

Conducting a Draw

A. Prior to the First “Draw”

Verify:

1. The fair has a current license issued by your state (if applicable) and the United States Trotting Association (USTA).
2. Track supplies needed to conduct the meeting have arrived from the USTA.
3. Your program director is set up on USTA’s eTrack to produce the racing program and send results to the USTA.
4. Starting point is at least 200 feet before the first turn.
5. Quarter Poles are clearly marked.
6. Head numbers and saddle pads are in good condition.
7. Arrangements have been made for an ambulance and adequate medical personnel to be onsite for the racing program.
8. Communications with:
 - Starter
 - Photo Finish
 - Mutuels

B. Preparing for the “Draw”

1. Declaration box is placed in a practical location. Box is locked.
2. Telephones are working and announcements made as to where and when declarations will be taken.
3. Advise the general fair office NOT to accept any declarations (check with the general fair office for any declarations just in case prior to opening the declaration box).

C. Drawing of Horses

1. Presiding Judge, or their designee, opens the declaration box at the advertised time.
2. Sort the declarations according to event and in alphabetical order.
3. For all early closing, late closing, stakes and futurities, verify each horse’s eligibility against the official list of horses provided by the race sponsor.
4. Verify all horses declared into overnight events by using the USTA eTrack system.
5. If it is necessary to split a race, make sure that you follow USTA Rule 13, Section 2(a) and keep in mind that you will also have to take into consideration the number of horses you start in two tiers allowing 8 feet per horse.
6. If there are more than 10 horses declared into the event and the conditions do not automatically split the race, and there are not over two tiers of horses, check with the fair speed committee to see if they wish to exercise their option to split the race with fewer starters in each race.
7. If it is necessary to split a race and there are two or more horses declared in that qualify as a coupled entry, make certain to “seed” coupled entries insofar as possible, first by owner then by trainer but NEVER BY DRIVER.

8. Once you have determined the eligibility of all horses to all events, announce that you are ready to conduct the draw and do so in the presence of all interested parties.
9. Post a listing of the horses and their post positions for each race and indicate the race number.
10. In the event that a USTA Electronic Eligibility has not been issued, the horse is not eligible to start in any race.
11. After declaration to start has been made, no horse shall be withdrawn except by permission of the judges. If an entrance fee is due, you may complete a "Failure to Honor Declaration" form and return it to the USTA for collection.