



User Guide:
Making an online application for an
Amateur Rider's Permit
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 application form for an Amateur Rider's Permit.

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, including how to request changes to your Permit, 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 0146 who will be happy to assist.

Form updated June 2014

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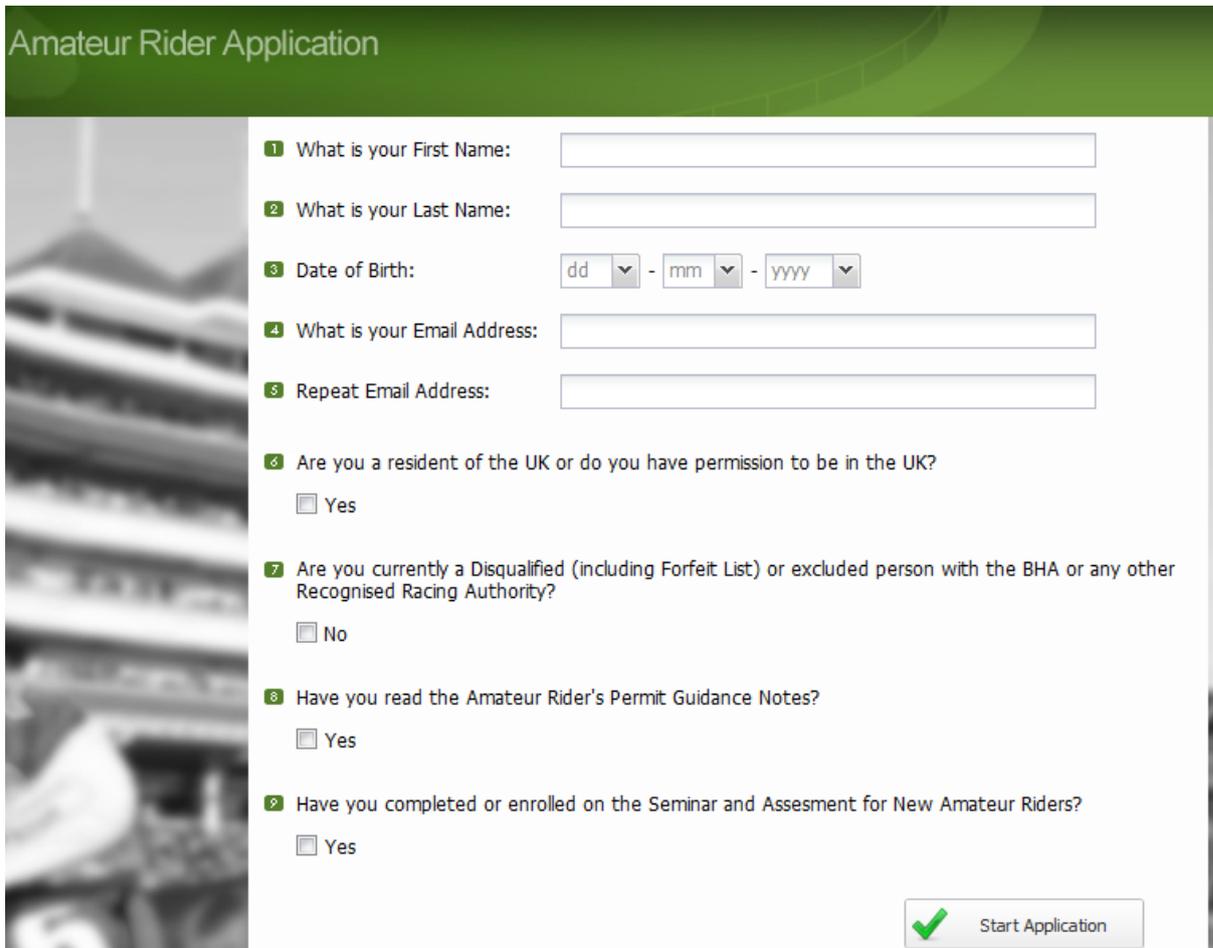
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INITIAL QUESTIONS

All applications for an Amateur Rider's Permit (new or renewal) can be started from the British Horseracing Authority website (www.britishhorseracing.com) at the following link:
http://secure.britishhorseracing.com/licensing/applications/amateur_rider.htm

Once on this page, click on the link 'Online Application for an Amateur Riders Permit' which will take you to the initial questions screen, as detailed below.

The initial screen asks the basic questions relating to eligibility. Please complete these questions and then click 'Start Application'.

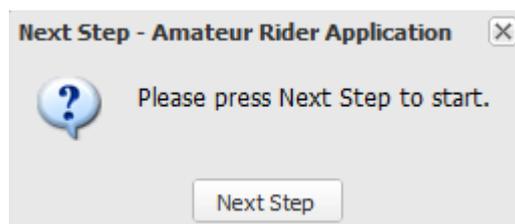


The screenshot shows the 'Amateur Rider Application' form. It features a green header with the title 'Amateur Rider Application'. The form is divided into two columns. The left column contains a blurred image of a horse and rider. The right column contains the following questions and input fields:

- 1 What is your First Name:
- 2 What is your Last Name:
- 3 Date of Birth: - -
- 4 What is your Email Address:
- 5 Repeat Email Address:
- 6 Are you a resident of the UK or do you have permission to be in the UK?
 Yes
- 7 Are you currently a Disqualified (including Forfeit List) or excluded person with the BHA or any other Recognised Racing Authority?
 No
- 8 Have you read the Amateur Rider's Permit Guidance Notes?
 Yes
- 9 Have you completed or enrolled on the Seminar and Assessment for New Amateur Riders?
 Yes

At the bottom right of the form is a button with a green checkmark icon and the text 'Start Application'.

When you click 'Start Application' you will be asked if you wish to take the next step to start the main application form. Click 'Next Step'.



APPLICATION FORM

General comments about the Application Form

The entire application form will open in an “accordion” format. You will now 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.

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.

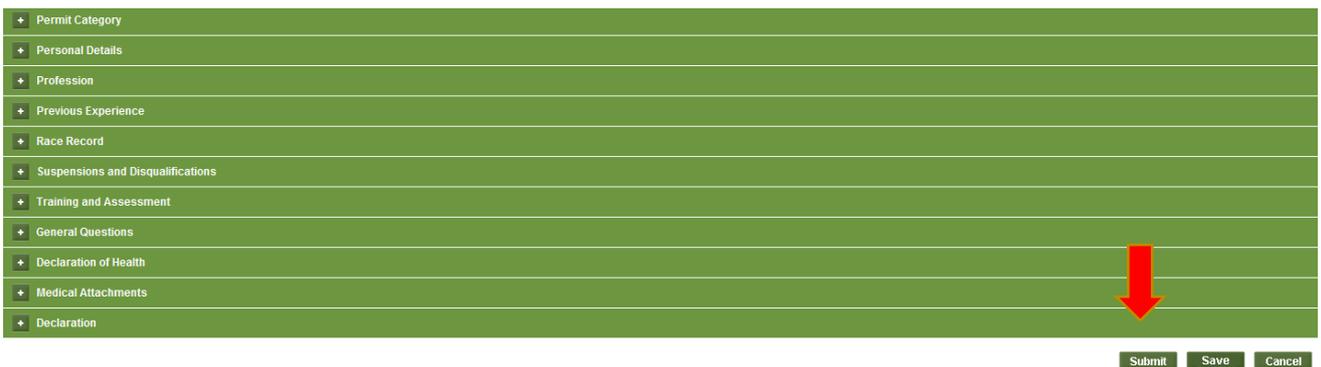
To add another file to any of the fields press ‘Attach File’ as many times as necessary.

The green cross allows you to delete attachments:  

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.

Your application for a Permit can be saved at any time as you complete it. The ‘Save’ button at the bottom of the accordion page will save the application for a period of up to 60 days from the first time you save it.



Submit Save Cancel

When you click 'Save' for the first time the following message will appear. It gives you details of how to retrieve and check your application plus the ID and password you will need.

First Save Confirmation

Your Amateur Rider application has been saved.

Your application ID is "80272819". Please keep this number to track your application progress. If you lose this number you may have to start your application again.

You can logon to view your application status at: ["View My Application"](#) with your application ID and Surname.

YOUR APPLICATION HAS NOT BEEN SUBMITTED. You must complete and submit this online application before it can be viewed by the BHA Licensing Team.

Your application will be stored on our system for "60 days from the first save" and then deleted if not submitted.

OK

You will also receive an email similar to the following to confirm your application has been saved.

Dear Jane Theo

Your application has been saved.

Your application id. is 56411577. Please keep this number to track your application progress. If you lose this number you may have to start your application again.

You can log in to view your application status at [View My Application](#) with your application id. and surname.

YOUR APPLICATION HAS NOT BEEN SUBMITTED.

You must complete this online application and submit it before it can be viewed by the Licensing Team of the BHA.

Your application will be stored on our system for 60 days and then deleted if not submitted.

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

Retrieve My Application

In order to retrieve your application go to the link you will have received on your Save Confirmation message, the link on the Save Confirmation email or the following web address <https://www2.racingadmin.co.uk/licence-app/JLSS001/retrieveApplication.html> You can simply enter your unique application ID and surname and click 'Submit' to retrieve your application.

Retrieve Application JLSS001

Application ID: *

Surname: *

Completing the Form

Permit Category

The first accordion asks which type of Permit you are applying for. Please select and then continue onto the 'Personal Details' section.

Permit Category

Select Permit Category: * Category A Flat Category A Jump Category A Dual Category B

Personal Details

This is an example of a typical personal details application section. Please complete all of the questions and in particular, those marked with a red asterix *

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 permit? * Yes No

Do you hold a current Permit? * Yes No

Profession

Please find below an example of the Profession Section. Please complete all of the questions in this section.

Profession

Profession, business or occupation:

Name of Business or Employer:

Address of Business or Employer:

If you have no paid occupation, please say by whom you are supported, or how you maintain yourself in your activities as an amateur rider:

If you are currently employed by any race trainer or attached to any racing stables (or have within the past 2 years) please state the name of the trainer(s) and provide a brief description of the nature of the employment/attachment e.g. working riding, schooling on a full or part time basis:

Previous Experience

This is an example of a Previous Experience Section. Please complete all of the questions in this section.

Previous Experience

Have you previously held any form of licence or permit under the Rules governing horseracing in Great Britain other than a Point-to-Point Qualification Certificate? * Yes No

If the answer to the question above is "Yes", please state type of licence or permit:

Expiry date of last permit (if applicable):

Have you held a licence or permit outside Great Britain? * Yes No

If the answer to the question above is "Yes", please state type of licence or permit and under which Turf Authority it was held

Type of licence/permit:

Turf Authority:

Date of expiry:

Record of rides in Point-to-Point Steeple Chases (for first time applicants only)

Details of your POINT-TO-POINT rides

Date	Meeting	Race	Horse	Result		
<input type="text" value="11/01/2014"/>	<input type="text" value="Barbury Castle"/>	<input type="text" value="Members"/>	<input type="text" value="Charlie"/>	<input type="text" value="3rd"/>	<input type="button" value="Remove"/>	<input type="button" value="Add Another"/>

Work Riding and Schooling Experience and Other Experience (for first time applicants only)

Work riding and schooling experience *
(Please include the name(s) of any Trainer(s) you have ridden work and schooled for and the relevant dates):

Other experience *
(Please give details of any other experience that might assist the Authority when considering your application)

Race Record (for applicants who have held a Permit before)

Please find below an example of a Race Record section.

— Race Record

Please enter number of rides under your last permit (not applicable for first time applicants):
(Approximate figures are acceptable.)

Amateur Riders Flat Races	5
Hunter Steeple Chases	2
Other Amateur Riders Steeple Chases and/or Hurdle Races	2
National Hunt Flat Races	0
Steeple Chases and/or Hurdle Races open to Professional Jockeys	0

First ride for which your Permit is required

Please find below an example of the first ride details section which should be completed if these details are known. First time applicants, please note that these details are required prior to the issue of a Permit, however, the application may be submitted and the first ride details forwarded to the Licensing Team once known.

First ride for which your Permit is required:

Date
31/07/2014 
Racecourse
Leicester
Race
Amateur Riders Flat Race (1 mile 2 furlongs)
Horse
Tedworths Flyer

References (for first time applicants only)

In this section you are able to attach a letter from a Licensed or Permitted Trainer confirming the details of your first intended ride, letters in support of your application and a 'Declaration to Support Identity of Applicant' document. Please refer to the Guidance Notes for further information.

Letter from trainer confirming first ride:	<input type="text"/>	<input type="button" value="Attach File"/>
Two letters in support of your application from either licensed or permitted trainers speaking as to your experience and competence as a rider:	<input type="text"/>	<input type="button" value="Attach File"/>
Document to support your identity:	<input type="text"/>	<input type="button" value="Attach File"/>

Suspensions and Disqualifications

Please complete the following questions. If you answer 'yes' to either please include as much detail as possible in the box provided.

Suspensions and Disqualifications

Have you ever been refused a licence or permit by any Turf Authority? Yes No

Please give details:

Have you ever had any suspension of a riding licence or permit imposed upon you by any Turf Authority or any other disqualifications or fines imposed upon you in connection with horseracing (including Point- to-Point meetings) within the past three years? Yes No

If "Yes", please give details

Training and Assessment (for first time applicants only)

Please select the Category 'A' Seminar and Assessment on which you have reserved a place or successfully completed.

Start Date	Course Name	End Date	Training Centre
11/03/2015	Amateur Riders Category 'A' Assessment	11/03/2015	British Racing School
10/03/2015	Amateur Riders Category 'A' Seminar	10/03/2015	British Racing School

Course History

Please provide details of any other courses you have attended in connection with horseracing?

COURSE HISTORY

Have you previously attended any courses connected to Racing?

If "Yes", please indicate which course:

Date attended:

Training Centre: British Racing School Northern Racing College

General Questions

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

General Questions

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 being so charged? Yes No

Have you been made the subject of any judgement debt or court award in Great Britain or elsewhere? Yes No

Have you ever been declared bankrupt, been the subject of an Individual Voluntary Arrangement other statutory based composition with creditors alone? Yes No

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 directory? Yes No

Declaration of Health

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

Declaration of Health

Name of General Practitioner: *

Address of General Practitioner: *

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

Date of last Baseline Concussion Test *

Which Centre did you attend? *

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	
<input type="text" value="BROKEN ANKLE"/>	<input type="text" value="Sep"/>	<input type="text" value="2013"/>	<input type="button" value="Remove"/>
<input type="button" value="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 Horseracing 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 do this. Please click on the 'link to pro-forma form' to download or print off these forms.

Medical Attachments

Permission to Contact GP: X Attach File

Sample Form: [<Link to pro-forma form>](#)

Medical Report Form: X Attach File

Sample Form: [<Link to pro-forma form>](#)

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.

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. *

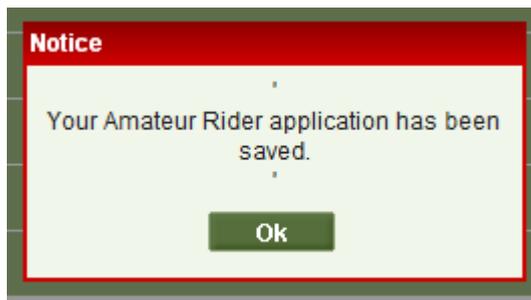
Name of Person Completing Form: *

Date: 03/02/2014

Submit Save Cancel

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:

- + Personal Details
- + Profession 
- + Previous Experience 
- + Race Record
- + Suspensions and Disqualifications 
- + Training and Assessment
- + General Questions

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.

Your Amateur Rider application has been submitted.

Your application ID is 80272819. Please keep this number to track your application progress.

You can logon to view your application status at: "[View My Application](#)" with your application ID and surname.

Example of Email

Dear Miss Jane Theo

We are in receipt of your Cat A Amateur (Flat) Rider's Permit application.

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

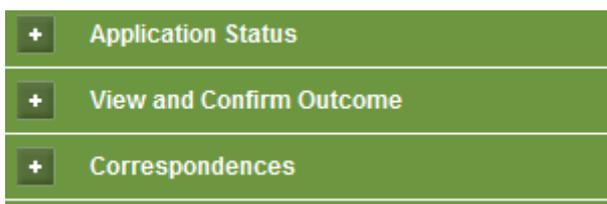
Licensing Team

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

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. Alternatively visit the following link <https://www2.racingadmin.co.uk/licence-app/JLSS001/retrieveApplication.html>

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.



Your application **56411577** was submitted on: **15/04/2014 14:48**

The BHA has **started** processing your application.

Application current status is: **In Progress**

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

 **View and Confirm Outcome**

There is currently no outcome.

Correspondences – this section will allow you to send messages 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.

 **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: *

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

-  **Permit Category**
-  **Personal Details**
-  **Race Record**
-  **Profession**
-  **Previous Experience**
-  **Suspensions and Disqualifications**
-  **Training and Assessment**
-  **Declaration of Health**
-  **Medical Attachments**
-  **General Questions**
-  **Declaration**

Licensing Dashboard

Permit holders will be emailed a new Racing Administration login shortly after their new Permit 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 Permit details plus make new applications from here.

The screenshot shows the 'Communication Hub' section of the Racing Administration website. The header includes the user name 'Mr C. Datha', a 'Rider' dropdown menu, and links for 'Log out' and 'Help'. The date '04/02/201' is displayed in the top right corner. The left sidebar contains navigation menus: 'Enquiries' with a link to 'Enquiries', 'Favourites', 'Main Menu' with links to 'Licensing', 'Licensing Dashboard', 'Rider Booking', and 'Entries and Declarations', and 'My Profile' with a link to 'My Profile'. The main content area is titled 'Communication Hub' and includes tabs for 'Announcements (0)', 'Inbox (0)', 'Receipts (0)', and 'Deleted (3)'. Below these tabs is a search area with a 'Title Search:' input field, a 'Business Area:' dropdown menu, and 'Reset' and 'Submit' buttons. A table with columns 'Priority', 'Action', 'From', 'To', 'Title', 'Received', and 'select' is shown, but it contains no data and displays the message 'No items found.' at the bottom.

My Licences/Permits Tab

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

The screenshot shows the 'Licensing Dashboard' section of the Racing Administration website. The header is identical to the previous screenshot. The left sidebar is also identical. The main content area is titled 'Licensing Dashboard' and has two tabs: 'My Applications' and 'My Licences/Permits'. The 'My Licences/Permits' tab is active, displaying a table with the following data:

Holder	Type	Category	Status	Start Date	Expiry Date	
Mr C. Datha	Prof. Jockey	Jump	Active	01/10/2013	30/09/2014	Select Renew

Below the table is a 'Hide Menu' link.

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.

Change Request

A Permit holder can apply to make a change to the details of an active permit.

Select the active permit you wish to change from your licensing dashboard. This allows you to maintain any part of the permit details during the period for which the permit is valid.

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.



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



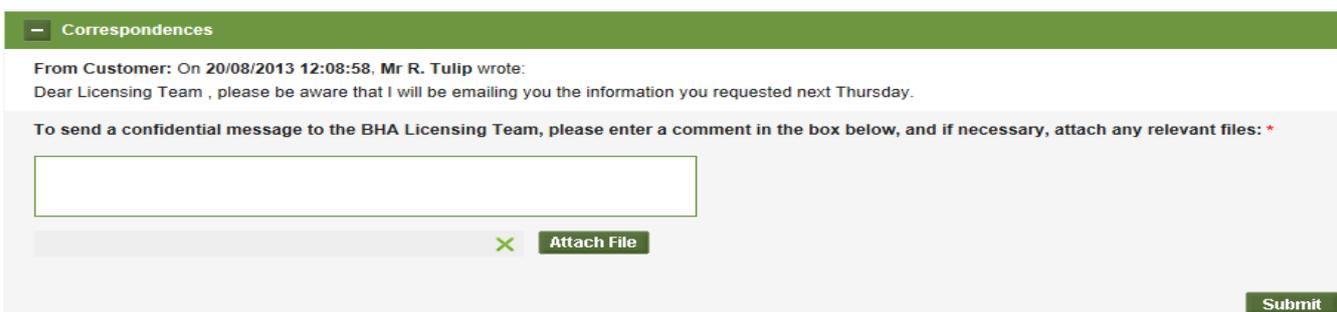
You can review the changes made using the 'View Change History' option at the bottom of each section. This displays the date and status of the change.

Change History:

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

Correspondences

By selecting a licence in 'My Licences/Permits' 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.



Conditions and Restrictions

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

- Conditions and/or Restrictions					
Description	Type	Review Date	Clear Date	Reason for Clearance	Actions
Other Condition	Condition	22/08/2013			View

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.