CLERK OF THE COURSE – ROLE ON THE DAY

8.1 The Clerk of the Course shall make all the necessary arrangements, as directed by the Organising Committee, to ensure that the Point-to-Point course is fit for racing on the day, as per these Instructions. Furthermore:

(a) **Safety Factors**. The safety factors are to be determined with the BHA Inspector in time for the publishing of the National Point-to-Point & Hunter Chase Race Planner. Pre-determined Safety Factors which have been agreed with the BHA Inspector must not be increased on the day of racing.

(b) **State of the Going**. The state of the going should be confirmed and displayed on the numbers board having walked the course with the Chair of the Stewards. The going description must comply with the terminology currently used under the Rules of Racing. (i.e. Hard, Firm, Good to Firm, Good, Good to Soft, Soft, Heavy).

NOTE: WATERING SHOULD TAKE PLACE TO AVOID HARD GROUND. IF THE GROUND IS CONSIDERED TO BE OFFICIALLY HARD THE MEETING MUST BE ABANDONED/POSTPONED.

(c) **Briefing**. **The Clerk of the Course has the responsibility at the beginning of the day to hold a briefing for all staff working on the racetrack on the use of each of the respective flags, the procedures for marking hazards at fences and directing the field around them (including the blowing of a Fox 40 whistle) and the emergency procedure for stopping a race. A 'Clerk of the Course Briefing Checklist' is at Appendix (8)K.**

The briefing MUST include a practical demonstration at a fence.

Prior to the briefing, the Clerk of the Course, SRMO, SPVS and Incident Controller (IC) should meet face to face to plan the management of any entrapment or serious incident. Thereafter, at the briefing the SRMO and SPVS, who should both be in attendance, should be asked to add their own comments. The Local Inspector should also be in attendance.

Note: At fences where direction markers are deployed arrangements should be made for either the IC, Clerk of the Course, their assistant or a Steward to be present where possible.

(d) **Weighing Room/Tent**. The following are displayed prominently in the weighing room:

  (i)   a direction marker and a chequered flag, together with the notice for the marking of hazards at fences;

  (ii)   a stop-race flag and a notice for the stop-race procedure;

  (iii) a clear plan of the course, indicating at each fence which side the field will by-pass in an emergency.

(e) **Medical Personnel.** The Clerk of the Course will ensure that the course allows access to ambulances throughout, or alternatively provide suitable locations to give ambulance coverage for the whole course.

The Clerk of the Course is also to ensure that a tractor, capable of towing an ambulance, is available in case of difficult conditions. This tractor is not to be used routinely to tow

ambulances during racing in bad conditions. If the ambulances are unable to reach all parts of the course unassisted racing should be abandoned.

The Clerk of the Course shall ensure that:

(i) (S)RMOs have a vehicle to transport them to any part of the course when their services might be required as indicated by a flag or, where necessitated, by radio;

(ii) medical personnel have a minimum of four radios between them – two for the (S)RMOs and two for the ambulances

(iii) medical treatment facilities are located adjacent to the weighing room/jockeys' changing area.

(f) Veterinary Personnel. The Clerk of the Course shall ensure that (S)PVSs:

(i) have access to all parts of the course or have suitable locations provided to give veterinary coverage for the whole course;

(ii) do not leave the course until all horses have been accounted for after the last race, and all requests for veterinary attention have been dealt with;

(iii) **have a suitable high-sided, covered recovery vehicle with specified driver who must remain with the vehicle throughout racing;**

(iv) **have a horse ambulance with towing vehicle and specified driver, who is experienced in handling horses and must remain with the vehicle throughout racing. The horse ambulance must have been regularly serviced, contain partitions to allow an injured horse to be fully supported and have a front ramp so the horse can be unloaded in a forward direction. In the event that the horse ambulance becomes unavailable, on agreement with the SPVS, a suitable trailer may be used but must still have the requisite front ramp.**

Note: No race should be commenced until the horse ambulance is in position.

(v) **are ideally provided with screens at the last two fences, on the Rapid Response Vehicle, horse ambulance and recovery vehicle, and at the unsaddling enclosure and Parade Ring;**

Note: Ideally, a minimum of seven (7) screens should be available on every course. They should be 8' high with windows and, those who may have to utilise them, to have received practical training in their use.

(vi) **are provided with ABUNDANT SUPPLIES OF FRESH, COOL WATER with which to treat horses potentially suffering from heat exhaustion.**

Water should be positioned adjacent to the Parade Ring, unsaddling enclosure, between the pull up and unsaddling enclosure (at a site agreed with the SPVS), and at the horse box park. Ideally it should also be available at the last two fences. Water must also be carried on the horse ambulance and on the Rapid Response Vehicle.

Static supplies may be provided in the form of ICBs or water butts, with buckets.

(vii)　**are all provided with a radio**

(g) **Starter/Re-call Man.** The Clerk of the Course shall brief the Starter and Re-call Man, particularly in relation to the passage of information on the withdrawal of any horse, and provide each with a flag.

(h) **Stewards' Enquiries.** The Clerk of the Course or his nominated representative may be present at all Stewards' Enquiries. The Clerk of the Course or his nominated representative should inform the Clerk of the Scales of any decision on an objection.

(i) **Communication Systems.** The Clerk of the Course must arrange the distribution of radio handsets (as provided by the Organising Committee) to all relevant Officials (see Instruction 5.6 'Announcements/Communication'.

(j) **Race Timing.** It is recommended that the Clerk of the Course is to appoint an individual who is to be responsible for timing the race.

(k) **Stop-Race Procedures**. The Clerk of Courses must discuss the stop-race procedures with the BHA Inspector and Local Inspector and agree the most appropriate position for the placement of the stop-race flags and Fox 40 whistles around the course. **A minimum of three(3) stop-race flags should be positioned around the course.**

When there is a major hazard ahead which is unavoidable and, in the opinion of the Clerk of the Course or Incident Controller (IC), necessitates stopping a race, a yellow and orange 'Stop-Race Flag' must be deployed and waved by a pre-determined persons on the instruction of the Clerk of the Course or IC. In addition, the persons waving the flag must blow a Fox 40 whistle to ensure riders are aware of their presence. Clerks of the Course are responsible for the specific operating procedures and training that they put in place to optimise the deployment of stop-race flags. **Once the 'Stop-Race' procedures have been implemented all of the stop-race flags positioned around the course should be waived.**

Stop-race procedures must be clearly highlighted in all relevant documentation compiled, circulated and displayed by the Clerk of the Course.

Note: It is possible that situations may arise during which riders see both the black & white chequered flag ('Hazard Ahead') and the yellow & orange flag ('Stop Race') being intentionally waved by different racecourse personnel at the same time. In such cases, the 'Stop-Race Flag' always takes precedence.

(l) **Farrier.** A farrier must be in attendance at all Meetings and readily available to deal with emergencies, such as spread plates. Any removal of plate at the Start is to be carried out by the farrier or (S)PVS. Farriers are to be made aware of their duties and provided with a suitable radio, along with a copy of Regulation 116.

Racing shall continue in the absence of a farrier; however, this must be reported to the BHA by the Stewards

(m) **Horse Disposal.** The Clerk of Course must have a designated area, agreed in advance with the Local Inspector, for the placement of dead horses during the day, which is both secure and inaccessible to the public. **All dead horses must be covered at all times so that aerial photos cannot be taken. The recovery vehicle should not keep dead horses on board or try to drag a second horse onto the first at the site of the incident. No race**

should be started until such time as the recovery vehicle is empty and back in position.

(n) **Rapid Response Vehicle. The Clerk of the Course must ensure that a four wheel drive vehicle is provided to the person designated by the Organising Committee as the Incident Controller (IC), so as they can rapidly attend any incident and take control of its management on the ground (see Appendix (6)A 'Point-to-Point Incident Management').**

The Rapid Response Vehicle must also carry screens and water.

(o) **General**. The Clerk of the Course must ensure that:

(i) the correct equipment for the marking of hazards and alerting the emergency services is placed at each fence in sufficient time for the Local Inspector and Stewards to view when walking the course prior to racing, and that the black and fluorescent yellow chevron direction markers point towards the correct side of the fence for the field to by-pass in an emergency;

(ii) extra course markers are available as necessary in the event that bad weather requires 'dolling out' to avoid false or waterlogged patches of the track.

(iii) service vehicles do not use the racing surface (including run-throughs) as a service road except in the case of an emergency. Service vehicles must be parked well away from the racing line and not immediately after a fence, where they could pose a hazard to a rider pulling up or regaining control of his mount after a blunder etc. In addition, they should be parked on the opposite side to that which a fence is to be by-passed.