

ATTENTION RACE SECRETARIES!

Please note, **only members who have been identified by their club as Race Secretaries will be able to login** with their Username and Password from the old NDB to upload national.NDB files and view AU ID numbers. You must be registered as Race Secretary at the national office. Additionally, the AU office must have your current and correct email address in our admin database as well.

Often rosters are submitted to the national office without officers listed. We know that many members serve as both the Secretary and Race Secretary and list themselves as just Secretary. However, if we do not have the appropriate (Race Secretary) designation in our database, the NDB will not accept a login. Please do not assume that if you submitted the roster or indicated that you were Secretary on the club roster, that you are accurately designated as Race Secretary.

Please call the national office before you start uploading to ensure you are designated as Race Secretary and that we have the correct email address in our admin database.

What are the duties of the Race Secretary?

AU members often inquire as to what is involved with serving as the Race Secretary for the club, combine or concourse. Each club varies and some secretaries serve as both Secretary and Race Secretary. Secretary duties typically include helping to manage the club; collecting dues and submitting with club roster, ordering bands and diplomas, etc.

However, Race Secretaries tasks are more specific to monitoring the well-being of birds when shipping, managing and calculating races, and ensuring integrity and that AU race rules are followed. Further explanation is below.

The Race Secretary will chair the Race Committee. The committee will consist of at least two (2) additional members, appointed by the President and recorded in the minutes. This committee shall have charge of all race details and shall conduct every race according to by-laws and AU Competition Standards, as well as any additional rules the club, combine, or concourse may have. The committee will also resolve all questions and disputes regarding racing or competition and ensure that racing supplies are adequately maintained, and manage all race-figuring activities.

The Race Secretary is also responsible for the safety, security, and welfare of the birds being shipped.

The Race Secretary is responsible for supervising and ensuring the integrity of each race, which includes reading, having knowledge, and adhering to all AU race rules.

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Maintaining organization members' basketing and arrival lists for a minimum of 90 days is the responsibility of the Race Secretary.

The Race Secretary and committee members are to check the weather along the entire race course before the birds are released. Checking the weather at the release and arrival locations is also necessary. It is equally as important to monitor the weather over the entire race course.

The Race Secretary will ensure the birds have ample time to rest and have water after traveling and arriving at the release location.

Additionally, the Race Secretary will ensure band data and accuracy during the basketing and logging process.

The Race Secretary is to monitor the security number column on the arrival sheet to make sure all have the letters "OK". If there are other letters, such as "NK" or "NOK", there is a problem with the security and the birds will be disqualified.

Last, the Race Secretary must make sure race results are published and distributed to all race participants in a timely manner.