



*"WHERE THE TURF MEETS THE SURF"*

Whangarei Racing Club  
Track Regulations and Policies  
Relating to Trainers Approved to Train at  
Ruakaka Racecourse and their Stable Staff  
and/or Contractors

March 2016

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# 1. Terms

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

**Racecourse** means the Ruakaka racecourse which is owned or under the control of the Whangarei Racing 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;

**Racecourse Manager** means the person appointed by the club to oversee and manage the racecourse training facilities including trackwork and maintenance of the racecourse.

**Restricted Areas** means the float park, stabling area/tie up stalls, birdcage, horse walk ways, race tracks, plate inspection area and racecourse workshed. Access to restricted areas is limited to people licensed by NZTR and no children are permitted in restricted areas.

**Trackwork Supervisor** 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 (previously known as Crossing or Gap Supervisor/Keeper). The Trackwork Supervisor reports to the Racecourse Manager.

**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.

**Track Indicator Board** means the indicator board at the crossing showing which tracks are open for training;

**Training Track or Facility** means any place at which horses are actively trained or worked, (including the race course beach and accessway) 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;

**Permitted Trainer** means a licenced trainer that has been approved by the Club to train at the racecourse.

## 2. Track hours and General Information

### 2.1. 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
<b>Monday – Friday</b>	Training Tracks as designated at the crossing	6am – 10.30am
<b>Saturday</b>	Training Tracks as designated at the crossing	6am – 10.30am
<b>Sunday</b>	Closed	Prior arrangement with Racecourse Manager
<b>Public Holidays</b>	Public Holidays Sand & designated track Christmas Day – Closed	6am – 9.30am Prior arrangement with Racecourse Manager
<b>Trial &amp; Race Days</b>	Sand & designated track	6am - 9am

**Note: These times may vary at the Racecourse Managers discretion. Changes to opening hours will be notified at the Crossing Hut and Trainers will be notified by email.**

- All training tracks must be inspected by the Trackwork Supervisor or designated Club representative before any horse is allowed onto the track.
- The Trackwork Supervisor 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 Racecourse Manager.
- A Non-Permit holder must seek permission of the Course Management and Club Committee to use the Racing Club facility.
- The Trackwork Supervisor will open the track generally no earlier than 0600hrs providing there is sufficient light and conditions are safe to do so.
- Training on the beach via the racecourse beach access is by special permit only and subject to conditions. Trainers who have indicated on the 'Trainers Application/Permit for Permission to Train at Ruakaka Racecourse' have agreed to abide by the Beach Access Rules and Code of Conduct for Training Horses on the Beach including having the relevant insurance cover.



## 2.2. Control of Racing Club Properties

Every person on Whangarei Racing Club property must comply with all instructions from the Racecourse Manager or other designated person.

No person may interfere with any Whangarei Racing Club property including move markers, jumps, and barriers without the express permission of the Racecourse Manager or Trackwork Supervisor.



All dogs on Whangarei Racing Club property must be confined within a vehicle.



Vehicles are not to exceed 20km when driving on Racing Club property. There are displayed speed signs at all entrances.



The float park, stabling area/tie up stalls, birdcage, horse walk ways, race tracks, plate inspection area and racecourse workshed. Access to restricted areas is limited to people licensed by NZTR and no children are permitted in restricted areas.



## 2.3. Closure of or Applying Restrictions to Racing Club Property

The Racecourse Manager, Trackwork Supervisor 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 Course Manager, his/her Assistant or Trackwork 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 rider is stood down for any of the reasons above, he/she may not resume riding without permission from Racecourse Manager or a nominated person acting on the authority of the Committee. 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.

The Racecourse Manager, Trackwork Supervisor or other appointed Club official may refuse any rider or stablehand access to the track and facilities if a rider or stablehand, in the opinion of the Club Official, has displayed a lack of experience and competence in their handling of which horse(s) which could create a possible safety hazard, or if in the opinion of the Official, a person displays visible signs of being under the influence of alcohol or drugs.

## 3. Track User Requirements

### 3.1. Use of Training Facilities by Trainers – Annual license renewal

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

- successfully completing a Workplace Induction;
- holding a current permit to train issued by NZTR; and
- the prescribed form has been signed off by the General Manager or appointed Club Official.

While training at Whangarei Racing Club all trainers must:

- conduct their training operations within the Rules of Racing and the Local Rules, Policies and Bylaws of the Whangarei 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, Policies and Bylaws of the Whangarei 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
- have completed the induction process and relevant documentation; and
- have assessed your workers and approved them as competent in their jobs and working around horses and have signed off the Stable Staff induction forms and;
- pay all track & training facility fees and fines incurred by themselves or their employees promptly.
- Give copies of their Health and Safety plan and induction process that complies with the Worksafe Health and Safety Act.
- Make sure that staff employed by yourselves have been assessed as competent in the riding of and/or handling of horses.

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

### 3.2. Tenanting of Racecourse Stabling/Yards at the Training Facility

All trainers must apply annually to tenant the Stabling/Yard facilities at Whangarei Racing Club by completing an 'Application/Permit for Permission to Tenant Stabling/Yards' form. Approval to tenant facilities at the racecourse will be at Whangarei Racing Club's discretion and conditional upon the trainer:

- conducting their training operations within the Rules of Racing and the Local Rules and Bylaws of the Whangarei Racing Club and conditions as determined by the Committee;
- The prescribed form has been signed off by the General Manager or appointed Club Official.

While tenanting of stabling/yard facilities at Whangarei Racing Club all trainers must:

- Keep the tenanted facilities maintained and in good order, making sure the facilities are 'horse proofed' at all times.
- Request permission from the Racecourse Manager or Club Official before undertaking any alterations or additions to the stabling area.

- Notify the Racecourse Manager or Club Management immediately of any damage or concerns of the facilities.
- Notify the Racecourse Manager and Club management of the date you no longer require any/ or all of your tenanted stabling/yard facilities. Failure to do so will result in you being charged for all stabling/yards assigned to you whether you have horses using the facilities or not.

**Additional Stabling/Yard Facility requests:**

- You must request permission from the Racecourse Manager or Club management if you wish to tenant additional stabling/yard facilities (not agreed to in your Application for Permission to Tenant Yards form) and await for approval and a move in date from the Racecourse Manager prior to moving your horses in.

### 3.3. Use of Training Facilities by Riders

All riders wishing to ride trackwork must apply for approval from Whangarei Racing Club. Approval is conditional upon the applicant:

- successfully completing a Workplace Induction that outlines the particular requirements of the Track; and
- Your Trainer has signed you off as competent in your work and completed the Stable Worker Induction form; and

While riding trackwork at Whangarei Racing Club all riders must:

- comply with all Whangarei Racing Club rules, bylaws, policies and instructions;
- comply with all health and safety requirements including wearing the approved personal protective gear; and
- show competency when handling horses

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

### 3.4. Beach Access Rules and Code of Conduct for training horses on beach

**The Whangarei Racing Club hold a permit to train horses on the racecourse beach with the Whangarei District Council (WDC) and a special Concession from Department of Conservation (DOC) to access the racecourse beach from DOC land via the beach access way. The following restrictions apply to all persons using the beach to train as per Policy Appendix PO001:**

- Trainers and their track riders must be familiar with and follow all rules with regard to the Whangarei Racing Club Beach Code of Conduct, Complaint Investigation protocol, DOC Concession and WDC Permit for riding of horses at Ruakaka racecourse beach.
- Public Liability Insurance covering general indemnity and Forest and Rural Fires Act extension must be kept up to date and copies provided to the racing club for reference.
- Trainers and track work riders training horses on the beach (riding or otherwise) must wear the Trainers individual identifiable hi visibility reflective vest as per the WDC Permit.
- Trainers need to notify the Trackwork Supervisor when using the beach.
- Track facility fees apply to beach use.
- The beach access gate must be kept locked outside of training hours



## 4. Safety Requirements

Personal protective equipment must be worn

### 4.1. Personal Protective Equipment

When riding a horse on any part of Whangarei Racing Club race track and race course beach 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.

### 4.2. 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 Trackwork Supervisor will 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 the Trackwork Supervisor or other designated Club official.

A person shall not ride a horse (including at races, trials, jumpouts or trackwork) at Whangarei 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.

### 4.3. Safety Irons

All trackwork saddles must be equipped with safety irons of a design approved by the Stewards. Both feet must be in the stirrups at all times while riding. The most common safety irons can be recognised by the outside side bar curving forward, this allows the foot to come free in the event of the rider being dislodged from the horse.

#### 4.4. 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/or flashing light is turned on all trackwork must stop immediately and not resume until the Trackwork Supervisor permits it to resume.

#### 4.5. First Aid



The Trackwork Supervisor is required to hold a current St John Workplace First Aid Course Certificate.

**Your First Aiders are:**

Name	Position	General Location	Contact
Moses Tali	Trackwork Supervisor	Crossing Hut	0274 334 490
Murray Marshall	Racecourse Manager	Workshed	0274 552 242
Rebecca Swords	Racecourse Office Manager	Racecourse Office	0274 334 498

#### 4.6. 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 Whangarei 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.

A rider may be suspended from riding at Ruakaka by the Trackwork Supervisor, Racecourse Manager or designated official if it is suspected that they are under the influence of drugs and/or alcohol.

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

#### 4.7. 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 the Trackwork Supervisor or Racecourse Manager of their concerns and follow the reporting process set out in 5.3 below.

## 5. Health and Safety

### 5.1. 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 Whangarei Racing Club property or Whangarei Racing Club controlled events lies with the Whangarei Racing Club Committee and its staff.

Every person on Whangarei Racing Club property or at Whangarei 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 Whangarei Racing Club related to health and safety.

### 5.2. H&S Information

**H & S information can be found at the: Racecourse Office and the Crossing Hut.**

**The list of risks and hazards can be found at the: Racecourse Office.**



### 5.3. Hazards and Risks

You must report any hazards, risks, near misses, injuries, illnesses, incidents and deaths that occur on Whangarei Racing Club property or at Whangarei Racing Club controlled events to the Health & Safety Representative at the Racecourse Office or record in the Accident / Incident log book in the Crossing hut.

**Accident / Incident Reporting Forms and Hazard Reporting Forms are located at:**

- **Crossing Hut**
- **Racecourse Office**



### 5.4. Reporting

Whangarei Racing Club must record all hazards, risks, near misses, injuries, illnesses, incidents and deaths that occur on Whangarei Racing Club property or at Whangarei Racing Club controlled events. These records are kept for at least five years.

Whangarei 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 Whangarei Racing Club must take reasonable steps to ensure the site of the event is not disturbed until authorised by Worksafe.

**The Accident/Incident, Near Miss Reporting procedure and Hazard reporting procedure can be found as Appendix xx & xx and copies are kept at the Racecourse Office and Crossing Hut.**

## 6. Track Usage

### 6.1. 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.
- If required consult with the Trackwork Supervisor to make sure the right track and direction is followed.

### 6.2. Special conditions or restrictions

In conditions where the Racecourse Manager or Trackwork Supervisor 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 Trackwork Supervisor 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 Trackwork Supervisor 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.

### 6.3. 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 Trackwork Supervisor 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 \$200 in addition to any track fees owing.

### 6.4. Rider Register

Whangarei 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. Trainers are required to submit a completed list of their riders and notify the Club of amendments as required from time to time.

## 6.5. Track Instructions

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

## 6.6. 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.

## 6.7. 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 **three** horses can pace work abreast of each other on any track. A maximum of **two** horses when galloping.




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.

## 6.8. Direction Horses are to Work

Subject to change on advice from the Racecourse Manager or Trackwork Supervisor:

Day	Direction	
Monday	Right Hand	
Tuesday	Right Hand	
Wednesday	Left Hand	
Thursday	Right Hand	
Friday	Left Hand	
Saturday	Right Hand	

## 6.9. Gallops Mornings

Day	Direction	
Tuesday	Right Hand	
Thursday	Right Hand	
Saturday	Right Hand	

*Gallops mornings are Tuesday, Thursday and Saturday. Any person requiring a special gallop on an off morning may by arrangement with the Club Representative be granted permission for such gallop.*

## 7. Horse Management

### 7.1. Gates

The Whangarei Racing Club Committee has adopted security horse containment policy to assist in managing the safety of horses, riders or other persons using the facilities at Ruakaka racecourse. The full policy is in Appendix PO00.

All designated containment gates must be kept closed at all times:



- All horses must be kept
- If the automatic (electric) horse containment gate leading to/from the stabling area does not close, you must tell the Racecourse Manager or Club official immediately.
- The main gates at the start of Ruakaka race course are opened from 6am Weekday mornings and Saturdays for track work.
- The premises is checked each night after 6pm by Security. If you are the last to leave, lock the gate behind you.  
Weekends and Public Holidays, the main gate is to be kept closed for security reasons. The last person to leave the course, must lock the gate at the end of the day.

On race and trial meeting days designated containment gates will be manned by Club Staff. The Club Staff will be responsible for the opening and closing of any 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.

### 7.2. 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.

### 7.3. 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 Racecourse Manager or Trackwork Supervisor 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.

### 7.4. Lead Pony/School Masters/Accompanying Horse

Permission must be sought from the Racecourse Manager or Trackwork Supervisor to work a horse off a lead pony and will be restricted to the Sand Track or beach. The lead pony must be ridden by a suitably experienced rider.

## 8. Horse Welfare

### 8.1. Ill-Treatment of a horse

Any person who ill-treats a horse in any manner on the Racing Club facilities, may be directed to stop this action by the Racecourse Manager or other Racing Club official. Such Racing Club officials may also refer the ill-treatment by way of complaint or allegation to the Club Management for determination by a sub committee.

### 8.2. Horse diseases and infections

No horse shall be brought onto the racecourse suffering from any contagious or infectious disease. Breach of this rule will be deemed a serious offence.

The Racecourse Manager or any other Racing Club official may refuse or restrict entry to any of the Racing Club facilities to any horse that is judged to have, or could reasonably be at risk of having, a clinically evident contagious or infectious disease.

Information relating to Horse Welfare can be found at:

<http://www.nzracing.co.nz/downloads/NZTR%20Horse%20Welfare%20Guidelines.pdf>

<https://www.mpi.govt.nz/protection-and-response/animal-welfare/codes-of-welfare/>

Northland Veterinary Group contact: 09 470 1060

Your Vet – Waipu contact: 09 432 0500

## 9. General

Tracks available for work will be notified on the Track Indicator Board, no tracks shall be used other than those notified. The Racecourse Manager or Trackwork Supervisor 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.

### 9.1. Course Proper

Gallops	If Open - markers will indicate the area allowed to work in
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### 9.2. Sand

Gallops	Open
Pacework	Open

### 9.3. No 2 Grass (Training Track)

Gallops	If Open - markers will indicate the area allowed to work in
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### 9.4. Racecourse beach access

To First Storm Water Pipe	Unrestricted
To Second Storm Water Pipe	Until 9am

**Out of Bounds at all times – Anywhere near Sand dunes and Wildlife Refuge. The beach access gate must be kept locked after training hours.**

### 9.5. Full Hurdles

By prior arrangement with Racecourse Manager

### 9.6. Wooden Practice Barriers

Open

### 9.7. Metal Starting Gates

By prior arrangement with Racecourse Manager

### 9.8. Trotting Track

By prior arrangement with the Club and Racecourse Manager and no later than 1pm.



## 10. Track Fees

### Track and Facility Fees

A horse using the training facilities four days and over will be charged the full month fee. A horse using the facilities three or less times during the month will be charged

Type of Fee	Unit	Track/Beach usage	Fee gst exc
<b>Track/Facility</b>	Per horse	1x (during month)	<b>\$ 35</b>
	Per horse	2x (during month)	<b>\$ 55</b>
	Per horse	3x (during month)	<b>\$ 75</b>
	Per horse	4x or more (during month)	<b>\$ 90</b>
<b>Yard</b>	Per yard		<b>\$ 30</b>
<b>Visiting Trainers</b>	Per horse	1x or more (during month)	<b>\$100</b>
<b>Visiting Trainers Yard</b>	<b>Per yard</b>		

All fees are exclusive of GST.

The Track/Facility fees are invoiced on a monthly basis, payment by the 27<sup>th</sup> of the month.

The Racing Club reserves the right to charge interest on overdue accounts. The Racing Club reserves the right to action pursuant to the NZ Rules of Racing (Arrears List) and to seek legal assistance in collecting outstanding debts. The Permit holder will be liable for all costs incurred collecting overdue accounts.

Failure to pay fees within the time stipulated on the invoice may result in that trainer being barred from using the track until such time as those fees have been paid.

## 11. Conduct, Bullying & Harassment

The supervision of training operations on the racecourse grounds is the duty of the Racecourse Manager or appointed Club official and all Trainers, Owners, Riders and Horse Attendants shall promptly obey their instructions and comply with any requirements in regard to their use of the racecourse and training centre.

All forms of bullying, harassment, unlawful discrimination and victimizing from anyone on racecourse property is prohibited.

The Racecourse Manager or Club representative have the right to automatically suspend anyone from the course displaying such behaviour pending an enquiry with Club representatives as detailed in Appendix Policy **P002**.

## 12. Stable Staff Induction Form



# STABLE STAFF INDUCTION

Name:		Commencement Date:	
Position:	Trainer / Trackwork Rider / Stable Worker / Other (please specify):		

### 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 - toilets, notice boards and other relevant facilities.		

#### STABLE ORIENTATION – RACECOURSE STABLES

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 <b>Health and Safety plan</b> 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 the staff member sign the form to indicate that they are satisfied with the level of the induction and understanding prior to commencement of employment and the trainer sign off to show that the staff member is competent to safely perform the tasks of the role.*

*Trainer Full Name*

*Trainer Signature*

*Date*

*Staff Full Name*

*Staff Signature*

*Date*

## 13. Stable/Yard Tenant Agreement



"WHERE THE TURF MEETS THE SURF"

### APPLICATION/PERMIT FOR PERMISSION TO TENANT YARDS AT RUAKAKA RACECOURSE

<b>SURNAME</b>		
<b>GIVEN NAMES</b>		
<b>RESIDENTIAL ADDRESS</b>		
	Suburb	Postcode
<b>POSTAL ADDRESS</b>		
	Suburb	Postcode
<b>TELEPHONE</b>		<b>MOBILE</b>
<b>EMAIL ADDRESS</b>		
<b>NUMBER OF YARDS REQUESTED</b>		
<b>TACK ROOM REQUIRED</b>		
<b>REQUESTED FIRST DAY TO LEASE YARDS AT RUAKAKA</b>		
<b>LAST DAY OF LEASE (IF KNOWN)</b>		
<b>NAME(S) OF LICENSED STAFF WORKING FOR YOU</b>		

**Please read carefully**

I wish to apply to the Whangarei Racing Club for approval to tenant stabling facilities of the Club for the purpose of training **thoroughbreds / harness**. 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 agree to abide by the Rules of Racing, the Track regulations and any directions or instructions issued by the Stewards, Racecourse Manager and/or Club official, at all times.
- 2) I acknowledge that any horse, which utilises the Club's facilities, must have a current stable return lodged.
- 3) I acknowledge that unless my licence/track facility fees are paid promptly and on time approval to train on course may be withdrawn by the Club.
- 4) I agree to keep the tenanted facilities maintained and in good order, making sure the facilities are 'horse proofed' at all times.
- 5) I agree to request permission from the Racecourse Manager before undertaking any alterations or additions to the facilities.
- 6) I agree to notify the Racecourse Manager or Club management immediately of any damage or concerns of the facilities.
- 7) I agree to notify the Racecourse Manager and Club management of the date I no longer require any/or all of the tenanted stabling facilities. I understand that failure to notify the Club will result in being charged for all tenanted facilities assigned to me whether in use or not.

- 8) I acknowledge that I must request permission from the Racecourse Manager and Club management if I wish to tenant additional stabling/yard facilities (not agreed to in my Application for permission to tenant yards at Ruakaka race course form) and that I will wait for approval and be given a move in date from the Racecourse Manager prior to moving my horses in.
- 9) I also acknowledge that I have received and read the ***'Track Regulations and Policies Relating to Trainers & Stable staff Approved to Train on the Whangarei Racing Club Racecourse'*** document and understand the contents therein and agree to comply with such policies including the completion of the relevant instruction form for each employee and/or contractor.

**Declaration**

I acknowledge that I have read and fully understand the conditions on which approval may be granted by the Club to lease 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.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Checklist – have you included the following information?**

**Yes ✓**

- Copy of trainers license or trainer license no.
- Contact details of your previous track where you were registered to train or referees if new to course.
- List of Trackwork riders and their contact details as per clause 6.4 of the *Track Regulations and Policies* Document.

\_\_\_\_\_  
*PERMISSION TO TRAIN AT WHANGAREI RACING CLUB RUAKAKA APPROVED:*

\_\_\_\_\_  
(Signature of Club Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Date)

**Office Use Only**

**Club Checklist – Have you included/completed the following information?**

- Trainer license verified
- Track Regulations and Policies Relating to Trainers Approved to Train at Ruakaka racecourse and their Stable Staff and/or Contractors.
- Parties notified: Trainer, Racecourse Manager, Trackwork Supervisor
- Trainer/Staff Induction form completed

## 14. Trainer Agreement



"WHERE THE TURF MEETS THE SURF"

### APPLICATION/PERMIT FOR PERMISSION TO TRAIN AT RUAKAKA RACECOURSE

*This application for permission to train does not include yard and stable lease at the racecourse facilities. You must complete the application for permission to lease stabling at Ruakaka*

<b>SURNAME</b>		
<b>GIVEN NAMES</b>		
<b>RESIDENTIAL ADDRESS</b>		
	Suburb	Postcode
<b>POSTAL ADDRESS</b>		
	Suburb	Postcode
<b>TELEPHONE</b>		
<b>MOBILE</b>		
<b>EMAIL ADDRESS</b>		
<b>NUMBER AND NAME/S OF HORSES IN TRAINING (or attached document)</b>		
<b>NAME(S) OF LICENSED STAFF WORKING FOR YOU</b>		
<b>REQUESTED FIRST DAY TO TRAIN AT RUAKAKA RACECOURSE</b>		
<b>I REQUEST PERMISSION TO USE THE RACECOURSE BEACH</b>	Note: Training via the racecourse beach access is permitted only and subject to special conditions. By requesting the use of the racecourse beach you agree to abide by the Beach Access Rules and Code of Conduct for training horses on the beach <u>including having the relevant insurance cover.</u>	
<b>YES / NO</b>		

#### **Please read carefully**

I wish to apply to the Whangarei 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:

- 10) I hold a current Trainer/Owner Trainers Licence, issued by NZTR
- 11) I agree to abide by the Rules of Racing, the Track regulations and any directions or instructions issued by the Stewards, Racecourse Manager and/or Club official, at all times.
- 12) I acknowledge that any horse, which utilises the Club's facilities, must have a current stable return lodged. I acknowledge that unless my licence/track facility fees are paid promptly and on time

approval to train on course may be withdrawn by the Club.

- 13) I understand that by requesting the use of the racecourse beach access that I will agree to abide by the Beach Access Rules and Code of Conduct for training horses on the beach.

**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 Whangarei Racing Club Racecourse'* document and understand the contents therein and agree to comply with such policies.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Checklist – have you included the following information?**

**Yes v**

- Copy of trainers license or trainer license no.
- Contact details of your previous track where you were registered to train or referees
- Copy of Public Liability, Forest & Rural Fire & Statutory Liability Insurance (Beach Use Only)

\_\_\_\_\_  
*PERMISSION TO TRAIN AT WHANGAREI RACING CLUB RUAKAKA APPROVED:*

\_\_\_\_\_  
(Signature of Club Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Date)

**Office Use Only**

**Club Checklist – Have you included/completed the following information?**

- Trainer license verified
- Track Regulations and Policies Relating to Trainers & Track Riders Approved to Train at racecourse
- Beach Access Rules and Code of Conduct for training horses on beach (if required)
- Parties notified: Trainer, Racecourse Manager, Trackwork Supervisor
- Stable/Staff Induction form



## 15. Visiting Trainer Agreement



"WHERE THE TURF MEETS THE SURF"

### VISITING TRAINERS APPLICATION/PERMIT FOR PERMISSION TO TRAIN AT WHANGAREI RACING CLUB RUAKAKA

*A Visiting Trainers Permit may be granted to Licensed Trainers who wish to use the Ruakaka racecourse training facilities for a limited period of time.*

<b>SURNAME</b>		
<b>GIVEN NAMES</b>		
<b>RESIDENTIAL ADDRESS</b>		
	Suburb	Postcode
<b>POSTAL ADDRESS</b>		
	Suburb	Postcode
<b>TELEPHONE</b>		
<b>MOBILE</b>		
<b>EMAIL ADDRESS</b>		
<b>NAME/S OF HORSES FOR WHICH PERMIT COVERS:</b>		
<b>NAME(S) OF LICENSED STAFF ACCOMPANYING THE HORSE/S</b>		
<b>REQUESTED FIRST DAY TO TRAIN AT RUAKAKA RACECOURSE</b>		
<b>REQUESTED LAST DAY TO TRAIN AT RUAKAKA RACE COURSE</b> (Permit cannot exceed 30 days)		
<b>I REQUEST PERMISSION TO USE THE RACECOURSE BEACH</b>  YES / NO	Note: Training via the racecourse beach access is permitted only and subject to special conditions. By requesting the use of the racecourse beach you agree to abide by the Beach Access Rules and Code of Conduct for training horses on the beach <u>including having the relevant insurance cover.</u>	

**Please read carefully**

I wish to apply to the Whangarei 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 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. I acknowledge that unless my licence/track facility fees are paid promptly and on time approval to train on course will be withdrawn by the Club.
- 4) I understand the Visiting Trainers Permit is not to exceed 14 days from the first day of training, and that I can request for my Visiting Trainers Permit to be re-issued at the discretion of the Club Manager.
- 5) I understand that by requesting the use of the racecourse beach access that I will agree to abide by the Beach Access Rules and Code of Conduct for training horses on beach.

**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 Whangarei Racing Club Racecourse'*** document and understand the contents therein and agree to comply with such policies.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

**Checklist – have you included the following information?**

**Yes ✓**

- Copy of trainers license or No.
- Contact details of current track where registered to train:
- Copy of Public Liability, Forest & Rural Fire & Statutory Liability Insurance (Beach Use Only)

*PERMISSION TO TRAIN AT WHANGAREI RACING CLUB RUAKAKA APPROVED:*

\_\_\_\_\_  
(Signature of Club Representative)

\_\_\_\_\_  
(Date)

**Office Use Only**

**Club Checklist – Have you included/completed the following information?**

- Trainer/Stablehand license verified
- Track Regulations and Policies Relating to Trainers & Track Riders Approved to Train at racecourse
- Beach Access Rules and Code of Conduct for training horses on beach (if required)
- Parties notified: Trainer, Racecourse Manager, Trackwork Supervisor
- Trainer/Staff Induction
- Beach Access Rules and Code of Conduct for training horses on beach.