



### **Newcastle Racecourse**

<b>Position:</b>	Racing Executive/Trainee Clerk of The Course
<b>Reporting to:</b>	Clerk of The Course
<b>Responsible for:</b>	N/A
<b>Contract type:</b>	Permanent – Full Time
<b>Hours of work:</b>	40 hours per week

#### **About the role**

As part of the Newcastle Racecourse team, you will assist the Clerk of the Course as required to ensure the safe, compliant and efficient delivery of raceday operations through communication with Owners, Trainers, British Horseracing Authority Officials, Stable Staff and the general public alike. Specific focus will be placed on the track and racing to ensure Newcastle enhances its reputation as a Grade 1 track, with opportunities for professional development including a pathway towards a Clerk of the Course accreditation.

This role is based at Newcastle, however, due to the nature of the company and role you may be required to complete relevant work for other ARC Racecourses, and potentially travel to other Racecourses in the course of your duties as set out below.

#### **Key responsibilities for the role will include**

- Provide administrative support to the Clerk of the Course and the wider team in relation to racing operations.
- Assist with the maintenance of all starting locations, including distance setting and marking, record keeping, and ensuring compliance with safety standards.
- Assist with the coordination of raceday medical provision, including liaison with Doctors and the Senior Doctor, management of contracts and rosters, medical equipment requirements, compliance with Medical Standing Orders and risk assessments, and supporting training exercises and rehearsals.
- Support the delivery and coordination of on-course paramedic, ambulance and first aid cover for both the track and public areas during racedays.
- Assist with weighing room operations including raceday arrangements, liaison with valets, equipment management, noticeboard and course map updates, and maintaining security standards.
- Assist with veterinary operations through liaison with vets, Senior Veterinary Surgeons, BHA Veterinary Officers and Veterinary Teams, including contracts and rosters, horse ambulance and recovery arrangements, veterinary standing orders, and training and rehearsals.
- In conjunction with the Clerk of the Course prepare and update Veterinary & Medical Standing Orders annually for both Newcastle and other courses in compliance with the BHAGI's.



- Walk the course with Clerk of the Course, if required, in order to deliver accurate Going reports to Owners & Trainers prior to racing.
- When required; take Going Stick readings and Soil Moisture Readings for publication prior to declarations and on the morning of racing for all fixtures.
- Assist the Estates Team with preparation of the racing surface and improve turf husbandry knowledge/understanding.
- Assist with Marketing literature.
- Prepare and manage content and production of racecards, if required.
- Complete returns for the Racing Calendar ensuring all sponsors' titles, race details and running order are listed correctly in time for publication.
- Be the main point of contact between the stables and racing office for booking in overnights/ gallopers/ stalls test and ensuring any maintenance issues are passed on appropriately.
- Ensure the key stakeholder areas are set and ready for racing including the weighing room complex and stable yard.
- As guided by the Clerk of the Course, ensure all areas are BHA compliant for racing.
- Work with the Operations manager and maintenance team to ensure all key areas are maintained to a high standard.
- Any other duties as requested by the Clerk of the Course or in support of the Estates Team as a whole.
- As directed by the Clerk of the Course, ensure all fixtures and race times are communicated to all raceday operators e.g. Doctors, Medicare Nurse, Vets and other required staff.
- Coordinate all necessary officials and contractors in the event of late notice additional fixtures.
- Keep all staff informed of race times and divisions prior to race meetings.
- Monitor requests and book overnight stabling/accommodation.
- Assist the Clerk with all aspects of the race planning process including; updating prize money, race names, running orders and anything else in relation to the BHA admin system.
- Administer race name changes, liaising with the Racing Department at the BHA.
- Work with the Regional Owners & Trainers Liaison to ensure delivery of best in class customer service to all Owners & Trainers, with a particular emphasis on the cultivation and retention of overseas runner

#### **Other**

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices



- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....

