



YORK RACING INC.

**TRAINING RULES AND
REGULATIONS**

OH&S

For

**CONTRACTORS
VOLUNTEERS
STAFF
TRAINERS**



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This information has been compiled to advise all trainers/drivers/riders/stable hands of the regulations governing the training of horses at York Racing Inc. complex. This booklet also contains OH&S information for Staff, Contractors, Volunteers and staff that enter the York Race grounds.

It is also important to the safety of all participants that each licenced person that uses the complex acknowledges acceptance of these Rules, Regulations and OH&S and also understands that permission to use and work at this facilities is conditional on their signed acceptance.

1 GENERAL

- 1 In addition to these rules, the RWWA rules shall bind every person using the facility.
- 2 The use of the facilities for training purposes is a privilege granted by York Racing Inc. and is granted upon conditions set by York Racing Inc. Trainers and their assistants shall at all times abide by these rules and non-compliance shall constitute a breach thereof.
- 3 The use of the facilities shall be determined at the sole discretion of York Racing Inc.
- 4 Any un-financial member using the facilities without permission will be deemed to be trespassing and are in breach of these rules.
- 5 Neither the Committee nor any of its employees nor York Racing Inc. shall accept responsibility for any accident or injury whatsoever that may occur within the boundaries of York Racing Inc and all persons entering the complex and using the facilities do so at their own risk.
- 6 York Racing Inc. reserve the right to amend these rules at their discretion and if so will duly inform trainers accordingly.
- 7 York Racing Inc. will set fees as it deems appropriate for the use of the facilities.
- 8 All stalls to be cleaned of all manure and stall hosed down before leaving the facility. All manure to be placed in the bins provided. Only half fill a bin of manure and place the bin in an area that Avon Waste can easily pick the bins up.
- 9 Strictly NO dogs are allowed on the facility.
- 10 Trainers are to remove all equipment and rubbish at the completion of track work that they may bring with them. Harness trainers to be responsible for any gear that they may leave behind.

2 FACILITY OPERATION

- 2.1 Harness / Thoroughbred track open during **DAY LIGHT** hours only.
- 2.2 Harness / Thoroughbred track work:



Thoroughbred

Tuesday & Saturday flexible times and days depending on race commitments both codes will liaise with each other.

6-9 summer season 7-10 winter season

One off horse trainer's fee (non-member) is \$20 per horse;

Future payment to First Aid Person to be decided \$25.00 per hour.

- 2.3 York Racing Inc to have the thoroughbred track open as long as possible or until Northam track is open for gallops. York Racing acknowledges that this could change due to renovations to the track.

2.4 **Harness**

All Days **prior to 9.00am and after 4.00pm** with the exception of race days and events, no harness vehicles or unloading of horses in Harness Section on days of thoroughbred training and no entering of harness track until Thoroughbred horses have vacated.

If an event is happening at the facilities all trainers will be notified that there is to be **NO TRACK WORK DURING THAT TIME**. All staff/volunteers/Committee Members will be notified of NO Vehicle Movement during those times.

3 MEMBERSHIP FEES AND OBLIGATIONS

- 3.1 All trainers will pay the annual membership fee of \$220 inclusive of GST. (subject to change each year). This membership fee is of the condition of their permission to list York Racing Inc. as their registered training Centre.
- 3.2 A tax invoice will be provided to each trainer by 1st August each year and settlement of the account is STRICTLY 14 DAYS. If the account is not settled within the specified time frame, permission to use the training facilities will be revoked.

4 TRAINERS, THEIR EMPLOYEES AND ASSISTANTS

- 4.1 All trainers and assistants must be registered with RWWA. Should any trainer or assistants cease for any reason whatsoever to be registered, their rights and privileges granted by York Racing Inc. shall cease forthwith.
- 4.2 Every trainer shall ensure that any person assisting the trainer using the facility is registered with RWWA and no trainer shall utilise any such person who is not so registered. A photocopy of a licence, acknowledgement and induction form to be retained with the Secretary of York Racing for filing.
- 4.3 No unmounted horse may be led or exercised on the course (ie driving one leading one).
- 4.3 Horses shall be deemed to be under the control of the nominated trainer when using the facility.
- 4.4 No person under the age of 14 years is permitted to conduct track work. **With exception to special rules for pony trots.**



- 4.5 Every driver and track rider shall wear boots or covered shoes, which provide adequate protection to feet and ankles, an approved safety vest properly fastened, a properly affixed helmet of design, and material approved by the Stewards of RWWA, as well as whip and spurs as approved by RWWA.
- 4.6 Trainers will be registered with York Racing Inc. YR invoice will be sent out by Treasurer each year.
- 4.7 Permission to use the training facilities is conditional on signing acceptance of and understanding of the Rules and Regulations.
- 4.8 The Committee will take strong action against any person found guilty of improper or insulting behaviour at any time towards the Committee or any member thereof of any official, in relation to his/her duties.
- 4.9 Mobile phones are not to be used whilst working horses. Head phones not to be used at any time.

5 THE CONTROL AND MANAGEMENT OF HORSES

- a. All horses must enter through the approved entrances.
- b. All horses must be controlled by the use of an approved bridle with a bit or chain..
- c. All horses are to walk on and off the track.
- d. Stable/nomination returns must be completed for all horses trained at the facilities, showing York Racing Inc as the location, as part of the registration-nomination process.
- e. Harness – Horse can be led off a cart as long as they have a bullbit or chain for control and are not tied to the cart. (JOG WORK ONLY)

TRACK USERS, VOLUNTEERS, STAFF, CONTRACTORS OCCUPATIONAL SAFETY & HEALTH INDUCTION

PURPOSE

The purpose of this Track user induction is to provide all track users with track work health and safety information, policies, procedures, rules and regulations.

The York Racing Inc OSH Policy is the starting point and driver for improving the Club's Occupations Safety and Health Management's commitment to compliance with the Occupational Safety and Health Act 1984 and the Club's endeavours for continual improvement of its operations.

The York Racing Inc. recognises its moral and legal responsibility to provide in so far as is practicable, a safe and healthy work environment for track users, employees, contractors, customers and visitors to the club's racecourse.

RESPONSIBILITIES

Club Management/Committee is responsible for:



- The provision and maintenance of a safe work environment for all track users, employees, volunteers, contractors and visitors on the land that belongs to York Racing Inc and the Shire of York;
- Coordinating the development, promotion and implementation of Occupational Safety and Health policies and procedures;
- The provision of resources to comply with occupational safety and health obligations;
- Conducting all business activities so as not to put staff, contractors and other people at risk of harm to their health and wellbeing.

Track Users are to:

- Follow all Track Rules and abide by track opening/closing times;
- Follow the Club's Occupational Safety and Health Policy and associated procedures;
- Report all known or observed hazards, faulty equipment, incidents and injuries to the Club;
- Observe and comply with all safety requests from Club Managers and other Club Employees;
- Work safely at all times and be mindful of others working nearby to avoid an incident.

HAZARD & INCIDENT REPORTING

All hazards, accidents, incidents and near miss events must be reported to the Club Supervisor. All hazards and incidents are to be recorded on the appropriate Hazard and Incident Report Forms which are kept at the Club Office.

A First Aid Kit is located in the Club Office.

BULLYING AND HARASSMENT

RWWA form HR004 Elimination of Bullying and Harassment is the policy that York Racing Inc has adopted. The policy will be made available to every member, volunteer and Committee.

DRUGS, ALCOHOL & SMOKING

Track users, employees, volunteers and contractors must be fit for work at all times, free from the influence of alcohol and the presence of illicit drugs. Smoking is not permitted within enclosed buildings on-course.

CONTRACTORS WORKING ON-COURSE

- Contractors are to abide by signage when entering and leaving areas where horses are being worked;
- Contractors will generally be required to start work after training activities have been completed;
- Noisy activities will not be conducted close to training facilities until horses have left the area;
- Horses must have right of way at all times.

EMERGENCY PROCEDURES



Emergency is a broad term used to describe many different types of incidents such as a fire, explosion, bomb threat, robbery, ground collapse, burst water main, damage to underground amenities, serious injury to a driver/rider or patron, serious injury to a horse, gas leak, chemical spill, building collapse, medical emergency, bush fire, loose horse in public area.

Should you become aware of an emergency you should take the following actions:

- Remain calm and in control;
- Quickly assess the situation;
- Do not put yourself at risk;
- If safe to do so identify how many people are involved and any injuries;
- Notify the Supervisor or Emergency Services depending on the circumstances;
- Provide information on the emergency to the relevant responsible persons immediately;
- Turn off any gas or electricity if appropriate and if it is safe to do so;
- Do not use panic producing language such as “bomb” or “fire”;
- Act as directed by the Supervisor or emergency service personnel;
- Ensure no one except emergency service or authorized personnel enter the affected area;
- Await further instruction All patrons, staff and contractors to assemble at muster points;
- Horses with handlers to assemble at muster point near float car park.
- Wardens to control patrons;
- Advise Fire Brigade, Police and Ambulance;
- Hold all patrons until all clear given or instructions issued from club representatives and/or emergency services personnel.



IN SIGNING THIS FORM I ACKNOWLEDGE THAT I HAVE RECEIVED, READ AND UNDERSTOOD THE TRAINING RULES AND REGULATIONS ISSUED TO ME BY YORK RACING INC.

I AGREE TO ABIDE BY THESE RULES AND REGULATIONS AND I UNDERSTAND THAT IF I FAIL TO DO SO THIS MAY RESULT IN THE SUSPENSION OF MY TRAINING MEMBERSHIP.

NAME: _____

SIGNATURE: _____

DATE: _____

☐ Trainer

☐ Jockey/Track work rider/ Strapper/Stable hand

Please attach photocopy of qualifications

TRACK WORK SUPERVISOR: _____

(Not to be signed unless documentation is attached)

SECRETARY YR: _____ Date _____



INDUCTION CHECK LIST

RACE CLUB NAME	YORK RACING INC.	
Name of Trainer/Driver/Rider/Strapper		
Phone Number Emergency Phone Number		
Photocopy of Relevant Documentation received by Supervisor.		
Date of Induction		
Name of Person providing induction		
	Y/N	COMMENTS
Meet track work supervisor and discussed how track work will be completed.		
Discussed the hazard & incident reporting process.		
Discussed how to access First Aid Bag.		
Discussed Emergency procedures and muster point.		
Conduct site tour, discussed any relevant hazards and access to track		
Shown where Club Contact Details Are.		

NAME: _____

SIGNATURE: _____ date _____



Please note – trainers, riders, strappers, driver must sign the induction checklist to acknowledge that they have been given induction training before being allowed to commence work. A copy of each licence to be given to the Secretary for filing.

Daily Record of Track and Ground inspections and reporting of hazards and any incidents or non-compliant to Regulations and Rules of Racing to the YRI Manager/Secretary or Club Chairman.

Date: _____

Time start: _____

Check Track for the following: Roos, Rails & Hazards – what action was taken

Breaches and or non-compliance of YRI

Name: _____

Trainer ☐

Track Rider ☐

Strapper ☐

Incident

Action: Verbal warning ☐

Reported to YRI ☐

Accident: (please attached an incident form) - First Aid ☐ Ambulance ☐

Name: _____

Position: _____

Name: _____

Position: _____