

Newsletter

The Voice of Britain's Racehorse Trainers



National Trainers Federation

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Revaluation of Non-Domestic Rates showing some big increases

Depending on where in the country a trainer is located, their business (non-domestic) rates from April 2017 could take a severe hike upwards. As the NTF has been trailing, revised Rateable Values (RV) for commercial premises were made available on the Government tax service website at <https://www.tax.service.gov.uk/view-my-valuation/search> at the beginning of October. You can check the new RV for your business properties by entering your post code and choosing the relevant property.

There is a wide variation in increases. Some research indicates a range of between 12% and 83%. The most disappointing news is that these higher RVs will lead to higher rate bills because the Government has not adjusted significantly the rate in the pound. The rate in the pound shown on the website calculator is 0.467, compared to 0.50 in the current list.

If you notice any errors in fact about the details of your premises shown on the Government website, you can request a correction. There are instructions on the website. Appeals, on the other hand, can only be made from next April. Therefore trainers need to start planning ahead to take account of the effect on their business of the likely increase in overhead costs.

There will be Transitional Relief applied over successive years to mitigate the effect of any large increases. Also, Small Business Relief, which was made more generous in the last Budget, will help some yards but the occupier must apply for it and increases in RV may take some premises above the £15,000 threshold.

RVs are based on the Valuation Office's (VO) judgement of open market rents for properties within a given category. As you know, we have conducted a survey of trainers who rent their yards so we have evidence with which to challenge the VO's calculations, which are driven by a formula, so may not reflect the facts for each premises. We would like to thank the trainers who responded to that survey for providing the information.

Many other businesses are suffering similar increases so trainers are not alone. We are liaising with the BHA and RCA to investigate intervention options because some racecourses are facing a huge hike in rates. Meanwhile, be wary of agents cold calling and pressure sales to act on your behalf. In particular avoid signing a contract before reading in detail and understanding the cost implication. We recommend you contact the NTF's dedicated adviser, about which more over the page.

“ Trainers need to take account of the effect on their business... ”

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<http://ntfmuse.wordpress.com>



Gratitude to our departing business rates adviser

Bill Simpson has been an adviser to the NTF and dozens of individual racehorse trainers since 1988. He has done remarkable work in this time achieving savings in trainers' Non-Domestic (Business) Rates and has supplied invaluable advice both to trainers and to the NTF as well as writing pieces for our newsletters.

Bill has decided not to continue as a retained adviser and though he will keep some clients, he will focus on his development work. We would like to express our gratitude to him for his lengthy commitment to trainers and the NTF.

We are delighted to report that in his place, we have secured the services of Christopher Marriott of Marriotts Property LLP. Marriotts is a professional firm providing clients with informed advice in the Commercial, Development, Rural and Residential property sectors. Christopher has a wealth of experience in the rating of property and his advice to trainers in Malton last year led to a significant reduction in rateable values at appeal.

You can contact Christopher at his Marriotts office on 01367 242422. His email address is christopher.marriott@marriotts.co.uk

Jess McLernon awarded this year's Alex Scott Assistant Trainers Travel Scholarship

We are delighted to announce that Jessica McLernon, who works for Richard Fahey, is the 2016 winner of the Alex Scott Assistant Trainers Travel Scholarship.

Judging from a short list of four, the panel was particularly struck by Jessica's enthusiasm for learning and the wide ranging role she plays in the Musley Bank Stables in Malton, North Yorkshire. She has developed skills in mentoring the young staff and finds this makes a valuable contribution to the business.

The Alec Scott Scholarship aims to support those who are committed to a career training racehorses in Britain by promoting their education and improvement of their skills outside the United Kingdom.

The Scholarship has been funded for the last four years by Racing to School (RTS.) Chairman, David Adam, a member of the judging panel, commented, "Amongst strong competition Jessica McLernon proved to be a worthy winner. She impressed the judging panel with her confidence, her ambition, her tenacity and her proven track record to date. This significant and challenging opportunity will undoubtedly further her knowledge and her future career"

Jessica will be spending a month with training legend Gai Waterhouse at Randwick Racecourse, Sydney, Australia. Reacting to having won the award, Jessica said, "I am extremely honoured to be chosen as the winner of such a prestigious award that is so close to so many people's hearts. I owe so much to the great people I have around me, most of all my fantastic boss Richard Fahey. During my trip to Australia I hope to gain more knowledge and experience of the racing industry and this will in time help me to become a young trainer."

"...mentoring young people makes a valuable contribution..."

New website to promote shared racehorse ownership

Great British Racing (GBR), supported by the BHA and ROA, will soon launch a new website promoting shared racehorse ownership – Inthepaddock.co.uk

The unique feature of Inthepaddock.co.uk will be a search function that will allow users to find UK based syndicates and racing clubs to suit them, i.e. by code, location and cost. The website will also provide visitors with important information about co-ownership options and a clear set of guidelines for anyone considering buying into one for the first time.

A document with further details about the new website has been emailed to all licensed trainers. If you have not received this, click here to view <http://gbraci.ng/InthePaddock> . Syndicate companies, Racing Clubs and any licenced trainer operating a BHA registered syndicate or racing club will be invited to feature on the website for free and can register their interest by visiting Inthepaddock.co.uk

For a syndicate or racing club to feature on Inthepaddock.co.uk they are required to be:

- Registered and based in the UK, with horses trained in the UK
- A registered co-ownership entity with the BHA
- Have a website or a dedicated webpage within a trainer's website
- Agree to terms and conditions – which will be available to read at the registration stage when creating an Inthepaddock.co.uk profile

If you have any questions or wish to provide additional details of who GBR should be liaising with, please email info@inthepaddock.co.uk

Fund established for trainers welfare

In recent years there have been occasions when trainers have faced unforeseen circumstances that have put their welfare at risk or facing financial hardship. Although the NTF is always on hand to advise its members, and trainers are eligible for support from Racing Welfare, there was no dedicated benevolent fund for moments of crisis.

It was pointed out at an NTF Council meeting that in Ireland, a deduction from prize money is directed to a benevolent fund for Irish trainers. The NTF therefore proposed a rule change that would provide for a deduction to be made from the prize money won by overseas-trained runners with the resulting fund used by the NTF in association with the BHA to provide benevolent support to trainers in times of financial hardship.

In April 2015, the BHA made the relevant rule change and since then funds have been accumulating in a ring-fenced account. The Racehorse Trainers Benevolent Fund has now been established by deed, the trustees being former trainers Henrietta Knight, Martin Fetherston-Godley, and (ex officio) the NTF Chief Executive (Rupert Arnold) and BHA Director of People and Development (Carole Goldsmith.)

The trustees have discretion to make grants subject to the criteria set out in the trust deed. The beneficiaries are British licensed trainers, who have been members of the NTF for at least four years, and their dependents.

We are keen to make sure trainers are aware of the fund so we have been promoting it at regional meetings and will post information on our website, including an application form. It is likely that trainers will often know about colleagues in need before the NTF executive hears about it. Therefore to some extent we are depending on our members and others in racing to spread the word or to contact us if they know of a trainer who requires help. In the first instance, contact Rupert Arnold at the NTF office.



Northern Lights series supports northern jumping

The BHA's announcement this week of the five "Northern Lights" jump series is evidence of the work of the Northern Task Force, which was set up from the Jump Racing Review to spearhead initiatives to revive jump racing in the north by stimulating investment into the grass roots of the sport. Tom Tate and Nick Alexander, the NTF's leaders for the Northern Region and Scotland, are members.

Richard Wayman, BHA Chief Operating Officer came to the NTF's Scotland and the Borders regional meeting at Kelso in September to report on the Northern Task Force work and give advanced notice of the Northern Lights series.

The five Series and their corresponding £25,000 Finals are:

- 3m Handicap Chase Series
- 2 ½m Handicap Chase Series
- 2m Handicap Hurdle Series
- 3m Handicap Hurdle Series
- 2 ½m Mares' Handicap Chase Series

75 qualifying races will be held at 14 jump racecourses north of, and including, Doncaster racecourse, from January through to November 2017. They will be primarily made up of Class 4 handicaps with the exception of a mares' series, which will also feature some Class 5 handicaps.

The five series will culminate in a valuable finals day which will be held at Jockey Club Racecourses' Carlisle racecourse on 3 December 2017. The five finals races will be Class 2 handicaps and will each be worth £25,000. A quality day of racing with total prize money of over £150,000 will be completed by the Listed Houghton Mares Chase on the same card.

*“A valuable
finals day with
£150,000 in
prize money”*

New drone flight guidelines to reduce risk

Following a review of an incident that took place at Newmarket Racecourse in July 2016 which was the subject of a Stewards Inquiry, a set of amendments have been issued to the existing operating guidelines for the use of Drones on Racecourses. As a consequence the BHA is now able to consider applications to operate drones on racecourses once again.

The BHA has consulted with relevant stakeholders, including the NTF, to ensure the concerns of trainers were properly considered and that there was agreement on new guidelines for the future ongoing use of Drones. A summary of the amendments is listed below:

1. The use of Drones will no longer be permitted in races confined to 2 year olds;
2. The use of Drones will no longer be permitted in maiden races;
3. Any approved operator is to provide a "Spotter", who will be positioned so that the starter can communicate with him/her easily, and who will also have direct communications with the Drone Pilot at all times;
4. When horses are present at the start, the minimum altitude at which a Drone may be flown is 50 metres from the ground, excluding take-off and landing;
5. When following at the rear and to the side of the field in-running, the minimum altitude at which a Drone may be flown remains unchanged at 30 metres from the ground, excluding take-off and landing.



Wrap up on PASS cards

By now most trainers should have received their new PASS card. It is fair to say their introduction has been far from smooth and we have been feeding your comments back to the RCA, who manage the metal badge and PASS system on behalf of racecourses.

We have also been liaising with the ROA, whose members have been seriously affected. In particular owners are now expected to allocate spare owners' badges and have not been given the opportunity to delegate this to their trainer. Through the Horsemen's Group, the NTF, ROA and PJA are proposing changes to the PASS system so there is less disruption for horsemen but the racecourses achieve their aims in controlling access. The RCA has assured us that racecourses do not want to interfere with reallocation of badges for genuine promotional purposes.

The new PASS Card replaces the old green racecourse pass card. All metal badge holders should have a new PASS card to accompany their metal badge. You will need to apply for one for any additional metal badge holders such as spouse, partner, assistant trainer.

Anyone who had an old Pass Card but has not received a new one should contact pass@weatherbys.co.uk stating the old number on the green pass card. If a metal badge holder has never held an old Green Pass Card then they will have to complete an application form to apply for one. Other points about the new PASS card:

- Under the Rules of Racing the PASS Card can also be used as an identity card for access to the racecourse stables
- The old PASS Card can be used until the new one is received.
- The system has been implemented by 52 racecourses. For those not using the system (these are Ayr, Cartmel, Cheltenham, Hexham, Kelso, Leicester, Plumpton and Towcester), trainers should show their card at the entrance as identification if requested
- Badges can only be reallocated by the person they are allocated to (i.e. if an owner wishes someone else to use their badges, they need to arrange this themselves and not via the trainer). This can be done in advance either via the online services or by telephoning the relevant racecourse.
- Any requests for extra badges should be made in advance either via the online services or by telephoning the relevant racecourse
- If no requests are made in advance, the standard allocation from that racecourse can still be collected at the entrance as previously.

Getting to the parade ring on time

You will have read the correspondence in the Racing Post about horses not being saddled in the official saddling area before entering the parade ring. It showed that some racegoers feel strongly about having sufficient opportunity to see the horses before they go to post. That's fair enough in an entertainment industry where the horse itself is the central feature.

The NTF has encouraged the BHA to allow saddling in the stables without stewards' permission and we welcome the flexibility this allows across a wider range of racecourses. We would therefore encourage trainers to reciprocate by ensuring horses reach the parade ring soon enough for racing fans to see the horses properly. This can only help to increase their enthusiasm for the sport.

“racegoers feel strongly about [seeing] horses before they go to post”



Understanding the rules on raceday restrictions in racecourse stables

In a recent NTF weekly we reminded trainers of Rule (C) 33.3 setting out the raceday restrictions applying to a horse whilst on racecourse property. This is just one of the rules relating to raceday restrictions and it is not easy to find the relevant rules as they are in different parts of the rule book.

However, to summarise - no substance may be administered to a horse (whether it be by injection, orally or by any other method) other than normal feed and water offered by mouth on the raceday. This includes the time at home or travelling to the race, so the whole raceday until after the horse has run and left the racecourse property unless the racecourse Veterinary Officer has granted a special dispensation. The extent of the substances prohibited must also be fully understood – it is not just feed or medication but gels, electrolytes and herbal treatments which may be permitted on non-racedays but are not allowed on a raceday.

The BHA Veterinary Officer on duty will consider individual requests for dispensation to administer substances that are not prohibited, such as glycerine or electrolytes given orally after the race. If in any doubt speak to the duty vet.

There have been a number of breaches of the rules recently relating both to substances taken into the racecourse stables and substances given to horses in the racecourse stables so it is essential that the full extent of the rules is understood and that you make sure all travelling staff understand the restrictions and they check their kit bags to ensure nothing is inadvertently taken into the stabling area.

Relevant Rules

Trainer Manual (C) Part 3 restrictions applying in relation to a horse whilst on racecourse property

33.3 Subject to Paragraph 33.6, no substance may be administered to a horse (by injection, orally or any other method) other than normal feed and water offered by mouth unless a Veterinary Officer grants a special dispensation.

33.6 A general dispensation is granted to enable a Trainer or his employees to use a bulb syringe to administer water to a horse in small quantities, but the Authority may withdraw this dispensation generally or from specific Trainers or their employees

Race Manual (B) Schedule 3 Requirements for a horse to run

7.1 the horse must not have received any substance on the day of the race (whether by injection, orally or by any other method) other than normal feed and water offered by mouth until it has left Racecourse Property

Equine Anti Doping Manual (G) 2.6
Possession of a Prohibited Substance
or a Prohibited Method

The full rule is not set out here but rule 2.6.1 provides that “No person shall bring onto premises [essentially the racecourse stables] at any time any Prohibited Substance that is Prohibited on Raceday only, or any means of administering such substance, unless dispensation is granted by a Veterinary Officer.” Essentially, no one should be taking into racecourse stables anything other than normal food and water.





BHA Equine Anti Doping Rules – Transfer of responsibility

The BHA's Equine Anti Doping Rules came into force in March 2015 so although most trainers will have been following the requirements for some time, it's always helpful to provide a reminder of the detail. In particular, the BHA asked us to recap on the methods of transferring responsibility when a horse leaves the trainer's yard and their care and control.

Horse goes to another licensed trainer	<u>You must</u> update the Racing Administration Site
Horse goes to owner's yard	<p><u>You must</u> notify owner of transfer of responsibility by first class post, hand delivery to their address, fax or email. There is a template on the BHA website.</p> <p>Obtain written acceptance of the transfer (email, fax, letter). You <u>cannot</u> sign acceptance of the transfer on behalf of the owner, even if you have Authority to Act for them.</p> <p>If the owner does not return the signed form, then <u>you must</u> contact the owner a second time by phone or email, leaving a message if no reply.</p> <p><u>You must</u> keep records of sending the transfer notice and all attempts at chasing it, i.e. keep emails, keep a note of times called/messages left.</p> <p><u>You should</u> keep a record of any instructions from the owner, including instructions made over the phone or in person. Consider confirming those instructions by email/including them in the transfer notification. All this will help show that you took reasonable steps to notify the owner and obtain acceptance of the transfer.</p> <p><u>You must</u> update the Racing Administration Site</p> <p>Keep a copy of the Transfer of Responsibility form for your records (and in case of details being requested by the BHA). However you do not need to return the form to either Weatherbys or the BHA as a matter of course.</p>
Horse at third party location (not trainer's yard or owner's property)	<p>(if the owner chose the third party yard) - To transfer responsibility to the owner, <u>you must</u> follow the steps outlined above in "horse goes to owner's yard"</p> <p><u>You must</u> also update the Racing Administration Site</p>

Multiple horses for one owner

For multiple horses owned by one owner where the horses are going to one location and all other details are the same, the BHA will accept the horses being listed in the top box of the one completed form.

We advise trainers strongly to use the BHA templates rather than create something for their own use. The content of the templates was agreed between the BHA, NTF and ROA to ensure trainers and owners received accurate guidance in meeting the requirements of the rules. Using any other form may put you at risk of a breach of the rules.



NTF teams up with RacingFX for fraud-free effective banking services

Helping you to run an efficient business is one of the NTF's core objectives. Technology allows more efficient banking services so we are teaming up with an online provider that is opening up new opportunities for racing professionals to manage their finances.

RacingFX is a financial technology company providing services tailored specifically for the equine industry. The principal product is the online Cash Manager, where clients can make and receive local and overseas payments free of charge and hold balances in up to six different currencies. With free payments, the RFX Cash Manager is perfect for making small regular payments to international suppliers such as feed or transport companies. In addition, currency conversion is factored into international payments at a fraction of the price that you will pay with a bank.

As an NTF member, when you open an account, you will be guaranteed to receive the RFX minimum rate of commission on all international transactions, racing or otherwise for the first year – the RFX Minimum Guarantee. In addition you will be offered an NTF-branded multi-currency payment card, which will link to your RacingFX accounts once cards have been launched in 2017.

The cards are multi-currency and will allow users to make card payments overseas with the benefit of the RFX exchange rates. There are no account opening fees, set up fees or management fees. In short, the RacingFX Cash Manager provides a simple and cost efficient way to manage your money across all currencies 24/7.

The Cash Manager also houses the Equine Network. Using the Equine Network customers can connect to other users and industry services making it very quick and simple to pay your bills. You can also add your business to the standard list of beneficiaries making it simple and secure for clients to settle your bills on time. Furthermore, RFX customers can send and receive funds in all major currencies to any other RacingFX account holder with no cost to either party. The Equine Network is not only convenient but provides a totally secure and private network, removing any risk of financial fraud.

To sign up go to the home page at www.racingfx.co.uk where you can open an account online for any use. To ask any questions, contact Tom Jonason on 0203 848 1857 or email him at tjonason@racingfx.co.uk

RacingFX is regulated by the Financial Conduct Authority (FCA) and registered with HM Revenue & Customs (HMRC) as a Money Services Business.



Take responsibility for protecting your business against bad debts

Credit control and managing cash flow is of course vital to any business but not always something that small employers feel comfortable dealing with, particularly where the debtor is an ongoing client. However, as trainers will know, debts amount very quickly and so it is important to have an effective credit control system in place. There is guidance on this in the business area of the NTF website; under the Information tab, select Business to find the three key advice sheets on Credit Control Procedures, Specimen Credit Control Letters and Guidance Notes on Recoverability of a Debt.

It is important that someone within the business has ownership of credit control so that if an owner says that a cheque is in the post, or that a bank transfer will be done the following Monday, then that is followed up and if the payment is not received, the owner is contacted again without delay.

If you threaten action, be that asking the BHA to put the owner on the forfeit list or commencing legal proceedings, then those should be followed through in a timely fashion.

As part of your NTF membership, you have legal expenses cover which includes contract disputes and debt recovery, so if you have a dispute with an owner or you have an undisputed debt and have exhausted your credit control procedures, then speak to the insurers on 01206 826143 for advice and a claim form. If the claim does not meet the terms of the policy, then you can still benefit from advice from the helpline.

If there is a dispute over the debt as opposed to simply non-payment, then mediation may be a possibility. We have a link with Group 1 Credit Management, who offer a range of services including mediation. They can be contacted on 020 8202 0730.

For advice and assistance with placing an owner on the forfeit list or to discuss the options open to you with regard to a debt then contact Dawn Bacchus at the NTF office.

From our conversations with members and experience of the problems they face, it's clear to us that elements of the traditional trainer's business model no longer meet the needs of the business owner. Credit arrangements are an example. Charging monthly in arrears and giving another 30 days credit puts cash flow under immediate strain. It's time to review these practices.

Though trainers have the primary responsibility to protect their business, we are also looking into the role of the Forfeit List and Weatherbys processes to see how they could be updated to provide more financial security for trainers.

Licensing requirement for minimum £5m Public Liability cover

From 1st February 2017 it will be a BHA requirement that all licensed trainers carry a minimum of £5,000,000 Public Liability insurance for their business activities. This will obviously effect a significant number of you but with court costs and awards spiralling ever upwards it is important for you as individual business, as well as the interests of racing, that insurance cover is kept adequate for the 21st century requirements.

A large proportion of the membership insure through Lycetts who have negotiated special terms that will grant an uplift to £5m free of charge at your 2017 renewal. Subsequent years will be underwritten on a case by case basis as your staff and horse numbers ebb and flow. Anyone not insured with Lycetts but wishing to avail themselves of this offer need only call either their Newmarket (01638 676 700) or Marlborough (01672 512512) offices and the free uplift offer will be made available too.



Managing this year's Christmas working days

This year Christmas Day falls on a Sunday, so there is a substitution bank holiday on Tuesday 27th December making the bank holidays for the Christmas period Monday 26th December and Tuesday 27th December. Similarly New Year's Day falls on a Sunday so there is a substitute Bank holiday on Monday January 2nd.

There isn't any right for employees to take the actual bank holidays off provided employees are receiving their correct amount of total days off, so either 30, 32 or 34 days (depending on length of service) if full time for a whole year and pro rata for part time or a part year. If an employee is on rota on Christmas Day itself or New Year's Day, the employee would not be entitled to any additional holiday or time off as that is all factored into the 30/32/34 days.

Displaying the pool money list

As part of the 2016 pay negotiations, the NTF agreed to a proposal by NASS that the pool money return be displayed for a set period of time, as opposed to the current vague requirement under Rule (F) 119.7.4

We have agreed with NASS that the pool money return should be displayed in the yard for 10 days before the money is paid out giving the staff the opportunity to raise any concerns they have about the allocation. We consider that this should help resolve any issues before the pool money is paid out; revising payments after they have been made is extremely troublesome for all involved. It also ties in with the waiting period before the money can be paid out under Rule (F)119.8.1. The BHA has now approved the relevant rule change and this takes effect from 3rd January 2017.

Rest Breaks

An adult worker has the right to one uninterrupted 20 minute rest break during the working day if they work more than 6 hours a day. This could be a tea or lunch break and doesn't have to be paid – whether it is paid or not depends upon the individual employment contract.

At a recent employment tribunal case involving an employer (a bus company) who had considered whether an employee is required to ask for a rest break before claiming to have been refused one, it was decided that no initial request is needed.

In this case the employee was contracted to work an eight and a half hour shift, which included a half hour break for lunch but was then told that he should work for eight hours without a break and leave early, the employee was able to claim that he had been refused a rest break even though he had never asked for one. The instruction to work without a rest break could be construed as a refusal, without an explicit request.

Interestingly the "working through without a break" had gone on for around two years before the employee raised a grievance and it was accepted that provided an employee is free to take the break as and when convenient, the fact that it may be difficult to fit in because of the work schedule did not of itself mean there was a refusal.

“...no initial request is needed.”



Ongoing work on stable staff recruitment and retention

Through the summer the stable staff shortage has taken a lower profile but we know that there are seasonal factors in play. As autumn and the core jump season approached, it was evident that jump yards were experiencing problems recruiting sufficient numbers in a similar way to flat yards in February and March.

We welcome the BHA's allocation of more funding to the career marketing activity, which is now taking place over a wide front. Together with a large commitment by the Racing Foundation, more resource than ever is supporting employment in trainers' yards. This bears out the NTF's efforts to raise awareness of this serious strategic issue but we must also contribute to activity, especially encouraging employers to maximise staff retention.

On the BHA side, the careersinracing team have attended careers and skills events attended by school children and their teachers as well as Newmarket Open Day and Blenheim Horse Trials. There is a growing relationship with the Pony Club and equine colleges. The digital marketing campaign relating to Apprenticeships received over 14,500 visitors in September. A series of videos have been produced giving an insight into the routine work of racing grooms. Electronic newsletters have been distributed through the website 'Not Going to Uni' and Moving On magazine. Racing Welfare is developing its career advisory service.

We believe the NTF's main role should be on measures to retain staff. It is far less costly to retain than to acquire, and it is worth the effort to keep good employees around. Shelley Perham, the NTF's Recruitment and Training Co-ordinator is channelling her work into two main strands, which together would be seen within a single large corporate organisation as 'employee engagement'.

Shelley has begun signing up trainers to a programme where, with her guidance, they will follow the steps that research has shown causes employees to stay with their employer. These include fair pay and benefits, recognition for the work they do, opportunities for professional development, and understanding their role and goals. We know that some trainers are managing staff in this way already; our aim is to bring that experience to more trainers so there is a growing appreciation of the value to their business. With various organisations requesting benchmarking of trainers, participation in this programme will enable you to show leadership in employment practices. There is no limit to the number of trainers on the programme so call Shelley via the NTF office or email her on sperham@racehorsetrainers.org to join.

The second line of work is to create an online resource to promote the racing groom's role. The careersinracing website does a fantastic job for the whole industry; we want to concentrate on the roles within a trainer's yard. As well as explaining the work to those starting out on their career, the website will carry information advice and support relevant to stable employees at every stage. A demonstration website has been shown to a range of stakeholders, including stable employees, and their enthusiasm has encouraged us to press on with this project.

Be visible on dark winter mornings

At this time of year we are contacted regularly by members of the public asking that trainers ensure their staff wear high visibility clothing and/or equipment so they are visible to motorists.

This is a basic health and safety measure. If you send your horses out to use the roads when it is either dark or visibility is poor, it is essential to protect their safety and that of their riders. Remember that drivers are at a low level compared to the rider so consider equipment on the horse that may be more visible to people in cars and lorries.



Making it easier for mothers to continue working

At a time of staff shortages, offering child care vouchers could be an important benefit helping parents stay in work. Childcare Vouchers allow working parents to exchange a proportion of their salary for vouchers before tax and NI deductions and these vouchers can be used for the cost of care for children up to 15. It costs an employer nothing and the employer benefits from saving employer's NI on the amount the employee is exchanging for vouchers.

The scheme can save a parent up to £933 and if both parents are able to claim this could mean £1866 extra per household per annum.

The Childcare Voucher Providers Association at <http://www.cvpa.org.uk/> is the industry body with an informative website and links to providers' websites.

Now may be the time to discuss with your employees whether they would like such a scheme – it is particularly relevant as the childcare voucher system is being replaced and after April 2018 employers with schemes will not be able to accept new joiners although those already in the scheme will be able to continue with the Childcare Vouchers so long as the employer keeps offering them.

The replacement scheme will be Tax Free Childcare which is being phased in by the Government during 2017.

The Tax Free Childcare scheme will see eligible families get 20% of their childcare costs paid for by the Government – so for every 80p the employee pays into a Childcare Account, the Government will contribute 20p. The scheme will be open to single people or a couple working for 8 or more hours a week including self employed and who pay for Ofsted registered childcare for a child under the age of 12 or under the age of 17 if disabled, so a lower age limit than under the voucher scheme.

Some families would be better off with a child care voucher than the new tax free childcare when it is introduced, making now an ideal opportunity to discuss this with employees.

A number of the childcare voucher providers have information on their websites which could assist employees in finding out which scheme would help them best – Sodexo has information at <http://www.tax-free-childcare.info/> and Edenred at http://www.childcarevouchers.co.uk/Documents/CCV_whatshappening_2017.pdf

Opportunity to recruit migrant workers

As you are aware, the ability for trainers to recruit non-EU migrant workers as stable employees is strictly limited in the Points Based immigration system. However, a little-known aspect of Tier 5 is the Youth Mobility Scheme which allows companies to employ workers aged 18 to 30 from a narrow range of countries outside the EU for a period of up to two years.

The relevant countries are Australia, Canada, Japan, Monaco, New Zealand, Hong Kong, Republic of Korea and Taiwan. In most cases, the employer is not required to have a sponsor's licence. The employee must have £1,890 in savings and will have to pay the healthcare surcharge on application for permission to work in the country.

See the Youth Mobility Scheme (www.gov.uk/tier-5-youth-mobility/overview) website for more information.



Exit Interview Form

In the employment area of our website, trainers can find a staff exit interview form. This form is designed for trainers to give to any employee who is leaving and is for the employee to complete form and return to a freepost address. The information given in the forms is confidential and will only be used by the NTF and NASS to analyse reasons for leaving to assist with industry staff recruitment and retention strategy.

It could also be used as a template form for trainers to use to carry out their own staff exit interview with employees as an aid to their own business staff retention.

In this time of severe staff shortages, looking to see what either individual employers or the industry can do to assist retention of employees is crucial and we encourage trainers to use this form.

Snell added to helmet safety standard from January 2017

As indicated in our Regulation Deadlines item at the foot of this publication, from 1st January 2017, only helmets meeting the PAS: 015 2011 safety standard will comply with the rules of racing.

In recent correspondence the BHA has asked our opinion on allowing the Snell E2001 standard to be used as its testing profile matches and in some parameters exceeds PAS: 015. We know a number of racing staff have enquired about using helmets manufactured to the Snell standard so to avoid any further expense for them we have told the BHA we agree it should be approved and we are expecting formal notification soon.

Refugees' right to work

A trainer recently rang the NTF to ask about the right to work for a person with "Refugee Status". Refugees are permitted to work in the UK in any profession and at any skill level and as they are not economic migrants they are not subject to the standard points based immigration system.

Refugees are issued by the Home Office with a biometric residence permit, a credit card type document which clarifies their full permission to work in any job, and are issued with a National Insurance number.

The employer will need to check these documents and may also need to check additional documents for employees – more information about the checks on employees right to work can be found at www.gov.uk/government/collections/employers-illegal-working-penalties

The Home Office provides an online checking service for employers to check that that a biometric residence permit is valid. Details can be found at www.gov.uk/check-biometric-residence-permit

Refugee permission has a 5-year lifespan and they are then entitled to apply for Indefinite Leave to Remain and British citizenship. During this time, the refugee continues to have the same rights to employment as before.

It should be noted that very few people are awarded Refugee Status in the UK – it is granted to a person who has had a positive decision on their claim for asylum and been granted leave to remain in the UK.

As a general rule asylum seekers cannot work in the UK. There are some limited circumstances where they can but then only in specified shortage occupations.



Detection times on BHA website have moved

While checking some details about the official detection times, it was not clear to us that the list was easily found on the BHA website. We asked for them to be moved to a more intuitive position and can now confirm that they can now be viewed by following this path from the BHA home page: Resource Centre – Anti Doping and Medication Control – Guidance on Prohibited Substances. There is also a link to them from the NTF website in Information – Veterinary.

The Detection Times are agreed by the European Scientific Liaison Committee and apply consistently across all the European racing jurisdictions. Remember that a Detection Time is not the same as the withdrawal time, i.e. the time you should allow for a given prohibited substance to clear a horse's system. The withdrawal time will be longer than the detection time and will depend on an individual horse's characteristics, such as metabolism and absorption rates as well as drug preparation type and route of administration.

Counting 14 days for eligibility to run

The disciplinary case involving the eligibility of Carrigkerry to race at Worcester earlier this year acquired a certain notoriety. You will remember it hinged on the interpretation of the rule in Schedule (B)3 that requires a horse to be "in the care of and trained by a Person who holds a licence or permit for fourteen days immediately prior to the race.

As a result of the finding of the Disciplinary Panel, the BHA has decided to amend the rule so there is more clarity. To provide some consistency with other rules setting out time periods such as the intra-muscular corticosteroid and self-certificate stand-down periods, the revised rule establishes there must be fourteen clear days between the horse entering the care of the trainer and the day of the race. With effect from 1st January 2017, Schedule (B)3 will be altered to read

22.2 For fourteen clear days immediately before the day of the race, the horse must have been in the care of and trained by a Person who 22.2.1 holds a licence to train for flat races which is granted by the Authority, or 22.2.2 if the horse is trained outside Great Britain, is duly qualified as a Trainer in the country where the horse is trained.

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Regulation deadlines

- 🛡️ Pension auto enrolment staging dates*
 - **1st June 2015 to 1st April 2017** for businesses with fewer than 30 employees. Date for each business depends on last two letters of the PAYE reference.
 - *Number of employees in PAYE scheme at April 2012. It is essential that you check your staging date on the Pension Regulator website using your full PAYE reference.**
- 🛡️ **31st December 2016** – deadline to replace skull caps that meet the (BS or CSN) EN 1384:2012 standard. Only standards PAS: 015 2011 and Snell E2001 will be acceptable
- 🛡️ **1st January 2017** – to be eligible to run, a horse must be in the care of and trained by a trainer for 14 clear days immediately prior to the day of the race
- 🛡️ **3rd January 2017** – Pool money list must be displayed for ten days prior to pool money being paid out
- 🛡️ **3rd January 2017** – revised definition of neurectomy, “a procedure which permanently interferes with a specific and anatomically recognised nerve using surgery, cryosurgery, chemical interference or any other means resulting in desensitisation of any part of the limb.” Rule (E)26A
- 🛡️ **3rd January 2017** – stalls tests no longer have to be conducted at a race meeting. Schedule (B)5
- 🛡️ **1st February 2017** – trainers require minimum £5million level of cover for Public Liability

What we do for you...



The NTF provides the secretariat for the Racing Industry Accident Benefit Scheme. On 29 September the trustees met to consider recommendations in a review of the trust deed, the level of contributions and a report on the Scheme's investment fund.

On 2nd November we met representatives of the BHA Racing Department to give them your feedback on Programme Book 3. This is the third of the new debriefing sessions we hold with the BHA to review the way each quarter of the race programme has performed and suggest changes. Often these changes will be seen first in the equivalent Programme Book the following year.

When fixtures are abandoned and replaced, the NTF liaises with the BHA about which racecourse would be a suitable alternative venue. We do this by contacting our Council members and asking their opinion based on the parameters set by the BHA. Early in November we were involved in the decision about relocating the abandoned Leicester fixture to Musselburgh

The NTF's experience with two Foot and Mouth outbreaks in the last fifteen years means we follow the development of diseases with great interest. To be in a position to warn trainers of threats, our position on the AHT Equine Industry Committee is of fundamental importance. Jill Crook is our representative and was at the latest meeting on 15 September where disease surveillance and vaccine development were key items.

In recent years licensing questions have become more frequently posed to us by members or trainers applying for a licence. As well as helping trainers and potential trainers to understand how to comply with the criteria, we have provided assistance to trainers who have asked for a reassessment by the Licensing Committee and we have been liaising with the BHA about aspects of the licensing process.



Date of Annual General Meeting 2017

The NTF Annual General Meeting will be held on Thursday 23rd February 2017. This is our usual date, which allows us to finalise the previous year's accounts (to 31st December) and get the membership together before the run up to the Cheltenham Festival and the start of the Flat turf.

At the time of writing we do not have the venue confirmed but this will be announced soon via the weekly email and press.

Membership renewal

Metal Badges for 2017 will be posted to NTF members in the first week of December along with your membership renewal pack. We are taking the opportunity to include in the envelope a reminder of the information, advice, support and benefits you receive as a member. We believe it is a comprehensive service and we aim to be the first place you turn to if you need assistance. However, we are always ready to listen to suggestions about how we can make the Federation more valuable and relevant to its members. Don't hesitate to contact us with your ideas.

Executive meetings October and November 2016

Trainer representation by Rupert Arnold, Dawn Bacchus, Jill Crook and George Noad unless otherwise shown.

- NTF Regional meetings x 6
- BHA Members Committee
- BHA Executive Committee
- BHA Racing Group (S Mullins and H Palmer)
- Programme Book 3 debrief with BHA
- BHA Fixtures Group x 3
- BHA Racecourse Committee
- Racing to School Board
- Safeguarding meeting
- NJC Working Patterns meeting
- Housing needs and injury rehab meeting
- Horsemen's Group Board
- MP visit to Lambourn
- Groundstaff Awards judging
- World Horse Welfare conference
- Meeting with ITV racing team
- Knights legal assistance review meeting
- Alex Scott Scholarship judging

Auto Enrolment Pensions

Auto Enrolment applies to all employers.

Do you know your staging date?

Have you notified a contact to the Pension Regulator?

Don't risk a fine by failing to comply

Read the NTF Auto Enrolment Guide on our website and plan your scheme now.

RACING UK

Don't forget Racing UK has generously offered all NTF members a free subscription for every one purchased. Racing UK shows racing from 34 leading racecourses in the UK - and all in glorious HD. To avail yourself of this offer, please email trainers@racinguk.com.



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