



**Racing
Victoria**

TRAINER LICENSING POLICY

Applicable to licensed Trainers and persons applying for a Trainer Licence.

Date issued 1 August 2019 (revised 30 September 2024)

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1. PRELIMINARY

1.1 Purpose and Authorising Provision

This Racing Victoria (RV) Trainer Licensing Policy (**Policy**) is made pursuant to LR 24A(3) and it sets out the requirements that a person must satisfy to be granted a licence to train under LR 24A, and the conditions upon which a person may hold a licence.

An updated copy of the Rules of Racing of Racing Victoria (**the Rules**) can be located on the RV Website - www.racingvictoria.com.au

1.2 Commencement and Transitional Provisions

The requirements within this version of the Policy come into operation and effect on and from 1 August 2024.

Unless otherwise provided for, all training licences, permits, registrations, authorisations and any other rights or privileges granted under or pursuant to LR 24A or LR 24B prior to 1 August 2024 are deemed to continue in full force and effect until their expiration, revocation, cancellation, suspension etc.

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

Unless the context requires to the contrary, words and expressions used in this Policy have the same meaning given to them in the Rules and are as follows:

Accountant Reference means a reference provided by a Chartered Accountant or a Certified Practising Accountant regarding the financial affairs of an Applicant or a company or entity associated with the Applicant.

Applicant means the applicant for a licence to train pursuant to this Policy.

Client Reference means a written reference from a person or syndicate who has previously been a customer/client of the Applicant with respect to services being provided by the Applicant in the equine industry.

Criminal Record Check means a National Police Certificate or recognised equivalent.

Directors means a member of the Racing Victoria Limited Board.

Equine Pursuits means any horse training or riding/driving in an unlicensed or registered capacity such as performance horse training or riding, standardbred training or driving, pre-training/breaking or other equestrian pursuits.

Foreperson as per LR 45B (2A) Categories of Stable Employees.

Insolvency Event whether in relation to an individual person or a company in which the person is a director or involved in the management of the business, includes any of the following:

(a) the person becomes insolvent, commits an act of bankruptcy, or assigns any of its property for the benefit of creditors or any class of them;

(b) a receiver, receiver and manager, administrator, controller, provisional liquidator or liquidator is appointed to the person, or the person enters into a scheme of arrangement with its creditors or is wound up;

(c) the holder of a mortgage, encumbrance or other security interest takes any step towards taking possession of, or takes possession of, any assets of the person or exercises any power of

sale;

(d) any step is taken to do anything listed in the above paragraphs; or

(e) any event that is analogous or has a substantially similar effect to any of the events specified in this definition in any jurisdiction.

in training means that a horse is being trained by a Trainer. It does not include horses that are spelling.

jump out has the same meaning as in the Rules.

Jumps Review Panel means the body of that name established and maintained in accordance with LR 90.

Named horse means a horse which was an unnamed horse but which has subsequently been registered for racing under the Australian Rules.

Official trial means a trial:

a) That is approved and advertised by a PRA;

b) That is conducted in accordance with the conditions set by a PRA;

c) That is supervised by the Stewards; and

d) For which official entries are taken and results are officially recorded.

Policy means this Racing Victoria Training Licensing Policy.

PRA or Principal Racing Authority means a body (statutory or otherwise) and has the same meaning as in the Rules.

Prospective Owner Reference means a written reference from a person or syndicate who has a bona fide intention to become an owner of a horse or horses in connection with the Applicant should the Applicant obtain a Trainer's licence.

Racing Disciplinary History Assessment means an assessment by Racing Victoria of an Applicant's racing disciplinary record in Victoria or other relevant jurisdictions as required. Relevant considerations in this assessment include, but are not limited to:

(a) an Applicant's history of compliance with the Rules;

(b) any penalties received by an Applicant for breaches of the Rules; and

(c) the existence of current charges against an Applicant or Trainer and/or investigations into potential breaches of the Rules.

Racing Victoria means Racing Victoria Limited ACN 096 917 930 and recognised as Racing Victoria in the *Racing Act 1958*.

Registered Assistant Trainer means a person employed by a Trainer as an Assistant Trainer and registered by Racing Victoria pursuant to the Rules.

the Rules means the Rules of Racing of Racing Victoria, which incorporates the Australian Rules of Racing (AR) and the Local Rules of Racing (LR).

Supplier Credit Reference means a reference provided by an industry-related person who is or has been a product or service supplier to the Applicant in respect of the Applicant's creditworthiness.

Stable and Facility Inspection means an inspection conducted by Racing Victoria to determine the suitability of an Applicant's training facilities (with reference to compliance under the Occupational Health and Safety Act 2004) for the purpose of training thoroughbred racehorses.

Trackwork means any training activity, excluding an official trial or jump-out or race, undertaken by a horse in the care of a trainer on a racecourse, recognised training track,

private training establishment, or other place.

Trainer means a person licensed or granted a permit by a PRA to train horses, and includes any persons licensed to train as a training partnership.

Training Record Assessment means an assessment by Racing Victoria of an Applicant's prior training record, including number of starters and number of winners.

Unnamed Horse means a horse which is eligible to be, but has not been, registered for racing or breeding under the Australian Rules.

Work Reference means a reference provided in respect of an Applicant by a previous employer regarding the Applicant's standard of work and other relevant factors.

3. GENERAL REQUIREMENTS FOR GRANT OF TRAINER LICENCES

In addition to any specific requirements set out in this Policy or in the Rules, it is a requirement for the grant of any licence to train (including training partnerships and visiting trainers) that the person:

- (a) **Experience:** has the practical experience reasonably required to carry on the vocation of a trainer;
- (b) **Age:** is at least 18 years of age;
- (c) **Stables:** has proper stable facilities providing security and safety for staff and horses (widely without limitation to conduct all training and relative business operations, feed and care for horses and provide adequate veterinary care for all horses in the Trainer's care);
- (d) **Financial resources:** has adequate financial resources to carry on training activities without material risk of being unable to pay their debts as and when they fall due¹;
- (e) **Suitability:** has satisfied RV that they are suitable to hold a licence or registration in line with the 'Suitability Policy', taking into account any fact(s) or matter(s) that it considers appropriate; and
- (f) **Examination:** passes any written or verbal examination conducted by RV.

It is noted that, in accordance with LR 24A(3)(b), the Directors may prescribe any other pre-requisite or requirement not set out in the Policy as deemed appropriate.

It is also noted that, in accordance with LR 24A(4), the Directors may relieve an Applicant for a licence to train (including an application to upgrade a licence) from any of the requirements set out in this Policy. Should an Applicant wish to seek relief from any requirement, the Applicant must apply in writing to RV and outline the relief sought, and reasons for the request for relief.

Further, in accordance with LR 24A(5), the Directors may:

- (a) refuse to grant a licence to train; or
- (b) grant a licence to train subject to terms and conditions as the Directors see fit, including, but not limited to, restrictions regarding duration or location or both.

¹ While a Trainer may choose to utilise a company to provide training services, a licence is ultimately granted to the person and RV may, at its discretion, seek information from both personal and business accounts.

All Trainer Licences expire on the next 31 July after issue, unless cancelled, suspended, or revoked.

3.1 Minimum runners

In addition to any obligations and conditions as provided by the Rules or this Policy, an Applicant must agree and acknowledge that, following the grant of a Trainer's Licence (including training partnerships), they are required to have a minimum number of starters per racing season, in accordance with the category of licence issued to the Applicant.

3.2 Jumps Permit

The Jumps Trainer Permit is granted to Trainers holding or applying for a Trainer Licence, or a Visiting Trainer Licence who seek to train horses for jumps races.

To be granted a Jumps Trainer Permit, the Applicant, must:

- (a) complete any Jumps Trainer Permit Application Form;
- (b) where applying for a Trainer or Visiting Trainer licence, satisfy RV that they are a suitable person to be granted a permit by meeting the Training Experience and criteria requirements outlined in this Policy for a Trainer or Visiting Trainer Licence;
- (c) acknowledge and agree to adhere to the specific Permit Conditions, outlined below (NB: RV, in its absolute discretion, may impose additional permit conditions on a permit at any time); and
- (d) have completed the following training units in accordance with the National Racing Training Package (or recognised equivalent training units):
 - (i) "Train Horses for Jumping Racing".

3.3 Permit Conditions

In addition to any obligations and conditions as provided by the Rules, an Applicant must agree and acknowledge that, following the grant of a Jumps Trainer Permit, the conditions set out below will apply (in addition to those imposed on the Trainer or Visiting Trainer Licence):

- (a) Entry into jumps trials and jumps races: the Jumps Trainer may enter horses for:
 - (i) official jumps trials; and
 - (ii) jumps races.
- (b) Permit to Lapse: a Jumps Trainer Permit will lapse if the holder of the permit does not present a horse to participate in a jumps race for a period of 24 months.
- (c) Ongoing education and training: the Jumps Trainer must undertake any ongoing education and training as prescribed by the standard set by the Jumps Review Panel.

4. TRAINER LICENCE

4.1 Requirements for grant of Trainer Licence

To be granted a Trainer Licence, an Applicant must:

- (a) complete the Trainer Licence Application Form, together with payment of the licence fee;
- (b) satisfy RV that they are a suitable person to be granted a Trainer Licence by meeting the Training Experience and Criteria requirements outlined at 4.2 and 4.3 below; and
- (c) acknowledge and agree to adhere to the specific Licence Conditions, outlined at 4.4 below (NB: In its absolute discretion, RV may impose additional licence conditions on a Trainer's Licence at any time).

4.2 Training Experience

Applicant must:

- (a) hold, or previously have held (with a PRA), a Thoroughbred Trainer Licence (or its equivalent) for a minimum of two (2) years, with at least one (1) year being in the preceding three (3) years from the date that any (complete) application is submitted to RV; or
- (b) hold, or previously have held (with a PRA), a Thoroughbred Trainer Licence (or its equivalent) for a minimum of two (2) years; and
 - (i) hold or previously have held (with a PRA), a Pre-Trainer Licence or Thoroughbred Assistant Trainer, Foreperson or Stablehand registration for a minimum of one (1) year in the preceding two (2) years from the date that any (complete) application is submitted to RV; or
- (c) hold, or previously have held an Equine Trainer Licence (other than a thoroughbred), for a minimum of five (5) years with at least one (1) year in the preceding three (3) years from the date that any (complete) application is submitted to RV; or
- (d) hold, or previously have held (with a PRA), a Thoroughbred Trainer Licence (or its equivalent) for a minimum of ten (10) years; or
- (e) hold, or previously have held (with a PRA), a Thoroughbred Pre-Trainer Licence (or its equivalent) for a minimum of three (3) years, with at least one (1) year being in the preceding two (2) years from the date that any (complete) application is submitted to RV; and
 - i. hold or previously have held (with a PRA), an Assistant Trainer or Foreperson registration for a minimum of one (1) year in the preceding five (5) years from the date that any (complete) application is submitted to RV; or
- (f) hold or previously have held (with a PRA), a Thoroughbred Assistant Trainer, Foreperson or Stablehand registration for a minimum of six (6) years with at least one (1) year in the preceding three (3) years from the date that any (complete) Application is submitted to RV; or
- (g) hold or previously have held (with a PRA), a Thoroughbred Jockey Licence for a minimum of five (5) years with at least one (1) year being in the preceding three (3) years from the date that any (complete) application is submitted to RV; and
 - i. hold or previously have held (with a PRA), an Assistant Trainer or Foreperson

registration for a minimum of one (1) year in the preceding three (3) years from the date that any (complete) application is submitted to RV; or

- (h) hold or previously have held (with a PRA), a Thoroughbred Jockey Licence for a minimum of five (5) years; and
- i. hold or previously have held (with a PRA), an Assistant Trainer, Foreperson or Stablehand registration for a minimum of two (2) years with a minimum of one (1) year as an Assistant Trainer or Foreperson in the preceding three (3) years from the date that any (complete) application is submitted to RV;

4.3 Criteria

In assessing whether an Applicant is suitable to be granted or continue to hold a Trainer Licence, RV will take into account the following criteria:

- (a) Qualification:
 - (i) The Applicant has attained the Certificate IV in Racing (Thoroughbred Trainer) qualification in accordance with the National Racing Training Package (or recognised equivalent qualification); or
 - (If a licensed Victorian Jockey (excluding an Apprentice)), have attained a “RGR40118 Certificate IV in Racing (Racehorse Trainer) for Jockeys” requirement as delivered by Skill invest or Racing Industry Skills Centre (or recognised equivalent qualification).
- (b) Assessments:
 - (i) Racing Disciplinary History Assessment;
 - (ii) National Police Record Certificate;
 - (iii) Stable and Facility Inspection;
 - (iv) Assessment of Rules, welfare matters, integrity policies or evidence of ongoing professional development; and
 - (v) Training Record Assessment.
- (c) Financial Resources Documents: the Applicant must provide the following documents to the satisfaction of RV:
 - (i) Profit and Loss Budget or Statement (as applicable);
 - (ii) Balance Sheet;
 - (iii) Accountant Reference;
 - (iv) Statements of Accounts from Industry Suppliers (e.g. thoroughbred sales, feed, veterinarians);
 - (v) Three (3) Industry Supplier Credit References (in writing);
 - (vi) Any bank statements as requested by RV (minimum of 12 months' worth);
 - (vii) Credit Report from an accredited credit reporting agency;
 - (viii) Any documents relevant to an Insolvency Event, including a Balance Sheet and Profit and Loss Statement for the relevant period, a statement explaining the circumstances leading to the Insolvency Event, details of creditors and any repayment/s, and ongoing updates where relevant; and
 - (ix) Working capital or overdraft of \$15,000+.
- (d) Business: the Applicant must provide the following documents to the satisfaction of RV:
 - (i) Debt Recovery Plan;
 - (ii) Copy of Owner Contracts and Agreements;
 - (iii) Three (3) Client References;
 - (iv) Business Plan; and
 - (v) Resume.
- (e) Work References: the Applicant must provide three (3) Work References to the satisfaction of RV.

- (f) Prospective Owner References: the Applicant must provide three (3) Prospective Owner References (in writing) to the satisfaction of RV.
- (g) Equine Welfare: the Applicant must demonstrate sufficient understanding of:
 - (i) the basic behavioural and physical needs of horses;
 - (ii) nutritional programs for horses;
 - (iii) monitoring the health of horses;
 - (iv) recognise signs of common diseases and injuries in a racehorse;
 - (v) appropriate consultation with veterinarians and farriers;
 - (vi) anatomy of horses;
 - (vii) preventative medicine;
 - (viii) principles of exercise physiology;
 - (ix) effects of transport;
 - (x) training programs to maximise injury prevention;
 - (xi) post racing options; and
 - (xii) end of life management.
- (h) Interview: if deemed to be required, the Applicant must complete a satisfactory interview with RV.
- (i) Jump-outs or official trials: the Applicant may be required to present a runner in a jump-out or official trial to the satisfaction of Stewards prior to the Applicant nominating any horse in their care for racing. For these purposes, the Applicant will be required to fully tack their runner under the observance of a Steward at all times. Furthermore, the horses' performance in the jump-out or official trial will be assessed by the Stewards.

4.4 Applicants Currently Licensed with an Interstate PRA

An Applicant currently licensed as a Thoroughbred Trainer (or its equivalent) with an interstate PRA who wishes to apply for a Trainer Licence, in addition to meeting the requirements outlined in sections 4.1 and 4.2 above, must:

- (a) Satisfy the following Assessments:
 - (i) Racing Disciplinary History Assessment;
 - (ii) National Police Record Certificate;
 - (iii) Stable and Facility Inspection;
 - (iv) Assessment of Rules, welfare matters, integrity policies or evidence of ongoing professional development; and
 - (v) Training Record Assessment.
- (b) Financial Resources Documents: Provide the following information:
 - (i) Profit and Loss Budget or Statement (as applicable);
 - (ii) Balance Sheet;
 - (iii) Accountant Reference;
 - (iv) Statements of Accounts from Industry Suppliers (e.g. thoroughbred sales, feed, veterinarians);
 - (v) Three (3) Industry Supplier Credit References (in writing);
 - (vi) Any Bank Statements as requested by RV (minimum of 12 months' worth);
 - (vii) Credit Report from an accredited credit reporting agency;
 - (viii) Any documents relevant to an Insolvency Event, including a Balance Sheet and Profit and Loss Statement for the relevant period, a statement explaining the circumstances leading to the Insolvency Event, details of creditors and any repayment/s, and ongoing updates where relevant; and
 - (ix) Working capital or overdraft of \$15,000+.
- (c) Equine Welfare: the Applicant must demonstrate sufficient understanding of:
 - (i) the basic behavioural and physical needs of horses;
 - (ii) nutritional programs for horses;

- (iii) monitoring the health of horses;
 - (iv) recognise signs of common diseases and injuries in a racehorse;
 - (v) appropriate consultation with veterinarians and farriers;
 - (vi) anatomy of horses;
 - (vii) preventative medicine;
 - (viii) principles of exercise physiology;
 - (xiii) effects of transport;
 - (xiv) training programs to maximise injury prevention;
 - (xv) post racing options; and
 - (xvi) end of life management.
- (d) Interview: If deemed to be required, the Applicant must complete a satisfactory interview with RV.

4.5 Licence Conditions

In addition to any obligations and conditions as provided by the Rules, an Applicant must agree and acknowledge that, following the grant of a Trainer Licence, the conditions set out below will apply:

- (a) Stable must be licensed: the Trainer's stable location and any other location used by the trainer in connection with their training business is, and must at all times be, considered a licensed premises under the Rules.
- (b) Use of training venues: the Trainer may use Country and/or Metropolitan Club training venues subject to payment of a Venue Access Fee to, and permission from, the relevant training venue (Training Track Approval Form).
- (c) Entry into jumps outs, trials, and races: the Trainer may enter horses for:
 - (i) Club Jump Outs (pending individual Club approval);
 - (ii) Official Trials; and
 - (iii) Racing.
- (d) Minimum runners: the Trainer is required to have a minimum of one (1) satisfactorily competitive race starter ²per racing season.
- (e) Continued education: complete all RV programs related to Trainers within the relevant timeframe.
- (f) Maximum number of horses: the following limitation on the number of horses applies unless evidence is provided of previously operating a satisfactory training operation at an equivalent or greater number:
 - (i) Year one (1): a maximum of 20 horses in training; and
 - (ii) Year two (2) a maximum of 40 horses in training
- (g) Maximum number of properties: the following limitation on the number of properties from which a Trainer may train applies unless evidence is provided of previously operating a satisfactory training operation at equivalent or greater number:
 - (i) Year one (1): a maximum of one (1) property; and
 - (ii) Year two (2) a maximum of two (2) properties.
- (h) Not permitted to be a registered Assistant Trainer or Foreperson: a Trainer cannot hold an Assistant Trainer or Foreperson registration while holding a Trainer Licence.

² Whether a horse has satisfactorily competed in a race will be determined by a RV Steward. The Steward may consider, amongst other factors, the final placing of the horse, any margin between the horse and the winner/field, and the manner in which the horse raced.

- (i) Riding at race meetings: the Trainer may ride at race meetings, subject to meeting the jockey licensing requirements (and conditions) within the Rules, the requirements in this Policy and the requirements in the Jockey Licensing Policy.
- (j) Notifiable event: inform RV within seven (7) days of any criminal charges laid against and/or Insolvency Event involving the Trainer.

4.6 Jockey Licence-Holders

A Victorian Jockey licence-holder (excluding an Apprentice Jockey) is eligible to make application for the grant of a Trainer Licence, subject to meeting the requirements set out in this Policy. If a Jockey licence-holder is granted a Trainer Licence and is eligible to enter horses for racing (the Jockey-Trainer), the Jockey-Trainer may hold a Trainer Licence, subject to:

- (a) the Jockey-Trainer, who trains a horse engaged in a race, not riding any other horse in the race without the specific approval of the Stewards, and may be required to ride their own horse if a shortage of riders exists;
- (b) the Jockey-Trainer not accepting any rides in circumstances where there is more than one horse in any one race that is trained by them;
- (c) the condition that the Jockey-Trainer may be required to ride a horse in a race within 28 days from: (a) the date of the horse leaving their stables, or (b) the date of the horse being transferred from their stable return;
- (d) the condition that if the Jockey-Trainer is suspended for actions, matters or things relating to their Jockey licence, they (at the discretion of the Stewards or RV, and in addition to any other penalty authorised by the Rules or the relevant policies), may be suspended as a Trainer for the same or such other period as the Stewards or RV determine;
- (e) the condition that if the Jockey-Trainer is suspended for actions, matters or things pertaining to their Trainer licence, they (at the discretion of the Stewards or RV, and in addition to any other penalty authorised by the Rules or the relevant policies), may be suspended as a Jockey for the same or such other period as the Stewards or RV determine;
- (f) the condition that the Jockey-Trainer must not perform training activities until the conclusion of riding commitments that day (they must vacate Jockey's room and must not return);
- (g) a Jockey-Trainer (excluding a Picnic Jockey) must not, without the express written permission of the PRA that has licensed that person, have any interest in or be otherwise involved in the buying, selling, trading or leasing of thoroughbred bloodstock.
- (h) a Jockey-Trainer (excluding a Picnic Jockey) is not permitted to own, take a lease, or have any interest in any Unnamed Horse or Named Horse;
- (j) maximum number of horses: a Jockey-Trainer is limited to a maximum of 20 horses in training for the period of one (1) year after the grant of their Trainer licence and a maximum of 30 horses in training thereafter;
- (k) maximum number of properties: a Jockey-Trainer is limited to a maximum of one (1) property from which they may train;
- (i) any other term or condition or restriction proposed by RV in its absolute discretion.

4.7 Annual Licence Fee

An Applicant must pay a total Annual Licence Fee that comprises of the RV licence fee, Public Liability Insurance Cover; and a 12-month subscription to “Inside Racing” magazine.

Once payment has been made, no refund will be provided.

4.8 Entitlements

Subject to ongoing compliance with the terms and conditions of their licence, a Trainer licence receives, for the period of the licence, the following annual entitlements and benefits:

- (a) Trainer Identification Card; and
- (b) permitted to make application to register a Stable Racing Manager (Trainer makes the application by completing the ‘Stable Employee’ application form).

5. PRE-TRAINER LICENCE

Background to Pre-Trainer Licence

The Pre-Trainer Licence is generally granted to persons seeking to prepare and educate horses prior to the horse being sent to a licensed trainer for official trialing and/or racing.

The holder of a Pre-Trainer Licence has certain restrictions placed on their licence, particularly related to the ability to enter horses for trials or races (detailed at 5.4 below).

5.1 Requirements for Grant of Pre-Trainer Licence

To be granted a Pre-Trainer Licence, an Applicant must:

- (a) complete the Pre-Trainer Licence Application Form, together with payment of the licence fee;
- (b) satisfy RV that they are a suitable person to be granted a Pre-Trainer Licence by meeting the Training Experience and Criteria requirements outlined at 5.2 and 5.3 below; and
- (c) acknowledge and agree to adhere to the specific Licence Conditions, outlined at 5.4 below (NB: in its absolute discretion, RV may impose additional Licence Conditions on a Pre-Trainer Licence at any time).

5.2 Trainer Experience

Applicant must:

- (a) hold, or previously have held (with a PRA), a Thoroughbred Trainer Licence (or its equivalent) for a minimum of one (1) year, with at least one (1) year being in the preceding five (5) years from the date that any (full) Application is submitted to RV; or
- (b) hold, or previously have held (with a PRA), a Thoroughbred Trainer Licence (or its equivalent) for a minimum of one (1) year; and
 - (i) have experience in Equine pursuits (in a non-licensed capacity) for a minimum

of five (5) years with at least one (1) year in the preceding two (2) years from the date that any (full) Application is submitted to RV; or

- (c) hold, or previously have held an Equine Trainer licence (other than a thoroughbred), for a minimum of two (2) years with at least one (1) year in the preceding five (5) years from the date that any (full) application is submitted to RV; or
- (d) hold, or previously have held (with a PRA), a Thoroughbred Trainer Licence (or its equivalent) for a minimum of 10 years; or
- (e) hold, or previously have held (with a PRA), a Thoroughbred Pre-Trainer Licence (or its equivalent) for a minimum of two (2) years, with at least one (1) year in the preceding three (3) years from the date that any (full) Application is submitted to RV; or
- (f) hold or previously have held (with a PRA), a Thoroughbred Assistant Trainer, Foreperson or Stablehand registration for a minimum of three (3) years with at least two (2) years in the preceding three (3) years from the date that any (full) application is submitted to RV; or
- (g) hold or previously have held (with a PRA), a Thoroughbred Jockey Licence for a minimum of three (3) years with at least two (2) years in the preceding three (3) years from the date that any (full) Application is submitted to RV; or
- (h) hold or previously have held (with a PRA), a Thoroughbred Jockey Licence for a minimum of two (2) years; and
 - (i) hold or previously have held (with a PRA), an Assistant Trainer, Foreperson or Stablehand registration for a minimum of one (1) year with a minimum of one (1) year as an Assistant Trainer or Foreperson in the preceding two (2) years from the date that any (full) application is submitted to RV; or
 - (2) have training experience in Equine Pursuits (in a non-licensed capacity) for a minimum of five (5) years.

5.3 Criteria

In assessing whether an Applicant is suitable to be granted or continue to hold a Pre-Trainer Licence, RV will take into account the following criteria:

- (a) Training Units: the Applicant must have undertaken and successfully completed, the following required training units set out in the National Racing Industry Training Package (or recognised equivalent units):
 - (i) Unit BSBWHS211 – Contribute to Health & Safety of Self and Others; and
 - (ii) Unit RGRPSH201 – Handle Racehorses in Stables & at Trackwork.
- (b) Assessments:
 - (i) Racing Disciplinary History Assessment;
 - (ii) National Police Record Certificate;
 - (iii) Stable and Facility Inspection; and
 - (iv) Assessment of Rules, welfare matters, integrity policies or evidence of ongoing professional development;
- (c) Financial resources documents: the Applicant must provide the following documents to the satisfaction of RV:
 - (i) profit and loss budget or statement (as applicable);
 - (ii) balance sheet;
 - (iii) accountant reference;
 - (iv) statements of accounts from industry suppliers (e.g. thoroughbred sales, feed, veterinarians);
 - (v) three (3) industry supplier credit references (in writing);

- (vi) any bank statements as requested by RV (minimum of six (6) months' worth);
 - (vii) credit report from an accredited credit reporting agency; and
 - (viii) any documents relevant to an Insolvency Event, including a balance sheet and profit and loss statement for the relevant period, a statement explaining the circumstances leading to the Insolvency Event, details of creditors and any repayment/s, and ongoing updates where relevant.
- (d) Business: The Applicant must provide the following references to the satisfaction of RV:
 - (i) debt recovery plan;
 - (ii) copy of pre-training terms and conditions;
 - (iii) one (1) client reference;
 - (iv) business plan; and
 - (v) resume.
 - (e) Work references: the Applicant must provide three (3) work references to the satisfaction of RV.
 - (f) Equine welfare: the Applicant must demonstrate sufficient understanding of:
 - (i) the basic behavioural and physical needs of horses;
 - (ii) nutritional programs for horses;
 - (iii) monitoring the health of horses;
 - (iv) recognise signs of common diseases and injuries in a racehorse;
 - (v) appropriate consultation with veterinarians and farriers;
 - (vi) anatomy of horses;
 - (vii) preventative medicine;
 - (viii) principles of exercise physiology;
 - (ix) effects of transport;
 - (x) training programs to maximise injury prevention;
 - (xi) post racing options;
 - (xii) end of life management.
 - (g) Interview: if deemed to be required the Applicant must complete a satisfactory interview with RV.
 - (h) Track work: the Applicant must present their horse for track work to the satisfaction of Stewards. For these purposes, the Applicant will be required to fully tack their horse under the observance of a Steward at all times (Note: tack duties may be completed at the Applicant's nominated stables or at a registered training venue).

5.4 Licence Conditions

In addition to any obligations and conditions as provided by the Rules, an Applicant must agree and acknowledge that, following the grant of a Pre-Trainer Licence, the conditions set out below will apply:

- (a) Stable must be licensed: the Pre-Trainer's stable location and any other location used by the trainer in connection with their training business is, and must at all times be, considered a licensed premises under the Rules.
- (b) Use of training venues: the Pre-Trainer may use Country and/or Metropolitan Club training venues subject to payment of a Venue Access Fee to, and permission from, the relevant training venue (Training Track Approval Form).
- (c) Entry into club jumps outs (pending individual Club approval): The Pre-Trainer may enter horses for club jump outs. The Pre-Trainer may not enter any horses for official trials or racing.
- (d) Continued education: complete all RV programs related to Pre-Trainers

within the relevant timeframe.

- (e) Riding at races: the Pre-Trainer may ride at race meetings, subject to meeting the jockey licensing requirements (and conditions) within the Rules, the requirements in this Policy, and the requirements in the Jockey Licensing Policy.
- (f) Notifiable event: Inform RV within seven (7) days of any criminal charges laid against and/or Insolvency Event involving the Trainer.

5.5 Jockey Licence-Holders

A Victorian Jockey licence-holder (excluding an Apprentice Jockey) is eligible to make application for the grant of a Pre-Trainer Licence, subject to meeting the requirements set out in this Policy. If a Jockey licence-holder is granted a Pre-Trainer Licence (the Jockey-Trainer), the Jockey-Trainer may hold a Pre-Trainer Licence, subject to:

- (a) the condition that the Jockey-Trainer may be required to ride a horse in a race within 28 days from: (a) the date of the horse leaving their stables, or (b) the date of the horse being transferred from their stable return;
- (b) the condition that if the Jockey-Trainer is suspended for actions, matters or things relating to their Jockey licence, they (at the discretion of the Stewards or RV, and in addition to any other penalty authorised by the Rules or the relevant policies), may be suspended as a Pre-Trainer for the same or such other period as the Stewards or RV determine;
- (c) the condition that if the Jockey-Trainer is suspended for actions, matters or things pertaining to their Pre-Trainer licence, they (at the discretion of the Stewards or RV, and in addition to any other penalty authorised by the Rules or the relevant policies), may be suspended as a Jockey for the same or such other period as the Stewards or the RV determine;
- (d) A Jockey-Trainer (excluding a Picnic Jockey) must not, without the express written permission of the PRA that has licensed that person, have any interest in or be otherwise involved in the buying, selling, trading or leasing of thoroughbred bloodstock.
- (e) A Jockey-Trainer (excluding a Picnic Jockey) is not permitted to own, take a lease, or have any interest in any unnamed horse or named horse;
- (f) Maximum number of horses: the Jockey-Trainer is limited to a maximum of 30 horses in training;
- (g) any other term or condition or restriction proposed by RV in its absolute discretion.

5.6 Annual Licence Fee

An Applicant must pay a total Annual Licence Fee that comprises of the RV Licence fee, Public Liability Insurance Cover; and a 12-month subscription to “Inside Racing” magazine.

Once payment has been made, no refund will be provided.

5.7 Entitlement

Subject to ongoing compliance with the terms and conditions of their Pre-Trainer Licence, the holder of a Pre-Trainer Licence receives, for the period of the licence, a Trainer Identification Card.

6. VISITING TRAINER LICENCE

Background to Visiting Trainer Licence

The Visiting Trainer Licence (categorised below) is generally granted to Trainers from interstate or overseas seeking to train and racehorses in Victoria for a limited period of time.

The holder of a Visiting Trainer Licence has certain restrictions placed on their licence, particularly related to the time allowed to train in Victoria (detailed at 6.4 below).

Categories:

- (a) Visiting Trainer;
- (b) Visiting Pre-Trainer; and
- (c) Visiting International Trainer.

6.1 Requirements for Grant of Visiting Trainer Licence

To be granted a Visiting Trainer Licence, an Applicant must:

- (a) complete the Visiting Trainer Licence Application Form, together with payment of the Annual Licence Fee;
- (b) satisfy RV that they are a suitable person to be granted a Visiting Training Licence by meeting the Training Experience and Criteria requirements outlined at 6.2 and 6.3 below;
- (c) acknowledge and agree to adhere to the specific Licence Conditions, outlined at 8.4 below (NB: in its absolute discretion, RV may impose additional licence conditions on a Visiting Training Licence at any time).

6.2 Training Experience

An Applicant must be the holder of a current thoroughbred trainer licence issued by an:

- (a) interstate PRA; or
- (b) overseas racing authority.

6.3 Criteria

In assessing whether an Applicant is suitable to be granted a Visiting Training Licence, RV will take into account the following criteria:

- (a) Assessments:
 - (i) Racing Disciplinary History Assessment;
 - (ii) National Police Record Certificate (upon request); and
 - (iii) Stable and Facility Inspection (where applicable).

6.4 Licence Conditions

In addition to any obligations and conditions as provided by the Rules, an Applicant must agree and acknowledge that, following a grant of Visiting Trainer Licence, the conditions set out below will apply:

- (a) Required Contact and Permissions: prior to arrival in Victoria of any horse trained by a Visiting Trainer, but not later than final acceptance time where such horse has been entered to race, a Visiting Trainer must contact:
 - (i) the Racecourse Manager of the Racecourse or Training Centre where the trainer intends to work their horses, to obtain permission for use of facilities available; and
 - (ii) RV and complete a Horse Movement/Visiting Trainer form.
- (b) The Visiting Trainer is not permitted to train any horses other than those brought with the Visiting Trainer to Victoria.
- (c) Stable must be licensed: the stable location from which the Visiting Trainer trains is, and must at all times be, considered a licensed premises under the Rules.
- (d) Use of training venues: the Visiting Trainer may use Country and/or Metropolitan Club training venues subject to payment of a Venue Access Fee to, and permission from, the relevant training venue.
- (e) Entry into jumps outs, trials, and races: the Visiting Trainer may enter horses for:
 - (i) Club jump outs (pending individual Club approval);
 - (ii) official trials; and
 - (iii) racing.
- (f) Limitation of time period for visit: except with the prior written approval of RV, a Visiting Trainer may only train in Victoria under a Visiting Trainer Licence for a maximum period:
 - (i) between 1 December and 31 July of two (2) months; and
 - (ii) between 1 August and 30 November of three (3) months.

6.5 Punishment for Breaches

A Visiting Trainer may be punished for breaching the conditions outlined in 6.4 above, and any horse concerned may have its nomination refused, be withdrawn from any race it is entered in, or be disqualified.

6.6 Annual Licence Fee

An Applicant for a Visiting Trainer Licence who is from Overseas must pay a Licence Fee for Public Liability Insurance Cover to the value of \$20m.

Once payment has been made, no refund will be provided.

6.7 Entitlement

Subject to ongoing compliance with the terms and conditions of their licence, the holder of a Visiting Trainer Licence receives, for the period of the licence, a Trainer Identification Card.

7. TRAINING PARTNERSHIP LICENCE (being up to three (3) persons)

7.1 Background to Training Partnership Licence:

The Training Partnership Licence is granted to trainers holding a Trainer Licence who seek to train as a partnership.

AR 98 and LR 25 of the Rules deal with Training Partnerships. Pursuant to LR 25(1), this part of the Policy outlines the relevant requirements to be granted a Training

Partnership Licence.

7.2 Requirements for Grant of Training Partnership Licence

To be granted a Training Partnership Licence, the Applicants, being up to three (3) Trainers, must:

- (a) complete the Training Partnership Licence Application Form;
- (b) satisfy RV that they are suitable persons to be granted a Training Partnership Licence by meeting the Training Experience and Criteria requirements outlined at 7.2 and 7.3 below; and
- (c) acknowledge and agree to adhere to the specific Licence Conditions, outlined at 7.4 below (NB: in its absolute discretion, RV may impose additional Licence Conditions on a Training Partnership Licence at any time).

7.3 Training Experience

Applicants must be the holders of a current Trainer Licence issued by RV pursuant to LR 24A.

7.4 Criteria

In assessing whether an Applicant is suitable to be granted a Training Partnership Licence, RV will take into account the following criteria (in addition to the requirements of an individual licence):

- (a) Up to date assessments for each Applicant, including:
 - (i) Racing Disciplinary History Assessment;
 - (ii) Criminal Record Check; and
 - (iii) Training Record Assessment.
- (b) Bona fides of training partnership: RV must be satisfied as to the bona fides of the training partnership.

7.5 Licence Conditions

In addition to any obligations and conditions as provided by the Rules, the Applicants must agree and acknowledge that, following a grant of Training Partnership Licence, the conditions set out below will apply:

- (a) Stable must be licensed: the Training Partnership's stable location and any other location used by the trainer in connection with the training business is, and must at all times be, considered a licensed premises under the Rules.
- (b) Use of training venues: the Training Partnership may use Country and/or Metropolitan Club training venues subject to payment of a Venue Access Fee to, and permission from, the relevant training venue (Training Track Approval).
- (c) Entry into jumps outs, trials, and races: the Training Partnership may enter horses for:
 - (i) Club jump outs (pending individual Club approval);
 - (ii) official trials; and
 - (iii) racing.
- (d) Minimum number of horses to be trained: A minimum of 25 horses must be trained annually by the Training Partnership.

- (e) Notifiable event: inform RV within seven (7) days of any criminal charges laid against and/or Insolvency Event involving the Trainer/s.

7.6 Annual Licence Fee (in addition to individual Trainer Licence Fee) - Nil

7.7 Entitlements (in addition to individual Trainer Licence Fee) - Nil

8. REVIEW AND APPROVAL

This Policy is reviewed annually and as required. This may occur due to a change of operation, new legislative obligation, government recommendations or recommendations as a result of audits.

Where revisions are required, changes will be tracked in red for review by the relevant Senior Management Team member, and for recommendation to RRV Board for approval.

If approved, a tracked, clean (both in Word) and PDF copy of the Policy will be saved, and then sent to Legal, Risk and Compliance. A copy may also be provided to People & Culture for uploading onto RV's intranet (the Stable).

Any changes to the Policy are noted in the "version" table at section 9 below.

9. VERSION

Version	Nature of Change	Reviewing Party	Approval
1	Full revision of policy including changes to trainer licence categories, requirements and licence conditions.	EGM – Integrity Services RV Board	16 February 2021
1.1	Update to effective dates, grammar amendments and removal of one licence criteria item under 4.3 (c) and 5.3 (c).	EGM – Integrity Services	11 May 2022
1.2	Update to effective dates, grammar amendments and removal of one licence criteria item under 4.3 (a) (iii) and 5.3 (b).	EGM – Integrity Services RV Board	20 July 2023
2.1	Addition of definition of Insolvency Event, Trainers' notification requirements regarding criminal charges and insolvency events. Amendment to Trainers requirements to provide financial documentation.	EGM – ISD RV RI&EW SC RV Board	1 August 2024
2.2	Inclusion of visiting licences in general requirements.	EGM – ISD	30 September 2024