

OKLAHOMA HORSE RACING COMMISSION
JOB DESCRIPTION: STEWARD

Definition:

Under the direct supervision of the Commission Executive Director and at a Commission-licensed racetrack, the Stewards, permanent hourly employees, have jurisdiction over all other Racing Officials and are responsible to the Commission for the conduct of the race meeting in every particular including enforcement of the Commission *Rules of Racing* and provisions of the Oklahoma Horse Racing Act.

Examples of Duties:

1. Responsible to determine the official order of finish of horses in a race.
2. Responsible to make determinations regarding the disqualification of horses running in a race.
3. Conduct hearings on all questions, disputes, protests, complaints or objections concerning racing matters. Issue subpoenas for the attendance of witnesses or the production of any records to effectively discharge duties. Administer oaths or affirmations as necessary in connection therewith.
4. Resolve all questions, disputes, protests, complaints or objections concerning racing which arise during a race meeting.
5. Refuse to issue, suspend or deny the license of and/or fine a participant in racing, or eject or exclude from association grounds, licensed or unlicensed persons upon reasonable belief that a rule violation has occurred or is about to occur.
6. May issue decisions or rulings pertaining to racing which shall supersede orders of the officers, directors and officials of an association.
7. Designate and schedule specified duties to the Assistant Stewards.
8. Be available to the racing department at the track during the hours that entries are being taken and at scratch time or alternates with other Stewards in this capacity.
9. Have primary responsibility for writing and distributing Stewards' Orders. Participate equally with other Stewards of the Board of Stewards in decisions and in the determination of the content of an Order.
10. Confer with fellow Stewards regarding final drafting and proofing of reports and Orders prior to issuance and submission to the Commission.
11. Receive and implement memos and Directives from the Executive Director or Commission.
12. Be available for Commission hearings and/or meetings, including testifying in court.
13. Write letters, reports and memos and submit same as required by the Executive Director/Commission.
14. Have primary responsibility for reading the appeal rights from OHRC *Rules of Racing* into the hearing record at a hearing when disciplinary action has been taken by the Stewards, and ensuring that those appeal rights are printed in any Order issued by the Stewards.
15. Responsible to initiate the locking of the pari-mutuel machines prior to the start of a race.

16. Any other duties that the Executive Director/Commission may designate.

Education and Experience:

At least five years of experience in the pari-mutuel horse racing industry as a licensed trainer or jockey;

OR

At least ten years of experience in the pari-mutuel horse racing industry as a licensed owner whose experience, knowledge, ability and integrity relative to the industry are known to the Commission;

OR

At least three years of experience as a licensed racing official, racing secretary, assistant racing secretary or director of racing;

OR

Experience in the horse racing industry of a character and for a length of time sufficient, in the opinion of the Commission, to be substantially equivalent to the requirements listed above.

High school diploma or GED equivalent.

Accreditation Requirement:

The applicant must be accredited through the Racing Officials Accreditation Program as a Racing Official or Steward, meet the experience and continuing education requirements of the program, and be in good standing with all racing jurisdictions.

Special Requirements:

1. Working knowledge of the Commission *Rules of Racing* and the Oklahoma Horse Racing Act.
2. As determined by the Commission, pass written and oral examinations on matters relating to the duties of Stewards.
3. 20-20 vision or vision corrected to at least 20-20 and normal hearing ability.
4. Other restrictions and qualifications as prescribed in Title 3A O.S. Section 202 and Section 203.5.
5. The successful applicant must be fingerprinted and checked through the OSBI and FBI as a part of a standard background investigation which includes the Commission checking with the applicant's prior employers and available references.
6. Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction and are prohibited from owning in whole or in part any horse which races at a Commission-licensed racetrack.

3/15, 1/6/16