Newfoundland Club of America, Inc.

Regular Board of Directors Teleconference Meeting
8:00 p.m. (All Times EDT)
June 16, 2016

US toll number: (530) 881-1212
US toll-free number: (855) 212-0212
Meeting ID: 860-250-452#
Meeting wall & Meeting PIN: 1859
https://www.startmeeting.com/wall/860-250-452

Using the (530) 881-1212 telephone number saves the NCA on teleconference expense; please verify your unlimited long distance status.

Committee chairperson call in and times:
- To be arranged

Agenda

1. AKC Delegate’s Report (David Helming).

2. Approval of minutes:

3. President’s Report (Pam Saunders):

4. First Vice President’s Report (John Cornell).

5. Second Vice President’s Report (Lynne Anderson Powell)
   5.1 Volunteer Service Agreement; pp. 12 – 15.

Regular Session Business Items – See Committee Reports

6. Recording Secretary’s Report (Steve Britton):
   6.1. Prepared bulletin boards and drafted meeting minutes. for April/May F2F 2016 regular board meeting and annual board of directors meeting;
   6.2. Compiled agenda and meeting packet for this evening’s meeting;
   6.3. Reports his appreciation to all officers and most committee chairs for their timely meeting submissions;
   6.4. Submitted materials to Newf Tide Editor prior to May 15, 2015
7. **Corresponding Secretary’s Report (Pam Rubio):**

7.1. Updated officer information with AKC.

7.2. Received the information for Meet the Breeds in December at Eukanuba: November 1 for Meet the Breeds (information received by Aug 1, club will be listed in the premium list, electricity $110), August 1 for Conformation Medallions (5 medallion set $125), September 1 for Obedience and Agility Medallions ($45 each).

7.3. Correspondence from Joyce Taylor; p. 16.

7.4. Correspondence regarding Eukanuba Judges.

7.5. Correspondence about Isabella Newfoundland Color; p. 17.

7.6. Forward request from WKC for breed photos to Breeder’s Education Committee.

7.7. Correspondence from Mimi White; pp. 83 – 84.

8. **Treasurer’s Report (Mary L. Price):**


9. **Standing/Special Committee Reports:**

9.1 **WDC** - Sue Raney, chair – multiple items; schedule Sue & Dionne Reep <dionne@mtntosea.com> ; pp. 22 - 69.

   Note: Dionne has requested you have a computer or tablet available.
   - Online working test entry app
   - Additions to judges code of ethics.
   - Review and approval of the attached "short version" of the judging requirements.
   - Review and approval of the revisions to the Working Events Guide.
   - Review and approval of the revisions to the WRDX guide.
   - Update to judges testing year two (informational report).
   - List of judges published on the website via a google link.

9.2 **Rescue Prevention Committee (RPC), Donna Zink, chair:**

   - Online Tutorial Article Approval
     File: ONLINE TUTORIAL NEXT TWO SETS (10 and 11 of 20); p. 70.
   - Requests link to Life Stages to be published on NCA web pages; p. 71.

9.3 **Digital Documents Committee (DDC), Marylou Zimmerman, chair:**

   - Communication Plan for Pending Members / Nice Shout out email; p. 72.

9.4 **JEC** – Denise Castonguay, chair – Response to referral of ADJS donation request; p. 73.

10. Executive Session; pp. 82 – 106:

10.1 Pending Membership Applications Mary Lou Cuddy, membership chair; pp. 86 – 106.

10.2 International Liaison Committee – Roger Frey, chair; p. 85.
   - Adding a member

10.3 Legislative Liaison Committee – Janice Anderson, chair; p. 85.
   - Adding a member.

11. Unfinished Business and General Orders

11.1. Curry and Drury Memorial Award Medallions.

11.2. Breeder’s Education/CTMB Survey.

11.3. Policy Manual Update – Pam Saunders will provide additional policy updates in July

11.4. NCA, Inc. Foundation - feasibility study to develop a new 501(c)3 and to determine methods to accept large donations to support NCA, Inc. activities – pended from March 17, 2016.


11.7. Discussion of inactive NCA recognized regional clubs. (Sue Marino – 3.17.16)

11.8. Discussion Item: As a prerequisite for continued affiliation with the NCA, should regional clubs be required to mail copies of newsletters and/or meeting notices when a member of the regional club has specifically requested it? In instances where the club is in conflict with its own bylaws and applicable state laws, should the NCA withhold the particular regional club’s abilities to host NCA sanctioned (NCA Working Dog and AKC) events be withheld? (Referred to Governing Document Committee May 2, 2016)

11.9. Note: Best of Breed Medallions for Foreign Specialties are now budgeted through the International Committee.

11.10. Pins and Patches

11.11. Redefine EPPC Job Description.

11.12. Additional Discussion on Social Media Groups and Social Media Pages.

11.13. NCA Scholarship Grant

11.14. Policy Manual Updates:
   - Treasurer’s Duties Policy – postponed to June 2016.
   - Corresponding Secretary’s Duties – postponed from March, 2016.

12. New Business:

12.2. BOB/HIT Medallions; p. 79.


2015 – 2016 NCA Board Member Directory

**President:** Pam Saunders  
26825 NW West Union Rd  
Hillsboro, OR 97124-8182  
Home: 503/647-2472  
Cell: 503/705-7181  
Email: pssaunders@live.com

**First Vice President:** John Cornell  
964 Williams Hill Rd  
Richmond, VT 05477-9623  
Home: 802/434-6393  
Cell: 802/363-9333  
Email: longship@gmavt.net

**Second Vice President:** Lynne Anderson-Powell  
358 Swart Hill Rd  
Amsterdam, NY 12010-7081  
Home: 518/843-9892  
Cell: 518/598-3746  
Email: ncabod2ndvp@live.com

**Recording Secretary:** Steve Britton  
P.O. Box 554  
Montrose, MI 48457-0554  
Home: 810/639-6898  
Cell: 810/247-3458  
Email: stevebritton.ncaboard55@yahoo.com

**Corresponding Secretary:** Pam Rubio  
8955 Burchell Rd  
Gilroy, CA 95020-9404  
Home: 408/847-1641  
Cell: 408/218-3577  
Fax: 408/847-2661  
Email: pamelaq@qgarlic.com

**Treasurer:** Mary L. Price  
1004 STH 78  
Mount Horeb, WI 53572-3044  
Home: 608/437-4553  
Cell: 608/520-6929  
Fax: 608/437-4553  
Email: mlprice@mhtc.net

**AKC Delegate:** David Helming  
150 Old Clinton Rd  
Flemington, NJ 08822-5536  
Home: 908/788-4053  
Email: davidhelming@aol.com

**Director:** Mary Lou Cuddy  
1155 Raymond Rd.  
Ballston Spa, NY 12020  
Home: 518/885-5030  
Cell: 518/496-7377  
Email: cuddyBOD@nycap.rr.com

**Director:** Roger Frey  
11120 Broadway St.  
Alden, NY 14004-9515  
Home: 716/683-1578  
Business: 716/685-2685  
Fax: 716/685-2685  
Cell: 716/481-8095  
Email: jollyroger.jollyroger1@verizon.net

**Director:** Sue Marino  
5 Idlewood Dr  
Auburn, MA 01501-2133  
Home: 508/832-4585  
Email: Vnnewf97@charter.net

**Director:** Steve McAdams  
PO Box 370  
Green Valley, IL 61534-0370  
Home: 309/352-2244  
Email: shadrack@grics.net

**Director:** Pat Randall  
7238 Hwy 162  
Hollywood, SC 29449-5606  
Home: 843/889-5444  
Cell: 843/697-1113  
Email: pkrboard2011@comcast.net

**Director:** Donna Thibault  
PO Box 102  
Ashford, CT 06278-0102  
Cell: 860/465-7743  
Email: donnatbo@live.com

Revised: 5/26/201
NCA Volunteer Service Agreement

Volunteering with the Newfoundland Club of America, Inc. or the Newfoundland Club of America Charitable Trust (hereinafter the “NCA”) provides an opportunity for you to network with your peers, serve the NCA and the Newfoundland breed by working on various interesting and worthwhile assignments. Our Volunteers are organized into NCA Volunteer Groups (including but not limited to: boards, standing and ad hoc committees or subcommittees, mentor groups, working test judge groups, Newfoundland Ambassadors group, panels, task forces, etc.).

You agree that you are a volunteer. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below Volunteer Expenses and other Benefits).

Neither you nor the NCA intend any employment or contractual relationship to be created (i.e. you are not an employee, independent contractor or consultant for the NCA. If this changes at any time, and there is a possibility that you might undertake paid work for the NCA, this will be discussed and documented in formal contract for services or other arrangement.

We know that you have many demands on your volunteer time. We appreciate your willingness to use a part of that time to serve the NCA and the Newfoundland breed. We hope you benefit as much by your volunteer service as the NCA benefits from having members willing to volunteer.

Your acceptance as a Volunteer and participation in a NCA Volunteer Group comes with a responsibility to assist in achieving the objectives of the Volunteer Group, including but not limited to: attending and participating in meetings and deliberations, meeting preparation, and post meeting deliverables. All Volunteers will be evaluated by the Chair of their Volunteer Group regarding their attendance and participation at meetings during the year. See also the NCA Committee Guidelines and Policies document at http://www.ncanewfs.org/committees/pages/commprocedures.html.

All volunteers are required to review and provide their signature to this NCA Volunteer Service Agreement (the “Service Policy Agreement”). You may not perform any volunteer services until you have signed this Service Policy Agreement.

Confidentiality and Conflict of Interest

Volunteers may have access to, or receive, information which is proprietary or confidential. For purposes of this policy, Confidential Information includes, but is not limited to: trade secrets, NCA member or employee data, information related to the operations or plans of the NCA or of firms, companies or individuals or which is otherwise personal, proprietary, private or sensitive nature. Confidential Information does not include information that (i) is already known to the Volunteer at the time of its disclosure; (ii) is, as of the time of its disclosure, generally available to the public, or later becomes generally available to the public through no wrongful act of the Volunteer; (iii) is received by the Volunteer without restriction as to use or disclosure by a third party not known by the Volunteer to be under a confidentiality obligation to NCA or its members; (iv) is approved for release by prior written authorization of NCA; (v) is furnished by NCA to a third party without restriction on the third party’s
right of disclosure or (vi) is disclosed pursuant to any judicial or governmental requirement or order; provided, however, that the Volunteer notifies NCA in writing of such required disclosure as much in advance as practicable in the circumstances and cooperates with NCA to limit the scope of or prevent such disclosure. Confidential Information is the property of NCA. Volunteer Group members must consider all information received or discussed during their service as confidential, and members may not use or disclose any such information outside of the committee’s deliberations without express written permission from the NCA President or its General Counsel or as permitted elsewhere in this Service Policy Agreement.

In addition, members should avoid all conflicts of interest. Specifically, where a matter is the subject of discussion that may result in a personal financial benefit/opportunity to a member to the exclusion of the members generally, that conflict of interest should be disclosed and the member should not participate in the discussion or vote on the matter.

**Volunteer expenses and other benefits**

As a volunteer, the NCA will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorized tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You need prior approval and will always need to produce receipts. All reimbursement must be handled using the appropriate NCA policy.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of the NCA and is not payment in lieu of salary.

**Communications**

During recent years, the activities of the NCA have increased rapidly in scope and variety. Many of these activities are conducted with the knowledge, input, or based on recommendations of volunteer groups. To avoid overlapping or duplication of effort and to maintain consistency in general policies, it is essential for all activities to be coordinated as effectively as possible.

It is also important that statements to or communications with outside groups, which may result in published statements attributed to the NCA, be screened for conformity with policies implemented by the Board of Directors. The Chairman of the CTMB Board, the President of the NCA Board and designated members of NCA have been delegated the responsibility for this function. With limited exceptions, communications on behalf of the NCA must be channeled through or cleared with the NCA President. The NCA Treasurer is authorized to make statements, without clearance from Council or the Board of Directors, in matters related to their area of practice.

All statements concerning policy or technical matters issued on the authority of these Volunteer Groups should be clearly identified as such. No other Volunteer Group may issue any outside communications without clearance by the Board of Directors prior to issuance.
**Actions That May Discredit NCA**

Volunteer members should not engage in, promote, or participate in any activities that can reasonably be anticipated to discredit or result in damage to NCA’s reputation or otherwise discredit the core standards and principles NCA. When participating in Volunteer activities on behalf of NCA, all Volunteers are expected to conduct themselves in a professional manner. Should a volunteer act outside the standards set forth, he/she may be immediately removed as a member of the volunteer committee.

**Intellectual Property assignment**

The Volunteer agrees to assign to the NCA, or its designee, all right, title, and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, drawings, discoveries, algorithms, formulas, computer code, ideas, trademarks, or trade secrets (collectively referred to as “Intellectual Property”), whether or not patentable or registrable under patent, copyright or similar laws, related to the NCA’s business, which the Volunteer may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice which may arise out of any research or other activity conducted under the direction of the NCA or as part of their participation in an NCA Volunteer Group.

The Volunteer understands and agrees that:

- all original works of authorship which are made by the Volunteer (solely or jointly with others) within the scope of their participation in an NCA Volunteer Group shall be considered a specially commissioned “work made for hire” (the “Work”) for the benefit of NCA to the fullest extent accorded the definition of those terms under the Copyright Laws of the United States, Title 17, United States Code § 101. Without limitation of the foregoing, the Volunteer agrees to assign and hereby assigns the Work, the copyright and all other right, title and interest in and to the Work to NCA, and the Volunteer agrees to promptly execute any and all documents necessary or desirable to effectuate or otherwise evidence such assignment. Accordingly, all of the rights comprised in the Work and the updates to the Work shall vest in NCA, and its successors and assigns, as the sole and absolute owner. NCA shall have the sole right and power to apply for any and all copyrights in its name, in order that all copyrights so obtained shall vest in NCA, including the copyrights for any renewed or extended terms now or hereafter authorized by law. Whenever requested by NCA, the Volunteer shall perform such acts and sign all documents and certificates which NCA may reasonably request in order to fully carry out the intent and purposes of this Paragraph.

- The decision whether or not to use, commercialize or market any Intellectual Property is within the NCA’s sole discretion and for the NCA’s sole benefit and that no royalty or other consideration will be due to the Volunteer as a result of the NCA’s efforts to use, commercialize or market any such Intellectual Property.
Verification and Agreement

The validity, construction and enforceability of this Agreement shall be governed in all respects by the law of the State of Connecticut. This Agreement may not be amended except in writing signed by a duly authorized representative of the respective Parties. This Agreement shall control in the event of a conflict with any other agreement between the Parties with respect to the subject matter hereof. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights.

As a requirement of membership in an NCA Volunteer Group (including but not limited to: boards, standing and ad hoc committees or subcommittees, mentor groups, working test judge groups, Newfoundland Ambassadors group, panels, task forces, etc.), I, the undersigned, hereby verify and state that I have read the above Service Policy Agreement, and I fully understand its terms.

By accepting my volunteer appointment, I hereby agree to be bound by all of its terms and conditions including, without limitation, the sections dealing with Confidentiality and Conflict of Interest and Intellectual Property assignment as set forth above. I acknowledge that committees may be disbanded or suspended at any time as seen fit by the NCA. I confirm that the networking opportunities and recognition afforded by my volunteer services constitute good and valuable consideration for the undertakings made herein.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name__________________________________________________________________

Volunteer signature___________________________________________ Date___________________

Any questions or assistance needed, please contact the NCA 2nd Vice President & Committee Liaison via email at committees@ncadogs.org
Forwarded Message

From: Joyce Taylor <boomiebear@sbcglobal.net>
Date: Wed, 25 May 2016 17:41:08 -0700
To: Pamela Rubio <pamelar@garlic.com>
Subject: Re: National Awards

On May 25, 2016, at 2:25 PM, Joyce <boomiebear@sbcglobal.net> wrote:

First I would like to thank the NCA, National Speciality Committee and the Regional club for all their work putting on the National Specialty despite the weather.

I am writing because of my extreme disappointment in the awards process and lack of recognition of the NCA Top Show Dog for 2015. I flew Dexter from the west coast to receive his award at considerable expense. He is retired and was not entered in breed competition. After I arrived I was told he would receive his award at the annual meeting but I could not bring him in the room because the hotel said food was being served. There was no food served in the room, it was in the hallway. Saturday at the second awards event food was served in the room and the Best of Breed, Best Opposite and Best of Winners were brought in the room and walked around the tables which makes me question why he could not be presented at the annual meeting. The awards chair Tuesday knew he was there. Further he was not announced as the Top Show Dog for 2015 at the Top Twenty. I found out toward the end of the week that several people had wanted to see him but didn’t know he was there.

I am making this personal because I feel strongly about it. The AOM dogs received beautiful rosettes based on one judge’s opinion. Dexter, the Top Show Dog for 2015, received an 8x10 piece of paper, not even framed. Here is a Newfoundland representing the breed that in the last year received 7 Best in Shows, 4 Reserve Best in shows, 26 group 1’s, more than 40 other group placements, 6 Regional Speciality wins and several Working Dog specialties. He was the AKC number 1 Newfoundland all systems, and the number 8 working dog. There have been only 5 Newfoundlands in the past 15 years to place in the AKC top 10 working group. Based on his achievements in 1 year, I strongly feel that he should have been introduced at one of the events and received more than an 8 x10 piece of paper. I have talked to the owners of the Top Show Dog for 2014 and they feel the same way. I haven’t spoken to the Top Show Bitch owners as I don’t know them. I also believe more recognition should have been given to the High in Trial dog for 2015! I realize that nothing can be done for Dexter now, yes he gets a page in Newftide, but it is not the same as people seeing the actual dog, watch him move and be able to put their hands on him. Pictures usually don’t do the dog justice.

The reason I am writing is I hope there can be a change in future Nationals and the Top Show Dog and Bitch and High in Trial dog can be given the credit they deserve for the year of hard work that earned them the top status.

Respectfully,

NCA member Joyce Taylor
boomiebear@sbcglobal.net
408 892 4659
Dear Linda,

Beige is not an acceptable color according to the AKC Newfoundland standard. Black, White and Black, Brown and Gray are acceptable colors in this country. The term Isabella, is not one I'm familiar with, and most probably created as a marketing tool. Just because the color is rare, does not mean it is desirable, or should carry a higher purchase price. No responsible breeder would ever breed for this color.

Sincerely,

Pam Rubio - NCA Corresponding Secretary

> I have a question but I'm not sure if I have the right address. This is the one I got from AKC. If not, would you send it to someone that can help me? Can you tell me about the beige or Isaballa color? Is that a rare sought after color that is desirable or a fault? If they are bred, do they have to be bred to a male of the same color to get beige or browns? If they were bred to a brown, would you get brown pups? Thank you for the help. My address is ozarknewfie@yahoo.com Sincerely, Linda Richards

Capriccio Farm Newfoundlands
-- www.capricciofarmnewfs.com
## Newfoundland Club of America, Inc.
### Receipts and Disbursements
#### April 8 - June 2, 2016

### INCOME

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<td>EFT</td>
<td>K Holshey</td>
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<td>5/16/2016</td>
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<td>White; Munro; Harnson</td>
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<td>Vari</td>
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<td>4/9/2016</td>
<td>DEP</td>
<td>Leif; McClure; Gomez; Hickey</td>
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<td>Bottaro cr. c.</td>
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### Newf Tide subscriptions

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<td>4/10/2016</td>
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<td>Everett Ward refund</td>
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### EXPENSES

#### Annual Membership Meeting

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<td>Wm. J. Gillmeister Parliamentarian</td>
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<td>5/30/2016</td>
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<td>NCNE 2016 Natl Spec podium &amp; mic</td>
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#### Associations

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#### Awards

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#### Board

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<td>NCNE 2016 Natl Spec phone line - meeting room</td>
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Prepared by Mary L. Price, Treasurer

Page 18 of 106
June 16, 2016 - For distribution
# Newfoundland Club of America, Inc.

## Receipts and Disbursements

April 8 - June 2, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Description</th>
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<td>4/9/2016</td>
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<td>S.c. - Credit Cards cr. c. s.c.</td>
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Newfoundland Club of America, Inc.  
Receipts and Disbursements  
April 8 - June 2, 2016

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OVERALL TOTAL

prepared by Mary L. Price, Treasurer
## Newfoundland Club of America, Inc.

**Balance Sheet**

**as of June 2, 2016**

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The WDC has been busy over the last few months, and so we have several items to send to you this month. One of the FYI pieces I wanted to send along for the board is to let everyone know that our Working Dog Forum at the National was well received, and we had good discussion among the attending members, and several great suggestions for the coming year. We hope to develop some of the suggestions for the coming year and will bring new ideas to the board as they develop.

We did submit our budget earlier, were we OK with that info?

And finally, I wanted to send the following list to you for the board's consideration at the June meeting. Here's what the WDC would like to cover...

1. **Online entry test** by SCNC (I sent this to you already, but since I am sending the full list, I thought I would recap this here also).

   Link to be shared with the board through Dionne Reep, SCNC for board review and approval for one time use as a trial program. SCNC has worked hard for several years to develop the prototype of online entry and it incorporates all the elements of paper entry as well as making it super easy for people to use. Just like most other dog event sites, the online entry will be run side by side with the paper entry process, so that any member who wishes to enter the paper way can do so without fear of losing their "place" in the entry system. If the one time trial is successful, SCNC will discuss how the program can be shared with other clubs to utilize for tests, and WDC knows that use of this would have to be incorporated into next year's regulations also.

2. **Additions to judges code of ethics to include:**

   judges should not expect regional clubs to pay any expenses for the judge’s spouse if they chose to accompany them to the test.

   The WDC also requests insight and clarification from the board on a judges' ethics question:

   If judges refuse to return a working judge test, should they be removed from both
judging lists or just the one they did not return? We have no problem if a judge fails one type of test yet has not had the opportunity to take the other test remaining on the list, but It seems unethical to refuse to participate in an NCA requirement if you are setting the highest degree of conduct, and seems to fit under this already accepted broad ethics guideline: • Working Test Judges will bring the highest degree of professionalism to every test, whether acting as judge of that test, exhibitor, test committee, steward or spectator. We will remember that other judges, other exhibitors and spectators will look up to us to set an example in how we conduct ourselves. If we set a high standard for our own conduct, others will do likewise.

3. Review and approval of the attached "short version" of the judging requirements for inclusion in the judging regulations. This is just a synopsis of the current regulations to provide clarity and an easy to read "checklist" version for judges interested in moving to a higher level. (Attached—requirements to move up in judging levels) The WDC will update the full judging requirements document later in the year for submission to the NCA board, however we do not anticipate any changes in this move up process.

4. Review and approval of the revisions to the Working Events Guide and the WRDX guide for posting on the website. (The WDC will do final review of these two items this month prior to the board meeting, so the content may change just a tiny bit, but this way you all can take a look at them ahead of time, and we will communicate any last minute tweaks after we meet this month.) Attached is the marked changes version of the Working Test guide and both a marked copy as well as a clean copy of the WRDX guide (it may be easier to review in it's final version as there were many changes—mostly because most items are now included in the regulations and we don't feel it needs duplication.

5. Update to judges testing year two (just informational only). The WDC completed the year two testing of water and draft test judges (the second third of both lists). We still had several judges fail to return the test after several prompts. We had several who
passed with flying colors, and did have judges who failed the test both times and have been removed from the judges list.

6. The WDC also requests that the list of judges published on the website be able to be posted to the web via a google link that would have shared access between the website administrator, the WDC and any other board members who may require the ability to update it. The WDC understands that options for the website and having access to the various pages by committees is still a work in process, and we are hopeful that there will be movement soon, but in the meantime, due to the continued fluctuation of the judges lists as judges move up in levels and/or fail testing and the need to maintain an accurate list with the ability to update judges on the list quickly we would like to be able to build spreadsheets that can be easily updated by WDC committee members and immediately populate to the website so that our regional clubs have the most up to date information from which to work.

Whew! That's all for now -- please let me know when you want me to call in regarding these items. Dionne will also be available for the meeting and will submit the latest link for their online form to you and Steve Britton for distribution to the board.

I'm off to Portland tomorrow to judge the PNNC draft test, but as always you can reach me on my cell if you need to - 720-320-1663. I will also be checking my email throughout the weekend as well.

Thanks tons,

Sue Raney
Working Dog Committee
Requirements to move up in judging levels

To move from Provisional level to Partner level:

Must have judged at least three assignments at the Provisional level (a two day test counts as one assignment at the Provisional level)

Must have received at least two positive evaluations

Must have judged with at least two different mentor level judges

Must have judged at a minimum of two different sites

Must have exhibited a dog at least once every 3 years

Must pass an open book test once every 3 years

Must earn an additional title for a total of three (3) WRDs, or two WRDs and one NCA WRDX or three DDs or two DD’s and one TDD or NCA DDX

To move from Partner level to Mentor level:

Must have judged at least four assignments at the Partner level

Must have judged with at least three different judges at the Partner level

Must have judged at a minimum of two different sites at the Partner level

Must have judged for at least two different clubs at the Partner level

Must have exhibited a dog at least once every 4 years

Must pass an open book test once every 3 years

Water judges must earn an additional title for a minimum of four (4) WRDs or three (3) WRDs and one (1) NCA WRDX

Draft judges must earn an additional title for a minimum of three (3) DDs and one (1) TDD or two (2) DDs, one (1) TDD and one (1) NCA DDX.
SECTION 1

Applications for WRDX Tests:

Points to remember:

- Clearly indicate to the Water Test Application Contact which judges will judge each level of the Water Test day/weekend.
- Insure the premium list includes the schedule for each division to be tested and a statement indicating WRDX bitches in season will be judged after all other divisions have been tested.
- The maximum number of dogs to be tested per day, as set forth in the Water Test Regulations is 30. (See "Entry Limitation, page 11 of Water Test Regulations). On average, it takes approximately 30 minutes to test each WRDX entrant. This should be one of the factors used to arrive at the stated maximum number of entries for any given day in a Water Test weekend. The WRDX division may have a separate entry limit but the limit for the entire test may not exceed 30 for each day.

SECTION 2

Test Site Specifications

The Water Test Regulations for a WD/WRD water test require usable waterfront to be a minimum of 75 feet, with the water extending at least 200 feet from the shore. For the WRDX division the site must also have a minimum of 75 feet of waterfront but the water markers must be at least 100 feet apart. In marking the beach area for the WRDX division, a center pole is used with poles on either side, 35 feet apart, to use as markers for the Multiple Person Rescue (Exercise #2). It is extremely important to place the water markers wider than the test site for two reasons:

- Retrieval of water markers at the WRDX division causes the dog to fail.
- Safety. If the side water markers are either tied down or tied to one another (as in many test sites), the likelihood of the dog becoming tangled is much greater. An optional plan for water markers can be found on the water test time line on the NCA web site.

The shoreline to the sides of the usable waterfront should not be so close as to tempt the dogs to take the stewards to the sides of the test site, rather than back to the boat.
In other exercises, the other shoreline(s) should not be closer than the center of the test area where most exercises are completed.

Prior to the start of the test, a center flag is set up with two additional beach flags/markers set 35 feet away from the center flag. It is highly recommended that a second set of beach flags/poles be set in front of the original markers to give a better line of sight for the water stewards. Side markers are set in the water on both sides at 75 ft., 100 ft, and 150 ft. This is wide enough to not interfere with the stewards in exercise #2.

SECTION 3

Equipment
It is strongly suggested that judges review the WRDX required equipment, as indicated in the WRDX regulations, with the test committee before the test weekend by phone call, letter or e-mail. The test committee is responsible for supplying, hand/arm protection as indicated in the WRDX Test Regulations, a four person raft that will sit flat on the surface of the water as required in the regulations, and anchor systems that can be brought up or untied BEFORE the dog reaches the boat in each of the required exercises. Judges should also inquire as to whether all calling stewards meet the restrictions for “overly familiar”, as currently approved by the NCA Board.

DURING THE TEST

SECTION 4

Pre-Swim
- The Committee will assign a steward to monitor the 15 minute pre-swim, start and end time, or confer with the judges to determine if they want to call for the pre-swim.
- Exhibitors are reminded that only one retrieving article is allowed in the testing area during pre-swim.
- Exhibitors are reminded that no food is allowed in the testing area during pre-swim.
- Judges may use this time to note the wading depth for each dog in relation to the standing depth of each handler, as described in the regulations.

SECTION 5

Time Limits
All posted time limits are suggestions. As stated in the Water Test Regulations, “if a dog began working immediately at the start of the exercise and continued actively working during the entire exercise” time limits may be extended. Dogs may be called off of an exercise for safety reasons, or if the judges deem the dog physically incapable of working longer secondary to being in distress. Otherwise, the dogs should be permitted
a reasonable period of time to complete an exercise, without regard to whether one dog is a faster or slower swimmer than another.

SECTION 6
Steward Responsibilities

Beach Stewards
Beach stewards help the test flow in a timely manner. Duties of beach stewards include:

• Making sure the equipment is ready for each entrant.
• Calling entrants to the beach.
• Taking the entrant’s leash and returning it to them before they leave the test area.
• Attaching the 8 foot line with bumper to the front of the row boat, and removing it after the exercise is completed. This job may also be performed by the boat steward for this exercise.
• Help steady the boat when the handler and dog are boarding.
• Hand the 125 line to the handler before the “Line to Shore” exercise and take it off the beach at the conclusion of the exercise.

Water Stewards
Stewards in the boats or in the water must be wearing coast guard approved life jackets and secure foot protection. Life jackets are optional for beach stewards but they must wear foot protection.

SECTION 7
THE TEST EXERCISES

Exercise #1 Abandoned Boat

One rowing steward
Ballast steward is optional.

Preparation:
A steward will attach the eight-foot line with bumper to the bow of the boat, with the line and bumper placed in the boat for use by the rowing steward.

The rowing steward takes the boat out 75 feet, parallel to shore, anchors the boat; and then rests the oars on the boat. The boat may move freely around the anchor in the current or wind. It is crucial that the steward watch for the dog to approach the boat, since the anchor is to be detached or brought up BEFORE there is any chance that the dog would be able to retrieve the anchor line, or become tangled in any lines or poles used for the anchor system. Once the anchor is detached the rowing steward will toss
the bumper off the seaward side of the boat being sure to time this so that the bumper is in the water before the dog goes behind the boat. The rowing steward does not touch or move the bumper or line again. The rowing steward then faces away from the dog and does not make eye contact. During judge’s instructions to stewards, the judges and rowing steward will discuss when to bring up or detach from the anchor system. The regulations state the boat will be released from the anchor when the dog is approximately 10 feet from the boat, however, wind and currents may dictate the boat being left in place longer than those with calm bodies of water. The dog should NEVER be close enough to the boat for any safety or retrieving concerns to occur when the anchor system is detached or brought up into the boat. The rowing steward should ride quietly in the boat from this point on until the dog beaches the boat and the judges whistle completion of the exercise.

The bumper with floating line is removed from the bow of the boat at the completion of the exercise.

Exercise #2 Multiple Person Rescue

- One rowing steward,
- One ballast steward
- Three calling stewards (TIP: when possible, recruit fast swimming stewards)
- Two beach stewards
- Anchor system set to hold the boat at 150 feet from shore. The platform will be at the 150 foot mark.

Preparation:
Prior to the start of the test, it should be determined which calling stewards will call the dogs from each of the three positions, and which hand signals will be used by the rower to keep the stewards in place.

The rowing steward brings the boat to shore, where two beach stewards steady the boat. When the handler and dog is aboard and indicates readiness to proceed, the beach stewards will push the boat off, being careful to use a fluid motion so as to not jostle the dog off of the platform. The rowing steward takes the boat out so that the back of the platform is 150 feet from shore, the boat platform faces the shoreline, and is attached to the anchor system. It is important that this anchor be heavy enough and long enough to steady the boat in windy and rough conditions since the boat will be out at 150 feet from shore and possibly in deep water.

The rowing steward also employs the use of the oars to keep the boat in position as much as possible. When the boat drifts from its original position, it may significantly change the exercise for the dog.

While the boat is being rowed out to 150 feet from shore, the 3 calling stewards will swim out quietly, and to their designated positions.
  - Drowner #1 will line up with the 1st marker on shore, and with the side water
Marker which is set 100 feet from shore.

- Drowner #2 will line up with the center marker on shore, and with the side water marker which is 75 feet from shore.
- Drowner #3 will line up with the 3rd marker on shore, and with the side water marker which is set 100 feet from shore.

Drowning stewards will wait quietly in the water until signaled by the judges. Each of the drowning stewards will be alert at all times to hand signals pre-arranged for use by the rowing steward in case they drift out of position. **This is very important to remember.** In addition, drowning stewards should periodically look over their shoulders to check the beach marker they are lined up with, as well as side water markers to confirm their positioning is correct.

The rowing steward will watch to confirm the boat is steady in position, that the stewards remain in position, and also watch the judges for signals.

When the judges are satisfied that all stewards are in position and the handler is ready, one judge will give a brief arm signal to the stewards in the water to begin calling for help. From this point forward, the calling stewards will watch the rower, who will relay any signals from the judges to the callers, or who will signal the calling stewards as being out of position.

Each calling steward will call in a manner consistent with being in distress. It is permissible to praise the dog coming toward the stewards, as this would certainly occur in instances of real rescue. However, words of praise should always be intermingled with those asking for the dog to “help”, “come”, “save me”; etc., as during a real rescue situation. The dog’s name is not to be used. The stewards need not call in the same manner as one another. The dogs will naturally focus on a steward, heading towards the steward to bring him/her back to the boat. Stewards might expect the dogs to swim around them, in order to give the steward a greater opportunity to grab hold. However, stewards should always be ready to take hold of the dog any time the dog is close enough to the steward so long as the steward does not move out of position. In some instances, the dogs will be swimming just past a steward on the way to pick up a second, or even third steward. For this reason, calling stewards should be vigilant in grabbing hold of the dog if the dog is close enough to them at any time. If one steward is picked up and it is clear that the dog is heading for a second steward, the first rescued steward should move to hold on to whichever hip area of the dog will allow the second steward to take hold of the opposite hip area. It is suggested that when a dog opts to bring in all 3 stewards, the stewards will be in a towing formation with one steward on each hip of the dog and the final steward either holding the center of the dog or hanging onto the life jacket of one of the other stewards. All 3 stewards should be sure they are floating on top of the water and not hanging down. Judges should be observing the dogs for any sign of distress if the dogs opts to bring in 3 stewards at once.
The stewards will not aid the dog through the use of swimming strokes in returning to the boat. Should the dog, at any time, turn and head back to the boat with either one or two victims, the remaining steward(s) will soften their voice(s) considerably until the dog reaches the boat, and the handler touches hands with the steward(s). When the handler touches the steward(s), the remaining calling stewards should immediately resume the previous volume and intensity in calling for help to attract the dog away from the steward(s) and handler at the boat.

Those stewards brought back to the boat should quietly move to the opposite sides of the boat from one another, and remain behind the platform to give the dog and handler room to work with the rest of the stewards. The rescued stewards can also assist in steadying the boat. Rescued stewards should avoid conversation, which would create a severe temptation for the dog to return to the boat to check up on them. The instinct of the dogs in wanting to take care of those they have rescued cannot be taken lightly. For this reason, the rowing steward also uses hand signals, rather than verbal commands when needing to give directions to the stewards.

It may be anticipated that the dogs will swim around the boat between rescue attempts to check all sides for stewards needing assistance, especially since this is required in another exercise within the WRDX test. It is very important that rescued stewards avoid eye contact and conversation with the dogs once they have touched hands with the handler and have moved quietly to the sides of the boat. When the dog has rescued all stewards, or the exercise has been signaled to end by the judges for other reasons, the rowing steward will detach or pull up the anchor. If the handler stays on the boat, the rower will row to shore. If the handler swims back to shore, the rower can row back to the staging area for the next exercise. The rescued stewards will swim back to shore as quickly as possible and be clear of the test area so the next exercise may begin. The rescued stewards should not expect to be towed in to shore by the dog.

**Exercise #3 Unconscious Victim**

One steward

The steward is required to wear the prescribed hand/arm protection set forth in the WRDX Test Regulations. Full wet or dry suit is required, unless the weather/temperature is so hot that the steward would be too uncomfortable/overheated. If a full wet or dry suit is not worn, the steward must still wear a jacket or sleeves of wet suit material on both hands. The gloves and/or arm protection must be of sufficient length to reach the elbows.

Following a signal from the judge, the steward should quietly swim out to the 75 ft.-side water markers, while lining up with the center beach markers. The steward does not make contact with, nor speak to the dog or handler while waiting to enter the water, or when swimming out to the designated water marker. Once in position, and upon receiving an arm signal from the judges, the steward must float on his/her back without swimming strokes, starting out with feet pointed towards shore. The current may cause
the steward to drift from their original position. The steward’s arms and legs should be floating as still as possible on top of the water. The hands of the steward will be “palm up” on the surface of the water and the arms will be straight out at a ninety degree angle with the body. Every attempt should be made by the steward to keep his/her eyes closed.

The steward will expect the dogs to approach and to take hold of one or the other of the steward’s gloved hands, arms, or the life jacket. The dog may or may not circle the steward one or two times, requiring patience on the part of the steward. Depending on which hand, or where on the life jacket the dog takes hold of the steward, the steward may find himself turned in a slow circle and then towed back to shore. The handler has been instructed to wade into the water to the prescribed depth to meet the dog and steward in tow. The judges will whistle the exercise completed as soon as the handler takes hold of the steward.

If, at any time, the dog scratches the steward, swims over the steward, or uses too much mouth pressure, causing pain, the steward may stand up or call out to terminate the exercise. The steward should not tolerate discomfort at any time. The handlers are aware of this, and will have taught their dogs a gentle hold. At the conclusion of the exercise the handler will help the steward disengage from the dog.

Exercise #4 Capsized Raft

- One rowing steward.
- One ballast steward (optional)
- One calling steward.

Preparation:
A rowing steward will tow the calling steward in the raft to the center of the test area. This is efficiently done by means of a rope that the raft steward releases when in position at the center marker and 75 feet from shore.

Once the calling steward is in position the rowing steward will quickly exit the testing area, but remain in the water, outside of the testing area, to retrieve the raft at the conclusion of the exercise.

If conditions allow, the calling steward may use their arms to paddle the inflatable raft into position instead of being towed.

The Exercise:
The steward in the raft will watch for the arm signal from the judge to begin the exercise. This signal will be given as quickly as possible. The calling steward will then loudly call out for help as he/she capsizes and overturns the raft in one motion.

If weather or current conditions warrant the steward may begin in the water and flip the raft over his/her head while loudly calling for help.
The steward will hold the shore side of the raft up approximately 3 inches to be certain the raft is held parallel to shore as much as possible. The calling steward continues to call the dog for help, using words consistent with being in distress, such as “help me”, “come and save me”, etc. The calling steward does not use the dog’s name. The calling steward must lower the raft to lie flat on the surface of the water as the dog approaches and is within 10 feet from the raft. It may be helpful for the steward to measure this distance prior to the start of the test to better estimate the distance during the exercise. The calling steward may expect the dog to swim in under the raft from any side, and should be prepared to immediately grab hold of the dog for the ride out from under the raft. The dog is not expected to grab hold of the steward. The dog is permitted to exit any side of the raft. For the steward’s safety, the steward is permitted to lift up the side of the raft after the dog has exited from under the raft to avoid any down-turned handles or to ensure the steward’s life jacket does not catch on the raft in any way. The rescue is a success when the dog swims out from under the raft with the steward in tow. The steward will remain free floating and hold onto the dog until the dog reaches wading depth and the steward touches hands with the handler. The judges will immediately whistle completion of the exercise, at which time the steward may stand up.

Exercise #5 Line to Shore

- One rowing steward
- One ballast steward
- One calling steward
- Two beach stewards
- An anchor system

Two stewards are required to hold the boat steady in the water while the dog and handler get aboard. The will push the boat off shore when the handler indicates they are ready. A beach steward hands the 125-foot line to the handler. The handler brings the 125 ft. line, with him/her to the boat. The line may be on a winding device or in a container. When the handler indicates readiness to the judges, the beach stewards will push the boat off. The rowing steward may will row the boat so that the back of the platform is 100ft. from shore. An anchor system may be used to enable the rower to keep the boat in position with the platform facing the shoreline. The handler indicates readiness to proceed and the judges signal the handler to give the dog the rope and to jump from the boat. The calling steward should have approached the shoreline to stand quietly near the water in the center of the test area as the boat was being rowed out. The calling steward will watch for the dog to have left the boat with the line in his/her mouth, to have surfaced the water, and is just STARTING TO SWIM TOWARDS SHORE before beginning to call the dog. The steward will not call the dog by name. The calling steward will loudly call for the dog to bring the rope to him/her and may also use arm motions. Praising words may be used in between commands for the dog to come with the rope. The judges will note that, while it is natural for the dogs to stand and look back to their handlers for further instructions once they reach their wading depth, the
dogs should not turn back and begin swimming towards the boat before the completion of the exercise. Therefore, it is extremely important that the rowing steward keep the boat at the full distance until completion of the exercise.

The dog will deliver the line to the steward on shore. It is not the responsibility of the steward to determine commands or words that might be used to get the dog to hold onto the line long enough for the steward to take hold of the line. However, the steward should take hold of the line as soon as he/she is able to reach it while still on shore. The dog does not have to give up the line or leave the water.

The steward may move down the shoreline to meet the dog. The judges will whistle completion of the exercise as soon as the steward has hold of any part of the line. The steward should then immediately take hold of the dog's collar to detain the dog on shore or in shallow water. The handler will be riding back in the boat.

Exercise #6 Hidden Victims

- Two calling stewards
- One rowing steward
- One ballast steward (optional)

The two water stewards ride out on the platform of the boat, rowed by a third steward to 75 feet. The boat will be parallel to shore. (“Tip: to save time, one of the stewards can bring the next dog's line with bumper to the boat at this time. When the Hidden Victims exercise is finished, the boat steward can remain at 75 feet from shore and attach the line to the boat preparing for the Abandoned Boat exercise. Note, if this option is chosen the boat must be in this position when the first dog to be tested enters the test area so that it is that same for every dog. The steward serving as ballast would lean forward onto their legs and remain still).

Once the boat is in place, the rower should attach the anchor system, or drop the anchor into the water. Each of the two water stewards then exit quietly from the platform and move to the seaward side of the boat. One water steward is at the bow of the boat, and the other is towards the stern. The stewards hold onto the lip of the boat and await instructions from the rower. The rowing steward gives a brief arm signal when the stewards are in place, where upon the judges will signal back to the rowing steward to quietly tell the calling stewards to begin calling for help. The stewards should call as if in distress but their bodies and splashing should not be visible from shore. If the stewards cannot be heard well from shore they may also bang on the boat. The rowing steward should, at that time, bring the oars into the boat, and should remain quietly in the boat, avoiding eye contact with the dog.

When the dog approaches the boat, the anchor system may be detached or the anchor pulled up. This will prevent the dog from retrieving the anchor line or get tangled up in the line.
Should the dog come around the boat with only one of the two stewards in tow, the rowing steward re-attaches or drops the anchor again once the dog is well away from the boat with the steward to keep the boat in place until the dog approaches the boat to get the second steward.

The calling stewards should call in a manner consistent with being in distress; but without using the dog’s name. Once the dog has appeared in sight of the stewards, praising words may be interspersed with those commanding the dog to come and save them. **The dog is to swim close enough for the steward to reach out and take hold of the dog while still having hold of the side of the boat. It is the dog’s option to bring in one or both stewards at the same time. If, while towing the first steward, the dog swims close enough to the second steward so that the second steward is able to reach out and take hold of the dog, while still having hold of the side of the boat, the dog will be deemed to have opted to bring in both stewards at the same time. If the dog brings in both stewards at the same time, the stewards should take hold of the dog, one on each side near the hindquarters, or hip area. The stewards will ride quietly while the dog tows them to shore. (quoted from rules).**

While the dog is swimming back to shore with the steward(s) in tow, the handler will wade in to the pre-determined distance, preparing to grasp the steward(s) hand once at wading depth. The steward(s) may stand and walk out of the water as soon as the handler touches their hand. The judges will whistle completion of the exercise when the handler touches the hand of the second steward(s).

If the dog returns to shore with only one steward, the handler will immediately command the dog to swim back to the boat to retrieve the second steward. The rowing steward must be watching the handler and judges carefully at this point. There should not be a delay between the time the first steward stands up and leaves the water and when the judge signals the rower to tell the remaining steward to begin calling again. Although the handler may not touch the dog to keep him/her in the water waiting for further instructions, neither can the handler be expected to ask the dog to commit to swimming depth, towards the boat within 20 seconds if the calling steward is not calling for the dog. The judges, calling and rowing stewards must be alert for the sequence of the remainder of the exercise should a dog bring in only one steward at a time.

The handler remains at the pre-determined depth in the water until the dog returns with the second steward, arriving close enough to touch hands with the handler. The judges will immediately whistle completion of the exercise, at which point the steward may stand up and leave the water.
Applications for WRDX Tests

When completing an application to hold a Water Test, please indicate to the WDC Water Test Application Contact person whether the WRDX level will be offered at this Water Test. If the Water Test is to cover a two-day period, please indicate which day(s) the WRDX level will be offered. Please include signed acceptance forms from any changes of judges for the WRDX portion of the test, if applicable.

**Points to remember:**

- Clearly indicate to the Water Test Application Contact which judges will judge each level of the Water Test day/weekend.

- Insure the premium list includes the schedule for each division to be tested and that WRDX dogs in season will be judged after all other divisions have been tested.

- The maximum number of dogs to be tested per day, as set forth in the Water Test Regulations is 30. (See “Entry Limitation, page 11 of Water Test Regulations). On average, it takes approximately 30 minutes to test each WRDX entrant. This should be one of the factors used to arrive at stated maximum number of entries for any given day in a Water Test weekend. WRDX may have a separate entry limit but the limit for the entire test may not exceed 30 for each day.

**SECTION 2**

**Test Site Specifications**

The Water Test Regulations for a WD/WRD water test require usable waterfront to be a minimum of 75 feet, with the water extending at least 200 feet from the shore. For the WRDX division the site must also have a minimum of 75 feet of waterfront but the water markers must be at least 100 feet apart. and the water should extend at least 300 feet from the shore. In marking the beach area for the WRDX division, a center pole is used with poles on either side, 35 feet apart, to use as markers for the Multiple Person Rescue (Exercise #2). However, it is extremely important to place the water markers wider than the test site for two reasons: An optional plan for water markers can be found on the water test time line on the NCA web site.

- Retrieval of water markers at the WRDX division causes the dogs to fail.
- Safety. If the side water markers are either tied down or tied to one another (as in many test sites), the likelihood of the dog becoming tangled is much greater. An
optional plan for water markers can be found on the water test time line on the NCA web site.

- is an additional consideration for placing the side water markers (and thus increasing the usable waterfront area) much farther apart than for use in a regular WD/WRD event.

The shoreline to the sides of the usable waterfront should also not be so close as to tempt the dogs to take the stewards to the sides of the test site, rather than back to the boat. In other exercises, the other shoreline(s) should not be closer than the center of the test area where most exercises are completed.

Prior to the start of the test, a center flag is set up with two additional beach flags/markers set 35 feet away from the center flag. It is highly recommended that a second set of beach flags/poles be set in front of the original markers to give a better line of sight for the water stewards. Side markers are set in the water on both sides at 75 ft., 100 ft, and 150 ft. This is wide enough to not interfere with the stewards in exercise #2.

SECTION 3

Equipment
It is strongly suggested that judges review the WRDX required equipment, as indicated in the WRDX regulations, with the test committee before the test weekend by phone call, letter or e-mail. The test committee is responsible for supplying. Judges should inquire of the test chair whether the committee has on hand the required level of hand/arm protection as indicated in the WRDX Test Regulations, whether the raft to be used is a four person raft that will sit flat on the surface of the water as required in the regulations, and whether anchor systems can be brought up or untied before the dog reaches the boat in each of the required exercises. Judges should also inquire as to whether all calling stewards meet the restrictions for “overly familiar”, as currently approved by the NCA Board.

DURING THE TEST

SECTION 4

Pre-Swim
Either the judges or a steward should ensure that 15 minutes total is allowed for all WRDX dogs to pre-swim. Only a bumper is allowed to be brought into the testing area. Dogs are allowed to familiarize themselves with the boat platform. No food is allowed in the testing area. This is also an opportunity for judges to make notes with regards to the depth each handler must be in the water in order to touch their dog before and after the dog is at his/her wading depth. Since the exercises REQUIRE contact by the handler at or before wading depth, the depth where the water touches the handler’s body or wet suit may be noted at this time. If the handlers are primarily throwing bumpers
from shore, judges may ask them to wade in to where their dogs are almost standing and note the distance where the water reaches the handlers legs, wet suits, etc. on the exhibitor sheet for that dog. *This information is covered in the rules, is it needed here?*

- The Committee will assign a steward to monitor the 15 minute pre-swim, start and end time, or confer with the judges if they want to call for the pre-swim.
- Exhibitors are reminded that only one retrieving article is allowed in the testing area during pre-swim.
- Exhibitors are reminded that no food is allowed in the testing area during pre-swim.
- Judges may use this time to note the wading depth for each dog in relation to the standing depth of each handler, as described in the regulations.

**SECTION 5**

**Time Limits**

All posted time limits listed with the exercises are suggestions. **As stated in the Water Test Regulations, “if a dog began working immediately at the start of the exercise and continued actively working during the entire exercise” time limits may be extended.** Dogs may also be called off of an exercise for safety reasons, or if the judges deem do not consider the dog physically incapable of working for any longer secondary to being in distress. Otherwise, the dogs should be permitted any reasonable period of time to complete an exercise, without regard for whether one dog is a faster or slower swimmer than another.

**SECTION 6**

**Steward Responsibilities**

**Beach Stewards**

- Beach stewards help the test flow in a timely manner. Duties of beach stewards include:
  - make sure the equipment is ready for each entrant.
  - Calling entrants to the beach.
  - Taking the entrant’s leash and returning it to them before they leave the test area.
  - They may also have additional chores such as
  - taking and returning the entrants leash.
  - Before the first exercise they need to bring the entrants
  - **Attaching the** 8 foot line with bumper to the rowing steward and help to attach it to the front of the row boat, and remove it after the exercise. This job may also be performed by the boat steward for this exercise. as well as help
  - remove it after the exercise.
  - They may also Help to steady the boat when the handler and dog are boarding.
  - They Hand the 125 line to the handler before the Line to Shore exercise and take it off the beach after **at the conclusion of the** exercise.
SECTION 7
Water Stewards
All Stewards in the boats or in the water must be wearing coast guard approved life jackets and secure foot protection. Life jackets are optional for beach stewards but they must wear foot protection.

Exercise #1 Abandoned Boat
One rowing steward is needed, ballast steward is optional.

Preparation: A steward will pre-attached the eight-foot line with bumper to the bow of the boat, with the line and bumper placed in the boat for use by the rowing steward.

The rowing steward takes the boat out 75 feet, parallel to shore, anchors the boat; and then rests the oars on the boat. The boat may move freely around the anchor in the current or wind. It is crucial that the steward watch for the dog to approach the boat, since the anchor is to be detached or brought up BEFORE there is any chance that the dog would be able to either try to retrieve the anchor line, or to become tangled in any lines or poles used for the anchor system. Once the anchor is detached the rowing steward will quietly place toss the bumper off the seaward side of the boat being sure to time this so that the bumper is in the water before the dog goes behind the boat. The rowing steward does not touch or move the bumper or line again. The rowing steward then faces away from the dog and does not make eye contact. During judge’s instructions to stewards, the judges and rowing steward will discuss when to bring up or detach from the anchor system. The regulations state the boat will be released from the anchor when the dog is approximately 10 feet from the boat, however, wind and currents may dictate some sites requiring the boat being left in place longer than those with calm bodies of water. However, The dog should NEVER be close enough to the boat for any safety or retrieving concerns to occur when the anchor system is detached or brought up into the boat. The rowing steward should ride quietly in the boat from this point on until the dog beaches the boat and the judges whistle completion of the exercise.

The bumper with floating line is removed from the bow of the boat at the completion of the exercise.

Exercise #2 Multiple Person Rescue

- One rowing steward,
- One ballast steward
- Three calling stewards (tip, when possibly recruit fast swimming stewards)
- Two beach stewards
• Anchor system set to hold the boat at **150 feet from shore. The platform will be at the 150 foot mark**. (may be stationary or anchor kept in the boat), to steady the boat and to push the boat off when the dog and handler are safely aboard after indicating readiness.

**Preparation:** Prior to the start of the test, it should be determined which calling stewards will call the dogs from each of the three positions, and which hand signals will be used by the rower to keep the stewards in place.

The rowing steward brings the boat to shore, where two beach stewards steady the boat. When the handler **and dog** is aboard and indicates readiness to proceed, the beach stewards will push the boat off, being careful to use a fluid motion **so as not to so as to not jostle** the dog off of the platform. The rowing steward takes the boat out so that the back of the platform is 150 feet from shore, the boat platform is facing **faces** the shoreline, and either attaches is attached to the anchor system. the anchor system or drops the anchor from the side of the boat. **It is important that this anchor be heavy enough and long enough to steady the boat in windy and rough conditions since the boat will be out at 150 feet from shore and possibly in deep water.**

The rowing steward also employs the use of the oars to keep the boat as much in position **much as possible**, with the platform facing the shoreline as is at all possible. Altering the way the boat faces, or letting **When** the boat drifts from its the original position, it may significantly change the exercise for the dog. **change the exercise significantly for the dog.**

While the boat is being rowed out to 150 feet from shore, the 3 calling stewards will swim out quietly, and to their designated positions.

- Drowner #1 will line up with the 1st marker on shore, and with the side water marker set 100 ft. from shore
- Drowner #2 will line up with the center marker on shore, and with the side water marker set 75 ft. from shore
- Drowner #3 will line up with the 3rd marker on shore, and with the side water marker set 100 ft. from shore.

**They** Drowning stewards will wait quietly in the water until signaled by the judges. Each of the drowning stewards will be alert at all times to hand signals pre-arranged for use by the rowing steward in case they may be drifting out of position. **This is very important to remember.** In addition, they **drowning stewards** should often look very briefly over their shoulders to check the beach marker they should be are lined up with, as well as very briefly to the sides to check the side water markers to confirm their positioning is correct. corresponding with their position.

The rowing steward **will** watch to be sure confirm that the boat is steady in position, that the stewards remain in position, and also watches the judges for signals. —in case pre-arranged arm motions alert the rower to problems with the stewards in the water, retrieval of water markers, etc.
When the judges are satisfied that all stewards are in position and that the handler is ready, one judge will give a brief arm signal will be given to the stewards in the water by the judges to begin calling the dog for help. From this point forward, the calling stewards will watch the rower, who will relay any signals from the judges to the callers, or who will signal the calling stewards as being out of position.

Each calling steward will call the dogs in a manner consistent with being in distress. It is permissible to praise the dogs coming toward the stewards, as this would certainly occur in instances of real rescue. However, words of praise should always be intermingled with those asking for the dogs to “help”, “come”, “save me”; etc., as during a real rescue situation. The dog’s name is not to be used. The stewards need not call in the same manner as one another. The dogs will naturally focus on a steward, heading towards the steward to bring him/her back to the boat. Stewards might expect the dogs to swim around them, in order to give them the steward a greater opportunity to grab hold. However, stewards should always be ready to take hold of the dog any time the dog is close enough to the steward so long as the steward does not move out of position, in the same manner as the life-ring exercise in a WRD test. In some instances, the dogs will be swimming just past a steward on the way to pick up a second, or even third steward. For this reason, calling stewards should be vigilant in grabbing hold of the dog should it be close enough to them at any time. If one steward is picked up and it is clear that the dog is heading for a second steward, rather than back to the boat, the first rescued steward picked up should move to hold on to whichever hip area of the dog will allow the second steward to take hold of the opposite hip area, in the easiest way as they approach/get close to the second steward. It is suggested that when a dog opts to bring in all 3 stewards, the stewards will be in a towing formation with one steward on each hip area of the dog and the final steward either holding the center of the dog or hanging onto the life jacket of one of the other stewards. All 3 stewards should be sure they are floating on top of the water and not hanging down. Judges should be observing the dogs for any sign of distress should if the dogs opt to try to bring in 3 stewards at once.

Some test sites would allow for a fully conditioned dog to perform the exercise in this manner. Other test sites would make such an attempt very hazardous for the dog. The stewards will not aid the dog through the use of swimming strokes in returning to the boat. Should the dog, at any time, turn and head back to the boat with either one or two victims, any the remaining steward(s) will soften their voice(s) considerably until the dog reaches the boat, and the handler touches hands with the steward(s), brought to the boat in that one trip. When the handler touches the steward(s), the remaining calling stewards should immediately resume the previous volume and intensity in calling for help in order to attract the dog away from the steward(s) and handler at the boat.

Those stewards brought back to the boat should quietly move to the opposite sides of the boat from one another, and remain behind the platform to give the dog and handler room to work with the rest of the stewards. The rescued stewards can also assist in...
steadying the way the boat platform faces to aid the rowing steward in keeping the platform of the boat pointing towards shore. Rescued stewards should avoid conversation, which would create a severe temptation for the dog to return to the boat to check up on them, as opposed to going to or working with any remaining stewards at a distance from the boat. The instinct of the dogs in wanting to take care of those they have rescued cannot be taken lightly. For this reason, the rowing steward also uses hand signals, rather than verbal commands when needing to give directions to the stewards.

Calling stewards should be looking up to the rowing steward frequently to watch for hand signals or further direction. It may be anticipated that the dogs will swim around the boat between rescue attempts to check all sides for stewards needing assistance, especially since this is required in another exercises within the WRDX test. Therefore, it is very important that the rescued stewards avoid eye contact and conversation with the dogs once they have touched hands with the handler and have moved quietly to the sides of the boat. When the dog has rescued all stewards, or the exercise has been signaled to end by the judges for other reasons, the rowing steward will detach or pull up the anchor. If the handler stays on the boat, the rower will row to shore. If the handler swims back to shore, the rower can row back to the staging area for the next exercise. and will row the boat either to the shore with the handler aboard, or, if the handler elects to swim in with the dog, will row out of the testing area. The rescued stewards will swim back to shore as quickly as possible and be clear of the test area so the next exercise may begin. The rescued stewards should not expect to be towed in to shore by the dog, which would then have been given the erroneous message that it is permissible to take the stewards to shore, rather than to the boat.

Exercise #3 Unconscious Victim

One steward The steward is be wearing the required to wear the prescribed hand/arm protection set forth in the WRDX Test Regulations. Full wet or dry suit is required, unless the weather/temperature is so hot that the steward would be too uncomfortable/overheated. If a full wet or dry suit is not worn, the steward must still wear a jacket or sleeves of wet suit material on both hands. The gloves and/or arm protection must be of sufficient length to reach the elbows.

Following a signal from the judge, the steward should quietly swim out to the 75 ft. side water markers, and in line while lining up with the center beach markers. The steward does not make contact with, nor speak to the dog or handler either while waiting to enter the water, or when swimming out to the designated water marker. Once in position, and upon receiving an arm signal from the judges, the steward must float on his/her back naturally, without swimming strokes, starting out with feet pointed towards shore. letting The current may cause the steward to drift from their original position move him/her. The steward’s arms and legs should be floating as still as possible on top of the water. The hands of the steward will be “palm up” on the surface of the water and the
arms will be straight out at a ninety degree angle with the body. Every attempt should be made by the steward to keep his/her eyes closed.

The steward will expect the dogs to approach and to take hold of one or the other of the steward’s gloved hands, arms, or the life jacket. The dog may or may not circle the steward one or two times, requiring patience on the part of the steward. Depending upon on which hand, or where on the life jacket the dog takes hold of the steward, the steward may find himself turned in a slow circle and then towed back to shore. The handler has been instructed to wade into the water to the prescribed depth to meet the dog and steward in tow. The judges will whistle the exercise completed as soon as the handler takes hold of the steward determined earlier by the judges, when the dog and steward are on the return trip, and to take hold of the steward PRIOR to the dog reaching its wading depth. This will make certain that the steward is not dragged up on shore by the dog. If, at any time, the dog scratches the steward, the dog scratches the steward, or attempts to climb on the steward or swim over the steward’s legs, or, if the steward feels pain when the dog takes hold of his/her gloved hand/arm, or feels pain at any time in the towing process, the steward may stand up or call out to terminate the exercise. It is never required of The steward should not tolerate discomfort at any time. The handlers are aware of this, and will have taught their dogs a gentle hold. At the conclusion of the exercise the handler will help the steward disengage from the dog. The steward will remove his/her hand/arm or life jacket from the dog’s mouth with the assistance of the handler. when the handler takes hold of the steward, and may then stand up.

Exercise #4 Capsized Raft
- One rowing steward.
- One ballast steward (optional)
- One calling steward.

Preparation: A canoe, kayak or rowboat will have a rowing steward with a second steward aboard to enable an inflatable raft (able to sit flat on the water when overturned, and with no lines hanging from it after being turned loose for the start of the exercise) to be towed by guide rope (s) to the center of the testing area. A rowing steward will tow the calling steward in the raft to the center of the test area. This is efficiently done by means of a rope that the raft steward releases when in position at the center marker and 75 feet from shore. Once the calling steward is in position the rowing steward will quickly exit the testing area, but remain in the water, outside of the testing area, to retrieve the raft at the conclusion of the exercise. The calling steward will ride quietly in the inflatable raft. If conditions allow, the calling steward may use their arms to paddle the inflatable raft into position instead of being towed. Upon receiving an arm signal from the judges, the steward in the kayak, canoe or rowboat will set the raft free, and the rowing steward will exit as fast as possible from the testing area, as the raft is not expected to remain in its released position for very long in most test conditions.
The Exercise:
The steward in the raft will watch for the arm signal from the judge to begin the exercise. This signal will be given as quickly as possible. The timing must be such that there are no delays in the towing craft very quickly leaving the area, the judge signaling to the calling steward and the calling steward beginning the exercise immediately. The calling steward will then loudly call out for help as he/she capsizes and overturns the raft in one motion.

If weather or current conditions warrant the steward may begin in the water and flip the raft over his/her head while loudly calling for help.

The steward will hold the shore side of the raft up approximately 3 inches to be certain the raft is held as much as possible parallel to shore as much as possible. The calling steward continues to call the dog for help, using words consistent with being in distress, such as “help me”, “come and save me”, etc. The calling steward does not use the dog’s name. The calling steward must lower the raft to lie flat on the surface of the water as the dog approaches to and is within 10 feet from the raft. It may be helpful for the steward to have measured this distance prior to the start of the test to better estimate the distance during the exercise. in order for a uniform approximate distance to be used for each dog. The calling steward may expect the dog to swim in under the raft from any side, and should be prepared to immediately grab hold of the dog for the ride out from under the raft. The dog is not expected to grab hold of the steward. calling steward does not have the dog grab hold of him/her. The calling steward immediately grabs hold of the dog and prepares to be brought out from under the raft quickly. The dog is permitted to exit any side of the raft. For the steward’s safety, the steward is permitted to lift up on the side of the raft after the dog has exited from under the raft to avoid any down-turned handles or to ensure the steward’s life jacket does not catch in any way on the raft in any way. The rescue is a success when the dog swims out from under the raft with the steward in tow. The dog will then tow the steward, riding quietly behind, having moved back to hold onto the hindquarters (but not the tail) of the dog. The stewar will remain free floating and hold onto the dog until the dog reaches wading depth and the steward touches hands with the handler. The handler will wade into the water when the steward and dog are on the return trip from the raft and will touch hands with the steward when the dog reaches his/her wading depth. The judges will immediately whistle completion of the exercise, at which time the steward may stand up.

Exercise #5 Line to Shore

- One rowing steward
- One ballast steward
- One calling steward
- Two beach stewards
- An anchor system is necessary

Two stewards are required to hold the boat steady in the water while the dog and handler get aboard. The will push the boat off shore when the handler indicates they
are ready. This may either be an under the surface of the water system to clip onto when the boat reaches the desired distance from shore, or may be an anchor dropped from the boat. A beach steward hands the 125-foot line to the handler. The handler brings the 125 ft. line, which maybe on a winding device or in a container with him/her to the boat. The line may be on a winding device or in a container. When the handler indicates readiness to the judges, the beach stewards will push the boat off. so that The rowing steward may will row the boat out so that the back of the platform is 100ft. from shore. An anchor system may be used to enable the rower to keep the boat in position with the platform facing the shoreline, and the boat held at the 100ft. distance. The handler indicates readiness to proceed and the judges signal the handler to give the dog the rope and to jump from the boat. The calling steward should have approached the shoreline to stand quietly near the water in the center of the test area as the boat was being rowed out. The calling steward will watch for the dog to have left the boat with the line in his/her mouth, to have surfaced the water, and is just STARTING TO SWIM TOWARDS SHORE before beginning to call the dog. The steward will not call the dog by name. The calling steward will loudly call for the dog to bring the rope to him/her and may also use arm motions. Praising words may be used in between commands for the dog to come with the rope. The judges will note that, while it is natural for the dogs to stand and look back to their handlers for further instructions once they reach their wading depth, the dogs should not turn back and begin swimming towards the boat before the completion of the exercise. Therefore, it is extremely important that the rowing steward keep the boat at the full distance until completion of the exercise.

The dog will deliver the line to the steward on shore. It is not the responsibility of the steward to determine commands or words that might be used to get the dog to hold onto the line long enough for the steward to take hold of the line. However, the steward should take hold of the line as soon as he/she is able to reach it while still on shore. The dog does not have to give up the line or leave the water. The steward may move down the shoreline to meet the dog. The judges will whistle completion of the exercise as soon as the steward has hold of any part of the line. The steward should then immediately take hold of the dog’s collar to detain the dog on shore or in shallow water, pending arrival of The handler will be riding back in the boat. In this way, the dog is not permitted to incorrectly assume that he/she may return to the boat at any time. Instead, the handler should come to the dog to avoid the chances of the dog performing the exercise incorrectly (swimming back to the handler) in future performances.

Exercise #6 Hidden Victims
- Two calling stewards
- One rowing steward
- One ballast steward (optional)

The two water stewards ride out on the platform of the boat, rowed by a third steward to 75 feet, and parallel to shore. The boat will be parallel to shore. (It is recommended, “Tip”: to save time, to put—have one of the stewards can bring the next dog’s line with
bumper to the boat at this time. That way, When this the Hidden Victims exercise is finished, the boat steward can remain at 75 feet from shore and attach the line to the boat preparing for the Abandoned Boat exercise. which saves the time of rowing into position. Note, if this option is chosen the boat must also be in this position when the first dog to be tested enters the test area so that it is that same for every dog. The steward serving as ballast would lean forward onto their legs and remain still).

Once the boat is in place, the rower should attach the anchor system, or drop the anchor into the water. Each of the two water stewards then exit quietly from the platform and move to the seaward side of the boat. One water steward is at the bow of the boat, and the other is towards the stern. The stewards hold onto the lip of the boat and await instructions from the rower. The rowing steward gives a brief arm signal when the stewards are in place, where upon the judges will signal back to the rowing steward to quietly tell the calling stewards to begin calling for help. The stewards should call as if in distress but their bodies and splashing should not be visible from shore. If the stewards cannot be heard well from shore they may also bang on the boat. The rowing steward should, at that time, bring the oars into the boat, and should remain quietly in the boat, avoiding eye contact with the dog.

However, When the dog approaches the boat, the anchor system should may be detached or the anchor pulled up. This will prevent to avoid the dog attempting to from retrieving the anchor line or get tangled up in the line.

Should the dog come around the boat with only one of the two stewards in tow, the rowing steward re-attaches or drops the anchor again once the dog is well away from the boat with the steward to keep the boat in place until the dog approaches the boat once again to get the second steward.

The calling stewards should call in a manner consistent with being in distress; but without using the dog’s name. Once the dog has appeared in sight of the stewards, praising words may be interspersed with those commanding the dog to come and save them. The dog is to swim close enough for the steward to reach out and take hold of the dog while still having hold of the side of the boat. It is the dog’s option to bring in one or both stewards at the same time. If, while towing the first steward, the dog swims close enough to the second steward so that the second steward is able to reach out and take hold of the dog, while still having hold of the side of the boat, the dog will be deemed to have opted to bring in both stewards at the same time. If the dog brings in both stewards at the same time, the stewards should take hold of the dog, one on each side near the hindquarters, or hip area. The stewards will ride quietly while the dog tows them to shore. (quoted from rules). As soon as the dog reaches close enough for one or the other steward to take hold of the dog without losing his/her grip on the lip of the boat, the steward should grab the dog and work his/her way back to the outside hip of the dog to make room for the other steward to take hold of the inside hip in case if the dog elects to bring back both stewards at once. If the dog comes close enough to the second steward for him/her to grab hold of the dog without losing his/her grip on the lip of the boat, that steward should also take hold of the dog and work is/her way back to the inside hip. Depending
upon how close the dog swims alongside the boat to come around the corner, one of the stewards may have to push off a little to avoid being scraped too closely along the boat. The stewards will avoid conversation with one another or with the dog to avoid distracting the dog at work, which will be focused upon reaching the handler.

While the dog is swimming back to shore with the steward(s) in tow, or the handler will wade in to the pre-determined distance, preparing to grasp the stewards hand once at wading depth. when the dog is on the return trip with the steward (s) in tow. The steward(s) may stand and walk out of the water as soon as the handler touches their hand. of the steward(s). The judges will whistle completion of the exercise when the handler touches the hand of the second steward(s).

This clears the way for If the dog returns to shore with only one steward, the handler to will immediately command the dog to swim back to the boat to retrieve the second steward. if the dog brought only one steward in at a time. The rowing steward must be watching the handler and judges carefully at this point. to be able to tell the remaining calling steward to begin calling as soon as the handler directs the dog to go back to the boat or the judge signals to begin calling again. There should not be a delay between the time the first steward stands up and leaves the water and when the judge signals the rower to tell the remaining steward to begin calling again. Although the handler may not touch the dog to keep him/her in the water waiting for further instructions, neither can the handler be reasonably expected to ask the dog to commit to swimming depth, moving back towards the boat within 20 seconds if the calling steward is not calling for the dog. The judges, calling and rowing stewards must be alert for the sequence of the remainder of the exercise should a dog bring in only one steward at a time.

The handler remains at the pre-determined depth in the water until the dog returns with the second steward, arriving close enough to touch hands with the handler. The judges will immediately whistle completion of the exercise, at which point the steward may stand up and leave the water.
When a regional club considers holding a NCA water or draft test there are many variables to consider. The most important are whether the club has a pool of money to devote to the costs of a test, whether there is an appropriate test site available and whether there are enough reliable volunteers. The test committee has to follow the NCA regulations for the test and be sure to keep and send in the proper records within 30 days of the test.

The cost of putting on a working test differs greatly depending on the rental cost of your site, whether you will be using local judges or not, how extravagant you want to be with your catalog, gifts, etc. and how aggressively you plan to fund raise. Entry fees alone do not cover the costs.

The Site

Site rentals range from free (not too common anymore) to about $600 a day. Many tests are now two or three days so that fee may need to be doubled multiplied. If the site does not have working rest rooms you will have to rent one or more port a pots which cost from $150 to $300 each a day. Some sites require a life guard on duty for water tests and your club would be responsible for the cost of hiring the life guard. Some sites require parking or entrance fees. You could request to pay this as a one-time fee or ask all attendees to pay for themselves. These are all things to check on when you speak to the people responsible for renting the site. Some sites do catering and may be able to help with your lunches and a dinner as well.

The site must be checked to be sure that it meets the requirements listed in the NCA regulations for that test. It is also important to try to find a site that has nearby hotels and restaurants, plenty of parking and is near major highways. Some clubs use public parks while others rent private clubs or camps. If you use a public area you must be prepared to protect the test site from spectators and have permission from the site to limit public access to your area.

The Judges

When choosing a judging panel consider that local judges will usually have less expense. Judges that do not have to stay in a hotel or can drive to the site instead of flying will cost you less. Most clubs enjoy asking non-local judges to judge their tests and will use one local judge and one non-local judge or, if finances allow two non-local judges. The club is expected to pay for all of the judge’s expenses. Judges do not get paid to judge a test. Most judge because they enjoy the sport. Many have to use their vacation time from work to allow for their travel. It is very important to treat judges well and not expect them to pay for any of their expenses. It is much easier for them if their hotel room, rental car, etc. are paid in advance. All of their meals should be paid for as well. If a judge pays for their own airline ticket then the club should reimburse them immediately and not wait until after the test so that the judge is not carrying the balance on their credit card. The club also offers them a gift after each test as a token of their appreciation. When you consider asking someone to judge ask them up front what their expenses will be to be sure you can afford to pay their expenses. Will they drive or fly? Will they have to stay an extra night to catch a flight the next morning? Don’t forget to ask their meal preferences for any meals that are offered at the test. The club is not expected to pay for extra hotel expenses such as toll calls or movie rentals. Someone should be assigned to be sure that the judges are well cared for and looked after such as being sure they get coffee first thing in the morning and are taken to dinner if they arrive the night before the test. It is recommended that, in the event that a judge is hosted by a club member, that club member not be an entrant in the test. Clubs are not expected to pay the expenses for the judge’s spouse or friend that may choose to accompany them to the test.
Other Expenses

The cost of printing catalogs will vary depending on how fancy you want them or how you want them bound. You will need to print enough for NCA, your regional club records and historians as well as all of the entrants and some to be sold to spectators. Some clubs photocopy their catalog and staple it, others use the spiral binding. As long as the required information is in the catalog it does not matter how you put it together. Most clubs sell advertising to help offset the cost of the catalog.

Gifts for the judges usually range from $25-$50 for each day of judging. They can be clothing, artwork, tote bags, towels, etc. If they are flying consider whether their gift will travel well or you may offer to ship it.

Trophies for entrants that pass the test should be a nice remembrance for them. They can range from a plaque to hang on the wall to a new piece of equipment for their next level of working test, to artwork, to a decoration for the house or yard. It is nice if it has the club name, test and date somewhere on it even if it is on an attached tag. Be sure to have enough for both days for a two day test but most clubs do not order a trophy for every entrant because the average passing rate is about 50%. Many clubs prefer to offer different awards for each day of the test.

Some type of small gift is usually offered to every entrant as a favor for entering the test. It can be dog biscuits, a dog toy, a decoration for the house or yard or anything else that fits in your budget.

NCA test forms must be copied for the test. Most clubs use 3 part, non carbon forms for their judging sheets. That way the club, the entrants and the judges all get a copy at the test and they don’t have to be copied and mailed after the test. Entrants record forms, grievance forms, etc. all must be copied and available at the test. If you club has forms left over from a previous year be sure that they are the most current forms that are available from the NCA web site.

Clubs handle meals differently. Some have members bring side dishes and entrees or cook burgers and dogs. Some have pre-purchased sandwiches or have lunch catered. Some clubs offer free lunch to stewards for volunteering their time. Lunch should be offered for under no more than $10. Depending how you handle lunch it can cost the club money or break even. Dinners are usually at a nearby restaurant. Some clubs take pre-orders for a sit down meal or a buffet. Others hold a “no host” dinner at which attendees order off the menu and pay for their meal that night. It is helpful to remind people to bring cash to a no host dinner to make it easier to split the bill.

Fundraising

Fund raising can very much help the working test budget. Most clubs sell a T shirt or sweatshirt with the test logo on them. It should be planned to have them ready to be sold at other club events that come before the test as well as at the test. They can be advertised in your club newsletter or on your clubs web site also. Many clubs hold a raffle at their test. This can be done in many ways. You can ask for donations from businesses and club members or buy raffle items. You can sell raffle tickets before the test as well as at the test and pull the tickets on the second day of a two day test. Some clubs have items in their raffle that are not dog related so that they can sell more tickets to the general public or co-workers. The other raffle option is a brown bag raffle. Several items are collected and laid out on a table. A small paper bag is placed behind each item with its description printed on the bag. People purchase tickets and place their ticket in the brown bag or bags of the items they wish to win. These are sometimes held over the duration of a two day test at the test site or they can be held at the dinner. Some clubs hold two brown bag raffles, one each day.
Volunteers

A major consideration when deciding to hold a test is volunteers. Both tests require many behind the scenes volunteers, committee members and stewards. A test cannot move forward without the proper number of stewards. You must be sure that you will have plenty of stewards, with backups, for each test. Some clubs use stewards who are members of other local regional clubs or other breed clubs. Another great source of stewards are club members who want to learn or are just starting to learn about water or draft work. Stewarding is a great way for them to learn more and get the feel of a test. Some clubs hold a steward training day before the test. Stewards should be encouraged to be familiar with the test rules.

Test Committee Job Descriptions

The following pages are job descriptions for each required and some optional committee positions for NCA working tests. Most of the job descriptions will apply to a water or draft test. The Chief Steward job description has been broken into two separate job descriptions for water and draft.
NCA TEST CHAIRPERSON JOB DESCRIPTION

Keep open communication with your regional clubs working dog person or board of directors. Also, use them as a source of information. Find out if you have a budget with which to work.

Put together a committee. The chair's job is much easier if you have a good committee of workers assigned to help you with the details. The chair, secretary and third committee member must all be NCA members and members of the regional club. If one of these members must be changed before the test the NCA WDC must be notified. The replacement must also be a member of the NCA and the regional club.

With your committee, decide on a date and site for the test and whether it will be one, two or more tests over a weekend. Be sure to check with other local regional clubs to be sure that they are not planning a test on the same date. Visit the site you have chosen, if not used before, to be sure it has all the requirements needed to hold a test. (See the NCA test regulations for site requirements)

Compile a list of judges that you will ask to judge your test. Remember to put several names on your list because your first choices may not be available. Once the judges have accepted the assignment ask them to send you a judge's acceptance form.

Fill out your test application. The chair, secretary, and third committee member and board member from the regional club must all sign the application. Contact your clubs treasurer to write a check to accompany the application(s). If you are applying for more than one test you must fill out an application for each test and send the fee for each test.

This is all the information you will need to apply for the test. The judge’s list, judge’s acceptance form, and test application are all available on the NCA web site (www.ncanews.org) as are other forms you will need. If the site has not been used more than twice before you will also need to enclose a map of the site with a diagram of where you will hold each exercise and a written description of the site.

Send the application to the appropriate application person whose name will be on the NCA web site. Your application must arrive at least four months before your test date though it is preferable to send it six months before the test. Send your application, a check for the appropriate fees, the judges acceptance forms and, if the site has not been used more than twice, a map and description of the site. You should hear back from the Working Dog Committee within a month as to whether your test has been approved.

Once your test is approved confirm the test date in writing with the judges and ask them about their travel plans. You may need to make airline or rental car reservations and book their hotel rooms. Confirm the date with the site and send a deposit and a copy of the insurance form, if necessary.

Send all committee members job descriptions which are available in this booklet. Your committee should include: Secretary, Chief Steward, Catalog and Advertising, Publicity, Fundraising, Hospitality, Equipment and Grounds, Trophies and Gifts. A photographer or videographer are optional. The person who signs the application as the third committee member can hold any of these positions, except Chairperson or Secretary, and is usually also the Safety Officer.

Assign jobs to your committee members and continue to check on their progress. Consult with them to make decisions. Be sure to inform them of the budget and expenses they may incur. A committee member should not spend money without your approval. They should send you their receipts so that you can record the amounts on your financial report. You should then send the receipts on to your club Treasurer so that your committee members will be reimbursed.

Locate a veterinarian that is willing to be at the test site or close by and on call. Get directions to the vet clinic and have maps available at test for emergencies. Also list the on call vet in the catalog and premium list.

Help the test secretary make the premium list. You'll have to set deadline dates and check to see that all required information listed in the regulations is included, especially entry limits, beginning and closing dates, and the NCA refund and alternate policy. Include information on hotels and meals. Include a description of the site and for draft tests you must include a description of the freight haul course and the terrain.
Be sure the advertising committee member sends a “beg” letter, for catalog ads, into your clubs newsletter six months before the test. Check for newsletter deadlines. It can also be included in the following issue or included in the premium list.

Be sure the premium list is sent out in a timely manner, about 2-1/2 months before the test. Send a premium to all that request a copy, the entrants from the last few years and the judges. Most can now be sent by email. Also have it posted on your regional club and NCA websites.

Check with your regional clubs working dog person about possibly using one of your regional clubs ads in Newf Tide. Approve the Newf Tide ad and publicity flyer with the publicity committee member before it is printed and sent out. This should also be in the newsletter six months before the test. Proof read the catalog before it goes to print.

Coordinate with the appropriate committee members to decide on judge’s gifts, trophies, favors and fund raising items.

Coordinate with hospitality committee member to be sure judge’s meals, hotel, travel reservations and expenses are handled properly. Judge’s hospitality is very important. They are volunteering their time to you. Many committees place a small welcome packet in the judge’s hotel rooms. It can have things they may use over the weekend and/or snacks, this is optional. Always be sure judge’s expenses, such as their hotel rooms, are paid before they arrive so that they will not have any out of pocket expenses. Also, check that meal plans and/or dinner reservations are all confirmed.

Approve expenses from committee members and be sure they have submitted receipts for approved items to be reimbursed. If something, such as equipment, is purchased for the test and the cost of it is reimbursed to the person who paid for it that equipment is now the property of the club.

One week before the test contact the equipment committee member to be sure all equipment will be on site and on time. Check with grounds committee member to be sure they have arranged for poop scoops, trash bags, and to put out road and site signs the night before the test or early on the day of the test. If a Water Test be sure that boats will be delivered on time. Be sure photographer and videographer (if applicable) are set to be there.

“The (Draft/Water) Test Chairmen shall act as the official representatives of the NCA and must see to the enforcement of the official rules and regulations.” Make sure committee members have a set of current NCA Test Regulations which are available on the NCA web site. You must be present on test day to help enforce the rules and regulations. Be familiar with the Grievance process and have a plan in mind should a grievance be filed.

Remember to set a time line and stay organized. Keep the communications open with your committee. Be sure they are following through and doing their jobs. Know the rules thoroughly! The better the planning ahead of time, the smoother the test will run with less work and hassles for you test day! At the test if any committee member cannot make it, is not on time, or not doing their job it is up to you as the chair to be sure the job is done.

After the test be sure that someone goes over the site and picks up any trash, equipment, etc. that might be left behind. Always leave the site as clean as you found it or better. Write the official Chairman’s report, as required for NCA records, and send it to the test secretary to be included in the official paperwork which must be sent out within 30 days of the test. There are certain questions you must answer which are included in the on line packet. Be sure to follow up with the secretary to be sure the reports are complete and being sent in on time. There are penalty fees if records are not returned on time.

Write an article about the Test for your regional newsletter and Newf Tide, be sure to include some candid pictures. Be aware of deadlines. Newf Tide will not publish unless the article is received for the very next deadline after the test. You can also assign the publicity committee member this job.

Send the financial report to your regional clubs treasurer, if required.

Most importantly, HAVE FUN, MEET NEW FRIENDS, and continue to promote the abilities of our wonderful breed!
NCA TEST SECRETARY RESPONSIBILITIES

Keep open communication with Test Chairman.

Sign Water or Draft Test application. This application must be signed by the test chair, secretary and a third committee member. All must be NCA members and regional club members. All the forms needed are on the NCA web site under Working Dogs/Water Work (or Draft Work)/Test Committee’s Toolkit and Forms. Familiarize yourself with the forms. These include the report of the test secretary, score sheets, test record forms, judges and exhibitor evaluation forms and grievance forms. If your club has forms left over from a previous year be sure that they are the most current forms found on the NCA web site before using them.

Coordinate with the Test Chairman as to who will communicate with the judges and with the organization that owns or runs the test site. It is easier to only have one person contacting the judges and one person contacting the site. Write letters of welcome to the judges introduce yourself as the Test Secretary and identify the Hospitality Chairperson or another person who will be communicating with them. State the time, date and place of the test and request a brief biography and picture for your catalog. If you will be the person communicating with them; ask whether or not the judges will need accommodations and for which nights. Ask whether they need help with transportation plans, flights, rental cars, or mileage for their own vehicles. Observer judges pay for all of their own expenses but should be sent a welcome letter and premium list. You must have a set of judges score sheets available for an observer judge but they do not have to be the three part forms. Some clubs will offer meals or a small gift to an observe judge but it is not required.

You will be notified by the NCA Working Dog Committee (WDC) when your test has been approved. All of the forms needed for the test and a time line for your planning are available on the NCA web site and referenced in the back of this booklet. Make copies of all the forms you will need. Most Water and Draft Tests use 3 part NCR forms for the judges’ sheets so that the Test Secretary, each entrant, and the NCA-WDC judges each have copies without requiring copying after the test. Where available, copy stores such as Kinko’s and Copy Max have good prices and turnover times for the 3 part forms. Be sure to have copies of the Grievance policy and its accompanying forms available at the test. Also be sure to familiarize yourself with the Grievance policy.

Working with the Test Chairperson, gather information, design and put together the premium list for your test. Check past premium lists to see what was included. Be sure to include the information that is required by the NCA Water or Draft Test Regulations. Be sure to include the maximum number of entries (and minimum if there is one); the NCA policy on how entries, alternates, refunds and lotteries are being handled (available on the NCA web site and referenced in the back of this booklet), opening and closing dates for entries for NCA and non-NCA members; fees, information about teams for Draft Tests and post entries for Water Tests; site description and freight haul description for Draft Tests; and if there is a practice day or not. Include a note asking entrants to double check that their information is accurate and LEGIBLE on the entry form because that is the information that will be used for their certificate if they pass the test. If you are using a past premium as a guide be sure to update all dates listed in the premium. Also, don’t forget to update the NCA and regional clubs board members. Information about hotels and meals should also be included and updated. Driving directions, including the address for GPS, should be included in the premium. It is best to have a committee member actually drive the route and record the directions rather than rely on Mapquest or other such sites since many of them are incorrect. Mention any unusual driving or parking restrictions such as might be needed for RV’s. Decide on the number of copies of the premium you will actually print and have them printed. Send the premiums electronically when possible to save money. Send premium lists to the person in charge of the website for your regional club or group and to the person in charge of the NCA web site. Send premium lists to past entrants and to anyone who has requested one this year. Don’t forget to send one to each judge. Most of this information for the premium list may have been kept electronically from a previous test. Check with the Working Dog Secretary of your regional club or with the Test Secretary of your previous test.

Keep an accurate record of the entries as they are sent to you. Sort the entries in order of postmark, not when you receive them, in case the entries exceed the limit and you have to assign alternates. Refer to the NCA Entry, Alternate and Refund policy to handle alternates. It is referenced in the back of this
booklet. You may send an e-mail confirmation upon receiving each entry if you wish, but only confirm that you have received their entry and not whether they are in the test or not at this time. Be sure to open each envelope when you receive them because one envelope may hold more than one entry. Remember, a dog may not enter more than one level of a test on the same day. Be sure to note if any entrants are sharing equipment or handling more than one dog and number them accordingly so that they are not tested back to back.

After entries close inform each entrant of his or her status in the test by sending a form letter with the entrant’s name, the dog’s (team’s) name and entry number. This letter may already be available electronically from a previous committee. It must be sent at least 10 days before the test and must include the test location, map, judging time, judges’ names, and any changes that have occurred since the premium list was sent. Specifics for this letter are in the regulations. Notify the alternates of their positions on the alternate list. Include a copy of each entrant’s test record form so that the entrant can check to see that all of their information is correct and, if not, the entrant can inform you so that the information gets corrected before the test, and before the catalog goes to print, if possible. Be sure to type or print the information on the entry record forms for clarity.

Around closing time you may receive a lot of phone calls and emails from people pulling from the test as well as alternates checking on their status. You may also receive general information calls. The more organized your paperwork the easier it will be to answer these questions. Don’t be afraid to ask the Test Chair or some other experienced person for advice if you need help answering questions.

Send the entry information to the catalog chairperson as soon as it is available. Include all of the information on the entry forms; you may wish simply to copy the entry forms. Be sure to send this information as soon as entries have closed, because the catalog will be on a tight schedule for printing. Important: Do not change anyone's number after the information is sent to the catalog.

Hold the checks you receive until after the test and then send them to the Treasurer for your test or whoever is collecting the money, preferably by certified mail. Be sure to keep track of the amounts collected.

Advise your Trophy Chairperson of the number of entries (single and teams for draft) as soon as the entry is closed.

Fill out the Test Records forms and 2 score sheets for each entrant and for each test (1 for each judge, three if you have an observer judge). Also fill out a group sheet for the long down for a Draft Test and for Water Tests an Equipment Checklist. Make sure the entrants’ numbers match on all forms and in the catalog. Do not change entrant’s numbers if someone drops out after the test closes. Alternates are usually numbered as A1, A2, etc.

You are responsible for setting up a Secretary’s table at the test. You will need a table and chairs and space to keep all your forms in order. You may want a tent, depending on the weather. You should have plastic sheets or bags available to cover the papers and clipboards in case of rain and you should have weights to hold papers down in case of wind. There will must be a scheduled time to have entrants check in with you before the test starts. At your table you should register entrants, record test results, mark a score board for spectators (or have someone do it for you), and keep all judging forms in order. If you have welcome packets or favors for entrants, give them out when entrants register. Welcome packets usually include a favor, a test evaluation form, a test catalog, a dog treat and something for the entrant such as hard candy. Whoever is in charge of getting equipment to the site should have a scoreboard, something to write on it and erase it, pens, clip boards, whistles, stopwatches, tables, tents, etc. Let this person know ahead of time what you will need.

Arrange score sheets in numerical order. Give one score sheet to each judge on a clipboard. Have the next entrant’s score sheets ready on two more clipboards to switch with the judges when they have finished with the first entrant. If the judges prefer, they can take all the score sheets at once or use their own clipboard and you can just hand them the sheets as they need them. For Water Tests the judges
are done with the entrant's paperwork when they are finished with their water exercises. For Draft Tests the judges must be given each entrants paperwork before each exercise. Be sure to provide pens, a whistle and a stop watch for judges, if needed. At the end of the test, be sure each judge signs each record form. You are responsible for keeping a marked catalog of the test. This catalog should be kept from the judges' view. Coordinate with the Chief Steward if you want someone to mark the scoreboard for you.

    Have entrant evaluation forms on hand and ready to give to each entrant when he or she has finished, unless you have already included them in the welcome packets. If you are holding two separate tests with the same judges over one weekend, then each entrant needs only one evaluation form. If there are different judges on each day entrants should fill out two evaluations.

    On the morning of the test, as each entrant checks in, ask if his or her Record Form information is correct and have the entrant sign the form. Ask if bitches are in heat. Assign numbers to alternates if needed. Advise the judges of any changes, bitches in heat, withdrawals, and absentees and mark their sheets accordingly. Mark these changes on the scoreboard and in your official copy of the catalog.

    Post entries for Water Tests must fill out new entry forms and pay the fees before exhibiting.

    During the test you should be available at the Secretary's table and you should assist the judges in whatever way you can. Mark your catalog, be sure the scoreboard is being marked properly and designate a person to sit in for you if you must step away for a short time.

    After the test, be sure that all entrants receive a copy of their score sheets and remind them to fill out their evaluation forms. Within two weeks of the test, each entrant should send the evaluation form directly to the person on the WDC in charge of these evaluations; that person's name and address should be on the form. Be sure that the judges fill out and sign each record form. Some judges prefer to fill in the pass/fail section themselves while others are glad to have the secretary fill them out before giving them to the judges. Check with your judges ahead of time to see what they prefer. Be sure to give each judge a judge's evaluation form. You are responsible for sending all the necessary test records to the appropriate WDC Water or Draft Test Records person within 30 days of the test. The regulations and secretary's report form list what you need to send with your records. These forms should be sent via priority or overnight mail. You should also send a marked catalog to the person in your regional club responsible for historical records. Check with the Test Chairperson to see if he or she wants to include the chair's report with your records or wishes to send it separately.

    Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses, with receipts, to the Test Chairperson for reimbursement. Any money collected should be reported to the Test Chairperson and sent to the test Treasurer. Sit back. Relax. You're done!
TWO DAY TESTS

If you have two or more tests on one weekend, be careful to treat each test as a separate test! You can have one premium list with a box to check for each day being entered. You can have one catalog but the entries must be listed separately for each day. All other paperwork must be separate for each test including the records and reports that you send to the WDC after the test. Entrants may have different numbers for each day depending on the number of entrants and the order their entries arrived. Make the entrants aware of their number for each day. Keep a separate alternate list for each day. WRDX is a separate test even if on the same day as the other tests. It must have a separate application and fee.

If a dog is entered both days of a two day test weekend and passes on the first day, that dog and handler have the following options for the second day:

1. a junior dog that passes a water test on the first day may move up to the senior level the next day or, if you have no alternate list for the second day, may attempt to requalify at the junior level. If you have an alternate list, this dog and handler will go to the end of the alternate list if choosing to requalify at the junior level.

2. a senior dog that passes a water test on the first day may attempt to requalify at the junior or senior level on the second day if there is no alternate list. If you have an alternate list, this dog and handler will go to the end of the alternate list. If there is a WRDX level being offered the second day, and there are open slots for that level, the senior qualifier may move to the WRDX level on the second day.

3. a WRDX dog that passes a water test on the first day may attempt to requalify at the WRDX level on the second day only if there is a WRDX test on the second day and there is no alternate list. The WRDX dog may not attempt requalifying at the junior or senior level, because it is a separate test attempt to requalify at the junior or senior level on the second day (if they were entered in WRDX on the second day and chose not to requalify at WRDX) as long as there is not an alternate waiting.

4. any dog that passes a water test on the first day at any level may choose to pull their entry for the second day without receiving a refund.

5. a single draft entry that passes on the first day may pull their entry for the second day, attempt to requalify on the second day if there is not an alternate list or move up to a team entry. If there is an alternate list the dog and handler will go to the end of the alternate list. A dog moving to a team entry must supply the test secretary with the other dog's information according to the NCA regulations for team entries.
NCA DRAFT TEST CHIEF STEWARD JOB DESCRIPTION

Coordinate with the Draft Test Chairperson as to who will be in charge of policing the site for dog safety, compliance with rules and keeping spectators out of test areas. Decide if any additional stewards will be needed. Decide who will plan the intriguing distraction.

Solicit volunteers to steward. You will need a minimum of 8 for a full freight haul but remember that there could be up to three freight hauls and not every steward may be physically able to walk it three times.

You may also need extra stewards for safety, such as a road crossing, or to do the intriguing distraction.

Plan to have more stewards then you need just in case some can’t make it at the last minute. The test cannot take place without the correct number of stewards! The chief steward must be prepared to step in as a steward if necessary.

Be sure to have at least 8 stewards (minimum) available for test day. Be sure that they arrive early enough to walk through the courses with the entrants. Ask them to become familiar with the rules and know their assignments. If applicable, assign people to steward for practice day. Stewards may switch assignments on practice day. Assign someone to police the practice sessions to be sure entrants are following NCA rules and regulations.

Assign stewards to the following positions for test days:

- 2 stewards, minimum, for Basic Control to take leashes, line up next entrant and help monitor long down. It is also helpful to have a steward outside of each side of the basic control ring.

- 1 steward for Harnessing and Hitching to move harness and apparatus into test area and hand harness to entrant if the entrant so chooses. This steward may also weigh any freight weight that is not labeled with its weight.

- Several stewards for the maneuvering course, 2 to adjust narrows for each dog, others spaced out over course to place equipment back where it belongs if knocked out of place or catch runaway dogs.

- As many stewards as are needed to perform the intriguing distraction.

- 1 steward to lead entrants out of sight and up to 6 to stay with dogs during this exercise.

- 2 lead stewards and 1 steward per dog for the freight haul. More if needed for safety

- Extra stewards may be needed as substitutes and as additional help near roads, parking lots, etc.
  - For Advanced Draft Tests one steward is needed to take the leash and a few others should be placed around the course to replace articles bumped out of position.

Be sure not to assign a steward to a dog they may be familiar with or near a family member that may be entered. Be sure to inform stewards that they are not to instruct, answer the entrants questions or take direction from the entrants. They must refer to the judges. Remind them not to stand or walk too closely to the carts so that they don’t distract the dogs.

It is the chief steward’s job to watch over the stewards at the test to be sure they are doing their jobs properly and timely. The stewards help to keep the test moving along smoothly. Be sure stewards are comfortable, ask if they need a break or beverage. Thank them at the award ceremony.

Submit your financial report, if any, to the Draft Test Chairperson as soon as possible after the test. Turn in any expenses, with receipts, to the Draft Test Chairperson for reimbursement.
Coordinate with the Water Test Chairperson as to who will be in charge of policing the beach for practice day (if any) and pre-swim. Decide if any additional stewards will be needed for safety reasons.

Solicit volunteers to steward for the test(s) and practice day, if applicable. Stewards should not do the same stewarding assignment at the test that they did on practice day. This also goes for two day tests. The same people may steward but should perform different assignments. Assign someone to police the practice sessions to be sure entrants are not exceeding their practice time and are following NCA rules and regulations. Ask all stewards to become familiar with the rules. All stewards, except for basic control, but including beach stewards, entering the water or in boats must wear life jackets and foot protection. Be sure to have extra stewards available in case someone tires or doesn't show up. The chief steward may have to fill in themselves on a stewarding position if necessary.

Assign someone to police pre-swim on test day. No equipment other than a single retrieving article should be used at pre-swim. Senior and excellent level dogs may get on and off the beached boat platform. No stewards are allowed in the water for pre-swim. Safety equipment, such as life jacket and foot protection, is necessary at pre-swim as well as when being tested.

Assign stewards to the following positions for test days:

**Junior Division**

1 or 2 stewards for basic control ring to take leash, line up next entrant, help monitor long down.

3 or 4 to position around the ring for safety in case a dog jumps the ring.

2 or 3 beach stewards (1 should be experienced) to number equipment (easiest to do during judges equipment check), run cushion/jacket to canoe, post entrants numbers, if applicable, hand bumper, and take a line rope to handler and be ready to take equipment back from handler promptly. Take tow a boat line to rowboat. Beach steward may need to also mark scoreboard.

Two stewards are needed in the canoe, or one in a kayak, (experience helpful) to do drop retrieve.

2 stewards are needed in the boat for the tow a boat exercise, one an experienced rower, the other a caller not familiar with the entered dogs.

1 experienced steward is needed to be the caller for the take a line exercise. Cannot be familiar with the entered dogs.

**Senior Division**

2 or 3 beach stewards needed to number equipment (easiest to do during judges equipment check), run cushion and jacket to canoe, post entrants numbers, be ready to take the double retrieve articles from the handler and hand them their paddle, life ring, underwater retrieve article, tow a boat line and be ready to take equipment back promptly. Beach steward may need to also mark the scoreboard. Two beach stewards must steady the boat for the exercises in which the dog boards the boat.

2 experienced stewards are needed in the canoe, or one in a kayak, to do the double retrieve.

1 experienced boat stewards is needed for rowing and 1 other steward for balast for the retrieve off the boat and rescue exercises. 1 experienced steward that is not familiar with the entered dogs is needed to call for the tow a boat exercise.

2 silent drowners and one experienced caller are needed for the take a life ring exercise. Caller can not be familiar with entered dogs.

**WRDX Division**

1 steward is need to row and drop the line for the Search for Abandoned Boat. This steward must be capable of dropping and retrieving an anchor.
At least 5 stewards are needed for the Multiple Person Rescue. 1 to row, one for balast and three drowners. You may use two beach stewards to steady the boat while the dog boards or the drowners may do so before entering the water.

1 steward is needed for the Rescue of an Unconscious Victim that must be wearing a long sleeved wet suit, weather permitting. If not then wet suit material sleeves reaching at least to the elbow. The steward must also be wearing approved gloves. A light weight steward is preferred for this job because it is easier for the dog to turn them and tow them. This steward must be experienced and trustworthy because it is their job to determine if the dog is biting down too hard and to let the judges know which may fail the dog.

2 stewards are needed for the Rescue of a Victim from Under a Capsized Boat. One person uses the canoe, kayak or rowboat to tow the person in the raft into position. One person capsizes the raft. This is another exercises in which the steward has the power to fail the dog if it is biting down too hard. This steward must be experienced and trustworthy.

Three stewards are needed for the Delivery of a Line from a Stranded Boat to Shore. 1 to row, 1 for balast and one to call from shore. The beach stewards should steady the boat while the dog boards.

3 stewards are needed for the Rescue of Victims Behind the Boat. 1 rower and 2 to call from behind the boat.

The WDC has put together a WRDX Steward and Committee handbook that fully describes each steward’s position for this level.

Every effort should be made to use the same calling stewards for each dog at each level. You should try to pick calling stewards who are not familiar with any entered dogs at that level. However, if a calling steward is overly familiar with the dog being tested they must be replaced while that dog is tested.

It is the chief steward’s job to watch over the stewards at the test to be sure they are doing their jobs properly and timely. The stewards help to keep the test moving along smoothly.

Be sure stewards are comfortable; ask if they need a break or beverage. Thank them at the award ceremony.

Submit your financial report to the Water Test Chairperson as soon as possible after the test. Turn in any expenses, with receipts, to the Water Test Chairperson for reimbursement. Be sure to have extra stewards available in case someone tires or doesn't show up. The chief steward may have to fill in themselves on a stewarding position if necessary.
Coordinate with the Test Chairperson as to who will correspond with the judges, about their need for lodging or transportation and who will communicate with the site.

Locate hotels near the test site that accept dogs. Ask for a group rate for your test dates. Confirm any camping arrangements and fees with the test site, if applicable, or a local campground.

Plan with the test site for any meals they will provide, the menu, and cost and any other activities they may want to plan for the weekend. If they will provide dinner decide on meal choices. If they will provide lunch decide whether to have cookout foods, brown bag lunch, buffet, etc. Be sure there will be some type of food available for spectators that have not ordered meals ahead of time. If dinner will be off site, make arrangements and reservation.

Submit hotel and meal information to the test secretary to be included in the premium list including a meal reservation form, if necessary. Be sure to have this information ready 3 months before the test. Keep publicity committee member informed of any special events.

Coordinate with Test Chairperson to make reservations for lodging and transportation for judges, if necessary. Arrange for rides to and from the airport, if necessary, or a rental car. Put together a welcome packet for the judges. Include snacks, drinks, toiletries, chapstick or any other small things you feel would be necessary for the weekend and a note of welcome. Be sure they are delivered to the place they will be staying.

Receive meal reservations. For meals that had choices make separate tickets for each meal being offered and give the tickets out at the test to those who purchased them. Each ticket should specify the choice of meal such as ham, turkey, etc. It is easier if the tickets are different colors. Keep a log of who ordered what in case they have forgotten. Send any checks collected to whoever is handling the money for the test. Record the amount collected and report it to the Test Chairperson.

Make arrangements with the Test Chairperson as to how the judge’s lodging, meals and transportation will be paid for as well as how and when to pay for the site.

If you are providing lunch, instead of the site, coordinate with your equipment person to arrange for tables, paper goods, etc.

On test day sell any additional meal tickets that may be available. Set up a hospitality table to serve coffee, tea, hot chocolate, donuts, muffins, bagels, etc., whatever you decide to have available. Be sure that this is set up EARLY, especially the coffee! This is provided for judges, stewards, committee and entrants. It is optional to post a sign, that explains that all others should make a donation, and put out a collection jar. You should also provide soda, juice and water in coolers of ice for judges and stewards. If the weather calls for very hot temperatures you should also provide extra ice for dogs that may need it. This should be done on both days for a two day test. Be sure to check with judges throughout the day to see if they need a break or a beverage. Check with the chief steward to see if any stewards need a beverage.

Submit your financial report to the Test Chairperson as soon as possible after the test. Give them any expenses with receipts for reimbursement and any money that is collected.
NCA TEST FUNDRAISING  JOB DESCRIPTION

Decide on fundraising activities with the Test Chairperson. (T shirts, raffle, auction). Be sure to have all expenses approved by the Test Chairperson.

Try to solicit items which can be donated to the raffle or auction or arrange to buy them. Try to find some "non-doggie" items so that you can sell tickets to more people.

Arrange to have raffle tickets printed or buy a roll of tickets. Send description of raffle items to secretary, publicity and catalog committee members and your regional newsletter editor. Decide if you want to include tickets with premiums.

Coordinate with Test Chairperson on a design/logo for the test and T shirts. This will also be used on premium, catalog and publicity flyers. Find costs for printing T shirts. Decide how many and what sizes to order and how much to charge and arrange for printing.

Be sure to have T shirts and tickets ready and available to sell at other club functions. (matches, specialties, fun days, annual meeting)

Sell raffle tickets at the test, especially during the lunch break. Hold the drawing at the designated time (usually after lunch on Sunday). Arrange to send items to winners who were not present. Set up the brown bag auction where you planned to have it (dinner, during test, etc) and draw prizes when announced.

Send money from raffle ticket and T shirt sales as it accumulates to whoever is handling the money for the test. Be sure to report the amount to the Test Chairperson. Keep track of how many tickets and T shirts are sold and how many and what sizes you have left.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses with receipts to the Test Chairperson for reimbursement. Any money that is collected should be reported to the Test Chairperson and sent to whoever is handling the money for the test.
Check with the Test Chairperson to find out what equipment will be needed at the test. Make arrangements with whoever has the regional clubs equipment to get the equipment you will need to the test. Arrange to rent port-a-pots if needed. Check with site to be sure grass will be mowed, raked, etc. Ask if they will provide trash cans.

Check equipment ahead of time to be sure it is functional and does not need repairing or replacing. Check to see what signs are available and arrange to make any new signs that will be needed. Be sure to have all expenses approved by the Test Chairperson. Be sure you have stopwatches and whistles for the judges.

Early on the morning of the test post directional signs on the roads leading to the site. Post signs at the site for parking, no trespassing, etc.

Coordinate with the Test Chairperson as to who will decide on the courses for Draft Tests. Set up test site as soon as it is feasible to do so. If you are using a public area you may not be able to set things up until early the morning of the test. Rope off any areas that are for entrants only. Check to see that the ground is free of any unusual debris. Set up the equipment for the maneuvering area for draft tests and walk through to be sure it flows well through turns. Mark the freight haul, if necessary.

For Water Tests you will need to rope off the beach area and place the markers and anchors in the water. Blow up the inflatable boat for WRDX. Be sure you have the gloves for the unconscious victim.

For Draft Tests, set up the Basic Control ring ahead of time but be sure it is closed off so that no one can enter and use it. Take down the Basic Control ring and store it when Basic Control is finished unless you are using a private site and it is a two day test.

Be sure to provide and set up plastic bags, trash containers and pooper scoopers. Place them at many locations around the site where needed.

Reserve exhibitor and judges parking areas and enforce them on test day. Direct any entrants with bitches in heat to their designated parking area.

Coordinate with Chief Steward to see if you are needed to help enforce any parameters and if they will need any equipment for the intriguing distraction. Help to police the test site. Prohibit unentered dogs from entering the test site, check on dogs left in closed cars and discourage owners from doing so in warm weather. Ask dog owners to remove dogs from spectator areas if causing a distraction (excessive barking, etc). Ask dog owners to tend to their dogs in vehicles if they are too warm, barking or causing a distraction.

Help to remove and store equipment at the end of the test. Be sure to account for all of the clubs equipment.

Do a final grounds check after the test to make sure all is left in order. Empty trash containers, unless you have arranged for the site to handle trash, and pick up papers and poops on the ground. Return any equipment that was moved back to its original position.

Remove all signs at site and on the roads.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses with receipts to the Test Chairperson for reimbursement.

SOME EQUIPMENT YOU WILL NEED:

- Signs for roads and site
- Scoreboards for writing exhibitors numbers and test exercises, something to mark & erase.
- Exhibitors numbers.
- For Draft Tests: Baby gates or ropes and poles for Basic Control ring.
- Four foot back up stick for Draft Test.
- Articles for removable obstacle, high and low narrows for Draft Test.
- Paint or lime to mark course on ground for Draft Test.
- Scale for Draft Test
- Rowboat with platform for Water Test
- Canoe or Kayak for Water Test
- Water markers for Water Test
- Tape measure, duct tape, mallet and other tools necessary.
- Coffee pot, paper goods, megaphone or PA system, stopwatch, clipboards, whistles, pens, tent, tables and chairs, first aid kit.
Design information sheet for catalog ads including:

- Cover letter
- Size of ads available
- Price of ads
- Picture information, cost
- Where to send ads
- How to make payment
- Submittal deadline
- Price for booster listing and business card

Send copy of information sheet to regional newsletter editor for the issue deadline which will be 4 months before the test. Send copy of information sheet to the committee member doing the premium list and to the web site.

Solicit for ads, business cards and boosters at other Newf events, fun day, annual meeting and by phone or email.

Receive ads, record information and checks. Report amount of checks to Test Chairperson. Send checks to whoever is handling the money for the Test.

Design the catalog, with the Test Chairperson. Don't forget to include:

- Cover Design (test logo)
- List judges with brief biography (picture optional)
- Schedule of the day
- Order of the exercises
- List Test Committee, title and name
- List current officers of NCA and your regional club
- Veterinarian on call
- Thank you page, judges, test committee, stewards, donations, advertisers, site, etc.
- Donator page
- Description of the exercises
- Entrants
- Scorecard
- Additional nice touches: History of the test, note the number of years this has been an annual event, acknowledge trophies and or favors if handmade or donated, credit cartoons, artwork, and logo. If, you are holding two separate tests, entrants and scorecards for each test must be listed separately under each day in the catalog. If any other breeds are exhibiting after your test they can be included in the catalog but must be listed as a completely separate test and must state that the all breed test is not an NCA event.
Decide how many catalogs to print. Include copies for entrants (usually free), advertisers (if giving free copy for a full page ad), secretary, NCA, regional club historian and enough to sell. Decide how much you will need to charge for catalogs at the test.

Be sure to get information about entrants from test secretary as well as the judge’s biographies. Be sure to include all ads received. Also, if applicable, get information about trophies and favors if handmade or donated.

Be sure to list any new or specific rules that will be enforced at the test and mention that unentered dogs are not allowed on the test site and must be kept from being a distraction in the spectator areas.

Arrange to have catalogs printed and ready well before the test. Bring printed catalogs to the test. Be sure to give the Test Secretary all the copies they need.

Arrange ahead of time to have someone in charge of catalog sales at the test. Be sure they have a list of who is to receive free catalogs. This may be able to be combined with fundraising. Have someone go through spectator areas selling catalogs.

Submit your financial report to the Test Chairperson as soon as possible after the test. Be sure to approve any expenses with the Test Chairperson before the Test. Turn in any expenses with receipts to the Test Chairperson for reimbursement. Any money that is collected should be reported to the Test Chairperson and sent to whoever is handling the money for the Test.
Coordinate with the Test Chairperson to select judge’s gifts, trophies and exhibitor favors within the budget. Order or have made early enough so a "prototype" can be approved. Decide how many of each you will need. For a Draft Test single dog and team trophies can be the same, similar or different. Usually one trophy is given for a team. At a Water Test trophies can be the same, similar or different for each level but should specify which level was passed. Trophies should not be dated so that they can be reused. Have a separate plaque that can be added later with the date. Be sure to have the trophies at the test site the morning of the test.

Be sure to have all expenses approved by the Test Chairperson. If holding a two day test two sets of each will be needed, preferably something different for each day. Decide, with the Test Chairperson, if gifts or favors will be given to stewards or committee members.

Notify catalog committee member what type of trophies and favors are being offered and who made or donated them, if applicable, so that it can be mentioned and thanks given in the catalog. Be sure they are ready one week before the test.

Coordinate with the test secretary so that every entrant is given a favor with or in their welcome packet.

Have the judges gifts wrapped or presented nicely, with a thank you note, to be presented to them after the awards ceremony. If it is a two day test have two sets of gifts for the judges.

Any extra favors or trophies left over because of absentees, should be turned over to the Test Chairperson.

Be sure to be present for the awards ceremony after the test(s). Help to hand out the trophies and present the judge’s gifts.

Submit your financial report to the Test Chairperson as soon as possible after the test. Turn in any expenses with receipts to the Test Chairperson for reimbursement.
NCA TEST PUBLICITY.....JOB DESCRIPTION

Coordinate with the Test Chairperson to design a flyer including all pertinent information. Check with fundraising committee member as to the logo being used. Be sure to have all expenses approved by the Test Chairperson.

Send flyer to your regional clubs newsletter and local regional clubs and request that it be published as soon as possible. Watch for publication deadlines so you can send the flyers EARLY enough. Contact who ever writes your regional clubs Newf Tide column to include the test in an ad in Newf Tide. Check with your regional club to see if you can advertise in Newf Tide. Post flyer in local businesses and dog training facilities.

Write an article announcing the test for any local dog publications such as Match Show bulletin, Canine Companion, etc.

Contact the press of local newspapers and TV stations and ask them to either publicize or cover the test. Notify local radio stations to ask them to mention the test in their public service announcements. Invite the press to the test.

If any press attends the test play host to these people. Notify hospitality committee member to see if they could supply complimentary meal tickets, etc. Set up an area at the test where the press can watch, photograph, etc. Encourage them to take pictures unobtrusively so as not to interfere with the test. Ask them to interview exhibitors AFTER they have exhibited, not before. Give interviews, or assign someone to give interviews, to explain the test and the history of Newfoundlands.

Discuss with the Test Chairperson who will write the article for Newf Tide and your regional clubs newsletter and include pictures of qualifiers and especially candid shots of the dogs working. Watch deadlines!

Submit your financial report, if any, to the Test Chairperson as soon as possible after the test. Turn in any expenses with the receipts to the Test Chairperson for reimbursement.
NCA TEST PHOTOGRAPHER/VIDEOGRAPHER . JOB DESCRIPTION

This is an optional position. It depends if there is a reason you want the test photographed/videoed or if someone experienced volunteers to do so. It is nice to have done if possible. You should at least have someone take some pictures to be included on your regional clubs web site and for the Newf Tide and your regional clubs newsletter articles.

Check with the Test Chairman as to what they want covered and where they want you to position yourself. Be sure to have enough film and batteries. Ask for your budget.

If you are video-taping the whole test be sure to include Basic Control, at Draft Tests, in the morning. You should include an order form in the catalog for entrants to order a copy of their dog’s performance. Be sure to include shipping in the price.

If taking still pictures keep a log of who you are photographing so you will be able to identify who is in the picture later. Be sure to get candid shots of the judges and committee members doing their jobs as well as any other activities. Take photographs at the end of the test of all the qualifiers in each level.

If you think you will be running out of film or battery in the middle of a dog’s performance, please change them ahead of time so as not to distract the dog. BE AWARE at all times that your first responsibility is to allow the dogs to have every chance to complete an exercise successfully, so don’t do a lot of moving around when a dog is working. Please be invisible!

After the test get photos processed organized immediately and send copies to the Test Chairman or send them on disk. Mark each photo with names from your log so we will know who is in the photo. Videotapes will need to be copied to CDs DVD’s to fill orders after the test. Only copy the dog’s performance which is ordered, not the whole test or give the tape to the Test Chairman to have copied.

Submit your financial report to the Test Chairman as soon as possible after the test. Turn in any expenses with receipts to the Test Chairman for reimbursement. Only previously approved expenses will be reimbursed. Any money collected should be reported to the Test Chairman and sent to whoever is handling the money for the test.
Appendix - Where to find it

**Water test:** application, forms, timeline, regulations, judges list, Working Dog Committee contacts and WRDX Steward & Committee handbook:
http://www.ncanewfs.org/working/water/pages/WTSecretary.html

**Draft test:** application, forms, timeline, regulations, judges list, Working Dog Committee contacts and Provisions for Disabled Handlers:  http://www.ncanewfs.org/working/draft/pages/DTSecretary.html

**Addendum to the NCA Working Test Rules:** Handling of Entries, Alternates and Refunds:  http://www.ncanewfs.org/working/draft/pages/DTRegsUpdates.html

**Questions:** Working Dog Committee  http://www.ncanewfs.org/committees/pages/wdc.html

This document last updated January 2016
Yes, if that is the usual process.

Donna

Do you want we to ask the Board to refer this to the webmaster. I don’t directly handle requests to her.

Lynne

Lynne Anderson-Powell
NCA 2nd Vice President
(518) 843-9892
358 Swart Hill Road
Amsterdam, NY 12010

http://www.ncanewfs.org/index.shtml

Hello Lynne.

Would you have a link to the LifeStages subscription page added here: http://www.ncanewfs.org/newfs.shtml

It could be listed under the All About Newfs or Taking Care of your Newf section as: http://www.ncanewfs.org/lifestages.html

Or inserted in the left menu as here: http://www.newfpuppy.com/

Donna
From: Marylou Zimmerman <marylouz@me.com>
Sent: Saturday, April 23, 2016 6:58 PM
To: Christopher Plum; Lynne Anderson NCA 2nd VP
Subject: Thought on C-BARQ

RPC should have a listing of all people who have gone through the whole series of Lifestages articles. Would it be possible to get that listing so that we could send them an individual invitation to complete the C_BARQ - since we know all of their pups are now at least 12 months old? It might be a good group to target.

MLZ
Communication Plan for Pending Members

Proposal from the Digital Distribution Committee
May 15, 2016

A frustration often heard from existing members who are sponsoring new members, and from new members, is the lag time between completion of a membership application and Finalization of membership.

The DDC would like to propose a system of monthly communications that will be distributed to all pending members for 6 months to cover the time that may elapsed between application and membership.

A suggested schedule would be:

1. Application received. Applicant receives a welcome email and is subscribed to e-Notes. Welcome email should include information about e-Notes, Lifestages and other NCA electronic publications, as well as an invitation to follow the NCA on social media. (automated – no cost)

2. Hard copy mailing of NewfTide sample (already doing)

3. eMail PDF of “The Newf and You” (automated – no cost)

4. Hard copy mailing of the JEC DVD (estimated at $2.45 ea @ 75 applicants – $200.00)

5. eMail survey – interests, skills, including descriptions of various committees and volunteer efforts with contact people (automated – no cost) Results shared with membership, 2nd VP)

6. Hard Copy mailing of 10 “info cards” (first class postage 47¢ ea- $100.00)

There would be some increased cost to this program (est. approx. $300.00), but the trade-off in enthusiastic committed new members could be immeasurable. Starting off with members who feel like the NCA is excited to have them onboard, that the organization is serious about communicating, and is interested in what every new member can contribute to the organization is vital to sustaining the vibrancy of the organization.

The DDC would be more than happy to work with the membership chair on this project.
Hi Lynne,

per the Board's request to the JEC to review and make a recommendation re the ADSJ's request for a donation:

The JEC met f2f at the National in Rhode Island on May 3, 2016 and voted unanimously to recommend a donation of $250.00 (gold level donation).

Let me know if you need any further information.

Thanks,
Denise
NCA JEC Chair
Denise & Marc Castonguay
CastaNewf Kennels Perm Reg'd
www.castanewf.com
Judges Selection

The National Specialty Show Coordinating Committee has agreed on the judges to invite to the 2018 National Specialty.

The show chair –per the specialty show guide- has contacted these conformation judges; all have indicated a willingness to judge at the 2018 specialty. He has mailed contracts and both the invited dog and bitch judge, and one of sweepstakes invitees have thus far returned completed contracts. The unisex and one sweepstakes judge contract are still pending.

Obedience judges are not yet selected, pending a clarification about obedience entries.

Update June 2018: All Judges – including two obedience judges – are under contact.

A judges’ expense worksheet is provided with the budget information.

Show Superintendent Selection

On Tuesday March 8, 2016, Steve Britton, Sandee Lovett and Nancy Duggan met by telephone conference call to review solicited superintendent contracts from MB-F and Roy Jones Dog Shows for the 2018 NCA National Specialty. Mary L. Price, NCA Treasurer, was invited too, and also attended the meeting.

All participants were forwarded scanned copies of the proposed 2018 Specialty superintendent contracts supplied by MB-F and Roy Jones Dog Shows for review.

Nancy Duggan has experience working with both entities as an NCA National Specialty Show Chair; Sandee Lovett has experience working with both entities through her all-breed club cluster. She also has experience working directly with Roy Jones Dog Shows as an NCA National Specialty Show Chair.

Mary L. Price has past experience in working with Roy Jones Dog Shows at regional and NCA National Specialties.

After reviewing the proposed contracts, the meeting participants unanimously concluded:

- That within the context of NCA, Inc. hosting the 2018 National Specialty in Frankenmuth, Michigan, that the NCA is more cost effectively served by Roy Jones Dog Show as its show superintendent.

This conclusion is based upon:

- Past performance and comparative financial review of past NCA National Specialties superintended by both entities
- The overall cost to NCA, Inc. as provided in each particular entity’s proposed contract.
- More liberal dog show equipment use charges (policies) from Roy Jones Dog Shows.
- Per page costs for (re)production of catalog pages in favor of Roy Jones’s proposal.
- Personal experience working with each entity.
The more personalized customer service provided by Roy Jones Dog Shows

Update:
The proposed contracts/information was returned to MB-F in Warwick, along with a letter thanking them for providing a quote for services.
The board approved the Roy Jones Dog Shows contracts for the 2018 and 2019 Specialties at its May F2F meetings.

*Letters to Committee Chairs (update):*

Per Robin Seaman’s request, the show chair sent or delivered letters to individual committee chairs thanking them for accepting responsibilities for duties at the 2018 NCA National Specialty. I still need to deliver or mail two letters.

Where appropriate, he included excerpted pages from the current NCA Show Guide and the 2013 show’s publicity packet were enclosed for committee chair review. Also, these letters solicited input for a 2018 Specialty theme, establishing a June 15, 2016 deadline for suggestions. The letter also set a preliminary deadline of August 1, 2016 date for submitting revised packet information.

*Show Photographer/Videographer.*

During the 2016 NCA Specialty, Rob Gerity agreed to be the 2018 show photographer.

Also, during the 2016 specialty, I inquired with the show’s video firm about 2018. The firm’s owner replied that his sales in Warwick in 2016 were 50% less than 2015; he also noted the weather conditions at both Warwick and Frankenmuth this year weren’t optimal. He further, stated his terms for filming in 2018 will include a $500 per day of filming fee. He also shared his opinion that we needed to utilize an indoor venue for our show.

After thanking him for his reply, I informed him that I would forward this information on the Specialty Show Coordinating Committee and the NCA Board of Directors. The budget attached with this report reflects agreement to the videographer’s terms.

Thank you to Robin Seaman, NCA National Specialty Coordinating Committee Chair, Kathy Paxton and Sandee Lovett for providing expertise concerning notifying judges, and to Sandee Lovett, Nancy Duggan and Mary L. Price for their assistance reviewing superintendent contracts.

*AKC Seminar*

I attended the AKC Show Chairman seminar held in Kalamazoo, Michigan on May 28, 2018 presented by Bri Tesarz. One of the items that AKC will permit is for the official draft test catalog to be compiled and published as part of the *Specialty Show Catalog*. Catalog sales could then go on sale on Monday, April 30, 2018.

*Attachments*

Attached are copies of the committee chair roster and a draft of the proposed show budget.

Steve Britton
2018 National Specialty Show Chair
Newfoundland Club of America, Inc.
Operations Budget
Fiscal Year ending June 30, 2017

<table>
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<tr>
<th></th>
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# Newfoundland Club of America, Inc.
## Operations Budget
### Fiscal Year ending June 30, 2017

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<th>Draft</th>
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<th>est. Difference</th>
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<td>est. 2016</td>
<td>est. Difference</td>
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<td>1,849.00 2018/19 hotel</td>
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<td>Total Operating Expenses</td>
<td>86,201.00</td>
<td>71,688.50</td>
<td>55,650.00</td>
<td>(16,038.50)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues, Net of Related Expenses</td>
<td>37,970.00</td>
<td>46,355.00</td>
<td>41,889.00</td>
<td>(4,466.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess of Receipts over Disbursements</td>
<td>(48,231.00)</td>
<td>(25,333.50)</td>
<td>(13,761.00)</td>
<td>11,572.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance as of July 1</td>
<td>156,830.00</td>
<td>168,493.29</td>
<td>170,591.00</td>
<td>2,097.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance - June 30</td>
<td>108,599.00</td>
<td>143,159.79</td>
<td>156,830.00</td>
<td>13,670.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Reserve</td>
<td>143,000.00</td>
<td>143,000.00</td>
<td>143,000.00</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>(34,401.00)</td>
<td>159.79</td>
<td>13,830.00</td>
<td>13,670.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>108,599.00</td>
<td>143,159.79</td>
<td>156,830.00</td>
<td>13,670.21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hello Mary:

J. Jenkins is quoting $33.40 per medallion for 100 medallions ($3340 total). I currently have 4 medallions left and will definitely need to order in July.

Please let me know if you need anything else from me.

Thank you,

Diane Lavin
NEWFOUNDLAND CLUB OF AMERICA, INC

Mary L. Price, Treasurer
1004 Hwy 78
Mt. Horeb, WI 53572
(608) 437-4853
mlprice@mhtc.net

Liability Insurance Grant Application

The Newfoundland Club of America provides a one-time grant up to $500 to regional clubs, on an as-needed basis for annual liability insurance premium costs for regional club Rescue work.*

Date: May 25, 16

Regional Newfoundland Club: Colonial Newfoundland Rescue, Inc.

Contact person: Donna McConn
Phone: 703-967-1000
Email address: colonialnewfsrescue@gmail.com

Please briefly describe your club’s Rescue history and include reasons why your club is not insured at this time.
We just formed Colonial Newfoundland Rescue, Inc which will be affiliated with Colonial Newfoundland Club, Inc. Over the past 5 years we have been rescuing 15 – 20 Newfs per year and felt that we should become a 501c3.
We received our Incorporation in early April and have submitted our 501c3 documents to the IRS. We are currently getting quotes for the insurance.

(continue on additional sheets if needed)

Please complete the attached financial statement.

Signature — Regional Club representative

Return this form and requested information to NCA Treasurer, Mary L. Price,
1004 STH 78, Mt. Horeb, WI 53572-3044 mlprice@mhtc.net

# NEWFOUNDLAND CLUB OF AMERICA, INC

Mary L. Price, Treasurer  
1004 Hwy 73  
Mt. Horeb, WI 53572  
(608) 437-4553  
mprice@mhtc.net

**Liability Insurance Grant Application**  
**Regional Club's Financial Information**

Please provide the requested financial information:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Balance as of January 1</strong></td>
<td>-5,228</td>
<td>7,099</td>
<td>2,705</td>
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<tr>
<td><strong>Income</strong></td>
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<tr>
<td>Dues income</td>
<td>8,470</td>
<td>7,380</td>
<td>7,990</td>
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<tr>
<td>Events income</td>
<td>8,682</td>
<td>10,434</td>
<td>8,907</td>
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<tr>
<td>Interest income</td>
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<td></td>
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</tr>
<tr>
<td>Other income (describe)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rescue</td>
<td>30,212</td>
<td>26,193</td>
<td>31,997</td>
</tr>
<tr>
<td>Shirt etc. sales</td>
<td>1,221</td>
<td>950</td>
<td>483</td>
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<tr>
<td>Trophy donations</td>
<td>1,200</td>
<td>1,240</td>
<td>1,505</td>
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<tr>
<td>Working dog donations</td>
<td>105</td>
<td>460</td>
<td>277</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership expenses</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Education expenses</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
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<tr>
<td>Events expenses</td>
<td>10,187</td>
<td>8,589</td>
<td>13,453</td>
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<td>Insurance expense</td>
<td>2,439</td>
<td>2,007</td>
<td>1,322</td>
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<td>Publications expenses</td>
<td>139</td>
<td>405</td>
<td>592</td>
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<tr>
<td>Administrative expenses</td>
<td>6,981</td>
<td>5,999</td>
<td>3,128</td>
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<tr>
<td>Other expenses -- Rescue</td>
<td>25,121</td>
<td>25,047</td>
<td>23,214</td>
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<tr>
<td><strong>Cash Balance as of December 31</strong></td>
<td>4,861</td>
<td>-5,228</td>
<td>7,099</td>
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