

2024 HRNSW LICENCE RENEWALS Requirements & General Notes

Dear Harness Racing Licensee,

As foreshadowed in the Requirements & General Notes leaflet that accompanied the 2023 licence renewal mail out, it is mandatory for all NSW licensees (unless otherwise agreed with individual licensees prior to 29 September 2023, ie: 65 and over Drivers, 80 & Over Trainers, Mini Trotters Progression Scheme licensees) to renew their licence for 2024 utilising their HarnessWeb account.

If you have not already applied for a HarnessWeb account, you are encouraged to apply at your earliest opportunity so as to ensure that your licence renewal is finalised before the commencement of the new licencing period (ie: 1 January 2024).

IMPORTANT NOTE (TRAINERS & TRAINER / DRIVERS)

If you are currently licenced as a Trainer, or a Trainer / Driver, and are intended to renew as a Trainer for 2024, you are required to provide the registered **Property Identification Code (PIC)** for your nominated stabling address.

The PIC is to be recorded when renewing your licence on HarnessWeb, and is a mandatory requirement (ie: you will not be able to finalise submission of your renewal until a valid PIC has been provided).

If the stabling location you occupy is owned by another individual, club or organisation, you will need to obtain the PIC from them and enter that PIC in the appropriate field when renewing your licence on HarnessWeb.

If you do not already have a PIC for a property you own and train from, please apply for a code and include that code when processing your renewal.

A link has been provided within the HarnessWeb licence renewal process that will step you through the application procedure (if required) with the NSW Government Local Land Services.

The link is also provided to the right >>>> <https://www.lls.nsw.gov.au/i-want-to/apply-for-a-property-identification-code>

Trainers are reminded to update their stabling address (including the PIC) if it differs from the information displayed in HarnessWeb.

IMPORTANT NOTE (DRIVERS)

Note that all licenced Drivers are required to have undertaken a mandatory Cognitive Test prior to having their licences renewed for 2024, this includes participants that have been issued with a Drivers licence (either as a new licensee, a transfer from another state jurisdiction or as the result of an upgrade) during the past twelve months.

Whilst the majority of currently licenced Drivers undertook a Cognitive Test prior to being issued with their 2023 licence, or as part of their licence application or upgrade process during the latter stages of 2022 or in 2023, there are a percentage of Drivers that haven't been tested as yet, which will need to be remedied before being issued with a licence for 2024.

Should you not have already undertaken a Cognitive test, it is recommended that you book a test with Mr Maurice Logue (HRNSW Education & Welfare Manager) well in advance of the expiry of your current licence on 31 December 2023.

Mr Logue can be contacted on 02 9722 6623, 0400 981 193 or mlogue@hrnsw.com.au.

Note that, if you are enrolled in the HRNSW Education & Welfare Program, you will be required to demonstrate that you have consistently engaged with the requirements of the program before your licence will be renewed for 2024.

This adherence to the program includes any specific training that may be required under the program (ie: First Aid Course) that may remain unfulfilled.

IMPORTANT NOTES (STABLEHANDS)

Stablehands are required to record or update their Sponsoring Trainer when renewing their licence for 2024 using HarnessWeb.

If you are renewing your licence in the capacity of Stablehand, Driving, ensure that you download the Medical Assessment (by clicking the included link) complete the assessment with your GP, then return the completed assessment to HRNSW by email (licensing@hrnsw.com.au or by fax on 02 8580 5792).

Ensure that you include your full name and Licence Number when submitting your completed Medical Assessment.

Stablehand, Non-Driving renewals do not require the licensee to undertake a Medical Assessment.

Stablehands that are considering an upgrade to their licence to that of a Driver, Trainer or Trainer / Driver in 2024 are encouraged to consider registering in the HRNSW Education & Welfare Program and booking a Cognitive Test (a mandatory requirement for new Drivers) in the two months leading up to your eligibility to apply for an upgrade (generally, this is six months after you have been issued with a Stablehand licence).

Should you wish to take advantage of accessing the training provided by HRNSW, it is recommended that you establish contact with Mr Maurice Logue (HRNSW Education & Welfare Manager) to discuss your future training requirements.

Mr Logue can be contacted on 02 9722 6623, 0400 981 193 or mlogue@hrnsw.com.au.

IMPORTANT NOTE (ALL LICENSEES)

As the last general updates to licensee photographs used for imprinting on licence cards were undertaken in 2018, all licensees are required to provide an updated digital photograph as part of the 2024 licence renewal process.

You have the option to provide a head and shoulders only digital photograph when lodging your 2024 licence renewal using HarnessWeb (note that the provision of an updated photograph is a mandatory requirement, and you will not be able to finalise your renewal until an updated photo has been submitted).

If you are renewing your licence manually (ie: you have been preapproved to lodge a licence renewal outside of HarnessWeb by HRNSW licensing staff) you are required to provide a digital photograph by way of emailing through a head and shoulders only photograph taken on smart phone (Apple iPhone, Samsung, etc) to licensing@hrnsw.com.au ensuring that you include your full name and licence number in the email subject field.

Please ensure that the photograph emailed through is in a JPEG format as other file formats (ie: PDF, HEIC, etc) are incompatible with HRNSW licence card printer software and will be rejected.

Note that HRNSW no longer accept passport style photographs (ie: as provided by Post Offices, etc) in association with licence renewals, upgrades or applications.

GENERAL NOTES (ALL LICENSEES)

To assist you in ensuring that your licence renewal application is processed in an efficient and timely manner once it has been submitted to HRNSW via HarnessWeb, the HRNSW Licencing Committee request that you take the necessary time to review this insert so that you have a clear understanding of the requirements associated with the 2024 licence renewal process.

- 1) Licence renewals are to be, ideally, submitted via your HarnessWeb account to HRNSW no later than close of business on Thursday, 30 November 2023.

Due to public holidays, staff annual leave, etc, the review and subsequent processing of licence renewals received after the nominated date may be delayed, which will impact directly on a licensee's ability to nominate or otherwise participate in the sport beyond 31 December 2023 (when current licences expire).

- 2) Trainers, Drivers and Trainer / Drivers shall, if they submit their licence renewal on HarnessWeb or before 30 November 2023, be eligible for a \$10.00 "early bird" discount on their 2024 licence renewal.

Note that this incentive discount does not apply to renewals of Stablehands.

Renewals lodged via HarnessWeb on or after 1 December 2023 will not be eligible for the "early bird" discount.

- 3) If you, as a renewing licensee, do not wish your contact information to be made available via the HarnessWeb Client Search function or included in the HRA Licence Holders Directory, please ensure that you clearly indicate NO when asked this question during the HarnessWeb licence renewal process.
- 4) All licence levels, ***excluding renewals for Non-Driving Stablehands***, require you to undertake a mandatory Medical Assessment, which will be available for download within the HarnessWeb renewal facility (or by clicking on this link >>>> <https://www.hrnsw.com.au/industry-integrity/forms/participants--licences>).

If you are a Driver or Trainer / Driver aged 65 or over, you have been provided a more comprehensive Medical Assessment form (mailed out separately by the HRNSW Licencing Committee on **21 August 2023**) which encompasses the requirement to undertake an ECG Stress Test.

ECG Stress Tests are typically booked through your local General Practitioner or family doctor.

Please ensure that the ECG Stress Test is booked as early as possible to ensure that your renewal arrives for processing prior to the commencement of the new licensing year.

Note that late licence renewal submissions (ie: received on or after 1 January 2024) will only be considered by the HRNSW Licencing Committee if the accompanying Medical Assessment is less than three (3) calendar months old.

- 5) Please ensure that all areas of the HarnessWeb licence renewal application where you are required to (or have the option to) record or update information are fully, and correctly, completed;
- 6) Completed Medical Assessments are to be emailed (licensing@hrnsw.com.au) or faxed (02 8580 5792) through as soon as practical subsequent to the results being made available to you.

Ensure that the quality of the emailed or faxed Medical Assessment is sufficiently high enough to enable HRNSW to print a legible copy of the assessment.

- 7) It is the responsibility of all licence holders to inform the HRNSW Licencing Committee as soon as is practicable should your health status significantly change or if the status of your legal standing is adversely impacted upon by way of a conviction for a criminal offence, or if there are criminal or civil proceedings pending against you.

If your legal or health circumstances do change, you are required to notify HRNSW in writing (licensing@hrnsw.com.au).

Failure to provide such notification may result in the cancellation of your licence and/or other penalties as applicable under the Rules of Harness Racing.

- 8) For preapproved licensees, note that HRNSW accepts licence renewals, and accompanying Medical Assessments, by facsimile (02 8580 5792) and email (licensing@hrnsw.com.au) however; it is emphasised that faxed or emailed renewals must be received in full and have been completed correctly (in accordance with the information contained within this insert) and must be clear and legible in their printed form.

Illegible, unclear or difficult to read renewals, or those not including all required information, will be returned to the licensee unprocessed.

- 9) Note that all licence renewal applications, irrespective of the licencing level, are reviewed individually by the HRNSW Licencing Committee prior to being renewed on the national database for 2024.

This licencing protocol adds to the overall time frame associated with the renewal process, so please keep this in mind when preparing your renewal, particularly if you are considering submitting your licence renewal via HarnessWeb in close proximity to the licence expiry date for the current season, being 31 December 2023.

- 10) Renewal applications that are received after the commencement of the new season (ie: received by HRNSW on or after 1 January 2024) may be subject to a late lodgement penalty fee of \$25.

As HarnessWeb renewals will be deactivated as of the afternoon of 31 January 2024, renewals after this date will require the licensee to download and print a copy of their specific licence renewal application from the HRNSW website (<https://www.hrnsw.com.au/industry-integrity/forms/participants--licences>).

Note that, if you are submitting a downloaded renewal application, all pages of the renewal must be completed and submitted to HRNSW.

Note that “out of season” renewal applications (ie: received by HRNSW on or after 1 April 2023) will be subject to additional scrutiny, which may require the licensee to provide additional documentation and/or information outside of the scope of requirements provided for within the context of this document prior to the renewal being presented for consideration by the HRNSW Licencing Committee.

- 11) If you choose not to renew your licence for 2024 by the due date (31 December 2023) but elect to renew at a later time, note that you will be required to pay the full annual fee for the licence renewal irrespective of how many months remain in the current licencing season.

Note also that late applications will be declined if the accompanying Medical Assessment is more than three (3) calendar months old, or if they are not accompanied by the mandatory requirements relative to 2024 as set out within the scope of this document (ie: updated digital photographs, Property Identification Codes, etc).

- 12) Applications for upgrades to existing licences and new applications are not able to be processed on HarnessWeb and are to be submitted directly to the HRNSW Licencing Committee.

Licence Upgrade Applications are available on our website (<https://www.hrnsw.com.au/industry-integrity/forms/participants--licences>) or by contacting Registrations & Licencing on (02) 9722 6600.

Please note that renewals of existing licences take precedence during the annual renewal process, thus it is requested that upgrade applications or new licence applications be deferred until mid-January 2024 or afterwards.

Upgrade applications and new licence applications received between the last week of October 2023 and the second week of January 2024 may be deferred until the 2024 licence renewal process is complete;

- 13) If you have opened, closed or otherwise altered / amended any betting accounts during the 2023 licencing period, please ensure that you complete and submit a **Betting Account Declaration** form (Part C) reflecting any changes made to your betting activity profile.

Betting Account Declaration updates are downloadable during the licence renewal process, and are additionally available via our website (per this link >>>>>>>>>> <https://cms.hrnsw.com.au/Uploads/files/Forms/0720%20-%20Forms/Betting%20Account%20Declaration%20Update.pdf>) or by contacting Registrations & Licencing on (02) 9722 6600.

- 14) Licence cards will be issued to renewing participants in the period between November 2023 and February 2024.

Applications received after this time will have their cards printed at the end of the calendar month in which they are received.

If you have submitted your renewal application within the appropriate timeframe (ie: before 31 December 2023) and have not received your card by the 31 January 2024 please email licensing@hrnsw.com.au or fax (02) 8580 5792 requesting a replacement card be provided to you;

- 15) Note that it is a mandatory requirement (for all licensees) to ensure that their licence card is made available for presentation to Stewards, Track Officials and other authorised individuals as and when required.

It is an additional requirement that licence cards be worn on your person (if so required for your particular licencing level) when attending a harness racing club.

A plastic licence card holder will be provided with your licence, with the clips being available from HRNSW Stewards on request;

- 16) HRNSW, as a service to the industry, collect annual subscription fees for United Harness Racing Association (UHRA), Harness Breeders NSW (HBNSW), NSW Standardbred Owners Association (NSWSOA) and the Trotters Association of NSW (TANSW) as part of the HRNSW licence renewal process to save participants from having to contact multiple organisations to renew their annual subscriptions.

However; please note that renewal applications received on or after 5 January 2024 that have indicated that they wish to renew their subscriptions with these organisations will need to do so independently as the last payment of collected subscriptions by HRNSW to these organisations will be made on or around this date.

Important Note: your details, including postal address, contact numbers and/or email addresses may be made available to those organisations that you have indicated you wish to join or renew your membership with for the purposes of enabling those organisations to subsequently correspond with you regarding your membership. If you do not wish your details to be made available to these organisations by HRNSW, please do not use the renewal form to join or renew your membership, and instead contact the various organisations directly regarding your particular membership requirements.

Thanking you for your attention
HRNSW Licencing Committee