



## Racecourse NTF Trainer Metal Badge allocation with RCA Photo ID accreditation

*This letter contains important information to be read in full within the NTF/RCA Badge Policy*

We are pleased to enclose NTF Trainer Metal Badges and car park passes for use in 2025. These will become effective from 1<sup>st</sup> January 2025 and the orange 2024 badges will no longer be accepted.

As per changes made in 2024 in order to meet the requirements of the RCA, the NTF badge will enable free movement around the racecourse without the need to present your photo ID accreditation. However, it remains the case that it is the photo ID accreditation that gives initial access to the racecourse and any attempts to gain access solely with the NTF badge may not be successful.

We also enclose the lanyard ribbon for the photo ID accreditations in replacement of the 2024 version.

At this stage, we are only in a position to send badges out for which a photo ID accreditation has already been produced. Should you wish to apply for an accreditation please do so by visiting the following link:

<https://paulntf.wufoo.com/forms/q19dfplp15hg9sn/>

Use of the ID Cards is in line with the Terms and Conditions in the **RCA/NTF Badge Policy** enclosed. Please note that ID Card(s) and badges are **strictly non-transferable** and any misuse of these could result in them being withdrawn by the RCA.

Entry to the racecourse will usually be via the Owners and Trainers entrance although racecourses have agreed that other entrances frequently used by trainers will be provided with a handheld scanner if required and trainers should be able to access via these entrances as normal.

NTF Trainer Metal Badges are for your access to facilities once inside the racecourse and will provide access to the pre-parade ring, parade ring, winners' enclosure and Owners & Trainers facilities.

Should your ID be lost or stolen, please ensure that this is reported to the NTF immediately in order that the ID can be deactivated and a replacement provided.

Whilst there is no fee for the first replacement lost ID card, we may apply a charitable donation charge to cards that need to be replaced beyond this. Lost NTF badges will not be replaced until the end of the year when a new one will be provided as part of NTF membership - in the interim, it will be necessary for trainers who have lost their badge to use photo IDs to move freely around the racecourse.

For details of how we store and manage your details, please see our Privacy Policy which is available on the NTF website.

## RCA/ NTF PHOTO ID ACCREDITATION METAL BADGE AND PASS CARD POLICY 2025

USE OF THE PHOTO ID ACCREDITATION AND/OR METAL BADGE INDICATES ACCEPTANCE OF THESE TERMS AND CONDITIONS. DISREGARD OF THE TERMS AND CONDITIONS OF ISSUE WILL RESULT IN IMMEDIATE WITHDRAWAL & NO RE-ISSUE IS PERMITTED. All reports of badge or accreditation misuse will be reported to the BHA and may be subject to further penalties.

### GENERAL TERMS AND CONDITIONS

- Trainers retain responsibility for all Photo ID Accreditation and badges allocated to them, their nominated users and guests and must ensure out of date badges are not used to attempt to gain access to racecourses.
- All Photo ID Accreditation and metal badges are allocated to named individuals and are strictly non-transferrable.
- Entry to each racecourse is subject to the Terms and Conditions of Entry at that racecourse.
- Accreditation and Badges are issued free of charge and holders are requested to take good care of them. Missing or lost Photo ID Accreditation or badges must be reported immediately to the NTF.

### PHOTO ID ACCREDITATION AND PASS CARDS

- All Photo ID accreditation includes a scannable QR Code which must be scanned at the racecourse entrance.
- Where there is a change of personnel during the year, the Photo ID Accreditation must be returned to the NTF to enable a free of charge replacement to the new staff member. A new card will not be issued until the old one has been cancelled.
- Racecourses may conduct spot checks and photo ID accreditation must be produced on request.
- Weakness in the lanyard or rings must be reported to the RCA for replacement; issued free of charge on return of the faulty lanyard.
- You no longer require a separate PASS Card as this has been incorporated within the Photo ID accreditation via the scannable QR Code. If there are any changes to your accreditation status, the records held for you will be updated.
- The Racecourse Association (RCA) publishes separate Terms & Conditions relating to PASS Cards ([www.rcapass.com](http://www.rcapass.com)).

### METAL BADGES

- Metal Badges are invalid for racecourse entry and are only to be used to enable freedom of movement between enclosures and to provide access to specific areas (e.g. Owners and Trainers Facilities, Parade Ring). Metal Badges will continue to be issued annually.
- Should badge holders observe any weakness in the pin, cord or rings which secure the badge, this must be reported to the NTF and a replacement will be issued free of charge on return of the faulty badge.
- Badges are valid from 1 January to 31 December and posted to Members during the first week in December.

### ALLOCATION

- Fully Licensed trainers will receive named Photo ID Accreditation, including scannable PASS Card, and a metal badge for their own use and a supplementary accreditation and badge for use by their spouse or partner, who must be named.
- Members may apply for up to seven Assistant NTF Trainer Photo ID Accreditation cards and Metal Badges, depending on the number of horses in training, as follows: 40+ 75+ 100+ 150+ 200+ 250+ 300+ horses in training
- Trainers eligible (with over 40 horses in training) for Assistant Trainers Badges are asked to apply online via this link <https://paulntf.wufoo.com/forms/q19dfplp15hg9sn/>

### Retired Trainers

Retired Trainers apply to the RCA for RCA Photo ID Accreditation if an NTF member for 15 years, and additional spouse/partner after 25 years. Retrospective applications for retired badges will not be considered. Contact [accreditation@racecourseassociation.co.uk](mailto:accreditation@racecourseassociation.co.uk) Assistant NTF Trainer Photo ID Accreditation and Metal Badge **do not** qualify for an RCA Badge when the trainer retires.

### SECURITY

All Photo ID Accreditation and Badges are numbered and recorded. The British Horseracing Authority Integrity Department, Weatherbys and The Racecourse Association are advised of the issue, loss or return of all badges.

- **Loss of the Photo ID Accreditation and/or Trainer Metal Badge must be reported to the NTF on 01488 71719.**
- The main reason for loss of badges has been from stolen binoculars and handbags and cut cords. Badge holders are recommended to **secure their badge to the lapel with both the cord and pin** and to examine at regular intervals. Should there be an indication of weakness the badge should be returned to the NTF for a free replacement. PASS Card/Badge holders must co-operate fully with racecourse officials conducting spot checks.

**SPECIAL CONDITIONS** will be advised for the following meetings prior to the event but in general:

**Aintree - Grand National** -Trainer Photo ID holders apply in advance to Aintree. T Car Park Label **not** active

**Royal Ascot** -Trainer Photo ID holders apply in advance to Ascot. T Car Park Label active

**Epsom Derby** -Trainer Photo ID and Lanyard and T Car Park Label allow entry.

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