Rider's License

NEW ZEALAND THOROUGHBRED RACING — PUREI HŌIHO NĀTI O AOTEAROA	**Class A** Jockey	**Class B** Apprentice Jockey	**Class C** Probationer Jockey
Applicant	Complete application online including the following: • Colour Photo • Copy of ID (driver's licence, passport or birth certificate) • Copy of Medical Fitness Examination (if required) • Copy of Working Visa (if required) • Copy of IELTS score documentation (if required) • Complete **baseline concussion test**.	Complete application online including the following: • Colour Photo (if required) • Copy of ID (driver's licence, passport or birth certificate if required) • Copy of Employment Contract • Copy of apprentice contract Copy of Working Visa (if required) • Copy of IELTS - English Score (if required) • Copy of Medical Fitness Examination (if required) • Copy of Any Previous Apprentice qualifications • Complete **baseline concussion test**.	Complete application online including the following: • Colour Photo (if required) • Copy of ID (driver's licence, passport or birth certificate if required • Copy of Employment Contract • Copy of Medical Examination (if required) Copy of Working Visa (if required) • Copy of IELTS - English Score (if required) • Copy of School Leaving Certificate (if under 16 years old) • Complete **baseline concussion test**.
Licensing Officer	• Confirms ALL documentation received • Confirms payment • Licensing Officer sends application to RIB Field Officer • Request Overseas clearance (if required) • Check Working Visa (if required)	• Confirms ALL documentation received • Confirms payment • (Licensing Officer) takes Payment • (Licensing) Forward to head of T & D for sign off by regional riding Mentor. • Send to RIB for approval. • Request Overseas Clearanace (if required) • Check Working Visa (if Required)	• Confirms ALL documentation received • Confirms payment • (Licensing Officer) Licensing takes Payment • (Licensing Officer) Forward to head of T & D once baseline concussion test is passed • Request Overseas Clearance (if required) • Check Working Visa (if Required)
Employer		(Employer) Must provide opportunity for applicant to ride at official trials or source rides for that applicant NOTE - This responsibility should not be outsourced to agent	(Employer) Provide opportunity for applicant to show competency at Jumpouts, to obtain a Class C License by providing rides on their own horses they have in training or organising other trainers.
Training & Development		• <u>T & D Head:</u> Assesses recommendation then forward to licensing • <u>Riding Mentor:</u> Evidence of at least 30 satisfactory trial rides • Raceday induction/Jockey room visit x3 • Evidence of Level 2 Qualification completed • Sign off from Riding Mentors - All skills met • Interview with Compliance and Education • Ensure weight meets 54kg Maximum	• <u>T & D Head:</u> Notifies regional riding Mentor to assess competency, arrange sign off at three jumpouts and send through recommendation to licensing • <u>Regional Riding Mentor:</u> Signs off on three jumpouts and forward email to head of T & D when happy with competency • <u>T & D Head and Licensing Compliance:</u> meet with employer and probationer to outline expectations of probationary period. • <u>T & D Head:</u> Sends recommendation to licensing officer
Racing Intergrity Board	• Assesses suitability and any trial requirements • Provide recommendation to Licensing Panel	• Assesses suitability and any trial requirements • Provide recommendation to Licensing Panel	• Assesses suitability and any trial requirements • Provide recommendation to Licensing Panel
Compliance		• Employment Contract • Apprentice Agreement • Employer Meets Suitability Policy • Ensure Working Visa requirements are met	Ensure Working Visa requirements are met
Licensing Panel	• Consider all documentation and recommendation from RIB • Approve/Decline License • Provide reccommendation to Licensing Officer	• Consider all documentation and recommendation from RIB • Approve/Decline License • Provide recommendation to Licensing Officer	• Consider all documentation and recommendation from RIB • Approve/Decline License • Provide recommendation to Licensing Officer
Licensing Officer	• Create license in Racing Management System Create license in CardExchange • Complete records in spreadsheets • Update file location • Crteate License ID Card • Create License pack • Email confirmation to Applicant Distribute license pack by Mail	• Create license in Racing Management System Create license in CardExchange • Complete records in spreadsheets • Update file location • Crteate License ID Card • Create License pack • Email confirmation to Applicant Distribute license pack by Mail	• Create license in Racing Management System Create license in CardExchange • Complete records in spreadsheets • Update file location • Crteate License ID Card • Create License pack • Email confirmation to Applicant Distribute license pack by Mail

Rider's License

	Class D Jumps Jockey	Class E Amatuer Jockey
Applicant	Complete application online including the following: • Colour Photo • Copy of ID (driver's licence, passport or birth certificate) • Copy of Medical Fitness Examination (if required) • Copy of Working Visa (if required) • Copy of IELTS score documentation (if required) • Complete **baseline concussion test**.	Complete application online including the following • Colour Photo • Copy of ID (driver's licence, passport or birth certificate) • Copy of Medical Fitness Examination (if required) • Copy of Working Visa (if required) • Copy of IELTS score documentation (if required) • Complete **baseline concussion test**.
Licensing Officer	• Confirms ALL documentation received • Confirms payment • Licensing Officer sends application to RIB Field Officer • Request Overseas Clearanace (if required) • Check Working Visa (if Required)	• Confirms ALL documentation received • Confirms payment • Licensing Officer sends application to Training & Development • Request Overseas Clearance (if required) • Check Working Visa (if Required)
Employer		
Training & Development		• <u>T & D Head:</u> Notifies regional riding Mentor to arrange sign off at three jumpouts and send through recommendation to licensing • <u>Riding Mentor:</u> Evidence of at least 5 satisfactory trial rides • Raceday induction
Racing Intergrity Board	• Assesses suitability and any trial requirements • Provide recommendation to Licensing Panel	• Assesses suitability and any trial requirements • Provide recommendation to Licensing Panel
Compliance		
Licensing Panel	• Consider all documentation and recommendation from RIB • Approve/Decline License • Provide recommendation to Licensing Officer	• Consider all documentation and recommendation from RIB • Approve/Decline License • Provide recommendation to Licensing Officer
Licensing Officer	• Create license in Racing Management System Create license in CardExchange • Complete records in spreadsheets • Update file location • Crteate License ID Card • Create License pack • Email confirmation to Applicant Distribute license pack by Mail	• Create license in Racing Management System Create license in CardExchange • Complete records in spreadsheets • Update file location • Crteate License ID Card • Create License pack • Email confirmation to Applicant Distribute license pack by Mail

Trackwork Rider

	Class B Miscellaneous Slow Work Rider	Class B Miscellaneous Fast Work Rider	Class B Miscellaneous Fast Work Rider (Previously licensed outside 5 years or international with lack of supporting evidence)
Applicant	• Complete application online including the following • Colour photo • Copy of ID (driver's licence, passport or birth certificate) • Copy of completed Training Agreement for Primary ITO (Slow Track Work) • Copy of Working Visa (if required) • Copy of Parent/Guardian consent (if under 15yo) • Copy of previous licence (if required)	• Complete application online including the following • Colour photo • Copy of ID (driver's licence, passport or birth certificate) • Copy of completed Training Agreement for Primary ITO (Slow Track Work) • Copy of Working Visa (if required) • Copy of Parent/Guardian consent (if under 15yo) • Copy of previous licence (if required)	• Complete application online including the following • Colour photo • Copy of ID (driver's licence, passport or birth certificate) • Copy of completed Training Agreement for Primary ITO (Slow Track Work) • Copy of Working Visa (if required) • Copy of Parent/Guardian consent (if under 15yo) • Copy of previous licence (if required)
Licensing Officer	• Confirms ALL documentation received • Confirms payment • (Licensing Officer) Licensing takes payment • (Licensing Officer) Application sent to head of T & D Request Overseas Clearanace (if required)	• Confirms ALL documentation received • Confirms payment • (Licensing Officer) Licensing takes payment • (Licensing Officer) Forward to licensing Panel • Request Overseas Clearanace (if required)	• Confirms ALL documentation received • Confirms payment • (Licensing Officer) Licensing takes payment • (Licensing Officer) Forward to head of Training and Development
Training & Development	• (T & D Head) Welcome email sent with support documentation to applicant • (Applicant) Massey Test and NZQA Paperwork completed by applicant • (Applicant) Applicant books time with Riding Mentor for practical assessor • (Riding Mentor) Complettes Attestation on 1629 Paperwork • (Riding Mentor) Collects NZQA Assessments and forwards recommendation results to head of T & D • (T & D Head) Forwards application to licensing officer	(T & D Head) Sends application to local mentor/assessor	• (T & D Head) Sends application to local Mentor/assessor • (Mentor) Fills attestation on Fast Work Application and sends to head of T&D • (Head T & D) Sends application to licensing officer
Licensing Panel	• Consider all documentation and recommendation from RIB • Approve/Decline license • Provide reccomendation to Licensing Officer	• Consider all documentation and recommendation from RIB • Approve/Decline license • Provide reccomendation to Licensing Officer	• Consider all documentation and recommendation from RIB • Approve/Decline license • Provide reccomendation to Licensing Officer
Licensing Officer	• Create license in Racing Management System • Create license in CardExchange • Complete records in spreadsheets • Update file location • Create license ID Card • Create license pack • Email confirmation to applicant • Distribute license pack by mail	• Create license in Racing Management System • Create license in CardExchange • Complete records in spreadsheets • Update file location • Create license ID Card • Create license pack • Email confirmation to applicant • Distribute license pack by mail	• Create license in Racing Management System • Create license in CardExchange • Complete records in spreadsheets • Update file location • Create license ID Card • Create license pack • Email confirmation to applicant • Distribute license pack by mail