

Racing Secretary

Racehorse Training

Job Summary

A racing secretary's role is to act as the central point of contact for owners, Racecourses and suppliers and ensure the day to day running of the office, which includes ensuring the runners for the next day have been declared. Racing secretary's will often also control the accounts, payroll and communications dependent on size of the training yard.



Main Duties

- Maintain all necessary racing records - making entries, declarations and booking jockeys;
- Liaise with racehorse owners, stable staff and suppliers and key governing bodies on behalf of the yard;
- Provide a full secretarial and administrative support service, type reports and routine correspondence, make travel arrangements and receive visitors to the office;
- Make arrangements for any meetings required by the yard's management team;
- Process payments and invoices, prepare payments and maintain financial records;
- Arrange the payment of staff salaries through a computerized payroll system;

Job Level

Administration Support Role

Typical Employer

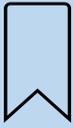
Training Yard;



Case Study

Typical day as a Racing Secretary

As Racing Secretary I do the entries, declarations, put out the colours, the passports, I organise the transport, liaise with owners and any veterinary requirements that are needed and make sure that all the administrative processes required to get the horse from the entries stage to the racecourse are completed. We start in the morning at 9.30, from 9.30 to 10.00 is declarations, then we prepare the colours and passports making sure everything is in order for horses going racing the next day, by 12.00 we need to have completed our entries. The entries system is a 5 day system, meaning on Monday we enter the entries for Friday. In the afternoon we manage general correspondence and other administration.



Competencies (Behavioural)

- A love for horses, horse riding or horse racing is the No. 1 motivating factor why people work within the horse racing industry (HRI Education & Training Survey 2020);
- Intrapersonal skills (perseverance; initiative; self-motivation), Critical thinking skills (problem solving), Interpersonal skills (communication; teamwork);

Knowledge & Skills

Equine Knowledge & Skills

Horse care & welfare;
Equine transportation;
Facility management & maintenance;
Purchasing & sales procedures;

People Knowledge & Skills

Communication skills;
Health & safety regulations;
Employment regulations;
Self development;

Racing Knowledge & Skills

Racing industry knowledge;
Racing rules & regulations;
Integrity of the sport;
Raceday operations;
Race planning/Racecourses and racing calendar;
Placing horses;

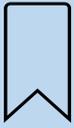
Business Knowledge & Skills

Admin, compliance & law;
I.T. / digital skills;
Media & communications skills;
Payroll administration;

Education

While no specific qualification or training is required to start a career as a Racing Secretary, many new entrants to the industry have a Level 6 Business and Accounts Administration qualification which includes certification in MS Office - Word, Excel & PowerPoint. See www.qualifax.ie for further information.

CPD - The Racing Academy and Centre of Education (R.A.C.E.) provides members of the racing industry with the opportunity to continue their professional development through a calendar of training and seminar activities on an ongoing basis. See www.racingacademy.ie for further information.



Career Path (Alternative Careers)

Stud Secretary
Office Administrator
Accounts Administrator

Experience

Many racing secretary's start out as stable staff gaining industry knowledge and experience, and some combine their racing secretary role with riding out one lot in the morning before heading into the office.

Job Availability

Job availability is limited. Follow www.equip.ie for information on job opportunities within the breeding, racing and racing administration.



Certification

No Certification is Required.

Trainers are required to apply for a Racing Establishment Card issued by the Irish Horse Racing Board (I.H.R.B.) within 5 days of commencement of employment for all staff within their stable yard.

Working Conditions

The role is mainly office based as primary duties include administration.

Pay & Benefits

Generally, the amount of pay you receive for working is a matter of agreement between you and your employer, these negotiations normally occur when you receive a job offer. The racing industry have an agreed minimum rate of pay as well as other minimum conditions of employment for Irish stable staff including entitlements to sick pay and stable employee bonus scheme. The agreement does not prohibit an employer from paying more favourable terms. Further information is available from the Irish Stable Staff Association at website: www.issa.ie.