**Information for trainers and stablehands**

**Q & A’s FOR THE PAYMENT OF 1.5% OF PRIZEMONEY TO LICENSED STABLEHANDS – EFFECTIVE 1 JULY 2012**

1. **How will the distribution of the 1.5% of prizemoney for Stablehands be calculated?**

A licensed Stablehand’s entitlement will be calculated on a pro-rata basis of hours worked, calculated as a percentage of total licensed Stablehands hours for that Trainer for the Quarter.

With that information, 1.5% of the total prizemoney earned by the Stable for the Quarter will be divided accordingly.

**2. Will all Stablehands be entitled to the 1.5% of prizemoney?**

Payment will only be distributed to licensed Stablehands who are paid wages, and employed by a stable whose total annual wages exceeds $7,500.00. Undistributed prizemoney will be credited to a pooled fund to be utilised for financial assistance and welfare payments for stablehands and trainers.

1. **How do I advise Racing NSW of my licensed Stablehand’s hours worked?**

A Trainer is able to submit details of the hours worked by each licensed Stablehand who have been employed by them either electronically via the Racing NSW website or if the Trainer does not have access to the Internet by submitting the applicable form to Racing NSW.

1. **How often am I required to submit the information?**

Information is to be submitted at the end of each Quarter being 30 September, 31 December, 31 March & 30 June. The information must be submitted by trainers by the 21st of the following month. Payments will be made within five (5) business days after the 21st. Trainers can submit a monthly return if they wish to, but payments will remain Quarterly.

1. **What information is required?**

The following information will need to be submitted:

* Name and address of licensed Stablehand;
* Number of hours worked;
* Period which the licensed Stablehand was employed (e.g. all of the Quarter or part thereof).
1. **What constitutes “Hours Worked”?**

“Hours worked” is the numbers of hours completing duties **related to stable and strapping tasks.** **Hours riding trackwork are not included**.

1. **What if a licensed stablehand has left my employment?**

A Trainer should complete the hours that the Licensed Stablehand worked during the Quarter and provide a finishing date. The stablehand is entitled to that portion of the payment. If the Stablehand starts work with another trainer during the Quarter they are eligible for part payment from that Trainer’s stable prizemoney for the second period worked.

1. **If the stablehand has another form of licence are they eligible for payment?**

The payment is intended for Licensed Stablehands only. If (for example) a Trainer or Jockey also holds a Stablehands licence they are not eligible for the payment**.**

**Are forepersons entitled to the payment?**

No, Forepersons are not included. The payments are intended for licensed stablehands only.

1. **How will licensed stablehands be paid?**

Licensed Stablehands will only be paid via a bank account which is required to be submitted to Racing NSW.

1. **How will I inform Racing NSW of my bank details?**

Bank details can be lodged electronically via the Racing NSW website otherwise you will need to request a form from Racing NSW for completion and submit.

1. **Am I required to pay tax on payments received?**

Any payments received under this scheme are to be treated as income for taxation purposes and included in your taxation return.

1. **Will Racing NSW be able to deduct the applicable tax deduction from my payment?**

If you wish Racing NSW to retain the applicable tax component, this can be arranged upon completion of the appropriate taxation withholding forms available from Racing NSW.