

# Flat racing procedures for Checking in a Horse at a Racetrack in Alberta

## 1. Pre-Arrival Documentation

- **48-hour communication:** Horses' names, date and approximate time of arrival submitted with the **application to ship in form** to track race office and Horse Racing Alberta security (security@thehorses.com) 48 hours prior to arrival.
- **Coggins Test:** Ensure the horse has a valid negative Coggins test on file with the race office and HRA 48 hours before arrival. **This is mandatory for entry.**

## 2. Arrival at the Racetrack

- **Scheduled Arrival non race day:**
  - **September 13th,14th,15th- ship in at any time but we would need the application to ship in forms filled out with ballpark times.**
  - **September 16th- Ship in 10am to 9pm.**
  - Horses can ship in after the track closes until 8 pm.
  - If the track is not open for training, horses can ship in from 8 am until 5 pm.
  - Complete and submit the **shippers form** with details of the horse, trainer, date, arrival time, and signatures of shipper and security. Security staff will verify the documentation and check the horse against the provided records.
  - Special considerations can be made with Horse Racing Alberta and race office in cases of emergency.
- **Scheduled Arrival Time on race day:**
  - No pre-arrival communication is necessary unless a horse is being shipped in for the first time at this track this year or is not scheduled to race.
  - Complete and submit the **shippers form** with details of the horse, trainer, date, arrival time, and signatures of shipper and security. Security staff will verify the documentation and check the horse against the provided records.
  - **Thoroughbreds and Quarter Horses** – Arrive at the racetrack within the scheduled time frame, ensuring compliance with HRA rules – arrival by 10 am in the morning of the day of the race.
- **Security check in License Check:** Ensure all individuals accompanying the horse have valid HRA licenses or given a visitors pass to be handed in upon departure. Unlicensed individuals must be directed to the licensing office.
- **Horse Racing Alberta Identification Verification:** Confirm the horse's identity through identification methods such as tattoos, microchips, or markings.

#### 4. Stable Assignment and Access

- **Stall Assignment:** Proceed to the assigned stall as directed by the stable office or race office.

#### 8. Departure Procedures

- **Check-Out Information:** Complete and submit the **shippers form** with details of the horse, trainer, date, departure time, and signatures of shipper and security.