

# **Checklist for Alternative Racing Events**

The Club must provide the following documentation to Racing Queensland by [insert date being 3 weeks prior to the date of the Alternative Racing Event]:

No.	Documents to be provided to Racing Queensland	Completed: Yes/No
1.	Original executed Deed for an Alternative Racing Event (i.e. executed by the Club).	
2.	Copy of the fully executed Club Event Agreement (i.e. executed by the Club and [insert name of the entity conducting the Alternative Racing Event]).	
3.	Copies of the certificate of currency and policy wording for [insert name of the entity conducting the Alternative Racing Event]'s public liability insurance policy.	

# Lodgment and contact details

Please send the documentation set out above to:

### **Email address:**

clublicensing@racingqueensland.com.au

# Postal address:

Attention: Club Licensing

Racing Queensland Board (trading as Racing Queensland)

PO Box 63

Sandgate QLD 4017

# **Alternative Racing Events - Flow Chart**



### Who owns the racecourse?

The racecourse is owned by RQ or the Club.



# Who is hosting the Alternative Racing Event?

The Club.



#### Step 1

The Club must complete RQ's Application Form.



#### Step 2

RQ will consider the application and prepare the necessary legal agreements.



# Step 3

The Club must:

- 1. review the legal agreements;
- 2. if satisfied with the terms, arrange for the agreements to be executed;
  - 3. provide RQ with copies of the executed agreements; and
  - 4. provide RQ with the required insurance information.



# Step 4

RQ to review and advise the Club if the Alternative Racing Event is approved.

#### Who owns the racecourse?

The racecourse is owned by another entity (e.g. a local Council).



# Who is hosting the Alternative Racing Event?

The Club.



## Step 1

The Club must:

- 1. seek approval from the owner of the racecourse;
- 2. provide RQ with a copy of the approval; and
- 3. complete RQ's Application Form.



### Step 2

RQ will consider the application and prepare the necessary legal agreements.



# Step 3

The Club must:

- 1. review the legal agreements;
- 2. if satisfied with the terms, arrange for the agreements to be executed;
  - provide RQ with copies of the executed agreements; and
  - 4. provide RQ with the required insurance information.



#### Step 4

RQ to review and advise the Club if the Alternative Racing Event is approved.

#### Who owns the racecourse?

The racecourse is owned by another entity (e.g. a local Council).



# Who is hosting the Alternative Racing Event?

The owner of the racecourse or another entity and the Club will have no involvement in the Alternative Racing Event.



## Step 1

The Club to provide RQ with information about the Alternative Racing Event.



## Step 2

RQ will review and advise the Club if anything further is required.