

Trainer Manual (C)

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PART 1 - INTRODUCTORY

1. Introductory

1.1 Part (A)3 prohibits any Person in Great Britain from training horses to run under these Rules unless

1.1.1 he holds a trainer's licence or a trainer's permit granted by the Authority,

1.1.2 the horse is trained outside Great Britain and the trainer is duly qualified as a trainer in the country where the horse is trained, or

1.1.3 he is training a horse solely for the purpose of Hunters' Steeple Chases, the Grand Military Gold Cup or the Royal Artillery Gold Cup.

1.2 In relation to any horse trained in circumstances specified in Paragraph 1.1.3, the following Persons shall be treated for the purposes of Parts 3 to 6 and Manual (G) as if they were the trainer of the horse

1.2.1 the Person or Persons who own the horse, and

1.2.2 if the owner is a Recognised Company, the Registered Agent of the company.

1.3 A Person is liable to Disciplinary Action if

1.3.1 he contravenes a requirement imposed on him by or under these Rules,

1.3.2 any provision of these Rules states that he is taken to have contravened any such requirement, or

1.3.3 any provision of these Rules states that he is liable to Disciplinary Action.

1.4 Disciplinary action may also be taken against a Person in any of the circumstances specified in Rules (A)63 to (A)70.

2. Scheme

2.1 Part 2 has effect in connection with licences and permits for trainers which may be granted by the Authority and sets out specific requirements that apply only to the holders of such licences or permits.

2.2 Parts 3 to 6 impose requirements on

2.2.1 holders of a trainer's licence or permit granted by the Authority;

2.2.2 Persons running horses in Great Britain who

2.2.2.1 train horses in a country outside Great Britain, and

2.2.2.2 are duly qualified as a trainer in that country; and

2.2.3 Persons treated as a trainer under Rule 1.2.

PART 2 - TRAINER'S LICENCES AND PERMITS FROM THE AUTHORITY

CHAPTER 1 - OBTAINING A LICENCE OR PERMIT

Grant, refusal or withdrawal

3. Licences to train granted by the Authority

3.1 A licence to train horses may be granted by the Authority subject to such restrictions or conditions as it considers appropriate.

3.2 A trainer's licence may be granted to allow a Person to train any horse for entry in

3.2.1 flat races,

3.2.2 steeple chases, hurdle races and National Hunt Flat Races, or

3.2.3 both.

4. Permits to train granted by the Authority

4.1 A permit to train horses may be granted by the Authority subject to such restrictions or conditions as it considers appropriate.

4.2 A trainer's permit may be granted to allow a Person to train horses which

4.2.1 are the sole property of one or more of the categories of Persons listed in Paragraph 3, and

4.2.2 may be entered for or run in steeple chases, hurdle races or National Hunt Flat Races only.

4.3 The categories of Persons listed in this Paragraph are

4.3.1 the holder of the permit;

4.3.2 his spouse or civil partner;

4.3.3 his parents or grandparents;

4.3.4 his sons or daughters;

4.3.5 his grandchildren;

4.3.6 his brothers or sisters;

4.3.7 a Person who appears to the Authority to be co-habiting with the holder of the permit by reason of a personal relationship; and

4.3.8 the executors or administrators for any of the above.

4.4 For the purposes of Paragraph 4.2.1 the horse must be free of all leases or other joint arrangements apart from those between the Persons for whom the permit holder is entitled to train.

4.5 A Permitted Trainer must, at the request of the Authority at any time, produce evidence of ownership of all horses that are currently, or have been within 12 months preceding the request, under his care or control to satisfy the Authority of the provision specified at Paragraph 4.2.1 of this Rule.

4.6 Where a Permitted Trainer is unable to, or fails to, provide evidence as specified in Paragraph 4.5 of this Rule, he shall be taken to have contravened a requirement imposed on him under these Rules and will be liable to Disciplinary Action.

5. Initial application for licence or permit

5.1 A Person who applies for a trainer's licence or a trainer's permit must use the Prescribed form.

5.2 Procedures for the consideration and determination of applications are set out in Schedule (A)9.

5.3 The initial application must be received at the Authority's office at least 2 months before the date on which the licence or permit will be required.

5.4 No licence or permit may be granted unless the applicant meets the criteria and other requirements as may be established by the Authority from time to time.

5.5 At any time after receiving an initial application under this Rule and before determining it, the Authority may require an applicant to

5.5.1 attain a National Vocational Qualification (NVQ) at Level 3 in Racehorse Care and Management,

5.5.2 satisfactorily complete the Authority's training course in 'Racehorse Management',

5.5.3 satisfactorily complete the Authority's training courses in 'Business Skills' and 'Staff Management', or

5.5.4 show that he has already completed a training course which is approved by the Authority or otherwise acceptable to it.

5.6 Nothing in Paragraph 5.5 restricts any other requirements that the Authority may impose.

6. Expiry and renewal of licence or permit

6.1 A trainer's licence or permit expires at the end of the period stated on it.

6.2 The holder of a licence or permit may apply for it to be renewed using the Prescribed form.

6.3 Procedures for the consideration and determination of applications are set out in Schedule (A)9.

6.4 The renewal application must be received at the Authority's Office at least 1 month before the date on which the licence or permit will be required.

6.5 A licence or permit may be renewed subject to such restrictions or conditions as the Authority considers appropriate and the restrictions or conditions may differ from those previously imposed.

7. Circumstances in which licence or permit ceases to be valid

7.1 A Person shall be taken to have contravened a requirement imposed on him by these Rules if he continues to train in Great Britain horses running under the Rules after his licence or permit has ceased to be valid.

7.2 A trainer's licence or permit shall immediately cease to be valid if

7.2.1 the licence or permit

7.2.1.1 expires and is not renewed,

7.2.1.2 is withdrawn by the Authority, or

7.2.1.3 is suspended by the Authority; or

7.2.2 the holder of the licence or permit

7.2.2.1 relinquishes it,

7.2.2.2 is declared to be a Disqualified Person, or

7.2.2.3 changes stables before he has notified the Authority of the change and obtained its written approval.

7.3 Paragraph 7.2.2.2 does not apply where

7.3.1 a trainer's disqualification was incurred under Rule (A)66 (person whose name appears on the Forfeit List), and

7.3.2 not more than 14 days have elapsed since the date of publication of the arrears in the Forfeit List.

8. Fees for grant and renewal of licence or permit

8.1 An application under this Part for the grant or renewal of a trainer's licence or permit must be accompanied by the appropriate fee and any VAT payable.

8.2 The fees payable shall be such as the Authority may from time to time determine.

8.3 A sum of such amount as the Authority considers appropriate shall be taken from each fee it receives for a licence or permit and shall be allocated by the Authority to such racing charities as it considers appropriate.

Temporary licences

9. Temporary licences

9.1 The Authority may grant a temporary licence

9.1.1 in the event of the death or injury of the holder of a trainer's licence, or

9.1.2 in such other circumstances as the Authority considers appropriate.

9.2 The Authority may at any time withdraw a temporary licence if it considers it appropriate to do so.

9.3 The holder of a temporary licence granted under Paragraph 9.1.1

9.3.1 must assume all the obligations and responsibilities of the deceased or injured trainer, and

9.3.2 may at any time apply to the Authority for a trainer's licence.

9.4 Where a trainer's licence (the original licence) is replaced by a temporary licence

9.4.1 the original licence shall

9.4.1.1 immediately cease to be valid, and

9.4.1.2 resume effect only on the withdrawal of the temporary licence or in accordance with any directions given by the Authority, and

9.4.2 the temporary licence shall continue to be valid until it is withdrawn under Paragraph 9.2 notwithstanding that the date for the renewal of the original licence is due.

CHAPTER 2 - LICENSED OR PERMITTED TRAINERS: FURTHER PROVISION

Licensed trainers and permitted trainers

10. General requirements applying to licensed trainers and permitted trainers

10.1 The Authority may

- 10.1.1 refuse to grant or renew a trainer's licence or permit, or
- 10.1.2 suspend or withdraw a licence or permit,

if the Authority considers that any of the conditions specified in Paragraph 10.2 are not met.

10.2 The conditions are that

- 10.2.1 the applicant or the holder of the licence or permit is a suitable Person,
- 10.2.2 any training establishment used by him is suitable and secure,
- 10.2.3 training may only be carried out at or from stables in connection with which the licence or permit is granted,
- 10.2.4 the terms and conditions on which Persons are engaged by him in the training of racehorses are fair and reasonable, and
- 10.2.5 the holder meets such other requirements as the Authority may from time to time determine.

10.3 For the purpose of determining whether these conditions are met, the Authority may, either on the initial application for a licence or permit or subsequently, inspect the applicant's establishment at such time and with such frequency as it considers appropriate.

10.4 For the purposes of Paragraph 10.2.4, the terms and conditions of service of employees shall be taken to be fair and reasonable if, taken as a whole, they are, or are no less favourable than, the Standard Terms and Conditions.

10.5 The Standard Terms and Conditions means the terms and conditions of service for stable employees which are

- 10.5.1 established by the National Joint Council for Stable Staff (set up by agreement between the National Trainers Federation and the National Association of Stable Staff), and
- 10.5.2 set out in Schedule 1.

10.6 Schedule 2 makes further provision as to the requirements applying to any Licensed Trainer or Permitted Trainer with regard to any Person employed by him.

11. Deleted

12. Duty to check identity of a horse

12.1 A Licensed Trainer or Permitted Trainer must check the identity of any horse which comes under his care or control from the markings shown in the horse's passport.

12.2 A Licensed or Permitted Trainer must report immediately any discrepancies in the markings in the horse's passport to the Racing Calendar Office.

12.3 The identity check must be carried out when the trainer receives the passport or as soon as reasonably practicable afterwards.

13. Duty to keep Treatment records

13.1 A clear and accurate record of any Treatment administered to a horse under the care or control of a Licensed Trainer or Permitted Trainer must be kept by the trainer for a period of not less than one year.

- 13.1.1 Treatment means any medication or treatment containing a Prohibited Substance administered to a horse under the care or control of a Licensed Trainer or Permitted Trainer whether or not that horse is currently in training.

13.2 Subject to paragraph 13.7, each record must be made within 48 hours of administration, or if that administration occurs away from the yard, as soon as reasonably practicable after the horse returns to the yard following the administration, and include, as a minimum requirement, the following information

- 13.2.1 registered name of the horse or, if it is unnamed, the registered name of the dam and the year of foaling,
- 13.2.2 brand name or active ingredient of the Treatment used,
- 13.2.3 date of commencement of any Treatment,
- 13.2.4 route of administration,
- 13.2.5 quantifiable dosage of Treatment, e.g. ml/mg. If this changes during the course of any Treatment, this must be made clear in the record
- 13.2.6 frequency of administration. If this changes during the course of any Treatment, this must be made clear in the record,
- 13.2.7 date the Treatment finished, and
- 13.2.8 name of the Person administering the Treatment.

13.3 Every entry made in the Treatment records will be deemed authorised by the Trainer.

13.4 Where the Person referred to in Paragraph 13.2.8 is a veterinary surgeon, the Trainer shall ensure that the Treatment record is completed accordingly. Veterinary practice records that comply with the requirements of Paragraph 13.2 shall be sufficient provided they are available in the yard and cross-referenced in the Treatment records.

13.5 The records for an individual horse must be kept in one format available in one location.

13.6 The records must be made available for inspection

- 13.6.1 by any approved Person authorised to enter the trainer's premises under Part (A)5, or
- 13.6.2 in accordance with any directions given by the Authority when conducting an enquiry under that Part of that Manual into a possible contravention of these Rules.

13.7 In the event that a horse is hospitalised, should the records provided by the veterinary practice to the Trainer not comply with the requirements of Paragraph 13.2, compliant records must be made available for inspection upon request.

14. Authorising another trainer to act on a trainer's behalf

14.1 A Licensed Trainer or Permitted Trainer who is unable to attend a race meeting at which he has a horse running, may authorise another trainer (his representative) who holds a licence or permit for the same type of race to enter the official racecourse stables and act on his behalf.

14.2 Authority under Paragraph 14.1 must

- 14.2.1 be in writing, and
- 14.2.2 state the name of the trainer's representative, the date of the race meeting, the name of the racecourse and the name of the horse.

14.3 A trainer's representative who fails to produce written authority at the official racecourse stables, together with the representative's own identity card, will not be permitted to enter the stables.

15. Information about employees

15.1 A Licensed Trainer or Permitted Trainer must inform the Authority immediately of the termination, for any reason, of an Apprentice Jockey's agreement, or a Conditional Jockey's agreement, which was entered into with the trainer.

15.2 A Licensed Trainer or Permitted Trainer must correct and return the Stable Employees Register Return which the Racing Calendar Office sends to him annually.

15.3 This return must be corrected and returned by the date specified on it.

16. Information about horses under a trainer's care

16.1 A Licensed Trainer or Permitted Trainer must inform The Racing Calendar Office

- 16.1.1 of the arrival at his yard of each new horse,
- 16.1.2 if he has more than one yard, of any change in location of a horse under his care or control, or
- 16.1.3 of any change in ownership of a horse under his care or control.

16.2 The information must be provided

16.2.1 no later than 3 days after the event specified in Paragraph 16.1.1, 16.1.2 or 16.1.3, or
16.2.2 if sooner, before any further race entry is made.

16.3 The trainer must also correct and return the Horses in Training Return which The Racing Calendar Office sends to him from time to time and this must be done

16.3.1 if the trainer has access to the Racing Administration Internet Site, in an approved form with immediate effect, or

16.3.2 otherwise, in writing on the Prescribed form by the date specified on the Return.

17. Information about gelding a horse

17.1 A Licensed Trainer or Permitted Trainer must notify The Racing Calendar Office when a horse under his care and control has been gelded.

17.2 Subject to 17.3, this must be notified no later than the closing time for entries for the next race in which the horse is entered in Great Britain.

17.3 If the race is an early closing race, and the horse has been gelded subsequent to being entered, this must be notified before the next Scratching Deadline or confirmation of entry for the race.

17A Information about horses of ambiguous sex

17A.1 A Licensed or Permitted Trainer must, as soon as possible, notify the Racing Calendar Office when a horse under his care or control is found to be of Ambiguous Sex.

17A.2 **A Horse of Ambiguous Sex** means a horse whose visible sexual characteristics are contradicted by its genetic make-up/internal organs.

18. Information about new horse arriving from outside Great Britain and Ireland

18.1 This Rule applies where

18.1.1 Rule 16.1.1 requires a Licensed Trainer or Permitted Trainer to inform The Racing Calendar Office of the arrival of a new horse, and

18.1.2 the horse arrives from outside Great Britain or Ireland.

18.2 The trainer must obtain details of the horse's racecourse performances and send them to The Racing Calendar Office as soon as reasonably practicable.

18.3 If the horse was foaled outside Great Britain, Ireland or the Channel Islands the trainer must also complete a naming card and send it to The Racing Calendar Office.

18.4 If the trainer also received a passport for such a horse

18.4.1 he must also send that to The Racing Calendar Office after first identifying the horse in accordance with Rule 12,

18.4.2 it will be returned to the trainer after any amendments to markings have been carried out, but

18.4.3 the passport must still be produced on the racecourse in accordance with Rule (E)16 (identity check for horses trained outside GB and Ireland).

Licensed trainers, permitted trainers and private trainers

19. Information about a horse running in a race outside Great Britain and Ireland

19.1 This Rule applies to any Licensed Trainer, any Permitted Trainer or any Person who is treated as a trainer in accordance with Rule 1.2.

19.2 On each occasion when a horse trained in Great Britain has run in a race outside Great Britain and Ireland, the trainer must notify The Racing Calendar Office of the details of its racecourse performance.

19.3 This information must be notified

19.3.1 within 48 hours of the horse's return to Great Britain, or

19.3.2 if the horse has an entry for a race in Great Britain within five days of its return, or as soon as reasonably possible after the horse's return to Great Britain.

Licensed trainers only

20. Dealings between licensed trainers and owners

20.1 Schedule 4 makes provision for and in connection with a Licensed Trainer's dealings with or on behalf of owners or intended owners or the horses under their care or control.

20.2 Part 1 of Schedule 4 deals with agreements to be entered into between Licensed Trainers and owners and their enforcement.

20.3 Part 2 of Schedule 4 contains a code of conduct applying to Licensed Trainers in their dealings with owners.

20.4 Failure by a Licensed Trainer to observe a provision of the code of conduct in Part 2 of Schedule 4 does not itself amount to a contravention of a requirement imposed by or under these Rules but

20.4.1 such failure may be relevant in determining whether or not the trainer has complied with a requirement imposed by or under these Rules, and

20.4.2 may accordingly result in Disciplinary Action being taken against him.

20A. Changes in employment status

20A.1 A Licensed Trainer must notify the Authority as soon as practicable of any intended change to employment status and obtain its written approval before it becomes effective.

20A.2 Failure to comply with Paragraph 20A.1 may invalidate the trainer's licence and/or result in Disciplinary Action.

PART 3 - GENERAL DUTIES OF TRAINERS

Introductory

21. Application of Part 3

21.1 Except where the context otherwise requires, this Part applies to

21.1.1 any Person who holds a licence or permit to train which is granted by the Authority,

21.1.2 any Person whose authorisation by a Recognised Racing Authority corresponds to such a licence or permit, and

21.1.3 any Person who is treated as a trainer in accordance with Rule 1.2.

21.2 Such Persons are referred to in this Part as Trainers.

General

22. Duties of care and skill

22.1 A Trainer must conduct his business of training racehorses

22.1.1 with reasonable care and skill, and

22.1.2 with due regard to

22.1.2.1 the interests of owners and horses under his care or control,

22.1.2.2 the safety of his employees and agents, and

22.1.2.3 the provisions of any code of conduct which applies to Trainers and which is issued by the Authority under these Rules.

22.1.2.4 taking reasonable steps to avoid breaches of these Rules being committed (whether intentional or accidental) by himself or others.

22.2 A Trainer's duties under Paragraph 22.1 extend to any horse under his care or control whether or not the horse is currently in training.

23. Security of horses

23. A Trainer

23.1 must maintain adequate security measures

- 23.1.1 in his yard,
- 23.1.2 in transit,
- 23.1.3 on the racecourse, and
- 23.1.4 in official racecourse stables;

23.2 must ensure that his employees are properly briefed in their duties of guarding his horses whilst in transit and at the racecourse; and

23.3 must not engage casual labour to assist him in attending to his horses on a racecourse.

24. Vaccination, passport and identity checks

24.1 A Trainer must ensure that, when any horse under his care or control enters Racecourse Property

- 24.1.1 the horse's passport is available for inspection,
- 24.1.2 all vaccinations which these Rules require have been correctly administered to the horse and entered in its passport, and
- 24.1.3 all documents required for the purpose of carrying out checks as to the identity of the horse are available for inspection.

25. Ensuring protective equipment is worn

25.1 Paragraph 25.2 applies in any case where

- 25.1.1 an Apprentice Jockey, Conditional Jockey, stable employee or other person is mounted on a horse which is on Racecourse Property, or
- 25.1.2 a Rider, stable employee or other Person is mounted on a horse in any other place where the horse is under the care or control of a Trainer acting in his capacity as such.

25.2 The Trainer of the horse must ensure that

- 25.2.1 each of the Persons referred to in Paragraph 25.1.1 or 25.1.2 wears a skull cap and a safety vest,
- 25.2.2 the skull cap and safety vest are of such design and fitted in such a way as to meet the requirements specified in Schedule (D)2, and
- 25.2.3 the skull cap and safety vest are in a serviceable condition.

For example, a skull cap that has been subjected to a severe impact, or has been worn by a rider suffering concussion, is not regarded as being in a serviceable condition.

25.3 The Trainer shall be regarded as having contravened a requirement imposed on him by these Rules in any case where a Person referred to in Paragraph 25.1.1 or 25.1.2 makes use of an unserviceable skull cap or safety vest.

25.4 The Trainer must

- 25.4.1 also ensure that any Person referred to in Paragraph 25.1.1 or 25.1.2 wears such other protective clothing or protective headgear as the Authority may from time to time direct, and
- 25.4.2 from time to time carry out a risk assessment regarding the wearing of safety vests by Persons who are dismounted and engaged in other potentially hazardous stable tasks (such as lunging, long reigning, clipping etc).

25.5 Nothing in this Rule restricts the Trainer's general duties as to safety set out in Rule 22.

26. Restrictions on advertising on clothing or equipment

26.1 A Trainer must

- 26.1.1 comply with any directions given by the Authority as to controls on sponsorship, and
- 26.1.2 ensure that any stable employee employed by him whose name is entered on the Register of Stable Employee Names complies with such controls.

27. Duty to promote welfare of horses

27. A Trainer must take all reasonable steps to ensure the safety and welfare of all horses under his care or control (whether or not they are currently in training).

28. Veterinary treatment and medication

28.1 A Trainer must ensure that all treatments and medication administered to a horse under his care or control are given in the interests of its best health and welfare.

28.2 Accordingly

28.2.1 every treatment must be fully justifiable by the medical condition of the horse receiving the treatment,

28.2.2 horses that are not trainable as a result of injury or disease must be given appropriate veterinary treatment before training is resumed, and

28.2.3 the Trainer must obtain advice from the Veterinary Surgeon prescribing a treatment as to the appropriate level of training during the duration of the treatment.

28.3 Rule 33 contains further provision in respect of treatment which applies when a horse is on Racecourse Property.

28.4 Schedule (B)3 7.1 contains a restriction in respect of the giving to a horse of any substance on the day of a race.

29. Strict liability of trainer on horse's visit to equine swimming pool

29.1 Where

29.1.1 a Trainer sends a horse to an equine swimming pool (whether or not the pool is approved by the Authority under Part (A)9, and

29.1.2 any requirement of these Rules is contravened in relation to the horse whilst it is visiting the pool,

the Trainer shall be taken to have contravened a requirement imposed on him by these Rules.

30. Duty to report communicable diseases

30.1 Where a Trainer has been informed by a Veterinary Surgeon, or should otherwise be aware, that any horse under his control is likely to be or is infected with

30.1.1 diseases covered by the Horserace Betting Levy Board Codes of Practice on Equine Diseases;

30.1.2 any notifiable disease that can affect horses as named in section 88 of the Animal Health Act 1981 and the Diseases subject to the infectious Diseases of Horses Order 1987;

30.1.3 diseases subject to the Specified Type Equine Exotic Diseases,

30.1.4 any disease added to 30.1.1, 30.1.2 or 30.1.3 in the future listed under Schedule 9, or

30.1.5 Equine Influenza

the Trainer must

30.1.6 observe any statutory requirements and also immediately make a report to the Authority's Office, and

30.1.7 not remove, or allow to be removed, any horse under his care or control from the premises until directed otherwise by the Authority.

30.2 Before giving a direction under Paragraphs 30.1.6 and 30.1.7, the Authority may obtain the advice of a Veterinary Officer, which is to be given in consultation with the Trainer's Veterinary Surgeon.

31. Prohibition on bringing horse affected with ringworm to a racecourse

31.1 The Trainer must produce a certificate of non-contagiousness for any horse under his care or control which he brings onto Racecourse Property if it appears to be affected with any form of ringworm.

31.2 The certificate must be completed using the Prescribed form and signed by a Veterinary Surgeon. That Veterinary Surgeon must satisfy the following conditions:

31.2.1 The Veterinary Surgeon must not be:

- 31.2.1.1 the Owner of the horse or any person related to the Owner of the horse;
- 31.2.1.2 the Trainer of the horse or any person related to the Trainer of the horse; or
- 31.2.1.3 a Person shown in the Register of Stable Employee Names as being employed by the Trainer; and

31.2.2. The Veterinary Surgeon must be independent of the Owner and Trainer of the horse.

31.2.3 Where the Authority is not satisfied that the Veterinary Surgeon is independent of the Owner and the Trainer of the horse, it may reject any certificate of non-contagiousness. This Paragraph applies whether or not the Authority subsequently commences an enquiry to consider possible Disciplinary Action.

31.3 Any horse brought to the racecourse with any form of ringworm is liable to be withdrawn from any race by order of the Stewards.

31.4 Skin scrapings may be taken from any horse which appears to be affected with any form of ringworm and if the culture of these scrapings subsequently proves positive, Disciplinary Action may be taken.

32. Requirement to use official racecourse stables

32.1 This Rule applies to any horse which

- 32.1.1 has been declared to run under Rule (F)89, and
- 32.1.2 has not been notified as a non-runner under that Part of that Manual.

32.2 Unless the Authority directs otherwise, the horse must be stabled in the official racecourse stables not less than 45 minutes before the advertised time of the race in which the horse is due to run.

32.3 The Stewards may decide not to take Disciplinary Action against a Trainer who fails to comply with Paragraph 32.2 if he satisfies them that the failure was due to circumstances which they consider to be acceptable.

32.4 Where a horse under the care or control of a Trainer is stabled in official racecourse stables on a day when it is not due to race, the Trainer is liable to Disciplinary Action if he or his representative

- 32.4.1 is requested to remove the horse from the stables, and
- 32.4.2 fails to do so by 10.00 a.m. on the day in question.

33. Restrictions applying in relation to a horse whilst on racecourse property

33.1 This Rule applies where

- 33.1.1 a horse under the care or control of a trainer is on Racecourse Property for the purposes of running in a race, and
- 33.1.2 the Equine Welfare and Integrity Officers have commenced their duties.

33.2 Until such time as the horse has either run in the race or has been withdrawn, the horse must not leave Racecourse Property except for the purposes of

- 33.2.1 moving between the official racecourse stables and the racecourse, or
- 33.2.2 proceeding to and from any gallops which are not 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.

33.4 Where a horse is injured or ill

- 33.4.1 treatment may only be given by the racecourse Veterinary Surgeon, but
- 33.4.2 a Veterinary Officer may authorise the admission of the Trainer's Veterinary Surgeon, if available, to advise and assist with the treatment.

33.5 Where a Trainer wishes his horse to receive Manipulative Therapy in the official racecourse stables

33.5.1 the Trainer must obtain prior approval from a Veterinary Officer,

33.5.2 a Veterinary Officer may authorise the admission of a Person who is not authorised to enter such premises provided he is satisfied, normally by a written confirmation from a Veterinary Surgeon who

33.5.2.1 has diagnosed the condition, and

33.5.2.2 decided that the horse should receive Manipulative Therapy

that the Person is allowed to provide Manipulative Therapy, and

33.5.3 a Person acting for the Authority at the race meeting may observe the giving of the therapy.

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.

33.7 In this Rule

Manipulative Therapy includes physiotherapy, osteopathy and chiropractic.

34. Post-race reports of matters materially affecting a horse's performance

34.1 Subject to Rule 35, a Trainer (or his representative) must make a report of anything that he considers might have materially affected the performance in the race of any horse trained by him.

34.2 Examples of matters that must be reported under this Rule include

34.2.1 horse bled from nose;

34.2.2 horse finished distressed;

34.2.3 horse lost shoe;

34.2.4 horse finished lame;

34.2.5 filly/mare in season;

34.2.6 horse gurgled (for example, by choking, choking up or swallowing its tongue);

34.2.7 suspected viral or other ailments;

34.2.8 not suited by going.

34.3 The Trainer must report to the Stipendiary Steward any horse which does not start with a declared tongue strap or loses its tongue strap during the race.

34.4 A Trainer who is required to make a report under this Rule may delegate the task of making it to the Rider.

34.5 A report under this Rule must be made as soon as possible after a race to a Steward, a Stipendiary Steward or a Veterinary Officer on the racecourse.

34.6 But if

34.6.1 a matter comes to the Trainer's attention only after the horse leaves the racecourse, and

34.6.2 might have a bearing on the past or future running of a horse,

the report must be made as soon as possible to the Authority's Disciplinary Department, a Steward, a Stipendiary Steward or a Veterinary Officer.

34.7 Where a report is made under this Rule

34.7.1 the Stewards or the Authority may require a Veterinary Officer to carry out an examination of the horse, and

34.7.2 the Trainer or his representative will, if possible, be made aware before any details are published of the contents of any report concerning a horse's welfare which is submitted by the Veterinary Officer.

34.8 Any report under this Rule which is made on the day of racing will be considered by the Stewards, posted on racecourse notice boards and handed to the press and, if the report relates to a horse which was prominent in the betting market, the report may be announced over the public address system.

34.9 Any report under this Rule which is made after the horse leaves the racecourse will be distributed to the press and published.

35. Avoiding duplication of post-race reporting

35.1 The duty to make a report under Rule 34.1 does not apply where the matter

35.1.1 is reported to the Stewards by the Rider under Rule (D)49 (post-race reports to Stewards), or
35.1.2 is plainly obvious to the Stewards.

35.2 A Trainer must not instruct a Rider to ignore Rule (D)49 but, in any case where a Rider informs the Trainer that he intends to make a report

35.2.1 the Trainer may decide instead that he will make a report under Rule 34, and
35.2.2 if he does so, he must inform the Rider accordingly.

35.3 A Trainer must make a report under Rule 34.1 where

35.3.1 a Rider informs him under Rule (D)48 (making a report of gurgling by horse during a race) that the horse was gurgling during the race, and
35.3.2 the Trainer considers that the gurgling may have adversely affected the performance of the horse.

35.4 If a Trainer does not report the gurgling

35.4.1 the gurgling shall be regarded as having had no effect on the performance of the horse,
35.4.2 the information will not be made public, and
35.4.3 an explanation that the horse was gurgling will be accorded little weight if given at a Stewards' enquiry into the running and riding of the horse.

36. Other requirements relating to equine welfare

36.1 In relation to any horse under his care or control, a Trainer must ensure that

36.1.1 if the horse is shod it is in accordance with the requirements of Paragraph 7 of Schedule (B)4,
36.1.2 all reins are stitched to, or fastened by, a buckle to the bridle apart from where an alternative method of attaching reins to bridles is one which has the approval of the Authority, and
36.1.3 all other equipment worn by the horse is in a serviceable condition and properly fitted.

36.2 When the declaration for a horse is verified in accordance with Rule (B)23 (verifying the declaration sheet), the Trainer or his representative must indicate whether he wishes the horse to be withdrawn

36.2.1 in the event that one of its plates is removed at the Start or is shed on the way to, or at, the Start, or
36.2.2 in the event that the tongue strap cannot be fastened or is shed on the way to the start.

36.3 Any request under Paragraph 36.2 will be noted on the list of declared runners and given to the Starter.

36.4 A request under Paragraph 36.2.1 will, unless the race declaration sheet states otherwise, be taken as referring only to plates on the horse's forelegs.

36.5 Other requirements relating to equine welfare that are contained in these Rules include

36.5.1 Part 4 makes provision about prohibited substances administered to a horse;
36.5.2 Rule (A)91 sets out Authority's general power to prohibit equipment used for racing;
36.5.3 in the Race Manual (B)

36.5.3.1 Rules (B)53 and (B)54 make provision about dangerous, careless or improper riding, including misuse of whip;
36.5.3.2 Rules (B)80 to (B)82 restricts the movement of injured horses and makes provision for humane destruction and post-mortem examination;
36.5.3.3 Schedule (B)3 contains provisions which, on welfare grounds, restrict the circumstances in which a horse may run in a race (see, in particular, Paragraphs 6 (tubed horses), 7 (feed and water), 10 (equine influenza injections), 11 (neurectomy), 14 (number of races in one day), 15 (blood transfusions) and 16 (pregnant horses));
36.5.3.4 Schedule (B)4 contains provision about raceday equipment (see, in particular, Paragraphs 7 (shoes), 8 (nasal dilators)9 (lip chains) and 11(bits));

36.5.4 Part (D)5 imposes certain duties on Riders (see, in particular, Rules (D)37 (whips), (D)45.3 and (D)45.4 (requirement to pull up when horse lame or injured) and (D)48 (rider's reports as to gurgling by horse)); and

36.5.5 Rules (F)97.3 and (F)97.4 disapply financial penalties for non-runners on production of satisfactory veterinary certification or self-certification.

Entry and declaration stages

37. Duties in determining horses to run in a race

37.1 A Trainer must ensure that he does not declare or run a horse in any race for which it is not qualified under the conditions of the race or under any provision of these Rules.

37.2 A Trainer must ensure that the horse that runs in a race is the horse that was named at the time of entry.

38. Additional duties when horse trained outside Great Britain

38.1 This Rule applies to any horse trained outside Great Britain and, in this Rule Scratching means the withdrawal of a horse from a race under Rule (F)85 or (F)95; Scratching Deadline means the stage that may be specified in the conditions of any race which closes more than six days before running, at which time a further stake payment will be incurred unless a scratching has been made before the specified deadline date and time.

38.2 Where the horse is entered for a race in which there is a scratching deadline

38.2.1 the Trainer must, unless a scratching is made, send to The Racing Calendar Office full details of any racecourse performances by the horse outside Great Britain or Ireland, and

38.2.2 if a declaration to run in the race is subsequently made for the horse, the Trainer must send to The Racing Calendar Office details of any performance subsequent to the date of the scratching deadline.

38.3 Where the horse is entered for a race in which there is no scratching deadline

38.3.1 the trainer must send to The Racing Calendar Office full details of any racecourse performances by the horse outside Great Britain or Ireland, and

38.3.2 if a declaration to run in the race is subsequently made for the horse, the Trainer must send to The Racing Calendar Office details of any subsequent performances.

38.4 Information required by Paragraph 38.2 or 38.3 must be sent directly or through the Trainer's Recognised Racing Authority and

38.4.1 for the purposes of Paragraph 38.2.1, it must be received by 12 noon on the date of the scratching deadline,

38.4.2 for the purposes of Paragraph 38.3.1, it must be received by the time determined in accordance Rule (F)76 for the closing of entries, and

38.4.3 for the purposes of Paragraph 38.2.2 or 38.3.2, it must be received by the time determined in accordance with Rule (F)89 for making a declaration to run.

At the racecourse

39. Access to official racecourse stables by trainer

39.1 A Trainer must produce the appropriate identity document in order to enter any official racecourse stable.

39.2 Appropriate documents for the purpose of Paragraph 39.1 are

39.2.1 in the case of a Licensed Trainer or Permitted Trainer, the identity card issued to him by the Authority on the grant of his licence or permit,

39.2.2 in the case of any other Trainer, such document as the Authority may direct.

39.3 A Licensed Trainer or Permitted Trainer is liable to a financial penalty if he is unable to produce his identity card to enter official racecourse stables and he is, as a result, issued by a Equine Welfare and Integrity Officer

with an authorisation to enter.

39.4 A fee is payable for the replacement of a lost identity card and the amount of the appropriate fee is specified in Schedule (A)1.

39.5 Any Trainer who enters official racecourse stables must comply with any directions given to him by the Authority and must also ensure the compliance of any stable employee of his who enters the stables.

40. Access to official racecourse stables by stable employees when on duty

40.1 A Trainer may apply to the Authority for an identity card and validity pass in respect of any stable employee whose name is entered on the Register of Stable Employee Names.

40.2 The Trainer must keep the card and the pass in his possession at all times apart from when the stable employee is likely to be required to produce them in order to enter an official racecourse stable.

40.3 An identity card is valid until

40.3.1 the renewal date for the photograph (see the Prescribed form for details), or

40.3.2 the card is lost.

40.4 A validity pass expires

40.4.1 if issued in January or February of any year, at the end of February in the next year following;
and

40.4.2 otherwise

40.4.2.1 at the end of February immediately following the date of issue, and

40.4.2.2 if the pass is renewed, at the end of February in each following year.

40.5 A Trainer is liable to pay a financial penalty if any of his stable employees

40.5.1 is unable to produce the identity card and validity pass to gain admission to official racecourse stables, and

40.5.2 is, as a result, issued by an Equine Welfare and Integrity Officer with an authorisation to enter.

40.6 Authorisation under Paragraph 40.5.2 will not be issued to a stable employee unless the Equine Welfare and Integrity Officer is satisfied that he is employed by the Trainer.

40.7 An application under this Rule for the issue of an identity card and validity pass, or for its renewal or replacement

40.7.1 must be made using the Prescribed form, and

40.7.2 must be signed by the trainer or his Authorised Agent.

40.8 A fee is payable for

40.8.1 the initial issue of the identity card and the validity pass,

40.8.2 any renewal of the card or the pass, and

40.8.3 any replacement of the card or the pass.

and the amount of the appropriate fee is specified in Schedule (A)1.

40.9 Where an application is made to the Authority, it may

40.9.1 grant the application,

40.9.2 grant it subject to conditions, or

40.9.3 refuse the application.

40.10 The Authority may cancel an identity card and validity pass in such circumstances as it considers appropriate.

41. Arrangements for access to official racecourse stables by hunters' steeple chase attendants

41.1 In order to enter an official racecourse stable, any attendant of a declared runner in a Hunters' Steeple Chase which is trained privately by a Person without a licence or permit must

41.1.1 provide a suitable means of personal photo-identification for inspection by the Equine Welfare and Integrity Officer, and

41.1.2 sign the relevant form produced by the Officer.

41.2 Not more than three attendants will be given access to official racecourse stables.

42. Overnight racecourse accommodation for stable employees and horses

42.1 In respect of any proposal by a Trainer that

42.1.1 his stable employees should use overnight accommodation at the racecourse, or

42.1.2 any horse should use the official racecourse stables overnight,

the Trainer must reserve appropriate accommodation by submitting to the racecourse a written application (such as the Racecourse Association Ltd's Overnight Stabling and Accommodation Booking Form).

42.2 The application must be submitted by 1.00.p.m. on the day before racing.

42.3 No reservation may be made for a horse unless it is declared to run at the meeting or it is a traveller.

43. At the racecourse

43.1 When a horse is being led on Racecourse Property

43.1.1 the horse must be fitted with a bridle or a headcollar fitted with a chifney in order to enable it to be properly led, and

43.1.2 stable employees may lead only one horse at any time.

43.2 Before the Rider weighs out, a Trainer must declare to the Clerk of the Scales any differences there may be from the racecard as respects

43.2.1 the weight his horse will carry, or

43.2.2 the colours to be worn by the Rider.

43.3 In relation to any horse trained by him, a Trainer must ensure that

43.3.1 the correct number cloth is carried and is clearly visible,

43.3.2 the horse carries at least the correct weight in accordance with the conditions of the race,

43.3.3 the horse leaves the paddock properly saddled,

43.3.4 the horse is properly saddled (which includes attachment of the weight cloth and allowing for girth adjustment to be made at the Start) when it leaves the Parade Ring or, in the case of an all weather track fixture, the place designated for mounting, and

43.3.5 all sheets or rugs are removed from the horse before going to the start of a race (including any worn by the horse whilst walking in a Parade).

43.4 In respect of any race where

43.4.1 the Authority has specified in the race conditions that an Approved Speed Sensing Device must be carried in the race, and

43.4.2 an Approved Speed Sensing Device is provided by the Racecourse Managing Executive,

the Trainer of each horse which starts in the race must ensure that the device is carried in the horse's number cloth.

43.5 Where a Rider hands a saddle to the Trainer or his representative after the Rider has weighed out

- 43.5.1 the Trainer must ensure that the saddle is not left unattended,
- 43.5.2 the Trainer may not remove any lead from the Rider's weight cloth unless the Rider presents himself to the Clerk of the Scales to be re-weighed, and
- 43.5.3 subject to Paragraph 43.5.4, the Trainer must not add to, remove from, or change any equipment with which the Rider has been weighed.
- 43.5.4 The Trainer may change the girth or surcingle if they do not fit.

43.6 A Trainer who assists in the loading of any horse into starting stalls must wear a skull cap.

43.7 **Approved Speed Sensing Device** means a speed sensing device that is approved by the Authority.

43.8 Where a Rider weighs in below the weight at which he weighed out by more than 1lb and the Stewards are unable to establish the cause of the discrepancy, the Stewards may take Disciplinary Action against any Rider, Trainer or both.

44. Additional responsibilities for apprentice and conditional jockeys

44.1 A Trainer must ensure the fit condition of any saddle used by an Apprentice Jockey or Conditional Jockey employed by him.

44.2 A Trainer or his representative must be present when an Apprentice Jockey or Conditional Jockey who is riding for him is weighed out for a race.

44.3 A Trainer must ensure that each Apprentice Jockey or Conditional Jockey riding for him

- 44.3.1 is aware that he must have his girths checked at the start,

- 44.3.2 is aware that he must report any concerns that he may have to the Starter or his Assistant, and

- 44.3.3 otherwise complies with all requirements as to equipment which are imposed by Rules (D)36 to (D)39.

44.4 A Trainer must ensure that each Apprentice Jockey riding for him in a flat race is aware that he must ensure that the blindfold has been removed from the horse before the start of the race.

44.5 Where an Apprentice Jockey or Conditional Jockey fails to comply with any provision of

- 44.5.1 Rule (D)36 (safety vests, skull caps and saddles), or

- 44.5.2 Rule (D)37 (whips used for racing),

the Trainer shall be taken to have contravened a requirement imposed on the Trainer by these Rules.

44.6 A Trainer must ensure that an Apprentice Jockey or Conditional Jockey employed by him

- 44.6.1 arrives at any meeting where he is declared to ride, and

- 44.6.2 acquaints himself with every course on the first occasion that he rides there and the stewards will not consider this requirement to have been met unless the Trainer has ensured that he has walked the course.

45. Duty to secure the best possible placing

45.1 A Trainer must give, or cause to be given, to the Rider of any horse trained by him such instructions as are necessary to ensure the horse runs on its merits.

45.2 Instructions must, among other things, cover the use of the whip when employing an Apprentice Jockey or Conditional Jockey.

45.3 A Trainer must not send any horse to race with a view to schooling or conditioning the horse.

45.4 A Trainer shall be liable to Disciplinary Action

- 45.4.1 in the event of any failure to comply with Paragraph 45.1, 45.2 or 45.3;

- 45.4.2 in the event that an instruction is given to the Rider which, if obeyed, could or would lead to a contravention of Rule (B)54 (careless or improper riding) with regard to misuse of the whip; or

- 45.4.3 in the event that the Rider is found to have intentionally failed to ensure that his horse is run on its merits, including any case where the Rider was found to have been schooling or conditioning the horse.

45.5 The Stewards or the Authority may decide not to take Disciplinary Action against a Trainer under Paragraph 45.4.3 where the Trainer satisfies the Authority

45.5.1 that the Rider was given appropriate instructions under Paragraph 45.1, but
45.5.2 that he failed to comply with them.

46. Authorised Trainer's Representative

46.1 A Licensed Trainer or Permitted Trainer who is unable to attend a race meeting at which he has a horse running, must authorise another person to represent him on the racecourse and instruct him so that he complies with Paragraph 46.2.

46.2 This person must

46.2.1 attend Stewards enquiries on the Trainer's behalf into any matter appertaining to the Trainer,

46.2.2 know the riding instructions that the Trainer gave to the Rider under Rule 45, and

46.2.3 be able to inform the Stewards whether the Rider has complied with such instructions.

46.3 Failure by a Trainer to inform his representative of the instructions given to the Rider will not preclude the Stewards from making a finding of a breach of Rule 45.1.

Miscellaneous

47. Cases of suspected doping etc

47.1 Subject to Paragraph 47.2, If a Trainer has reason to believe that a horse under his care or control has been 'got at' in any way, he must by telephone immediately inform the Authority's Integrity Legal and Risk Department.

47.2 Where, on arrival at a racecourse, a Trainer finds his horse is unable to run in a race and reasonably considers that it has been 'got at', he must immediately inform the Equine Welfare and Integrity Officer.

47.3 Samples taken from the horse by the Veterinary Officer will be forwarded to the Official Analyst at the Approved Laboratory by the Integrity, Legal and Risk Department and no fee will be charged where such sampling occurs before the race.

48. Schooling horses for all types of start

48.1 A Trainer must ensure that any horse trained by him is properly schooled for all types of start.

48.2 In relation to starting stalls, a horse shall be taken to be properly schooled only if

48.2.1 it has experience of being blindfolded before its first appearance on a racecourse,

48.2.2 it loads into the stalls without hesitation (if necessary, no more than two pushers should be required),

48.2.3 it is capable of standing in stalls with a horse either side for a minimum of two minutes, and

48.2.4 it is capable of standing alone in the stalls for two minutes.

48.3 On the first occasion when a horse trained in Great Britain is declared to run in a race where starting stalls are to be used

48.3.1 a Trainer who requires any special arrangements to be made at the start must either speak directly with the Starter or submit a signed request for those arrangements via his representative, and

48.3.2 a Trainer must inform the Starter before the race if he is running a horse with specific idiosyncrasies of behaviour and gait which might lead the Starter to consider withdrawing it from the race.

48.3.3 Deleted.

48.4 Deleted.

48.5 When a horse runs on a second or subsequent occasion any request for special arrangements or for a Person to be present at the start must be confirmed by the Stewards.

48.6 On the first occasion when a horse trained outside Great Britain is entered for a flat race in Great Britain, the Trainer must make arrangements with the Racing Authority of the country in which the horse is trained (or has been trained) with a view to obtaining the observations of the Racing Authority's Senior Starter as to the horse's behaviour at the start.

48.7 The information referred to in Paragraph 48.6 in respect of a race should be received at the Authority's Office (Disciplinary Department) before the time determined in accordance with Rule (F)89 for making a

declaration to run in the race and, if it is not received before then

48.7.1 no special arrangements may be made at the start for the horse, and

48.7.2 if the horse proves difficult at the start and the Authority considers it appropriate to do so, the Authority may

48.7.2.1 refuse the horse entry to further races, and

48.7.2.2 refuse entry for other horses trained by the same Trainer.

48.8 Schedule 5 sets out procedures applying to stalls tests, including provision for a certificate of a satisfactory test, sampling on presentation for test in certain circumstances, financial penalties, other Disciplinary Action and Pre-Race Assessments.

49. Other requirements applying to trainers

49.1 A Trainer must, in particular, make himself familiar with and comply with all other requirements of these Rules that apply to him directly.

49.2 For example (in addition to those mentioned in Rule 36.5)

49.2.1 Part (A)4 imposes duties and prohibitions that apply to all Persons subject to these Rules;

49.2.2 in the Race Manual (B)

49.2.2.1 Part (B)2 makes provision as to a horse's qualification for entry and running in a race, declarations by the Trainer in preparation for a race, weighing out procedures, late changes of Rider and procedures after weighing out;

49.2.2.2 Part (B)3 makes provision about the start of a race;

49.2.2.3 Part (B)4 makes provision about the race; and

49.2.2.4 Part (B)8 imposes a general duty to comply with instructions given by Stewards at a race meeting;

49.2.3 in Part (E)2

49.2.3.1 Chapter (E)3 contains requirements as to the identity and vaccination of horses, and

49.2.3.2 Chapter (E)4 sets out procedures for racing outside Great Britain.

49.3 A Trainer must fully co-operate with, and ensure that his employees co-operate with, any enquiries carried out by the Authority or the Stewards.

49.4 This Rule is without prejudice to the general provisions as to compliance with, and deemed knowledge of, these Rules, as specified in Rule (A)2 (persons subject to the Rules).

PART 4 - Deleted

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PART 5 - MISCELLANEOUS

64. Restrictions on laying a horse to lose

64.1 A trainer must not

64.1.1 lay with a Betting Organisation any horse under his care or control to lose a race,

64.1.2 instruct another Person to do so, or

64.1.3 receive the whole or any part of any proceeds of such a lay.

64.2 A Person whose name is or has been entered on the Register of Stable Employee Names must not

64.2.1 lay with a Betting Organisation any horse under the care or control of the trainer for whom he is employed to lose a race,

64.2.2 instruct another Person to do so on his behalf, or

64.2.3 receive the whole or any part of any proceeds of such a lay.

64.3 Paragraph 64.2 applies for the whole of the period of employment and for the period of 21 days afterwards.

64.4 Any reference to a Person laying a horse to lose includes any single instance of doing so, whether or not the single instance was, or was intended to be, one of a series of betting arrangements.

64.5 Nothing in this Rule prevents the laying of any horse owned by a Betting Organisation in the ordinary course of that Betting Organisation's business.

65. Trainer who also holds a rider's licence: restrictions on riding

65.1 Any Trainer who also

65.1.1 holds a jockey's licence or amateur rider's permit granted by the Authority, or

65.1.2 is authorised to ride by a Recognised Racing Authority,

must not ride in any race in which another horse trained by him is also running or in which he is riding for another Trainer.

65.2 Paragraph 65.1 does not apply to a Permitted Trainer in relation to any race which is a Hunters' Steeple Chase, the Grand Military Gold Cup or the Royal Artillery Gold Cup.

66. Suspending horses from running

66. Schedule 8 makes provision in relation to suspending and assessing horses that may be a risk to themselves, other horses or Riders during the course of a race.

66A. Payment for non-training services

66A.1 Nothing in these Rules shall prohibit a Trainer from accepting or agreeing to accept consideration for

66A.1.1 the advertising or promotion of goods and/or services, or

66A.1.2 the provision of views or information for general publication.

66A.2 If a Trainer enters into an arrangement with a Betting Organisation in connection with the advertising or promotion of goods and/or services, or the provision of views or information for general publication, he must notify the Authority of

66A.2.1 the identity of the Betting Organisation,

66A.2.2 the start date and end date of the arrangement,

66A.2.3 a summary of the services provided by the Trainer under such arrangement, and

66A.2.4 all benefits received by the Trainer under such arrangement.

as soon as reasonably practicable.

66A.3 A Trainer must notify the Authority of any amendment to, or the early termination of, an arrangement with a Betting Organisation in connection with the advertising or promotion of goods and/or services, or the provision of views or information for general publication as soon as reasonably practicable.

PART 6 - SUPPLEMENTARY

67. Notices, directions and other documents

67. Except where these Rules provide otherwise, Rules (A)105 (the giving of notices etc), (A)106 (the giving of notices etc in electronic form) and (A)107 (deemed service of documents) have effect in relation to any notices, directions or documents which are authorised or required to be given or sent under the provisions.

68. Computation of time

68. Unless the context otherwise requires, when the specified period for doing any act at the Authority's Office ends on a day on which the office is closed, that act will be done in time if done by 5.00 pm on the next day on which the Authority's Office is open.

69. Arrangement of Rules into Manuals

69.1 These Rules are made up of the following Manuals

The General Manual (A)

The Race Manual (B)

The Trainer Manual (C)

The Rider Manual (D)

The Horse and Owner Manual (E)

The Race Administration Manual (F)

69.2 Each Manual is of equal standing and the fact that these Rules are divided into Manuals does not affect the weight of any requirements specified in each Manual.

70. Meaning of licensed trainer, permitted trainer and trainer

70.1 In this Manual, unless the context otherwise requires

Licensed Trainer means a Person who holds a trainer's licence granted by the Authority under Part 2;

Permitted Trainer means a Person who holds a trainer's permit granted by the Authority under Part 2.

70.2 In Parts 3 to 5, Trainer (without more)

70.2.1 means any Person who holds a licence or permit to train which is granted by the Authority or whose authorisation by a Recognised Racing Authority corresponds to such a licence or permit; and

70.2.2 includes any Person who is treated as a trainer in accordance with Rule 1.2.

71. Meaning of rider

71. Unless the context otherwise requires, any reference in this Manual to Rider (without more) is to

71.1 a Jockey,

71.2 a Person who holds an amateur rider's permit granted by the Authority, or

71.3 an Overseas Rider,

who is not suspended from riding by the Authority or by a Recognised Racing Authority.

72. References to jockeys

72.1 In this Manual, unless the context otherwise requires, Jockey

72.1.1 means a Person who holds a jockey's licence granted by the Authority, and

72.1.2 includes an Apprentice Jockey or a Conditional Jockey.

72.2 For these purposes

Apprentice Jockey means a Person who holds an apprentice jockey's licence granted by the Authority (see Rule (D)3.4);

Conditional Jockey means a Person who holds a conditional jockey's licence granted by the Authority (see Rule

(D)3.4).

73. References to other types of rider

73.1 In this Manual, unless the context otherwise requires, Overseas Rider

73.1.1 means a Person who is authorised by a Recognised Racing Authority to ride under the rules of that Racing Authority (whether by grant of a licence, permit or otherwise), but

73.1.2 does not include a Person who also holds a jockey's licence or an amateur rider's permit granted by the Authority.

73.2 In this Manual, unless the context otherwise requires

Amateur Rider means

73.2.1 a Person who holds an amateur rider's permit granted by the Authority, or

73.2.2 an Overseas Rider whose authorisation by a Recognised Racing Authority corresponds to such a permit and who rides in a race under these Rules;

Professional Rider means

73.2.3 a Jockey, or

73.2.4 an Overseas Rider whose authorisation by a Recognised Racing Authority corresponds to a jockey's licence granted by the Authority and who rides in a race under these Rules.

74. Definitions

74.1 Definitions of

74.1.1 terms used in only one Rule are set out in that Rule,

74.1.2 terms used in only Part 4 of the Manual are set out at the beginning of that Part, and

74.1.3 terms used in more than one Part of the Manual are set out in Rules 70 to 73 and in the following provisions of this Rule.

74.2 In this Manual, unless the context otherwise requires

Authorised Agent means

74.2.1 in the case of a recognised company, means the registered agent of the company under Rule (E)41 (recognised company to act through registered agent), and

74.2.2 otherwise, means any person authorised by the Authority to act as agent or sub-agent for another person in exercise of the Authority's powers under Rule (A)94;

the Authority means the British Horseracing Authority;

the Authority's Office means the office for the time being appointed by the Authority as the office of the British Horseracing Authority (the present address is 75 High Holborn, London, WC1V 6LS);

Betting Organisation means

74.2.3 any bookmaker,

74.2.4 the Tote,

74.2.5 any company offering spread betting on horseracing or person-to-person betting exchanges on horseracing, and

74.2.6 the employees of any such organisation;

Clear Day means, in determining the number of days:

74.2.6A The day on which the period begins; and

74.2.6B If the end of the period is defined by reference to an event, the day on which that event occurs

are excluded.

Clear Working Day means, in determining the number of days:

74.2.6C The day on which the period begins; and

74.2.6D If the end of the period is defined by reference to an event, the day on which that event occurs; and

74.2.6E Saturday, Sunday, Bank Holiday, or day on which the Authority's office is not open for non-automated commercial business

are excluded.

Disciplinary Action means any action taken by the Authority under Part (A)6 or by the Stewards under Part (B)1;

Disqualified Person means a person who is for the time being a disqualified person pursuant to 74.2.7 these Rules,

74.2.8 any Rules of Racing previously in force,

74.2.9 the Authority's Regulations for Point-to-Point Steeple Chases, or

74.2.10 the Authority's Regulations for Arabian Horse Racing;

Equine Welfare and Integrity Officer means a integrity officer for a race meeting who acts on behalf of the Authority;

Forfeit List means the list of arrears maintained by the Authority under Rule (A)87;

Hunters' Steeple Chase means a weight-for-age steeple chase which is confined to amateur riders and to horses certified by a Master of Hounds to have been hunted;

National Hunt Flat Race means a race for horses which at starting have not run under any recognised Rules of Racing except in national hunt flat races held under these Rules or in Irish national hunt flat races or in French AQPS races (and, by virtue of race conditions, no horse aged more than 7 years will be eligible to start in a national hunt flat race);

Person includes a body corporate;

Prescribed means prescribed by the Authority;

Racecourse Managing Executive means the person who holds a racecourse licence granted by the Authority under Part (F)2;

Racecourse Property means any property owned, used or controlled by the racecourse managing executive;

Racing Administration Internet Site means the internet based administration service provided by the Authority;

The Racing Calendar Office means the office for the time being appointed by the Authority as The Racing Calendar Office (the present Racing Calendar Office is at Weatherbys, Sanders Road, Wellingborough, Northamptonshire, NN8 4BX);

Recognised Company means a company which is for the time being registered in the register of Owners under Rules (E)39 to (E)46;

Recognised Racing Authority means a racing authority of a country which is for the time being recognised by the Authority under Rule (A)93;

Register of Stable Employee Names means the register of the names of employees of a trainer, which is maintained by the Authority under Part (A)3 (licences, permits and registration);

Registered Agent, in relation to a recognised company, means an agent for the company who is for the time being registered under Rule (E)41;

these Rules means all the Rules of Racing, including provisions which are contained in any other Manual (see Rule 69);

Stable Security Officer means a security officer for a race meeting who acts on behalf of the Authority;

VAT means value added tax for the time being in force;

Veterinary Officer means a registered veterinary surgeon engaged by the Authority;

Veterinary Surgeon means any qualified veterinary practitioner appropriately registered to practice.

74.3 Words importing the masculine gender include the feminine.

74.4 The singular includes the plural (and vice versa).

SCHEDULES

Schedule 1 - Terms and conditions of service for stable employees

MEMORANDUM OF AGREEMENT BETWEEN THE NATIONAL TRAINERS FEDERATION & THE NATIONAL ASSOCIATION OF STABLE STAFF

PREAMBLE

1. The Agreement provides for a Racing Industry Minimum Rates of Pay Structure and certain standard conditions of employment for stable staff employed by trainers in the racing industry. The Agreement is effective from **2nd October 2017**.

2. Racing Industry Minimum Rates 2017/18

The Government National Minimum **is taken into account** and there are different minimum rates depending on age in Scales 1 - 3. Scale 4 upwards is not age related. Set out below are the minimum rates for a 40 hour week. The consolidated wages are set out at paragraph 3.

It is likely that within any one yard, there would be progressive differentials in pay between staff members in Scales 4 to 6.

Note : NVQ 3 is equivalent to Level 3 Diploma in Work Based racehorse care and management, NVQ2 is equivalent to Level 2 Diploma in Work Based racehorse care and management and NVQ1 is equivalent to Level 1 Diploma in Work Based Horse Care or Work Based racehorse care and riding.

| Scale | Description | Pay Band |
|--|--|--|
| Minimum Rates for 40 hour basic week | | |
| Scale 1 Trainee | For those with no experience or limited experience in horse racing. It is unlikely that people in this role will have qualifications higher than NVQ1 or equivalent. | Age 16/17 ? £171.20 upwards (£4.28 per h) Age 18 to 20 - £232.00 upwards (£5.80 per h) Age 21 to 24 - £291.20 upwards (£7.28 per h) Age 25 and over - £313.20 upwards (£7.83 per h) |
| Scale 2 Improver | People on this scale are likely to have some experience and have NVQ2 or equivalent skills. | Age 16/17 - £204.80 upwards (£5.12 per h) Age 18 to 20 - £232.00 upwards (£5.80 per h) Age 21 to 24 - £291.20 upwards (£7.28 per h) Age 25 and over - £313.20 upwards (£7.83 per h) |
| Scale 3 Rider/Groom/ Yard Person | | Age 16 to 20 - £232.00 upwards (£5.80 per h) Age 21 to 24 - £291.20 upwards (£7.28 per h) Age 25 and over - £313.20 upwards (£7.83 per h) |
| Scale 4 Senior Rider/Groom/ Yard Person | People on this scale may hold NVQ3 or equivalent. | £323.20 upwards (£8.08 per hour) |
| Scale 5 Skilled Rider/Specialist Yard Person | People on this scale: May have previously held a professional jockey licence, are likely to have exceptional riding skills, to be capable of breaking and/or schooling young horses, capable of supervising equine swimming pool and similar facilities, have first aider and/or health and safety supervision duties. | £330.40 upwards (£8.26 per hour) |
| Scale 6 Supervisory staff/senior management | This scale is likely to include head lad, travelling head lad or other supervisory/management roles | £350.80 upwards (£8.77 per hour) |

3. Consolidated Wage 2017/18

Overtime worked on rota weekends on will be averaged so that stable staff receive the same wage each week whether working or not. This is called the consolidated wage.

The consolidated wage rates set out below are for the working pattern:

Week 1 40 hour basic week

Week 2 40 hour basic week, 2 hours of the Saturday evening and 3 hours on the Sunday

Note Employees under 18 cannot work on the consolidated wage structure - see paragraph 4.3.

As from 1st April 2016 the minimum wage for employees aged 25 and over increases to £7.20 per hour - this affects scales 1 - 3, see below.

| Minimum Rates for standard consolidated week (hours as set out above) | |
|--|--|
| Scale 1 Trainee | Age 18 ? 20 £2 Age 21 to 24 £3 Age 25 and over - |
| Scale 2 Improver | Age 18 ? 20 £2 Age 21 to 24 £3 Age 25 and over - |
| Scale 3 Rider/Groom/Yard Person | Age 18 ? 20 £2 Age 21 to 24 £3 Age 25 and over - |
| Scale 4 Senior Rider/Groom/Yard Person | £359.56 |
| Scale 5 Skilled Rider/Specialist Yard Person | £367.57 |
| Scale 6 Supervisory staff/senior management | £390.27 |

4. Hours of Work

The normal full time week is 40 hours (excluding meal breaks). There is no set pattern on how a yard should work these hours, and provided that the 40 hours are spread over a five and one half days period the operation of these hours shall be accepted in contract form.

4.1 In planning the working week, employers must have regard to the Working Time Regulations - further information on these is available in the BHA Health and Safety Manual (the Red Book).

4.2 Having regard to the nature and requirement of the industry, stable staff shall work during weekends subject to their right to one weekend in two free from duties on a rota basis. Variations of this arrangement can be made provided it is agreed domestically.

4.3 Working Time legislation limits the maximum working week for 16 and 17 year old workers to 8 hours a day and 40 hours a week so young workers cannot work the consolidated week. There are certain permitted exceptions whereby the limit may be exceeded - these will rarely apply. Further guidance on the legislation and exceptions is available for NTF members in the NTF employment guide and from the NTF office.

4.4 For adult workers (those aged 18 and over) their working time should not exceed an average of 48 hours for each seven days applied over the reference period. By collective agreement between the NTF and NASS, the reference period is 52 weeks. Individual employees whose working time is likely to exceed an average of 48 hours over 52 weeks can be excluded from the weekly limit provided they sign an opt out agreement. Further information is available in the BHA Health and Safety Manual.

5. Overtime (in the yard)

Overtime for time worked in the yard will be paid at the rate of time and one half for each hour worked outside of normal finishing times Monday to Saturday inclusive (outside of the 2 hours allowed for within the consolidated wage).

Overtime shall be paid at the rate of double time on Sunday (outside of the 3 hours allowed for within the consolidated wage).

Stable staff who have been absent part of the week through sickness will not be required to work 40 hours before receiving overtime.

Time when a worker is travelling on the business of his employer in connection with duties carried out by the worker in the course of work is treated as working time whether or not the travelling takes place during his working hours.

6.1 Stable staff are to be paid for time worked away from the yard outside of normal hours at the following rates

£7.60 for all stable staff regardless of age.

6.2 Time away from the yard within the normal daily working hours is paid at the normal rate of pay.

6.3 These payments are liable for tax and National Insurance deductions and should be put through the payroll.

6.4 If locally adopted rates are used then the hourly rate paid must meet or exceed the hourly rates set out in this agreement. It is accepted that employees of yards close to racecourses are unlikely to incur meal expenses when

racing at their local course and as such the daily subsistence allowance will not apply to such employees. This is likely to mainly apply to Newmarket staff with runners at Newmarket and Epsom staff with runners at Epsom.

7. Daily allowances (Monday to Saturday)

A daily subsistence allowance is to be paid to staff going racing Monday through to Saturday.

There is a tax free element to these allowances as set out below. The allowances may be paid in cash in advance to enable staff to buy refreshments but tax must be paid on the non-tax free element. The rate of daily subsistence allowance is based on the number of hours away from the yard outside of normal working hours.

Where a payment is tax free, it is also NI free.

*Note by an agreement with HMRC the full amount of these payments (£10 and £13.50) can be now be paid tax free provided the employer complies with revised HMRC requirements in place since 6th April 2016. To meet these requirements the employer must apply to HMRC to use the racing industry bespoke payments and have a checking system to check around 10% of expenses claims to ensure they are being properly incurred, namely that the employee has gone racing and incurred expenses.

| Number of hours away from yard outside normal working hours | Up to 6 hours | 6 ? 8 hours | 8 hours or more |
|---|---------------|-------------|-----------------|
| Daily Subsistence Allowance | £10 | £10 | £13.50 |
| Tax free element | £10* | £10* | £13.50* |

8. Sunday Racing and Sunday Racing Payment

The deployment of stable staff to cover designated Sunday racing fixtures and work in the yard will be determined by the trainer in consultation with the stable staff. However, where off-rota staff are asked to go racing or to cover work in the yard, it will be on a voluntary basis.

8.1 The payment for time worked away from the yard over and above the consolidated rate shall be paid at the rate specified in paragraph 6.1. See paragraph 14 for compensatory time off.

8.2 It is recognised that racing on a Sunday involves some disruption of free time. To compensate for this, stable staff who go racing on a Sunday fixture in Great Britain will receive a Sunday Racing Payment of £30.00 (note, £12 of this allowance can be paid tax free).

9. Overnight

Stable staff will receive a £15.00 overnight allowance. This is tax free. It is not payable for days when the abroad payment is paid.

10. Racing abroad

Stable staff who go racing abroad will receive the appropriate hourly payment for time worked away from the yard in excess of their normal daily working hours at the rate specified in paragraph 6.1. These payments are liable for tax and National Insurance deductions and should be put through the payroll.

10.1 In addition, stable staff will also receive a Racing Abroad Payment of £30.00 per day (£21.00 of this allowance can be paid tax free).

The HMRC does not set a tax free amount for payment to staff who go abroad with their horses because expenses can vary significantly according to the country visited. However, it is agreed that provided staff are asked to make some sort of basic written claim stating the amounts they have spent, those amounts can be paid tax free by the employer, if the employer considers them to be reasonable. Receipts should be kept to support claims.

Compensatory time off

11. Returning after midnight

Stable staff returning from racing after midnight shall not be required to start work until 9.30 am; if staff are asked to start before 9.30 am, it is agreed that they will be paid at the rate of time and one half for each hour worked before that time. Where an employee returning from racing after midnight elects not to start work before 9.30, paid time will begin from when the employee begins to work not the normal start time and any adjustment to pay for unworked time before 9.30 must be made at the employee's normal hourly rate, not the £6.70 per hour rate for time worked away from the yard or at time and a half.

12. Designated Saturday evening fixture

Off rota stable staff, who go racing to a Saturday evening fixture are entitled to receive a paid weekday evening off in lieu, the weekday evening to be mutually agreed between the parties.

13. Travelling on off rota Sunday

Stable staff who are off rota travelling on Sunday to race on a weekday shall be entitled to receive a day in lieu.

14. Racing on an off rota Sunday

Stable staff who volunteer to go racing on an off-rota Sunday or are racing abroad on an off-rota Sunday will receive an alternative day off with pay at the relevant rate. The arrangement of this day off will be at the discretion of the trainer in consultation with the stable staff so that the day is taken within a rolling reference period of twelve months.

15. Pensions

The employer is required to contribute towards a pension scheme in respect of each full time paid employee who is 18 years of age or over and is under 65 on the annual renewal date of the scheme.

15.1 The total yearly contribution is £440.00. 15.2 This sum will be paid in quarterly payments of £110 payable for employees in employment on four dates throughout the year, namely 1st March, 1st June, 1st September and 1st December. Arrangements are available for any employee to set up a personal stakeholder pension and this can be used for the purpose of contracting out of the State Earnings Related Pension Scheme (SERPS). For any employee qualifying for an employer's contribution for the first time after 1st June 2001, a 9 month waiting period will apply.

15.3 Where trainers have begun making the legally required contributions to employees under an auto enrolment pension scheme, they will be deemed to be meeting their obligation in paragraph 15 - 15.2.

An employer's contribution of 2% under auto enrolment is recommended.

16. Holidays - general

The holiday year will be either 1st January to 31st December or 1st July to 1st June. The trainer will determine which is the most appropriate for each yard. Each year will stand on its own and cannot be carried over (see paragraph 16.6).

Holiday entitlement

Stable staff are entitled to:

| | |
|---|--|
| First year of employment | 30 days holiday per annum inclusive of 8 public holidays |
| has served a continuous period of twelve months with the current employer, then during the next holiday year the entitlement increases to | 32 days holiday per annum inclusive of 8 public holidays |
| has served a continuous period of five years with the current employer, then during the next holiday year the entitlement increases to | 34 days holiday per annum inclusive of 8 public holidays |

16.1 Holidays

Part-time workers

16.1 Part-timers holiday entitlement will be the same as full time workers on a pro rata basis and paid at their usual rate (part-timers are defined as persons who work less than 40 hours per week).

Part-time workers holiday entitlement increases in line with length of service as for full time workers.

Arrangements for taking holidays and holidays at termination

16.2 Holidays will be taken at times to be mutually agreed and will have regard to what is practice in the local circumstances.

16.3 Employees who have been given notice, or who have given notice, can be required to take their holiday entitlement during the period of notice and this will be effective even where the employer is unable to give the employee statutory notice of the requirement to take holiday. In the case where stable staff have holiday entitlement which exceeds the period of notice, they will be paid for the balance of their entitlement.

On termination of employment, stable staff should be paid for any holiday accrued in the current holiday year to the date of termination and not taken. Any part of the annual holiday entitlement that has already been taken at

the point of termination of service shall be deducted when calculating the holiday pay entitlement as referred to in paragraph 16.1.

Holiday accrual and calculations

16.4 There is a holiday calculator on the NTF website which may be of assistance particularly for calculating the holiday of part-time workers.

30 days holiday

- where the employee is entitled to 30 days holiday per annum this entitlement accrues at 2.5 days per completed month pro rata from the date of starting to the end of the holiday year and pro rata for part month worked. The daily rate of accrual is 0.082 so for a part month worked, the number of days in that month should be multiplied by 0.082 to calculate the holiday entitlement, i.e. employee leaving on 15th of the month, 0.082×15 , 1.23 days holiday accrued for that part month.

32 days holiday

- where the employee is entitled to 32 days holiday per annum this entitlement accrues at 2.66 days per month pro rata from the date of starting to the end of the holiday year and pro-rata for part month worked. The daily rate of accrual is 0.087 so for a part month worked, the number of days in that month should be multiplied by 0.087 to calculate the holiday entitlement, i.e. employee leaving on 15th of the month, 0.087×15 , 1.3 days holiday accrued for that part month.

34 days holiday

- where the employee is entitled to 34 days holiday per annum this entitlement accrues at 2.83 days per month pro rata from the date of starting to end of the holiday year and pro-rata for part month worked. The daily rate of accrual is 0.093 so for a part month worked, the number of days in that month should be multiplied by 0.093 to calculate the holiday entitlement, i.e. employee leaving on 15th of the month, 0.093×15 days, 1.39 days holiday accrued for that part month.

Annual holiday will be calculated on the consolidated wage.

Bank Holidays

16.5 Bank and public holidays are included in the holiday entitlement set out at paragraph 16.

Where an employee works on a public holiday an alternative day will be taken to be mutually agreed or if an alternative day is not taken an additional day's pay will be paid up to a maximum of 2 days (pro-rated for part timers and in respect of incomplete holiday years in the first year of employment)

Carry over - Sickness absence and maternity/adoption leave periods

16.6 In certain circumstances where it is not possible for an employee to take their holiday entitlement during the current holiday year due to sickness absence, the entitlement to the holiday which can be carried over will be reviewed at the time in the light of the current legislation at the relevant time.

16.7 Contractual and statutory annual leave will accrue during maternity/paternity and adoption leave periods and will carry over where it cannot be taken in the current holiday due to the employee being on maternity/paternity or adoption leave.

17. Bereavement Leave

The purpose of bereavement leave is to ensure that stable staff who suffer bereavement in their family are able to attend the funeral and deal with family and legal matters without the additional hardship of losing money. Stable staff shall be granted up to a maximum of five working days absence payable at the relevant consolidated wage in the event of the death of a spouse, civil partner, child, brother, sister or parent or other relation for whom they provide care at the discretion of the employer.

In the event that five days is insufficient or that a serious family event has occurred which has not resulted in bereavement, the employer may at their discretion negotiate a period of unpaid leave to enable the outstanding personal matter to be dealt with.

18. Absence during sickness or accident

Stable staff who are off work as a result of sickness or accident (except where an accident outside of work has been caused in the employer's reasonable opinion by the employee being involved in fighting, drunken behaviour or abuse of drugs) and who have been with the current employer at the commencement of the sickness absence for six months or more will receive from their employer their usual weekly wage (to include statutory sick pay if

eligible) for a period of one month in any one year, such sick pay payable in the case of sickness absence from the fourth day of absence* and in the case of absence due to an accident at work from the first day of absence.

Stable staff with less than six months service will receive SSP only, if eligible. The six month qualification period shall not apply to an employee sustaining an accident at work.

*The three waiting days for sickness absence will not apply to a second period of illness linked to the first absence where such periods of absence would be linked for SSP purposes.

19. Racing Industry Accident Benefit Scheme

Stable staff who are off work as a result of accidental injury arising out of and whilst carrying out duties for a licensed trainer including bona fide journeys between normal place of residence and place of work shall receive from their employer their usual weekly wage pro rata for a period of one month's injury absence in any one year including the first three days of absence. A claim for benefit should be made as soon as possible to the Racing Industry Accident Benefit Scheme (RIABS) within three months of the accident. The scheme does not cover race riding accidents or accidents which occur whilst on or travelling to and from a racecourse when engaged to ride (in this instance refer to the Professional Riders Insurance Scheme (PRIS) tel. 01635 869700 (e-mail irene@pris.org.uk)

20.1 Paid full or part-time stable staff of licensed and permitted trainers who are aged between 16 and 65 years and registered with the British Horseracing Authority will have deducted £2.37 from their net wage per week of employment as a contribution to RIABS. For trainees at the BRS or the NRC who were pre-employed by a trainer, the trainer will pay both the trainer's and employee's RIABS premium whilst the employee is attending the BRS or NRC.

20.2 From 1st April 2013, contributions to the Racing Industry Accident Benefit Scheme (RIABS) is £2.37 per week.

20.3 Injury benefit is payable for a maximum period of up to 104 weeks from the established date of the accident, if the accident has been declared by the claimant's employer. The amount of benefit (subject to an overall maximum of £300 per week) is the difference between the claimant's pre-accident net wage and all statutory benefits receivable by the claimant as a result of the accident. RIABS claim forms must be submitted within three months of the date of the accident giving rise to the claim.

20.4 In the event of death, partial disability or being permanently and totally disabled (from working in a stable or any other occupation), the benefits as set out in the RIABS scale of benefits will be paid up to £154,500. The cover is extended to include dental expenses to a limit of £5,000 arising out of accidental injury to sound, natural teeth as a direct consequence of duties involving horses.

20. PPE and clothing

Trainers are recommended to assist stable staff in the purchase of working clothes such as jodhpurs and jodhpur boots if requested to do so and to arrange repayment in weekly instalments, such repayment agreement to be recorded in writing and signed by the employee.

Stable staff may be entitled to tax relief for work clothing - a form is available on the NASS website.

Skull caps and safety vests are personal protective equipment and should be provided free of charge by the employer. These items remain the property of the employer.

21. Procedure in the case of disputes

The procedures to be adopted for the resolution of disputes at yard level and disciplinary and appeal procedures are set out in the Memorandum of Agreement between the NTF and NASS on the Resolutions of Disputes and the Agreement between the NTF and NASS on Discipline and Appeal Procedures.

22. General

Where stable staff are already in receipt of a wage or pension in excess of the relevant minimum rates established by this Agreement, it is a matter for the trainer's discretion whether to maintain existing differentials. Where better conditions exist and stable staff are in receipt of higher wages and/or conditions, then these particular stable staff will not have their wages and/or conditions reduced to the minimum rates shown above.

This agreement operates from **2nd October 2017**.

Disputes on the interpretation of this Agreement will be determined in the NJC.

Schedule 2 - General duties as to stable employees

Employment and registration of persons working in stables

1.1 Before a Licensed Trainer or Permitted Trainer employs a Person with previous employment in another training stable, he must

- 1.1.1 refer to the last Trainer to employ him, and
- 1.1.2 receive a reply from that Trainer.

1.2 A Trainer must make an application to the Racing Calendar Office for a Person's name to be entered on the Register of Stable Employee Names where

- 1.2.1 he decides to employ that Person in his stable, or
- 1.2.2 that Person has regular access to or involvement in his stable, subject to the exceptions in Paragraph 1.2.3.
- 1.2.3 Paragraph 1.2.2 does not apply to
 - 1.2.3.1 service providers; or
 - 1.2.3.2 Owners, unless they have duties in the stable.

1.3 An application under Paragraph 1.2 must

- 1.3.1 be made using the Prescribed form (SER1),
- 1.3.2 be signed by the stable employee and the Trainer (or his Authorised Agent), and
- 1.3.3 be sent within 24 hours of the start of employment.

1.4 The Trainer must either include the stable employee's permanent UK National Insurance number when he completes the Prescribed form (SER1) or must notify the Racing Calendar Office of the number as soon as it has been received from the employee.

1.5 Where a stable employee's employment has ended, the Trainer (or his Authorised Agent) must, using the Prescribed form (SER3), notify the Racing Calendar Office

- 1.5.1 immediately if the stable employee is an Apprentice Jockey or a Conditional Jockey, and
- 1.5.2 otherwise, before the end of the period of seven days starting with day after that on which the employment ended,

and return any identity card and validity pass issued under Rule 40 in respect of the employee.

1.6 This Rule applies to the part-time employment of schoolchildren as it applies to any other Person.

Note: The approval of the Local Education Authority is required for the employment of schoolchildren.

Stable employee training

2.1 A Licensed Trainer or Permitted Trainer must ensure that all stable employees under 19 years of age join the industry's Stable Staff Training programme and participate in training delivered by

- 2.1.1 the British Racing School,
- 2.1.2 the Northern Racing College, or
- 2.1.3 any other Training Provider for the time being approved by 1st4Sport to offer Level 2 Diploma in Work Based Racehorse Care.

2.2 If it considers it appropriate to do so in exceptional circumstances, the Authority may waive this requirement.

Accident insurance contributions

3.1 In respect of each eligible stable employee, a Trainer must

- 3.1.1 make an annual contribution towards the Racing Industry Accident Benefit Scheme (the Scheme), and
- 3.1.2 make an additional contribution every three months directly in respect of sums deductible from the net wages of each eligible employee in accordance with the terms and conditions of service set

out in the Standard Terms and Conditions (see Schedule 1).

3.2 A trainer who is not a member of the National Trainers Federation must also make an annual payment to the National Trainers Federation for the administration of the Scheme.

3.3 In this Paragraph Eligible Stable Employee means an eligible person as defined for the purposes of the Scheme.

Pension contributions

4.1 In respect of each employee who is eligible under Paragraph 5 of this Schedule

4.1.1 each Licensed Trainer must make a contribution to

4.1.1.1 the National Trainers Federation Stakeholder Pension Plan (The Plan), or

4.1.1.2 another pension plan or arrangement established by either the Trainer or the employee, and

4.1.2 any Permitted Trainer who enters The Plan must make a contribution to the Plan.

4.2 A Trainer who is not a member of the National Trainers Federation must also make an annual payment to the Federation for the administration of The Plan.

4.3 The rate of contribution due under

4.3.1 Paragraph 4.1 is not less than the rate from time to time established by the National Trainers Federation; and

4.3.2 Paragraph 4.2 is such amount as may be determined by the Authority.

5.1 For the purposes of Paragraph 4, an employee is eligible if

5.1.1 he is 18 years or over,

5.1.2 he is under 65 years,

5.1.3 he is registered and working as a full time paid stable employee at the quarterly renewal date of the scheme,

5.1.4 subject to Paragraph 5.2, he has worked for the Trainer as a full-time paid stable employee for a continuous period of nine months or more (whether in the current period of employment or in a previous period), and

5.1.5 he has a valid permanent UK National Insurance number recorded on the Register of Stable Employee Names (see also Paragraph 5.3).

5.2 The nine month qualification imposed by Paragraph 5.1.4 does not apply in relation to

5.2.1 any employee born on or before the 1st December 1980 who was registered and working as a full time paid stable employee on 31st May 2001, or

5.2.2 any employee who before 1st June 2001 qualified for a pension contribution to be paid under provisions as to the regulation of racing then in force.

5.3 As regards the application of Paragraph 5.1.5 in respect of any quarterly renewal date that falls on or after 1st September 2007, if an employee's National Insurance number

5.3.1 is not recorded on the Register of Stable Employee Names on that date, but

5.3.2 is subsequently registered during his employment with the same Trainer,

any previous contributions from the Trainer which would otherwise have been due shall fall due on the next quarterly renewal date.

Death in Service benefit

6.1 In respect of each employee who is eligible under Paragraph 6.4

6.1.1 each Licensed Trainer must make a contribution to the National Trainers Federation Life Cover Trust in respect of Death in Service benefit (the "DIS Benefit"), and

6.1.2 any Permitted Trainer who opts-in to the DIS Benefit must make a contribution to it.

6.2 A Licensed Trainer who is not a member of the National Trainers Federation and a Permit Trainer who opts-in pursuant to Paragraph 6.1.2 must, when required by the National Trainers Federation, make an annual payment to the Federation for the administration of the DIS Benefit.

6.3 The rate of contribution due under

6.3.1 Paragraph 6.1 is not less than the rate from time to time established by the National Trainers Federation, and

6.3.2 Paragraph 6.2 is such amount as may be determined by the Authority.

6.4 For the purposes of calculating the contributions at Paragraph 6.1 only, an employee is eligible if

6.1.1 he is 16 years to 64 years (inclusive), and

6.1.2 he is registered and working as a full or part time paid stable employee at 1 April each year.

Schedule 3 - Deleted

Schedule 4 - Trainers and owners

PART 1

Trainer-owner agreements

Requirement for agreement

1. This Schedule applies to any Licensed Trainer.

2.1 Where a Licensed Trainer is to train a horse owned by any Person, he and the owner must enter into a training agreement in respect of the horse before it runs in any race run under these Rules.

2.2 The Authority may determine not to take Disciplinary Action against any Licensed Trainer who fails to comply with Paragraph 2.1 of this Schedule if he can satisfy the Authority that there was an acceptable reason for the failure.

Form of agreement

3. A training agreement must be signed and must set out the terms agreed between the parties in respect of at least the following

3.1 the basic training fee (expressed as an amount payable by week or by calendar month);

3.2 all other regular expenses (such as gallop fees, shoeing costs and the like);

3.3 the extent of the Licensed Trainer's authority to incur any additional charges or expenses for the account of the owner (such as veterinary fees);

3.4 provision for variation to be made as to any of the matters specified in Paragraphs 3.1 to 3.3 and for proper notification of variation;

3.5 the time and method of payment by the owner;

3.6 any provision for a Trainer's lien;

3.7 any matter as to training agreements which is required by a code of conduct issued under Rule 11; and

3.8 such other matters as the Authority may from time to time direct.

Duration of agreement

4. A training agreement shall lapse if

4.1 the owner does not have a horse in training with the Licensed Trainer for a continuous period of 24 months,

4.2 the Trainer has ceased to hold a licence granted by the Authority, or

4.3 either party to the agreement gives the other written notice of termination.

Report by licensed trainer of non-payment of fees etc

5.1 Payment period, in relation to any account due, means the period of three months beginning with the date on which the account was sent.

5.2 Where, before the end of the payment period, a Licensed Trainer does not receive from the owner full settlement of any account due under a training agreement entered into in accordance with this Schedule, the

Licensed Trainer may report the matter to the Authority.

5.3 A report of non-payment under Paragraph 5.2 must

5.3.1 be in writing and signed by the Licensed Trainer,

5.3.2 give details of

5.3.2.1 the owner's name and address,

5.3.2.2 the nature and the amount of the debt, and

5.3.2.3 the date upon which the account was sent;

5.3.3 be accompanied by a copy of the unpaid account; and

5.3.4 be sent no later than 15 months after the end of the payment period for that account.

5.4 A Licensed Trainer who submits an unjustified or frivolous report shall be taken to have contravened a requirement imposed on him by these Rules.

Consequences of non-payment

6. Schedule (E)4 makes provision for the Authority to notify an owner that a report has been made under Paragraph 5 and, if it does so, the owner is under a duty to make any payment due in accordance with the procedures set out in that Paragraph.

PART 2

Trainers' code of conduct in dealings with owners

7.1 The Authority has issued the following Code of Conduct for Licensed Trainers.

7.2 The Code is intended to set out some of the minimum standards the Authority expects to prevail in these areas and to help avoid misunderstanding and resulting dissatisfaction.

7.3 In particular, dissatisfaction can arise from commissions or other financial interests or benefits which may arise in consequence of the purchase or sale of horses. By setting out these minimum standards the Code of Conduct will also serve to safeguard the interests of Licensed Trainers.

The Code of Conduct

8.1 The Licensed Trainer must regularly report on the general well being of the horse and promptly inform the owner of any injury to the horse which is likely to require a prolonged period of box rest. The Licensed Trainer must immediately notify the owner if one of his horses ceases to be under the direct charge of the trainer to the degree it is the subject of a separate livery charge by a third party.

8.2 When a Licensed Trainer acting as vendor or part-vendor sells any horse to an owner or intended owner, he must disclose by means of an invoice the full percentage of his ownership in that horse and thereby the financial benefit derived by him from that transaction.

8.3 When a Licensed Trainer acts as an agent or adviser for one of his existing owners or intended owners concerning the purchase or sale of a horse he must, whenever possible, give prior notice to the intended owner if he is aware that he will benefit financially from any third party from such a transaction. Should the transaction take place, he is required to quantify any financial benefit that in fact arises.

8.4 When a Licensed Trainer acts in any capacity as described in Paragraph 8.2 or 8.3 of this Code he must not also act simultaneously for the vendor or purchaser as the case may be in any capacity related to such transaction without disclosing that fact beforehand to the owner or intended owner.

8.5 When a Licensed Trainer acts in relation to the sale of a horse trained or likely to be trained by him to an existing or intended owner in his yard then, irrespective of the capacity in which the trainer so acts, he must:

8.5.1 advise the buyer that the horse may be examined before purchase by a veterinary surgeon appointed by the buyer; and

8.5.2 disclose to the buyer, to the extent that it may be applicable to the horse in question, that the horse has been seen to weave, box-walk, windsuck or crib bite and/or any veterinary condition known to the Licensed Trainer which might affect performance and/or any surgery that the horse has undergone to the Licensed Trainer's knowledge.

8.6 When a horse is entered in a selling or claiming race the owner must be notified of that fact before the time of declaration to run. A Licensed Trainer must also inform and consult with the owner whenever he is responsible for the owner's horse being offered for sale at public auction. In both cases exceptions to this disclosure are

acceptable where the Licensed Trainer has rightfully exercised an express lien or where the owner has waived the requirement of notification either by means of a training agreement or otherwise in writing.

8.6 For the avoidance of doubt, this Code does not prevent Licensed Trainers from retaining benefits derived from purchases or sales but they are required to inform owners of the true position as stipulated above.

Note:

A. In all cases it is the responsibility of the owner on complaint of failure to comply with this Code of Conduct to provide to the Authority the evidence which the Authority considers is necessary to support an allegation of a breach of the Code.

B. A training agreement shall not waive the requirements of this Code other than as referred to in Paragraph 8.5. Any other waiver or purported waiver will be treated as invalid for the purpose of determining whether a breach of this Code has taken place unless it relates to Paragraph 8.5.

C. Licensed Trainers are strongly advised to ensure that when Paragraph 8.2 applies the disclosure of any financial benefit that has arisen is evidenced in writing.

D. In the case of the various forms of multiple-ownerships registered under these Rules, the duty to disclose or notify under this Code to an owner or intended owner will be fulfilled if

- one party in the multiple-ownership is duly informed or notified by the Licensed Trainer, and
- that party is either an owner in the multiple-ownership as defined in the Horse and Owner Manual (E) or has been appointed in writing as an owner's representative of the multiple-ownership.

Schedule 5 - Stalls tests

Stalls test certificates

1.1 The Starter will inform the Racing Calendar Office once a horse has satisfactorily passed a stalls test. The location and conduct of the stalls test must be approved by the BHA.

1.2 If the Trainer wishes to conduct the stalls test at a race meeting, the Trainer must advise the Clerk of the Course by noon on the day before that on which the horse is to be tested.

1.3 Stalls tests at a race meeting will be conducted 30 minutes before the first race and will take place at the stalls position for the start of that race.

1.4 Where a Trainer or his representative presents a horse to be tested, he must

1.4.1 report to the Starter 15 minutes before the stalls test is conducted,

1.4.2 present the horse's passport to the Starter for inspection before the horse is put into the stalls, and

1.4.3 ensure that either he or a responsible member of his staff is present (in addition to the Person riding the horse) when the horse is passed through the stalls.

1.5 A horse will not be passed if it is only in the care of one or more inexperienced stable employees.

1.6 A horse shall be regarded as having passed satisfactorily through stalls only if

1.6.1 it is capable of being led in by one handler, with assistance from no more than **four** handlers at the rear, or

1.6.2 for a horse which is seeking to be certified as suitable to be loaded with the front gate open or reversed into the stalls, loads to the satisfaction of the starter,

and in either set of circumstances

1.6.3 it remains in the stall for a minimum of one minute without becoming unruly.

1.7 At the discretion of the Starter a horse may be blindfolded while the test is carried out.

Sampling of horses taking starting stalls tests

2.1 This Schedule applies where a horse is presented for a starting stalls test

2.1.1 following a Starter's report under Rule (B)41.2;

2.1.2 under Paragraph 4 (Debutant Tests); or

2.1.3 under Paragraph 5 (Pre-Race Assessments).

2.2 Where a horse is presented for a stalls test, it may be required to provide a sample.

2.3 On arrival the BHA Official on duty will identify the horse and inform the Trainer, or his representative, if the horse is to be sampled.

2.4 A stalls test will not be passed in any case where:

- 2.4.1 the horse cannot be identified from its passport;
- 2.4.2 a Sample is required from the horse but has not been obtained satisfactorily by the relevant BHA Office; or
- 2.4.3 the horse is brought to the racecourse for a Pre-Race Assessment.

2.5 If a Sample is required from the horse but has not been obtained, the horse may not be re-submitted for a further stalls test until such time as the Authority may direct.

Penalties for failing starting stalls tests

3.1 This Schedule applies where

- 3.1.1 in order to comply with Rule (B)44 (effect of Starter's report), a horse which is the subject of a Starter's report takes a stalls test, and
- 3.1.2 the horse fails one or more stalls tests in any 12 month period.

3.2 The Authority will impose a financial penalty on the Trainer of the horse in accordance with Paragraphs 3.3 and 3.4.

3.3 If the horse fails a stalls test following its first Starter's report

- 3.3.1 a financial penalty of £650 will be imposed if the test takes place within 7 days of the Starter's report;
- 3.3.2 a financial penalty of £290 will be imposed if the test takes place at any time between 8 and 14 days (inclusive) of the report;
- 3.3.3 no financial penalty will be imposed if the test takes place 15 days or more from the report.

3.4 If the horse fails a stalls test following its second Starter's report

- 3.4.1 a financial penalty of £1,300 will be imposed if the test takes place within 14 days of the second Starter's report;
- 3.4.2 a financial penalty of £290 will be imposed if test takes place at any time between 15 days and 28 days (inclusive) of the second report;
- 3.4.3 no financial penalty will be imposed if test takes place 29 days or more from the second report.

3.5 Subject to Paragraph 3.8, the third time the horse is reported by the Starter, the horse will be prevented from having a stalls test for 6 months.

3.6 The horse may not be re-submitted for a further stalls test within 14 days of any failure.

3.7 Subject to Paragraph 3.8, if a horse fails two consecutive stalls tests it will be prevented from having a further stalls test for 6 months.

3.8 If a horse which is prevented from having a stalls test for 6 months runs outside Great Britain in the interim on two occasions without causing problems at the start, the Trainer may submit an application to the Authority requesting that the remainder of the 6 month restriction be lifted.

Additional disciplinary action

4.1 In this Paragraph

Defined Percentage means the percentage referred to in Paragraph 4.3 or 4.4;

Notified Period is the period that

- 4.1.1 starts on the date specified in a written notice given to a Trainer by the Authority under this Paragraph, and
- 4.1.2 ends on the next following 31 December.

Debutante Test is the stalls test referred to in Paragraph 4.4.

4.2 Subject to a discretionary review carried out by the Authority at the end of any notified period, the restrictions in Paragraphs 4.3 and 4.4 apply where, in any notified period, either or both of the following conditions are met in connection with all horses under the care of a Trainer

4.2.1 a defined percentage (or more) of the horses are withdrawn by the Starter or are the subject of a Starter's report under Part (B)3 (reports to the Stewards);

4.2.2 a defined percentage (or more) of the horses are the subject of a warning (criteria failure) under Rule (B)43 (power to issue warnings to trainers).

4.3 Subject to Paragraph 4.5, where the defined percentage of the trainer's horses is 10% or more, the Trainer will not be permitted to present any horse under his care or control for a stalls test for at least 14 days after it has been referred for the test.

4.4 Where the defined percentage of the trainer's horses is 15% or more, the Trainer will not be permitted to run in a flat race any horse which has not previously run in a flat race run under these Rules or the rules of another Recognised Racing Authority until the horse has successfully passed a stalls test.

4.5 The 14 day restriction does not apply to a horse that is entered in

4.5.1 a Pattern race,

4.5.2 a Listed race,

4.5.3 a Heritage Handicap, or

4.5.4 a race that closes more than 6 days before running,

before it has been referred for a stalls test.

Pre-Race Assessments

5.1 In this paragraph

Pre-Race Assessment means an assessment by a Starter on a horse through stalls on a raceday

5.2 An unraced horse may be presented by a Trainer on a raceday to the Starter for a Pre-Race Assessment.

5.3 A horse that has raced and has shown a significant behavioural issue may also be presented by a Trainer on a raceday to the Starter for a Pre-Race Assessment provided that approval has been obtained from either the BHA Manager (Scales, Starters, Judges) or Team Principal (Starters).

5.4 A Trainer wishing to have a Pre-Race Assessment for an unraced horse, or a horse for which approval has been obtained, must follow the same procedure for a stalls test set out in Paragraphs 1.2, 1.3 and 1.4.

5.5 A horse may not run in a race from stalls on the day on which the Pre-Race Assessment takes place.

5.6 On the first occasion that an unraced horse races following a satisfactory Pre-Race Assessment, the Trainer may request a late load without incurring a criteria failure (see Schedule (B)5 Paragraph 4.5).

Schedule 6 - Deleted

Schedule 7 - Deleted

Schedule 8 - Suspending horses from running

General

1. The Authority may suspend a horse from running in specified races, or races of a specified description, if the horse's previous performance(s) suggest that it may be a risk to itself, other horses or Riders during the course of a race.

2.1 In any case where the Authority proposes to suspend a horse, its Disciplinary Department will

2.1.1 notify the Trainer, and

2.1.2 invite him to explain any mitigating circumstances there may be for the Authority not to suspend the horse.

2.2 Any explanation by the Trainer must be in writing and submitted to the Authority within two working days of the date of the notification under Paragraph 2.1.1.

2.3 After taking account of any explanation, the Authority must notify the Trainer in writing of its decision and, if the Authority decides to suspend the horse, specify

2.3.1 the time when the suspension is to commence,

2.3.2 the descriptions of races to which it is to apply, and

2.3.3 the steps that could be taken to lift the suspension.

2.4 Any horse that has been suspended as a result of concerns over its jumping ability will be required to

satisfactorily pass an assessment under this Schedule before it can race again.

2.5 The suspension will continue until two clear days have elapsed after the horse satisfactorily passes an assessment.

Assessment procedure

3.1 When a horse is required to have its jumping assessed before it can race, the assessment

3.1.1 will be conducted by two assessors approved by the Authority, and

3.1.2 will, unless otherwise directed by the Authority, take place at the Trainer's premises or at the place where the Trainer normally schools his horses, and

3.1.3 may also include a veterinary assessment.

3.2 After the test the Trainer or his representative will be informed whether or not the horse has satisfactorily passed the assessment.

3.3 The fee payable in respect of each assessment

3.3.1 is specified in Schedule (A)1, and

3.3.2 must be paid by the owner of the horse at the time the test is conducted.

3.4 The Trainer must notify the owner of this charge.

Failing an assessment

4.1 Where a horse fails an assessment, it may not be submitted for re-assessment before the end of the period of four weeks starting with the day after the date of the failure.

4.2 If a horse fails two consecutive assessments no further assessment may be made for a period of six months after the date of the most recent failure.

Further assessments

5.1 Where a horse, having passed an assessment, is subsequently referred under this Schedule it will be automatically suspended without the procedures in paragraphs 2.1 - 2.3 needing to be followed.

5.2 The assessment required under Paragraph 2.4 will take place no sooner than six months after the referral.

5.3 Any suspension under this Paragraph will continue until two clear days have elapsed after the horse satisfactorily passes an assessment in accordance with Paragraph 3.

6.1 If a horse is referred under this Schedule on a third occasion, it shall be suspended from running in specified races, or races of a specified description, indefinitely.

Schedule 9 - Communicable Diseases

List of diseases covered by statute of Code of Practice (Rules 30.1.1, 30.1.2 and 30.1.3)

African Horse Sickness (30.1.2)

Alpha and Flaviviruses (not louping ill) (30.1.3)

Anthrax (30.1.3)

Borna Disease (30.1.3)

Contagious Equine Metritis (30.1.1, 30.1.2 and 30.1.3)

Dourine (30.1.2 and 30.1.3)

Eastern Equine Encephalitis (30.1.3)

Epizootic Lymphangitis (30.1.2 and 30.1.3)

Equine Herpesvirus I – paralytic form (30.1.1)

Equine Viral Arteritis (30.1.1 and 30.1.2)

Equine Viral Encephalomyelitis (30.1.2 and 30.1.3)

Equine Infectious Anaemia (30.1.1, 30.1.2 and 30.1.3)

Glanders (30.1.2 and 30.1.3) and Farcy (30.1.2)

Hendra Disease (30.1.3)

Japanese Equine Encephalitis (30.1.3)

Venerally transmitted bacterial diseases caused by *Klebsiella pneumoniae* (30.1.1)

Venerally transmitted bacterial diseases cause by *Pseudomonas aeruginosa* (30.1.1)

Rabies (30.1.2)

Strangles (30.1.1)

Warble fly (30.1.2)
 Venezuelan Equine Encephalitis (30.1.3)
 West Nile Virus (30.1.2 and 30.1.3)
 Western Equine Encephalitis (30.1.3)

Schedule 10 - Deleted

Index of defined expressions

1. This index provides a guide to words or expressions which are defined generally and so liable to be met in provisions which do not themselves contain the definition.
2. Where a term is used only in one Rule (or in a series of closely connected Rules), the definition will be set out in that Rule. Always check the Rule itself before looking at this index.
3. Where a term is used in more than one place, it will start with a capital letter. The second column of this index tells you where you can find the substantive definition.
4. This index is not part of these Rules.

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