WAIKATO RACING HUB
WAIKATO HARNESS RACING

Race Day Operations Plan

Venue: WRH Waikato Harness Raceway | Date: _____ | 9-Race Meeting | First Race: 5:30pm (17:30)

1. Two Days Prior to Raceday

Time	Activity	Owner	Notes / Checks
09:30	Final acceptances & field confirmation; 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	Track Manager	Weather forecast reviewed;
15:00	Health & safety walk-through; hazard register updated; contractor inductions complete	H&S Officer	Track, track access, tie ups, 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 report to RIB stipes and HNZ;	Track Manager	
11:00	Final scratchings notified	HNZ / Club	Scratching deadline
14.00	Traffic Management in place (people, signs and cones)	Security / Operations	As per pre-approved Traffic Management Plan (dependent on number of patrons)
14.30	Gates open for float arrivals; stable security active; horse identification begins	Stable Manager / RIB	Brands Checked / Microchip scanning on arrival
14.30	Site services live: power, water, EFTPOS, Wi-Fi, tote terminals tested, Trackside	Operations	Race day setup and checks
15.30	Emergency services on site: St John (2 crews min), horse ambulance, on-course vets x2	H&S Officer	Comms check on radio channel 1

Time	Activity	Owner	Notes / Checks
15:30	F&B service areas set; bars stocked; TAB retail & self-service terminals live	F&B / TAB	Cash floats issued & signed
15:30	Race day control room opens; all radios issued & logged; CCTV operational	Race Day Manager	Channel plan on lanyard cards
16.00	Driver room opens; scales certified & checked; medical room staffed	Clerk of Scales	Doctor sign-in required before R1
16:00	Public gates open; parking, ticketing & security posts manned	Security Lead	Bag checks per policy
16:30	Sponsors, owners lounge & hospitality suites open; race book distribution	Events	VIP host assigned to each suite
16:30	Stewards' panel convenes; judicial room ready; barrier staff & clerk of course briefed	RIB Stipes	Barrier trial of gates if required
16:30	Final PA & Trackside crosses tested; national anthem / welcome cued if applicable	Broadcast	Confirm Trackside on-air times

3. Race Schedule (30-minute intervals)

Time	Activity	Owner	Notes / Checks
17:30pm	Race 1		
18:00pm	Race 2		
18:30pm	Race 3		
19:00pm	Race 4		
19:30pm	Race 5		
20:00pm	Race 6		
20:30pm	Race 7		
21:00pm	Race 8		
21:30pm	Race 8		Last race; presentation if feature

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

Time	Activity	Owner	Notes / Checks
R-30	Horses to tie-ups / pre-parade; gear checked against gear register	RIB / Stable	Gear changes announced
R-20	Drivers weigh out; colours checked; saddling commences	Clerk of Scales	Any late driver changes to stewards
R-15	Horses into parade ring; owners & connections access managed	Parade Marshal	
R-10	Drivers mounted;	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	
R+5	Correct weight process; sample selection (swabs) notified; placegetters to enclosure	Clerk of Scales / RIB	No payout until correct weight

Time	Activity	Owner	Notes / Checks
R+10	Presentation (feature races); track maintenance crew repairs as required	Events / Track	Keep to 4–5 min max
R+15	Stewards' reports & protests resolved; results finalised to HNZ	RIB Stipes	

5. Post-Racing

Time	Activity	Owner	Notes / Checks
8.30pm	Traffic Management modified as required for patrons leaving the site	Security / Operations	As per pre-approved Traffic Management Plan
9:45pm	Swab box completion confirmed; horses cleared to depart; float marshalling	RIB / Stable Manager	No horse departs before clearance (last race +30)
9:45pm	Hospitality wind-down; bar last calls per licence conditions	F&B	Alcohol licence compliance
10:00pm	Cash-up & tote reconciliation; takings secured/banked per procedure	Finance	Two-person rule
10:00pm	Site sweep: lost property, hazards, waste;	Security / Operations	Incident log closed out
10:00pm	Track inspection post-racing; repair & track lights off	Track Manager	Report to Racing Manager
10.30pm	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 Manager + Stipes joint decision; HNZ & TAB notified immediately; PA and social comms within 10 minutes.
- Horse or driver 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.

9-race meeting, first race 17.30, 30-minute intervals. Adjust race times to the official published schedule. Owner: Race Day Manager.