

ASFA Administrative Policies  
by Subject November, 2008

Admin Policy Nbr	Chapter	Section	Paragraph	Policy Description	Subject
103				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.	ACoD
104				The convention planner will arrange an account for Board rooms & meeting expenses, separate from the convention account, whenever possible.	ACoD
105				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.	ACoD
106	IV	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.	ACoD
279				The Editor of FAN will prepare a report on the Annual Convention of Delegates for the issue of FAN published immediately following that ACoD.	ACoD
328	IV	2		Early registration for ACoDs must close at least 45 days prior to the ACoD to allow the convention packets to be mailed out 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 chairs and other relevant individuals two months before the packet item deadline. An additional reminder will be sent two weeks before the deadline.	ACoD
301				The FAN editor will send the Annual Convention of Delegates report to the ASFA President for approval and add a disclaimer that these are not official minutes before publishing the report in FAN.	ACoD FAN
90	I	3		No member of the Board will be paid for services rendered.	Board of Directors
100				The Corresponding Secretary will send to FAN 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.	Board of Directors
121	VI	4		Non-attendance at two or more consecutive Board meetings may be considered dereliction of duty.	Board of Directors

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133				The President may, at his/her discretion, require a paid contractor to attend a Board meeting. President may require the attendance of Key Chairs at Board Meetings only when he/she determines that such Key Chairs need to make an oral presentation at the Board Meeting	Board of Directors
165	V	1		ASFA will pay the following expenses for Board members attending Board meetings: 1] 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.	Board of Directors
166				Airfare to be submitted for reimbursement in excess of 75% of full coach fare must be pre-approved by the Chief Financial Officer.	Board of Directors
167				Paid contractors and/or Key Chairs required to attend a Board meeting by the President shall be reimbursed as follows: 1] lesser of round trip coach airfare, or mileage at the rate approved by 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.	Board of Directors
254	VII			The ASFA Committee List is the responsibility of the Recording Secretary and mailed out to Board members and key chairs with revised address and phone list as soon as possible after Board meetings.	Board of Directors
255	V	2	f	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.	Board of Directors
259	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.	Board of Directors

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336				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."	Board of Directors
337				All members of the Board of Directors and Key Chairs must have email accessibility.	Board of Directors
339	IX	1		Registered mail as referred to in Article IX, Section 1 of the Constitution means any trackable, signature-required form of mail.	Board of Directors
349				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.	Board of Directors
362				The Chair 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.	Board of Directors

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364				When 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 in FAN and/or on the ASFA website 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 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.	Board of Directors
113				The FAN mailing list should not be distributed in bulk or sold without Board review. Any Board member has access to the information for ASFA business.	Board of Directors FAN
333	APP			"Official Business" for publication in FAN is business that the Board explicitly decides is official.	Board of Directors FAN
98	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.	Board of Directors Minutes
91	IX	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.	Board of Directors Protests
14				The ASFA will recognize the Bowen system as official and publish an official top twenty each year for each breed.	Bowen System
108				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.	Bowen System
311				The Top 20 shall be published in each issue of FAN regardless of how many physical pages are required in FAN.	Bowen System FAN

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13				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 certificate requested.	Certificates
225	IV	4	d	The following clubs shall be considered national clubs: ASFA, parent clubs as defined by AKC, the American Saluki Association (ASA) and the Greyhound Club of Canada (GCC).	Clubs
334	APP			Recommendations for applied clubs by the Records Coordinator, Scheduling Chair and Regional Director must be sent within two (2) weeks of the Membership Chair's request.	Clubs Membership
325	VI	4		The Recording Secretary will submit officers' job descriptions to FAN every other year in conjunction with the notice for nominations.	Elections Board of Directors
131				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.	Elections Minutes
163				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.	Equipment
7				The FAN mailing list will be made available to any ASFA sanctioned club for publicity purposes only.	FAN
109				tThe Recording Secretary will provide the Internet Liaison and the FAN Editor a list of Board members and chairmen within 30 days from elections or change in positions.	FAN
116				The FAN editor may send a complimentary issue to those people who contribute substantially to that issue if they are not otherwise reimbursed for the contribution.	FAN
306				The official date of publication for FAN is five days after mailing by the publisher.	FAN
363				The editor of FAN magazine will mail the most current issue of Fan magazine, to the new subscriber, with in 5 days of receiving every new subscription to FAN magazine. This does not include timely renewals	FAN

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309				The Hall of Fame guidelines and nomination form will be published in the May/June issue of FAN. A reminder will be published in the July/August issue.	FAN Hall of Fame
160				The Treasurer is authorized to collect the amount of a 'bad' check plus any bank charges incurred, plus a \$5 fine.	Fines & Fees
162	VIII	5	b	Any individual who has an outstanding debt to 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.	Fines & Fees
145				The Records Coordinator will notify the Records Chairman of any situations resulting in unexplained changes to a premium list or outstanding fines. The Chair will be responsible for whatever action is deemed appropriate.	Fines Premium Lists
271				The Recording Secretary will be responsible for notifying the Forms Chair of any forms that need updating and what the updates are.	Forms
308				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.	Forms
354				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.	Forms
320				All official ASFA business shall be finally formatted using Microsoft Office products, unless the Board makes a specific exception.	Forms Board of Directors
274				The Hall of Fame Committee shall award each year at the ACoD the certificates for people and hounds inducted into the ASFA Hall of Fame.	Hall of Fame
154				The invitationals chair shall publish the current policies for all invitationals in FAN on a yearly basis.	International Invitational Regional Invitationals FAN
75	XI			Judges will receive free copies of the current rulebook and Judges' Handbook upon receiving their license to judge. They will also be sent copies of each new edition of the rulebook.	Judges

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124	XI			The chairman of judge's licensing is empowered to approve any license (provisional, full and additional breeds) if all requirements are in order and there is no negative correspondence in the judge's file.	Judges
126				The chairman of Judges' Licensing will notify a judge and Scheduling in writing within one week of any change in status when the change is approved.	Judges
149				The Records Coordinator shall forward to the Judges Licensing Chair, any judges sheets which excuse, dismiss or disqualify a hound and state a reason not in agreement with the rules.	Judges
270				The list of Canadian judges will be published in FAN on the same schedule as the list of ASFA licensed judges (i.e., 3 times a year in the January/February, May/June and September/October issues).	Judges
365				The Board will appoint a Judges Licensing Chair, who shall be responsible for administering the rules, requirements and procedures established by the American Sighthound Field Association for the 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 Chair shall be an ex officio member of the Judges Committee.	Judges
322	II	7	4	The Records Coordinator will notify the chair of Judges' Licensing of all reasons that judges were unable to fulfill their judging assignments.	Judges Records
359				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 (ie, the ACoD, the Regional and International Invitationals, the approved National Specialties) may include the ASFA acronym as a part of the title of the event	Logo Rules & Policies
3	II	3		Membership shall remind affiliate clubs of Art 2, Sect 3 once each year; a change to member status is not automatic.	Membership
128				Any incomplete renewal applications received by the Membership chair will be returned to the person who submitted the application for correction and reapplication.	Membership
130	II	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.	Membership

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224	II			ASFA will not knowingly accept an alias or fictitious name on applications for club affiliation/membership.	Membership
236	APP			The ASFA will establish a program to allow acceptance of applications for affiliation from any qualified club in North America.	Membership
250				<p>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 Chair, items removed from the club's files (such as premium lists) may be sent to Archives.</p> <p>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 deemed necessary by the Membership Chair, items removed from the club's files (such as premium lists) may be sent to Archives.</p>	Membership
303	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.	Membership
304	III			The Board delegates the authority to move a club to affiliate status to the Membership Chair.	Membership
305	II			Membership will retain records for lapsed Clubs for one year after the lapsing of the Club.	Membership

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137				The Recording Secretary will circulate draft copies of minutes only to the Minutes Review Committee. In the event that the majority of the Minutes Review Committee does not agree with wording in the draft minutes, the Minutes Review Committee shall draft alternative wording which shall be circulated by the Recording Secretary with the draft minutes. After review by the MRC, the Recording Secretary shall circulate minutes to all members of the Board and key chairmen within 3 months of a Board meeting and within 5 months of a convention. The Recording Secretary shall have a draft copy of the minutes to the Minutes Review Committee within 30 days of the Board meeting. The Recording Secretary will circulate the minutes within 60 days of a Board meeting and 5 months of an ACoD.	Minutes
229	V	2	d	Minutes of the Board of Directors shall only be distributed to Board members and key committee chairmen prior to formal approval by the Board.	Minutes
230	V	2	d	Minutes of the ACoD may be distributed once approved by the Minutes Review Committee.	Minutes
261	VII			It is the responsibility of key chairs 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.	Minutes
278				The ASFA President will send a report of significant action taken at each Board meeting to FAN and the web site as soon as possible after review by the Minutes Review Committee.	Minutes
283				The ASFA President will provide a "condensed" version of the Board minutes, after review by the Minutes Review Committee, to the FAN Editor for publication in FAN and will also forward a copy to the ASFA web site. This will bear the notice that the information is not official until approval at the next Board meeting.	Minutes
284				After review by the Minutes Review Committee, a complete copy of the minutes of the Annual Convention of Delegates will be published in the September/October issue of FAN. These minutes will bear the notice that the information is not official until approved by the Annual Convention of Delegates the following year.	Minutes

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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	Minutes
136				Wording of official news published in FAN will supersede wording of the minutes until a correction to either the minutes or official news is published.	Minutes FAN
288				The Scheduling Chairman will retain copies of premium lists for one year unless the trial or club is under investigation by the ASFA. Copies of fun match premiums older than one year shall be sent to the Membership Committee. Copies of final, approved premium lists older than one year shall be sent to the Archives Committee.	Premium Lists
139				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.	Premium Lists Records
44	IV	3		The Scheduling Chairman 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.	Premium Lists Scheduling
117	IV	3	3	The Scheduling Chairman 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.	Premium Lists Scheduling
358				The Scheduling Chair will notify the Awards Chair 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.	Prizes Scheduling
4	IX	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.	Protests
111				The Corresponding Secretary shall forward a copy of all protests filed with appeals, to the respective regional director.	Protests Regional Directors
138				ASFA will not provide copies of record sheets to individuals.	Records

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142				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.	Records
143				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.	Records
144				The Records Coordinator will make a reasonable attempt to follow up on judging changes noted in the trial results which are submitted without an explanation.	Records
247	VI	2		Minor record changes that do not affect points or placements can be signed off by the President of the ASFA for FAN placement.	Records
341	VIII	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.	Records Bowen System
348	APP			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.	Records Field Committee
146				When publishing a hound in trial results, the suffix titles listed shall be limited to those recognized for the dual certificate.	Records Titles
150				Each Regional Director shall compile an historical photo album within the respective region.	Regional Directors
151				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 trial regulation committee chairman and the field chairman within 30 days of the trial.	Regional Directors
153				Minutes of each regional meeting shall be forwarded to the Corresponding Secretary by the Regional Director.	Regional Directors
158				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 ASFA. Each Regional Director may not exceed a total of \$250.00 in reimbursable expenses per year.	Regional Directors

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208	VI	3	d	Less than a full two year term served by a Regional Director shall not be considered a "term" for the purposes of determining if the Regional Director may accept a nomination and be elected to an additional term pursuant to Article VI, Section 4, Paragraph (d) of the Constitution.	Regional Directors
268	VIII			Whenever possible, the Regional Directors Committee will meet on the first day of the Board of Directors meeting	Regional Directors
122				Each retiring regional director and key chairman shall turn over to his successor all properties and records relating to that office within 30 days of leaving his position.	Regional Directors Board of Directors
110				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.	Regional Directors Elections
155				The Regional Director will send a letter to the Scheduling chair listing the club which is approved to host that year's regional invitational, with a copy to each club that submitted a proposal.	Regional Directors Regional Invitationals
2	I	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 in FAN and shall remain in effect unless: 1] revised or revoked by the board, 2] revised or revoked by the annual convention or 3] incorporated into the running rules," but shall never be in conflict with the rules or constitution.	Rules & Policies
132				The Policy Compilation chairman shall prepare current operational policies to be distributed with a specific issue of FAN . A notice will be printed in the same issue stating that policies are included in the mailing and additional copies are available from Forms Distribution and on the ASFA web site The chairman shall also prepare an update of all policies amended, adopted, or deleted during the prior calendar year for distribution to the ACoD.	Rules & Policies
134				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.	Rules & Policies

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135				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 chair shall designate the alternates as #1 and #2.	Rules & Policies
272	I	5		ACoD policies will be formulated by the Policy Compilation Committee and integrated with Board policies. The ACoD policies should be submitted for publication in FAN as soon as possible after the convention. These policies will go into effect upon publication in FAN.	Rules & Policies
356	APP	5		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.	Rules & Policies ACoD
1				"Administration" 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 become effective upon circulation of the minutes of the meeting that created or amended the procedure and remain in effect until amended by the body that last addressed the issue. As these procedures are adopted by the Board, any changes must be brought to the board for review. (If created by an ACOD, changes in procedure shall be reported to the ACOD by the Board.)	Rules & Policies Board of Directors
345	IV	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 mailed out in advance of the convention.	Scheduling, ACoD Board of Directors Regional Directors
316				The Scheduling Chair shall notify Membership upon receipt of an approved date for a fun trial.	Scheduling Membership Fun Trials
315	IV	1		The Scheduling Chair shall notify Records in writing, within a week, every time an event is scheduled.	Scheduling Records
147				When a hound has earned an ASFA title, all known titles for that hound shall be published with the hound's name in FAN.	TitlesFAN
262				The Region where a trial is held will be credited for the number of hounds running in that trial.	Trials

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302				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.	Trials
281				Updates to the ASFA web site can only be submitted by the Chair of the respective committee and should be made to the Internet Liaison. The schedule for submission shall be consistent with the FAN schedule for submission.	Website
280				Hound records will be made available on the ASFA web site with only information that can be cross-referenced in FAN: hound's call name, hound's registered name, and owner's name.	Website Records
290				The Policy Compilation Committee chair will submit the operational and administration policies to the ASFA webmaster for placement on the web site, using the same time cycle as used for submission to FAN.	Website Rules & Policies