GB POINTING

POINT-TO-POINT AUTHORITY

THE FUTURE OF GB POINTING

EDUCATE • ADMINISTRATE • INNOVATE

POINT-TO-POINT

ORGANISER'S MANUAL













WELCOME

A WARM WELCOME TO ALL FIXTURE SECRETARIES, WHETHER YOU'RE NEW OR HAVE BEEN IN THE ROLE PREVIOUSLY. THANK YOU FOR YOUR DEDICATION, PATIENCE, AND TIME IN TAKING ON THE ROLE – IT IS VERY MUCH APPRECIATED.

The Organisers Manual is designed to be your go-to document, helping you navigate the role and giving you all the help and advice you need. There is lots of help on hand both locally and nationally, details of which you'll find inside.

The national website at gbpointing.co.uk is the central hub for everything to do with GB point-to-pointing, you will find a dedicated Fixture Secretaries area and all the forms and paperwork you might require.

The Organiser's Manual will give you guidance on what you need to run your meeting, explanations on the roles within the sport, and timescales for deadlines and submissions across the season and ahead of your meeting. It also provides contact information and numbers for the many organisations across pointing that are there to help.

The Point-to-Point Authority runs several point-to-point conferences across the country, usually in October and November, involving different workshops which Fixture Secretaries, amongst others, will find invaluable. They are hugely informative and enjoyable, giving you the opportunity to meet other Secretaries, swap ideas and feel part of a national sport.

You will receive copies of the new seasons BHA Regulation and Instruction books for Point-to-Points which you should keep close to hand.



We would like to thank all Fixture Secretaries, Area Secretaries and the huge teams behind the scenes that help to run fixtures and keep the sport going.
We wish you every success on the day, but please don't forget there are many, many people around you to provide help, guidance and support so please don't hesitate to reach out and ask them at any time.



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KEY CONTACTS.

KEY CONTACTS

POINT-TO-POINT SECRETARIES ASSOCIATION (PPSA)

The PPSA and your Area Secretary are your first point of contact for everything. The PPSA represents the officials, particularly the Fixture secretaries. It is broken into 11 different Areas, which differ markedly in size. You will work closely with your Area Secretary who will provide some equipment and also some areas that provide personnel.

POINT-TO-POINT AUTHORITY (PPA)

The PPA runs the sport with a very small team and has particular responsibility for the fixtures, riders, steward reports, regulatory administration, marketing and training. As such it is the organisation with which you will engage regarding national paperwork in terms of applications, fees, grants and national sponsors.

- **Main office:**
  - 01793 781990
  - info@p2pa.co.uk
- **Chief Executive - Paul Miller:**
  - paul@p2pa.co.uk

PPA BANK ACCOUNT DETAILS FOR BACS PAYMENTS:

- **Bank:** Weatherbys
- **Sort Code:** 60-93-03
- **Account No:** 00595434
- **Reference:** Fixture Name/Name of Jockey

POINT-TO-POINT AUTHORITY BOARD

British Point-to-Pointing is ultimately governed by the British Horse Racing Authority (BHA) who govern all thoroughbred horse racing in the UK. The BHA delegate their authority to the PPA via a regularly reviewed "delegated powers of authority" agreement.

The PPA Board is made up of seven non-executive Directors - an Independent Chair; two Independent members; one member representing the PPSA (Point-to-Point Secretaries Association); one member representing The Jockey Club; one member representing the BHSA (British Hound Sports Associations); one member representing PPORA (Point-to-Point Owners & Riders Association). Each board member represents their organisation views and has one vote. The board provide strategic direction for the sport and is the main arbiter for disputes.

KEY CONTACTS

POINT-TO-POINT SECRETARIES ASSOCIATION (PPSA)

CHAIR
- **Beverley Thomas**
  - 07824 772771
  - beverleyjthomas@icloud.com

VICE CHAIR
- **Mel Sharp**
  - 07714 263601
  - melsharp-horse@outlook.com

PRESIDENT
- **Nick Bostock**
  - 07771 376380
  - nbostock@britishhorseracing.com

DEVON & CORNWALL
- **Gordon Chambers**
  - 07957 737019
  - gordon@gtcrural.co.uk

EAST ANGLIA
- **Mel Sharp**
  - 07714 263601
  - melsharp-horse@outlook.com

MIDLANDS
- **Charles Moore**
  - 07764 255500
  - clmglebehouse@outlook.com

NORTHERN
- **Hilary MacTaggart**
  - 07718 920072
  - hilarymct@btinternet.com

SANDHURST
- **Steven Astaire**
  - 07785 112620
  - stevenastaire@yahoo.co.uk

SOUTH EAST
- **Nicky Featherstone**
  - 07788 646134
  - nicky_featherstone@hotmail.com

SOUTH MIDLANDS
- **Ilona Barnett**
  - 01789 267949
  - 07774 692242
  - idb@stratfordracecourse.net

WALES
- **Liz Egerton**
  - 07809 502690
  - lizegerton50@gmail.com
- **Beverley Thomas**
  - 07824 772771
  - beverleyjthomas@icloud.com

WESSEX
- **Kirsty Boutflower**
  - 07532 165029
  - kirstin.boutflower@gmail.com

WEST MERCIAN
- **Nickie Sheppard**
  - 07813 757487
  - nickieshep@icloud.com
- **Judith Healey**
  - 07703 126123
  - judith.healey@hotmail.com

YORKSHIRE
- **Sarah Dent**
  - 07798 776726
  - laundry-cottage@outlook.com

KEY CONTACTS

POINT-TO-POINT RACING COMPANY (PPRC)

www.gbpointing.co.uk

The PPRC is owned by Weatherbys and PPA. It takes the entries and looks after results on the website. Your main interest will be entries, the booking form which allows PPRC to act as Entries Receiver for your meeting, e-tickets for owners, and contact details for prize money.

- **Phil Lodge & Jennifer Graham**
  - 01933 304795
  - info@gbpointing.co.uk

WEATHERBYS - EQUINE SERVICES DEPARTMENT

The Equine Services Department at Weatherbys checks the eligibility of horses, officially registers the hunter certificates and horse ownerships, and sends out login details to enable Owners to make online entries

- **Jemma Slaughter**
  - 01933 304808
  - Jslaughter@weatherbys.co.uk
  - huntercerts@weatherbys.co.uk

WEATHERBYS – RACECARD DEPARTMENT

For those meetings utilising Weatherbys to produce their racecards. The specialist team produces and prints the official racecards for every race meeting in Britain including many point-to-points.

- **Racecard Manager – Ian Grimwood**
  - 01933 440077
  - igrimwood@weatherbys.co.uk

THE JOCKEY CLUB

www.thejockeyclub.co.uk

The Jockey Club are one of Point-to-Point's greatest supporters, financially, logistically and vocally. The Jockey Club sponsor several point-to-point race series' and provide financial support for Videographers at point-to-points. They also have a member on the PPA Board.

KEY CONTACTS

POINT-TO-POINT OWNERS AND RIDERS ASSOCIATION (PPORA)

www.ppora.co.uk

The PPORA is a voluntary committee of knowledgeable, passionate people connected in point-to-pointing and is dedicated to providing a service to its members of Owners, Riders, and Supporters. Their mission is to represent members in order to secure and develop British Pointing and ensure it has a successful future for the participants.

- **Charlie Poste**
  - 07879 452690
  - charlieposte30@yahoo.co.uk
- **Steph Jones**
  - 07376 336010
  - pporacommittee@gmail.com

PONY RACING AUTHORITY (PRA)

www.ponyracingauthority.co.uk

The PRA was established to represent and oversee the running of all pony races for riders aged 11-15 years and as a governing body to ensure the integrity and safety of Pony Racing.

- **Lucinda Campbell-Dutton**
  - 07368 246226
  - lucinda@ponyracingauthority.co.uk

- **Lucy Felton**
  - 07771 518258
  - lucy@ponyracingauthority.co.uk

BRITISH HOUND SPORTS ASSOCIATION (BHSA)

www.bhsa.org.uk

The BHSA is the arm of the Masters of Foxhounds Association (MFHA) which engages with point-to-point. They hold some responsibilities but all of these are actioned at national level, so your engagement will be with your own hunt.

- admin@bhsaoffice.org.uk

KEY CONTACTS

HORSERACE BETTING LEVY BOARD (HBLB)

HBLB collects a levy from off-course Bookmakers profits which gets fed back into the sport via a wide range of projects and programmes. They are the single largest financial supporter and contributor to point-to-pointing, providing well in excess of £300,00 directly to fixtures, and over £100,000 towards Officials Training Conferences, Alcohol and Drug testing, Horse and Rider Welfare and Marketing. From the 2025/26 season onwards they have also underwritten the GB Pointing Bonus scheme to £250,000 annually.

Your HBLB Levy grant form is a BHA regulatory licence requirement without which your fixture licence application for next season may be invalid. You must therefore, complete and submit your application within your specific deadline whether your fixture ran or not.

BRITISH HORSERACING AUTHORITY (BHA)

The BHA retains overall responsibility for the sport, approving the Fixture List and producing the Regulations and Instructions annually, but has delegated the day-to-day management and promotion of the sport to the PPA. A BHA Point-to-Point Executive works directly with the PPA and every course also has a BHA Local Inspector and BHA Course Inspector allocated to it.

- BHA Point-to-Point Executive
  - Lyn Williams
  - 07900 052920
  - lwilliams@britishhorseracing.com



YOUR COMMITTEE & THEIR ROLES

Each area and each fixture runs their meetings in its own way. Some committees are more hands-on than others but it is recommended that all your committee members have a participating and supportive role.

Delegations can include:

- Sourcing mementoes and looking after cups (including their return)
- Organising the hospitality tent and recruiting volunteers to work in it
- Organising the refreshment tent and bar if applicable
- If qualified, acting as the Health and Safety Officer
- Organising parking and signage
- Being responsible for signing up and managing the sponsors
- Advertising and publicity
- Organising and booking trade stands

OFFICIALS TRAINING AND QUALIFICATION

Annual workshops are organised by the PPA office, usually around October. These deliver valuable up to date information, regulations and instructions while also providing a re-qualification for relevant officials. It also allows officials to discuss arrangements and ideas with colleagues from different fixtures:

- Stewards
  - Can attend every year but must requalify every three years.
- Clerk of the Course
  - Can attend every year but must requalify every two years
- Fixture Secretaries
  - Can attend every year.
- Incident Controllers
  - From 2026, designated Incident Controllers must attend every two years.
- Course Inspectors
  - Can attend every year but must re-qualify every two years.



AREA OFFICIALS & THEIR ROLES

AREA CHAIRMAN

The Area Chairman will run your area in conjunction with your Area Secretary. Each is unique in how they administer their area.

AREA SECRETARY

The Area Secretary is responsible for the administration of all area issues. They are the first point of contact for any Fixture Secretary and it is their job to help, advise and support the meetings within their area. They will organise their AGM and any other meetings for the area as well as attending any PPSA meetings where they represent the views from within the area. They will also discuss and agree the Fixture List.

POSTPONEMENT PANEL

This can be made up from any members of your area but will usually include the Chairman and Secretary. Their job is to discuss the possibilities for rearranging your meeting once you have taken the decision to postpone it. They will report their decision to the Area Secretary who will then pass the matter to the PPSA for further consideration. Please see page 54 for further details.

RACE PLANNING COMMITTEE

Your area may have a Race Planning committee who can assist you in forming the best races for your meeting. They will look at the entire programme within both your area and also adjoining ones, to ensure that there is a well thought out programme for trainers and owners to plan out their season. They may look at the number of entries your meeting has received in previous seasons compared to actual runners and advise whether changing the races may benefit your meeting. Extensive help is also available from Phil Lodge at GB Pointing on 01933 304795.

RACEDAY OFFICIALS & THEIR ROLES

CLERK OF THE COURSE

The Clerk of the Course is responsible for management of the course itself, the ground, fences, rails, paddock railing etc. to ensure the point-to-point course is fit for racing on the day.

LOCAL COURSE INSPECTOR

Your Course Inspector will assess the condition of the course, going and fences, including measurement and construction. They will check the paddock and safety measures with the CofC. The Local Course Inspector will also liaise with the Senior Steward and walk the course in advance of the meeting. Most of the role is pre-race day but they also report on the conduct of the meeting on the day.

INCIDENT CONTROLLER

The Incident Controller is an increasingly important role. They must know the course, be calm in a crisis and be able to take charge of the area when an incident takes place i.e. a trapped rider and recumbent horse, ensure the area is safe for Vets and Medics to work, is screened off etc.

CLERK OF THE SCALES

The Clerk of the Scales has the job of weighing all the Jockeys out before a race, and in again afterwards. It is their job to see the correct weight is carried and that the weight is the same after the race.

DECLARATIONS CLERK

Usually two or three per fixture, they will collect and register all race declarations made by trainers and keepers. Declarations must be made an hour before each race. They are also responsible for collecting and checking RQC's and MRB's from Jockeys.

JUDGE AND ASSISTANT JUDGE

The Judge and assistant will sit directly opposite the winning line with a clear view of the winning post on the far side. This area should be reserved and roped off. A board is needed behind the winning post to make for easier viewing if the finish is close. They will watch the race and decide the order of finish plus the distances between the first four home. A card will be filled in and sent to the secretaries tent. An iPad is now provided to assist them in the case of a close finish.

RACEDAY OFFICIALS & THEIR ROLES

STEWARDS

Stewards are responsible for upholding the rules of the sport. A minimum of six experienced stewards are required for each meeting, led by a senior steward.

A new steward should be someone recommended to the committee as having the desired competence required, or be someone who has attended the PPA stewards workshop but is yet to gain practical experience. Only when both the new steward and their mentor are 100% confident they can carry out the role unassisted, AND the new steward has attended a stewards workshop to qualify, should you leave the steward to their role.

Where possible, always aim to have a newly qualified steward on the panel, again shadowing an experienced steward.

The appointed senior steward should arrive early to walk the course with the Clerk of Course to confirm the going. The senior steward is responsible for the deployment of the stewards who need to be based in the following areas throughout the day of your meeting:

- Paddock
- Start - Transport will need to be arranged for the stewards to the start.
- Finish
- Unsaddling enclosure
- Head on in the finishing straight
- Anywhere else where the senior steward sees fit.

All Fixture Secretaries will receive an email from the PPA office a day or two before their fixture, with all necessary information required. This is copied to your senior steward and the senior steward of the following week, allowing them to read up on the season's progress, because as we get into the season, there can be a lot of information they need to be aware of regarding jockey actions, fines and enquiries. Your email will include:

- Master stewards spreadsheet
- Official and unofficial templates
- Stewards assistant report
- List of riders with sponsorship
- List of horses with sponsorship
- Claiming riders list

They will carefully look for any breaches of the rules especially during the race and will act if any are broken by holding an enquiry after the race. The announcer will inform the public of any decisions taken by the stewards such as amending finishing positions.

RACEDAY OFFICIALS & THEIR ROLES

STARTER
The Starter and assistant will check any girths as requested by the Jockeys. The Starter will have a re-call assistant who is provided with a yellow and orange flag and will act if the starter decides there is a false start.

THE VALET
Looks after the jockeys before the races and ensures they have the correct weight and equipment for each race. Male and female jockeys require separate changing areas and the valet should operate from a neutral space.

PADDOCK STEWARD
Responsible for ensuring all the horses are in the paddock at the allotted time and will alert the Senior steward to any missing. They are also essential time-keepers and will call Jockeys from the weighing room.

BEST TURNED OUT JUDGE
The Best Turned Out Judge may be a guest, sponsor or VIP who is invited to select the winner and award the prize in the paddock.

FENCE STEWARDS
Two fence stewards on each fence operate assistance flags and whistles as required. They must attend a briefing at least one hour before the first race. For Fence Stewards situated further out on the course, the offer of a packed lunch is appreciated.

HORSE CATCHERS
Horse Catchers will catch any loose horses, and return them to the paddock or connections.

FALLER SPOTTER
The faller spotter is located in a suitable position to allow them to view the whole course. They record all unseated jockeys, and report to the Course Doctor.

FARRIER
The farrier is usually situated in the lorry park to assist as necessary.

RACEDAY OFFICIALS & THEIR ROLES

NUMBER BOARD

A number board should be available and ensure all numbers and jockeys names are there for each race.

RACE COMMENTATOR

Your Race Commentator requires a clear view of the course and are often provided with a runner to give them declared horses in each race. A good commentator can make or break your day!

TIME KEEPER

The Time Keeper stands in a prominent position to see the start and finish to accurately record the time for each race. This information is then passed to the judge and announcer

ANNOUNCER

The Announcer provides information throughout the day including those horses declared to run for each race plus jockeys and any equipment the horse is wearing such as blinkers etc. They will also notify the public of any enquiries and race results. They must be clear and articulate in all announcements.

CAR PARK ATTENDANTS

Car Park Attendants direct and organise the efficient parking of all vehicles. They should be provided with high viz clothing.

GATE STEWARDS

Gate Stewards are responsible for entry onto the course. They should take cash, card payments where available, plus admit those with car passes, Owners' e-tickets or pre-paid online tickets.

TROPHY STEWARD

The Trophy Steward is responsible for the trophies, organising presentations and mementoes to be presented to winning connections, moving them to the prize giving area when needed. They should also record winner's signatures and have some means of recording contact details to account for trophies.



YOUR FIXTURE.

YOUR FIXTURE

ROLE OF THE SECRETARY

There is no blueprint for the role of the Fixture Secretary. However, it is vital when starting that you ensure your role is defined and agreed between you, your Chair and your Committee.

Regardless of the role you adopt within your Committee, as the secretary you are the sole point of contact for the PPA. Almost all information from national level will come through you. You will distribute the information as necessary and ensure the correct responses are made. This is done to ensure you know who is doing what and you are fully aware of progress.

Many fixtures these days are looking at the workload and dividing it into two or three roles. The most obvious division is between the racing and the requirements for the general public. For large meetings these are fundamentally different roles and often require different knowledge/skillsets. You are not expected to do everything. Share the responsibilities but maintain overall control.

YOUR AIMS FOR THE FIXTURE

Every business or activity needs a central aim to succeed and pointing is no different. It is therefore worth spending a little time for ensuring that you (and your committee) fully understand your main aim. For example:

- Boost attendance
  - attract both seasoned racegoers and newcomers.
- Engage families
  - position the event as a great day out.
- Support local businesses
  - showcase trade stands and food vendors.
- Build awareness
  - of the fixture, the riders, or the sport in general.
- Promote sponsors
  - encourage other like-minded businesses to support.
- Fundraising



YOUR FIXTURE

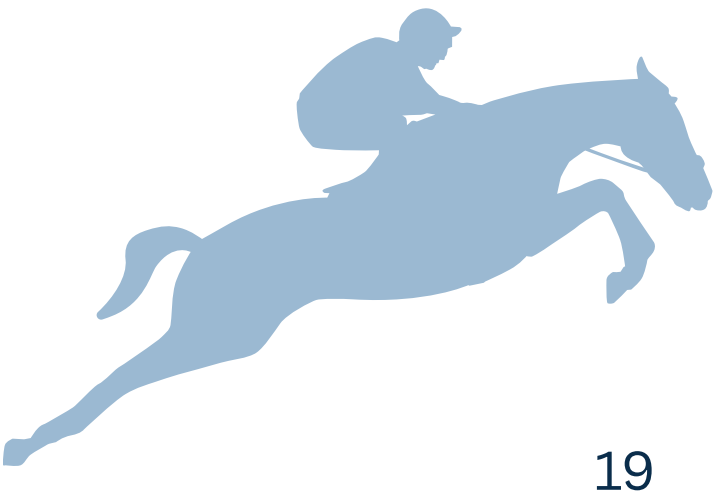
SUPPORT FOR YOU

When first taking on the role, the requirements can seem daunting but there is plenty of support.

Hopefully, you will have had a full handover from your predecessor and know exactly what you are doing with checklists.

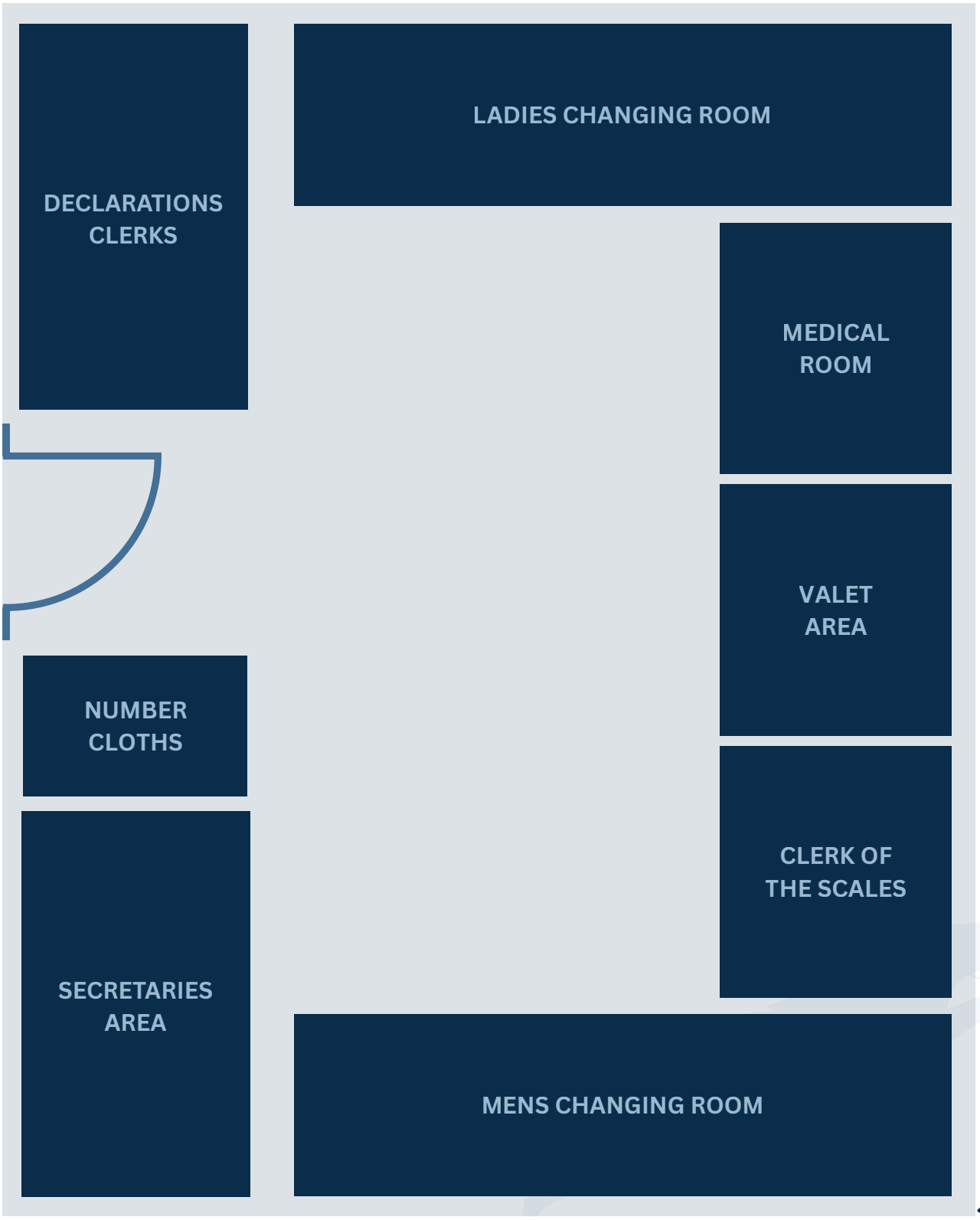
However, the following are always there for further support:

- **Area Secretary:** Your Area Secretary will fully understand your fixture and will always be there to support you.
- **Other Fixture Secretaries:** They have been in your shoes and understand the challenges you may be facing. Every fixture is slightly different, as is the role of every Fixture Secretary. Do lean on them for advice and guidance.
- **PPA Office:** The PPA office is based in Swindon, Wiltshire and deals with various challenges on a daily basis across all fixtures around the country. The team are there to assist you, particularly if you have difficulty solving a problem using other resources, or will know where to direct you.
- **Websites:** The GB Pointing website, GBPointing.co.uk is the "go-to" place for everything to do with pointing. It has a huge digital footprint and is the central hub for the national sport for participants and public alike. You will find everything you need under the Participants tab and the separate Officials and Secretaries areas.



SECRETARIES TENT LAYOUT

This is only a generalised suggestion for layout. Some meetings have separate tents for changing rooms and secretaries areas and some meetings may just have trailers from which they operate.



TRADE STANDS

A good variety of trade stands is advisable. Try not to over charge on pitch fees (approx. £40 is recommended), as they need to make a profit too. Most will need to use a card reader to take payments so check your fixture is set up to use these, particularly if located in a very rural area.

It is advisable to have a form filled in with the traders' contact details plus vehicle details and they should have proof of public liability insurance.

- Try to avoid duplication, unless you have space to do so.
- Try to find out what their focus is - sales or name recognition.
- Consider a small marquee to house stands like 'rural crafts' if there are several small traders interested in attending.
- Car dealership stands take up a lot of room, but are a good opportunity for a dealer and you may be able to get a sponsorship for future years if they do well.

FOOD AND DRINK STANDS

A little bit of effort can ensure a wide variety of food stands, which will be appreciated by the public:

- People like good coffee.
- Have a number of trade stands commensurate with the size of crowd so they make a good profit, whilst providing variety.
- If you get it right, they will all be booked in and paid two to three months in advance.
- Book them early - many work out their diaries for the following year in the Autumn. Early bookings mean you can check their paperwork early, avoiding problems on the day.
- Don't forget an ice cream van, particularly on warm sunny days.
- More and more people look for healthy food options over the traditional food stands, do your best to cater for all. An unusual stand will always be remembered.

BOOKMAKERS

Liaise with your Bookmakers representative if there is one. Ideally, they prefer to be placed between the paddock and course for optimum viewing.

PRIZES

TROPHIES

A lot of trophies are historic and have been part of a meeting for many years. Some are quite valuable and it is worth checking your insurance to ensure they are covered. Having photographs of each trophy is advisable and take photos of the prize giving. This can provide evidence of issue when the time comes to have the trophy returned. Many meetings choose not to allow winning connections to take the trophy away after race presentations, gifting a memento instead. If you still allow your trophies to leave the meeting, we advise that you have a printed document and take full contact details as well as a signature for each trophy from the winning connection. You should also inform them of the date it is to be returned by.

Mementoes can be anything you choose to present. Traditionally they were engraved glassware but more recently some enterprising secretaries have given printed cushions, bespoke pottery, hampers, etc. All mementos must have a value between £50 and £150.

OWNERS EXPERIENCE

Owners are one of our most important participants, without whom we wouldn't have a sport. From the start of the 2025/26 season we asked fixtures to provide an owner's experience and many embraced the idea. The feedback from owners was superb and very positive. It can be anything from a cup of tea and slice of cake, all the way up to a hog-roast and hospitality; whatever was provided was greatly appreciated by owners. It's completely up to individual fixtures what they do and how they police it, but we would encourage you do provide some sort of owners experience wherever possible.

PRIZES



JOCKEY PRIZES

Most meetings give the winning jockey a memento.



BEST TURNED OUT PRIZES

These are much appreciated by the person looking after the horse. It is advisable to have someone judging the best turned-out who understands what they are looking for. A guest, sponsor or VIP may be invited to select the winner and award the prize. To ensure fairness, you should provide them with a knowledgeable expert to guide them. The prizes given are usually in the form of cash or a voucher in an envelope.



OTHER GIFTS DURING THE DAY

It is a nice gesture to give your hard-working officials, such as your Clerk of the Course, a memento as a thank you. Many give up hours of free time to do the role and a small token of thanks is often much appreciated.



SECRETARY'S TIMELINE.

KEY DATES TO REMEMBER

APRIL/MAY/JUNE

- Fixture Calendar planning by PPSA
- PPSA AGM

JUNE/JULY

- Fixture application forms to be submitted to PPA and fixture fee paid
- Complete Race Planning programme entry

AUGUST

- Race planning checked by Area Secretaries and Race Planning committee

SEPTEMBER

- Fixture calender submitted to BHA for approval
- PPA attend BHA Board meeting for annual review

OCTOBER

- Annual PPA Conferences and workshops take place



THE PLANNER

The Planner is a complete list of all races to be staged within the forthcoming season. Each race is covered in detail, including the conditions and penalties. It also contains a large amount of information for all participants within the sport including contact numbers and race definitions.

Publication is around September/October. Early season pages may be published earlier on GBPointing.co.uk.

RACE PLANNING PROGRAMME

You and your team will need to amend and confirm your fixture page, races, race conditions etc, as it appears in the Planner. This is done online using a system which produces all of the language for you. You will be sent a password allowing you entry. The PPA will supply this password to login.

Occasionally changes need to be made after publication – if you are aware of a change to your races, after the Planner has been published, in the first instance please contact the PPA. These changes will subsequently be posted on the national website and across national social media channels. The digital version of The Planner will be also updated, with amendments showing soon after.



OTHER RACES & ACTIVITIES



PONY RACING

Pony racing is often the first introduction to race-riding for future jockeys. Pony races are an excellent education for young riders with many progressing all the way into professional level. If you are interested in having Pony Racing at your fixture, please contact the Pony Racing Authority (PRA).



CHARITY RACES & SCURRIES

Both charity races and scurries will need permission from the PPA to run. Make sure your insurance covers this and make your medical and veterinary personnel aware, ensuring they are on site during races. All horses must be vaccinated in accordance with current BHA ruling.

OTHER ACTIVITIES

It can be beneficial to include other activities at your fixture. Dog shows can be advertised or used as a back-up plan in case of time gained between races, walkovers, void races, etc., if necessary.

Other activities held by enterprising fixtures have included shetland pony racing, hound racing and camel racing, all of which have proved popular, but require prior planning. After parties in the public bar can be a good source of income. Booking a local musician to play can draw in a young crowd.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

- [ ] **FIXTURE APPLICATION**
  Fixture applications and a draft race programme must be submitted to the PPA Office. You will be emailed requirements by the PPA.

- [ ] **APPLICATION PROCEDURE**
  A fixture application form and invoice will be forwarded to fixture secretaries by the PPA. You must apply every year for your fixture to go ahead. If not completed by the given deadline, you may lose the opportunity to run your fixture.

- [ ] **APPLICATION FEE**
  - BACS payment (Please make transfer by the deadline)
    - Bank: Weatherbys - Sort Code: 60-93-03
    - Account No: 00595434 - Reference: Fixture Name

- [ ] **RACE PLANNING**
  Racecard entered onto planner portal.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

4-8 MONTHS BEFORE FIXTURE DATE
BOOK/QUOTE/ORDER:

- [ ] Doctors, Paramedics and ambulances (x3)
- [ ] Vets x 3
- [ ] Chairman of Stewards
- [ ] Stewards (min. of 6, plus at least one newly qualified to shadow)
- [ ] Health and Safety Officer
- [ ] Incident Controller (IC)
- [ ] Judges
- [ ] Commentator (including for Pony Racing)
- [ ] Announcer
- [ ] Valet
- [ ] Course repair team
- [ ] Farrier
- [ ] Starter and assistant
- [ ] Crossing stewards
- [ ] Declaration Clerks
- [ ] Clerk of Scales

FIXTURE SECRETARIES EXAMPLE CHECK LIST

4-8 MONTHS BEFORE FIXTURE DATE
BOOK/QUOTE/ORDER:

- [ ] Winners' Host and sponsors
- [ ] Paddock officials (x2)
- [ ] Water helper (Paddock)
- [ ] Declared runners clerk
- [ ] Fallers clerk
- [ ] Fence stewards (2 per fence on course)
- [ ] Videographer
- [ ] Horse ambulance
- [ ] Race card distribution
- [ ] Fence steward refreshments
- [ ] Tents, marquees, tables, chairs etc.
- [ ] Loos (x 8, plus 1 x disabled, plus changing rooms)
- [ ] Public address system and radios
- [ ] Car passes (sponsored)
- [ ] Number board

FIXTURE SECRETARIES EXAMPLE CHECK LIST

4-8 MONTHS BEFORE FIXTURE DATE
BOOK/QUOTE/ORDER:

- [ ] Trade stands (book in the Autumn)
- [ ] Number cloths
- [ ] Scales collection and set up
- [ ] Apply for betting licence
- [ ] Cancellation insurance (committee decision)
- [ ] Form guide
- [ ] Catering stands
- [ ] A5 flyers (design and print online)

FIXTURE SECRETARIES EXAMPLE CHECK LIST

4-8 MONTHS BEFORE FIXTURE DATE

CHECK

- [ ] Who will be running the bar
- [ ] Catering for Sponsors and Officials tent, including packed lunches
- [ ] Liability and legal expenses insurances
- [ ] Doctor's vehicle requirements
- [ ] Updates to H&S file where necessary
- [ ] Updates to Medical Audit (liaise with SRMO)

FIXTURE SECRETARIES EXAMPLE CHECK LIST

3-4 MONTHS BEFORE FIXTURE DATE

- [ ] Order Stationery (Badges, armbands etc.)
- [ ] Book photographer to include – Winners' Photos
- [ ] Quote and book skip hire
- [ ] Health & safety - update & liaise with Clerk of Course to sign
- [ ] Event Management plan to Council
- [ ] Race card – Check wording & race headings – check weights etc.
- [ ] Contact last year's cup winners for return of cups
- [ ] Order Mementos
- [ ] Complete Racecourse Medical Audit with SRMO
- [ ] Discuss decision on e-ticketing for Owners and general admission with committee/Area Secretary
- [ ] Signs – Internal and external to your fixture

FIXTURE SECRETARIES EXAMPLE CHECK LIST

1-2 MONTHS BEFORE FIXTURE DATE

- [ ] Submit your Veterinary Officials list no later than 6 weeks before your fixture.
- [ ] Send passes with key information such as arrival times, directions, times, plan of site, H&S regulations to all officials, trade stands etc.
- [ ] Submit your Doctor attendees no later than 6 weeks before your fixture.
- [ ] Forward your Medical Audit and Medical Standing Orders to medical@britishhorseracing.com no later than 6 weeks before your fixture.
- [ ] Submit the following 6 weeks before your fixture:
  - Officials at Meetings
  - Landowners Consent
  - Host Hunt Permission
  - Fixture Insurance
- [ ] Check progress of marquee, loos, tables, chairs, PA
- [ ] Food and drink for jockeys
- [ ] Order Champagne, Prosecco and glasses for winners and sponsors
- [ ] Contact Bookmakers representatives regarding siting – 20 race cards
- [ ] Copy correspondence to SRMO plus plan of racecourse
- [ ] Water Supply for horses and as required around the course

FIXTURE SECRETARIES EXAMPLE CHECK LIST

1-2 MONTHS BEFORE FIXTURE DATE

- [ ] Check Pony Race details
- [ ] Notes for Commentator (sponsors etc.)
- [ ] Check Health & Safety
- [ ] Notify hospital and Police (on line form)
- [ ] Arrange adverts for newspapers, magazines, social media
- [ ] Liaise with printer regarding racecards
  If Weatherbys normally produce your racecard a representative from there should contact you approximately 4 weeks before the meeting to discuss your racecard requirements. Contact Ian Grimwood igrimwood@weatherbys.co.uk if you are not contacted within this timeframe.
- [ ] Submit Temporary Event Notice (TEN) no less than 10 days before event (28 days for premises licence)
- [ ] Update PRO regarding website information, car park charge etc.
- [ ] Check Sponsors' Lunch details
- [ ] Entries booking form
  This form will be emailed to you from the PPRC – all sections need to be completed and filled in, especially the sections regarding your printer information, form guide provider and e-ticket requirements - the form must be returned to PPRC on info@pointtopointracingcompany.co.uk.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

1 WEEK BEFORE FIXTURE DATE

- [ ] Ensure going reports are updated.
- [ ] WhatsApp Group - You may find it useful to create a WhatsApp group for officials on race day. This will also allow you to forward forms for completion. They can then print individually prior to, or after race day
- [ ] Draft race card entries to Commentator, PRO, Judge, Decs, Senior Steward
- [ ] Update PRO and Area website
- [ ] Check small box with alphabetical dividers to hold jockey licenses and Medical Record Books (MRBs)
- [ ] Check number cloths
- [ ] Peg/Mark tents and toilets, trade stands, bookmakers
- [ ] Proof read card - send copy to judge and commentator
- [ ] Check tentage arrival and diagram
- [ ] Check loo arrival and diagram
- [ ] Check numbers for Reserve Car park (sponsors and ticket holders)
- [ ] Check trophies and mementoes (liaise with Sponsor Sec.)
- [ ] Check small receipt books for cash on the day payments including car parks and Trade stands.
- [ ] Check high viz

FIXTURE SECRETARIES EXAMPLE CHECK LIST

1 WEEK BEFORE FIXTURE DATE

- [ ] Photocopy declarations sheets, H&S plan, Stewards of the day, Course Plan etc.
- [ ] Cup Forms for signing (carbon paper)
- [ ] List of Radio holders
- [ ] Best Turned Out envelopes
- [ ] Liaise Treasurer re. cash required and race card float
- [ ] Bell for Paddock
- [ ] Pony Race table, chairs and signs (barn)
- [ ] Tent for First Aid - area marked off – Signs – table, chairs
- [ ] Signs up on course and in tent (car parks, weighing rooms, entries, exit etc.)
- [ ] Antibacterial sprays where needed.
- [ ] Set up tent
- [ ] Advertise Clear Up Day
- [ ] Check clock for secretaries tent with working batteries
- [ ] Check admin box: string, paperclips, staples, stapler, highlighters, money bags, envelopes, notepads, drawing pins, scissors etc.
- [ ] Charge entry scanners if used

PRE-FIXTURE ADMIN

ENTRIES

All entries are now taken by the GB Pointing team through the online portal www.gbpointingentries.co.uk or by email at info@gbpointing.co.uk
Each Fixture Secretary will be given an access code, sent by email, from the PPRC to login to the entries site for early access to view the entries coming in. Entries are opened for online access after the relevant Hunter Cert registration deadline.

GOING REPORTS

It is vital that your going reports are timely and accurate, and created by your Clerk of the Course or Course Inspector. Your fixture or area will have a designated person who will be able to access and update the national website with going updates (usually an Area Secretary or PRO).
Incorrect and untimely going reports cause a number of issues and fixtures are being given the following guidelines:

- 1st report - early in the week ahead of entries opening. By Wednesday at 4:00pm latest
- 2nd report – during entries open period. By 5pm on Saturday latest
- 3rd report – mid-week ahead of the fixture. By 5pm on Thursday latest
- 4th report - day before the fixture. Around noon the day before the meeting
- If any significant weather is forecast/going change is expected, then update by 8am on the morning of racing.

WATERING YOUR COURSE

Please ensure you have the correct permission, and where necessary extraction licences, before drawing water for course watering.

RACECARDS - WEATHERBYS

If your racecards are normally produced by Weatherbys, you should be contacted about four weeks prior to your meeting with comprehensive instructions on the production timelines, adverts and notices required from you, etc. You will need to include National Sponsor adverts and PPA sanctioned mandatory adverts – IJF, Racing Welfare, Countryside Alliance and GB Pointing.

RACECARDS - LOCAL PRINTER

The PPRC will supply the 'horse' information to you and/or your printer directly, after the entries have closed and all entries have been checked and qualified. This information may reach you later on Monday afternoon, or Tuesday morning.
Often you may receive the race card to proof ahead of time with blank pages that will be filled once the entries are made, and again after the entries are in. Proof all copy that you are sent very carefully. We advise that two people do this as mistakes do happen as your relevant printer is not responsible for any errors.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

RACE DAY EQUIPMENT

If everything is well planned and nothing untoward happens, the fixture secretary should be fairly relaxed during racing. However, there is a significant amount of paperwork required on the day:

SET UP

- [ ] Obtain signatures for equipment/floats etc.
- [ ] Trophy signature sheets
- [ ] Event Management Plan/Serious incident/H&S. All paperwork needs to be to hand so you can react immediately or demonstrate to any official visitors that everything is in place
- [ ] Declaration Forms and clipboards - one for each race
- [ ] Judge and Starter Cards
- [ ] Race cards
- [ ] Number Cloths
- [ ] Declaration Board – to publicise declarations made
- [ ] Declaration Sheets for Officials

FIXTURE SECRETARIES EXAMPLE CHECK LIST

RACE DAY EQUIPMENT

SET UP

- [ ] All weighing room notices and map of course
- [ ] Copies of Officials paperwork you submitted to the PPA
- [ ] Regulation and Instructions Books
- [ ] Health & Safety paperwork including accident book and risk assessments
- [ ] Trophies, mementoes & prizes
- [ ] Flowers for prize giving table

FIXTURE SECRETARIES EXAMPLE CHECK LIST

RACE DAY EQUIPMENT

RADIOS

The officials will need communications with each other through the day. You need to consider the following:

- Hire or Own. You may find the latter cheaper but who is going to maintain and who is responsible for ensuring coverage.
- Security. Whilst earpieces can be used, the simple reality is that most officials will forget to put them in place. As a result the net is insecure and the public will hear conversations as officials move through the crowd. Therefore officials should have lists of each other's mobile phones (WhatsApp groups set up beforehand can be useful).
- Coverage. You should keep a record of where these radios cannot be used so alternative options are in place. For example one fence may be out of comms but visible, whilst another fence may have comms but not be able to be seen from most places.
- Number of Channels. Multi-channel radios provide separate channels for Vets, Doctors etc, and avoid people talking over one another, particularly if an incident occurs. If using single channel radios people should be informed not to chat. Whatever system is agreed it must be understood by all, particularly stewards, CoC, incident controller, doctors and vets.

TABLES/CHAIRS ETC.

Officials need long tables/trestles and chairs.

Tables and chairs are needed for jockey changing rooms and possibly hospitality areas.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

RACE DAY EQUIPMENT

STATIONERY, FORMS ETC.

There is always a need for more stationery than is expected. However, the following should be considered a bare minimum:

DECLARATIONS TEAM WILL NEED:

- [ ] Relevant details will be provided by the PPA to the Fixture Secretary, a day or two prior to the fixture.
- [ ] Red Injury List - This will follow the above email, but will arrive later in the day. This list is on a need-to-know basis. A password is provided separately.
- [ ] Horse declaration sheets. PPRC now provide declaration sheets with all those entered, listed with room for amendments. These declaration sheets will have been emailed to the Fixture Secretary around midweek, prior to the meeting.
- [ ] Declaration forms for owners/trainers. These are meant to be pre-filled but some will always forget. Depending on number of entries, you should probably bring 30-40. These can be found on the website under Officials.
- [ ] RQC Declaration Form. Riders can ride without their RQC providing they declare that they have been given one. There is a form or they write in longhand a statement and sign it.
- [ ] A container, with alphabetical divisions, in which to place RQCs/MRBs for each rider.
- [ ] Some way of providing lists of runners with colour amendments to Judge, Starter, Scales (needs weights and declarations details), Commentator and preferably Stewards (need headgear as well). The gold plated solution is to use a laptop and printer, otherwise old fashioned carbon paper. The number board and bookies will also need a list.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

RACE DAY

- [ ] Print forms from the PPA email
- [ ] Certificate for Senior Steward signed by Secretary and SRMO
- [ ] Declaration Forms
- [ ] Judges
- [ ] Starter Cards
- [ ] Jockey refreshments
- [ ] Badges (Chairman, Clerk of Course, Secretary, Stewards, Judges, Starter, Vets, Doctors, Officials)
- [ ] Clock (and battery)
- [ ] Declarations Board, Map, Steward list, no smoking, regulations, instructions
- [ ] Race Cards
- [ ] Float for entry/race card sellers
- [ ] VIP Car park list
- [ ] Arm Bands
- [ ] Number cloths
- [ ] Car park high viz
- [ ] Fence Notices for stewards – flags, whistles, radios, high viz

FIXTURE SECRETARIES EXAMPLE CHECK LIST

RACE DAY

- [ ] Briefing by Clerk of Course at least one hour before first race – vets, doctors, fence stewards, incident controller. All must attend.
- [ ] Scales arrive and position - check working order
- [ ] Officials payment if required (Paramedics, Horse Ambulance, Valet etc.)
- [ ] Cup forms to complete, if releasing to owner
- [ ] Cups and mementos
- [ ] Entries
- [ ] Admin box
- [ ] Car park tickets – gate need receipt book
- [ ] Entry scanners (fully charged)
- [ ] Collect Trade Stand Money – receipt book needed
- [ ] Advertise clear up day
- [ ] Decide who will be responsible for creating a marked race card. This will be forwarded to the PPA after race day.

FIXTURE SECRETARIES EXAMPLE CHECK LIST

AFTER RACE DAY

MARKED RACE CARDS

☐ A marked race card which has the going written onto the front page and includes all runners, placed horses, fallers and the distances between them, riders, over-weights and race times plus equipment carried by horse (blinkers etc.) must be sent to the PPA office within two days of your fixture. This should be accompanied by steward enquiry forms and fines.

STEWARDS FINES

☐ Please ensure your Senior Steward forwards their report to the PPA Office within 48 hours of your fixture. All fines collected on the day are also to be forwarded to the PPA Office or via BACS, see page 6.

PRIZE MONIES

☐ Must be sent out to winning connections 15 days after the meeting if no official objections are in place. It is a nice gesture to include a personal letter to the owners congratulating them on their success at the same time—it might encourage them to enter next year! A list of the winning Owners will be supplied by the PPRC and includes name, address, and email, for you to request the Owners' bank details for BACS transfer. This list is emailed to you on the Monday or Tuesday after the meeting. Forward on to your treasurer if you are not the one allocating prize monies. The PPRC cannot supply Owners' bank details due to GDPR ruling.

HORSERACING BETTING LEVY BOARD (HBLB)

☐ Finalise all fixture payments and invoices, adding details to your Levy Board Grant application. Hasten others for invoices where you need to - you have a deadline. Once complete, submit your HBLB grant application to fixtures@p2pa.co.uk.

OFFICIAL RETURNS

☐ Confirm with the SRMO and Senior Vet that all official returns have been forwarded to the relevant BHA department

THANK YOU

☐ Thank you letters to all sponsors, officials, volunteers and landowners

FIXTURE SECRETARIES EXAMPLE CHECK LIST

AFTER RACE DAY

DEBRIEF AND WASH-UP MEETING

It is always beneficial to have a committee meeting soon after your fixture to discuss how it went while it is all still fresh in everyone's minds. Update file and phone list. Consider potential changes to the race card for the next meeting.

INVOICE (where necessary)

- [ ] Sponsors
- [ ] Advertisers
- [ ] Trade Stands/Caterers
- [ ] Pay landowner invoice - draft your own if this is not provided.
- [ ] Receipts to trade stands as necessary
- [ ] Pay invoices as received and hasten others
- [ ] Pay Bookies, Pony racing etc.





IMPORTANT INFORMATION.

RULES & REGULATIONS

As a fixture secretary, you will be issued with two BHA booklets: **"Regulations for Point-to-Point Steeplechases"** and **"Instructions for Point-to-Point Steeplechases"** (the White Book).

These are updated and renewed every year. Please contact your Area Secretary if you have not received copies. They are also published on GBPointing.co.uk.

Nobody is expected to know all of the rules. Therefore we provide you with these books for guidance, to assist your decision making. It may help to browse them during quieter times to find your way around or even add reference tabs.

REGULATIONS FOR POINT-TO-POINT STEEPLECHASES

A fixture **MUST** be run according to these regulations. The Regulations Book has been drawn up by the PPA in conjunction with the BHA who approve any changes made. The colour of the Regulations book changes every year, the same as the colour banner across a Jockey licence or National Pass.

INSTRUCTIONS FOR POINT-TO-POINT STEEPLECHASES

The 'White Book' is important as a reference for fixture organisers. This is the practical application of the regulations and as such is what you and your team need to know to set up beforehand and run on the day.

HEALTH & SAFETY

HEALTH & SAFETY OFFICER

All fixtures must have their own Health & Safety Officer who undertakes a risk assessment for the course and the entire day. This is to be included on the Medical Audit form. Help with the form is available from your Health & Safety advisor. The Health & Safety plan should be regularly reviewed, signed and dated by the person responsible.

RISK ASSESSMENT

A risk assessment must be carried out in regard to safety for all participants, public and horses whilst they are on the premises. This risk assessment document must be present on the day of the meeting and circulated in advance to all officials.

INSURANCE

All employers and public liability insurance must be clearly displayed in the Secretary's tent. A copy of each should accompany the Fixture application form sent to the PPA.

INCIDENT CONTROL

This role is necessary in the event of a serious incident. The individual responsible should be able to take charge of the incident and record any applicable details for future reference.



MEDICAL INFORMATION

DOCTORS

A Senior Doctor and his deputy are required at each fixture, they must be registered with the BHA. A third 'crowd only' doctor is required if you are expecting crowds over 2000. The crowd Doctor does not need to be BHA registered but they must have their own indemnity insurance.

MEDICAL AUDIT

You are required to submit a Medical Audit for each fixture you are responsible for. Unless you are opening a new fixture, this will have been completed before therefore you will only need to update the previous information.

You should complete this audit with your SRMO. Guidance will be provided from the BHA and within their email will be a list of people who are available to assist you, please use them.

DRUG AND ALCOHOL TESTING

Random drug and alcohol testing may take place at any fixture throughout the season. You will be contacted by the PPA if your fixture has been selected.

VETERINARY INFORMATION

VET QUALIFICATIONS

You must have at least three vets at your meeting, one of whom will be your senior vet and will hold the qualification SRVS or SPVS.

The BHA regularly assess and update veterinary and medical requirements at point-to-points. The latest requirements can be found on the Veterinary Officials and Medical Officials forms, and in the current season's Regulation/Instruction books.

The Vets are provided with their own on-line returns to complete however, you may wish to have hard copy back ups.

- Duties of Senior Veterinary Surgeon (SVS).
  - Their online return must be completed and forwarded **within 48 hours of the fixture**.

- VO19 Injury report forms.
  - Downloadable from the GBPointing.co.uk. A copy is handed to the owner and/or keeper by the Veterinary Surgeon when a horse receives medical treatment.
  - The BHA Veterinary Advisor to the BHA is Graham Potts. He will be able to assist you if there are problems finding suitably qualified Veterinary Surgeons for your fixture: gpotts@britishhorseracing.com

BHA VET VISITS AND DRUG TESTING

BHA Veterinary Inspections will be announced in advance and will be conducted by a BHA Veterinary Officer who will make themselves known to you on the day and meet with the Clerk of the Course, Local Course Inspector and Veterinary Team prior to carrying out the Inspection.

BHA Veterinary anti-doping visits will NOT be announced in advance but both types of visit may occur on the same day.

VETERINARY INFORMATION

DO NOT UNDERESTIMATE HOW MUCH WATER WILL BE REQUIRED.



There **MUST** be adequate water at key points around the course:

- The paddock/unsaddling enclosure
- The pull-up area
- Between the last two fences
- The lorry park
    - Also access via vehicle to be taken onto the course if required.

HORSE AMBULANCES AND DISPOSAL VEHICLES

Create a plan with the Clerk of the Course. Have a designated area for the placement of fallen horses which is secure and out of public view. The recovery vehicle must not keep horses on board following an incident and racing should not start until the recovery vehicle is back in position.

EUTHANASIA AND USE OF SCREENS

One of the hardest aspects of holding a meeting is the inevitability that you may have to deal with a fatality. Policy regarding costing related to euthanasia and also disposal of the body should be covered within your area. Decisions may need to be made quickly therefore, you must have a policy in place ahead of your fixture regarding the costs associated with chemical euthanasia and how this will be covered. Ensure the SPVS of the fixture understands what that policy is to save any confusion when emotions will no doubt be heightened.

Losing a horse can be devastating. Make a point of writing to the owners after a fatality. It is a kind and courteous act that the owners will always remember.

Screens should be in ample supply and provided at the last two fences, on the Rapid Response vehicle, horse ambulance, recovery vehicle, unsaddling enclosure and Parade Ring. All fence stewards should be trained to manage the screens and each screen should have an eye hole so those holding the screens can stay aware in case of sudden movement.

LICENCES

TEMPORARY EVENT NOTICE (TEN)

As a general rule, you will be expected to submit your Temporary Event Notice no less than ten working days before the event (and for a premises license 28 days). However, it is good practice to allow much more time to ensure your license is granted. The application is made to your local authority.

GAMBLING ACT OCCASIONAL USE NOTICE (OUN) - MANDATORY

It is a criminal offence not to have an OUN in place if you have Licensed betting facilities.

OUNs are designed to allow licensed betting operators to provide betting facilities at genuine sporting events (such as point-to-point racecourses) within the boundaries of the identified venue on a specific date, without the need for a full betting premises license. This licence is free, apply to your local Authority.

POLICE

It's advisable to inform your local Police Force of your fixture, particularly if there is potential for disruption from hunt saboteurs.

Check for public footpaths crossing your land, these could be used to cause disturbance. While footpaths can be closed, this can be expensive so ensure clear warning signs are in place and manned where they cross, or run close to the course.

You should also let the Police know if the approach roads are likely to become congested during the event.

WATER EXTRACTION LICENCE

A Water Extraction Licence is required if the course is being watered.

POSTPONEMENT & REARRANGEMENTS

AREA SECRETARY → PPSA CHAIRMAN → PPA

The weather can play havoc with meetings, even at the very last minute. If you think there is a possibility that your fixture may not go ahead for whatever reason then it is important to communicate this as soon as possible to allow participants and the public to make early decisions.

Contact your Area Secretary in the first instance and discuss options with them. If a new date is proposed by the PPSA your first priority is to ensure your medical and veterinary officials can cover your new date as well as other senior officials.

On no account should you advertise or discuss a possible date until ALL protocol has been followed and your Area Secretary confirms that your new date has been approved.

All official announcements MUST be made in the first instance by the Point-to-Point Authority, via the national website, social media channels and the PPA WhatsApp group 'Point-to-Point Live Updates'. Please ensure you join the group, it is open to everyone, including the general public.

Latest protocols, including the Abandonment Policy can be found on the Secretaries area of the national GBPointing.co.uk website.



HORSE RACE BETTING LEVY BOARD (HBLB) GRANTS

HBLB are the largest financial contributors to point-to-points. The majority of the money is provided as a fixture grant, which is received on provision of your accounts after your fixture date by the PPA. You will be informed in advance of your grant amount.

GRANT FORMS

HBLB forms are available on the Secretaries area on GBPointing.co.uk.
All information must be accurate and the form must be signed when returned.

A fixture may not be granted a fixture licence if the HBLB form is not received by the PPA on time.

PAPERWORK

Fixtures must submit their accounts to the PPA office via the HBLB grant form. Failure to do so can incur a £250 fine and result in future fixture licence applications being refused.

HBLB returns must be received by the PPA office no later than 8 weeks after your fixture date

HOW THE LEVY IS DISTRIBUTED

Every year the PPA applies to HBLB for a range of grants to benefit and support point-to-pointing.

The largest is the Fixture Grant, in excess of £300,000, which states that the grant is "to ensure an even spread of fixtures throughout the season and across the country".

The allocation of grants is calculated on a fixture-by-fixture basis, taking into account many variables such as time of the year, day of the weekend, easing fixture congestion at peak periods, fixtures moving into gaps, innovation and new ideas (such as mid-week and Friday racing) etc.

OWNERS, TRAINERS & JOCKEYS

It is really important that you look after your participants before, during and after your meeting. Good facilities and appreciation will hopefully ensure that they will return to run their horses at your meeting in future years.





GOING REPORTS

Honest and accurate description of your going is vital as well as regular updates both on national and area websites as well as social media.

OWNERS

Owners in particular should experience a positive experience including invitation into the hospitality, especially if their horse wins.



TRAINERS

Good communications with trainers before the day is beneficial.

JOCKEYS

Ensure that your jockeys have ample refreshments provided in their separate changing rooms as some have limited time between races.
Jockeys also require dedicated toilets, accessed easily from their changing rooms and separate to any public facilities.







STRUCTURES

TENTAGE/COVER

Permanent Buildings.

- Can you utilise permanent buildings on site, this may save on costs.
  - During the off-season you may be able to come to an arrangement with the farmer to use this facility for the storage of fences.

Marquees/Tents.

- Fixture cancellation. Tentage is expensive. If there is any possibility of your fixture not going ahead, try to make this decision before the marquee company arrives on site.

- Consider the following:
  - Health and Safety. Discuss options with your H&S advisor. What is being used inside the tents, how can you mitigate risk inside and out.
  - Layout. Does the layout work smoothly?
  - Can stewards/medical staff have discreet conversations without being overheard? Many provide them with their own tent.
  - Wind. Tentage can be at risk from wind. Use extra strapping over ridgepoles or park high sided vehicles to help protect them.

STRUCTURES

TOILETS

Toilets must be provided, there should be enough for the expected size of your crowd and they should be checked regularly, including at the end of the day. Some particular thoughts:

- **Permanent or temporary**
  - Most fixtures use portaloos but if using permanent ones make sure they are cleaned regularly and don't smell.
  - Ensure a good supply of loo roll.

- **Weather**
  - Ensure portaloos are secured. High winds can blow them over. Tie them down or locate them inside a tent.

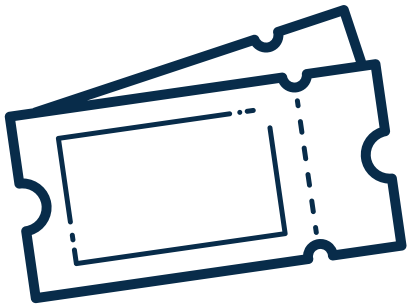
- **Location**
  - Ensure you select convenient locations for the public, officials and jockeys.
  - Do not forget the lorry park.

- **Signpost**
  - Toilets are easily seen when there is no-one around, but they can become more difficult to find when there is a crowd.



TICKETS & PASSES.

E-TICKETING



E-ticketing is becoming an increasingly important part of how we promote and grow point-to-point racing. To support this, the GB Pointing team will be linking all fixtures who currently offer e-ticketing directly through the new national GB Pointing website free of charge.

WHAT THIS MEANS FOR FIXTURES:

- Increased Ticket Sales: By showcasing your fixture alongside others on the national GB Pointing website, you benefit from higher visibility and easier access for spectators looking to purchase tickets in advance.
- National Marketing: Your fixture will be promoted not just locally, but across the country, benefiting from the PPA's wider marketing reach through the GB Pointing website.
- Enhanced Search Engine Optimisation: Having your ticket links on the official national website will improve your fixture's online discoverability through search engines, helping new audiences find you.
- One-Stop-Shop: The GB Pointing national website will become the central place to buy point-to-point tickets, making the customer journey simple and seamless.

WHY E-TICKETING MATTERS:

- Audience Insights: By selling tickets online, you collect valuable data on your spectators – where they come from, what types of tickets they buy and whether they are new or repeat visitors.
- Targeted Marketing: This data can be used for future campaigns, such as sending tailored emails, marketing adverts or offering incentives to return visitors.
- Planning & Efficiency: Knowing how many tickets you've sold in advance helps with event planning – from catering to car parking to race card printing.
- Modern Expectations: More and more people expect to be able to purchase tickets online quickly and easily; offering e-ticketing helps meet this demand and enhances the customer experience.

Getting started with e-ticketing: If your fixture doesn't yet offer e-ticketing and you'd like to get started, contact your Area Secretary.

PASSES

OWNERS' PASSES - E-TICKETS

Since the Covid pandemic e-ticketing for Owners and Keepers has increased in popularity and usage by the majority of meetings, by emailing out e-passes via a recognised e-ticketing facility such as Future Ticketing. The PPRC can provide the Owners' emails to you so that you or a nominated individual can email them out. Ask the PPRC for details.



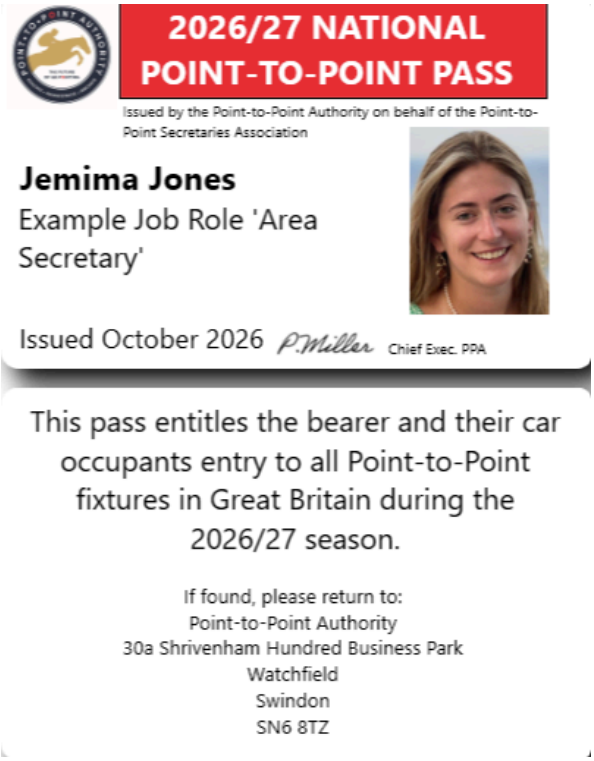
For those meetings still wishing to post out physical passes, the PPRC can supply the Owners addresses to you, but you will still need to approach a local printer who may offer to sponsor the cost of printing and have their business advertised on the back.

OWNERS' PASSES - WEATHERBYS

Weatherbys Commercial services can also produce e-passes on your behalf, but you must contact them and 'book' their services for them to email out passes for you, they won't do it automatically. Contact PPRC in the first instance if you are interested in Weatherbys producing your e-passes, or drop a line to your usual Weatherbys contact, if you have used this service in the past.



PASSES


2026/27 NATIONAL POINT-TO-POINT PASS

Issued by the Point-to-Point Authority on behalf of the Point-to-Point Secretaries Association

Jemima Jones

Example Job Role 'Area Secretary'

Issued October 2026 P.Miller Chief Exec. PPA

This pass entitles the bearer and their car occupants entry to all Point-to-Point fixtures in Great Britain during the 2026/27 season.

If found, please return to:
Point-to-Point Authority
30a Shrivenham Hundred Business Park
Watchfield
Swindon
SN6 8TZ

NATIONAL PASSES

These are agreed with the PPSA and issued by the PPA to keep numbers to a minimum.
The banner colour and dates are updated annually to ensure they only apply to the current season, and photo ID is required.
Primarily they are issued to officials, senior PPSA members, PPA board members and team, PRO's, GB Pointing team, national sponsors and officials etc.

AREA PASSES

Area passes are issued by each Area every year to fixture secretaries and other officials and individuals within that Area.
It is advisable to photocopy each of the passes issued and give them to your gate staff so they recognise what passes to look for on entry.


SOUTH MIDLANDS AND SANDHURST AREA

CAR PASS 2026

VALID ONLY AT THE FOLLOWING FIXTURES:

- Sunday 25th January Heythrop at Cocklebarrow
- Saturday 28th February (Sandhurst) Kimblewick (February) Meeting at Kingston Blount
- Saturday 21st March VWH at Siddington
- Saturday 4th April Kimblewick at Kimble
- Monday 6th April Old Berkshire at Lockinge
- Sunday 12th April Bicester at Edgcote
- Sunday 19th April (Sandhurst) The Vine & Craven Hunt at Kingston Blount
- Monday 4th May Warwickshire at Mollington
- Sunday 10th May Kimblewick (May) at Kingston Blount
- Sunday 17th May Grafton at Edgcote
- Sunday 24th May Berks & Bucks Draghounds at Kingston Blount

Issued subject to the Racecourses terms and conditions of entry. Strictly NON Transferable.

001



SPONSORSHIP.

SPONSORSHIP

Sponsors want two things: Visibility and Value.

EXAMPLES OF WHAT YOU CAN OFFER:

- Fence branding/paddock banner placement
- Race naming rights and adverts
- PA shoutouts
- Big screen adverts
- Trade stand/pop ups on course to interact with potential customers/clients
- Logo on posters, website & social media
- Social media posts before/during/after
- Complimentary tickets, premier parking and hospitality
- Contra-deals
    - they might provide their products or services in return for marketing ~ eg: portaloos

Every fixture is different, as are the sponsorship opportunities you can offer. The value of a package will depend on factors like the size of your event, its location, and the brands or partners you're approaching. Large businesses get many requests. Smaller businesses (eg: on industrial estates) may offer better opportunities.

People buy from people, so build a relationship and listen to what they are looking for before going in to try and close a deal!



SPONSORSHIP

NATIONAL SPONSORS

These are larger Sponsors who agree to sponsor a series nationally. Many meetings will have their own long-standing sponsors but if you wish to apply for a National Sponsor for your meeting, please contact the PPA Office.

FIXTURE SPONSORS & HOSPITALITY

Your meeting probably has long standing race sponsors as well as others who are happy to support your fixture by advertising in the race card and/or with banners around the paddock.

It is worth appointing one person to take charge in your hospitality tent to look after both the sponsors and any winning connections plus officials. Remember that the better you look after supporters, the more likely they are to want to come back year after year.

A well laid out hospitality tent with plenty of refreshments available is essential. It should be clean, with seating and tables if possible. Tablecloths and flowers on the tables also give a good impression. There should ideally be two people on hand to serve teas, coffees and drinks, as well as keep the tent tidy.

WHO TO APPROACH

RURAL & EQUESTRIAN BUSINESSES
Feed & Tack Shops
Riding Schools & Livery Yards
Equestrian Brands (clothing, supplements, farriers, horsebox companies)
Veterinary Practices (equine or mixed practices)

LOCAL FOOD & DRINK PRODUCERS
Breweries, Cider Makers & Distilleries (popular in rural sponsorship)
Farm Shops, Butchers, and Delicatessens
Restaurants, Cafés, and Pubs — often happy to sponsor a race or provide hospitality in exchange for exposure

AGRICULTURE & LAND-BASED BUSINESSES
Farming Equipment & Machinery Suppliers
Feed, Seed & Fertiliser Companies
Auctioneers, Livestock Markets, & Agricultural Consultants

PROFESSIONAL SERVICES
Local Solicitors & Accountants (especially those working with farming clients)
Insurance Brokers (rural, equine, or agricultural insurance)
Estate Agents (particularly those with a rural division)

LIFESTYLE & COMMUNITY BUSINESSES
Car Dealerships (SUVs, 4x4s, horseboxes)
Garden Centres & Nurseries
Hotels, B&Bs & Holiday Cottages
Local Builders, Roofers, and Trades (who want name recognition in the community)
Local Industrial parks














MARKETING.

Please also refer to the separate marketing manual on the GB Pointing website. This is an incredibly helpful resource, created to support you in marketing your fixture, and contains everything you need to know about marketing.

KNOW YOUR AUDIENCE

YOUR FIXTURE WILL ATTRACT DIFFERENT GROUPS OF PEOPLE:

- **Racing enthusiasts** – following the horses, jockeys and form.
- **Local community & families** – looking for a fun, affordable day out.
- **Young people** – who may engage more via Instagram, TikTok or short video content rather than long written articles.
- **Owners, trainers & connections** – who need clear, professional communication about entries, going and logistics.
- **Sponsors** - need to know where to be at what time.



CREATING A GREAT EVENT EXPERIENCE

A well marketed event is just the beginning, make sure your visitors leave already wanting to come back.

IDEAS FOR RACE DAY:

- Race Day Tipster
- Race Card Previews and Paddock Commentator
- Children's treasure hunt (can be done with QR codes)
- Children's funfair and activities
- Animal petting area
- Local artisan or food market
- Photo spot with jockey silks/meet the jockey
- Dog shows, pony rides/racing



MEDIA

PHOTOGRAPHERS AND VIDEOGRAPHERS

All photographers and videographers must obtain permission from the Fixture Secretary to attend a meeting to take photos and footage on a commercial level rather than for private/personal use. Whilst we appreciate it is difficult to control individuals who want to share their images on social media, media rights for that meeting belong to the organisers. It is advisable to refrain from sharing any images from non-registered individuals on your social media pages.

There are a team of Videographers who are employed by the PPRC to provide official footage for the national website GB Pointing. Their names are listed on GBPointing.co.uk

There is also a team of 'Racereaders' employed by the PPRC whose job it is to track the horses in each race, then supply the PPRC with the results of those races for publication on gbpointing.co.uk at the culmination of each meeting.

BIG SCREENS

These can be beneficial where viewing of the whole race for racegoers is limited in any way. Similarly, if your meeting were to clash with Grand National day, the ability to show the race on a big screen during the afternoon could encourage more people to attend your meeting. You can also put sponsor's adverts on here for showing between the races, as well as race details.

MEDIA

PA SYSTEMS / RADIOS

There are companies across the country that provide what you need. This might include: a double decker system for judges and commentators, plus announcer; the loudspeakers, big screen, radios for officials. The PA system is the lifeblood of the event:

- **Permanent Infrastructure** - If your location is running multiple events (not just P2Ps), it may be that you can agree a deal with a company to have permanent infrastructure put in place. This will have an initial expense but is quickly covered by reduction in setting up costs each time.
- **Loudspeakers** - Sound needs to be clear and able to be heard in most parts off the course, while not scaring the horses.
- **Car Parks** - If people are based around their cars, make sure they can hear what is going on elsewhere.
- **Paddock** - People around the paddock want to hear what's being said, but horses may scare if an unexpected blare is directed at them, so place with care.

ON SITE WI-FI

Wherever possible, your meeting should have Wi-Fi so that card readers can work on entry, your trade stands can use them. If you are situated in a location which has no Wi-Fi, then you will need to advertise 'cash only' on entry.

PUBLIC RELATIONS OFFICER (PRO)

Your local PRO is one of the most valuable assets for promoting your fixture and your area. They are there to help you tell your story in a way that engages both existing racegoers and new audiences.

HOW PRO'S CAN SUPPORT YOUR MARKETING EFFORTS:

- Pre-Event Articles: Liaise with your PRO to write short, engaging previews in the run-up to your fixture. These could include details about your fixture's unique selling points (USPs), historical facts, track statistics or standout entries. Content like this helps build anticipation and gives potential attendees reasons to come along.

- Post-Event Reports: Liaise with your PRO to provide a race report or round-up with highlights, notable performances, and human-interest stories. These are great for keeping your event in the public eye and encouraging people to come back next time.

- Race card Content: PROs can supply interesting snippets for your race card – for example, 'Did you know?' sections with quirky historical details, local connections, or course records. This adds colour and gives spectators more to enjoy on the day.

- Media Coverage: A PRO can actively seek editorial opportunities for your fixture in local and regional press, national newspapers, magazines, "What's On" guides, and online blogs. They also write articles which feature on the National Point-to-Point website. They know how to pitch stories in a way that will interest journalists and editors, which can secure valuable free publicity.

- Don't forget social media! See National Digital Content Creators (NDCC).

- Work as a team and brief your PRO clearly. Share your fixture's USPs, special attractions, local sponsors and any community involvement. The more they know, the better stories they can tell on your behalf.

NATIONAL DIGITAL CONTENT CREATORS (NDCC)

The Point-to-Point Authority has recently rolled out an exciting new national marketing campaign, introducing National Digital Content Creators (NDCCs). This initiative is designed to bring point-to-pointing to life online, showcasing the sport in a dynamic, engaging and modern way.

WHAT NDCCS DO:

- Video Round-Ups: Capturing the action from the day, including race highlights and key moments.
- Interviews: Speaking with participants to tell their stories in a personal and relatable way.
- Behind-the-Scenes Access: Offering spectators a glimpse into the preparation, excitement and teamwork that goes into a fixture – the parts of racing the public rarely get to see.
- Educational Content: Explaining racing terms, traditions, and processes in an accessible way to help new audiences feel included and informed.
- Fun & Interactive Features: Light-hearted clips such as 'Did you know?' or 'Fun facts' about the sport, courses and personalities to entertain and engage on social media.

WHY THIS MATTERS FOR YOUR FIXTURE:

NDCCs create high-quality, shareable content that not only promotes your day but also helps to showcase the wider sport nationally. Their work increases visibility, drives social media engagement, and reaches audiences who may never have considered attending a point-to-point before.

NATIONAL DIGITAL CONTENT CREATORS (NDCCS)

HOW YOU CAN SUPPORT NDCCS:

- Welcome them into your fixture team and give them access to areas that will help them tell great stories.
- Share any unique features or local angles (special races, anniversaries, family entertainment, community involvement) so they can spotlight these in their content.
- Amplify their work by resharing videos and clips through your area and fixture's social media channels.

This national campaign is a key step in bringing point-to-pointing into the digital age, showing off the excitement, community and fun of the sport to new and existing audiences.



REACHING YOUR LOCAL COMMUNITY

Although members of your local community may already be racing fans, or the majority of your visitors tend to travel from afar, it's always worth promoting the fixture to local areas. They've got the least distance to travel and may be searching for a local day out. Try things like:

- Advertise on posters
  - Brightly coloured posters that are clear to read and understand are vital to spread the word that your event is on. Also consider putting up big boards along prominent roads around the area that are easy to read when driving past.
- Ask local pubs to display flyers
  - Add a discount code to help track success so you can tell where you picked up engagement and what to do/what not to do next year!
- Post in village/community Facebook groups.
- Email local schools with posters and discount codes.
- Advertise in the local parish newsletters and free village publications.
- Invite local dog trainers, farmers' markets or vintage car clubs to attend or display.
- Work with a local personality (trainer, farrier, food vendor) as a mini-ambassador.
  - Pick someone with a good social media following so they can promote your fixture easily to a wide and potentially new audience.
- Offer competitions: 'Win a family ticket by sharing this post!' or 'Enter before X date to be in with a chance of winning a bottle of bubbles!'



CONTACT

Your first point of contact should always be your Area Secretary



THANK YOU.