



# **RULES RELATING TO TRAINING** **TRACKS AND FACILITIES** **OF** **THE PINJARRA RACE CLUB** **INCORPORATED**

**Effective 1<sup>st</sup> July 2014 version 1**

The following regulations apply to all registered persons training or working horses at the Pinjarra Race Club and training track. This booklet has been compiled to advise all trainers with training rights granted by the Pinjarra Racing Club Inc (“the Club”) of the regulations governing the training. It should be noted that the Pinjarra Racing Club is not a regional training facility nor is it an “A” grade facility and funding restricts the club accordingly.

**Funds for Maintenance of the training facility is sourced from the Clubs own limited revenue sources with assistance from the RWWA starter’s subsidy from trainers that DESIGNATE PINJARRA as their PRINCIPLE TRACK.**

The **main and primary** concern of the Club is to ensure that the Course Proper is presented in the highest possible standard for the Clubs nominated race days. The course proper must be in safe condition and have a first class appearance to **maximise off course revenue for the Industry**. The course proper will be closed for training purposes, **strictly at the clubs discretion**, should the same prejudice the preparation and proper running of any race meeting.

## 1.0 GENERAL REGULATIONS

- 1.1 In addition to these, the Rules of Racing and Wagering WA (RWWA) shall bind every person using the facilities.
- 1.2 The use of the facilities for training is a privilege granted by the Club and is granted upon the conditions set by the Club from time to time. Additionally, trainers and their employees shall at all times abide by these rules and **non-compliance shall constitute a breach thereof**.
- 1.3 The Club reserves the right to investigate with the Stewards Department at RWWA the history of any trainer requesting permission to train at Pinjarra Park and the Club will if needed assess this information when considering applicants requesting permission to train.
- 1.4 The use of the facilities shall be determined at the **sole discretion** of the Club. The Club may refuse to grant such privilege and may at any time vary, cancel or revoke same.
- 1.5 Any person using facilities without permission will be deemed to be trespassing and in breach of these rules, and the appropriate authorities will be notified forthwith by the Club.
- 1.6 Neither the Committee nor any of its employees nor the Club shall accept responsibility for any accident or injury whatsoever that may occur within the boundaries of the racecourse and all persons entering the course and using the facilities shall do so at their own risk.
- 1.7 The Committee reserves the right to amend any of these rules or add to make additional rules with consultation where possible however will make available a copy of same to each trainer with training rights at the racecourse, within **fourteen (14)** days of their adoption.
- 1.8 The Committee shall set out such fees as it deems appropriate for use of the facilities.
- 1.9 Wherever possible the Club shall consult with a nominated delegate of Pinjarra/local trainers regarding proposed amendments to training facility rules.
- 1.10 Except in the case of an emergency, no vehicle owned or under the control of a trainer or his/her employee or person under his/her control shall be permitted on any track within the bounds of the racecourse unless authorised by the racecourse manager or his authorised agent.
- 1.11 To facilitate communication between trainers and the Club, all trainers are encouraged to nominate one delegate or form, for example, a Trainers Association via the appropriate channels.
- 1.12 Strictly no dogs are allowed on the racecourse within the prescribed training times.
- 1.13 Any and all children of trainers or trainer's staff on site during training sessions are the responsibility of the trainer to supervise and should not be allowed in the Horse Stall area. The Club will take no responsibility for personal injury in this instance.
- 1.14 Training will not be permitted on the weekend of the Pinjarra Cup and on some race days. Memorandums will be placed on the notice board explaining track closure dates and times
- 1.15 If and when the Club deems necessary the Club will evaluate the maximum amount of horses trained on its facilities. When undertaking the evaluation the Club will consider the amount of trainers registered to use the facilities and the amount of horses trainers have under their control. The Club will also liaise with the delegate of the Pinjarra Trainers and assess the daily attendance records.

## **2. TRAINERS AND THEIR EMPLOYEES.**

- 2.1 All trainers must be registered with RWWA. Should any trainer cease for any reason whatsoever to be so registered then any rights or privileges granted by the Club shall cease forthwith.
- 2.2 Any proper request by the Club or its agents to any trainer must be complied with immediately.
- 2.3 Every trainer shall ensure that any employee using the facility is registered with RWWA and no trainer shall employ, or have on the premises, any such employee who is not so registered.
- 2.4 All trainers, track riders and strappers must undergo an induction prior to using any of the training facility for the first time. Horses shall be deemed to be under the control of the nominated trainer when using the facilities. **It is the duty of the trainer to ensure that all their employees (Stable Hands & Track Riders) are aware of the Training Rules and Regulations and they abide by them.**
- 2.5 No person under the age of **fourteen (14)** years is permitted to ride track work. No Trainer shall register an employee as an RWWA Stable Employee for the purposes of performing Track Rider duties, if that Track Rider is not properly competent or experienced to ride Trackwork. It is the Trainer's responsibility to assess the capability and competence of Track Riders before registering them as Track Riders with RWWA. (RWWA has a standard for slow track work riders and fast track work riders )
- 2.6 Every rider *shall wear* approved boots, safety vests and a properly affixed skull cap of design and material approved by the stewards of RWWA. (Gumboots, desert boots or runners are not permitted).
- 2.7 No person shall ride any horse which is not fully saddled or bridled –stirrups must always be used. This applies to any section of the racecourse and at all times.
- 2.8 Any trainer who ceases to live at their current address, or commences to train horses at another track must notify the Club immediately.
- 2.9 In accordance with the **Australian Rule of Racing 175 (j)**, Stewards may take **strong action** against any person guilty of improper or insulting behavior at any time towards the **Committee or any member thereof or any official or staff, in relation to their or his/her duties.**
- 2.10 If at anytime the Club deems action is necessary against any trainer or licenced personnel, the Club upholds its rights to act as it deems necessary. **This may include a warning letter or a discussion with the parties involved or withdrawal of permission to use the Clubs facilities.**
- 2.11 Furthermore, the Committee will take action upon any trainer or his/her staff if found guilty of improper or insulting behavior at any time towards any person within the racecourse precincts as per the Clubs Rules and Constitution.
- 2.12 Trainers are responsible for ensuring that they comply with all Workcover requirements in respect to workcover for their employees.

### 3. FACILITIES

#### 3.1 General

- 3.1.1 No person shall remove or alter the location of any markers, machinery, equipment or obstacles owned by the Club unless authorized by the General Manager or his / her authorized agent.
- 3.1.2 Depending on seasonal track opening times, generally the **PRACTICE STARTING STALLS** on the sand track may be used during the hours between **8.30am to 9.30am on Fridays and Saturdays only (eg Summer time)**. It is the responsibility of the trainers using the practice starting stalls to **ensure right of way is clear**. Pace work not to be undertaken while horses are utilizing stalls. Amendments will be advised via clubs SMS service or in stabling area
- 3.1.3 Availability of the training track and facilities shall be notified on the Notice Board adjacent to the approved entrance and on the club face book page– on occasions due to operational and safety issues it may be necessary to close the facility **without notice**.. Any notice Board practices must be strictly adhered to, and shall be deemed to be part of the conditions upon which training rights are granted.
- 3.1.4 Horses shall not be left unattended and **all manure** must be removed before vacating.

#### 3.2 OCCUPATIONAL HEALTH AND SAFETY.

Track Riding is to be conducted in accordance with Horse Stables and Track Riding Safety, West Australian Edition May 2009. To comply with the **Occupational Health and Safety Act 1986**, a qualified First Aid Officer must be in attendance at all training sessions, therefore training **must not** be commenced without that person in attendance.

The Club will provide a qualified First Aid Officer/Observer to be in attendance during the designated track opening time or as per amended advertised opening and closing times notified in stabling area or Pinjarra Park Facebook page or advised via a **phone call to the club** and confirmed by a PRC staff member.

The qualified First Aid officer/Observer will position themselves in the designated observation tower **PRIOR TO ANY HORSE LEAVING THE STABLING AREA AND PASSING THE WORKSHOP (SOUTH) AREA**

If at any time an accident was to occur during the training session, it is responsibility of the qualified First Aid Club staff member to attend to the needs of the injured person.

IT IS PROPOSED AN AUTOMATIC GATE WILL BE INSTALLED. PERSONALISED ACCESS PASSES WILL BE ISSUED TO TRAINERS WITH APPROVAL FROM THE COMMITTEE TO USE PINJARRA PARK DURING DESIGNATED TRAINING HOURS. THESE PASSES ARE STRICTLY NOT TRANSFERRABLE TO OTHER TRAINERS AND SUCH AN ACT WILL SEE ACCESS WITHDRAWN

#### 3.2.1 EMERGENCY PROCEDURES

- 3.2.2 In the event of a fallen rider or loose horse, the Trackwork Supervisor will **sound the siren for a short period of time and activate a flashing warning light on the observer's tower** at which point all Training must cease. Training will not recommence unless advised by the Trackwork Supervisor via turning off the warning light.

- 3.2.3 The Emergency Services Contact list is held by the Track Supervisor and displayed in the Track work Supervisors (Kitchen) Hut. For details of the Trackwork Supervisors role in regards to emergency procedures see Rule 10.

### **3.3 SAND TRAINING TRACK.**

- 3.3.1 The sand Training Track will be generally open for a 3 hour period from **6.00am to 9.00am Monday to Saturday depending on seasonal light** -. Excluding Good Friday, Xmas Day and Boxing Day. For safety reasons training is not to commence before the scheduled start time of **6.00am, again depending on seasonal conditions**. Opening/Closing at earlier times may be necessary on certain days. Decisions in this regard will be made by the Club and notified in the stabling area or via SMS where possible. Note: there is no training conducted on Sundays – unless advised.
- 3.3.2 **Pacework to commence initially at 6.00am (winter) or as per the advised opening time until 8.30am daily (2.5 Hour timeframe) depending on seasonal conditions with slow or jog work available from 8.30am to 9am ie over the last half hour of the session and must be advised to the track observer in the tower.**
- 3.3.3 On **RACEDAYS** the track **MUST** be cleared by **8.30 AM at the latest or as instructed (ie open for a 2 hour period subject to change depending on light conditions/starting time)** to enable course proper preparations to be finalised. On these days there will be **no allotted time** for slow/jog work. This is subject to change and will be advised with notice where possible. Non-compliance will be viewed unfavorably by the club given policy outlined in page one of document.
- 3.3.4 All horses must be worked in anti-clockwise direction.
- 3.3.5 Horses working slower than pace work time on the sand track must keep to the **inside** of the track. **Passing horses is to be avoided where possible however, if ABSOLUTELY necessary, is to take place on the outside only.**
- 3.3.6 Horses are to not to work **any more than three abreast** at any time including grass work. Maximum of 2 abreast if passing a slower horse. This may be amended if the inside is waterlogged
- 3.3.7 Additional care to be taken with juvenile or inexperienced horses.
- 3.3.8 Horses are not permitted to be led by lead pony on the sand track.

### **3.4 GRASS GALLOPS & SPECIAL GRASS GALLOPS**

- 3.4.1 The use of the course proper for training purposes is at the sole discretion of the Club. Current policy for course proper work is per page one of this document. Policy amendments will be placed on the notice board when the Club deems necessary.
- 3.4.2 The Club reserves the right to suspend the use of the course proper for training purposes without notice.
- 3.4.3 When conditions permit (at the discretion of the Track Manager) the course proper will be available for fast work only. The times and dates will be communicated with the trainers via the notice board located in the Stalls area, on the clubs “face book” and “twitter” pages, in the office notice board or contact the office.

- 3.4.4 Subject to approval by the Track Manager, the Club **may** grant permission for a Special Grass Gallop, where that horse is entered in a **Listed or Group race**, and where that race is within **eight (8)** days. A fee of will be charged for this Special Gallop. The fee payable is outlined in the current fee schedule.
- 3.4.5 All entries for course proper gallops must be received by 9.30am on the day prior to the proposed grass gallop. Bookings are accepted by Track Supervisor or the Track Manager by phone or in person. Late bookings **will not be accepted**
- 3.4.6 When entering horses for a grass gallop trainers are requested to state the horse's name and the track and date on which the horse is entered.
- 3.4.7 Horses **will not** be permitted to work slower than even time on the course proper grass, or to be led from a pony.
- 3.4.8 Horses shall not be permitted to move in an opposite direction whilst other horses are working on the course proper.
- 3.4.9 A fee will be charged for the use of the course proper each and every time a horse uses the course proper for training purposes. The fee payable is outlined in the current fee schedule. This fee is due and payable within **seven (7) days upon invoice from the Club**.

#### **4.0 THE CONTROL AND MANAGEMENT OF HORSES**

- 4.1 Any horse trained at the Pinjarra Race Club or other facilities controlled by the Club, must be a **registered racehorse or eligible for registration as a racehorse under the RWWA Rules of Racing** and trained by a trainer or pre-trainer with appropriate training rights with the Club.
- 4.2.1 Any horse in a diseased state is banned from using the facilities and entering the precincts of the Pinjarra Race Club.
- 4.2.2 All horses must enter via the Horse gate (approved entrance).
- 4.2.3 All horses brought on to the Pinjarra Park Racecourse must be controlled by the use of an approved bridle and wear a bit.
- 4.2.4 No racehorse or lead pony shall be allowed loose or out of control.
- 4.2.5 All horses are to walk on and off the training track.
- 4.2.6 Stable returns must be completed for all horses trained at the facilities, showing **PINJARRA** as the **primary training location**. Trainers who utilise our facility and who do not show Pinjarra as their primary track will be **charged as visiting trainers** as per the schedule of fees.

#### **5.0 PRE-TRAINING & BREAKER HORSES**

This policy will apply to all trainers without exception who are pre-training horses (including breakers) which will not have stable returns lodged as Pinjarra.

- 5.1 All pre-trainers or breakers ie inexperienced horses are to be worked in the **last half hour** of designated time between **Monday** and **Saturday** when the majority of other training has been completed.

- 5.2 Under no circumstance will pre-trainers or Breakers be allowed to use the grass track. This will remain exclusively to those horses in training with **stable returns lodged at Pinjarra unless otherwise approved.**
- 5.3 Persons using the facilities for pre-training will be charged the standard fee. See fee schedule for current fees.
- 5.4 Persons in charge of pre-trainers will be required to maintain a public liability policy of at least **\$20 million** and must produce evidence of the same by way of photocopy certificate for the Club files.
- 5.5 The Pinjarra Racing Club Track Work Supervisor will monitor the number of pre-trainers and breakers utilizing the facilities in the care of each person.
- 5.6 Any breach of the above guidelines, or provisions of incorrect information regarding pre-trainers will result in the use of the facilities being withdrawn from that person.

## **6.0 SCHEDULE OF FEES RELATING TO TRAINING TRACKS: (all fees inclusive of GST).**

The current “schedule of fees” is set out on Page 10 of this document. This may vary from time to time. Fees will be charged by the Club as per the “schedule of fees” and invoiced to the trainer by the Club at months end and payable within seven days upon invoice.

## **7.0 ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICY**

- 7.1 The Pinjarra Race Club is committed to the well being of their employees, and to ensuring a safe and comfortable workplace for trainers and their employees.
- 7.2 Important to meeting those objectives is the elimination of all forms of discrimination and sexual Harassment from Pinjarra Race Club owned property.
- 7.3 Set out below are the Clubs’ policies regarding discrimination and sexual harassment and describes the procedures available to any person using the facility who believes they are a victim of discrimination or harassment.

## **8.0 DISCRIMINATION & SEXUAL HARASSMENT POLICY**

- 8.1 Every employee is to be treated fairly on merit and must not be discriminated against on the basis of any personal attribute.
- 8.2 Discrimination can be **direct** or **indirect**. **Direct discrimination** occurs when a person treats someone with a particular attribute less favorably than they treat others. Indirect discrimination occurs when a person imposes unreasonable conditions that a person with a particular attribute cannot meet.
- 8.3 Discrimination on the basis of any of the following personal attributes is prohibited:

Age; physical impairment; industrial activity; lawful sexual activity; marital status; physical features; political belief or activity; pregnancy; race; religious belief or activity; status a parent or carer; or association with a person having any of those attributes.

- 8.4 The Clubs anti-discrimination policy does not prohibit discrimination on the basis of merit, ability, dedication or expertise.
- 8.5 Sexual harassment is an unacceptable and unlawful form of behavior that will not be tolerated under any circumstances. All forms of harassment are unacceptable at the Pinjarra Race Club.
- 8.6 Any instances of discrimination or sexual harassment must be reported immediately to the employer or if that is not possible to the General Manager of the Pinjarra Race Club.

#### **9.0 ON-COURSE BULLYING, HARRASSMENT, INTIMIDATION, ABUSE AND VIOLENCE**

9.1 The Pinjarra Race Club has an **absolute no tolerance** policy to the above type of behavior **under any circumstances** and instigating or all participants, as reported by Pinjarra Race Club staff in writing and deemed by the Committee, can expect to be dealt with **expeditiously** by the Committee under clauses 32 and 33 as listed in the Club Rules and Constitution.

**9.2** Clauses 32 and 33 essentially stipulate an **immediate action can be applied to person/s and permission withdrawn to utilise Pinjarra Race Club facilities if the Committee is satisfied misconduct has occurred on same.**

#### **10.0 TRACK WORK SUPERVISOR and TRACKWORK STEWARD**

The Track Work Supervisor (TWS) and Trackwork Steward (TS) are employees of the Pinjarra Race Club and his / her primary objectives are as follows;

- 10.1 To ensure that all training at the Pinjarra Race Club is conducted within the Training Rules and Regulations and report breaches accordingly.
- 10.2 Duties include opening and closing the horse gates, check condition of the track, observe track work/ advise on practices and collect information on attendance by trainers and horses being trained, for the Club administration.
- 10.3 In addition be on hand if an accident occurs and administer First Aid. Complete OH&S Incident reports and Hazard Near Miss reports. Instigate appropriate emergency procedures and contact appropriate emergency services such as an ambulance. Notify reportable incidents to office.
- 10.4 Liaise with Trainers, jockeys and track riders regarding changed track conditions due to inclement weather, lightning and thunder storms. Close the track should conditions become unsafe. Record any issues/incidents in log book for presentation to the admin office. Liaise with Track Manager and RWWA Steward if necessary.
- 10.5 In relation to clause 9, MIG Security have been authorised by the Pinjarra Race Club to seek assistance as necessary, as directed at the discretion of club staff , individuals that partake in these activities and remove off Pinjarra Park premises.
- 10.6 The Track work supervisor in conjunction with the Trackwork Steward reports directly to the Track Manager. On occasions RWWA Stewards and the RWWA Investigator attend the trackwork supervisor or steward will report to same in the first instance.



# **PINJARRA RACE CLUB INC**

## **TRAINERS/RIDERS DECLARATION**

I hereby declare that I fully understand the above-mentioned rules and regulations relating training and riding at the Pinjarra Park Racecourse.

I also understand that should any breach of these arrangements occur, or should payment of any such training fees incurred not be met by the said due date, that the Committee of the Pinjarra Race Club reserves the right to TERMINATE without notice my permission to train, ride and to utilise the services of the Pinjarra Race Club facilities.

Recovery of any outstanding fees will be sought with RWWA Licensing assistance.

I also understand that the fees referred in these Rules and Regulations may change from time to time and I acknowledge that the schedule of current fees is enclosed in this document.

Print Name: .....

Mobile Number (for Club SMS Notifications).....

Signature :.....

Date: ...../...../.....

THIS DECLARATION IS TO BE SIGNED BY ALL TRAINERS and/or RIDERS SEEKING/GIVEN PERMISSION TO TRAIN AT PINJARRA PARK RACECOURSE.

(This declaration is to be RETURNED to Trackwork observer and remain on file at the Administration office)

# **PINJARRA RACE CLUB INC**

## **SCHEDULE OF FEES RELATING TO TRAINING TRACKS**

**2013/14 Racing Season (effective 1/8/13)**

### **Fees for Local Pinjarra Domiciled Trainers**

<b>Description of Activity</b>	<b>Charge</b>	<b>Paid to</b>	<b>Payable date</b>	<b>Payable to</b>
Training Grass-Gallop	\$10.00	Pinjarra Race Club	Within 7 days from invoice	Pinjarra Race Club Administration.
Special Grass- Gallop	\$20.00	Pinjarra Race Club	Within 7 days from invoice	Pinjarra Race Club Administration.
Sand Track	\$2.20 per horse	Pinjarra Race Club	Within 7 days from invoice	Pinjarra Race Club Administration.

### **Fees for Visiting Trainers or Non Pinjarra Domiciled Trainers**

<b>Description of Activity</b>	<b>Charge</b>	<b>Paid to</b>	<b>Payable date</b>	<b>Payable to</b>
Training Grass-Gallop	\$22.00	Pinjarra Race Club	Within 7 days from invoice	Pinjarra Race Club Administration.
Sand Track	\$4.40 per horse	Pinjarra Race Club	Within 7 days from invoice	Pinjarra Race Club Administration.
Special Grass- Gallop	\$44.00	Pinjarra Race Club	Within 7 days from invoice	Pinjarra Race Club Administration.

**Note : (fees inclusive of GST).**

**COURTESY, COMMONSENSE and COMMUNICATION  
TO PREVAIL AMONGST FACILITY USERS**