



Licence Application Form

TRAINER

(Racing season commences 1 August 2009 and ends 31 July 2010)

- Ensure you follow the below instructions as incomplete applications will be returned to the applicant. Racing Victoria Ltd (RVL) will not be held responsible for delays in processing applications that are incorrect or incomplete upon submission.
- Applicants will not be considered 'licensed' until the application is approved by the RVL Licensing and Registrations department.
- Ensure you are familiar with the Trainer Licensing Policy available from the Racing Victoria Website – www.racingvictoria.net.au

Instructions:

Tafe Qualification – prior to lodging this application form, ensure you have completed the Tafe Qualification relevant to the category of licence you are applying for (see below).

Please note - the relevant Tafe qualification must be completed prior to submitting this application form. If you have not completed the relevant qualification, a list of Tafe organisations is enclosed in this application for your convenience (see Section 7).

Category:

Qualification to be completed:

General A Trainer

Diploma of Racing, Thoroughbred Trainer

General Trainer

Diploma of Racing, Thoroughbred Trainer

Restricted Trainer

Certificate IV of Racing, Thoroughbred Trainer

Pre Trainer

Training Units; (1) Follow OH&S Procedures & Observe Environmental Work Practices; and (2) Handle Horses

Application Form –

Complete and return this application form (**Sections 1 to 7**) with the 'administration fee' of \$10.00 to RVL Licensing & Registrations.

Supporting documents –

Ensure you include (with this application) the additional information required in **Section 7** of this form.

SECTION 1 Photo and Identification

Please provide the following:-

STEP 1 (Photo)

- I have attached to this application, my Passport Photo (colour) *or*,
- I have emailed my photo to licensing@racingvictoria.net.au

STEP 2 (Identification) - **In addition to Step 1**

I have *also* attached a copy of my:-

- Drivers Licence *or*,
- Passport *or*,
- Birth Certificate

SECTION 2 Personal Details

Surname:	First Name:
Residential Address:	D.O.B.
Postal Address (<i>only if differs from above residential address</i>):	
Phone:	Fax:
Mobile:	Email:
Stable Address (location of horses):	Please circle the following – I own / rent this property (stable address) * If you <i>rent</i> the property, you must supply a written letter from the proprietor (owner) granting you permission to utilise the property.
Who will be responsible in your absence?	Who is your stable veterinarian?
Who is your stable farrier?	Do you engage a pre-trainer? If yes, provide details -

SECTION 3 Type of licence

What type of Trainer licence are you applying for? (please tick one box only) -

Type of licence:

Relevant experience required:

General A Trainer

The applicant must hold (with an interstate or overseas Racing Authority), or previously have held, an unrestricted thoroughbred Trainer licence for a minimum of ten (10) years.

General Trainer

The applicant must hold, or previously have held, an unrestricted interstate or overseas thoroughbred Trainer licence for a minimum of two (2) years; or
have held an unrestricted RVL granted Trainer licence in the past.

Restricted Trainer

The applicant must hold, or previously have held, a Stablehand registration for a minimum of five (5) years (full-time equivalent); or
hold, or previously have held, a Trainer's Assistant registration for a minimum of three (3) years (full-time equivalent); or
hold, or previously have held, an unrestricted equine Trainer licence (other than a thoroughbred Trainer licence) for a minimum of three (3) years (full-time equivalent); or
previously have held a Jockey A licence (or recognised equivalent) for a minimum of two (2) years; or
previously have held a RVL Trainer's licence.

Pre-Trainer

The applicant must be, or previously have been, a registered Stablehand for a minimum of three (3) years (full-time equivalent); or
be, or previously have been, a registered Trainer's Assistant for a minimum of one (1) year (full-time equivalent); or
hold, or previously have held, an unrestricted equine Trainer licence (other than a thoroughbred Trainer licence) for a minimum of one (1) year (full-time equivalent); or
have experience in equine pursuits (in a non-licensed capacity) for a minimum of five (5) years (full-time equivalent); or
previously have held a Jockey A licence (or recognised equivalent); or
previously have held an interstate or overseas thoroughbred Trainer licence; or
previously have held an RVL Trainer licence.

SECTION 4 Questionnaire

For this application to be considered, please answer all questions below:-

Have you held, or do you currently hold, a licence, permit or registration with any Racing Authority (including Racing Victoria)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide details:
Have you ever been charged with or convicted of an offence under the Prevention of Cruelty to Animals Act?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Have you ever been charged and/or convicted of any <i>criminal</i> offence?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Have you ever been suspended, disqualified or refused a licence, permit or registration (for any reason) by any Racing Authority (including Racing Victoria)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Are you currently under any ban / disqualification imposed by any Racing Authority?	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Do you have another form of employment?	<input type="checkbox"/> No <input type="checkbox"/> Yes, provide the following details: <i>Company Name:</i> <i>Address:</i> <i>Contact Number:</i>

SECTION 5 Acknowledgement and Signature

Privacy:

RVL is the body responsible for and carries out the functions of:-

- Determining and issuing occupational licenses authorising persons to participate in the Victorian thoroughbred racing industry ("Licensed Persons"); and
- Supervising Licensed Persons

In the course of performing its functions, RVL may seek personal information from you for the purposes of:

- Making determinations in relation to your licence application, renewal or continuance;
- Meeting its supervisory responsibilities in relation to you as a Licensed Person; and
- Promoting or protecting the integrity of the thoroughbred racing code and ensuring compliance with the Rules of Racing

For these purposes, RVL 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.

Unless otherwise advised by you, your name and contact details will be published monthly in Inside Racing, a publication produced by RVL and on RVL's website.

You may make a request to RVL to gain access to information held by RVL in relation to you by writing to the Privacy Officer, Racing Victoria Limited, 400 Epsom Road, Flemington, 3031.

Should you decline to provide personal information to RVL when requested by RVL as part of its licensing and supervisory activities, RVL may refuse to grant or renew such a licence or may revoke or suspend your licence.

Consent and Acknowledgement:

In making my application to be a licensed trainer; I hereby:

- Declare that all particulars in my application are true and correct;
- Acknowledge and agree to be subject to and bound by:
 - The Rules of Racing of RVL as amended or varied by RVL 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;
 - Consent to Racing Victoria obtaining personal information about me from others and using and disclosing my personal information as noted in the Privacy Statement.



Sign

Signature:

Date:

SECTION 6 Payment

Administration Fee - \$10.00

Licence Application – Trainer
(Racing Victoria Ltd ACN 096 917 930)



Payment

(Alternatively, please enclose a **CHEQUE** or **MONEY ORDER** payable to Racing Victoria Ltd – CASH will not be accepted)

Credit Card Type (Please circle):

Credit Card Number:

MASTERCARD / VISA / AMEX / DINERS

____ / ____ / ____ / ____

Cardholder's Name (Please print):

Credit Card Expiry Date (MM/YY):

____ / ____

Cardholder's Signature:

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

____ / ____ / ____

PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR TAXATION RECORDS

SECTION 7 Information required to support your application (please attach)

Attach the following information to this application and tick the box to confirm its inclusion –

- Provide evidence of completing either of the following qualifications or contact your closest Tafe organisation listed below –
- Certificate IV of Racing, Thoroughbred Trainer; or
 - Diploma of Racing, Thoroughbred Trainer; or
 - Training Units; (1) Follow OH&S Procedures & Observe Environmental Work Practices; and (2) Handle Horses.

East Gippsland TAFE, Sale
Ph: 1300 133 717, E: email@egtafe.vic.edu.au

National Centre for Equine Education (GO TAFE), Wangaratta
Ph: 1300 006 233, E: manager@ncee.edu.au

Northern Melbourne Institute of TAFE, Epping
Ph: 03 9269 1200, E: info@nmit.vic.edu.au

University of Ballarat (School of Applied Sciences – Primary Industries), Ballarat
Ph: 1800 811 711, E: info@ballarat.edu.au

- Curriculum Vitae outlining your experiences in thoroughbred racing stables, giving details of previous employer(s) and current employer(s).
- Provide details of experience with horses outside the racing industry (Pony Club, Eventing, Show Jumping etc.). Include copies of any educational achievements.
- Provide information relating to any licence or permit currently or previously held by you granted by a Racing Authority (e.g. specify what type of licence/permit held, which Racing Authority it is/was held, and the term of licence/permit).
- Minimum two (2) prospective owner references stating how the prospective owner will support the applicant.
Note – Pre Trainer applicants are not required to submit owner references.
- Minimum three (3) work references attesting to your horse handling ability. References from licensed trainers *must* include – the period (date) you held employment and the duties undertaken.
*Note – Pre Trainer applicants require two (2) work references only.
If you have previously held a Trainer's licence granted by a Racing Authority, you will not be required to submit work references.*
- Minimum three (3) credit references (Vet, Farrier, Feed suppliers etc.) stating that accounts are paid promptly.
Note – Pre Trainer applicants require one (1) credit reference only.
- Financial statement from a Certified Practising Accountant (CPA) or Certified Accountant (CA) stating that you have lodged a tax return (for the previous financial year) and you are in a satisfactory financial position to train racehorses.
Note – Pre Trainer applicants are not required to submit an accountant reference.
- Complete a Criminal Record Check with Victoria Police. This form should be obtained from the Victoria Police Website – www.police.vic.gov.au

NOTE: All of the above questions must be addressed or this application is incomplete

WHAT HAPPENS NEXT?



Racing Victoria Limited

INTERVIEW:

Upon receipt of your completed application form (including information requested in Section 7), an interview will be arranged. You will be required to meet with the Licensing Panel, consisting of the Licensing Manager and a Steward, to discuss your application further.

Note – If you have previously held a Trainer's licence granted by RVL, you may not be required to attend an interview.

WRITTEN ASSESSMENT:

Following the interview, you will be asked to complete a written assessment which will exhibit your knowledge relating to the Rules of Racing, raceday procedures, basic Veterinary points, training of the horse, stable returns, the Class / Ratings structure of racing, nomination, acceptance and declaration of rider times. This will take approximately 90 minutes.

It is recommended you familiarise yourself with the Rules of Racing which is located on the Racing Victoria Website - www.racingvictoria.net.au (go to – Industry – Rules of Racing), with particular emphasis on rules relating to the responsibility of trainers, jockeys and apprentices, together with rules relating to the trainers' obligation to report incidents.

Note – If you have previously held a Trainer's licence granted by a Racing Authority you may not be required to complete the written assessment.

Pre Trainer applicants will not be required to complete the written assessment.

STABLE INSPECTION:

Shortly after your interview, your nominated stables will be jointly inspected by a Steward and a Stable Safe officer from RVL (OH&S).

Aspects under review during this inspection will include – location of property, Occupational Health and Safety compliance, quality of stabling, security, feed and tack rooms, safety of prohibited substances, condition of horses etc. A practical assessment may also be undertaken.

LICENSING SUB-COMMITTEE:

All applications are then summarised and placed on the RVL Licensing Sub Committee Agenda, where each application is considered on an individual basis. Based upon the information supplied, the Licensing Sub Committee will make a recommendation to the RVL Board.

RVL BOARD:

The Board of Racing Victoria meets monthly (except January) and will consider your application, along with the recommendation of the Licensing Sub-Committee.

NOTIFICATION:

You will be notified of the Board's decision in writing. A notification letter will be posted within five (5) working days of the Board meeting.

IF MY APPLICATION IS APPROVED:

An invoice requesting payment of your licence will accompany the notification letter. You will need to return the **invoice** along with **evidence that you have received approval from a Race Club to utilise its training facilities**.

IMPORTANT:

Until you have returned payment (invoice) and evidence of Race Club training facilities approval to RVL, you cannot enter or nominate a horse for any race or organised trial, nor can you use an approved RVL training facility.

IF MY APPLICATION IS DENIED:

Right of Review - In accordance with section 83Q of the *Racing Act 1958* (Vic), you may apply to the Victorian Administrative and Civil Tribunal (VCAT) for review of the RVL Board's decision not to grant a licence. An application for review must be made within 28 days from the date of RVL's notification letter.