

**The following information is being provided to the OB race secretaries with the hope of making the recording and submission of race results easier and more efficient. These tips follow the rules and formats that are laid out in the NOTRA Rule Book. Please refer to the NOTRA Rule Book for detailed information.**

## **OB NOTRA Racing Website <http://www.notraracing.org>**

- Current excel grading guide
- Links to all files from main NOTRA website
- Current year titles earned and dates titles were earned
- Inactive NOTRA dogs (check here for dogs who have not raced for 3 years)
- Information specific to OB racing

## **Accepting Entries**

- Please use the current grading guide for correct NOTRA numbers, current titles, point progression for JOR, SOR, and ORC titles, owner's name.
- *Double-check information* submitted by owner to ensure the dog has a valid NOTRA #
- If a dog's number is listed as pending that means that no registration information has been received. If the owner has not yet provided registration information they must do so before entering. If the owner submitted information through another club/race secretary, please note this on the results submitted along with the owner's contact information. The results will not be valid until the required documents and fee has been submitted to the NOTRA OB Registrar for any unregistered dogs.
- Include all current NOTRA titles for each dog so that distribution and calculation of points is made easier.

**\*\* 1.3.1 Registration with NOTRA (see below)**

## **Submitting Results**

All results must be submitted per section 2.2 in the Rule Book

**\*\* 2.2 SUBMITTALS TO NOTRA (see below)**

- Results submissions should follow the provided format.
- There is a sample copy that is attached to this document and also linked from the website.

## **Additional information to include when submitting results:**

- Indicate FTE registrations were collected and are to follow via USPS within the week.
- Please note any *problems* or *situations* that may affect the recording of the meet. (lack of registrations submitted by owner, inconsistencies or mistakes in current GG, new titles to be added to dog name etc,)
- Please put your name (as the race secretary submitting results) and your email on the page. Often the person handling the OB results is different from the whippet results.
- Noting any new titles earned that race meet in the NOTES section is very helpful (SORC ORC SOR JOR etc)
- Please note any scratches, dnf, oc in the NOTES column, it is much easier to transcribe results and check for errors this way.

## **Common Mistakes or Oversights**

- Awarding ORC or NORC points to a dog that doesn't complete all 3 programs OR does not beat another dog in any of its races.
- Not double-checking the date/location on the spreadsheet to reflect the date of the race meet.
- Not including a name and a current email address that I can contact you in case of questions.

## The Grading Guide & OB Registry

### Contacting the OB Record Keeper

Susan Amicucci has taken over the OB registrar position as of Jan 1 2012. Please update your address books to include her address [amicuccs@yahoo.com](mailto:amicuccs@yahoo.com)

All hard copies of registrations and the FTE fees should be sent directly to her:

**Susan Amicucci**  
**20 Pheasant Brook Court**  
**Bedminster, NJ 07921**  
[amicuccs@yahoo.com](mailto:amicuccs@yahoo.com)

*\*\* Pertinent sections of the Rule Book reference above \*\**

#### 1.3.1 Registration with NOTRA

Registration can be accomplished by sending to NOTRA a copy of the individual registration papers (AKC, NGA, acceptable foreign registry, or ILP) with a fee of \$2.00 per dog. This should be done at least 3 weeks prior to entering a meet, otherwise the dog should be registered on the day of the meet by submitting a copy of the registration papers with the required fees for forwarding to NOTRA. Registration is for the life of the dog.

#### 2.2 SUBMITTALS TO NOTRA

##### 2.2.1 Results

Within 24 hours of a meet, the Host Club should electronically mail (Email), phone or FAX in the following to NOTRA Whippet Registrar / Record Keeper, National Other Breed Record Keeper, and NOTRA National Secretary/Treasurer:

1. General meet info (date, location, type of race) and number of hounds starting in each breed;
2. The individual names of the starters, NOTRA Registration Numbers, and their owners;
3. The placing and points earned by each starter;
4. All FTE, DQ, OC, DS, and SC.
5. Results of each race indicating any reruns;
6. Sample report is shown in Figure 2.1.
7. Attach results in an Excel spreadsheet; or Word.doc; or Acrobat.pdf file instead of pasting the results into the email. (DO NOT USE MS WORKS FORMAT.)

##### 2.2.2 Recording Meet Results

The results of the meet will not be recorded in the permanent records of NOTRA nor will points toward an Oval Racing Champion (ORC) be awarded until all necessary results and fees have been received by the NOTRA National Secretary / Treasurer. Per capita fees of \$1.00 per starter sent to the NOTRA Secretary / Treasurer payable to the incumbent NOTRA Treasurer within 7 days of the meet.

Please make sure you have updated your address books to include the contact and mailing information for the new National Secretary / Treasurer Ray Luening. All percaptia checks and schedule changes go to him now.

**Ray Luening**  
**PO BOX 4014**  
**Waterbury, CT 06704**  
[notrasec@gmail.com](mailto:notrasec@gmail.com)