

Tasmanian Harness Licence Application Requirements 2018/2019

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.

Index

General information applicable to <u>ALL</u> licence categories	Pages. 4 - 5
➤ Rules of Racing	
➤ National Police Record Checks	
➤ Mandatory Training Requirements	
➤ International Applicants	
➤ Suitability of Licence Holders	
➤ Personal Information Protection Statement	
Licensing Procedures	Page. 6
➤ New Applicants	
➤ Renewals	
➤ Licensing Guideline	
➤ Licensing Review Guidelines	
Fee Schedule	Page. 7
Compulsory Insurance Component	Page. 7
Licence Categories	
➤ Stablehand (Non-Driving and Driving)	Page. 8
➤ Grade C Driver (Trials)	Page. 8
➤ Grade B Driver (Country and Provincial)	Page. 9
➤ Grade A Driver (Metropolitan)	Page. 9
➤ Trainer General (All Categories)	Page. 10
➤ Trainer C	Page 10
➤ Trainer B	Page. 11
➤ Trainer A	Page 11
➤ Training Partnerships	Page 12

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**
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 for any category of licence if not provided within two (2) years of the date of the application.
(NB: If the applicant holds a current harness driver's licence a police record check will not be required as part of a trainer 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 police record check.

NB: For the purpose of item 2, if a Police Report has not previously been provided within two (2) years of the date of the application, currency shall be defined as having a date of issue no more than 3 months previous to the application being lodged.

3. **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.
4. **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 driving licence, performance record including number of winning drives.
 - Full medical examination report issued by an Australian Registered Medical Practitioner (if necessary for particular licence).
5. **Drivers Level of Activity** – For a licence renewal of Driver A or B, must have driven in a minimum of 5 races over the preceding 12 month period, unless special circumstances can be demonstrated to the satisfaction of the Director. An applicant for a driver's licence may be required to complete a number of trial drives as recommended by Stewards before returning to race driving.
6. **Suitability of Licence Holders** - An applicant must be assessed as a **Fit and Proper Person** to be granted 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 or Tasracing 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 or Tasracing or the Tasmanian racing industry as a whole;
- An ability of the applicant, and 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 country.

Exclusion due to certain convictions

The Director may deem that a person is not a “fit” and “proper” person and thus 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.

7. Personal Information Protection Statement

By Applying for a Licence, you are providing personal information to the Office of Racing Integrity (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 again, in the opinion of the Director, may be detrimental to the image of racing; or
- Any licensed person, upon the recommendation of Stewards 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 harness 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 Panel reserving the right to have any person appear before it.

Trainers:	First time applicants or persons applying for upgrades are to be interviewed by the Director.
Drivers:	To be approved by the Director of Racing via a Chairman's Book unless Stewards determine an interview is necessary. Applicants wishing to upgrade to A Grade Driver may need to attend for an interview with the Director. Applicants wishing to upgrade to B Grade Driver are to be approved by the Director on the recommendation of the Chairman of Stewards.
Stablehands:	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 licences are subject to review, at least on an annual basis, subject to the following guidelines:

- (a) Participants who continually are found guilty of breaches of the Rules of Racing.
- (b) Trainers whose horses are not presented in a manner in which public confidence can be guaranteed.
- (c) Anyone whose actions are detrimental to the image of the industry and public perception.
- (d) Participants who have a level of activity which is not commensurate with their licence category.

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

Fee Schedule (2018 – 19)

Licensing					
Category	Total Fee (\$)	Fees Breakdown			
		Licence Component	Insurance Component		SMS Service (Optional)
Stablehand (Renewal)	115.00	59.40	55.60		-
Stablehand (New)	55.60	Tasracing subsidised	54.55		
Trials Driver	180.00	87.34	92.66		-
Driver	201.00	108.34	92.66		-
Trainer/Driver	380.00	169.68	185.32		25.00
Trainer	283.00	109.74	148.26		25.00
					Total Fee (\$)
Syndicate		Initial Registration			96.00
		Annual Renewal			48.00
		Add or Delete Member			15.00
Replacement Licence Card			25.00		

Compulsory Insurance Component

Compulsory Insurance – Personal Accident insurance is included in all licence fees, such cover being limited to the conditions of the policy. Driver’s licence fees also include a component for driver-to-driver legal liability insurance. Trainer’s licence fees also include a component for Public Liability Insurance. Information can be found on the Harness Racing Australia website at <http://www.harness.org.au/hra.cfm> or <http://www.vinsurancegroup.com/hra/>

Licence Categories

Stablehand

Fee: See schedule of fees

The holder of a *Stablehand* licence may, under the supervision or instructions of a licensed A or B grade trainer, carry out trackwork, assist with their training, management, care and control of horses and assist with pre-race preparation of, and post-race procedures affecting a horse.

A *Stablehand* licence is issued at the discretion of the Director of Racing to a person who has: -

- Attained the age of fourteen (14) years. (Parental consent required for applicants under the age of 18 years.)
- Lodged a completed application form with the prescribed fee.
- Lodged a fully completed medical examination report completed by a Medical Practitioner showing appropriate fitness if you wish to perform driving duties of any kind and every five (5) years thereafter. The Director reserves the right to request a medical examination report from an applicant at any time if considered necessary.
- Provided an Extract of Birth Certificate or other evidence of identity, if not previously submitted.
- Provided a written reference from a licensed person.
- Submitted a current National Police Record Check if required. (See Page 3 for further details)
- For new applicants, completed the mandatory training and submitted a Statement of Attainment within six (6) months of being licensed.
- For a licence renewal, submitted a Statement of Attainment for the applicable mandatory training if not previously provided.
- Been interviewed to the satisfaction of the Stewards.

DRIVERS

Grade C Driver (Trials)

Fee: \$180.00

The holder of a *Grade C Driver* licence may perform all stablehand duties, drive at trials, and is permitted to carry out trackwork on registered tracks and to drive at any meeting to prepare a horse to race at that meeting other than during the horse's immediate pre-race preliminary.

Driver C applicants must have –

- Been licensed as an active driving Stablehand for the preceding six (6) month period and provided a satisfactory written reference from a trainer they have worked for confirming competence and knowledge.

A *Grade C Driver* licence is issued at the discretion of the Director of Racing to a person who has:

- Attained the age of fifteen (15) years. (Parental consent required for applicants under the age of 18 years.)
- Lodged a completed application form with the prescribed fee.
- Provided an Extract of Birth Certificate or other evidence of identity, if not previously submitted.
- Provided Emergency Medical and Next of Kin information.
- Submitted a current National Police Record Check if required. (See Page 3 for further details)
- Lodged a fully completed medical examination report completed by a Medical Practitioner showing appropriate fitness to drive annually.
- For new applicants, completed the mandatory training and submitted a Statement of Attainment within six (6) months of being licensed.
- For a licence renewal, submitted a Statement of Attainment for the applicable mandatory training if not previously provided.
- Had a successful interview with the Director of Racing. (If required by Stewards)

Grade B Driver (Country and Provincial)**Fee: \$201.00**

The holder of a *Grade B Licence* may perform all stablehand duties, drive in trials, and is also licensed to drive in provincial and country meetings, including provincial and country meetings at metropolitan sites, but is not permitted to drive in races of a metropolitan class without prior permission.

Driver B applicants must have –

- In the last 12 months completed a minimum of twenty (20) satisfactory trial drives, with a minimum of six (6) trial drives in standing starts, all of which must have been in fields of more than two (2) horses. Furthermore, wherever possible, the last five (5) satisfactory drives are to be in the presence of an ORI full time Steward.
- **For King Island Resident Applicants Only who have been licensed as an active driving Stablehand for at least the preceding six (6) month period, completed a minimum of eight (8) satisfactory trial drives, including a minimum of three (3) trial drives in standing starts.**
- **A full Grade B Driver licence may be granted to a person who obtained their licence under the King Island resident criteria once the person has completed at least 20 King Island race drives and meets any other requirements determined by Stewards.**
- Demonstrated competent use of whip and hopple shorteners.
- Completed all driving related requirements to the satisfaction of Stewards.

A *Grade B Driver* licence is issued at the discretion of the Director of Racing to a person who has: -

- Attained the age of sixteen (16) years. (Parental consent required for applicants under the age of 18 years.)
- Lodged a completed application form with the prescribed fee.
- Provided an Extract of Birth Certificate or other evidence of identity, if not previously submitted.
- Provided Emergency Medical and Next Of Kin information.
- Submitted a current National Police Record Check if required. (See Page 3 for further details)
- Lodged a fully completed medical examination report completed by a Medical Practitioner showing appropriate fitness to drive annually.
- For a licence renewal, submitted a Statement of Attainment for the mandatory training as approved by Tasracing if not previously provided.
- For new applicants, completed the mandatory training and submitted a Statement of Attainment within six (6) months of being licensed.

Grade A Driver (Metropolitan)**Fee: \$201.00**

The holder of a *Grade A Driver* licence may perform all stablehand duties and has the driving rights of both B and C Drivers and additionally is permitted to drive at metropolitan meetings.

Driver A applicants must have –

- Held a *Grade B Driver's* licence and fulfilled at least two of the following: -
 - Grade B Drivers licence for not less than 18 months in the period directly preceding the application;
 - Minimum of 200 drives; or
 - Minimum of 30 Winning Drives

A *Grade A Driver* licence is issued at the discretion of the Director of Racing to a person who has:

- Attained the age of sixteen (16) years. (Parental consent required for applicants under the age of 18 years.)
- Lodged a completed application form with the prescribed fee.
- Provided an Extract of Birth Certificate or other evidence of identity, if not previously submitted.
- Provided Emergency Medical and Next Of Kin information.
- Submitted a current National Police Record Check if required. (See Page 3 for further details)
- Lodged a fully completed medical examination report completed by a Medical Practitioner showing appropriate fitness to drive annually.
- For new applicants, completed the mandatory training and submitted a Statement of Attainment within six (6) months of being licensed.
- For a licence renewal, submitted a Statement of Attainment for the mandatory training as approved by Tasracing if not previously provided.
- Been approved to the satisfaction of the Stewards, and/or if deemed necessary attended an interview with the Director of Racing.

TRAINERS

Grade A and Grade B and Grade C Trainer's licences are issued at the discretion of the Director of Racing to a person who must have: -

General Requirements (All Categories)

- Attained the age of eighteen (18) years.
- Lodged a completed application form with the prescribed fee.
- Provided an Extract of Birth Certificate or other evidence of identity, if not previously submitted.
- Submitted a current National Police Record Check if required. (See Page 3 for further details)
- For new applicants, completed the mandatory training and submitted a Statement of Attainment within six (6) months of being licensed.
- For a licence renewal, submitted a Statement of Attainment for the mandatory training as approved by Tasracing if not previously provided.
- Lodged a fully completed medical examination form completed by a Medical Practitioner showing appropriate fitness if you wish to perform driving duties of any kind; and every following five (5) years thereafter. The Director reserves the right to request a medical examination report from an applicant at any time if considered necessary.
- Had a successful interview with the Director of Racing. (New applicants, upgrades or other persons determined by the Director)
- Suitable facilities for housing Standardbred horses, which are subject to inspection and approval by the Stewards.
- Confirmed licensing of an equivalent level with an interstate racing jurisdiction or alternate code of racing can be used to evaluate an application.
- For Trainer C or Trainer B applicants; Have experience in equine pursuits (in a non-licensed capacity) for a minimum of five (5) years.

Trainer C Requirements

Fee: \$283.00

The holder of a *Grade C Trainer* licence can break in, educate and exercise horses but cannot nominate a horse for races or trials. Trainer C applicants must have-

- Satisfactorily completed the Trainer's Questionnaire
- **In the case of an applicant for a C Grade Trainer's licence who has not been licensed as a trainer previously, the following additional requirements apply:**
 - Must have been an active stablehand for the preceding six (6) month period and provided a written reference from the trainer they have been working for or a currently licensed trainer.
- **In the case of an applicant for a C Grade Trainer's licence who has previously been licensed as a trainer in the harness industry but has not been licensed in any category during the last ten (10) years:**
 - Must have been an active stablehand for the preceding three (3) month period and provided a written reference from the trainer they have been working for or a currently licensed trainer.

Trainer B Requirements**Fee: \$283.00**

The holder of a *Grade B Trainer* licence may train any registered Standardbred horse which that person owns or partly owns or which is owned by the person's spouse, other domestic partner, parent, sibling or child, or any horse approved by the Controlling Body upon the written application of the person. A person holding a Trainer "B" licence will be permitted to train a maximum of ten (10) horses at any given time. For the purposes of this condition, the calculation of a maximum of ten (10) horses will be based on stable returns processed by the Office of Racing Integrity.

Trainer B applicants must have -

- Satisfactorily completed the Grade B Trainer's Questionnaire
- **In the case of an applicant for a B Grade Trainer's licence who has not been licensed as a trainer previously, the following additional requirements apply:**
 - Must have been an active stablehand for the preceding twelve (12) month period and provide a written reference from the trainer they have been working for or from a currently licensed A or B Grade Trainer.
- **In the case of an applicant for a B Grade Trainer's licence who has previously been licensed as a trainer in the harness industry but has not been licensed in any category during the last ten (10) years:**
 - Must have been an active stablehand for the preceding six (6) month period and provide a written reference from the trainer they have been working for or from a currently licenced trainer.

Trainer A Requirements**Fee: \$283.00**

The holder of a *Grade A Trainer* licence may train any registered Standardbred horse.

- In the case of an upgrade to a Grade A Trainer applicants must have -
 - Held a Grade B Trainer licence for the preceding 12-month period and during that time trained three (3) individual winners or demonstrated to the satisfaction of the Director of Racing a level of success commensurate with the number of horses that have been trained by the applicant.
 - Submitted one (1) written reference from a currently licensed A Grade Trainer.

Permission to train in partnership may be issued at the discretion of the Director of Racing to -

- (a) Two (2) trainers who have been granted a trainer’s licence under **AHRR 90A** provided that one of the trainers is licensed as Trainer A.
 - (b) Three (3) trainers who are immediate family members and who have each been granted a trainer’s licence under **AHRR 90A** provided that one of the trainers is licensed as Trainer A.
 - (c) Trainers who have permission to train in partnership:
 - o Must not train any horses as individuals or in another training partnership;
 - o Share all responsibilities, duties and obligations under the Rules in regard to the training of racehorses.
 - (d) An application for permission to train in a partnership shall:
 - o Be in such form;
 - o Provide such information; and
 - o Be accompanied by such fee as is prescribed by the Director.
 - (e) The Director may:
 - o Without being required to give any reasons refuse permission to train in partnership; or
 - o Grant permission subject to such terms and conditions as the Director thinks fit, including but not limited to restrictions regarding duration and locality or both.
 - (f) The Director may at any time in his absolute discretion:
 - o Revoke permission to train in partnership, including without limitation where any of the applicants cease to meet the requirements to be granted permission in accordance with the Policy, or where any of the training partners have been suspended or disqualified; or
 - o Vary or amend any of the terms or conditions of any permission to train in partnership.
 - (g) It is a precondition of the grant of permission to train in partnership that:
 - o Applicants do not hold a licence or permit to train in another racing jurisdiction, other than a licence or permit to train in partnership with each other;
 - o The Stewards are satisfied as to the bona fides of the training partnership;
 - o A minimum of 8 horses shall be trained in the partnership.
 - (h) The Director may in his absolute discretion relieve applicants for permission to train in partnership from the preconditions set out in this policy.
 - (i) Where there has been a breach of the Rules by any of the trainers training in partnership, then all trainers shall be deemed jointly and severally responsible and may be charged and penalised accordingly.
 - (j) Where a penalty has been imposed by another Controlling Body upon any of the trainers in a training partnership, then all trainers shall be deemed jointly and severally responsible for the purposes of adoption or recognition of that penalty in accordance with these Rules.
 - (k) Sub-rules (h) and (i) do not apply where the relevant breach or penalty imposed:
 - o Does not relate in any way to the training of racehorses; or
 - o Involves conduct of a kind that may be subject to a penalty under AHRR 231(2)
- Applications must be made on the approved Office of Racing Integrity form.
 - Applicants may be required to attend an interview with the Director of Racing.

Definition of Immediate Family

- (a) A spouse, de facto partner, child, parent, grandparent, grandchild or sibling; or
- (b) A child, parent, grandparent, grandchild or sibling of a spouse or de facto partner.
 - o