

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 4.1**  
**Dtd 1 October 2012**

To: Managing Executives  
From: Chief Executive  
Subject: STANDARDS FOR CAMERA PATROL AND TECHNICAL FACILITIES  
FOR STEWARDS

---

### **General Camera Patrol Provision (Integrity Cameras)**

1. The Stewards are to be provided with the number and the deployment of integrity cameras as laid down in Annex A, unless the variations in paragraph 2 apply. There must be sufficient cameras to ensure that the camera patrol integrity cover is not compromised in any way and is sufficient to enable the entirety of the racetrack to be covered by integrity cameras. In the event that a situation arises whereby camera patrol integrity cover is compromised or is not sufficient to ensure coverage of the entire racetrack, then an additional integrity camera(s) is to be installed as required additional to those listed in Annex A. The operational camera patrol integrity cover is laid down in Annex B.

### **Variations to General Camera Patrol Provision – Contract Video**

2. The following variations to the general camera patrol provision are permitted:

At meetings where a sub-contractor approved by the BHA is used instead of the main Service Provider, a similar level of service should be provided.

### **Specification of Integrity Cameras**

3. The specification for integrity cameras is full broadcast quality digital wide screen cameras either Standard Definition (SD) or High Definition (HD) with Triax control systems (or similar) fitted with broadcast quality 33:1 (or greater) zoom lenses with integral 2X range extenders. Where Triax cabling is not installed the signals may be transmitted via broadcast quality microwave links.

### **Ancillary Equipment**

4. The following ancillary equipment or facilities in good working order are also to be in place viz:

- provision for each integrity camera output to be recorded onto a broadcast quality recording channel with time of day time code (see Annex D). Sufficient recording channels (usually six) to fulfil this function are required with at least two channels capable of clean still frame and slow motion facility. Up to four channels must be capable of synchronised playback;
- four 28 inch colour wide screen monitors in the Stewards' Room, one 21 inch colour monitor in the Stewards' Main Viewing Box and one 14 inch colour monitor in the Stewards' Alternative Viewing Box. All monitors must be capable of displaying wide screen pictures;

- talkback facilities from the Mobile Control Room (MCR) vehicle to the Stewards' Room and Stewards' Main Viewing Box;
- a private telephone system (of the conference call variety) between the Stewards' viewing positions and the Stewards' Room;
- a permanently installed jockeys call-up system from the Jockeys' Changing Room to the Stewards Room (internal PA system);
- an on screen graphic to supply betting information to the Stewards;
- necessary hydraulic platform vehicles (hoists), a Mobile Control Room (MCR) vehicle, audio and video routing equipment, cabling, control systems, talkback systems, microwave links and sufficient spare equipment to provide a reliable service. The MCR must be fully digital, meeting current Independent Television Commission (ITC) standards for the terrestrial broadcasters as detailed in the ITC Technical Performance Code.

In the event of a mains power failure, provision to enable at least the two prime cameras (head-on and side-on) to function and permit recording functions and communication between Stewards to be maintained.

When sub-contractors approved by the BHA are used, sufficient ancillary equipment or facilities in good working order are to be in place appropriate to the reduced number of cameras.

### **Personnel**

5. The camera operators are to be skilled professional operators experienced in the coverage of horseracing for integrity purposes. An Integrity Replay Operator is to be provided, who will deploy the cameras in accordance with the General Instructions and direct their coverage accordingly. He/she will operate the recording and replay equipment and communicate directly with the Stipendiary Steward in accordance with the General Instructions. Two broadcast television engineers are to be employed, who will ensure all equipment operates in the required manner and repair any breakdowns that occur.

### **Equipment Maintenance**

6. All relevant equipment (including all ancillary equipment) and any fixed facility is to be always tested on racedays, and regularly tested and maintained to a high level of reliability.

### **Camera Patrol Positions**

7. All camera patrol positions which may be required at a racecourse are to be surveyed and agreed jointly, under arrangements made between the Head of Stewarding and the Stipendiary Stewards' Managers, the Clerk of the Course and the Integrity Service Provider. The Integrity Service Provider will advise the Head of Stewarding or the Stipendiary Stewards' Managers and the Clerk of the Course when each fresh

position can be taken into use for the first time. These positions and their sight-lines are to be safeguarded such that optimum integrity cover is ensured.

8. In selecting camera patrol positions, account is to be taken of:
- a) provision of integrity cover for use by the Stewards in accordance with current instructions for operational camera patrol integrity cover (see Annex B);
  - b) technical limitations on the optimum operation of cameras;
  - c) accessibility and safety of position for camera operators and vehicles;
  - d) communication between positions and the Mobile Control Room (MCR) vehicle;
  - e) cost of providing the position.

### **Camera Patrol Service at Enquiries and Objections**

- 9.
- a) Recordings are to be shown to the Stewards and to such other persons involved in an enquiry or an objection as the Stewards may direct.
  - b) During enquiries and objections, the Integrity Replay Operator is to direct the replays as informed by the Stipendiary Steward, and in accordance with the requirements of BHAOP 2.5.
  - c) If suitable equipment has been provided by the Integrity Service Provider, the Stewards may wish to control the replays themselves from the Stewards' Room.

### **Availability of Recordings**

10. All camera patrol cover and recordings may be shown, as desired, to the public, provided that the requirements of the Stewards and the Stipendiary Stewards are not delayed. After the last race, the Integrity Replay Operator is to make a DVD recording of the day's racing available to the Senior Stipendiary Steward acting on the day. Any person who receives a fine or suspension on the racecourse will automatically be offered a recording of the incident by a Stipendiary Steward. Provision of a recording can only be made through a Stipendiary Steward, and he will stipulate when passing on the request what part of the race and what views should be included.

The only other request, when a recording should be provided without the accompanying charge, is when a Stipendiary Steward requests a recording because the connections are aggrieved by the Stewards' decision to amend/not to amend the placings. Again, the request will come from a Stipendiary Steward, and state what part of the race, and which views, should be included.

## **Usual Views**

11.

- |                  |  |
|------------------|--|
| Interference     | - all views of the incident with 1 furlong run-in<br>- continued through to the line if Rule (B)11.6 Enquiry |
| Whip             | - all views  |
| Running & Riding | - all views, whole race (including 5 seconds in Starting Stalls)   |

Anybody considering making a request should be advised to do so as early as possible, so as to ensure there is sufficient time to make the recording. Anybody who has made a request should be asked to ensure they pick up their recording, or make arrangements for the recording to be picked up on their behalf, no later than half an hour after the last race.

Note: Although every effort will be made to provide both trainer and jockey with an 'all views, whole race' recording following a Rule (B)59.2 finding, time constraints may result in only one recording being available. In the case of only one recording being available, it will be given to the jockey, unless advised otherwise.

Copies (DVD-R at HQ) of any suspension must be forwarded to the BHA within 48 hours of the race meeting. Copies of any other incidents as requested by the Stipendiary Steward (Betacam SP Standard or DVD-R at HQ, as requested) must be sent to the BHA as and when instructed, together with any relevant paperwork.

## **Retention of Recordings**

12. A digital archive of all races recorded at each race meeting will be kept by RaceTech on behalf of the BHA. So as to ensure compatibility with the digital archive, contractual arrangements must be in place with the Integrity Service Provider (including any sub-contractor approved by the BHA) to ensure that all integrity camera race recordings are made in accordance with the requirements of Annex D. All recordings must be posted to RaceTech on the next working day or hand delivered to RaceTech within 2 working days.

Recordings can be submitted in either SD or HD but not a mix of both. Any racecourse wishing to submit recordings in HD must have sought and received in advance the written consent of the BHA. Such consent will also specify a date from which HD recordings may be submitted.

## **Complaints**

13. Complaints received from the Stipendiary Steward on a raceday relating to the camera patrol service must be attended to immediately, and necessary action is to be taken to remedy the matter and prevent a reoccurrence.

Note: Complaints will be reported by the Stipendiary Steward to the BHA via the Stewards' Report Form, as well as to the Integrity Service Provider.

**Performance Standard**

14. Unacceptable:

Any significant camera feed failure which adversely affects the ability of the Stewards to carry out their duties, unless circumstances occur which are outside the control of the Integrity Service Provider.

75 High Holborn  
London WC1V 6LS

**Circulation**

Stipendiary Stewards  
Clerks of the Scales  
Inspectors of Courses  
Racecourse Association  
RaceTech

Number and Deployment of Integrity Cameras  
Operational Camera Patrol Integrity Cover  
Required Variations to Monitor Installations  
Recording Requirements for the BHA Digital Archive

Integrity Service Providers  
Annex A  
Annex B  
Annex C  
Annex D

**NUMBER AND DEPLOYMENT OF INTEGRITY CAMERAS (NORTH)**

SERVICE PROVIDER		INTEGRITY (NORTH)							
	H/O	AUX H/O	S/O (1)	REM 1	REM 2	REM 3	REM 4		
AINTREE (GRAND NATIONAL)	Y	Y	Y	Y	Y	Y		H/O is either/or, not both	
AINTREE	Y	N	Y	Y	Y				
AYR (WESTERN MEETING)	Y	Y	Y	Y	Y				
AYR (FLAT)	Y	N	Y	Y	Y				
AYR (SCOTTISH NATIONAL)	Y	N	Y	Y	Y				
AYR (JUMPS)	Y	N	Y	Y	Y				
BANGOR	Y	N	Y	Y	Y				
BEVERLEY	Y	N	Y	Y	Y				
CARLISLE (FLAT)	Y	N	Y	Y	Y				
CARLISLE (JUMPS)	Y	N	Y	Y	Y				
CARTMEL	Y	N	Y	Y	Y				
CATTERICK (FLAT)	Y	N	Y	Y	Y				
CATTERICK (JUMPS)	Y	N	Y	Y	Y			H/O is mounted on a tripod and skid for best position	
CHESTER	Y	N	Y	Y	Y	Y			
DONCASTER (LINCOLN & ST LEGER)	Y	Y	Y	Y	Y	Y		REM 2 operator operates 2 <sup>nd</sup> H/O as required	
DONCASTER (FLAT)	Y	Y	Y	Y	Y			REM 2 operator operates 2 <sup>nd</sup> H/O as required	
DONCASTER (JUMPS)	Y	N	Y	Y	Y				
HAMILTON	Y	N	Y	Y	Y				
HAYDOCK PARK (FLAT)	Y	N	Y	Y	Y				
HAYDOCK PARK (JUMPS)	Y	N	Y	Y	Y				
HEXHAM	Y	N	Y	Y	Y				
KELSO	Y	N	Y	Y	Y				
MARKET RASEN	Y	N	Y	Y	Y				
MUSSELBURGH (FLAT)	Y	N	Y	Y	Y				
MUSSELBURGH (JUMPS)	Y	N	Y	Y	Y				
NEWCASTLE (FLAT)	Y	N	Y	Y	Y				
NEWCASTLE (JUMPS)	Y	N	Y	Y	Y				
NOTTINGHAM	Y	N	Y	Y	Y				
PERTH	Y	N	Y	Y	Y				
PONTEFRACT	Y	N	Y	Y	Y				
REDCAR	Y	N	Y	Y	Y				
RIPON	Y	N	Y	Y	Y				
SEDGEFIELD	Y	N	Y	Y	Y				
SOUTHWELL	Y	N	Y	Y	Y				
THIRSK	Y	N	Y	Y	Y				
UTTOXETER	Y	N	Y	Y	Y				
WETHERBY	Y	N	Y	Y	Y				
WOLVERHAMPTON (FLAT)	Y	N	Y	Y	Y				
WOLVERHAMPTON (JUMPS)	Y	N	Y	Y	Y				
YORK	Y	N	Y	Y	Y	(Y)		REM 3 for races over 1m 2f	

**NUMBER AND DEPLOYMENT OF INTEGRITY CAMERAS (SOUTH)**

SERVICE PROVIDER	INTEGRITY (SOUTH)							
	H/O	AUX. H/O	S/O (1)	REM 1	REM 2	REM 3	REM 4	
ASCOT (ROYAL)	Y	Y	Y	Y	Y			
ASCOT (OTHER SPECIALS)	Y	Y	Y	Y	Y			Victoria Cup, Festival, King George and Bovis meetings
ASCOT (FLAT)	Y	Y	Y	Y	Y			H/O is either/or not both
ASCOT (JUMP)	Y	N	Y	Y	Y			
BATH	Y	N	Y	Y	Y			
BRIGHTON	Y	N	Y	Y	Y			
CHELTENHAM (FESTIVAL)	Y	N	Y	Y	Y	Y		
CHELTENHAM	Y	N	Y	Y	Y			
CHEPSTOW (FLAT)	Y	N	Y	Y	Y	Y		Operates REM 2 if straight race, REM 3 if round
CHEPSTOW (JUMPS)	Y	N	Y	Y	Y			
EPSOM (DERBY)	Y	N	Y	Y	Y	Y	Y	
EPSOM	Y	N	Y	Y	Y			
EXETER	Y	N	Y	Y	Y			
FAKENHAM	Y	N	Y	Y	Y			
FOLKESTONE (FLAT)	Y	N	Y	Y	Y			
FOLKESTONE (JUMPS)	Y	N	Y	Y	Y			
FONTWELL	Y	N	Y	Y	Y			
GOODWOOD	Y	Y	Y	Y	Y			
HEREFORD	Y	N	Y	Y	Y			
HUNTINGDON	Y	N	Y	Y	Y			
KEMPTON (FLAT)	Y	N	Y	Y	Y			A second S/O camera is deployed for the sprint course
KEMPTON (JUMPS)	Y	N	Y	Y	Y			
LEICESTER (FLAT)	Y	N	Y	Y	Y			
LEICESTER (JUMPS)	Y	N	Y	Y	Y			
LINGFIELD (AWT)	Y	N	Y	Y	Y			
LINGFIELD (TURF)	Y	(Y)	Y	Y	(Y)			2 <sup>nd</sup> H/O is REM 2 camera moved round
LUDLOW	Y	N	Y	Y	Y			
NEWBURY (FLAT)	Y	N	Y	Y	Y			
NEWBURY (JUMPS)	Y	N	Y	Y	Y			
NEWMARKET JULY	Y	N	Y	Y	Y	(Y)		REM 3 for races over 1m 6f
NEWMARKET ROWLEY	Y	N	Y	Y	Y	(Y)		REM 3 for races over 1m 6f
NEWMARKET ROWLEY (OTHER SPECIALS)	Y	Y	Y	Y	Y	(Y)		REM 3 for races over 1m 6f
NEWTON ABBOT	Y	N	Y	Y	Y			
PLUMPTON	Y	N	Y	Y	Y			
SALISBURY	Y	N	Y	Y	Y			
SANDOWN (FLAT)	Y	N	Y	Y	Y			A second S/O camera is deployed for the sprint course
SANDOWN (JUMPS)	Y	N	Y	Y	Y			
STRATFORD	Y	N	Y	Y	Y			
TAUNTON	Y	N	Y	Y	(Y)			
TOWCESTER	Y	N	Y	Y				
WARWICK (FLAT)	Y	N	Y	Y	Y			
WARWICK (JUMPS)	Y	N	Y	Y	Y			
WINCANTON	Y	N	Y	Y	Y			
WINDSOR (FLAT)	Y	N	Y	Y	Y			
WINDSOR (JUMPS)	Y	N	Y	Y	Y			
WORCESTER	Y	N	Y	Y	Y			
YARMOUTH	Y	N	Y	Y	(Y)			

## **OPERATIONAL CAMERA PATROL INTEGRITY COVER**

1. The cameras will provide the standard operational camera patrol integrity cover as laid out below. It is understood that to avoid unnecessary duplication of cameras the camera outputs are also used for televised coverage of a race meeting.

### **2. Image Size**

The size of the image of any individual horse must not be smaller than that which will allow the Stewards to monitor the actions of the rider and horse, subject to any limitation which may be imposed by the capability of the camera over extreme distance or in poor light. This limits the amount of the field which can be covered by a camera when a field becomes extended. Therefore, it is necessary for patrol cameras to share this coverage between them in such a way that the actions of as much as possible of the field are recorded, except as follows: in the finishing straight of a flat race or from the penultimate fence or hurdle of a Jump race, it is of paramount importance for the head-on and side-on cameras to concentrate on the front of the field, where the horses which will probably be placed are running, so that the rear of the field may have less than optimum cover in these closing stages of a race, although the scout cameras may provide some cover.

### **3. Head-on Camera**

This camera is to provide cover of the whole field while all horses are running together, but is to drop back to cover the rest of the field behind that part covered by the side-on camera whenever the field becomes extended. As the field extends further, so that this part can no longer be all covered at one time, it will be necessary for the camera to sweep up and down slowly between the front and rear of this part. Care must be taken that the first horse to be covered by this camera must not be behind the last horse to be covered by the side-on camera, and in consequence some overlap of the cover by these two cameras will occur. As soon as the leading horses enter the finishing straight in a flat race, or reach the penultimate fence or hurdle of a Jump race, the head-on camera must have moved up the field to cover these and, as far as depth of field of the lens allows, the following horses in the finishing straight. At the finishing line, the leading horse will appear at the bottom of the shot; the camera is to follow this through after the line insofar as this is possible, while retaining cover of the remaining horses in contention until they are beyond the finishing line, by progressively widening the shot.

### **4. Side-on Camera 1 (integrity)**

This camera is to provide continuous cover of the horses running together in contention at the front of the field throughout a race, although a leading horse which draws away from the field may be omitted from the cover as soon as it is apparent that it cannot be interfered with by those horses following. At the finishing line, this camera will dwell on the line for long enough for all the horses in contention to pass through the shot, this shot being wide enough for the horses passing through it to be identified easily.

### **Side-on Camera 2 (TV production)**

This camera is used for the televised output at some meetings. If available it should be recorded and made available to the Stewards, if required.



**5. Remote Cameras (any position)**

Remote cameras are positioned around a course where they may best enhance the local standard of cover, which would otherwise be unsatisfactory by the head-on and side-on cameras, and they form part of an interlinked and continuous cover of racing; the deployment of remote cameras depends upon the distance over which races are run. The front of an approaching field is to be covered and the cover is to drop back to the rear of the field as the horses pass away from a camera. Where a remote camera is able to cover the finishing straight, it will normally cover the rear of the field up to the last horse in contention reaching the line.

**6. Responsibility for Correct Cover**

It is the responsibility of each individual camera operator to provide the cover appropriate. However, the Integrity Replay Operator, from the MCR, is to co-ordinate and, if necessary, direct the coverage being provided from individual cameras in order to obtain the best coverage in accordance with these instructions by the unit as a whole. It is understood that the cameras will also be used for the television coverage of the meeting.

**7. Completion of Cover**

All cameras will follow the field to the winning line, which they will cover as instructed above until all horses in contention have reached the line.

**8. Special Requirements for Cover**

In the event that a Stipendiary Steward has a special requirement in covering a particular race or a parade or the parade ring, he will discuss with the Integrity Replay Operator whether and how this additional cover may be met using the cameras deployed, without jeopardising the standard cover of racing required above and the television coverage of the meeting.

**REQUIRED VARIATIONS TO MONITOR INSTALLATIONS**

ALL COURSES	Four 28 inch wide screen monitors installed in the Stewards' Room
GOODWOOD	<b>One monitor permanently installed in the Stewards' Main Viewing Box</b>
LINGFIELD PARK	One monitor permanently installed in the Stewards' Main Viewing Box
NEWCASTLE	Four monitors permanently installed in the Stewards' Main Viewing Box  A permanently installed talkback system between the two positions  A permanently installed CCTV system between the two positions consisting of two cameras and two viewing monitors for the cameras
SOUTHWELL	Four monitors permanently installed in the Stewards' Main Viewing Box  <b>A permanently installed talkback system between the two positions</b>  A permanently installed CCTV system between the two positions consisting of two cameras and two viewing monitors for the cameras

**RECORDING REQUIREMENTS FOR THE BHA DIGITAL ARCHIVE**

- Separate recordings of all camera views and the cut version of the race must be made.
- All recordings to be made on Sony XD CAM discs
- All Standard Definition (SD) recordings must be DVCAM 25Mbps only.
- All High Definition (HD) recordings must be MPEG HD420 35mbps only
- Recordings must be made in either SD or HD but not a mix of both.
- Record only one raceday per disc. More than one disc can be used per view if the number of races on the day make it necessary but meta data must be recorded to each disc.
- PA sound (to include race off, race commentary and result announcements) must be recorded on audio tracks 1 and 2. If possible clean commentary should be recorded on audio track 3 and sound effects on audio track 4.
- All discs must be labelled using the Bar Code labelling software supplied by RaceTech.
- All discs must have Weatherbys meta data recorded to them using the OB Application software supplied by RaceTech. If there is no Weatherbys data available manual data must be carried out on the race day.
- All recordings must be sent to RaceTech at the end of each day:

RaceTech  
88 Bushey Road  
Raynes Park  
London  
SW20 0JH

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 4.2**  
**Dtd 1 October 2012**

To: Managing Executives  
From: Chief Executive  
Subject: STANDARDS FOR PHOTOFINISH

---

### **Photofinish Provision**

1. a) For all race meetings the Judge is to be provided with a full electronic photofinish system, operated by competent operators (see paragraph 5), which is capable of recording every finisher. The system must include two colour cameras (as in paragraph 2) and the facility to record the elapsed time between each finisher.
- b) In the event of any breakdown of equipment, or of either the operator and/or the camera not arriving on a racecourse, a fail safe system for their replacement must be established so that there is sufficient back-up to replace them before or during racing.

### **Equipment Specification**

2. All camera equipment is to be of a professional standard, to produce clear and sharp images in varying light conditions, and with good quality lenses which produce an adequate image size, enabling the Judge to place the horses. The equipment must be capable of working under all weather and light conditions which are safe and suitable for racing to take place.

### **Essential Facilities**

3. The following essential facilities must be in place:
  - a means whereby a mirror image is available to the Judge covering at least half the track;
  - a means whereby the degree of enlargement of the image is the maximum possible consistent with retaining a clear definition and allowing the horses concerned in the photofinish to be identified;
  - a video feed and monitor to enable the Judge to watch the race and to see a slow motion replay if required;
  - a cursor line on the photofinish viewing equipment;
  - means to enable the Judge to view the photofinish image in the Judge's box and to be able to communicate with the photofinish operators;
  - a means to allow the official result from the photofinish equipment to be returned to Weatherbys electronically via the wireless network connection available in the photofinish area (provided in line with BHAGI 8.1). This connects to the internet via the router in the Stewards' Room;

- a means to enable the photofinish operator to be able to communicate with the Stalls Handlers Team Leader, in order to establish that the electronic timing mechanism is working prior to each race;
- a means to check that the race-by-race photofinish official results data has been successfully received at Weatherbys. Racecourses and/or their photofinish contractor must confirm with the Racecourse Department details of the format, schema and structure that should be used to return the photofinish official results data.
- an electronic feed of pre-photofinish data is available from Weatherbys. The format and method of this electronic feed can also be obtained from the Racecourse Department;
- an immediate back-up power supply (with appropriate surge protection) in the event of power failure during racing sufficient for at least three races.

### **Ancillary Equipment**

4. Suitable ancillary equipment, sufficient to enable the maintenance of all standards laid down in this Instruction, is to be provided. This includes facility equipment to enable the photofinish image to be shown on CCTV where CCTV is available and is provided by the service provider.

### **Personnel**

5. Contractual arrangements are to be in place with the Integrity Service Provider to ensure that the photofinish operators provide the Judge with all necessary support and assistance to ensure that the camera images best illustrate the result and that the Judging Procedures are carried out in all respects. Managing Executives are ultimately responsible for ensuring that the photofinish operators are to be fully trained in all requirements.

A trainee photofinish operator should attend a minimum of 20 training days under instruction, on the racecourse, during racing. The trainee is to have a log sheet, signed by the Judge on each day, to record training, and be passed as qualified by the Judge on the last day of training.

Whilst the list below is not exhaustive, the following criteria must be met within the operator's training:

A fully trained operator should:

- a) be capable of setting up and derigging all photographic and computer equipment;
- b) have total familiarity with the software and its capabilities, for example, to move the image and zoom in;

- c) understand the principles of reflection and refraction and how to apply these when setting up the mirror;
- d) be able to correctly judge the speed of horses and set the image capture software accordingly;
- e) understand the need and be able to set focus and light settings as they vary during a race, and particularly as the horses cross the finishing line;
- f) be able to improve the image captured by adjustment of the software settings;
- g) understand the equipment and its operation, be able to carry out fault finding procedures, and be able to correct minor faults.

### **Equipment Maintenance**

6. All relevant equipment (including ancillary support equipment) is to be regularly tested and maintained to a high level of reliability. Additionally, the photofinish equipment is to be fully installed and tested at least one hour before racing commences and the Judge notified if there is any failure of equipment at least half an hour before racing starts.

### **Prints and Retention**

7. Prints, where necessary, shall be provided at a meeting in accordance with the Judging Procedures. Contractual arrangements must also be in place with the Integrity Service Provider to ensure that electronic photofinish images are retained and that copies of the electronic image are produced for the BHA, when required, in accordance with Annex A.

### **Complaints**

8. Complaints received from a Judge relating to the photofinish are to be attended to immediately, and necessary action is to be taken to remedy the matter and prevent a reoccurrence.

Note: Complaints will be reported by the Judge to the Judges' Team Principal, who will in turn report to the BHA and the Integrity Service Provider.

### **Performance Standard**

9. Electronic image available within 30 seconds of end of race. Prints to be available before following race and produced to the satisfaction of the Judge.

75 High Holborn  
London WC1V 6LS

**Circulation**  
Stipendiary Stewards  
Judges  
Inspectors of Courses  
Racecourse Association  
Integrity Service Providers  
SIS  
Annex A

Stipulated Retention Periods for Photofinish Material

**STIPULATED RETENTION PERIODS FOR PHOTOFINISH MATERIAL**

<b><u>Retention Period</u></b>	<b><u>Library Material</u></b>
One year after the raceday on which the material originated	Electronic Photofinish images
For a period to be notified in each case	Electronic images of specific races where retention is required for more than one year
For an indefinite period as archival material	Electronic images of the five Classic races, the Ascot Gold Cup, the Grand National, the Cheltenham Gold Cup, the Champion Hurdle and the King George VI Steeplechase.

**WHEN COPIES OF THE ELECTRONIC IMAGE ARE REQUIRED FOR THE BHA**

Where a dispute arises over a Judge's decision, the BHA may call upon the Integrity Service Provider for the electronic photofinish image if considered necessary for the determination of the result. The BHA will require the Integrity Service Provider to provide electronic photofinish software to enable the electronic photofinish image to be reviewed by them and by the Judge's Team Principal.

## BHA GENERAL INSTRUCTIONS

BHAGI 4.3  
Dtd 1 October 2012

To: Managing Executives  
From: Chief Executive  
Subject: STANDARDS FOR STARTING STALLS

---

### **Starting Stalls Provision**

1. For all runners in all Flat races and for all Stalls Tests conducted on racedays, the Starter is to be provided with Starting Stalls in good working order and of a design approved by the BHA.

### **Ancillary Equipment**

2. Suitable ancillary equipment, sufficient to enable all standards laid down in this Instruction to be maintained, is to be provided. This must include appropriate towing vehicles dedicated to moving the Starting Stalls, together with such items as blindfolds, lead reins, cables and sufficient spare equipment as is necessary to provide a reliable service.

### **Equipment Maintenance**

3. Racecourses – through contractors as applicable – are responsible for ensuring all relevant equipment (including all ancillary support equipment) is regularly tested and maintained to a high level of reliability. All equipment should be tested on the day of racing to ensure that it is working properly and ready to use. Furthermore, where Starting Stalls are used for an Arabian race on a thoroughbred card, they must be disinfected before being re-used for a thoroughbred race. The disinfectant used must be of the same type approved when disinfecting racecourse stables (see BHAGI 7.2 paragraph 6).

### **Personnel**

- 4.
- (i) The Starting Stalls Handlers are to be a competent, trained and accredited team, working under the direction of the Starter, and supervised by an experienced Team Leader. All training must be in line with agreed standards to enable assessment and accreditation by the BHA.
  - (ii) A **minimum** of eleven handlers (which includes the Team Leader) must be provided on any raceday. However, in exceptional circumstances (e.g. injury sustained by a Stalls Handler on a raceday) the Stewards may, after appropriate consultation, permit a race to be started from Starting Stalls with fewer than eleven handlers.

In addition to the above minimum number of handlers, there must be an additional 'Leader' for every three declared runners over 20 and two additional 'pushers' for every 10 runners over 20.

- (iii) Racecourses are strongly advised to employ further handlers in addition to the requirements of point (ii) when, on the basis of the types of race



programmed, a fixture is likely to attract, for example, a greater number of inexperienced and/or sprint distance runners than would normally be expected. Start locations (for example, those where exposed or close to the crowd) should also be taken into consideration.

- (iv) For each meeting, appropriate communication must take place beforehand between the racecourse and the Integrity Service Provider to ensure that the required staff and equipment arrive on the raceday. The Starting Stalls Team must be appropriately equipped in accordance with Health and Safety legislation.

### **Complaints**

5. Complaints received from a Starter relating to Starting Stalls or Stalls Handlers are to be attended to immediately and necessary action is to be taken to remedy the matter and prevent a reoccurrence.

Note: Complaints will be reported by the Starter to the BHA, racecourse and to the Integrity Service Provider. Repeated complaints are likely to result in disciplinary action under Rule (F)15.

### **Performance Standard**

6.

- (i) Any Starting Stalls failure which adversely affects the start of a race is unacceptable and the racecourse and/or stalls Integrity Service Provider must provide the BHA with a report detailing the circumstances behind such malfunctions.
- (ii) Average loading times for races per field size over any period of 1 month should not be exceeded:

<b>Field Size</b>	<b>Loading Time</b>
Up to 8	1.25 min.
9 – 12	2 mins.
13 – 20	2.75 mins.

75 High Holborn  
London WC1V 6LS

**Circulation**  
Stipendiary Stewards  
Starters  
Inspectors of Courses  
Racecourse Association  
Integrity Service Providers

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 4.4**  
**Dtd 1 Jun 2010**

To: Managing Executives  
From: Chief Executive  
Subject: FIXED FACILITIES FOR INTEGRITY SERVICES & SIGNING ON

---

### **Fixed Facilities For Integrity Services**

1. The maintenance of fixed facilities for Integrity Services (for example, photofinish room, broadcast office, side-on camera position, access stairs, associated fire precautions, track-side roads and running rail gaps) is the responsibility of the Managing Executive, advised, as necessary, by its integrity services provider.

Note: Computerised photofinish equipment needs to operate within an ambient temperature range between 10 degrees centigrade and 28 degrees centigrade, and steps must therefore be taken to ensure that photofinish rooms are maintained within these temperatures.

### **Mobile Control Rooms/Reporting for Duty**

2. The Mobile Control Room (MCR) vehicle must arrive no later than two hours before the advertised start time of the first race.

3. In order to ensure awareness of the raceday availability of Integrity Service Providers, the Managing Executive must ensure that relevant Team Leaders, of the Integrity Service Provider for the integrity services detailed below, sign on for duty in the Weighing Room at least two hours before the advertised start time of the first race:

- a) Photofinish;
- b) Camera Patrol;
- c) Starting Stalls;
- d) Public Address (with ROCS & VEMCOM).

4. A fresh reporting list, which includes those listed above, is to be provided at or near the place where racecards are issued in the Weighing Room from the time when the Weighing Room is opened on each raceday.

### **Failure to Sign On**

5. The reporting list is to be inspected two hours before the advertised start time of the first race, and appropriate action is to be taken in the event of a Team Leader not having signed on for duty.

**Retention of Reporting Lists**

6. The completed reporting lists are to be retained for a minimum of four weeks and may then be destroyed.

75 High Holborn  
London WC1V 6LS

**Circulation**

Stipendiary Stewards  
Clerk of the Scales  
Racecourse Association  
Integrity Service Providers

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 4.5**  
**Dtd 5 October 2015**

To: Managing Executives  
From: Chief Executive  
Subject: PUBLIC ADDRESS ANNOUNCEMENTS

---

### **Authorised Persons**

1. The following persons are authorised to use a racecourse public address system from one hour before the first race until the 'Weighed In' announcement has been given after the last race:

- a) BHA Officials;
- b) public address staff;
- c) persons approved by the Stewards;
- d) persons authorised by the Managing Executive.

2. A member of the Public Address staff is to be on duty within the Broadcast Office throughout the hours of racing, except when attending to a technical breakdown, when alternative cover should be provided.

3. The Managing Executive must ensure that a competent trained person is provided to cause announcements to be made at the direction of the Managing Executive or the Clerk of the Scales.

### **Types of Announcement**

4. Official announcements have been categorised into three grades:

**a) Emergency Announcements**

These announcements are to be made in accordance with the racecourse contingency plans when an emergency arises.

**b) Official Racing Announcements**

These announcements are to be transmitted over the public address system and CCTV and must take precedence over all announcements except emergency announcements.

Announcements falling within this category are set out in Annex A.

**c) Routine Racing Announcements**

These announcements are only required to be transmitted on the public address system; they do not have to be put out over the CCTV system. They

must not at any time delay the transmission of announcements referred to in sections a) and b), above.

Announcements falling within this category are set out in Annex B.

### **Other Messages and Announcements**

5. When announcements other than those mentioned above are made they are to be interrupted if they overrun the time at which official announcements must be made. For example, but without imposing limitations on what may be broadcast, the broadcasting of the auction for the winner of a selling race may be interrupted at any time by official announcements.

75 High Holborn  
London WC1V 6LS

Official Racing Announcements  
Routine Racing Announcements

**Circulation**  
Stipendiary Stewards  
Clerks of the Scales  
Judges  
Starters  
Racecourse Association  
Annex A  
Annex B

**OFFICIAL RACING ANNOUNCEMENTS**

<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
<b>Non Runners</b>			
1.	'Racegoers are advised that in race X Horse No Y (name) will not run. (The reason may be given).'	Clerk of the Scales	When informed and repeated as necessary
<b>Additions &amp; Approved Changes of Rider</b>			
2.	'Jockey change in race X. Horse No Y (name) will now be ridden by .....	Clerk of the Scales	When informed and repeated as necessary
<b>Runners &amp; Riders</b>			
3.	'The runners, riders (and draw) are as in your raceday programme, with the following exceptions.' (see serial 2 & 4)	Clerk of the Scales	<b>1<sup>st</sup> Race</b> Immediately after the time of declaration  <b>Subsequently</b> After the winning horse from previous race has left the unsaddling enclosure, or after the auctioneer has finished
<b>Changes to the Race Programme</b>			
4.	Variation in weights, colours etc.	Clerk of the Scales	Immediately after the riders have been weighed out
<b>Withdrawal of Horses</b>			
5.	'No X (name) has been withdrawn from the race because of ..... & did not start. Racegoers are advised that their bets on No X (name) will therefore be refunded by bookmakers and the Tote.'	Clerk of the Scales	For any withdrawal which may occur between the closing time of declarations and before the start of the race
6.	'The current price at the time No X (name) was withdrawn was .... Under the Rules of Betting, bookmakers are entitled to deduct .... pence in the £ off any winning bets made prior to the withdrawal of this horse.'	Clerk of the Scales	If the current price at the time of the withdrawal was 14-1 or under. Immediately after the race at the request of the Betting Ring Manager

Serial	Announcement	At the Direction of/or by	When made
7.	'The current price at the time No X (name) was withdrawn was .... Under the Rules of Betting, no deductions by bookmakers are authorised off any winning bets.'	Clerk of the Scales	As above when price was over 14-1
8.	'At the time No X (name) was withdrawn no market had been formed. Under the Rules of Betting, all bets struck prior to the announcement of withdrawal shall be settled at starting price.'	Clerk of the Scales	At the request of the Betting Ring Manager
9.	'At the time No X (name) was stated to be a non-runner no market had been formed.'	Clerk of the Scales	At the request of the Betting Ring Manager
<b>The Start</b>			
10.	'They're Off.'	Starter/ Commentator	When the Starter releases the Starting Stalls/Gate or drops his flag
11.	Explaining a delay to the Start.	Clerk of the Scales	If an undue delay occurs the reason for which is not apparent to the public. At the request of the Starter or Stipendiary Steward
<b>False Start/ Recall</b>			
12.	'False Start, false start, the horses have been recalled.'	Starter/ Judge	When a false start has been confirmed
<b>The Result</b>			
13.	'First (number 1 Cry No More), second (number 2), third (number 3), fourth (number 4).'	Judge	After race
	'The full result of the X race First (number 1 Cry No More), second (number 2 Philearcus) and third (number 3 Proud Feelings). Fourth horse was (number 4 BallyBoy).'		
	(for race with 5 <sup>th</sup> and up to 10 <sup>th</sup> prizes, the 5 <sup>th</sup> and up to 10 <sup>th</sup> horses should be included		

<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
	<p>*'The distances were 2 lengths and 1 length.'</p> <p><b>*Alternatively:</b> (when only two horses finish): 'The winning distance was two lengths.'</p> <p><b>*Alternatively:</b> (when only one horse finishes): 'Finished alone.'</p> <p><b>*Alternatively:</b> (when no horse has finished): 'As no horse has completed the course, the Judge is unable to declare a result and racegoers are advised to hold on to all betting tickets.'</p> <p>*these announcements are repeated</p>		
14.	<p>*'The official time of the winning horse was .....'</p> <p><b>*Alternatively:</b> 'The official hand start time of the winning horse was .....'</p> <p><b>*Alternatively:</b> 'No official time was taken.'</p> <p>*these announcements are repeated.</p>	Judge	After race
<b>Result with the Photofinish</b>			
15.	<p>'Photofinish, photofinish.' or 'First (no 6 Cry No More), and a photofinish for second place' (repeat). *The horses concerned in the photofinish for (second) place are, in race programme order, (number 2 Philearcus) and (number 3 Proud Feelings).'</p> <p>*only names of horses concerned in the photofinish are announced if the result of the photofinish is likely to be delayed.</p>	Judge	After race



<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
<b>Result of Photofinish</b>			
16.	<p>‘Here is the result of the photofinish for (first) place. First (number 1), Cry No More, second (number 2), third (number 3) and fourth (number 4).’</p> <p>Then full result and distances as above.</p>	Judge	As necessary
17.	Deleted.		
18.	<p>‘Photofinish prints will be displayed for X place in the Y race’ (or, ‘For technical reasons no photofinish prints will be displayed for this race’).</p>	Judge	As necessary
<b>Prints on CCTV (if Integrity Service Provider’s CCTV available)</b>			
19.	<p>‘The photofinish for X place will only be displayed on the CCTV.’</p>	Judge	When a print will not be displayed
<b>Judge reconsiders Decision</b>			
20.	<p>‘The Judge is reconsidering his decision. Racegoers are advised to hold on to all betting tickets.’</p>	Judge	If, before the ‘weighed in’ announcement has been given, the Judge becomes aware that the result may be incorrect
<b>Correction to Result</b>			
21.	<p>‘There is a correction to the result of the X race. Second was (no 2) and not (no 5) as previously stated. The full result is first (number 1, Cry No More), second (number 2, Philearcus), third (number 4, Proud Feelings) and fourth (number 13, BallyBoy).’</p>	Judge	As necessary

Serial	Announcement	At the Direction of/or by	When made
<b>Stewards Amend Result</b>			
22.	'The result of the 2 o'clock race, the XY Stakes, was incorrect and the Stewards have confirmed the following corrected result: first (number 1, Bessie), second (number 4, Flossie), third (number 6, Bedsocks) and fourth (number 8, Nightmare). The distances were a short head and the same. All bets still stand on the original result, but the records of the race will be amended.'	Clerk of the Scales/ Judge	When Stewards confirm a correction
<b>Enquiries</b>			
23.	'Stewards' Enquiry. There is a Stewards' Enquiry. Racegoers are reminded to hold on to all betting tickets until the result of the Stewards' Enquiry is announced.'	Clerk of the Scales	If an enquiry is called for under Rule (B)11.6
24.	'The Stewards are holding an enquiry into interference involving X and Y at the Z furlong marker. Racegoers are reminded to hold on to all betting tickets until the result of the enquiry has been announced.'	Clerk of the Scales	If an enquiry is called for under Rule (B)11.6
25.	'Here is the result of the Photofinish:' (then follow 16, above).  <b>Add</b> 'The racegoers are again reminded that a Stewards' Enquiry is in progress and all betting tickets should be retained until the result of the enquiry has been announced.'	Judge	When result is announced subject to Stewards' Enquiry. Judge to check situation if in any doubt.
26.	'There is a Stewards' Enquiry into the last race but this does not involve the winner (or other placings) and its placing will not be altered.'	Clerk of the Scales	If time for objecting has passed

Serial	Announcement	At the Direction of/or by	When made
27(i).	'There is a Stewards' Enquiry into the last race but this does not involve the winner (or other placings) However, the time for objecting has not passed: and racegoers are reminded to hold on to all betting tickets until the result of the enquiry is announced'. This will be followed by:	Clerk of the Scales	If time for objecting has <b>not</b> passed
27(ii).	'The Stewards' Enquiry into the last race is continuing, but the time for objecting has passed and the placing of the winner (or other placings) will not be altered.'	Clerk of the Scales	After time for objecting has passed
28.	Text of any reports on enquiries which might affect the result.	Clerk of the Scales	As necessary

**Review Announcement (Potential Rule (B)11.6 Enquiries)**

29.	<p>(i) 'The Stewards are reviewing video recordings of a possible incident in the last race (at about the X furlong marker) and a further announcement will follow shortly. In the meantime, racegoers are advised to hold on to all betting tickets.' This will be followed by either:</p> <p>(ii) 'Stewards' Enquiry.' See serial 23, above; or</p> <p>(iii) the weighed in announcement and a Rule (B)54/(B)55 announcement (see Annex B); or</p> <p>(iv) the weighed in announcement followed by a Noted Notice.</p>	Clerk of the Scales	As soon as possible after the race
-----	--	---------------------	------------------------------------

**Objections**

30.	'A notice of objection has been made by X who is considering lodging an objection and is currently reviewing the race. Racegoers are reminded to hold on to all betting tickets. A further announcement will be made shortly.'	Clerk of the Scales	If a person is considering lodging an objection
-----	--	---------------------	---

<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
31.	'The objection has been confirmed. An objection by (for example, the second) to (for example, the winner) was lodged on the grounds of XYZ. Racegoers are again reminded to hold on to all betting tickets until the result of the enquiry has been announced.'	Clerk of the Scales	If the person has decided to lodge an objection
32.	'The notice of objection has been withdrawn. The placings remain unaltered.'	Clerk of the Scales	If the person has decided not to lodge an objection
33.	'Objection. An objection has been lodged by X to Y. Details will be given later, but racegoers are reminded to hold on to all betting tickets until the result of the enquiry has been announced.'	Clerk of the Scales	If any objection is called for under Rule (B)11.6
34.	'The objection by X to Y was lodged on the grounds of XYZ. Racegoers are again reminded to hold on to all betting tickets until after the result of the enquiry has been announced.'	Clerk of the Scales	As in 33
35.	Text of any reports on objections which might affect the result.	Clerk of the Scales	As necessary
<b>Void Races</b>			
36.	'The Stewards are holding an enquiry into the possibility of a void race, and therefore racegoers are advised to hold on to all betting tickets, as all horses in the race may be affected.'	Clerk of the Scales	When a race may be declared void
37.	'The Stewards have declared the last race void as no horse finished; all bets on the race are void and will be refunded.'	Clerk of the Scales	After Stewards' Enquiry or if no horse completes course (serial 13)

<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
<b>Whether horse was withdrawn or started</b>			
39.	'The Stewards are holding an enquiry into the start of the race concerning the possible withdrawal of No X (name) and therefore racegoers are reminded to hold onto all betting tickets until the result of the Stewards' Enquiry is announced.'	Clerk of the Scales	After 'Stewards Enquiry' announcement (serial 23.) when the Stewards are considering whether or not a horse has started.
40.	'The Stewards found that No X started and therefore bets on No X (name) will not be refunded.'	Clerk of the Scales	If Stewards conclude that the horse started.
41.	'No X (name) has been withdrawn from the race by the Stewards because it ..... Racegoers are advised that their bets on No X (name) will therefore be refunded by bookmakers and the Tote.'	Clerk of the Scales	If Stewards conclude that the horse should be withdrawn. Followed by either serial 6 or serial 7 as appropriate to the horse's price (as advised by the Betting Ring Manager)
<b>Weighed In</b>			
42..	'Weighed in (pause), weighed in. The result is now official and racegoers can now collect winnings from any bets.'	Clerk of the Scales	After the riders have weighed in to the satisfaction of the Clerk of the Scales, the Judge has announced and confirmed his decision to the Clerk of the Scales on all placings, and the Stewards have cleared the race, heard any objection or concluded a Stewards' Enquiry under Rule (B)11.6

**Routine Racing Announcements**

<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
<b>Tote Returns &amp; Starting Prices</b>			
1.	The Tote returns of the previous race.  Must start with 'Subject to the placings being confirmed...'.  2.	Tote Manager	As soon as received  Before the 'weighed in' announcement  As soon as received
<b>Auction</b>			
3.	Result of the auction of the winner of the selling race with the name of the successful bidder.	Clerk of the Scales	When informed by the Clerk of the Course
<b>Claims</b>			
4.	'Horse number X is the subject of a claim.'	Clerk of the Scales	When a claim is made
5.	The name of the successful claimant with name of the horse concerned.	Clerk of the Scales	As soon as the price has been paid or secured
6.	'No claims received.'	Clerk of the Scales	As appropriate
<b>Enquiry is being held (placings not affected)</b>			
7.	'Having reviewed the race...' (and/or)  'The Stewards are holding an enquiry into the last race...  ...race 3, concerning (for example) the fall of Cry No More. This does not affect the placings and their findings will be made public in due course.'	Clerk of the Scales	After the 'weighed in' announcement
8.	The text of the report.	Clerk of the Scales	After the enquiry has been concluded

<b>Serial</b>	<b>Announcement</b>	<b>At the Direction of/or by</b>	<b>When made</b>
<b>Reports by Trainer, Veterinary Officer, Rider</b>			
9.	The text of the report.	Clerk of the Scales	As appropriate
<b>Trainer able/unable to provide explanation for horse's performance</b>			
10.	The text of the report.	Clerk of the Scales	As appropriate
<b>Explanation for Public</b>			
11.	(For example) 'The Stewards considered the running of X, ridden by Y, trained by Z, which (for example) finished last, but in the light of the trainers explanation, that (for example) last time out the horse had finished lame, they decided not to hold enquiry.'	Clerk of the Scales	As appropriate
<b>Other Announcements</b>			
12.	The decision of the totalisator manager about relevant pools when a race is void.	Tote Manager	If race declared void
13.	Calls for owners or trainers who may be required in the Weighing Room during racing.	Clerk of the Scales	As appropriate
14.	Warning to racegoers to clear the course because the horses are about to leave the parade ring.	Clerk of the Course	As appropriate
15.	Tote Jackpot and Placepot.	Tote Manager	As appropriate

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 4.6**  
**Dtd 3 Oct 2011**

To: Managing Executives  
From: Chief Executive  
Subject: RADIO COMMUNICATIONS (ROCS & VEMCOM)

---

### **Radio Networks – Requirements**

1. The following networks of radio communications set out in paragraph 2 are to be provided on all racedays.
2.
  - a) The Racecourse Operational Communication System (ROCS) – to enable essential communication between BHA Officials, the Clerk of the Course, Starter and, where applicable, Judge's Announcer.
  - b) The Veterinary & Medical Communication System (VEMCOM) – to enable essential medical and veterinary communication.

Note: A communication link should also be in place to facilitate contact between the Stalls Handlers Team Leader and the Photofinish Operator to enable the rapid resolution of any problems relating to the timing of races.

3. The ROCS and VEMCOM networks may not be used for other purposes on a raceday, such as administrative functions. Additionally, other radio networks operated by the Managing Executive must not operate so that interference with these networks would result.

### **Equipment and Frequencies**

4. All equipment used to carry out the functions of the ROCS & VEMCOM networks must be authorised by the BHA.
5. ROCS and VEMCOM must operate on the frequencies licensed to the BHA which must be high security frequencies. These **high** security frequencies are 168.3000MHz, CTCSS 103.5Hz for ROCS and 168.9250MHz, CTCSS 103.5Hz for VEMCOM. It is permissible for veterinary services to operate on a third frequency (where available) and be separated from medical services. However, the medical services must remain on the VEMCOM allocated frequency.

### **Allocation of Radios**

6. The ROCS and VEMCOM radios are to be issued from the Broadcast Office on the selected frequency, and it is to be ensured that the correct number of sets are always available. The standard allocation of ROCS and VEMCOM equipment, and their deployment, is set out at Annex A. The Broadcast Office is to use a pro-forma such as that set out at Annex A to control the issue and return of radio equipment. For major meetings, or when additional Stipendiary Stewards, Judges, Racecourse Medical Officers or Racecourse Veterinary Surgeons etc. are in attendance, extra ROCS/VEMCOM radios are to be allocated as appropriate.



### **Standard Radio Procedures for all Users**

7. All persons employed by the Managing Executive to use the ROCS or VEMCOM networks must be suitably trained beforehand in the use of the equipment.
8. Users of either the ROCS or VEMCOM network must observe the points on Radio Discipline laid down for effective use of the network (see Annex B).
9. The Network Controller (see paragraph 16) will call each user 15 minutes prior to the first race and receive a satisfactory response. Any user who fails to receive such a call or to have a response acknowledged, or experiences difficulty in operating a set, is to return the equipment immediately to the Broadcast Office so that the situation may be remedied.
10. Should interference develop during a raceday to the point where a change of frequency becomes necessary, the Network Controller will:
  - a) call all users, advise that a change to another frequency is to be made, and instruct that each user is to listen for the order to change;
  - b) having received and acknowledged a response from every user, instruct a change of channel to occur simultaneously;
  - c) after a pause, call up all users on the new frequency and obtain and acknowledge a further satisfactory response from each of them. In the event of any user not being contactable, the Network Controller will establish communication in some other way with that user, and cause the relevant set to be checked until communication has been re-established.
11. The frequencies allocated to the ROCS & VEMCOM networks are not completely secure and must therefore not be used to communicate confidential matters.

### **Special Procedures for Users**

12. The routine messages for the ROCS network are laid down in Annex C. Radio silence must be observed during stalls loading on the Flat and whilst any race is in progress subject to an emergency situation. The VEMCOM network must be used solely for medical or veterinary matters.

### **ROCS Network**

13. The **Starter's** Radio set is carried and operated by the **Starter**. He ensures that he can be contacted and gives the messages laid down in Annex C.
14. The **Judge's** Radio set is operated by the **Judge**. The Judge is to establish communication with the Clerk of the Scales and the Starter when he gets to the Judge's Box before the first race.

### **VEMCOM Network**

15. The **Senior Veterinary Surgeon** and the **Senior Racecourse Medical Officer** are to act separately as Network Controllers for the veterinary and medical users on the

VEMCOM network. They are to ensure that their respective users operate using correct procedures. All Veterinary Surgeons and Racecourse Medical Officers can pass messages to BHA Officials by relaying them to the Veterinary Officer or Clerk of the Course, or by asking him to get the intended ROCS user to flick his set to Channel 4.

The Racecourse Veterinary Surgeon and Racecourse Medical Officer attending a Stalls Test are to be in radio communication throughout the Test in case any emergency arises.

16. All Medical Ambulances are to be provided with a VEMCOM radio to enable communication to be maintained at all times.

75 High Holborn  
London WC1V 6LS

**Circulation**

Stipendiary Stewards  
Clerks of the Scales  
Judges  
Starters  
Veterinary Officers  
Integrity Service Providers  
Racecourse Association  
Annex A  
Annex B  
Annex C

Standard Allocation and Deployment of Radios  
Radio Discipline  
Routine Messages for ROCS network

**STANDARD ALLOCATION AND DEPLOYMENT OF RADIOS**

<b>Radio No</b>	<b>User</b>	<b>Channel</b>	<b>Issued</b>	<b>Returned</b>
1	Stipendiary Steward	1		
2	Stipendiary Steward	1		
3	Clerk of the Scales	1 (trans)		
4	Clerk of the Course	1/4 (scan)		
5	Judge	1		
6	Starter x2	1		
7	Advanced Flag Operator	1		
8	Veterinary Officer	1/4		
9	Stable Guard	5		
10	Stable Guard	5		
11	Sampling Unit	4		
12	Racecourse Veterinary Surgeon	4		
13	Racecourse Veterinary Surgeon	4		
14	Horse Ambulance	4		
15	Recovery Vehicle Driver	4		
16	Racecourse Medical Officer	4		
17	Racecourse Medical Officer	4		
18	Medical Ambulance	4		
19	Medical Ambulance	4		
20	*Medical Ambulance	4		
21	Farrier	4		
22	Groundsman	4		
23	Jockeys' Medical Room	4		

Notes: Channel 1 = ROCS  
Channel 4 = VEMCOM

All radios are hand held, except the transportable issued to the Clerk of the Scales

\*Jump Meetings only

**RADIO DISCIPLINE**

Users of ROCS and VEMCOM radio sets must observe the following when using their sets:

- DO Carry the radio at all times from allocation.
- DO Leave the radio switched on from the time the network is opened until the radio is handed back to the Broadcast Office.
- DO Make it clear to others when you have finished all that you want to say; say 'OVER' at the end of each transmission and say 'OUT' at the end of the last transmission which you make.
- DO Be BRIEF: plan what you will say before you begin transmitting.
- DO Pause briefly after pressing the TRANSMIT SWITCH and before speaking; otherwise, your first words will be lost. Also, pause briefly before releasing the TRANSMIT SWITCH.
- DO Hold the set with the ANTENNA upright when using it.
- DO Carry it where you can easily HEAR messages which it receives; do not carry it in a pocket beneath clothing.
- DO Make sure the OFF SWITCH is not accidentally engaged.
- DO NOT CHANGE CHANNEL unless your Network Controller has told you to do so.
- DO NOT Continue to hold down TRANSMIT SWITCH after completion of each message.
- DO NOT Try to transmit until the previous user has finished and said 'OVER' or 'OUT'.
- DO NOT Try to transmit when close to/behind a large metal object or building, because you may be SCREENED.
- DO NOT Try to use the set inside a VEHICLE unless you have been provided with a special antenna.

**ROUTINE MESSAGES FOR ROCS NETWORK**

<b>Serial</b>	<b>User</b>	<b>Message</b>
<b>IMPORTANT NOTE</b>		
1.	All users	All messages below are subject to the best practice guidelines laid out in BHAOP 1.1, Annex B

**CLERK OF THE SCALES' TESTS (15 MINUTES BEFORE TIME OF FIRST RACE)**

2.	Judge and Starter	JUDGE/STARTER TO CLERK OF THE SCALES – TEST CALL, OVER
3.	Clerk of the Scales	JUDGE/STARTER, CLERK OF THE SCALES HEARING YOU LOUD AND CLEAR, OVER

**DURING RACING**

4.	Starter	ALL HORSES HAVE ARRIVED AT THE START.
5.	Judge	JUDGE ROGER AND IN PLACE, OVER.
6.	Starter	AFO, ARE YOU IN PLACE, OVER?
7.	Advance Flag Operator	AFO, AFFIRMATIVE (NOTE: AFO WILL LISTEN FOR PROMPT ON RADIO, THEN ACKNOWLEDGE VISUALLY WITH FLAG)

***However, if Starter receives no message from Judge the following procedures apply:***

8a.	Starter	START TO SCALES, I HAVE NOT RECEIVED ANY ACKNOWLEDGEMENT FROM THE JUDGE. CAN YOU MAKE CONTACT, OVER?
8b.	Clerk of the Scales	SCALES, ROGER. SCALES TO JUDGE, DO YOU RECEIVE ME, OVER?

***If there is no response, the Clerk of the Scales will attempt to make contact via the telephone link. If there is still no response:***

8c.	Clerk of the Scales	SCALES TO STIPENDIARY STEWARD, I AM UNABLE TO CONTACT THE JUDGE  SCALES TO START, PLEASE HOLD THE START UNTIL FURTHER NOTICE
8d.	Stipendiary Steward	STIPENDIARY STEWARD, ROGER
8e.	Starter	START, ROGER

***When the Judge or his appointed replacement is in the Judge's Box:***

- |     |                                    |   |
|-----|------------------------------------|---|
| 8f. | Judge/Appointed replacement        | JUDGE TO START, JUDGE IN PLACE                          |
| 8g. | Starter                            | START, ROGER  |
| 8h. | Clerk of the Scales                | SCALES, ROGER   |
| 9.  | Starter<br>(As and when necessary) | START TO SCALES, THE START WILL BE DELAYED BECAUSE..... |
| 10. | Clerk of the Scales                | SCALES, ROGER   |
| 11. | Judge/Announcer                    | JUDGE, ROGER  |

***Radio Silence must then be maintained until the Judge/Judge's Announcer has announced the placings or called for a photograph (whichever is the earlier unless the circumstances outlined below occur).***

**IN THE EVENT OF A HORSE BEING WITHDRAWN**

- |     |                     |  |
|-----|---------------------|--|
| 12. | Starter             | START TO SCALES  |
| 13. | Clerk of the Scales | SCALES, STANDING BY  |
| 14. | Starter             | START, HORSE NUMBER (NAME) IS WITHDRAWN NOT UNDER STARTER'S ORDER<br>(Give reason whenever possible) |
|     |                     | Note: This message MUST be sent as soon as possible so that the public may be informed.              |
| 15. | Clerk of the Scales | SCALES (repeats message at Serial 14), ROGER   |

**IN THE EVENT OF A RECALL**

- |     |                     |   |
|-----|---------------------|---|
| 16. | Starter             | FALSE START, FALSE START, THEY HAVE BEEN RECALLED<br>(This message to be made – as soon as practical)   |
| 17. | Judge               | JUDGE TO START, CONFIRMING FALSE START, OVER<br>(He will make an announcement over the public address system if the commentator has not already called the False Start) |
| 18. | Clerk of the Scales | SCALES, ROGER   |

**CONFIRMING RESULT**

- |     |                     |  |
|-----|---------------------|--|
| 19. | Judge               | JUDGE TO SCALES, CONFIRMING RESULT,<br>(numbers and distances as applicable), OVER |
| 20. | Clerk of the Scales | SCALES CONFIRMING RESULT, (numbers and<br>distances as applicable), OVER           |

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 4.7**  
**Dtd 1 Jun 2010**

To: Managing Executives  
From: Chief Executive  
Subject: BROADCAST COMMENTARIES

---

### **Requirements**

1. The Managing Executive must ensure that a Commentator is provided to commentate on races at the meeting from the time the horses come on to the track until completion of the race.
2. The Managing Executive must also ensure that a Commentator's presentation does not interfere with official announcements (for example, 'Photograph') or compromise the enforcement of the Rules of Racing. In particular, any decisions of the Stewards regarding enquiries must not be pre-empted. It is therefore essential that Commentators have a good understanding of the Rules of Racing and are made aware of General Instructions, as amended, which are relevant to a race commentary.

75 High Holborn  
London WC1V 6LS

### **Circulation**

Stipendiary Stewards  
Clerks of the Scales  
Judges  
Racecourse Association