

BHA GENERAL INSTRUCTIONS

BHAGI 6.1
Dtd 3 October 2016

To: Managing Executives
From: Chief Executive
Subject: SELECTION, TRAINING, APPROVAL AND APPOINTMENT OF STEWARDS

Trainees Nominated by Managing Executives

1. If the Managing Executive wishes to nominate a person who is not already approved as a Steward, the Racecourse Stewarding Coordinator (RSC) should be contacted in the first instance. If the Stewarding Committee (SC) agrees that another Steward is required, a nominated representative of the Managing Executive should ask the prospective Steward to submit an application form via the BHA web based application form and arrange, through the RSC, for the person to meet with the SC Representative for the racecourse. Once approved in principle, the Steward's training will be scheduled by the RSC.

Trainees Nominated by the Stewarding Committee

2. Anyone may apply through the RSC to become a Steward. Applicants will be required to complete the application form which is available on line at <https://britishhorseracing.wufoo.eu/forms/apply-to-become-a-steward/>. Applications will be considered in the first instance by the relevant area SC Representative and those deemed suitable to progress will be put before the Stewarding Committee at their half-yearly meetings. Those who are approved for training will be scheduled by the RSC.

Selection Criteria for Trainee Stewards

3. The following criteria will be applied by the SC when considering applications for Trainee Stewards, and should therefore be taken into account before submitting any such application:

- a) they should be personally suitable in point of character, integrity and sensitivity. They should also have sufficient character to resist pressure and to form definite opinions which they are not afraid to support and explain;
- b) a person over 60 years will not normally be considered;
- c) they should have an enthusiasm for, and knowledge of, racing;
- d) they should have practical racing or equestrian experience;
- e) any person will not normally be considered suitable who is, or their spouse is:
 - an official appointed by the BHA;
 - a trainer or assistant trainer
 - a jockey;

- a bloodstock agent;
- a racing journalist;
- a television presenter;
- a bookmaker;
- a racehorse transporter.

f) they should be in a position to guarantee that they will be able to act on at least 15 days per year and be prepared to take their share of the all-weather and evening fixtures in their area. They should also, be in a position to commit themselves well ahead to definite dates. However, flexibility is permitted as regards the time allowed to complete both initial training and also to achieve the minimum number of committed racedays where individuals have work or family commitments which make it difficult to achieve the full requirement.

Training

4. All Trainee Stewards will be given training which will enable them to have an understanding of the duties of each Official (including the Clerk of the Course). They are expected to complete a minimum of 12 days training and will spend days (or parts thereof) with each of the following:

- Clerk of the Course;
- Stipendiary Stewards;
- Clerks of the Scales;
- Judges;
- Starters (Flat and Jump);
- Veterinary Officers, EWIO's and, if possible, Veterinary Surgeons;
- Handicapper
- Inspector of Courses

On one of the days, the trainee should visit the mobile control room of the Integrity Service Provider for at least one race.

5. The RSC will ask the appropriate Official(s) in advance to instruct the trainee on a given day. The nominated representative of the Managing Executive for that day's racing will then be contacted and notified of the trainee's attendance. After racing, the nominated Official with whom the trainee spent the day should complete and return the electronic Trainee Report Form within 2 working days.

6. Trainee Stewards will be assessed continuously throughout their training. If at any stage they are considered unsuitable to become a Steward for any reason, their training will be terminated.

New Stewards' Training Day

7. Trainee Stewards are expected to complete a minimum of 10 days training before attending a New Stewards' Training day, although there is flexibility within the system.

Approval – Probationary Steward

8. After a Trainee Steward has attended a New Stewards' Training day he will join his nominated Panel(s) as a Probationary Steward. Initially the Probationary Steward will complete 4 days observing the Panel before being rostered to act on the Panel. Following a year as a Probationary Steward a report should be submitted to the SC who will sign the Steward off as a 'full' Steward provided their performance has been satisfactory. Adverse reports may result in the probationary period being extended further or the Steward being asked to leave the system.

Approved Stewards appointed to the course for the first time

9. If the Managing Executive wishes to nominate a Steward who already acts as a Steward on another course, the nominated representative of the Managing Executive should submit the appropriate application form provided by the RSC, for the approval of the SC.

Submission of Panel of Stewards

10. The RSC will submit a draft roster of Stewards to the Managing Executive on a quarterly basis. Unless a response is received within seven days, this will constitute the official list of Stewards for that period.

Age Limit

11 Stewards will no longer be approved to act after reaching their 70th birthday.

Approval of Stewards of Meetings

12. The SC will consider all Panels of Stewards each year. It will take into account the number of days acted annually and it may not approve the appointment of a person who has acted on less than 15 days at one or more course(s) unless the person is able to submit a satisfactory explanation. Any days which are subsequently abandoned will count as a day's Stewarding for those Stewards who are rostered to act.

- i) The SC monitors the composition of Racecourse Panels and is able to advise racecourses on suitable available candidates and where it has concerns about a Panel it should raise them with the Managing Executive and make recommendations. In the event of disagreements, the SC's decision will prevail.

- ii) The SC will not give its approval to a Steward acting on the Panel where he is also Chairman of the Managing Executive. The SC will also not normally give its approval to any person or their spouse/co-habitant by reason of a personal relationship between them, who is listed in paragraph 3(e).

13. If two members of a family are on the same Panel at the same meeting they should not sit on an enquiry together.

14. Current members of the Disciplinary Panel can act as Stewards, and may also act as Chairman of the Panel.

Stewards' Workshops

15. A series of Stewards' Workshops will be held annually, and all Stewards are expected to attend one full workshop each year. Failure to attend a workshop may result in the SC withdrawing the approval of the Steward. This withdrawal will take effect from the conclusion of the series of training days in any year, until such time as he attends a further training day unless he is able to submit a satisfactory explanation. It is recommended, where possible, that the Steward submits his explanation in advance of the final training day.

New Chairman's Training day

16. Before a member of the Panel is approved as a Panel Chairman they must attend a New Chairman's Training day. However, before the Steward can be accepted for the training day, they must have satisfied the criteria requiring that they have Stewarded for a minimum of 3 years and acted on no less than 60 days, consideration can be given to applicants outside of this criteria at the discretion of the SC.

17. The New Chairman's Training day is followed by a second practical assessment day on a racecourse acting as a Chairman of a Panel; they will be assessed by the Head of Stewarding, a member of the SC or a nominated assessor. Approval would not normally be given until such time as the New Chairman has been assessed chairing an enquiry.

Panel Chairmen

18. The SC will not approve any Steward to the list of Chairmen if he:

- a) has acted as a Steward on less than 15 occasions during the previous year unless he can provide a satisfactory explanation.

- b) holds a current permit to ride;

- c) has failed to attend an annual Stewards' Training day in its entirety, unless he is able to submit a satisfactory explanation (paragraph 18).

19. In order to be approved to Chair at a [Major Meeting](#), the Chairman must have acted as a Steward on not less than 20 days during the previous year, unless he can provide a satisfactory explanation for not having done so.

20. When no approved Chairman is present, the Stipendiary Steward should act as Chairman.

Assessment

21. All Stewards are assessed on a continuous basis. If it is thought that a Steward or Chairman, for one reason or another, may have fallen below the standard required, then, in agreement with the SC, the Head of Stewarding will contact the Steward involved and arrange a meeting to discuss the concerns.

Stewards' Roster

22. The RSC will compile a roster of Stewards on a quarterly basis. Two Stewards (not including Stipendiary Stewards) should be rostered to act on a 'standard' day, unless permission for additional Stewards has been obtained from the Head of Stewarding. There will be a minimum of three Stewards rostered at a [Major Meeting](#).

23. Once Stewards have agreed the days on which they will act, if they are unable to fulfil their commitment, they should where possible, arrange a suitable replacement from within the racecourse panel and notify the RSC. If they are unable to find a replacement, the RSC should be notified as soon as possible.

24. The rosters for the meetings listed below (a sub-set of the Major Meetings mentioned at paragraph 19) will be approved by the Head of Stewarding and agreed by the nominated representative of the Managing Executive prior to notifying the Stewards that they have been selected to act.

- Cheltenham Festival
- Aintree Grand National
- Newmarket Guineas
- Epsom Derby
- Royal Ascot
- Newmarket July
- Ascot King George and Queen Elizabeth
- Glorious Goodwood
- York Ebor

- Doncaster St Leger
- Ascot British Champions Day
- Newmarket Future Champions Day
- Kempton Park King George

75 High Holborn
London WC1V 6LS

Circulation
Stewards
Stipendiary Stewards
Clerks of Scales
Judges
Starters
Veterinary Officers
Handicappers
Racecourse Association

BHA GENERAL INSTRUCTIONS

BHAGI 6.2
Dtd 1 Jun 2010

To: Managing Executives
From: Chief Executive
Subject: APPOINTMENT OF THE CLERK OF THE COURSE

Requirement

1. All Managing Executives must appoint a Clerk of the Course for each and every meeting who:

- a) has been satisfactorily assessed of their competence by the Joint Accreditation Board (JAB) of BHEST; (This requirement only applies to any person appointed after 1st January 1999. However, the JAB, at their discretion, may exempt a person from this requirement if that person has previous experience as a Clerk of the Course);
- b) is physically and mentally capable of carrying out all the duties required of a Clerk of the Course;
- c) will be responsible for carrying out all duties delegated to him by the Managing Executive under the Rules of Racing;
- d) is fully conversant with the requirements of the Rules and General Instructions insofar as they affect the conduct of a raceday;
- e) will carry out the requirements of the Rules and General Instructions which specifically assign raceday duties to the Clerk of the Course, including assisting the Stewards of the Meeting where necessary and attending pre-race meetings of the Stewards;
- f) will comply with all directions given to him under the Rules of Racing by the Stewards of the Meeting in relation to racing being run in accordance with the Rules of Racing.

Delayed/Adjourned Enquiries

2. If an enquiry is delayed/adjourned, the Clerk of the Course is to ensure that relevant Stewards are given reasonable notice of the time and place of the hearing and of the matters to be raised.

75 High Holborn
London WC1V 6LS

Circulation
Stipendiary Stewards
Inspectors of Course
Racecourse Association