

RACECOURSE GUIDANCE DOCUMENTS

CHARITY/TRAINING RACES & OTHER EQUINE EVENTS

To provide you with comprehensive advice on staging a charity race, or any other equine event, the following guidance is provided by the RCA and BHA.

1. Introduction

There are races that are not run under the rules of racing that can be held on racecourse, either at the start or end of a normal day's racing. These races are commonly known as 'charity races.'

A charity race is defined as "A race in which the riders are sponsored in some way to raise funds for one or more charities".

Charity Races require exemption from the BHA Racecourse Operations Department to ensure that it is not an unrecognised meeting and will not count for any purpose on the horse's career record.

An 'equine event' is defined as "Any event which involves horses/ponies entering racecourse property, other than for meetings run under the Rules of Racing, or for horses taking part in racecourse gallops."

2. Racecourse and Organisers Responsibilities

A minimum of two months' notice of such a charity/training race is required to the BHA Racecourse Operations Department. Dispensation for the use of the track for this race will also be required.

Racecourses are reminded of the requirements of BHAGI 3.1 regarding the notification of any other event which involves horses/ponies entering racecourse property.

For all charity races, training races or other equine events, it is essential that the organisers carry out a full and comprehensive risk assessment; taking particular account of participant ability and the horses they are paired with. Racecourses must ensure they are provided with a copy. In addition, racecourses must ensure that they have seen and are satisfied with liability insurance details provided by the promoting organisation in relation to the event.

Racecourses are reminded that the principles of parade ring safety apply for all charity races, training races and other equine events held on a racecourse. The arrangements

for the parade and pre-parade ring, winner's enclosure and unsaddling area should be considered when planning for the event and when conducting the risk assessment.

RESPONSIBILITY FOR THESE RACES LIES WITH THE RACECOURSE EXECUTIVE.

There are other aspects of the organisation which racecourses should take into account. These include:

1. Rules and Conditions of Race;
2. Insurance;
3. Handling the press in the event of an incident.

3. Official Requirements of the BHA

For the BHA to grant exemption for these races to be run:

1. The race must not interfere with the proper conduct of the race meeting; and
2. The race should not jeopardise the racing surface.

The conditions under which exemption/dispensation are given will include the following:

A) Racecourses Actions

1. A Racecourse employee must be appointed who will have administrative responsibility for the race and who will deal with any queries concerning the race on the day.
2. The Racecourse must provide details of any variations to BHA Rules and General Instructions that are being considered as local rules, and the conditions under which the race is to be run. Medical and Veterinary arrangements must be as laid down in the BHA General Instructions i.e. as for any normal race.
3. Appropriate riders insurance is to be arranged.
4. Stewards asked to officiate by the Racecourse are given a minimum of 14 days' notice of the race.
5. BHA Officials invited to officiate by the Racecourse are to be given a minimum of 14 days' notice and must be provided with information on the policy and conditions which are to be applied to the race. Confirmation that named Officials have agreed to act must be given in writing to the Racecourse Operations Department at least 14 days prior to the race.
6. The racecourse must seek permission under Rules (E)37 and (E)38 to allow riders access to the Weighing Room and Changing Rooms. The Racecourse must make the BHA Clerk of the Scales aware of the plans and riders involved. Racecourses may

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wish to provide separate dedicated changing facilities for the riders and if so, must inform the BHA Racecourse Operations Department of the location thereof.

7. Liaise with organisers regarding any training requirements for riders.
8. Notify any changes to runners, riders or horses with sponsored name changes, to the Betting Ring Manager on the day of the race. The Betting Ring Manager can confirm directly with the providers of Bookmakers' software that these updates have been received.
9. Organisers should consider and agree in advance what would happen in the event of false starts or riders failing to pull up when stop race flags are deployed.
10. Organisers should evaluate the shape of the track and consider the winning post location in relation to pull up to allow for the safest possible pull up.
11. Organisers must consider if any additional medical provisions may be required for jockeys in subsequent races in the event of a charity race rider requiring medical attention.

B) Participant Ability

12. The Racecourse should use reasonable endeavours to ensure that all horses and riders taking part in the race are fit for that purpose and that the participants are of sufficient ability.
13. The Racecourse or event organiser should ensure that all those who wish to take part in a charity race first participate in a fitness and riding assessment, either undertaken on one assessment day or split across two days (can be consecutive or non-consecutive), at either the British Racing School (BRS), National Horseracing College (NHC), IJF Jack Berry House, or another suitable venue such as Oaksey House or Sir Peter O'Sullivan House. It must be agreed and clear who is responsible for arranging this. A timescale of one month prior to the race is deemed an appropriate length of time to allow for any effective remedial work or reassessment, with any riders wishing to undertake the assessment outside of this timescale to be agreed by the racecourse and assessment centre. At the outset, therefore, organisers should ensure that potential riders are familiar with the assessment criteria so that riders can prepare themselves accordingly. Participants in multiple charity races should undertake an assessment annually as a minimum.

Riders who currently hold a valid BHA Jockey licence of any category do not require a further riding assessment or fitness test. All retired or former jockeys should

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undertake the riding assessment and fitness test. Former jockeys who retired due to injury or for medical reasons are not permitted to participate in charity race.

Riders must be 16 or over to participate in a charity race. However, the minimum age can be raised to 18 and organisers should consider the minimum age requirements when conducting their risk assessments, paying particular attention to safeguarding requirements if participants under the age of 18 are taking part.

It is advised that in the event of a replacement rider being required, the rider should also have undertaken the mandatory assessment day and fitness test. It is suggested that the replacement rider should not be a beginner. This is due to strong recommendation from the BRS and NHC that a beginner may not have sufficient time to complete the appropriate training within one month of the race.

The assessment will be carried out at the BRS or NHC by an appointed competent jockey coach. A charge will be payable for this assessment.

Riders attending an assessment must weigh no more than 12 stone, so that the assessor may select an appropriate horse upon which to conduct the assessment.

Charity Race assessment days are agreed in advance on an annual basis, to ensure facilities, horses and personnel are available. Arrangement of any additional days must be done in liaison with the relevant school.

The day is designed to professionally assess rider competence and fitness, as well as prepare them for the experience of riding in a race in line with agreed criteria (attached at Annex B). The benchmark for the fitness test will be 60% at both the BRS and NHC.

If an individual fails to meet the agreed criteria, they will be permitted to have a reassessment at a later date, but this must be at the same school where the original assessment took place. Racecourses should request confirmation from organisers that all riders have been appropriately assessed. Subject to the findings of the risk assessment, it is strongly recommended that any rider who fails the assessment is not allowed to participate, unless they are reassessed and subsequently passed by the assessing body. Organisers must inform racecourses if a rider fails to meet the agreed criteria as this must be included in the risk assessment.

The decision regarding an individual's participation and the horse they ride must be considered in the comprehensive risk assessment carried out by the event organiser and any concerns raised by either the BRS or NHC regarding a riders' competence and/or fitness must be fully considered as part of this risk assessment.

14. Races exclusively for current members of stable staff are excluded from mandatory riding assessment and fitness test providing:
 - The rider is deemed competent by the licensed trainer they are employed by

- The rider is 16 or over
- The rider is currently employed at a training yard and regularly rides work
- The rider is under 12 stone
- The rider has not sustained injury prior to the race which may impact their riding ability

C) Stabling

15. Horses running in the race and in the care of licensed or permitted trainers may use the racecourse stables, but priority must be given to runners at the meeting if space is a problem.
16. The relevant BHA Equine Welfare Integrity Officers must be made aware by the racecourse of the plans in relation to point 15. Only horses' attendants with Stable Employee Registration Cards may enter the stables.

D) The Race

17. The race shall take place at the end of the official card or, if before racing, be scheduled to finish at least 30 minutes before the first official race
18. The distance of the race is to be agreed with the BHA Racecourse Operations Department.
19. The maximum number of runners is to be agreed with the BHA Racecourse Operations Department.
20. All horses taking part in the race must be vaccinated in accordance with the Vaccination Code and a record of these vaccinations must be available.
21. The race must not be started from the starting stalls unless all riders and horses have experience of starting stalls.
22. Unless prior permission from the Racecourse Operations Department is obtained, races are to be run 'hands and heels' style. **Whips must not be carried** for a charity race.
23. **Riders must wear a skullcap and safety vest that conforms with the safety standards written into the Equipment Code.** It is essential that racecourses notify the riders of this well before the day of racing. If, in carrying out the basic weighing out process, the Clerk of the Scales notices any possible anomaly, the matter will be referred to the event organisers to resolve and the rider will not be weighed-out until the required safety equipment is worn. Therefore, failure to wear

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BHA- mandated safety standard equipment will result in the rider being refused to participate. Pre-weigh would be permissible in order to expediate the pre-race process and help efficiency for the Clerk of the Scales.

24. For the purposes of a Charity Race, racecourses may sell the naming rights of the participating horses to raise more funds for the chosen charity. If this is the case, racecourses must state this in their application to the BHA, obtain the Owners' consent and ensure the horses' official names are also printed in the racecard. New names must be forwarded on to the BHA prior to the event to ensure they are acceptable to the BHA.
25. Details of the race, if provided in the race card, must make it clear that this is not a race run under the Rules of Racing and an announcement over the PA system must be given to this effect.
26. Any changes to horse/rider as set out in the official racecard must be relayed to the general public via the PA system at the earliest opportunity.
27. It is recommended that all jockeys should undertake a course walk with a jockey coach prior to the race.
28. No prize money may be given but mementoes may be offered to participants.

Any queries on the above guidelines must be referred to the BHA Racecourse Operations Department on 0207 152 0154 or racecourseops@britishhorseracing.com

4. Tips for Racecourses from the Racecourse Association (RCA)

a. Race Conditions and Running

- Be clear what rules and conditions the race will be run under and tell all the relevant people.
- Liaise with trainers in advance about the horses running and whether they are receiving any medication or treatments. Although charity races are not run under the BHA Rules, it is advisable to receive such information regarding the horses beforehand. Depending on the responses we would advise racecourses to discuss with their veterinary team each case and to include any information in their risk assessment.
- Any horse entering a racecourse stables will be expected to adhere to the regulatory requirements set out by the BHA.

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- Ensure the full list of runners, riders and form appears in the race card. If possible have the race card printed in the local newspaper. NB – See Para 24 above regarding naming of horses and Para 8 regarding communication of any changes.
- Write to all on-course bookmakers asking if they will open a book on the race (you could also inform them that a donation to the charity will be asked for).
- Write to all participants before the event to remind them of their clear responsibilities in bringing the correct equipment needed to ride. Riders may wish to borrow certain equipment if they have pre-agreed/arranged this with the valet and racecourse. All equipment MUST fit correctly.
- Write to the valets informing them of the race and asking if they will help. Inform the riders that if they use the valets they must tip them.
- Ensure you have sufficient supply of lead for weight cloths, and that the weight cloths are suitable for carrying what might be a higher than usual amount of lead (e.g. if conditions are for a 12 stone race).
- Write to any Stewards and BHA Officials acting on the day at least 14 days in advance to request their assistance.
- Announce (through the day) that the race is run 'outside the Rules of Racing'.
- Announce how much money has been raised when horses and jockeys are in the parade ring and encourage people to bet with the Tote/Bookmakers.
- Start the race by flag in case any horses or riders are unused to flip starts.

Finally, if possible a post-race party could be arranged for immediately after the race. This is a good opportunity to thank people. You could organise a sponsor for this event and include the sponsor's name in the race title.

b. Insurance

Attached in Annex A is advice received from the RCA Insurance Brokers on Liability Insurance and Riders' Insurance. It is important that comprehensive cover is in place.

Charity Race Days - Guidance on Insurance

1. Liability Insurance

The RCA Insurance Brokers, have advised that the racecourses usual liability insurance programme should accommodate the staging of Charity races in terms of the racecourse providing the venue, facilities and personnel.

However, the following important notes should be considered:

- a) The organisers may be deemed in law to have an enhanced 'duty of care' to inexperienced riders;
- b) Steps should be in place to ensure that participants are selected with appropriate consideration for their age and health, and participants should be reminded that riding is a potentially dangerous activity - if this procedure is not undertaken by the racecourse, responsibility should be clearly agreed with other parties concerned;
- c) Other parties involved in the promotion and organisation of an event may retain their own liabilities, and no implication should be given that the racecourse's policy will provide indemnity except where the course has a direct responsibility for an accident giving rise to a claim;
- d) Advise riders of the conditions of the event and suggest that they consider arranging appropriate insurance over and above that being provided.

2. Riders Insurance

It is recommended that racecourses affect Personal Accident and Personal Liability insurance on behalf of participants in charity races. This can be arranged by contacting your current insurance broker, or through:

KBIS Ltd
Cullimore House
Peasemore
Newbury
Berks, RG20 7JN

Tel: 01635 247474 Option 4
Contact: Lawrence Gill

3. BHA Officials Teams Insurance

The BHA's combined risks insurance policy has been extended to cover officials' duties in respect of Charity races.



Criteria for Charity Race Assessment

Any rider wishing to ride in a Charity Race will be assessed one month (unless agreed otherwise) before the race under the following criteria at the British Racing School, Northern Racing College.

A report will be written and forwarded to the Racecourse and organisation sending the rider for the assessment. The Racecourse or organisation will have the final say on a rider's participation in the race.

The criteria against which the assessment will be made are whether, on the day of the assessment, the rider fulfils the detail outlined below.

Criteria:

- Tack up a racehorse ready for exercise as required by the assessor within a realistic time frame.
- Demonstrate an ability to warm up a racehorse and demonstrate control at walk and trot in an open area.
- Demonstrate an ability to monitor pace and control (according to the assessor's instruction) of a racehorse at canter and gallop over at least 6 furlongs at one time.
- A rider may be asked to ride two different racehorses during an assessment.
- A gym and outdoor court fitness assessment meeting the minimum requirement for a Category A Amateur assessment. Anything below 60% will not be satisfactory. Details of the test are on the BRS/NHC websites.

Any rider will have to fulfil the above criteria to be recommended as fit to ride.

Note: A Charity Race Assessment does not qualify a rider to apply to the British Horseracing Authority for a Category A Licence.