



Dear Licenced Trainer & Apprentice Jockey,

**APPLICATION FOR AN APPRENTICE JOCKEY LICENCE  
UNDER RULE (D)8 OF THE RULES OF RACING**

**Online Apprentice Jockey Applications:**

As you will be aware, the BHA has introduced a new online licensing system. This system has been developed by Weatherbys on our behalf and aims to provide a modern, efficient and customer friendly administration system for all Licensed and Permitted individuals.

Apprentice Jockey Licences should now be applied for using the new system and guidance as to how to complete this is provided below.

Included with this letter you will find:

1. *An Apprentice Jockey User Guide to assist with completing the online application*
2. *A Trainer User Guide to assist with completing the online application*

The online licensing system can be accessed at the following link <https://www2.racingadmin.co.uk/JSCS001/enter.htm>

The Trainer applying for an Apprentice Licence will also need their log in details to access the online system. If you do not have these details please contact the iHelp Team at Weatherbys on 01933 304828.

Please read through all of the information contained within this pack prior to making an application.

If at any stage you need assistance with completing the online application please do not hesitate to contact the Licensing Team on 0207 152 0145 or email [licensing@britishhorseracing.com](mailto:licensing@britishhorseracing.com) and we will be happy to help with the renewal process

**The Application Process:**

Every application has to be considered individually upon its merits. In many cases correspondence is involved and in some cases, a personal interview is necessary. Therefore, please complete and submit the application in good time to allow the Team to deal with any queries.

In completing the online form, you are directed to the Guidance Notes which should be read in full. These are available online.

Applications for a new Apprentice Licence should be submitted at least 3 weeks prior to when they are required, to allow sufficient time for each application to be processed.



### **Fees Laid Down by the British Horseracing Authority:**

Please be aware that the licence fee for 12 months will be charged to the Trainer's racing account once the application has been approved.

#### **2016 Licence Fee:**

Licence Fee	£88.50
VAT (20%)	£17.70
Donation to Racing Charities	£3.50
<b>TOTAL</b>	<b>£109.70</b>

### **BHA Jockey Coaching Programme (JCP)**

Once a Licence has been granted an Apprentice Jockey is entitled to be allocated a UKCC Level 3 Qualified Coach. The Apprentice will receive coaching in all aspects of their careers from technical support to motivation, confidence, fitness and communication skills. If you are interested in finding out further information with regard to the JCP please contact Jenny Durrans at the British Racing School (Telephone: 01638 6652103 Email: [Jennie.Durrans@brs.org.uk](mailto:Jennie.Durrans@brs.org.uk)).

### **Commercial Arrangements**

Finally, Apprentice Jockeys are reminded of Rule (D)79 regarding payment of non-racing services. A Jockey entering into an arrangement with a Betting Organisation in connection with the advertising or promotion of goods and/or services, or the provision of views or information for general publication, must notify the BHA as soon as reasonable practicable.

We hope you find the system useful and easy to use, and welcome any feedback you have. We look forward to working with you to ensure that the system look, feel and functionality will continue to be enhanced in future months and years.

Should you require any further information or advice regarding renewal of your Licence, please do not hesitate to contact one of the Licensing Team.

Yours sincerely,

#### **Licensing Team**

Tel: 020 7152 0145

Fax: 020 7152 0141

Email: [licensing@britishhorseracing.com](mailto:licensing@britishhorseracing.com)

Enc

---

## **Apprentice Jockey User Guide:**

# **Making an online application for an Apprentice Jockey's Licence using the New Racing Administration System**

### **INTRODUCTION**

The following document is a User Guide to assist you through the process of completing the new online licence application form for an Apprentice Jockey's Licence. There is a separate User Guide designed to assist the Trainer with completing their section of the application.

The Guide takes you through the process of completing an application for the first time and provides screen mock-ups and tips to assist you.

Further sections demonstrate how to use the system in the future, for example a change to your personal details, in this case your mobile phone number.

**If you have any queries, please contact the Licensing Team on 0207 152 0145 who will be happy to assist.**



## INDEX

<b>Subject</b>	<b>Page</b>
<b>Accessing the Application</b>	5
General Comments about the Application Form	5
<b>Completing the Application</b>	6
Personal Details	6
Race Record	6
General Questions	7
Declaration of Health	7
Medical Attachments	8
Declaration	8
<b>Submitting the Application</b>	10
<b>Viewing the Application</b>	10
Conditions and Restrictions	11
Licensing Dashboard	11
My Licences/Permits	12
My Applications Tab	12
Change Request	12
Correspondences	14

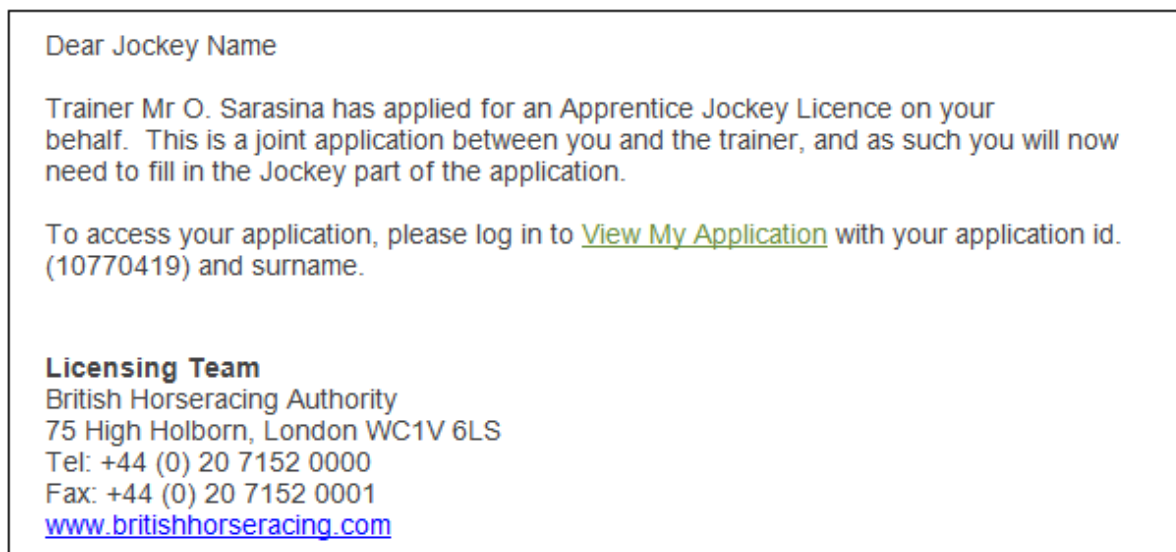
## APPLICATION FORM

### Accessing the Application Form

The application form is made jointly between the Trainer, you as the Apprentice and your parent/guardian if you are under the age of 18.

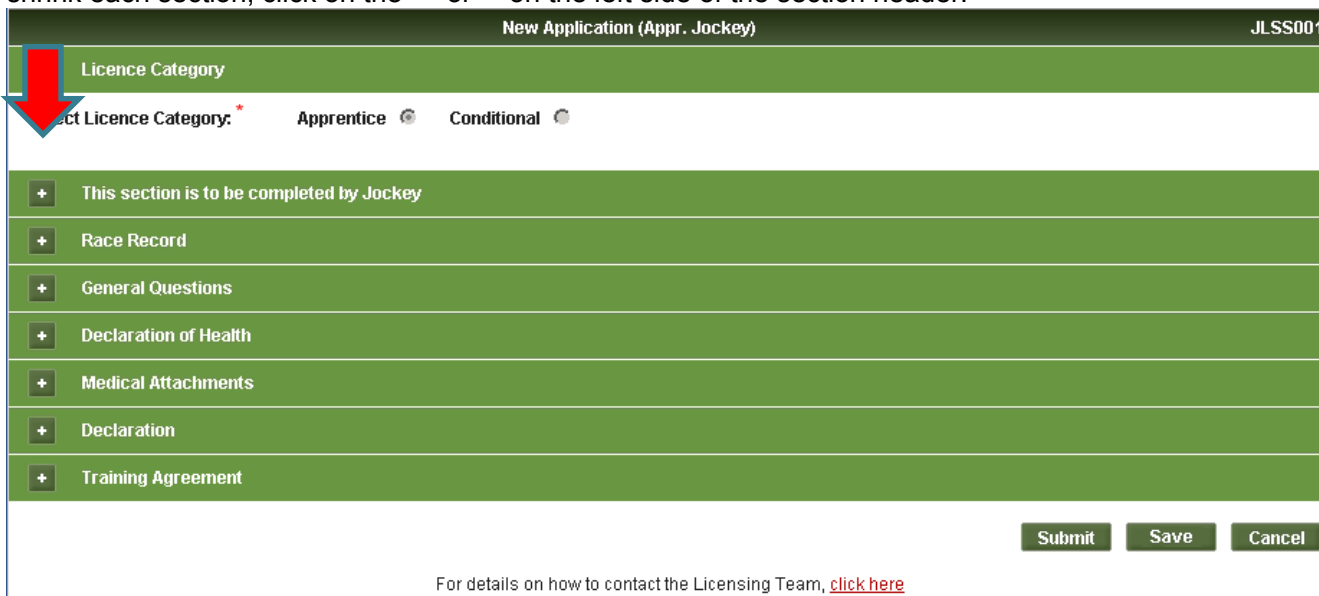
The Trainer will start the application process off and once they have completed their section you will receive an email notifying you of this and providing instruction on how you can access your section of the application.

You will receive an email similar to the below:



### **General comments about the Application Form**

The entire application form will open in an “accordion” format. You will need to complete the relevant sections of the form and most importantly, the mandatory data fields (marked with a red \*). To expand or shrink each section, click on the ‘+’ or ‘-’ on the left side of the section header.



New Application (Appr. Jockey) JLSS001

Licence Category


Select Licence Category: \* Apprentice  Conditional

- + This section is to be completed by Jockey
- + Race Record
- + General Questions
- + Declaration of Health
- + Medical Attachments
- + Declaration
- + Training Agreement

Submit Save Cancel

For details on how to contact the Licensing Team, [click here](#)

A post code look up is available for all address boxes. To use this, key in the post code, click on the

magnifying glass icon  and select the correct address.

The green cross  allows you to delete attachments.

Some documents have a link to a pro-forma version of the form; this can be completed on paper and attached to the form. Alternatively these could be printed, filled in and emailed to [licensing@britishhorseracing.com](mailto:licensing@britishhorseracing.com).

**SAVE!**

**Please ensure that you click 'Save' regularly whilst completing the application to prevent any information you have already keyed in being lost! Please also ensure you 'Save' before submitting the completed application for consideration.**

## Completing the Form

### Personal Details

Below is an example of a typical personal details section. You will need to input all your personal details in support of your application.

- This section is to be completed by Jockey

Surname: * <input type="text" value="Smith"/>	All Forenames: * <input type="text" value="Andrew"/>	Title: * <input type="text" value="Mr"/> <small>Please enter if your title is not listed</small>
Nationality: * <input type="text" value="British (GB &amp; NI)"/>	Date of Birth: * <input type="text" value="03/01/1996"/>	Age: <input type="text" value="18"/>
All Previous Surnames: <input type="text"/>	Normal Riding Weight: * <input type="text" value="8"/> st <input type="text" value="7"/> lb	Height: * <input type="text" value="180"/> (cm)
Home Address: * <input type="text" value="80 HIGH HOLBORN LONDON ,"/>		Postcode: * <input type="text" value="WC1V 6LS"/>
Home Telephone Number: <input type="text"/>	Mobile Telephone Number: * <input type="text" value="0789654321"/>	
Email Address: * <input type="text" value="testing1@racing-sys.local"/>		
Next of kin: * <input type="text" value="Bob Smith"/>		
Relationship to you: * <input type="text" value="Father"/>		
Contact Telephone number of Next of Kin: * <input type="text" value="07896543232"/>		

Is it your first time applying for this licence? \* Yes  No

**Jockey Name Style**  
 The format for all Professional Jockey names (for racecard purposes, etc) will be made up of a forename in full and surname (if available), or alternatively the name by which they are familiarly known e.g. Ro

## Race Record

Below is an example of a typical Race Record section. Please note that you must include any winners that you may have ridden abroad under Rules in this figure.

It is vital that you provide the correct number of any winners ridden as this may affect your weight allowance (claim).

**— Race Record**

Details of applicants race riding under the last licence held:

Season	Employer	Type of Licence	Number of Rides	Number of Winners
2013	A Jones	Apprentice	19	1

Details of any previous licences held abroad by this Apprentice/Conditional jockey and the name of the Turf Authority concerned

Date From	Date To	Type of Licence	Turf Authority	Number of Rides	Number of Winners

**Remove**

**Add Another**

Total Number of Career Winners: \* 19 Allowance Currently Claimed under Rule (F) 140 7

## General Questions

This is an example of a typical General Questions section of an application. Please note that all of these questions are mandatory and if requested additional details should be provided.

**— General Questions**

Are you or your spouse (if applicable) owners or part owners of any racehorses other than certified hunters? *	Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you been made the subject of any proceedings of a criminal nature, been charged in connection with any alleged criminal offence or are aware of any circumstances which may lead to you so being charged? *	Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you been made the subject of any judgement debt or court award in Great Britain or elsewhere? *	Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you ever been declared bankrupt, been the subject of an Individual Voluntary Arrangement other statutory based composition with creditors alone? *	Yes <input type="radio"/> No <input checked="" type="radio"/>
Are you actively engaged as a Bookmaker or do you have any financial interest in any betting businesses including spread betting businesses, e.g. as a shareholder or director? *	Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you had any suspension of a riding licence imposed upon you by a Turf Authority or any other disqualifications or disabilities imposed upon you in connection with Horseracing? *	Yes <input type="radio"/> No <input checked="" type="radio"/>

## Declaration of Health

This is an example of a typical Declaration of Health application section. Please ensure that you read Section B of the Guidance Notes (Medical Standards of Fitness to Ride) prior to completing this section.

**— Declaration of Health**

Name of General Practitioner: \* MR J SMITH

Address of General Practitioner: \* DUKES AVENUE SURGERY, DUKES AVENUE, MUSWELL HILL, LONDON

Date of last medical examination by your own GP or the British Horseracing Authority Medical Adviser in support of an application for a licence \* 01/03/2012

Date of last Baseline Concussion Test \* 02/02/2014

Which Centre did you attend? \* London

NB: Please read attached notes to see if you will be required to have a further Baseline Test before your licence can be granted.

Please list all injuries and serious illnesses (requiring medical attention) that you have suffered in the last 12 months (including any unconnected with racing).

Injury/Illness	Month	Year	
BROKEN ANKLE	Sep	2013	<b>Remove</b>

**Add Another**

Within the last five years have you received treatment, counselling or sought medical attention for any condition related to alcohol or drug consumption? Yes  No

Do you currently hold a valid driver's licence? Yes  No

Have you ever had your Driving Licence revoked or suspended for medical reasons? Yes  No

Please list ALL medications you are currently taking or have taken for more than 14 consecutive days in the last 12 months (excluding the contraceptive pill) \*

Have you ever been refused a licence or permit to ride on medical grounds by the British Horseracing Authority, the Horseracing Regulatory Authority, the Jockey Club or any other Turf Authority?

Yes  No

Please confirm you have private health insurance (available through the PJA) \*

Yes  No

You are reminded on behalf of the Injured Jockeys Fund that all jockeys of Grade 7 and above (i.e. over 350 rides in current or last season) are expected to have private health insurance as the Injured Jockeys Fund would not normally pay for medical expenses in these categories.

#### DATA PROTECTION

It is agreed that any information provided by me may be held by the British Horseracing Authority, the Jockey Club or Weatherbys Group Ltd in their computer records, and that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing in accordance with the provisions of the Data Protection Act 1998.

#### MEDICAL CONSENT

I hereby consent that the medical information held by the British Horseracing Authority relating to my fitness to race ride (both electronic or paper) may be made available to medically qualified personnel on racecourses on racedays (BHA registered Racecourse Medical Officers and BHA registered nurses). In relation to professional jockeys only, this consent will extend to sharing of medical information with the Professional Jockeys Insurance Scheme, Professional Jockeys Association Medical Adviser, and the Chief Medical Advisers of France Galop and the Irish Turf Club. I understand that such provision of information is essential to ensuring that informed medical care and advice is available to jockeys on racedays. I also understand that the confidentiality of this information will be maintained at all times and shall only be processed in accordance with the provisions of the Data Protection Act 1998.

#### DECLARATION

I accept that if there is any change to my health within the next twelve months this will be notified immediately to the British Horseracing Authority's Medical Department. I accept that this may result in a temporary suspension of my licence and that failure to notify the British Horse racing Authority's Medical Department may result in disciplinary action.

I acknowledge that when riding under the Rules of Racing, there is a very high risk of injury to me in comparison to other sporting activities and that such risk can come from other riders and horses. I accept that by taking part in horseracing under the Rules of Racing my physical safety could be endangered and that neither the British Horseracing Authority nor the organisers have a responsibility to assess the skill and experience of the riders and horses taking part.

I declare that the information provided on this form is complete and true to the best of my knowledge.

Name of Person Completing Form: \*

Date: \*

## Medical Attachments

This section will allow you to attach a 'Permission to Contact GP' form and 'Medical Report Form' should you need to. These forms can be obtained by clicking Please click on the 'link to pro-forma form' to download or print off these forms. Once completed, these forms can either be uploaded to your application or posted to the BHA Office.

<b>Medical Attachments</b>	
Permission to Contact GP:	<input type="text"/> <input checked="" type="checkbox"/>
Sample Form:	<a href="#">Link to pro-forma form</a>
Medical Report Form:	<input type="text"/> <input checked="" type="checkbox"/>
Sample Form:	<a href="#">Link to pro-forma form</a>

To add another file to any of the fields press 'Attach File' as many times as necessary.

The green cross allows you to delete off attachments.

## Declaration

You will need to read the entire declaration text and then confirm that you have done so. The 'Name of the Person Completing Form' must be the actual person who physically filled in and submitted the form.

If someone completes this form on your behalf, it is on the basis that the person does so with your express knowledge and consent. You as the applicant are responsible for ensuring this person has all relevant details to complete the application on your behalf accurately and truthfully.



**Declaration**

We the undersigned hereby request that this application, for an Apprentice Jockey's Licence, will be considered by the Authority of the British Horseracing Authority ("BHA"), in accordance with its published criteria. We confirm that we have read, understood and agree to the terms of this form. Furthermore, should a licence be granted we agree to be bound in all respects by the BHA's Rules of Racing in force from time to time and the Rules of the applicable recognised Turf Authority concerned when riding abroad.

We have both signed an Apprentice Riding Agreement for a period of 12 months from the date any Licence is granted by the BHA and this is enclosed and we undertake that the Apprentice Jockey will attend a one-day training seminar for professional development and undertake that the Apprentice Jockey will attend a Continuation or Advanced Training course, should he/she be required to do so during the period for which this licence is valid.

The particulars as completed in this Application Form are accurate and true. We confirm that we have disclosed any and all information known to us which might reasonably be said to be relevant to the consideration of this application and we accept that the BHA may reject our application on this ground alone. During the currency of this licence, we undertake to notify the BHA immediately of any matter or change of circumstances which, on the basis of the Guidance Notes, could reasonably be said to be relevant to the consideration of this application. We hereby consent to and authorise such authorities to provide such information about ourselves to the BHA.

We undertake to notify the BHA within 7 days if I/my Apprentice Jockey is convicted of any criminal offence (other than motoring offences), or if the employing trainer becomes bankrupt or a proposal for an Individual Voluntary Arrangement is made affecting the business of the employing trainer.

We undertake to notify the BHA within 7 days of any change to my home address, registered mobile or home phone number.

We acknowledge and accept that it is the policy of the BHA to publish its licensing decisions and this includes, if applicable, the giving of Reasons for refusal, the imposition of Conditions on a licence or the withdrawal of a licence. We agree to be bound by the BHA's decision in reaching its decision.

**DATA PROTECTION**

Any information (including personal data and sensitive personal data) provided by the applicant will be held by the BHA (or Weatherbys Group Ltd) and such information may be properly disclosed to other agencies in connection with the management and regulation of horseracing generally.

The BHA has the opportunity to use its address list as a source of revenue for the racing industry by undertaking mailings on behalf of selected companies. Individual addresses are not divulged. Please tick here if you do not wish to receive such mailings.

Please tick here if you do not wish to receive such mailings.

I have read and understood the Declaration and to be best of my knowledge and belief the foregoing particulars as completed are accurate and true. \*

I agree to be bound in all respects by the BHA Rules of Racing in force from time to time. \*

Name of Trainer: \*  Date: \*

Name of Jockey: \*  Date: \*

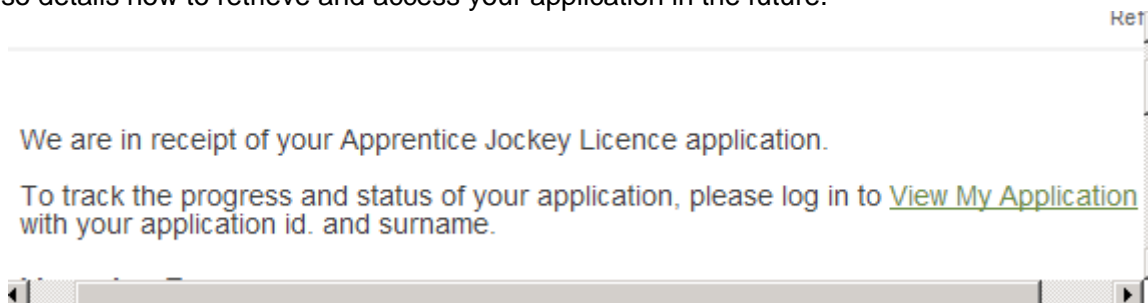
## **Submit Application**

Prior to submitting your application, please make sure you click 'Save'. Then, click on 'Submit' to submit your application. You will be alerted to any incomplete fields within the application by a red warning triangle on the accordion header, as illustrated below:



The screenshot shows an accordion interface with six green headers: 'Licence Category', 'Personal Details', 'General Questions', 'Declaration of Health', 'Medical Attachments', and 'Declaration'. A red warning triangle is visible on the right side of the 'Declaration of Health' header. Below the accordion are three buttons: 'Submit', 'Save', and 'Cancel'. Below the buttons is a link: 'For details on how to contact the Licensing Team, [click here](#)'.

Expand the relevant tab, complete the required field and click on submit. When your application is successfully submitted you will receive a system screen message and an email. Please retain this email as it also details how to retrieve and access your application in the future.



## **View My Application**

When you have submitted your application you can monitor the progress by logging into the 'View My Application' page advised to you on screen and by email when you first saved or submitted.

Your application accordion (see below) will allow you to view the following:

Application Status – this section will display what stage your application is currently at.

View and Confirm Outcome – this will display the outcome of your application when it becomes available.

Correspondences – this section will allow you to send a message to the Licensing Team and for the Licensing Team to send you a message. It also allows you to attach any more relevant documentation relating to this application.

Accordion Sections – all sections from your submitted application are available to view.

- Application Status

Your application 86564181 was submitted on: 15/08/2013 16:59

The BHA has **not started** processing your application.

Application current status is: **Submitted**

- View and Confirm Outcome

There is currently no outcome.

- Correspondences

There are currently no messages.

To send a confidential message to the BHA Licensing Team, please enter a comment in the box below, and if necessary, attach any relevant files:

x Attach File

**When the licence is granted you will receive an email notifying you of this.**

### Conditions and Restrictions

By selecting a licence in 'My Licences' you can open the 'Conditions and Restrictions' section to view any conditions and restrictions relating to this licence.

- Conditions and/or Restrictions

Description	Type	Review Date	Clear Date	Reason for Clearance	Actions
Other Condition	Condition	22/08/2013			<span style="background-color: #4F81BD; color: white; padding: 2px 5px; border: 1px solid #4F81BD;">View</span>

### Licensing Dashboard

Licence holders will be emailed a new Racing Administration login shortly after their new licence or first renewal is issued.

On logging in, you will be taken to the Inbox of your communications hub through which you will receive messages and announcements from BHA and Weatherbys.

The menu on the left hand side of the page will display an option for Licensing Dashboard; this will give you access to the licences and permits active, or applications that you currently have with BHA. You can view and change your licence details from here.

**Racing Administration** British Horse Racing Authority

Mr C. Datha Rider [Log out](#) [Help](#) 04/02/2014

**Enquiries**

[Enquiries](#)

**Favourites**

**Main Menu**

- [Licensing Dashboard](#)
- [Rider Booking](#)
- [Entries and Declarations](#)

**My Profile**

[My Profile](#)

Communication Hub JGNS031

Announcements (0) | [Inbox \(0\)](#) | [Receipts \(0\)](#) | [Deleted \(3\)](#)

Title Search:  Business Area: Please select.

Priority	Action	From	To	Title	Received	select
No items found.						

[Hide Menu](#)

### My Licences/Permits Tab

You will be able to see any current active licences, their status, start and end dates on this page. You can then select a licence to view, change, or renew when necessary.

**Racing Administration** British Ho

Mr C. Datha Rider [Log out](#) [Help](#)

**Enquiries**

[Enquiries](#)

**Favourites**

**Main Menu**

- [Licensing Dashboard](#)
- [Rider Booking](#)
- [Entries and Declarations](#)

**My Profile**

[My Profile](#)

Licensing Dashboard

[My Applications](#) | [My Licences/Permits](#)

Holder	Type	Category	Status	Start Date	Expiry Date	
Mr C. Datha	Prof. Jockey	Jump	Active	01/10/2013	30/09/2014	<input type="button" value="Select"/> <input type="button" value="Renew"/>

[Hide Menu](#)

### My Applications Tab

You will be able to see any submitted applications, their status and details from here. You can then select a licence application to view, change or cancel, when necessary.

### Change Request

You can apply to make a change to the details of any active licence.

Select the active licence you wish to change from your licensing dashboard. This allows you to maintain any part of the licence details during the period of the licence.

The following example shows a request for a change to mobile phone details

Open the 'Personal Details' accordion. Click on 'Request Change' to enable current details to be edited.

**Personal Details**

Surname: \*  All Forenames:  Title: \*  Please enter if your title is not listed

Nationality: \*  Date of Birth: \*  Age:

All Previous Surnames:

Normal Riding Weight: \*  st  lb Height: \*  (cm)

Home Address: \*  Postcode: \*

Home Telephone Number:  Mobile Telephone Number: \*

Email Address: \*

Next of kin: \*


Relationship to you: \*

Contact Telephone number of Next of Kin: \*

Is it your first time applying for this licence? \* Yes  No

Do you hold a current Licence? \* Yes  No

**Jockey Name Style**  
 The format for all Professional Jockey names (for racecard purposes, etc) will be made up of a forename in full and surname (if available), or alternatively the name by which they are familiarly known e.g. Robert Smith could be known as Rob Smith. Please indicate below your Jockey name style:

[View Change History](#)  **Request Change**

Complete the change/changes you wish to be considered, then click 'Save'.


**Personal Details**

Surname: \*  All Forenames:  Title: \*  Please enter if your title is not listed

Nationality: \*  Date of Birth: \*  Age:

All Previous Surnames:

Normal Riding Weight: \*  st  lb Height: \*  (cm)

Home Address: \*  Postcode: \*  

Home Telephone Number:  Mobile Telephone Number: \*

Email Address: \*

Next of kin: \*

Relationship to you: \*

Contact Telephone number of Next of Kin: \*

Is it your first time applying for this licence? \* Yes  No

Do you hold a current Licence? \* Yes  No

**Jockey Name Style**  
 The format for all Professional Jockey names (for racecard purposes, etc) will be made up of a forename in full and surname (if available), or alternatively the name by which they are familiarly known e.g. Robert Smith could be known as Rob Smith. Please indicate below your Jockey name style:

[View Change History](#) **Save** **Cancel**

Finally you should submit changes by clicking the 'Submit Changes' button at the bottom of the licence details accordion.

Licence/Permit Information

- + Licence Category
- + Personal Details !
- + Race Record
- + Training and Assessment
- + Declaration of Health
- + Medical Attachments
- + General Questions
- + Declaration

**Submit Changes**

A yellow warning symbol will appear at the top of the accordion to indicate that this section is awaiting BHA approval.

+ Personal Details !

You can review the changes made using the 'View Change History' option at the bottom of each section. This displays the date and status of the change.

**Change History:**

Change Date/Time	Changed by	Review Date/Time	Reviewed by	Status
------------------	------------	------------------	-------------	--------

### Correspondences

By selecting a licence in 'My Licences' you can use the Correspondences function to communicate directly to the Licensing Team on any subject relating to that licence. Any messages sent to you by the Licensing Team will also be notified to you by email so you can view it.

**Correspondences**

**From Customer:** On 20/08/2013 12:08:58, Mr R. Tulip wrote:  
Dear Licensing Team , please be aware that I will be emailing you the information you requested next Thursday.

To send a confidential message to the BHA Licensing Team, please enter a comment in the box below, and if necessary, attach any relevant files: \*

X **Attach File**

**Submit**

If you have difficulty accessing the site or have any questions about using the service, please contact web support on +44 (0)1933 304828 or by email to [websupport@racingadmin.co.uk](mailto:websupport@racingadmin.co.uk).



## **Trainer User Guide:**

# **Making an online application for an Apprentice Jockey's Licence using the New Racing Administration System**

### **INTRODUCTION**

The following document is a User Guide to assist you through the process of completing the new online licence application forms for an Apprentice Jockey's Licence. There is a separate User Guide designed to assist the Apprentice Jockey with completing their section of the application.

This Guide takes you through the process of completing an application for the first time and provides screen mock-ups and tips to assist you.

**If you have any queries, please contact the Licensing Team on 0207 152 0145 who will be happy to assist.**



## INDEX

<b>Subject</b>	<b>Page</b>
<b>Accessing the Application Form</b>	17
General Comments about the Application Form	18
<b>Completing the Form</b>	18
Licence Category	18
Apprentice Jockey Details	19
Training Agreement	19
Trainer Declaration	20
<b>Submitting the Application</b>	20
<b>Viewing the Application</b>	21

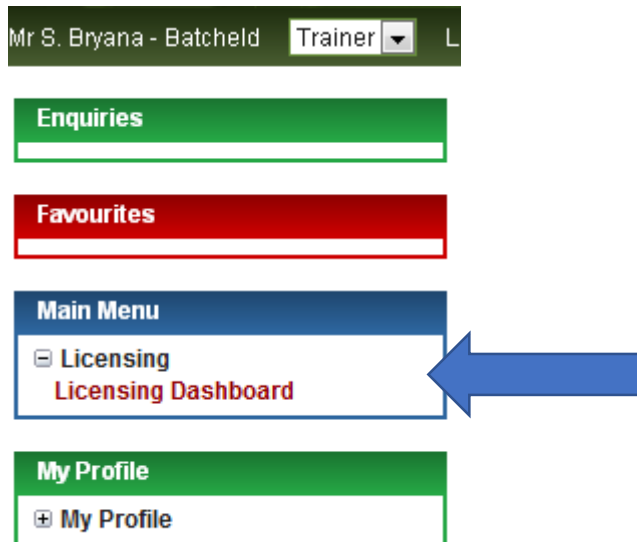


## APPLICATION FORM

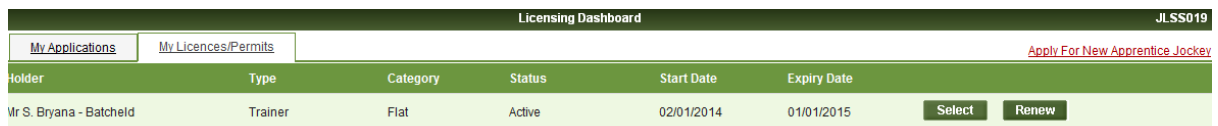
### Accessing the Application Form

The application form can be accessed through the new racing administration system. Go to <https://www2.racingadmin.co.uk/JSCS001/enter.htm> and log on to the system using the login and password. If you do not have a login please contact web support at Weatherbys on 01933 304828.

Once you have logged on to Delphic go to the Main Menu, click on Licensing and then Licensing Dashboard as per the screen shot below.



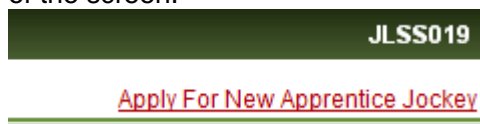
This will then bring up the Licensing Dashboard. Below is an example of the Dashboard.



The screenshot shows the 'Licensing Dashboard' for user 'JLSS019'. It features a table with columns for 'Holder', 'Type', 'Category', 'Status', 'Start Date', and 'Expiry Date'. Below the table are 'Select' and 'Renew' buttons. A link 'Apply For New Apprentice Jockey' is visible in the top right corner.

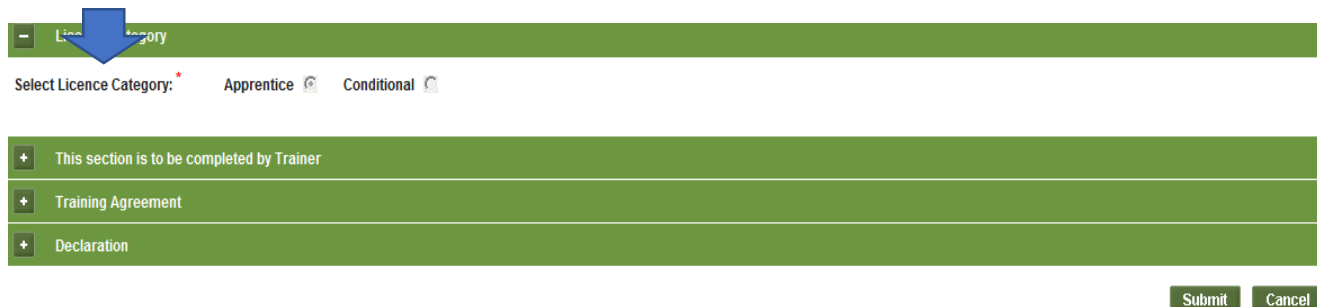
Holder	Type	Category	Status	Start Date	Expiry Date		
Mr S. Bryana - Batcheld	Trainer	Flat	Active	02/01/2014	01/01/2015	Select	Renew


Click on 'Apply for a New Apprentice Jockey' which can be found near the top right hand corner of the screen.



## General comments about the Application Form

The entire application form will open in an “accordion” format. You will need to complete the relevant sections of the form and most importantly, the mandatory data fields (marked with a red \*). To expand or shrink each section, click on the ‘+’ or ‘-’ on the left side of the section header.



A post code look up is available for all address boxes. To use this, key in the post code, click on the magnifying glass icon  and select the correct address.

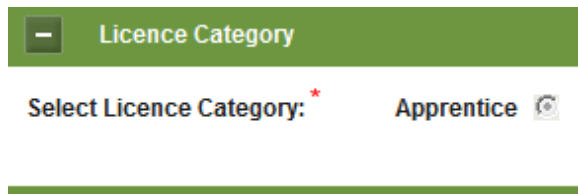
The green cross  allows you to delete attachments.

Some documents have a link to a pro-forma version of the form; this can be completed on paper and attached to the form. Alternatively these could be printed, filled in and emailed to [licensing@britishhorseracing.com](mailto:licensing@britishhorseracing.com)

## Completing the Form

### Licence Category

The first accordion asks which type of licence you are applying for. Please select Apprentice Jockey.





## Apprentice Jockey Details

Below is an example of a typical section to be completed by the Trainer.

**- This section is to be completed by Trainer**

Please enter the prospective Jockey's surname: \*

Jockey's Date of Birth: \*  

Jockey's Nationality: \*  

Jockey's Email Address: \*

General Experience of potential jockey. Please indicate your views as to the applicant's experience, likely potential and possible future as a Jockey: \*

**Number of horses in your care suitable for the applicant to ride in races bearing in mind his/her experience: \***

In cases where suitable mounts are limited please comment regarding the prospect of outside rides and/or trainers likely to use the services of the applicant should he/she be granted a Licence:

Has the applicant previously held a Licence or Permit to ride with the BHA? \* Yes  No

Please indicate whether the applicant has previously held a Licence or Permit to ride with another turf authority? \* Yes  No

## Training Agreement


The application must be accompanied by a Training Agreement completed and signed by the Apprentice, their Guardian (if the Apprentice is under the age of 18) and the Trainer. A copy of the Training Agreement is enclosed with the application pack but can also be downloaded from the application form itself by clicking on download in the Training Agreement accordion.

Once the Agreement has been completed it can either be attached and submitted with the application, or it can be posted to the Licensing Team.

**- Training Agreement**

This application must be accompanied by a Training Agreement completed and signed by the Applicant, their Guardian and the Trainer. To download a copy of the Training Agreement, please click the link below. Once completed, please either scan and attach the document to this application, or post to: The Licensing Department, British Horseracing Authority, 75 High Holborn, London, WC1V 6LS.

Training Agreement form [download](#)

Attach the completed Agreement  

### Trainer Declaration

You will need to read the entire declaration text and then confirm that you have done so. The 'Name of the Person Completing Form' must be the actual person who physically filled in and submitted the form.

If someone completes this form on your behalf, it is on the basis that the person does so with your express knowledge and consent. You as the applicant are responsible for ensuring this person has all relevant details to complete the application on your behalf accurately and truthfully.

**Declaration**

Please tick here if you do not wish to receive such mailings.

I have read and understood the Declaration and to be best of my knowledge and belief the foregoing particulars as completed are accurate and true. \*

I agree to be bound in all respects by the BHA Rules of Racing in force from time to time. \*

Name of Trainer: \*  Date: \*

### Submit the Application

Once you have completed the application please click on submit.

You will be alerted to any incomplete fields within the application by a red warning triangle on the accordion header, as illustrated below:

+ Licence Category

+ Personal Details

+ General Questions

+ Declaration of Health !

+ Medical Attachments

+ Declaration !

For details on how to contact the Licensing Team, [click here](#)

Complete the required field and click on submit. When your application is successfully submitted you will receive a system screen message and an email confirming your application retrieval details.

### Application Submitted

Your Apprentice Jockey application has been partly completed.

Your application ID is 10770419.

Please use this number and Jockey Surname to retrieve and complete the application via "[View My Application](#)".

Your Apprentice will then receive an email similar to the below asking them to complete their section of the application.

Dear Jockey Name

Trainer Mr O. Sarasina has applied for an Apprentice Jockey Licence on your behalf. This is a joint application between you and the trainer, and as such you will now need to fill in the Jockey part of the application.

To access your application, please log in to [View My Application](#) with your application id. (10770419) and surname.

**Licensing Team**

British Horseracing Authority  
75 High Holborn, London WC1V 6LS  
Tel: +44 (0) 20 7152 0000  
Fax: +44 (0) 20 7152 0001  
[www.britishhorseracing.com](http://www.britishhorseracing.com)

*This is an automated message. Please do not reply to this email.*

Once the Apprentice has submitted their section of the application you will be notified via email advising that the Licensing Team has received the application and instructions of how you can track its progress. An example email is below.

Dear Mr. Sarasina

We are in receipt of your Apprentice Jockey Licence application.

To track the progress and status of your application, please log in to [View My Application](#) with your application id. and surname.

**Licensing Team**

British Horseracing Authority  
75 High Holborn, London WC1V 6LS  
Tel: +44 (0) 20 7152 0000  
Fax: +44 (0) 20 7152 0001  
[www.britishhorseracing.com](http://www.britishhorseracing.com)

**View My Application**

When you have submitted your application you can monitor the progress by logging into the 'View My Application' page advised to you on screen and by email when you first saved or submitted.

My Applications		My Licences/Permits					
Applicant Name	Type	Category	Application ID	Application Type	Status	Submission Date	
I Apprentice	Appr. Jockey	Apprentice	72104924	New	Submitted	20/01/2014	Select
M Conditional	Cond. Jockey	Conditional	78892432	New	Submitted	20/01/2014	Select
J App	Appr. Jockey	Apprentice	50001899	New	Submitted	21/01/2014	Select

Your application accordion (see below) will allow you to view the following:

Application Status – this section will display what stage the application is currently at.

View and Confirm Outcome – this will display the outcome of the application when it becomes available.

Correspondences – this section will allow you to send a message to the Licensing Team and for the Licensing Team to send you a message. It also allows you to attach any more relevant documentation relating to this application.

Accordion Sections – All sections from your submitted application are available to view.

**Application Status**

Your application 86564181 was submitted on: 15/08/2013 16:59

The BHA has **not started** processing your application.

Application current status is: **Submitted**

**View and Confirm Outcome**

There is currently no outcome.

**Correspondences**

There are currently no messages.

To send a confidential message to the BHA Licensing Team, please enter a comment in the box below, and if necessary, attach any relevant files:

If you have difficulty accessing the site or have any questions about using the service, please contact web support on [+44 \(0\)1933 304828](tel:+441933304828) or by email to [websupport@racingadmin.co.uk](mailto:websupport@racingadmin.co.uk).