

Clerks of the Course

This document is intended to provide guidelines to all persons employed in the role of Clerk of the Course for both the thoroughbred and harness racing codes during duties performed at official trials and race meetings held in Tasmania.

The objective of this document is to provide consistency, ensuring the safety of riders/drivers and horses and to minimise the risk of incidents occurring.

Clerk

- Completed the introductory qualifying procedure:
 - Introduction to the role of Clerk of the Course with Assessor.
 - Practical assessment examination, including but not limited to:
 - Dismount & lead mount at a trot remount
 - Gallop 200m, dismount, replace marker peg & remount within 30 seconds (horse to stand still while remounting)
 - Carry & deliver items of harness to a designated point at a trot & canter
 - Trot 150m towing an empty sulky by hand
 - Lead a horse and sulky at a walk and trot for 150m approx.
 - Pull the horse and sulky up to stand still. Turn horse both left and right
 - Catch a horse at race speed within 150m & bring to a halt
 - Use a two-way radio. Communicate with starter. Prepare and lead field for mobile start. (Holding and manoeuvring horses)
 - General horse presentation
 - General Clerk presentation
 - Medical assessment – required annually.
- Complete a competency assessment (horse and rider) at any time as directed by the Stewards or on change of Mount.
- Adhere to all directions of the Stewards on Race and Trial days.

Attire

- A red or white collared shirt or blouse.
- Jodhpurs white in colour are preferable. Blue or black denim jeans are unacceptable.
- A properly affixed helmet and correctly fitted body protector (safety vest), which conforms to the approved standards, to be worn at all times whilst mounted on a horse.
- Footwear, which must be designed specifically for the purpose of horse riding, to be black or brown in colour and in good clean condition.

Mounts

- Only horses suitable for duties of Clerk of the Course should be used.
- A suitable horse will be sound, a gelding, preferably grey, at least 14 -16 hands, well educated, and have a calm temperament with behaviour that is not aggressive or field shy.
- Horses that kick or bite are not to be used in this role.
- Horses must be fit and properly conditioned to cope with the workload that will include being ridden for most of the day and travelling many kilometres in the course of their duties.
- Horses must be athletic in ability as it may be required to gallop short distances to capture riderless/driverless or highly-strung horses.
- Horses must be able to stand quietly and endure agitated horses when gear is adjusted as well as cope with broken gear in or around horses during capture.
- Horses must be sufficiently trained to assist with the loading process if required by the starter or Assistant Starter.
- Horses used for this role must be able to successfully cope with a wide range of duties required on race/trial days.
- Only well-groomed horses are acceptable. This includes well shod painted feet, horse brushed including mane and tail and a good quality clean saddle, bridle and saddlecloth.
- All gear, including saddles, bridles, girths, etc should be kept in excellent condition and inspected prior to mounting up. Faulty or damaged gear is not to be used and should be replaced immediately.

The presentation of the horse and Clerk should be an example to the industry which demonstrates pride and professionalism.

Conduct

It is imperative that Clerks of the Course conduct themselves in a professional and courteous manner at all times. Their role includes liaising with race participants, including but not limited to trainers, jockeys, drivers, strappers, race day staff, officials as well as the general public.

During the course of their duties should a Clerk of the Course provide a reasonable request to a licensed person, which is refused or ignored, the stewards should be advised so the matter can be addressed in a formal manner.

Under no circumstances should a Clerk of the Course engage in a verbal altercation with any person. A Clerk of the Course is an official and must act accordingly.

Clerks of the Course are not permitted to:

- Assist any horse the Clerk owns/trains or is associated with in any way, with the exception of a fall or dislodged rider/driver.
- Bet on any horse at any race meeting the Clerk is engaged to work at.
- Consume any alcohol or drugs on the day prior to or during the race meeting.

Insurance

On lodgement of a completed insurance proposal (Appendix 1) Tasracing will insure the nominated Clerk of the Course horse/s for death to a maximum of \$5,000. Any claim made will be assessed and determined by the Insurer. Tasracing will not be held liable for any payment under a claim.

I have read this document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed in this document.

Name _____ Date _____

Signature _____

Witness Name _____ Date _____

Signature _____