

Stable Employee Registration Application Form 2015/16

(1 Aug 2015 to 31 Jul 2016)

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

400 Epsom Road
Flemington VIC 3031

Telephone: (+61 3) 9258 4258
Facsimile: (+61 3) 9258 4366
licensing@racingvictoria.net.au

OFFICE USE ONLY		
Received date:	Reviewed by:	Processed date:

1

Please print personal details below:

Title:	First Name:	Surname:	D.O.B.:	Sex (circle):	M	F
Residential Street Address:		Suburb:	State:	Post Code:		
Mobile:		Email (Mandatory):				
<p>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):</p> <p>Next of Kin Full Name (Mandatory):</p> <p>Relationship to you:</p> <p>Next of Kin Phone:</p> <p>PRINT the full name of the Trainer you are primarily employed by:</p>						
Category of Registration (please circle):	STABLEHAND (\$50.00)	FOREPERSON (\$50.00)	ASSISTANT TRAINER (\$50.00)	RACING MANAGER (\$200.00)		

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

Tick

NEW APPLICANTS

For Applicants that has *never* been registered with Racing Victoria.

IDENTIFICATION –

Attach a copy of one of the below documents:

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

PHOTO –

☐ Attach a colour passport-sized Photo or,
☐ Email a photo to licensing@racingvictoria.net.au

Tick

EXISTING APPLICANTS

For Applicant that has *previously* been registered with Racing Victoria.

REGISTRATION STATUS –

Have you held or do you currently hold a licence, permit or registration with a Racing Authority (including Racing Victoria)?

☐ Yes or ☐ No

If Yes, specify with which Racing Authority and which year(s) held:

2

Declarations:

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 relating to stable employees, including relevant amendments. Important Rule change:

Yes, I acknowledge ☐ No ☐
(Tick here)

I acknowledge that I have read and understood the new AR 195A which provides as follows:

- (1) Subject to AR.195A(2), if a licensed person is disqualified, his or her licence immediately ceases and determines and he or she must make application to the Principal Racing Authority to be relicensed.
- (2) A disqualified person is and remains bound by, and subject to, the Rules for the period of his or her disqualification.

National Police Record Certificate:

In circumstances where Racing Victoria's Licensing Regulation 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)

Criminal Charges:

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

Yes, I acknowledge ☐ No ☐
(Tick here)

3

Questionnaire:

Mandatory Training

Yes ☐ No ☐

Have you **attached** evidence of mandatory training as outlined within Attachment One (1) of this application form?

If **No**, you must **contact a TAFE training provider immediately** and **forward confirmation** of this training to Racing Victoria.

Yes ☐ No ☐

Are you currently under any ban/restriction imposed by any Racing Authority (including Racing Victoria)?

If Yes, please explain the circumstances:

Yes ☐ No ☐

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

If Yes, please explain the circumstances:

Yes ☐ No ☐

Have you, in the last 10 years, been *found guilty* of a criminal offence?

If Yes, please explain the circumstances:

(You may be required to provide a National Police Record Certificate)

Yes ☐ No ☐

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

If Yes, please explain the circumstances:

(You may be required to provide a National Police Record Certificate)

4

Questionnaire (Training & Education):

Have you ever participated in one of the following Racing Victoria Training & Education programs before?
(Tick as many as appropriate)

- ☐ Speed to Safety (with Pony Club Vic)
- ☐ Track Riding at Rallies (with Pony Club Vic)
- ☐ Track Rider
- ☐ Careers in Racing presentation/discussion
- ☐ Racing Victoria stand at Shows/Expos
- ☐ Racehorse School visit
- ☐ Other _____

If Yes, how much did your interaction with the program(s) influence your decision to join the racing industry?

- ☐ Not at all influential
- ☐ Slightly influential
- ☐ Moderately influential
- ☐ Very influential
- ☐ Extremely influential

5

Questionnaire (Only for employees that ride track work):

How many horses do you approximately ride per week?

I ride approximately horses in track work per week.

Do you ride track work for a trainer other than your main employer?

Yes ☐ No ☐

If yes, list the name of the trainers that employ you to ride track work (attach additional documentation if required)

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6

Payment (For Registration fees, refer to Section 1):

Alternatively, enclose a Cheque or Money Order payable to Racing Victoria.

Credit Card Type (Please circle):

Credit Card Number:

MASTERCARD / VISA / AMEX / DINERS

Cardholder's Name (Please print):

Credit Card Expiry Date (MM/YY):

Credit Card Verification (CVN)

American Express Only

Cardholder's Signature:

Today's Date (DD/MM/YY):

Acknowledgements and declarations:

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. 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 Information Services Australia Pty Ltd) 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.

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]

Important Note:

In making my application to be registered as a stable employee; I hereby:

- o Declare that all particulars in my application are true and correct;
 - o 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 an official of any Club;
 - o Acknowledge that I have read this application in full, including the Privacy Statement;
 - o Acknowledge that Racing Victoria may request further information from me in respect of this application;
- Consent to Racing Victoria obtaining personal information about me from others and using and disclosing my personal information as noted in the Privacy Statement.

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:

Trainer (Employer) to sign:

Today's Date:

Applicant (Stable Employee) to sign below:

I hereby –

- a. Declare that all particulars in my application are true and correct;
- b. Acknowledge and agree to be subject to and bound by:
 - o The Rules of Racing of Racing Victoria as amended or varied by Racing Victoria from time to time: and
 - o Such Rules and directions as may from time to time be formed, make or given by the Directors, Stewards or official of any Club;
- o Acknowledge that I have read this application in full, including the Privacy Statement and the Rules of Racing displayed on this application form;
- o Consent to Racing Victoria obtaining personal information about me from others and using & disclosing my personal information as noted in the privacy Statement
- o 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

Applicant (Stable Employee) to sign:

Today's Date:

ALL STABLE EMPLOYEES

(Including Stablehands, Forepersons, Assistant Trainers & Racing Managers)

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 prior recognition of 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:

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
Trainers Assistants	\$250 - \$500
Racing Managers	\$250 - \$500

* Note; 15 to 19yo's are automatically eligible for government funding. If you are 20yo & over, you *may* be eligible for government funding, however it depends on what level of education/qualification you already have. Please discuss this with your TAFE provider.

Who do I contact to complete the training?

Federation Training

Gippsland
Lee-Anne Hall
P: 03 5142 2594
E: l.hall@federationtraining.edu.au
www.federationtraining.edu.au

Harness Racing Training Centre

John Randles
P: 03 5449 3590
E: admin@hrtcbendigo.com.au
www.hrtcbendigo.com.au

Melbourne Polytechnic

Epping
Phil Jones
P: 03 9269 1200
E: philj-aas@nmit.edu.au
www.nmit.edu.au

NCEE

Wangaratta
Kath White
P: 03 5723 6232
E: kaWhite@gotafe.vic.edu.au
www.ncee.edu.au

WorkCo Training

Horsham
Gordon Strang
P. 0408 700 108
E: mcqueendona@gmail.com
Melbourne
Ron Crawford
P. 0447 143 442