



JOB DESCRIPTION

POSITION: Race Charter

LOCATION: Horse Racing New Brunswick

STATUS: Event Based – Hourly

DATE TO OFFER: March 01, 2009

GENERAL RESPONSIBILITIES:

- Communication with MPHRC Judges and Officials and staff.
- Creating and maintaining appropriate and official race records for each live racing event.
- Shall be responsible for properly and accurately completing the official chart of each race in accordance with the requirements under Section 5.13 - Charting the Race.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Ability to efficiently and effectively record race positions on appropriate charts.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- Able to communicate effectively: both written and verbally.
 - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
- Good vision and recollection of saddle cloth colors and numbers.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:

The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.



MAIN RESPONSIBILITIES:

- Observe horse race, call out description of race to other Assistant Charter;
- Record statistical and related data on race for use in official racing records;
- The date, place and size of the track if other than one-half mile;
- Symbol for free-legged pacers and hopped trotters;
- Track condition, distance and type of race. Under the supervision of the Judges, the
- Chart Maker shall record any time allowances granted for track or weather conditions and this shall be recorded in the official performance records for all races, including qualifying races. These allowances shall be increments of full seconds and shall appear beside the track condition;
- Post positions and positions at the quarter, half-mile, three-quarters and at the head of the homestretch with lengths behind the leader;
- Driver and/or Trainer changes;
- Standard symbols for breaks and park outs and interference, where applicable;
- Finishing positions as determined by the Judges, beaten lengths and individual times; Closing dollar odds;
- Contacts judges for decisions on foul claims and notes record accordingly.