

BHA GENERAL INSTRUCTIONS

BHAGI 9.1
Dtd 31 March 2012

To: Managing Executives
From: Chief Executive
Subject: PASS CARDS AND BADGES

Admission to Licensed Racecourses

1. A Privileged Access Swipe System (PASS) is in place for all holders of metal badges, Owners and Breeders, which will authorise entry to the racecourse. Restrictions to PASS card use are issued with the PASS card itself, and any changes will be published. Terms and conditions are also issued with the cards.
2. Metal badges or identity cards are valid once inside the racecourse and, in certain cases, permit access to specified integrity areas. They will also be valid as a means of entry to the racecourse at fixtures where the PASS system is not operated.
3. All badges and passes may be inspected by authorised persons who will, where necessary, make reference to the RCA badge poster (such listed badge types are shown at Annex A). Other authorised passholders and passes are shown at Annex B.
4. Permit Trainers and Amateur Jockeys who hold licences issued by the BHA should be granted free admission to a racecourse only on the day on which they have a runner, or on which they are riding.

75 High Holborn
London WC1V 6LS

Listed badge types
Other authorised passholders and passes

Circulation
Racecourse Association
Integrity Service Providers
Annex A
Annex B

LISTED BADGE TYPES

- Racecourse Association Badge
- Racecourse Association Special Badge
- Official's Badge
- National Trainers Federation Badge
- Professional Jockeys Association Badge
- Press Badge

OTHER AUTHORISED PASSHOLDERS AND PASSES

Passholder	Pass
1. The BHA	
a) Casual Officials	Identity card with photo of holder and annual white validity pass with coloured lettering.
b) Stewards' Room Administrators	As for Casual Officials (above).
c) Stewards	Identity card & annual coloured validity pass. Entitles holder to complimentary badge for all meetings except those listed on back of pass.
2. Integrity Service Providers	
Integrity Service Providers' staff, approved Integrity Service Providers' sub-contractors	Permanent or temporary security pass. On front: holder's name, photo & technical service. On back: authorising signature, issue date and text 'This authorises admission when on duty to all parts of the racecourse at all courses in Great Britain'.

BHA GENERAL INSTRUCTIONS

BHAGI 9.2
Dtd 3 October 2016

To: Managing Executives
From: Chief Executives
Subject: DUTIES OF DECLARATIONS CLERKS AND RACECOURSE
MESSENGER.

Availability

1. A suitable Declarations Clerk must be available to commence duty at least 90 minutes before the advertised time of the first race, and remain available until his duties under this Instruction are completed. Clerks of the Course are advised that another member of Racecourse Staff should also be trained to fulfil this role in case of absence.

Declarations Sheets

2. A copy of the Declarations Sheets sent by the Racing Calendar Office with the delivery of racecards, or by facsimile or courier, should be attached to the Declarations Boards by the Declarations Clerk.

Non-runners and changes of Rider/Owner

3. On written notification from the Racing Calendar Office, or from a Trainer of any declared non-runners or changes of ownership, the Declarations Clerk must inform the Clerk of Scales.

4. In the case of a Trainer (or his Representative) wishing to substitute his declared Rider, the Declarations Clerk must seek confirmation from the Clerk of the Scales and Stipendiary Steward(s). It is recommended that the Trainer (or his Representative) is asked to remain in the Weighing Room until such confirmation has been authorised.

Distribution of Declarations Sheets

5. At the 45 minute declaration deadline under Rule (E)7 the Declarations Clerk must transfer all the corrected information and details regarding spread plates, tongue straps and starting arrangements on to the 'Alterations to Declaration Sheet' form (AD1). These forms will be on carbonated paper, and the copies are to be distributed to at least the following:

- Clerk of the Scales;
- Stipendiary Stewards;
- Mobile Scanner Unit;
- Starter;
- Screen/Number Board operative;

- the Press Room;
- the Public Address Office;
- Notice Board in the Weighing Room.

6. The Declarations Clerk should complete an 'Alteration to Declarations Sheet' form for every race. However, if all the details on the Declaration Sheet are correct, and there is no additional information, the Declarations Clerk should record this fact on the 'Alteration to Declarations Sheet' form by stating 'No alterations' which is then to be made available, as set out above. The Official Going should be confirmed on the AD1 form for the first race. Should the Official Going be altered during racing by the Stewards, any such change must be confirmed on the next available AD1 form to be distributed.

Advance Runners and Rider Information

7. At all afternoon meetings, the Declarations Clerk will also be responsible for displaying information on Runners and Riders declared for 'forthcoming meetings'. This information is available on the BHA/Weatherbys Racing Administration internet site, and is to be downloaded from the site.

Communication of Official Information

8. The Declarations Clerk, as directed by the Clerk of the Scales, is to ensure suitable distribution and communication of all official information (that is, changes to the Declaration Sheet or Racecard, changes in the going, and the results of Stewards' Enquiries) as soon as possible, either by telephone, fax or by runner, to the representative of the racecourse's Licensed Betting Office (LBO) media rights partner and for display on number boards, etc. On those occasions when there is a loss of electronic connection between the Clerk of the Scales and the Racing Calendar Office, the Declarations Clerk may be asked to fax the Official Race Return to the Racing Calendar Office.

Medical Record Books

9. The Declarations Clerk must liaise with the Clerk of the Scales to ensure that all Amateur Riders and Overseas Riders (where applicable) produce their Medical Record Book prior to weighing out.

Racecourse Messenger

10. A Racecourse Messenger must be provided. He is to report to the Clerk of the Scales, to distribute racing notices (for example, Rider, weight or colour changes) as applicable and to collect reports of enquiries, and to distribute them to all notice boards and the CCTV Operators.

11. The Racecourse Messenger will also collect and distribute the following:

- a) a copy of the Judge's Return Form to the:
 - Judge;

- Clerk of the Scales;
- Stewards;
- Representative of the racecourse's LBO media rights partner;
- Handicapper (if requested);
- Racecourse's PR representative (if requested);

Note: The Racecourse Messenger must only pass copies of the Judge's Return Form to those persons listed.

b) a copy of any Photofinish print to each of the Stewards' Room, the Press Room and each Public Display Frame.

Additionally, he is responsible for delivering the Starting Price Pink Sheet to the Stewards.

Notice Boards

12. All notice boards to which reports of enquiries or photofinish prints are posted must carry a permanent banner stating "Up-to-date information is also available in the Stewards' Reports section on www.britishhorseracing.com"

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London WC1V 6LS

Circulation
Stewards
Assistant Stewards
Judges
Clerks of the Scales
Racecourse Association
Integrity Service Providers

BHA GENERAL INSTRUCTIONS

BHAGI 9.3
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: AUCTIONEERS - SELLING RACES

Introduction

1. Managing Executives are to ensure that Auctioneers comply with the relevant Rules of Racing in respect of selling races, and take account of the RCA Code of Practice for Racecourse Auctioneers.

Time of Sale

2. If the auction of the winner commences before the 'All Right' signal has been given, the Auctioneer must announce prior to the auction that the sale will be halted in the event of an objection or Stewards' Enquiry, and that it will be invalid if the winner is disqualified or its placing altered.

Obtaining Payment

3. When the winner is sold or re-purchased, the Auctioneer is responsible for the sale, and for obtaining payment. He is to issue the delivery order when he is satisfied that the price has been secured (see paragraphs 4-6).

Acceptance of Cheques

4. Payment must be made to the Owner 15 days after the race. Therefore, when an Auctioneer accepts a sterling cheque drawn on a bank outside of the United Kingdom in payment for a horse, he is to:

- a) arrange for it to be made payable to himself or to the Managing Executive;
- b) provide the Stakeholder with a cheque drawn on his own account or that of the Managing Executive.

5. An Auctioneer may decline a cheque drawn in sterling on an overseas bank on the grounds that the price has not been secured to his satisfaction. In such an event the horse is to be put up for sale again.

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Circulation
Clerks of the Scales
Racecourse Association

BHA GENERAL INSTRUCTIONS

BHAGI 9.4
Dtd 29 March 2014

To: Managing Executives
From: Chief Executive
Subject: RACECARDS

Requirements

1. Arrangements must be made for the publication of a daily Official Racecard which conforms with or contains the details listed in the paragraphs below. The Racecard is to be made available to BHA Officials three hours before the advertised time of the first race.

Stewards

2. Racecards should show the names of those Stewards who are scheduled to act on the day to which the Racecard refers.

Officials

3. The names of the Handicappers for Flat and Jump races (with the name of any Handicapper in attendance at the meeting to bear a denoting asterisk) are to be given. The names of all other Officials, viz: Stipendiary Steward(s), Judge(s), Clerk(s) of the Scales, Starter(s), and Veterinary Officer(s) must also be stated.

Other persons

4. The names of the Clerk of the Course, Medical Officers, Veterinary Surgeons and Commentators must be stated.

Conditions of Races

5. These must be given, exactly as published in the Racing Calendar except when special permission has been granted by the BHA, and must include details of both the prize money for Owners and the penalty value in each race. Where sponsored number cloths and/or attendants' sponsored clothing are to be carried, this fact is to be indicated with the conditions, together with the sponsor and the total amount to be paid out (exclusive of VAT).

Horses

6. The Racecard must include the following details with regard to each horse engaged:

- a) names, sex and pedigrees;
- b) ages (in races for horses of more than one age);
- c) saddle cloth numbers;
- d) draw numbers for Flat races;

- e) declarations of hoods, blinkers, visors, eyeshields, eyecovers, sheepskin cheek pieces or combinations thereof, as well as of tongue straps;
- f) weights to be carried (including penalties), together with, if weights have been raised, the relevant details of such increases;
- g) Owners, Trainers (in Hunters' Steeple Chases, horses which are privately trained to be denoted by an asterisk) and colours;
- h) results of at least the last three performances in races run under the same code (i.e. Flat or Jump) in Great Britain and abroad as that in which the horses are engaged.

Riders

7. Information must include the names of Declared Riders (as at the time laid down in the Race Entry Code, para 58) and any riding allowance which the Rider is entitled to claim.

Claiming Races

8. Details of the advertised claiming price, together with, whenever possible, the procedure for making a claim must be stated.

Starting Stalls

9. Details of where on the track the starting stalls are to be positioned for each race must also be detailed.

Non-conventional Racecards

10. Where a format other than a conventional Racecard is utilised, the Stewards and the Officials must be provided with a suitable working copy, containing all the information required under this Instruction as laid down in paragraph 1.

Reprinting of Racecards due to abandonment or postponements

11. If one or more races has to be carried forward from an abandoned day to a following day, then the Racecard must be reprinted overnight (unless permission not to do so has been sought and obtained from the BHA). The reprinted Racecard must show the revised order of running, including any additional races, and the Clerk of the Course is to inform the Racing Calendar Office accordingly (see BHAGI 3.2 Annex B).

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Circulation
Stewards
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Clerks of the Scales
Judges
Starters
Veterinary Officers
Racecourse Association