



**Racing
Victoria**

Racing Australia

Level 1

Racing Centre

400 Epsom Road

Flemington VIC 3031

Telephone: 1800 954 143

Email: licensing@racingaustralia.horse

Website: www.racingaustralia.horse

Stable Employee Registration/Renewal Form

(1 Aug 2018 to 31 Jul 2019)

OFFICE USE ONLY		
RECEIVED DATE:	RECEIVED BY:	PROCESSED DATE:

Incomplete form will be returned to the applicant via post. Once registered, Identification Cards will not be issued over the counter at Racing Australia Head Office.

Do you intend to ride Trackwork during the 18/19 season?

Yes ☐ No ☐

**A paper administration fee of \$20 will apply.
(Racing Manager has a \$30 paper administration fee)**

1 Personal details:

Title:	First Name:	Surname:	D.O.B:	Sex (Circle):	☐ M ☐ F
Residential Address:		Suburb:	State:	Post Code:	
Postal Address:					
Mobile/Phone:		Email: (Mandatory)			
The collection of your next of kin details is now considered a pre-requisite to the grant of a stable employee registration within Victoria. This information will be stored in accordance with Racing Victoria's Privacy Statement (Mandatory):					
Next of Kin Full Name (Mandatory):					
Relationship to you:		Next of Kin: Phone:			
PRINT the full name of the Trainer you are primarily employed by:					
Category of Registration (Please circle):	STABLEHAND (\$40.88) (Late fee: \$20.00)	FOREPERSON (\$40.88) (Late fee: \$20.00)	ASSISTANT TRAINER (\$40.88) (Late fee: \$20.00)	RACING MANAGER (\$204.40) (Late fee: \$50.00)	
You must ensure that you have completed the mandatory training relevant to that category.					
Note: Only General 'A' Trainers may apply for a Racing Manager					

Tick

NEW APPLICANTS

For Applicants who have never been registered with Racing Victoria.

IDENTIFICATION –

Attach a copy of one (1) of the below identification documents:

☐ Current Drivers Licence or, ☐ Passport or, ☐ Birth Certificate

PHOTO –

☐ Attach a colour passport-sized Photo to this application or,

☐ Email a photo to licensing@racingaustralia.horse

NATIONAL POLICE RECORD CERTIFICATE –

(For applicants over 18 years of age)

☐ I agree to supply a National Police Record Certificate (dated within the last 6 months) within 3 months of this application being approved and acknowledge that failure to do so will result in my registration being revoked.

If you choose to use Precise Background Services at www.precisebackground.com please enter RVL51 in the Promotional Code field for a reduced cost

Note: A temporary registration for a maximum of 3 months will be issued until your National Police Record Certificate is received.

Tick

RENEWING APPLICANTS

For Applicants who were registered as a Stable Employee with Racing Victoria for the 17/18 racing season, ending 31 July 2018.

REGISTRATION STATUS –

I was a registered Stable Employee with Racing Victoria for the 17/18 racing season.

☐ Yes or ☐ No

If No, please complete the "New" Applicants section of this Application Form.

2 Declarations by Stable Employee:

Rules of Racing:

I acknowledge that I am bound by the Rules of Racing of Racing Victoria and of any other Principal Racing Authority in which I perform stable employee-related duties (Rules), and I agree to familiarise myself with these Rules, including the Rules relating to stable employees and amendments made to these Rules from time to time.

Yes, I acknowledge ☐ No ☐
(Tick here)

Criminal Charges:

After submitting this Application, I acknowledge that I must inform Racing Victoria's Intelligence and Compliance Unit of any criminal charges laid against me within seven days of any charges being laid. Updates must be sent by email to icu@racingvictoria.net.au.

Yes, I acknowledge ☐ No ☐
(Tick here)

3 National Police Record Certificate

National Police Record Certificate:

In circumstances where Racing Victoria's Intelligence and Compliance Unit sees fit, I consent to obtaining a National Police Record Certificate and providing it to Racing Victoria (if contacted by Racing Victoria or an appointed CrimTrac accredited agency)

Yes, I acknowledge ☐ No ☐
(Tick here)

4 Questionnaire to be completed by Stable Employee:

Mandatory Training

Yes ☐ No ☐

Have you now or in the past, attached evidence of mandatory training as outlined within Attachment One (1) of this application form?



If No, please refer to the Industry Mandatory Training Sheet on this application

Are you currently under any ban/restriction or have any pending matters yet to be determined by any Racing Authority or Racing code (including Racing Victoria)?

Yes ☐ No ☐

If Yes, please explain the circumstances:

Have you ever been suspended, disqualified or refused a licence, permit or registration by any Racing Authority or Racing code (including Racing Victoria)?

Yes ☐ No ☐

If Yes, please explain the circumstances:

Have you, in the last 10 years, been:
(a) found guilty of a criminal offence?
(b) imprisoned?
(c) placed on parole?
Note: Should Racing Victoria discover through a National Police Check or other means that this has been answered incorrectly, you may be stood down.

Yes ☐ No ☐

If Yes, please explain the circumstances:

Are there any current criminal proceedings (or charges) pending against you?

Yes ☐ No ☐

If Yes, please explain the circumstances:

Do you perform stable duties for a trainer other than your main trainer?

If Yes, list the name of the trainers that employ or engage you (attach additional documentation if required):

1.

3.

2.

4.

5 Parental/Guardian consent for under 18 years of age (applicants must be at least 14 years of age)

I, (Please print name)

Of (address)

Phone

Relationship to applicant

Hereby consent to him/her being registered as a Stable Employee with Racing Victoria.

Signed Date

6 Eligibility to work in Australia:

Are you an Australian citizen or permanent resident?

Yes

☐

No

☐

Note: If you have answered 'no' to the above question, you must provide a copy of the VISA that enables you to work as a Stable Employee in Australia

I have provided a copy of my VISA with this application (if applicable)

☐

7 Payment

Alternatively, enclose a Cheque or Money Order payable to Racing Victoria. A significant discount applies if you renew online by Credit Card.

Description of items included:

RACING VICTORIA LIMITED
ABN 88 096 917 930
Tax Invoice Receipt
Total amount payable (Inc. GST)

- Identification Card

(For Registration Fees per Category, Refer to Section 1)

Credit Card Type (Please circle):

Credit Card Number:

MASTERCARD / VISA

Cardholder's Name (Please print):

Credit Card Expiry Date (MM/YY):

Credit Card Verification (CVN)

Cardholder's Signature:

Please retain a copy of this form for your taxation records.

8 Acknowledgements and declarations by Trainer and Stable Employee:

PRIVACY STATEMENT

Racing Victoria is the body responsible for and carries out the functions of: determining and issuing occupational licences authorising persons to participate in the Victorian thoroughbred racing industry ("Licensed Persons"); supervising Licensed Persons; administering and promoting racing; and such other functions as may be described in its privacy policy published on its website from time to time ("Privacy Policy"). In the course of performing its functions, Racing Victoria may seek personal information from you for the purposes of:

- o making determinations in relation to your licence application, renewal or continuance;
- o meeting supervisory responsibilities in relation to you as a Licensed Person;
- o promoting or protecting the integrity of the thoroughbred racing code and ensuring compliance with the Rules of Racing;
- o administering and promoting racing operations (including your participation in races and the industry); and
- o any other function or activity described in the Privacy Policy.

For these purposes, Racing Victoria may also obtain personal information about you from, or disclose your personal information to, third parties such as enforcement bodies, government authorities, other racing control bodies in the States and Territories of Australia and overseas, wagering service providers such as bookmakers, totalisators, and betting exchanges, educational or training institutions and to other persons for any of the purposes described above or as otherwise provided by law.

In order to process your application, this application form and your personal information will be collected by Racing Australia on behalf of Racing Victoria. All personal information collected by Racing Australia on behalf of Racing Victoria is subject to the Racing Australia and Racing Victoria privacy policies, the latter prevailing in the event of any conflict.

Unless otherwise advised by you, your image, name and contact details may be published monthly in the Inside Racing Magazine and also disclosed to and published by Racing Victoria and its associates (including Racing.com, clubs and Racing Australia) to facilitate your participation in racing and the promotion of racing.

You may make a request to Racing Victoria to gain access to information held by Racing Victoria in relation to you by writing to the Privacy Officer, Racing Victoria, 400 Epsom Road, Flemington, 3031. Should you decline to provide personal information to Racing Victoria when requested by Racing Victoria as part of its licensing and supervisory activities, Racing Victoria may refuse to grant or renew such a licence or may revoke or suspend your licence.

DECLARATION I ACKNOWLEDGE AND AGREE TO BE BOUND BY THE RULES OF RACING, INCLUDING THE FOLLOWING RELATING TO BETTING: AR 175B

- a. A trainer must not lay any horse that is either under his care, control or supervision or has been in the preceding 21 days.
- b. Any person employed by a trainer in connection with the training or care of racehorses must not lay a horse under the control of the trainer for whom he is or was employed, while so employed and for a period of 21 days after ceasing to be so.
- c. A nominator must not lay any horse that is or may be entered by him or on his behalf, provided that a bookmaker may lay a horse in accordance with his licence.
- d. A rider's agent must not lay any horse to be ridden by a rider for whom he is agent.
- e. Any person who has provided a service or services connected with the keeping, training or racing of a horse must not, within 21 days of having last done so, lay such horse.
- f. It is an offence for any person to offer an inducement to a participant in racing with the intention of profiting from a horse not participating in the event to the best of its ability. [adopted 19/10/06]
- g. For the purposes of this rule "lay" means the offering or placing of a bet on a horse
 - a. to lose a race, or
 - b. to be beaten by any other runner or runners; or
 - c. to be beaten by any margin or range of margins; or
 - d. that a horse will not be placed in a race in accordance with the provisions of AR 157. [adopted 15/2/07, amended 1/10/07]

AR 175C

In circumstances where it is an offence for a person to lay a horse under AR 175B it shall also be an offence for that person to:

- a. have a horse laid on his behalf, or
- b. receive any moneys or other valuable consideration in any way connected with the laying of the horse by another person.

LR 66A PERSON EMPLOYED MUST NOT LAY A HORSE

For the purposes of AR 175B (2) a person employed by a trainer in connection with the training or care of racehorses includes any person registered in accordance with LR 39B and any reference to employment includes a reference to such registration. [adopted 4/4/08]

9 Trainer to sign below:

Pursuant to the Rules of Racing of Racing Victoria, I (the trainer and employer of the applicant) hereby apply to register this applicant engaged by me as a Stable Employee.

Also, I hereby acknowledge my employee obligations under the new Horse and Greyhound Training Industry Award 2010 and other relevant legislation. Furthermore, I accept the registration fee that applies to the relevant category of registration:

In making this application to register a stable employee I hereby –

- a. Declare that all particulars in this application are true and correct;
- b. Acknowledge and agree to be subject to and bound by:
 - The Rules of Racing of Racing Victoria as amended or varied by Racing Victoria from time to time: and
 - Such Rules and directions as may from time to time be formed, make or given by the Directors, Stewards or official of any Club;
- c. Acknowledge that I have read this application in full, including the Privacy Statement and the Rules of Racing displayed on this application form;
- d. Consent to Racing Victoria obtaining personal information about me from others and using & disclosing my personal information as noted in the privacy Statement
- e. Declare that I am aware of restrictions on me in relation to betting under AR.175B, AR 175C and LR 66A of the Rules of Racing
- f. Acknowledge that Racing Victoria may request further information from me in respect of this application.

Trainer (Employer) to sign:

Today's Date:

10 Stable Employee to sign below:

In making this application to be registered as a stable employee I hereby –

- a. Declare that all particulars in this application are true and correct;
- b. Acknowledge and agree to be subject to and bound by:
 - The Rules of Racing of Racing Victoria as amended or varied by Racing Victoria from time to time: and
 - Such Rules and directions as may from time to time be formed, make or given by the Directors, Stewards or official of any Club;
- c. Acknowledge that I have read this application in full, including the Privacy Statement and the Rules of Racing displayed on this application form;
- d. Consent to Racing Victoria obtaining personal information about me from others and using & disclosing my personal information as noted in the Privacy Statement
- e. Declare that I am aware of restrictions on me in relation to betting under AR.175B, AR 175C and LR 66A of the Rules of Racing
- f. Acknowledge that Racing Victoria may request further information from me in respect of this application;
- g. Acknowledge that any debts accrued or owed by me to Racing Victoria will be paid within the time permitted by Racing Victoria

Stable Employee to sign:

Today's Date:

In the event that this renewal is received after 31 July 2018, a late fee of \$20.00 will automatically be applied for Stablehands, Forepersons and Assistant Trainers. The late fee for Racing Managers is \$50.00.



All registered Stable Employees, being Stablehands (including track work riders) / Forepersons / Assistant Trainers and Racing Managers must complete skills training as outlined in Racing Victoria's Stable Employee Policy.

Therefore, a stable employee cannot work, or be registered to a licensed trainer, without the completion of this training. However, if you are a new worker to the industry, you will be given a period of time to complete this training.

What is the definition of a "new worker"?

A new worker is defined as somebody who has never been registered as a stable employee with Racing Victoria. In this instance, the new worker will have up to 12 months to complete this training, commencing from the date that their registration is temporarily approved by Racing Victoria. New workers may only be registered as Stablehands, without evidence of training or approved recognition of prior learning. To be registered as a Foreperson, Assistant Trainer or Racing Manager new workers must provide evidence of training or approval of recognition of prior learning.

What if I am only a visiting worker to Victoria?

A visiting worker is not required to complete training. The definition of a "visiting worker" is one who is working in Victoria for a maximum period of three (3) months and is, at all times, employed and registered by an interstate visiting trainer. Once the trainer returns to his or her home State, the registration of the visiting employee will automatically cease.

An outline of the specific nationally accredited training units required for each category of registration, is as follows:

STABLEHANDS (including track riders):

1. Handle Horses; and
2. Follow OHS Procedures and Observe Environmental Work Practices.

FOREPERSONS:

1. Handle Horses;
2. Follow OHS Procedures and Observe Environmental Work Practices; and
3. Comply with the Rules of Racing and Protocols

ASSISTANT TRAINERS:

1. Handle Horses;
2. Follow OHS Procedures and Observe Environmental Work Practices;
3. Comply with the Rules of Racing and Protocols;
4. Manage horse health & welfare; and
5. Determine nutritional requirements for racing horses.

RACING MANAGERS:

Note: Only General "A" Trainers may apply for a Racing Manager

1. Handle Horses;
 2. Follow OHS Procedures and Observe Environmental Work Practices;
 3. Comply with the Rules of Racing and Protocols; and
 4. Promote & maintain business arrangements with racehorse owners.
-

Following is some frequently asked questions relating to the completion of this training. If you have any queries, do not hesitate to contact your nearest TAFE training provider:

What if I already have the skills and experience, or I have already completed some equine studies in the past?

You will still be required to complete the mandatory training. However, the process does allow for a "fast track" option, called Recognition of Prior Learning (RPL). Simply notify the TAFE provider that you believe you have the necessary skills and experience, or have previously completed training. The TAFE provider will then take your previous training or experience into consideration. Completing this training provides you with formal recognition for your level of experience gained over the years. It can also provide you with a pathway to further equine studies should you wish to become a licensed trainer or jockey.

What is the cost of completing the training?

<u>Category:</u>	<u>Cost:</u>
Stablehands	\$200 - \$400
Forepersons	\$250 - \$450
Assistant Trainers	\$250 - \$500
Racing Managers	\$250 - \$500

Note: Only General "A" Trainers may apply for a Racing Manager

What is the cost of completing the training?

**Racing Industry Skills Centre
Bendigo**
Vicki Moro
P: 03 5449 3590
E: vicki.moro@hrtcbendigo.com.au
www.hrtcbendigo.com.au

**South West TAFE
Warnambool**
Lisa Coffey
P: 0400 519 483
E: lisa.coffey@swtafe.edu.au
www.swtafe.edu.au

**Melbourne Polytechnic
Epping**
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