

## IN SLIPS FOR TRAINERS WITH STALLS ON THE GROUNDS

- Trainers with stalls on the grounds need an in-slip for any horses coming onto HCCTR Property and occupying a stall overnight.
- In-slips will be available in the racing office and may be filled out at any time.
- All in-slips must be completed and picked up by the trainer unless prior arrangements are made with the Racing Secretary or his designee.
- The person filling out the in-slip must include the:
  - 1) horse's name;
  - 2) trainer's name;
  - 3) condition;
  - 4) date;
  - 5) location where the horse is coming from
- All in-slips must be signed at the top by whoever is completing the in-slip.
- No more than four (4) horses may be placed on a single in-slip
- Any in-slips not filled out properly with the above information will be voided.
- The in-slip will be forwarded to the Racing Secretary or his designee and signed and date stamped by the Racing Secretary or his designee. The in-slip will not be valid to admit a horse to the barn area until it is signed and stamped by the Racing Secretary or his designee.
- In-slips may be presented for signature and stamping: (a) in the morning when the racing office is open; (b) from the time the racing office opens for live racing until the 6<sup>th</sup> race. All in-slips filled out after the 6<sup>th</sup> race will be signed the following morning and (c) at a time arranged by the trainer and Racing Secretary of mutual convenience.
- In-slips are only permitted to be called in when there are emergency or extenuating circumstances, as determined by the Racing Secretary or his designee.
- The Racing Office is not responsible for taking in-slips to the gate.
- In-slips are valid for seven (7) days from the date stamped on the in-slip.
- **It is preferred that trainers needing in-slips signed in short order, have a significant volume of in-slips or with other extenuating circumstances make an appointment to have their in-slip(s) tended to at a specific time.**
- **Appointments are also desirable as there may be times during the morning or evening when the Racing Secretary or designee is not available for a duration of time due to existing work related or personal commitments.**