

SER 1 - Application form for Registration of a Stable Employee

To be completed and despatched to the British Horseracing Authority Office 75 High Holborn, London, WC1V 6LS. Within 24 hours of the commencement of employment (see Schedule (C)2 overleaf)



To be completed by the Employee (BLOCK CAPITALS)

SURNAME			TITLE (Mr, Mrs, Miss, etc.)
ALL FORENAMES			
ANY PREVIOUS SURNAMES e.g. Maiden Name			NATIONALITY
AGE		DATE OF BIRTH	
CURRENT ADDRESS	NAME AND ADDRESS OF NEXT OF KIN		
Tel:	Tel:		

OFFICE USE
Date Reved.
Ser No.

Date this employment commenced

DATE	MONTH	YEAR

Type of employment

FULL -TIME	<input type="checkbox"/>	PART-TIME	<input type="checkbox"/>	SELF-EMPLOYED	<input type="checkbox"/>
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Category of employment TICK AS APPROPRIATE

A ASSISTANT TRAINER	<input type="checkbox"/>	G EMPLOYED HORSE BOX DRIVER	<input type="checkbox"/>	M FEEDMAN/WOMAN	<input type="checkbox"/>
B HEAD LAD/LASS	<input type="checkbox"/>	H TRAINERS SECRETARY	<input type="checkbox"/>	N PUPIL UNDER TRAINING	<input type="checkbox"/>
C TRAVELLING HEAD LAD/LASS	<input type="checkbox"/>	I HACKMAN/WOMAN	<input type="checkbox"/>	O WORK RIDER	<input type="checkbox"/>
D STABLE LAD/LASS	<input type="checkbox"/>	J TRAINEE STABLE LAD/LASS	<input type="checkbox"/>	P YARD SECURITY	<input type="checkbox"/>
E APPRENTICE/CONDITIONAL JOCKEY	<input type="checkbox"/>	K GALLOPMAN/WOMAN	<input type="checkbox"/>	Q HOSTEL EMPLOYEE	<input type="checkbox"/>
F FARRIER	<input type="checkbox"/>	L YARDMAN/WOMAN	<input type="checkbox"/>	R OTHER DUTIES	<input type="checkbox"/>

Terms of employment, is the employee?

PAID	<input type="checkbox"/>	UNPAID	<input type="checkbox"/>
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Has the employee been issued with a Work Permit for this job (if non EEC National)?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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NATIONAL INSURANCE NUMBER OF EMPLOYEE
Required for Racing Industry Accident Benefit Scheme (RIABS) and Pension Schemes records.

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A paid employee who is eligible to contribute towards the RIABS will be recorded as making contributions unless the not eligible box is ticked

NOT ELIGIBLE (e.g. unpaid, under 16, over 65 etc)	<input type="checkbox"/>
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Has the employee been employed in a racing stable before?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, name of last employer in racing

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Date that employment was terminated

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Has the employee ever been registered as an owner or held any type of licence or permit in Great Britain

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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To be completed by all stable employees under 19 years of age. Please state preference for Training Course at:-
 British Racing School Northern Racing College Other Training Provider.....(If selecting Other please see overleaf)
 If the employee is under 19 years and has already completed a Training Course please indicate below the School attended and date (if known):
 British Racing School Northern Racing College Other Training Provider Date of Course

(This information is required by the British Horseracing Education & Standards Trust in accordance with Schedule (C)2 'Stable Employee Training' – see overleaf)

Data Protection
 By completing this form you agree that any information you provide may be held by the British Horseracing Authority Limited, or Weatherbys Thoroughbred Limited, including in their computer records and, where applicable, also by BHEST and their training providers.
 You also agree that it may be properly disclosed to other agencies registered to receive such information only in connection with the management, regulation and integrity of horseracing. For further information, please contact Weatherbys' Data Protection Officer/Company Secretary on 01933 440077.

Declaration to be signed by the employee
 I declare that all the answers given on this application, to be recorded in the Register of Stable Employees, are correct and I hereby request that my name be registered. I agree to be bound at all times and in all respects by the Orders and Rules of Racing in force from time to time.

Signature of Employee Date

To be signed by the Trainer or, in his absence, by his Authorised Agent.
 I confirm that I have complied with the requirements of Schedule (C)2 of the Rules of Racing and hereby request the above employee be added to the Register of Stable Employees as attached to my yard.

Signature of Trainer Date

Trainer's Name and Address

Signature of Authorised Agent (in trainers absence) Date

Extract from the Rules of Racing Trainer Manual (C)
Schedule (C)2 - General duties as to stable employees

Employment and registration of persons working in stables

- 1.1 Before a Licensed Trainer or Permitted Trainer employs a Person with previous employment in another training stable, he must
- 1.1.1 refer to the last Trainer to employ him, and
 - 1.1.2 receive a reply from that Trainer.
- 1.2 Where a Trainer decides to employ a Person in his stable, he must make an application to the Authority for that Person's name to be entered on the Register of Stable Employee Names.
- 1.3 An application under Paragraph 1.2 must
- 1.3.1 be made using the Prescribed form (SER1),
 - 1.3.2 be signed by the stable employee and the Trainer (or his Authorised Agent), and
 - 1.3.3 be sent within 24 hours of the start of employment.
- 1.4 The Trainer must either include the stable employee's permanent UK National Insurance number when he completes the Prescribed form (SER1) or must notify the Authority of the number as soon as it has been received from the employee.
- 1.5 Where a stable employee's employment has ended, the Trainer (or his Authorised Agent) must, using the Prescribed form (SER3), notify the Authority
- 1.5.1 immediately if the stable employee is an Apprentice Jockey or a Conditional Jockey, and
 - 1.5.2 otherwise, before the end of the period of seven days starting with day after that on which the employment ended, and return any identity card and validity pass issued under Rule 40 in respect of the employee.
- 1.6 This Rule applies to the part-time employment of schoolchildren as it applies to any other Person.

Note: The approval of the Local Education Authority is required for the employment of schoolchildren.

Stable employee training

- 2.1 A Licensed Trainer or Permitted Trainer must ensure that all stable employees under 19 years of age join the industry's Stable Staff Training programme as trainees and attend a course at
- 2.1.1 the British Racing School,
 - 2.1.2 the Northern Racing College, or
 - 2.1.3 any other Training Provider for the time being approved by the British Horseracing Education and Standards Trust to offer National Vocational Qualifications in Racehorse Care (Level 2).
- 2.2 If it considers it appropriate to do so in exceptional circumstances, the Authority may waive this requirement.

Accident insurance contributions

- 3.1 In respect of each eligible stable employee, a Trainer must
- 3.1.1 make an annual contribution towards the Racing Industry Accident Benefit Scheme (the Scheme), and
 - 3.1.2 make an additional contribution every three months directly in respect of sums deductible from the net wages of each eligible employee in accordance with the terms and conditions of service set out in the Standard Terms and Conditions (see Schedule 1).
- 3.2 A trainer who is not a member of the National Trainers Federation must also make an annual payment to the National Trainers Federation for the administration of the Scheme.
- 3.3 In this Paragraph Eligible Stable Employee means an eligible person as defined for the purposes of the Scheme.

Pension contributions

- 4.1 In respect of each employee who is eligible under Paragraph 5 of this Schedule
- 4.1.1 each Licensed Trainer must make a contribution to
 - 4.1.1.1 the National Trainers Federation Stakeholder Pension Plan (The Plan), or
 - 4.1.1.2 another pension plan or arrangement established by either the Trainer or the employee, and
 - 4.1.2 any Permitted Trainer who enters The Plan must make a contribution to the Plan.
- 4.2 A Trainer who is not a member of the National Trainers Federation must also make an annual payment to the Federation for the administration of The Plan.
- 4.3 The rate of contribution due under
- 4.3.1 Paragraph 4.1 is not less than the rate from time to time established by the National Trainers Federation; and
 - 4.3.2 Paragraph 4.2 is such amount as may be determined by the Authority.
- 5.1 For the purposes of Paragraph 4, an employee is eligible if
- 5.1.1 he is 18 years or over,
 - 5.1.2 he is under 65 years,
 - 5.1.3 he is registered and working as a full time paid stable employee at the quarterly renewal date of the scheme,
 - 5.1.4 subject to Paragraph 5.2, he has worked for the Trainer as a full-time paid stable employee for a continuous period of nine months or more (whether in the current period of employment or in a previous period), and
 - 5.1.5 he has a valid permanent UK National Insurance number recorded on the Register of Stable Employee Names (see also Paragraph 5.3).
- 5.2 The nine month qualification imposed by Paragraph 5.1.4 does not apply in relation to
- 5.2.1 any employee born on or before the 1st December 1980 who was registered and working as a full time paid stable employee on 31st May 2001, or
 - 5.2.2 any employee who before 1st June 2001 qualified for a pension contribution to be paid under provisions as to the regulation of racing then in force.
- 5.3 As regards the application of Paragraph 5.1.5 in respect of any quarterly renewal date that falls on or after 1st September 2007, if an employee's National Insurance number
- 5.3.1 is not recorded on the Register of Stable Employee Names on that date, but
 - 5.3.2 is subsequently registered during his employment with the same Trainer,
- any previous contributions from the Trainer which would otherwise have been due shall fall due on the next quarterly renewal date.