

## **RACING SERVICES CO-ORDINATOR – SUNSHINE COAST TURF CLUB**

An exciting position has become available in Racing Administration. The Sunshine Coast Turf Club is seeking applications for a Racing Services Co-ordinator. This is a full-time position with a five day working week which includes Sunday.

The Sunshine Coast Turf Club races every Sunday as well as every third Friday and will have in excess of 70 race meetings in the coming season. With the recent installations of the all-weather Cushion track and lights, it is an exciting time to be apart of a very progressive and innovative race club.

This position will entail the co-ordination of the Racing Services Department, working closely with Queensland Racing Limited, other staff members and casual employees to deliver a high level of service to participants and customers. This position will also offer the successful applicant the opportunity to learn more about race club management. The position reports directly to the Chief Executive.

### Key Criteria:

- A keen interest and good understanding of the racing industry is essential.
- Good computer skills and in particular excel spreadsheets.
- Understanding of the nomination, weights and acceptance process.
- Sound attention to detail and excellent organisation skills.
- Flexible working hours, as from time to time the racing calendar can change.

Remuneration is negotiable. Applications close Friday 3<sup>rd</sup> July, 2009.

Please email or post your application to:  
Mick Sullivan, Chief Executive, Sunshine Coast Turf Club  
Email: [admin@sctc.com.au](mailto:admin@sctc.com.au)  
Postal Address: PO Box 302, Caloundra QLD 4551

Sunshine Coast Turf Club  
Position Description  
Racing Services Co-Ordinator



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<b>Position Title</b>	Racing Services Co-Ordinator
<b>Tenure</b>	Permanent full time
<b>Reports to</b>	Chief Executive

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**Purpose of position**

The purpose of the Racing Services Co-Ordinator is to manage and organise all aspects of the Turf club's Racing Department.

Provide a high level of service to industry participants to ensure they enjoy all aspects of their racing experience at the Sunshine Coast and therefore continue to support the Turf Club.

Liase with Queensland Racing to provide a high quality racing product and service to ensure our customers are attracted to the Turf Club.

**Primary duties and responsibilities**

- Weekly preparation for race days including the coordination of race book information, horse stall allocations, official sheets and reports for raceway.
- Liase with Queensland Racing Limited in regards to all racing related information including race orders and race times.
- Review race programs and liase with Queensland Racing Limited to maximise the Turf Club's product.
- Co-ordinate and produce timely and accurate raceway reports.
- Collate, process and analyse all racing statistics regarding race meetings.
- Organise racing related race day staff such as Judges, Farriers, Ambulance officers, Clerks of Course, Barrier attendants.
- Ensure a high level of service to local and visiting trainers.
- Co-ordinate and invoice monthly training fees and weekly Bookmaker fees.
- Process new trainer applications and visiting trainer applications.
- Update the Turf Club's premierships and maintain class and track records.
- Produce weekly Jump Out heats.
- Organise and liase with local bookmakers to provide boards and sheets as required.
- Understand and keep up to date with current issues in the racing industry.

*Additional Duties and Responsibilities*

- Be trained up and officiate as Judge or Assistant Judge on race days and official trials as required.
- Attend to general phone and email enquiries regarding the racing industry.
- Maintain racing information on the website.
- Co-ordinate Horse of the Month/Year winners.
- Maintain and distribute an updated calendar of all scheduled race meetings, trials and jump outs.
- General administrative duties as required by the day-to-day operations of the Turf Club.

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**Other features of the position**

- Working out of normal office hours for race meetings will be required. A day off is to be taken during the same working week as time in lieu for weekend work.

**Team relations**

- Work closely with the Track Manager to ensure accurate rail positions, track ratings etc are reported to stakeholders. Provide administrative assistance to the Track Manager from time to time.
- Distribute all race field information within the club.
- Build good working relationships with industry stakeholders.
- Work with other staff members in order to collate raceway reports.
- Communicate race day information to assist with rostering and other general inquiries.