

## Declaration process and advance preparations for raceday – a guide for trainers

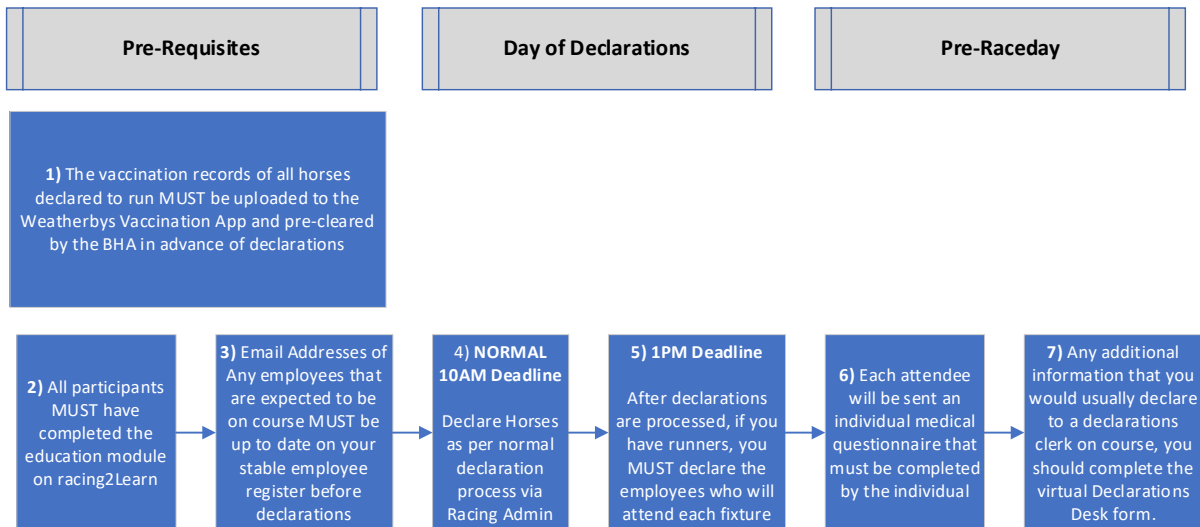
On Saturday 23 May, the BHA published [COVID-19 guidelines and operating procedures](#), which apply to everyone attending race meetings from 1 June until further notice. The document details new and revised processes for raceday, together with preparatory work and actions that need to be completed by attendees prior to arriving at the racecourse.

Anyone likely to attend a raceday in Great Britain should ensure they have read and/or understood the full [guidelines and operating procedures](#), and completed the advance preparation, ahead of raceday.

To help trainers and their teams in completing these steps, we have produced this **accompanying guide**, which outlines the actions that need to be completed and the basic processes that trainers should follow when declaring horses in advance of raceday.

**This is a support guide that should be read alongside, not instead of, the full guidelines and operating procedures.**

This pre-raceday process is summarised in the following chart, with further information about each step included below.



### 1. Equine vaccination app

To remove the need for manual checking of vaccination records for horses, and to prevent any administrative issue, the vaccination records of all horses declared to run **MUST be uploaded to the Weatherbys Vaccination App and pre-cleared by the BHA**. This should be done by the trainer or other Responsible Person.

Trainers are encouraged to upload records for all horses in training but, as a minimum, records for all horses entered to race should be uploaded prior to the declaration stage, to ensure that records can be validated by the BHA prior to raceday.



Trainers have been contacted directly with instructions about how to download, register with, and use the Weatherbys Vaccination App.

**Any queries should be directed to Weatherbys on +44 (0)1933 440077 or [vaccapp@weatherbys.co.uk](mailto:vaccapp@weatherbys.co.uk).**

## 2. Online education module

Step 1 of the racecourse entry screening process (see Section B of the [COVID-19 guidelines and operating procedures](#)) requires **all personnel attending a raceday** to complete an online education module – *COVID-19 information for participants of the racing industry*.

The module should be completed online via the [Racing2Learn website](#), to ensure attendees have a baseline understanding of COVID-19, social distancing, hand and respiratory hygiene, racecourse protocols and PPE requirements. **Any person who has not completed the module will be refused admission.**

The module and more information can be accessed [here](#).

## 3. Maintaining up-to-date staff records – Stable Employee Register

As the BHA will need to communicate with all individuals who are registered to attend a raceday, all trainers are asked to ensure that the stable employee records for any individual who is likely to attend a fixture are up to date. This includes any transportation staff who may be attending the fixture who should first be added to your Stable Employee Register if appropriate. The key details to check are:

- Full, correct name
- Date of birth
- Contact details (including mobile phone and email address for the individual. This email address should be the same as that which they used to complete the Racing2Learn education module to ensure consistency)
- Next of kin details
- Ensure that the Racehorse Attendant Pass is in date

## 4. Declaration process

For races from 1 June 2020 and until further notice, the BHA will operate a revised declarations procedure, involving **72-hour declarations for ALL races**. This will ensure all participants are able to complete the necessary preparatory steps between declaration and attendance at the racecourse, including the compulsory pre-entry health screening.

The declaration process will remain unchanged and trainers should complete declarations through the [Racing Administration System](#) as usual, with a 10am deadline.


## 5. Declaration of staff attending and arrival time

If you are confirmed as a runner, you will receive an email informing you that you are required to complete an online Transport and Declaration Form, which provides details of those members of staff that are attending and the estimated arrival time (which racecourses may review and liaise



with you directly about). Remember that only staff with a valid Racecourse Attendants Pass can enter racecourse stables. You only need to do this ONCE per FIXTURE (not for each runner).

You can do this through a new form on Racing Admin available after runners are confirmed. To do this:

*Log onto Racing Admin > Trainer Menu > Runners >  > Declare Staff*

Then select the staff members you wish to attend that fixture. Repeat for each fixture you have runners at.

Please ensure that you also mark whether you intend to attend yourself on this form.

Full guide to that process with screenshots can be found [here](#)

If you have a requirement for additional personnel (such as horse transporters) to be on course that are not listed on your Stable Employee Register, please email [covid19attendees@britishhorseracing.com](mailto:covid19attendees@britishhorseracing.com) with their name, individual email address and role on the day.

A confirmation email will be sent, including the names of staff and other details as submitted by the trainer.

## 6. Pre-raceday health screening questionnaire

Step 2 of the racecourse entry screening process (see Section B of the [COVID-19 guidelines and operating procedures](#)) requires ALL attendees to complete and submit a medical declaration form in advance of raceday. This process will be administered by the BHA.

Each person registered as attending the fixture (as declared in point 5 above) will be emailed a unique link to a medical questionnaire approximately 48 hours before the fixture. This will be sent direct to the attendee and must be **completed by the individual**. Stable employees will receive the questionnaire via the email address recorded on the Stable Employee Register (see point 2, above).

Regular attendees at racedays will need to complete this questionnaire more than once. You will need to complete a questionnaire at least once every 7 days. Ideally more often. The questionnaire takes minimal time to complete.

## 7. Additional information usually provided to the Decs Clerk / Clerk of Scales / Stewards on course

If you need to request privileges or provide further information to Officials who will be on duty e.g. if your horse is to be fed on course, details around withdrawal processes, loading requests or assistance, going to start early, mounted early or wearing a hood in the preliminaries, please [complete this form](#) for each horse that requires it.