

## *Records 101 (update 3/09)*

As directed by the ASFA BoD I wrote an article for FAN about records and common errors that I experience. The article was printed in the May/June 2002 FAN. What I came up with were lists of points which I felt were important. These applied to any person attending an ASFA event in regard to the submission of records. While some of them are only suggestions others are rules or policies. I then did my best to reference which rule/policy. This update will hopefully bring these lists current with our latest rulebook and subsequent changes. I hope to keep adding to this and would love for any person to email me with additions. They could be something that is done in their area and has improved their trials from the records prospective or a rule/policy that I missed.

### **Entries**

1. Always use the most current ASFA form available.
2. If you create your own computer-generated version, be sure to include all the information just like the current ASFA entry form. Especially the registration number which has a tendency to be cut off.
3. Always include or encourage the inclusion of email addresses. This makes contacting the owner/agent easier should a question arise or to confirm when the hound completes a title.
4. Be sure that the entries are legible and complete. I can only input what I can interpret.
5. Club name/initials and the date of the trial are required at the top of the entry. **Ch. IV Sec 6**
6. All entries must be 5 ½ X 8 ½. **Ch IV Sec 3 #1**. Please be sure to always separate from other half of sheet.
7. Entries are to be completed in entirety by all exhibitors. This is especially important for first time-entered hounds. **Ch. II Sec 1 #7** Every FTS should be reviewing for completeness when they are filling out the record sheet. Then obtaining any missing data from the owner at the trial if necessary.
8. If the entry is marked that it is a first ASFA point trial, it is the FTS's responsibility to be sure that the hound certification and the required copy of acceptable registration is included. If the Hound Certification has been waived, a copy of the signed waiver and proof of the title must accompany first entry in an ASFA pointed trial.
9. The entry must be marked if the hound has been dismissed for the trial to count as a clean trial. **Ch. VIII Sec 2**
10. If a hound is lame, in-season, absent, etc at roll call (not pulled after a course), document at the top of the entry. **An entry MUST be included with the trial results for these hounds. See Ch VI Sec 1 C.**
11. A photocopy of acceptable registry must be submitted with a hound's first ASFA entry. (Waived for NGA registered hounds) **Ch. V Sec 4 (a)** {effective 1/1/03}. **It is the responsibility of the owner/agent to supply but it is the responsibility of the Field Trial Secretary to require.** Copies of pedigrees (certified or not) are NOT acceptable.
12. Be sure to mark the area to indicate any changes to the hound's record and what changes, highlighting that area is helpful. I try to catch all the corrections, if you mark a change and I do not update please email me as this is the most accurate method of communication.

### **Judges Sheets**

1. Must be signed by the judge.
2. Club initials and date of event must be listed.
3. Breed, course, stake, and judge (1 or 2) must be marked. The easiest way to insure that this is done is for the FTS to have sheets marked when they are given to the judge. The clerk then needs to verify correct sheet was used.
4. The judge must initial all changes.

5. A reason **must** be marked for any hound that is excused, dismissed or disqualified. **Ch. III Sec 17** It is the responsibility of the field clerk or secretary to be reviewing the sheet when it is handed in by the judge. If a reason is not listed, return the sheet to the judge for completion.
6. A suggestion to help decrease the risk of reversing Judge #1 and #2 scores when entering them onto the record sheet is to place #1 on top of #2 with the total scores of both visible. You can then look down at yellow #1/#2, etc. Exception is if there are blanket errors noted on either sheet.
7. The field clerk should be checking for completeness of the judge's sheet when it is handed in after a run. Then the FTS should check before submitting the records.

## Record Sheets

1. Must be completed in entirety. **Pg #57 (page 40 of the loose leaf books) of the current Running Rules.** This includes the BIF sheet!!
2. Computer generated sheets may be submitted as long as they contain the required information and give the same appearance of an ASFA form.
3. Any hound listed on sheet and scratched out must have a reason listed, i.e. pulled lame, in-season, absent, etc. **Ch. VI Section 1 (f)**
4. Only lame, in-season, hounds pulled due to change of judge/lure operator or hounds determined to have a breed disqualification are eligible for refund of the entry fee. **Ch. I Section 3** The record sheet should reflect the refund was given. All other hounds listed will count toward per-capita.
5. Writing must be legible!! Especially if there were changes made to the course(s) and/or blanket color(s).
6. Always recheck the addition. Owners/handlers should also check addition as they review the posted sheets. We are all, after all, only human.
7. All forfeits must be clearly marked or the tie will stand. Just because there is a placement marked does not constitute a forfeit. There are to be no assumptions. **Policy #317**
8. BOB should be marked above the 1 of the winning hound.
9. Only the total score of runoffs/BOB should be listed when more than one judge.
10. Judges are to be listed in alphabetical order by last name. **Policy #321**
11. If a stake is mixed it cannot be changed after the prelims. **Policy #318**
12. Hounds entered in the single stake should be listed on the same record sheet. They do not need separated by breed. **See pg #40 (pg #28 of loose leaf books) of the current Running Rules**
13. When the record sheet is changed due to a mathematical error or entry error, initial changes.
14. The name of the field clerk is required on the sheet. **See policy #234**

## Over All

1. Original paperwork is to be submitted and copies retained by the club. Be sure to separate NCR forms, only submitting the white copy.
2. Follow the organization listed on **pg #57 (pg #40 of the loose leaf book)** of the current Running Rules & Field Procedures for Lure Field Trials.  
\*When stakes are mixed they can be listed either on the same record sheet (space permitting) or separate. Place the open entry, open record sheet, FCh entries then FCh record sheet followed by the judge's sheets in order. If they are listed on the same sheet then put the Open entries, FCh entries, record sheet followed by the judge's sheets. The same scenario can be used when running different breeds together.
3. Please do not send records in any method that requires a signature. There are multiple methods available to send the records and track them. Tracking is always a good idea.
4. Per capita fee and fines must be submitted by club check or money order. No personal checks can be accepted. **Ch. VI Sec 1 (g)**
5. Use of some method of listing entries/counts for per capita count is helpful when there is a discrepancy in the per capita submitted and the amount required.

6. An error found after the trial but prior to submission of records will not count against the club if the club includes the steps that have been taken to handle the situation. (Please review **Policy #294** for further explanation.) So, it is strongly suggested that you check over *everything* prior to sending them off.
7. All changes in ownership marked on entries must be accompanied with a copy of the changed registration form.
8. Records must be received within 14 days or be postmarked within 10 days of the approved trial(s). See Ch VI Section 1 of the current Running Rules. I strongly suggest a copy of the mailing receipt be kept as proof of mailing in the event of late receipt. **Please send ASAP!!**
9. **Please add me to your mailing list so that I automatically receive your premium.** We would like all mailing to include the entire 9 number zip code to see if this helps with the USPS delivery. So, please update your records to indicate my mailing address as follows: Lori Coulson, ASFA Records Coordinator 1900 Normandie Dr York, PA 17408-1536
9. It is highly encouraged that both owners and clubs look at the results printed in FAN for accuracy. If an error is found please contact me immediately and I will investigate your information. I can be reached for questions either by email, snail mail or phone. If I don't know the answer I will find out and we will learn together. If ever you see misinformation in regard to your hound(s) please let me know immediately and I will make the necessary corrections. When you contact me be sure to identify the hound by breed, call name, registered name and registration number.

## ***Most Frequent Records Errors***

1. Copy of acceptable registration not included.
2. Incomplete Records sheets. This most frequently is the BIF sheet but occurs with breed sheets.
3. Not marking forfeits, just marking the placement(s).
4. Missing club/date information at the top of the entry.
5. Missing entries for hounds listed on Record sheet(s) but marked lame, in-season, etc.
6. Entry size, is to be 5  $\frac{1}{2}$  X 8  $\frac{1}{2}$ .
7. Addition errors. I am of the belief that as owners when we check the posted scores we too should be checking the addition. Field Trial Secretaries should recheck the records prior to submitting. If you find the error, initiate the action to correct (i.e. notify owners of error), and include a letter detailing error and steps taken then no Error Notice will be sent.
8. Missing signatures on both entries and judge's sheets.
9. Giving hounds placements that have not total 50% of possible combined score.

### • Organization of Trial Records for Submission \*direct from the rulebook

The following required items must be promptly sent to the Records Coordinator following each trial, indicated in Ch. VI:

1. Proper per capita check (current fee for each hound entered which has not been excused as lame or in season at or prior to roll call).
2. One copy of the approved premium list, with corrections to list of judges, if appropriate.
3. All entry forms, judges sheets and record sheets, completely filled out and written legibly.

The preferred order to use in organizing this material for submission is:

1. Per capita check
2. Premium list
3. Field records in the following order:
  - A. Afghan Hound
    1. Open stake
      - a. Entry forms in record sheet order
      - b. Record sheets
      - c. Preliminary course judges sheets in course-number order.
      - d. Final course judges sheets in course-number order.
      - e. Judges sheets from runoffs, if any.
    2. Field Champion stake
      - a through e, as above
    3. Veteran stake (if any)
      - a through e as above
    4. Best of Breed run judges sheets, if any. (Total scores and blanket colors are posted to the proper record sheet in column labeled "BOB Runoff.")
  - B. Azawakh (follow same order as above).
  - C. Basenji (same as above), etc., by breed in alphabetical order.
  - D. Limited stakes by breed in alphabetical order
    1. (same as indicated for Open stake above).
  - E. Singles stake (same as above)
  - F. Best in Field record sheet (filled out completely).
  - G. Best in Field judges sheets in course number order.

Copies of the records submitted must be retained for the club files. It is strongly recommended that the club retain proof of the date of mailing. If the original package is lost in the mail, the trial results can be reconstructed.

#### • **Filling in the Trial Record Sheets**

The record sheets must be completely and legibly filled out. This includes the complete names of the judges, the call names and registration numbers of the hounds, etc. If an entered hound is not competing, the reason should be entered on the record sheet, as should the reason for any excusal, dismissal, or disqualification. For tie runoffs, the blanket color and total score only should be entered in the "Runoff" column; similarly, for Best of Breed runs, enter only these items in the "BOB Runoff" column.

## Submission of Records

Current Running Rules for ASFA listed on previous page. Below is a brief guideline with reminders.

1. Per capita check. Remember this cannot be a personal check.
2. Copy of premium. While the rulebook only indicates one copy it is appreciated if there is one for each day with any changes marked on it.

3. Letter of explanation if there were any changes to the trial specifically judges.
4. Entries for first breed (breeds are to be in alphabetical order). The entries should be in the order that is listed on the record sheet.
5. Record sheet, completely filled out and legible.
6. Judge's sheets, these should be in the order of courses with Judge # 1 course #1 followed by Judge #2 for course #2 and so on. Any runoffs should follow the sheets for the stake that they occurred in and lastly BOB.
7. In the event of mixed stakes: if it can fit onto one record sheet that is fine just be sure to define which is Open, FCh, or Vet by a line or notation. All entries would then be in order and the judge's sheets the same as above.
8. In the event 2 breeds are run together then put the entry for the first followed by the record sheet the entry for the next then the next record sheet (this can also be placed on the same record sheet as long as there is a clear notation). The judge's sheets would then follow.
9. Some FTS's paperclip the info for each breed together, some staple and some just have them stacked. It makes no difference as long as they are in order.

Please feel free to contact me with any questions/inquires into YOUR hound(s) record, any records related question or a specific trial results. The easiest way to reach me is via email. You can leave a voice mail at the number below but I am not as faithful with responding to voicemail as I am email. I will try to respond in a timely manner. Please!!! If you have questions or concerns regarding record, contact me!!! We can only fix or change what is brought to our attention. I try to be very open to ideas and will follow up on any/all suggestions.

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