

Office Use Only

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CONTACT DETAILS: RACING AUSTRALIA

Level 1, Racing Centre, 400 Epsom Road Flemington VIC 3031
Telephone: 1800 954 143
Email: licensing@racingaustralia.horse
Website: www.racingaustralia.horse

**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.**

1. Personal Details

Date of Birth / / Sex If other, please specify

Mr Mrs Miss Ms Other

Given Names Surname

Residential Address State Post Code

Postal Address State Post Code

Mobile Email (Mandatory)

NEXT OF KIN (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.

Next of Kin Relationship Phone

LICENCE CATEGORY

Please tick the Category of Licence Stablehand Foreperson Assistant Trainer Racing Manager

TRACKWORK

Do you intend to ride trackwork

Yes No

If Yes, what type of trackwork do you intend to ride? Slow work Fast work Jump outs

Please print clearly the full name of the TRAINER you are primarily employed by:

New Applicants

For Applicants who have never been registered with Racing Victoria.

Renewing Applicants

For Applicants who were registered as a Stable Employee with Racing Victoria for the 20/21 racing season, ending 31 July 2021.

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

REGISTRATION STATUS

I was a registered Stable Employee with Racing Victoria for the 20/21 racing season.

Yes or No

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

NATIONAL POLICE RECORD CERTIFICATE (For Applicants over 18 years of age only)

Attach a completed National Police Record Certificate (dated within the last 6 months).
If you choose to use Precise Background Services at www.precisebackground.com
please enter RVL51 in the Promotional Code field for a reduced cost

Have you, in the last 10 years, been:

1. found guilty of a criminal offence?
2. imprisoned?
3. 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. 2.
3. 4.

4. 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
/ /

5. Eligibility to work in Australia

Are you an Australian citizen or permanent resident? Yes No

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)

6. Payment

Alternatively, enclose a Cheque or Money Order payable to Racing Victoria. Cash is not accepted.

STABLEHAND/FOREPERSON/ASSISTANT TRAINER

LICENCE FEES

Licence Fee Renewal: **\$93.00**

Pay by 31/07/2021 discount **-\$20.00**

Amount to Pay: _____

IF APPLICATION IS COMPLETED ONLINE A FURTHER DISCOUNT OF \$30 APPLIES

New Application Fee: **\$73.00**

RACING MANAGER

LICENCE FEES

Licence Fee Renewal: **\$306.00**

Pay by 31/07/2021 discount **-\$50.00**

Amount to Pay: _____

IF APPLICATION IS COMPLETED ONLINE A FURTHER DISCOUNT OF \$45 APPLIES

New Application Fee: **\$256.00**

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

You must ensure that you have completed the mandatory training relevant to that category.

Payment by Cheque/Money Order - please make payable to Racing Victoria

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

Credit Card Type

Mastercard Visa

Credit Card Number:

Cardholder's Name

Cardholder's Signature:

Credit Card Expiry Date (MM/YY): Credit Card Verification (CVN)

/

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

7. Acknowledgements

1. Privacy

1. PRIVACY STATEMENT

1.1. Racing Victoria Limited (ACN 096 917 930) (**Racing Victoria**) is the Principal Racing Authority (**PRA**) governing thoroughbred racing in Victoria, and carries out the functions of:

- determining and issuing occupational licences and/or otherwise authorising persons to participate in the Victorian thoroughbred racing industry (**Licensed and/or Registered Person**);
- regulating 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**).

(Functions)

1.2. Racing Victoria is collecting your personal information on this form, including your name, contact details, next of kin, employment and credit card/bank details. We may also be collecting personal information about you which may be considered sensitive or protected under applicable laws (such information may include title, criminal record and bankruptcy status) that you may provide in this form or under your relevant licence's ongoing disclosure obligations (if applicable).

1.3. Racing Australia Limited (ABN 89 105 994 330 21) (**Racing Australia**) is the national industry body representing thoroughbred racing in Australia. This application form and your personal information will also be collected by Racing Australia in order to process your application on Racing Victoria's behalf. Where personal information is collected by Racing Australia on behalf of Racing Victoria (as opposed to on its own behalf), it is subject to the Racing Australia and Racing Victoria privacy policies, the latter prevailing in the event of any conflict.

1.4. The purpose of collecting your personal information is for our legitimate interests, including to:

- consider and make determinations in relation to your licence application, renewal or continuance;
- meet supervisory responsibilities in relation to you as a Licensed and/or Registered Person;
- promote or protect the integrity of the thoroughbred racing code and ensure compliance with the Rules of Racing;
- administer and promote racing operations (including your participation in races and the industry); and
- any other function or activity described in our Privacy Policy.

(Purpose)

1.5. If your personal information is not collected, either on this form or otherwise when requested by Racing Victoria as part of its licensing and supervisory activities, we may not be able to process your application (and therefore refuse to grant your application or renew your licence, as the case may be) or may revoke or suspend your licence.

1.6. Racing Victoria may also obtain personal (including sensitive) information about you from, or disclose your personal information to, third parties such as enforcement bodies, government authorities, other racing control bodies (including PRAs and their equivalents in harness and greyhound) 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.

1.7. Your personal (including sensitive) information will also be disclosed to:

- a) Racing Australia in order for them to perform their role under the Australian Rules of Racing; and
- b) other PRAs (including Racing New South Wales (ABN 86 281 604 417 22), Racing and Wagering Western Australia (ABN 21 347 055 603), Thoroughbred Racing SA Limited (ACN 094 475 939), Tasracing Pty Limited (ACN 137 188 286), Thoroughbred Racing NT Incorporated (ABN 15 688 350 211), Canberra Racing Club Incorporated (21 423 896 409) and Racing Queensland Limited (ACN 142 786 874)) for the purpose of administration of thoroughbred racing in Australia.

1.8. 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, Victorian thoroughbred race clubs and Racing Australia) to facilitate your participation in racing, including the publication of race fields and calendars.

1.9. We otherwise use, disclose and handle your personal information in accordance with our Privacy Policy available at <https://www.racingvictoria.com.au/privacy-policy>. If you are concerned about a possible interference with your privacy, please contact Racing Victoria's Privacy Officer at privacyofficer@racingvictoria.net.au. Privacy complaints to Racing Victoria must be made in writing.

2. Rules of Racing

I Acknowledge and agree to be bound by the Rules of Racing, including the following relating to Betting: AR 237

1. A trainer must not lay any horse that is either under the trainer's care, control or supervision, or has been at any time in the preceding 21 days.
2. A person employed by a trainer in connection with the training or care of horses must not lay any horse under the care, control or supervision of the trainer for whom the person is or was employed while employed and for a period of 21 days after ceasing to be employed.
3. An owner or nominator must not lay any horse that is or may be entered by that owner or nominator or on that person's behalf, provided that a bookmaker may lay a horse in accordance with the bookmaker's licence.
4. A rider's agent must not lay any horse to be ridden by a rider for whom that person is an agent.
5. A person who has provided a service/s connected with the keeping, training or racing of a horse must not lay that horse within 21 days of last providing that service.
6. A person must not offer an inducement to a participant in racing with the intention of profiting from a horse not participating in an event to the best of its ability.
7. In circumstances where it is a breach of this rule for a person to lay a horse, it is also a breach of this rule for that person to:
 - a. have a horse laid on his or her behalf; or
 - b. receive any money or other valuable consideration in any way connected with the laying of the horse by another person.

LR 96 Person employed must not lay a horse

For the purposes of AR 237(2) a person employed by a trainer in connection with the training or care of racehorses includes any person registered in accordance with LR 45B and any reference to employment includes a reference to such registration.

8. Trainer Declaration 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 –

Declare that all particulars in this application are true and correct;

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, made or given by Racing Victoria, the Directors, the Stewards or official of any Club;

Acknowledge that I have read this application in full, including the Privacy Statement and the Rules of Racing displayed on this application form;

Declare that I am aware of restrictions on me in relation to betting under AR.237, and LR 96 of the Rules of Racing

Acknowledge that Racing Victoria may request further information from me in respect of this application.

Trainer (Employer) to sign

Date

/ /

9. Stable Employee Declaration to sign below

In making this application to be registered as a Stable Employee I hereby –

Declare that all particulars in this application are true and correct;

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, made or given by Racing Victoria, the Directors, Stewards or official of any Club;

Acknowledge that I have read this application in full, including the Privacy Statement and the Rules of Racing displayed on this application form;

Consent to Racing Victoria obtaining personal information (including sensitive information, such as Health information) about me from third parties (such as other PRA's or racing controlling bodies within the States and Territories of Australia and overseas, enforcement bodies a medical service providers), or otherwise permitted by law and as described above for the purposes as set out in Section 1 (Privacy Statement) and 3 (Health Records) of the Privacy Section.

Declare that I am aware of restrictions on me in relation to betting under AR.237, and LR 96 of the Rules of Racing

Acknowledge that Racing Victoria may request further information from me in respect of this application;

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

Date

/ /

INDUSTRY MANDATORY TRAINING (ATTACHMENT 1)

All registered Stable Employees, being Stablehands / 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:

1. Handle Racehorses in Stables & at Trackwork; and
2. Contribute to Health & Safety of Self and Others

FOREPERSONS:

1. Handle Racehorses in Stables & at Trackwork
2. Contribute to Health & Safety of Self and Others; and
3. Comply with racing industry ethics and integrity

ASSISTANT TRAINERS:

1. Handle Racehorses in Stables & at Trackwork
2. Contribute to Health & Safety of Self and Others
3. Comply with racing industry ethics and integrity
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 Racehorses in Stables & at Trackwork
2. Contribute to Health & Safety of Self and Others
3. Comply with racing industry ethics and integrity; and
4. Promote & maintain business arrangements with racehorse owners.

Please see below mandatory requirements to be able to be registered as a Trackrider:

SLOW WORK STABLEHANDS/FOREPERSON/ASSISTANT TRAINER/RACING MANAGER:

1. UNIT RGRCMN203 - Comply with racing industry ethics and integrity; and
2. 22534VIC Course in Trackwork Riding for Slow Work; or
3. Certificate III in Racing (Trackrider)

FAST WORK STABLEHANDS/FOREPERSON/ASSISTANT TRAINER/RACING MANAGER:

1. UNIT RGRCMN203 - Comply with racing industry ethics and integrity; and
2. 22535VIC Course in Trackwork Riding for Fast Work; or
3. Certificate III in Racing (Trackrider)

JUMP OUTS STABLEHANDS/FOREPERSON/ASSISTANT TRAINER/RACING MANAGER:

1. UNIT RGRCMN203 - Comply with racing industry ethics and integrity; and
2. 22536VIC Course in Trackwork Riding for Fast Work; or
3. Certificate III in Racing (Trackrider)

Following is a 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.

Racing Education Centre

Leigh Graham

P: 0427 380 503 / 03 5449 3590
E: leigh.graham@hrtcbendigo.com.au
W: <http://www.hrtcbendigo.com.au>

Skillinvest Limited

David Cookson

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E: david.cookson@skillinvest.com.au
W: <https://www.skillinvest.com.au/>

Melbourne Polytechnic

Debbie Jones

P: 03 9269 8926
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W: www.melbournepolytechnic.edu.au

Community College Gippsland (CCG)

Michelle or Suzette

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E: info@ccg.asn.au
W: <https://ccg.asn.au/courses/category/equine>