

Cranbourne Training Complex

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# Training Rules and Regulations

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## Cranbourne Training Complex



**Racing Victoria Limited**  
[www.racingvictoria.net.au](http://www.racingvictoria.net.au)

Version 1.2 issued 1 August 2007

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## 1. GENERAL

- 1.1. In addition to these, the Rules of Racing shall bind every person using the Facilities.
- 1.2. The use of the Facilities for training is a privilege granted by the Cranbourne Training Complex (CTC) Committee of Management (Committee) and is granted upon the conditions set by the CTC 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 that may be referred to the RVL stewards.
- 1.3. The use of the Facilities shall be determined at the sole discretion of the CTC Management. The CTC may refuse to grant such privilege and may at any time vary, cancel or revoke same.
- 1.4. Any person using the 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 CTC.
- 1.5. Neither the Committee nor any of its employees nor the CTC Management shall accept responsibility for any accident or injury whatsoever that may occur within the boundaries of the Complex and all persons entering the course and using the Facilities shall do so at their own risk.
- 1.6. The Committee reserves the right to amend any or all of these Rules or add or make additional Rules without prior notice but shall forward a copy of same to each trainer with training rights at the Complex, within 14 days of their adoption.
- 1.7. The CTC shall from time to time set out such fees as it deems appropriate for the use of the facilities.
- 1.8. Wherever possible the Committee shall consult with the Trainers' Association Executive and the Cranbourne Trainers Club regarding proposed amendments to training facility rules and fees.
- 1.9. Except in the case of an emergency, no vehicle owned or under the control of a trainer or his employee or person under this control shall be permitted on any track within the bounds of the Complex unless authorised by the CTC Manager or designated agent.
- 1.10. To facilitate communication between trainers and the CTC, all trainers are encouraged to become members of the Cranbourne Trainers Club.
- 1.11. Strictly no dogs are allowed on the CTC at anytime.
- 1.12. All persons driving vehicles within the CTC must obey speed and traffic control signs and park as directed by CTC staff. Repeat offenders may have their vehicle access to the CTC denied.
- 1.13. CTC staff will clean up manure that is left on the bitumen areas of the stalls. If horse truck/floats are to be cleaned out, manure should be placed in locations designated by CTC staff. All other rubbish should be placed in the appropriate bins (needle or rubbish).
- 1.14. All users must comply with CTC staff requests to complete audits of safety and protective and provide information as required.

## 2. TRAINERS AND THEIR EMPLOYEES

- 2.1. All trainers must be registered with Racing Victoria Ltd. Should any trainer cease for any reason whatsoever to be so licensed then any rights or privileges granted by the CTC shall cease forthwith.
- 2.2. Any proper request by the CTC 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 Racing Victoria Ltd. and no trainer shall employ any such employee who is not so registered. CTC will conduct ad hoc audits to ensure all riders are registered.
- 2.4. Horses shall be deemed to be under the responsibility and control of the trainer when using the Facilities.
- 2.5. It is the duty of the trainer to ensure that all their employees are aware of the Training Rules and Regulations and ensuring that they abide by them.
- 2.6. No person under the age of fourteen (14) years is permitted to ride track work.
- 2.7. Every rider shall wear boots, safety vest, high visibility vest with reflective stripes and a properly affixed skull cap of design and material approved by the stewards of the Racing Victoria Ltd. (Gumboots, desert boots or runners are not permitted) or such other safety equipment in good condition as prescribed by the CTC. Riders without the correct/safe gear will not be allowed to enter tracks.
- 2.8. Riders helmets must not be more than 5 years old and be free from damage and comply to one of the following standards: AS/NZS 383.2003, US, ASTM F11 6301, BS EN 1384/1997.
- 2.9. All trainers and riders must make available helmets, body protectors and horse gear on requests by CTC for inspection on a 6 monthly basis.
- 2.10. Safety stirrups must be used for training, race stirrups may be used for jump outs if race boots are used by riders.
- 2.11. No person shall ride any horse which is not fully saddled or bridled – stirrups must be used, but feet may be kicked out when there are safety concerns.
- 2.12. Trainers will be required to register with the CTC at the commencement of each racing season. In July each year a registration form will be forwarded to all trainers. Registration forms must be completed accurately and returned to the CTC.
- 2.13. Permission to use the Training Facilities is conditional on signed acceptance of/and understanding of the Training Rules and Regulations. All trainers must have attended an induction at the CTC before commencing use of the CTC. Trainers inducted must then ensure their staff are inducted and provided a copy of the training rules and regulations.
- 2.14. Any trainer who ceases to live in the district, or commences to train horses at another track, will be deemed to have changed training venue and as such will not be considered an approved CTC trainer, unless prior arrangements have been made with the CTC Management.
- 2.15. In accordance with Australian Rule of Racing 175, the Committee will take strong action against any person found guilty of improper or insulting behaviour at any time towards the Committee or any member thereof or any official, in relation to their or his/her duties.
- 2.16. Furthermore, the Committee will take strong action against any trainer or his/her staff found guilty of improper or insulting behaviour at any time towards any person within the complex precincts.

2.17. All persons leading a horse onto the CTC via the back gate must also wear safety clothing, horses must have reflective markings on gear or rug.

### 3. THE CONTROL AND MANAGEMENT OF HORSES

- 3.1. Any horse trained at the Cranbourne Training Complex must be a registered racehorse or a horse eligible for registration as a racehorse under the Rules of the Racing, and trained by a trainer with appropriate training rights with the CTC.
- 3.2. All persons in control of horses must be registered as stable employees or licensed persons as per the Rules of Racing.
- 3.3. No smoking or usage of a mobile telephone whilst riding horses.
- 3.4. Any horse in a suspected or confirmed diseased state is banned from using the Facilities and entering the precincts of the CTC. In the event of an infectious condition being diagnosed on a horse that has previously used the CTC, the Manager of the CTC must be notified immediately.
- 3.5. All horses must enter through the approved entrances. Horses must not be led or ridden in through the Grant Street entrance or any area between this entrance and the horse stalls.
- 3.6. All horses brought on to the CTC must be controlled by the use of an approved bridle and wear a bit. With lead attached and should be lead from the left hand side (near side).
- 3.7. All persons leading a horse must wear fully enclosed durable footwear such as leather work boots.
- 3.8. Only one horse to be lead at a time.
- 3.9. All riders and handlers must ensure a safe distance is maintained from other horses whilst riding track work or when leading a horse to minimise injury risk.
- 3.10. No racehorse or lead pony shall be allowed loose or out of control.
- 3.11. All horses are to walk on and off the training tracks (except grass tracks where riders may trot back along access track).
- 3.12. Stable returns must be completed for all horses trained at the facilities, showing the CTC as the training location.
- 3.13. Horses may only be led from lead ponies in the centre of the tracks and on the slow and middle sand tracks.
- 3.14. In the event of an incident on the training tracks a siren and flashing light will be activated to alert riders there is a loose horse. Under certain circumstances the cessation of training may be necessary to assist injured persons.
- 3.15. It is not the responsibility of the CTC employees to catch loose horses. CTC staff will endeavour to close gates to control access but at no time will endanger themselves to catch a loose horse.

## 4. FACILITIES

### 4.1. General

- 4.1.1. No person shall remove or alter the location of any markers, machinery, equipment or obstacles owned by the CTC unless authorised by the Manager or designated agent.
- 4.1.2. Availability of training tracks and facilities shall be notified on the Notice Board at the approved entrance – tracks may be closed without notice. Notice Board practices must be strictly adhered to, and shall be deemed to be part of the conditions upon which training rights are granted.
- 4.1.3. The storage of gear anywhere within the CTC is at the risk of the gear owner, CTC will not be responsible for any loss or damage.
- 4.1.4. The current operating hours applicable for all facilities are contained in the attached Schedule (Operating Hours). Closing at earlier times may be necessary on certain days and this will be communicated to trainers when required.
- 4.1.5. All persons who enter the CTC area do so at their own risk; this includes owners, family members and friends of licensed and authorised persons.

### 4.2. Training Tracks

- 4.2.1. All horses must work in an anti-clockwise direction on all days except, Wednesdays and Fridays on Fast Sand Track which is then clockwise.
- 4.2.2. Horses may be led by a lead pony on the slow sand track only.
- 4.2.3. Horses working slower than even time on the slow sand track must keep to the inside of the track. Passing is to take place on the outside of slower horses.
- 4.2.4. Horses being broken in or educated that require being ridden in a “buck jumpers” or “big” saddles may only use the slow and middle sand tracks.

### 4.3. Grass

- 4.3.1. The Outside Grass is primarily for the conduct of organised Industry trials and as such is generally not available for training.
- 4.3.2. The use of the Inside Grass for training purposes is at the sole discretion of the CTC Management.
- 4.3.3. The CTC reserves the right to suspend the use of the Grass tracks for training purposes.
- 4.3.4. When conditions permit, the Inside Grass will be available on Tuesday for FAST WORK ONLY. Restricted access for horses accepted for Metropolitan races may be available on Thursday and Saturday. Horses must work BETWEEN MARKERS.
- 4.3.5. A fee will be charged for all grass gallops (see Fee Schedule). All riders are to check with the Track Work Supervisor, prior to the gallop.
- 4.3.6. On those occasions where advice has been issued that the Grass has been closed or there is limited access for training purposes, the CTC may grant permission for horses entered in Group, Listed or

Metropolitan races to work on the grass. At other times restrictions on grass gallops may be necessary due to track conditions.

- 4.3.7. All requests for Grass gallops must be received by the CTC Manager or by the Track Co-ordinators office by 4.00pm on the day prior to the gallop.
- 4.3.8. Trainers must direct requests for permission to have a "mate" gallop with another horse to the Track Co-Ordinator or CTC Manager.
- 4.3.9. When requesting grass gallops trainers are required to state the horse's registered name.
- 4.3.10. Horses shall not be permitted to work slower than even time on the Grass, or to be led from a lead pony.
- 4.3.11. Permission may be granted to work clockwise on the Grass, for fast work only, subject to the above conditions.

#### 4.4. Jump Outs and Trials

- 4.4.1. Jump Outs and barrier trials will be conducted for CTC trainers each Tuesday morning.
- 4.4.2. Trainers will need to enter jump outs with the CTC Manager or Track Co-Ordinator by 8.30 am on the Saturday before the jump outs. A fee will be charged (see fee schedule).
- 4.4.3. Where weather and track conditions are permitting these jump outs will be conducted on the Inside Grass. The Viscoride track will be utilized when necessary and the CTC reserves the right to select the track most appropriate for the jump outs based on track conditions and weather. Where there is a need to change the track used for jump outs trainers will be advised as early as possible. Trainers should be aware that higher usage of the Viscoride track is likely during winter months.
- 4.4.4. The CTC reserves the right to cancel or restrict jump outs where necessary.
- 4.4.5. Outside trainers may request permission from the CTC Manager to enter a horse in a jump out. This must be done by 4.00pm on Friday prior to the Jump out. Acceptance of these entries is at the discretion of CTC Manger and a fee will be charged (see fee schedule).
- 4.4.6. Trainers may scratch from these jump outs upon advising the Supervisors Tower by 6.00am on the morning of the jump out. Scratchings not advised by this time will be charged.

#### 4.5. Hurdle Schooling

- 4.5.1. The sand chute on inside of the tracks will be open for hurdle and steeple schooling Monday to Saturday from daylight to 9.30 am. Each chute contains 3 banks of fences.
- 4.5.2. A variety of graduated height fences are also available for schooling.
- 4.5.3. The hurdle grass track contains 3 banks of hurdle fences and will be available subject to track and weather conditions Monday to Saturday during normal operating hours.
- 4.5.4. On days when Industry hurdle trials are conducted the hurdle grass may be unavailable due to the need to use these fences for hurdle trials.
- 4.5.5. Hurdle schooling on Industry Trial days may be available prior to the conduct of the trials subject to track and weather conditions.

#### 4.6. Equine Swimming Pool

- 4.6.1. The Equine Swimming Pool will be open in accordance with the operating hours schedule and general conditions in section 4.1.
- 4.6.2. Only persons who are authorised by the CTC are permitted to use the Horse Pool. Those persons will have undertaken a briefing session on use and safety of the pool with CTC representatives.
- 4.6.3. Use of the equine swimming pool is not permitted unless a CTC Pool Supervisor is in attendance.
- 4.6.4. It is the responsibility of the authorised users of the horse pool to ensure that the horse pool is operated in a safe manner in accordance with these rules.
- 4.6.5. At no time shall any person enter the water of the equine swimming pool.
- 4.6.6. Users of the horse pool must at all times follow the instructions of the CTC Manager or Pool Supervisor.
- 4.6.7. Horses using the pool must be under direct control of a responsible experienced handler that has had experience in swimming horses.
- 4.6.8. All horses must have head collar with a ring bit in place before entering the pool area.
- 4.6.9. The use of a tail rope is suggested for a horse's first swim and or until that horse is deemed by its trainer to be a competent swimmer.
- 4.6.10. It is recommended that a swimming pole be attached to the horse before entering the pool. On completion of a swim, poles must be returned to the designated location.
- 4.6.11. A trainer may use his/her discretion and elect to not use a swimming pole. In this situation the trainer is responsible for the decision and must ensure both the horse and the handler have appropriate skills and expertise to safely use the facility and not cause injury to any other user.
- 4.6.12. All horses must be hosed before entering Foot Wash to remove.
- 4.6.13. Horses with respiratory tract problems are not permitted to enter the pool.
- 4.6.14. Bandages and Tapes must be removed prior to entering the pool.
- 4.6.15. All horses will be required to queue for the use of the pool.
- 4.6.16. Only four horses are permitted in the pool at any one time.
- 4.6.17. Horses are permitted to swim a maximum of 5 laps. Horses requiring additional laps must leave the pool and rejoin the queue.

#### 4.7. Bull Ring

- 4.7.1. The Bull Ring will be open in accordance with the operating hours schedule and general conditions in section 4.
- 4.7.2. Two persons (horse handler and an observer) must be in attendance when using bull ring after 9.30 am. Alternatively, if only the handler is present they must advise the CTC Office prior to use of the bull ring to ensure supervision can be facilitated.
- 4.7.3. Only one horse may use the facility at any time unless free jumping when two horses are permitted.

- 4.7.4. Horses can only be ridden under supervision and an observer must be present.
- 4.7.5. Horses must not be left unattended in the bull ring at any time.
- 4.7.6. Hurdles must not be moved from the fixed location.

#### 4.8. Sand Rolls

- 4.8.1. These will be available during normal operating hours.
- 4.8.2. One horse may use the Sand Roll at any time.
- 4.8.3. The gate to the Sand Roll must be closed at all times with the handler outside of enclosure when it has a horse inside.
- 4.8.4. Horses may be mounted and briefly ridden in the Sand Roll when there is a safety concern. Trainers are responsible for ensuring the sand roll is left in a condition suitable for the next user.
- 4.8.5. Horses are not to be left unattended at any time.
- 4.8.6. Horses with skin or respiratory disease are not permitted to use Sand Roll.
- 4.8.7. Manure must be removed promptly by horse handler.

#### 4.9. Practice Starting Stalls

- 4.9.1. The Practice Starting Stalls near the supervisor's tower (used for walk throughs) and inside the slow sand track (fast jump outs) will be available for use during normal operating daylight hours.
- 4.9.2. CTC employees will not under any circumstances handle horses into starting gates for the purpose of trials, jump outs, barrier certificate testing or training.
- 4.9.3. For Tuesday jump outs and trials Racing Victoria Limited Barrier Attendants will be available. At all other times, all trainers must supply their own experienced staff to act as barrier attendants for the purpose of jump outs, barrier Certificate testing or training where RVL Staff are not provided. These staff must be registered employees and covered for insurance purposes.
- 4.9.4. Any injury or incident must be reported to Trackwork Supervisor. Any damage caused to starting Gates must be reported to Tracks Supervisor or CTC Manager.
- 4.9.5. It is the responsibility of the trainers using the Starting Stalls to ensure right of way is clear prior to opening gates.

#### 4.10. Stripping Stalls

- 4.10.1. Limited stripping stalls (462) are available and allocated by the CTC Management. Changes to trainer's allocations may be made at the discretion of CTC Management. The Track Co-ordinator is authorised to direct the usage of the stalls by Trainers.
- 4.10.2. Stalls are not allocated for the exclusive use of a trainer and may need to be allocated to multiple trainers for designated timeslots. Where this is necessary the co-operation of trainers to ensure smooth change overs is expected.
- 4.10.3. Trainers must not physically modify or erect signage in stalls.
- 4.10.4. All horses must be tied up correctly if not being led.

#### 4.11. Fog and Poor Visibility Policy

In the event that there is poor visibility due to weather conditions, the following policy will be implemented at the discretion of the Track Work Co-Ordinator.

Under extreme conditions the DECISION TO ALLOW TRAINING TO CONTINUE IS WITH CTC Management as a WORKPLACE PROVIDER and needs to consider:

- If Riders have sufficient visibility to continue safely (min 100 metres)
- Track Supervisors are able to supervise and provide a safe workplace with minimum of 75% visibility of the entire track.

When the policy is activated the following applies to all training activities

##### **Rider Instructions**

1. Fast work only on Visco and Fast Sand, no reverse work
2. Slow work on middle sand and barriers to be closed
3. Ride only in an anti-clockwise direction all tracks
4. Riders to cross to inside rail on entry to tracks ASAP
5. No trotting back on tracks, eg must not ride past an exit and then turn around & go back to exit
6. No riding on CTC trails or sand hills
7. Use voice to alert other riders of intended movement
8. Lookout and take care
9. Riders to use flashing lights if they have them
10. If sirens sounds, slow down, look for incident, leave tracks immediately

##### **Supervision Management**

1. No persons to access the tracks unless authorised by CTC staff
2. All persons on tracks to wear high visibility vests
3. Track Work Co-ordinator to contact on-call staff
4. Track work to cease whilst CTC staff are positioned near tunnels, 1000mt, 1400mt to monitor activities, each staff member to have a 2 way radio
5. CTC staff not to work on any tracks or move equipment

##### **In event of an incident requiring medical assistance or loose horse**

1. Sound siren
2. Close the entry tunnel
3. All horses to leave the tracks
4. Medic to move onto track via most appropriate route

## 5. PRE-TRAINING

Only licensed trainers may access the CTC, therefore all persons involved in pre-training must be licensed.

- 5.1. Where an approved CTC trainer is primarily in the business of pre-training the trainer must agree to payment of an annual fee (see fee schedule) and bring a maximum of 10 horses per attendance unless 35 starters are produced each year. Variations to the number of horses must be agreed by the CTC Manager.

- 5.2. Where a horse is being pre-trained for another Approved Cranbourne Trainer, fees are still payable for jump outs and swims.
- 5.3. All slow work is to be conducted on slow sand. Pre-training will not be permitted on fast sand or Viscoride tracks unless conducting fast work (i.e. even time or better).
- 5.4. Under no circumstances will horses in pre-training be allowed the use of the Grass Track unless entered in a Jump out.
- 5.5. A tax invoice will be provided to each trainer on a monthly basis and settlement of the account is strictly 30 days. If this account is not settled in the specified time frame, permission to use the training facilities will be revoked.

## 6. FACILITY FEES AND BILLING

- 6.1. Capitation fees have been replaced by the introduction of a Training Facility Fee (see fee schedule) to be paid by all trainers for each starter produced, these charges will be billed and collected by RVL.
- 6.2. Effective 1.9.07 all trainer fees related to the use of the CTC will be processed via Racing Victoria Limited at the time of stakes processing, any charges may be netted of against the trainer earnings, the payment of any amounts outstanding must be in accordance with RVL trading terms. CTC will not issue accounts from 1.9.07 or collect any payments.

## 7. VISITING TRAINERS

- 7.1. Interstate and Overseas visiting trainers may request permission to use the CTC facilities. The following eligibility criteria must be met:
  - Be registered Interstate or Overseas Trainer
  - Have a current Victorian Visiting Trainers License
  - Must comply with the RVL Rules of Racing and CTC Training Rules and Regulations
  - Complete a Application to Use CTC
  - Approval required by Manager and Committee of Management notified
- 7.2. A visiting trainer fee is payable (see fee schedule) and will be billed as per section 6.2.
- 7.3. Access is available to Sand, Viscoride tracks and equine pool as per standard operating hours and conditions. The visiting trainer fee also includes one grass gallop per week (when conditions permit) on a Tuesday unless permission is sought for an alternate day. Jump outs may also be entered and a fee payable (see fee schedule).

## 8. OUTSIDE TRAINERS

- 8.1. Outside trainers that are not approved to train at the CTC may request permission to use the CTC facilities on a user pay basis. Access is available on the basis of weekly access to use tracks or ad hoc to attend jump outs or use the equine pool.
- 8.2. Outside trainer access fees are payable (see fee schedule) and will be billed as per section 6.2.
- 8.3. The following criteria must be met.
- 8.4. Be currently registered to train at a training venue other than a Metropolitan venue or use a private training venue
- 8.5. Complete an Application to Use CTC
- 8.6. Approval required by Manager and confirmed by Committee of Management
- 8.7. Must comply with the Rules of Racing, CTC Training Rules and Regulations and specified facility access as described in this section
- 8.8. Must agree to payment of all fees (see fee schedule).
- 8.9. Where an outside trainer uses the CTC facilities more than twice per week, their stable return must be changed to reflect Cranbourne as the training location and a Training Facility Fee per starter produced (TAB meeting) will be billed as per section 6.2.
- 8.10. Ad hoc access for Barrier Trials (Tuesday am) may be allowed only upon requesting permission from CTC Manager by Friday 4.00pm prior to barrier trial.
- 8.11. Access to use Sand, Viscoride Tracks and Hurdle Chute is available during normal operating hours upon payment of a weekly fee.
- 8.12. Access to Grass Gallops will only be available under exceptional circumstances on request to CTC Manager.
- 8.13. Ad hoc access to use Pool is available during normal operating hours, the pool supervisor must be notified the horse is from an Outside Trainer.
- 8.14. Trainers must advise the CTC Manager when access is to commence/cease and the number of horses attending and this will be monitored by track staff.
- 8.15. Stalls are not available to be allocated to your dedicated use and to accommodate all trainers we expect that you will be flexible and follow any stall allocation directions from the Training Co-ordinator.

## 9. ANTI DISCRIMINATION & ANTI SEXUAL HARASSMENT POLICY

### 9.1. CTC Policy

The Cranbourne Training Complex is committed to the well being of their employees, and to ensuring a safe and comfortable workplace for trainers and their employees.

Important to meeting those objectives is the elimination of all forms of discrimination and sexual harassment from all Victorian Thoroughbred training centres and ensuring the Code of Conduct is adhered to.

Set out below are the CTC's policies regarding discrimination and sexual harassment a summary of the code of conduct for personal and professional behaviour and describes the procedures available to any person using the facility who believes they are a victim of discrimination or harassment.

### 9.2. Policy Against Discrimination

The Cranbourne Training Complex is committed to the well being of their employees, and to ensuring a workplace is free of discrimination.

- Every employee is to be treated fairly on merit, and must not be discriminated against on the basis of any personal attribute.
- Discrimination can be direct or indirect:
- Direct discrimination occurs when a person treats someone with a particular attribute less favourably than they treat others.
- Indirect discrimination occurs when a person imposes unreasonable conditions that a person with a particular attribute cannot meet.
- 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; sex; status as a parent or carer; or association with a person having any of those attributes.
- The CTC' anti-discrimination policy does not prohibit discrimination on the basis of merit, ability, dedication or expertise.

### 9.3. Policy Against Sexual Harassment

The Cranbourne Training Complex is committed to the well being of their employees, and to ensuring a safe and Sexual harassment is an unacceptable and unlawful form of behaviour that will not be tolerated under any circumstances. All people have the right to work in an environment that is free of sexual harassment and victimisation, and the CTCs' policy is to vigorously protect that right.

Sexual harassment is any unwanted or uninvited sexual behaviour which is offensive, embarrassing, intimidating or humiliating. It is NOT a mutual attraction between people. Friendships (whether sexual or otherwise) are a private concern.

Sexual harassment can take many different forms – it can be obvious or indirect, physical or verbal. It includes behaviour that creates a sexually hostile or intimidating environment. Generally women are more likely to be harassed than men, but cases are reported where men have been harassed by women, or by other men (and women harassed by other women).

Sexual harassment takes many forms, and those include the following:

- Sexual jokes, offensive telephone calls, displays of obscene or pornographic photographs, drawings, posters, reading matter or objects.
- Sexual propositions or persistent requests for dates.
- Unwelcome comments about a person's sex life or physical appearance.
- Suggestive behaviour, such as leering, wolf whistles, catcalls, obscene gestures or staring.
- Unnecessary familiarity, such as deliberately brushing up against you.
- Intrusive questions asked about your private life, unwelcome and uncalled for remarks about a person's sex or private life.
- Insults or taunts based on your sex.
- Indecent assault or rape (these are criminal offences and the victim will be advised to report the offence to the police).
- Sexual harassment can be physical, verbal or written. It can include words or statements which are transmitted by phone, fax, video conference or e-mail.
- Do not ignore sexual harassment thinking it will go away. Silence gives the impression that sexual harassment is acceptable.

#### 9.4. Code of Conduct for Personal and Professional Behaviour

The Victorian Thoroughbred Racing Industry Code of Conduct outlines a standard of behaviour that is expected of all persons within the Industry. The key points that all users of the CTC must comply with include:

- Acting in the best interests of the entire Industry and not for the benefit of sectional interests,
- Treating all people with whom you have contact with courtesy, consideration and respect, and;
- Ensuring the working environment must be free of all forms of harassment, discrimination, intimidation and be safe.

These are requirements under the Occupational Health and Safety Act and Conditions of Use of the CTC.

Behaviour that contravenes the Code of Conduct is no longer acceptable and incidents will be referred to the CTC Manager in the first instance, and may subsequently be referred to the CTC Committee of Management and/or RVL Stewards which could result in suspension of access to CTC or referral to the RVL RAD Board.

#### 9.5. Procedures

Any instances of discrimination, sexual harassment, code of conduct breaches must be reported immediately either to your employer, or, if that is difficult for you, directly to the Manager of the Cranbourne Training Complex.

All reports of discrimination or sexual harassment will be treated seriously and sympathetically by the CTC, and will be investigated thoroughly and confidentially. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

All trainers are required to ensure that all employees are treated fairly and equitably and are not subject to discrimination or harassment of any kind. The CTC will ensure complainants and witnesses are not victimised in any way.

Disciplinary action will be taken against anyone found to be guilty of discriminating against or sexually harassing another employee. If the matter is not satisfactorily resolved within the CTC, it may be referred to the Stewards or the Equal Opportunity Commission for appropriate action.

## 10. TRACK WORK CO-ORDINATOR AND SUPERVISORS

The Track Work Co-Ordinator and Supervisor are employees of the Cranbourne Training Complex and his or her primary objectives are as follows:

- Complete all pre-opening safety checks
- To ensure that all training at the Cranbourne Training Complex is conducted within the Training Rules and Regulations.
- Be present at the Track Work Supervisor's Tower during normal operating hours and oversee the functions of other CTC appointed track supervision staff.
- Collect statistical information from time to time.
- Activate a flashing signal light and siren to indicate the presence of a loose horse as soon as it is detected.
- Close the gate to the track when a horse becomes riderless and contain loose horse inside the training area.
- Open the Inside Grass for Grass Gallops at the appropriate times.
- Co-ordinate with the Medic to administer the appropriate level of First Aid to injured persons and if necessary call an ambulance. All riding accidents must be logged in the Accident Report Book.
- Where a serious incident has occurred and a person is taken or receives treatment at a hospital, the CTC Manager will be notified immediately to enable Work Cover to be advised.
- Liaise and communicate with Trainers, Jockeys and Track Riders.
- At no time should any person place themselves at risk to contain a loose horse.
- Close training tracks should he/she be concerned with the safety of horse and rider.
- As an employee of the CTC the Track Work Co-Ordinator and Supervisor must be afforded at all times the appropriate level of professionalism expected of a licensed person towards an official. In return it is expected that the Track Work Co-Ordinator and Supervisor conducts the business of the CTC in a professional manner.
- The Track Work Co-Ordinator reports directly to the CTC Manager.

## 11. OCCUPATIONAL HEALTH AND SAFETY

RVL has an OH&S policy that has been adopted by the CTC and is based on the key principles that CTC:

- will promote a risk awareness culture
- comply with all relevant legislation and industry standards pertaining to risk management
- ensure everyone at the CTC actively participates in risk minimisation

It is expected that all trainers are aware of their obligations under the OHS Act 2004. If trainers require further information please contact Worksafe Advisory Line on 1800 136 089 or see [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

Trainers are expected to support the CTC in its endeavours to provide a safe work place and safe systems of work at all times, as far as is practicable and pro-actively minimise any risks to the health and safety of employees, visitors and contractors.

Incidents, behaviour or actions of persons that endanger the safety of other persons should be brought to the attention of the CTC Manager. Action via the Committee of Management or Stewards will be taken were persons intentionally endanger themselves or others or through their actions place persons at unacceptable risk.

CTC has supporting OHS policies and standard operating procedures for the following:

- Worksafe Incident Notification – where a person requires Ambulance Transportation
- CTC Incident Notification Form – used where Medic attends to a person
- Hazard Identification – used where a specific hazard has been identified that requires correction
- Horse Fatality – Track Work Co-Ordinator records details of a horse that has died or been humanely destroyed as per Standard Operating Procedure
- Loose Horse – Track Work Co-Ordinator records location and basic details on all loose horse events

All CTC users may obtain a Hazard Notification form from the Trackwork Co-ordinator.

CTC has an OH&S committee that comprises of 2 User representatives, CTC's 2 delegated OHS representatives, CTC Manager and Assistant Manager. Meetings are held approximately quarterly and the minutes are posted on the CTC Web Site for all users to view.

### 11.1. Worksafe Incident Notification

Any injury, incident or near miss which occurs anywhere on the CTC must be reported to the Trackwork Co-Ordinator.

Incident notification is required where an incident at the CTC results in:

- death
- medical treatment within 48 hours following exposure to a substance
- immediate treatment as an in-patient in a hospital
- immediate treatment for:
  - amputation,
  - serious head injury

- serious eye injury
- separation of skin from underlying tissue (for example de-gloving or scalping)
- electric shock
- spinal injury
- loss of bodily function (including loss of consciousness)
- serious laceration

Situations that seriously endanger the health and safety of people in the immediate vicinity require notification to the Trackwork Co-Ordinator. Such dangerous occurrences include:

- collapse, overturning, failure or malfunction of, or damage to, certain items of plant
- collapse or failure of an excavation or the shoring support of an excavation
- collapse of part of a building or structure
- implosion, explosion or fire
- escape, spillage or leakage of substances (under the Dangerous Goods Act 1985)
- objects or substances falling from a height

Under the OH&S Act, CTC is required to lodge an incident notification form, the CTC Manager must be notified upon a Worksafe notifiable incident occurring and then completes and lodges with Worksafe with 24 hours.

#### 11.2. CTC Incident Notification

Any injury, incident that results in a person receiving treatment from the CTC Medic must have an Incident Form completed, even if the person does not require further medical treatment.

#### 11.3. Hazard Identification

Hazard Identification is the responsibility of all users of the CTC and they should be reported to the Trackwork Co-ordinator. On a daily basis maintenance works will be identified that are hazards of a sort. All maintenance tasks are to be written up on the white board in the workshop and the appropriate person advised that work is required.

Where a hazard is identified that will require purchase of specific materials, a capital project, or work that cannot be completed in the next 1-2 days, or there is no easy rectification or the hazard a hazard form must be completed, this alerts the CTC Manager that Investigation and Risk Management may be required as appropriate.

#### 11.4. Drugs and Alcohol Policy

The Cranbourne Training Complex is committed to ensuring that the exposure to alcohol and drug related occupational health and safety risk is eliminated. Under the Worksafe guidelines this requires CTC to act on information or observations of alcohol/illicit drug use in the workplace where it creates a risk or potential risk to the health and safety or welfare of any CTC user.

Set out below are the CTC's policies regarding drugs and Alcohol a summary of ???

## 12. SCALE OF FEES

### Approved Cranbourne Trainers

Training Facility Fee	\$19.80 inc GST per horse
Grass Gallop	\$11.00 inc GST per horse
Jump Out	\$25.00 inc GST per horse
Hurdle Schooling on Grass Hurdle Trial Days	\$25.00 inc GST
Swim	No Charge

### Outside Trainers

Training Facility Fee	\$19.80 inc GST per horse
Access Fee (Sand and Visco Tracks)	\$25.00 per horse per week
Swim	\$8.00 inc GST per horse
Jump Out	\$45.00 inc GST per horse
Hurdle Schooling on Grass on Hurdle Trial Days	\$25.00 inc GST
Grass Gallop	\$20.00 inc GST

### Visiting Trainers

Access Fee (Sand, Visco, Tracks & Swim)	\$35.00 per horse per week includes 1 grass gallop (when available)
Jump Out	\$19.50 inc GST per horse
Hurdle Schooling on Grass on Hurdle Trial Days	\$25.00 inc GST

### Breakers & Pre-Trainers

Access Fee (Sand, Visco and Swim)	\$690 annual fee inc GST
Jump Out	\$45.00 inc GST per horse

## 13. OPERATING HOURS

Subject to all relevant safety checks being performed by CTC staff and facility readiness the following operating hours will apply.

Closing at earlier times may be necessary on certain days. Decisions in this regard will be made by CTC Management and advised to trainers.

**Gates** to the CTC will be opened from 3.30am Monday to Saturday.

Access to the **Trotting Ring** is available from 4.00 am to 9.15 am Monday to Saturday.

**Training Tracks** will be open from 4.15am to 9.30am Monday to Saturday with last horse entering tracks at 9.15am.

Equine swimming Pool will be open:

- 4.15am to 9.30am Monday to Saturday
- 2.00pm to 3.50pm Monday to Friday.
- 7.00am to 9.00am Sunday

The **Bull Ring** will be open from 8.30am to 4.00pm Monday to Friday and 8.30 am – 9.30am Saturday.

The gates to the CTC are locked at 4.00pm Monday to Friday.

## 14. CONTACTS

**Managers Office** Hours Monday to Friday : 8.00am to 12noon and 1.00pm to 4.00pm  
Phone: ( 03) 5996 7108 ( 03) 5996 7659 ( 03) 5996 6412 Fax: (03) 5995 3249  
Email: [crantrain@racingvictoria.net.au](mailto:crantrain@racingvictoria.net.au)

Manager: Lisa Hocking Mobile: 0412 679090 [l.hocking@racingvictoria.net.au](mailto:l.hocking@racingvictoria.net.au)

Assistant Manager: Shane Hookey Mobile: 0408 520237

Office Manager: Julie Murray [j.murray@racingvictoria.net.au](mailto:j.murray@racingvictoria.net.au)

**Trackside Office** Hours Monday to Saturday: 4.15am to 9.15am (except Public Holidays where hours may differ) Phone: (03) 5996 7659 Fax: (03) 5995 0238

Track Supervisors: Steve Hamilton and Greg Reedy

Pool Supervisor: Peter Aldridge, Greg Ames and Leigh Smith