

## STABLEHANDS & STABLE REPRESENTATIVES NOTIFICATION REQUIREMENTS

APRIL 30 2020

To facilitate the implementation of restricting non-essential personnel attending race meetings, Trainers will now be given the required to nominate a representative to act on their behalf, along with nominating a stablehand to accompany them on HARNESSWEB on their "MY NOMS" tab.

**This will be effect for meetings from Monday 4 May 2020 (including Newcastle, Wagga and Bathurst trials), therefore the notification deadline for these meetings will be 10.30am Saturday 2 May 2020.**

### RACE MEETINGS

- **If nominating a Stablehand please ensure they are essential to be in attendance at the Race Meeting.**
- Stablehands or Stable Representatives can be nominated in Harnessweb as soon as the fields are released and before **10.30am two days prior to the meeting** (driver declaration time).
- Trainers wanting to use a Stable Representative will still be required to provide the appropriate paperwork. [Paperwork available here.](#)
- Stables with 3 or more runners engaged at a race meeting will be required to apply for an additional Stablehand via email to [stewards@hrnsw.com.au](mailto:stewards@hrnsw.com.au). By 10.30am 2 days prior to the meeting.
- ALL stablehands will need to be nominated on Harnessweb by the required time or entry will be refused to the Racecourse.

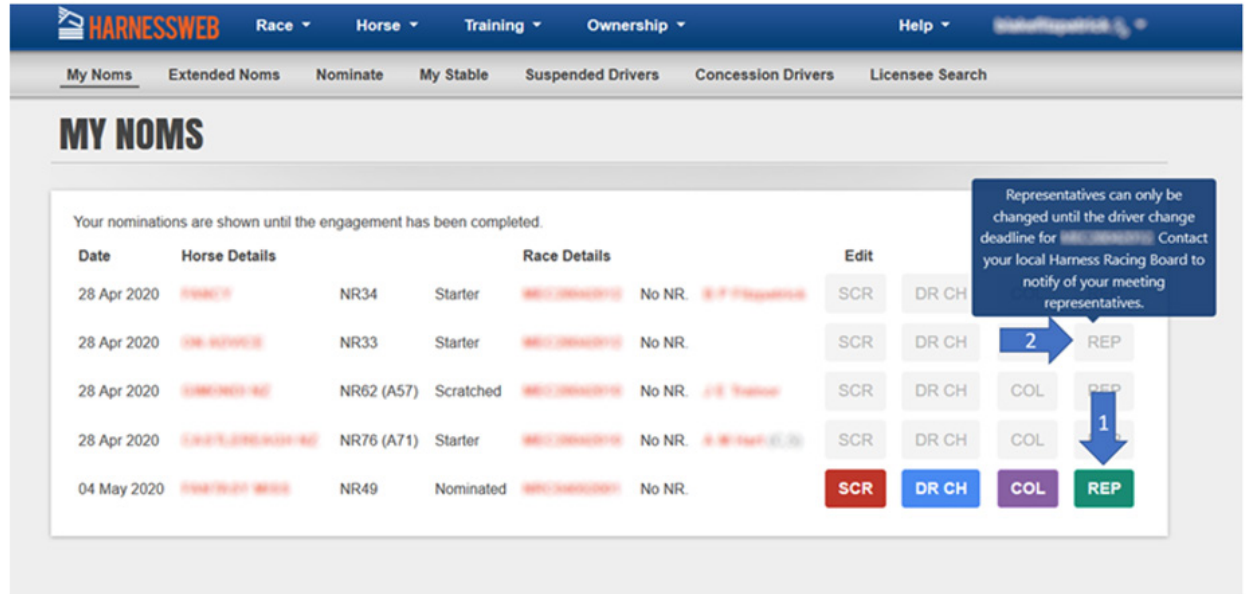
### TRIALS

- Nominations for trials will close at 10.30am 2 days prior to the scheduled date.
- Drivers, Stablehands and Stable Representatives will be required to be notified by 10.30am on Harnessweb the day prior to the trials or entry will be refused to the Racecourse.
- Trials scheduled for Tuesday's will close at 10.30am Monday mornings and a Drivers, Stablehands and Stable Representatives will be required to be notified by 8.30am the day of the trials or entry will be refused to the Racecourse.
- **ALL** stablehands and drivers will need to be nominated on Harnessweb by the required time or entry will be refused to the Racecourse.

On the following two pages you'll find a quick guide on how to access and use the form.

For further information on this matter contact:  
HRNSW RACING OFFICE  
[racing@hrnsw.com.au](mailto:racing@hrnsw.com.au)  
1300 797 539

**1. Accessing The Feature:**



The screenshot shows the 'MY NOMS' page on the HARNESSWEB platform. The page has a navigation bar with 'Race', 'Horse', 'Training', and 'Ownership' dropdowns, and a 'Help' link. Below the navigation bar are tabs for 'My Noms', 'Extended Noms', 'Nominate', 'My Stable', 'Suspended Drivers', 'Concession Drivers', and 'Licensee Search'. The main content area is titled 'MY NOMS' and contains a table of nominations. A callout box explains that representatives can only be changed until the driver change deadline. Two callouts, labeled '1' and '2', point to the 'REP' buttons in the 'Edit' column of the table.

Date	Horse Details	Race Details	Edit
28 Apr 2020	NR34 Starter	No NR.	SCR DR CH REP
28 Apr 2020	NR33 Starter	No NR.	SCR DR CH REP
28 Apr 2020	NR62 (A57) Scratched	No NR.	SCR DR CH COL REP
28 Apr 2020	NR76 (A71) Starter	No NR.	SCR DR CH COL REP
04 May 2020	NR49 Nominated	No NR.	SCR DR CH COL REP

**2. Setting a Representative:**

The meeting representative screen shows:

- Information about the deadline for meeting representative submissions [3],
- Nomination information,
- A list of other nominations that are in the same meeting [4],
- The stablehand selection [5] and the trainer representative selection [6] - the text fields to enter a stablehand or trainer representative are only displayed if a user selects 'yes' to the respective question.

To make the process easier, trainers will see a drop down list of available licensees when they begin typing a name (i.e. autocomplete). Also, after selecting a stablehand/trainer rep in one nom and then clicking the 'REP' button on a different nom within the same meeting, the trainer will clearly see that they've already selected a stablehand/trainer rep and that changes affect the whole meeting.

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 racing@hrnsw.com.au  
 1300 797 539

## MEETING REPRESENTATIVES

Due to Covid-19, restrictions are currently in place to limit the number of participants on a racecourse.

This form provides the ability to nominate a stablehand for a meeting. If you, the trainer can not attend the meeting, you may nominate a representative on your behalf.

Only attendees that have been nominated to attend will be allowed entry. This form must be submitted by the driver deadline for this race.

### Meeting Details

<b>Submission Deadline</b>	28 April 2020, 10:30 AM	<b>3</b>	
<b>Horse Name</b>	BE SUI BELT/1908	<b>Current Driver</b>	BE (Hughes)23
<b>Track</b>	TAMWORTH	<b>Race Field Status</b>	Starter
<b>Race Code</b>	TAC30042002	<b>Meeting Date</b>	30 April 2020
<b>Affected Nominations</b>	TAC30042001 - BELSUI BELT/1908 TAC30042002 - BELSUI BELT/1908 TAC30042002 - BELSUI BELT/1908 TAC30042003 - BELSUI BELT/1908 TAC30042003 - BELSUI BELT/1908 TAC30042008 - HEDY HEDY/1908 TAC30042004 - BELSUI BELT/1908 TAC30042004 - BELSUI BELT/1908 TAC30042004 - BELSUI BELT/1908	<b>4</b>	

### Accompanying Stablehand

Will a stablehand (or other licensed participant) be accompanying you at this meeting?

No, I (or my representative) will attend this meeting alone.

Yes

Stablehand:

John Smith

### Trainer Representative

Would you like to nominate a licensed participant to represent you at this meeting instead of attending yourself?

No, I will attend this meeting myself.

Yes

Only participants who have been nominated will be permitted entry to the race course.

Only one stablehand and one trainer representative can be nominated per meeting.

CANCEL

CONFIRM

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racing@hrnsw.com.au  
1300 797 539