

**GUIDE TO BRITISH RACING PROCEDURES
For Trainers Based Outside Great Britain**

The information contained here provides a brief outline only of the major Rules of Racing relating to horses trained outside Great Britain and Ireland running in Great Britain. For a full explanation you are strongly recommended to use the online Rules Book at <http://rules.britishhorseracing.com>

It is also recommended that you make contact with Weatherbys or the British Horseracing Authority at an early stage if you are in any doubt as to the Rules which apply in Great Britain (GB). You should speak to Paul Palmer (Weatherbys) or Lyn Williams (British Horseracing Authority), on the telephone numbers listed at the end of this sheet.

Deadlines for entry, declaration etc –Rules (F)69 - 80 ‘Race Entries’ and Rules (F)83 – 114 ‘Processing after Entry’

Entries will usually be made via your own Racing Authority, who will pass them on to Weatherbys. Scratchings, confirmations of entry and Declarations to run may be made direct to Weatherbys, on 01933 440011.

Important note - Entries from Irish trainers which are made direct to Weatherbys and not through Horse Racing Ireland are subject to a handling fee of £67 per entry.

Entries for most races in GB close at 12 noon, five or six days before the day of running. In such races there are no further declaration stages until the Declaration to run stage. Declarations close at 10.00am, two days prior to the race for flat racing and for jump racing on Sundays, and on the day before the race for most other jump races (see also table below). A horse will be taken out of the race if it is not declared to run. Please note that the declaration stage may be earlier for races on Boxing Day and for several other major jump races, for example the Grand National.

Timetable for Entries and Declarations to Run

A six day entry cycle will apply for all non early closing races with the exception of those staged on a Saturday, for which a five day cycle will operate.

The arrangements for entries and Declarations are summarised in the table below:

RACEDAY	ENTRIES (AND CONFIRMATION OF ENTRIES/SUPPLEMENTARY ENTRIES FOR EARLY CLOSING RACES) (Noon)	CONFIRMED WEIGHTS	DECLARATIONS FOR FLAT RACES (10.00 a.m.)	DECLARATIONS FOR JUMP RACES *(except for specified races) (10.00 a.m.)
Monday	Tuesday	Wednesday	Saturday	Sunday
Tuesday	Wednesday	Thursday	Sunday	Monday
Wednesday	Thursday	Friday	Monday	Tuesday
Thursday	Friday	Saturday	Tuesday	Wednesday
Friday	Saturday	Sunday	Wednesday	Thursday
Saturday	Monday	Tuesday	Thursday	Friday
Sunday	Monday	Tuesday	Friday	Friday

- The Scratching deadline for Early Closing races will be fixed at Noon on Tuesdays, unless otherwise specified in the individual race conditions.
- The deadline for initial Entries for Early Closing races will also be fixed at 12 noon on Tuesdays .
- Declarations of Riders will be fixed on the day set for Declarations to run, unless otherwise specified in the individual race conditions.
- *Declarations to run and Declarations of Riders for all Grade 1 non Novice Steeple Chases and Hurdle Races will take place two days prior to running. In addition, Grade 3 Steeple Chases and Hurdle Races and such other races as may be permitted by the British Horseracing Authority MAY have 48 hour Declarations, at the option of the Racecourse Executive.

Note: The above arrangements may be subject to variation over the Christmas and New Year periods. Full details of any alterations will be published in advance in The Racing Calendar and on the Racing Administration Internet site (www.racingadmin.co.uk)

Procedures for Notification of Non Runners

Trainers are reminded of the requirement to notify the Racing Calendar Office at Weatherbys of any Non Runners in accordance with the procedures set out in Schedule (F)7 of the Rules of Racing. Non Runners may be declared on-line using the Racing Administration Internet site or alternatively via a dedicated telephone number which is available for this purpose on 01933 222377. This number will normally be manned from 8.00 a.m. to 5.00 p.m. Monday to Friday, and from 8.30 a.m. to 5.00 p.m. at weekends and Bank Holidays. Once notification of a Non Runner has been made, it may not be cancelled and the horse will not be permitted to run.

Re-opening of races.

If fewer than ten entries are received for a race which closes five or six days before running, the entry deadline will be extended. In such cases, additional entries may be made up until 9.15am on the day after the normal closing date (races which close on Saturday are re-opened until 9.15am on the following Monday).

If fewer than eight Declarations to run are received for a flat handicap race the deadline will be extended (in this case, until 10.30am), to allow the original entrants the opportunity to declare if they have not already done so. Similarly, when three or fewer Declarations to run are received at the Declaration stage for any race run on a Monday to Friday (four or fewer in any race run on a Saturday or Sunday), the same procedure will apply.

Major races.

Entries for the major races will generally close some weeks (or months) in advance of the race, always at 12 noon on a Tuesday. In such races there may be one or more Scratching deadline (deadline 12 noon), by which point the horse may be withdrawn. **The horse will remain engaged and a further fee will be incurred if the trainer does nothing.** Five or six days prior to the race there will be a Confirmation of Entry stage (deadline again 12 noon), at which point the trainer must confirm that the horse is an intended runner. Finally, there is a Declaration stage (see above) either one or two days prior to the race.

Headgear – Schedule (B)4

At the Declaration stage, the trainer must specify any headgear which is to be worn by the horse. In GB, this refers to Hood, Blinkers, Visor, Eyeshield, Eyecover and Sheepskin Cheek Pieces. With the exception of Sheepskin Cheekpieces, all other headgear to be worn must be shown to and passed by the Clerk of the Scales. In addition, if the horse is to run in a tongue strap, this must also be declared at the declaration to run stage.

A full description and pictures of each item of headgear is provided in Schedule (B)4.

Elimination

Where there are declared runners in excess of the safety limit for a race (which is shown at the foot of the conditions of each race), the runners will be reduced in accordance with the provisions of Schedule (F)8. Information on the elimination sequence (ie. the order in which horses will be eliminated) is published on the day after entries have closed or, in the case of races which close early, on the day following the Confirmation stage.

In addition to the above provision, the overall number of runners at a meeting is restricted to the number of stables available at each particular racecourse. Once the final number of declared runners is known, additional eliminations may be necessary, beyond the usual safety limit.

Qualification for Handicaps

A horse aged three years old or upwards which is trained outside Great Britain and which has run at least three times in flat races under the Rules of Racing of any recognised Racing Authority will be qualified to run in flat handicaps provided the Handicapper is prepared to allot a rating of 90 or more. If you are thinking of entering a handicap race, you are strongly advised to consult the Weight Adding Department at Weatherbys at the earliest opportunity.

Access to information

Trainers licensed outside Great Britain may apply for a password which will give them access to the racing administration website on www.racingadmin.co.uk. This site offers access to lists of Entries and Declarations before the information is available elsewhere and provides information on available jockeys. Contact the Internet HelpDesk on the telephone number listed at the end of this sheet.

Liability for entry and other fees – Rules (F)106 – 113 ‘Payments in respect of an engagement’

In races for which entries close five or six days prior to running there is a single entry fee, which becomes due at the time of the race.

In races which close earlier than this there is an entry fee, due at the time of entry, and a confirmation of entry fee, due if the entry is confirmed five or six days prior to the race (see above). In addition, there may be one or more Scratching deadlines, at the time of which an additional fee becomes due if the horse is not positively withdrawn.

An entry handling fee and surcharges are charged in addition to the entry fee. The total amount is currently £21.69 (plus VAT as applicable).

The Racing Authorities of France, Ireland and Germany have entered into a reciprocal arrangement concerning accounting arrangements. Owners from other countries are required to make separate arrangements with Weatherbys for the payment of entry fees and the receipt of prize money. Such owners should contact Mike Butts on the main switchboard telephone number listed at the end of this sheet.

It should be noted that, in the case of arrears, the British Horseracing Authority has the authority to collect any outstanding fees due to the Authority at the racecourse on the day of the race. In such circumstances, the horse will not be permitted to run while the amount remains outstanding.

Declaration of Rider – Rule (F)92, (F)93, (B)25

Details of the rider of your horse should be declared to the Entries/Declarations number listed overleaf. The deadline for Declarations of riders is 1.00pm on the day fixed for overnight declaration (see above). Declarations may be made at any time from the time of entry (or, in early closing races, from the time for confirmation of entry). It is usually convenient for the jockey to be declared at the same time as the entry or the declaration to run is made.

Unless the Jockey is licensed in Great Britain, (at the time you declare your jockey) you must declare the rider's age, details of the number of winners ridden and any rider's allowance that your jockey intends to claim at the time that you declare your jockey.

Once the 1.00pm deadline has passed the substitution of a rider will only be permitted under certain circumstances. Should this situation arise, it is recommended that you contact Weatherbys immediately.

Vaccinations – Rules (E)18, (E)19, (C)24

All horses are required to be vaccinated against Equine Influenza, within the following minimum periods: two primary vaccinations between 21 days and 92 days apart, a booster between 150 days and 215 days later and annual boosters thereafter. A horse must have had at least two primary vaccinations before it will be allowed to race. However, no vaccination can be administered in the seven days previous to the raceday or on raceday if the horse is to run.

These details will usually be recorded in a Racing Passport. However, when the horse is from a country which does not issue Passports, vaccinations must be recorded on a combined Identification Certificate correctly identifying the horse.

It is recommended that the full vaccination record is sent to Weatherbys or the British Horseracing Authority for verification at the earliest possible stage.

Racecourse Clearance Notification

A Racecourse Clearance Notification must be lodged with Weatherbys by the Declaration stage, except in the case of horses from countries which are yet to adopt the RCN, where a valid passport endorsement is required in its place. The British Horseracing Authority will impose a fine on the trainer where no RCN has been lodged.

Identity Checks - horses from countries where Passports are issued - Rule (E)16

The Racing Passport must be produced on the racecourse, in order that the markings (and vaccination record) can be checked by the Veterinary Officer, no less than 45 minutes before the race.

Identity checks - horses from countries where Passports are not issued - Rule (E)2, (E)16

A Certificate of Pedigree (Exportation Certificate) is required to be lodged at Weatherbys in respect of any foreign runner which does not have a passport. This certificate will be sent direct to Weatherbys by the Stud Book authority of the country of origin.

A copy of the certificate is sent by Weatherbys to the British Horseracing Authority Veterinary Officer (usually on the day prior to the race), in order that he can positively identify the horse at the course. This check must have been completed no less than 45 minutes prior to the race.

In addition, a set of veterinary identification markings taken in this country has to be handed to the Veterinary Officer, as a permanent record of the markings of the horse.

Racing Performances – Rule (C)38

Up-to-date lists of performances are required at the final Scratching deadline and at the confirmation stage. Please ensure that performances submitted identify whether any race won was a Handicap or Maiden Race to avoid the allocation of incorrect weights. In the unlikely event that the horse runs after the confirmation stage and before the race in question, details must be supplied at the Declaration to run stage.

Trainer – Schedule (B)3 Part 2

A horse is not allowed to start for a race if it is trained outside GB and has been in GB for more than 90 days. This requirement may be waived by the British Horseracing Authority on application by the trainer.

Jockey – Rule (A)15, (D)27

A jockey licensed outside GB should produce his licence to the Clerk of the Scales on the racecourse, or if he is from a country which does not issue a formal licence, a letter from the issuing authority confirming that he holds a licence for the relevant code of racing and sign an Attestation Certificate.

Jockeys from those countries which are not listed in British Horseracing Authority Schedule (D)1 must also produce a clearance from their own Racing Authority. If there is any doubt about this, you are strongly advised to contact the British Horseracing Authority's Licensing Department at the earliest opportunity.

The rider must also produce his Medical Record Book (MRB) if he has one. In the absence of a MRB, he will be examined by the Racecourse Medical Officer before he will be allowed to ride.

A jockey who is a non-European Community national will normally require a Work Permit. An application for a Work Permit must be submitted prior to entering the UK. Enquiries should be addressed to Work Permits (UK) - see list of addresses.

Shoes – Schedule (B)4

US-style horseshoes with toe-grab plates or those with sharp flanges or protrusions on the ground surface other than calkins or studs on the hind limited to 3/8" in height are not permitted to be used for racing purposes.

Racing Colours – Rule (E)82

These may be declared to Weatherbys at the latest by the entry or, in the case of early closing races, by the confirmation of entry stage. The Colours registered in the country of origin can usually be used, even if they are of a design which would not normally be allowed in this country. However, this does not extend to Colours which incorporate advertising which has not been approved. Where the colours are of an unusual design, you may be asked to provide a photograph or illustration of the colours, so that this can be supplied to the Press.

Sponsorship in Great Britain

If your horse is sponsored and you wish to display the sponsor's logos when the horse runs in Great Britain then you will need to register the sponsorship with Weatherbys at least seven days prior to the race in which you intend your horse to compete.

A full copy of the sponsorship guidelines (The Racehorse Owners Sponsorship Code of Conduct), which includes the necessary registration forms, can be found at:

www.britishhorseracing.com

Alternatively, hard copies can be requested from the Sponsorship Desk at Weatherbys on 01933 440077.

If you do not register your sponsorship at Weatherbys you should not display any sponsorship logos when on the racecourse.

If you have any queries please contact either Weatherbys on the above number.

Starting Stalls – Rule C(48)

On the first occasion a horse runs, the trainer of a foreign horse is required to arrange for the Senior Starter of his own Racing Authority to provide to the British Horseracing Authority by the Declaration to run stage written comments on the horse's behaviour at the start. Should this not be done and the horse subsequently misbehaves, the British Horseracing Authority may refuse further entries for the horse or, in extreme cases, from the trainer.

In exceptional circumstances horses may be loaded from the rear of the stalls with the front gates open, or backed into the stalls from the front. In all such cases horses will be loaded first and must also be loaded by a representative of their home yard. A certificate will be required from the Senior Starter of his own Turf Authority to state that the horses has been loaded in a similar fashion in its own jurisdiction.

Unless such information is received, no special arrangements will be made for the start.

For further details or clarification, please contact any of the following British Horseracing Officials:

Sean McDonald – 07702 374749; Kieran O'Shea – 07771 376384; Fraser Garrity – 0207 152 0152

Stable Security

Overseas trainers will be allowed access to the racecourse stables on production of their travelling passport. Overseas trainers must notify the Clerk of the Course prior to arrival.

Stable staff are allowed access to the racecourse stables if they produce their travelling passport and a letter of authority from the trainer confirming that they are employed by him.

Rule (C)39 – 46 ‘General Duties of Trainers – At the Racecourse’

All runners on a raceday are guaranteed a dedicated stable in the official racecourse stable yard.

Every horse running on the day of racing must be stabled in the official racecourse stables at least 45 minutes before the advertised time of the race for which the horse is declared.

Horses which are stabled in the official racecourse stables on a day when they are not due to race will need to be removed by 10.00 hours when the Stable Manager indicates that the stable they occupy is needed for a horse running that day.

Trainers wishing to use the official racecourse stables overnight must reserve such accommodation by submitting a written application to the racecourse by 13.00 hours on the day before racing. The application must include the name of the horse(s) and employee(s) requiring use of the hostel.

Quarantine

For quarantine regulations you are advised to contact the Department for Environment, Food and Rural Affairs (DEFRA) (see list of addresses).

Reports on Performance – Rule (C)34, (C)35

Trainers must report to a Stipendiary Steward or a Veterinary Officer on the racecourse anything which might have adversely affected the performance of the horse.

Should anything come to the attention of the trainer after the horse has left the racecourse, it must be reported to either the British Horseracing Authority Disciplinary Department, a Stipendiary Steward or a Veterinary Officer.

Contact Addresses/Telephone Numbers

Weatherbys Ltd

Sanders Road
Wellingborough
Northants
NN8 4BX
Tel: 01933 440011 (Entries/Declarations)
01933 440077 (Main Switchboard)
01933 304828 (Internet HelpDesk)
Fax: 01933 440807
Email: ihelp@weatherbys.co.uk
www.weatherbys.co.uk

British Horseracing Authority Ltd

75 High Holborn
London
WC1V 6LS
Tel: 020 7152 0000
Fax: 020 7152 0001
Email: info@britishhorseracing.com
www.britishhorseracing.com

Department for Environment, Food and Rural Affairs (DEFRA)

Animal Imports Section
1A Page Street
London
SW1P 4PQ
Tel: 020 7904 6334
Fax: 020 7904 6395
E-mail: animalimports@defra.gsi.gov.uk
www.defra.gov.uk

The Professional Jockeys Association

39 Kingfisher Court
Hambridge Road
Newbury
Berks
RG14 5SJ
Tel: 01635 44102
Fax: 01635 37932
E-mail: info@thepja.co.uk

National Trainers Federation

9 High Street
Lambourn
Hungerford
Berks
RG17 8XN
Tel: 01488 71719
Fax: 01488 73005
Email: info@racehorsetrainers.org
www.racehorsetrainers.org

Work Permits (UK)

(Guidance Notes and Work Permit application forms)
Moorfoot
Sheffield
S1 4PQ
Tel: 0114 259 4074
Fax: 0114 259 3776
www.workpermits.gov.uk

Home Office

Immigration and Nationality Directorate

Lunar House
40 Wellesley Road
Croydon
CR9 2BY
Tel: 0870 606 7766
www.homeoffice.gov.uk/ind/hpg.htm

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