



**Racing
Victoria**

Stable Employee Registration Policy

Applicable to registered stable employees and persons applying for a stable employee registration.

Date issued 1 July 2019 (revised 1 August 2023)

CONTENTS

1	PRELIMINARY	1
1.1	Purpose and Authorising Provision	1
1.2	Commencement and Transitional Provisions.....	1
2	DEFINITIONS AND INTERPRETATION	1
2.1	Definitions	1
2.2	Interpretation.....	1
3	GENERAL REQUIREMENTS FOR GRANT OF STABLE EMPLOYEE REGISTRATIONS	2
3.1	Criminal Record Check	2
3.2	Categories of Stable Employees	2
3.3	Visiting Registrations	3
3.4	Stable Employee Registration Card	3
4	STABLEHAND REGISTRATION	3
4.1	Training Criteria.....	4
4.2	Annual Registration Fee	4
5	FOREPERSON REGISTRATION	5
5.1	Training Criteria.....	5
5.2	Annual Registration Fee	6
6	ASSISTANT TRAINER REGISTRATION	6
6.1	Training Criteria.....	6
6.2	Annual Registration Fee	7
7	RACING MANAGER REGISTRATION	7
7.1	Training Criteria.....	7
7.2	Annual Registration Fee	8
8.	REVIEW AND APPROVAL	8
9.	VERSION	9

1 PRELIMINARY

1.1 Purpose and Authorising Provision

This Racing Victoria Stable Employee Registration Policy is made pursuant to LR 45B(3A) and it sets out the requirements that a person must satisfy to be registered as a Stable Employee, and the conditions upon which a person may hold a registration.

An updated copy of the Rules of Racing can be located at the Racing Victoria Website –www.racingvictoria.com.au.

1.2 Commencement and Transitional Provisions

This policy comes into operation and effect on and from 1 August 2023.

Unless otherwise provided for, all permits, registrations, authorisations and any other rights or privileges granted under or pursuant to LR 45B prior to 1 August 2023 are deemed to continue in full force and effect until their expiration.

2 DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Policy:

“Applicant” means the Trainer who applies for the registration of a person to be employed in connection with the training, management or care of racehorses as a Stable Employee pursuant to this Policy.

“Carnival Days” means in relation to race meetings conducted by the:

- (a) Victoria Racing Club:
 - (i) Victoria Derby Day;
 - (ii) Melbourne Cup Day; Oaks Day; and
 - (iii) Stakes Day;
- (b) Melbourne Racing Club: Caulfield Cup Day; and
- (c) Moonee Valley Racing Club: Cox Plate Day.

“Criminal Record Check” means a National Police Certificate or recognised equivalent.

“New Applicant” means an applicant who was not registered at the end of the prior racing season and therefore was not offered a registration renewal for the current racing season.

“Person” means a person whom a Trainer seeks to employ as a Stable Employee.

“Trainer” means the holder of a licence to train issued by Racing Victoria pursuant to the Rules of Racing.

2.2 Interpretation

Unless the context requires to the contrary words and expressions used in this Policy have the meaning given to them in the Rules of Racing.

3 GENERAL REQUIREMENTS FOR GRANT OF STABLE EMPLOYEE REGISTRATIONS

(Or Visiting equivalent)

In addition to any specific requirements set out in this Policy or in the Rules of Racing, it is a requirement for the registration of any Stable Employee that the Person satisfies the following:

- (a) **Age:** is at least 14 years of age ; and
- (b) **Suitability:** has satisfied Racing Victoria that he or she is suitable to hold a licence or registration in line with the 'Suitability Policy', taking into account any fact(s) or matter(s) that it considers appropriate;
- (c) **Continued Education:** agrees to complete all Racing Victoria programs related to Stable Employees within the relevant timeframe

It is noted that, in accordance with LR 45B(4A), the Directors of Racing Victoria may relieve an applicant for a registration of a Stable Employee from any of the requirements set out in this Policy. Should a person wish to seek relief from any requirement, the person must apply in writing to Racing Victoria and outline the relief sought, and reasons for the request for relief.

Further, in accordance with LR 45B(5), the Directors of Racing Victoria may:

- (a) refuse to register a person as a Stable Employee; or
- (b) register a person as a Stable Employee subject to terms and conditions as the Directors see fit.

All registrations of Stable Employees expire on 31 July next after issue, unless cancelled, suspended or revoked.

3.1 Criminal Record Check

New Applicants aged 18 years or over are required to provide a National Police Check (NPC) dated within six (6) months of submission of their application.

Following receipt of the NPC, the application will be reviewed by the Compliance and Regulation Unit and where necessary, the Licensing Panel and Racing Victoria Board.

3.2 Categories of Stable Employees

In accordance with LR 45B(2A), Racing Victoria may register Stable Employees in the following categories:

- Stablehand;
- Stablehand (Slow Track Rider);
- Stablehand (Fast Track Rider);
- Stablehand (Jump Outs);
- Foreperson;
- Foreperson (Slow Track Rider);
- Foreperson (Fast Track Rider);
- Foreperson (Jump Outs);
- Assistant Trainer;
- Assistant Trainer (Slow Track Rider);
- Assistant Trainer (Fast Track Rider);
- Assistant Trainer (Jump Outs);
- Racing Manager;
- Racing Manager (Slow Track Rider);
- Racing Manager (Fast Track Rider);

- Racing Manager (Jump Outs);
- Visiting Stablehand;
- Visiting Foreperson;
- Visiting Assistant Trainer;
- Visiting Racing Manager;
- Visiting International Stablehand;
- Visiting International Foreperson;
- Visiting International Assistant Trainer;
- Visiting International Racing Manager; or
- Any other category as Racing Victoria allows from time to time.

3.3 Visiting Registrations

In addition to satisfying the “General Requirements for Grant of Stable Employee Registrations” as outlined in part 3 of this Policy or in the Rules, it is a requirement for the grant of any visiting registration that:

- (a) the relevant person holds a current and active Stable Employee registration issued by his or her home-based Racing Authority;
- (b) the registration issued by the person’s home-based Racing Authority must be identical to the employment level permitted by the registration category for which has been applied for within the application to Racing Victoria; and
- (c) if the person’s home-based registration expires, is cancelled, revoked or becomes inactive for any reason, any registration issued by Racing Victoria will cease immediately and as a consequence, he or she will not be registered in any capacity within Victoria.

3.4 Stable Employee Registration Card

Racing Victoria shall provide all persons registered as a Stable Employee with a Raceday Service Pass. The Raceday Service Pass provides access to racehorse areas on race day where the Stablehand is engaged by the Applicant to provide raceday duties to the Applicant.

Racing Managers also receive an additional ‘Guest Pass’ which provides Members’ Enclosure access (excluding ‘Carnival Days’) to support their role on raceday.

4 STABLEHAND REGISTRATION

Including Stablehand (Slow Track Rider), Stablehand (Fast Track Rider) and Stablehand (Jump Outs) or Visiting equivalent

Background to Stablehand Registration

A stablehand is a person who is employed by a licensed trainer in a Thoroughbred racing stable and whose prime function is to care for horses and to meet their individual needs of feeding, grooming, exercising and transporting.

A stablehands’ role may also include administrative assistance to the trainer.

Requirements for registration of person as a stablehand

An Applicant seeking to register a person as a Stablehand must:

- (a) complete the Stable Employee Registration Application Form, together with payment of the annual registration fee; and
- (b) for all applications for the 2023/2024 racing season, and subsequent racing seasons, ensure that the Person satisfies the Training Criteria requirements outlined at 4.1 below; and
- (c) Ensure the applicant provides to Racing Victoria a National Police Check dated within six (6) months of submission the Stable Employee Registration Application Form.

In its discretion, Racing Victoria may impose any conditions on a Registration at any time.

4.1 Training Criteria

[From racing season 2023/2024] An Applicant must ensure that the Person satisfies the following criteria:

- (a) *Training Units:* the Person must have undertaken and successfully completed, the following required training units set out in the National Racing Industry Training Package (or recognised equivalent units):
 - Stablehand
 - Unit BSBWHS211 - Contribute to Health and Safety of Self and Others; and
 - Unit RGRPSH201 - Handle Racehorses in Stables and at Trackwork.

All new applications for stable employee registration with category Trackwork Rider, must either have evidence of competency (as per below) or be enrolled in a Trackwork Rider course. Evidence accepted:

- Certificate III Racing (Trackwork Rider).
 - 22534VIC - Course in Trackwork Riding for Slow Work;
 - 22535VIC - Course in Trackwork Riding for Fast Work;
 - 22536VIC - Course in Trackwork Riding for Jump Outs;
- Certificate IV Racing (jockey):
- Jockeys including those that have previously held Picnic or Jumps jockey license (must have evidence).
- Completed Trackwork Rider Units:
 - RGRPSH205 Perform basic riding skills in the racing industry (slow trackwork);
 - RGRPSH307 Exercise horses in pace work (slow trackwork);
 - RGRPSH404 Ride horses at trackwork (fast trackwork);
 - RGRPSH405 Ride horses in jump outs (jump outs).

Certificate III in Racing (Trackwork Rider) must include the applicable Trackrider units required for the level of Trackwork that will be performed and the base units required for a Stablehand registration.

4.2 Annual Registration Fee

An Applicant must pay an annual registration fee.

5 FOREPERSON REGISTRATION

Including Foreperson (Slow Track Rider), Foreperson (Fast Track Rider, And Foreperson (Jump Outs) or Visiting equivalent

Background to Foreperson Registration

A foreperson is a person who is employed by a licensed trainer in a Thoroughbred racing stable and whose prime function is to care for horses and to meet their individual needs of feeding, grooming, exercising and transporting and, is appointed to be in charge of or direct the work of not less than three (3) stablehands.

A forepersons' role may also include administrative assistance to the trainer.

Requirements for registration of person as a foreperson

An Applicant seeking to register a person as a foreperson must:

- (a) complete the Stable Employee Registration Application Form, together with payment of the annual registration fee; and
- (b) for all applications for the 2023/2024 racing season, and subsequent racing seasons, ensure that the Person satisfies the Training Criteria requirements outlined at 5.1 below; and
- (c) Ensure the applicant provides to Racing Victoria a National Police Check dated within six (6) months of submission the Stable Employee Registration Application Form.

In its discretion, Racing Victoria may impose any conditions on a Registration at any time.

5.1 Training Criteria

[From racing season 2023/2024] An Applicant must ensure that the Person satisfies the following criteria:

- (a) *Training Units:* the Person must have undertaken and successfully completed, the following required training units set out in the National Racing Industry Training Package (or recognised equivalent units):
Foreperson
 - Unit BSBWHS211 - Contribute to Health and Safety of Self and Others;
 - Unit RGRPSH201 - Handle Racehorses in Stables and at Trackwork; and
 - Unit RGRCMN203 - Comply with racing industry ethics and integrity.

All new applications for stable employee registration with category Trackwork Rider, must either have evidence of competency (as per below) or be enrolled in a Trackwork Rider course. Evidence accepted:

- Certificate III Racing (Trackwork Rider).
 - 22534VIC - Course in Trackwork Riding for Slow Work;
 - 22535VIC - Course in Trackwork Riding for Fast Work;
 - 22536VIC - Course in Trackwork Riding for Jump Outs;
- Certificate IV Racing (jockey):
- Jockeys including those that have previously held Picnic or Jumps jockey license (must have evidence).
- Completed Trackwork Rider Units:
 - RGRPSH205 Perform basic riding skills in the racing industry (slow trackwork);

- RGRPSH307 Exercise horses in pace work (slow trackwork);
- RGRPSH404 Ride horses at trackwork (fast trackwork);
- RGRPSH405 Ride horses in jump outs (jump outs).

Certificate III in Racing (Trackwork Rider) must include the applicable Trackrider units required for the level of Trackwork that will be performed and the base units required for a Foreperson registration.

5.2 Annual Registration Fee

An Applicant must pay an annual registration fee.

6 ASSISTANT TRAINER REGISTRATION

Including Assistant Trainer (Slow Track Rider), Assistant Trainer (Fast Track Rider), and Assistant Trainer (Jump Outs) or Visiting equivalent

Background to Assistant Trainer Registration

An Assistant Trainer is a senior employee of the Trainer with significant responsibility for the daily operations of the stable.

An Assistant Trainer is permitted under the Rules of Racing to act for the Trainer on racedays and when operating in the stable environment may direct and coordinate one or more Stablehands.

Requirements for the registration of a person as an Assistant Trainer

An Applicant seeking to register a person as an Assistant Trainer must:

- (a) complete the Stable Employee Application Form, together with payment of the annual registration fee; and
- (b) for all applications for the 2023/2024 racing season and subsequent racing seasons, ensure that the Person satisfies the Training Criteria requirements outlined at 6.1 below; and
- (c) Ensure the applicant provides to Racing Victoria a National Police Check dated within six (6) months of submitting the Stable Employee Registration Application Form.

In its discretion, Racing Victoria may impose any conditions on a Registration at any time.

6.1 Training Criteria

[From 2023/2024] An Applicant must ensure that the person satisfies the following criteria:

- (a) *Training Units:* The person must have undertaken and successfully completed, the following required training units set out in the National Racing Industry Training Package (or recognised equivalent units):
Assistant Trainer
 - Unit BSBWHS211 - Contribute to Health and Safety of Self and Others;
 - Unit RGRPSH201 - Handle Racehorses in Stables and at Trackwork;
 - Unit RGRCMN203 - Comply with racing industry ethics and integrity
 - Unit RGRPSH408 - Manage horse health and welfare; and

- Unit RGRPSH409 – Determine nutritional requirements for racing horses.

All new applications for stable employee registration with category Trackwork Rider, must either have evidence of competency (as per below) or be enrolled in a Trackwork Rider course. Evidence accepted:

- Certificate III Racing (Trackwork Rider).
 - 22534VIC – Course in Trackwork Riding for Slow Work;
 - 22535VIC – Course in Trackwork Riding for Fast Work;
 - 22536VIC – Course in Trackwork Riding for Jump Outs;
- Certificate IV Racing (jockey):
- Jockeys including those that have previously held Picnic or Jumps jockey license (must have evidence).
- Completed Trackwork Rider Units:
 - RGRPSH205 Perform basic riding skills in the racing industry (slow trackwork);
 - RGRPSH307 Exercise horses in pace work (slow trackwork);
 - RGRPSH404 Ride horses at trackwork (fast trackwork);
 - RGRPSH405 Ride horses in jump outs (jump outs).

Certificate III in Racing (Trackwork Rider) must include the applicable Trackrider units required for the level of Trackwork that will be performed and the base units required for an Assistant Trainer registration.

6.2 Annual Registration Fee

An Applicant must pay an annual registration fee.

7 RACING MANAGER REGISTRATION

Including Racing Manager (Slow Track Rider), Racing Manager (Fast Track Rider) and Racing Manager (Jump Outs) or Visiting equivalent

Background to Racing Manager Registration

A Racing Manager is an employee of a Trainer who is in charge of the daily operations in a Thoroughbred racing office with duties such as liaising with existing and/or prospective owners.

Requirements for the registration of a Racing Manager

An Applicant seeking to register a person as a Racing Manager must:

- hold a Trainer licence issued by Racing Victoria;
- complete the Stable Employee Application Form, together with payment of the annual registration fee; and
- for all applications for the 2023/2024 racing season and subsequent racing seasons, ensure that the Person satisfies the Training Criteria requirements outlined at 7.1 below; and
- Ensure the applicant provides to Racing Victoria a National Police Check dated within six (6) months of submitting the Stable Employee Registration Application Form.

In its discretion, Racing Victoria may impose any conditions on a Registration at any time.

7.1 Training Criteria

[From racing season 2023/2024] An Applicant must ensure that the Person satisfies the following criteria:

- (a) *Training Units:* The Person must have undertaken and successfully completed, the following required training units set out in the National Racing Industry Training Package (or recognised equivalent units):

Racing Manager

- Unit BSBWHS211 – Contribute to Health and Safety of Self and Others;
- Unit RGRPSH201 – Handle Racehorses in Stables and at Trackwork;
- Unit RGRPSH422 – Promote and maintain business arrangements with racehorse owners; and
- Unit RGRCMN203 – Comply with racing industry ethics and integrity

All new applications for stable employee registration with category Trackwork Rider, must either have evidence of competency (as per below) or be enrolled in a Trackwork Rider course. Evidence accepted:

- Certificate III Racing (Trackwork Rider).
 - 22534VIC – Course in Trackwork Riding for Slow Work;
 - 22535VIC – Course in Trackwork Riding for Fast Work;
 - 22536VIC – Course in Trackwork Riding for Jump Outs;
- Certificate IV Racing (jockey):
- Jockeys including those that have previously held Picnic or Jumps jockey license (must have evidence).
- Completed Trackwork Rider Units:
 - RGRPSH205 Perform basic riding skills in the racing industry (slow trackwork);
 - RGRPSH307 Exercise horses in pace work (slow trackwork);
 - RGRPSH404 Ride horses at trackwork (fast trackwork);
 - RGRPSH405 Ride horses in jump outs (jump outs).

Certificate III in Racing (Trackwork Rider) must include the applicable Trackrider units required for the level of Trackwork that will be performed and the base units required for a Racing Manager registration.

7.2 Annual Registration Fee

An Applicant must pay an annual registration fee.

8. REVIEW AND APPROVAL

This Policy is reviewed annually and as required. This may occur due to a change of operation, new legislative obligation, government recommendations or recommendations as a result of audits.

Where revisions are required, changes will be tracked in red for review by the relevant Senior Management Team member, and for recommendation to the Racing Victoria Board for approval.

If approved, a tracked, clean (both in Word) and PDF copy of the Policy will be saved, and then sent to Legal, Risk and Compliance. A copy may also be provided to People & Culture for uploading onto Racing Victoria's intranet (the Stable).

Any changes to the Policy are noted in the "version" table at section 9 below.

9. VERSION

Version	Nature of Change	Reviewing Party	Approval
2	Updated Stable Employee categories and Training Criteria for sections 4.1, 5.1, 6.1 and 7.1	EGM - Integrity Services RV Board	15 June 2022
2.1	Updated season dates and Training Criteria for sections 4.1, 5.1, 6.1 and 7.1	EGM - Integrity Services	20 June 2023