completed rides under the Rules of Racing in Great Britain, the majority of which must be over obstacles (winners of Point to Point Steeple Chases may count towards this total);
  - 11.2 Or have had at least 20 completed rides in Point to Point Steeple Chases and/or completed under the Rules of Racing over obstacles.
12. Please note that the granting of a Category 'B' Permit is not automatic and will be dependent on the Authority being satisfied that the applicant has gained sufficient experience and meet the standards to ride against professionals in addition to satisfactorily completing the training requirements.
13. All first time applicants are also required to submit at least two letters of support from either Licensed or Permitted Trainers, Professional Jockeys or other appropriate individuals as determined by the Authority.
14. In relation to persons who have not been either licensed or permitted by BHA in the preceding two years, the Authority will require full particulars of that person's experience and employment in the intervening period.
15. In relation to persons who have previously been licensed outside Great Britain, a Certificate of Clearance and licensing record from the relevant Turf Authority (under whose Rules they were last licensed) should also be provided.

## **B. IDENTITY DOCUMENTS**

16. First time applicants are required to submit a certified copy of their Passport or Birth Certificate, signed by a professionally qualified person (e.g. lawyer, teacher, local councillor or police officer) or a person of similar status, who must have known the applicant personally for at least two years.
17. The individual signing the photocopied document must also complete a 'Declaration to Support Identity of Applicant' form which can be found at the end of the Guidance Notes.

## **C. FIRST RIDE DETAILS**

18. New applicants are required to submit a letter from the trainer of the horse confirming the particulars of their first ride, ie. Date, Meeting, Race and Horse. In the case of Hunter Chases, the trainer or owner of the horse should confirm particulars.

## **D. MEDICAL STANDARDS OF FITNESS TO RIDE**

19. Each applicant is required to complete a declaration of health giving an accurate account of their current medical state (including any accidents or medication taken in the preceding twelve months) and estimated riding weight.
20. First time applicants must submit a comprehensive medical report completed by the applicant's own Doctor (General Practitioner or otherwise) who has access to the applicant's full medical records or at least 2 years' worth. For those who are making a first application, a medical report will not normally be required if such a report has been submitted in conjunction with an application for a Rider's Qualified Certificate within the previous 12 months from the date on which the application for an Amateur Rider's Permit is made. Applicants submitting a renewal application should note that a full medical report is required every 5 years. Any applicant for a Permit aged 55 years or over is required to submit the medical report completed by their own Doctor including a blood test and resting ECG. Your Doctor will calculate your Q-Risk score and if it is more than 10% an additional exercise ECG is required.
21. Each applicant must complete a Baseline test at one of the designated Regional test centres. Details of these centres can be found through the following link: <http://www.britishhorseracing.com/wp-content/uploads/2014/03/18-NMED18-BASELINE-CONCUSSION-CENTERS-1.pdf>
22. The BHA reserves the right to request any applicant meet with the Chief Medical Adviser before their application is considered further.
23. Each successful applicant must hold a Medical Record Book issued by the Authority.
24. More details, including the full medical standards and contact details for the Chief Medical Adviser, can be found on the BHA's website: [www.britishhorseracing.com/wp-content/uploads/2014/03/MEDICAL-STANDARDS-FOR-FITNESS-TO-RIDE-NMED33.pdf](http://www.britishhorseracing.com/wp-content/uploads/2014/03/MEDICAL-STANDARDS-FOR-FITNESS-TO-RIDE-NMED33.pdf)
25. An insurance policy has been negotiated on behalf of the Amateur Jockeys Association of Great Britain Ltd to provide accident cover and Public Liability Insurance for all permit holders between weigh-out and weigh-in.
26. All riders are strongly advised to make suitable provision for medical treatment when riding abroad and to establish that they have adequate personal insurance cover to provide for the cost of such treatment.

## **E. RIDING EXPENSES**

27. Riders cannot be paid directly or indirectly for riding in a race, with the exception of expenses as set out in Rule (J) 1 of the Rules of Racing and any trophy advertised in the conditions of the race to be given to the rider. Please see Rule (J) 1.
28. When the holder of a Category B Permit has had more than 75 rides against professional jockeys, a riding fee and contribution to the Professional Riders Insurance Scheme (PRIS) are payable by the Owner(s) to the British Horseracing Authority & Trustees of PRIS. The fee is not payable if you are the sole Owner of the horse or if it is owned solely by your spouse or parents or a partnership between such persons.

## **F. GENERAL SUITABILITY**

29. In considering any application, BHA must also be satisfied, taking into account any fact or matter that it considers appropriate, that the applicant is suitable to hold a Permit.
30. The Authority expects full and frank disclosure from the applicant, who is required to disclose all matters known to him/her. Failure to do so will be a relevant factor in the assessment as to an applicant's honesty and integrity.
31. A person whose conduct or character is not in accordance with that which, in the opinion of the Authority, should be expected of a Permitted person, may not be considered suitable and therefore may be refused a Permit.
32. In some cases a single factor may lead to the conclusion that someone is not suitable, whereas in another case the determination of whether someone is not suitable may depend upon the cumulative assessment of a number of matters.
33. It is not possible to produce a definitive list of all matters that would be relevant to a particular application. This document should be considered a guide as to the sorts of considerations that BHA will have in mind when making such an assessment.

### **Honesty & Integrity**

34. The criteria to which BHA will have regard in assessing honesty and integrity include the following:
  - 34.1 Whether the applicant has been convicted of any criminal offence in Great Britain, or a foreign jurisdiction, excluding road traffic offences and offences which are spent under the Rehabilitation of Offenders Act 1974 and in the case of foreign offences, such as may be appropriate. Particular consideration will be given to offences of dishonesty, fraud and those relating to sexual conduct, violence, and animal welfare;
  - 34.2 Whether the applicant is the subject of any proceedings of a criminal nature, has been charged in connection with any alleged criminal offence or is aware of circumstances which may lead to his/her being so charged.
  - 34.3 Whether the applicant has been the subject of any adverse finding by a judge in any civil proceedings, or has settled civil proceedings brought against him/her relating to his/her honesty or integrity;
  - 34.4 The applicant's record of compliance with the regulatory requirements of the Authority or its predecessors, of any other Turf Authority or of a regulator of any other sport in which he/she has participated or has been otherwise involved;
  - 34.5 Whether the applicant has been candid, open and truthful in all his/her dealings:
    - 34.5.1 With BHA in relation to the present or relevant past licence applications; or
    - 34.5.2 With any other Turf Authority or other sports regulator.

- 34.6 Whether or not the applicant has been dismissed from any previous employment or position of trust or has been asked to resign or resigned on grounds connected with his/her honesty or integrity.
- 34.7 Whether an applicant has been convicted of, or dismissed or suspended from employment for drug or alcohol abuses or other abusive acts or has other lifestyle or social issues, which are likely either to:
- 34.7.1 Impair significantly his/her ability to safeguard the welfare of any horse or meet the regulatory requirements of BHA; or
  - 34.7.2 Render the applicant a threat to the health, welfare or safety of others involved in horseracing, or to the integrity of the sport.
- 34.8 Whether the applicant has engaged in conduct or there are circumstances which may render the applicant susceptible to pressure from persons seeking to corrupt horseracing and whether the applicant is likely to or may engage in such conduct.
- 34.9 Whether the applicant has engaged in conduct or there are circumstances which may render the applicant susceptible to pressure from persons seeking to corrupt horseracing and whether the applicant is likely to or may engage in such conduct.
- 34.10 Whether the applicant has observed the Integrity Provisions contained within these Guidance Notes
35. An applicant's fitness and propriety includes assessment of the fitness and propriety of those with whom he/she is or may be associated or connected with in their personal or business dealings. For example, if the applicant is known to remain associated with person(s) who are considered by BHA to pose an unacceptable risk to the integrity of horseracing notwithstanding specific warnings issued by BHA about such association, these matters will be taken into account and their ultimate relevance to his/her suitability will be assessed in the light of the applicant's attitude to the association.
36. BHA has a policy of not granting an Amateur Rider's Permit to a person actively engaged as, or otherwise associated with, a Bookmaker, having made the judgement that such a close financial interest, potentially in conflict with his interest as a rider, is likely to diminish public confidence in the integrity of racing. This policy does not apply to any such association pursuant to Jockey's Sponsorship deals under the Jockey's Sponsorship Code of Conduct.

### **Integrity Provisions**

37. The following Integrity Provisions set out the standards of behaviour to be observed by all Permitted riders as conditions of the grant of their Permit. As a Permitted Rider you agree to:
- 37.1 Avoid the company of Persons whose conduct, character or reputation indicate that they may pose a threat to the integrity of horseracing;
  - 37.2 Make sure you have read and understood the definition of Inside Information in Rule (J)16;
  - 37.3 Refrain from regularly passing Inside Information to anyone other than the connections of the horse, even where there is no reward except in cases specifically allowed for in the Rules;
  - 37.4 Ensure that relationships with Betting Organisations or any Person representing a Betting Organisation do not confer special privileges or concessions which may invite adverse inferences to be drawn;
  - 37.5 Avoid discussing the chances of a horse they are engaged to ride with anyone (including other Riders), in the knowledge that it may be used for a corrupt purpose;
  - 37.6 Ensure that the usage of pass cards and any metal badges within a licensed racecourse complies with the user conditions laid down by the Racecourse Association.

## **G. SPECIFIED CASES**

### **Absolute Requirements**

38. The specified cases detailed below are requirements which an applicant must satisfy in order for an application to be considered by BHA:

#### **38.1. For Category A Permits:**

<b>Requirement</b>	<b>Guidance Notes Reference Point</b>
To supply such documentation as detailed in the Guidance Notes & application form (first time applicants only)	
They meet the requirements stipulated in Rule (B)35	5
Completed a one day training Seminar and a one day Assessment (unless exemption from such has been granted by BHA), held at either the British Racing School or Northern Racing College (First time applicants only)	9
To submit a certificate of clearance where the applicant has previously been licensed outside Great Britain from the relevant Racing Authority	15
To submit a declaration of health	19
To submit a comprehensive medical report as required by BHA and/or be examined annually by a medical advisor approved by BHA	20
Completed a Baseline Concussion Test as required by BHA	21

#### **38.2. For Category B Permits:**

<b>Requirement</b>	<b>Guidance Notes Reference Point</b>
To supply such documentation as detailed in the Guidance Notes & application form (first time applicants only)	
They meet the requirements stipulated in Rule (B)35	5
Either 15 completed rides under Rules or 20 completed rides in Point to Point Steeplechases (First time applicants)	11
Completed a five day training Category B Training Course at either the British Racing School or Northern Racing College (First time applicants)	11
To submit a certificate of clearance where the applicant has previously been licensed outside Great Britain from the relevant Racing Authority	15
To submit a declaration of health	19
To submit a comprehensive medical report as required by BHA and/or be examined annually by a medical advisor approved by BHA	20
To complete a Baseline Concussion Test as required by BHA	21

39. The mere provision of the documents required above may not be sufficient to ensure that an application is considered by BHA. Such documents must also be complete and fit for purpose. Similarly, whilst satisfaction by the applicant of the other requirements in paragraph 38 (as a matter of fact) will enable BHA to consider their application, the applicant should not presume that will result in a Permit being granted. The manner in which such requirements are met will be one of the factors for BHA to consider in assessing the applicant's suitability in accordance with these Guidance Notes, and in deciding whether or not to grant a Permit.

## **Procedural Guidelines for applications for Licences, Permits and Registrations**

40. For the full procedural guidelines relating to applications to the Authority for Licences, Permits and Registrations and procedural guidelines for hearings of the Licensing Committee, where it is considered appropriate to convene a hearing pursuant to the Rules of Racing please refer to Part 6 of the Judicial Panels Code:

<http://rules.britishhorseracing.com/#!/book/33/chapter/s2598-judicial-panels-code/content?section=s2630-part-six-licensing-committee>



**DECLARATION TO SUPPORT IDENTITY OF APPLICANT**

**THE BRITISH HORSERACING AUTHORITY**

**RULES OF RACING**

**SURNAME OF APPLICANT:** \_\_\_\_\_

**ALL FORENAMES:** \_\_\_\_\_

**Declaration**

I certify that to the best of my knowledge and belief, the photocopy of the passport/birth certificate (delete as appropriate) which I have signed, is an unaltered photocopy of the original. I also certify that I have known the applicant personally for at least two years.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Profession/Business/Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

(Individuals who certify photocopied documents may be contacted by a member of staff from the Integrity Services and Licensing Team from the British Horseracing Authority).



# THE AMATEUR JOCKEYS ASSOCIATION OF GREAT BRITAIN



## APPLICATION FOR MEMBERSHIP

Title		Forenames			
Surname					
Date of Birth					
Address	.....				
	.....				
			Post Code: .....		
Telephone/fax number			E-mail Address		
Mobile Phone number			Twitter Address		
Please state previous year of membership (If applicable)			Occupation		
Category of licence held				Accurate Riding Weight	
Number of winners ridden	Flat	Arab Races	National Hunt	Point-to-Point	
Payment (please indicate)	<input type="checkbox"/> I enclose a cheque made payable to AMATEUR JOCKEYS ASSOCIATION		<input type="checkbox"/> Please debit my Weatherbys Account	<input type="checkbox"/> I wish to pay by Credit/Debit Card (see below)	

I hereby apply to become a member of the Amateur Jockeys Association of Great Britain and agree to conform to the Rules and Regulations of the Association.

Signature .....Date .....

Please note that the full membership fee for 12 months is **£100**, payable by one of the following options:

- cheque made payable to AMATEUR JOCKEYS ASSOCIATION • deducted from your Weatherbys account • Debit Card • Credit Card
- If you would like to pay by Standing Order, please contact the Membership Desk on 01933 304778.

All membership enquiries should be directed to Weatherbys on 01933 304778 where you can join the AJA by telephone and pay by Debit or Credit Card.

All general enquiries should be directed to the Chief Executive, Mrs Sarah Oliver, The Amateur Jockeys Association of Great Britain, Crews Hill House, Crews Hill, Alfrick, Worcester WR6 5HF. Telephone: (01886) 884488 Fax: (01886) 884068. e-mail: sph.oliver@btinternet.com

I enclose a cheque made payable to AMATEUR JOCKEYS ASSOCIATION for £100

Please deduct from my Weatherbys Bank Account

I wish to pay by Credit or Debit Card and will contact Weatherbys on 01933 304778 to arrange payment over the telephone.

Please return this form to Racing Services, Weatherbys, Sanders Road, Wellingborough, Northants, NN8 4BX  
Telephone: (01933) 304778, Fax: (01933) 304779.

**Membership registration cannot be processed unless payment has been received.**

Commission: debit cards 40p. Credit Cards; £2.70 = 2.7%



# THE AMATEUR JOCKEYS ASSOCIATION OF GREAT BRITAIN

## MEMBERSHIP BENEFITS

- **AUTOMATIC WORLDWIDE INSURANCE** FOR MEMBERS WHO ARE NOT ELIGIBLE TO CLAIM UNDER RIABS (RACING INDUSTRY ACCIDENT BENEFIT SCHEME) AT THE TIME OF TEMPORARY DISABLEMENT WITH INCAPACITY BENEFIT OF £150 PER WEEK (PAYABLE AFTER THE FIRST 35 DAYS OF INJURY FOR UP TO 52 WEEKS). Please note that this cover does not include any capital benefits (such as death) but simply offers financial assistance whilst incapacitated. DENTAL INSURANCE up to £1500 now included (£200 excess).
- Amateur jockey's permit includes **IMPROVED RACECOURSE INSURANCE** FROM WEIGH OUT TO WEIGH IN against injury, with incapacity benefit of £250 per week (payable after the first 28 days of injury for up to 104 weeks) together with cover against medical expenses, permanent injury and death, and many other benefits.
- 36 fully funded CATEGORY B courses per year (at your choice of either The Northern Racing College, Doncaster or The British Racing School, Newmarket).
- Help and advice on all matters concerning amateur race riding such as medical issues, licences, jockey sponsorship, insurance, appeals and Rules of Racing.
- Inclusion in The Riders Directory on the AJA website. This is a useful directory for trainers looking for amateur jockeys. You can advertise your skills!
- Occasional opportunities to ride abroad and represent Great Britain. This includes the HH Sheikha Fatima Bint Mubarak Arabian World Championship for ladies who have had 5 wins (Flat, Jump and/or Arab) and be able to ride at 9 stone.
- Discounted dental treatments at PORTMAN HEALTHCARE including mouth guards at cost price.
- Champions Christmas Ball.
- Opportunity to join AJA committee.

**If you are interested in joining the AJA (age limit is 70)  
(rolling annual membership costs £100 payable by credit or debit card) call:**

- Richard Wilding and Linda Tripp on **01933 304778** e-mail: [rwilding@weatherbys.co.uk](mailto:rwilding@weatherbys.co.uk)  
e-mail: [ltripp@weatherbys.co.uk](mailto:ltripp@weatherbys.co.uk)
- Sarah Oliver on **01886 884488** e-mail: [sph.oliver@btinternet.com](mailto:sph.oliver@btinternet.com)

**DON'T DELAY! JOIN TODAY!**