



Australian Government

RGRTRK301 Assist with race meeting track management

Release: 1

RGRTRK301 Assist with race meeting track management

Modification History

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

Application

This unit of competency describes the skills and knowledge required to assist with race meeting track management operations and maintain and monitor the organisation's policies, allocate race meeting trackwork duties and supervise staff.

The unit applies to race club employees who assist with race meeting track management operations in workplace environments of racing administration, kennels, stables, racecourses and public areas.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Track management (TRK)

Elements and Performance Criteria

Elements	Performance Criteria
<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 meeting	1.1 Verify race club opening time and race times for relevant racing code 1.2 Calculate staffing requirements and seek approval from supervisor 1.3 Perform track preparation requirements after verifying with supervisor 1.4 Distribute contact details and protocols for principal staff and section leaders after verifying with supervisor and chairman of

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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>
	stewards 1.5 Check operation of two-way radios and other communications equipment
2. Allocate race meeting duties	2.1 Verify staff members' availability for race meeting and recruit casual staff according to club procedures 2.2 Confirm endorsement of staff for specific duties 2.3 Conduct induction for race meeting duties for casual and new staff 2.4 Record and distribute staff roster and duties
3. Monitor race meeting operations	3.1 Monitor race start preparations and operations for problems that need reporting 3.2 Monitor maintenance to track surface and ancillary equipment according to track supervisor or steward's instructions and safety procedures 3.3 Support staff in undertaking emergency repairs, and make areas safe according to workplace procedures
4. Monitor post-race meeting track operations	4.1 Identify and record damage to track and surrounds 4.2 Prepare report for supervisor that prioritises areas of maintenance or repair required to meet race club or racing authority requirements 4.3 Verify and report staff presence and duties on race day to payroll department

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	Interpret workplace and other documentation and consolidate information to determine track management activities and requirements
Writing	Prepare reports and other documentation using clear language and correct terminology to convey explicit information, requirements and recommendations

Skill	Description
Numeracy	Perform mathematical calculations to analyse and assess labour requirements and set schedules
Oral communication	Use clear language, tone and pace appropriate for audience and purpose when communicating with race officials and staff
Navigate the world of work	Take responsibility for following workplace policies and procedures including environment and work health and safety requirements relevant to work role
Interact with others	Collaborate with others, sharing information to build strong work groups and behaviours that are conducive to a productive environment
Get the work done	- Plan, prioritise and organise staff and resources to assist with track management activities - Make routine decisions and address less predictable problems by applying problem-solving processes in determining solutions

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the individual, accessibility of the item, and local industry and regional contexts) are included.

Racing code must include at least one of the following:	- greyhound - harness - thoroughbred.
Race start preparations must include at least one of the following:	- starting boxes and lure system for greyhound racing - standing start or mobile start vehicle for harness racing - barriers for thoroughbred racing.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRTRK301 Assist with race meeting track management	RGRTRK301A Assist with race meeting track management	Updated to meet Standards for Training Packages. Minor changes to	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		performance criteria for clarity.	

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 RGRTRK301 Assist with race meeting track management

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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 that the individual has assisted with track management in the relevant racing code, for at least two race meetings, including for each:

- verified race meeting operational requirements and assisted with planning staffing requirements
- confirmed staffing and allocated duties
- monitored race day operational activities
- monitored and reported post-race meeting track operations.

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:

- roles and responsibilities of staff involved in race meeting track management operations
- race club policies and procedures relating to race meeting track management, including:
 - allocating staff rosters and schedules
 - casual and new staff induction
 - work health and safety requirements
 - hazards and potential hazards in the workplace, and risk control procedures
- racing authority standards or procedures for race club and race day operations
- procedures or standard protocols and procedures for communicating with stewards, racing officials and other relevant people, including:
 - following instructions
 - principles of effective communication for induction of staff
 - reporting lines
 - reporting irregularities or problems
- race day procedures for relevant code, including:

- preparation of facilities for racing officials and participants
- preparation of track
- starting procedures
- maintenance to track between races
- post-race clean-up and pull-down
- racing industry requirements for work health and safety and animal welfare, and relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - relevant racing industry work sites, such as racetracks and facilities and race meetings
- resources, equipment and materials:
 - materials and equipment relevant to assessing individual's ability to assist with race meeting track management operations
- specifications:
 - work instructions and related documentation.

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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