

DUTIES AND REQUIREMENTS OF GREYHOUND ASSOCIATIONS (RACE MEET LICENSEES) - CHAPTER 14

ARCI-014-005 Purpose:

To describe the duties and responsibilities assigned by the Commission to an association licensed to conduct greyhound racing and pari-mutuel wagering.

Adopted in Version 1.4 ARCI 8/27/02 NAPRA 10/2/02

ARCI-014-010 General Duties

- (1) An association, its officers, directors, officials and employees shall abide by and enforce the Act and the rules of the Commission.
- (2) Associations shall comply with all federal, state and municipal laws and cooperate with law enforcement agencies to ensure the integrity of racing.
- (3) An association may request an exemption from a requirement in this chapter if the association determines that compliance with the requirement is unnecessary due to new technology or an innovative construction or design of the racetrack facilities. The Commission may grant an exemption if the Commission determines that:
 - (a) the association's proposal substantially satisfies the purpose of the requirement; and
 - (b) the exemption is in the best interests of the greyhounds, the racing industry and the citizens of this jurisdiction.

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ARCI-014-015 Documents/Reports Required

A. Auditing and Accounting

- (1) The association shall maintain an accounting system in accordance with generally accepted accounting procedures, preferably under the supervision of a certified public accountant, and shall provide financial data as required by the Commission.
- (2) A report detailing the amount of money wagered in each pari-mutuel pool and pari-mutuel tax payable to the Commission for each racing performance shall be submitted to the Commission daily.
- (3) The association shall submit a detailed annual report, certified by a public accountant licensed to practice in this jurisdiction, of the admissions and pari-mutuel pools and pari-mutuel tax paid within ___ days after the conclusion of its accounting year pertaining to such information. The annual report shall also include the names of the officers, directors, administrative officials, pari-mutuel officials and racing officials of the association conducting the race meeting.
- (4) The association shall maintain adequate records to substantiate all purse payments. All purse payments shall be:
 - (a) issued and available not later than (time) on the (day) following the end of the week earned;
 - (b) withheld if so ordered by the judges, Commission or Commission designee

- (c) pending an investigation and/or redistribution as the result of an official ruling; and paid directly to greyhound owners, unless otherwise approved by the Commission.
- (5) The Commission treasurer or an auditor employed by the Commission may audit these association records upon the request of the Commission.
- (6) The association shall immediately submit written notification to the Commission executive director or Commission designee of any and all changes in stockholder information.

B. Other Requirements

- (1) The association shall file with the Commission existing maps and plans of the association grounds, showing all structures, piping, fixed equipment, race course, noting elevation as filled, and composition of track base and cushion. The association shall file revised maps or plans of the association grounds upon material change as may occur from time to time.
- (2) The association shall provide the Commission with proof of adequate public liability insurance for the association grounds.

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Version 4.5 to 4.6 ARCI Board Amended language editing change

ARCI-014-020 Facilities And Equipment

A. Patrons and Licensees

- (1) An association shall ensure that the public areas of the association grounds are designed and maintained for the comfort and safety of the patrons and licensees and are accessible to all persons with disabilities as required by federal law.
- (2) An association shall provide and maintain adequate restroom facilities for the patrons and licensees.
- (3) An association shall provide adequate free drinking water facilities.
- (4) An association shall maintain all facilities on association grounds to ensure the safety and cleanliness of the facilities at all times.
- (5) During a race performance, an association shall provide:
 - (a) a first aid room equipped with the proper equipment; and
 - (b) the services of at least one certified paramedic.
- (6) An association shall provide adequate office space for the use of the judges and other Commission personnel as required by the Commission. The location and size of the office space, furnishings and equipment required under this section must be approved by the Commission.
- (7) An association shall promptly post Commission notices in places that can be easily viewed by patrons and licensees.

B. Officials' Facilities

An association shall provide adequate facilities for officials to perform their duties.

C. Kennel Compound

- (1) The kennel compound facilities must provide for the safe and humane housing of greyhounds.

- (2) The design of the kennel compound facilities must be approved by the Commission, during the initial planning stage and again upon completion of construction of the facilities.
- (3) The kennel compound must be on the association's grounds unless otherwise approved.
- (4) The association and the commission representatives shall conduct kennel inspections at least every ___ month(s) to ensure the safety and sanitary conditions of the kennel compound. The inspections should include examinations of the inside living area and turnout pens. If conditions are discovered that are deemed to be below acceptable standards the designated trainer and owner of that kennel or the appropriate track official overseeing the maintenance will be ordered to immediately remedy the sub-standard situation.
- (5) The association will install and keep in constant working order an alarm system for the kennel compound. The system will include a continuously monitored control panel. The system will be employed to detect rising temperatures in the kennel environment caused by air conditioning malfunction, fire or air quality deficiencies.
- (6) The association will provide treatment and prevention to repel insects and rodents on a regular, continuing basis.
- (7) The association shall take such measures needed to maintain the security of the greyhounds while on association grounds to protect them from injury, frightening and/or tampering. The association shall exclude all persons from the compound area who have no designated duty or authority with the greyhounds entered and are not representatives of the Commission, racing officials, duly authorized licensed employees or escorted guests with association approved passes.

D. Audio and Video Equipment

- (1) An association shall provide and maintain in good working order an internal communication system to ensure communication between:
 - (a) the judge's stand;
 - (b) the racing office;
 - (c) the tote room;
 - (d) the paddock;
 - (e) the vicinity of the starting box; and
 - (f) other locations designated by the Commission.
- (2) An association shall provide and maintain a public address system capable of transmitting announcements to the patrons and to the paddock.
- (3) An association shall provide and maintain, in good working order, a primary and an auxiliary electronic photofinish device with mirror image to photograph the finish of each race and record the time of each greyhound in at least hundredths of a second. The association shall ensure that the photofinish device is calibrated before the first day of each race meeting and at other times as required by the Commission. The association may use an additional, more exact time measurement device. The location and operation of the photofinish device must be approved by the Commission before its first use in a race. The association shall promptly post a photograph of each photofinish for win, place or show and/or any other order of finish needed to satisfy pari-mutuel requirements in an area accessible to the public.

- (4) An association shall preserve the photofinish record of the finish of a race for at least ____ months after the last day of the race meeting during which the photograph was made unless a longer time is requested by the Commission. The photo finish operator shall produce a print on request of the Commission.
- (5) An association shall provide and maintain, in good working order, a videotape system to record each race in color from start to finish. The association shall provide and maintain, in good working order, monitors in the judges' stand which display the images being transmitted during the running of the race and immediately afterwards for the purposes of reviewing the race.
- (6) The association shall provide closed circuit television throughout the facilities for the benefit of the patrons.
- (7) An association shall, upon request, provide to the Commission, without cost, a copy of videotape of a race.

E. Race Course

- (1) The National Greyhound Association racetrack standards shall serve as a guide for race course design. Associations shall provide an approved race course, subject to periodic inspections and verification by the Commission.
- (2) The race course shall:
 - (a) be constructed and elevated in a manner that is safe and humane for greyhounds;
 - (b) have a surface including the cushion subsurface and base that is constructed of materials and to a depth that adequately provides for the safety of the greyhound; and
 - (c) have a drainage system.

F. Lure

An association shall provide and maintain, in good working order, the lure which is used on the race course. The lure must be approved by the Commission prior to its use on an association race course.

G. Official Scale

An association shall provide and maintain in good working order an official scale or other approved weighing device. The Commission shall require a periodic certification of the accuracy of the scale or other approved weighing device.

H. Starting Boxes

- (1) An association shall provide and maintain, in good working order, starting boxes that are approved by the Commission.
- (2) An association shall make at least one starting box and qualified starting box personnel available for schooling during training hours.

I. Lighting

- (1) An association shall provide and maintain, in good working order, lighting for the race course and the patron facilities that is adequate to ensure the safety and security of the patrons, licensees and greyhounds and to ensure the proper operation of the videotape and photofinish equipment. The association shall maintain an auxiliary lighting system to serve in an emergency. The lighting system must be approved by the Commission.

- (2) An association shall provide and maintain, in good working order, adequate lighting in the kennel compound as required by the Commission.

J. Test Area

- (1) An association shall provide an area for taking specimens of urine, saliva blood or other bodily substances for testing.
- (2) The test area must be equipped with:
 - (a) a walking area that is large enough to accommodate ___ greyhounds at the same time; and
 - (b) hot and cold running water.
- (3) An association shall limit access to the test area to persons authorized by the official veterinarian.

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Version 4.5 to 4.6 ARCI Board 7/31/09: Amended Kennel Compound language

ARCI-014-025 Operations

A. Security

- (1) An association shall secure the peaceful use of the association grounds by providing an adequate number of trained security personnel.
- (2) An association shall provide continuous security service in the kennel compound during all times that greyhounds are housed on the grounds. The association shall restrict access to the kennel compound to persons displaying valid license credentials issued in his/her name by the Commission or a valid visitor's pass issued in his/her name by the association. The association shall ensure that the kennel compound is fenced.
- (3) On request by the Commission, an association shall provide a list of the security personnel, including the name, qualifications, duties, duty station and area supervised by each employee.
- (4) Each day, the chief of security for an association shall deliver a written report to the Commission designee regarding the occurrences on association grounds on the previous day. Not later than ___ after an incident occurs requiring the attention of security personnel, the chief of security shall deliver to the Commission designee a written report describing the incident. The report must contain the name of each individual involved in the incident, the circumstances of the incident and any recommended charges against each individual involved. The association shall maintain an incident report for at least ___ after the date of the incident for inspection by the Commission and shall provide any additional information relating to security requested by the Commission.

B. Visitor's Pass

- (1) An association may issue a visitor's pass to a person to enter restricted areas in accordance with this section. The security personnel shall maintain a log showing the date and time of issuance, the name of the visitor, pass number and the licensee requesting the pass and that person's Commission license number. A visitor to whom a visitor's pass has been issued shall display the pass on his/her clothing at all times while in restricted areas.
- (2) An association may issue a visitor's pass only to a guest of:
 - (a) an association officer or official;

- (b) a Commission employee;
 - (c) a trainer, assistant trainer or kennel operator licensed by the Commission; or
 - (d) the owner of a greyhound racing at the meeting.
- (3) A visitor's pass must contain:
- (a) the visitor's name;
 - (b) the sequential pass number;
 - (c) the date the pass was issued; and
 - (d) the expiration date.
- (4) A visitor's pass issued under this section is valid for the period the pass is issued. A visitor's pass does not entitle the person to whom the pass is issued to participate in racing in any way other than as a patron, except for an individual who delivers or accompanies a greyhound to the association grounds at a time when the Commission licensing office is closed.
- (5) The licensee requesting the visitor's pass is responsible for the proper conduct of the visitor and shall ensure compliance by the visitor with all Commission rules.

C. Fire Protection

- (1) An association shall develop and implement a program for fire prevention on association grounds. An association shall instruct employees working on association grounds of the procedures for fire prevention. An evacuation plan will be posted by the association and a copy of which will be provided to the commission.
- (2) Not later than ___ before the first day of a race meeting, an association shall deliver to the Commission a copy of the state or local fire marshal's certification regarding the association's compliance with fire safety regulations or the fire marshal's plans of corrections. The certification or plan must be based on an inspection of the association grounds conducted by the fire marshal not more than 30 days before the first day of the race meeting.
- (3) An association shall post rules that prohibit:
- (a) smoking in the kennel buildings;
 - (b) open fires and oil or gas lamps in the kennel compound;
 - (c) unattended electrical heating appliances that are plugged in to an outlet;
 - (d) electrical outlets or cords left within reach of a greyhound; and
 - (e) flammable materials, such as cleaning fluids or solvents, kept in kennel buildings.
- (4) An association shall provide and maintain, in good working order, at least one fire extinguisher, located in an easily accessible location, on each kennel compound building.

D. Insect Control

An association shall ensure effective insect control, including control of external parasites, to all areas of the association grounds at all times during a race meeting.

E. Performances

The hours of racing, the number of races per race day and the post time for the first race of each race day are subject to the approval of the Commission.

F. Patron Information and Complaints

- (1) An association shall designate a location and provide personnel who shall be readily available to the public to provide or receive information.
- (2) An association shall promptly notify the Commission of a complaint regarding:
 - (a) an alleged violation of the Act or a rule of the Commission;
 - (b) an alleged violation of ordinances or statute;
 - (c) accidents or injuries;
 - (d) unsafe or unsanitary conditions for patrons, licensees or greyhounds; and/or
 - (e) any other condition or incident.

G. Dangerous Weather Conditions

- (1) The Commission shall designate the personnel responsible for immediately investigating any known impending threat of dangerous weather conditions to determine if conditions exist which warrant cancellation of a performance and/or the notification to the public of such threatening weather conditions. The first priority of all decisions made shall be the well being and safety of all persons and animals.
- (2) A written report of any such incident shall be filed within ___ hours to the Commission designee by the highest-ranking association official.

H. Ejection and Exclusion

- (1) An association shall honor all exclusion orders by the Commission and the judges. The association shall immediately eject a person who is subject to such an exclusion order from the association grounds and notify the Commission or judges of the ejection.
- (2) An association may eject or exclude a person for any lawful reason. The association shall immediately notify the judges, the executive director or the Commission in writing of any person ejected or excluded by the association and the reasons for the ejection or exclusion.
- (3) It shall be the duty of the association to obtain the license identification badge of any terminated suspended or ejected employee and return it to the Commission.

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ARCI-014-030 Kennel Contracts

- (1) There shall be a kennel contract between the kennel and the association.
- (2) All ownership interests of the kennel must be disclosed in the kennel contract.
- (3) Any termination of the kennel contract by either party must be in writing and duly served on the other party, with a copy of said termination notice delivered to the Commission.

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ARCI-014-035 Program

- (1) The association shall prepare and print an official program for each racing performance. The program must contain the order of the races, the distance of each race and the track record for each distance.
- (2) The greyhounds' names shall appear in the order of their post positions. The post positions shall be designated by numbers placed at the left and in line with the names of the greyhounds.

- (3) The program shall contain: name; color; sex; date of whelping; breeding; established racing weight; number of starts in official races and number of times finishing first, second or third; name of owner and/or lessee; name of trainer; distance of race; track record; and other information.
- (4) The program must list at least the three most recent past performances for each greyhound scheduled to run. An exception would involve a greyhound participating in its first official start where at least two official schooling lines must be displayed.
- (5) All past performance lines shall be in sequential order with the last performance appearing on the top line.
- (6) If the name of a greyhound is changed, the new name and the former name shall be published in the program until after the greyhound has started six times subsequent to the name change.

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Version 4.5 to 4.6 ARCI Board 7/31/09: Amended language

ARCI-014-040 Greyhound Adoption Program

- (1) The association shall provide a program to receive and maintain greyhounds for adoption.
- (2) All facilities used to maintain greyhounds are subject to inspection and approval by the Commission and shall be maintained in a manner to promote the health, safety and welfare of the greyhounds.
- (3) The association shall provide a plan which ensures sufficient personnel, training and funding to operate and maintain an adoption program consistent with the directions and orders of the Commission.
- (4) Crates housing the greyhounds available for adoption shall meet the same specifications as those used for housing greyhounds in the racing kennels.
- (5) Only one greyhound shall be housed per crate at any time.
- (6) A feeding program for all greyhounds in the adoption center, shall be established and maintained by the association subject to the review and approval of the official veterinarian. Fresh water shall be available for the greyhounds in the adoption center at all times unless otherwise directed by a veterinarian.
- (7) Greyhounds placed in the adoption program are not to be utilized in any manner that is detrimental to the well being of the greyhounds.
- (8) The association shall ensure the following veterinarian services have been provided to each greyhound which is in the adoption program:
 - (a) fecal examination;
 - (b) heartworm test;
 - (c) vaccination series including DHLPP and rabies; and
 - (d) surgical sterilization.

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