

BHA GENERAL INSTRUCTIONS

No 11.3
Dtd 19 Feb 2007

To: Managing Executives
From: Chief Executive
Subject: COMPULSORY MEDICAL DOCUMENTATION (MEDICAL REPORT FORMS AND MEDICAL RECORD BOOKS)
Reference: Rules 64 & 66. Instr E4 and H11. BHAGI 11.1 and 11.2

Compulsory Medical Documentation

1. This Instruction is concerned with compulsory medical documentation i.e. Medical Report Forms (MRB3) and Riders' Medical Record Books.
2. On days on which there are no fallers or **Red Entries** an MRB3 form is still to be completed by Racecourse Medical Officers (RMOs) showing a nil return. One MRB3 form must be completed for each Rider examined. If the Rider is unhurt, an entry to that effect is to be made.

As soon as is practical, one copy of each MRB3 form must be handed in to the Stewards' Room on a raceday by an RMO for entry onto the computerised BHA injuries database by the Stewards' Room Administrator. The Authority will impose a fine of £50 on any Managing Executive for every occasion when this requirement is not carried out unless the Managing Executive can satisfy the Authority that there was good reason for the failure.

At the end of racing, the remaining copies must be handed to the nominated representative of the Managing Executive who will distribute them as follows:-

- a) The BHA Chief Medical Adviser, 151, Shaftesbury Avenue, London, WC2H 8AL;
 - b) The Professional Riders Insurance Scheme, c/o The Professional Jockeys Association, 39B Kingfisher Court, Hambridge Road, Newbury, Berks RG14 5SJ;
 - c) The Managing Executive – file copy to comply with Health and Safety requirements.
3. All injuries and **Red Entries** to professional Riders are held on the computerised BHA database at Weatherbys.
All Amateur Riders are required to hold a Medical Record Book. Entries in Amateur Riders' Medical Record Books may only be made by the following persons:-
 - a) An RMO;
 - b) The BHA Chief Medical Adviser (BHACMA);
 - c) With reference to an accident involving a claim on the Professional Riders' Insurance Scheme, a representative of the Scheme;
 - d) A Point to Point Doctor (only in the case of an Amateur Rider who suffers an injury in a Point to Point race).

BHA Computerised Injury Database

4. For each raceday, Weatherbys will prepare a list of all Riders who are subject to a medical suspension ("**Red Entry List**"). This list will be faxed to each racecourse holding a race meeting that day (no less than 2 hours before the time of the first race).

Three copies of this list are to be distributed as follows:

- one copy to the Declarations Clerk

- two copies to the Clerk of the Scales.

The Clerk of the Scales will identify those Riders that are scheduled to ride at that racecourse on that day and annotate one copy of the list accordingly. This copy will be handed to the Senior RMO when he/she arrives and reports to the Clerk of the Scales.

The Senior RMO will ensure that all these Riders are examined as soon as possible and that the results of this examination are:

- a) notified to the Clerk of the Scales;
- b) entered on individual MRB3 forms (which is to be handed in to the Stewards' Room at the earliest opportunity);
- c) entered in the Rider's Medical Record Books (if applicable).

N.B. The Senior RMO is also to ensure that all other Riders identified by the Declarations Clerk as requiring a medical examination are reviewed in the same manner.

Riders who Fall/Suffer Injury/Become Unwell etc

5. All Riders who fall at any time are to be examined and those that remount are also to be treated as "fallers" (see BHAGI 11.2 Paragraph 6).
6. If a Rider has suffered a recordable accident, (defined as an accident which precludes a Rider from riding again that day) or becomes unwell, the RMO, after examining him/her, is to complete an MRB3 form and, if appropriate, enter into the Recordable Accidents section of the Rider's Medical Record Book, the details of the accident or illness which renders him/her "unfit to ride". A Jockey's Notification of a Red Entry form (RED2) must also be completed and handed to the Rider. If an Amateur Rider has arrived without his/her Medical Record Book, the RMO is to issue him/her with a Medical Record Sheet (Temporary Replacement) to the effect that he/she has incurred a recordable accident or is unwell.
7. If the Rider is signed off as "unfit to ride" for any reason, this applies to ALL OTHER RACES HELD ON THAT DAY. A Rider cannot be "signed off" for one race and "signed on" again later in the day except in the following exceptional circumstances:
 - a) a Rider who requires the stitching of a wound or laceration;
 - b) a Rider who is undergoing examination or monitoring in relation to a possible concussion.
8. If a Rider is told not to ride again, an entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink**.
9. The name and medical details of any Rider given a **Red Entry** must be notified to the BHACMA at the end of racing BY TELEPHONE – 07788 567440. The Authority may impose a fine of £50 on any Managing Executive when this requirement is not carried out unless the Managing Executive can satisfy the Authority that there was good reason for the failure.

Note: If the BHACMA is engaged on another call, the RMO will be diverted to "voicemail" and a message may be left for the BHACMA in this way. If requested

and when practicable, the BHACMA will return any call providing that a name and contact number is given clearly.

Concussion

10. An entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink** for every case of concussion, showing:
 - a) The date of the injury;
 - b) If the suspension requires notification to the BHACMA (see BHAGI 11.2 Paragraph 9), an entry to the effect that riding is restricted until the Rider has been examined by the BHACMA should be entered.

Rider Evacuated to Hospital

11. If a Rider sustains injuries that necessitate emergency transfer to hospital, the hospital to which the Rider is evacuated must be contacted by the RMO. Where a rider is suspected to have suffered a significant spinal injury, the RMO should complete a SCAN2 form and take/send this with the Rider to the designated Emergency Department. In every case, an entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink** stating the name of the hospital (e.g. Taunton Hospital).
12. The name and medical details of any Rider evacuated to hospital **MUST** be notified to the BHACMA at the end of racing by telephone - 07788 567440.

Rider Sent to Hospital

13. If a Rider is sent to hospital as a routine "non-emergency" an entry is to be made on the MRB3 form and, if appropriate, in the Rider's Medical Record Book in **red ink**. A RED2 form must be completed and handed to the Rider. The entry is to show the date of the injury, the racecourse, the diagnosis and details of any referral. This entry is to be signed by the RMO (e.g. 1/10/06, Bangor, fractured femur, sent to Wrexham Hospital).

Rider Medically Suspended at Previous Meeting

14. If a Rider has been injured at a previous meeting and has been told by an RMO at that meeting not to ride again that day or before being medically examined again, he/she is to report to an RMO for medical clearance at a racecourse. Following the examination, the RMO is to complete an MRB3 form, which should be handed into the Stewards' Room at the earliest opportunity. The RMO is in all cases to notify the Clerk of the Scales and, if appropriate, make an entry in the Rider's Medical Record Book in red ink.
15. In every case, when an RMO examines a Rider whose name is included on the "**Red Entry List**" or whose last entry in the Recordable Accidents section of his/her Medical Record Book is in **red ink**, he/she is either to declare the Rider as "fit to ride" or as "unfit". In either case, the RMO is to make an entry on the MRB3 forms and, if appropriate, in the Rider's Medical Record Book in **red ink** to this effect.

N.B. Amateur Riders who also ride in Point to Points or Arabian races may have entries, which are not in **red ink** but these individuals **MUST** still be examined by an RMO before being declared fit to ride.

Cancellation of a Red Entry

16. Cancellation of a **Red Entry** may only be made by an RMO on duty at a race meeting and the Rider must hold a current licence or permit to ride issued by the Authority. However, any entry in a Medical Record Book or on the computerised “**Red Entry List**” held at Weatherbys either:
- (i) made by the BHACMA;
 - (ii) referred to the BHACMA; or
 - (iii) designated as requiring clearance by the BHACMA
- may only be cleared by the BHACMA or the BHA Medical Department.

Note: The examination of the rider is to determine if he/she is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a **Red Entry** be back dated or post dated.

Rider without Medical Record Book

17. Any Amateur Rider who comes to the racecourse without a Medical Record Book is to be examined by an RMO before he/she can ride. Following the examination, the RMO will inform the Amateur Rider that he/she is ‘fit’ or ‘unfit to ride’ and confirm this to the Clerk of the Scales. The RMO is to record the findings on the MRB3 form and if the Rider is ‘unfit to ride’ tell the Amateur Rider and the Clerk of the Scales the additional period of his/her medical suspension.

Note: The examination of the Rider is to determine if he/she is fit to return to race riding on the day of examination only. Under no circumstances may a clearance of a **Red Entry** be back dated or post dated.

Injuries leading to Claims or Benefit.

18. If a professional Rider licensed by the Authority sustains an injury which may, in the RMO’s opinion lead to a claim on the Professional Riders’ Insurance Scheme, an Accident Insurance Claim form available on the racecourse is to be given to the Rider or his/her representative. The certificate on the Claim form **MUST** be completed by the Rider’s own medical attendant or specialist and **MUST NOT** be completed by the RMO.

Foreign Riders

19. If a foreign Rider suffers from any serious injury (including concussion), the Clerk of the Scales will inform the Licensing Department at the BHA Office as soon as possible so that a fax with the details may be sent to the Turf Authority with whom the Rider is licensed. If such an injury occurs on a Saturday, the Clerk of the Scales will telephone the information to Weatherbys on the Sunday morning so that an immediate message may be sent.

Note: All Riders licensed by the Irish Turf Club will have a Medical Record Book and these are to be completed as for Amateur Riders (see paragraph 6 above).

Attestation Certificate for Foreign Riders

20. If an injury has occurred, the Clerk of the Scales will amend the Attestation Certificate accordingly and ask an RMO to add the details of the injury and the recommended period of medical suspension from riding.
21. Attestation Certificates for Riders from countries which do not issue Medical Record Books are to be countersigned by the RMO on duty with an outline of the injury and the recommended period of medical suspension from riding.
22. Attestation Certificates are returned to the parent Turf Authority so that the Authority can be in a position to act in regard to Riders licensed by it in accordance with the information on the Attestation Certificate and their Rules.

Medical Record Books: Procedure for Riders from Abroad or Riding Abroad

23. See **Annex A.**

Medical Record Books: Instructions to Declarations Clerks

24. See **Annex B.**

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Circulation
Stipendiary Stewards
Clerks of the Scales
Inspectors of Courses
Racetech
Racecourse Association

Medical Record Books: Procedures for Riders from
Abroad or Riding Abroad

Annex A

Medical Record Books: Instructions for Declarations
Clerks

Annex B