

## NSW GBOTA TRIAL POLICY

Policy number	Trial Policy	Version	001
Drafted by	Head Office	Approved by Board on	7 May 2026
Responsible person	CEO	Review	Annually or as required

### PURPOSE

- To ensure trial sessions on race days and non-race days are conducted consistently across all NSW GBOTA tracks, and that all trial numbers, bookings, and payments are recorded with accuracy and transparency.
- This Policy applies to all Track Operations Managers, Participants, Employees and Volunteers operating within the NSW GBOTA Network.

### TRIAL PROCEDURES

- ALL TRIALS must be booked through the On The Clock system.
- Where extenuating circumstances prevent this, bookings must be processed through the track POS system.
- A receipt must be issued for every transaction/booking (if not booked through 'On the Clock').
- If the POS system fails, handwritten receipts must be issued.
- These must be retained with all session documentation.
- These requirements ensure clarity for participants and integrity of all bookings and payments.
- Trial Sessions must start at the advertised starting time of the bookings and not before.
- Trials are to be conducted in numerical order as booked. Only if a participant is late for their trial should the next participant on the trial list have their trials run. Once the late participant has arrived their trials can proceed at the next opportunity.
- Where not practical, a consistent and clearly communicated process must be followed for each session. This will increase consistency across all NSW GBOTA tracks, with that communication minimizing any negativity from participants.
- In the event participants are regularly breaking procedures, this should be reported to the Track Operations Manager to communicate with this participant the requirements of the trial session.
- If a participant is late arriving and the last booking, contact with them should occur with only a reasonable amount of time spent waiting for their arrival before the decision to end the session and allow regular maintenance works to begin.
- Any Incidents occurring at a trial session, should be reported to the Track Operations Manager and GBOTA CEO, COO or CIO. This includes any safety issues or mechanical/electrical breakdowns.

## TRACK REQUIREMENTS

- Pre Trial Session Data should be completed per the Track Data Policy.
- Track surface should be matted off prior to the first trial being conducted.
- The Track Surface should be matted off every 10 trials with a maximum of 15 trials or greyhounds (whichever is greater) allowed to use the track prior to being matted. (example: if you conduct 7 trials with 2 greyhounds in each, the surface should be matted at this point prior to any other trials being run.
- The track surface in front of the starting grass mats should be leveled (as it would be on a race night) after each trial. (the starting area is one of the critical areas where injuries can occur)

## TRIAL TIMES PUBLICATION

- At the completion of ALL TRIALS (including those after a race meeting), the Trial Times list should be uploaded to the relevant GBOTA Website page as soon as possible.

## RECORD KEEPING

- At the completion of each session, clubs must retain:
  - A printout from the On the Clock booking system.
  - A printout from the Brooks Timing System.
  - All records must be kept easily accessible and available for review if requested.
  - Non-compliance with this Policy may result in review and corrective action to ensure operational consistency and integrity across the NSW GBOTA Network.
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