



**Australian Government**

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

# **RGRCMN001A Comply with the rules of racing and related protocols**

**Release: 1**

## **RGRCMN001A Comply with the rules of racing and related protocols**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to understand the importance of, and adhere to, the rules of racing and related protocols. It requires an understanding of the effects of noncompliance on the image of racing and on licensed or registered individuals.

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 racing industry personnel to understand and comply with the rules of racing and related protocols.

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.

### **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
Demonstrate ethical practice within the context of the racing industry.	<ol style="list-style-type: none"> <li>1. <b>Size and scope</b> of the Australian racing industry is related to the need to maintain public confidence in racing activities and operations.</li> <li>2. Consequences of perception of <b>corruption</b> to the image of racing are discussed.</li> <li>3. Ethical behaviour is practised.</li> </ol>
Relate rules of racing and legislation to obligations of racing participants.	<ol style="list-style-type: none"> <li>4. <b>Legislation</b> that impacts on racing is identified and related to protocols and procedures within the areas of participant's responsibility.</li> <li>5. <b>Rules of racing</b> are related to racing activities within the areas of participant's responsibility.</li> <li>6. Directions and requests from stewards and officials are complied with.</li> <li>7. Rules of racing and safe operating procedures are followed in the performance of duties.</li> </ol>
Give evidence in racing investigations and inquiries.	<ol style="list-style-type: none"> <li>8. <b>Industry records</b> and other <b>evidence</b> are maintained and secured within scope of job responsibilities.</li> <li>9. <b>Incidents or non-compliant activities</b> are reported to supervisor and/or stewards.</li> <li>10. Evidence is provided to stewards and other designated personnel in racing investigations and inquiries.</li> <li>11. Evidence is presented in a clear, truthful, <b>concise, relevant and logical manner</b> .</li> <li>12. Evidence is provided to investigations and inquiries using industry guidelines for forms of address and <b>personal presentation</b> .</li> <li>13. Cooperation is provided as requested by stewards and other officials.</li> </ol>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- applying relevant industry rules and regulations pertaining to rights, responsibilities and dress codes

**REQUIRED SKILLS AND KNOWLEDGE**

- communicating with stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information related to the conduct and operation of racing
- interpreting and relating personal conduct to rules of racing
- monitoring and evaluating own ideals and performance
- organising thoughts and information in a systematic manner
- reading and interpreting workplace documentation, including rules of racing
- selecting and organising evidence relevant to racing incidents (verbal and written) in a logical and succinct manner
- written communication skills to complete workplace documentation and reports.

**Required knowledge**

- appeals and inquiries processes and procedures
- ethical and unethical conduct in racing
- own roles and responsibilities in relation to other industry personnel
- personal grooming and presentation requirements
- protocols and procedures for communicating with stewards, racing officials and tribunal members
- range of documentation and records used in appeals and inquiries
- rules of racing
- regulations and legislation related to non-discriminatory language and behaviour
- relevant code's administrative structure, at federal, state and local levels.

# 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 complying with the rules of racing and related protocols
- implementation of procedures and timely techniques for the safe, effective and efficient application of compliance to the rules of racing and related protocols
- working with others to undertake and complete compliance 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 comply with the rules of racing and related protocols
- relevant racing industry work sites, such as administration buildings, licensed stables or kennels, training and racetracks
- work instructions and related documentation.

## EVIDENCE GUIDE

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### 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 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.

### 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 comply with the rules of racing and related protocols. Workplaces include greyhound kennels, harness and thoroughbred stables as well as greyhound, harness and thoroughbred racecourses, training tracks, administration buildings and public areas.

### *Size and scope* of the racing

- direct and indirect contribution racing makes

## RANGE STATEMENT

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industry covers:

to the economy

- key industry personnel and their roles and functions, including:
  - club secretaries
  - drivers
  - industry administrators
  - jockeys
  - kennelhands
  - race day staff
  - stablehands and strappers
  - stewards
  - trackwork riders or drivers
  - trainers
- sources of income for the racing industry
- structure of the racing industry, which consists of:
  - national and state or territory administrations
  - racing industry associations
  - national and state or territory racing industry government administration bodies
  - code controlling bodies
  - principal clubs
  - race clubs
  - three codes of racing: greyhound, harness and thoroughbred
  - totalisator agency boards.

Impacts of *corruption* may include:

- loss of integrity
- loss of public confidence
- loss of sources of income for the racing industry.

Dimensions of *ethical behaviour* may include:

- administrative structures
- codes of conduct
- corporate strategies
- systems, policies and procedures.

*Legislation* that impacts on racing will include:

- Australian and local rules of racing
- legislation from local, state and federal levels of government covering:
  - animal welfare
  - anti-discrimination and harassment,



## RANGE STATEMENT

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including sexual harassment

- environment
- equal employment opportunity
- industrial relations
- OHS
- taxation law
- workers' compensation.

***Rules of racing*** cover:

- animal welfare
- constitutional
- human and animal drug testing
- interpretation
- licensing
- local rules
- offences
- penalties
- race meetings
- registration
- stable and kennel activities
- stewards
- syndicates
- trackwork
- veterinary
- wagering.

***Industry records*** may include:

- models, actual items or equipment and/or other relevant material required when reporting incidents to supervisor or stewards.

***Evidence*** may include:

- audiovisual materials
- copies of betting sheets and fluctuations
- equipment and gear
- expert testimony
- inquiry transcripts
- medications and treatments
- phone records
- recordings
- swab materials
- stewards' reports
- workplace documentation.

***Incidents or non-compliant activities*** may include:

- any transgressions to agreed industry processes and areas covered by the rules of racing.

## RANGE STATEMENT

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- Communication skills necessary to respond in a *concise, relevant and logical manner* will include:
- addressing appeal panel members politely
  - clarifying what the interview is about
  - presenting information in logical order
  - refraining from swearing, arguing or fighting
  - remaining patient
  - refraining from interrupting
  - speaking clearly
  - using language that is not patronising but at suitable level
  - using body language and voice in an assertive but not aggressive manner
  - using non-discriminatory language
  - using effective listening and speaking skills
  - verifying what has been said or done and why it has been said or done.
- Important aspects of *personal presentation* may include:
- industry dress codes
  - personal grooming requirements
  - personal presentation in the public eye
  - similar to standards at race meetings, for example members' area requirements.

## Unit Sector(s)

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

## Co-requisite units

**Co-requisite units**

## **Functional Area**

**Functional Area**            Racing common