



NEW ZEALAND THOROUGHBRED RACING

MINIMUM
VENUE
GUIDELINE
STANDARDS

Fifth Edition September 2013

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NZTR MINIMUM VENUE GUIDELINE STANDARDS

FOR ALL VENUES

EXECUTIVE SUMMARY

The NZTR Minimum Venue Guideline Standards (MVGS) have been developed and updated as part of the ongoing National Venue Inspection Programme and is representative of a collection of club/venue best practice policies from around the country and feedback from the Race Course Managers Association. The MVGS must be an integral part of the Club's Business Planning process to ensure the venue meets all:

- **obligations under the Minimum Venue Guidelines Standards (fifth edition)**
- **relevant Regional and Local Body bylaws and regulations**
- **relevant Government legislation**

NON-CONFORMANCE:

While NZTR will continue to work with Clubs to ensure the MVGS are adopted, it is the Club's ultimate responsibility to ensure all the guidelines within this fifth edition of the MVGS are complied with.

If a Club does not meet any element of the MVGS it must immediately:

- *notify NZTR of the specific issue and the reason the club cannot comply with the MVGS and seek approval for an alternative solution; or*
- *take action to ensure compliance with the MVGS*

NZTR will conduct ongoing inspections of all venues to assess compliance with the MVGS and where a Club is found to have failed to follow the MVGS or put in place an agreed alternative solution, NZTR will consider suspending racing at the venue until the issue(s) have been rectified to the satisfaction of NZTR.

CLUBS MUST COMPLY WITH THE FOLLOWING GUIDELINES:

1. Local and Regional Council Documentation

Following on from the incident at Ellerslie on 15 June 2013 with the collapsing manhole cover, it is important that the club have copies of all relevant local and regional council or public GIS maps off the internet that identifies the location of any local or regional council assets that are located on or cross the racecourse property.

It is also important for the club to have information from the local or regional council as to when these assets were last inspected (e.g. manhole covers, waste water and storm water drains etc).

2. Building Warrants of Fitness – Fire Service Regulations and Other Compliance Issues

Clubs that own or have responsibility for a venue must engage the services of a suitably qualified independent organisation/person to advise them on Building Warrant of Fitness, Fire Service Regulations and other compliance related matters.

Because this area of the law is so complicated, it is only by using a suitably qualified organisation/person that clubs will ensure they are meeting all their obligations under the various pieces of legislation that affect the operation of your venue.

All relevant compliance documentation and signage must be available to the NZTR National Venue Inspector on request and the relevant certification must be displayed in the administration area and/or other public areas as required by law.

A building owner/Club must ensure that all essential safety measures are maintained in accordance with the schedules issued by the relevant authorities.

- Building Act 2004;
- New Zealand Fire Service Act 1975;
- Building Regulations 2005;
- The Fire Safety and Evacuation of Buildings Regulations 2006;
- Any Local and Regional Council bylaws and regulations.

Under the Building Act 2004, commercial buildings with a fire alarm, sprinkler or other health and life safety systems require a Building Warrant of Fitness. As part of this Building Warrant of Fitness programme, buildings require 11 monthly inspections and one annual audit by a registered IQP.

For information on the Building Act 2004 visit www.mbie.govt.nz and for fire safety and evacuation information visit www.fire.org.nz

3. Food and Liquor licensing compliance

A liquor licence is required to sell or supply liquor to the public under the Sale of Liquor Act 1989. The district licensing agency is a statutory body that issues Liquor Licences as a function of the Local Council.

The requirement for licences and the criteria the Authority consider when granting them are set out in the Sale of Liquor Act 1989 and Regulations. View the Act online (www.legislation.govt.nz).

As Liquor Licensing criteria is different between the various District Licensing Agencies and Local Councils it is imperative That clubs seek advice on what their individual obligations are in regard to the club's liquor licence.

A food premises licence (certificate of register) is required to sell or serve food to the public under the Food Hygiene Regulations 1974. If Clubs plan to manufacture, prepare, store, or sell food, your premises must be registered with the Local Council.

A licence is issued to a named person, company or legal entity in relation to a premise. A licence cannot be transferred from one person to another or from one premise to another.

4. Club Bylaws and Training Track Rules

Documented Club Bylaws, Training Track Rules and Horse Containment policies that are available for viewing in appropriate places by local and visiting trainers and riders.

5. Health and Safety

Venues must comply with all Health and Safety Regulations as detailed in the Health and Safety in Employment Act 1992.

NZTR has previously provided clubs with a standard Health & Safety Manual that clubs should have adopted and customised for their particular venue.

The Club Committee must regularly review their Health & Safety requirements and set policy and procedures accordingly.

OTHER ISSUES

- (a) It is recommended that Clubs engage local Health & Safety providers to deliver accredited training and resources to all club staff and records kept confirming what training staff have received;
- (b) A detailed reporting system must be in place, which identifies and records compliance with all Health & Safety requirements;
- (c) Club management must implement remedial actions to promptly remedy any non-compliance issues that arise at the venue;
- (d) Clubs are required to have documented policies and procedures in place governing human resource matters including workplace behaviour standards; equal opportunity; harassment and discrimination, random drug and alcohol testing;
- (e) Adequate internal and perimeter fencing and gate control must be in place to prevent horses from escaping from the designated horse areas;
- (f) Public and owner access to stabling/tie up stalls must be restricted unless fully fenced viewing areas are available;
- (g) If horses are located at the venue then on non-race days all entry/exit gates around the venue must be closed and secured after each entry/exit use;
- (h) On race day gates not in use must be locked and all other gates must have a person in charge of opening and closing the gate;
- (i) A schedule of duties for all staff/contractors employed by the club including details of any training that has been undertaken and their supervision requirements;
- (j) Signage erected around the venue in any area where there is a potential Health & Safety issue to warn stakeholders/patrons/visitors of the danger within the specified area and where necessary exclude nominated people from entry to these areas. The key areas that must be covered are:
 - Entry Gates;
 - Float Drop Off;
 - Stable and Tie Up Stalls;
 - Horse Barns;

- Horse Exercise Yards;
 - Connecting Walkways;
 - Parade Ring;
 - Birdcage;
 - Machinery and Equipment Sheds;
 - Storage Sheds (hazardous substances);
 - Kitchen;
 - Building/Venue Evacuation Procedures.
- (k) Signage that provides directions to facilities and services at the venue, including:
- Toilets (including directions to the disabled toilet);
 - Food and Beverage areas;
 - Totalisator areas;
 - Eftpos locations;
 - Raceday Office;
 - Public and Members Facilities;
 - Security;
 - St Johns Station.
- (l) Appropriate signage can be sourced locally, but clubs must ensure it meets the applicable NZ Standard. A local sign writer will be able to produce signs for all Health and Safety and directional requirements and most of the symbols are in common use and therefore recognizable to the target audience. See Appendix Three for guidelines to the wording and layout for signage that each Club is required to display;
- (m) Where a serious incident involving an employee of the Club or a licensed person working or operating from the racetrack does occur the Club must complete the relevant Health & Safety incident forms;
- (n) Where the incident involves an NZTR licensed person e.g. jockey, trainer, track rider, stable hand etc, a copy of the completed incident form and a brief incident report must then be sent within 24 hours to the local RIU Racecourse Investigator and to NZTR. In the case of an Ambulance being called the RIU Racecourse Investigator and NZTR should be contacted immediately;

6. Presentation of Tracks for Racing

Clubs are responsible for the management and maintenance of the track and must present the racing surface in the best possible condition with a uniform dense mat of grass that provides consistent and reliable footing for the horses.

NZTR's National Venue Inspector is available to Clubs in an advisory and monitoring role to provide guidance to track managers on operational and technical issues relating to track management, preparation, presentation and race day management.

OTHER ISSUES

- (a) Each venue is required to have an annual track maintenance plan that must be available on request to NZTR's National Venue Inspector;
- (b) Where a Club has any concern as to the presentation of the track in advance of a race or trial meeting the Club must contact the National Venue Inspector and/or NZTR as soon as any issue is identified;
- (c) All venues that run Group or Listed races must have an irrigation system capable of producing a track rated as **GOOD 3** on the morning of the races;

- (d) NZTR recognises the preparation of the racing surface is not always capable of precise control, particularly having regard to weather conditions leading up to and on the race day itself, taking into account the particular characteristics of the track e.g. soil type, soil moisture, grass cover and quality of the irrigation system.

Track management will not be criticised by NZTR if they have prepared the racing surface in line with the objectives of producing a **GOOD 3** rating and that due to circumstances outside of their control, the racing surface falls outside the **GOOD 3** rating band on race morning;

- (e) Clubs are reminded that penetrometer updates must be advised to the NRB at the times as detailed in the table below or as requested by NZTR.

For Sunday race meeting's, Club's must still phone the NRB by 4.00pm and leave a message with the updated track rating. The message will be cleared during the day by NRB staff and the information will be updated remotely.

TRACK RATING MUST BE ADVISED TO THE NRB ON THE FOLLOWING DAYS:	ADVISED TO THE NRB
Nomination day	By 9.00am
Withdrawal day	By 9.00am
Two days prior to race day (not required for Thursday and Friday race meetings)	By 4.00pm
Day prior to race day	By 9.00am with a further update by 4pm
Race Morning	By 6.45am
Change in track rating after 7.30am on race day	RIU Stipendiary Stewards

7. Other Track information and Track Inspection

- (a) It is the responsibility of the Racecourse Manager to provide timely and accurate track information to the NRB in the week leading into the race meeting and on the morning of the race meeting;
- (b) The Racecourse Manager must maintain records and advise the NRB, at the same time that the track rating information is provided, as to the amount of rainfall in the previous 24 hour period and for the previous 7 day period and also advise the current weather conditions;
- (c) Where irrigation has been applied, the Race Course Manager must advise the day and time the irrigation system was used and the amount of water applied;
- (d) The Race Course Manager must also advise the NRB of any significant track maintenance work that has been undertaken on the racing surface in the previous 12 days e.g. *inside 12m of course proper was verti-drained on Monday*;
- (e) An inspection of the track must be carried out by the Racecourse Manager or another designated person 24 hours prior to the race meeting and again prior to 7am on race day. The purpose of the track inspection is to visually assess the track surface to confirm an accurate track rating has been declared and ensure the track is clear for racing on;
- (f) Checks also need to be made to ensure the perimeter fence is secure and any access gates to the venue have been locked, the running rail is secure and properly aligned and crossing has been prepared;
- (g) At least 60 minutes prior to the first race confirm that the Starting Gates are in position and the false start system has been tested;
- (h) At least 60 minutes prior to the first race confirm the Ambulance is on-course.

8. Transfer of a race meeting

If there is any doubt whatsoever surrounding the race meeting proceeding, be it weather, prevailing track conditions or any other issue of concern, the Club must contact the NZTR National Venue Inspector immediately.

An inspection of the track will then be arranged by NZTR with Club, RIU and NZTR representatives to determine if the meeting is able to proceed. If the meeting needs to be transferred NZTR will make the final determination as to where the meeting will be held.

9. Abandonment of a race meeting

Where there has been an overnight issue that requires an inspection of the track on the morning of the race meeting the Club in the first instance should immediately contact the local RIU Stipendiary Stewards and also advise the National Venue Inspector and/or the NZTR Racing Manager.

The local RIU Stipendiary Stewards will arrange for an inspection of the track with Club representatives and make a decision as to whether the meeting will proceed or not.

If the meeting is to be abandoned the Club must immediately advise the NRB who will co-ordinate informing trainers, jockeys, NZRB and the media.

The final decision as to the suitability of the track to conduct a race meeting rests with the RIU Stipendiary Steward in control of the race meeting.

10. Presentation of tracks for Trials and Jumpouts

Clubs conducting registered trials are required to comply with NZTR Trials Regulations as detailed in the Rules of Racing.

The presentation of the racing surface for trial and jump out purposes should be consistent with that provided for a race meeting.

Jumpouts are defined as any grass gallop conducted by the Club utilising starting gates on the course proper or designated training track.

Prior to conducting trials or jumpouts the Racecourse Manager is responsible for inspecting the track to ensure the track surface is suitable for horses to run on.

11. Track and General Management, Maintenance and Reporting

The National Venue Inspector is available to provide advice on all the requirements listed below:

- (a) All track repairs, after a race or trial meeting, jumpouts or any other use must be started the day after the event and be completed within 3 days. The repairs must include:
 - Walking the track and replacing any loose turf into holes for quick recovery of the grass;
 - Fill any other holes with turf or screened soil and seed mix and/or approved quality sand and seed mix;
 - Irrigate if required to aid recovery;
 - Remove any debris from the track;
 - If required the track should be lightly rolled.
- (b) Crossings must be consistent with the course proper in terms of surface levels, camber/crossfalls, surface hardness, profile/depth, and visual appearance so that horses are not put off stride when approaching, crossing and exiting the Crossing.

Prior to each race meeting any build up of material on the Crossing must be removed and the crossing leveled to ensure a consistent surface free of ridges and depressions.

All course proper track crossings must be covered with grass on race day, unless the local RIU Stipendiary Steward has granted dispensation.

It is important that the grass used to cover the crossings has a reasonable length to it rather than being lawn mower clippings. The grass must be spread from the running rail out for at least six meters. During the race day the crossing will require ongoing maintenance including raking and in some cases replacement grass added. On race days when the crossing is used as a vehicle crossing, a higher level of maintenance will be required.

Where grass is not available, the crossing must be harrowed to provide the desired cushion effect and then closely monitored and maintained during the race meeting, including being raked over and where required dampened down with water to maintain the cushion effect and eliminate any dust and kick back issues;

- (c) Clubs must have a groundhog or some other similar machine available on race day to help remedy any track issues that may arise during the running of the race meeting;
- (d) All sand training tracks should be harrowed, rolled and groomed at the conclusion of training each day. The depth of the sand track should be checked at least monthly. The depth of any sand track should be in the range of 90mm to 125mm depending on the type of sand and use on the track. Sufficient water must be applied to all sand tracks to minimise dust, help bind the sand particles together and to provide secure footing for the horses;
- (e) Open drains are to be shaped and kept clear of debris to allow water to flow freely. Drainage outlets should be checked at least weekly;
- (f) All aspects of the track irrigation system must be maintained in full working order at all times.

The irrigation system must perform consistently to design specifications in respect of flow rates and uniformity of application and should be fully tested at least annually.

Track staff must regularly check the irrigation system for leaks, functionality of sprinkler heads and do regular visual checks when the irrigation system is in use to ensure the water is being applied in a uniform manner.

A suitable log must be kept to record when system checks and maintenance were carried out;

- (g) All venues receiving an NZTR training centre subsidy payment must have a Gap Supervisor in place when horses are working on the various training tracks and course proper. The Gap Supervisor must have a St John Workplace First Aid Course Certificate (NZQA units 6400, 6401 and 6402). The St John Workplace First Aid Certificate is a two-day course followed every two years by a one-day refresher course;
- (h) At all other venues the club must either employ a Gap Supervisor or have an agreed policy in place, signed by all training track users, that assigns the responsibility of the Gap Supervisor to a designated adult person who must be present at the gap at all times when horses are being worked;
- (i) All venues that race three or less days per season or do not race for periods longer than six months must follow the Track and Venue Preparation Programme as detailed in Appendix 2, which has been developed by NZTR in consultation with the Racecourse Managers Association.

The local RIU Stipendiary Steward and/or the NZTR National Venue Inspector will arrange to visit the venue three months out from the race meeting to work through the track and venue preparation programme with the club and are available to offer any advice the club may require in the lead up to their race meeting.

There may be further follow up visits arranged to check on progress but as a minimum there will be another track and venue inspection three weeks out from the meeting to confirm the track and venue is fit to conduct a race meeting.

If at this point the track or venue is not considered fit to conduct a race meeting and in the view of the National Venue Inspector and/or the local RIU Stipendiary Steward the amount of work left to do will not be able to be completed in time, NZTR will attempt to facilitate the transfer of the race meeting to another venue;

- (j) NZTR will engage and meet the costs of a suitably qualified consultant to conduct an annual soil and turf audit at all Strategic and Significant venues and at least once every three years at all Supporting and Community venues.

The soil and turf audit covers the quality and health of the soil and turf, nutrient analysis and will include recommendations on any remedial work that may be required or adjustments to the track annual maintenance programme;

- (k) The Penetrometer must be well maintained and any person using the Penetrometer must be fully trained in its use, calculation methodology and recording the data. If any major renovations are undertaken at the track the club must arrange with the National Venue Inspector to have the track recalibrated to ensure the Penetrometer continues to provide an accurate reading from the new racing surface.

The Racecourse Manager or nominated staff member must complete the Penetrometer readings and advise the NRB at the designated times, as advised by NZTR from time to time. A copy of all Penetrometer sheets must be provided to the RIU Stipendiary Steward on race day and a further copy sent to the National Venue Inspector immediately following each race meeting for track calibration and data collection purposes;

- (l) On race day the mounting enclosure (Birdcage) area must be presented in the best possible appearance, free of any hazards and kept clean and tidy during the race day;
- (m) Roadways for vehicles and horses should be constructed of bitumen, fine crushed rock or sand, with good drainage and be maintained to provide a non-slip surface for the horses.

Horse traffic and the horses must be separated from other traffic by a fence and/or rail with any access gates secured after each entry or exit from the area.

All roadways and any associated horse walkways must be clear of any hazards at all times including overhanging trees, pot holes etc.

There must be clear visibility for vehicles turning into or out of the venue and at other turning points within the venue and there must be appropriate speed limit signage in place throughout the venue.

12. Presentation and Security of Totalisator Work Stations and Bank Locations

All totalisator selling points and bank locations must be cleaned prior to each race meeting and be free of any excess furniture and clutter. In consultation with NZRB Raceday or Totalisator Consortium Management, agreed levels of security staff must be in place to provide security and protection to totalisator staff, bank areas and the delivery/collection of cash from around the venue.

In consultation with NZRB Raceday or Totalisator Consortium Management the number and location of Eftpos terminals is to be agreed depending on the type of race meeting that is being planned for. As a minimum one Eftpos terminal must be provided and on major days multiple Eftpos terminals must be provided at strategic locations around the venue.

13. Presentation of Grounds and Facilities

The grounds and facilities must all be presented in a clean and tidy manner for race day and in the case of toilets and rubbish bins, monitored, cleaned and re-provisioned during the race day. Unisex disabled toilets must be located in areas that provide easy access for wheel chairs and a caregiver and must meet the design standards as specified by the local council. Where a permanent disabled toilet is not available the club must hire one in for the race day.

14. Clerk of the Course

The club must provide a minimum of two Clerks of the Course on race day. If an inexperienced Clerk of the Course is rostered on race day this person must report to the RIU Stipendiary Steward 1 hour prior to the first race for a briefing on their race day duties.

15. Finish Lynx (photo finish)

Where a Finish Lynx (photo finish) mirror is still being used it must be cleaned, in good working order and be fully aligned to produce the clearest possible image picture at all times. The Finish Lynx system (photo finish) must be operational and calibrated one hour prior to the first race.

16. Racecourse Manager

Along with turf management experience the Racecourse Manager must have an:

- (a) Approved Handler Certificate (handling of hazardous substances) other than where the club employs the services of a contract sprayer;
- (b) St John Workplace First Aid Certificate (NZQA units 6400, 6401 and 6402).

The St John Workplace First Aid Certificate is a two-day course followed every two years by a one-day refresher course.

17. Tractors and Machinery

As part of the club's Health & Safety policy the club must ensure that staff that drive tractors and/or operate machinery at the venue have the necessary qualifications, training and licences to operate the machinery. A register must be kept of the staff that are licensed and trained to drive the club's tractors and/or operate the machinery and under no circumstances is the club to allow unlicensed or untrained staff to drive tractors and/or operate machinery at the venue.

18. Jumping Facilities

- (a) The RIU Stipendiary Stewards and/or the NZTR National Venue Inspector will examine all hurdles and fences before the commencement of the jumping season and recommend any remedial work that may be required to ensure all hurdles and jumping fences comply to NZTR directives as set from time to time;
- (b) Clubs must ensure that all moveable steeplechase fences are packed with Manuka Brush or some other equivalent agreed with the NZTR National Venue Inspector and live fences must be maintained at the correct height density and thickness;
- (c) Any damage to hurdles, moveable steeplechase fences and live fences must be repaired back to their original condition.

If Clubs are in any doubt over what is required in regard to their jumping fences for race day and schooling then the club must contact the NZTR National Venue Inspector for advice.

19. Running Rails

- (a) All venues must have an NZTR approved course proper running rail that is in good condition. Currently NZTR has only approved the use of Steriline and Simtrack steel rails or the Mawsafe plastic rail. Simtrack rails should be set at a minimum height of 1150mm and Steriline set at a minimum height of 1080mm from ground level to the top of the rail;
- (b) No running rail used for racing/trials/jumpouts/jumping courses (including chutes) is to include either concrete posts or posts with concrete feet;
- (c) Clubs must also have in place a programme to replace all concrete posts on training tracks as soon as they deteriorate or are damaged with an approved running rail or wooden post;

- (d) The uprights for running rails on the course proper, jumping courses and chutes must be pipe or some other similar material that must be approved by the NZTR National Venue Inspector;
- (e) Where the venue uses an alternative track for jumping races the type of running rail and posts required must be agreed with the NZTR National Venue Inspector;
- (f) The NZTR National Venue Inspector will inspect and approve all course proper running rails as part of the venue inspection programme. The running rail must be installed as per the manufacturer's specification and must be maintained on a regular basis, which will include but not be limited to cleaning and replacing damaged panels;
- (g) When the rail is moved from the true or innermost position, starting (safety) numbers must be reduced accordingly and a new starting gate position determined. The reduced starter numbers and starting gate position is to be based on an agreed matrix for the venue (that all clubs must have in place in consultation with the local RIU Stipendiary Steward);
- (h) The formula as to how the distance and starting gate location is determined when the rail is moved must be provided to the National Venue Inspector, NRB and the RIU Stipendiary Steward;
- (i) When a rail is moved, the rail must be moved for the complete circumference of the track. Any variation to this requirement must be signed off with the National Venue Inspector and the local RIU Stipendiary Steward;
- (j) The club must have documented proof that all race distances, including after a rail move, have been surveyed by an accredited survey company or measured by the Race Course Manager with a 100m tape one meter off the rail.

The start distances must be resurveyed after any realignment work has been carried out on the track or as directed by NZTR.

20. Starting Stalls

- (a) The Starter must be located in the best possible position (as agreed with the RIU Stipendiary Steward) to determine that all horses are loaded correctly, all gates open at the same time and all runners get a fair start. This includes being in a position to declare a false start if required;
- (b) As part of the club's contract with the starting gate operator the following backup equipment must be provided on race day:
 - Spare batteries – fully charged;
 - Spare rubbers;
 - Replacement front and rear gates;
 - Spare Horse Screen.

The provision of this spare equipment will be confirmed each race day by the RIU Stipendiary Steward.

- (c) The Starting Stalls must be tested and certified by the starter as being in working order at least one hour before the advertised starting time of the first race;
- (d) The starter must have a RED Flag for signaling a false start and be able to activate a siren. The siren is to be checked and certified at the same time the Starting Stalls are checked;
- (e) A Club Steward or Clerk of the Course must be positioned approximately 200 meters from the start, and on a signal from the starter shall indicate to the jockeys by waving the RED flag that a false start has been declared;
- (f) All Starting Gate staff at the barrier must be kitted out in a uniform, which may be overalls of the same colour;

- (g) Staff working at the start must wear protective footwear in addition to the mandatory safety helmet and vest, both of which must be worn correctly.

21. Judicial Towers

All towers must meet designated safety standards. All towers must have an initial inspection/survey by a suitably qualified structural engineer (including grounding requirements for lightning strike) and then based on the advice of this structural engineer be resurveyed at an agreed date thereafter.

A copy of these engineering reports must be passed on to the National Venue Inspector. No major structural work is to be undertaken on any towers without first advising the NZTR National Venue Inspector.

All judicial tower ladders, landings and camera box must be cleaned the day prior to the race meeting.

22. Horse Connecting Walkways

All horse connecting walkways, parade ring and birdcage areas at the venue must be either fenced or in filled with plants, panels or mesh netting, to prevent horses striking out and connecting with members of the public.

23. Restricted Access to Saddling Enclosure and Back Parade Ring and Management of People in Birdcage Area

Access to the saddling enclosures (tie-up stalls) and back parade ring is restricted to licensed trainers and registered persons upon presentation of their official and current NZTR ID card, unless the club has other suitable arrangements in place that controls and restricts the movement of other people in these areas. Clubs must display signage at all entrances to these areas explaining the access restrictions and have identifiable and professional security at all entrances to police the entry of authorised persons.

Clubs must also provide identifiable and professional security personnel to manage entry to the birdcage area on race day and have policies and procedures in place to manage the number of people who mingle in this area prior to and after the race. It is acknowledged that owners want to be able to 'connect' with their horse, have photographs taken etc. however controls must be in place to manage the Birdcage area at all times.

24. Judicial Room

All Judicial Rooms must be signed off by the RIU Stipendiary Steward to ensure they are big enough and have the appropriate facilities and furniture in place to allow a fair and professional Inquiry to be conducted.

The television screens to show the race replays must be installed at an appropriate height and location to provide the best possible viewing aspect for the people involved in any enquiry. If the club is in any doubt they should contact their local RIU Steward for advice.

No work should be undertaken in the judicial room without first consulting with your local RIU Stipendiary Steward and NZRB staff.

25. RIU Racecourse Investigators Room

All the venues that conduct five or more race meetings in a season must provide a dedicated and lockable room for the use by the RIU Racecourse Investigator.

The location and specifications for the room can be discussed with the local RIU Racecourse Investigator. The need for the RIU Racecourse Investigator to have a dedicated room will ensure they can conduct their duties to the required level of integrity and privacy during the race meeting including:

- (a) Communication with licensed persons;
- (b) The preparation of written documentation;
- (c) Meetings involving disputes between employer, employee, syndicate members, owners, trainers etc;
- (d) Access to Internet (where wireless coverage is not available) for external communication.

26. Separate Room for JCA Members

The Club must provide a room where the JCA members on the day can base themselves. The room needs to be close to the Judicial Room and be able to accommodate the two JCA members, table and chairs.

27. Jockey Rooms

All jockey rooms must have:

- (a) Adequate heating;
- (b) Clothes dryer;
- (c) Adequate lockers or cubicles;
- (d) Hot and cold running water for showering and washing;
- (e) Tub for washing gear;
- (f) Adequate privacy for male and female riders;
- (g) Fridge for storing drinking water or cooler bin;
- (h) Drinking water must be available at all times;
- (i) Suitable and fresh food must be available to jockeys (whether free or subsidised) at least 30 minutes before the first race and 30mins after the last race.

All jockey rooms, both male and female must be able to accommodate upwards of 20 jockeys. The male room shall have at least one toilet pan, urinal and two showers and the female's room two toilet pans and two showers.

The jockey rooms must be cleaned and any damage repaired prior to each race meeting.

28. Access to Jockey Rooms

The Jockey Rooms on race day can only be accessed by riders who are riding at the meeting, unless the express permission of the RIU Stipendiary Steward is obtained.

To help with the management of these controls, clubs should install an intercom system at the entrance to all jockey rooms and provide identifiable and professional security personnel in the area. Clubs must also display the jockey room access control signage (as provided by NZTR) outside both the male and female jockey room.

29. Trainers Room

With trainers no longer being allowed access to the jockey rooms clubs need to work towards providing a dedicated room for trainers

Trainers should also be able to get access to food prior to the first race.

30. Weighing Room

- (a) All scales must be digital and/or platform scales;
- (b) For venues racing six or less times each season the scales must be certified annually and then checked with an agreed set of weights 24 hours before the commencement of each race meeting;
- (c) For all other venues the scales must be tested and certified correct at least every six months and then checked with an agreed set of weights 24 hours before the commencement of each race meeting;
- (d) The size and location of the weighing room should be such that it provides for the efficient and effective processing of jockeys and other personnel that need to use this area.

31. Riders' Drug Testing Room

For all venues that race more than five times a season, a drug testing room must be available and shall be provided with the following equipment.

- (a) Toilet;
- (b) Hot and cold running water;
- (c) Hand basin;
- (d) Table and Chairs.

This room must be kept locked at all other times and not used for any other purpose and must be inspected and completely cleaned 24 hours prior to the race meeting.

32. Medical Room

All venues must provide a suitably equipped and effective medical room, based on advice from your local St John's or a suitably equipped St John caravan.

33. Swabbing Facilities

NZTR has a long-standing directive for all swabbing facilities.

"The swabbing box must be kept clean and locked at all times other than on race day. It shall only be used for swabbing horses and it shall not be used between race meetings/trials for any other purpose. There shall be no exception."

As an extra measure this area must be inspected and completely cleaned and any damage repaired 24 hours prior to the race meeting.

All swabbing facilities must provide:

- (a) A clean and lined clinic, preferably painted white (including the ceiling) with a separate entrance, which must not be via the swabbing box. The floor must either be concrete or finished with lino or lino tiles. All doors must be lockable and secure fly screens must be put in place as required;
- (b) A dual refrigerator/freezer (for storing samples) must be provided. A chilly bin is not acceptable;
- (c) A stainless steel (or similar approved surface i.e. melteca, formica etc) bench, sink, hot and cold running water;
- (d) Two melteca (or similar surface) shelves (400X300) to be placed (where possible) on each side of the hot water system;
- (e) Table and chairs;
- (f) Where Group and/or Listed races are conducted at the venue then two swab boxes approximately 5m X 4m, must be provided, one straw bedding and one sawdust;
- (g) The RIU will provide a swabbing assistant to escort the horses from the birdcage to the swabbing area. The club may be requested in to provide a person to assist in some circumstances;
- (h) The RIU is now responsible for the provision of veterinary services and the swabbing staff on race day. Any issues or concerns that the club may have around veterinary and swabbing services on race day should be raised directly with the RIU Racecourse Investigator;
- (i) A wash down area either within the enclosure or adjacent;

- (j) Total security;
- (k) Adequate ventilation;
- (l) A broom, shovel and manure receptacle;
- (m) A liquid soap dispenser and paper towels.

An RIU Racecourse Investigator will inspect all swabbing facilities at least once a season and will provide feedback to the club after each race meeting if any improvements are required to the swabbing area.

A separate Vet Clinic horsebox must also be available on race day for the treatment of any horse injury or issue outside of swabbing.

34. Horse Screens

Horse screens must be available for all trials and race days and be of a permanent material (e.g. canvass or PVC, not scrim or cheap tarpaulin material). The National Venue Inspector can provide advice to clubs in relation to the type of horse screen that is required. Horse screens must measure at least 1.8m x 7.5m and must have poles in four corners.

It is recommended that the Duty Vet carry the screen on race day as distinct from the Race Course Manager. This ensures that the screen is available at the scene of the horse injury in partnership with the Vet.

The starting gate crew must also be supplied and carry a horse screen as a backup.

The RIU Stipendiary Stewards will check each race day to sign off on the arrangements that have been put in place in regard to the horse screens.

35. Horse Ambulance

- (a) A custom built and equipped horse ambulance is preferred, however as a minimum venues must have a horse float designated and attached to a vehicle for the sole use on the race day as a horse ambulance;
- (b) The club must also have readily available on race/trial day a tractor with either forks or a transport tray or a sledge to remove any horse (that has had to be put down) from the scene.

36. Brand/Microchip and Plate Inspection Pad

All venues must have a concrete pad approximately 3m X 2.4m which must be covered and have walls. The National Venue Inspector can be contacted for information on the standard design that has been adopted. This facility is required for the checking of brands/microchips on race days and for the inspection of racing plates.

37. Horse Accommodation

The minimum number of horses that a Club is expected to be able to be accommodated on race day using tie-ups, loose boxes and yards is 120.

Where it is not practical to provide this amount of horse accommodation at the venue, dispensation must be obtained from the local RIU Stipendiary Steward and where required other arrangements put in place, including having a system in place to move horses in and out of the venue during the race meeting.

Where a venue consistently attracts more than 120 horses, then it is incumbent on the venue to provide horse accommodation that matches the number of horses that traditionally attend the race meeting, or have a system in place to move horses in and out of the venue during the race meeting.

Tie up stalls must be in good condition with non-slip concrete or permanent material floors, secure and waterproof roofing and chains.

Loose boxes and designated overnight accommodation must be in good condition with clean straw or sawdust, secure and waterproof roofing and working doors that can be locked.

Yards must be in good order and kept clean and tidy.

All venues must provide a horse urinal box and a horse roll box with clean straw, sawdust or sand on the floor along with at least four wash bays.

All required signage relating to no alcohol consumption by persons within the stalls area and bits in mouths of the horses at all times must also be displayed at all entrances to the stalls area and at other key locations throughout the stalls area.

Toilet facilities must also be available close to the horse accommodation areas for the use by horse attendants and trainers. Where permanent toilet facilities are not available then portable facilities must be provided on race day. In either case the toilets must be kept clean and provisioned at all times.

38. Commentator/Judge's Box/Finish Lynx Area/ Trackside Side On Camera

All venues must provide safe access/exit, including where required secure walkways and hand rails, to the commentators/judges box/finish lynx and trackside side on camera area. A fire extinguisher must be available in the area and people who use this area must be given instruction as to how to use the fire extinguisher.

This area must be inspected and cleaned 24 hours prior to each race meeting.

39. Public Address Systems

The sound system is a critical part of the race day ambience and is a key service in delivering information and race day activities, interviews, commentaries etc.

The public address system must be easily heard and of good quality throughout the venue both internally and externally. As attendance affects the performance of the sound quality and level required, clubs must ensure that the public address system is correctly managed on race day with a person designated and responsible for ensuring deficiencies are rectified immediately.

Clubs must undertake an ongoing review of their public address system to ensure the quality and level of sound required is being delivered, including the placement and number of sound horns.

40. General Security Requirements

Clubs must have stringent policies in place that ensure there is an appropriate number of officials and professional security staff available to provide the level of control and security required for the race meeting, all of who must be clearly identifiable.

Clubs need to carefully plan the level of security required on race day to:

- (a) Protect the large amounts of cash at the venue;
- (b) Provide protection for staff (Club, NZRB, NZTR and other contractors);
- (c) General crowd control including security around car and float parks, entry gates and roaming the venue to identify and manage any potential trouble spots;
- (d) Control access to restricted areas on race day including:
 - Jockey rooms;
 - Weigh in area;
 - Members facilities;
 - Stable areas;

- Saddling area;
- Parade Ring;
- Birdcage;
- Horse Entrances;
- Totalisator areas;
- Cash Banks including movement of cash around the venue.

The club must also ensure there is appropriate signage in place that indicates who is authorised to enter the various controlled areas.

41. Cash Management

Clubs must have a cash management plan in place to ensure that the race day cash is secure from the time it arrives on-course to the time it leaves at the end of the race meeting.

Clubs should refrain from having large amounts of cash on the premises outside of race day, other than a few hundred dollars for small items such as race book and grandstand ticket sales.

Floats for food and beverage, entry gate and totalisator floats etc should all be provided by the security company on race morning and then all cash banked back with the security company at the end of the race day.

If the club source some of their floats from the local bank due to delivery timing issues with the security company on race morning or departure after the last race, then the club must provide a secure safe to keep the money in while held at the venue.

Under no circumstance is the money to be held offsite by a member of the staff or any other person.

Raceday staff should all be paid either by cheque or direct credit and patrons cashing cheques or using Eftpos should be provided with a totalisator deposit slip. Your local RIU Racecourse Investigator is available to assist with the club's cash management plan and will undertake random checks to ensure that clubs are following these plans.

42. Civil Aviation

Any club that allows aircraft (both fixed wing and helicopters) to land at their venue must meet the standards as set down by the Civil Aviation Department including having a designated landing area and appropriate windsock, and access to adequate first aid equipment.

Aircraft are not permitted to land on the course proper on race day except in an emergency situation. If clubs are in any doubt as to their obligations they must consult directly with the Civil Aviation Department.

43. Race Day Checklist

All Clubs must ensure that their Race Course Manager completes a Race Day Checklist as provided by NZTR with a signed copy being provided to the RIU Stipendiary Steward on race day morning.

This checklist was developed by NZTR in consultation with the Race Course Managers Association. See Appendix One for a copy.

44. RIU Steward's Raceday reports

NZTR has provided the RIU with a race meeting report to be completed by the RIU Stipendiary Stewards following each race meeting and returned to NZTR noting Club compliance with various items including horse containment, signage, stable/stalls security, general race day security, track issues, starting gates concerns, swabbing areas, jumping facilities etc. Where concerns are raised by the RIU with NZTR this information will be provided to the Club to be considered and appropriate action undertaken.

APPENDIX ONE:

RACEDAY PREPARATION DUTIES

UNDER THE JURISDICTION OF THE RACECOURSE MANAGER

The following issues need to be addressed and prepared for presentation on Race Day.

Not all duties need to be performed by the Race Course Manager, but remain under his/her control.

This checklist is provided as a guide only and your club may have other specific checks that need to be made in addition to what is listed in this checklist.

A soft copy of this checklist is available from the National Venue Inspector on request.

ACTION ITEM	CHECKED BY
TRACK	
Sign off on track that it is ready to race. Any concerns to be notified to Racing Club Manager and RIU Stipendiary Steward.	
Check running rail height, Simtrack set at 1150mm, Steriline set at 1080mm.	
Check running rail for alignment and any sharp or broken joints.	
Exit and access gates to Course Proper are closed off.	
Crossing prepared for racing.	
Starting points for each race are marked off according to the rail position.	
The route for the ambulance and other official vehicles is clear.	
Jumping fences (hurdles/steeplechase) in fit condition with sufficient staff to man and remove the fences in a timely manner after the race is completed and manage any incidents that may occur at each fence including diverting horses around the jump if required.	

ACTION ITEM	CHECKED BY
SUPPORT SERVICES/FACILITIES	
Check siren works.	
Judicial towers are open and ladders, landings and camera box clean and ready for use by NZRB staff.	
Sound and PA system contractor has completed sound check.	
Finishing post and Finish Lynx (photo finish) system in place and operational.	
Horse screen available in the vet vehicle with a second screen carried by the starting gate crew.	
Horse ambulance or suitable double horse float and vehicle, tractor and appropriate equipment (transport tray, sledge) is available for emergency situations.	
Swab Boxes ready – clean straw/sawdust – clinic clean with fridge/freezer and hot water, paper towels and rubbish tin etc as per NZTR MVGS requirements	
Swab Box to be kept locked and secure outside of race days.	

ACTION ITEM	CHECKED BY
SUPPORT SERVICES/FACILITIES	
Vet Box where available, clean with access to good lighting and power point, bench and water if possible.	
Stables, clean, check stalls and tie up fitting. Water taps, hose down bays. Appropriate compliance signage in place.	
Close and lock all gates that will not be manned, to assist security in the stabling area.	
Arrangements for race day plumber and electrician are in place.	
Notify lift contractor of race meeting date in case a call out is required during the race meeting	
Cleaning – Grandstands, stairs, room, seats indoor/outdoor (wiped down), handrails, glassed viewing areas.	
Rubbish bins – Well placed, empty ready for use, checked and emptied during the day	
Toilets – Clean with appropriate provisions, check throughout the day.	
Scale audit – certification current	
Jockeys’ Room security in place	
Jockeys’ Drug Testing Room to be clean and tidy.	
Judicial Room, JCA Room, Racecourse Inspector’s Room and Press Room prepared	
Scratching Boards in place and up to date	
If club have own gates – maintenance programme completed and gates fully operational	
Confirm St John booking and arrival on-course	
Communication devices and mobile phone list provided to all key personnel	
Signage to key areas and facilities, secretary’s office, Eftpos, Race Cards	
Point of entry turnstiles and gates are well organised to cope with the flow and efficient processing of patrons if a pay gate is in operation	
Appropriate process in place to welcome owners; provide entry privileges and hosting information	

ACTION ITEM	CHECKED BY
COMPLIANCE ISSUES	
Notices for Fire Department requirements: Drill Evacuations Emergency	
Ensure that if required emergency, vehicles have clear passage into the course and all parts thereof	

ACTION ITEM	CHECKED BY
STAFF/SUPPORT STAFF ISSUES	
All key staff are aware of the pending Race Day.	
Tote Management Liaison.	
Liaise with RIU Stipendiary Steward/Racecourse Inspectors on any relevant matters.	
Copy of checklist and Penetrometer Sheets handed to Stipendiary Steward and a copy sent to the National Venue Inspector	

Completed by:

Name: _____

Signature: _____

Venue: _____

Race Date: _____

APPENDIX TWO:

TRACK AND VENUE PROGRAMME FOR RACING CLUBS THAT RACE THREE OR LESS TIMES PER SEASON OR HAVE NOT RACED FOR SIX MONTHS.

At all times the advice of the National Venue Inspector must be sought if the club has any concerns over their venue or racing surface.

THREE MONTHS OUT FROM RACE MEETING

Prepare track and venue in line with NZTR Minimum Venue Guidelines Standards.

- Crossing condition;
- Running rail condition and placement;
- Track condition;
- Condition of Buildings and grounds- painting, general maintenance;
- Set a date that any stock is to be removed from the track.

Assess condition of the turf on the course proper

- Soil Test if necessary;
- Under-sow if required;
- Fertiliser-type, when to apply, how much;
- Track Condition- fill holes if required with soil-grass seed mix.

TWO MONTHS OUT FROM RACE MEETING

Racetrack

- Spray for clover and flat weeds if necessary;
- Start regular mowing of the track- 90-100mm grass height. Continue through to race day;
- Assess any compaction of the track and if evident start an aeration programme as agreed with the National venue Inspector.

Facilities and equipment

- Spray around fence-lines, buildings and grounds if necessary;
- Check hurdles and steeplechase fences- repair and repack if required;
- Check condition of starting gates if owned by club;
- Check judicial towers-overall condition-safeness and signage.

One month out from racing

- Check swab box – clean straw and sawdust-ensure cleanliness;
- Stabling – Clean overnight stables and put in clean sawdust;
- Check water supply to stable area and all buildings, toilets etc.;
- Clean horse rolls and urinal;
- Clean stands and other buildings;
- Ensure grounds are kept tidy and mown;
- Have fire extinguishers checked and in place;
- Make sure all signage is available for race day;
- Make sure availability of horse ambulance, horse screen and a sledge or transport tray and tractor are available;
- Make sure all necessary personnel have been notified of their duties for the day;
- Dependent on weather a light roller can be used on the track the day before the meeting.

Final week before the Race Meeting

If venue has an irrigation system club need to manage the irrigation programme to aim to provide a track rated as **GOOD 3** on the morning of the races or some other suitable rating as determined between the club and NZTR.

The irrigation programme should be scheduled to stop three days prior to the race meeting unless agreed otherwise with the National Venue Inspector and the local RIU Stipendiary Steward;

In the final week make sure an accurate track rating is given at all times.

A final checklist for the race meeting can be obtained from the National Venue Inspector.

Have a group of people organised to repair and put the track back within three days of the race meeting being completed.

APPENDIX THREE:

SIGNAGE GUIDELINES

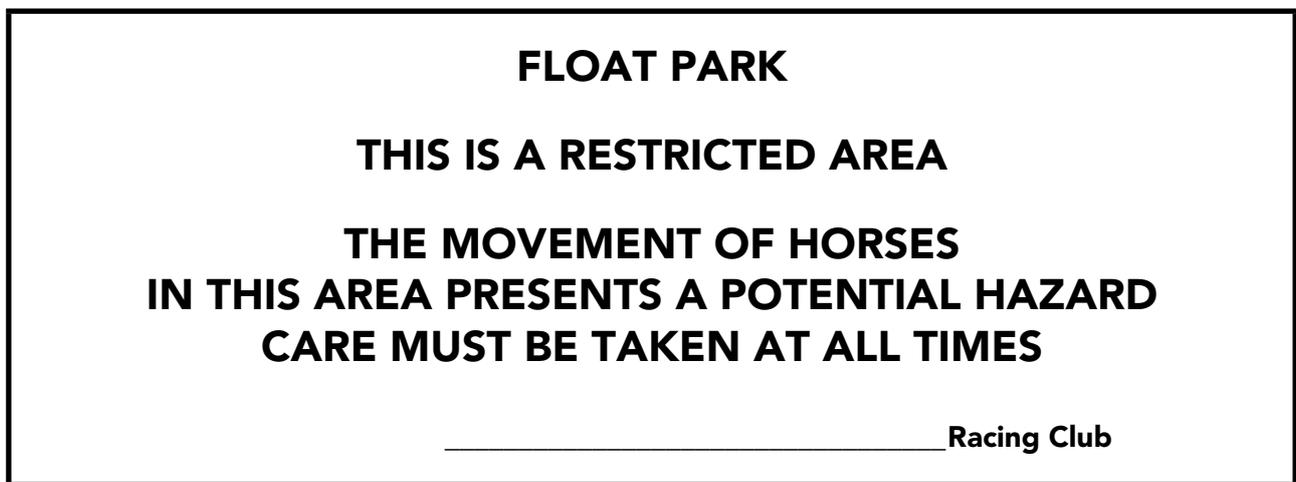
- (a) General Signage Wording for all **Gates and Areas** for Raceday, Trials, Training Sessions

Each club needs to identify the gates and areas where appropriate signage is required.

Depending on the circumstances it may not be enough to have one sign for each gate/area.

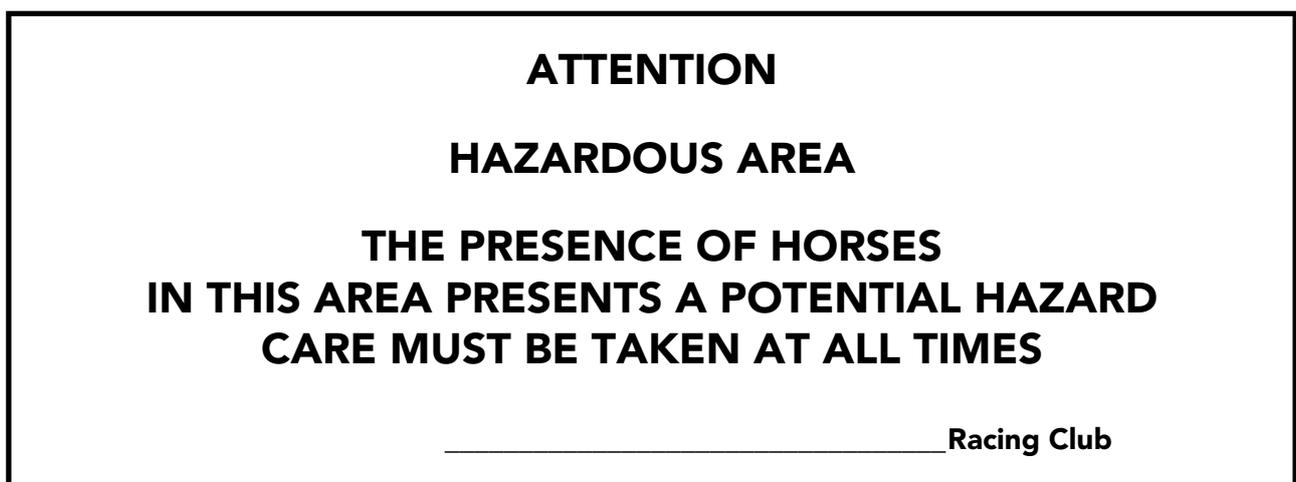
Clubs must ensure that there are sufficient signs strategically placed on each gate and around each area so that it can never be said that it was not practical for a person to be able to view a particular sign.

- (b) **Float Park Area** – requires following sign



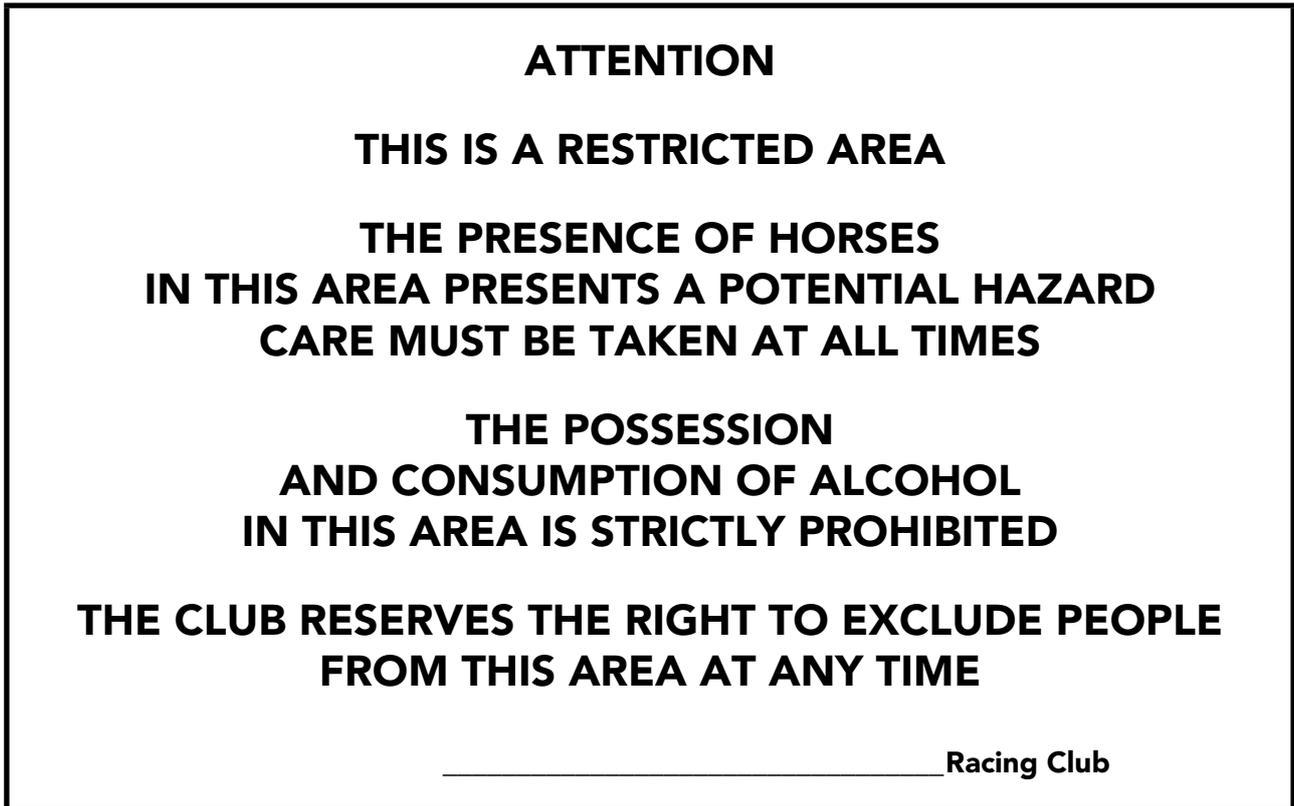
Size to be approx 600mm x 400mm

- (c) This sign should be permanently displayed in all areas where horses are present

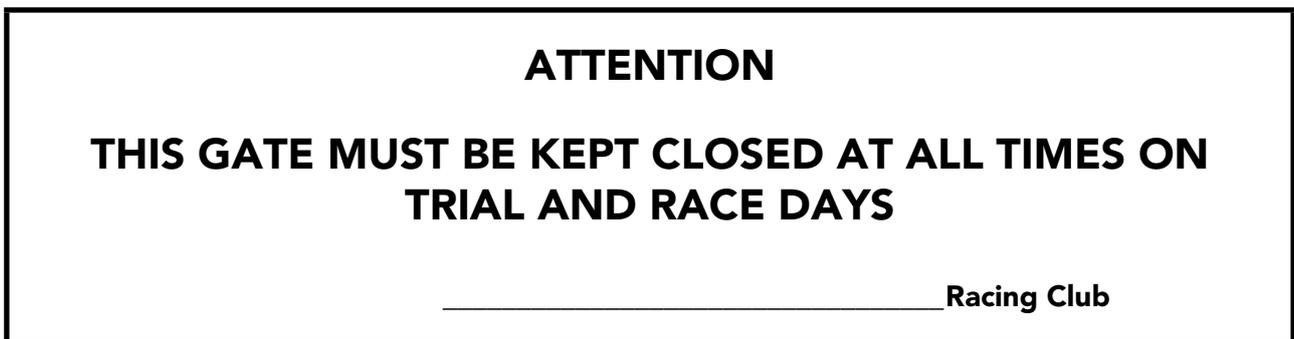


Size to be approx 400mm x 400mm

(d) Signage required in the **Parade Ring/Birdcage Areas** at all Entrances



Size of sign approx 600mm x 400mm



Size of sign approx 600mm x 400mm

- (e) The following signage is required in the **Gap Area**



Sign to be approx 900mm x 600mm

- (f) The following signage is required at all entrances to the **Stable/Stall Areas**



Sign to be approx 900mm x 600mm

ATTENTION
**THE POSSESSION
AND CONSUMPTION OF ALCOHOL
IN THIS AREA IS STRICTLY FORBIDDEN**

_____ Racing Club

Sign to be approx 600mm x 400mm

ATTENTION
**HORSES BEING LED
REQUIRE BITS IN MOUTHS
AT ALL TIMES**

_____ Racing Club

Sign to be approx 600mm x 400mm

(g) Other signage required within in the **stable/stall area**

HORSE ROLL

SWABBING AREA

HORSE URINAL

▪ **Signage re: Toilets**

APPENDIX FOUR:

RIU STEWARDS RACEDAY SECURITY – SIGNAGE – TRACK REPORT



NEW ZEALAND THOROUGHBRED RACING

RIU STEWARDS RACEDAY SECURITY – SIGNAGE – TRACK REPORT

RACE MEETING: _____

VENUE: _____

DATE OF MEETING: _____

COMPLETED BY: _____

HORSE CONTAINMENT AND MANAGEMENT:

Commentary is only required where there are any issues or concerns noted on the day

AREAS TO REPORT ON	COMMENTS – FOLLOW UP ACTION
Perimeter fencing secure and non entry gates locked	
All containment entry gates and entrances to restricted areas are to be manned at least 2 hours before the first and 30min after the last	
Float Park secure and entry gates manned	
Stable / Stall areas secure and entrances manned	
Parade Ring secure and entrances manned (where required)	
Birdcage secure and entrances manned	
Connecting walkways secure and crossings manned	

SIGNAGE

STALL AREA	COMMENTS – FOLLOW UP ACTION
Bits in mouths signage in place	
No alcohol signage in place	
Restricted area signage in place	
Gate signage in place	
BIRDCAGE / PARADE RING AREA	COMMENTS – FOLLOW UP ACTION
Horse hazard signage in place	
Restricted area signage in place	

GENERAL SECURITY

AREAS TO REPORT ON	COMMENTS – FOLLOW UP ACTION
Jockeys room, security in place	
Swabbing area	
Return to scale area	
Weigh in area	

TRACKS

AREAS TO REPORT ON	COMMENTS – FOLLOW UP ACTION
General Condition	
Crossings	

STARTING GATES

AREAS TO REPORT ON	COMMENTS – FOLLOW UP ACTION
Performance – issues	

SWAB BOX

AREAS TO REPORT ON	COMMENTS – FOLLOW UP ACTION
How many (1, 2)	
Condition	

JUMPING

AREAS TO REPORT ON	COMMENTS – FOLLOW UP ACTION
Hurdle fences – placement and condition including wings etc	
Steeplechase fences – placement and condition including, brush, pads, wings etc	
Jumping track – crossing areas	
Fallers – any contributing factors	
Safety procedures	

OTHER RACEDAY COMMENTS:

Please email to Garry Foscett c.foscett@xtra.co.nz

