

## DECLARATIONS CLERK ROLE

- 8.3 The Organising Committee must ensure that the Declarations Clerk is in possession of all the forms necessary (Appendices (8)D, (8)E, (8)F and (8)G) to carry out their duties and that they have a table and chair at which they can work.

### Duties:

- (a) It is essential that the Declarations Clerk arrives at the course in plenty of time on the day of racing. This will enable them to ensure that they have been provided with all the forms necessary to carry out their duties (Appendices (8)D, (8)E, (8)F and (8)G).
- (b) It is the responsibility of the Declarations Clerk to accept 'Declarations to Run' (Appendix (8)B). In doing so they should note the extras to be carried (e.g. blinkers, visors, tongue straps etc.) and, if a horse is due to run with a tongue strap, that the owner/keeper has indicated on the form if their horse is to be withdrawn if the tongue strap cannot be fastened or is shed on the way to the start.
- (c) THE DECLARATIONS CLERK MUST ENSURE THAT EACH RIDER HAS AN RQC FOR THE CURRENT SEASON AND A CURRENT MEDICAL RECORD BOOK (MRB).

If unable to produce an RQC for the current Season the rider must sign a declaration (Appendix (8)A) that they hold a valid RQC before being permitted to ride.

Where the MRB cannot be produced, the rider shall not be permitted to ride.

- (d) The Declarations Clerk must retain all rider's MRBs until each rider has finished riding for the day. THE DECLARATIONS CLERK MUST IDENTIFY THOSE MRBs WHERE THE RIDER IS UNDER MEDICAL SUSPENSION AND REFER THEM TO THE (S)RMO WHO WILL EXAMINE THE RIDER CONCERNED.

MRB's must only be returned when the (S)RMO has confirmed that no medical entry is required.

- (e) The Declarations Clerk should ensure they are familiar with the procedure described below for allowing riders to be declared to ride two or more horses in any race when it is anticipated the safety factor will be exceeded and the race will be divided on the day:
  - (i) When taking declarations the Declarations Clerk may find it helpful to complete the declarations table as per Appendix (8)D. When a declaration is made the Declarations Clerk should scan down the list of previously declared horses and check for any rider that has already been declared. If the rider has been declared for another horse the rider should be asked to state which horse will be ridden (the preferred horse) if the race is not subsequently divided.
  - (ii) The declared rider will then have the responsibility of informing the respective owner/keeper of their order of preferred horses and, if the race is not divided, they will then ride his first preference.
  - (iii) Before declarations close the owner/keeper of a non-preferred horse shall then state to the Declarations Clerk whether, in the event of the race not

dividing, the horse will be withdrawn or an alternative rider will be substituted.

- (iv) The owner/keeper shall inform the Declarations Clerk of the name of the alternate rider. The alternate rider will only be able to be nominated as an alternate for one horse and must not have been declared for another horse in the race.
  - (v) At the closing of declarations, if the safety factor is exceeded then the race will be divided. The declared rider will ride the horses for which declared unless such horses are in the same division, in which case the non-preferred horse would either be ridden by the named alternate rider or withdrawn as per stated to the Declarations Clerk before declarations closed.
  - (vi) In the event of the race not being divided the non-preferred horse will either be withdrawn or the named alternate rider will be the declared rider.
  - (vii) In the event of the owner/keeper not nominating an alternate rider for the non-preferred ride, the declaration will be invalid and the horse not allowed to run.
  - (viii) After completing the Double Declarations Table (Appendix (8)D)) and declarations have closed, the Declarations Clerk should complete the Declarations Sheet (Appendix (8)C) and distributed as outlined in (f) below.
- (f) When the Declaration Sheet has been completed the Declarations Clerk must make a copy available to the Stewards, Starter and Clerk of the Scales, who in turn will make a copy available to the Judge.
- (g) The Declarations Clerk must ensure that for all horses 15 (or more) years old, and for which it is their first run of the Season, a veterinary certificate accompanies the declaration stating that a clinical examination (including listening to the heart) both before and after strenuous exercise has been carried out and that the horse is sound enough and fit enough to present no greater risk whilst racing to themselves, other horses, its jockey and other jockeys. IF NO VETERINARY CERTIFICATE IS PRODUCED IT SHOULD IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE STEWARDS.