

## NTF WEEKLY – 1 MAY 2018

### Racing Admin functions online only from 2nd July

On 25th April the BHA sent trainers a letter regarding important changes to the operation of the Weatherbys Call Centre taking effect from Monday 2nd July. We also posted these on [ntfmuse](#) the same day.

To ensure you are supported moving online, a dedicated Help Desk, open seven days a week and contactable via 01933 440011, will be established to answer questions about using the Racing Admin system and to guide you through the processes. Operators, however, will no longer be able to complete the task for you. In addition, the Help Desk will support you in explaining how the Racing Admin system can be used to answer any questions you may have including those relating to the likelihood of getting a run and which races are more likely to divide, but will not be providing this information directly over the phone.

The NTF has been conveying trainers' concerns about these new arrangements to the BHA. We have asked them to contact all trainers who do not currently make entries and declarations online to find out the reasons. In some parts of the country, particularly rural areas, fast fixed line broadband access is not available. Trainers without fast broadband may need additional support with Racing Admin. Wireless broadband may be an option for some trainers (for example [Boundless Networks](#).)

The BHA has confirmed that on any occasion when the Racing Admin system is not working, it is likely the deadlines will be extended. If you discover you have an unexpected problem with your internet connection, the Help Desk will be able to assist the sooner you contact them. If you are likely to face problems because of the new arrangements, please let the NTF know and we will advise.

### The changes

Several functions of the Call Centre are moving entirely online and will only be available through the new Racing Admin system. Most notable of these are:

- Making entries, confirmations and declarations
- Scratching a horse or declaring a non-runner
- Booking a jockey

In addition if an owner has two or more horses in the same race their colours will be allotted in racecard order. If an owner or trainer wishes to change the allocation they will be able to do so by contacting Weatherbys before 1pm on the day of declarations.

All licenced and permit trainers have already been provided with a log in to the new Racing Admin system and around 95% of all entries and declarations are already being made online. The BHA's reason for making these changes is to minimise mistakes and reduce human error in these vital administrative functions. In addition, owing to the reduced costs of making entries and declarations online, the shift will also help reduce owners' charges by over £150k each year.

In order to ensure you are confident using the online system, in advance of the implementation on 2 July, please call 01933 440011 or email [websupport@racingadmin.co.uk](mailto:websupport@racingadmin.co.uk) if you would like a member of the BHA team to talk through the changes with you and your staff. Alternatively help videos and guides can be found [here](#) or a visit to your yard can be arranged. The BHA has committed to providing you with all the support you require in advance of these changes.

### **Book now for barrier trials at Lingfield**

Gary Witheford's barrier trials are starting again for the season at Lingfield on Tuesday 15<sup>th</sup> May. Slots are from 09.00hrs to 11.00hrs in 25 minute intervals, please advise your preferred time with your other information and we will confirm asap. Horses are grouped according to experience and any horses with stalls issues are booked into separate groups. Each slot has up to 8 horses.

The charge for each horse is £105.00 + VAT based on 20+ horses. Click here to go to the [booking form](#).

Due to the complex planning required for each trials, all bookings are payable by BACS 48hrs prior to each trials. This is non-refundable due to the third party commitment required for each session. If fewer horses attend the charge will be £115.00 + VAT per horse. This covers the costs of staff for Veterinary cover, Paramedic attendance, stabling & of course the Stalls team with Witheford Equine included. Horses can gallop afterwards.

### **General Data Protection Regulations (GDPR)**

#### **Advising owners on the use and protection of their data**

A template 'Fair Processing Notice' for advising owners of how you use and protect their data is now available on the [NTF website](#) along with guidance notes and a template owner personal data processing record. (You can access these documents easily from the main link on the home page.)

As with the employment documents, you will need to adapt the owners documents to reflect the processes and procedures in your own business. We have also produced a suggested template email for you to use to obtain consent to continue sending communications to non-owners, so for example where you send out information about ownership opportunities.

## Outsourcing Payroll

Under GDPR, if you outsource your payroll, you need to risk assess that process. As part of that you will need to:

- ensure that the payroll provider has GDPR compliant systems in place, and
- ensure that the data you send to the payroll provider is always sent securely – so protected in line with your data security policy.

You may already have received information from your payroll provider on how they will comply with GDPR but if not, we advise you to contact the provider to discuss GDPR and how they are ensuring compliance when processing your data. That will include ensuring that they do not retain data for longer than is necessary under GDPR.

## Vintage colours now available for purchase

The BHA has today announced that owners will be able to sell their colours through the [BHA website](#), with a number of vintage sets available to buy.

The new functionality comes as part of the BHA's continued commitment to liberalise owners' colours and will make it easier and more convenient for owners who are keen to sell their silks. Some of the initial sets of colours on offer via the BHA website include sets which date back as far as 1890.

The colours will be listed next to a clear purchase price set by the vendor, eliminating any complexity around bidding and allowing prospective buyers to easily complete a purchase, the administration of which will be handled by the BHA.

## Help from HMRC with business admin webinars

Getting payroll information right: In this webinar we'll help you save time by avoiding common mistakes made by employers, when sending payroll information to HMRC.

Wednesday 2 May – 9am to 10am [Book your place](#)

---

Payrolling – tax employees' benefits and expenses through your payroll: This webinar will tell you about the advantages for you and your employees and includes examples of how to deal with some of the most common benefits.

Thursday 3 May – 9am to 10am [Book your place](#)

---

Company directors – payroll and you: Find out about the treatment of directors’ pay for Income Tax and National Insurance purposes and how expenses and benefits could affect your payroll.

Friday 4 May – 9am to 10am

[Book your place](#)

You can ask questions during the webinars – just use the on-screen textbox.

If you haven’t joined a webinar (online presentation) before, [this guide](#) will tell you what you need to do.

---

The new tax year has already started but have you completed your end of year tasks, prepared for the new tax year or thought about issuing P60s? For last minute help, catch up with this recorded webinar [‘Payroll: annual reporting and tasks’](#). We use the Basic PAYE tool to show you the principles involved. There’s also a short video about [‘Payroll software and sending report to HMRC’](#), one of a range of videos for employers on HMRC’s YouTube channel.

### Regulation deadlines

- **1<sup>st</sup> April 2018** – RIABS weekly contributions rise to £2.62 (from £2.37)
- **2<sup>nd</sup> April 2018** – ice or cooling devices cannot be applied to a horse on raceday in the racecourse stables, unless a VO had given dispensation
- **2<sup>nd</sup> April 2018** – manipulative therapy no longer allowed in racecourse stables on a raceday
- **2<sup>nd</sup> April 2018** – notification of suprachoroidal cyclosporine implants
- **2<sup>nd</sup> April 2018** – 3-day stand down for horses withdrawn by stewards on veterinary advice
- **2<sup>nd</sup> July 2018** – Racing Admin call centre at Weatherbys closes

### NTF 2018 meeting dates

REGION	DATE	VENUE
North	Monday 25 <sup>th</sup> June	Ripon Racecourse
South West	Monday 2 <sup>nd</sup> July	Taunton Racecourse
East	Wednesday 4 <sup>th</sup> July	Rowley Mile, Newmarket
South East	Monday 16 <sup>th</sup> July	Epsom Racecourse
Central South	Monday 23 <sup>rd</sup> July	Oaksey House, Lambourn
West Midland and Wales	Monday 30 <sup>th</sup> July	Wolverhampton before racing
Council and Committees	Monday 6 <sup>th</sup> August	London

**Employment helpline**  
**01488 71729**

**General legal helpline**  
**0333 003 0159**