

ASFA Admin Policies
2011

<i>New Number</i>	<i>Subject</i>	<i>Chapter Section</i>	<i>Policy Description</i>	<i>Old Number</i>
ACoD01	ACoD		Pending Board review, the Convention Planner may set registration fees at different rates: registrations received by a deadline and rooming at the hotel; Delegates not rooming at the hotel; registrations received late. 04/88	A103
ACoD02	ACoD		The Convention Planner will arrange an account for Board rooms and meeting expenses, separate from the Convention account, whenever possible. 04/88	A104
ACoD03	ACoD		The Convention Planner shall prepare a full financial accounting of the Convention, listing income and expenses; this shall be sent to the Recording Secretary in time to be circulated with the minutes of that Convention when published. 04/87	A105
ACoD04	ACoD	Ch V, Sec 7	Any individual, upon payment of the appropriate registration fees, may represent only one member Club as a voting Delegate and any number of other non-member Clubs as an observer or alternate at the ACoD. The Convention Planner will require a separate registration fee for each Club. 04/90	A106
ACoD05	ACoD	Ch IV, Sec 2	Early registration for ACoDs must close at least 45 days prior to ACoD to allow the Convention packets to be sent via surface mail or electronic mail in a timely manner. All Board information required in the packet must be received by the Convention Planner at least 45 days prior to the ACoD. The Convention Planner must send reminders to key Chairpersons and other relevant individuals two months before the packet item deadline. An additional reminder will be sent two weeks before the deadline. [03/02] R01/11	A328
ACoD06	ACoD	Ch IV, Sec 2	Any written material prepared in advance that is to be acted on at the ACoD should be included in the ACoD Delegate package that is published on the web site in advance of the Convention. 03/03	A345
BOD01	Board	Ch I, Sec 3	No member of the Board will be paid for services rendered. 04/85	A90
BOD02	Board	Ch VIII	When the Board discusses charges against an individual it shall go into Executive Session. The minutes of these Sessions shall not be included in the Board minutes but shall be filed with the original charges with the Corresponding Secretary. 04/94	A98
BOD03	Board		The Corresponding Secretary will post on the web site notice of any Club that has been officially admonished or censured by letter from the Board for violation of the rules. The Corresponding Secretary shall give a brief summary of the rules violation, citing the section of the Rulebook being violated. 04/94	A100
BOD04	Board	Ch VI, Sec 4	Non-attendance at two or more consecutive Board meetings may be considered dereliction of duty. 04/90	A121
BOD05	Board		The President may, at his/her discretion, require a paid contractor to attend a Board meeting. The President may require the attendance of key Chairpersons at Board meetings only when he/she determines that such key Chairpersons need to make an oral presentation at the Board meetings. 10/92	A133

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BOD06	Board		The ASFA will pay reasonable repairs and maintenance costs on individually owned equipment used substantially for ASFA business, subject to review by the Chief Financial Officer. 08/05	A163
BOD07	Board	Ch V, Sec 1	The ASFA will pay the following expenses for Board members attending Board meetings: 1) the lesser of round trip coach airfare, or actual airfare, or mileage at the current IRS approved rate; and 2) reasonable and economical ground transportation and parking expenses. All other travel expenses incidental to meetings shall be paid by the individual Board member. Each Board member shall make his/her own travel arrangements and may submit an invoice for the allowable expenses to the Treasurer. This shall also apply to any guest who is not a paid contractor of the ASFA, invited by the President. 04/99	A165
BOD08	Board	Ch V, Sec 1	A hardship subsidy may be requested by a Board member to assist with Board meeting expenses which are not subject to the reimbursement policy. Such subsidy amount is to be determined by the President and the CFO. 03/10	
BOD09	Board		Airfare to be submitted for reimbursement in excess of 75 percent of full coach fare must be pre-approved by the Chief Financial Officer. 08/05	A166
BOD10	Board		Paid contractors and/or key Chairpersons required to attend a Board meeting by the President shall be reimbursed as follows: 1) the lesser of round trip coach airfare, or mileage at the rate approved by the IRS, or actual airfare; 2) reasonable and economical actual ground transportation and parking expenses; and 3) reasonable and economical lodging expenses related to the authorized attendance. 04/94	A167
BOD11	Board	Ch VII	The ASFA Committee List is the responsibility of the Recording Secretary and must be forwarded by mail or electronic mail to Board members and key Chairpersons with revised address and phone number list as soon as possible after Board meetings. R01/11	A254
BOD12	Board	Ch V, Sec 2	The Treasurer shall not accept any expense statements that are older than 6 months for payment. Anything older than 6 months shall need Board approval. 04/97	A255
BOD13	Board	Ch VII	The Internal Audit Committee is a subcommittee of the Finance and Budget Committee. This subcommittee will oversee the detailed financial activity of the ASFA. The Internal Audit Committee will be Chaired by a member of the Finance and Budget Committee with other members assigned by the President of the ASFA. 04/98	A259

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BOD14	Board		The following legal language shall be attached to the end of any official ASFA email correspondence: "This email message and any attachment(s) are for the sole use of the intended recipient(s) and may contain proprietary and/or confidential information, which may be privileged or otherwise protected from disclosure. Any unauthorized review, use, disclosure or distribution of this communication in whole or in part without the express written consent of ASFA is prohibited. If you are not the intended recipient(s), please contact the sender by reply email and destroy the original message and any copies of the message as well as any attachment(s) to the original message." 03/03	A336
BOD15	Board		All members of the Board of Directors and Key Chairpersons must have e-mail accessibility. 03/03	A337
BOD16	Board	Ch IX, Sec 1	Registered mail as referred to in Article IX, Section 1 of the Constitution means any traceable, signature-required form of mail. 08/03	A339
BOD17	Board		Board discussion on the Internet discussion list will be archived for a rolling 12-month period only. Anything earlier will be deleted. The Recording Secretary will compile a list of actions taken by the Board on the discussion list since the previous meeting and distribute it at each Board meeting. This will be for informational purposes only. 08/04	A349
BOD18	Board		The Chairperson of the Rules Evaluation Committee will have the ultimate authority on whether a Regionals rules change proposal has been submitted properly in the event a question of legitimacy becomes apparent. 08/08	A362
BOD19	Board		When the ASFA has a need to hire a new employee or vendor, products or services, the following guidelines shall be followed: an appropriate job or project description shall be prepared. This description shall include the requirements of the position or project, the class of experience sought, the amount of remuneration as appropriate and the time frame for filling the position or awarding the project. The announcement of a position opening and/or request for proposal for a vendor shall be advertised on the ASFA web site for a time period suitable to receive a satisfactory response from an able recipient. An appropriate committee as directed by the President shall evaluate responses to advertised positions or requested vendor proposals. Such committees shall have the authority to hire employees or contractors/vendors at the discretion of the Board of Directors. It is the policy of the ASFA that employees and vendors be considered for contracts without regard for race, color, religion, sex, sexual orientation, marital status, nation of origin, age, ancestry, physical or mental disability, or veteran status. 08/08	A364
BOD20	Board	Ch IX, Sec 6	The Board will take no punitive action based on a Statement of Irregularity with regard to anything that took place prior to the date of Board review. 11/84	A91
BOD21	Board	Appendix	"Official Business" for publication is business that the Board explicitly decides is official. 03/03	A333

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BOD22	Board		The Minutes Review Committee will review and approve Executive Session minutes as recorded by the Recording Secretary. Such minutes will be approved in Executive Session at the following Board meeting. 04/07	OP5
BOW01	Bowen		Each year the ASFA shall offer a plaque to each parent breed Club. This plaque is to be awarded to the owner of the highest placing hound of that breed for the preceding year, under the ASFA Top Ten system, that is owned by a member of the parent Club. 04/94	A108
BOW02	Bowen		The ASFA will recognize the Bowen system as official and publish an official Top Twenty each year for each breed. 04/87	A14
CLUB01	Clubs	Ch V, Sec 4	The following Clubs shall be considered national Clubs: ASFA, parent Clubs as defined by the AKC, the American Saluki Association (ASA), the Greyhound Club of Canada (GCC), and the International Silken Windhound Society (ISWS). R01/11	A225
CLUB02	Clubs	Appendix	Recommendations for applied Clubs by the Records Coordinator, Scheduling Chairperson and Regional Director must be sent within two (2) weeks of the Membership Chairperson's request. 03/03	A334
ELEC01	Elections		Mail ballots cast by Club Delegates are considered public and are available for release in all cases except Regional Director elections. For Regional Director elections, all information is available after the close of ballots; while balloting is in progress the Corresponding Secretary shall only release which Clubs have voted. 11/84	A110
ELEC02	Elections		The Nominating Committee will ask the nominee for Recording Secretary to attend the Board meeting and Convention for the purposes of shadowing the outgoing Secretary. Any other potential nominee may attend for the same purpose. The newly elected Recording Secretary shall be reimbursed per Board travel reimbursement policy, provided he/she has attended and assisted in taking minutes at both the Board meeting and Convention. 10/92	A131
ELEC03	Elections	Ch VI, Sec 4	The Recording Secretary will submit officers' job descriptions to the Webmaster every other year in conjunction with the notice for nominations. R01/11	A325
FEE01	Fines & Fees		The Scheduling Chairperson will notify the Records Coordinator of any situations resulting in unexpected changes to a premium list or outstanding fines. The Records Coordinator will be responsible for whatever action is deemed appropriate. 01/11	A145
FEE02	Fines & Fees		The Treasurer is authorized to collect the amount of a check returned to the ASFA for any reason, plus any bank charges incurred, plus a \$5 fine. 04/82	A160
FEE03	Fines & Fees	Ch VIII, Sec 5	Any individual who has an outstanding debt to the ASFA for a period of 120 days may be suspended by a 2/3 majority vote of the Board. Any such suspension will remain in effect until the debt has been satisfied. 11/85	A162

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FTI01	Fld Trial Imp		Whenever the Field Trial Improvement Committee finds it necessary to pass on entrant surveys to Clubs or Regional Directors, these shall be presented in an anonymous format in so far as possible. 11/99	A302
FORM01	Forms		The Recording Secretary will be responsible for notifying the Forms Chairperson of any forms that need updating and what the updates are. 11/98	A271
FORM02	Forms		New and updated forms containing changes in content must be approved by the Board before publication. Proofreading and editing forms is at the discretion of the Forms Committee. 11/99	A308
FORM03	Forms		All official ASFA business shall be finally formatted using Microsoft Office products, unless the Board makes a specific exception. 08/04	A320
FORM04	Forms		When PayPal (or a similar service) is used to pay for ASFA products, a service fee will be added to each transaction to accommodate the costs associated with the use of the service. The service fee will be determined by the Chief Financial Officer. 08/05	A354
HOF01	Hall of Fame		The Hall of Fame Committee shall award the certificates for people and hounds inducted into the ASFA Hall of Fame each year at the ACoD. 11/98	A274
INVIT01	Invitationals		The Invitationals Chairperson shall publish the current policies for all Invitationals on the web site. [04/94] R01/11	A154
JUDG01	Judging		Judge applicants will receive free copies of the current Rulebook and Judges Handbook upon receiving their license to judge by the Judges Licensing Chairperson. R03/11	A75
JUDG02	Judging		Judges will be sent copies of each new edition of the Rulebook. R03/11	A75
JUDG03	Judging	Ch XI	The Chairperson of Judges Licensing is empowered to approved any license (provisional, full and additional breeds) if all requirements are in order and there is no negative correspondence in the Judge's file. 11/80	A124
JUDG04	Judging		The Chairperson of Judges Licensing will notify a Judge and Scheduling in writing within one week of any changes in status when the change is approved. 11/88	A126
JUDG05	Judging		The Records Coordinator shall forward to the Judges Licensing Chairperson any Judge's sheets which excuse, dismiss or disqualify a hound and state a reason not in agreement with the rules. 10/92	A149
JUDG06	Judging		The list of Canadian Judges will be available on the ASFA web site. R01/11	A270
JUDG07	Judging	Ch II, Sec 7	The Records Coordinator will notify the Chairperson of Judges Licensing of all reasons that Judges were unable to fulfill their judging assignments. 09/01	A322
JUDG08	Judging		The Board will appoint a Judges Licensing Chairperson, who shall be responsible for administering the rules, requirements and procedures established by the American Sighthound Field Association for licensing of Judges. He or she shall have such duties and responsibilities as determined by ASFA rules, policies and by the Board of Directors. The Judges Licensing Chairperson shall be an <i>ex officio</i> member of the Judges Committee. 08/07	A365

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MEM01	Membership	Ch II, Sec 3	Membership shall remind affiliate Clubs of Article 2, Section 1, once each year; a change to full member status with voting privileges is not automatic. 04/94	A3
MEM02	Membership		Any incomplete renewal applications received by the Membership Chairperson will be returned to the person who submitted the application for correction and reapplication. 10/82	A128
MEM03	Membership	Ch II, Sec 2	When an ineligible person is named as a Club Delegate, the Membership Committee shall return the application with a request that another Delegate be named. 04/94	A130
MEM04	Membership	Appendix	The ASFA will establish a program to allow acceptance of applications for affiliation from any qualified Club in North America. 10/96	A236
MEM05	Membership		Upon approval of affiliate status, permanent items remaining in Membership's files for a Club will be: all application forms, Club constitution, all trial evaluations (including fun trials), Change of Delegate forms, and trial error notices. All other correspondence/forms will be purged from the Club's files. As deemed necessary by the Membership Chairperson, items removed from the Club's files (such as premium lists) may be sent to Archives. Upon approval of member status, permanent items remaining in Membership's files for a Club will be: all application forms, Club constitution, all trial evaluations (including fun trials), Change of Delegate forms, and trial error notices. All other correspondence/forms will be purged from the Club's files. As seemed necessary by the Membership Chairperson, items removed from the Club's files (such as premium lists) may be sent to Archives. 11/01	A250
MEM06	Membership	Ch II	For the purposes of Article II, Section 4 (c) of the ASFA Constitution [Termination of Membership], a calendar year shall be interpreted as January 1 through December 31. 11/99	A303
MEM07	Membership	Ch II	Membership will retain records for lapsed Clubs for one year after the lapsing of the Club. 11/99	A305
MEM08	Membership	Ch II	The ASFA will not knowingly accept an alias or fictitious name on applications for Club affiliation/membership. 04/95	A224
MEM09	Membership	Ch III	The Board delegates the authority to move a Club to affiliate status to the Membership Committee. R03/10	A304
MIN01	Minutes		Wording of official news published on the web site will supersede wording of the minutes until a correction to either the minutes or official news is published. R01/11	A136
MIN02	Minutes		The Recording Secretary will circulate draft copies of minutes only to the Minutes Review Committee within 30 days of a Board meeting and 60 days of a Convention. The Recording Secretary will circulate draft copies of minutes only to the Minutes Review Committee. In the event that the majority of the MRC does not agree with the wording in the draft minutes, the MRC shall draft alternative wording which shall be circulated by the Recording Secretary with the draft minutes. After final review by the MRC, the Recording Secretary shall circulate minutes to all members of the Board and key Chairperson within 3 months of a Board meeting and within 5 months of a Convention. 01/11	A137

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MIN03	Minutes	Ch V, Sec 2	Minutes of the Board of Directors shall only be distributed to Board members and key committee Chairpersons prior to formal approval by the Board. 04/97	A229
MIN04	Minutes	Ch V, Sec 2	Minutes of the ACoD may be distributed once approved by the Minutes Review Committee. 04/97	A230
MIN05	Minutes	Ch VII	It is the responsibility of key Chairpersons and/or employees of the ASFA to review the Board of Directors and Annual Convention of Delegates minutes to determine any Board actions that affect their positions and responsibilities. 04/98	A261
MIN06	Minutes		The ASFA President will send a report of significant action taken at each Board meeting to the web site as soon as possible after review by the Minutes Review Committee. R01/11	A278
MIN07	Minutes		The ASFA President will provide a condensed version of the Board minutes, after review by the Minutes Review Committee, for publication on the ASFA web site. This will bear the notice that the information is not official until approved at the next Board meeting. R01/11.	A283
MIN08	Minutes		After review by the Minutes Review Committee, a complete copy of the minutes of the Annual Convention of Delegates will be published on the web site. These minutes will bear the notice that the information is not official until approved by the Annual Convention of Delegates the following year. R01/11	A284
MIN09	Minutes		The Minutes Review Committee will review and approve Executive Session minutes as recorded by the Recording Secretary. Such minutes will be approved in Executive Session in the following Board meeting. 04/07	A360
PRO01	Protests	Ch IX, Sec 3	The Corresponding Secretary shall notify the Board of all protests received since the last meeting, but protests will not be read or discussed at Board meetings when no appeal is filed, with the exception of cases when the Field Committee files an appeal or requests that a specific case be reviewed by the Board, or when the Corresponding Secretary notes significant procedural irregularities. 04/94	A4
PRO02	Protests		The Corresponding Secretary shall forward a copy of all protests filed with appeals to the respective Regional Director. 11/84	A111
RCD01	Records		If there is an error on a certificate due to an error on the entry form, a corrected certificate will be issued upon payment of a \$10 correction fee. There is a charge of \$10 for each duplicate certification request. 04/94	A13
RCD02	Records		The ASFA will not provide copies of record sheets to individuals. 04/86	A138
RCD03	Records		The Records Coordinator will send the original record sheets and copies of the premium list for International and Regional Invitationals to the Historian, one year after publication. 11/90	A139
RCD04	Records		The Records Coordinator will establish a duplicate copy of each hound's record on a bi-monthly basis, to be stored in a location away from the original records. 04/94	A142
RCD05	Records		The Records Coordinator shall keep all trial records submitted by a Club for one year from the date of publication of that trial. All records received from Clubs will be destroyed after one year. 04/94	A143

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RCD06	Records		The Records Coordinator will make a reasonable attempt to follow up on judging changes noted on the trial results which are submitted without explanation. 11/88	A144
RCD07	Records		When publishing a hound in trial results, the suffix titles listed shall be limited to those recognized for the dual certificate. 11/94	A146
RCD08	Records	Ch VI, Sec 2	Minor record changes that do not affect points or placements can be signed off by the President of the ASFA for web site placement. R01/11	A247
RCD09	Records	Ch VIII, Sec 1	Except for official ASFA purposes, the final year end Top Twenty results for a breed will not be released until they have appeared on the ASFA web site. 08/03	A341
RCD10	Records	Appendix	The Records Coordinator will notify the Board when an individual acting as a Field Trial Secretary for multiple Clubs is responsible for multiple records error notices. 03/04	A348
RCD11	Records		When a hound has earned an ASFA title, all known titles for that hound shall be published with the hound's name on the web site. R01/11	A147
RCD12	Records		The Region where a trial is held will be credited for the number of hounds running in that trial. 04/98	A262
RD01	Regional Directors	Ch VI, Sec 3	Less than a full two year term served by a Regional Director shall not be considered a "term" for the purposes of determining if a Regional Director may accept a nomination and be elected to an additional term pursuant to Article VI, Section 4, Paragraph (d) of the Constitution. 10/94	A208
RD02	Regional Directors		Each retiring Regional Director and key Chairperson shall turn over to his successor all properties and records relating to that office within 30 days of leaving his position. 04/94	A122
RD03	Regional Directors		Each Regional Director shall compile an historical photo album within the respective region. 04/94	A150
RD04	Regional Directors		Each year Regional Directors shall complete a Field Representative's report form on at least one trial hosted by each Club attended within their regions. Completion of the report is optional only if the Regional Director is a member of the host Club or Field Committee. A copy of the report shall be forwarded to the Field Trial Improvement Committee Chairperson and the Club Field Trial Chairperson within 30 days of the trial. 04/94	A151
RD05	Regional Directors		Minutes of each regional meeting shall be forwarded to the Corresponding Secretary by the Regional Director. 11/93	A153
RD06	Regional Directors		The Regional Director will send a letter to the Scheduling Chairperson listing the Club which is approved to host that year's Regional Invitational, with a copy to each Club that submitted a proposal. 04/94	A155
RD07	Regional Directors		Regional Directors shall be reimbursed for any reasonable expenses incurred: helping new Clubs organize, renting facilities for a regional meeting, keeping Clubs informed, traveling to trials within the region and for the promotion of the ASFA. Each Regional Director may not exceed a total of \$250 in reimbursable expenses each year. 04/94	A158

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RD08	Regional Directors	Ch VIII	Whenever possible, the Regional Directors Committee will meet on the first day of the Board of Directors meeting. 04/98	A268
RUL01	Rules & Policies		"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 web site, 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. R03/11	A1
RUL02	Rules & Policies	Ch I, Sec 5	"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 web site, 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. R03/11	A2
RUL03	Rules & Policies		The Policy Compilation Chairperson shall prepare current Operational policies to be posted on the ASFA web site. Additional copies are available on the ASFA web site. The Chairperson shall also prepare an update of all policies amended, adopted, or deleted during the prior calendar year for distribution to the ACoD. R01/11	A132
RUL04	Rules & Policies		When the Board submits an issue to REC, the Board shall specifically indicate if REC is expected to develop a rule change proposal or review the issue and make recommendations. 11/88	A134
RUL05	Rules & Policies		The REC will have three regular members and two alternates. The alternates have a voice during discussion, but do not have a vote unless replacing a regular member. The REC Chairperson shall designate the alternatives as #1 and #2. 11/89	A135
RUL06	Rules & Policies	Ch I, Sec 5	ACoD policies will be formulated by the Policy Compilation Committee and integrated with Board policies. The ACoD policies should be submitted for publication on the web site as soon as possible after the Convention. These policies will go into effect upon publication on the web site. R01/11	A272
RUL07	Rules & Policies	Appendix	In its reports, the REC will provide a brief and dispassionate explanation of its reasoning in the case of a recommendation against a rules change proposal. 03/06	A356
RUL08	Rules & Policies		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. 04/07	A359

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SCH01	Scheduling	Ch IV, Sec 3	The Scheduling Chairperson may, in extreme circumstances, require a print-ready premium list from Clubs 45 days prior to the trial date. Second offenses will be called to the Board's attention. 10/87 [was Premiums]	A44
SCH02	Scheduling	Ch IV, Sec 3	The Scheduling Chairperson shall compile a list of Clubs that have failed to send a final premium list in advance of the trial date and send it to the Corresponding Secretary, to be reviewed at each Board meeting. 04/94 [was Premiums]	A117
SCH03	Scheduling		The Scheduling Chairperson will retain electronic copies of premium lists for one year, unless the trial or Club is under investigation by the ASFA. Electronic copies of Fun Trial and Fast Track Fun Trial premium lists shall be forwarded to the Membership Committee. R03/10	A288
SCH04	Scheduling	ACoD	Clubs may send premium lists for approval to the Scheduling Chairperson via electronic mail. Final approved copies may be sent to the Scheduling Chairperson in an electronic format, except applied Clubs and those Clubs on the "Fast Track" program. These Clubs are required to send hard copies to the Scheduling Chairperson and the Membership Chairperson. R03/10	new
SCH05	Scheduling	Ch IV, Sec 1	The Scheduling Chairperson shall notify the Records Coordinator in writing, within a week, every time an event is scheduled. 04/00	A315
SCH06	Scheduling		The Scheduling Chairperson will notify the Awards Chairperson of approved National Specialties so that the appropriate plaque can be provided, identical in size and appearance to the plaques awarded to the Best of Breed winners at other National Breed Specialties. This plaque can be available for presentation at the approved National Specialty trial. 04/07	A358
SCH07	Scheduling		The Scheduling Chairperson shall notify Membership of an approved date for a Fun Trial. 04/00	A316
WEB01	Web Site		The Recording Secretary will provide the Internet Liaison a list of Board members and Chairpersons within 30 days from elections or change in positions. R01/11.	A109
WEB02	Web Site		Hound records will be made available on the ASFA web site with only the information that can be cross-referenced in FAN: Hound's call name, hound's registered, and owner's name. 04/99	A280
WEB03	Web Site		Updates to the ASFA web site can only be submitted by the Chairperson of the respective committee and should be made to the Internet Liaison. R01/11	A281
WEB04	Web Site		The Policy Compilation Committee Chairperson will submit the Operational and Administrative policies to the ASFA Webmaster for placement on the web site. R01/11	A290
WEB05	Web Site		The Hall of Fame guidelines and nomination form will be published on the web site. R01/11	A309