



**Australian Government**

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

# **RGRADM401A Manage race meeting operations**

**Release: 1**

## **RGRADM401A Manage race meeting operations**

### **Modification History**

Not Applicable

## Unit Descriptor

### Unit descriptor

This unit of competency specifies the outcomes required to plan and oversee race meeting activities and manage post-race meeting tasks. It requires the application of safe operating procedures and other legislative requirements related to managing race club staff and others authorised to undertake work on racecourses, developing and applying race day operating procedures, emergency contingency plans and infrastructure and equipment maintenance programs.

This unit of competency operates in workplace environments of racing administration, stables, 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 race club employees authorised to manage race meeting operations.

Competencies attained in this unit apply to the greyhound, harness and thoroughbred codes of the industry.

Consequently when performance criteria are applied they will relate to the greyhound or harness or thoroughbred code, and statements of attainment for this unit will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

## 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
Plan race meeting activities.	<ol style="list-style-type: none"> <li>1. Race meeting <i>staff requirements</i> are determined.</li> <li>2. <i>Special race meeting activities</i> or procedures are identified and operational plans prepared.</li> <li>3. <i>Race meeting duties</i> are allocated to staff and responsibilities confirmed.</li> <li>4. <i>Contingency plans</i> for staff absences, <i>emergencies</i> or breakdowns are prepared.</li> <li>5. Other stakeholders are advised of race meeting.</li> </ol>
Oversee race meeting activities.	<ol style="list-style-type: none"> <li>6. Staff attendance , equipment and supplies required for race meeting are confirmed prior to commencement of race meeting.</li> <li>7. <i>Requirements of stewards</i> are confirmed prior to commencement of race meeting.</li> <li>8. Meeting with staff prior to public access to the racecourse is initiated.</li> <li>9. <i>Information and services</i> are provided to race meeting participants.</li> <li>10. Race meeting activities are supervised.</li> </ol>
Manage post-race meeting activities.	<ol style="list-style-type: none"> <li>11. Equipment, supplies and facilities are shutdown, returned to storage area as required, and secured.</li> <li>12. Staff duties and shifts are confirmed as completed.</li> <li>13. Damaged or faulty equipment or facilities are recorded and repairs initiated.</li> <li>14. Injuries, accidents or incidents and actions taken are recorded and reported according to <i>operational procedures and legislative requirements</i> .</li> <li>15. Cash is counted and secured according to operational procedures.</li> <li>16. Race meeting report is prepared according to operational procedures.</li> </ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

## REQUIRED SKILLS AND KNOWLEDGE

- allocating duties to staff based on a range of operational requirements, staff experience, level of responsibility and complexity of job task
- assessing race club and industry requirements associated with race meeting operations, including safety, security, licensing, and staff and animal welfare
- communicating with race club personnel, officials and contractors using assertive communication techniques to gather, interpret and relay information related to the conduct and operation of a race meeting
- completing duties in accordance with safe operating procedures and nominated time frame
- completing roster preparation
- complying with OHS legislation, regulations and codes of practice
- complying with organisational policies and procedures
- developing operational plans and procedures
- evaluating risks associated with race club equipment and activities
- giving, receiving and interpreting instructions
- making effective decisions
- monitoring procedures for operation and maintenance of a range of equipment and technology
- reading and interpreting workplace documentation, including rules of racing
- recognising faulty equipment, machinery and infrastructure
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- resolving routine and unexpected problems
- teamwork skills to ensure completion of job tasks
- written communication skills to complete workplace documentation and reports.

## Required knowledge

- detailed understanding of applicable federal, state or territory legislation and regulations, and national standards and codes of practices relevant to full range of processes relating to work role and responsibilities
- environmental protection requirements
- organisational policies and procedures
- principles of effective communication
- racing industry safety requirements, including safe operating procedures
- relevant workplace documentation and its purpose
- rights and responsibilities of employees, supervisors, employers and contractors
- specific customer requirements in relation to access and cultural requirements and protocols
- time management in the completion of workplace tasks
- types of equipment and procedures for their operation and maintenance
- workplace specific and OHS requirements for engagement of contractors.



# 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 the specific industry sector and 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 managing race meeting operations
- implementation of procedures and timely techniques for the safe, effective and efficient application of management duties
- working with others to undertake and complete management 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 or simulated environment approved by the relevant State Principal Racing Authority. 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:

- materials and equipment relevant to assessing candidate's ability to manage race meeting operations
- relevant racing industry work sites, such as administration buildings, racetracks and registered race meetings
- work instructions and related documentation.

### **Method of assessment**

Assessment methods must satisfy the endorsed



## EVIDENCE GUIDE

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Assessment Guidelines of the Racing Training Package.

The suggested strategies for the assessment of this unit are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- simulation exercises conducted in a State Principal Racing Authority approved simulated environment.

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:

- RGRCMN401A Maintain and monitor OHS procedures and environmental work practices.

### 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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to manage race meeting operations. Workplaces include greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

***Staff requirements*** may include: • administration:

## RANGE STATEMENT

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- race day office
- catering and hospitality
- first aid personnel
- grounds staff
- operations staff:
  - barrier attendant or kennel attendant
  - clerk of the course
  - farrier
  - judge
  - photo finish operator
  - racecourse detective
  - starter
  - scribe or shorthand writer
  - swab staff
  - timekeeper
  - veterinarian
- staff requirements for TAB and non-TAB meetings
- security
- stewards
- totalisator operators.
- access for contractors
- additional requirements for:
  - audiovisual, including assistive technology requirements
  - beverage
  - catering, including specific dietary requirements
  - cleaning
  - entertainment
  - hospitality
  - marquees
  - media
  - parking, including accessible parking for people with a disability
  - power
- reviewing contractors' safe operating procedures
- risk management

***Special race meeting activities or procedures*** may include:

## RANGE STATEMENT

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	<ul style="list-style-type: none"> <li>• security</li> <li>• signage, including accessible signage</li> <li>• site or venue</li> <li>• speakers</li> <li>• suppliers</li> <li>• transport, including arrangements for groups such as people with a disability.</li> </ul>
<b><i>Race meeting duties allocated to staff</i></b> may include:	<ul style="list-style-type: none"> <li>• administration</li> <li>• checking operation and soundness of infrastructure and facilities:               <ul style="list-style-type: none"> <li>• public address system and semaphore</li> <li>• signage</li> <li>• spectator viewing facilities and seating</li> <li>• totalisator</li> </ul> </li> <li>• erection and pull down of marquees</li> <li>• hospitality</li> <li>• landscaping and grounds</li> <li>• track surrounds preparation:               <ul style="list-style-type: none"> <li>• condition</li> <li>• irrigation pipes removal</li> <li>• machinery removal.</li> </ul> </li> </ul>
<b><i>Emergencies requiring contingency plans</i></b> will include:	<ul style="list-style-type: none"> <li>• animal injury</li> <li>• chemical spillage</li> <li>• earthquake</li> <li>• fire</li> <li>• high winds</li> <li>• security threat, such as bomb threat</li> <li>• suspected animal emergency disease outbreak.</li> </ul>
<b><i>Race meeting requirements of stewards</i></b> may include:	<ul style="list-style-type: none"> <li>• catering</li> <li>• equipment, including television monitors and telephones in good operating order</li> <li>• lighting and power to stewards room</li> <li>• recording equipment</li> <li>• video re-play equipment.</li> </ul>
<b><i>Information and services provided to race meeting participants</i></b> may include:	<ul style="list-style-type: none"> <li>• notice boards</li> <li>• public address</li> <li>• race day office</li> <li>• semaphore</li> <li>• signage</li> <li>• televised races.</li> </ul>

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## RANGE STATEMENT

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***Supervised race meeting activities*** may include those occurring in:

- administration areas, including race day office
- bars
- betting rings
- hospitality and catering areas
- members area and public stands
- parking areas, including areas for cars, floats and trailers
- race meeting stalls or kennels
- special function areas
- totalisator
- track maintenance between races.

***Damaged or faulty equipment or facilities*** may include:

- barriers or starting boxes
- machinery, including track maintenance equipment
- monitors
- seating
- swab box
- surveillance towers.

***Operational procedures and legislative requirements*** may include:

- adhering to legislation from local, state and federal levels of government that affects business operation, including:
  - animal welfare
  - anti-discrimination
  - environmental and waste management
  - equal employment opportunity
  - food and beverage handling
  - industrial relations
  - OHS
  - responsible service of alcohol
- maintaining records and reports, including:
  - audit and inspection records
  - contractor records
  - consultation records of OHS committees and agendas
  - dangerous goods storage lists
  - employee and payroll records
  - first aid and medical records
  - hazardous substances register
  - induction, training and instruction records
  - material safety data sheets for chemicals

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**RANGE STATEMENT**

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and medications

- plant and equipment maintenance testing records
- safe operating procedures
- workers' compensation and rehabilitation records.

**Unit Sector(s)**

**Unit Sector** Greyhound, harness and thoroughbred racing codes

**Co-requisite units**

**Co-requisite units**

**Functional Area**

**Functional Area** Racing common