

Racing Queensland Limited

LICENSING SCHEME POLICY

Date Policy was Made

This policy was made on 1 July 2010.

Commencement Date

This policy came into effect on 1 July 2010.

Purpose

Section 81 (c) of the *Racing Act 2002* (Act) requires Racing Queensland Limited (Racing Queensland) to have a policy about its licensing scheme. Section 86 states the purposes of the control body licensing scheme are to ensure-

- (a) the integrity of racing activities conducted as part of the code; and
- (b) the safety of persons involved in racing or training animals; and
- (c) the welfare of licensed animals while involved in racing or training, or activities associated with racing or training

The Licensing Policy provides for a system for assessing applicants seeking to participate in the Queensland racing industry and a system for ensuring the ongoing suitability of licensees to remain licensed.

Policy Statement

It is Racing Queensland policy that persons will be licensed to participate in thoroughbred, harness and greyhound racing and race meetings supervised by Racing Queensland and training activities involving racing animals, if they:

- Satisfy relevant competency levels for the role they are performing as specified from time to time;
- Demonstrate an understanding of, commitment to and compliance with Racing Queensland's policies and rules of racing relevant to that person's occupation or function;
- Demonstrate that they can carry out their occupation or duties in a manner that ensures the safety of persons involved in thoroughbred, harness or greyhound racing; and
- Maintain the required level of integrity while engaging in racing and training activities.

Racing Queensland's licensing scheme policy establishes a system by which Racing Queensland ensures that persons involved in thoroughbred, harness and greyhound race meetings, training, and associated activities of racing animals and the breeding of greyhounds and harness horses in Queensland meet and maintain sufficient standards of probity and competency.

Any:

- individual wishing to participate as a stablehand, foreperson, attendant, driver, jockey, apprentice jockey, trainer, assistant trainer, track work rider, riders' agent, stud master (greyhound and harness racing only), bookmaker or bookmakers clerk, racing staff and training track operator (greyhounds only);
- in addition to that above, individuals wishing to participate as a owner, attendant, or racing staff in the greyhound code of racing;
- association or corporation wishing to participate as a club; or
- harness horse or greyhound that is to participate in races,

must be licensed/registered by Racing Queensland.

Licence Types and Criteria

The types of licenses that Racing Queensland may issue are set out in Annexure 1, Items 1, 2 and 3.

Criteria, qualifications and other requirements which from time to time apply are listed in a Licensing Manual.

Item 1 contains the licenses for the Greyhound code of racing.

Item 2 contains the licenses for the Harness code of racing.

Item 3 contains the licenses for the Thoroughbred code of racing.

National Police Certificates

Racing Queensland may at any time, including on application, request that a licensee or applicant provide a current National Police Certificate. Where a corporation is the applicant, all executive officers of the corporation may be required to submit such certificates. All convictions stated in a national police certificate will be considered relevant to the application for a licence. Where convictions are recorded, the Committee may request an interview with the applicant to discuss the charges.

Applying for a Licence

The licensing process is outlined in the Licensing Manual. General requirements may be found on the relevant form

Application Form

In completing the application form, the applicant will have to complete (where applicable):

- Relevant personal information, prior license history, financial position, evidence of competence, work history and experience
- Satisfactory identification
- National Police Certificate
- Medical certificate (riders/drivers)
- Authority provided for Racing Queensland to undertake enquiries into personal and professional affairs
- Undertakings to comply with process, policies and rules of racing
- Payment of non-refundable application fee.

How Racing Queensland will Deal with Applications

Applications will be dealt with in a timely manner determined by the category or type of licence and the level of assessment required to make a decision.

- The process is outlined above
- Inquiries may be made to confirm suitability to be licensed
- Receipts for payment will be issued
- Receipt of the application will be recorded on an appropriate register
- Applications which are incomplete, in error or without payment may be returned without processing.

Further Representations

Applicants may make representations in person, in writing or electronically to assist with their applications. Applicants in specified categories may be required to attend an interview. These categories include but are not limited to: trainers, riders' agents, bookmakers, and apprentice jockeys.

Grant, Issue and Form of a Licence

A licence will be issued in the form of a licence card or badge. When the licence is issued the licensee will be provided with the details of the type of licence, the period and any special conditions.

Information Notices

Applicants will be notified in writing of the outcome of their application. Where the application is refused or varied an information notice will be issued in the appropriate form as determined by Racing Queensland. Racing Queensland may decline to give a verbal notice of information.

Licence Renewal

Each licensee may be requested, by a date prior to expiry of a licence to:

- Confirm that information contained on any "Statement of Licensee Details" or renewal document is correct – or amend where relevant.
- Complete in full any renewal form required including details of insurance.
- Attach a completed medical certificate, including but not limited to if the licensee engages in riding or driving of horses, on any racetrack or registered training track.
- Attach details of payment of the applicable licence renewal fee.
- Sign any declaration relating to staff.
- Sign any agreement to the conditions of the licence.
- Pay the required fees, levies, insurances and taxes applicable from time to time.
- Licensees who owe debts of money to Racing Queensland may not be eligible for renewal until debts are paid.
- Any licensee who fails to renew their licence by the renewal date may be suspended, fined or cancelled.
- Any licensee who allows their license to expire may be immediately prevented from participating.

Surrender of a Licence

A licensee may at any time apply to Racing Queensland in the prescribed form seeking to surrender their licence.

Racing Queensland must consider the application and respond in writing.

A request to surrender a licence will not terminate any audit commenced by Racing Queensland into the affairs of the licensee. If Racing Queensland believes a licence has been surrendered in order to avoid protective action against the licensee, no further applications will be accepted from that licensee until a satisfactory resolution of outstanding matters is achieved.

Audit Program for Licensees

Racing Queensland undertakes a regular audit program for every category of licence based on risk management principles. Audit activity applies to racing animals, clubs, venues and participants for the purpose of deciding if they are suitable to continue to be licensed. A Racing Queensland audit of racing animals, clubs, venues and participants may be commenced as a result of:

- a random audit of a category of licence or regional area
- a written complaint provided by a third party to Racing Queensland regarding a licensee
- information gathered by a Racing Queensland employee which evidences that a licensee may have failed to comply with the conditions of their licence
- routine activity by Racing Queensland officers indicating the need for an audit of individuals or categories of licence; or
- requests from or responses to Government agencies and officials.

A Racing Queensland audit of a licensee may be in relation to:

- whether the licensee has the relevant qualifications or experience to hold a licence
- whether the licensee is disqualified from holding a licence
- whether a licensee has complied with one, more or all of the licence conditions including special conditions
- whether a person is a fit and proper person to be licensed
- whether the licensee is sufficiently financial to continue.

Should Racing Queensland audit a licensee and determine at the conclusion of the audit that the licensee no longer meets the requirements of the licence (either generally or specifically) or is not a suitable person to be licensed, Racing Queensland must take protective action against the licensee.

Auditing of Licensed Clubs

Auditing processes will consider the following matters:

- Current executive officers
- National Police Certificates for executive officers
- Constitution or amendment
- Listing of club financial members
- Audited financial statements including Auditors report
- Attendance numbers and other information
- Compliance with legislation
- Correct proceedings of meetings and AGM's
- Adherence to directions of Racing Queensland's stewards
- Workplace health and safety issues

In addition the audit will consider the following activities of the club during any one year licence period:

- The number of race meetings allocated
- The number of races held at each meeting
- The number of licensed (or registered) animals in each race

for the purpose of determining the effectiveness of the club.

Suitability of Licensees

All licensees and applicants for licences must meet and continue to meet suitability requirements. These requirements address whether or not a licensee is a “fit and proper person” to be licensed.

Criteria for a fit and proper person will be applied.

“Fitness”

- A person must be fit and able to perform the duties of the relevant licence
- Where a person is not physically fit to perform the duties of a particular license category in person, but is able to supervise and direct an exception may be considered provided there is no risk to other persons, animals or to the good conduct of racing and training. Such persons would require the facilities, equipment, experience, knowledge, and other personal qualities necessary for successfully functioning in this manner.
- Fit also requires the person to have the stated skills and knowledge required for a licence. Racing Queensland may require appropriate evidence of skills and knowledge through testing, training and assessment or other means.
- Fit includes the person’s mental fitness to make correct decisions in relation to behaviour by demonstrating a continuing moral commitment to good behaviour and good character.

“Propriety”

Propriety relates to the general level of integrity of the person. It is primarily concerned with general behaviour and conduct inclusive of:

- history
- reputation
- integrity
- honesty
- character

Propriety will be assessed on the basis of general behaviour and conduct, in particular:

- disciplinary history
- evidence of dishonesty
- behaviour towards officials and staff of Racing Queensland and other Queensland racing industry participants
- whether any conduct or statement likely to impact the person’s reputation and more broadly on the reputation of other licensees, Racing Queensland, officials of Racing Queensland and the Queensland racing industry
- demonstrated ability to consistently operate within the rules and policies of Racing Queensland and any other laws and regulations applicable to the conduct of the industry and its participants including gaming laws

- evidence of bad behaviour and misconduct including police records, court records and letters of complaint regarding the licensee
- A history of indebtedness particularly as a result of mismanagement or gambling problems
- A failure to adequately demonstrate sufficient and acceptable financial means to fulfil the requirements of the license
- where a licensee or applicant for a licence has been convicted of or pleaded guilty to a criminal offence in any state or territory of Australia or in any other country.

All offences will be considered, particularly those considered to have a direct impact on an applicant's suitability such as offences relating to:

- dishonesty, fraud or forgery
- cruelty to animals
- aggravated assault
- sexual assault
- possession, use or supply of illegal substances
- serious crimes

In general crimes committed in the last 10 years will be considered relevant.

Protective action against a Licensee

Should any licensee fail to comply with any condition of their licence, they may be subject to protective action.

Racing Queensland may become aware that a licensee has breached a condition of their licence in a number of ways, including but not limited to:

- During the course of a race day: - on these occasions, stewards of Racing Queensland conduct an inquiry at the conclusion of a race and interview all persons involved in the incident. If a Racing Queensland steward becomes concerned that a licensee may have breached a rule of racing, the steward must notify the licensee of the rule of racing that the licensee is alleged to have breached. The licensee must be afforded the right to respond to the allegation.
- During the course of an audit: - after undertaking preliminary investigations, an employee of Racing Queensland becomes concerned that a licensee has breached a condition of their licence.
- As a result of a report or information written or verbal provided by a third party including government agencies, animal welfare groups and bodies which indicates that a licensee may have failed to comply with the conditions of a licence.

Immediate Suspension of a Licence

Racing Queensland may immediately suspend any licence issued by it if:

- Racing Queensland is notified that a licensee is an excluded person, or
- A Racing Queensland employee forms the belief that the safety of persons or animals are in danger and that belief is reviewed and adopted by the Licensing Manager, Chief Steward or Director of Integrity Operations or another person appointed by the Board of Racing Queensland, or
- A licensee fails to pay a debt owed to Racing Queensland within 30 days or such other period of time agreed between Racing Queensland and the licensee or according to the credit policy in force at that time, or

- A licensee has been found guilty of or pleaded guilty to criminal acts that may bring into question the integrity of the Queensland racing industry or the safety or welfare of persons and animals involved in the industry whether or not a conviction has been recorded. Racing Queensland is not required to take into account any punishment applied in a court or tribunal when assessing additional responses under this policy, or
- A licensee has been charged with a serious offence/s.

Examples of reasons for immediate suspension of a licence include:

- Failure by a licensee to effect appropriate insurance which protects the interests of various persons involved in the Queensland racing industry, or
- Allegations of cruelty committed by a licensee towards animals
- Failure to provide for the feeding, watering, housing and treatment of horses or greyhounds indicating a lack of care for the welfare of animals, or
- Allegations of a licensee threatening employees should they inform Racing Queensland of breaches of Racing Queensland's policies or rules of racing.
- Allegations or charges of a criminal nature which require Racing Queensland to exercise a duty of care to participants or animals or to safeguard the integrity of the Queensland racing industry or to ensure the safety and welfare of other participants or the public who may be particularly at risk: young; female; apprentices and trainees; handicapped.
- A reasonable judgement that other licensees have been threatened or intimidated and the behaviour is likely to continue and that it is likely to be disruptive of racing and/or training.
- A judgement of a court in relation to debts incurred as a result of participation in the Queensland racing industry.
- A written request from a senior integrity official of another Australian or international racing control body.

Should Racing Queensland immediately suspend a licence, Racing Queensland must:

- Inform the licensee in writing as soon as possible but within 7 days
- Provide reasons in writing to the person
- Advise the suspended person of their rights to request in writing, a show cause hearing of the matter within 28 days of the request being received by Racing Queensland
- Provide the applicant with an opportunity to be heard and to call evidence in defence of the allegations should they request a hearing
- Advise in writing the outcome and reasons for the decision resulting from any show cause hearing

Racing Queensland may:

- consider a stay of the suspension where the show cause hearing is deferred or adjourned.
- at its discretion direct the suspended licensee to attend a hearing to show cause why the licence should not be suspended.

Licensing Register

Racing Queensland will maintain or have access to a register of all licensees, their details, history and records of activity in thoroughbred, harness and greyhound racing.

Exhibiting and Producing a Licence

The licensee or trainer of the licensee must be in possession of the licence at all times while the licensee is engaged in the training and racing of racing animals and be produced at the request of Racing Queensland officials.

Lost Licences

A licensee must notify Racing Queensland in writing within 7 days of becoming aware of having lost their licence, in which case Racing Queensland will provide a replacement licence within 14 days of the licensee:

- notifying Racing Queensland of the loss of the licence; and
- paying such fee as Racing Queensland may prescribe.

Change of Details of a Licensee

Licensees must promptly notify Racing Queensland in writing of:

- changes of address
- changes of stabling/kennelling or location of racing animals
- changes to the executive of any licensed corporation
- changes to the committee of any licensed club

Appointing Officials

Racing Queensland will appoint such officials as are necessary to provide for the requirements of its policy for a licensing scheme. Officials include stewards appointed under the applicable rules of racing, with the powers and functions assigned under this policy and other Racing Queensland policies and the applicable local and national rules of racing. Officials of Racing Queensland will be issued with identity cards.

Show Cause Notice

Racing Queensland may issue a show cause notice to a licensee requiring them to attend a hearing and demonstrate why they should not be suspended, cancelled or have conditions imposed. Examples of reasons for this include:

- Failure to pay debts incurred as a result of participation in the Queensland racing industry as evidenced by a judgement of a court or signed written complaints supported by evidence of the debt.
- Failure to pay wages and entitlements in whole or part to persons engaged to perform work connected to racing and training of racing animals.
- Recommendations from an inquiry by stewards
- A direction of the Licensing Committee based on a belief that the licensee may not be meeting the requirements of the licence.

Any reason that may otherwise be grounds for an immediate suspension of the licence.

Public Notice

An applicant for a licence may be required to give notice of the application by advertisement in a newspaper, any other publication including electronic, or by signage because of the particular nature of the application.

Provisional or Temporary Licenses

An interim licence may be issued subject to subsequent ratification by the Licensing Committee. The Licensing Committee may delegate power to grant such interim licenses and impose conditions and procedures as it sees fit. Any exercise of this power must be conveyed to the Licensing Committee at its next meeting. The circumstances may vary but in general the need to exercise this power will relate to:

- The changed circumstances of a licensee and the urgency of the situation.
- The need to ensure the efficient conduct of a race meeting or training event including the approval of visiting licensees.
- The need to ensure the welfare of animals.
- Ensuring that licensees are instituting sound financial practices.
- In general the following Racing Queensland officials have such power:
 1. The Chief Executive Officer
 2. The stewards as authorised by the Chief or Deputy Chief Steward
 3. The Licensing & Training Manager
 4. The Director of Integrity Operations

Stablehand and track rider applicants may be issued with a temporary license subject to conditions including a fixed period to allow employers to replace staff at short notice and for new licensees to start work as soon as possible.

Conditions of a Licence

Racing Queensland may impose conditions on any licence particular to a licensee, a category of licence, a region or location, or in any manner it considers necessary. It is a condition of any licence that the licensee must:

- Make themselves available for any interview or inquiry if requested
- Allow access and inspection of any stable or property used for training or keeping of race horses or greyhounds
- Allow Racing Queensland officials access to staff employed in connection with the licence
- Allow Racing Queensland officials access to any licensed animal and provide details of its location and training
- Notify Racing Queensland within 14 days if charged with any criminal offence, if made bankrupt or becomes the subject of a court judgement requiring payment to a Queensland racing industry participant or provider.

Racing Queensland will, from time to time, establish for each category of licence:

- a non-refundable application fee payable upon application for a licence; and
- a licence renewal fee.

These fees may be published in the Racing Calendar and on Racing Queensland's website at: www.racingqueensland.com.au . Unless otherwise agreed, payment of these fees is a pre-condition to a licence being granted.

Right of Review

Applicants who are dissatisfied with a decision regarding a licence application may request a review of the decision by the Licensing Committee. Requests must be in writing and can only be considered if new and relevant information is provided.

Appeals may be made to the Queensland Civil and Administrative Tribunal (QCAT) as successor to the Racing Appeals Tribunal under Section 150 of the *Racing Act 2002*. This includes appeals against a decision to:

- refuse to grant or renew a licence, or
- take protective action, or
- suspend or revoke a licence.

Apprenticeship Arrangements

Employers of apprentices and the apprentices have obligations to each other, to Racing Queensland, to Government bodies and to the Queensland racing industry. Racing Queensland will act to ensure that apprenticeship arrangements in general provide the necessary efficiency, flexibility and quality required for the future needs of the Queensland racing industry. Racing Queensland will implement the necessary structural arrangements to provide for the recruitment, training and employment of apprentices.

Arrangements must be equitable and not favour one party over another. Arrangements must ensure that apprentices are employed, trained and mentored satisfactorily.

Where arrangements individually or collectively fail to protect the interests of parties or the Queensland racing industry, Racing Queensland will act to enforce obligations, apply disciplinary measures, resolve issues and if necessary cancel arrangements with or without the consent of the parties. Employers cannot stand down apprentices without approval from Racing Queensland through the Training Manager or Chief Steward.

The criteria for action may include the following:

- Failure to pay the correct wages and entitlements
- Failure to complete documentation and maintain records for wages, licences and training.
- Failure to provide training, mentoring and support
- Lack of cooperation and support for the apprentice's training and development
- Lack of opportunities for the apprentice
- Poor work ethic, misbehaviour and absenteeism of the apprentice from work and training
- Mistreatment, bullying, harassment, abuse and intimidation
- Excessive working hours, inappropriate or unsafe work practices and inadequate rest.
- Serious misbehaviour by either party
- Disqualification of either party
- Breach of any apprenticeship code of conduct or similar undertaking

Mutual Recognition Agreements

Racing Queensland provides for the requirements of the Trans Tasman Mutual Recognition Arrangement and the Mutual Recognition Agreement. Successful applications under these agreements will be implemented by Racing Queensland.

Requirements for the approval of stables, kennels, registration of staff and animals must still be met under this Licensing Policy and the Rules of Racing.

In general Racing Queensland will recognise licences issued in New Zealand on completion of an application as a visiting licensee. The category of licence to be issued will be that applicable in Queensland for Queensland licensees with similar qualifications, background and experience. As stated by the legislation, conditions may be attached in order to achieve equivalence.

Intra-state or Visiting Licence Arrangements

Racing Queensland recognises licences issued by other Australian control bodies under the Australian Rules of Racing as a starting point for the issuing of visiting licences or reciprocal Queensland licences if appropriate. The normal requirements for Queensland licences will apply.

Application

This policy applies to all persons who apply for licenses, the categories of which are set out in Annexure 1.

Rules of Racing

Racing Queensland will make any rules of racing necessary to give effect to any matter contained in this policy.

Definitions

This policy adopts the terminology used in the Act. Schedule 3 of the Act contains a dictionary of words used in the Act and may be accessed via the internet at www.legislation.qld.gov.au, under the tab "R".

Other terminology used in this policy includes:

'Excluded person means a person who:

- is currently disqualified under the rules of racing;
- is currently on the Forfeit List;

'Conviction' refers to an offence, means being found guilty of the offence, on a plea of guilty or otherwise, whether or not a conviction is recorded.

'Forfeit list' means a list of names of persons who owe a debt to Racing Queensland which debt has arisen from a person's involvement in thoroughbred, harness or greyhound racing in Australia.

'Protective action (by Racing Queensland against a club)' may include cancelling, suspending or varying the club's licence or imposing a monetary penalty.

'Racing animal' means thoroughbred horses, harness racing horses and greyhound dogs.

Review

This policy was reviewed in September 2010.

Next review date will be September 2012.

REVISION HISTORY

Version	Date	Description
1.01	July 2010	Board adopted under exceptional circumstances
1.02	September 2010	Board confirmed subject to recommended amendments, this policy continues to have effect.

ANNEXURE - LICENSING TYPES AND CRITERIA

ITEM 1 GREYHOUND RACING

Type	Criteria / Requirements
Licenses	<p>Racing Queensland Limited recommends that you familiarize yourself with your State Government and local council's rules and regulations in relation to animal registration and welfare issues. Council rules have precedent over the rules of Greyhound Racing.</p> <p>Animal Welfare and Ethics • Local Government - Queensland • Workplace Health & Safety - Queensland. • Racing Queensland Limited- Licensing Policy • Racing Queensland Limited- Rule Book • Racing Queensland Limited- Information booklet Fees are applicable for all licence types - please refer to fee schedule</p>
General Requirements	<p>Applicants must provide RQL with a National Police Certificate (name only). You will need to visit a local police station with proof of identity to apply for a National Police Certificate, which a fee is payable, and also ensure that you obtain a receipt. Applicants that have been licensed in Queensland within the last 5 years of application date will not be required to provide a National Police Certificate. A photograph will be required to produce your licence. If calling into the office of RQL we will be happy to take your photograph, or you can provide RQL with a passport size photograph or email photo in .bmp or .jpeg format.</p>
Class 4 Trainer	<p>Licensee may rear, break in or pre-train a greyhound owned by the licensee: The Licensee may not hold any other classes of licences. For the purpose of this Rule “pre-train” shall mean the care/training of a greyhound for racing, preparatory to the training of the greyhound being taken over by a licensed Class 1, 2 or 3 trainer</p> <p>Applicants must be over 18 years.</p>
Class 3 Trainer	<p>Licensee may train a greyhound owned by the Licensee or an immediate member of the Licensee's family who resides with the Licensee.</p> <p>For the purpose of this category “owned” includes part owned and the Authority may, under any conditions it determines, dispense with the residency provision.</p> <p>Applicants must be over 18 years.</p> <p>Applicants must provide description of kennelling /housing of greyhound/s.</p> <p>If not licensed with a greyhound controlling body within the last 5 years of application date, applicants will be required to complete a competency assessment and practical assessment within 3 months of licence application date. Applicants upgrading from an Attendant's licence will be required to compete a competency assessment only. Failure to complete the assessment/s within the 3 month period may result in your licence being suspended.</p>
Class 2 Trainer	<p>Licensee may train the number of greyhounds prescribed by the licensing body</p> <p>Applicants must be over 18 years.</p> <p>Applicants must provide description of kennelling/housing of greyhound/s.</p> <p>If not licensed with a greyhound controlling body within the last 5 years of application date, applicants will be required to complete a competency assessment and practical assessment within 3 months of licence application date. Applicants upgrading from an Attendant's or Class 3 Trainer's licence will be required to compete a competency assessment only. Failure to complete the assessment/s within the 3 month period may result in your licence being suspended</p>

ITEM 1 GREYHOUND RACING Continued

<p>Class 1 Trainer</p>	<p>Licensee may train any greyhound</p> <p>Applicants must be over 18 years.</p> <p>Applicants must provide description of kennelling/housing of greyhound/s.</p> <p>If not licensed with a greyhound controlling body within the last 5 years of application date, applicants will be required to complete a competency assessment and practical assessment within 3 months of licence application date. Applicants upgrading from an Attendant's, Class 3 or Class 2 licence will be required to complete a competency assessment only. Failure to complete the assessment/s within the 3 month period may result in your licence being suspended.</p>
<p>Attendant</p>	<p>Licensee may handle a greyhound on behalf of a licensed/registered person.</p> <p>Permitting the holder to handle a greyhound on behalf of a licensed or registered person. Applicant must be 14 years or over. Applicants under 16 years will be granted a provisional licence to catch greyhounds only.</p> <p>If not licensed with a greyhound controlling body within the last 5 years of application date, applicants will be required to complete a competency assessment and practical assessment within 3 months of licence application date. Failure to complete the assessments within the 3 month period may result in your licence being suspended.</p>
<p>Stud Master</p>	<p>Licensee may carry out the duties of a stud master in connection with a register sire and to rear, break in or pre-train any greyhound. Applicants must be over 18 years. Applicants must provide description of kennelling/housing of greyhound/s.</p>
<p>Racing Bookmaker</p>	<p>Licensee may carry on bookmaking at a greyhound racing meeting.</p> <p>Certificate of eligibility must be obtained prior to application. Contact Registrations.</p>
<p>Racing Bookmaker's Clerk</p>	<p>Licensee may be employed by a racing bookmaker at a greyhound racing meeting.</p> <p>Applicants must be over 18 years.</p>
<p>Racing Staff</p>	<p>Licensee may be employed, by a club, as an official at a greyhound racing meeting.</p>
<p>Training Track Operator</p>	<p>Licensee may operate a public training track. Applicants must be over 18 years.</p>

ITEM 2 HARNESS RACING

Type	Criteria / Requirements
Stablehand	<p>Licensee may perform the following stable duties under the supervision or instructions of a licensed trainer:</p> <ul style="list-style-type: none"> track work; assisting with the training, management, care and control of horses; and assisting with the pre-race preparation and post-race procedures affecting a horse. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> Attained the age of 15 years; Satisfies the Board that the applicant has the experience necessary to be granted a Stablehand licence.
Grade C Driver	<p>Licensee may perform the following duties:</p> <ul style="list-style-type: none"> drive in trials carry out track work on registered tracks; and drive at any meeting to prepare a horse to race at that meeting other than during the horse's immediate pre-race preliminary. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> Attained the age of 15 years; Held a Stablehand licence for a minimum of 6 months or provides evidence of previous experience which satisfies the Board that the applicant has the experience necessary to be granted a Grade C Driver licence; and Successfully completed a training course approved by HRQ.
Grade B Driver	<p>Licensee may perform the following duties:</p> <ul style="list-style-type: none"> all the duties permitted for a Grade C Driver; and drive at graduation meetings and, other than in races of a metropolitan class, at country or provincial meetings, including country or provincial class meetings at metropolitan sites. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> Attained the age of 16 years; Held a Grade C Driver licence for not less than 6 months; and Completed a minimum of 25 satisfactory drives in trials. The drives must include at least 5 standing starts and 5 mobile starts and be listed and verified by Stewards on Grade C driving record form R90-C.
Grade A Driver	<p>Licensee may perform the following duties:</p> <ul style="list-style-type: none"> all the duties for a Grade C Driver and Grade B Driver; and drive at any meeting. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> Held a Grade B Driver licence for not less than 12 months; and Completed an adequate number of drives (in races other than trials) to the satisfaction of the Stewards. In addition, where the applicant has not previously held a Grade A Driver licence, a Grade B Driver's Card form R90-D must also be submitted to HRQ stewards with an adequate number of accredited satisfactory drives where applicable.

ITEM 2 HARNESS RACING Continued

Type	Criteria / Requirements
<p>Grade B Trainer</p>	<p>Licensee may train any horse</p> <p><u>Qualifications:</u></p> <p>Attained the age of 18 years</p> <p>Hold a Stablehand licence for a minimum of 6 months or provide evidence of previous experience which satisfies the Board that the applicant has the experience necessary to be granted a Grade B Trainer Licence; and</p> <p>Successfully completed a training course approved by HRQ.</p>
<p>Grade A Trainer</p>	<p>Licensee may train any horse.</p> <p><u>Qualifications</u></p> <p>Attained the age of 19 years</p> <p>Held a Trainer – Grade B licence for at least 12 months</p> <p>Has had a minimum of 30 starters</p>
<p>Bookmaker</p>	<p><u>Qualifications</u></p> <p>Attained the age of 21 years</p> <p>Bonded with the Queensland Bookmakers Association</p> <p>Registered with Queensland Racing for phone betting</p>
<p>Bookmaker's Clerk</p>	<p><u>Qualifications</u></p> <p>Attained the age of 18 years</p>
<p>Club</p>	<p>Licensee may conduct and promote harness racing meetings in accordance with a Club Licence Agreement.</p> <p><u>Qualifications</u></p> <p>Incorporated association or corporation with promoting harness racing as primary object</p> <p>All Executive Officers are eligible individuals</p> <p>Business plan and financial stability acceptable to HRQ</p> <p>Demonstration desirability and need for the Club</p> <p>Preparedness to enter into a Club Licence Agreement acceptable to HRQ</p>
<p>Horse</p>	<p>Registered as per the Rules</p> <p>'100 Points'</p> <p>(a) the owner; or</p> <p>(b) if the horse if jointly owned:</p> <p style="padding-left: 20px;">(i) where it is joint ownership under the Rules, each part-owner; or</p> <p style="padding-left: 20px;">(ii) where a syndicate has been registered under the Rules, the syndicate manager.</p>

ITEM 3 THOROUGHBRED RACING

Criteria / Requirements

Refer to Thoroughbred Licensing Manual for details of criteria, qualifications and disqualifications relating to each type or category of license for the following:

stablehand, foreperson

driver, jockey

apprentice jockey, trainer

assistant trainer, track work rider

riders' agent,

bookmaker or bookmakers clerk;

QCRS Trainer, Approved rider