



Race Secretary's Handbook

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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 or wheel		
	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 – emphasize the new rules		

Prior to the meet:

Templates

On the LGRA website, there are several templates to help you with the official records of the meet. These can be accessed either through the Downloads page or the Rules Page. You can email Jennifer Price @ mwenjerr@gmail.com for a copy of the **macro template** or if you do not have excel.

- 1) If you have Excel on your computer, you can use the **macro template**. This will keep all your records in one place, automatically enter the scores, and print your tags for you.
- 2) If you have Excel, you can use the Excel template to record your results.
- 3) If you only have Word, you can use the Word template, but this is the least desirable. It has to be transferred to Excel before the results can be officially recorded.

Notebook

Include a copy of the current rules and regulations (required)

It is also useful to include 1) current grading guide

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

-having these in plastic sleeves works best in the rain

Supplies (see Checklist)

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

Make certain to have blank board tags

Make certain to have enough pens for finish line and foul judges

Entries

Consolidate the information on each entry in one place (see example below). The **macro template** is the most useful place to do this.

-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 or use the tags printed by the **macro template**.

-italicize the names of those dogs who have earned GRCs, use a different color pen or place a mark through the GRC points box

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 = 40 ft at start and 50 ft at finish or at least exceeding 20 ft at start and 30 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, especially if you have greyhounds entered

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	Tiddleywinks	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.

Dogs must come to roll call wearing a properly fitted muzzle.

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.

Each entrant can race once in each program. If a racer does not start in one program, it is automatically scratched from subsequent programs. Each racer is assigned to a specific race in each program, either through use of the grading guide (first program) or scores earned in prior races (second and third programs). If the racer fails to run in its assigned race, it CANNOT be placed in any subsequent race in the same program.

A hound with no previous race record at Official Race Meets starts in Grade D with the following exceptions:

- 1) A dog may be started as a Grade C, based on the results of schooling races and at the Race Secretary's discretion,
- 2) A hound that has raced in Official NOTRA Meets should be initially graded according to its NOTRA record by reducing its NOTRA grade by one grade.

If the dog has never entered a meet with competition, it is considered an FTE at the first meet where it runs with competition.

Divide tags by breed

Order tags from lowest to highest wave for each breed

- FTEs go before the lowest wave
- start the draw by turning the tags face down with the FTE and lowest WAVES on top and the highest WAVE's on the bottom
- consult Race Set Up chart and divide into groups
- read Set Up chart from **right to left, the HP race being on the left**
- the Race Set-up Chart (Figure 8.1) shows the **required** number of racers in each race depending on the total number of starters in the program. The number of dogs per race **must** conform to this chart.

Use random draw for blankets within each race.

Announce that the draw is being conducted before EACH program so that participants can attend.

A truly random draw requires three people, one to shuffle the name tags of the racers, one to draw the name, and one to draw the post position. A suggested method is to have colored marbles or poker chips marked with the numbers 1 through 4. The name tags should be shuffled by the scorekeeper, one tag drawn by a second person, and a numbered post position then drawn by the third person.

Another possible method is to have the tags shuffled by the scorekeeper, drawn by a second person, and a post position called by a third person.

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;
- any three dog races (or two dog races) will always be run next to the LOWEST race
- separate multiple race breeds with single race breeds;
- if have owners running multiple breeds, then will need to separate those breeds as well.
- number the races from 1 to 3 (or however many races you have) WITHIN A BREED
(see example below)
- each breed is actually running its own separate meet

Example:

Number of Races/Breed	Number of dogs per breed	Running Order
		RR1 (LP) - 3 dogs
3 RR	9 (4-2-3)	BZ1 (LP) - 4 dogs
2 BZ	8 (4-4)	GH1 (LP) - 3 dogs
2 GH	7 (4-3)	SD1 (HP) – 2 dogs
1 SD	2	RR2 (mid) - 2 dogs
1 IG	4	IG1 (HP) – 4 dogs
		BZ2 (HP) - 4 dogs
		GH2 (HP) – 4 dogs
		RR3 (HP) – 4 dogs

Each racer is to wear a racing jacket with the number of its post position and the appropriate color for that number.

Place tags on board and copy board down onto official score sheet BEFORE the program starts.
Sample tag showing Race Number, Blanket Number and Finish:

Call Name	Race-Blanket-Finish 1 - 3 - 1	Race-Blanket-Finish 3 - 2 - 2	Race-Blanket-Finish 3 - 1 - 3	Place	GRC	NRC	LRN
WAVE	5	4	4				
		Total	Total	Final			OWNER
		9	13				

Committees and Personnel:

Head Foul Judge

- in charge of arranging foul judges for each race;
- ensures that there is a foul judge at the box, midway down the track, and at the finish line (not 'near' the finish line but AT the finish line) before the race is run
- ensures that foul judges to record any foul on the foul judge sheet;
- ensures that the result or "outcome" of each race is recorded, whether there is a foul or not
- ensures that foul judges do not to discuss any possible fouls with anyone but the Race Secretary.

Head Line Judge

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

Race Committee

- is comprised of the Race Secretary and 2 other persons knowledgeable about racing.
- interprets rules as required;
- renders a decision on any protest filed by owner or handler ;
- provides a written decision regarding protest (when requested);
- rules on barring, scratching, or disqualifying a dog or excusing an owner for the day based on reports from concerned officials, including the box operator.

Additional Personnel:

Paddock Master

- Race Secretary may act as Paddock Master
- calls dogs to the paddock area to ensure the smooth running of the meet.
- responsible for seeing that the dogs going to the line are the correct dogs in the correct blankets, with properly fitted muzzles.

Starter/box operator

- is responsible loading the dogs into the box with the help of the assistant starter and handlers or lining up the dogs at the start line
- ensures that no owner/handler touches the lure or teases the dogs with the lure.
- when a dog refuses to face forward in the box, the box operator may elect to open the box with the dog facing backwards or may remove the dog from the box (scratching it from the meet)
- may act as foul judge at the box

Assistant starter

- checks to see that dogs are facing forward in the box
- may tease the dogs with the lure
- acts as second foul judge for hand-slipped starts
- may act as foul judge at the box

Scorekeeper

- accepts line judges' reports and record the information on the scoreboard.
- the Race Secretary is solely responsible for the accuracy of the recording and for the draw for each program.

Owners' Meeting:

- Call all owners/handlers together prior to the start of the meet.
- Announce committee members and personnel assignments.
- Review paddock area and procedures for efficiently organizing races.
- Review rules, especially foul judge rules.

Running the Meet:

- Dogs assemble in the paddock area, are checked against the recorded draw for blanket number and names, and checked for properly fitted muzzles.
- When all the dogs for that race are assembled, walk to the start line as a group when so directed by the Paddock Master
- As each race begins, the next group of racers should be assembling in the paddock area.
- Once all the races in a program have been run, the Race Secretary and the Scorekeeper will record the results as reported by the Head Line Judge and then redraw the board for the next program, using a random draw as described above.

Scoring:

- Use Graded Races Points chart (Figure 8.2A) unless $\frac{3}{4}$ of the dogs are first-time entered. 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	

- The minimum number of dogs necessary for an official meet is **two of the same breed** (i.e. 2 Afghans for an Afghan meet or 2 Greyhounds for a Greyhound meet).
- A dog running alone does NOT earn points. A dog that runs all three programs alone will be considered as having run a schooling meet and no WAVE will be assigned.

After 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!

- if only one race per breed, use the high point column

Note any disqualifications on scoring sheet

- DQ1 means disqualified in the first program

If dogs are tied with the same score in the same race, total the available points and divide by two.

Write points on board tags

Redraw

Any dog that did not run in its race according to the draw in Program 1 is automatically scratched from the meet, regardless of the reason.

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. Any paddock scratch from the first program does not count as an entrant).

Order tags from lowest to highest based on points awarded and race position in first program.

Consult race set up chart to see how break into groups.

Announce the draw for the next program.

Break into groups, determine running order, and determine post positions the same as with the first program.

Write board down on scoring sheet BEFORE starting the next program.

- when the board is copied, you can then easily write down points awarded in first program in the Prev column, reading from the board.

After the second program

Note placements and points on scoring sheet the same as with the first program.

Any dogs that are tied with the same score in the same race should have the points divided between them.

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 and race position to order the tags.

For dogs with the same total score after Program 1, be sure to place the dog that ran in the higher race in Prog. 1 into the higher race in Prog. 2. It is helpful to record the race number for each dog in the program box on the tag.

See the example that follows:

Example:

Program 1, Race 1:		
1	Enzo-L	5
2	Zak	3
3	Roo	2
4		
Program 1, Race 2:		
1	Edison	5
2	Allegro	3
3		
4		
HP	Program 1, Race 3:	
1	Snoopy-J	8
2	Brio	6
3	Jack	4
4	Rocky	3

In this example, there are three dogs with a score of 3 for the draw for Program 2.

The HP race would be draw as 8-6-5-5.

The middle race would be Jack with 4 and Rocky with 3 from the HP.

Allegro with 3 from the middle race and Zak with 3 in the LP race would go into the LP race.

The most common draw error is ranking dogs with a score of 3 in Prog.2.

In this example, Rocky would have Race 3 in the score box, Allegro Race 2, and Zak Race 1. This helps keep things straight. (See sample tag above.)

Awarding placements

Order all tags according to the total points awarded

- every dog receives a placement 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 (see sample tag)

- if both dogs ran in the same race, then the dog with the higher placement in the third program gets the higher placement overall

Dogs Running Alone

The minimum number of dogs necessary for an official meet is two of the same breed

A dog running alone does NOT earn GRC or NRC points. A dog that runs all three programs alone will be considered as having run a schooling meet and no WAVE will be assigned.

Awarding GRC points

Find the non-GRC dog with the highest number of points

- this is where having the GRC names italicized or marked 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 (unless paddock-scratched in the first program).

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

Dogs that have not defeated at least one dog in one race during the meet cannot receive any GRC points.

NOTE: GRC and NRC points are not final until the results have been submitted and checked by the Recorder.

Awarding NRC points

Count the number of dogs who started the meet (it doesn't matter if they are titled 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

Dogs that have not defeated at least one dog in one race during the meet 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 for this calculation.

If a dog has three incomplete meets in the last three meets, average the scores.

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

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

If the dog has **only** two meets and both are incomplete, average the scores.

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

If the dog has **only** one meet and that is incomplete, use that score.

Review all results to make sure added correctly, etc.

Transfer results to reporting format, then

- email to registrar/recorder
- or phone results in to registrar/recorder
- must be done within 48 hours

A \$10.00 per day fine will be imposed for emailed or phone results submitted after 48 hours.

Mail a hard copy or email of the results, **ALL THREE** completed foul judge sheets, and FTE papers to the registrar/recorder .

Mail the per capita fees and FTE fees to the treasurer.

Both the checks and results must be postmarked within 7 days of the meet.

A \$10.00 per day fine will be imposed for paperwork and fees postmarked after 7 days.