

Training Track Guidelines

December 2015

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1. Introduction

The purpose of these guidelines is to assist the Clubs who operate Training Tracks with the preparation of a Health and Safety Plan template that they can tailor to their specific race track. The guideline is based on a selection of New Zealand and Australian procedures and takes into account requirements under the Health and Safety at Work Act (2015).

The guideline is prepared as an appendix to the Health and Safety plan.

2. Terms

LICENSED PERSON means any person licensed, registered or holding a permit or approval under the Rules.

Racecourse means a racecourse which is owned or under the control of a Club and includes all the land and improvements - such as stands, seats, stables, enclosures, rooms, offices, betting and recreational areas, carparks - used in connection with the conduct or observation of Races, Race Meetings or other matters connected with racing

Racetrack means a

Restricted Areas means the stable, training tracks and **[any other area designated by the Racing Club]** are restricted areas. Access to restricted areas is limited to people licensed by NZTR and no children are permitted in restricted areas

GAP Manager means the person appointed by the club to manage the trackwork and ensure that horses and people follow the safety rules that apply at that Track.

Racing Integrity Unit (RIU) means an independent organization that is charged with managing the integrity issues within the three New Zealand racing codes - [Harness](#), [Thoroughbred](#) and [Greyhound](#).

Race day means a day of a Race Meeting on which Races are held.

Race Meeting means any meeting conducted by a Club at which horse racing takes place, for which that Club has a betting licence, and at which the Totalisator is in operation.

Rider means a person authorised by these Rules, whether as the holder of a Rider's Licence or otherwise howsoever to ride a horse in a race

Rules means these Rules of Racing or Harness Racing, being the rules made by NZTR/HRNZ for the purposes of section 29 of the Racing Act 2003, including any amendments to the Rules made under section 39 of the Racing Act 2003 and any regulations, directions, policies, guidelines and practices made under Rule 106.

Training Track or Facility means any place at which horses are actively trained or worked and: (a) which is owned, leased or occupied by a Club; (b) in respect of which a Club has any right or ability to access;

Trainer means the holder of a valid trainer's licence.

Trainer's licence means a Class A, Class B, or Class C trainer's licence.

Trainer's Premises means any place, or part of a place, at which horses that are in training are quartered or trained or worked and: (a) which is owned, leased or occupied by a Trainer; (b) in respect of which a Trainer has any right of access;

3. Track hours and General Information

3.1. Training Tracks – Opening Hours

The normal hours the Training Tracks at the Racing Club will be open for use by Permit holders are:

Day	Track	Times

All training tracks must be inspected by a designated Racing Club Staff Member before any horse is allowed onto the track.

A Racing Club Staff Member or suitably qualified person must be on duty at the GAP/Crossing before any horse is allowed onto the designated training track(s).

Access to training tracks will be closed off 10 minutes prior to the designated finish time.

All horses must be off the track by the designated finish time.

A Permit holder may use the tracks outside these hours to train horses only by arrangement with the Course Manager.

A Non-Permit holder must seek permission of the Course Management and Club Committee to use the Racing Club facility.

[Insert the hours and any other conditions here that apply to your race track]

3.2. Control of Racing Club Properties

Every person on **[Name of Racing Club]** property must comply with all instructions from the Course Manager or other designated person.

No person may interfere with any **[Name of Racing Club]** property including move markers, jumps, and barriers without the express permission of the Course Manager or Gap/Crossing Keeper.

All dogs on **[Name of Racing Club]** property must be confined within a vehicle.

Vehicles are not to exceed **[Kilometres per hour]** when driving on Racing Club property. **[Name of Racing Club]** must ensure that there are clearly displayed speed signs at all entrances.

The stable, training tracks and **[any other area designated by the Racing Club]** are restricted areas. Access to restricted areas is limited to people licensed by NZTR and no children are permitted in restricted areas.

3.3. Closure of or Applying Restrictions to Racing Club Property

The Course Manager or GAP/Crossing Keeper or a nominated person acting on the authority of the Committee may close or apply restrictions to any or all of the Racing Club facilities whenever they deem it necessary or expedient to do so for whatever purpose, including repair, maintenance or because of poor visibility or hazardous conditions (caused by bad weather or any other circumstances that may arise).

The Track Manager, his/her Assistant or Gap Supervisor will prevent any horse from working:

- with gear which may be dangerous to the rider or horse;
- whose rider is without an approved skull cap with light, vest and footwear;
- in a manner which may be considered dangerous to other horses and riders; and/or
- whose rider may be considered to be unfit to ride because of injury, illness, or other disability.

Where a ride is stood down for any of the reasons above, he/she may not resume riding without permission from [PERSON]. Where any rider is stood down for medical reasons they must provide a medical certificate signed by a registered medical practitioner confirming their fitness to ride before permission to resume riding is granted.

4. Track User Requirements

4.1. Use of Training Facilities by Trainers

All trainers must apply annually to use the training facilities at **[Name of Racing Club]** by completing an 'Application for Permission to Train' form. Approval to train at **[Name of Racing Club]** will be at **[Name of Racing Club]**'s discretion and conditional upon the trainer:

- successfully completing a Workplace Induction;
- holding a current permit to train issued by NZTR; and
- **[Additional Club Requirements]**.

While training at **[Name of Racing Club]** all trainers must:

- conduct their training operations within the Rules of Racing and the Local Rules and Bylaws of the **[Name of Racing Club]** and conditions as determined by the Committee;
- ensure all the trainer's staff (including trackwork riders) are aware of and abide by the Rules of Racing and the Local Rules and Bylaws of the **[Name of Racing Club]** and conditions as determined by the Committee; and
- ensure all the trainer's staff (including jockeys, apprentices, track riders and stablehands) riding or handling their horses, have the appropriate and current license issued by NZTR; and
- **[Additional Club Requirements]**.

Approval to train at **[Name of Racing Club]** may be revoked at **[Name of Racing Club]**'s discretion if any of the above requirements is breached.

4.2. Use of Training Facilities by Riders

All riders wishing to ride trackwork must apply for approval from **[Name of Racing Club]**. Approval is conditional upon the applicant:

- successfully completing a Workplace Induction that outlines the particular requirements of the Track; and
- **[Additional Club Requirements]**

While riding trackwork at **[Name of Racing Club]** all riders must:

- comply with all **[Name of Racing Club]** rules and instructions;
- comply with all health and safety requirements; and
- **[Additional Club Requirements]**.

Approval to ride trackwork at **[Name of Racing Club]** may be revoked at **[Name of Racing Club]**'s discretion if any of the above requirements is breached.

5. Safety Requirements

5.1. Personal Protective Equipment

When riding a horse on any part of **[Name of Racing Club]** race track mandatory safety equipment (personal protective equipment) must be worn at all times. The minimum safety equipment to be worn is:

- approved helmet;
- approved safety vest;
- approved riding boots;
- reflective vest;
- red light to be worn on the rider's skull cap and activated outside daylight hours, during fog or other low visibility conditions (not required when riding at other times); and
- approved safety goggles when riding in organized jump outs.

5.2. Riders' Gear

All riders are responsible for checking that their horse's bridle, saddle and all other tack is fitted correctly and tightened to their own satisfaction before mounting their horse.

All horses being led or ridden on Racing Club facilities must have a Bit in their mouth at all times. In accordance with Rule of Racing leather reins are not permitted.

The **[Course Manager/ PERSON]** must prohibit a rider from riding if, in their opinion, the rider's gear is unsafe. The rider can resume riding when his/her gear is determined to be safe by **[Course Manager/ PERSON]**.

A person shall not ride a horse (including at races, trials, jumpouts or trackwork) at **[Name of Racing Club]** facilities with any jewellery, adornment or piercing affixed to an eyebrow, lip, nose, tongue or ear. Upon application, a Stipendiary Steward may grant permission for a rider to ride with a stud in one or both ears.

5.3. Safety Irons

The rider of any horse in and around training tracks or a training facility has a duty of care to ride and control their horse in the safest manner possible.

The requirement is that a rider must have their feet in the stirrups.

There may however be some circumstances, when the horses behaviour or actions jeopardises rider safety, where the rider may choose to ride their horse with their feet out of the stirrups. This should be the exception rather than the rule.

In all circumstances the rider must take direction from the Racecourse Manager or the GAP Keeper on this matter.

The rider's feet must be in the stirrups at all times once the horse commences trackwork.

5.4. Rider Down

All trackwork must stop if a rider is dislodged and immobile on the track; whether the rider is being attended to or not.

No rider may allow his/her 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.

Any horse approaching an injured rider must be pulled up.

If the siren sounds and flashing light is turned on all trackwork must stop immediately and not resume until the Crossing Manager permits it to resume.

5.5. First Aid

The Gap Supervisor must have a current St John Workplace First Aid Course Certificate (NZQA units 6400, 6401 and 6402). The St John Workplace First Aid Certificate is a two-day course followed every two years by a one-day refresher course.

All venues must provide a suitably equipped and effective medical room, based on advice from the local St John's or a suitably equipped St John caravan.

5.6. Drugs and Alcohol

No one may be in any restricted area or ride, handle, or approach a horse under the influence of drugs or alcohol. No illegal drugs or alcohol are permitted in restricted areas. No illegal drugs are permitted anywhere on **[Name of Racing Club]** property.

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: All riders are always subject to random testing while handling or riding horses.

5.7. Individual Responsibilities

A rider is responsible for his/her own actions in determining whether or not he/she feels safe when working with or riding a horse at the Racing Club facilities.

Any rider who is injured, has been injured in the last 12 months, or has received medical treatment for an injury in the last 12 months, whether the injury occurred at the Racing Club facility or not, must produce a medical clearance certificate before being allowed to recommence riding trackwork.

Trainers or other persons acting in their absence are responsible for inspecting the tracks prior to working their horse/s and if not satisfied with any aspect they should not work the horse/s on or in the facility in question and should advise **[Person]** of their concerns and follow the reporting process set out in 7.3 below.

6. Health and Safety

6.1. Compliance

Any person on Racing Club property must comply at all times with any New Zealand Thoroughbred Racing Rules of Racing or Directives and/or Racing Club Bylaws involving safety issues.

The responsibility for complying with and enforcing the Health and Safety rules and obligations in relation to **[Name of Racing Club]** property or **[Name of Racing Club]** controlled events lies with the **[Name of Racing Club]** Committee and its staff.

Every person on **[Name of Racing Club]** property or at **[Name of Racing Club]** controlled events must:

- take reasonable care of his/her own safety;
- take reasonable care that his/her actions do not adversely affect the health and safety of other persons; and
- comply with any reasonable instructions given by **[Name of Racing Club]** related to health and safety.

6.2. H&S Information

[Where H&S information can be found]

[List of risks and hazards (or where list can be found if not attached)]

6.3. Hazards and Risks

Any hazards, risks, near misses, injuries, illnesses, incidents and deaths that occur on **[Name of Racing Club]** property or at **[Name of Racing Club]** controlled events must be reported to **[Person]** or recorded in the log book in **[Place]**.

6.4. Reporting

[Name of Racing Club] must record all hazards, risks, near misses, injuries, illnesses, incidents and deaths that occur on **[Name of Racing Club]** property or at **[Name of Racing Club]** controlled events. These records must be kept for at least five years.

[Name of Racing Club] must report all notifiable injuries, illnesses, incidents or deaths to Worksafe immediately, or as soon as possible.

In the event of any notifiable injuries, illnesses, incidents or death **[Name of Racing Club]** must take reasonable steps to ensure the site of the event is not disturbed until authorised by Worksafe.

7. Track Usage

7.1. Track Indicator Board

The Track Indicator Board will display all official notices regarding the track, changes and any hazards. All trainers and trackwork riders must read and comply with information and instructions on the Track Indicator Board before commencing any work.

- The tracks available for use by a Permit holder on a particular day will be shown as “open” on the Track Indicator Board.
- No track may be worked on other than those displayed as “open”.
- The direction in which horses are to be worked on the tracks will also be displayed on the Track Indicator Board each morning.
- No horse may be worked on other than in the direction shown on the Track Indicator Board.

7.2. Special conditions or restrictions may apply to the [Name of Racing Club] facilities from time to time. When special conditions or restrictions apply they will be displayed on the Track Indicator Board. Reduced Visibility

In conditions where the Course Manager or GAP/Crossing Keeper or nominated person is unable to safely sight horses, galloping restrictions may apply.

When fog prevails, in bad light, or low visibility conditions all riders must have their helmet light turned on and working at all times. Access to tracks will be denied to any rider not wearing such a helmet light.

The Racecourse and/or GAP Manager will determine if it is safe to continue with trackwork due to fog, bad light, or low visibility conditions. In determining whether it is safe to operate the Racecourse and/or GAP Manager he/she shall use his/her judgment based on the amount of visibility he/she has of the training tracks. If they consider that reduced visibility compromises safety he/she must either suspend trackwork or regulate traffic in such a way that allows a group of horses onto the tracks and holds the next arriving group outside the track until the preceding group exits.

7.3. Horse Names

All riders and horse attendants on or attending a horse shall give the horse’s correct name or the dam’s name to the Gap/Crossing Keeper as they go onto the track. These records will be used to generate the training track fees due by each trainer.

Any trainer found to have an undeclared horse utilising the Racing Club facilities may incur a fine up to [Amount of fine] in addition to any track fees owing.

7.4. Rider Register

[Name of Racing Club] is responsible for maintaining a register of all riders on the track at any particular time together with the name of a contact person for each rider.

7.5. Track Instructions

All riders must advise the GAP/Crossing Keeper which track they are working on and whether they are galloping before going onto the track. The GAP/Crossing Keeper will organise these gallops and advise the rider of any other horses galloping.

7.6. Crossing Tracks

All trainers, riders, attendants, track users and visitors are to pay special attention to approaching horses when crossing tracks and be aware of which tracks are open and which direction horses will be approaching from. Tracks may only be crossed at the designated crossing. No person or horse and rider is to cross the path of approaching horses.

7.7. Right Of Way

Tracks must not be entered if other horses are approaching on the track. Horses that are working and approaching have right of way.

A maximum of **[Number of horses]** horses can be worked abreast of each other on any track.

All horses must overtake on the inside. Riders should call out “passing on the inside” to alert slower riders. Slower working horses must give way to faster working horses. Slower working horses must move out to allow faster horses to pass on the inside.

7.8. Direction Horses are to Work

Subject to change on advice from the Course Manager or GAP/Crossing Keeper:

Day	Direction

8. Horse Management

8.1. Gates

All designated containment gates must have signage attached which:

- requires the gate to be closed at all times; or
- indicates the permitted opening times for that gate.

Any containment gate displaying such signage may only be opened:

- during times indicated on the signage; or
- to enter or exit the area concerned.

On race and trial meetings days designated containment gates will be manned by Club Staff. The Club Staff will be responsible for the opening and closing of the containment gates in accordance with Club procedures. Any containment gate that is not manned on a race or trial meeting day must be closed at all times, other than for the actual act of entering or exiting the area concerned and if appropriate should be locked for the day.

8.2. Containment/Catching of Loose Horses

All trainers, riders, attendants, track users and visitors are to remain vigilant about the possibility of loose and riderless horses. If it is safely possible, and the person has the necessary skill and expertise, a person may assist in recapturing the horse.

8.3. Inexperienced or Unruly Horses

All trainers must respect the safety of other riders and horses by working inexperienced or unruly horses only during daylight hours and when the facilities are not busy. These horses must be ridden or led by a suitably experienced rider or attendant. The Course Manager or GAP/Crossing Keeper may refuse or restrict entry to any of the Racing Club facilities to any horse that may be judged unruly or difficult to ride or handle.

8.4. Lead Pony/School Masters/Accompanying Horse

Permission must be sought from the Course Manager or GAP/Crossing Keeper to work a horse off a lead pony and will be restricted to the Oval or Sand Track. The lead pony must be ridden by a suitably experienced rider.

A School Master or an accompanying horse may be used on the 2yr Old Grass when working with a 2yr old or inexperienced horse.

[BARRIER PRACTICE]

9. Equine Swimming Pool

The equine swimming pool hours of operation are:

Day	Times

All directions and orders given by the Equine Pool Attendant must be strictly followed.

All horses must queue to use the pool.

Handlers may swim horses under indirect supervision if the handler has completed the induction into the equine swimming pool's training and safety procedures to the satisfaction of **[person]**. Handlers are permitted to swim horses with a lead rope. Handlers may swim a horse with a pole only with **[person]**'s approval.

A horse may use the pool only if:

- **[Name of Racing Club]** has granted permission for the horse to use the equine swimming pool;
- the trainer has the horse's owner or managing owner's permission (this requirement is assumed to be satisfied when a horse enters the pool complex);
- the horse is kept under the trainer's 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 trainers application to use the pool);
- the horse is in a clean and healthy state and is not displaying any sign of illness and/or infection; and
- all bandages and tapes are secured to the Equine Pool Attendant's satisfaction (the Pool Attendant may order the removal of any unsecured bandage or tape prior to the horse entering the pool).

10. General

Tracks available for work will be notified on the Track Indicator Board, no tracks shall be used other than those notified. The Course Manager or GAP/Crossing Keeper may close any or all tracks, or specify or limit the hours tracks are to be open whenever they deem it necessary or expedient to do so.

- **[Clubs list all their tracks and conditions here]**

10.1. Course Proper

10.2. Plough

Gallops	
Pacework	

10.3. Sand

Gallops	
Pacework	

10.4. No 2 Grass

Gallops	
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10.5. 2yo Grass

10.6. Pony Hurdles

10.7. Full Hurdles

10.8. Steeplechase Jumping Certificate Trial

10.9. Wooden Practice Barriers

10.10. Metal Starting Gates

11. Track Fees

[Enter your track fees, fines and commercial conditions here]

12. Trainer and Rider Induction Form

TRAINER AND STAFF TRACKWORK INDUCTION

Name:		Commencement Date:	
Rider/Trainer:			

Section 1: Qualifications and Industry Experience (note any First Aid experience)

	Issued By	Date	Expiry

Section 2: induction / Internal Training

STAFF ORIENTATION

Y N

Explain the management of trackwork and responsibilities of Club officials		
Hours of operation		
Access rules and car parking		
Shown where staff amenities are located - lunch room, toilets, notice boards and other relevant facilities.		

STABLE ORIENTATION

Y N

Taken on a tour of the stables and surrounding facilities and shown all areas you may be required to visit.		
Alerted to all known and potential hazards related to the stables and the work they will be performing.		
Inducted into training centre and its rules and regulations (if required).		
NZTR registration completed (if applicable).		

EMERGENCY PROCEDURES - Medical

Y N

Shown location of first aid kit and names of first aid qualified employees.		
Shown location of emergency contact numbers.		

EMERGENCY PROCEDURES - Fire / Chemical

Y N

Shown location of fire extinguishers and hoses.		
Emergency plan explained and evacuation assembly areas identified.		

GENERAL INFORMATION

Y N

Track Health and Safety plan explained and copy made available.		
Explained how to report all incidents, accidents and near misses to supervisor/employer.		
Including unsafe behaviour and/or colleagues affected by drugs or alcohol to be reported to supervisor.		
Explained the site's alcohol and drug policy.		
Explained the site's bullying and harassment policy.		
Explained procedure for chemical use and location of Hazard management plan		

OTHER REQUIREMENTS OR HAZARDS SPECIFIC TO THIS FACILITY

It is important that both the trainer and the staff member sign off to indicate that both are satisfied with the level of the induction and understanding prior to commencement of employment.

Trainer Full Name

Trainer Signature

Date

Staff Full Name

Staff Signature

Date

13. Trainer Agreement

APPLICATION FOR PERMISSION TO TRAIN AT [Name of Racing Club]

SURNAME		
GIVEN NAMES		
DATE OF BIRTH		
PLACE OF BIRTH		
RESIDENTIAL ADDRESS		
	Suburb	Postcode
POSTAL ADDRESS		
	Suburb	Postcode
TELEPHONE		
MOBILE		
EMAIL ADDRESS		
NUMBER OF HORSES IN TRAINING		

Please read carefully

I wish to apply to the [Name of Racing Club] 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 NZTR
- 2) I agree to abide by the Rules of Racing, the Track regulations and any directions or instructions issued by the any Stewards Racecourse Manager and/or Club official, at all times.
- 3) I acknowledge that any horse, which utilises the Club's facilities, must have a current stable return lodged, showing [Name of Racing Club] as the training venue, unless otherwise approved. I acknowledge that unless my licence fees are paid promptly and on time approval to train on course will be withdrawn by the Club.
- 4) I will inform the Club in writing of the number of horses I have in work.

Declaration

I acknowledge that I have read and fully understand the conditions on which approval may be granted by the Club to train and use the facilities at the 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 [Name of Racing Club] Racecourse'* document and understand the contents therein and agree to comply with such policies.

(Signature of Applicant)

(Date)

[Checklist for applicant – Documents must accompany this signed form]

Copy of trainers licence attached	
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PERMISSION TO TRAIN AT [Name of Racing Club] APPROVED:

DATE: _____