

RACEDAY AIDE-MEMOIRE FOR SENIOR RMO

RACECOURSE.....DATE.....

ON ARRIVAL

1. Report arrival to the nominated representative of the Managing Executive.
2. Report arrival to the Clerk of the Scales and collect the “**Red Entry List**” of suspended and foreign Riders that must be examined prior to racing.
3. Collect VEMCOM and confirm the RMOs frequency.
4. Ensure that the local hospital is aware that racing is taking place.
5. Medically examine any Rider – at the request of the Clerk of the Scales.

60 MINUTES BEFORE RACING - CHECKS/INSPECTIONS

6. Confirm arrival of RMOs.
7. Confirm arrival of the nurse.
8. Check and confirm the arrival and qualifications of all ambulance crew members.
9. Confirm arrival of First Aid Trained Attendants.
10. Check the equipment and supplies in each RMO bag against the checklist attached to the Standing Orders.
11. Check the equipment and supplies in the JMR against the checklist attached to the Standing Orders (may be delegated to the nurse but the Senior RMO must establish that the necessary checks have been carried out).
12. Check the equipment and supplies carried in the ambulances against the checklist attached to the Standing Orders (may be delegated to the Senior Paramedic but the Senior RMO must establish that the necessary checks have been carried out).
13. Ensure that each ambulance crew is given a copy of the current Standing Orders and BHAGI section 11. Ensure that all other Medical Staff have previously been given a copy of the current Standing Orders and BHAGI section 11.

14. CONDUCT A FULL BRIEFING (which must be concluded at least 45 minutes before the start of the first race).

**BRIEFING (60 to 45 minutes before the start of the first race)**

15. Ensure that all Medical Staff are in attendance.
  16. Ensure that all Medical Staff have read and understood the current Standing Orders and BHAGI section 11.
  17. Ensure that the arrangements for each race are discussed and that all Medical Staff are aware of the nature and location of their duties. (This would normally involve the use of a large wall map of the racecourse which is clearly visible to all Medical Staff in attendance).
  18. Ensure that all Medical Staff are aware of the exact arrangements for bypassing fences on that raceday. These arrangements will often be different for hurdle and steeplechase races and must be explained in detail before each raceday.
  19. Issue tabards and (if required) arm bands to RMOs. Ensure that RMOs are aware that either tabards or arm bands must be worn at all times and if arm bands are chosen, tabards must be carried at all times in RMO bag.
  20. Ensure that communication arrangements are clearly understood and that all VEMCOM radios are working.
- Note:** RMOs are to be notified that VEMCOM is NOT a confidential network and therefore sensitive medical information should only be transmitted by telephone (landline or mobile).

**IMMEDIATELY AFTER THE BRIEFING.**

21. Ensure that an RMO is available to attend the Weighing Room to examine any Riders that require medical clearance.

**30 MINUTES BEFORE THE TIME OF THE FIRST RACE**

22. Confirm with the nominated representative of the Managing Executive that medical arrangements comply in full with BHAGI section 11 and the Standing Orders.

**DURING RACING**

23. **Ensure that an RMO attends every start and before every race reports to the Starter on arrival to confirm that all medical arrangements are in place and that the race may proceed.**

24. Ensure that an RMO or Paramedic attends to every faller within one minute.
25. Ensure that an RMO reports to the Clerk of the Scales between every race and remains in the Weighing Room until released by the Clerk of the Scales.
26. Ensure that an RMO is available to attend the parade ring and remain in or immediately adjacent to the parade ring until all Riders have left the area.
27. Ensure that an MRB3 form is completed as soon after every examination as possible and that this form is handed in to the Stewards' Room for the attention of the Stewards' Room Administrator between races.
28. Ensure that a RED2 form is completed for every faller who is given a **Red Entry**. This form should be signed by the Rider who will retain the top copy.
29. If a spinal injury is suspected, the examining RMO should ensure that a SCAN2 form is completed and that this is sent with the injured Rider to hospital.

#### AFTER RACING

30. Ensure that all MRB3 forms have been completed and that a copy of each form has been handed into the Stewards' Room for the attention of the Stewards' Room Administrator (see Note below).
31. Ensure that all copies of MRB3 forms have been handed to the nominated representative of the Managing Executive and that the Managing Executive is aware of any MRB3 forms that need to be faxed immediately to Weatherbys (see Note below).

**Note:** The final deadline for handing MRB3 forms to the Stewards' Room Administrator is 10 minutes after the finish of the last race. After this time, a copy of the MRB3 form **MUST BE SENT IMMEDIATELY BY FAX** to Weatherbys to ensure that details of all injured Riders are complete and up to date. It is the responsibility of the Senior RMO to ensure that the Managing Executive is aware of any MRB3 forms that need to be managed in this way.

32. Ensure that all **Red Entries** have been notified to the BHACMA on 07788-567440. If this number is engaged, calls will be diverted to Voicemail and messages may be left for the BHACMA in this way. If the RMO requires a return call – please ensure that the name and telephone number of the RMO is given clearly.
33. Confirm with the nominated representative of the Managing Executive that all Medical Staff may be released.
34. Stand down Medical Staff.