



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RGRROP310A Supervise race meeting kennels**

**Release: 1**

## RGRROP310A Supervise race meeting kennels

### Modification History

Not Applicable

### Unit Descriptor

#### Unit descriptor

This unit of competency specifies the outcomes required to supervise race meeting kennelling procedures before, during and after racing. It requires adherence to the compliance requirements associated with the rules of racing and related protocols, allocating duties to and monitoring performance of kennel staff to ensure procedures meet security standards and race schedule timetable in line with stewards' directions.

To undertake this unit the candidate will be able to oversee safe greyhound handling skills. It is recommended that RGRRCMN201A Follow OHS procedures and observe environmental work practices be delivered in conjunction with or before this unit of competency.

This unit of competency operates in work environments of racing kennels, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

### Application of the Unit

#### Application of the unit

This unit of competency supports licensed and registered personnel and others in the greyhound racing industry who may be required to supervise race meeting kennels as part of their job function.

### Licensing/Regulatory Information

Refer to Unit Descriptor

## Pre-Requisites

### Prerequisite units

## Employability Skills Information

**Employability skills**      This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

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Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare for kennelling.	<ol style="list-style-type: none"> <li>1. <b>Rules of racing</b> that apply to kennelling procedures are identified and applied.</li> <li>2. Kennels are checked for cleanliness, repair and <b>security</b> .</li> <li>3. Kennels are secured and operation of monitors (if present) or other security devices is verified prior to commencement of kennelling.</li> <li>4. <b>Duties</b> are allocated to kennel staff.</li> <li>5. <b>OHS hazards</b> are identified <b>and risks</b> managed.</li> </ol>
Oversee kennelling procedures for greyhounds.	<ol style="list-style-type: none"> <li>6. Purpose of and requirements for kennelling procedures and the obligations of staff to comply are explained to kennel attendants.</li> <li>7. <b>Identification</b> , weight and <b>health</b> of greyhounds are verified prior to allocation of kennel.</li> <li>8. Kennels for each race are <b>allocated</b> using racing protocols and procedures.</li> <li>9. Procedures for <b>escorting and securing</b> greyhound in allocated kennel are observed.</li> <li>10. Greyhound attendants are <b>supervised</b> during visits to kennels.</li> </ol>
Oversee pre-race procedures.	<ol style="list-style-type: none"> <li>11. Procedures for <b>marshalling</b> greyhounds are monitored.</li> <li>12. Procedures for <b>conduct of stir-up</b> are monitored.</li> <li>13. Procedures for supervising greyhound <b>empty-out</b> are monitored.</li> <li>14. Procedures for escorting greyhounds to race start are monitored.</li> <li>15. <b>Distressed or ill</b> greyhounds are reported to veterinarian and stewards.</li> </ol>
Oversee post-race procedures.	<ol style="list-style-type: none"> <li>16. Procedures for kennelling greyhounds for post-race swabbing are monitored.</li> <li>17. Veterinarian is called to inspect greyhounds that are <b>injured</b> , ill or nominated by stewards.</li> <li>18. Reports on greyhounds' status are relayed to stewards.</li> <li>19. <b>Swabbing</b> of greyhounds is monitored.</li> </ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

## REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

### Required skills

- communicating with race meeting staff, stewards, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information related to supervising race meeting kennels
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with animal welfare legislation
- delegating duties to others, including volunteers and workers
- evaluating risks associated with race meeting kennelling and race day operations
- giving evidence in racing inquiries and investigations
- identifying individual greyhounds using industry approved terminology, records and signalment
- identifying injured or distressed greyhounds that require assistance
- making effective decisions and resolving routine problems within the bounds of duties and responsibilities of a race meeting supervisor
- monitoring kennelling and greyhound security procedures and using effective communication skills to ensure compliance by staff and greyhound attendants
- operating closed circuit television and other devices used for monitoring security
- operating telephones, two-way radios and other communication tools
- overseeing safe handling and work practices when dealing with greyhounds
- reading and interpreting racing documents relating to race distances, race fields, track conditions, greyhound identification and performance records
- reading and interpreting workplace documentation, including rules of racing and kennelling procedures
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- reporting incidents to stewards in a timely manner
- resolving disputes according to greyhound racing protocols and procedures
- teamwork skills to ensure completion of job tasks
- written communication skills to complete workplace documentation and reports.

### Required knowledge

- characteristics of healthy greyhounds
- common features of injury, illness and distress in greyhounds
- communication procedures within the racing kennel and wider racing industry
- equipment used in work role and procedures for its operation, shut down, maintenance and emergency stop
- positive and effective communication strategies used to manage and work with a team, deal with conflicts and resolve disputes
- racing industry animal welfare requirements

**REQUIRED SKILLS AND KNOWLEDGE**

- racing industry safety requirements, including safe operating procedures
- rules of racing and industry protocols and procedures in relation to kennelling, greyhound inspections, pre-race procedures, swabbing, greyhound welfare and the rights and responsibilities of greyhound attendants, owners and kennel staff.

# Evidence Guide

## EVIDENCE GUIDE

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The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when supervising race meeting kennel operations
- implementation of procedures and timely techniques for the safe, effective and efficient application of race meeting kennel operations
- working with others to undertake and complete the required procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

### **Context of, and specific resources for assessment**

Competency must be assessed in a racing workplace that provides access to the required resources. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- a variety of greyhounds
- materials and equipment relevant to assessing candidate's ability to supervise race meeting kennel operations
- safe handling and approved race meeting kennel areas and associated facilities
- work instructions and related documentation.

### **Method of assessment**

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package.

The suggested strategies for the assessment of this unit

## EVIDENCE GUIDE

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are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role, for example:

- RGRCMN001A Comply with the rules of racing and related protocols.

### Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

## Range Statement

### RANGE STATEMENT

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The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Rules of racing*** that apply to kennelling procedures may include:

- appointment of stewards and officials
- authority, committee and stewards
- greyhounds in public places
- identification of greyhounds
- race meetings
- registration of greyhounds
- registration of owners, trainers and attendants
- running of races



## RANGE STATEMENT

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**Security** requirements may include:

- weights and inspections of greyhounds.
- greyhound attendants must be supervised while in the vicinity of or handling greyhounds
- greyhounds must be monitored while kennelled to identify ill or distressed animals
- kennels must be:
  - designed to prevent contact with greyhounds by persons or objects
  - free of materials or contaminants that could affect the blood, urine or samples taken from greyhounds at race meetings
  - free of materials, substances or objects that could injure or cause illness to greyhounds
  - locked with tamper-evident locks and seals
  - monitored to identify anyone who has contact with or is in the vicinity of greyhounds that have been kennelled prior to racing or swabbing.

**Duties** performed by kennel staff may include:

- allocating and collecting race rugs and attendant jackets
- allocating kennels and escorting greyhounds and attendants to kennels
- cleaning kennels and surrounding area pre-race meeting
- cleaning and securing kennels post-race meeting
- escorting greyhounds to parade area
- identifying greyhounds during pre-kennel inspections, prior to racing, after racing and prior to swabbing
- supervising greyhounds and attendants during approved contact prior to racing
- supervising post-race hosing and care of greyhounds
- supervising stir-up
- supervising weighing of greyhounds.
- contraction of zoonotic diseases
- extremes of hot or cold weather
- greyhounds biting, fighting or running into people
- high levels of noise due to greyhounds barking
- lifting greyhounds

**OHS hazards and risks** may include:

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Features considered to verify *identification and health* of greyhounds may include:

- trips, slips and falls
- unsafe work practices
- working in confined spaces.
- identification characteristics, including:
  - approximate age
  - colour
  - ear brands
  - greyhound authority issued identification certificates
  - other signalment, including:
    - nail colour
    - scars
    - whorls
  - sex
- general characteristics of good health, including:
  - absence of skin disease
  - colour of conjunctiva
  - ease of movement when walking around inspection area
  - general attitude and interest in surroundings
  - reaction to flexion or extension of joints
  - reaction to light
  - reaction to palpation of external body structures.

Protocol and procedures when kennels are *allocated* may include:

- individual kennels cannot be reserved for greyhounds
- individual kennels within the race field are randomly allocated to greyhounds
- lock and seal numbers are recorded for each kennel
- race field kennel rows are allocated using a random selection procedure
- race field kennels include all animals in a particular race
- separate kennels are prepared and kept secure for greyhounds that are nominated for swabbing
- swabbing kennels are allocated on a random basis then locked with an individual lock and seal.

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Procedures to follow when greyhounds are *escorted and secured* in kennels will include:

- a separate lock and numbered seal are attached once greyhound has been installed
- a separate lock and seal are attached to gate enclosing the race field kennel row once all greyhounds have been installed
- attendants may only visit greyhounds with the approval of stewards or kennel supervisor
- attendants must be escorted to and from kennel by race meeting official
- each greyhound and attendant must be escorted by a race meeting official to the allocated kennel, with the official observing the installation of the greyhound and ensuring bedding is compliant with the rules of racing.

Attendants are *supervised* during visits to kennels to:

- ensure they do not give anything or do anything, or allow anyone else to give or do anything that could affect the greyhound's race performance or welfare.

Main features of the pre-race *marshalling* procedure include:

- greyhound attendants are:
  - called to collect their greyhounds
  - allocated a jacket based on greyhound box draw
  - supervised as they bring greyhounds to marshalling area
- greyhound collars, muzzles and leads are checked for compliance with rules as well as safe condition and fit
- greyhound identification is verified
- race rugs are allocated to greyhounds based on box draw.

*Conduct of stir-up* involves:

- lure being operated within sight and sound of greyhounds to excite some greyhounds immediately prior to racing
- greyhounds being held by their attendants during the stir-up in an allocated, usually fenced area
- no greyhounds being allowed on the track during stir-up.

*Empty-out* procedures may include:

- greyhound and attendant are kept under observation during empty-out and pre-race marshalling
- greyhound attendant is escorted to kennel and area allocated for greyhounds to urinate or

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- Procedures of *escorting greyhounds to race start* include:
- defecate.
  - greyhounds and attendants are allocated and must wear race rugs and jackets that correspond to the greyhound box draw
  - greyhounds must stay in box draw order during the walk to the race start
  - if a greyhound stops for any reason, the rest of the field must also stop so that the race field is not spread out over a large distance
  - parade officials must assert their authority using effective communication skills to ensure greyhound attendants comply with parade procedures
  - race field must reach the race start area within allocated time frame to ensure greyhounds can be loaded so race starts are on time.
- Features of *distressed or ill* greyhounds may include:
- behavioural characteristics, including:
    - body curled, head lowered and tail between legs
    - general lack of interest in surroundings and/or lethargy
    - laying down and refusing to stand
    - unwilling to leave kennel area
  - physical characteristics of illness or distress, including:
    - convulsions
    - diarrhoea
    - discharge of blood
    - excessive panting or salivating
    - loss of consciousness
    - straining to pass urine or faeces without producing any material
    - vomiting
    - yelping or whimpering.
- Features of *injured* greyhounds may include:
- lack of coordination
  - laying down and refusing to stand
  - limping
  - reluctance to put limb to the ground
  - reluctance to walk.
- Swabbing* will include:
- escorting greyhound and attendant from the time they are selected for swabbing until

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greyhound is installed in swab kennel and kennel is secured using individual lock and seal by a race meeting attendant

- escorting greyhound and attendant to sample collection area
- verifying greyhound identification prior to collecting samples
- designated swabbing attendant or official collecting blood, urine and other samples from greyhounds
- following procedures for collecting and storing samples.

## Unit Sector(s)

**Unit Sector** Greyhound racing code

## Co-requisite units

**Co-requisite units**

## Functional Area

**Functional Area** Racing performance services