

Listed below is a generic overview of application stages for a trainer license. However, please note that overall application stages are dictated by the conditions in your application.

1 PREPARING YOUR APPLICATION



To ensure the best start for your license application, please submit a duly completed license form including:

- Any special conditions
- All relevant signatures
- Supporting documents
- Your photo will be captured by RWWA staff for ID purposes
- Valid payment information – click [here](#) for details
- Other items as listed under the Greyhound License Application Checklist in the Trainer License form.

Any missing or incomplete information will hold down your application from further processing. Thereby, the Licensing and Registration staff may contact you to procure more details about your application, so that it can be placed back in the processing queue.

If you have provided all the relevant information, your application will continue to progress from Licensing and Registration to the Integrity department. However, the time taken to process your license form will be determined by the conditions applicable to your application - including but not limited to any:

- Payment issues : missing or incorrect credit card information, insufficient funds
- Disqualifications held past or present
- Penalties served
- Need to box a greyhound before a steward
- Police clearance requirements – please read adjoining text

3 APPLICATION ASSESSMENT BY RWWA



Once you are ready to submit the application. You are encouraged to email or scan the form and relevant documents to :

licreginfo@rwwa.com.au

If you prefer to use paper forms, you can submit them as per the options stated [here](#).

However, please be aware, that based on Australia Post's delivery time frames, posted forms may take 1 to 3 weeks to reach the Registration and Licensing staff thus delaying your application.

Police clearance is required for all new or returning applicants, 18 years or over, with an issue date of no more than 6 months.

Generally, an existing RWWA licensed participant (Attendant /Owner /Breeder) who is upgrading to a trainer license, does not require police clearance. However, under some circumstances you may be requested to carry out the police clearance. For example:

- If an existing RWWA attendant was licensed at 16 years of age and they apply for a trainer license, they will be required to apply for police clearance if they are 18 years or more at the time of application
- A participant returning to the industry from a break is also considered as a new application, where police clearance would be required
- Any other scenarios as determined by stewards' review of your application

? INTERVIEW



The need for an interview is dictated by the conditions in your application. Thereby, please ensure you provide all information relevant to any past offences including criminal convictions with the law and/or any offences served by a Racing Controlling Body or Club.

An interview can be requested by the stewards to better understand your application, if it contains conditions, including but not limited to:

- Police clearance record
- Past criminal offences
- Disqualifications
- Industry Experience
- Non-WA racing state jurisdiction experience

Kennel inspections are performed by the stewards to ensure the health, safety and well-being of greyhounds. Please provide all relevant information in your application to assist the kennel inspections.

You will receive a call from a steward to advise you when you are due for a kennel inspection. Depending on the conditions entailed in your application, this can be after the application assessment, interview or test stage.

? TEST



If you are not an existing WA racing participant, you may receive a letter from the stewards to complete a test which validates your knowledge of the greyhound rules and regulations.

- To prepare yourself for the test, you can study the "RWWA Greyhound Rules of Racing" [here](#) ; listed under the RULES OF RACING – Greyhound (or go to www.rwwa.com.au >> Industry >> Integrity Rules & Policies)
- When you are ready, you can contact the stewards to arrange a time to complete the test

On completion of the test, your responses will be evaluated by the stewards, and the results shared with you. Based on the correctness and weightage of the questions, you may be required to re-sit tests, for example, if :

- Less than 50% of your responses are correct ; you may be required to re-sit the full test again
- Based on the steward's discretion, you may need to re-sit a sub-set of the test and respond only to the incorrect entries (from a prior test)

4 KENNEL INSPECTION



You may refer to the Code of Practice for the Keeping of Racing Greyhounds – click [here](#) OR go to www.rwwa.com.au >> Racing >> Greyhound Hub >> Train the Trainer.

- When you are ready, you can contact the stewards to arrange a time to schedule the inspection.
- Once the inspection is completed, the stewards will evaluate and share recommendations, as required.
- Depending on the nature of the changes, subsequent inspections may be required.

5 LICENSE ISSUED



On successfully completing all the assessment stages, you will be issued a greyhound trainer licence card which will be posted to you along with a welcome letter

General Australia Post delivery times apply but generally most participants receive their license cards between 1 to 3 weeks.

... NEED HELP ?



Should you require any further clarification, please contact :

- For payment / registration queries - Licensing and Registrations at : (08) 9445 5558
- For conditions / assessment queries - Greyhound Racing Stewards at (08) 9445 5237