



Stable Employee Registration/Renewal

Application Form 2017/18

(1 Aug 2017 to 31 Jul 2018)

Incomplete forms will be returned to the applicant via post. Cash is *not* accepted, and Identification Cards will *not* be issued over the counter at Racing Australia Head Office.

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

1 Stable Employee personal details:

Title:	First Name:	Surname:	D.O.B.:	Sex (circle):
				M F
Residential Street Address:		Suburb:	State:	Post Code:
Mobile:	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):	<input type="radio"/> STABLEHAND (\$50.00)	<input type="radio"/> FOREPERSON (\$50.00)	<input type="radio"/> ASSISTANT TRAINER (\$50.00)	<input checked="" type="radio"/> RACING MANAGER* (\$200.00)
<p>You must ensure that you have completed the mandatory training relevant to that category</p> <p>* Note: Only General "A" Trainers may apply for a Racing Manager</p>				



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@racingaustralia.horse

RENEWING APPLICANTS

For Applicant that were registered as a stable employee with Racing Victoria for the 16/17 racing season, ending 31 July 2017.

REGISTRATION STATUS –
I was a registered stable employee with Racing Victoria for the 16/17 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)

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 Intelligence Compliance 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**Questionnaire to be completed by Stable Employee:****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 Australia if not previously provided.

Yes No

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

If Yes, please explain the circumstances:

Yes No

Have you, in the last 10 years, been:


- (a) found guilty of a criminal offence?
- (b) imprisoned?
- (c) placed on parole?

If Yes, please explain the circumstances:

Yes No

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

If Yes, please explain the circumstances:

Do you ride track work? Yes No  (If Yes) I ride approximately horses in track work per week

Do you ride track work or perform stable duties for a trainer other than your main trainer? Yes No

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

1

2

3

4

4**Training & Education Questionnaire to be completed by Stable Employee:**

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**Payment (For Registration fees, refer to Section 1):****Alternatively, enclose a Cheque or Money Order payable to Racing Victoria. Cash is *not* accepted.**

Retain a copy of this form for your taxation records

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:

<p>MASTERCARD / VISA</p>	<table style="border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%; height: 20px;"> </td> </tr> </table>																			

Cardholder's Name (Please print):

Credit Card Expiry Date (MM/YY):

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Credit Card Verification (CVN)

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Cardholder's Signature:

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

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

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.

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

I acknowledge and agree to be bound by the Rules of Racing, including the following relating to betting:

- 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]

7

Trainer to sign below:

**Trainer
Sign
Here**

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, made or given by 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 about me from others and using & disclosing my personal information as noted in the privacy Statement
 - 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
 - Acknowledge that Racing Victoria may request further information from me in respect of this application.

Trainer (Employer) to sign:

Today's Date:

8

Stable Employee to sign below:

**Stable
Employee
Sign Here**

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, made or given by 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 about me from others and using & disclosing my personal information as noted in the Privacy Statement
 - 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
 - Acknowledge that Racing Victoria may request further information from me in respect of this application.

Stable Employee to sign:

Today's Date:



INDUSTRY MANDATORY TRAINING

ALL STABLE EMPLOYEES

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

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

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:

- 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?

Category:	Cost:
Stablehands	\$200 - \$400
Forepersons	\$250 - \$450
Trainers Assistants	\$250 - \$500
Racing Managers	\$250 - \$500 Note: Only General "A" Trainers may apply for a Racing Manager

Who do I contact to complete the training?

Racing Industry Skills Centre
John Randles
 P: 03 5449 3590
 E: admin@hrtcbendigo.com.au
www.hrtcbendigo.com.au

Melbourne Polytechnic
Epping
Debbie Jones
 P: 03 9269 1200
 E: debbiejones@melbournepolytechnic.edu.au
www.melbourne.polytechnic.edu.au

NCEE
Wangaratta
Rhonda McCallum
 P: 03 5723 6229
 E: rmccallum@gotafe.vic.edu.au
www.ncee.edu.au

Skillinvest Limited
 Office Administration: 03 5381 6200
David Cookson
 M: 0439 552 402
 david.cookson@skillinvest.com.au
Kim Packer
 M: 0418 349 269