NOTRA RACE SECRETARY CHEAT SHEET
Thanks to CLCS Race Secretary Nicole Tate!

Before the meet:

1. Create 3 ring binder with rule book, grading guide, and scoring sections
    - repeat race set up chart, race points chart, and championship points charts in scoring section
        - helpful to have these in plastic sleeves in case need to use in the rain
    - it's also useful to have a file box with hanging file folders for blank copies of forms and for storing completed forms
2. Put entry information on the registration sheet
    - use note section to remind yourself to collect extra $2 from FTEs
    - pull wave from most recent grading guide
    - italicize the names of dogs that already have their ORC
3. Make board tags
    - take extra blank ones with you
    - italicize the names of dogs that already have their ORC or use a highlighter to color their names for easy identification

At the meet:

1. Registration:
    - add walk in entries to registration sheet
    - use registration sheet to mark off fee payment and FTE paperwork collection
    - use registration sheet to note passing roll call
    - make additional board tags
2. Setting up the board:
    - divide tags by breed
    - order tags from lowest to highest wave for each breed
        - FTEs go at the top
    - consult race set up chart and divide into groups (table 4-1)
        - read chart from right to left
        - ex:

Anna	FTE	becomes	Anna	FTE
Becky	7.5		Becky	7.5
Charlie	8.6			
Doug	9.4		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 (if possible). Running order is not specified by the rule book but created to help run a smooth meet with adequate numbers of workers for each race and time for owners to prepare their dogs.

-ex: 3 RR races becomes RR
2 BZ BZ
2 GH GH
1 SD SD
1 IG RR
IG
BZ (high point)
GH (high point)
RR (high point)

-use random draw for blanket colors within each race
-place tags on board
-copy board down onto scoring sheet
-one sheet per breed is easiest

3. Scoring after the first program
-most likely will be using graded races points chart (table 4-3)
-review all judges' sheets to make sure they agree
-if they do not, go with the majority
-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
-if there is a tie between the judges, then add together the points for those two places and divide by 2
-ex: Anna 1st Becky 1st
Becky 2nd Anna 2nd
with 1st getting 8 points and 2nd getting 6, then each gets 7 points
-note any disqualifications on scoring sheet
-DQ1 means disqualified in the first program
-write points on board tags
4. 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
-order tags from lowest to highest based on points awarded in first program. If two dogs have the same score, consult the rule book.
-consult race set up chart to see how to break into groups
-break into groups, determine running order, and draw post positions as you did 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

5. Scoring after the second program

-note placements and points on scoring sheet as you did in 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

6. Redraw
   -the same as after the first program
   -use the total points to order the tags, consult rule book if there dogs with the same score
7. Scoring after the third program
   -the same as after the second program
8. Awarding placements
   -order all tags according to the total points awarded
      -all dogs are placed, including those that were 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
9. Awarding ORC points
   -count the number of dogs that started the meet
      -include scratched or DQ'd dogs
      -unlike LGRA, include all dogs in this count (regardless of whether or not they already have their ORC)
   -find the appropriate row on the ORC points chart
   -ex: *Anna* ---- 6 dogs in this count
      Becky 2.0
      Charlie 1.0
      Doug ----
      Frances ----
      Ellen ----
      since Anna already has the ORC, she doesn't receive any points. ORC points only go to those dogs that do not have the ORC
         -this is where having the ORC names italicized or highlighted really helps
   -if 2 dogs tie in the number of points, then the GRC points are split between them
      -ex: Charlie 18 points 0.5 ORC points
         Doug 18 points 0.5 ORC 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 ORC points

10. Awarding NORC points
    - count the number of dogs who started the meet
        - it doesn't matter if they have the ORC or not
    - find the appropriate row on the ORC points chart (use same chart as before)
    - ex: *Anna* 2.0 6 dogs in this count
      Becky 1.0
      Charlie
      Doug
      Frances
      Ellen
      Anna receives these points since it doesn't matter here whether the dog already has the ORC
    - if there is a tie in points, then do the same as with the ORC points
    - dogs that finish last or who do not finish all 3 programs cannot receive any NORC points
11. Final board/scoring sheet
    - write total points, placements, ORC points, and NORC points on board tags
    - write all info on scoring sheet
        - will need to use to create results sheet

<u>After the meet:</u>

1. Review all results to make sure added correctly, etc.
2. Transfer results to results sheet and to email
    - send in email and keep hard copy of results sheet for yourself
3. Mail in FTE paperwork and fees (FTE and per capita)

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Here's one more technique that might be helpful. On the plates, in the area where the score is written we code the plates as follows:
Race#-Blanket#-Placement (we write these very small at the top of the scoring area).
As soon as the board is set, we number each plate for race and blanket number.
Dogs in race 1 look like this;
1-1-
1-2-
1-3-
1-4-
then as we post the points we write in how they finished:
1-1-3
1-2-4
1-3-1
1-4-2

Then we always have a permanent record of which dogs ran in which race and in what blanket colors. That way if get confused, we can always go back and say, ok, who was blue in race 3? *Added by Teri Dickinson*