

ARCI-006-020 Racing Secretary

A. General Authority

The racing secretary shall be responsible for the programming of races during the race meeting, compiling and publishing condition books, assigning weights for handicap races, and shall receive all entries, subscriptions, declarations and scratches.

B. Foal, Health and Other Eligibility Certificates

- (1) The racing secretary shall be responsible for receiving, inspecting and safeguarding the foal and health certificates, Equine Infectious Anemia (EIA) test certificates and other documents of eligibility for all horses competing at the track or stabled on the grounds.
- (2) The racing secretary shall record the alteration of the sex of a horse on the horse's foal certificate and report such to the appropriate breed registry and past performance services.
- (3) The racing secretary shall record on a horse's registration certificate when a posterior digital neurectomy (heel nerving) is performed on that horse.

C. List of Nerved Horses

The racing secretary shall maintain a list of nerved horses which are on association grounds and shall make the list available for inspection by other licensees participating in the race meeting.

D. List of Bred Fillies and Mares

The racing secretary shall maintain a list of all fillies or mares on association grounds who have been covered by a stallion. The list shall also contain the name of the stallion to which each filly or mare was bred and shall be made available for inspection by other licensees participating in the race meeting.

E. Allocation of Stalls

The racing secretary shall assign stall applicants such stabling as is deemed proper and maintain a record of arrivals and departures of all horses stabled on association grounds.

F. Conditions

- (1) The racing secretary shall establish the conditions and eligibility for entering races and cause them to be published to owners, trainers and the Commission and be posted in the racing secretary's office.
- (2) For the purpose of establishing conditions, winnings shall be considered to include all monies and prizes won up to the time of the start of a race.
- (3) Winnings during the year shall be calculated by the racing secretary from the preceding January 1.

G. Listing of Horses

The racing secretary shall:

- (1) examine all entry blanks and declarations to verify information as set forth therein; and
- (2) select the horses to start and the also eligible horses from the declarations in accordance with these rules.

H. Posting of Entries

Upon completion of the draw each day, the racing secretary shall post a list of entries in a conspicuous location in his/her office and make the list available to the media.

I. Daily Program

The racing secretary shall publish the official daily program, ensuring the accuracy therein of the following information:

- (1) sequence of races to be run and post time for the first race;
- (2) purse, conditions and distance for each race, and current track record for such distance;
- (3) the name of licensed owners of each horse, indicated as leased, if applicable, and description of racing colors to be carried;
- (4) the name of the trainer and the name of the jockey named for each horse together with the weight to be carried;
- (5) the post position and saddle cloth number or designation for each horse if there is a variance with the saddle cloth designation;

(6) identification of each horse by name, color, sex, age, sire and dam;

~~(6)~~(7) A notice shall be included in the daily program that all jockeys will carry approximately three (3) pounds more than the published weight to account for safety equipment (vest and helmet) that is not included in required weighing out procedures. Additionally the jockeys may weigh in with an additional (3) pounds for inclement weather gear when approved by the stewards and

~~(7)~~(8) such other information as may be requested by the association or the Commission.

J. Nominations and Declarations

The racing secretary shall examine nominations and declarations and early closing events, late closing events and stakes events to verify the eligibility of all declarations and nominations and compile lists thereof for publication.

K. Stakes and Entrance Money Records

The racing secretary shall be caretaker of the permanent records of all stakes and shall verify that all entrance monies due are paid prior to entry for races conducted at the meeting.