

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

**You must complete this form in full. Incomplete forms 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 (all questions must be completed)

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

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 at Part 1 of Section 7.

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

NOTE: if you were registered for the 23/24 racing season and wish to change the level of trackwork you were registered to ride you will need to complete the 'Stable Employee change of registration 2024/25' form

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 23/24 racing season, ending 31 July 2024.

IDENTIFICATION

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

Current Driver Licence or, Passport, or Birth Certificate

PHOTO

Attach a colour 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 23/24 racing season.

Yes or No

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

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

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.

2. Declarations

RULES OF RACING

I acknowledge that I am bound by the Rules of Racing of Racing Victoria (including any policy, code and/or regulations made pursuant to those rules from time to time) and the Rules of Racing of any other Principal Racing Authority in which I perform Stable Employees-related duties.(the 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

NATIONAL POLICE RECORD CERTIFICATE

In circumstances where Racing Victoria's Compliance and Regulation Unit sees fit, I consent to obtaining a National Police Record Certificate and providing it to Racing Victoria (if contacted by Racing Victoria).

Yes, I acknowledge

CRIMINAL CHARGES

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

Yes, I acknowledge

SOCIAL MEDIA POLICY

I have read, and agree to be bound by, the "Racing Victoria Social Media Policy," as amended from time to time. This Policy is located at <https://www.racingvictoria.com.au/participant/industry-policies>

Yes, I acknowledge

CONTINUED EDUCATION

I further declare that I agree to complete all Racing Victoria educational programs related to Stable Employee licensing within the relevant timeframe.

Yes, I acknowledge

3. Questionnaire to be completed by Stable Employee

MANDATORY TRAINING

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

Yes No **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 (within Australia or overseas)?

Yes No

If Yes, please explain the circumstances

Have you ever been suspended, disqualified or refused a licence, permit or registration (for any reason) by any Racing Authority or Racing Code (within Australia or overseas)?

Yes No

If Yes, please explain the circumstances

Are you currently, or have you previously been licensed/registered with another Racing Authority or Racing Code (within Australia or overseas)?

Yes No

If Yes, give details

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: **\$104.00**

Pay by 31/07/2024 discount **-\$20.00**

Amount to Pay: _____

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

New Application Fee: **\$84.00**

RACING MANAGER

LICENCE FEES

Licence Fee Renewal: **\$352.00**

Pay by 31/07/2024 discount **-\$50.00**

Amount to Pay: _____

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

New Application Fee: **\$302.00**

Note: Only 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 and/or Registered 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 your 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);
 - communicate with you regarding our news, events and promotions where it relates to your licence or registration ; 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 controlling 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, service providers and to other persons for any of the purposes described above or as otherwise provided by law.
- 1.7. Your personal (including sensitive) information may also be collected from and disclosed to:
- a) Racing Australia in order for them or Racing Victoria to perform their role under the Australian Rules of Racing; and
 - b) other PRAs (both within Australia and overseas) (including but not limited to Racing New South Wales (ABN 86 281 604 417 22), Racing and Wagering Western Australia (ABN 21 347 055 603), Racing SA (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), Racing Queensland Limited (ACN 142 786 874)), New Zealand Thoroughbred Racing Inc, British Horse Racing Authority and the Hong Kong Jockey Club) for the purpose of administration of thoroughbred racing.
- 1.8. Unless otherwise advised by you, your image, name and contact details may be published monthly in the Inside Racing magazine to facilitate your participation in racing. Your personal information may also be disclosed to and published by Racing Victoria, its associates (including Racing.com Media Pty Ltd (including its businesses trading as Best Bets, Winning Post, Racing Photos and Racing.com), Victorian thoroughbred race clubs and Racing Australia) or media organisations for integrity purposes and for the administration of thoroughbred racing, such as the publication of race fields and calendars, issuing media releases or Stewards reports (including future racing years).
- 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.

3. Banned substances and medical exemptions under the Rules of Racing

Should your application or renewal for a stable employee be granted, you acknowledge that AR 136 & AR 137 of the Rules of Racing bans specific substances for riders and horse handlers when detected in a urine sample at a concentration above the respective threshold level.

If you are currently taking a substance (including if it was prescribed by a Medical Practitioner) that contains any substances listed as a banned substance for the purpose of the Rules of Racing (please refer to AR 136 for a rider or AR 137 for a horse handler), you must seek an exemption and comply with the requirements of AR 142. If so, please complete the below table and the Racing Victoria Compliance & Regulation Unit will contact you regarding next steps in processing your exemption request.

Further, if you require any updated exemption regarding banned substances throughout this racing year (or if you no longer require an exemption), please email cru@racingvictoria.net.au. If you do not obtain an exemption in advance, you may be in breach of AR 139 or AR 140 and be penalised or stood down.

Medication	Dosage	Reason for Use	Prescribing Practitioner
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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 2020 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, to the best of my knowledge and belief, 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.

Declare that the category of registration selected including the level of trackwork ridden (if applicable) is true and correct.

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 and disclosing personal information (including sensitive information, such as Health Information) about me (either collected on this form or during the course of my licence or registration) to third parties (such as other PRAs or racing controlling bodies within the States and Territories of Australia and overseas, Racing Victoria's Chief Medical Officer (or their delegate), enforcement bodies and medical service providers), or where otherwise permitted by law and as described above for the purposes as set out in section 1 (Privacy Statement) of the Privacy section (refer section 7);

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;

Agree that any debts accrued or owed by me to Racing Victoria will be paid within the time permitted by Racing Victoria;

The Stable Employee Registration Policy, which can be located on the Racing Victoria website (<https://www.racingvictoria.com.au/integrity/licensing/stable-employees>), explains the requirements for the granting of and the conditions attaching to an stable employee registration. You must familiarise yourself with the relevant policy prior to progressing your application

Yes, I confirm that I have read and understood the Stable Employee Registration Policy.

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. RGRPSH201 Handle Racehorses in Stables & at Trackwork; and
2. BSBWHS211 Contribute to Health & Safety of Self and Others

FOREPERSONS:

1. RGRPSH201 Handle Racehorses in Stables & at Trackwork
2. BSBWHS211 Contribute to Health & Safety of Self and Others; and
3. RGRCMN203 Comply with racing industry ethics and integrity

ASSISTANT TRAINERS:

1. RGRPSH201 Handle Racehorses in Stables & at Trackwork
2. BSBWHS211 Contribute to Health & Safety of Self and Others
3. RGRCMN203 Comply with racing industry ethics and integrity
4. RGRPSH408 Manage horse health & welfare; and
5. RGRPSH409 Determine nutritional requirements for racing horses.

RACING MANAGERS:

Note: Only Trainer may apply for a Racing Manager

1. RGRPSH201 Handle Racehorses in Stables & at Trackwork
2. BSBWHS211 Contribute to Health & Safety of Self and Others
3. RGRCMN203 Comply with racing industry ethics and integrity; and
4. RGRPSH422 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. RGRPSH306 Develop basic trackwork riding skills; and
2. RGRPSH205 Perform basic riding skills in the racing industry; or
3. RGR30518 Certificate III in Racing (Trackwork Rider)

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

1. RGRPSH306 Develop basic trackwork riding skills; and
2. RGRPSH205 Perform basic riding skills in the racing industry; and
3. RGRPSH307 Exercise horse in pacework; and
4. RGRPSH404 Ride horses at trackwork; or
5. RGR30518 Certificate III in Racing (Trackwork Rider)

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

1. RGRPSH306 Develop basic trackwork riding skills; and
2. RGRPSH205 Perform basic riding skills in the racing industry; and
3. RGRPSH307 Exercise horse in pacework; and
4. RGRPSH404 Ride horses at trackwork; and
5. RGRPSH405 Ride horses in jump outs; or
6. RGR30518 Certificate III in Racing (Trackwork Rider)

Note: RGR30518 Certificate III in Racing (Trackworkrider) must include the applicable Trackrider units required for the level of Trackwork you will be performing.

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 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 training provider that you believe you have the necessary skills and experience, or have previously completed training. The training 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

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Skillinvest Limited

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