



Race Secretary's Handbook

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March 2004

RACE SECRETARY HANDBOOK

A Quick Checklist:

	Materials/Procedures	Done
Prior to Meet	Rule Book	
	Grading guide	
	Finish Line Report sheets	
	Foul Judge Report sheets	
	Score sheets	
	Scoreboard tags	
	Clipboards, pens, pencils, plastic cover sheets	
	LGRA entry forms	
	Pre-entries entered into registration form	
Field	Measuring tape	
	Side poles (if used)	
	Tape for side lines (if used)	
	Hammers/mallets	
	Spray paint for start and finish line	
	Lure machine	
	Check batteries	
	Check string	
	Two lures in good condition	
	Pulleys	
	Step ladder	
Roll Call	Check each dog	
	Lameness	
	In season or discharge	
	Properly fitted muzzle	
Draw	Check tags against roll call sheet	
	Announce draw	
	Conduct public draw and set up scoreboard	
Personnel	Inspection Committee (3 people)	
	Head Line Judge	
	Head Foul Judge	
	Starter/Box Operator	
	Assistant Starter	
	Scorekeeper	
	Paddock Master	
	Race Committee (3 people)	
Owners' Meeting	Announce positions and Race Committee	
	Review paddock procedures	
	Review foul procedures	

Prior to the meet:

Notebook

Include a copy of the current rules and regulations

It is also useful to include 1) current grading guide

2) 2nd copies of the race set up chart, race points chart,
championship points chart

-having these in plastic sleeves works best in the rain

Supplies

Make certain have enough foul judge sheets, placing judge reports, official score sheets

Make certain have blank board tags

Make certain have enough pens for finish line judges

Entries

Consolidate the information on each entry in one place (see example below)

-include call name, registered name, owner, number, wave, roll call, payment,
notes

-italicize the names of those dogs who have earned GRCs

-note which dogs are FTEs

LRN	Call Name	Registered Name	Owner	GRC?	FTE?	Reg. Papers	Signed Entry	Amt. Paid	Roll Call
R-141	George	Tiddleywinks	Smith						

Make a board tag for each entry

-italicize the names of those dogs who have earned GRCs or use a different
color pen

Setting up:

Field

Flat to slightly rolling, grass or grass/sand surfaces, safely removed from roads, parking
areas, and permanent structures

Field cannot be crossed by dirt or gravel roads, nor have large dips

Track

Minimum width = 20 ft at start, 30 ft at finish

Preferred width = exceeding 20 ft at start and 30 ft at finish are recommended
(e.g., 40 ft at start and 50 ft at finish)

Length = 200 yds., measured

Runout Area

Minimum = 30 yds., with end pulley no closer than 30 yds.

Preferred = at least 50 yds., with 75 yds. being recommended

Side Poles

If used, wood or fiberglass is recommended

Wire flags may be used

Metal stakes are not recommended

Stakes with flanges must have the flanges buried in the ground and/or facing away from
the track

Lure Machine

Should be set far enough off the track to give the lure operator a good view of the entire length of the track

Should be set approximately midway down the track (100 yds)

Lure Placement

Lure should be placed 15 ft in front of the box, with **slack in the line**

If hand-slipping, the lure should be placed 10 ft in front of the dogs with **no slack in the line**

No owner or handler may touch the lure or tease the hounds with the lure

Entries:

Checking in

Use prepared registration sheet to note 1) collected payments

2) collected FTE paperwork

3) passing roll call

Note day-of-meet entries on registration sheet and make board tag for each dog

Example:

LRN	Call Name	Registered Name	Owner	GRC?	FTE?	Reg. Papers	Signed Entry	Amt. Paid	Roll Call
R-141	George	Tiddlewinks	Smith						

Schooling Runs:

Any FTE dog that has not run with another dog should be encouraged to do at least one schooling run.

-Lure-coursing and NOTRA racing are very different sports from LGRA and dogs may react very differently to straight racing.

Roll Call:

Appoint Inspection Committee to conduct roll call.

The committee will:

examine each dog for lameness and/or being in season;

will examine each dog's muzzle to ensure the correct fit.

Draw:

Setting up the board

Check the tags against the roll call sheet.

Divide tags by breed

Order tags from lowest to highest wave for each breed

-FTEs go before the lowest wave

-consult Race Set Up chart and divide into groups

-read Set Up chart from **right to left**

Example:

Ranked by WAVE		becomes	Draw for Program I
Anna	FTE	Race 1:	Anna FTE
Becky	7.5		Becky 7.5
Charlie	8.6		
Doug	9.4	Race 2 (HP):	Charlie 8.6
Frances	13.5		Doug 9.4
Ellen	18.0		Frances 13.5
			Ellen 18.0

Work out the running order

- with multiple races for a breed, high point races always go last;
- separate multiple race breeds with single race breeds;
- if have owners running multiple breeds, then will need to separate those breeds as well.

Example:

Number of Races/Breed	Running Order
	RR1
3 RR	BZ1
2 BZ	GH1
2 GH	SD1
1 SD	RR2
1 IG	IG1
	BZ2 (HP)
	GH2 (HP)
	RR3 (HP)

Use random draw for blankets within each race.

Place tags on board.

Copy board down onto official score sheet.

Owners' Meeting:

Committees

Appoint Head Foul Judge.

The Head Foul Judge will:

- be in charge of arranging foul judges for each race;
- remind foul judges to record any foul on the foul judge sheet;
- remind foul judges not to discuss any possible fouls with anyone but the race secretary.

Appoint Head Line Judge.

The Head Line Judge will:

- arrange line judges for each race, ensuring four judges for each High Point race;
- record the order of finish for each race and report to the Scorekeeper

Appoint Race Committee.

The Race Committee is comprised of the Race Secretary and 2 other persons knowledgeable about racing.

The Race Committee:

- will interpret rules as required;
- will give decision on any protest filed by owner or handler ;
- will provide a written decision regarding protest (when requested);
- will rule on barring, scratching, or disqualifying a dog or excusing an owner for the day based on reports from concerned officials.

Additional Personnel:

Appoint starter/box operator and assistant starters

May appoint scorekeeper to assist with the scoreboard.

May appoint paddock master to make sure each race proceeds to the start in a timely Manner,

Owners' Meeting:

Announce committee members and personnel assignments.

Review paddock area and procedures for efficiently organizing races.

Review rules, especially foul judge rules.

Scoring:

Use Graded Races Points chart (figure 8.2A) unless $\frac{3}{4}$ of the dogs are the same grade.

You may then use the Ungraded Races Points chart (Figure 8.2B) if desired.

Review all judges' sheets to make sure they agree

-if they do not, use the majority;

-if there is a tie between the judges, then add together the points for those two places and divide by 2;

Example

Judge 1	Judge 2	Points	Score
1 st = Anna	1 st = Becky	1 st = 8 points	7 points
2 nd = Becky	2 nd = Anna	2 nd = 6 points	7 points
		Total = 14 points	

For the first program

Write placements down on scoring sheet.

Look up points in race points chart and write down on scoring sheet

-make sure you are looking at the correct column and row!

-single races use the high point column

Note any disqualifications on scoring sheet

-DQ1 means disqualified in the first program

Write points on board tags

Redraw

Call for scratches from the second program

-note any scratches on the board tag and on the scoring sheet

-SCR2 means scratched from program 2

(Note: You cannot scratch from Program 1, except paddock scratch. This dog therefore does not count as an entrant)

Order tags from lowest to highest based on points awarded in first program
Consult race set up chart to see how break into groups
Break into groups, determine running order, and determine post positions the same as with the first program
Write board down on scoring sheet
-when have names down, write down points awarded in first program in the column Prev

For the second program

Note placements and points on scoring sheet the same as with the first program
Add these points to the ones in the Prev column to get total points
Note second program points and total points on board tags

Redraw

The same as after the first program
Use the total points to order the tags

For the third program

The same as after the second program

Awarding placements

Order all tags according to the total points awarded
-all dogs are in this, including those who have scratched or disqualified
-for scratched or DQ'd dogs, use the number of points they earned in the races they did run
Award 1st place on down, according to the total points earned
If there is a tie in points, then the dog that ran in the higher race in the third program gets the higher placement
-if both dogs ran in the same race, then the dog with the higher placement in the third program gets the higher placement overall

Awarding GRC points

Find the non-GRC dog with the highest number of points
-this is where having the GRC names italicized really helps
Count the number of dogs from that first non-GRC dog down
-include GRC dogs that come after the first non-GRC dog
-include scratched or DQ'd dogs

Find the appropriate row on the GRC points chart

-ex: *Anna* ---- 5 dogs in this count
Becky 2.0
Charlie 1.0
Doug ----
Frances ----
Ellen ----

If 2 dogs tie in the number of points, then the GRC points are split between them

-ex: Charlie 18 points 0.5 GRC points

Doug 18 points 0.5 GRC points

-it doesn't matter which had the higher placement in the meet, GRC points are awarded based on the number of points earned in the meet

Dogs that finish last or who do not finish all 3 programs cannot receive any GRC points

Awarding NRC points

Count the number of dogs who started the meet

-it doesn't matter if they have the GRC or not

Find the appropriate row on the NRC points chart

-ex: Anna 2.0 6 dogs in this count

Becky 1.0

Charlie

Doug

Frances

Ellen

If there is a tie in points, then do the same as with the GRC points

Dogs that finish last or who do not finish all 3 programs cannot receive any NRC points

Final board/scoring sheet

Write total points, placements, GRC points, and NRC points on board tags

Write all info on scoring sheet

After the meet:

If it is a 2 day meet, then recalculate waves for dogs entered the next day

To calculate a new WAVE, the formula is:

$$\frac{(\text{today's meet score} + 0.7 * \text{the most recent meet in the grading guide} + 0.5 * \text{the next most recent meet})}{2.2}$$

2.2

Use only complete meets.

If the dog has only two complete meets (including today's) the formula is:

$$\frac{(\text{today's score} + 0.7 * \text{other meet score})}{1.7}$$

1.7

If the dog has only one complete meet, use that score.

Review all results to make sure added correctly, etc

Transfer results to reporting format and email to registrar/recorder

-can phone results in

-must be done within 48 hours

Mail results, foul judge sheets (if any DQ's), per capita fees, FTE papers, FTE fees to registrar/recorder within 7 days