

August 1, 2003

BOARD OF DIRECTORS JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

As a board member you shall be prepared to:

1. Attend all board meetings or give a reason why you are unable to attend. (Three unattended meetings without an excuse means you are no longer a member of the board and will be replaced.)
2. Research issues to make informed decisions for the best for GLSDA/sled dogs/sled dog racing.
3. Help in emergencies at the races and throughout the year.
4. Make new members/all drivers feel welcome in our association and at our training sessions and races.
5. Feel and work as an ambassador of GLSDA and sled dogs (public, sponsors, membership, Chamber of Commerce, etc.)
6. Promote good will/pleasure/fun at the training sessions.
7. Become aware of new names on the membership list. Learn who they are, make a point to talk to them, offer help, give sources of help for whatever their sled dog need.

August 1, 2003

PRESIDENT JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Conducts all meetings of the general membership, board, and executive committee.
2. Member exofficio of all committees of GLSDA.
3. Nominate chairmen and members of committees to be appointed by the board.
4. Nominate Race Marshall, Chief Timer, Entry Chairperson, and Membership Chairperson. These must be approved by a vote of five board members.
5. Appoint other race personnel such as timing squad, loud speaker squad, chute judges, trail judges, sled holders, etc.
6. Appoint, without prior approval, substitute race officials the weekend of a race for that race only.
7. Conduct driver's meeting and trophy presentation with the help of the Race Marshall, sponsors, and Race Chairperson.

August 1, 2003

FIRST VICE PRESIDENT JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Responsible for all race contracts.
 - A. Sign races
 - B. Look for new, appropriate race sites (summer)
 - C. Monitor repeat race sites for early signing (April) and improvements suggested by evaluations

2. Responsible for all race chairpersons
 - A. Appoint race chairpersons
 - B. Give race chairpersons all beneficial information pertaining to their race – race chairperson packet, past evaluations, blank evaluations of what the race will be evaluated on, etc.
 - C. Keep in regular (at least monthly) contact with race chairpersons.

3. Responsible for all ISDRA sanctioning:
 - A. Apply for sanctioning
 - B. Distribute race evaluation forms prior to race date (Race Marshall, Trail Boss, Chief Timer)
 - C. Collect and send in all race evaluations
 - D. When race evaluations are returned, send a copy to each board member and each race chairperson, and file the original in the permanent First Vice President's file

4. Conducts any meeting in the absence of the President.

August 1, 2003

SECOND VICE PRESIDENT JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Caretaker of all GLSDA equipment.
2. Responsible that all needed equipment is at each race site.
3. Responsible for having the equipment ready by race time
 - A. Speakers must be ready to be used by one half hour before the first race for use as a time check and other announcements.
 - B. Speakers must be set up where they can be heard by all participants.
 - C. Posting boards must be displayed so they will not blow over and can be seen readily
4. Responsible for the orderly distribution and collection of back numbers.
5. Recommends to the board the need for new equipment.
6. Conducts any meeting in the absence of both the President and First Vice President.
7. Prepares a written report for the May meeting regarding equipment – a list of all equipment, its whereabouts, and notes on any equipment in need of repair or replacement.
8. Appoints a substitute for himself/herself if he/she is unable to attend a race.

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SECRETARY JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Record and keep the minutes of the general meetings and board meetings.
 - A. Send a copy of the minutes to “Trail Time” editor within a week after the meeting.
 - B. Send a copy of the minutes to each board member and to the publicity chairperson within a week after the meeting.
2. Conduct correspondence for the club.

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TREASURER JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Transfer accounts to an accessible location.
2. Keep an accurate account (ledger) of all monies received and paid out to GLSDA.
3. Reconcile the checking account with the monthly statement.
4. Make an official yearly accounting at the Spring meeting.
5. Give an abbreviated account at each board meeting where official minutes are being taken.
6. Write purse disbursement checks at races. Do as much as you can on Saturday night.
7. After a race, enter all checks and monies in the GLSDA account by Monday evening.
8. Make sure federal income tax and Michigan incorporation forms are filed in a timely fashion. (Income tax – July, Incorporation – October).

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MEMBERSHIP CHAIRPERSON JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Keep an accurate record of each member's name, address, phone number, type of membership, and date of joining.
2. Keep the "Trail Time" Editor current on all new members.
3. Provide the trophy and awards person with an up-to-date complete list of all members, addresses, and type of membership purchased by March 10th of each year.
4. Send all first time members a membership packet containing the GLSDA Constitution, By-Laws, and Race Regulations.
5. Send each member an appropriate membership card.
6. Keep the entry chairperson, the chief timer, President, and the publicity chairperson updated on the new memberships weekly during the racing season.

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PUBLICITY CHAIRPERSON JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Collect, organize, and keep a supply of GLSDA photos.
2. Collect, organize, and keep a supply of GLSDA news articles.
3. Prepare and distribute a brochure on GLSDA racing.
4. Send press releases of races, racers, and/or race results to newspapers, radio, and/or television.
5. Give suggestions or help to host town and race chairperson on publicizing races.
6. Make sure "Team and Trail", "Dog and Driver", "Mushing", and other periodicals are kept up to date on GLSDA business.
7. Make sure ads for races are in "Team and Trail" and "Dog and Driver".
8. Make sure GLSDA's race schedule is in as many magazines, etc. as possible.
9. Arrange for publicity in sports shows such as Fred Trost's Michigan Outdoors and Woods and Water Outdoor show.
10. Advise the board on other advertising publications and their costs. (UP magazine, Western Michigan magazine, Tourist Monthly)

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CHIEF TIMER JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

Before first race of the season install new batteries in all timers and printers. Purchase paper for printers. Print up all timing sheets.

After the draw on Wednesday or late Friday night (after drivers meeting) make out timing sheets for each class.

Saturday:

1. Get late entries and add to timing sheets.
2. Give the starter an updated starting order.
3. Check with entry chairperson for all drivers' eligibility (membership)/
4. Secure help for each class.

Saturday and Sunday:

1. Give official time to announcer.
2. Give the announcer a 15 minute alert and a 5 minute alert.
3. Start stopwatches one minute before first team is to start, or two minutes before (if 2 minute intervals are used).
4. Start two clocks to include: one digital stopwatch with printout, and one without a printer for each class at the start of the first team.
5. Obtain the official dog marking sheet from the Chute Judge #1 after all teams have left the chute (both days).
6. Get helpers to finish line to do the following:
 - A. One call "time" as teams cross line
 - B. One to record back numbers in order of finish and number of dogs finishing.
 - C. Two recorders to write down clock time as read by Chief Timer.
 - D. The Chief Timer reads clock time out loud as the person calls time, then records it on the timing sheet.

Each of the three recorders does his/her figuring individually and compares figures after completion. If all figures are not the same, each person re-figures individually again. Back numbers (in order of crossing finish line) are then recorded on the timing sheets so they can be checked on the print-out if there are any questions.

7. The starter must notify the finish line timers of any scratches or missed starting times.
8. Triple check all figures of elapsed time and finish order.
9. As soon as the class is finished see that times are posted.
10. Record and report the number of dogs finishing each heat (in each class) on the official dog marking sheet. If different from the original number, report these discrepancies to the Chute Judge and Race Marshall. Return this sheet to the Race Marshall each day.

Saturday night:

1. Make out timing sheets for each of Sunday's classes.

2. Make a starting order sheet for the starter.
3. Record all entrants ISDRA numbers and regions for ISDRA Chief Timer's reports.

Sunday:

1. Give names of money winners to Treasurer.
2. Give names of trophy winners to President or trophy committee.
3. Obtain all junior classes time sheets.
4. Give publicity committee a copy of all the times to be published.

Monday:

1. Make out ISDRA report for all sanctioned classes. Mail reports to evaluator. Fax report to ISDRA.

Keep a copy of all timing sheets for future reference.

RACE MARSHALL JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. The Race Marshall will be directly responsible to the Board of Directors of GLSDA.
2. The Race Marshall shall be in complete charge of the race itself to include: determining infractions of rules, enforcing rules, race regulations and procedures as set by the GLSDA Board of Directors.
3. The Race Marshall will be in direct charge of the Chute Judge(s) and the Trail Judge.
4. The Race Marshall shall have the final say on any matter, based upon the framework of the race and within the limits of the race rules. There shall be no appeal of his/her decision.
5. Be available for consultation during all phases of the planning of the race. Any questionable areas should have the Race Marshall's personal approval.
6. The Race Marshall shall work very closely with the Race Chairperson/Trail Boss so the race flows smoothly. He/she shall try to check the trail before the running of the race.
7. The Race Marshall shall act as an advisor to the Race Chairperson/Trail Boss, the President, and the Board of Directors in regard to the postponement or cancellation of a race for such cause as bad weather conditions or trail problems beyond the control of the race giving organization.
8. The Race Marshall is the only person who can immediately disqualify a team; i.e. at the finish line, abuse of dogs, etc.
9. The Race Marshall may choose a protest committee if desired and he/she shall be the chairperson of this committee. This meeting should be no later than 5:00 PM on Saturday or approximately 3:00 PM on Sunday.
10. Make sure all protests submitted have met the requirements as outlined under the protest committee procedure. It is noted that a protest meeting need not be held to determine the disqualification of a team, except in the case where there is a written protest and the Race Marshall deems a meeting is necessary.
11. The Race Marshall shall request the Race Veterinarian to examine any dogs brought in on a sled and/or dropped at all "drop" points, if deemed necessary.
12. The Race Marshall (or in his/her absence, his/her appointee) shall be present with the Dog Marker during any remarking of a dog.
13. The Race Marshall shall pick out dogs for drug testing, if required.
14. The Race Marshall shall chair all meetings of officials or drivers, or work in conjunction with the Race Chairperson/Trail Boss.
15. The Race Marshall may refuse entries for just cause.
16. The Race Marshall is the only person to authorize the change of a driver. If any substitute driver change is made, the Race Marshall shall notify the Chute Judge and the Chief Timer of these changes. In the case of an ISDRA seeded race, all driver changes must be approved by the Race Marshall. A substitute driver shall not be allowed to replace that original entrant's position in the draw. The original entrant's name is then dropped from the starting entry list, then interval is held, and the substitute driver's name is entered after the last entrant on the draw sheet.

17. The Race Marshall may adjust times for different classes and events to take place if need arises during the race itself.
18. The Race Marshall may reduce the size of any, or all, teams if warranted.
19. The Race Marshall shall, at all times, be aware of the location and function of his/her personnel and be prepared to correct any situation that needs attention.
20. If there is no Trail Judge, the Race Marshall will assume this responsibility or designate someone to do the job.

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CHUTE JUDGE NUMBER 1 JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. The Chute Judge will be directly responsible to the Race Marshall and shall report any infractions to the Race Marshall.
2. The Chute Judge shall possess the dog marking judge's list which notes:
 - A. Number of dogs marked for each contestant.
 - B. Color used.
 - C. Location of markings.
3. He/she shall check each team's markings and the corresponding number of dogs marked for each team before the team leaves the chute each day, noting the number of dogs on the sheet. He/she shall also report any discrepancies in the marking and/or the number of dogs run (if different from the original number of dogs marked) to the Race Marshall. After checking all teams in the class, he/she shall give the original marking sheet to the timers.
4. He/she shall check all dogs and equipment in the holding area, preferably in time to give the driver time to correct a problem. He/she shall inspect:
 - A. Sled (capable of carrying a dog) with brushbow
 - B. Snow hook
 - C. Ventilated dog bag big enough to completely enclose a dog in place on the sled
 - D. Dog collars (no choke collars)
 - E. Lines and snaps
 - F. Brake
 - G. Lead dogs are attached by a neckline (mandatory for head on passing)
5. He/she may disallow a team to start for just cause:
 - A. Not enough dogs to meet class minimum
 - B. Late arrival
 - C. Driver, dogs or equipment unfit
 - D. Non-authorized change of driver
6. He/she shall stay available after these duties are completed to assist the Race Marshall and other chute judge at the finish line or crowd control, etc.
7. He/she shall remain available at the race site for awhile in case needed as a witness in a protest case or Race Marshall needs information.

CHUTE JUST NUMBER 2 JOB DESCRIPTION (OPTIONAL)
GREAT LAKES SLED DOG ASSOCIATION

1. He/she shall be in direct contact with the Race Marshall and shall report any infractions to the Race Marshall.
2. He/she shall make sure sled holders and crowd control helpers are available.
3. He/she shall position himself/herself at the pylons marking the end of the chute, watching for proper clearance in the time allotted.

4. He/she should be ready to help any team that becomes tangled in the chute or assist with a team that is tangled that has just cleared the chute.
5. He/she shall report to the finish line as soon as the last team has left the chute and:
 - A. Direct personnel and spectators to keep the finish line open and unobstructed.
 - B. Supervise the area from the finish line to the staging area and keep it open for all teams to return promptly and safely.
6. He/she shall remain available at the race site for awhile in case he/she is needed as a witness in a protest case or if the Race Marshall needs information.

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SPEED TRAIL JUDGE JOB DESCRIPTION (OPTIONAL)
GREAT LAKES SLED DOG ASSOCIATION

1. He/she shall be directly responsible to the Race Marshall.
2. He/she should work closely with the Race Chairperson with regard to trail problems. Along with the Race Chairperson and Race Marshall, he/she shall approve the number of Trail Stewards and the positioning of Trail Stewards.
3. He/she shall check the trail before each heat to see that undue hazards are removed and the trail is properly marked.
4. He/she shall possess a complete entry list for the class and check each driver's name as they pass him/her. He/she should watch for the following:
 - A. Back numbers worn properly
 - B. Loose teams
 - C. Abuse of dogs on the trail
 - D. Unauthorized, illegal or unfair assistance on the trail by anyone
5. He/she shall report to the Race Marshall after each division.
6. He/she shall point out any unusual happenings to the Race Marshall or the Race Chairperson.
7. He/she shall announce the schedule of classes to the trail stewards and make sure all trail stewards are in position for that class.
8. The Trail Judge shall be available to the Race Marshall in case he is needed as a witness in a protest case or for information.

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DOG MARKING JUDGES JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. The Dog Marking Judges shall be directly responsible to the Race Marshall.
2. Two or more judges shall be appointed to mark dogs for identification. This shall be applicable under all ISDRA sanctioned and paying classes.
3. The Dog Marking Judges shall obtain a copy of the entries for each class and use this as a record sheet when marking. This list shall be turned over to the Chute Judge Number 1 prior to the start of any paying class.
4. The Dog Marking Judges shall obtain all dog marking and recording materials. They shall keep them stored in the equipment trailer at all times except during first marking day and only during the marking times specified. In the case of remarking a dog, the Race Marshall (or his/her appointee) must accompany the Dog Marker(s) and supervise this procedure.
5. Report any irregularities to the Race Marshall.

DOG MARKING PROCEDURES
GREAT LAKES SLED DOG ASSOCIATION

A. BEFORE RACE PROCEDURE

1. Personnel: A team of at least two persons is needed for marking dogs. With entries greater than fifty (50) teams, four persons are recommended.

2. Materials: At least four different colors of marking materials are necessary.

These must be non-toxic and waterproof with high visibility. Suggested materials (in order of preference) are:

- A. Cattle paint sticks
- B. Fluorescent permanent markers (broad tip)
- C. Spray paint
- D. Paint and brush

Preferred colors include: yellow, pink, orange, blue or violet, green or lime green (fluorescent preferred). The color red is not preferred as it resembles blood. Be prepared to have extra marking materials for

Distance division in case they are needed for the Dog Checker(s).

3. Starting Sheets: The marking team will be provided an up to date starting order sheet from the Chief Timer. All classes which offer a purse shall be marked.

4. Drivers Meeting: The marking team shall announce the following at the drivers meeting:

- A. The time when marking will begin
- B. The order in which dogs will be marked (i.e. marking all classes or marking only specific classes before they run)
- C. Marking shall be done prior to the teams scheduled time of departure and preferably before the team is hooked up. It is the drivers responsibility to insure that his dogs are marked, not the marking official's responsibility. There will be no marking after the heat is run and no unmarked team will be allowed to race (purse races only).
- D. Dog drop procedure: When a dog which has been marked and officially recorded as one of the team is to be dropped, the driver must so inform the marking officials prior to the start of that heat. The marking officials shall then do the following before the start of the heat –
 - 1. Record the drop or drops on the starting order sheet and
 - 2. If the dropping occurs before any but the last heat, the dropped dog must be marked with an additional mark or have the original mark crossed out to make the dog invalid. All dropped dog marks should be the same, and easy to spot so the dog cannot be run in subsequent heats. Suggested color for cross-outs: red

MARKING PROCEDURE:

1. The marking team shall mark all dogs in each class with the same color and in the same location (exception No. 4). Preferred locations for marking in order of preference are: head, face, rump, and shoulder.

2. Markings must be readily visible to the Chute Judge without having to touch or disturb dogs.
3. The amount of marking material used on each dog should be sufficient amounts so that if wearing occurs, evidence will remain.
4. Each team entered from the same kennel, in the same class, shall be marked in different locations with the same color. Example: one team marked on the head, the other team marked on the rump.
5. As the dog teams are marked, the marking team shall record the following on the starting order sheet:
 - A. Color for the class
 - B. Location of marking on dogs
 - C. Check off each team as they are marked
 - D. If different from the rest of the class, list other location
 - E. Number of dogs originally marked for each entrant
6. The marking officials shall then turn over all marking materials to the Race Marshall (or his/her appointee). At no time shall the marking officials be in possession of these materials without the supervision of the Race Marshall (or his/her appointee), with the exception of the first day's heat marking of the classes (as stated in #5 above).
7. The marking officials shall then turn over each recorded entry list to the Chute Judge before the start of each class. The Chute Judge shall check each teams markings before the team leaves the chute each day and shall look for and report any discrepancies as follows:
 - A. In the marking place on the dog
 - B. Number of dogs on each team versus number originally marked and recorded.
Example: The marking list shows that the driver had 10 dogs marked and shows up the first day with only 9 dogs in the team. The Chute Judge shall immediately inform the Race Marshall and the Dog Marking Team about this discrepancy. The marking team (in the presence of the Race Marshall or his/her appointee) shall proceed to the driver's vehicle and "X"out the originally marked dog that did not run. This shall be done prior to the driver returning, or just as the driver returns and is apparent to the officials that the correct dog is being marked out.

After all the entrants have departed, the Chute Judge shall turn his/her list over to the Chief Timer. The Chief Timer (or timing assistants) shall record the number of dogs finishing the heat. **RULE:** Only those dogs that ran in the first heat are eligible to run the second heat, and only those dogs that ran the first and second heats are eligible to run any subsequent heat(s). Any discrepancies shall be reported to the Race Marshall and the Marking team.

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RACE CHAIRPERSON/TRAIL BOSS JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. It is very important to note that the Race Chairperson/Trail Boss is one of the most important positions in our organization. These persons should be treated with utmost respect and offered as much cooperation as possible from every member of the organization. This is the one individual who directly represents GLSDA with the sponsor. His or her actions could spell the success or failure of a race in regard to our sponsor.
2. The Race Chairperson/Trail Boss is directly responsible to the GLSDA Board of Directors and its First Vice President. This Chairperson will be appointed by the GLSDA First Vice President and approved by the Board of Directors. A vote of five (5) is needed for approval.
3. With continuity keenly in mind, along with the need to make our good races annual events, it is suggested that no one individual be appointed to chair a race. We should appoint a Co-Chairperson, and strive to appoint an Assistant Race Chairperson.
4. The Race Chairperson/Trail Boss will help in the negotiation of the race contract and it will be his/her duty to see that the contract is fulfilled by both parties.
5. The Race Chairperson/Trail Boss shall be responsible for the entire race from planning the physical layout through the running of the race and its finalization. He/she shall work closely with the Race Marshall who is in charge of the official running of the race.
6. The Race Chairperson/Trail Boss shall act as an advisor with the Race Marshall to the President and the Board of Directors in regard to the postponement or cancellation of a race for such cause as bad weather conditions or trail problems beyond the control of the race giving organization.
7. The Race Chairperson/Trail Boss shall make arrangements to inspect the trails along with the Race Marshall and Trail Judge prior to the start of the race.
8. No changes are to be made to the trail after the evening prior to the first day of the race other than for inclement weather or extenuating circumstances. The trail must be approved by the necessary officials by this time. The trail map is to be finalized at this time.
9. The Race Chairperson/Trail Boss shall be in complete charge of Trail Stewards. It shall be his or her responsibility to select and position Trail Stewards as the layout of the trail warrants. It is to be noted that the final decision on the amount of and the position of Trail Stewards will be with the approval of the Race Marshall and Trail Judge. Keep a record of where and who the people are, such as Trail Stewards, Trail Judges, etc. It shall be the Race Chairperson/Trail Boss's responsibility to see that these people arrive at their positions as well as have transportation back to the staging area.
10. Trails should be laid out and marked to minimize the use of Trail Stewards. The use of brush is highly recommended at areas that do not require Trail Stewards, but could incur a problem.
11. Be prepared to run continued inspection of the trail between classes and after the race on Saturday. Be prepared to improve or repair trail at any time.

12. Be available at all times during the race for consultation. It is suggested that the Race Chairperson/Trail Boss also be available at the site the night before the race.
13. Follow as closely as possible the Race Course Suggested Standards and the Staging Area Suggested Standards, as outlined in the Race Chairperson's manual.
14. The Race Chairperson/Trail Boss shall be responsible to see that directional signs are placed in such a manner that drivers and spectators have a clear indication as to the location of the race site. These should be in clear view and of such a color that drivers arriving at night can find their way. This is a definite requirement for the Friday night arrivals. Directional signs will also be required at the race site indicating spectator parking, staging area, etc.
15. It is recommended that a special parking spot should be pre-located for such persons or vehicles as loud speaker vehicle, a timing squad vehicle, sales vehicle, equipment trailer convenient for their purposes.
16. See that all equipment required by the Race Chairperson/Trail Boss is accounted for.
17. Be in charge of the Loud Speaker squad. Be sure announcers are kept aware of the proceedings, changes and special announcements.
18. Arrange with the sponsor for police control when required, such as major road crossings, etc.
19. The Race Chairperson/Trail Boss shall obtain the services of a vet and have him or her available. Be sure to introduce him/her to the proper officials and thank him/her both verbally and in writing after the race.
20. Be sure that after the race, all trail signs are removed and the staging area, etc. is clear of debris. Try and arrange for a disposal area for the driver's garbage and dog droppings.
21. It is absolutely necessary that all roads shall be manned with help and all snowmobile crossings shall be marked both on the dog trail and on the snowmobile trail. Further, all groomed snowmobile crossings or mergers shall be manned.
22. See that publicity people (television personnel and photographers) have access to what they need at the race.

TRAIL STEWARD JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Trail Stewards must understand the meaning of trail markers:
 - A. Blue – means straight ahead or this is the trail
 - B. Red – on the left, means turn left
 - C. Red – on the right, means turn right
 - D. Orange or Yellow – on both sides means caution
2. If stationed at an intersection of two or more trails, stand in or block the trail that the team is NOT to take. The trail may be blocked with brush, snowmobile, or spectators. The Trail Steward should point out to the driver the trail that the team is to take. Well before a team reaches you, hold your arm in an outstretched fashion in the direction the team is to go, and hold it there until the dogs have gone by you. On corners, you should position yourself on the outside of the turn so that the team turns away from you. Remember, sudden movement by you or spectators may scare the dogs and cause trouble.
3. If spectators are at your station, you must keep them out of the way and off the trail. Do not allow people with cameras to use flashbulbs.
4. Drivers may request your assistance by holding an arm up in the air. You may ONLY hold the sled. In NO way are you to handle any dogs, except at a location authorized by the Race Marshall, and then, ONLY if the driver requests you to do so. An exception to this order would be a team without a driver. In the case of a dog fight, assist the driver as he/she instructs you to do so.
5. If a team without a driver approaches, attempt to stop the team by standing in the middle of the trail with your arms out. Try to grab the harness of the leader and pull the team off the trail. (Ask someone else to grab the sled and apply the brake). Remember, the first duty is to get the loose team OFF the trail so as not to cause interference with another team. Once the team is off the trail, you should place the snow hook in firm snow, hook around the base of a sturdy tree or insert the snow hook into the ski of a snowmobile. When working around the dogs, do not shout. Use a calming voice. Pay careful attention to dogs that may be tangled in their harness or gangline. A dog that is fighting to get free of a line may be injured by another dog and care must be taken to get the dog free as soon as possible.
6. Know and understand the colors of the back numbers.

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ENTRY CHAIRPERSON JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Collect entry fees.
2. Handle all entries by phone (including late entries, when allowed).
3. Verify ISDRA numbers and ISDRA membership.
4. Verify GLSDA membership status.
5. Call ISDRA for seeding groups (if applicable). Do this just prior to the draw.
6. Pre-draw will be done Wednesday night at 9:00 PM EST at a designated and published place.
7. Type a copy of the draw or entries along with their city and state if other than Michigan.
8. By Thursday, FAX or phone a copy of the pre-draw to:
 - A. Host town for publicity
 - B. Chief Timer for timing sheets
 - C. Race Chairperson
 - D. President for worker assignments
9. Be present (or appoint a person) at the driver's meeting on Friday night to take late entry monies and membership (ISDRA and GLSDA) monies. Be available on Saturday morning to do same up until one hour before the first class start (if applicable).
10. Search out any entrant(s) who have not paid any membership dues.
11. Turn over all GLSDA and ISDRA membership monies and all entry monies to the Treasurer after the first heat is run.
12. Prepare the ISDRA report of the classes noting all participants, their ISDRA status (member or non-member), noting ISDRA memberships taken at that race, with appropriate fee collection calculations and totals. Give to the Treasurer to be sent to ISDRA with a check for the appropriate fees.

August 1, 2003

“TRAIL TIME” EDITOR JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

The primary job of the Editor is to gather and report the news and to disseminate all pertinent information about the sport of sled dog racing, through our official publication “Trail Time”.

1. Publish all official minutes of the Board meetings.
2. Publish and report on all functions of GLSDA.
3. Publish or edit all letters to the editor.
4. Report on events, functions, and decisions that may effect the sport in general and GLSDA specifically.
5. Print a membership list before the racing season begins in the December issue.
6. Publish a report on ISDRA changes in policy, rules (with explanations if possible) and/or articles from our Regional Director of ISDRA.
7. Make up ‘ad copy’ and print ads received.
8. Publish articles or columns concerning veterinary care, illness or injuries, training tips, useful equipment and other related subjects. (Research and process information concerning these subjects).
9. Involve membership participation through:
 - A. Personal interviews
 - B. Questionnaires
 - C. Written articles on areas of expertise
10. Seek out potential advertisers to help defray the cost of the newsletter.

August 1, 2003

SALES CHAIRPERSON JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Inventory stock.
2. Enclose stock in protective packaging.
3. Set up booths at races and other GLSDA associated events for business.
4. Secure personnel to work at a booth.
5. Reconcile sales and inventory after each weekend/day of sales.
6. Handle all mail order requests.
7. Order new stock.
8. Present new sale item products to the Board.

VETERINARIAN JOB DESCRIPTION
GREAT LAKES SLED DOG ASSOCIATION

1. Be present at the race site during the entire race. Attendance at the Friday night driver's meeting is suggested, but not mandatory.
2. Be prepared to examine injured dogs at the request of the Race Marshall. Be present at the finish chute for all classes.
3. List injuries and condition of dog(s) after each examination and turn completed exam list over to the Race Marshall. Examine all dogs "dropped" or carried in the sled bag.
4. Be prepared to examine dogs for race entrants at their request. You may charge for these extra services.
5. If an injury needs treatment, the dog owner shall (after agreeing to treatment by the attending veterinarian) pay all incurred cost of treatment. GLSDA shall not be responsible for any other charges. If injury is severe and the owner refuses treatment, a notation should be made on the GLSDA exam sheet stating refusal and reasons for refusal of treatment.
6. Be prepared to provide the following on-site services:
 - A. IV solution for dehydration and/or overheating (heat stress)
 - B. Antibiotics (injectable)
 - C. Syringes for your use
 - D. Tape, bandages, and splints for immobilization of limbs
 - E. Topical antibiotics for cuts or abrasions
7. Have an in-depth knowledge of potential sled dog injuries, both metabolic, muscular and skeletal.
8. Medications administered to dogs – GLSDA has adopted the ISDRA policy on prohibited drugs which is as follows:

"All stimulants and depressants, analgesics, prescriptive and non-prescriptive anti-inflammatory agents including, but not limited to, corticosteroid, anti-prostaglandins, and salicylate, anti-anxiety agents, anabolic steroids, diet pills. Any other substance that may affect the performance of the dogs is prohibited. Any State, Federal or Provincial controlled or restricted substance is prohibited."

In light of this regulation, GLSDA prohibits the use of these medications on any animal deemed 'fit' to run in subsequent heats by the attending veterinarian.
9. Use your professional knowledge to alert drivers to specific problems. If you feel these problems need further attention, alert the Race Marshall. The Race Marshall shall make all final determinations. The Race Marshall (after consulting the attending veterinarian) shall also determine whether any dog carried in the sled bag is deemed 'fit' to race in subsequent heats of that race.

August 1, 2003

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