WAIKATO THOROUGHBRED RACING

Race Day Operations Plan

Venue: WTR Greenfield Racecourse | Date: _____ | 8-Race Meeting | First Race: 12.30pm

1. Two Days Prior to Raceday

Time	Activity	Owner	Notes / Checks
09:00	Track inspection & penetrometer readings; provisional track rating issued to NZTR / trainers; rail position confirmed	Track Manager	Weather forecast reviewed; irrigation/covers decision
0:930	Final acceptances & field confirmation; stipendiary stewards briefed	Racing Manager	Scratchings deadline monitored
12:00	Broadcast & timing systems check (TAB Trackside, photo finish, semaphore, PA)	Operations	Redundancy test on photo finish
14:00	Full team briefing note issued (run sheet, weather, security, F&B catering, marketing, VIPs, contingencies, etc.)	Race Day Manager	All function leads acknowledge receipt
15:00	Catering, hospitality & bar stock confirmed; function sheets circulated	F&B / Events	Confirm final hospitality numbers

1. Pre-Race Day (Day Before)

Time	Activity	Owner	Notes / Checks
09:00	Track inspection & penetrometer readings; provisional track rating issued to NZTR / trainers	Track Manager	Weather forecast reviewed; irrigation/covers decision
15:00	Health & safety walk-through; hazard register updated; contractor inductions complete	H&S Officer	Running rail, crossings, public barriers
16:00	Stabling, swab box, vet & farrier facilities checked; float parking plan confirmed	Stable Manager	RIB requirements met

2. Race Morning

Time	Activity	Owner	Notes / Checks
06:00	Track walk & final rating; report to RIB stipes and NZTR;	Track Manager	Rating published by 7:30am
07:30	Final scratchings notified	NZTR / Club	Scratching deadline
09.00	Traffic Management in place (people, signs and cones)	Security / Operations	As per pre-approved Traffic Management Plan (dependent on number of patrons)
09:00	Gates open for float arrivals; stable security active; horse identification begins	Stable Manager / RIB	Brands Checked / Microchip scanning on arrival
09:00	Site services live: power, water, EFTPOS, Wi-Fi, tote terminals tested, Trackside	Operations	Race day setup and checks

Time	Activity	Owner	Notes / Checks
09:30	Emergency services on site: St John (2 crews min), horse ambulance, on-course vets x2	H&S Officer	Comms check on radio channel 1
09:30	F&B service areas set; bars stocked; TAB retail & self-service terminals live	F&B / TAB	Cash floats issued & signed
10:00	Race day control room opens; all radios issued & logged; CCTV operational	Race Day Manager	Channel plan on lanyard cards
11:00	Jockey room opens; scales certified & checked; medical room staffed	Clerk of Scales	Doctor sign-in required before R1
11:00	Public gates open; parking, ticketing & security posts manned	Security Lead	Bag checks per policy
11:30	Sponsors, owners lounge & hospitality suites open; race book distribution	Events	VIP host assigned to each suite
11:30	Stewards' panel convenes; judicial room ready; barrier staff & clerk of course briefed	RIB Stipes	Barrier trial of gates if required
11:30	Final PA & Trackside crosses tested; national anthem / welcome cued if applicable	Broadcast	Confirm Trackside on-air times

3. Race Schedule (35-minute intervals)

Time	Activity	Owner	Notes / Checks
12:30pm	Race 1		
1:05pm	Race 2		
1:40pm	Race 3		
2:15pm	Race 4		
2:50pm	Race 5		
3:25pm	Race 6		
4:00pm	Race 7		
4:35pm	Race 8		Last race; presentation if feature

4. Race Cycle (repeat per race, times relative to each race)

Time	Activity	Owner	Notes / Checks
R-45	Horses to tie-ups / pre-parade; gear checked against gear register	RIB / Stable	Gear changes announced
R-30	Jockeys weigh out; colours checked; saddling commences	Clerk of Scales	Any late rider changes to stewards
R-18	Horses into parade ring; owners & connections access managed	Parade Marshal	
R-12	Riders mounted; clerk of course leads field onto track	Clerk of Course	
R-5	Field at barrier; final scratchings/vet checks; track clear confirmed	Starter / Vets	Control room confirms track clear
R+0	Race start; photo finish & timing armed; incident watch	Judge / Stipes	

Time	Activity	Owner	Notes / Checks
R+5	Correct weight process; sample selection (swabs) notified; placegetters to enclosure	Clerk of Scales / RIB	No payout until correct weight
R+10	Presentation (feature races); track maintenance crew repairs divots as required	Events / Track	Keep to 4–5 min max
R+15	Stewards' reports & protests resolved; results finalised to NZTR	RIB Stipes	

5. Post-Racing

Time	Activity	Owner	Notes / Checks
4.00pm	Traffic Management modified as required for patrons leaving the site	Security / Operations	As per pre-approved Traffic Management Plan
5:05pm	Swab box completion confirmed; horses cleared to depart; float marshalling	RIB / Stable Manager	No horse departs before clearance (last race +30)
5:30pm	Hospitality wind-down; bar last calls per licence conditions	F&B	Alcohol licence compliance
5:30pm	Cash-up & tote reconciliation; takings secured/banked per procedure	Finance	Two-person rule
5:45pm	Site sweep: lost property, hazards, waste;	Security / Operations	Incident log closed out
6:00pm	Track inspection post-racing; repair & renovation plan for next meeting	Track Manager	Report to Racing Manager
6.30pm	Public egress & traffic management & road side rubbish collection finishes	Security / Operations	
Next day	Debrief: incidents, near-misses, customer feedback, F&B performance, wagering numbers	Race Day Manager	Actions logged with owners & dates

6. Key Contacts (complete before each meeting)

Role	Name	Mobile / Channel
Race Day Manager		
Racing Manager		
Track Manager		
RIB Chief Stipendiary Steward		
On-course Vet (Senior)		
St John Team Leader		
Security Lead		
F&B / Events Manager		
TAB / Trackside Liaison		
Duty Electrician / Facilities		

7. Contingencies

- Abandonment / track downgrade: Track Manager + Stipes joint decision; NZTR & TAB notified immediately; PA and social comms within 10 minutes.

- Horse or rider injury: track clear protocol; screens deployed; horse ambulance response; media holding line from Race Day Manager only.
- Power / tote outage: generator switchover; manual betting contingency per TAB procedure; hold race start if timing/photo finish affected.
- Severe weather: pre-agreed decision points (gale, lightning, waterlogging); public shelter plan; marquee wind ratings checked.
- Medical emergency (public): St John lead; ambulance access route kept clear at all times; AED locations on radio card.
- Biosecurity / infectious disease suspicion: isolate horse, on-course vet + RIB notified, movements frozen pending advice.

8-race meeting, first race 12.30pm, 35-minute intervals. Adjust race times to the official published schedule. Owner: Race Day Manager.