Modification history

Release	Comments
Release 1	This version released with RGR Racing Training Package Version 1.0.

RGRSTD409	Perform duties of a race day steward
Application	This unit of competency covers the skills and knowledge required to administer race meeting and trial operations. It includes preparing for and conducting race meetings, and hearing protests and conducting reviews. The unit applies to individuals who have strong communication and supervisory skills and specialist knowledge and skills relating to racing operations, procedures and protocols in the greyhound or horse codes of the racing industry.
	The unit is restricted to individuals currently employed as a stipendiary or cadet steward or those who have been approved by a Principal Racing Authority to undertake this unit.
	Greyhound, harness and thoroughbred racing is regulated throughout Australia. The relevant Principal Racing Authority appoints all stewards. Users are advised to check with the relevant authority for current requirements.
	Animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary in each state/territory jurisdiction. Users are advised to check with the relevant authority for specific requirements.
	NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.
Prerequisite Unit	Nil
Unit Sector	Steward (STD)

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
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 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 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

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Conduct race meetings	2.1 Refer animal welfare issues to veterinarian or other specialist 2.2 Identify and resolve racing participant WHS issues 2.3 Conduct races within time available and according to racing protocols and procedures 2.4 Confirm results and any changes are relayed to on and off course wagering operators 2.5 Confirm places and rider weights for thoroughbred code and announce all clear 2.6 Manage operations and incidents within time available 2.7 Refer race day issues to nominated personnel for resolution 2.8 Manage race day incidents and emergencies following racing protocols and safe operating procedures 2.9 Assist riders, drivers and/or others after critical race incidents
3. Hear protests	3.1 Provide notice of protest to racing participants 3.2 Call persons involved to investigation 3.3 Hear and evaluate protest and announce protest decision according to racing protocols and procedures
4. Conduct race reviews	4.1 Review vision of each race and discuss with steward panel members 4.2 Call jockeys, drivers, or greyhound trainer involved in incident to investigation 4.3 Provide own observations regarding racing incidents 4.4 Take statements, ask questions and review available vision of incident 4.5 Discuss with panel and make a decision 4.6 Issue charge against relevant rule of racing and invoke penalty based on outcome of investigation
5. Reports and post-race activities are finalised	5.1 Ensure chain of custody protocols are followed regarding swab samples 5.2 Finalise steward reports 5.3 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	• Locate 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
Oral communication	• Use assertive communication techniques to gather, interpret and relay information related to steward duties
Numeracy	• Analyse race and trial statistical information in hearing protests and conducting race reviews
Navigate the world of work	• Work independently and collectively; adhering to racing regulations and workplace procedures including safe work and animal welfare requirements
Interact with others	• Liaise and communicate with others working within the boundaries set by regulatory bodies, and racing industry protocols and practices
Get the work done	• Plan, schedule and allocate multiple tasks and resources within time constraints to ensure efficient race day operations • Analyse evidence systematically and make decisions following clear rules and guidelines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRSTD409 Perform duties of a race day steward	RGRSTD401A Perform duties of stipendiary steward at race meetings and trials	Updated to meet Standards for Training Packages Code and title change to reflect outcomes of unit	Equivalent unit

Links	Companion Volume Implementation Guides are found in VETNet – https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

TITLE	Assessment requirements for RGRSTD409 Perform duties of a race day steward

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that the individual has performed duties of a race day steward in at least three race meetings, including:
- allocating duties to staff based on a range of operational requirements, staff experience, level of responsibility and complexity of job task
- adhering to safe handling and work practices when working around greyhounds or horses
- observing, inspecting and identifying:
  - different items of industry-approved greyhound and horse race gear and assessing their condition in terms of safe use and need for repair
  - individual animals by industry colours, markings, brands, microchips and documents
  - signs of ill health, injury or pain in racing animals
- communicating with other stewards, racing officials, licensed and registered personnel and other personnel
- reading and controlling races
- enforcing the rules of racing and working within the boundaries set by regulatory bodies, other regulations and the racing industry
- participating in protests and inquiries
- managing race day incidents and emergencies
- monitoring and maintaining WHS and environmental work procedures
- completing duties according to safe operating procedures and nominated time frame
- providing clear and concise reports on race performance in verbal and written formats.

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:
- principles and practices for performing the duties of a steward
- relevant rules of racing
- ethical conduct standards of relevant racing principal authority
- roles and activities of licensed and non-licensed racing industry personnel and track officials
- race day duties to be allocated to staff
- procedures for hearing protests, conducting inquiries and gathering evidence
- types of evidence used in protests and race reviews
- administrative law and natural justice when applied to racing investigations, protests, inquiries and appeals
- chain of custody for swab samples
- workplace policies and procedures
- procedures for communicating with other stewards and officials, including reporting lines within the workplace and wider racing industry
- track ratings and conditions
- methods used to evaluate race form
- greyhound or racehorse identification features
- hazards and potential hazards in the workplace and risk control procedures
- reporting requirements for irregularities and problems
- purpose of gear and reasons for identifying and reporting problems with condition, fit and safety
- racing industry animal welfare requirements
- symptoms of and ways of checking for common signs of injury, ill health or distress in racing animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:
- physical conditions:
  - race meetings or trials or an environment that accurately reflects a real race meeting or trials setting

Assessment Conditions

• resources, equipment and materials:
    • personal protective equipment correctly fitted and appropriate for activity for candidate
    • facilities and equipment typically found at a race meeting
    • scenarios for protests
• specifications:
    • rules of racing and workplace documentation related to performing duties of a race day steward
• relationships (internal and/or external):
    • other stewards and racing personnel.
 	
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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