



HARNESS RACING VICTORIA

LICENCING AND REGISTRATION POLICY

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HRV Licencing and Registration Policy

INT-PO-011
(08 July 2020)

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1. LICENSING AND REGISTRATION POLICY

- 1.1. Section 45 of the *Racing Act 1958* allows Harness Racing Victoria (**HRV**) to, amongst other things, register, refuse to register or deregister any harness club, horse, owner, trainer, driver or rider in accordance with the rules of HRV (**Rules**).
- 1.2. Part 4 of the Rules relates to Licensing of participants by HRV.
- 1.3. Part 18 of the Rules relates to the registration of Studs and Studmasters
- 1.4. Part 19 of the rules relate to Artificial Breeding.
- 1.5. HRV may by licence regulate any activity connected with the harness racing industry [Rule 90(1)] and may require such documentation, information or fees as it determines to accompany any application for a licence [Rule 90(2)].
- 1.6. HRV or the Stewards pursuant to VLR 90 (3) may grant a licence for such period and upon such terms and conditions as it thinks fit and may refuse a licence without assigning any reason whatsoever [Rules 90(4) & (5)].
- 1.7. HRV or the Stewards may suspend or cancel a licence for breach of a term or condition of the licence [Rule 90(7)(a)]. HRV may suspend or cancel a licence where HRV is satisfied that the person holding the licence is not a fit and proper person to be associated with harness racing [Rule 90(7)(b)].
- 1.8. HRV or the Stewards may vary the type, grade or class of a licence held by a person [Rule 90(8)].
- 1.9. HRV or the Stewards may direct a licenced person to provide a current police check at any time.
- 1.10. Ultimately, the grant, refusal to grant, refusal to renew, suspension, cancellation or otherwise of a licence, including the imposition of terms or conditions on a licence, is at the discretion of HRV.
- 1.11. The Licensing criteria provided below has been set by HRV to assist persons wishing to apply to be licensed and renew and retain any existing licence granted by HRV in the relevant licence categories.
- 1.12. Without limiting the powers of HRV provided in the Rules and in the *Racing Act 1958*, HRV may in its discretion:-



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- (i) vary or amend the Licensing criteria at any time;
 - (ii) require additional information or documents to accompany a licence application;
 - (iii) impose terms and conditions on the grant of a licence;
 - (iv) deem that a licensed person is no longer a fit and proper person to be associated with harness racing, including because the person no longer satisfies the fit and proper person guiding criteria set out in Schedule 1 to this policy (**Suitability Criteria**), or for any other reason HRV deems in its discretion to be relevant to the question of whether a person is a fit and proper person to be associated with harness racing;
 - (v) take into account any other matter it considers relevant in determining a licence application, including an application to renew a licence.
- 1.13. This policy has been approved by the HRV Board in accordance with VRL 90 (1).

2. LICENSING CRITERIA

- 2.1. Before making application for a Driver or Trainer licence in any category, an applicant must hold a Stablehand licence for a minimum of twelve (12) months or provide evidence of previous experience or competency to the satisfaction of the Stewards.
- 2.2. All persons seeking to be licensed by HRV must be ordinarily resident in Victoria and provide evidence of such.
- 2.3. Consent to the release of police records is not required if the applicant is under the age of eighteen (18) years.
- 2.4. The Stewards or HRV may, at their discretion, require any person applying for a licence or registration in any category to attend before the HRV show cause sub-committee (SCSC) as part of their application procedure, including for any licence renewal.
- 2.5. The criteria and requirements as outlined below can be varied at any time at the discretion of, or as so determined by, HRV.



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3. OVERARCHING REQUIREMENT TO MEET SUITABILITY CRITERIA

- 3.1. In addition to the specific eligibility criteria or requirements applicable to each category of licence or registration as set out in this policy or in the Rules, it is a condition of the grant, renewal or retention of any licence or registration by HRV that a person will only be eligible to be, and remain, licensed or registered by HRV if the person is a fit and proper person to be associated with harness racing.
- 3.2. In determining whether an applicant is a fit and proper person to be associated with harness racing, HRV will have regard to the Suitability Criteria, set out in Schedule 1 to this policy. The Suitability Criteria contains guiding criteria which will be considered in determining whether a person is a fit and proper person to be associated with harness racing. The Suitability Criteria is not exhaustive, in that HRV may take into account any other matter it considers relevant in determining whether a person is a fit and proper person to be associated with harness racing, noting that the term "fit and proper person" gives the widest scope for judgment and rejection, involves notions of honesty, knowledge and ability, depends on its own circumstances, and in the context of any HRV licence, requires that the person be of good character and reputation.
- 3.3. In making any licensing or registration application with HRV, including an application for renewal of a licence or registration, an applicant must provide to HRV full and frank disclosure of all matters known to the applicant that are relevant to HRV's decision in granting or renewing a licence. This includes, but is not limited to, matters relevant to the determination of whether the person is a fit and proper person to be associated with harness racing, and includes any matter contained in the Suitability Criteria (disclosable matters).
- 3.4. While licensed, a participant must continue to be fit and proper to be associated with harness racing in order to be eligible to maintain their licence. The obligation to disclose all matters known to the applicant that would have been relevant to HRV's decision in granting or renewing a licence therefore continues at all times while a person holds a licence with HRV.



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- 3.5. If at any time HRV determines, in its sole discretion, that a person is no longer a fit and proper person to be associated with harness racing, either because the person no longer meets the Suitability Criteria, or for any other relevant reason, then any licence held by the person is open to suspension or cancellation until such time as the person is able to demonstrate to HRV, in its sole discretion, that he or she is a fit and proper person to be associated with harness racing.

4. GRADE C DRIVER LICENCE

- 4.1. The holder of a Grade C Driver licence may only drive in trials, shows and gymkhanas.
- 4.2. A Grade C Permit may be issued at the discretion of HRV to a person who has:-
- (i) Attained the age of fifteen (15) years;
 - (ii) Held a Stablehand licence for a minimum of twelve (12) months, or provided evidence of previous experience or competency to the satisfaction of the Stewards;
 - (iii) Lodged a completed application form R90A and paid the appropriate fee;
 - (iv) Provided a certified copy of birth certificate, a current car drivers license or such other proof of identity acceptable to the stewards;
 - (v) Provided a proof of enrolment to commence mandatory training modules and satisfactorily completed a practical training assessment;
 - (vi) Provided a working with children check if over eighteen (18) years of age;
 - (vii) Provided a National Police Certificate;
 - (viii) Provided proof of residence in Victoria;
 - (ix) Provided a medical report completed by a medical practitioner;
 - (x) Provided a completed Betting Account Declaration form as prescribed by the Stewards from time to time;
 - (xi) Provided references from two licensed persons;



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- (xii) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
- (xiii) Attended an interview to the satisfaction of the Stewards.

4.3. A person who is issued with a Grade C Permit in accordance with paragraph 4.2 above will be required to complete a practical assessment of driving skills, and upon successful completion of this assessment the applicant may, at the discretion of HRV, be granted a Grade C Driver licence.

5. GRADE B DRIVER

- 5.1. The holder of a Grade B Driver licence may drive in trials, shows and gymkhanas, and is licensed to drive at graduation meetings and, other than races of a metropolitan class, at country or provincial meetings, including country or provincial class meetings at metropolitan sites.
- 5.2. A Grade B Driver licence may be issued at the discretion of HRV to a person who has:-
 - (i) Attained the age of sixteen (16) years;
 - (ii) Held a Grade C Driver's licence for a minimum of six (6) months;
 - (iii) Lodged a completed application form R90A and paid the appropriate fee;
 - (iv) Provided a certified copy of birth certificate, a current car drivers licence or such other proof of identity acceptable to the Stewards;
 - (v) Provided proof of successful completion of the mandatory training modules;
 - (vi) Provided a National Police Certificate;
 - (vii) Provided a working with children check if over eighteen (18) years of age;
 - (viii) Provided proof of residence in Victoria;
 - (ix) Provided a medical report completed by a medical practitioner;



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- (x) Provided a completed Betting Account Declaration form as prescribed by the Stewards from time to time;
- (xi) Attended an interview to the satisfaction of the Stewards;
- (xii) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
- (xiii) Provided proof that a minimum of thirty (30) satisfactory trial drives shall be completed in a period of no less than six (6) months;*
 - * For a driver to obtain a satisfactory drive there shall be a minimum of four (4) horses in such trial.
- (xiv) At least five (5) of the satisfactory trial drives are to be completed under the supervision of a HRV Steward at the following venues: Ballarat, Bendigo, Cranbourne, Geelong, Kilmore, Mildura, Maryborough, Shepparton, Tabcorp Park Melton, Terang or Swan Hill unless an otherwise prior arrangement has been made with HRV Stewards.

6. GRADE A DRIVER

- 6.1. The holder of a Grade A Driver licence has the driving rights of both C & B Drivers and is licensed to drive at any meeting.
- 6.2. A Grade A Driver licence may be issued at the discretion of HRV to a person who has:-
 - (i) Attained the age of sixteen (16) years;
 - (ii) Held a Grade B Driver's licence for a minimum of twelve (12) months;
 - (iii) Lodged a completed application form R90-A and paid the appropriate fee;
 - (iv) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
 - (v) Provided a National Police Certificate;
 - (vi) Provided a working with children check if over eighteen (18) years of age;
 - (vii) Provided a medical report completed by a medical practitioner;



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- (viii) Provided a completed Betting Account Declaration form as prescribed by the Stewards from time to time;
- (ix) Provided proof of completion of one hundred and twenty (120) TAB class drives to the satisfaction of the Stewards and driven a minimum of six (6) winning drives. In addition, a Grade B Driver's Card must also be submitted to HRV stewards with fifty (50) accredited satisfactory drives where applicable;
- (x) Gained approval from the Stewards. In granting approval or otherwise, the Stewards will consider factors, including but not limited to, the applicant's industry offence history and race driver frequency;
- (xi) Attend an interview to the satisfaction of the Stewards.

7. STABLEHAND

7.1. The holder of a Stablehand licence is licensed to perform the following stable duties under the supervision or instructions of a licensed trainer:-

- (i) Carry out track work;
- (ii) Assist with the training, management, care and control of horses;
- (iii) Assist with the pre-race preparation and post-race procedures affecting a horse.

7.2. A Stablehand licence may be issued at the discretion of HRV to a person who has:-

- (i) Attained the age of fourteen (14) years;
- (ii) Lodged a completed application form R90A and paid the appropriate fee;
- (iii) Provided a certified copy of birth certificate or such other proof of identity acceptable to the stewards;
- (iv) Provided proof of residence in Victoria;
- (v) Provided a letter of reference from a licensed trainer;
- (vi) Provided a National Police Certificate;



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- (vii) Provided a working with children check if over eighteen (18) years of age;
- (viii) Provide a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
- (ix) Attend an interview if required by the Stewards.

8. GRADE C TRAINER

- 8.1. The holder of a C Grade Trainers Licence is licensed to prepare, educate and exercise a horse but cannot nominate such horse to trial or race.
- 8.2. A Grade C Trainer licence may be issued at the discretion of HRV to a person who has:-
 - (i) Attained the age of eighteen (18) years;
 - (ii) Held a Stablehand licence for a minimum of twelve (12) months, or provided evidence of previous experience or competency to the satisfaction of the Stewards;
 - (iii) Lodged a completed application R90-A and paid the appropriate fee;
 - (iv) Provided two (2) references from Licensed trainers;
 - (v) Provided proof of residence in Victoria;
 - (vi) Provided a minimum of two (2) work references attesting to the applicant's horse handling ability. References from licensed trainers must include details concerning the period over which they have knowledge of the applicant's experience handling Standardbred horses, and the duties undertaken by the applicant in that period;
 - (vii) Provided a certificate of completion of an assessment at the Harness Racing Training Centre or other accredited training centre;
 - (viii) Provided proof of enrolment to commence mandatory training modules and satisfactorily completed a practical training assessment;
 - (ix) Provided a minimum of two (2) credit references (Vet, Farrier, Feed Suppliers etc.) stating that the applicant's accounts are paid promptly;



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- (x) Provided a credit report by contacting a credit reporting body. A credit report can be obtained free of charge from a CRB within ten (10) days of them receiving your request;

To request a copy of your credit report, contact these national CRB's:

CRB	WEBSITE	PHONE
Veda	My CreditFile.com.au (Equifax)	1300 762 207
D & B	D & B CheckYourCredit	1300 734 806
Experian	Experian Credit Services	1300 783 684

- (xi) Bank account statements in the applicant's name for the preceding three (3) month period (to the date that the application is submitted to HRV);

Note – These bank account statements should also be submitted to your chosen Accountant/Bank Officer to form part of the Accountant Reference declaration accompanying the application form;

Alternatively, the applicant may provide the stewards alternative evidence that he or she has adequate financial resources to carry on training activities without material risk of being unable to pay his or her debts as and when they fall due;

- (xii) Provided a National Police Certificate if required;
- (xiii) Provided a working with children check if over eighteen (18) years of age;
- (xiv) Provided a certified copy of birth certificate, a current car drivers licence or such other proof of identity acceptable to the stewards;
- (xv) Attended an interview to the satisfaction of the Stewards;
- (xvi) Proof that the applicant leases owns or has access to stables suitable for the training of Standardbred horses;
- (xvii) Has undertaken a stable inspection to the satisfaction of the Stewards of the property that is nominated as the trainer's registered training establishment;



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(xviii) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au).

9. GRADE B TRAINER

- 9.1. The holder of a Grade B Trainer licence may train any registered horse which the person owns or partly owns or which is owned by the person's spouse, domestic partner, parent, sibling or child. The holder may also train up to a maximum of three (3) horses for outside clients (i.e. not family related) at any one time by seeking written approval from the Chairman of Stewards.
- 9.2. A Grade B Trainer licence may be issued at the discretion of HRV to a person who has:-
- (i) Attained the age of eighteen (18) years;
 - (ii) Held a Stablehand licence for a minimum of twelve (12) months, or provided evidence of previous experience or competence to the satisfaction of the Stewards;
 - (iii) Lodged a completed application form R90-A and paid the appropriate fee;
 - (iv) Provided two (2) references from Licensed trainers;
 - (v) Provided proof of residence in Victoria;
 - (vi) Provided a minimum of two (2) work references attesting to the applicant's horse handling ability. References from licensed trainers must include details concerning the period over which they have knowledge of the applicant's experience handling Standardbred horses, and the duties undertaken by the applicant in that period.
 - (vii) Provided a credit report by contacting a credit reporting body. A credit report can be obtained free of charge from a CRB within ten (10) days of them receiving your request;



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To request a copy of your credit report, contact these national CRB's:

CRB	WEBSITE	PHONE
Veda	My CreditFile.com.au (Equifax)	1300 762 207
D & B	D & B CheckYourCredit	1300 734 806
Experian	Experian Credit Services	1300 783 684

- (viii) Provided bank account statements in the applicant's name for the preceding three (3) month period (to the date the application is submitted to HRV);

Note – These bank account statements should also be submitted to your chosen Accountant/Bank Officer to form part of the Accountant Reference declaration accompanying the application form;

Alternatively, the applicant may provide HRV with alternative evidence that he or she has adequate financial resources to carry on training activities without the material risk of being unable to pay his or her debts as and when they fall due;

- (ix) Provided a certified copy of birth certificate, a current car drivers licence or such other proof of identity acceptable to the Stewards;
- (x) Provided a certificate of completion of an assessment at the Harness Racing Training Centre or other accredited training centre;
- (xi) Provided proof of enrolment to commence mandatory training modules and satisfactorily completed a practical training assessment;
- (xii) Provided a National Police Certificate if required;
- (xiii) Provided a working with children check;
- (xiv) Attended an interview to the satisfaction of the Stewards;
- (xv) Provided proof that the applicant leases, owns or has access to stables suitable for the training of Standardbred horses;
- (xvi) Has undertaken a stable inspection to the satisfaction of the Stewards of the property that is nominated as the trainer's registered training establishment;



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(xvii) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au).

10. GRADE A TRAINER

- 10.1. The holder of a Grade A Trainer licence may train any registered horse;
- 10.2. A Grade A Trainer licence may be issued at the discretion of HRV to a person who has:-

- (i) Attained the age of eighteen (18) years;
- (ii) Held a Grade B Trainer licence for twelve (12) months or has been employed as a Stable Foreman by a Grade A Trainer for a minimum of twelve (12) months and produced a reference from such trainer;
- (iii) Lodged a completed application R90-A and paid the appropriate fee;
- (iv) Provided two (2) references from Licensed trainers;
- (v) Provided a minimum of two (2) credit references (Vet, Farrier, Feed Suppliers etc.) stating that the applicant's accounts are paid promptly;

Note – These bank account statements should also be submitted to your chosen Accountant/Bank Officer to form part of the Accountant Reference declaration accompanying the application form;

Alternatively, the applicant may provide the stewards alternative evidence that he or she has adequate financial resources to carry on training activities without material risk of being unable to pay his or her debts as and when they fall due;

- (vi) Provided a National Police Certificate if required;
- (vii) Provided a working with children check;
- (viii) Attended an interview to the satisfaction of the Stewards;
- (ix) Proof that the applicant leases owns or has access to stables suitable for the training of Standardbred horses;
- (x) Has undertaken a stable inspection to the satisfaction of the Stewards of the property that is nominated as the trainer's registered training establishment;



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- (xi) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
- (xii) Gained approval from the Stewards. In granting approval or otherwise, the Stewards will consider factors, including but not limited to, the applicant's industry offence history and race starter frequency.

11. TRAINING PARTNERSHIP

- 11.1. HRV may issue a licence for a person to train in partnership in accordance with the provisions of Rule 90A (2.8).
- 11.2. HRV further requires that all applicants seeking to be licensed as a training partnership meet the following criteria:-
 - (i) Each member of the training partnership must hold the same grade of trainers licence. e.g. members hold a Grade B trainer or all members hold a Grade A trainer licence;
 - (ii) In order to be granted a licence all members of the partnership must meet the above criteria relative to the grade of trainer's licence sought;
 - (iii) The grade of trainer's licence held by a person as a sole entity may be transferred to a training partnership;
 - (iv) Each member of the training partnership must pay the applicable Licensing fee.

12. STUDMASTERS AND ARTIFICIAL BREEDING TECHNICIAN'S LICENCE

- 12.1. A Studmaster's or an Artificial Technician's licence may be issued at the discretion of HRV to a person who has:-
 - (i) Attained the age of eighteen (18) years;
 - (ii) Lodged a completed application form and paid the appropriate fee;
 - (iii) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
 - (iv) Provided a certified copy of birth certificate, driver's licence or such other proof of identity acceptable to the stewards;



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- (v) Provided a reference from a veterinarian;
- (vi) Provided a minimum of two (2) work references attesting to the applicant's horse handling ability and breeding experience. References must include details concerning the period over which they have knowledge of the applicant's experience in handling and breeding Standardbred horses and the duties undertaken by the applicant in that period;
- (vii) That the applicant leases owns or has access to stables suitable for the breeding of Standardbred horses which are either registered or licensed with HRV;
- (viii) The stables referred to in sub-clause (vii) must also be either a licensed artificial breeders station or a registered stud;
- (ix) Provided a National Police Certificate;
- (x) Provided a minimum of two (2) credit references (Vet, Farrier, Feed Suppliers etc.) stating that the applicant's accounts are paid promptly;
- (xi) A copy of the applicant's veterinarian registration if the applicant is intending to undertake embryo transfer;
- (xii) Attended an interview to the satisfaction of the Stewards, where requested by the Stewards to do so.

13. REGISTRATION OF TRAINING ESTABLISHMENTS AND STUDS

13.1. A training establishment or a stud may be registered at the discretion of HRV if the person seeking registration:-

- (i) Attained the age of eighteen (18) years;
- (ii) Lodged a completed application form and paid the appropriate fee;
- (iii) Provided a certified copy of birth certificate, drivers licence or such other proof of identity acceptable to the stewards;
- (iv) The applicant leases owns or has access to stables in Victoria suitable for the breeding or training of Standardbred horses;
- (v) Provided a National Police Certificate;



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- (vi) A certificate from a veterinarian supporting the registration of the place as a stud or training establishment;
- (vii) It is a condition of registration of the stud or training establishment that it shall always be maintained in a fit and proper condition;
- (viii) The Stewards may undertake an inspection of the stud or training establishment;
- (ix) Attended an interview to the satisfaction of the Stewards where requested by the Stewards to do so.

14. LICENCE FOR ARTIFICIAL BREEDING STATION

14.1. An artificial breeding station licence may be issued at the discretion of HRV to an owner or lessee of a place who desires to use the premises as an artificial breeding station who has:-

- (i) Lodged a completed application form and paid the appropriate fee;
- (ii) Attained the age of eighteen (18) years;
- (iii) Provided a National Police Certificate;
- (iv) Provided a certified copy of a birth certificate, driver's licence of such other proof of identity acceptable to the stewards;
- (v) The applicant leases owns or has access to premises suitable undertaking of artificial breeding of Standardbred horses;
- (vi) A certificate from a veterinarian supporting the licensing of the place as an artificial breeding establishment;
- (vii) It is a condition of the licensing of the artificial breeding station that it shall always be maintained in a fit and proper condition;
- (viii) The Stewards may undertake an inspection of the artificial breeding station;
- (ix) Attended an interview to the satisfaction of the Stewards, where requested by the Stewards to do so.



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15. REGISTRATION AS SEMEN CONTROLLER

15.1. A semen controller may be registered at the discretion of HRV to a person who has:-

- (i) Attained the age of eighteen (18) years;
- (ii) Lodged a completed application form and paid the appropriate fee;
- (iii) Provided a National Police Certificate;
- (iv) Provided a certified copy of birth certificate, driver's licence or such other proof of identity acceptable to the stewards;
- (v) Provided a digital photograph (Taken at HRV Office or email to licensing@hrv.org.au);
 - (i) Provide a reference from a veterinarian;
 - (ii) Provide a minimum of two (2) work references attesting to the applicant's experience in controlling semen. References must include details concerning the period over which they have knowledge of the applicant's experience in handling semen and the duties undertaken by the applicant in that period;
- (vi) The applicant leases owns or has access to premises suitable for the storage of transported semen in accordance with AHRR 285A(4);
- (vii) Attended an interview to the satisfaction of the Stewards, where requested to do so.

16. GENERAL LICENSING POLICY

16.1. Re-applying for a licence if unsuccessful:

Applicants who are unsuccessful in obtaining a licence must wait a minimum of six (6) months from the date of HRV's decision before re-applying.

16.2. Determination that Licensing criteria no longer satisfied

HRV may determine that a licensed person no longer meets the specific eligibility criteria or requirements applicable to the category of licence held by the person, including the requirement to be a fit and proper person to be associated with harness racing, either by reference to the matters set out



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in the Suitability Criteria or otherwise.

Given it is a condition of registration that a participant continues to meet the specific eligibility criteria or other requirements applicable to the category of licence held by the person, including the requirement to be a fit and proper person to be associated with harness racing, a consequence of a determination by HRV that a person no longer meets that criteria, including that he or she is no longer a fit and proper person to be associated with harness racing, is that the person's licence may be suspended or cancelled in the absolute discretion of HRV, until such time as the applicant is able to demonstrate to HRV, in its sole discretion, that he or she meets the relevant criteria, including the requirement to be a fit and proper person to be associated with harness racing.

Prior to making a determination as to whether a licensed person continues to meet their relevant eligibility criteria, including the requirement to be a fit and proper person to be associated with harness racing, HRV will provide the licensed person with:-

- (i) Details of the matters forming the basis of its consideration as to whether the licensed person continues to be fit and proper, including whether he or she continues to meet the Suitability Criteria; and
- (ii) A reasonable opportunity to be heard and to provide evidence in relation to those matters, and the determination that is appropriate in the circumstances.

The extent to which a licensed person will be given an opportunity to be heard prior to HRV making a determination will depend on the circumstances of the case.

Where HRV considers, in its sole discretion, that a determination as to whether a licensed person continues to be a fit and proper person to be associated with harness racing is required to be made on an urgent basis, without providing the licensed person with a full, or any, opportunity to be heard, HRV may make that determination on an interim basis, and then provide the licensed person with an opportunity to be heard as soon as possible.



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16.3. Process where urgent determination has been made

When an urgent determination is required to be made by HRV that a licensed person is no longer a fit and proper person, including because he or she no longer meets the Suitability Criteria, without providing the licensed person with a full, or any, opportunity to be heard, HRV will:-

- (i) Notify the person immediately of the determination;
- (ii) Provide the person with written reasons for the determination within seven (7) days where reasonably practicable to do so;
- (iii) Advise the person of their rights to request in writing, a show cause hearing of the matter within twenty-eight (28) days of the request being received by HRV;
- (iv) Provide the applicant with an opportunity to be heard and to provide evidence in relation to the matters forming the basis for HRV's determination;
- (v) Advise in writing the outcome and reasons for the decision resulting from any show cause hearing.

16.4. HRV Stewards SCSC Referral Procedure

Should the Stewards form an opinion that a person is not a fit and proper person, the Stewards will direct that person to attend a hearing before the HRV Show Cause Sub-Committee (HRV SCSC).

Upon the Stewards forming such opinion the Stewards will:-

- (i) Notify the person immediately of them forming such opinion;
- (ii) Provide the person with written reasons for them reaching such opinion within seven (7) days where reasonably practicable to do so.

Pending the outcome of the hearing before the HRV SCSC, and any subsequent decision by HRV, the Stewards may vary the type, grade or class of a licence (Rule 90(8)) or in the instance of an unlicensed person direct that the licence not be processed.

Should the Stewards determine to vary the type, grade or class of a licence in accordance with Rule 90(8) the Stewards will provide the person with an opportunity to be heard and to provide submissions as to why such action should not be taken prior to them making a final decision to vary the type,



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grade or class of a licence.

16.5. **VCAT**

Decisions of HRV which relate to occupational racing licences, as that term is defined in Part IIIC of the *Racing Act 1958*, including a decision to refuse an application for a licence, a decision to refuse to renew such a licence, or a decision to revoke such a licence, may be reviewed by the Victorian Civil and Administrative Tribunal (VCAT). Appeals to VCAT must be lodged within twenty-eight (28) days of the decision being made. A Notice of Application for Review is available from VCAT (Ph: 1300 018 228) or from its website www.vcat.vic.gov.au.

16.6. **Disqualified persons wishing to apply for a new licence**

- (i) If a person is disqualified, his or her licence automatically lapses [Rule 259(2)]. Persons wishing to apply for a new licence after disqualification must apply in the ordinary way and must meet the usual Licensing criteria, including the requirement that an applicant be a fit and proper person to be associated with harness racing.
- (ii) In addition, a disqualified person who is seeking to be re-licensed must as part of the application procedure, attend before the HRV SCSC, where the applicant will be required to show cause as to why he or she should be granted a new licence considering the conduct and circumstances underlying the applicant's previous disqualification(s).
- (iii) In circumstances where the applicant has previously been disqualified on:-
 - (a) One (1) occasion for a period of seven (7) years or more; or
 - (b) Two (2) occasions, each for a period of twelve (12) months or more; or
 - (c) Three (3) or more occasions (each for any period of time);in addition to any other information or evidence required by the HRV SCSC in its discretion, the applicant must produce evidence which is sufficient to satisfy the HRV SCSC that the applicant's circumstances and / or character, as is considered relevant to the particular case, have materially and significantly changed since the conduct



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underlying the disqualification or disqualifications (as the case may be) occurred.

- (iv) A person who has been disqualified for a period of twelve (12) months or more and is re-licensed in accordance with this provision must return at a licence level no higher than a Grade C Driver or Grade B Trainer, and will only be eligible to upgrade their licence upon satisfaction of all criteria set out in this policy, without any regard to the applicant's training or driving experience (as the case may be) prior to being disqualified.

16.7. **Applicants who have not been licensed for 6 months or more**

A person who has not been licensed for a period of more than six (6) months must submit a current 'National Police Certificate' with their application for a licence.

16.8. **Visiting Trainers Permit**

Trainers visiting Victoria for a period longer than seven (7) days must make application to HRV for a permit. Any trainers intending to stay longer than a period of three (3) months must make application for an extension of this period.

16.9. **Attire & Presentation of Licensed Person**

- (i) Trainers & Drivers must ensure that their racing colours are in good condition and are not worn outside the driver's trousers unless they are a tailored jacket;
- (ii) Driver's attire must be neat and tidy;
- (iii) White trousers only can be worn unless otherwise approved by HRV;
- (iv) Black or dark tan boots are to be worn except where the Stewards allow waterproof boots to be worn in wet conditions;
- (v) All registered/licensed persons must attend race meetings in neat and clean attire in accordance with the HRV Licensees Minimum Dress Standards Policy;



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(vi) Unacceptable attire:-

- Singlets
- Beach attire, board shorts or football shorts
- Track pants or overalls
- Ragged, unclean or torn clothing (includes designer 'tears')
- Clothing with offensive slogans
- Thongs, sandals, ugg boots or footwear of an unacceptable standard.

16.10. Grade B Drivers Permit

A permit system has been introduced for Grade B Drivers to compete in races of less than \$15,000 in total prizemoney at a Melton meeting on a Friday or Saturday night.

To be considered for a permit, the Grade B Driver must meet the following criteria:-

- (i) Held a Grade B Driver licence for a minimum of nine (9) months;
- (ii) Completed at least sixty (60) race drives;
- (iii) Recorded at least three (3) winning race drives.

The permit shall apply for the remainder of the relevant racing season, however, it may be revoked at any time by the Stewards.

16.11. Concession Drivers

A Concession Driver is a licensed driver who has held a licence for a period of less than five (5) years from the date a Grade B licence was first granted.

A Concession Driver may, with the approval of HRV, claim a concession. Further information is available at the HRV website: <https://www.thetrots.com.au/for-participants/information/concession-drivers/>

16.12. Licence Upgrades

HRV or the Stewards may vary the type, grade or class of a licence held by a person [Rule 90(8)]. All licensed persons wishing to upgrade their licence must apply in writing to the Chairman of Stewards and provide supporting



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documentation.

(i) A Grade C Driver wishing to upgrade to Grade B Driver category must:-

- (a) Hold a Grade C Driver Licence for a minimum of six (6) months;
- (b) Be at least sixteen (16) years of age;
- (c) Have completed at least thirty (30) satisfactory drives within twelve (12) months but in no less than six (6) months*;
- (d) Have successfully completed all mandatory training modules.

* The thirty (30) drives must not be with the same horse and the applicant must be competitive in all drives. They must not cause or contribute to interference and the applicant must show full control of the horse prior to, during, and after the trial.

(ii) A Grade B Driver wishing to upgrade to Grade A Driver category must:-

- (a) Hold a Grade B Driver licence for a minimum of twelve (12) months;
- (b) Have undertaken at least one hundred and twenty (120) TAB class country drives at licensed meetings and driven a minimum of six (6) winning drives;
- (c) Submit a Grade B Driver's Card to HRV Stewards with fifty (50) accredited satisfactory drives where applicable.

(iii) A Grade B Trainer wishing to upgrade to Grade A Trainer category must:-

- (a) Hold a Grade B Trainer Licence for a minimum of twelve (12) months;
- (b) Have two (2) references from Grade A Trainers, or must otherwise provide evidence of previous experience or competence to the satisfaction of the Stewards.

16.13. Reinstating Previous Driver Licence

(i) Any person wishing to reinstate their driver licence who has not driven consistently in recent seasons in TAB races, will be required to satisfactorily complete a number of trial drives as determined by the



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Stewards. Upon the completion of the drives the licence category reinstatement will be at the discretion of the Chairman of Stewards in consultation with the Senior Stewards;

- (ii) An applicant who has previously been licensed as a driver but who has not been licensed as a driver for the below periods shall complete the specified number of satisfactory trials prior to driving in a race:-
 - (a) Not licensed for six (6) months: five (5) satisfactory trials;
 - (b) Not licensed for twelve (12) months: ten (10) satisfactory trials;
 - (c) Not licensed for greater than two (2) years: fifteen (15) satisfactory trials;

The above trial drives shall be completed at the following venues: Ballarat, Bendigo, Cranbourne, Geelong, Kilmore, Mildura, Maryborough, Shepparton, Tabcorp Park Melton, Terang or Swan Hill.

- (iii) An applicant who has previously been licensed as a driver, but who has not held that licence in the preceding two (2) years, may, in addition to completing the satisfactory trials referred above, be required to first reapply for a stablehand licence or driver licence of a different type, grade or class, as deemed appropriate by the Stewards or HRV taking into account:-
 - (a) The applicant's previous experience or competence as a licensed person;
 - (b) The period of time that has elapsed since the applicant last held a licence; and
 - (c) Any other matter considered relevant by the Stewards or HRV in their discretion.

The applicant will then be required to satisfy the relevant criteria applicable to licence upgrades and the relevant licence type, grade or class, as set out in this policy, before being eligible for the licence type, grade or class previously held by the applicant.

16.14. Reinstating Previous Trainers Licence

- (i) An applicant who has previously been licensed as a trainer but who has not held that licence for a period of more than six (6) months but



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for no longer than two (2) years shall provide the following documents prior to being relicensed:-

- (a) A minimum of two (2) credit references (Vet, Farrier, Feed Suppliers etc.) stating that your accounts are paid promptly OR a credit report by contacting a credit reporting body. You can obtain a copy of your credit report free of charge from a CRB within ten (10) days of them receiving your request;

To request a copy of your credit report, contact these national CRB's:

CRB	WEBSITE	PHONE
Veda	My CreditFile.com.au (Equifax)	1300 762 207
D & B	D & B CheckYourCredit	1300 734 806
Experian	Experian Credit Services	1300 783 684

- (b) Bank account statements in your name for the preceding three (3) month period (to the date your application is submitted to Harness Racing Victoria).

Note - These bank account statements should also be submitted to your chosen Accountant/Bank Manager/Officer to form part of the Accountant Reference declaration accompanying the application form.

- (ii) An applicant who has previously been licensed as a trainer, but who has not held that licence in the preceding two (2) years, may be required to first reapply for a stablehand licence or trainer licence of a different type, grade or class, as deemed appropriate by the Stewards or HRV taking into account:-

- (a) The applicant's previous experience or competence as a licensed person;
- (b) The period of time that has elapsed since the applicant last held a licence; and
- (c) Any other matter considered relevant by the Stewards or HRV in their discretion.



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The applicant will then be required to satisfy the relevant criteria applicable to licence upgrades and the relevant licence type, grade or class, as set out in this policy, before being eligible for the particular licence type, grade or class previously held by the applicant.

16.15. Licence renewal

- (i) All licences issued by HRV expire on 31 August of each year;
- (ii) In addition to the requirements set out in this policy, participants that hold a Driver licence in any category must, in each renewal period, provide a compulsory:-
 - (a) Drivers Medical Examination form completed by a medical practitioner; and
 - (b) Betting Account Declaration form.
- (iii) In addition to the requirements set out in this policy, participants that hold a licence in any category must satisfactorily complete all compulsory training and assessment, as required by HRV or the Stewards in each renewal period.
- (iv) In order for any licence to be validly renewed for a further term, all Licensing requirements required to be met, pursuant to this policy or otherwise, must be completed to the satisfaction of HRV prior to the current licence expiry date.



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Schedule 1: Suitability Criteria

Criteria

- 1.1. When determining whether or not a person is a fit and proper person to be associated with harness racing, HRV will consider this Suitability Criteria.
- 1.2. A person whose conduct or character is not in accordance with that which, in the opinion of HRV, is expected of a licensed person, may not be considered suitable and therefore may not be granted or have renewed a licence, or may be considered ineligible to continue holding a licence.
- 1.3. In some circumstances, a single relevant factor or matter may be sufficient to conclude that an applicant does not meet the Suitability Criteria, whereas in other circumstances, a determination that an applicant does not meet the Suitability Criteria to be granted or have renewed a licence, or to continue holding a licence, may be based on a pattern of conduct or the existence of multiple relevant factors or matters. In determining whether a person is a fit and proper person to be associated with harness racing, particular consideration will be given to whether the person is of good character and reputation, which will be informed by particular reference to, without limitation, the matters set out in paragraph 1.4 of the Suitability Criteria below.

Relevant matters

- 1.4. In considering this Suitability Criteria, HRV will consider the following matters:
 - (i) Whether the applicant has ever been found guilty of any criminal offence (in Australia or any foreign jurisdiction);
 - (ii) Whether the applicant is or has been the subject of criminal proceedings (in Australia or any foreign jurisdiction). Particular weight and consideration will be given to whether the relevant criminal proceedings relate to, arise from or are in any way connected with matters concerning the integrity of the harness racing industry, especially matters relating to corruption or race fixing, or conduct detrimental to the welfare of animals;
 - (iii) Whether the applicant has been the subject of any adverse finding by a judge in any civil proceedings, or has settled civil proceedings brought against him/her relating to any matter which could reasonably be said to materially affect his/her suitability to hold a licence;



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- (iv) Whether the applicant has provided any false or misleading information in support of an application for registration, or failed to disclose an adverse matter relevant to the person's fitness and propriety to hold a licence that later becomes known to HRV, either before or after being granted a licence;
- (v) The applicant's record of compliance with the regulatory requirements of HRV, including the Rules, or of any other sport in which he/she has participated or has otherwise been involved, including the applicant's performance in animal welfare related activities. In this regard, particular weight will be placed on any disciplinary offences committed by the applicant, or breaches by the applicant of the Rules, which:-
 - (a) Relate to corruption or race fixing; or
 - (b) Relate to conduct detrimental to the welfare of animals; or
 - (c) Involve dishonesty by the applicant; or
 - (d) Resulted in the applicant being disqualified on one (1) occasion for a period of seven (7) years or more, on two (2) occasions each for a period of twelve (12) months or more, or on three (3) or more occasions (for any period of time).
- (vi) Whether or not the applicant has been dismissed from any previous employment or position of trust or has been asked to resign or resigned on grounds connected with his/her honesty or integrity;
- (vii) Whether the applicant has or had lifestyle, health or social issues, which are likely to:-
 - (a) Significantly impair his/her ability to safeguard the welfare of any horse or meet the regulatory requirements of HRV; or
 - (b) Render the applicant a risk to the health, welfare or safety of others involved in harness racing, or to the integrity of the sport.
- (viii) Whether the applicant has engaged in conduct or there are circumstances which may render the applicant susceptible to pressure from persons seeking to corrupt harness racing and whether the applicant is likely to or may engage in such conduct. In this regard, an applicant's suitability includes assessment of the fitness and propriety of those with whom he/she is or may be associated or connected with in their personal or business dealings;



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- (ix) Whether the applicant has ever been disrespectful, rude or otherwise engaged in poor behaviour to officials, stewards or employees of HRV or any other sporting body;
- (x) Whether the applicant has been the subject of adverse media publicity in respect of any of the above matters. In this regard, particular weight will be placed on any adverse publicity relating to:-
 - (a) Corruption or race fixing; and
 - (b) Conduct detrimental to the welfare of animals.

Surrounding circumstances

- 1.5. When determining whether an applicant, or participant already licensed or registered, is a fit and proper person to be associated with harness racing, HRV will consider not only the existence of a relevant matter and the conduct underlying it, but also the circumstances surrounding the matter and conduct, including:-
- (i) The attitude of the applicant or licensed person to the relevant matter or conduct;
 - (ii) The gravity of the matter and the extent to which it is related to or connected with the harness racing industry (whether in Victoria, Australia or any foreign jurisdiction);
 - (iii) Whether the relevant matter relates to conduct that has been engaged in or repeated by the applicant or licensed person on previous occasions;
 - (iv) The period of time since the conduct the subject of the relevant matter occurred or was engaged in;
 - (v) any other aggravating or mitigating factors which are relevant to the matter or the conduct underlying it.



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Schedule 2: HRV Approved Training Modules and Fees

Training Modules

- ACMEQU205** Apply knowledge of horse behaviour
- ACMGAS202** Participate in workplace communications
- BSBWHS201** Contribute to health and safety of self and others
- RGRCMN201** Investigate job opportunities in racing and related industries
- RGRCMN203** Comply with racing industry ethics and integrity
- ACMEQU208** Manage personal health and fitness for working with horses
- ACMHBR203** Provide daily care for horses
- BSBITU213** Use digital technologies to communicate remotely
- RGRPSH201** Handle racehorses in stables and at track work
- RGRPSH202** Assist with transportation of horses
- RGRPSH203** Perform basic driving tasks
- RGRPSH207** Perform racing stable duties
- RGRPSH209** Attend horses at race meetings and trials
- RGRPSH211** Work effectively in the horse racing industry

Fees

Licence Type	Under 76	Over 76
Driver C	\$405	\$365
Driver A or B	\$490	\$455
Trainer A or B	\$345	\$270
Trainer C	\$245	\$200
Trainer / Driver A or B	\$635	\$545
Trainer A or B / Driver C	\$535	\$455
Stable Hand under 18	\$44	
Stable Hand over 18	\$99	