



Australian Government

RGRSTD409 Perform duties of a race day steward

Release: 2

RGRSTD409 Perform duties of a race day steward

Modification History

Release	Comments
Release 2	This version released with RGR Racing and Breeding Training Package Version 2.0.
Release 1	This version released with RGR Racing and Breeding Training Package Version 1.0.

Application

This unit of competency covers the skills and knowledge required to prepare for, administer and conduct race meeting and trial operations, including hearing protests and conducting reviews.

The unit applies to individuals who have strong communication and supervisory skills and specialist knowledge relating to racing operations and rules of racing in the greyhound, harness or thoroughbred codes.

It applies to individuals approved to manage the job functions associated with race day duties.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

Greyhound, harness and thoroughbred racing are strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant controlling body or Principal Racing Authority (PRA). Users are advised to check with the relevant authority for requirements.

Pre-requisite Unit

Nil

Unit Sector

Steward (STD)

Elements and Performance Criteria

Elements	Performance Criteria
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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for race meetings	1.1 Evaluate information on race form before the race meeting 1.2 Confirm fields and race distances 1.3 Confirm and process scratchings and any jockey or driver changes 1.4 Liaise with club officials and track staff on track conditions, race club facilities and racing procedures 1.5 Allocate duties to staff at race meetings based on a range of operational requirements, staff experience, level of responsibility and complexity of job 1.6 Confirm control of restricted areas 1.7 Inspect and assess track condition for racing safety 1.8 Declare track rating according to racing protocols and procedures
2. Conduct race meetings	2.1 Refer animal welfare issues to veterinarian or other specialist 2.2 Identify and resolve racing participant workplace health and safety issues 2.3 Conduct races within time available and according to racing protocols and procedures 2.4 Confirm results and relay any changes to on- and off-course wagering operators 2.5 Confirm places (and rider weights for thoroughbred code) and announce all clear 2.6 Manage race day incidents and emergencies following racing protocols and safe operating procedures
3. Follow up race meeting	3.1 Select greyhounds or horses to be sampled for prohibited substance testing in line with racing authority's swab sampling strategy 3.2 Refer and escalate race day unresolved issues to nominated personnel for resolution 3.3 Assist and support riders, drivers and/or others after critical race incidents
4. Hear protests	4.1 Provide notice of protest to racing participants according to protocol and procedures 4.2 Call persons involved to investigation according to organisational requirements 4.3 Hear and evaluate protest, and announce protest decision according to racing protocols and procedures

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Conduct race reviews	5.1 Review vision of each race and discuss with steward panel members 5.2 Call jockeys, drivers, or greyhound trainer involved in incident to investigation 5.3 Provide own observations regarding racing incidents 5.4 Take statements, ask questions and review available vision of incident 5.5 Discuss with panel and make a decision 5.6 Issue charge against relevant rule of racing and invoke penalty based on outcome of investigation
6. Finalise reports and post-race activities	6.1 Ensure chain of custody protocols are followed regarding swab samples 6.2 Finalise steward reports according to organisational requirements 6.3 Secure evidence for appeals or future reference

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Analyse and interpret key information in workplace documentation, including rules of racing
Writing	• Prepare succinct and logically sequenced reports using clear language and accurate industry terminology
Numeracy	• Analyse race and trial statistical information in hearing protests and conducting race reviews
Oral communication	• Use assertive communication techniques to gather, interpret and relay information related to steward duties
Navigate the world of work	• Work independently and collectively, adhering to racing regulations and workplace procedures, including workplace health and safety and animal welfare requirements
Interact with others	• Liaise and communicate with others, working within the

Skill	Description
	boundaries set by racing controlling bodies and racing industry protocols and practices
Get the work done	• Plan, schedule and allocate multiple tasks and resources within time constraints and competing demands to ensure efficient race day operations • Analyse evidence systematically and make decisions, following clear rules and guidelines • Access and utilise workplace racing information and recording systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD409 Perform duties of a race day steward Release 2	RGRSTD409 Perform duties of a race day steward Release 1	Changes to performance criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0>

Assessment Requirements for RGRSTD409 Perform duties of a race day steward

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence the individual has performed duties of a race day steward over at least three race meetings or trials, including for each:

- prepared for and confirmed race meeting arrangements, including:
 - confirmed race distances and fields
 - checked and rated the condition and safety of the track
 - allocated staff duties and communicated with other stewards and racing personnel
- conducted race meeting according to protocols, procedures and timeframes
- enforced the rules of racing and other regulations to ensure safety and integrity of the race
- reviewed races and conducted or participated in protests and inquiries on at least two occasions
- provided clear and concise reports and finalised post-race activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- procedures and practices for preparing for race day duties of a steward:
 - methods to evaluate form prior to race meeting or trial
 - confirming race distances and fields
 - checking and rating the condition and safety of the track for relevant racing code
 - allocating staff duties, including to club officials and track staff
 - communicating with other stewards and racing personnel
- racing industry protocols and relevant rules of racing, including:

- roles and activities of licensed and non-licensed racing industry personnel and track officials
- types of gear and reasons for identifying and reporting problems with condition, fit and safety
- collecting samples and chain of custody for swab samples
- ethical conduct standards of relevant Principal Racing Authority
- racing industry animal welfare and workplace health and safety requirements, including:
 - symptoms and ways of checking for common signs of injury, ill health or distress in racing animals
 - hazards and risk control procedures
 - types of and processes for dealing with critical race incidents
- procedures for gathering evidence, hearing protests and conducting inquiries and reviews, including:
 - principles of administrative law and natural justice
 - types of evidence used in protests and race reviews
- steward reporting requirements, including:
 - irregularities and problems
 - reporting lines
 - reporting formats
 - documenting evidence.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - race meetings, trials and related facilities or an environment that accurately reflects performance in a real race meeting or trial setting, including realistic simulations or role-plays for assessing incidents or emergencies and/or protests that may not occur in the actual race meetings or trials used for assessing the performance evidence
- resources, equipment and materials:
 - personal protective equipment correctly fitted and appropriate for activity for individual
- specifications:
 - rules of racing and workplace documentation related to performing duties of a race day steward
- relationships:
 - other stewards and racing personnel to liaise and communicate with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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