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## ASFA Operational Policies

revised through Nov 30, 2009

**numbers**=policy number

**dates**=date established

- 5 The ASFA logo shall not be used for any commercial venture without prior approval of the Board of Directors. **Apr 94**
- 8 Upon request, one set 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. **Apr 94**
- 10 ASFA's reciprocity with CKC is limited to recognized judges. **Apr 84**
- 23 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 shall file a protest, following all procedures of Chapter 9, including appeal of the field committee's ruling, if appropriate. **Apr 94**
- 24 One person cannot be both field chairman & field secretary at a trial. **Apr 94**
- 26 A hound must be individually registered, but proof of ownership is not required unless specifically requested by the Records Coordinator. **Apr 94**
- 27 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 and FAN publication of same, will be held in abeyance for a maximum period of 90 days. During that pending period, the hound will be listed in FAN trial results 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/titles earned in the interim.
- If an 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/placements if a correction is not made or if the entry is disallowed. **Nov 88**
- 29 AKC recognized foreign registry has been interpreted to include those registries appearing in the "primary" or "secondary" AKC listing. **Apr 91**

- 30 The Board has interpreted the term "policies" to mean enforceable items. **Nov 89**
- 31 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 registered mail (addressee only) to the affected individual. **Nov 83**
- 33 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. **Apr 86**
- 34 A hound which has been measured "out" by an AKC recognized club will not be considered automatically "out" at ASFA trials. **Apr 83**
- 35 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. **Apr 86**
- 36 Hounds with fewer than four legs are considered lame and, therefore, unfit to compete. **Apr 90**
- 37 Each field champion to be measured must be individually identified. **Nov 89**
- 38 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. **Nov 88**
- 39 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. **Nov 89**
- 41 A pre-slip penalty may be called by the huntmaster and thereby a penalty will be assessed by a judge: 1) at the beginning of the course, and/or 2) during a mid-field restart of the same course. **Nov 95**
- 42 The word "fighting" as a reason for disqualification does not require defense from the other hound. **Oct 82**
- 45 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 the trial results. **Apr 94**
- 46 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. **Apr 83**

## **Subject Index to ASFA Operational Policies Listed subject, then policy number(s)**

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- 47 ASFA has no jurisdiction over items in flyers mailed with premium lists. **Jan 82**
- 48 If BIF 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 the trial results section of FAN. **Jan 82**
- 49 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. **Apr 94**
- 50 ASFA shall adopt the AKC corresponding date table for determining priority dates. **Mar 04**
- 51 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. **Apr 94**
- 52 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. **Mar 04**
- 53 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. **Apr 94**
- 56 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. **Oct 92**
- 57 Roll call ends at the beginning of the draw, but not prior to the published time. **Apr 82**
- 58 Except for the exception in Chapter V, Section 7.3, split stakes must be by random draw. **Nov 83**
- 59 In the case of combined stakes, the two or three stakes combined shall be circled on all judges sheets. **Apr 94**
- 60 Club fines will be paid with a club check to ensure that the club membership is aware of the fine. **Apr 90**
- 61 All records must be received complete by the Records Coordinator within the limits for filing or a penalty fee will automatically be assessed. **Apr 80**

- 62 Clubs may include a stamped, self-addressed postcard to the Records Coordinator if they would like notification that records were received. **Apr 89**
- 63 When an ineligible hound wins BIF, no BIF will be awarded. **Apr 87**
- 64 The award of cash prizes at a lure field trial for placements earning ASFA points shall not exceed the entry fee. **Apr 83**
- 65 When an ineligible hound receives a placement, all other placements will stand. **Apr 87**
- 66 A tie not broken will count as the lowest placement the hound could have won had the tie been broken. This applies to tabulating points and placements for Field Champion, LCM titles and top twenty. If an error in the records is discovered after completion of the trial, the points shall be divided evenly between the hounds. **Apr 84**
- 69 A hound disqualified at an ASFA trial must be reinstated according to ASFA policy. **Nov 93**
- 70 A disqualified hound is not eligible to compete in and regular ASFA stakes until written notification from the ASFA has been received by the owner. **Apr 80**
- 71 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. **Nov 88**
- 72 The field committee will decide on the day of the trial if they want to view a videotape when ruling on a protest. **Nov 89**
- 73 The Corresponding Secretary shall assess a \$10.00 fine against a club for late receipt of protests. **Nov 84**
- 74 A judge's file will be open to that judge. **Nov 84**
- 76 Each judge needs to receive FAN in his household but the judge need not be the subscriber. **Apr 94**
- 77 Apprentice judging assignments must be performed within the U.S. **Oct 82**
- 78 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 one time. **Apr 89**
- 353 Clubs should make a photocopy of any protest filed at a trial and mail the copy to the Corresponding Secretary. The original protest form must be retained by the Club. **Aug 05**
- 355 The Scheduling Chair will use whatever method seems most reasonable (e.g., straight line distances or mapping programs) to determine the 150-mile separation between trials. **Aug 05**
- 357 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 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. **Mar 06**
- 360 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. **Apr 07**
- 366 Hounds with an AKC or equivalent foreign Field Champion of Record title are eligible to enter Regional Invitationals. **Aug 08**
- 368 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 **Aug 09**

- 329 Hounds entered in a fun trial must be certified unless running in the Singles Stake. **Mar 02**
- 330 All clubs are to hold two sanctioned "Fun Trials". After receiving confirmation that all preliminary requirements have been met, the club will apply to the ASFA Scheduling Chairman 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 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. **Aug 02**
- 331 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 email or telephone communication which explicitly attaches a condition to the entry that includes refund of entry fees. **Mar 03**
- 332 Electronic confirmation of judging assignments is as valid and binding as hard copy confirmation of judging assignments. **Aug 02**
- 335 Provisional judges are considered regularly licensed to judge Limited Stake and Singles Stake. This includes at Regional Invitationals. **Mar 03**
- 340 A dismissal at a fun trial does not count against a hound as an official dismissal. **Aug 03**
- 343 Priority date and date schedule requests may be submitted to the Scheduling Chair by email. **Aug 03**
- 344 The Records Coordinator shall ask for proof of ownership change as and when deemed necessary. **Aug 03**
- 346 Hounds entered in an invalid stake do not earn Bowen points (dogs defeated). **Mar 04**
- 347 Awarding ribbons at fun trials is optional. **Mar 04**
- 350 Any judge who misses an assignment is required to send a letter of explanation to the chair of the Judges' Licensing Committee within two weeks of the date of the missed trials. **Aug 04**
- 351 Hounds entered in the Singles Stake at Regional Invitationals must meet the 1-point requirement. **Aug 04**
- 352 Best in Field judges must be regularly licensed judges. **Mar 04**

- 79 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 all work toward a full license must be repeated. If the license was a regular license for a breed(s), the status will revert to provisional upon reinstatement and the judge will be required to repeat all requirements for a regular license. **Apr 83**
- 80 Both qualifying fun trial dates can be granted at one time provided all forms are on file and the Membership Chairman has notified Scheduling, and provided there is a minimum of one (1) month between trials. **Oct 82**
- 81 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). **Nov 80**
- 83 In addition to Art. II, Sect. 1 and Appendix requirements for membership status are as follows: 1) affiliated with ASFA for a minimum of 2 years (24 months); 2) ten households, 15 individual club members; 3) must have 2 acceptable trials at least 30 days apart in each of the 2 preceding years (12 month periods) published in FAN. **Apr 94**
- 84 Clubs in the "applied status" must renew dues as any member/affiliate. **Apr 79**
- 85 All regular board meetings shall be open to silent observers subject to physical limits. **Apr 79**
- 86 The maximum fine levied is 50% of the total per capita collected. **Apr 82**
- 87 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. **Nov 83**
- 92 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 secretary to refuse an entry. **Nov 84**

- 97 Grounds, whether public or private, used for a sanctioned lure field trial, must allow entry to any eligible hound or person. **Nov 93**
- 101 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 ASFA unless another organization is specifically noted. **Feb 94**
- 102 Best in Field shall not be awarded to a hound that does not receive a qualifying score in the Best in Field run. **Oct 94**
- 118 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. **Apr 94**
- 125 Judges are licensed when the judges licensing chair considers them licensed. **Nov 88**
- 140 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. **Apr 94**
- 148 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. **Oct 92**
- 204 The host club shall not hold an event sanctioned by any other non-ASFA organization during the hours published for the ASFA trial. **Apr 94**
- 206 In the event of a canceled trial, written substantiation detailing the reasons of cancellation should be forwarded within 14 days to the Scheduling Chairman, who shall report on the canceled trials at each Board meeting. **Apr 94**
- 207 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. **Apr 93**
- 209 The certification required by Chapter VII, Section 2, 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. **Oct 94**

- 297 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. **Apr 99**
- 298 Each year the Records Coordinator will prepare an all-time Top Ten by breed to be published in FAN. **Apr 99**
- 300 List of Approved Foreign Registries. See Policy Sheet: Form SEC-10. **Nov 99**
- 307 The ASFA web site 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. **Mar 02**
- 310 Mixed stakes drawn and run as allowed in Ch 5, Sec 7 (6) shall include no more than two stakes unless all stakes can be run in a single course. **Apr 01**
- 312 The Scheduling Chairman may approve a National Breed Club Specialty trial over two days. **Apr 00**
- 314 The honorary titles of Foundation Coursing Champion and Foundation Coursing Champion of Merit shall appear at the beginning of the hound's name. **Apr 00**
- 317 Forfeits cannot be decided after trial hours. **Apr 00**
- 318 Mixing of stakes and/or flights is established before preliminaries are run and cannot be changed for finals. **Nov 00**
- 321 When two judges are used, they shall be designated on the record sheet Judge 1 and Judge 2 alphabetically by last name. **Aug 05**
- 323 Clubs will be fined \$5 per day for late submission of premium lists to the Scheduling chair 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 Chair before the premium can be approved. **Sep 01**
- 326 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. **Mar 02**
- 327 A judge must be fully licensed for at least one breed in order to judge a certification run. **Mar 02**

- 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 in FAN:
- 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 in FAN
- a. Results of field trials published in FAN will not be changed except by action of the Board. Such action may be taken by email 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 in FAN. **Apr 00**
- 295 Hounds disqualified by any other lure coursing organization shall be considered disqualified by the ASFA. **Apr 99**
- 296 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. **Apr 99**
- 210 Whippet measurement (height and bite) See policy sheet: Form SEC 07 **Oct 94**
- 211 A Field 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. **Oct 94**
- 212 Any hound entered in Open or Veteran stake which does not meet certification requirements shall be declared ineligible by the Records Coordinator and no placements or points shall be recorded. **Oct 94**
- 213 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. **Oct 94**
- 214 No hound may be run in a certification course that is less than 11 months old. **Oct 94**
- 215 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. **Oct 94**
- 216 Gillette Stake. See policy sheet: Form INV 01 **Apr 94**
- 217 International Invitational. See policy sheet: Form INV 03 **Apr 94**
- 218 Regional Invitational. See Policy sheet: Form RD 03 **Apr 94**
- 219 Regional Director. See Policy sheet: Form RD 04 **Apr 94**
- 220 Regional Director: Guidelines for completion of Trial Evaluation See policy sheet: Form RD 05 **Apr 94**
- 221 Titles which waive Hound Certification Requirement See Policy sheet: Form SEC 08 **Oct 94**
- 222 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. **Apr 95**
- 223 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 a part of only one kennel and one breeder entry. **Apr 95**
- 226 Limited Stake Guidelines: See Policy Sheet: Form SEC 09 **Oct 95**
- 227 All forms submitted to ASFA must be official ASFA forms; a computer generated form must be identical in substance and format to the official form. **Oct 95**

- 228 If a club alters a premium list after the Scheduling Chair 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. **Oct 95**
- 231 There shall be 25 questions on the judge's test, which must be passed prior to granting provisional status. **Oct 95**
- 232 The acceptable performance standard on the judge's test shall be 85%. **Oct 95**
- 233 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. **Oct 95**
- 234 The field clerk's name shall be indicated on each record sheet, but the field clerk's signature is not required. **Apr 96**
- 235 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. **Apr 96**
- 238 ASFA affiliated or member clubs may use the ASFA logo in connection with any non-commercial activity of the club. **Oct 96**
- 241 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. **Oct 96**
- 246 Except for arithmetical or blanket color errors, judges may not change scores based on videotaped replays of courses. **Apr 97**
- 251 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. **Apr 97**
- 256 A Judge shall have the prerogative to decline to judge a certification run. **Apr 97**
- 257 As soon as a dog earns its title according to the Records Coordinator, the title certificate will be mailed to the owner. **Apr 98**
- 264 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. **Apr 98**

- 265 The use of computerized random draw programs at any ASFA-sanctioned field trial is prohibited. **Apr 98**
- 269 The Scheduling Committee Chair will not approve premium lists that state that the course plan is "Not to Scale". **Nov 98**
- 273 Whenever the ASFA logo is used, it must display the registered trademark symbol. **Nov 98**
- 275 Space will be provided on the field trial entry form for an owner to include an email address. Providing this information shall be optional. **Nov 98**
- 282 If AKC licensed judges who, in the opinion of the Judges Licensing chair, meet the general requirements found in chapter 11 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. **Apr 99**
- 286 Best in Field may not be offered conditionally. **Apr 99**
- 289 A hound with both the ASFA Field Champion and AKC Obedience Trial Champion (OTCh) titles is eligible for the ASFA Dual Champion certificate. **Apr 99**
- 292 The ASFA web site versions of the rulebook and operational policies are for informational purposes only. The printed versions are the official ones. **Apr 99**
- 293 Clubs may not sell ASFA materials for more than the highest retail price charged by the ASFA, except with the permission of the Board. **Mar 02**
- 294 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.