

Position Description: Stipendiary Steward

Position Title	Stipendiary Steward
Reports to	Deputy Chief Stipendiary Steward
Location	National

Position purpose

The Racing Integrity Board (RIB) promotes and ensures compliance with high standards of integrity, animal welfare and professionalism by people in the racing industry. Established under the Racing Industry Act 2020, the RIB has a national presence working across the three racing codes. Our race day teams attend nearly one thousand race meetings across 59 tracks each year. We work to ensure racing is safe, fair and high standards of animal welfare are maintained.

The Stipendiary Steward is a critical role in ensuring the integrity and fairness of equine racing events. Key responsibilities include overseeing race meetings and trials, conducting venue and track inspections and inspecting stables. This role requires expert knowledge of racing, including race reading, form analysis, and an understanding of wagering markets. A working knowledge of horse husbandry, training techniques and racetrack infrastructure is also essential, and a sound understanding of sporting judicial procedures to ensure fair and consistent decision-making.

Key Responsibilities

Race day duties	• Oversee the conduct of races for equine events, ensuring all participants comply with the rules of racing. • Conduct inspections of horses, trainers, and facilities to ensure safety and regulatory compliance. • Supervise and monitor the post-race activities, including the collection of samples for drug testing and ensuring the proper recording of race results. • Oversee prohibited substance testing as required, including selecting animals and/or personnel to test and maintain meticulous records of all procedures. • Investigate suspected violations of racing rules, including matters related to drug testing, race fixing, and unsporting behaviour. • Undertake form analysis and maintain awareness of wagering markets, collaborating with expert analysts to detect and address irregularities. • Implement or recommend to adjudicators, penalties or sanctions where necessary, including fines, suspensions, and disqualifications in accordance with the rules. • Maintain clear and accurate records of any investigations, reports, and enforcement actions. • Report on findings from race day activities, investigations, and any issues encountered during race meetings to the Deputy Chief Steward.
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	• Attend and participate in hearings or inquiries when required, providing evidence and recommendations as appropriate. • Liaise with club officials and industry personnel to ensure the smooth operation of race meetings and address any immediate concerns. • Apply the Rules of Racing, relevant policies and standards, identifying any breaches or matters of concern. • Monitor and amend track ratings as necessary to ensure accurate race conditions are published. • Ensure the completion of all race day reporting, including the preparation of Stewards' reports, social media updates and other operational documentation. • Ensure all activities are effective, high-quality, and meet best practice integrity principles, regulatory requirements, and industry expectations.
Non-race day duties	• Attend trials, jumpouts, barrier tests, official track gallops or other tests as required. • Conduct venue and track inspections to ensure compliance with safety and regulatory requirements. • Inspect stable facilities to assess and verify compliance with industry standards. • Assist in the preparation and evaluation of race meetings, including supporting stewards with administrative and operational tasks. • Assist in the development of reports, policy, guidelines and recommendations to enhance the integrity and operation of the racing industry. • Assist other departments as required, such as supporting investigations or providing expert advice. • Assist with the delivery of our prohibited substance management program, including supporting the sampling process and assisting investigations as required. • Participate in the implementation of integrity programs, including out of competition drug testing, stable visits, licensing inspections and surveillance activities. • Ensure all procedures are conducted impartially and transparently, fostering trust in the racing industry.
Animal Welfare	• Report any concerns regarding animal health or treatment to the appropriate people, ensuring adherence to animal welfare standards. • Advocate for the welfare of horses and participants and ensure all safety measures are implemented for both human and animal participants. • Undertake routine welfare checks, working alongside veterinarians and trainers to help ensure high standards of animal welfare are maintained.
People	• Provide guidance and clarification to trainers, drivers, jockeys, and other racing participants regarding the rules and regulations, and maintaining a calm and respectful approach. • Assist with educating stakeholders about changes in the rules and industry standards to ensure compliance across the racing community. • Support team members across the RIB in day-to-day functions

	• Work effectively with others, ensuring that information is passed on to those who need it and that identified risks to the operation of the industry are raised.
Learning and development	• Demonstrate a commitment to continuous learning and professional development by actively participating in training opportunities, staying up-to-date with industry best practices, and applying new knowledge to enhance performance and efficiency in the role.
Health and safety	• Contribute to the safety culture of the RIB by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following all NZ legislation, and the policies, procedures and guidelines of the RIB.
Working conditions	• This position requires flexibility, including working on weekends, public holidays, and during evening hours, as racing events often occur outside of traditional office hours. • Travel may be required for attending race meetings across New Zealand. • The role involves exposure to outdoor environments, including the racetrack and stable areas.

Key Competencies and Skills

Technical	• Comprehensive knowledge of the Rules of Racing across equine racing, with the ability to interpret and apply these rules. • Demonstrated experience in Stipendiary Stewards' responsibilities, including regulatory oversight, investigations, and tribunal preparation. • Some experience in conducting investigations, preparing evidence, and working within quasi-judicial or regulatory environments. • Familiarity with racing analytics, wagering markets, and the ability to collaborate with analysts to maintain the sport's integrity. • Sound understanding of racetrack infrastructure, stable facilities, and track rating procedures. • A high level of competency in animal handling, knowledge of horse husbandry and animal welfare.
Behavioural	• Leadership: Takes ownership of tasks and leads by example to inspire others to achieve goals, fostering inclusivity, ownership and accountability. • Collaboration: Builds and maintains positive working relationships with colleagues, peers, and key stakeholders to promote a cooperative work environment. • Communication: Communicates ideas and information clearly, adapting style and tone while ensuring transparency and understanding. • Problem-solving: Anticipates issues and addresses them proactively, exploring solutions to overcome obstacles, considering the impact on staff and different stakeholders. • Adaptability: Resilient, embracing change and demonstrating flexibility in adjusting to shifting priorities and challenges with a positive attitude. • Accountability: Takes responsibility for individual tasks and team outcomes, ensuring that commitments are met on time and to a high standard.



	• Emotional intelligence: Skilled in diplomacy and tact, with the ability to assess situations effectively and adapt communication and actions to meet needs, particularly in high-stress or conflict situations. • Decision-making: Makes decisions based on a careful analysis of available data, considering the implications of different choices and their impact on the team, organisation and externally. • Customer focus: Actively seeks to resolve issues by listening, understanding concerns, and taking the appropriate steps to address them. • Strategic thinking: Ensures that daily activities align with the organisation's strategic vision, promoting growth and success.
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This position description outlines the general responsibilities and qualifications of the role. It conveys the primary duties, responsibilities and qualifications required but is not an exhaustive inventory of all tasks associated with the role.