

Department of Primary Industries, Parks, Water and Environment

Office of Racing Integrity

2nd Floor Henty House, 1 Civic Square (PO Box 1329)

Launceston, Tasmania, 7250

Telephone: (03) 6777 1900, Facsimile (03) 6777 5148

Web: www.racingintegrity.tas.gov.au



Tasmanian Greyhound Licence Application Requirements 2020/2021

The Director of Racing may grant any licence for such period and upon such conditions as deemed fit.

Any licence may be suspended, cancelled or refused by the Director.

Applicants MUST note:

- Standard processing timeframe is **7 – 10 working days** for correctly submitted applications, unless the applicant is required to be interviewed by the Director of Racing.
- Lodging an application form and paying the applicable fee **does not** mean that applicants are licensed from that time.
- Applications must be approved by the Director and processed by the Office of Racing Integrity (ORI) before a licence becomes active. ORI will notify applicants in writing following approval of their application.

How can I have my application processed as quickly as possible?

Completed applications are processed more quickly than those requiring additional information. Before submitting an application, please make sure:

- all sections of the form have been completed;
- all signatures are included;
- supporting documentation is attached (where requested);
- payment of the application fee (if applicable) is provided with the application; and
- when requested by ORI to have a photo taken at Service Tasmania, you attend to this straight away.

Requests for additional information may delay the assessment of the application.

How long will it take to process my application?

ORI receive licence applications every day and these are processed in the order that they are received.

Processing timeframes vary depending on the type of application and whether additional information is required. The Operations department at ORI will try to give you an idea of the processing timeframe for your application.

Your responsibilities

ORI will endeavour to provide a level of service that is of a high standard.

You can help us deliver our service by ensuring that:

- all interactions between staff and customers occur in a courteous manner;
- staff are treated politely and respectfully;
- all available relevant information is provided; and
- the interaction occurs in a co-operative and positive manner.

PAGE LEFT INTENTIONALLY BLANK

Index

General information applicable to <u>ALL</u> licence categories	Pages. 5-7
➤ Rules of Racing	
➤ National Police Record Checks	
➤ Evidence of Identity	
➤ Mandatory Training Requirements	
➤ Public Trainer Information	
➤ International Applicant Information	
➤ Applicant Knowledge and Experience	
➤ Suitability of Licence Holders	
➤ Personal Information Protection Statement	
Licensing Procedures	Page. 8
➤ Definition of a New Applicant	
➤ Definition of a Renewal	
➤ Licensing Guidelines	
➤ Licensing Review Guidelines	
➤ Renewal Requirements	
Fee Schedule	Page. 9
Licence Categories – Requirements for new or upgraded licence applications	
➤ Partnership	Page. 10
➤ Syndicate Registration	Page. 10
➤ Syndicate Member	Page. 10
➤ Owner	Page. 10
➤ Breeder/Whelping/Rearer	Page. 11
➤ Attendant (Handler) - Provisional	Page. 12
➤ Attendant (Handler)	Page. 12
➤ Owner/Attendant	Page. 13
➤ Owner/Trainer	Page. 14
➤ Trainer Public	Page. 15

General information applicable to ALL licence categories

The below listed Tasracing Licensing Requirements **MUST** be read carefully prior to completing an application for a licence.

1. **Rules of Racing** - Applicants for each category of licence should obtain a copy of the Rules of Racing.
2. **National Police Record Check (NPRC)**
For persons over the age of eighteen (18) years a current National Police Record Check must accompany an application for licence if the person is:
 - a. Applying to be licenced (renewals excepted) in any category if not provided within two (2) years of the date of the application.
 - b. Returning from a period of disqualification, if not provided within two (2) years of the date of the application.
 - c. When the Director has reasonable cause to require any person to submit a National Police Record Check. Reasons could include to obtain further detail of information provided previously; outcome of previously pending criminal charges; information submitted with an application to renew a licence.
 - d. Applicants who are required to submit a National Police Record Check may be issued a temporary licence prior to lodgement of the report on the following conditions –
 - i. All other requirements for the licence category are submitted to ORI.
 - ii. A copy of the receipt for payment of the NPRC application is provided with the licence application.
 - iii. A temporary licence will only be issued for a period of 3 months and will be revoked following that period of time until the NPRC is submitted to ORI.

NB: For the purpose of item 2, a National Police Record Check is deemed current if it has a date of issue no more than 3 months prior to the date that it is lodged with ORI.

3. **Evidence of Identity**

Applicants must provide evidence of identity by submitting one of the following –

- Copy of birth certificate; or
- Copy of current driver's licence; or
- Copy of current passport.

4. **Mandatory Training Requirements**

To obtain and/or maintain a licence of any category, participants must comply with any training requirements as mandated by Tasracing from time to time. For information on current training requirements for any licence category, please contact Tasracing on (03) 6212 9333. Trainers must attend an annual Animal Welfare workshop as directed by Tasracing.

Definition of "New Applicant" for Mandatory Training purposes

A new applicant is defined as somebody who has never been registered previously (in the specific code) with the Office of Racing Integrity. In this instance, the new applicant will have up to 12 months to complete this training, commencing from the date that their registration is temporarily approved by ORI.

5. **Public Trainers** – Persons licensed in this category are advised that a period of inactivity for more than five (5) years may result in an interview with the Director of Racing to show cause why this level of licence should be retained.
6. **International Applicants** - Applicants who are not the holders of Australian citizenship must provide the following with their application in addition to the requirements of the particular licence:
 - Copy of passport.
 - Copy of Visa which indicates permission to work in Australia.
 - Clearance from the International Controlling Body where **last** licensed, which shows –
 - The licence/s held;
 - Offence history;
 - If applying for a trainer's licence performance record including number of winners.
7. **Applicant Knowledge and Experience** – The Director of Racing may, on application and at his absolute discretion, vary the requirements of the knowledge and/or experience required for any licence category should he be satisfied that the applicant has sufficient knowledge and/or experience to be granted a licence of that category.

8. **Suitability of Licence Holders** - An applicant must be assessed as a **Fit and Proper Person** to be granted or continue to hold a licence.

All licence holders and applicants for licences must meet and continue to meet the requirements to be “fit and proper” to hold a licence in Tasmania. The following criteria for a “fit and proper” person will be applied.

“Fit”

To be considered “fit” a person must:

- Be physically fit to perform the duties of a particular license category;
- Have the stated skills and knowledge required for a licence;
- Be able to display the appropriate level of mental fitness to make correct decisions in relation to behaviour by demonstrating a continuing moral commitment to good behaviour and good character.

The Director may require an applicant to provide appropriate evidence of their fitness, skills and knowledge through testing, training and assessment or other means.

“Proper”

The requirements to be considered “proper” relate to the general level of integrity of the person. It is primarily concerned with general behaviour and conduct inclusive of:

- History;
- Reputation;
- Integrity;
- Honesty;
- Character.
- Regard to laws and community values

Propriety will be assessed on the basis of general behaviour and conduct by an applicant, or an executive officer of an applicant, in particular any evidence of:

- An applicant’s previous racing disciplinary history;
- Any previous acts of dishonesty by the applicant or an executive officer of the applicant;
- Improper behaviour towards an official or employee of the Office of Racing Integrity, Tasracing or a Club and other licensed participants or animals;
- Any conduct or statement made by the applicant, or an executive officer of the applicant, that would impact on the applicant’s reputation and more broadly on the reputation of other licence holders, the Director, an official or employee of the Office of Racing Integrity, Tasracing, a Club or the Tasmanian racing industry as a whole;
- An ability of the applicant, or any executive officers of the applicant, to consistently operate within the requirements of the racing legislation, a standard, policies of the Office of Racing Integrity or Tasracing, the Rules of Racing and any other laws and regulations in the State of Tasmania, another State or the Commonwealth, including any gambling and gaming legislation;
- Bad behaviour and/or misconduct by the applicant, or an executive officer of the applicant, including police records, court records and letters of complaint regarding the licence holder;
- A failure to adequately demonstrate sufficient and acceptable financial means to fulfil the requirements of the licence;
- Where a licence holder or applicant for a licence has been convicted of or pleaded guilty to an offence in Tasmania any state or territory of Australia or in any other county.

Exclusion due to certain convictions

The Director may deem that a person is not a “fit” and “proper” person and thus revoke or not grant a licence if:

- The applicant has been convicted of an offence (the conviction), and the conviction remains on the licence holder’s criminal record, against a law in Tasmania or another State or Country which relates to;
 - Dishonesty, fraud, forgery, match-fixing;
 - Animal welfare or cruelty to animals;
 - Trafficking or supply of drugs, illicit or illegal substances; and

The Director may at any time, including on application, request that a licence holder or applicant provide a current (dated within the last 3 months) National Police Certificate. Where a corporation is the applicant, all executive officers of the corporation may be required to submit such certificates.

All convictions, whether against a law in Tasmania or another State, stated in a national police certificate, will be considered relevant to the application for a licence. An offence committed over 10 years ago may also be considered relevant to the broader assessment of whether an applicant is “fit” and “proper” to be granted a licence.

Where a conviction is recorded, the Director may request an interview with the applicant to discuss the conviction.

9. **Personal Information Protection Statement**

By applying for a Licence, you are providing personal information to the Office of Racing Integrity, Tasmania (ORI), which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used by ORI for the purpose of processing your application for a licence and/or registration and associated purposes, pursuant to the *Racing Regulation Act 2004*, associated legislation and the Rules of Racing as adopted by Tasracing from time to time. Failure to provide this information may result in your application not being processed or records not being properly maintained. ORI may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to ORI and you may be charged a fee for this service.

Licensing procedures

The Director of Racing considers all licence applications and may be assisted in that process by a Stipendiary Steward (preferably the Chairman of Stewards) and a Licensing & Registration representative. The Director reserves the right to interview, in person, any applicant applying for either an initial licence or renewal.

The Director also reserves the right to interview-

- Any licensed person at any time who has been convicted in a court of law for a misdemeanour that, in the opinion of the Director, may prejudice the image of racing; or
- A person who has been charged and found guilty by the Stewards of any offence that, in the opinion of the Director, may be detrimental to the image of racing; or
- Any licensed person, upon the recommendation of a Steward or Licensing and Registration Officer.
- **All persons** applying for a licence following the completion of a period of **disqualification** must appear, in person, for an interview before the Director.

New Applicant

- Person who is applying for a licence of any category in Tasmania for the first time; or
- Person who has been licensed previously in the greyhound code but not in the preceding season.

Renewal

- Person who was licensed with the same category of licence in the preceding racing season.

Licensing Guidelines

The following guidelines should be viewed as a general rule of thumb with each applicant being assessed on their individual merits with the Director reserving the right to have any person appear for interview.

Trainers:	First time applicants or persons applying for upgrades are to be interviewed by the Director of Racing.
Owners:	To be approved by the Director of Racing via a Chairman's Book.
Owner/Attendant:	To be approved by the Director of Racing via a Chairman's Book.
Attendants:	To be approved by the Director of Racing via a Chairman's Book.
Breeders:	To be approved by the Director of Racing via a Chairman's Book.
Renewals:	All categories to be approved by the Director of Racing via a Chairman's Book.
Interstate Applicants:	Each interstate applicant will be assessed on their merits given the licence held and experience obtained through the appropriate jurisdiction where the individual has been licensed.

Licensing Review Guidelines

All licensed participants are subject to review, on at least an annual basis, against the following guidelines:

- (a) Continual breaches of the Rules of Racing;
- (b) Greyhounds not being presented in a manner in which public confidence can be guaranteed;
- (c) Actions that are detrimental to the image of the industry and public perception;
- (d) A level of activity which is not commensurate with the licence category;
- (e) Continue to meet the requirements of a "fit" and "proper" person; and
- (f) The Director of Racing may issue a show cause notice on any participant, who is deemed not to meet the guidelines, as to why they should retain their licence.

Renewals

All licence renewals are issued at the discretion of the Director of Racing to a person who has lodged a completed renewal application form accompanied with the prescribed fee and any other required documentation.

The above Licensing Procedures refer to all licences, whether they are a new applicant, an upgrade or a renewal.

Fee Schedule (2020 - 21)

Licensing			
Category		Fee (\$)	
		1 year	3 years
Owner		Subsidised by Tasracing	
Breeder	New or Renewal	Subsidised by Tasracing	N/A
Whelper or Rearer	Renewal	\$25.00	N/A
Attendant (New)		Subsidised by Tasracing	N/A
Attendant (Renewal)		35.00	84.00
Owner Attendant	New Applicant	Subsidised by Tasracing	N/A
	Renewal	35.00	84.00
Owner Trainer	New Applicant	66.00	N/A
	Renewal	40.00	96.00
Trainer Public		95.00	228.00
Replacement Licence Card		25.00	

Licence Categories

OWNERS

Partnership

Fee: N/A

A Partnership is a minimum of two (2) and a maximum of four (4) persons. All persons in a partnership must be registered as an owner, owner/attendant, trainer public or owner/trainer.

Syndicate Registration

Fee: \$58.00

Syndicates are a group of at least two (2) registered persons but no more than 20 registered persons who may own and race a greyhound in a name other than the names of the syndicate members.

A *Syndicate* registration is issued at the discretion of the Director of Racing to a group of persons who have:

- Lodged a completed application form accompanied with the prescribed fee.
- Nominated a first and second syndicate manager who must both be registered as an owner, owner/attendant, trainer public or owner/trainer.
- **All** syndicate members registered.

Syndicate Member

Fee: No Fee

The holder of a *Syndicate Member* licence may only own greyhounds as part of a registered syndicate.

A *Syndicate Member's* licence is issued at the discretion of the Director of Racing to a person who has:

- Attained the age of eighteen (18) years.
- Provided details as required on a syndicate application form as approved by the Director of Racing.

Owner

Fee: Tasracing subsidised

The holder of an Owner Licence may own greyhounds or be a Manager or member of a syndicate. The licence holder is not permitted to catch, handle, parade, kennel or train greyhounds at any registered race track, trial track or licenced trainer's property.

An Owner licence is issued at the discretion of the Director of Racing to a person who has: -

- Attained the age of eighteen (18) years.
- Lodged a completed application form with the prescribed fee.
- Submitted a current National Police Record Check if required. (Refer to Page 5)
- If not previously submitted, provided a Birth Certificate or an extract of same or other evidence of identity.

NB: Registration as an Owner will be for a period of five (5) years with an expiry date of 31 July in the relevant year.

The managing owner of any registered female greyhound to be used for breeding purposes, or person with an authority (Form B) to breed a litter from a registered female greyhound, or person engaged on behalf of the breeders who has the day to day care, control and custody of a female greyhound used for breeding or the rearing of greyhound pups, must hold the relevant licence to undertake the particular activity.

Definitions:

Breeder – The managing owner of a registered female greyhound who can apply for her registration as a Breeding Female and arrange for the service or artificial insemination. Also entitled to whelp, rear and pre-educate the litter of greyhound pups for racing purposes.

Whelper – Person engaged by the breeder to have the day to day care, control and custody of the Breeding Female including whelping, care and custody of a litter until the pups attain the age of 16 weeks.

Rearer – Person engaged by the breeder for the purpose of rearing of the greyhound pups including education until such time as they are to be named or raced.

Any **new applicant** who can demonstrate sufficient breeding knowledge and experience in alternate areas, other than the greyhound industry, can apply to be recognised as a **breeder, whelper or rearer**. The application will be reviewed by the Director of Racing and the Regulatory Veterinarian who will have absolute discretion in determining if the application is to be approved.

Applicants should also read the Greyhound Breeder Licensing Fact Sheet on the ORI website - <http://dpiwwe.tas.gov.au/racing/greyhound-racing/registration-and-licensing-greyhound>

A *Breeder* licence is issued at the discretion of the Director of Racing to a person **who** holds a current licence with ownership privileges in the greyhound industry in Tasmania and who has:-

- Completed and lodged the relevant application form with the prescribed fee (if a fee is applicable).
- Submitted a current National Police Record Check if required. (*Refer to Page 5*)
- Submitted and successfully completed the Breeder's Education Package Questionnaire Units required for the activities to be conducted.
- Suitable property for the breeding and housing of greyhounds if applicable.
- Had a satisfactory inspection of their property by Stewards, if required, once application has been considered to be of an appropriate level for approval by the Director.

NB: Unless persons who intend undertaking the role of a Whelper or Rearer also want to be involved in the greyhound industry in another capacity, the requirement to already hold a current licence with ownership privileges is waived for these licence types. Applicants must have attained the age of eighteen (18) years.

ATTENDANTS

Attendant (Handler) - Provisional

Fee: See Fee Schedule

The holder of an *Attendant Provisional* licence may catch any greyhounds at **trials only** and may handle, parade or kennel any greyhound at any race meeting under the supervision of a nominated licensed Trainer.

An *Attendant Provisional* licence is issued at the discretion of the Director of Racing to a person who has:

- Attained the age of fourteen (14) years.
(Written parental consent is required if under eighteen (18) years of age)
- Lodged a completed application form with the prescribed fee.
- If not already submitted, provided a Birth Certificate or an extract of same or other evidence of identity.
- For persons over eighteen (18) years of age, submitted a current National Police Record Check if required. *(Refer to Page 5)*

NB: The nominated Trainer must have completed and lodged a supervision and instruction agreement.

Attendant (Handler)

Fee: See Fee Schedule

The holder of an *Attendant* licence may catch, handle and parade or kennel any greyhounds at trials or race meetings.

An *Attendant* licence is issued at the discretion of the Director of Racing to a person who has:

- Attained the age of fourteen (14) years. *(Written parental consent is required if under eighteen (18) years of age)*
- Lodged a completed application form with the prescribed fee.
- If not already submitted, provided a Birth Certificate or an extract of same or other evidence of identity.
- For persons over eighteen (18) years of age, submitted a current National Police Record Check if required *(Refer to Page 5)*
- Satisfactorily completed the Attendant Questionnaire, if not already undertaken (catching and handling duties).
- Completed the mandatory training and submitted evidence of completion within 12 months or such other time limits imposed for new applicants or prior to the commencement of the next racing season for persons submitting renewal applications.

To be granted permission to be an attendant at race meetings, applicants must –

- Undertake catching at trial meetings for a period of at least one (1) month and during that time catch a minimum of 20 greyhounds and carry out attendant activities at race meetings under the supervision of a nominated licensed trainer.
- Provide an activity record sheet completed by the trainer they have been working for attesting to their ability to undertake this role including the number of times the person has attended trial and race meetings.

The holder of an *Owner/Attendant* licence may own greyhounds; be a Manager or member of a syndicate; catch and/or handle and parade or kennel any greyhounds at trials or race meetings. The licence holder **is not permitted** to train greyhounds.

An *Owner/Attendant* licence is issued at the discretion of the Director of Racing to a person who has: -

- Attained the age of eighteen (18) years.
- Lodged a completed application form with the prescribed fee.
- If not previously submitted, provided a Birth Certificate or an extract of same or other evidence of identity.
- Submitted a current National Police Record Check if required. (*Refer to Page 5*)
- Satisfactorily completed the Owner/Attendant Questionnaire or Catcher's Questionnaire, if not already undertaken (dependent on what level the licence is to be endorsed).
- Completed the mandatory training and submitted evidence of completion within 12 months or such other time limits imposed for new applicants or prior to the commencement of the next racing season for persons submitting renewal applications.

To be granted permission to be an attendant at race meetings, applicants must -

- Undertake catching activities at trial meetings for a period of at least one (1) month and during that time catch a minimum of twenty (20) greyhounds and undertake attendant activities at race meetings under the supervision of a nominated licensed trainer.
- Provide an activity record sheet completed by the trainer they have been working for attesting to their ability to undertake this role including the number of times the person has attended trial and race meetings.

TRAINERS

Owner/Trainer

Fee: See Fee Schedule

The holder of an *Owner/Trainer licence* may, train greyhounds that are owned or part owned by themselves or by the person's spouse, other domestic partner, parent, sibling or child; nominate and scratch greyhounds trained by them; be the registered owner or part owner of any greyhound; be a Manager or a member of a syndicate; catch, handle, parade or kennel any greyhounds at trials or race meetings.

Persons must meet the following pre-requisites to have an application for this category of licence considered -

- Currently hold an Attendant or Owner-Attendant licence and have held that licence for not less than 6 months; or
- Currently hold an equivalent licence in another code of racing and have held that licence for a period of at least one (1) year.

OR – if the applicant does not currently hold a licence as stated above -

- Previously have held (with a Controlling Body), a greyhound owner-trainer licence (or its equivalent or higher level), and have been licensed as such within three (3) years from the date that an application is submitted to the Office of Racing Integrity.

An *Owner/Trainer licence* is issued at the discretion of the Director of Racing to a person who meets the above pre-requisites and who has:

- Attained the age of eighteen (18) years.
- Lodged a completed application form with the prescribed fee.
- If not previously submitted, provided a Birth Certificate or an extract of same or other evidence of identity.
- Submitted a current National Police Record Check if required. (Refer to Page 5)
- Submitted an acknowledgement of sufficient financial resources to maintain the welfare of greyhounds.
- Submitted a copy of Local Council Kennel Licence/Registration for applicants who have more than 2 greyhounds.
- Satisfactorily completed the Trainer Questionnaire.
- Submitted one (1) written reference from a currently licensed Trainer.
- Completed the mandatory training and submitted evidence of completion or equivalent as approved by Tasracing within 12 months or such other time limits imposed for new applicants or prior to the commencement of the next racing season for persons submitting an application for renewal.
- Suitable kennels for the housing of greyhounds.
- Had a successful interview with the Director of Racing. (if required)
- Had their kennels inspected to the satisfaction of Stewards once application is approved by the Director of Racing.

The holder of a *Trainer Public licence* may, train greyhounds owned by them and/or any registered person; nominate and scratch any greyhounds trained by them; be the registered owner or part owner of any greyhound; be a Manager or a member of a syndicate, catch, handle, parade or kennel any greyhound at trials or race meetings.

–Persons must meet the following pre-requisites to have an application for this category of licence considered -

- Currently hold an Owner-Trainer licence and have held that licence for not less than 12 months; or
- Currently hold an equivalent licence in another code of racing and have held that licence for a period of at least two (2) years.

OR – if the applicant does not currently hold a licence as stated above

- Previously have held (with a
- Controlling Body), a Public greyhound trainer licence (or its equivalent or higher level) and been licensed as such within three (3) years from the date that an application is submitted to the Office of Racing Integrity.

A *Trainer Public* licence is issued at the discretion of the Director of Racing to a person who meets the above pre-requisites and has:

- Attained the age of eighteen (18) years.
- Lodged a completed application form with the prescribed fee.
- If not previously submitted, provided a Birth Certificate or an extract of same or other evidence of identity.
- Submitted a current National Police Record Check if required. (Refer to Page 5)
- –Submitted an acknowledgement of sufficient financial resources to maintain the welfare of greyhounds.
- Submitted a copy of Local Council Kennel Licence/Registration for applicants who have more than 2 greyhounds.
- If not currently licensed as a trainer, submitted one (1) written reference from a currently licensed Trainer Public.
- Completed the mandatory training and submitted evidence of completion or equivalent as approved by Tasracing within 12 months or other time limits imposed for new applicants or prior to the commencement of the next racing season for persons submitting renewal applications.
- Suitable kennels for the housing of greyhounds.
- Had a successful interview with the Director of Racing. (if required).
- Had their kennels inspected to the satisfaction of Stewards once the application is approved by the Director of Racing.