



GUIDE TO TRAINERS APPLICATION PACK

This pack contains;

- a Trainers licence application form
- the Trainers requirements document which details the documentation required to allow an application for a NSW Trainers licence to be considered

Would you please obtain the relevant documentation as listed on the form before contacting the local NSW stewards in your area (or the Racing NSW Licensing Supervisor for Metropolitan applicants) using the contact details below to arrange for an interview. The application fee of \$100 is due on the day of interview.

| | | | |
|--------------------------------|---------------------|--------------------------|---------------------|
| Metropolitan/Kembla/Hawkesbury | 02 9551 7585 | Mid North Coast (MNCRA) | 02 6581 1476 |
| Gosford/Wyong/Newcastle | 02 4969 1515 | Northern Rivers (NRRRA) | 02 6642 7661 |
| Broken Hill & Far West (BHFWR) | 08 8087 7550 | South East (SERA) | 02 6241 3596 |
| Central Districts (CDRA) | 02 6885 2111 | Southern District (SDRA) | 02 6921 6244 |
| Hunter & North West (HNWRA) | 02 6762 2035 | Western (WRA) | 02 6885 2111 |

At the time of your interview, you will need to provide:

- Trainers Application Form
- Application fee \$100
- References and other material as outlined in the requirements document

It is recommended that you obtain a copy of 1) Rules of Racing (available on the Racing NSW website www.racingsw.com.au) and 2) *Racing NSW* magazine (available from the Publications Department, Racing NSW, Level 7, 51 Druitt Street, Sydney NSW 2000, at a cost of \$14), as you will be required to complete a written examination on the day of your interview.

Racing NSW also requires the completion by trainers of the Certificate IV Trainers course which is from the RGR08 National Training Package. All new Trainers will be required to complete the following modules of the course before being granted a Trainers licence;

- RGRCMN203 - Comply with racing industry ethics and integrity
- RGRPSH408 - Manage horse health and welfare
- BSBWHS301 - Maintain workplace safety

The remaining modules of the course will then be required to be completed within a timeframe set by Racing NSW if they haven't done so before their licence is granted. An assessment of those applicants who have previously held a Trainers licence (which will include the period of time a licence was held and the time elapsed since last registered) will be conducted to determine whether the applicant is exempted from completing the course, or required to complete selected modules of the course. This assessment may also apply to trainers moving from Interstate. For new Trainers required to complete the entire CIV Course, further information is available from the Racing NSW Training by email at careers@racingsw.com.au

Licensing Department

MT = METRO TRAINER PT = PROVINCIAL TRAINER CT = COUNTRY TRAINER OT = OWNER TRAINER

1. Experience/Qualifications:

- i) Licensed Trainer from another area - evidence of number of starters and success rate
MT: Minimum 3 Years PT: 2 Years CT: 1 Year OT: 6 Months

Or

Licensed Stablehand or Foreperson (employed by professional Trainer at a senior level for Metropolitan and Provincial Applicants) - details of this experience to be provided by Trainer on specific review form. (This form will be forwarded to the Trainer by Racing NSW).

MT: Minimum 3 years PT: 2 Years CT: 1 Year OT: 6 Months

Or

Recognition of involvement in the industry, ie: Jockey

- ii) Clearance from other licensing authorities and details of licensing history
- iii) Certificate IV Trainer (from the RGR08 National Training Package) or equivalent. Please note successful applicants who have not obtained this qualification will be required to complete selected modules of this course before commencement, with the remainder of the course to be completed during their initial period of licence. Applicants who have previously held a Trainers licence may be required to complete all or some selected modules from the course. Please see previous page titled 'guide to trainers application pack' for further information

2. Stable Management:

- i) No. of horses: - applicant to include evidence from owners including testimony from owners of specific horses that will be trained by the applicant upon a licence being granted.
MT: Minimum 10 horses PT: 3 horses CT: 2 horses OT: 1 horse
- ii) Applicant to provide proof of business acumen or details of a completed basic business course **OT: Not required**
- iii) A detailed Business/Financial plan that contains a projected profit/loss budget
- iv) Bank statement of racing account - recommend starting bank to include letter of credit from financial institute. Required to provide copies of bank statements for previous 3 months.
Minimum of;
MT: \$15,000 PT: \$8,000 CT: \$5,000 OT: \$5,000
- v) Written approval granting permission to train on a registered racecourse
- vi) Confirmation of ownership or lease arrangements of stables
- vii) Stable inspection with Racing NSW Stewards.

3. Exam:

- i) Applicant to complete written examination on day of interview
Exam mark desired: MT 85% PT 80% CT 80% OT 80%
- ii) A supervised practical test, unless Stewards are aware of an applicant's competency and deem unnecessary

4. References:

- i) References from 3 trainers (in total) who have a minimum of 5 years' experience as a professional trainer, regarding skills - this must include the trainers the applicant has been employed by,
- ii) References from other industry participants/professional people re character - minimum 2

5. Interview:

MT, PT and Provincial OT: Applicant to attend offices for interview by panel comprising the Licensing Supervisor, Stipendiary Steward and Veterinary Surgeon.
CT and Country OT: Applicant to attend interview with regional Stewards.



RACING NSW

ABN: 86 281 604 417

APPLICATION FORM FOR TRAINER'S LICENCE UNDER THE RULES OF RACING

Please contact the following to organise an appointment for interview;

Metro/Kembla/Hawkesbury
Licensing Supervisor
9551 7585

Newcastle/Gosford/Wyong
Provincial Steward
4969 1515

Country
Regional Stewards
Phone 9551 7586 initially

Application fee: \$100 (If successful this fee will be deducted from total licence fees)

Please tick which licence you are applying for:

- | | |
|---|--|
| <input type="checkbox"/> TRAINER'S LICENCE | <input type="checkbox"/> METROPOLITAN AREA |
| <input type="checkbox"/> OWNER TRAINER'S PERMIT (Provincial/Country Area Only) | <input type="checkbox"/> PROVINCIAL AREA |
| | <input type="checkbox"/> COUNTRY AREA |

Name of racecourse or property you are applying to train on: _____

Number of horse's permission has been granted to train? _____

Do you have a letter from the owners of the racecourse/property confirming permission to train will be granted if your application for a licence to train is successful?

Yes/No:

To enable your application to be considered without undue delay by the Licensing Committee this form MUST be completed in full.

(Level 7, 51 Drutt Street, Sydney, 2000. Telephone: (02) 9551 7500)

| | | | |
|-------------------------|----------------------|----------------|----------------------|
| SURNAME: | <input type="text"/> | DATE OF BIRTH: | <input type="text"/> |
| GIVEN NAMES: | <input type="text"/> | | |
| RESIDENTIAL ADDRESS: | <input type="text"/> | | |
| SUBURB: | <input type="text"/> | | |
| STATE: | <input type="text"/> | POSTCODE: | <input type="text"/> |
| HOME PHONE NO: | <input type="text"/> | FAX NO: | <input type="text"/> |
| MOBILE: | <input type="text"/> | WORK PH: | <input type="text"/> |
| EMAIL ADDRESS: | <input type="text"/> | | |
| POSTAL ADDRESS: | <input type="text"/> | | |
| SUBURB: | <input type="text"/> | | |
| STATE: | <input type="text"/> | POSTCODE: | <input type="text"/> |
| NEXT OF KIN: | <input type="text"/> | | |
| NEXT OF KIN CONTACT NO: | <input type="text"/> | | |
| ALTERNATE NEXT OF KIN: | <input type="text"/> | | |
| NEXT OF KIN CONTACT NO: | <input type="text"/> | | |

OWNER TRAINER'S PERMIT

LR. 77 "Permits may be granted to Owners to train horses owned by or leased by the owner solely or in partnership with his or her spouse, de facto spouse, their children over 18 years, father, mother sisters and brothers. Owner Trainers are not permitted to train for syndicates.

LICENSES AND REGISTRATIONS REFUSED

LR. 51 (6) Any person who has had an application for a license or registration refused must not make a further application until the expiration of 12 months from the date of such refusal. The Board may however in its discretion reduce the said period.

Please note: It is necessary for applicants to undergo a written examination when attending for their interview and it may also be necessary to have a practical examination at a later date.

EXPERIENCE

1. Particulars of any previous licences held either in this State or from any other Racing Authority together with relevant dates. (If you have ridden as a jockey, give details of number of rides and successes; if you have trained racehorses, give full particulars of winners and placed horses, prizemoney; if employed as a stablehand, give names of trainers, period of employment and full details of experience)

2. Full details of any other experience and past employments, with names and addresses of employers and relevant dates.

3. Are there any charges pending against you, or any open or unfinished inquiries, investigations or matters before any Racing Authority involving you? _____

4. Have you ever been disqualified, suspended, fined, warned off, placed on forfeit list or listed as a defaulter by any Racing, Harness racing, Greyhound or other sporting authority. Give full details of each occurrence.

5. Have you ever been refused a license or permit to train? If "Yes" please provide full details.

6. Have you ever taken part in any unregistered race meeting? If "Yes" please provide full details.

7. Please give particulars of any racehorses you owned stating the years involved and the name of trainers:

| NAME OF HORSE | TRAINER'S NAME | YEARS INVOLVED |
|---------------|----------------|----------------|
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8. FINANCIAL

Please supply names and addresses of your Bankers/ Financial Institution accounts and bring evidence of monies in your accounts along with you to your interview.

9. COMPETENCE AND QUALIFICATIONS FOR TRAINING

Please give names and addresses of at least three (3) licensed trainers who could confirm your qualifications to be a trainer. (Note: 3 written references are required to be submitted with your application)

CHARACTER

- 10.** Please give names and addresses of at least three (3) persons who are well known in the racing industry, or alternatively of (2) persons holding professional qualifications, or of professional standing who could act as referees. (Please Note: 2 written references are required to be submitted with your application)

PROPOSED TRAINING ESTABLISHMENT

- 11.** (a) Please give name and address of PRINCIPAL STABLE PREMISES

Phone:

Number of boxes in these premises _____
If your residence and the stable are separate, please give name and position held by employee living at the address.

- (b) Please give full details of security and precautions for fire prevention at stables

Name and address of additional stables

Phone:

Phone:

- 12.** If any of the above stables, including the principal stable, are not in your ownership, please give details of arrangements under which they are occupied, together with details of the period of any Lease or Tenancy Agreement and date of expiry. Please bring a copy of the agreement along with you to your interview.

- 13.** Is stable complex to be shared with other trainers? If so, please give names of the other trainers and the number of stables they occupy.

14. (a) Please give details of accommodation for stable staff.

(b) Also details of other buildings (Feed and Tack rooms, etc.)

15. Please provide names of all staff who will be assisting you in the running of your stable.
(Members of your family and their relationship to you must be included and all must be licensed.)

16. Who is in overall charge in your absence?

(a) Distance of your stables from racecourse? _____

(b) Method of transporting horses to racecourse for work? _____

(c) Where would horses be given walking exercise? _____

17. If any of the above stable premises are not yet fully constructed, has planning permission been obtained for the construction of these premises? (If "Yes", please provide full details.)

FULL DETAILS OF PRIVATE TRAINING FACILITIES

18. (a) Private training tracks – please give location and a brief description with dimensions, etc.

- (b) Approximate distance to be travelled from your Principal Stables to private track

- (c) Owner of Track (please give their name and address)

- (d) General arrangements whereby these facilities are available to you. Please indicate whether owned, leased etc.

RIDING STATUS

19. Will you ride trackwork or the stable pony etc? ****PLEASE TICK ONE OF THE FOLLOWING****

- Non Rider**
- Rider - Non Trackwork** *Rides a horse in connection with horse racing but does not ride trackwork eg rides stable pony, ferries racehorses to the track etc.*
- Rider - Trackwork** *rides horses in training*

VARIOUS

20. Have you ever been declared bankrupt, proceeded against for Bankruptcy and/or have you taken advantage of the laws in force for the time being relating to Bankruptcy anywhere in Australia or made a compromise with your creditors? _____

If you answered "Yes" please give full details _____

21. Are you engaged in any profession, business or occupation other than that of training horses? If so, please give full details.

(a) Profession/Business/Occupation _____

(b) Business Name _____

(c) Business Address _____

(d) Position in Firm _____

22. Do you declare that you have viewed, read and understood the document "Work Health & Safety Memorandum for Racehorse Trainers in NSW – see www.racingsw.com.au WHS section - (which includes reference and source to the "Safework NSW CODE OF PRACTICE – Managing Risks for new or inexperienced riders or handlers") and will refer to the document(s)/implement procedures as applicable for the duration of the license for which you are applying.

YES/NO

23. In addition to your Statutory P.A.Y.E. Records, if you employ staff do you undertake to maintain and keep a wages book or other record in which is set out the gross amount earned and the net amount paid (with details of all deductions and holiday pay) each week to each member of your staff during the term of your license?

YES/NO

23.(a) For the duration of the license for which you are applying, if you employ staff do you undertake to do so in accordance with the terms and conditions of the Horse and Greyhound Training Award?

YES/NO

(b) Have you in the last five (5) years been convicted of an offence in relation to the compliance with awards covering any staff you have employed?

YES/NO If yes, give details _____

(c) Are you aware that you are required to deduct 46.5% from all employees payments including casual trackwork riders should they not provide you with their Tax File Number (TFN) or Australian Business Number (ABN)

YES/NO

(d) Do you agree to allow Racing NSW Stewards or Officials to inspect stables and accommodation referred to in Question 11, 12, 13, and 14 (a) prior to my application being considered by the Board and at any time thereafter should a license be granted to you.

YES/NO

(e) If a license is granted by Racing NSW, do you agree to produce when required by the stewards or their authorised representatives, for their inspection, your wages book or other records referred to in Question 23.

YES/NO

(f) Do you understand that if any of the information set out above is incorrect, you may be called upon to show cause why the License granted to me in accordance with this application should not be revoked, suspended or otherwise dealt with?

YES/NO

(g) Are you a member of any Racing Club?

YES/NO If “yes” please provide full details. _____

24. TERMS AND CONDITIONS OF LICENCE

The trainer acknowledges and agrees to be subject to and be bound by:

- a) The Rules of Racing of each Principal Racing Authority in which he/she trains as amended or varied by each Principal Racing Authority from time to time;
- b) That I shall notify Racing NSW within 14 days if I am charged with a criminal offence, convicted of a criminal offence or am made bankrupt or I become the subject of a court judgement requiring payment to a racing industry participant or provider, and acknowledge that if I fail to comply with this condition or the other terms and conditions of my licence I may be penalised and/or stood down from my licensed duties and privileges (LR51 (2))
- c) The terms and conditions of licence and licence acknowledgements as published by each Principal Racing Authority
- d) Such rules and directions as may from time to time be formed, made or given the directors for each Principal Racing Authority (“Directors”), the stewards of each Principal Racing Authority (“Stewards”) or the officials of any racing club registered by each Principal Racing Authority to conduct thoroughbred racing under the Rules (“Club”)
- e) The trainer submits to the non-exclusive jurisdiction of each Principal Racing Authority, its officials and Stewards in respect of all matters arising in relation to racing in the State or Territory of that Principal Racing Authority.
- f) That each Principal Racing Authority does not give any warranty as to the suitability and/or safety of the premises, track, and training or other facilities owned or occupied by any Race Club, Association or other entity connected with horse racing, and that I must at all times satisfy myself as to the fact that such premises, track, training or other facilities are appropriate, fit for purpose and without obvious defect.
- g) Not to make any public statement or comment concerning any matter currently the subject of investigation or hearing by a Principal Racing Authority, or the Stewards, Committee or Appeals panel or other body authorised by each.
- h) That I will, on request, permit the Stewards to enter and inspect my property and to exercise their powers under the provisions of AR22(1)(l) &(3), AR21(2) & AR232(c) expressly consent to the production to the Stewards of records (including confidential records) held by service providers, including but not limited to veterinarians.
- i) That I shall not be exempted from personal liability arising under the Rules of Racing for or by any reason whatsoever.
- j) For those Trainers who ride trackwork, to as directed by the Stewards provide any sample either prior to or subsequent to riding in any track work for the purpose of detecting any substance banned under the Rules.
- k) To adhere to as a minimum, the “Horse & Greyhound Training Award 2010 (Commonwealth)”, and to keep wages and payment records for all employees and persons engaged under contract for service and make those records available for inspection when required by Racing NSW.
- l) The requirement to have satisfactory and current insurances of the type as reasonable may be required by the Principal Racing Authority including but not limited to Workers Compensation, Public Liability & Professional Indemnity, Personal Accident insurances .
- m) That I will make written application and obtain approval from Racing NSW before stabling any horse in my care at any address other than at my registered stable premises.
- n) That any information provided in this application may be shared with the Racing NSW Insurance Fund for the purpose of administering any workers compensation claim lodged by me or any person claiming to be my employee and that the Racing NSW Insurance Fund is authorised to provide any information regarding any workers compensation claim lodged by me to the Licensing Department of Racing NSW for the purpose of assessing my continuing eligibility or fitness to hold a licence.
- o) Subject to AR.278(1) 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.
- p) A disqualified person is and remains bound by, and subject to, the Rules for the period of his or her disqualification.

GST

When the licensee is GST registered, the following agreement is given:

- The recipient may issue tax invoices in respect of the specified supplies.
- The supplier will not issue tax invoices in respect to those supplies.
- The supplier acknowledges that it is registered when it enters into the agreement and that it will notify the recipient if it ceases to be registered.
- The recipient acknowledges that it is registered when it enters into the agreement and that it will notify the supplier if it ceases to be registered.

25. CONDITIONS OF LICENCE – RIDING HORSES

Stablehands and Trainers applying to ride trackwork will be required to undergo a Racing NSW trackwork rider competency assessment;

- i) With their initial application to ride trackwork
- ii) Again, in the season after reaching 60 years of age and every two years thereafter. When reaching *70 years of age the assessment will be required yearly
- iii) At any time if required by Racing NSW after returning from injury

Upon reaching 60 years of age and every two years thereafter, Stablehands and Trainers riding trackwork will be required to provide a medical clearance as to their fitness to ride which will include a physical test. When reaching *70 years of age these provisions will be required annually.

**Note the 60 yrs+ and 70 yrs+ requirement is effective at the next renewal period following that birthday*

26. CONDITIONS OF LICENCE – STABLE & HORSE HANDLING DUTIES

Stable work and the caring for and handling of horses is a physically demanding profession. All licensees have a responsibility to assess whether they are and remain physically capable of performing the required tasks of the role. Trainers in the season after reaching 75 years of age and every year thereafter will be required to yearly undertake a medical and practical physical assessment as part of their licence or renewal application.

*Duty of care statement

Trainers should carefully consider their capability to perform the tasks required to care for Thoroughbred racehorses especially if they wish to continue performing the required tasks once reaching the age of 75 years. Trainers, should carefully consider their capability to ride Thoroughbred racehorses especially if they wish to continue riding beyond the age of 60 years. If Racing NSW issues a licence to the applicant, this does not amount to a representation to, or endorsement of, the applicant concerning his or her current fitness to perform stable duties, handle horses, or ride (if registered in that capacity) thoroughbred racehorses. Trainers and Stablehands should form and rely on their own view concerning their own fitness to perform stable duties, handle horses or ride (if licensed in that capacity) based on their knowledge of their current physical capabilities, advice from their own medical practitioners and their knowledge of their intended role drawing from their past experience. Racing NSW is not responsible for a licensee's physical condition and decision perform stable duties, handle horses or ride (if licensed in that capacity). If at any time a licensee's condition changes so that he or

she suspects he or she may again be physically unable to perform stable duties, handle horses or ride (if licensed in that capacity) to the required level, he or she should immediately discontinue such activities, inform Racing NSW and consult his or her medical practitioner.

PRIVACY AND THE USE, COLLECTION AND DISCLOSURE OF YOUR PERSONAL INFORMATION

The Principal Racing Authorities **collect** information about you when you submit this Application and in the course of related enquiries made of third parties for the purposes of the Thoroughbred Racing Act 1996 (NSW). The Principal Racing Authorities will use that information to assess your application and, if registration is approved, your ongoing status as a licensed person. To do that, the Principal Racing Authorities may **disclose** your information to third parties such as your employers (past, present or prospective), other racing bodies, appeal bodies, wagering service providers, industry associations and government enforcement agencies if the Principal Racing Authorities believe that the disclosure is reasonably necessary for your ongoing status as a licensed person or to enable PRAs to fulfil their regulatory responsibilities and/or promote and protect the integrity of the sport to ensure compliance with the Rules of Racing. You do not have to supply the information requested in this application, but if the information (or any part of it) is not provided your application may be rejected. You can gain access to and request that corrections be made to information held about you by the Principal Racing Authorities. By completing and submitting this application, you authorise the Principal Racing Authorities to collect, use and disclose information about you for the purposes described in this notice, including the usual publication of such information in race books, racing calendars and other publications that can include (but are not limited to) websites.

Intellectual property

I agree that the Principal Racing Authorities will own all intellectual property in the information I submit with and in connection with this application for, and the grant and future maintenance of, the Licence. , and I hereby assign to the Principal Racing Authorities (and warrant that I am authorised to provide and assign) all such intellectual property and information and acknowledge that the Principal Racing Authorities may use (including by collating, modifying, publishing and distributing) all such intellectual property and information as it sees fit including" Note: for Licensed Persons this information relates to the usual publication of material in race books, racing calendars, publications and websites etc. Any information outside this standard will not be released by Racing NSW without the written permission of the Licensed person.

CRIMINAL HISTROY RECORD CHECK

All new licence applicants are subject to Criminal History Record checks. Existing licensees may also be requested to undergo such checks. The information contained in these records may lead to the licence application being refused.

THIS SECTION MUST BE COMPLETED

- (a) Have you, in the last ten years, in NSW or elsewhere, been convicted of any offence, under your own name or any other? Yes No
- (b) Are there any charges, criminal prosecution or civil proceedings against you now pending? Yes No
- (c) Have you ever been, or are you now on a bond or recognisance in NSW or elsewhere? Yes No
- (d) Have you ever forfeited bail? Yes No

***Please note condition b) of this licence: you are required to notify Racing NSW within 14 days if you are charged with or convicted of a criminal offence (LR51(2)) refers

If you have answered "Yes to any of these questions please provide details

I certify that to the best of my knowledge and belief the particulars as outlined in this application are true and correct. I also declare that I understand that it is a serious offence under the Rules of Racing to make a false declaration and failure to accurately answer these questions may lead to this application being refused

SIGNATURE OF APPLICANT _____ DATE _____

**HORSES TO BE TRAINED BY APPLICANT
FOR WHICH STABLE RETURN HAS BEEN SUBMITTED**

| NAME OF HORSE | OWNED BY |
|---------------|----------|
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FOR WHICH STABLE RETURN HAS NOT BEEN SUBMITTED

| NAME OF HORSE | AGE | BREEDING | OWNED BY |
|---------------|-----|----------|----------|
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