



# OPERATIONS MANUAL

## Training Facility Rules Eagle Farm & Doomben





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## Revision History

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3.3	Review of document	Matt Rudolph	Executive General Manager – Commercial & Racing	October 2022
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3.4	Amendments Approved	Hyrendo Anderson	Manager Racing Operations	January 2025

## Introduction

The Brisbane Racing Club (BRC) is committed to maintaining the highest standards of workplace health and safety for all personnel at our facilities. Training at BRC managed or owned racecourses will be conducted in accordance with the following including but not limited to:

- Australian and Local Rules of Racing.
- Work Health and Safety Act 2011 (QLD).
- Work Health and Safety Regulations 2011 (QLD).
- Horse riding schools, trail riding establishments and horse-riding establishments Code of Practice 2002 (QLD).
- Any BRC Policies and Procedures.
- Any Code of Conduct (employees and contractors) as displayed on BRC website, and
- any other applicable legislation, standards, or codes of practice.

This Operations Manual outlines the standards and expectations that apply at BRC managed or owned Racecourses or Sites.

The BRC's Track Management Team oversee the BRC training and the racecourse facilities. Any instruction given by the BRC Track Management Team must be always adhered to. Any breach of these rules, or any deemed unsafe behaviour that does not align with but not limited to any BRC's Policies & Procedures and/or Rules of Racing will result in the QRIC Stewards being notified. Additionally, the person(s) involved may be excluded from BRC managed or owned racecourses and sites if the behaviour has been deemed unacceptable by the BRC.

The Australian Rules of Racing can be accessed on Racing Australia's website via the following link:

[https://racingaustralia.horse/FreeServices/Australian\\_Rules\\_Of\\_Racing.aspx](https://racingaustralia.horse/FreeServices/Australian_Rules_Of_Racing.aspx)

The Queensland Local Rules of Racing can be accessed on Racing Queensland's website via the following link:

[www.racingqueensland.com.au/getmedia/008c6c12-b112-4a6c-9e52-3b316a5cb9dd/Local-Rules-of-Racing-All-Codes-Rules-of-Betting-May-1-2022.pdf.aspx](http://www.racingqueensland.com.au/getmedia/008c6c12-b112-4a6c-9e52-3b316a5cb9dd/Local-Rules-of-Racing-All-Codes-Rules-of-Betting-May-1-2022.pdf.aspx)

#### PLEASE NOTE:

*It is the duty of the Licensee to ensure that their employees, including but not limited to Stable Hands, Horse Handlers & Track-work Riders, are aware, understand and abide by the standards and expectations as documented in this BRC Operations Manual.*

#### Definitions

Please see the below abbreviations for your reference throughout this document:

Term	Definition
<b>BRC</b>	Brisbane Racing Club
<b>BRC Track Management Team</b>	Includes the following BRC employees or contractors: Director of Racecourses, BRC Racecourse Manager, BRC Foremen, BRC Track Managers, BRC Trackwork Supervisors.
<b>Bullying</b>	<p>Bullying is any aggressive, goal-directed behaviour that physically, socially and/or psychologically harms another individual or group of people within the context of a power (or perceived power) imbalance. Bullying happens when an individual or group of people repeatedly target and behave unreasonable towards another person or group of people, creating a risk to health and safety. Examples of Bullying:</p> <ul style="list-style-type: none"> <li>• Aggressive and intimidating conduct</li> <li>• Belittling or humiliating comments</li> <li>• Victimisation</li> <li>• Spreading malicious rumours</li> <li>• Practical jokes or initiations</li> <li>• Exclusion from work-related events</li> <li>• Unreasonable work expectations</li> </ul>
<b>Contractor</b>	A person that performs work, whether paid or unpaid, for a Licensee that trains or races horses at a BRC managed or owned racecourses.
<b>Employee</b>	A person that works, whether paid or unpaid, for a Licensee that trains or races horses at a BRC managed or owned racecourses.



<b>Harassment</b>	Harassment is any unwanted behaviour physical, verbal or suggested that causes an individual or group of people to feel uncomfortable, targeted, humiliated and/or mentally distressed.
<b>Incident</b>	An incident is an event or situation that may or may not lead to injury to a person or horse, or damage to facilities or property that is managed or owned by the BRC.
<b>Licensee</b>	A participant that trains and/or carries out duties with horses registered for racing. All participants are licensed by the Queensland Racing Integrity Commission (QRIC).
<b>Near Miss</b>	An unexpected event that did not result in injury, illness or damage but had the potential to do so.
<b>QRIC</b>	Queensland Racing and Integrity Commission
<b>Reasonable</b>	Of sound judgement.
<b>Reasonable Person</b>	A 'reasonable person' is an average member of society, who has various generalised attributes including risk aversion, sound judgment and a sense of self-preservation, which prevents them from walking unthinkingly into danger.
<b>RQ</b>	Racing Queensland
<b>Sexual Harassment</b>	Sexual harassment is any form of unwelcome sexual advance and/or unwelcome request for sexual favours and/or other unwelcome conduct of a sexual nature which makes an individual feel uncomfortable, intimidated and/or offended. Sexual harassment can be in written, verbal and/or physical forms and can happen in-person or online. Sexual harassment does not need to be continuous or a repeated behaviour, it can be a one-off event.
<b>Smart Devices</b>	Any electronic device that connects to other devices or networks via different wireless protocols. Includes smartphones, smartwatches, tablets, phablets, smart glasses and other personal electronics.



## 1.0 General Rules and Conduct

### 6.1.1.1

#### 1.0 Licensee Additional Obligations and Rights

The Licensee must ensure that they, their employees, contractors, and any other person that is associated with the running of their business:

- 1.0.1 Complies with Industry Rules and Regulations, and follows all instructions given by the BRC Trackwork Management Team who is in control of the relevant racecourse, its facilities, and the land on which it operates. The Licensee acknowledges that the Rules and Regulations are binding and must comply with the Rules and Regulations as a condition of their licence.
- 1.0.2 Complies with all relevant National or State Legislation, Regulations, Codes of Practice, Standards, and Rules, and all BRC directions in connection with the Licensee's use of the relevant racecourse, its facilities, and the land on which it operates.
- 1.0.3 Use the relevant racecourse, its facilities, and the land on which it operates only in accordance with this Operations Manual.
- 1.0.4 Promptly notify the BRC Track Management Team of the relevant racetrack, in writing of any repair and/or maintenance works that are reasonably required. If damage at a racecourse occurs because of a Licensee, their employees or contractor's actions, the Licensee is liable for the repairs to racecourse facilities if deemed required by the BRC.
- 1.0.5 Not permit any unlicensed QRIC personnel to ride or handle any horse on a BRC managed or owned racecourse.
- 1.0.6 Report to the BRC Trackwork Management Team of the relevant racetrack, details of all near misses, incidents or injuries that are sustained immediately before, immediately after, or during each day's track work at a BRC managed or owned racecourse.
- 1.0.7 Do not do anything on or in the racecourse that could reasonably be considered a nuisance or annoyance to any BRC staff, contractors, visitors, employees of other Licensees, or an occupier of any adjoining or neighbouring land to BRC managed or owned racecourses.
- 1.0.8 Must not bring dogs, pets, or animals onto the premises unless they are contained within the confines of the relevant stables, and only with written prior permission from an appropriate BRC delegate.
- 1.0.9 Must not allow dogs, pets, or animals onto a racecourse proper, training tracks or facilities.
- 1.0.10 Ensure that all waste, including all hazardous waste, is removed in accordance with relevant Regulations and Standards as set out by relevant Regulators, at the Licensees expense. This includes the daily removal and safe disposal of sharps and other medical supplies in containers that are appropriate for the disposal of such items.
- 1.0.11 Ensure that no rubbish and/or refuse is left on any roadway that leads to, or passes through the relevant racecourse, or in any other communal areas of the racecourses or sites.
- 1.0.12 Only place green waste (including manure) in green waste or manure bins. Do not place any other materials in the green waste or manure bins. All other rubbish should be disposed of in the bins that are provided at the racecourse (e.g., general waste in red lid bins, recycling in yellow lid bins).
- 1.0.13 Park in specified areas only and do not park horse floats outside of training hours in car parks or on the roads leading to, or adjacent to BRC managed or owned racecourses.
- 1.0.14 Minimise all noise that the Licensee, their employees, or contractors are responsible for, as far as is reasonably practicable.



- 1.0.15 Ensure that the Licensee, their employees, or contractors wash down horses in the designated areas only, and during the times specified by the BRC.
- 1.0.16 Ensure any deliveries to any racecourse stables on a BRC managed or owned racecourse are made after track work hours.
- 1.0.17 Ensure that their communications with BRC personnel, other Licensees of premises on a BRC managed or owned racecourse and all other persons are at all-times respectful and civil.
- 1.0.18 Ensure that Licensees and all their employees are available for meetings with BRC personnel at reasonable times.
- 1.0.19 Drive safely. All roads across BRC managed and owned racecourses have a 10km/h speed limit unless signed otherwise and this speed must be adhered to.
- 1.0.20 Adhere to any signage displayed at BRC managed or owned racecourses.
- 1.0.21 Ensure the Licensees contact information recorded by the BRC (address, email and mobile telephone) is up to date.

### 1.1 Prohibited Acts

Licensee's must ensure that they, their employees, and any other person that is associated with the running of their business, not:

- 1.1.1 Engage in any conduct that could be reasonably considered to involve the mistreatment of horses through use of prohibited substances, apparatus or acts that could be deemed offensive or cruel.
- 1.1.2 Retire, on sell or transition the career of a racehorse without re-homing and completing the transfer of ownership in accordance with the Rules of Racing.
- 1.1.3 Do anything on, or in the vicinity of the land that is managed or owned by the BRC that could be reasonably viewed as being dangerous, offensive or possibly considered illegal.

### 1.2 Biosecurity, Health & Safety

Licensee's must ensure that they, their employees, and any other person that is associated with the running of their business:

- 1.2.1 Take all necessary steps to ensure the safety of their employees and contractors while they are on the land that is managed or owned by the BRC.
- 1.2.2 Take all necessary steps to avoid adversely affecting the health and safety of any other person or property that is located on the land that is managed or owned by the BRC.
- 1.2.3 Always comply with the relevant site safety requirements as required by the BRC, and any public health protocols issued by the Queensland Government or other Regulatory Authority, in relation to the transmission of infectious diseases.
- 1.2.4 Take all necessary precautions, and carry out all instructions given by the BRC, that relate to the control of all horses kept on the land that is managed or owned by the BRC, or whilst using the BRC racecourse facilities.
- 1.2.5 Report to the BRC Track Management Team of any situation that they become aware of that may create a hazard to any person, horse or property on the land that is managed or owned by the BRC.
- 1.2.6 Immediately report to BRC Track Management Team and any appropriate public authority, any signs and occurrence of any infectious equine disease on BRC managed or owned racecourses or sites, or in the horses that the Licensee has under its care (including, without limitation Equine Influenza, Hendra virus, Strangles or any other equine disease). At the Licensee's sole cost, the Licensee must:
  - 1.2.6.1 Ensure that any infected horses are appropriately quarantined from other horses and humans and placed under appropriate veterinarian care. Any person exposed should seek their own medical advice.



- 1.2.6.2 Otherwise comply with the reasonable requirements of the BRC and all requirements of the relevant Regulatory Authorities.
- 1.2.6.3 Comply with any mandatory equine vaccination guidelines and rules that are required, to enter BRC managed or owned racecourses.

### 1.3 Obligations

Licensees acknowledge and agree that if they, their employees, and any other person that is associated with the running of their business fail to comply with any provision as outlined in this manual, the BRC may issue a notice to the Licensee that the Licensee, their employees and/or horses will be excluded from using the BRC managed or owned racecourse facilities from the date specified in that notice.

### 1.4 Alcohol & Drugs

- 1.4.1 Whilst riding track work or handling a horse a breath alcohol concentration more than 0.02% is an offence under the Rules of Racing (AR136 and AR137).
- 1.4.2 A full list of banned substances for riders and horse handlers can be viewed in AR136 and AR137 of the Rules of Racing.
- 1.4.3 If there is reason to believe a person is under the influence of alcohol or drugs, the BRC Track Management Team will stand down that person and report them to QRIC.

### 1.5 Bullying & Harassment

All persons QRIC licensed or employed at a BRC managed or owned racecourses or sites are entitled to enjoy a workplace free from bullying and harassment. All persons have a responsibility to always conduct and present themselves in a professional manner, and demonstrate respect for all other persons, whether fellow employees, clients, BRC staff and contractors, or members of the public. Licensees, their employees and invited guests must always treat clients, BRC staff and contractors, the general public, and each other fairly, consistently and with respect.

The BRC is committed to ensuring that the working environment is free from discrimination, bullying and harassment of any kind. This type of behaviour will not be tolerated under any circumstances and disciplinary action will be taken against anyone that breaches these requirements.

Bullying is defined as repeated unreasonable behaviour that could reasonably be considered to be humiliating, intimidating, threatening or demeaning to a person, or group of persons, which creates a risk to health and safety.

Its key elements are:

- (a) it is repeated unreasonable behaviour;
- (b) a reasonable person would consider the behaviour to be humiliating, intimidating, threatening, or demeaning; and
- (c) it creates a risk to health and safety.

Harassment, including sexual harassment, is any unwanted or unwelcome behaviour, physical, verbal or otherwise, that makes a person feel offended, embarrassed, intimidated or humiliated and that reaction is reasonable in the circumstances.

In the case of any reported workplace bullying or harassment matter each incident will be treated seriously and investigated promptly. Incidents will be assessed/investigated independently and transparently. If appropriate and necessary, the investigation may be outsourced to an external investigations company appointed by the BRC. The subsequent investigation report including the findings and recommendations will be presented to the BRC as the decision maker in the process. BRC will communicate any proposed outcome

and any penalty that may be applied. Penalties may range from being issued with a written warning, through to being excluded from operating on BRC managed or owned racecourses and sites.

Any visitor who bullies or harasses anybody at a BRC managed or owned racecourse or site may be excluded from all BRC managed or owned racecourses or sites.

## 1.6 Visitor Access

Any owners or visitors attending a BRC managed or owned racecourse is required to be always escorted by the Licensee or Licensee's approved delegate, to prevent the visitor from creating a risk to themselves or those working on the racecourse.

## 1.7 Incident Reporting & First Aid

All incidents, injuries, near misses and hazards that occur at the track must be reported to the relevant BRC Track Management Team immediately. Other non-track related matters are to be reported to the BRC Workplace Health, Safety & Risk Team ([safety@brc.com.au](mailto:safety@brc.com.au)).

### 1.7.1 Automated External Defibrillator Locations (Appendix 1)

#### 1.7.1.1 Eagle Farm:

- First Aid Room;
- Administration Office Level 1;
- The entry to John Power Stand (adjacent to membership desk); and
- The Infield Pavilion Turnstile.

#### 1.7.1.2 Doomben:

- First Aid Room;
- Catering Office (public stand);
- Race Day Office;
- Level 2 Public Grandstand Foyer; and
- Jockeys Room.

## 2.0 Horse Handling & Riding

### 2.1 General Rules

- 2.1.1 It is the Licensee's responsibility to ensure all their employees are appropriately licensed and that they renew their licenses when necessary.
- 2.1.2 All Licensee's, handlers and riders must:
  - 2.1.2.1 Always conduct themselves in a reasonable and proper manner.
  - 2.1.2.2 Comply with the Australian Rules of Racing and RQ/QRIC Local Rules.
  - 2.1.2.3 Follow reasonable instructions from the BRC Track Management Team or any other BRC employee fulfilling a duty as assigned by the BRC Track Management Team.
  - 2.1.2.4 On race days, follow any reasonable instructions of any BRC employee or contractor that is operating under the direction of the BRC.
  - 2.1.2.5 Hold the appropriate licence and training for any tasks they are undertaking.
  - 2.1.2.6 New riders must notify the BRC Track Management Team and complete an induction form and return to BRC Track Management Team prior to commencing their first Trackwork session.
  - 2.1.2.7 Not use headphones or any other listening device while working with horses at any time.
  - 2.1.2.8 Only handle horses which the Licensee or delegate has placed under their care.

## 2.2 Leading Horses

- 2.2.1 All Licensees, Handlers, Strappers and Riders must:
  - 2.2.1.1 Ensure horses being led have a bit in their mouth with the lead clipped to the bit or stallion chain except when swimming [AR.124].
  - 2.2.1.2 Always lead horses from the near side.
  - 2.2.1.3 Not lead more than one horse at a time.
  - 2.2.1.4 Lead horses to and from the racecourse. Horses are not to be ridden while in transit.
  - 2.2.1.5 Wear a high visibility reflective vest and have a "Journey Spotter" assisting when leading/handling horses on public roads or footpaths.
  - 2.2.1.6 Ensure reflectors are placed on horse rugs or other gear when a horse is in transit on a public road or thoroughfare or within the confines of the racecourse before sunrise [AR.108].
  - 2.2.1.7 Not use any Smart Device whilst leading a horse.
  - 2.2.1.8 Not use camera equipment or GoPro type devices whilst leading horses.
  - 2.2.1.9 Not have ponies on training tracks without prior approval from the BRC Track Management Team.

## 2.3 Personal Protective Equipment

- 2.3.1 Personal Protective Equipment that is mandatory while riding or working with horse includes (refer to AR Division 3 Safety equipment of riders and LR53 to LR 55):
  - 2.3.1.1 Helmets must be less than 5 years old, have the date of manufacture, and discarded if involved in an impact or concussion injury. The BRC Track Management Team have the authority to confiscate a rider's helmet if it does not meet this requirement.
  - 2.3.1.2 Protective helmets must be of a type approved by Racing Australia and the chipstrap always fastened.
  - 2.3.1.3 Approved Riding boots or fully enclosed and substantial footwear of a standard.
  - 2.3.1.4 An approved safety impact vest
  - 2.3.1.5 A high visibility reflective vest during track work hours.
  - 2.3.1.6 A shirt with sleeves covering the shoulders.
  - 2.3.1.7 Appropriate riding trousers.
  - 2.3.1.8 A working light attached to the helmet.
  - 2.3.1.9 Fully enclosed footwear (e.g., leather boot, hiking boot, steel capped boot). The use of sneakers, open topped shoes, and thongs are prohibited whilst working around and with horses.

## 2.4 Riding

- 2.4.1 Only QRIC licensed personnel or approved visiting licensed personnel can ride horses on BRC managed or owned racecourses.
- 2.4.2 Any horse being ridden on BRC managed or owned racecourses must be fully saddled and bridled with equipment in serviceable/safe condition.
- 2.4.3 All riders must always keep their feet in the safety irons.
- 2.4.4 Every saddle used in trials, jump outs, practice barriers or track work should be equipped with safety irons.
- 2.4.5 In trials or jump outs, if the rider wears race boots, the saddle can be equipped with race irons instead of safety irons.
- 2.4.6 Smoking or vaping whilst mounted is strictly prohibited.
- 2.4.7 The use of any Smart Device whilst riding is strictly prohibited.



- 2.4.8 The use of camera equipment or GoPro type devices is not permitted whilst riding unless otherwise approved.
  - 2.4.9 On entering or leaving the tracks, the number of horses abreast shall be limited to two and horses must only be walked.
  - 2.4.10 It is the Licensee's responsibility to ensure horses are matched with riders' ability and experience.
  - 2.4.11 Licensees are to assist riders with difficult horses entering and exiting the tracks. This is not the responsibility of the BRC employees or contractors.
- 6.1.1.2



## 3.0 General Information

### 3.1 General Training Track Rules

- 3.1.1 Exercising horses in any carpark areas is strictly prohibited.
- 3.1.2 Yearlings or recently broken-in horses **are not** to be worked prior to 6:00AM.
- 3.1.3 Yearlings may not be worked on the training tracks before 1 February unless approved by the BRC Track Management Team.
- 3.1.4 Horse(s) being ridden must be fully saddled and bridled with equipment in serviceable/safe condition.
- 3.1.5 Horse(s) entering or exiting the training tracks must give way to horse(s) working.
- 3.1.6 The number of horses walking on racetrack walkways must be limited to two (2) unless otherwise approved by the BRC Trackwork Management Team.
- 3.1.7 Horse(s) doing slow work must give way to horse(s) doing fast work.
- 3.1.8 Horse(s) working on any grass tracks must always work between the markers.
- 3.1.9 Riders must keep a safe distance between horses. If you observe a rider in difficulty, slow down if safe to do so, let the rider know you are passing and pass with caution.
- 3.1.10 Horse(s) being eased up after work must veer to the outside of the track and must walk off on the outside.
- 3.1.11 Prior to daylight, helmet lights must be operational, and a reflective high visibility vest worn throughout the entire shift including transiting to and from the racecourse.
- 3.1.12 You must follow all reasonable directions of the BRC Track Management Team and their staff.
- 3.1.13 In the event of extreme or adverse weather conditions, the BRC Track Management Team can make the decision to stop or delay track work without notice in the interests of safety.
- 3.1.14 **ALL** Incidents are to be reported to the BRC Track Management Team.

Contact Details (See also Appendix 2)

Track Supervisor Box: 0408 739 679 | [trackworks@brc.com.au](mailto:trackworks@brc.com.au)

### 3.2 Emergency Siren/Light (Appendix 1)

- 3.2.1 The loose horse siren/lights can be turned on from the Track Work Supervisor's box at the respective track crossings.
- 3.2.2 In the event of the siren sounding/lights flashing, horses are to slow down, cease fast work, not enter onto the tracks, and exercise extreme caution as there could be a rider on the ground and a loose horse in the area.
- 3.2.3 Sirens and flashing lights will remain on and tracks will be closed until situation is under control.
- 3.2.4 No entry onto any track while any light is in flashing mode.

## 4.0 Eagle Farm Rules

### 4.1 Track Operational Times

- 6.1.1.3 Variation to opening times due to operational requirements will be communicated via the BRC Tracks and Training email distribution list.
- 6.1.1.4 Operating times of the tracks are:

Day	Time
Monday to Saturday:	4:00AM – 8:00AM Except race days 4:00AM – 7:30AM
Sunday (Sand Track and Slow Work Only):	5:30AM – 6:15AM Except race days 4:00AM – 7:30AM



6.1.1.5 Purpose built walk off areas on respective tracks are to be used.

#### 4.2 A Grass

6.1.1.6 All work is to be conducted between the markers unless giving way to horses that are working at a faster rate.

6.1.1.7 Only to be used for fast work.

6.1.1.8 No more than 2 riders abreast on the track.

6.1.1.9 Exit the track either using the 1500m gap to return via the dirt track or continue onto the 1000m gap and exit at that point. Riders are not to exit the A Grass at the 1800m gap.

6.1.1.10 Entering and exiting the track is to be conducted in a safe manner by crossing the track via 1000m Gap or 1800m Gap.

6.1.1.11 If possible, do not pull up any sooner than 50m past the 1000m Gap and 1800m Gap and exit as quickly as possible in a safe manner.

#### 4.3 B Grass

6.1.1.12 All horses must exit at the 1000m gap from the B Grass.

6.1.1.13 No more than 2 riders abreast on the track.

#### 4.4 Dirt Track

6.1.1.14 Fast work on the inside and slow work on the outside of the track.

6.1.1.15 Before daylight hours no more than 3 abreast. During daylight hours no more than 4 abreast.

6.1.1.16 At both the 1000m and 1800m gaps, riders are to use the walk-off lane for exiting the track in a safe manner.

#### 4.5 Sand Track

6.1.1.17 Slow work only.

6.1.1.18 No more than 2 riders abreast on the track.

6.1.1.19 Riders pulling up at the 1000m gap will need to utilise inside walk-off lane. This is the only gap where riders are permitted to pull up on the inside fence before exiting the track. Through this area horses are to pass on the outside while working past others.

6.1.1.20 All work on the sand track is to pull up on the inside at the 1800m crossing and exit safely using internal walk off.

#### 4.6 Bull Ring

6.1.1.21 No jump outs to be conducted until after 6:00AM or barriers until after 7:00AM.

#### 4.7 Jump Outs & Barrier Trials

6.1.1.22 No jump outs to be conducted until after 6:00am or barriers until after 7:00AM.

6.1.1.23 Last horse permitted to enter the racetrack is restricted to 40 minutes prior to the scheduled time of the first heat to complete setup.

#### 4.8 Outside Course Proper

4.8.1 It will be at the BRC Track Management Team's discretion to open this track for set times at the request of a licensed Trainer or during carnivals.

#### 4.9 On-Course Stabling

The trainer:



- 4.9.1 Agrees to comply with their current Eagle Farm Lease Agreement.
- 4.9.2 Acknowledges the allocation of on-course stabling is at the BRC's discretion as set out in the guidelines established by the BRC in the *Eagle Farm Racecourse On-Course Stabling Lease and Deed Guideline Policy*.



## 5.0 Doomben Rules

### Track Operational Times

6.1.1.24 Variation in times due to operational requirements will be communicated through BRC Tracks and Training email distribution list.

6.1.1.25 Operating times of the tracks are:

Day	Time
<b>Monday to Saturday</b>	4:00AM – 8:00AM Except race days 4:00AM – 7:30AM Nudgee Road Gates close at 7:45AM
<b>Sunday:</b>	Closed

6.1.1.26 Tie-up Stalls must be vacated:

Day	Time
<b>Non-Racedays:</b>	8:30AM
<b>Racedays:</b>	8:00AM

6.1.1.27 During training hours only licensed industry personnel and authorised BRC staff can enter the tracks.

6.1.1.28 No horse is to be jumped out of practice stalls on any fast work morning.

6.1.1.29 Maximum number of horses that can be abreast on any training track is two (2).

6.1.1.30 Purpose built walk off areas on respective tracks are to be used.

### 5.1 A Grass

6.1.1.31 Fast work only.

6.1.1.32 Maximum is two (2) horses abreast.

6.1.1.33 All work is to be conducted between the markers.

### 5.2 B Grass

6.1.1.34 Fast work only.

6.1.1.35 Maximum is two (2) horses abreast.

6.1.1.36 All work is to be conducted between the markers.

### 5.3 Sand Track

6.1.1.37 Maximum is two (2) horses abreast.

### 5.4 Outside Course Proper

6.1.1.38 It will be at the BRC Track Management Team discretion to open for set times at the request of a licensed Trainer or during Carnival.

### 5.5 Bull Ring

6.1.1.39 No jump outs are to be conducted until after 6:00AM or barriers until after 7:00AM.

### 5.6 Jump Outs & Barrier Trials

6.1.1.40 No jump outs are to be conducted until after 6:00AM or barriers until after 7:00AM.

6.1.1.41 Last horse permitted to enter the track is restricted to 40 minutes prior to the scheduled time of the first heat to complete setup.

## 6 Use of Communal Facilities

### 6.2 Practice Starting Barriers

#### 6.2.1.1 Operating times:

Day	Time
Monday to Saturday:	Daylight only from Approx. from 6:00AM – 10:00AM

**Please Note** for safety reason after 8:00AM the Licensee must provide a minimal of two (2) QRIC licensed persons.

6.2.1.2 Licensees must supply their own skilled and experienced employees to act as barrier attendants for the purpose of educating horses at the practice barriers.

6.2.1.3 When possible, horses should be ridden into barriers with minimal or no assistance.

### 6.3 Sand Roll

6.3.1.1 Is only open during track work hours.

6.3.1.2 Only one horse is permitted to use at any time.

6.3.1.3 Licensees must ensure all manure is picked up, removed and disposed of appropriately.

6.3.1.4 Riding, leading or lunging in the sand roll is not permitted at any time.

6.3.1.5 Horses are **not** to be left unattended.

### 6.4 Equine Pool (Eagle Farm Only)

#### 6.4.1 Operating Hours

Variation in times due to operational needs will be communicated through BRC Tracks and Training email distribution list.

Day	Morning	Afternoon
Monday to Friday:	4:00AM – 8:00AM	1:00PM – 3:00PM (last horse in pool by 2:45PM)
Saturday:	4:00AM – 8:00AM	Closed
Sunday:	6:30AM – 9:30AM	Closed
Eagle Farm Racedays:	4:00AM – 8:00AM	Closed
Public Holidays:	4:00AM – 8:00AM	Closed

#### 6.4.2 Handlers

6.4.2.1 One horse per attendant.

6.4.2.2 Horses and handlers are not to congregate in the vicinity of the entry/exit gate.

6.4.2.3 Ensure the gate is closed on entering and exiting.

6.4.2.4 Horses must swim in an anti-clockwise direction.

6.4.2.5 Handlers must have fully enclosed and substantial footwear. No thongs or loose-fitting shoes allowed.

6.4.2.6 Hand signals are to be used to signal whether exiting the pool or conducting another lap.

6.4.2.7 Only one person on the entry/exit metal ramp at a time.

6.4.2.8 Horse handlers must be competent and experienced.

6.4.2.9 Handlers are to keep their hands free in the pool. This means no use of any Smart Device, smoking, vaping or consumption of food and beverages in the pool area.

6.4.2.10 Horses must be lead with the provided poles. These are not to be removed until the horse has exited the pool.



- 6.4.2.11 Horses are to be led (not ridden) to the pool area.
- 6.4.2.12 Extreme caution must be taken when horses are crossing the road between the stabling complex and the pool.
- 6.4.2.13 Caution must be exercised when walking up the ramps and bridges.
- 6.4.2.14 All incidents are to be reported to the BRC Track Management Team.
- 6.4.2.15 The BRC Track Management Team has the right to refuse entry or request any person to leave the pool enclosure at any time and has the right to close the pool without notice in the interest of safety or due to prevailing weather conditions. The pool may also be closed if there is an emergency and help is needed on another area of the track (i.e., crossing).
- 6.4.2.16 Horse floats must park in the area provided at the southern end of the pool. Extreme caution must be taken when driving into the infield area and drivers must adhere to all signage. Horses have right of way at all times.

#### 6.4.3 Horses

- 6.4.3.1 If applicable a tail rope should be used the first three (3) times a horse uses the pool to swim.
- 6.4.3.2 If using a tail rope, it must be firmly fitted, and TWO (2) handlers are required until the horse has exited the pool.
- 6.4.3.3 Hooves must be clean prior to entering pool.
- 6.4.3.4 Horses must be free of any bedding and soil. Any boots, bandages or wraps must be removed prior to entering pool.
- 6.4.3.5 Horses must wear an appropriately fitted halter.
- 6.4.3.6 Horses with skin or respiratory tract problems are not permitted to enter the pool.

### 6.5 Horse Walker

#### 6.5.1 General Rules

- 6.5.1.1 Licensees are prohibited from making any modifications to the Horse Walkers. All parts shall remain as the manufacturer intended. The Licensee may become liable to rectify any modifications made to the equipment.
- 6.5.1.2 To ensure the safety of horses and handlers when placing horses in the walkers, DO NOT use the emergency stop button to operate the machine. This button is for EMERGENCY USE ONLY.
- 6.5.1.3 Each horse using the Horse Walker must be always supervised by a QRIC licensed person who has been approved to oversee the horse by the Licensee's at that time.
- 6.5.1.4 The electrical current must be always switched on when the walker is in motion to ensure horses do not interfere with the electrical cables.
- 6.5.1.5 These conditions of use of the Horse Walker's form part of the Rules for the use of the Racecourse Facilities and must be adhered to in accordance with each Licensee's Racecourse Facilities Licence. We remind all users of the Horse Walkers that only those Licensees with a Racecourse Facilities Licence that expressly permits use of the Horse Walkers are legally permitted to use nominated Horse Walkers. If you are using the Horse Walkers and do not have the legal rights to do so, you are trespassing on the property of the BRC and the BRC will exercise its rights and remedies it may have against you for such trespass.

### 6.5.2 Safe Operating Procedures

#### 6.5.2.1 Entering Horses into the Horse Walker

1. Make sure the Horse Walker is completely stopped before opening the gate.
2. Open the door/gate, enter the horse into the allocated space then close the gate. Horses are not to be tied to the Horse Walker.
3. Turn the speed dial to slow in the chosen direction until the next available space is in the correct position (slow the Horse Walker via the speed dial).
4. Repeat steps 1, 2 & 3 until the Horse Walker is full.
5. Choose the correct speed; turn on the electrical current to the separation mesh / partition.
6. Run the Horse Walker until the desired time has been achieved.

#### 6.5.2.2 Removing Horses from the Horse Walker

1. Slow the Horse Walker via the speed dial until the required horse is adjacent to the door/gate.
2. Wait until the Horse Walker has completely stopped, then remove the horse.
3. Close the gate; turn the speed dial to slow until the next required horse is adjacent to the gate, remove the horse.
4. Repeat Steps 1, 2 & 3.

### 6.6 Tie Up Stalls

- 6.6.1 Strictly no sharps (needles) are to be left behind in the stalls including behind backing boards and are to be disposed of in an appropriate sharps container and should not be left on site. Handlers found to be dumping or discarding needles on site will be reported to QRIC and maybe banned from all BRC managed or owned racecourses.
- 6.6.2 At any time only QRIC licensed persons are permitted to be in the tie up stalls.
- 6.6.3 Horses are **not** to be left unattended at any time.

### 6.7 Float Carpark

- 6.7.1 No Horses are to be tied to floats.
- 6.7.2 No Horses are to be left unattended in floats.
- 6.7.3 Vehicles are to always give way to horses.
- 6.7.4 Vehicles are to always travel at the posted site speed limit (10km p/hr).
- 6.7.5 The float car park is for the use of off-course trainers only.



## 7.0 Breach of Rules and this Agreement

Any person who breaches the Rules of Racing and/or the conditions as set out within this agreement may be refused the right use of BRC managed racecourses or sites. Additionally, they will be reported to QRIC.

7.1 Failure to pay any outstanding fees related to your Lease/Deed or Approval to train and use BRC training facilities within the BRC terms of trade including non-payment by the due date the following will apply:

- 7.1.1. On the fourteenth day (14<sup>th</sup>) after the due date of the invoice the Trainer will be issued a reminder notice which may include a late penalty fee of % of the outstanding amount. The Trainer will be requested to make the payment of the full amount within 10 business days of the reminder notice.
- 7.1.2 If the outstanding debt is not paid within the 10 business days of the reminder notice a Final Notice will be issued with a requirement to pay the outstanding invoice within 7 days.
- 7.1.3 If the Final Notice is not adhered to, the Trainer will be considered in breach of the terms and conditions of their Lease/Deed or Approval and the applicable BRC Trackwork Operations Manual.
- 7.1.4 Due to this breach a review will be undertaken by the BRC Chief Financial Officer and Executive Manager Commercial and Racing and the outcome of this review may result in:
  - i) A requirement for the Trainer to enter a payment plan for the outstanding amount. If the payment plan is not adhered to one of the following will be enacted.
  - ii) Additional financial penalties being incurred on the outstanding amount.
  - iii) The Trainer's Lease/Deed or Approval to train and use any owned or managed BRC training facility being suspended until all outstanding debts are settled.
  - iv) The Trainers Lease/Deed or Approval to train and use any owned or managed BRC training facility being cancelled. If the debt is paid in full the Trainer will be required to re-apply to the BRC to train and use any BRC owned or managed training facility.
- 7.1.5 If a Trainer defaults twice within a 12-month period it will be recommended to the BRC Board to approve an immediate suspension of the Trainers approval to use any owned or managed BRC training facility, until the full amount of the debt is paid to the BRC. Both RQ & QRIC will be informed of this decision.
- 7.1.6 If a Trainer defaults three times within a 12-month period it will be recommended to the BRC Board to approve an immediate cancellation of the Trainers approval to use any owned or managed BRC training facility. The Trainer will have to re-apply to the BRC to train and use any BRC owned or managed training facility. Both RQ & QRIC will be informed of this decision. The payment of the debt does not guarantee the Trainers previous approval will be granted.
- 7.1.7 The BRC will maintain dialogue with the Trainer in default and will endeavour to seek a solution before proceeding to Clause 7.1.4, 7.1.5 and 7.1.6.

## 8 Disrepute

Any person (contractor, employee, or licensee) whose behaviour, actions or comments cause or is likely to cause the BRC reputational damage may be refused the right to the use of BRC managed racecourse or sites and be liable for their actions.



## 9.0 Acknowledgment

I have read and understand the expectations prescribed to me by Brisbane Racing Club for use of BRC managed or owned facilities. As the Licensee I will circulate and request all current and any new employees and contractors during the term of this agreement to read and agree to comply with this BRC Operations Manual.

.....  
Signature of Trainer and/or Lessee

.....  
Signature of Witness

.....  
Name of Trainer and/or Lessee

.....  
Name of Witness

.....  
Date

.....  
Date

BRC Office Use	
Effective Date:	
End Date:	
Date Copy Provided to Licensee:	
BRC Signoff & Personnel:	



## 10.0 Appendices

### Appendix 1 - Automated External Defibrillator Locations (Eagle Farm & Doomben)





*Appendix 2 – Contact Details*

**RACING & TRACKS**

**Matt Rudolph** | EGM – Commercial & Racing  
0438 628 102 | [mrudolph@brc.com.au](mailto:mrudolph@brc.com.au)

**Ross Smith** | Senior Manager, BRC Racecourses  
0409 486 920 | [rsmith@brc.com.au](mailto:rsmith@brc.com.au)

**Hyrendo Anderson** | Racing Operations Manager  
0438 115 629 | [handerson@brc.com.au](mailto:handerson@brc.com.au)

**Chris Hurley** | Assistant Racecourse Manager,  
Eagle Farm  
0410 734 412 | [churley@brc.com.au](mailto:churley@brc.com.au)

**Mitchell Black** | Assistant Racecourse Manager,  
Doomben  
0400 067 550 | [mblack@brc.com.au](mailto:mblack@brc.com.au)

**Gary Tozer** | Deagon Foreman  
0400 735 970 | [gtozer@brc.com.au](mailto:gtozer@brc.com.au)

**Bobby Mannion** | Eagle Farm Infield & Pool  
0419 973 442 | [bmannon@brc.com.au](mailto:bmannon@brc.com.au)

**Russell Thomas** | Jumpout Schedule  
0408 755 140 | [rthomas@brc.com.au](mailto:rthomas@brc.com.au)

**Peter Spargo** | Eagle Farm Trackwork Supervisor  
0410 613 300

**Ron Barron** | Doomben Trackwork Supervisor  
0417 787 046

**Steve Jaenke** | Deagon Trackwork Supervisor  
0414 071 807

**SECURITY & SAFETY**

**David Cook** | Safety And Security Officer  
0421 847 916 | [dcook@brc.com.au](mailto:dcook@brc.com.au)

**Matt Lund** | Health & Safety Manager  
0414 228 722 | [mlund@brc.com.au](mailto:mlund@brc.com.au)

**FACILITIES & GARDENS**

**Steve Kernohan** | Building Services & Ground  
Manager  
0466 304 231 | [skernohan@brc.com.au](mailto:skernohan@brc.com.au)

**Peter Cousins** | Facilities  
0457 845 522 | [pcousins@brc.com.au](mailto:pcousins@brc.com.au)

*Appendix 3 – Emergency Evacuation Points & Amenities*

*During track work hours the preferred Evacuation Point will be AA3 for both sites. Unless your Licensee has informed you a different location where you should proceed to go to in the event of emergency.*

## DOOMBEN:



### EAGLE FARM:

