



# TRACK REGULATIONS AND POLICIES RELATING TO TRAINERS & TRACK RIDERS APPROVED TO TRAIN & RIDE ON THE CANBERRA RACECOURSE

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## Policy Version and Revision Information

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Employee Policy Manual Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
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The Australian Rules of Racing, The Rules of Racing of the Canberra Racing Club Incorporated (known at the Local Rules) (including the Rules of Betting), and the regulations and policies are to be read, interpreted and construed together, and as so combined shall be known as “The Rules of the Canberra Racing Club Incorporated”.

Any person who takes part in any matter within “The Rules of the Canberra Racing Club Incorporated” thereby agrees with the Canberra Racing Club Incorporated to be bound by them.

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## ACCEPTANCE POLICY

Following the closing of acceptances for any Canberra Racing Club race and prior to the final fields being released the following policy will be implemented:

1. Any race covered by Sky Channel and with National TAB coverage with less than six (6) acceptors will be abandoned.
2. Any race not covered by Sky Channel or National TAB's with less than five (5) acceptors will be abandoned.
3. Two year old races are exempt from point one above between October and until after the running of the Black Opal Stakes in the same financial year, during this period two year old races must have at least four (4) acceptors otherwise the race will be abandoned.
4. In the event that two (2) races fit into the above policy points only one race will be abandoned. The race with the least number of acceptors the lowest ranked race will be abandoned.

### POLICY VERSION AND REVISION INFORMATION

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## ACTON (SYNTHETIC) TRACK

### ACTON (Synthetic) Track (Open 4.00am – 9.30am Monday - Saturday)

1. No slow work is permitted on the synthetic track. Horses must build up in their work to three quarter pace for at least the last 600 metres. The Track Supervisor must be informed if a horse is going to do two laps.
2. All work must be carried out in a clockwise only direction. (Sydney way).
3. Special permission for a horse to work anti clockwise (Melbourne way) may be given, provided permission is received from the Racecourse & Facilities Manager (0418 609 986) no later than 5pm the day preceding. The Racecourse & Facilities Manager will not normally allow horses to work anti clockwise on the Acton track until after 9:00 am.
4. Riders must adhere to the directions of the Track Supervisor in relation to working inside, outside or between the markers.
5. Racedays work on extreme outside between markers.
6. Fast work days i.e. Tuesday & Saturday; to spread the work load on the Acton track horses can be worked on the inside of the "witches hats" until 7:00am, after 7:00am horses can only be worked on the outside of the "witches hats".

Access to the main tracks is gained by following the dirt track which goes around the back of the track close to Kamberra Winery, another quicker way is to follow the dirt track at the back of the grandstands along Randwick Road.

The return track is either of the above or along the return track which passes through the saddling enclosure.

### POLICY VERSION AND REVISION INFORMATION

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# ANIMAL WELFARE POLICY

## COMMENCEMENT DATE

This policy was formally adopted by the Committee of the Canberra Racing Club in December 2009.

## PURPOSE

The Canberra Racing Club. (the Club) is the controlling body in relation to thoroughbred racing for The Australian Capital Territory. As the controlling body the Club is authorized to develop policies; this policy is aimed at animal welfare.

The purpose of this animal welfare policy is to ensure the welfare of licensed thoroughbred horses is maintained while they are involved in:

- racing;
- training;
- activities associated with racing or training;
- Retirement. Retired horses are eligible to be rehomed and retrained under the Racing NSW retraining and housing program.

By maintaining the welfare of licensed thoroughbred horses, the interests of the public and the participants in thoroughbred racing activities is protected.

## POLICY STATEMENT

The Club is committed to the welfare of the registered thoroughbred racing animal. The maintenance of appropriate welfare standards for licensed thoroughbred racing animals is critical to the viability of the thoroughbred racing industry. From 1 July 2017 the Club joined the Racing NSW Equine Welfare Fund and contributes 1% of all prize money to the fund.

The Club's animal welfare policy has been developed in conjunction with the requirements of the *Racing Act 1999* and the *Animal Welfare Act 1992*.

- The *Animal Welfare Act 1992* imposes a duty on a person in charge of an animal, to ensure that the welfare of the animal is protected and maintained. It establishes the benchmark for the protection of animals, protection against cruelty and unreasonable abandonment or release of animals.

Current standards for the welfare of licensed thoroughbred racing animals largely reflect those originally devised by the International Group of Specialist Racing Veterinarians, an association of regulatory veterinarians employed with horse racing authorities around the world.

The Club, as a member of Racing Australia is a member of the National Integrity Equine Welfare Advisory Group (NEIWAG). This group consists of veterinarians and chemists who liaise with the Australian Equine Veterinary Association, control bodies of all states and territories and have linkages to the International Federation of Horse Racing Authorities. NEIWAG is the principal advisory group to Racing Australia when developing standards in relation to animal welfare, which includes drug control and disease management. Racing Australia consults with a variety of stakeholders in the racing industry and animal welfare groups prior to developing rules.

It is the policy of the Club to ensure that appropriate standards for the welfare of licensed thoroughbred racing animals are maintained. Further, the Club believes that any person who does not abide by the minimum standards for welfare of licensed thoroughbred racing animals has no place in the racing industry. Accordingly, all persons are placed on notice that breaches of established animal welfare standards will result in their approval to operate at Thoroughbred Park suspended immediately and all breaches will be reported to the licensing authority.

The Club will regularly review established legal and scientific information relevant to animal welfare and may make standards, procedures and rules as necessary to ensure the protection of animals. Matters which the Club may make standards, procedures and rules about may include, but are not limited to:

- the husbandry and keeping of horses in urban surroundings;
- nourishment;
- regular exercise;
- travelling with horses;
- racing in extreme conditions;

- racecourse conditions;
- racecourse accommodation for licensed thoroughbred horses;
- misuse of the whip;
- the use of prohibited substances on licensed thoroughbred horses;
- racing of pregnant mares;
- euthanasia;
- emergency disease management plan, and
- veterinary inspections.

The Club will undertake regular audits of thoroughbred horses in the control of licensed trainers, to assess whether the animals are being cared for according to established standards for animal welfare

Prior to issuing approvals to operate at Thoroughbred Park to persons involved in caring for thoroughbred racing animals, the Club will assess the person's knowledge of animal welfare policies, practices and procedures. Any approval issued by the Club to a person involved in caring for thoroughbred animals, may be immediately suspended in the event that a Club employee forms the belief during the conduct of an audit of a licensee, that the safety of animals are in danger and that belief is reviewed and adopted by another person appointed by the Committee of Canberra Racing Club.

Disciplinary action is to be taken against persons who fail to ensure that licensed thoroughbred racing animals are cared for in a manner that ensures that the welfare of the animal is maintained according to established standards.

Increasing focus on the protection of the welfare of licensed racing animals is linked to other policies of the Club, including education and training and licensing persons and racing venues.

#### ***Duty of care***

All persons in charge of an animal owe that animal a duty of care and must not breach that duty of care. The Club requires all persons in charge of an animal to act at all times in a way which protects the welfare of animals.

In the case of trainers, this duty of care cannot be transferred to another person. If a trainer engages a person, for example, a transport operator to transport horses, the trainer has a responsibility to engage competent persons who abide by the established standards of animal welfare.

#### ***Prohibition of cruelty***

The Club will not tolerate animal cruelty. The Club will investigate allegations of cruelty and will institute disciplinary action against a person found to be treating animals cruelly. Where serious breaches of animal welfare, towards either racing or non-racing animals, are discovered or suspected, the Club will inform:

- The Animal Welfare Inspector appointed under the *Animal Welfare Authority of the Australian Capital Territory*, and
- *The racing stewards authorized to act for the Club.*

#### ***Use of Whips***

1) The Club will not tolerate misuse of the whip on any horse. Any breach of the Australian Rules of Racing relative to whip use will be dealt with in accordance with the aforementioned rules.

#### ***Notification of diseases***

A person in charge of a licensed animal must immediately inform the Chief Steward and the Club and the Chief Veterinary Officer of the Territory and Municipal Services, if that person believes or suspects that the animal has become infected with a notifiable disease.

#### ***Administration of chemicals, drugs, poisons and other treatments to animals***

Treatments must only be administered to racing animals by competent and qualified persons. Treatments must be administered in accordance with the manufacturer's instructions. The Club and the Stewards may take disciplinary action against any person who breaches these requirements.

#### **APPLICATION**

This Policy applies to all persons:

- having care and control of a licensed thoroughbred racing animal, and
- involved in caring for a licensed thoroughbred racing animal.

This includes, but is not limited to:

- stewards;
- veterinarians;
- race club officials;
- trainers;
- jockeys and riders;
- stablehands;
- barrier stall attendants;
- transport operators;
- farriers;
- breeders; and
- owners.

## **PROCEDURES**

The Club has established procedures for activities that relate to the welfare of licensed thoroughbred horses.

## **RULES OF RACING**

Rules of Racing are made for this policy. The Rules of Racing that have been made and or adopted for this policy include those contained in the Australian & Local Rules of Racing (see below Local Rule of Racing LR 114.

### **LR 114.**

The Canberra Racing Club is party to the Racing NSW Equine Welfare Fund and racehorse retirement program.

- (1) The purpose and objective of this Local Rule 114 is to ensure the welfare of thoroughbred horses from birth, during their racing careers and on retirement.
- (2) A registered owner, trainer or any person that is in charge of or has in his or her possession, control or custody of any horses (Eligible Horses, Unnamed Horses and Named Horses) must ensure that any such horses are provided at all times with:
  - (a) Proper and sufficient nutrition and water;
  - (a) proper exercise;
  - (b) stabling and paddocks of a standard approved by Canberra Racing Club, which are adequate in size, which are adequately maintained and kept in a clean and sanitary condition;
  - (c) veterinary treatment where such treatment is necessary or directed by Canberra Racing Club.
- (3) A registered owner, trainer or any person that is in charge of or has in his or her possession, control or custody of any horses (Eligible Horses, Unnamed Horses and Named Horses) must exercise reasonable care, control and supervision as may be necessary to prevent any such horse from being subject to cruelty or unnecessary pain or suffering.
- (4) A registered owner, trainer or any person that is in charge of or has in his or her possession, control or custody of any horses (Eligible Horses, Unnamed Horses and Named Horses) is not to euthanize or destroy a horse (or permit a horse to be euthanized or destroyed) unless a registered veterinary surgeon has certified in writing that it necessary on welfare or safety grounds or for reasons approved in writing by Canberra Racing Club or unless under extreme circumstances where it is necessary for a horse to be euthanized immediately and the decision is subsequently confirmed by a veterinary surgeon.
- (5) Further to AR64JA(1), where a decision has been made to retire a horse, or not to commence racing an Eligible Horse, and that horse has been domiciled in the Australian Capital Territory for the majority of its life:
  - (a) the Manager, in addition to any forms to be lodged with Racing Australia pursuant to AR64JA(1), is to lodge with Racing Australia the Retirement Notification form, such form to includes details of the retirement option, where that horse will be located and contact details of the new owner (if that horse is being transferred to a new owner);

- (b) that horse is not to be transferred to a location which does not meet minimum standards prescribed by Canberra Racing Club to ensure the ongoing welfare of that horse and the owners are required to provide Canberra Racing Club with all information and assistance (including access to the proposed location) in order to enable Canberra Racing Club to assess that those minimum standards are met;
  - (c) the owners are to make all reasonable endeavours to find a home for that horse that meets minimum standards in any of the following options:
    - (i) breeding purposes;
    - (ii) equestrian, working, pleasure or companion horse;
    - (iii) any other option approved by Canberra Racing Club
  - (d) in the event that the owners are unable to find a home for that horse, having used all reasonable endeavours, then the remaining options for that horse are:
    - (i) an official retirement or retraining program (either operated by Racing NSW or approved by Racing NSW in writing);
    - (ii) any other option that ensures the ongoing welfare of the horse approved by Canberra Racing Club or Racing NSW in writing;
  - (e) the horse is not to be, directly or indirectly, sent to an abattoir, knackery or similarly disposed of;
  - (f) the horse is not to be sold/gifted at a livestock auction not approved by Canberra Racing Club or Racing NSW; and
  - (g) if that horse is in need of veterinary treatment (including ongoing veterinary treatment), it is not to be transferred to a new home until that veterinary treatment has been provided or Canberra Racing Club or Racing NSW is satisfied that it will receive that veterinary treatment.
- (6) any person who fails to comply with LR114 (1)-(5) commits a breach of these Rules and may be penalised. *[Rule effective 29 March 2018]*

Attachments No	Document	Page
1.	Racing in Hot Weather Policy.	1

**POLICY VERSION AND REVISION INFORMATION**

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Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
Date Reviewed: November 2018	Current version: 5



## ANIMAL WELFARE – DOGS & CATS

Trainers and tenants are reminded that stable dogs and cats are to be treated and housed in a humane and satisfactory manner, and in accordance with the Club's 'Stable Dog Policy' and the Animal Welfare ACT 1992.

### **POLICY VERSION AND REVISION INFORMATION**

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Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: June 2010
Date Reviewed: November 2018	Current version: 2



## APPLICATION FOR PERMISSION TO TRAIN AT THOROUGHbred PARK – CANBERRA RACING CLUB 2018/2019

<b>SURNAME</b>			
<b>GIVEN NAMES</b>			
<b>DATE OF BIRTH</b>			
<b>PLACE OF BIRTH</b>			
<b>RESIDENTIAL ADDRESS</b>			
	Suburb	Postcode	
<b>POSTAL ADDRESS</b>			
	Suburb	Postcode	
<b>TELEPHONE</b>			
<b>MOBILE</b>			
<b>EMAIL ADDRESS</b>			
<b>PERSON/S RESIDING AT STABLE</b> <small>(COMPLIANCE WITH ITEM 8 BELOW IS REQUIRED)</small>	<b>NAME</b>	<b>CONTACT DETAILS</b>	
<b>STABLE OWNER</b>		STABLE BLOCK NUMBER	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>NUMBER OF HORSES IN TRAINING</b> <small>(NOTE 7 BELOW)</small>			

Please read carefully

I wish to apply to the Canberra Racing Club for approval to train and use the training facilities of the Club for the purpose of training thoroughbreds. I understand and acknowledge that should permission be granted for me to use the Club's facilities it will be subject to my complying at all times with the following conditions:

1. I hold a current Trainer/Owner Trainers Licence, issued by RacingNSW. **Copy to be provided with this application.**
2. I take out an ACT Workers Compensation Insurance Policy to cover any employee/s or helper/s that I may employ, albeit paid or unpaid, or have assist me in my operations. **I undertake to produce a copy of the policy to the Club, prior to my commencing to use the facilities and thereafter at each renewal of this policy.**
3. I agree to abide by the Australian Rules of Racing, the Canberra Racing Club's Local Rules of Racing, any Track regulations and any directions or instructions issued by the any Stewards Racecourse Manager and/or Club official, at all times.
4. I agree to comply with ACT and Australian Government legislation as it may apply to my business operation.
5. I acknowledge that any horse, which utilises the Club's facilities, must have a current stable return lodged, showing Canberra as the training venue, unless otherwise approved.
6. In the event that I lease stables I acknowledge that my landlord (at the course) is required to advise and agree with the Club to my tenancy. I understand and acknowledge that this is a requirement under the ACT Government's lease arrangements of racecourse land with the Club.

7. I acknowledge that unless my licence fees are paid promptly and on time approval to train on course will be withdrawn by the Club.
8. I will inform the Club in writing of the number of horses I have in work.
9. **In accordance with the 'Operational Conditions for Equine Swimming Pool' I have permission of the owner/s or managing owner before their horse enters the equine pool complex.**
10. In the event of a person/s residing in the stables which I occupy I acknowledge that they do so subject to the following conditions:
  - a. A 'Person/s Residing in Stables at Thoroughbred Park' form has been duly completed, signed by the relevant stable owner and submit to the CEO of Thoroughbred Park.
  - b. Approval has been received from the ACT Planning & Land Authority (ACTPLA) which permits that the stables can be used for residential purposes.
  - c. I note that children under the age of sixteen are not permitted to reside at any stable. (Committee reserves the right to amend this condition).
  - d. Where the stable tenant is not the stable owner the stable owner must acknowledge their approval of any person/s residing in the stables by also signing the 'Person/s Residing in Stables at Thoroughbred Park' form.
11. I undertake that all my staff are suitably trained.

**DECLARATION:**

**I acknowledge that I have read and fully understand the above conditions on which approval may be granted by the Club to train and use the facilities at the Canberra racecourse. I further acknowledge that should I fail, at any time during the course of my use of the facilities, to adhere to any of the above conditions, such failure may result in the Club, at the Club's sole discretion, withdrawing permission to use the facilities on course without further notice. I acknowledge that should my permission to use the course or facilities be withdrawn, I will immediately cease to use the same.**

I also acknowledge that I have received and read the ***'Track Regulations and Policies Relating to Trainers & Track Riders Approved to Train on the Canberra Racecourse'*** document and understand the contents therein and agree to comply with such policies.

The Club's reserves the right to withdraw approval to train at Thoroughbred Park at any time and making application does not guarantee that approval to train at Thoroughbred Park will be granted.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Checklist for applicant – Documents must accompany this signed form**

<b>Copy of trainers licence attached</b>	
<b>Copy of ACT Workers Compensation Policy attached</b>	
<b>Copy of staff licenses attached</b>	

<b>OFFICE USE ONLY</b>	<b>Date</b>
Trainers Licence Verified	
Licence of Trainers Staff Verified	
ACT Workers Compensation Certificate of Currency Verified	
<b>Permission to Train Approved by CEO Signed:</b>	
Applicant Notified	
Copies to Racecourse Manager/Track Hut/Safety Officer	
Email All Staff	

G:\Company Shared 2\trainers\FORMS\Permission to Train at Thoroughbred Park\PERMISSION TO TRAIN Form.doc

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry	Date Revised: November 2018
Title: Executive Assistant	
Date Reviewed: November 2018	Current version:13

## APPLYING FOR A LICENCE

The Canberra Racing Club has delegated the licensing of trainers, jockeys, apprentices, track riders and stable hands to Racing NSW.

All applications for any of the above licence categories must be made to RacingNSW on the designated application form. Application forms are available from the RacingNSW web site [www.racingnsw.com.au](http://www.racingnsw.com.au) click departments then licensing or copies can be obtained from the Canberra Racing Club. Fees for licences must be paid to RacingNSW.

To apply to train at Thoroughbred Park the applicant must:

- Apply in writing by completing an 'Application For Permission To Train At Thoroughbred Park – Canberra Racing Club' form.
- Have a current ACT workers compensation policy prior to approval being granted.
- Apply to RacingNSW for a trainers licence.
- Advise the Canberra Racing Club of stabling arrangements.

### POLICY VERSION AND REVISION INFORMATION

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## BALLOT CONDITIONS

Canberra Racing Club's ballot conditions will run parallel with RacingNSW's Ballot conditions as published in the RacingNSW calendar unless otherwise specified for specific races.

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## BARRIER TRIALS

For race day trials all horses must be on course with identification papers and available for inspection by the start time of the second last race for trials after the races, and 1 hour prior for trials scheduled for before the races. For trials after race meetings preference is given to horses requiring a barrier certificate or stewards clearance. For raceday barrier trials, the trials will be cancelled if less than four (4) nominations are received.

For non-race day trials, all horses must be on course with identification papers and available for inspection by 9am. Trials commence at 9.30am. Jockeys must be on course by 9am and ready to mount for the first trial at 9.15am. For non-raceday barrier trials, the trials will be cancelled if less than eight (8) nominations are received.

Barrier trial saddle cloths are located in the Jockeys Room before each trial.

The Club will determine the timing of, how many and how often barrier trials will be conducted.

### POLICY VERSION AND REVISION INFORMATION

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Date Reviewed: November 2018	Current version: 3

## BREAKING-IN OF HORSES AT THE CANBERRA RACECOURSE

1. Only horses under the care of a licensed trainer may be broken in at Thoroughbred Park.
2. Any staff involved in the handling and breaking-in of horses must be registered as a foreman, stablehand or trackwork rider, by their licensed trainer referred to in point 1, and the trainer must have the necessary worker's compensation insurances in place for all staff handling their horses. Only licensed unrestricted trackwork riders may ride the horses while being broken in. Trainers must observe a duty of care for staff working with unbroken horses.
3. Horses breakers from off-course delivering horses to trainers are not to ride these horses on the course unless they meet all licensing and insurance and assessment requirements as specified by the Club.
4. Only thoroughbred horses for the purpose of racing may be broken in at Thoroughbred Park.
5. Horses may only be driven in long reins in the precincts of the stable area from 11am until 3pm, with the exception of Canberra Racing Club race days. Horses may be driven at any time within the trainer's own licensed stable are. Where necessary, approval may need to be obtained from the landlord and in consultation with joint tenants.
6. Horses are not to go onto the training tracks until they are tractable.
7. As per standard track work rules, at all times trainers or staff riding horses must wear the approved skull caps, safety vests, riding boots and appropriate dress.

### POLICY VERSION AND REVISION INFORMATION

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## COMPLIANCE/ DISCIPLINARY ACTION

1. Any person committing any breach of, or failing to comply with the Rules of Racing or Regulations of the Canberra Racing Club, may be subject to disciplinary action at the discretion of the Committee, Stewards or Racecourse Management.
2. The Club reserves the right to withdraw a trainers permission to utilise the facilities at Thoroughbred Park should they fail to adhere to the Rules and Regulations of the Canberra Racing Club.
3. A rider may also be suspended from trackwork if in the opinion of an authorised official (RacingNSW Steward / Club official), a rider does not continue to demonstrate the necessary competence to ride/handle a horse.

### POLICY VERSION AND REVISION INFORMATION

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# EQUINE SWIMMING POOL

## OPERATIONAL CONDITIONS & RULES FOR EQUINE POOL

### Opening Hours;

Monday to Friday	0630 to 0900 morning	1400 to 1630 afternoon
Saturday	0630 to 0900 morning only	
Sunday	0700 to 0930 morning only	
Canberra Race Days	Morning sessions only	
Public Holidays	Morning sessions only. <i>Note; exceptions may apply</i>	
Winter	Operating times may vary	

1. The trainers must have prior permission of the horse's owner or managing owner. This requirement is assumed to be satisfied when a horse enters the Pool complex.
2. The trainers must keep the horse under their personal care while inside the Pool complex (or under the care of a licensed foreman or stable hand employed by the trainer who is included on the trainer's application to use the Pool).
3. The Club provides this service on an "all care no responsibility" basis. The Club may withdraw the service without notice at any time, whether for maintenance, repairs or for any other reason.
4. Each trainer is responsible for their own horses using the Pool. This responsibility includes any harm, injury or death which the horse may sustain or does to any person or damage to any property, including other horses.
5. All handlers must be trained and assessed as competent to swim a horse using a lead. At the Pool Supervisor's discretion and under special circumstances approved by the Pool Supervisor a horse may be swum using a pole.
6. Persons who access the pool complex do so at their own risk and release the Club from any liability for or arising out of their use of the facility.
7. All horses must queue to use the pool and no more than 2 horses are permitted in the water at one time.
8. The horses must be in a clean and healthy state and no horse with respiratory tract problems, or any communicable disease is permitted to enter the Pool. All bandages must be taped and secured to the satisfaction of the Pool Supervisor.
9. No horse is to be mistreated in any way. The Pool Supervisor will not allow undue force to be used to encourage a horse into the water. The Pool Supervisor will turn away any horse that displays behaviour indicating harm may come to the horse either in the ramp or in the water.  
The following methods may be used to encourage a nervous or fractious horse into the water;
  - I. The buggy whip may be used to 'tap' the horse around the hind legs, or
  - II. A team of 4 handlers may pull the horse into the water using the tail rope, or
  - III. A horse may be slowly backed into the water.
10. No horse is permitted in the complex when the Pool Supervisor is not present.
11. All incidents and accidents (even minor cuts and abrasions to people or horses) are to be reported to the Pool Supervisor prior to leaving the Pool complex.
12. The Club authorises the Pool Supervisor to cease operation at any time that the Pool Supervisor deems appropriate to do so.
13. The Pool will not operate during a thunderstorm, and the complex will be closed during thunderstorms.
14. Trainers must give advance notice (preferably 24 hours) when bringing a 1<sup>st</sup> or 2<sup>nd</sup> time swimmer to the Pool. No horse that is a 1<sup>st</sup> or 2<sup>nd</sup> time swimmer, or a known nervous swimmer, can use the Pool when the Pool Manager is not present. All maiden swimmers plus nervous swimmers must be accompanied by at least two experienced and competent handlers. Note; 1<sup>st</sup> time swimmers are not to use the pool on weekends.
15. No person is to enter the water to assist a horse that is having trouble swimming. All assistance must be given from the walkway.
16. All direction given by the Pool Supervisor must be strictly followed.
17. The Club reserves the right to alter these conditions from time to time.

## EMERGENCY OPERATIONS

If a person falls into the water immediately offer assistance by passing them a life buoy, they are attached to each side of the bridge.

Do not enter the water yourself,

- Assist the person out of the water,
- Apply CPR if appropriate; instructions on wall,
- Call 000 for ambulance if considered necessary,

### POLICY VERSION AND REVISION INFORMATION

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Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
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## EQUINE WALKING MACHINES

- Peak hours for walking machine usage has been identified as between 5.30am-9.30am and 3pm-6pm.
- Horses must not be left on the walkers for longer than 30 minutes during peak hours and staff may not swap horse for horse while other Trainers are waiting to use the walkers.
- Horses displaying any signs of illness must not use walking machines.
- Stable ponies are not permitted to use the walkers during peak times.
- Racecourse & Facilities Manager will give 24hours notice of when walkers will be closed for maintenance.
- In the event of a thunderstorm, the result of which the Track Work Supervisor has closed all outside activities including equine walkers, sand roll and equine pool these activities are to cease until such time that the tracks are re-opened.

Following a review of the Track Policies & Procedures the question was raised at the Trainers Meeting of 1 December 2011 regarding the use of horse walker tags and whether the use should be mandatory.

It was agreed that as this practice was not being followed and as all Trainers were co-operatively using the horse walkers that horse walker tags are no longer mandatory however, should problems occur this practice will be reintroduced.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2012
Date Reviewed: November 2018	Current version: 3

## EQUINE WELFARE FUND

The Canberra Racing Club Committee accepted the offer of inclusion in the Racing NSW welfare program scheme for retired race horses with effect from 1 July 2017 with the payment of 1% of prize money being paid into the scheme. ACT trained thoroughbred horses are eligible to be accepted into the Racing NSW re-training/rehousing programs.

## RULES OF RACING

Rules of Racing are made for this policy. The Rules of Racing that have been made and or adopted for this policy include those contained in the Australian & Local Rules of Racing (Local Rule of Racing LR 114 above under Animal Welfare Policy).

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: July 2017
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
Date Reviewed: November 2018	Current version: 2

# FIRE SAFETY IN STABLES

## Introduction

Stable fires occur frequently and can cause severe injury or death to both horse and people.

The following guidelines, based on information developed by the NSW Department of Primary Industry, outline simple steps which should be taken to reduce the risk of fire in existing stables and considered in the construction of new stables.

## Stable construction and Renovation

- It is advisable to build stables from materials that do not easily burn.
- Ideal construction materials include steel frames and masonry or metal sheeting walls.
- The use of timber (especially softwoods) should be kept to a minimum, particularly for the interior construction.
- Cement floors with appropriate bedding are advisable so that stables can be kept clean.
- The use of electric safety switches must be considered.

## Fire exits (provisions of the ACT Fire Brigade Act and ACT Work Safety Act apply)

- Stable doors should be wide enough to allow horses to be easily removed in the case of fire.
- Individual stable doors should be at least 1.3 metres wide.
- Aisle exits should be at least 2 metres wide.
- In large stable complexes sliding doors in good working order are preferable to swinging doors (as swinging doors may block aisles).
- Swing doors should swing through 180° and latch open securely.
- Central aisles should be at least 2 metres wide.
- In a stable complex alternative exits should be provided.
- Large stable complexes should be provided with enough exits to allow all horses to be removed quickly.

## Firefighting equipment (provisions of the ACT Fire Brigade Act and the Building Code of Australia apply)

- Fire hoses should be provided and always kept in working order.
- The number and type of fire hoses necessary will vary depending on the establishment.
- Fire hoses should be located outside the stable building.
- Fire hoses should reach and deliver water to all stables.
- Large stable complexes should be provided with wide bore high-pressure hoses stored on fire hose reels.
- The water supply should be adequate for the fire hoses installed. (Thoroughbred Park operates from the ACT Water Supply and is always at full pressure).
- All Stable staff should be given the opportunity to practice using fire hoses and should be familiar with other firefighting equipment such as extinguishers and fire blankets.

## Safe storage of feed and bedding

- Straw, hay and other feeds burn easily and should be stored away from stables where this is possible.
- Storage of these materials in a loft in the stable is unsafe as it creates a significant fire hazard.

## Tack rooms

- Tack rooms in or near stable complexes are a common source of stable fires often due to the location of heaters and cooking facilities in these rooms.
- Tack rooms should be equipped with the following fire extinguishers:
  - a 3.4 kg carbon dioxide extinguisher provided near the cooking area;



- a 9kg water-type extinguisher placed outside the tack room door.
  - Where cooking facilities are provided (stove or microwave) a Fire Blanket must also be provided.
- New Tack rooms should be built with a fire rating of 1 hour.
- Note: All fire appliances must be inspected by a competent person every six months in accordance with the relevant Australian Standard.

#### **Smoke detectors**

- Smoke detectors give early warning of fire.
- When tack rooms and feed storage areas are in or near stables they should be equipped with smoke detectors that are connected to an adequate alarm system. If possible this should be connected to an UPS (Uninterruptible Power Supply) or if battery powered, batteries must be changed every six months on the change to and from Day Light Saving.

#### **Ventilation**

- Ventilation should be adequate to reduce smoke inhalation.
- The methods for providing ventilation need to be consistent with security requirements.

#### **Personnel**

- Cigarettes are a common source of fires.
- Smoking should be avoided near stables and feed storage areas and is banned inside all stables.

#### **Inspection and Audit**

- All of these items will be inspected as part of the regular inspections carried out by Thoroughbred Park and are part of the conditions of use of all stable facilities on Thoroughbred Park.

#### **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: May 2010
Policy Maintained by: Garry Buchanan Title: Safety Officer	Date Revised: July 2013
Date Reviewed: November 2018	Current version: 2

## **GENERAL**

1. All tracks will close at 9.30am for track maintenance purposes. Except for the Bottom Slow Work Track which closes at 10.00am.
2. Trainers must abide by the Club's policies in regard to breaking in, dogs in the stable area and motor vehicle access to the stable area.
3. If working 2 laps advise Track Supervisor who will supervise by instruction to other riders.
4. Any requirement to work differently to point three (3) must be made by special arrangement with Racecourse & Facilities Manager, no later than 5pm the day preceding.

#### **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
Date Reviewed: November 2018	Current version: 4

# HARASSMENT POLICY

## Policy Statement

The Canberra Racing Club is committed to providing a safe and productive work environment for all staff and associated personnel.

The Committee and management of the Canberra Racing Club considers that harassment by or towards staff, contractors, suppliers or customers is an unacceptable form of behaviour, which will not be tolerated.

Harassment is not only unacceptable it is unlawful pursuant to State Legislation (Equal Opportunity Act 1995) and Federal Legislation (Sex Discrimination Act 1975; Disability Discrimination Act 1992; Human Rights and Equal Opportunity Commission Act 1986).

It is the responsibility of the Committee, Management of the Canberra Racing Club and employers in the racing industry to provide a working environment free from harassment and to ensure all complaints are treated confidentially, seriously, sympathetically and that appropriate action is taken whenever harassment has occurred. Disciplinary action will be considered against anyone found to have harassed another staff member or Industry participant.

No staff member or Industry participant will be penalised or disadvantaged as a result of raising concerns or complaints relating to harassment.

## What is Harassment?

Harassment is a type of discrimination and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence. Unlawful harassment may relate to any of the characteristics covered by various equal opportunity legislation such as;

- Age
- Disability/Impairment
- Lawful sexual activity
- Physical features
- Political belief or activity
- Personal association with someone of the above attributes
- Pregnancy
- Race
- Irrelevant criminal convictions
- Sex
- Status as a parent or carer
- Religious belief or activity
- Marital status, including defacto relationships

It is important to note that it is irrelevant at law as to whether or not the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour, who determines whether the behaviour is welcome or unwelcome.

Harassment may be seen to have occurred if the behaviour makes the victim feel;

- Offended or humiliated;
- Intimidated or frightened; and/or
- Uncomfortable at work.

## What is Sexual Harassment?

Sexual Harassment occurs when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

It has nothing to do with mutual attraction or private, consenting friendships whether sexual or otherwise.

Some examples of sexual harassment included:

- Persistent, unwelcome demands or even subtle pressure for sexual favours or outings;
- Leering, patting, pinching, touching or unnecessary familiarity;
- Offensive comments on physical appearance, dress or private life, and

- The public display of pornography (especially when it is directed at particular individuals) ranging from material that might be considered mildly erotic through to material that is sexually explicit.

The Canberra Racing Club recognises that comments and behaviour, which do not offend one person, can offend another. The Canberra Racing Club accepts that individuals may react differently and expects this right to be generally respected.

Sexual harassment can involve behaviour that would be also an offence under the criminal law. For example, physical assault, indecent exposure, sexual assault stalking or obscene communications.

#### **What can you do if you are being harassed?**

- Do not ignore the harassment (ignoring the behaviour could be taken as tacit consent);
- Inform the offender that the behaviour is offensive, unacceptable and against Committee policy; and
- Seek assistance in having the behaviour stopped. This may include making a report or a complaint.

#### **Who can assist you in making a report or complaint?**

If you feel that you are unable to resolve the matter yourself, the following people will be able to assist you:

- Acting Chief Executive
- Chief Stipendiary Steward
- Harassment Contact Officer

Stewards are empowered to investigate allegations of sexual harassment and to lay charges and impose penalties under certain Rules of Racing, including:

**AR 8.** To assist in the control of racing, Stewards shall be appointed according to the Rules of the respective Principal Clubs, with the following powers:-

**(d)** To regulate and control, inquire into and adjudicate upon the conduct of all officials and licensed persons, persons attendant on or connected with a horse and all other persons attending a racecourse and to punish any such person in their opinion guilty of improper conduct or unseemly behaviour.

AR 175. The Committee of any Club or the Stewards may punish:

(a) Any person, who, in their opinion, has been guilty of any dishonest, corrupt, fraudulent, improper or dishonourable action or practice in connection with race.

- TAFE Course Counsellors

Apprentice jockeys and trainees enrolled at TAFE, can phone their local TAFE campus and ask to speak to the counsellor.

In addition to the personnel listed above, you may approach the Equal Opportunity Commission for independent advice at any time.

#### **What will happen if you make a complaint or report?**

Any complaints or reports of harassment will be treated quickly, seriously and sympathetically and will be investigated thoroughly, impartially and confidentially.

Managers, supervisors and the Harassment Contact Officer must act immediately on any reports of harassment. Staff and/or Industry participants will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

#### **What will happen to the person against whom you have made a complaint?**

Appropriate action, where necessary, will be taken against anyone including staff or an independent contractor who is found to have sexually harassed a co-worker, or any other person during the course of their employment or contract.

#### **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

# INFECTIOUS DISEASES

Trainers are reminded it is their responsibility to comply with all Club and Australian Rules of Racing in relation to infectious diseases including but not limited to:

- Strangles
- Equine Influenza
- Hendra Virus
- 

## POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: January 2008
Policy Maintained by: Garry Buchanan Title: Safety Officer	Date Revised: January 2012
Date Reviewed: November 2018	Current version: 2

## JUMPOUTS

Up to six jumpouts will be held on the Acton Track every Wednesday under the following conditions:

1. Jumpouts will be conducted generally at 8.20am, 8.40am, 9am & 9.20am.
2. Top tracks will close at 8am sharp or as notified to allow the jump outs to be conducted.
3. On days on which jump outs and barrier trials are conducted on the same day, the top tracks will close at 7am and the jump out start times will be 7.20am, 7.40am, 8am & 8.20am. Barrier trials will then commence at 9.30am with horses to be on course by 9am.
4. If need be preference will be given to horses on the following basis:
  - Unraced horses nominated for Canberra within one week.
  - Horses nominated for Canberra within one week.
  - Horses nominated for a metropolitan meeting within one week.
  - Unraced horses not nominated for Canberra or Metropolitan.
  - Raced horses.
  - If after all ballot conditions have been exhausted & numbers still exceed the field limits, trainers with five (5) or more runners nominated will be placed in the ballot.
5. When nominating, trainers must state the Class of horse, and if you wish to gain preference, the meeting the horse is nominated for.
6. Nominations are to be made on the crossing hut recorded telephone number: 0438 486 808 and close at 9am each Tuesday.
7. Trainers with runners engaged in the jumpouts must supply a registered person to assist in loading the horse into the barriers. Such registered person must wear properly fitting and fastened protective gear in accordance with the "Protective Gear at Jumpouts & Barrier Practice" policy. Failure to do so may result in the horse being withdrawn.
8. Canberra Racing Club will supply a starter for the jumpouts. The starter is not permitted to assist with the horses. The starter will have total authority at the jumpouts to give directions to horse handlers and riders and to order the withdrawal of any horse for any reason.

Trainers who prefer to complete fast work on a Wednesday prior to a Canberra Friday meeting or for any other meeting should note that on Wednesdays all fast track work closes at 8am sharp. The bottom slow work track will remain open until 10.00am.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: July 2013
Date Reviewed: November 2018	Current version: 3

## LICENSING REQUIREMENTS TO TRAIN AT THOROUGHBRED PARK

The use of all or any of the training facilities at Thoroughbred Park is subject to the prior approval of the Canberra Racing Club.

All trainers must conduct their training operations within the Australian Rules of Racing and the Local Rules of the Canberra Racing Club and conditions as determined by the Committee of the Canberra Racing Club. Trainers must also comply with all Australian Capital Territory law in relation to all matters involving the operation of their business and employment of staff.

All trainers must lodge an 'Application for Permission to Train at Thoroughbred Park – Canberra Racing Club' form with a copy of a current Workers Compensation Certificate of Currency, thus proving ACT Workers Compensation cover. A copy of all renewals of this Workers Compensation Certificate of Currency must be lodged with the Club.

All trainers must hold a current permit to train as issued by RacingNSW. It is the trainer's responsibility to ensure all jockeys, apprentices, track riders and stablehands riding or handling horses, have the appropriate and current license issued by RacingNSW.

All trainers must make application to train at Thoroughbred Park annually by completing an 'Application for Permission to Train at Thoroughbred Park – Canberra Racing Club' form.

All trainers approved to train at Thoroughbred Park must complete stable returns for their horses, which indicate the place of training as Canberra.

All trainers must obey any directions given to them by the Chairman of Stewards, Racecourse & Facilities Manager, Track Work Supervisor, Equine Pool Attendant or approved Officials of the Club.

In the event of an accident where an approved Club Official suspects injury to a person, he/she will call an ambulance.

It is the responsibility of all trainers to ensure all staff members, including track work riders, are aware of and abide by all rules and regulations in place at Thoroughbred Park.

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

## LOOSE HORSE ON THE TRACK

As part of an ongoing commitment to safety, Canberra Racing Club has formed the following Safety Policy;

**In the event of a horse dislodging its rider on the track, or becoming loose for any reason;**

- ❖ No person, other than a club official, is to enter the course proper in an attempt to divert the running horse into the saddling enclosure, or to attempt to stop a running horse in order to catch it unless that person is under the supervision of the stewards, or the safety officer, or a Club nominated official.
- ❖ All personnel assisting in the catching of a loose horse must abide by directions given by the stewards and club officials.

**Gate attendants are instructed to restrict access to the track in the event of a loose horse.**

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: February 2006
Policy Maintained by: Garry Buchanan Title: Safety Officer	Date Revised:
Date Reviewed: November 2018	Current version: 1

## MANURE BINS

The Club will remove manure from the allocated manure bins however it is the Trainers responsibility to ensure that manure is placed within the bin areas and that no other rubbish is placed in these areas.

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: June 2017
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

## MONTHLY LICENCE FEES

Each trainer will be issued with an annual license to train at Thoroughbred Park and will be charged monthly based on the table below:

Category	Monthly fee effective from 1 July 2018
Up to 1 horse	\$55.65
Up to 3 horses	\$166.95
Up to 6 horses	\$333.89
Up to 10 horses	\$556.00
Up to 15 horses	\$834.73
Up to 20 horses	\$1,112.98
Up to 25 horses	\$1,391.22
Up to 30 horses	\$1,669.46
Up to 35 horses	\$1,947.71
Up to 40 horses	\$2,225.96
Up to 45 horses	\$2,504.20
Up to 50 horses & above	\$2,782.44
Off-Course with Canberra on stable return	\$125.51 unlimited number of horses per month or \$10.03 per horse per visit
Off-Course with other than Canberra on stable return	\$251.02 unlimited number of horses per month or \$10.03 per horse per visit
<b>Prices are exclusive of GST</b>	

Trainers are permitted to change from one category to another from month to month, simply by advising the Canberra Racing Club's Acting Finance Manager in writing. The Racing NSW Stewards or Club officials will periodically check the number of horses each trainer has in work. Notification of changes must be made in the relevant month. Changes will not be accepted retrospectively.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: December 2006
Policy Maintained by: Andrew Clark Title: Acting Chief Executive	Date Revised: July 2018
Date Reviewed: November 2018	Current version: 8

## MOTOR VEHICLES IN THE STABLE AREA

The only vehicles permitted in the stable area are: -

- Trainer's vehicles.
- Farrier's vehicles.
- Feed merchants after 10am.
- Manure Collectors after 10am.
- Commercial floats and trainers' floats for horse pick-up and delivery only.
- Veterinarian's vehicles for veterinary work.

All people who are permitted vehicle access to the stable area need to apply to the Canberra Racing Club for a key to access the stable area.

Horse floats and trucks can be parked inside the stable area but must be parked in a manner which does not interfere with horses, stables, etc.

Vehicles not permitted: -

- Jockey's vehicles.
- Owner's vehicles.
- Staff vehicles, including Foreman.
- Any other visitors, salespersons, horse practitioners, etc.
- Unattended trailers, horse floats and trucks are not to be left in the communal stable area at any time.

Reaffirmed at Trainers Meeting 22 July 2010

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: 22 July 2010
Date Reviewed: November 2018	Current version: 2



# OCCUPATIONAL HEALTH AND SAFETY POLICY

The Canberra Racing Club is committed to providing a Safe and Healthy environment for all its employees and visitors.

The Chief Finance Officer, is responsible for the implementation and monitoring of this policy. The health and safety duties of management at all levels will be detailed, and Club procedures for training and back-up support must be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed

## Duties

Recognizing the hazards occurring in the Thoroughbred Racing industry, the Club will make every reasonable effort to prevent accidents, protect employees and visitors from injury and promote and protect the health, safety and welfare of everyone using our facilities. To this end:

### Management will:

- observe, implement and fulfill its responsibilities under the Acts and Regulations which apply to the industry;
- ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed;
- make regular assessments of health and safety performance and resources in co-operation with those with designated and elected health and safety functions;
- ensure that all specific policies operating within this company - fire and explosion, purchasing, dangerous goods, noise, training, first aid and systems of work - are periodically revised and consistent with company health and safety objectives;
- provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the company. (Company procedures and training arrangements to be followed); and
- be informed of all incidents and accidents occurring on the company premises or to company employees so that health and safety performances can accurately be gauged. (Company procedures to be followed in all instances).

### Employees of the Club

- have a duty to take all reasonably practicable steps for their health and safety and of others affected by their actions at work;
- must comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions;
- must not willfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of company employees; and
- must, in accordance with agreed company procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives.

This policy will be regularly reviewed to ensure account is taken of any company and legislation changes.

**Andrew Clark**

**Acting Chief Executive Officer**

**30 June 2010**

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: January 2008
Policy Maintained by: Garry Buchanan Title: Safety Officer	Date Revised:
Date Reviewed: November 2018	Current version: 2

# OPERATIONAL REGULATIONS FOR TRACK WORK AND ORGANISED JUMP OUTS

**NOTE; Failure to comply with the following regulations may result in approval to ride track work or jump outs at Thoroughbred Park being withdrawn.**

Canberra Racing Club must approve all riders wishing to ride track work at Thoroughbred Park.

Prior to approval being granted, an applicant must successfully complete a Competency Assessment and Workplace Induction.

## **CONTACTS**

Racing NSW Steward	02 6204 0011 (office)
Safety Officer	0411 254 116 (mobile)
Track Hut Supervisor	0438 486 808 (mobile)
Racecourse & Facilities Manager	0418 609 986 (mobile)

## **REGULATIONS**

### **1) SAFETY and RIGHT OF WAY**

- a) When entering any track, do not enter as another horse is approaching on the track; you must give way to a horse that is working and approaching you.
- b) A maximum of three horses can be worked abreast of each other on any track.
- a) When overtaking another horse, overtake on the inside. A slower working horse must give way to a faster working horse. The slower working horse must move out to allow the faster horse to pass on the inside.

### **2) SAFETY IRONS**

- a) All track work saddles must be equipped with safety irons of a design approved by the Stewards. Both feet must be in the stirrups at all times while riding.  
*The most common safety irons can be recognised by the outside side bar curving forward, this allows the foot to come free in the event of you being dislodged from the horse.*

### **3) SAFETY VESTS**

- a) All riders riding a horse on any part of Thoroughbred Park – including all associated car parking areas – must wear an approved protective vest. NOTE: it is an offence to modify a protective vest in any way. The vest must be zipped up or fastened.

### **4) SKULL CAP**

- a) Manufacturers advise that skullcaps are no longer serviceable after five (5) years since the date of manufacture. All riders (including stablehand and trainers) are reminded under the Australian Rule of Racing AR87AA that such helmets must immediately be replaced in accordance with Australian Rule of Racing AR 87. Furthermore if the skullcap sustains a severe impact or if the rider suffers from concussion following a fall, the skullcap must immediately be replaced.

NOTE: a skull cap used by you must be a type that is approved by the Stewards. If in any doubt about your skullcap – check with the Stewards. *When you wear your skullcap on a horse; you must have the chinstrap fastened at all times.*

### **6) APPROVED GEAR**

- a) Any gear that you use on a horse (bits, bridles etc.) must be of a type approved by under the rules of racing.

## **7) DRUGS and ALCOHOL**

A rider commits an offence and may be punished if a sample taken from him/her is found upon analysis to contain the presence of a substance banned by AR 81B, or, he/she refuses or fails to deliver a sample as directed by the Stewards to do so.

NOTE: you are always subject to random testing while handling or riding horses at Thoroughbred Park.

## **8) ORGANISED JUMPOUTS**

- a) In the interest of safety, riders must be at least three lengths clear of any other horse when crossing over in an Organised Jump out.
- b) In the interest of safety, riders must stop riding their horse along with hands and heels and/or the whip if the horse starts to shift ground. Riders are required to straighten their horse immediately.
- c) Riders must wear safety goggles when participating in Organised Jump outs.
- d) A maximum of six horses are permitted in any one jump out.
- e) Racing colours may be used instead of a reflective vest at the trainer's discretion.

## **9) PERSONAL PROTECTIVE EQUIPMENT**

- a) When riding a horse on any part of Thoroughbred Park mandatory safety equipment (personal protective equipment) must be worn at all times. The safety equipment to be worn is;
  - i. Approved helmet,
  - ii. Approved safety vest,
  - iii. Approved riding boots,
  - iv. Approved high visibility vest which complies with the Australian Standard and is labelled 'For Day and Night use',
  - v. Two lights *to be worn on either sides of skull cap and activated before sunrise,*
  - vi. Approved safety goggles *when riding in organized jump outs.*

## **10) THUNDERSTORMS**

- a) No outside operations are permitted on Thoroughbred Park during or immediately following a thunderstorm. The Track Supervisor will close all tracks until such time as he deems it safe to reopen.

## **11) BLACKOUTS**

- a) In the event of a power blackout before first light track work will cease.

## **12) RIDER DOWN**

- a) Track work shall cease in the event of a rider being dislodged and is immobile on the track; whether he/she is being attended to or not.
- b) No rider is permitted to allow his horse to continue past an injured rider who is on the ground unless that rider has moved or been moved safely outside the railings and his/her safety is not compromised.
- c) Any horse approaching an injured rider must be pulled up.

## **GENERAL INFORMATION**

### **1<sup>st</sup> AID OFFICERS**

There are several 1<sup>st</sup> aid trained personnel at Thoroughbred Park – among them are;

- The Track Supervisors, located at the main track entry point. Mobile 0438 486 808
- The Safety Officer, usually located at the equine pool, or on mobile 0411 254 116

## **BARRIER PRACTICE**

The practice barriers are located on the outside of the sand track near the home turn. A maximum of three horses are permitted to jump together at any one time.

**The practice barriers are NOT to be used on the days that horses are working “Melbourne way”.**

When you are using the practice barrier; do not interfere with – or upset in any way horses that are performing normal work on the sand or synthetic tracks. Stop all movement until the working horses have passed and safely out of range.

The Racecourse & Facilities Manager will consider requests for horses to use the practice barriers on the mornings of Monday and Friday. Any such request for Monday morning must be approved no later than 5pm on the preceding Friday, and a request for Friday morning must be approved no later than 5pm on the preceding Thursday.

If approval is granted the track supervisor will change the way of going for the inner sand to clock-wise direction from 9:00 am until track closing time.

### **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: July 2016
Date Reviewed: November 2018	Current version: 4

## PERSON/S RESIDING IN STABLES AT THOROUGHBRED PARK

In the interest of health and safety it is essential that the Canberra Racing Club is notified (by the completion of this form) of any person/s residing in stables at Thoroughbred Park.

This form should be completed and submitted to the Administration Office whenever there is a change of person/s residing in stables at Thoroughbred Park.

Please note:

- It is a requirement that appropriate ACTPLA (ACT Planning & Land Authority) approval has been received which permits that the stables can be used for residential purposes.
- Children under the age of sixteen are not permitted to reside at any stable. (Committee reserves the right to amend the conditions in relation to residential occupancy on the site).
- Where the stable tenant is not the stable owner the stable owner must acknowledge their approval of any person/s residing in the stables by also signing this form.

Stable Block Number		
Stable Owner		
Stable Tenant		
Person/s Residing at	Name	Contact Phone Number
Stable		

I/we hereby advise that I/we comply with the above conditions:

Signed: Stable Tenant:	Date:
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Signed: Stable Owner:	Date:
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### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: May 2010
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

## PROGRAMMING POLICY

Programs are generally prepared in 2 batches covering a six month period.

Programs will be distributed to Trainers and discussed at a Trainers meeting providing Trainers the opportunity to provide input and possible amendments prior to being ratified by the Canberra Racing Club Committee.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue:
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: December 2011
Date Reviewed: November 2018	Current version: 4

## PROTECTIVE GEAR AT JUMPOUTS & BARRIER PRACTICE

Licensed persons and Club officials are reminded that it is the Club's policy that any person physically assisting in the loading of horses at barriers – whether it is at jumpouts or practice stalls – must wear approved protective gear.

This includes a helmet and safety vest which adhere to the standards prescribed by the Rules of Racing and high visibility upper garment.

Failure to do so may see the person liable to penalty and also may have serious implications concerning insurance if an injury is sustained.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: 27 July 2010
Policy Maintained by: Andrew Clark Title: Acting Chief Executive	Date Revised: November 2012
Date Reviewed: November 2018	Current version: 2

## RACE FIELD LIMITS - COURSE PROPER

Distance	True	1-3 metre	4-5 metres	6-7 metres	8 metres	9-10 metres	Excess of 10 metres
1000m	14	14	13	12	12	12	- 1 per metre
1200m	16	16	16	14	14	12	- 1 per metre
1300m	16	16	16	15	14	12	- 1 per metre
1400m	16	16	16	15	14	12	- 1 per metre
1600m	16	16	16	14	14	12	- 1 per metre
2000m	16	16	16	14	14	12	- 1 per metre

Special Conditions:

\*Two Year Old and Maiden races limited to 14 starters.

\*Races restricted to apprentice riders limited to 12 starters

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: 2008
Policy Maintained by: Andrew Clark Title: Acting Chief Executive	Date Revised: 23 February 2010
Date Reviewed: November 2018	Current version: 2

## RACE FIELD LIMITS – ACTON TRACK

Field limit of 12 all starts – rail in fixed true position.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: December 2006
Policy Maintained by: Andrew Clark Title: Acting Chief Executive	Date Revised:
Date Reviewed: November 2018	Current version: 1

## RACING IN HOT WEATHER POLICY HORSES & RIDERS

(Adopted in full from Racing NSW)

This policy is in place to protect the welfare of and minimize the effects on race participants during hot summer days at all New South Wales/ACT race tracks.

### HORSE POLICY

Heat stress is occasionally seen after horses' race in hot weather. Most horses easily adjust to conditions of high heat and humidity. In general, thoroughbred races are conducted over relatively short distances, so maximal exertion in the heat only occurs for a short period. The amount of heat and generated body water lost is minimal compared to other endurance horse sports.

Heat stress after exercise is most likely to be seen on days when both the ambient temperature and relative humidity are high, and wind speeds are low or absent (conditions of high environmental thermal load).

Horses cool themselves efficiently by evaporative cooling. As sweat and water molecules evaporate from the skin these molecules absorb and remove body heat causing the horse to cool. If ambient temperature and humidity are both high this will slow the rate of transfer of heat from the horse's body into the environment and cooling will be delayed, increasing the risk of heat stress.

The Australian Bureau of Meteorology (BOM) is able to provide information on thermal comfort and heat stress indicators on a regional basis through its website, in the form of wet bulb global temperature or WBGT. True WBGT takes into account temperature, humidity, wind speed and solar radiation. However, the Bureau can only provide a calculated WBGT measurement which does not take into account wind speed and solar radiation. Nevertheless, the Stewards are able to access this information from the BOM website as it is

updated during the day, and therefore able to monitor for the possibility of adverse conditions for racing in hot weather.

Heat stress is most likely to occur on days when the ambient temperature is 35°C or above, or when the “WBGT shade” is 26°C or above.

It is the responsibility of the Chairman of Stewards acting at any race meeting to obtain the forecast conditions and monitor the NSW Thermal Comfort Observations as provided on the Bureau of Meteorology website (<http://www.bom.gov.au/products/IDN65179.shtml>) during the meeting.

**Signs of heat stress include:**

- rapid shallow breathing (panting)
- flared nostrils
- staggering gait/weakness
- agitated and distressed appearance
- irrational behaviour such as lashing out with hind limbs
- occasionally collapse

NSW and the ACT generally have a temperate climate where horses can easily become acclimatized to the heat and humidity of summer. There are occasionally a few days in summer that give rise to high environmental thermal loads, and the possibility of the occurrence of heat stress must be considered on these days. However, signs of heat stress can occasionally be seen during the cooler months, especially in spring when the days can be quite warm, but horses might still be carrying a winter coat, are trained in the cooler hours of the morning, and have not yet acclimatized to warmer daytime temperatures.

The susceptibility of an animal to heat stress does not solely seem to be influenced by temperature. Certain factors can adversely affect an individual horse's ability to withstand racing in hot weather including:

- traveling long distances prior to competition
- an excitable temperament
- younger horses may be less acclimatized to heat
- heavy sweating
- withholding drinking water on the day of racing (this is not a recommended practice in hot weather)

In the event a trainer being concerned at the manner in which any horse is coping with the prevailing conditions before its race (i.e. agitation, panting and/or excessive sweating) an approach should be made to the Stewards seeking to withdraw the horse whereby the Stewards may seek the opinion of the official veterinarian before considering such application.

**MEASUREMENT OF RISK**

*Measurement in Degrees Celsius by a Dry Bulb thermometer*

The measurement in degrees Celsius that we see in weather reports is simply air temperature, measured by a Dry Bulb thermometer. It does not provide a basis for assessing the potential risks from heat exposure.

*Effective Temperature using a Wet Bulb thermometer*

The combined effects of temperature, humidity and air movement can be described on a single scale. This is the Effective Temperature. Effective Temperature is calculated using a Wet Bulb thermometer (one whose bulb is cooled by evaporation)

**Level 1 policy:**

**This policy will apply on all race days where the forecast or current ambient temperature is 35°C or above, or the WBGT shade is 26°C or above.**

- Where possible program distance races in the anticipated coolest part of the day
- Where possible horses should be stabled out of the sun and in areas that are breezy
- Ensure adequate wash bays and hoses are available to enable rapid post race cooling of horses
- Ensure adequate horse drinking water is available



- Race club officials should be informed to have ice, water, scrapers and extra hoses available. Race club staff should provide large bins at the hose bays and ensure these are continually stocked with bags of ice and water to assist in the cooling of horses
- Ensure the swabbing stall is as cool as possible - i.e. by allowing adequate ventilation and providing fans/air-conditioning
- Consideration be given to employing an additional official veterinarian to patrol the stable area and monitor recovering horses
- Stewards will minimise the time that horses are required to parade or be held in mounting enclosures both pre- and post-race or behind the starting barriers

Evaporative cooling, particularly sweating, is the most important means of dissipation of body heat for the exercising horse. The liberal application of cold water in shaded, well ventilated places will greatly assist the processes which enables horses to lose excessive body heat on hot days.

Using the evaporation principle it is possible to assist horses to cool after racing in hot weather:

- 
- “Wet and Walk” – as water evaporates from the skin surface it removes body heat causing the horse to cool. The evaporation rate improves if horses are frequently hosed, excess water scraped from the coat and then walked in shaded, breezy areas
- Horses may need to be hosed and scraped several times in between walks
- Bucketing ice cold water over the horse may assist in the recovering of a heat affected horses but is not considered mandatory
- Horses should be allowed to drink as much fresh, clean water of ambient temperature as they require after racing
- Horses must be allowed sufficient time to adequately cool down before being floated back to their stables

**The official race day veterinarians** will scrutinize all horses –

- In the race day stall area prior to presentation in the mounting yard
- Presented in the enclosure pre-race
- On arrival at the barriers
- On return to the enclosure post-race
- While detained in the swabbing area (either pre or post-race)

If the official veterinarian is concerned about a horse’s condition pre-race, they shall immediately report their concerns to the Stewards.

Any horse found to be exhibiting signs of heat stress will be given appropriate treatment. Appropriate treatment shall include –

- Repeated application of cool water to the entire body of the horse, followed by scraping excess water from the horse,
- Positioning of the horse in a cool shaded location, preferably with access to breeze or air flow,
- Walking the horse slowly in a breezy area between bouts of hosing,
- Oral and/or intravenous fluid therapy if indicated,
- Corticosteroid anti-inflammatory treatment if considered indicated or if there is a slow response to physical cooling.

The official veterinarian should have an adequate supply of relevant treatments on hand for emergency use.

Race clubs must ensure adequate running water is immediately available to thoroughly and repeatedly wet affected animals in order to maximize conductive/evaporative cooling. An adequate number of hoses should be provided for this purpose in the mounting enclosure and the race day stalls by the Club conducting the meeting. They must ensure all relevant hoses are connected, have adequate water pressure, and are manned by experienced personnel in the mounting yard.

#### **Level 2 policy:**

**In the event that the forecast or current ambient temperature for a race day is 38°C or above, or the WBGT shade is 28°C or above,** Stewards must take advice from the official veterinarian/s in considering whether to proceed or modify the program for that race meeting.

Modification of a race program might include the advancement or delay in a schedule if it appears likely the extreme conditions might ease or be avoided.

Should the **Stewards** determine to continue the racing program, in addition to the measures listed in the Level 1 policy, they may instruct that –

- An additional official veterinarian be provided
- Additional equipment be provided by the race club to assist the comfort of horses
- An official veterinarian be available post race at a position for riders to report concerns regarding a horse
- Riders, if they become concerned at the condition of their mount post-race, proceed to the official veterinarian position on the track
- A specific air-conditioned stall be set aside for recovery purposes
- The minimum period prior to the race for horses to be required on course may be reduced
- Pre and post-race parades be abandoned and the period horses are required behind the barrier minimized

The **official veterinarian/s** will, in addition to duties described in the Level 1 policy, scrutinise all horses –

- Upon arrival on course – in particular, horses identified as travelling in excess of one hour to attend the meeting. Any horse observed to be showing signs of discomfort pre-race as a result of the hot conditions should have its rectal temperature measured. If a horse is observed with an elevated rectal temperature pre-race (e.g. in excess of 38.5°C) it should be monitored and consideration be given regarding its suitability to race.
- Detained in the swabbing area (either pre or post-race) to monitor horses that are sweating excessively or appearing distressed during the sampling procedure.
- Immediately post-race, in particular for any horse where its rider becomes concerned about its condition.
- Subsequent to the race, to ensure all horses have recovered appropriately to permit travel. No horse may leave the course without the approval of the official veterinarian.

#### **RIDER POLICY**

In any sporting activity, heat stress increases with increasing air temperature. This is most strongly reflected by increased discomfort, but also by increased sweating. Stress also increases with rising absolute humidity which impairs sweat evaporation.

Vigorous exercise in sport places participants at risk of heat illness which in hot and humid weather is greater because;

- During high intensity exercise in hot weather people may not be able to produce enough sweat for adequate cooling
- High humidity may prevent adequate evaporation of sweat. Extra caution also needs to be taken during unseasonal heat waves or unusually hot or humid weather whereby participants lack acclimatization.

#### **MEASUREMENT OF RISK**

##### *Measurement in Degrees Celsius by a Dry Bulb thermometer*

The measurement in degrees Celsius that we see in weather reports is simply air temperature, measured by a Dry Bulb thermometer. It does not provide a basis for assessing the potential risks from heat exposure.

##### *Effective Temperature using a Wet Bulb thermometer*

The combined effects of temperature, humidity and air movement can be described on a single scale. This is the Effective Temperature. Effective Temperature is calculated using a Wet Bulb thermometer (one whose bulb is cooled by evaporation).

#### **Level 1**

This policy will apply all days where the forecast temperature is 35°C (ambient temperature) or 26°C (WBGT) “shade” or above.

*Race-clubs:*

1. Jockeys room should be air-conditioned or at least have good ventilation and fans which provide evaporative cooling through air flow
2. An ample supply of fluids including ice, cool water and sports drinks be available in jockeys room
3. Cool water to be available to riders behind the barriers
4. Whenever possible a Medical Doctor or trained medical/first-aid person on-course be available to monitor the condition of riders
5. Ensure ample water is available in the jockeys room showers
6. Turn off heating elements in spas

*Stewards:*

1. Obtain the forecast conditions and monitor Thermal Comfort Observation as provided on the Bureau of Meteorology  
<http://www.bom.gov.au/products/idnb5179.shtml> during the race meeting
2. Ensure that the protocols for racing in the hot weather as required of the race clubs are in place before the commencement of racing
3. Minimize the time that the riders are required to be away from the jockeys room and in the direct sun light by shortening the pre and post race parades of horses and the period horses are behind the starting barriers
4. Discretionary checking of jockeys who have riding engagements at low weights looking for general symptoms of fatigue, nausea, dizziness and irritability. Alert medical attendants to review any jockey where there is a concern

*Riders:*

1. Ensure that riding engagements agreed to do not extend to weights below the jockey's minimum riding weight
2. Proper weight management in the days leading up to a race meeting with the avoidance of using home saunas or spas on the day of racing
3. Do not take extreme "last minute" measures which will result in the rider being unduly dehydrated or whereby use of the raceday spa is needed to meet weight requirements
4. If feeling unwell or experiencing dizziness or undue dehydration advise the Stewards who will arrange medical attention
5. Between rides reduce their core temperature by sponging with cold water or cold showering. There are a number of cooling garments and cold packs that are commercially available for jockeys that can be applied between races
6. Maintain a regular fluid intake during the race meeting to replace fluid losses from excessive sweating. Appropriate fluids include water, and sports drink preparations with electrolyte additive. The partaking of soft drinks containing sugar or caffeine based energy drinks are to be avoided as they will further add to dehydration through their natural diuretic effects.

**Level 2**

This policy will apply to all days that the forecast temperature is 38°C (ambient temperature) or 28°C (WBGT shade) or above and are in addition to the measures listed in Level 1 of this policy.

*Stewards:*

1. Will consider at this point whether abandonment or modification of a race meeting is advisable and will continue to closely monitor conditions throughout the course of the day. Modifications of a race program might include the postponement, advancement or delay in a schedule if it appears likely the extreme conditions might ease or be avoided
2. Contact the race-club at the earliest appropriate time prior to the race meeting to ascertain whether a doctor or suitably trained medical/first-aid person is available to monitor the welfare of riders with such person to be stationed in or close to the jockeys room
3. Take all measures to restrict to a minimum the time a rider is required to be out of the jockeys room and in the direct sunlight by abandoning pre and post-race parades of horses and restrict to a minimum the period horses are held behind the starting barrier
4. If a rider is dehydrated during the course of a raceday and particularly if medical advice indicates it is advisable for a rider to rehydrate, that a sympathetic view be taken to any application to ride ½ kg overweight
5. Adopt a sympathetic approach to an application for a rider on medical grounds to be permitted to forgo any or all riding engagement on that day

*Riders:*

1. Riders should endeavor to regulate riding engagements so as not to over commit
2. themselves with regard to the overall number and spacing of race rides
3. Report to the Stewards and/or the Club's Medical Officer any symptoms which might indicate heat illness.
4. Report to the official veterinarian position on track as designated if the rider is concerned with the condition of a horse post race on return to the mounting yard.
5. Due to extra weight loss caused by sweating during the course of strenuous race riding jockeys can afford to increase their fluid intake without increasing their weight
6. Symptoms of heat illness which may not appear obvious may include:
  - light headedness, dizziness - confusion
  - aggression or irrational behavior - nausea
  - fatigue

Later symptoms indicating more profound dehydration include:

- cessation of sweating - collapse
- ashen grey pale skin - altered consciousness
- obvious loss of skill and coordination/clumsiness or unsteadiness (These symptoms may indicate heat stroke which requires immediate medical treatment. Heat stroke must be treated as a medical emergency)

Factors that increase the risk of heat illness may include:

- high exercise intensity
- lack of fitness
- previous history of heat illness or heat intolerance
- high air temperature
- low air movement
- heavy clothing and protective equipment
- lack of acclimatization
- dehydration
- illness (including virus, flu, gastro)
- medical conditions (including asthma, diabetes etc)

Measures to minimize the risk of heat illness during rest period include:

- reducing clothing and resting
- assisting evaporating cooling with fans and water spray
- wetting/sponging of the skin
- applying ice packs to groin and armpits
- drinking cool water or sports drinks or taking ice

If in the opinion of a rider the conditions are becoming extreme to the point that it is detrimental to their health and safety immediately approach the Stewards.

Further information on workplace health and safety in hot weather is available on the following websites:

[http://www.workcover.nsw.gov.au/Documents/Publications/LawandPolicy/CodesOfPractice/cop\\_hotcoldinv\\_309.pdf](http://www.workcover.nsw.gov.au/Documents/Publications/LawandPolicy/CodesOfPractice/cop_hotcoldinv_309.pdf)

[http://www.health.nsw.gov.au/factsheets/environmental/heat\\_stroke.html](http://www.health.nsw.gov.au/factsheets/environmental/heat_stroke.html)

**Attachment to "Racing in Hot Weather Policy"**

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: 25 August 2009
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: July 2013
Date Reviewed: November 2018	Current version: 2

# RESTRICTED VISIBILITY TRACKWORK & JUMPOUTS POLICY

## Overview

Thoroughbred Park suffers from fog in the mornings in winter. The conditions which bring about fog are moist air (high humidity), cold clear nights and light and variable wind. The cold ground cools the immediate air above the ground to below its dew point which allows for visible water vapour. The light wind then stirs up the cool air and more water vapour is produced. Fog is in fact ground level stratus cloud. The main concern to a working environment is the reduced visibility associated with fog.

Just like cloud fog moves with the airflow, visibility can be as low as fifty metres one minute and eight hundred metres the next and then back to fifty metres the next. Because of this the supervisor must refrain from giving an estimate of when trackwork or jumpouts will resume if they are suspended.

## Policy

In the event of fog which restricts a clear view of at least two hundred metres either way from the Track Supervisors hut, the Track Supervisor will send an SMS message to trainers advising that the fog policy has been implemented.

The fog policy is as follows:

- The inside sand track is closed, and
- Restricted fast work permitted on the Acton track for accompanied horses only (see note 1), and
- Access to and exit from the Acton track is via the normal exit pathway, and
- Around the block trotting anti-clockwise only.

## NOTE

1. Restricted fast work; horses to be accompanied by another horse and rider and small lots only will be permitted on the track at any one time.

It is anticipated that there will be some disruption to track work in the event of fog so trainers are encouraged to liaise with the Track Supervisor in planning fast work on the Acton.

It is stressed that should the Track Supervisor observe that fog is so thick that he/she cannot see horses walking along the Acton exit pathway he/she will inform the Racecourse & Facilities Manager who may exercise the option of closing the tracks completely.

Trainers are to ensure that all their staff comply and understand this policy.

## Bottom Sand Track Visibility Policy

If the Bottom Sand Track Supervisor cannot see the horses entering or exiting any of the entry/exit gaps the track will be closed.

## POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: CEO	Original issue: May 2009
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
Date Reviewed: November 2018	Current version: 4

## RIDER ASSESSMENT

Any trainer who employs a staff member to ride trackwork at Thoroughbred Park must seek approval from the Club before the staff member commences riding. All riders must be assessed as to their competency by a Club appointed assessor. Racing NSW have a parallel assessment system to be carried out by a RNSW appointed assessor.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: CEO	Original issue: August 2017
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

## RIDERS WORKERS COMPENSATION COVER

The Canberra Racing Club has arranged insurance with Racing NSW that provides workers compensation insurance for all persons who meet the definition of being an “ACT Jockey” whilst they are riding in races, track work, barrier trials and jump outs.

An “ACT Jockey” is defined as:

“a jockey, apprentice jockey or other person who is registered as an approved rider, with Racing NSW”. An apprentice jockey must have completed the necessary apprentice documentation and be approved/registered as an apprentice jockey by Racing NSW.

Any person who does not meet this definition is not covered by the Club’s insurance scheme and must be covered by the trainer or owner/trainer that they are riding for.

To ensure that track riders are covered when riding track work, trainers or owner/trainers must ensure that they have a valid workers compensation policy in place and that the employee’s employment is recorded in accordance with ACT legislation.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Garry Buchanan Title: Safety Officer	Date Revised: June 2010
Date Reviewed: November 2018	Current version: 2

# SAFE FOOTWEAR

## Background

In September 2009 the Australian Rule of Racing (AR87A (3)) was implemented which states;

*"Australian Rule 87 (AR87A)*

*(3) Every person leading or attending a horse shall wear fully enclosed and substantial footwear of a standard approved by the Stewards. [subrule added 1.9.09]."*

The wording of 'substantial' and 'fully enclosed' can be open to different interpretations. Canberra Racing Club is concerned about the safety of all who operate on Thoroughbred Park and as such we have offered a simple explanation of the meaning of the rule. All registered people who handle horses on the Park will be required to comply with this rule.

## Substantial:

Leather topped, or  
Leather substitute such as rubber or synthetic rubber, or  
Gum boots, or  
Synthetic equestrian style long boots, or  
Boots or shoes equivalent to the above in structure.



## Not Substantial

Boots or shoes which would **not** satisfy 'substantial' would include cloth or canvass topped casual (sports) shoes.



## Fully Enclosed:

Means that the top of the shoe or boot should cover the entire top of the foot to at least ankle height.



## POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: October 2009
Policy Maintained by: Garry Buchanan Title: Safety Officer	Date Revised:
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## SAND TRACKS

### Bottom Slow Work Sand Track – Southern End

#### Notes:

- Open 4.00am – 10.00am Monday - Saturday
- The bottom track closed on Sundays
- The bottom track is for trot and canter only clockwise direction (Sydney way)

### Inner Sand Track Inside the Course Proper (Open 4.00am – 9.30am Monday – Saturday)

The Inner Sand Track inside the course proper is for slow work and pacework and the following directions apply on a daily basis: -

Monday/Wednesday/Friday anticlockwise - Melbourne Way  
Tuesday/Thursday/Saturday clockwise, - Sydney Way

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
Date Reviewed: November 2018	Current version: 3

## STABLE INSPECTIONS

The Club will conduct regular stable inspections which will audit but not restricted to the following:

1. Horse numbers,
2. Stable tenants,
3. 1<sup>st</sup> aid equipment requirements,
4. Electrical equipment safe and tested (and tagged),
5. Adequate and current (tested) fire equipment,
6. General condition of the stables, and
7. Horse welfare.

Each trainer will be informed by phone of the date of the audits.

#### **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: June 2017
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

## STABLE DOG POLICY

It is recognised that dogs form an integral part of security procedures at any stable complex. However, due to the very real possibility of an incident with the dogs when allowed to roam free outside of the stable yards it is essential that the following is strictly observed and policed;

- No owners or visitors or contractors will be permitted to bring a dog onto Thoroughbred Park at any time, regardless if they are restrained or not.
- All stable dogs must be restricted to within the individual stable complex at all times. This will mean that dogs must be on a leash or tied up when the stable gates are open. Special arrangements and agreements must be in place for shared stable facilities. If it is desirable to exercise the dog outside



the stable yards it must be on a leash outside of track work hours and not between 3:00pm and 5:30pm of an afternoon. No dog will be allowed to roam free outside of any stable complex.

- Trainers and tenants are reminded that all animals are to be treated and housed in a humane and satisfactory manner and in accordance with the Animal Welfare ACT 1992.

#### **PENALTIES FOR BREACHES OF THOROUGHBRED PARK DOG POLICY**

Owners of any dogs that are observed by Club officials to be in breach of the above policy may be subjected to the following penalties;

**A. Owners and visitors dogs at any time on Thoroughbred Park;**

- Immediate removal of the dog.

**B. Stable dogs outside stable yards unrestrained;**

- 1<sup>st</sup> offence - Verbal and written warning from Canberra Racing Club
- 2<sup>nd</sup> offence - \$100 fine to be paid to Canberra Racing Club
- 3<sup>rd</sup> offence - \$200 fine to be paid to Canberra Racing Club
- 4<sup>th</sup> offence - The Trainer and stable block will not be permitted to have any dogs on site and all dogs that have been on site must be removed.

Policy revised December 2008 (issued under separate cover to Trainers 18 December 2008). Superseded 'Dogs In Stable Areas And On The Racecourse' policy. Adopted by Committee 27 January 2009

#### **POLICY VERSION AND REVISION INFORMATION**

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Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: June 2010
Review date: July 2017	Current version: 2

## **THUNDERSTORM POLICY REGARDING TRACK WORK**

The Canberra Racing Club has adopted the following policy for track work in the event of oncoming storms.

1. The Track Work Supervisors will monitor weather conditions at all times.
2. The Track Work Supervisor will use the 30/30 policy adopted by most sporting organisations in New South Wales to assess the approaching weather.
3. The 30/30 policy is when lightning is sighted they will record the time until thunder is heard. If that time is 30 seconds or less, the thunderstorm is within 10 kilometres and as such is deemed dangerous. As most experts believe that the "safe" distance is no less than 10 kilometres, at this time **ALL** track work will cease.
4. The Track Work Supervisor will immediately close all tracks and cease all outside activity (walkers/ sand roll) and contact the Racecourse & Facilities Manager.
5. Tracks will not be reopened until the storm has sufficiently passed using the 30/30 policy.
6. In the event of tracks being closed for an extended period the Racecourse & Facilities Manager will make a judgement call on whether to extend track work hours on that day.

**No person shall pressure or attempt to influence Club staff into reopening the tracks before they deem it safe to do so**

#### **POLICY VERSION AND REVISION INFORMATION**

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Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: October 2012
Date Reviewed: November 2018	Current version: 2

## TRACK OPERATIONAL RULES FOR FAST WORK

Every horse prior to leaving the stable for track work or gallops is to be assessed to ensure it is not lame or sore and is free in its action. It must be assessed by the Trainer, Stable Foreman or a Senior Strapper capably or recognising these issues.

No horse is to be sent to the tracks for pacework or gallops missing a shoe. Horses must either be fully shod, bare in front or behind or bare on all four but not missing a diagonal shoe.

To spread the work load on the Acton track horses can be worked on the inside of the “witches hats” until 7:00am, after 7:00am horses can only be worked on the outside of the “witches hats”.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: June 2017
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: November 2018
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## TRAINERS WORK, HEALTH & SAFETY OBLIGATIONS

As employers Trainers have an obligation to ensuring the health and safety welfare of their employees and compliance with the relevant legislative requirements.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: June 2017
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## TRAINERS' DEBTS TO CANBERRA RACING CLUB

For the information of all trainers training at Thoroughbred Park at the meeting of the Canberra Racing Club Committee on Tuesday 24 February 2009 Committee endorsed a change of policy regarding trainers' debts with the Canberra Racing Club.

Effective 31 March 2009 should a trainer have a debt with the Canberra Racing Club for a period of time greater than two months Australian Rule of Racing (AR50) will be invoked. AR50 states "All nominations and entries are subject to approval, and the committee of any Club, or the stewards may decline to receive, or at any time after having received, reject any nomination or entry without giving any reason for so doing. If any nomination or entry be rejected under this rule, the fees paid in respect thereof shall be refunded". Consequently should a trainer have a debt with the Canberra Racing Club from on or before 31 January 2009 all nominations from that trainer for a Canberra Racing Club race, barrier trial or jump out at Thoroughbred Park or any other location on or after 31 March 2009 will be declined until such time as all debts are paid in full.

In addition should AR50 be invoked the trainer will receive notification that they have seven days to pay all debts in full otherwise their permission to train at Thoroughbred Park will be revoked, and access to all training facilities and land owned by the Canberra Racing Club will be denied.

### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: 24 February 2009
Policy Maintained by: Andrew Clark Title: Acting Chief Executive	Date Revised:
Date Reviewed: November 2018	Current version: 1

## TRANSFER OF RACE MEETINGS FROM TRACK TO TRACK

### Transfer to the Acton Track

In the event of the course proper at Thoroughbred Park being deemed unsafe for racing, the Canberra Racing Club has empowered Stewards to transfer a race meeting or races to the Acton Track after acceptances, subject to the following protocol.

1. The track is safe and suitable for racing.
2. Race meetings and/or races should only be transferred in instances where Stewards deem the Course Proper unsafe for racing and the meeting would ordinarily have been abandoned.
3. Races at distances of 1000 metres to be altered to 1080 metres.
4. Races at distances of 1200 metres to be altered to 1206 metres.
5. Races at distances of 1300 and 1400 metres to be altered to 1280 metres
6. Races at distances of 1600 metres to be altered to 1750 metres.
7. Races at distances of 2000 metres to be altered to 1900 metres.
8. All trainers shall be afforded the opportunity to scratch without penalty.
9. Should the field sizes exceed the safe barrier limit of the Acton track, horses are to be eliminated in ballot order as listed by RacingNSW handicappers.
10. Should horses be equal in ballot order, horses are to be eliminated by lot, by the Stewards.

### Transfer to the Course Proper from the Acton Track

In the event of the Acton Track at Thoroughbred Park being deemed unsafe for racing, the Canberra Racing Club has empowered Stewards to transfer a race meeting or races to the Course Proper after acceptances, subject to the following protocol.

1. The track is safe and suitable for racing.
2. Race meetings and/or races should only be transferred in instances where Stewards deem the Acton Track unsafe for racing and the meeting would ordinarily have been abandoned.
3. Races at distances of 1080 metres to be altered to 1000 metres.
4. Races at distances of 1206 metres to be altered to 1200 metres.
5. Races at distances of 1280 metre to be altered to 1300 metres
6. Races at distances of 1750 metres to be altered to 1600 metres.

7. Races at distances of 1900 metres to be altered to 2000 metres.
8. All trainers shall be afforded the opportunity to scratch without penalty.
9. All trainers will be afforded the opportunity to scratch without penalty.

#### POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Committee Canberra Racing Club Title:	Original issue: 28 July 2009
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: July 2014
Date Reviewed: November 2018	Current version: 2

## USE OF THE COURSE PROPER

Trainers are permitted to use the Course Proper for training of horses under the following conditions:

- Trainers are allocated a maximum number of horses they can work each Tuesday which is based on the category of licence fee paid, see table below.
- Any horse may be galloped. Unraced horses are not allocated additional days and fall within each Trainer's allocation of gallops for the week.
- Gallops are to be at a full working gallop or faster at least for the last 400m and preferably the last 600 metres (NO THREE QUARTER PACEWORK).
- Track Rider must on arrival at the track hut notify the Track Work Supervisor of the name of the Trainer and horse so that name can be recorded.
- Track Rider may have to await the Track Work Supervisors instructions prior to entering the course.
- All horses returning from all top tracks may have to wait before returning to stables when horses are working down the straight out wide, Track Riders are to observe Track Work Supervisors instructions.
- Track Riders to take care when crossing Course Proper either way.
- Course Proper opens at 6am during daylight saving time (will be revised after daylight saving).
- Gallop area is between the markers (hats).
- On Tuesdays prior to a race meeting markers will be on the outside of the Course Proper, close to outside fence.
- On Tuesdays after a race meeting horses are permitted to gallop between the rail and marker (hats).
- Horses galloping on the Course Proper are to exit the track by trotting down the outside of the 1600 metre chute and exiting through opening at the end of the chute.
- On Tuesdays Gallop Day return to the stables is via Randwick Road access road.

Licence Fee Paid By Trainer	Total Allocated Number of Grass Gallops Per Week
Up to 6 horses	1
Up to 10 horses	2
Up to 15 horses	3
Up to 20 horses	4
Up to 25	5
Up to 30 and above	6
Off course set fee of \$99.84 paid per month	2
Off course fee of \$8.38 paid per horse per visit	1 (gallop per week total)

#### Explanatory Notes:

- Trainers cannot save or bank up gallops or trade gallops with other trainers.
- Trainers with one gallop entitlement or an odd number will not be allowed a partner to gallop, arrangements must be made with another trainer for partnered gallops.
- The grass gallops entitlement will change according to the licence fee being paid as notified to the Club at the beginning of a month, licence categories will not be changed mid-month.
- It's the intention to always have the track at a Soft 5 rating or better for gallops.
- A breach of the rules will result in the Trainers grass track gallops being withdrawn for a month on the first occasion more severe penalties will be enforced for subsequent breaches.
- From Monday 9 December all Jumpouts for Wednesdays will close at 9.30am on Mondays.

- Course Proper will be closed for gallops given any of the following circumstances:
  1. If 8mm or greater of rain falls the day or night prior or during the morning of gallops.
  2. Essential renovation and repair work is needed to be under taken the day prior.
  3. There is excessive damage from racing on a heavy track when gallops are on the rail.
  4. Heavy frost.
  5. The Course Proper is generally closed from late April to mid-September each year.
  6. Racecourse & Facilities Manager considers closing the track is in the best interests of future racing.

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised: July 2015
Date Reviewed: November 2018	Current version: 6

## VACCINATIONS

Trainers are reminded it is their responsibility to comply with all Club and Australian Rules of Racing in relation to vaccinations.

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: December 2006
Policy Maintained by: Donna Berry Title: Executive Assistant	Date Revised:
Date Reviewed: November 2018	Current version: 1

## VISITING TRAINERS PERMIT APPLICATION

***A Visiting Trainers Permit may be granted to Trainers who horses are stabled at a location in excess of 150km from Thoroughbred Park.***

I hereby apply for a Visiting Trainers Permit to train at Thoroughbred Park for the period specified below and I agree and accept the terms under which this permit is granted.

NAME OF TRAINER: \_\_\_\_\_

ADDRESS OF TRAINER: \_\_\_\_\_

DISTANCE FROM THOROUGHBRED PARK: \_\_\_\_\_

NAME/S OF HORSES FOR WHICH PERMIT COVERS:

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NAME/S AND CATEGORY\* OF LICENSED STAFF ACCOMPANYING THE HORSE/S (refer to note 3) (\* i.e. Licensed Stablehand):

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REQUESTED FIRST DAY TO TRAIN AT THOROUGHBRED PARK:

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REQUESTED LAST DAY TO TRAIN AT THOROUGHBRED PARK:  
(Permit cannot exceed 7 days)

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### CONDITIONS UNDER WHICH VISITING TRAINERS PERMIT IS GRANTED

1. A Visiting Trainers Permit may be granted to Trainers who horses are stabled at a location in excess of 150km from Thoroughbred Park;
2. Permit is not to exceed 7 days, but at the end of 7 days can be re-issued at the discretion of the Acting Chief Executive and Track & Facilities Manager.
3. The only staff that may attend to or work with horse/s for which this permit is covered must be covered by Workers Compensation Insurance cover in the trainers home jurisdiction and be licensed

under the Australian Rules of Racing or the Local Rules of Racing. Further unlicensed individuals are not permitted to work or undertake voluntary work with or around horses at Thoroughbred Park;

4. Notwithstanding point two above Trainer may engage a NSW/ACT registered jockey, apprentice or approved rider to ride trackwork without the necessity of having ACT Workers Compensation;
5. If a Trainer engages staff in the ACT to attend to or work horses the Trainer must take out ACT Workers Compensation Insurance Policy to cover the worker employed (ACT Workers Compensation Certificate of Currency must accompany this application);
6. A copy of the Trainers current licence must accompany this application;
7. Trainer must abide by all Canberra Racing Club rules in relation to the use of the facilities at Thoroughbred Park and the Australian Rules of Racing;
8. Trainer must abide by and follow any lawfully given instruction or direction by any employee or appointed official on behalf of Canberra Racing Club;
9. This permit may be revoked for breach of any of the above conditions.

**SIGNATURE OF TRAINER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

	To be initialled/dated by person verifying information	Details of with whom the information has been verified (Persons Name & Organisation i.e. J Smith - RacingNSW)
Trainers Licence Verified (refer note 6 above)		
Licence of Trainers Staff Verified (refer note 3 above)		
<b><u>Workers Compensation Coverage Verified from the State in which the Trainer is Licensed (refer to note 3)</u></b> <b>OR</b> ACT Workers Compensation Certificate of Currency Verified (refer note 4 above)		
Applicant Notified	<b>Date Issued</b>	
Copy to Racecourse & Facilities Manager	<b>Date Issued</b>	
Copy to Track Hut	<b>Date Issued</b>	
Copy to Safety Officer	<b>Date Issued</b>	

**VISITING TRAINERS PERMIT APPROVED:** \_\_\_\_\_

(CEO or CRF Manager)

**DATE:** \_\_\_\_\_

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: September 2007
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## WARNING FERAL ANIMALS WILD LIFE AT THOROUGHBRED PARK

At Thoroughbred Park there are natural wildlife hazards that the Club cannot totally control. For example wildlife hazards may include foxes, bird life, kangaroos, feral cats, possums, straying or wild dogs, snakes or any other wildlife.

Trainers/Riders are advised that appropriate care should be taken at all times.

Policy Authorised by: Andrew Clark Title: Acting Chief Executive	Original issue: July 2010
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Date Reviewed: November 2018	Current version: 2

## WORKERS COMPENSATION

All persons approved to train thoroughbred horses at the Canberra racecourse must obtain an ACT Workers Compensation Insurance Policy which covers any employee/s or helper/s that are employed, albeit paid or unpaid, to assist with the trainers operations.

In its endeavours to assist trainers with obtaining more affordable workers compensation insurance coverage, the Club's Insurance Broker Marsh Pty Ltd, has established a relationship with CGU. Marsh are able to negotiate a monthly payment plan (subject to individual approval).

Should you be interested in being included in the CGU scheme arrangements application must be made through the Club's Insurance Broker, Marsh Pty Ltd. To enable Marsh Pty Ltd to make the necessary arrangements on your behalf please complete and forward the enclosed letter to Marsh Pty Ltd.

### POLICY VERSION AND REVISION INFORMATION

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