



## **QOTT Subsidised Lessons Program Approved Coach FAQs**

### **Q: How can my students apply for the QOTT Subsidised Lessons Program?**

**A:** Program information, including eligibility criteria, details of QOTT Approved Coaches and the online application form is available at:

<https://www.racingqueensland.com.au/animal-care/off-the-track/subsidised-lessons>

### **Q: How is a QOTT Approved Coach chosen by a QOTT Subsidised Lessons Program applicant?**

**A:** Details of all QOTT Approved Coaches will be listed on the QOTT Subsidised Lessons webpage for applicants to view. Information on each QOTT Approved Coach will include name, location, phone number, email address, Equestrian Australia Coaching Accreditation Level and coach type. Applicants will be able to choose their preferred QOTT Approved Coach when completing the online application form.

### **Q: What happens when an application to be part of the QOTT Subsidised Lessons Program is approved?**

**A:** Once an application has been assessed and approved, we will issue the Participant with three (3) Coaching Lesson Vouchers so they can start having lessons with their chosen QOTT Approved Coach. After the third lesson, Participants will be required to complete a feedback form. Following receipt of the feedback form, the Participant will be issued with the remaining seven (7) Coaching Lesson Vouchers.

### **Q: Who advises the QOTT Approved Coach when they have been chosen by a Participant?**

**A:** Once a Participant has been approved to participate in the Subsidised Lessons Program and they have received their Coaching Lesson Vouchers, the Participant is responsible for contacting the QOTT Approved Coach who will be conducting the lessons to confirm a location and time for the lessons.

### **Q: Where can lessons be held?**

**A:** Lessons can only be held at the QOTT Approved Coach's property, or such other venue agreed with the QOTT Approved Coach, and not at any venue operated by QOTT. Alternatively, lessons can be conducted via online meeting platforms.

### **Q: What is to be covered in lessons?**

**A:** Participants are responsible for negotiating the content of the lessons with the QOTT Approved Coach.



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### Q: How do the Coaching Lesson Vouchers work?

A: Participants can only use Coaching Lesson Vouchers issued in their name for use with the nominated Eligible Horse. Coaching Lesson Vouchers cannot be exchanged with other Participants in the Subsidised Lessons Program. Participants will be granted no more than ten (10) Coaching Lesson Vouchers per twelve (12) month period and Participants may only apply for lessons on one Eligible Horse per twelve (12) month period. Participants must not use more than one coaching lesson voucher per day.

### Q: What does a Coaching Lesson Voucher entitle a Participant to?

A: Each Participant will be issued with ten (10) Coaching Lesson Vouchers. Each Coaching Lesson Voucher entitles a Participant to one (1) free horse coaching lesson with a QOTT Approved Coach. Each lesson can be up to 45 minutes in duration.

### Q: What needs to happen prior to the commencement of each lesson?

A: Prior to the commencement of each lesson with a QOTT Subsidised Lessons Program Participant, they must provide the relevant Coaching Lesson Voucher to the QOTT Approved Coach. Each Coaching Lesson Voucher will have a unique voucher number, information on the Participant and the Eligible Horse, and the name of the QOTT Approved Coach. Please ensure that the details on the Coaching Lesson Voucher reflect the Participant and Eligible Horse that you are coaching. A Coaching Lesson Voucher can only be used once as it will be removed from our system once it has been paid.

### Q: How is a QOTT Approved Coach paid by QOTT?

A: On completion of each lesson, the QOTT Approved Coach must email [offthetrack@racingqueensland.com.au](mailto:offthetrack@racingqueensland.com.au) a copy of the Coaching Lesson Voucher (a scan of the voucher is recommended) and an invoice for the amount specified in your Coaching Services Contract for a single lesson. The invoice needs to include the corresponding voucher number and lesson date, as well as the Participant details and Eligible Horse name. QOTT will make payment for services completed within 14 days of the QOTT Approved Coach issuing a GST-compliant tax invoice. Please note that QOTT Approved Coaches cannot be paid unless we receive the Coaching Lesson Voucher and corresponding invoice at the same time.

The QOTT Subsidised Lessons Program Terms and Conditions that govern the participation of Participants in the Program can be found on our webpage: <https://www.racingqueensland.com.au/animal-care/off-the-track/subsidised-lessons>