

**APPLICATION FORM FOR OVERNIGHT STABLING AND ACCOMMODATION**

**1. RACECOURSE, MEETING AND TRAINER**

Racecourse	
Date(s) of meeting	
Name of Trainer	

**2. STABLING**

I would like to book [ ] stables for the following horses declared to run on [ ], or otherwise travelling:

	Name of horse	Colt/filly /gelding	Running/ travelling	Bedding required
1				
2				
3				
4				
5				
6				
7				

*Note: For bedding, please specify requirement for paper, shavings or nothing.*

**3. ACCOMMODATION**

I would like to book accommodation for the following staff:

	Name	Role	Gender	Under 18?
1	(Lead member)			
2				
3				
4				

*Note: Please name appointed lead member of staff first.*

**4. GENERAL**

Date/time of arrival	
Date/time of departure	
Mobile tel no. of lead member of staff	
Any other information the racecourse should be aware of	

**5. ACKNOWLEDGEMENTS**

By submitting this application form, I acknowledge and confirm the following:

- (i) I am aware that horses declared to run the following day will be given preference.
- (ii) I am aware that racecourses may charge me for facilities used by travelling horses.
- (iii) I am aware that this application form should be submitted by no later than 1pm on the day before they are due to arrive (per Chapter E,2).
- (iv) I have read and understand the guidance in relation to the provision of overnight accommodation for young people (note: only applicable if an under 18 is listed above).

SIGNATURE:.....

DATE:.....

## **GUIDANCE IN RELATION TO OVERNIGHT ACCOMMODATION AND YOUNG PEOPLE**

The following guidance is issued in accordance with the BHA's Safeguarding Policy, under which the BHA is committed to issue guidance in relation to safeguarding/child protection issues. This guidance seeks to further the fulfilment of that commitment by promoting good practice across racecourses and trainers when placing young people (i.e. under 18s) in overnight accommodation:

- Racecourses and trainers should appoint at least one readily contactable individual who young people can contact should any problems arise during an overnight stay - that person should ideally be onsite, or otherwise immediately contactable by phone.
- Accommodation should have (i) separate sleeping facilities for males and females, and (ii) secure washing facilities. Reasonable adjustments should be made with due regard for any individual's particular circumstances, where required.
- Where it is necessary for people to share rooms, careful consideration should be given as to who is sharing with who, taking into account such things as the relevant individuals' age and maturity, and any special requirements any individual might have. Adults should not generally share a room with under 18s, and nobody should share with anyone who is not previously known to them. Everyone sharing a room should be comfortable with the sharing arrangement, and have explicitly said so.
- Racecourses and trainers should ensure that adequate procedures are in place in relation to emergencies, such as fire or medical emergency.
- Trainers should obtain written parental/carer consent in relation to under 18s for overnight stays (this could be sought on a blanket basis – for example at the commencement of employment - or in relation to each stay), and parents/carers should be given sufficient detail about every stay, including the date and duration of each stay, travel arrangements, details of the accommodation, and emergency contact details.
- Under 18s:
  - should not be left in accommodation alone overnight;
  - should be allocated their own individual bed; and
  - should have rooms that are lockable, but accessible in the event of an emergency.
- Trainers and racecourses should set very clear guidelines on the level of expected behaviour by under 18s during overnight stays, including (for example) not smoking, drinking or using recreational drugs, and in relation to the appropriate use of accommodation facilities and the consideration of others. A copy of these guidelines should be provided to under 18s and be available and displayed onsite.
- Trainers and racecourses may wish to analyse their insurance policies to ensure that appropriate cover is in place in relation to the provision and use of overnight accommodation.
- The specific circumstances of any overnight accommodation should be carefully considered to determine what further, specific measures are appropriate in order to protect young people and ensure a safe stay.