

CPCA Race Day Secretary – Job Outline

Overview

The Race Day Secretary manages all race-day administration, timing records, communication, and reporting. This role is critical to ensuring accurate results, smooth race flow, and clear communication between officials, drivers, and staff.

General Requirements

- Arrive **1.5–2 hours prior to race time**
- Maintain communication with Office Manager (Larissa) and key personnel
- Must have **own laptop** and strong **Excel skills**
- Ability to manage high-pressure, fast-paced environments
- Must be available for occasional **weekend drug testing support (~1 hour)**

Provided Equipment

- Secretary camper (must be able to haul if used)
- Printer, TV (for protests), office supplies
- Starlink (upon request)
- CPCA email account

Not Provided:

- Generator + fuel (if using CPCA camper)

Key Responsibilities

Pre-Event / Setup

- Coordinate **race production meeting (Day 1)**
- Communicate with committee, directors, and announcer
- Distribute race info to drivers and staff
- Prepare:
 - Judge books + day sheets
 - Draw sheets
 - Standings and results
 - Announcer materials
- Ensure emergency contacts are ready

During Race

- Record and track all race times in workbook
- Update results live (unofficial)

- Communicate heats and assist race flow
- Coordinate with vets and officials as needed
- Save and maintain accuracy of all data

Post-Race (Daily)

- Collect and verify judge sheets
- Cross-check penalties, interferences, and results
- Send out **unofficial results for protest period (30 min)**
- Manage protest process if required
- Finalize and distribute:
 - Results
 - Points
 - Aggregate
 - Standings
 - Next day draw

End of Day

- File all official paperwork
- Send updated workbook
- Update standings (driver + equine)
- Track penalties for awards

End of Weekend

- Finalize workbook and payouts
- Submit to office manager (Larissa)
- Report any fines, protests, or deductions

Additional Duties

- Assist with protest reviews (video + coordination)
- Support sponsor/announcer needs (materials, scripts)
- Maintain organized digital and physical records