



ASFA OPERATIONAL POLICIES

As of March 2016

NOTE: We have arranged the policies by subject. They have been assigned a new reference number, and the old policy number is listed at the end of the policy statement.

LEGEND: O-BD01 (is the **new** number) then the Policy Statement. The date at the end of the policy statement is the date it was enacted by ASFA. If there is an "R-" in front of the date, it refers to the date the policy was revised. This is followed by the Old Policy No.*

REFERENCES: References beginning with "Ch" refer to the ASFA Rulebook; references beginning with "Art" refer to the ASFA Constitution and Bylaws.

Definition: "**Administrative**" is procedure developed as a result of questions or problems brought to the Board's attention which gives specific direction to Board members and committees. These policies shall become effective when published on the ASFA website, and shall remain in effect unless: 1) revised or revoked by the Board, 2) revised or revoked by the Annual Convention of Delegates, or 3) incorporated into the running rules, but shall never be in conflict with the rules or constitution. (R-03/11) Previously A-RUL01. (Moved 03/13)

Definition: "**Operational**" policy is information a Club or entrant needs to know. It typically addresses an area of the Rulebook or Constitution and "amplifies, clarifies or interprets." These policies shall become effective when published on the ASFA website, and shall remain in effect unless: 1) revised or revoked by the Board, 2) revised or revoked by the Annual Convention of Delegates, or 3) incorporated into the running rules, but shall never be in conflict with the Rules or Constitution. (R-03/11) Previously A-RUL02. (Moved 01/14)

Subject: **Policy Statement**

BOARD

O-BD01	The Board has interpreted the term "policies" to mean enforceable items. (11/89)	30
O-BD02	The ASFA logo shall not be used for any commercial venture without prior approval of the Board of Directors. (04/94)	5
O-BD03	All regular Board meetings shall be open to silent observers subject to physical limits. (04/79)	85
O-BD04	The ASFA reaffirms the right of all ASFA sanctioned clubs to hold lure coursing trials, wherein only artificial lures are used. The ASFA also supports the right of sighthound owners to engage in the sport of lure coursing with their hounds without interference from those in disagreement with this sport. (04/97)	251
O-BD05	No club or individual may have their ASFA privileges suspended, except through the procedures outlined in Article 9 of the ASFA Constitution. (For the purpose of this policy, suspension or revocation of a Judge's license for cause is not regarded as a suspension of ASFA privileges and should be handled as provided for in Chapter 11, Section 12 of the Running Rules.) In such cases where the Board believes that there is good evidence that an individual or club has engaged in misconduct prejudicial to the best interests of the ASFA or any or all breeds of sighthounds and no club or individual has filed charges, they [the Board] shall vote to entertain jurisdiction of the matter and instruct the Corresponding Secretary to prepare written charges with specification of the alleged misconduct, along with evidence of such misconduct. Such charges shall then be distributed to the Board as specified in Article 9, Section 1 and shall be handled as required in that article once the Board has voted to entertain jurisdiction. (04/99)	296
O-BD06	ASFA affiliate or member clubs may use the ASFA logo in connection with any non-commercial activity of the club. (10/96)	238

BOWEN

- O-BOW01 A hound that is the overall winner of a stake (i.e., when there are multiple flights of Open, Field Champions or Veterans) will be credited with Bowen points for all hounds defeated in that stake.
(04/98) 264
- O-BOW02 Hounds entered in an invalid stake do not earn Bowen points (dogs defeated).
(03/04) 346
- O-BOW03 The Bowen Point System will be outlined in ASFA form REC-24.
(03/10)

DISQUALIFICATIONS

- O-DQ01 Provided all requirements have been met, the Board empowers the Records Coordinator to reinstate a hound disqualified from competition one time; a second request to reinstate the same hound must be referred to the Board for action.
(10/92) 148
- O-DQ02 The certification required by Chapter VIII Section 7, Paragraph (b) to reinstate a disqualified hound may be signed by one Judge based on judging one re-qualification course and then by the second Judge on a different occasion based on judging another re-qualification course.
(10/94) 209

FEES

- O-FEES01 Club fines will be paid with Club checks to ensure that the Club membership is aware of the fines.
(04/90) 60
- O-FEES02 All records must be received complete by the Records Coordinator within the limits for filing or a penalty fee will automatically be assessed.
(04/80) 61
- O-FEES03 The maximum fine levied is 50% of the total per capita collected.
(04/82) 86
- O-FEES04 Any club with fines outstanding more than 120 days shall be declared "a club not in good standing with the ASFA" and shall be excluded from participating in ASFA activities from date of notification of outstanding fines up to and including 90 days after payment of the fine. Where a trial has been approved prior to the date of exclusion, the records will be recorded if the fines are received by the ASFA Treasurer at the time the trial results are received by the Records Coordinator.
(11/83) 87
- O-FEES05 The Records Coordinator shall impose and collect a fine for each late submission of trial records within a twelve-month calendar year. The first violation shall be \$5 per day; each subsequent violation shall be \$10 per day during that same calendar year.
(02/11)
- O-FEES06 Field trial per capita fees, including regular and Regional and International Invitational (II), if applicable, may be adjusted periodically to reflect current economic realities. Current fees will be posted on the ASFA website.
(03/14)

FORMS

- O-FORM01 Upon request, one copy of free forms will be mailed to a club or individual per year and one "promotional packet" will be mailed to a club or organization per year. The Forms Committee is empowered to make exceptions to this policy upon request from the Regional Director and as it deems appropriate.
(R-03/14) 8

HALL OF FAME

- O-HOF01 If a hound or person nominated to the Hall of Fame is not elected, they shall automatically be placed on the ballot for the following year. If the hound or person is not elected in their second year on the ballot, the nomination process must be repeated to place them on the ballot again.
(04/99) 297

INVITATIONALS

O-INVIT01	Gillette Stake. See policy sheet: Form INV 01. (04/94)	216
O-INVIT02	International Invitational. See policy sheet: Form INV 03. (R-01/16)	217
O-INVIT03	Regional Invitationals. See policy sheet: Form RD 03. (R-01/16)	218

JUDGING

O-JUDG01	The Board shall, from time to time, adjust the judges licensing fee as deemed necessary. The fee currently stands at \$30. (04/11)	
O-JUDG02	Each Judge needs to be aware of and be familiar with the most current Running Rules and Policies and Procedures before accepting a judging assignment. (02/11)	
O-JUDG03	The ASFA Board of Directors considers it inappropriate for a Judge to copy any information from a record sheet relative to his/her assignment prior to completion of that assignment. (11/88)	38
O-JUDG04	CKC licensed Judges residing in Canada are recognized to judge at ASFA sanctioned events. Judges residing in the U.S. must have a current ASFA license to judge at ASFA sanctioned events. CKC Judges must be licensed for any breed they judge for the ASFA. However, all-breed CKC Judges shall be considered all-breed ASFA Judges for ASFA purposes. (03/04)	52
O-JUDG05	CKC licensed Judges residing in Canada are recognized to judge at ASFA certification courses. Judges residing in the U.S. must have a current ASFA license to judge certification courses. (04/94)	53
O-JUDG06	ASFA's reciprocity with the CKC includes (1) recognizing CKC judges for ASFA events, and ASFA judges for CKC events, and (2) allowing CKC apprentice judges to apprentice with ASFA judges at ASFA field trials for the purposes of CKC licensing. (06/09)	10
O-JUDG07	Deleted (01/14)	77
O-JUDG08	A Judge's file will be open to that Judge. (01/84)	74
O-JUDG09	Individuals must apprentice under Judges who are officially judging the breed for which they are apprenticing at the trial. There will be no more than one apprentice Judge per licensed Judge at any time. (04/89)	78
O-JUDG10	A Judge whose license has lapsed for a period of 12 months or more may be reinstated upon request and payment of the application fee, if any. If the license was provisional prior to lapse, the Judge must apprentice under a licensed Judge at least once prior to reinstatement and the Judge will be required to repeat all requirements for a regular license. (04/83)	79
O-JUDG11	Judges are licensed when the Judges Licensing Chairperson considers them licensed. (11/88)	125
O-JUDG12	Provisional judging assignments shall not be counted toward licensing requirements unless the assignment was published in the premium list or the Judge was assigned to the breed to replace another Judge out of necessity. (04/93)	207
O-JUDG13	There shall be 25 questions on the Judge's test, which must be passed prior to granting Provisional status. (10/95)	231
O-JUDG14	An applicant shall be allowed to take the judge's test three times; if the applicant does not meet the performance standard in three attempts, the applicant shall wait 6 months before taking the test again. (10/95)	233
O-JUDG15	A Judge must be fully licensed for at least one breed in order to judge a certification run. (03/02)	327

O-JUDG16	AKC licensed Judges who, in the opinion of the Judges Licensing Chairperson, meet the general requirements found in Chapter XI, Section 1, may move directly to Provisional status provided they pass the ASFA written test. AKC Judges who don't meet these requirements must complete the entire program of ASFA apprenticeship and licensing. (04/99)	282
O-JUDG17	Electronic confirmation of judging assignments is as valid and binding as hard copy confirmation of judging assignments. (08/02)	332
O-JUDG18	No Judge shall officiate at a certification course for any hound which he/she owns or co-owns or which is owned or co-owned by a member of the Judge's immediate family. (10/94)	213
O-JUDG19	The acceptable performance standard on the Judge's test shall be 85%. (10/95)	232
O-JUDG20	Provisional Judges are considered regularly licensed only to judge Limited Stake and Singles Stake. This includes at Regional Invitationals. (R-06/12)	335
O-JUDG21	Except for arithmetical or blanket color errors, a Judge may not change scores based on videotaped replays of courses. (04/97)	246
O-JUDG22	Any Judge who misses an assignment is required to send a letter of explanation to the Chairperson of the Judges Licensing Committee within two weeks of the date of the missed trial. (08/04)	350
O-JUDG23	A Judge shall have the prerogative to decline to judge a certification run. (04/97)	256

MEMBERSHIP

O-MEM01	In addition to Article II, Section 1 and Appendix, requirements for membership status are as follows: 1) affiliated with the ASFA for a minimum of 2 years (24 months); 2) ten households, 15 individual members; 3) must normally have 2 acceptable trials at least 30 days apart in each of the 2 preceding years (12 month periods). In exceptional cases, where the Board and/or the Membership Committee finds that the club has exhibited a pattern of acceptable trials that meets the goals set forth in requirement 3 above, membership status may be granted so long as all constitutional requirements have been met. (R-03/16)	83
O-MEM02	Clubs in the applied status must renew dues as any member/affiliate. (04/79)	84
O-MEM03	Applicant Clubs will be assigned to an ASFA region based on the region of residence of the majority of the membership. This designation will not change unless specifically requested by the Club. Any such request for changes will be evaluated by the Board on a case-by-case basis. (10/96)	241
O-MEM04	Applying for ASFA Accelerated Affiliation (i.e. "Fast Track" program): See form MEM 14--R 03-10. (R-03/10)	
O-MEM05	In order to be considered for affiliate status, any Club must: 1) have a minimum entry of 12 hounds at each fun trial, and 2) hold at least one all-breed trial (even if the Club is a specialty club). (11/80)	81
O-MEM06	All Clubs are to hold two sanctioned "Fun Trials," except for clubs applying for Fast Track status. After receiving confirmation that all preliminary requirements have been met, the Club will apply to the ASFA Scheduling Chairperson for each Fun Trial date. Both dates can be obtained at the same time, but there must be a minimum of 30 days between trials. The maximum time allowed between the last Fun Trial and the date of the original application for affiliation cannot exceed one year. (This means that all qualifying Fun Trials must take place within a year of the date the Club first applies for affiliation.) If a third Fun Trial is requested, it must be completed within 6 months of the request. (R-01/11)	330

PROTESTS

- O-PRO01 When a Field Representative is evaluating a trial and is aware of rule infractions, he/she shall advise the Field Chairman of the irregularity and show written documentation of the rule or policy in question. If no corrective action is taken, the Field Representative may file a protest, following all procedures of Chapter 9, including appeal of the Field Committee's ruling, if appropriate.
(R-03/13) 23
- O-PRO02 The Board recommends that when ruling on a protest, the Field Committee shall be a minimum of five people. Those people shall be, but not limited to, those listed in the premium list and those actually fulfilling assignments during the incident in question, whenever possible.
(11/88) 71
- O-PRO03 The Field Committee will decide on the day of the trial if they want to view a videotape when ruling on a protest.
(11/89) 72
- O-PRO04 The Corresponding Secretary shall assess a \$10.00 fine against a club for late receipt of protests.
(11/84) 73
- O-PRO05 Clubs should make a photocopy of any protest filed at a trial and mail the copy to the Corresponding Secretary. The original protest must be retained by the Club.
(08/05) 353

RECORDS

- O-RCD01 A hound must be individually registered, and proof of ownership submitted with the hound's first ASFA field trial entry.
(R-02/11) 26
- O-RCD02 When the Records Coordinator receives an entry with an unacceptable registration number, the Records Coordinator will advise the owner that points, placements and titles earned will be held in abeyance for a maximum of 90 days. During that pending period, the hound will be listed as "pending." If the owner submits an acceptable registration number to the Records Coordinator within the time allowed, the hound will be credited with points, placements and/or titles earned in the interim. If the owner fails to notify the Records Coordinator of a hound's acceptable registration number within the 90-day pending period, all points, placements and/or titles earned during that period will be void. There will be no effect on other hounds' points and placements if a correction is not made or if the entry is disallowed.
(R-01/11) 27
- O-RCD03 AKC recognized foreign registry has been interpreted to include those registries appearing in the primary or secondary AKC listing.
(04/91) 29
- O-RCD04 Clubs may include a stamped, self-addressed postcard to the Records Coordinator if they would like notification that records were received.
(04/89) 62
- O-RCD05 When an ineligible hound receives a placement, all other placements will stand.
(04/87) 65
- O-RCD06 A hound disqualified at an ASFA trial must be reinstated according to ASFA policy.
(11/93) 69
- O-RCD07 A disqualified hound is not eligible to compete in regular ASFA stakes until written or email notification from the ASFA has been received by the owner.
(R-03/14) 70
- O-RCD08 Any hound entered in the Open or Veteran Stake which does not meet certification requirements shall be declared ineligible by the Records Coordinator and no placements or points for that hound shall be recorded.
(R-01/11) 212
- O-RCD09 If a hound competes in a stake for which it is ineligible and is dismissed or disqualified, the dismissal or disqualification counts and shall be entered in the hound's record.
(04/95) 222
- O-RCD10 All forms submitted to the ASFA must be official ASFA forms; a computer generated form must be identical in substance and format to the official form.
(10/95) 227
- O-RCD11 As soon as a dog earns its title according to the Records Coordinator, the title certificate will be mailed to the owner.
(04/98) 257

- O-RCD12 Policy on Field Trial Records Errors Correction.
1. Errors Discovered After the Trial and Before Records are Submitted to the Records Coordinator.
 - a. The Field Trial Secretary should check trial records carefully after the trial for any errors, before submitting the records packet to the Records Coordinator.
 - b. The Field Trial Secretary must report any errors found to the Records Coordinator.
 - c. The Field Trial Secretary must correct any errors found before sending in the records. This includes: Notifying owners in writing of any errors that affect their hound's placement; sending copies of such notification to the Records Coordinator with the records packet; sending unsigned judge's sheets and/or entry forms back to the appropriate person to be signed.
 - d. Errors on judge's sheets may not be corrected after trial hours are over, but the Field Trial Secretary must notify the Records Coordinator of these errors.
 - e. Field Trial Secretaries who catch and correct errors prior to submitting their records to the Records Coordinator will not be given an Error Notice for their club.
 - f. Field Trial Secretaries are encouraged to contact the Records Coordinator with any questions or problems before sending in the records packet.
 2. Errors Discovered by the Records Coordinator Before Publication.
 - a. The Records Coordinator will contact the Field Trial Secretary with instructions on how to handle the errors correction. It will be the responsibility of the Field Trial Secretary to correct the errors, for example, notifying owners of hounds whose points and placements were affected by the error.
 - b. Depending on the severity of the error(s), the Records Coordinator may issue an Error Notice for the club.
 3. Errors Discovered After the Trial Records are Published.
 - a. Results of field trials published will not be changed except by action of the Board. Such action may be taken by electronic ballot distributed by the Corresponding Secretary. Such corrections will be limited to errors brought to the Records Coordinator's attention within 60 days of the publication of the trial records.
- (R-01/11) 294
- O-RCD13 Hounds disqualified by any other lure coursing organization shall be considered disqualified by the ASFA.
(04/99) 295
- O-RCD14 Each year the Records Coordinator will prepare an all-time Top Twenty by breed to be published on the ASFA website.
(R-03/13) 298
- O-RCD15 The Records Coordinator shall ask for proof of ownership change as and when deemed necessary.
(08/03) 344
- O-RCD16 A dismissal at a Fun Trial does not count against a hound as an official dismissal.
(08/03) 340
- O-RCD17 If there is a judge change after a premium list has been published, there must be a note to that effect included with the records sent to the ASFA Records Coordinator.
(03/15)

REGIONAL DIRECTORS

- O-RD01 Regional Director. See policy sheet: Form RD 04.
(04/94) 219
- O-RD02 Regional Director: Guidelines for Completion of Trial Evaluation: See policy sheet: Form RD 05.
(09/94) 220

REGIONALS

- O-REG01 Eligibility: Any hound that is ASFA pointed is eligible to enter a Regional Invitational in an appropriate stake included Singles Stake, if offered. For a Limited or Provisional breed to be eligible, the hound must have received a placement with competition. All points or placements must be earned by the closing date of the event. An eligible hound may be entered in any number of Regional Invitationals. Hounds entered in the Singles Stake are not eligible to be entered in Breeder, Kennel, or Bench stakes.
(R-12/15)

RULES

- O-RULE01 Throughout the ASFA Running Rules and Field Procedures for Lure Field Trials, the ASFA Constitution & By-laws and all publications, guidelines, and policies circulated by the ASFA, it shall be understood that all reference is to the ASFA unless another organization is specifically noted.
(02/94) 101
- O-RULE02 Whenever the ASFA logo is used, it must display the registered trademark symbol.
(11/98) 273
- O-RULE03 The "official" version of the ASFA Policies shall be the version on the ASFA website. That "official" version shall be watermarked with the ASFA logo and the word "official."
(06/12)
- O-RULE04 Clubs may not sell ASFA materials for more than the highest retail price charged by the ASFA, except with the permission of the Board.
(03/02) 293
- O-RULE05 List of Approved Foreign Registries. See policy sheet: Form SEC-10.
(11/99) 300
- O-RULE06 The "official" version of the ASFA Running Rules shall be the version on the ASFA website. That "official" version shall be watermarked with the ASFA logo and the word "Official."
(4/12)
- O-RULE07 The acronym ASFA, when used for the American Sighthound Field Association, shall not be used for any commercial venture without prior approval of the Board of Directors. Only ASFA events specifically designated as hosted by the ASFA (i.e., the ACoD, the Regional and International Invitationals, the approved National Specialties) may include the ASFA acronym as part of the title of the event.
(03/14)

SCHEDULING

- O-SCHD01 If Best in Field does not follow standard procedure, the information regarding this stake shall be published in a flyer separate from the body of the premium list and results of this stake shall not be published in any official form of the field trial results.
(R-02/11) 48
- O-SCHD02 The host club shall not hold an event sanctioned by any other non-ASFA organization during the hours published for the ASFA trial.
(04/94) 204
- O-SCHD03 Clubs that fail to submit a final premium list to the Scheduling Chairman will be notified that failure to comply with the rule may lead to a delay in publication of trial results.
(04/94) 45
- O-SCHD04 The Scheduling Chairman may, upon approval of the President, withhold future trial approval from a Club that has substantially altered an approved [sample] premium list until the Board can review and act on the issue. This will not affect the premium list and trial that is in question.
(04/83) 46
- O-SCHD05 ASFA has no jurisdiction over items in flyers mailed with premium lists.
(01/82) 47
- O-SCHD06 The 150-mile separation policy applies to sanctioned all-breed trials and specialty event trials of the same breeds. One club cannot hold more than one trial on the same day within a 150-mile radius. All breed clubs may exclude a breed from their all-breed trial if, and only if, the club also holds a specialty trial for that breed on the same day at the same site, either concurrently or consecutively.
(R-03/15) 49
- O-SCHD07 ASFA shall adopt the AKC corresponding date table for determining priority dates.
(03/04) 50
- O-SCHD08 A Club may not have more than 8 trials on the schedule at any one time nor hold priority to more than six days or three weekends in a year.
(04/94) 51
- O-SCHD09 Moved to O-MEM05 (03/14).
- O-SCHD10 In the event of a canceled trial, written substantiation detailing the reasons of cancellation should be forwarded within 14 days to the Scheduling Chairperson, who shall report on the canceled trials at each Board meeting.
(04/94) 206

O-SCHD11	If a Club alters a premium list after the Scheduling Chairperson approves it, the Corresponding Secretary shall be notified and shall send a letter of admonishment to the club, warning of Board action for future offenses. (10/95)	228
O-SCHD12	The Scheduling Chairperson will not approve premium lists that state that the course plan is "Not to Scale." (11/98)	269
O-SCHD13	The Scheduling Chairperson may approve a National Breed Club Specialty trial over two days. (04/00)	312
O-SCHD14	Clubs will be fined \$5 per day for late submission of premium lists to the Scheduling Chairperson with the total fine not to exceed \$50. Fines must be paid with a club check and the check must be received by the Scheduling Chairperson before the premium list can be approved. (09/01)	323
O-SCHD15	Moved to O-MEM06 (03/14).	
O-SCHD16	Both qualifying Fun Trial dates can be granted at one time provided all forms are on file and the Membership Chairperson has notified Scheduling and provided that there is a minimum of one (1) month between trials. (10/82)	80
O-SCHD17	Priority date and date schedule requests may be submitted to the Scheduling Chairperson by electronic mail. (08/03)	343
O-SCHD18	The Scheduling Chairperson will use whatever method seems most reasonable (e.g., straight line distances or mapping programs) to determine the 150-mile separation between trials. (08/05)	355
O-SCHD19	A National Specialty must be requested by a parent breed Club that is an affiliate/member Club of the ASFA; such parent breed Club that is an affiliate/member Club of the ASFA may designate another Club to host the National Specialty. In the event that there is no parent Club for a breed in the ASFA, any ASFA Club may request to hold a National Specialty for that breed. However, in such a case explicit approval must be granted by the ASFA Board. (03/06)	357
O-SCHD20	If a club wishes to link its approved premium list to its published club date(s) on the ASFA website Trial Schedule, the premium list must be sent in a single ready-to-post PDF document to asfa.premiums@gmail.com for inclusion on the website. (03/13)	

TITLES

O-TITLE01	Titles which waive Hound Certification Requirements: see policy sheet: Form SEC 08. (10/94)	221
O-TITLE02	A hound with both the ASFA Field Champion and AKC Obedience Trial Champion (OTCh) titles is eligible for the ASFA Dual Champion certificate. (04/99)	289
O-TITLE03	The honorary titles of Foundation Coursing Champion and Foundation Coursing Champion of Merit shall appear at the beginning of the hound's name. This applies only to the Azawakh, Sloughi, and Italian Greyhound breeds for titles earned prior to 05/01/2000. (R-03/14)	314
O-TITLE04	In order for a hound to receive a Top Twenty plaque, it must satisfy at least one of the following three criteria: a) has competed in at least six trials; or b) has faced competition, or c) has won Best in Field. (08/09)	368

RUNNING TRIALS

O-TRIALS01	Grounds, whether public or private, used for a sanctioned lure field trial must allow entry to any eligible hound or person. (11/93)	97
O-TRIALS02	One person cannot be both Field Chairman and Field Secretary at a trial. (04/94)	24
O-TRIALS03	Space will be provided on the field trial entry form for an owner to include an e-mail address. Providing this information shall be optional. (11/98)	275
O-TRIALS04	The Field Clerk's name shall be indicated on each record sheet, but the Field Clerk's signature is not required. (04/96)	234

O-TRIALS05	A Field Trial Secretary shall refuse any entry for the Open or Veteran Stake marked "First Time Entered" if it is not accompanied by a Hound Certification unless the hound has a title which waives this requirement. (10/94)	211
O-TRIALS06	A hound entered in the Veterans Stake as a first-time entry in an ASFA trial in other than the Singles Stake shall be required to submit a Hound Certification with the entry. (10/94)	215
O-TRIALS07	Hounds entered in a Fun Trial must be certified unless running in the Singles Stake. (03/02)	329
O-TRIALS08	No hound less than 11 months old may be run in a certification course. (10/94)	214
O-TRIALS09	A hound that is not one year of age at the close of the entry, but will be no less than one year of age on the trial date, may be entered without the entry being considered conditional on the basis of age. (03/10)	
O-TRIALS10	The Canadian Kennel Club (CKC) Hound Certification form is an acceptable waiver of requirement on the ASFA Hound Certification form. The completed CKC form must be submitted with the hound's first ASFA entry. (03/02)	326
O-TRIALS11	The American Kennel Club (AKC) Qualified Courser (QC) certification is an acceptable title waiver of certification requirement for a hound's first entry in an ASFA field trial. A copy of the completed AKC form must be submitted with the hound's first ASFA entry. (12/10)	
O-TRIALS12	Upon request from an individual whose entries have been refused, the Corresponding Secretary will notify the Club filing "good and sufficient" reasons that they have 10 days to withdraw or alter the statements prior to the statements being sent by registered mail (addressee only) to the affected individual. (11/83)	31
O-TRIALS13	When a Club refuses an entry, the reason should not apply to events that transpired more than 12 months prior to the refusal. Uncollected, documented debts will not be affected; outstanding debts of any duration will be considered sufficient grounds for a Field Trial Secretary to refuse an entry. (11/84)	92
O-TRIALS14	Mixing of stakes and/or flights is established before preliminaries are run and cannot be changed for finals. (01/00)	318
O-TRIALS15	When two Judges are used, they shall be designated on the record sheet as Judge 1 and Judge 2, alphabetically by last name. (08/05)	321
O-TRIALS16	An Inspection Committee member who is an entrant may be allowed to determine whether his/her competitors' hounds are lame or in season at the discretion of the Field Committee. (04/86)	35
O-TRIALS17	Hounds with fewer than four legs are considered lame and, therefore, unfit to compete. (04/90)	36
O-TRIALS18	Each Field Champion to be measured must be individually identified. (11/89)	37
O-TRIALS19	Protective covering is interpreted to include body suits, snoods and/or leggings as long as the covering does not endanger the hound or distract other hounds in the course. (04/94)	118
O-TRIALS20	Whippet measurement (height and bite). See policy sheet: Form SEC 07. (10/94)	210
O-TRIALS21	A hound which has been measured out by an AKC recognized club will not be considered automatically measured out at ASFA trials. (04/83)	34
O-TRIALS22	All ASFA recognized breeds and all hounds of breeds eligible for entry in the Limited Stake are eligible to enter the Singles Stake. (03/10)	
O-TRIALS23	Mixed stakes drawn and run as allowed in Chapter V, Section 9 (6) shall include no more than two stakes unless all stakes can be run in a single course. (04/01)	310
O-TRIALS24	Roll call ends at the beginning of the draw, but not prior to the published time. (04/82)	57

O-TRIALS25	When a stake of hounds exceeds 20 hounds, the number shall be split into as many stakes of ten as is possible. Any remaining hounds shall be added to these stakes evenly. The number of hounds in split stakes should always be within one hound of all others and always equal to or greater than ten. (10/92)	56
O-TRIALS26	The Limited Stake shall be treated as an Open Stake for purposes of Ch. V Sec 5 (a); that is, when the entry in a Limited Stake reaches 20 or more, the stake will be split as evenly as possible by random draw. (11/10)	
O-TRIALS27	Except for the exception in Chapter V, Section 9 (3), split stakes must be by random draw. (11/83)	58
O-TRIALS28	In the case of combined stakes, the two or three stakes combined shall be circled on all Judges' sheets. (04/94)	59
O-TRIALS29	The use of computerized random draw programs at any ASFA-sanctioned field trial is prohibited. (04/98)	265
O-TRIALS30	It is unacceptable for a Club to change a Judge's assignment on the day of the trial in order to allow that Judge to run a hound. (11/89)	39
O-TRIALS31	If the club and/or Judge decrees a limitation on calling to hounds in a course, this limitation shall be announced by the huntmaster prior to each preliminary run. (04/86)	33
O-TRIALS32	A pre-slip may be called by the Huntmaster and thereby a penalty will be assessed by the Judge: 1) at the beginning of the course; and/or 2) during a mid-field restart of the same course. (11/95)	41
O-TRIALS33	The word "fighting" as a reason for disqualification does not require defense from the other hound. (10/82)	42
O-TRIALS34	A tie not broken will count as the lowest placement a hound could have won had the tie been broken. However, in tabulating both championship points (Field Champion, LCM, etc.) and Top Twenty points, the points shall be divided evenly between all hounds involved in the tie. All points shall be in whole numbers only, with any fractions obtained as a result of an unbroken tie being dropped. This policy applies to both unbroken ties at the trial itself as well as any tie created from the discovery of an error in the trial records. (05/09)	66
O-TRIALS35	In the event of a tie after a runoff, placements and ASFA points will be awarded to the non-forfeiting hound. (03/10)	
O-TRIALS36	Forfeits cannot be decided after trial hours. (04/00)	317
O-TRIALS37	Best in Field shall not be awarded to a hound that does not receive a qualifying score in the Best in Field run. (10/94)	102
O-TRIALS38	Deleted (01/14)	63
O-TRIALS39	The award of cash prizes at a lure field trial for placements earning ASFA points shall not exceed the entry fee. (04/83)	64
O-TRIALS40	When a hound is dismissed, disqualified or excused and no reason is noted on the Judge's sheet, the Records Coordinator will forward the Judge's sheet back to the Field Secretary. It will be the Field Secretary's responsibility to locate the appropriate person to complete the Judge's sheet. (04/94)	140
O-TRIALS41	An owner may have more than one entry in a Kennel or Breeder Stake as long as the two hounds comprising each entry are properly identified at the time of the entry. A hound may be part of only one Kennel and one Breeder entry. (04/95)	223
O-TRIALS42	A club may use either a walking or a standing start. If a club chooses to use a walking start, a handler shall not be penalized for not walking forward before the Tally Ho. (04/96)	235
O-TRIALS43	For the purposes of Chapter 2, Section 1 (7), a "conditional entry" shall be understood to be any ASFA trial entry that is presented as being subject to or dependent upon any condition that includes refund of entry fees. This applies regardless of whether the condition is part of the official entry form or not, and would include any attached note or related e-mail or telephone communication which explicitly attaches a condition to the entry that includes refund of entry fees. (03/03)	331

O-TRIALS44	Awarding ribbons at Fun Trials is optional. (03/04)	347
O-TRIALS45	Best in Field may not be offered conditionally. (04/99)	286
O-TRIALS46	Best in Field Judges must be regularly licensed Judges. (03/04)	352
O-TRIALS47	Bench stake: for hounds of any individual breed; an entry shall consist of a single hound with proof on file with the ASFA of a conformation champion title from the AKC or CKC or both or a conformation Grand Champion title from the UKC. (03/10)	
O-TRIALS48	For those breeds afforded provisional recognition under Article X of the Constitution the Provisional classes referred in Section 5, in which the Provisional breed may compete at an ASFA trial are the Open Stake, Field Champion Stake and Veteran Stake. Results from the classes shall be recorded and published as Provisional Open, Provisional Field Champion, and Provisional Veteran. Eligibility to enter the Provisional Field Champion class will be based on points and placements earned during the Provisional recognition period that would otherwise entitle a hound in an ASFA recognized breed to be awarded an ASFA field champion title. (03/12)	
O-TRIALS49	For those breeds afforded provisional recognition under Article X of the Constitution, the Provisional classes referred in Section 5, in which the Provisional breed may compete at an ASFA trial include the Singles Stake. (06/12)	
O-TRIALS50	When the entries in the Singles Stake reach 20 or more and the Stake is split into Flights, the winner of High Scoring Single shall be the hound with the highest combined preliminary and final score within the Stake, as a whole. If two or more hounds are tied for the highest combined score, each hound shall run a runoff course and the highest score of the runoff courses shall be awarded High Scoring Single. (09/13)	
WEBSITE		
O-WEB01	The ASFA website will link to any non-commercial sighthound page, including those of Affiliate, Applied and Member Clubs; links to commercial sites will be provided with an appropriate disclaimer that the ASFA does not endorse these products or vendors. (03/02)	307

****The Operational Policies were reformatted for ease of use in April of 2011. From that date forward, there was no "Old Policy No." assigned.***