NEW ZEALAND THOROUGHBRED RACING

PUREI HŌIHO NĀTI O AOTEAROA

NEW ZEALAND THOROUGHBRED RACING APPROVED

APPRENTICE JOCKEYS' FUND POLICY



Approved by:
New Zealand Thoroughbred Racing New Zealand
Date: May 2025

New Zealand Thoroughbred Racing
18 Dick Street, Cambridge 3434
nztr.co.nz office@nztr.co.nz
0800 946 637

1 Purpose

1.1 The purpose of the Apprentice Jockeys' Fund (AJF) Policy is to provide a mechanism to deliver financial security for Apprentices and to support their long-term financial planning. This purpose is achieved by creating a AJF where Riding Fees and Stakes earnt by an Apprentice are placed in the AJF while the Apprentice is employed by a Trainer, and provided to the Apprentice at the completion of their Apprenticeship.

1.2 NZTR recognise that there may be circumstances where early access to Funds is beneficial for Apprentices. This Policy sets out the specific criteria where early access may be granted by the AJF's Trustees.

1.3 The AJF is administered by NZTR in accordance with the Rules of Racing.

2 Objectives

2.1 The objectives of the AJF are:

- **Manage funds in the best interests of Apprentices**
  The primary objective of the AJF is to provide Apprentices with financial security at the end of their apprenticeship, equipping them with a strong financial base as they transition into self-employed jockeys. The Policy supports the Elite Jockey Programme to educate and encourage Apprentices to adopt responsible financial habits.

- **Provide flexibility**
  This Policy seeks to balance flexibility with accountability by permitting early access to Funds in certain circumstances that benefit Apprentices.

- **Enhance financial well-being**
  By addressing the financial aspects of a jockey career, this holistic approach supports the Apprentices overall well-being and encourages long term financial planning.

- **Accountability**
  Appropriate governance and oversight is applied to ensure the AJF operates transparently and in accordance with its intended purpose. Financial records will be maintained and made available upon request. As part of NZTR's annual report preparation, the transactions and balances of the AJP are externally audited to ensure accuracy. No administration fees are charged by NZTR to manage the AJF.

2.2 To achieve these objectives, this Policy establishes a process and criteria for managing Apprentices' Funds.

3 Scope

3.1 This Policy applies to:

(a) All Apprentice jockeys licensed by NZTR and registered in the NZTR apprenticeship programme.

(b) The Trustees of the AJF.

(c) NZTR as the entity responsible for fund administration.

(d) Employers receiving funds associated with Apprentices during an apprenticeship.

4 Definitions and Interpretation

4.1 In this Policy, unless the context requires otherwise:

AJF	Apprentice Jockey Fund established by NZTR for the benefit of Apprentices in accordance with the Rules of Racing.
Apprentices	Apprentice jockey who holds a Class B Rider's Licence.
Application Form	Apprentice Jockey Fund Request Application Form available on request from the Training and Education Manager.
EJP	Elite Jockey Programme run by NZTR to develop and support Apprentices. The EJP includes access to high performance sports personnel, specialist coaching, career development support and access to the Level 4 NZQA Jockey Programme. For the purposes of this Policy, reference to the EJP includes the programme of apprentice jockey training run by NZTR prior to February 2025.

EJP Training Programme	Includes all classes, workshops, or field trips arranged by NZTR as part of the EJP.
Employer	A Trainer who is a NZTR Accredited Employer of Probationers and Apprentices.
Funds	Stakes and Riding Fees earnt by Apprentices.
Net Funds	The balance after all applicable costs and expenses as set out in this Policy have been deducted from the Funds.
NZTR	New Zealand Thoroughbred Racing Incorporated in its role as the regulatory authority. NZTR is responsible for the implementation of this Policy.
Personal Protective Equipment	Safety equipment to be worn as required by the Health and Safety at Work Act 2015.
Stakes	Payments made when riding as an Apprentice for placing in a race; for avoidance of doubt, these payments are not to be construed as payment for work performed or services provided.
Race	A horse race which is conducted by a Club which has a betting licence and at which the Totalisator is in operation.
Riding Fees	Payments made to an Apprentice or a Jockey for riding horses in Races or in Trials. These payments are administered by NZTR and are paid on behalf of the Club, consistent with the Rules of Racing.
Riding Fees Form	Form available on request from the Training and Education Manager to request access to the Riding Fee portion of the Funds.

Rules of Racing	The New Zealand Thoroughbred Racing Rules of Racing as amended from time to time and published on the NZTR website.
Trainer	A person who has been granted a licence to train Thoroughbred racehorses by NZTR or another Racing Authority recognised by NZTR.
Trustees	Chief Executive Officer and the Chairman of the NZTR Board, in accordance with the Rules of Racing.
Trial	Events in which horses compete against each other in accordance with the 'Regulations for Trials' in the Rules of Racing.
Training and Education Manager	The person to whom the education staff report and has delegated authority to manage Apprentices Funds Requests.

4.2 In this Agreement, unless the context requires otherwise:

(a) The singular includes the plural and vice versa.

(b) References to clauses are to clauses in this Policy.

(c) References to a statute include references to regulations, orders, rules, or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation, whether by subsequent statute or otherwise.

5 Regulatory Framework

5.1 This Policy is established under the authority of the Rules of Racing, as set by NZTR. All operations and fund management activities under this Policy must comply with the Rules of Racing as well as any other applicable legislation.

5.2 If a conflict arises between this policy and the Rules of Racing, the provisions of the Rules of Racing shall prevail.

6 Appointment of Trustees

6.1 The NZTR Chief Executive and the Chairman of the NZTR Board are appointed as the Trustees of the AJF (Trustees) in accordance with the Rules of Racing.

6.2 While the Trustees provide governance and oversight, the day to date operations and administration of the Apprentice Jockey Fund (AJF) are delegated to NZTR, to ensure compliance with this Policy and effective administration.

7 Management and administration of the AJF

Holding and Use of Funds

7.1 Apprentices are entitled to earn Riding Fees for riding in trials and races, along with receiving any Stakes (together Funds) that is earned from races.

7.2 In accordance with this Policy and the Individual Agreement of Apprenticeship, NZTR will distribute the Funds as follows:

(a) Employers will receive 50% of the Funds earned by Apprentices on a quarterly basis, after deducting any applicable costs and expenses (Net Funds). The tax and ACC obligations arising from these payments are the responsibility of Employers.

(b) The remaining 50% of Net Funds earned by Apprentices will be administered by NZTR in accordance with this Policy. The tax and ACC obligations arising from this shall be the responsibility of Apprentices.

NZTR Fund Management Responsibilities

7.3 NZTR will carry out the following fund management (without limitation):

(a) Ensuring all Funds earned by Apprentices from trials and races are credited to individual Apprentice accounts within the AJF.

(b) Issuing monthly account statements to Apprentices, providing an overview of their earnings and balances.

(c) Processing payments on behalf of Apprentices as required, in accordance with this Policy.

(d) On a quarterly basis, paying Employers a 50% share of the Net Funds, to their nominated bank accounts. No accrued interest is included or paid to Employers.

(e) Accrued interest on AJF account balances is distributed to Apprentices in proportion to their individual monthly account balances.

7.4 Apprentices must complete an IR330C form and submit this to the NZTR Finance department to set their personal provisional tax rate and any other documentation required by NZTR.

Tax and Deductions

7.5 The following costs and expenses, where applicable, will be deducted from the Funds:

(a) Welfare Levy on Stakes.

(b) Jockey Association Fees.

(c) Apprentice school fees, fines or any other outstanding amounts owed to NZTR.

(d) Any additional costs or expenses that may arise and are necessary for the effective administration and management of the Funds.

7.6 NZTR will pay Resident Withholding Tax (RWT) on interest to the IRD in accordance with IRD requirements.

7.7 For the sake of clarity, Apprentices authorise NZTR to deduct any outstanding amounts owed by Apprentices to NZTR from the Funds payable to them.

Investment of Funds

7.8 Funds held in trust on behalf of Apprentices and their Employers are deposited across a combination of business, call and term deposit bank accounts. This approach ensures that on-call funds are readily available to meet early Fund drawdown requests and disbursements, including Funds required on completion of apprenticeships.

7.9 Investments are managed with the objective of safeguarding the funds while generating returns to benefit Apprentices during their apprenticeship. Low-risk term deposits are placed with registered and reputable banks to ensure the security of funds. However, investment returns are limited to interest rates available across oncall accounts and term deposits, net of Resident Withholding Tax.

7.10 The current interest rate applied to Apprentices accounts is available on request by contacting NZTR.

7.11 The term length and applicable interest rates for these deposits are determined solely by NZTR considering market conditions, the best available interest rates at the time of investment, and estimated future drawdowns on the fund balances.

7.12 NZTR monitors the financial performance and security of the AJF to ensure compliance with its obligations under this Policy.

8 Apprentice Fund Requests

Riding Fees

8.1 Apprentices are entitled, without further justification, to withdraw the Riding Fee portion of their AJF Fund account on a monthly basis.

8.2 Withdrawal of Riding Fees is authorised by completing the Riding Fees Form, with the Apprentice opting to receive Riding Fees either:

(a) Automatically every month, until the Apprentice advises NZTR Finance department in writing to cancel the payments; or

(b) On a one-off basis.

Stakes

8.3 To be eligible for a payment from the stakes proportion of the Apprentice's account in the AJF, Apprentices must complete the Application Form and obtain authorisation from their Employer. The Apprentice must set out the reasons for requesting the payment.

8.4 Payments from the AJF may be approved (in accordance with delegations below), for the following reasons:

(a) Financial assistance for Apprentices facing hardship.

(b) Personal financial obligations, such as GST, ACC levies, and accountancy fees.

(c) Investments, including property purchases or contributions to managed investment funds.

(d) Expenses for Personal Protective Equipment, riding equipment, or the purchase of a motor vehicle for travel associated with the apprenticeship.

(e) Career development expenses, such as coaching, training programmes or other professional development opportunities.

(f) Any other payments as necessary and appropriate as determined by the Trustees or Education and Training Manager for the benefit of an Apprentice.

8.5 The Trustees or Education and Training Manager may seek further information from the Apprentice as needed to support the application.

8.6 For the sake of clarity, Funds held in an Apprentice's account, will not be disbursed to the Apprentice solely because they transfer their Apprenticeship to a new Trainer.

9 Appeal Process for Declined Applications

9.1 If an application to access to funds from the Apprentice Jockeys' Fund (AJF) is declined by the Education and Training Manager, the Apprentice has the right to appeal the decision to the Trustees through the following process:

Notification of Decision:

The Education and Training Manager will provide the Apprentice with a written notice explaining the reasons for the decline.

Reasons for Appeal:

Apprentices may submit a written appeal that includes the original application, any new supporting information, and a statement outlining the reasons for the appeal.

Consideration by the Trustees:

The Trustees will independently review the request, consider any additional information, and may request further details or a meeting with the Apprentice. A final decision will be communicated in writing.

9.2 There is no right of appeal from a decision made by the Trustees.

10 Completion of the EJP

10.1 Upon successful completion of the EJP programme, Apprentices will be entitled to receive the Net Funds from their account in the EJP. The Training and Education Manager will advise the NZTR Finance department in writing that the Net Funds can be paid to the Apprentice.

10.2 If an Apprentice does not complete the EJP or permanently withdraws from the programme, they will be entitled to receive the Net Funds from their account in the EJP subject to prior written approval from the Education and Training Manager, to be provided to the NZTR Finance department.

11 Authorisation and Delegations

11.1 Under the Rules of Racing, the Trustees are authorised to make any payments from the AJF as they consider appropriate.

11.2 NZTR delegates authority to approve requests for payments up to a maximum of $25,000 provided that each payment is approved by two authorised persons. One approver must be the Head of Education, Training and Recruitment and the second must be one of the following:

- General Manager of Legal and Compliance.
- General Manager of Finance.
- General Manager of Welfare and Industry Capability.
- NZTR Chief Executive Officer.

12 Payment to Employers

12.1 The Employer's share of Funds from training Apprentices is 50% of the Net Funds, excluding any accrued interest.

12.2 Payments to Employers will be made monthly, on the 20th day of each month.

12.3 Payments will only be processed for Employers monthly, who have submitted all required information, including bank account details, as specified by NZTR.

13 Privacy

13.1 NZTR is committed to protecting the privacy of Apprentices and Employers. NZTR will collect, use, and store personal information solely for the administration of the AJF. All information will be kept secure and confidential, and only disclosed as required by law or with the individual's consent. Apprentices and Employers may request access to or correction of their information at any time. Requests should be submitted in writing to TROSA@NZTR.co.nz

14 Amendments and Compliance

14.1 This Policy will be periodically reviewed to ensure its effectiveness and relevance.