

## **Chapter VI**

### **RECORDS & FEES FORWARDED TO ASFA**

**Section 1.** All records must be received by the ASFA Records Coordinator within fourteen (14) days or be postmarked within ten (10) days of the approved lure field trial, with the exception of the International Invitational. In the case of the International Invitational, the records must be received by the ASFA Records Coordinator within twenty (20) days or be postmarked within fifteen (15) days of the approved dates for the International Invitational. For the penalty assessed for late receipt of records, see paragraph (h).

These records must include:

- (a) A copy of the approved premium list.
- (b) Names and complete addresses of all judges and the field secretary.
- (c) All completed entry forms.
- (d) All judge's(s') sheets, including re-runs and runoffs if required.
- (e) All record sheets for every course, including re-runs and runoffs if required.
- (f) Notations of reasons why hounds who were entered did not run, e.g., absent, bitches in season, lame, dismissed, disqualified under the ASFA breed disqualifications, excused by the field chairman, etc.
- (g) A per capita fee, as set by the Board of Directors (see schedule of fees in current issue of Field Advisory News) for each hound which was a paid entry in a regular stake (excepting those whose entry fee was refunded) shall be paid through an electronic funds transfer (EFT) as set by the Board of Directors or received by the ASFA Records Coordinator within fourteen (14) days or be postmarked within ten (10) days of the lure field trial, with the exception of the International Invitational. In the case of the International Invitational, the per capita must be paid through an electronic funds transfer (EFT) as set by the Board of Directors or received by the ASFA Records Coordinator within twenty (20) days or be postmarked within fifteen (15) days of the approved dates for the International Invitational. Points are not recorded by the Records Coordinator until either this per capita fee is received, or the Board of Directors has determined that there is an overriding reason to record the trial. The per capita must be paid by certified check, money order, electronic funds transfer or club check (do not send cash or personal checks).
- (h) The penalty charge for late receipt or postmark of records shall not exceed the per capita fee, subject to review by the ASFA Board of Directors. When paying electronically, receipt date will be the date ASFA is notified the payment has been received by the EFT system.
- (i) Changes to the approved premium list will be accompanied by a letter of explanation to the Records Coordinator.

**Section 2.** The Records Coordinator will correct field clerk errors and placements on record sheets, where appropriate, but will not change any judge's total score. The Records Coordinator will notify the field secretary of the host club of any and all such changes.

**Section 3.** The host club shall maintain a duplicate set of all records submitted for a period of one year following the lure field trial.