



Newfoundland Club of
America® Information Packet
for Regional Club
Board Members
(2025, updated annually)

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Introduction

This document is meant to assist NCA Regional Clubs in their relationship with NCA from knowing how to become and maintain a Regional Club to applying for events, to knowing the perks of what NCA has to offer its Regional Clubs to knowing what and how to submit information to the NCA publications. There is also information shared by Regional Clubs as to what resources they use for insurance, web hosts and financial software so that other Regional Clubs will know what others are using. We hope that this document helps Regional Club boards to know what is available to them and to share this information with new board members as part of their orientation.

NCA VISION STATEMENT

The Newfoundland Club of America aspires to be a vibrant, sustainable, and inclusive community of enthusiasts recognized as the leading voice for the preservation, protection, promotion, and celebration of the Newfoundland Dog.

REGIONAL CLUB GOVERNING POLICY

Article I - Philosophy and Responsibilities

The Newfoundland Club of America, Inc. (NCA) encourages the formation of Regional Clubs whose activities further the welfare of the Newfoundland breed and fancy. The NCA believes that an organizational structure of multiple Regional Clubs is healthy because it represents the diverse interests of Newfoundland dog owners. The NCA benefits from recognizing Regional Clubs through NCA events hosted by Regional Clubs, through increased exposure of the breed through Regional Club activities, through increased potential NCA membership, through contributions of ideas and leaders to the NCA from Regional Club, through communication to non-NCA members who are Regional Club members, and through cooperation between the NCA and Regional Clubs on Newfoundland rescue. Regional Clubs benefit from NCA recognition through hosting NCA events, through access to the American Kennel Club through the NCA, through breed and educational information provided by the NCA, through exposure in Newf Tide of Regional Club events, and through cooperation between the NCA and its Regional Clubs on Newfoundland rescue. Through cooperation, the NCA and its Regional Clubs make greater contributions to the Newfoundland breed and fancy than each can individually. To achieve this cooperation, the NCA and its Regional Clubs understand that formal association obliges all parties to accept certain responsibilities. By formally associating with a Regional Club (through approval of a Club's petition to become an NCA Regional Club), the NCA agrees to provide clear direction to the Regional Club on how to sponsor/host NCA events and to provide help with conducting those events, to make available educational materials on the breed, to provide a mechanism for recognizing accomplishments in conformation, obedience, and working events, and to make available information about Club insurance, taxes, and other administrative issues. By formally associating with the NCA, a Regional Club agrees to follow NCA or AKC regulations and guidelines in hosting NCA or AKC events, to host two or more events (e.g. water test, draft test, obedience trial, specialty show or match show, educational program, community service function, and so forth) annually, to provide

information about its membership to the NCA as requested, and to engage in activities that protect, promote and improve the breed.

Article II - Recognition of NCA Regional Clubs

Section 1 - Procedures and requirements for recognition

A group of fanciers, organized as a local Newfoundland breed club, may seek formal association with the NCA as a recognized NCA Regional Club. The club must communicate with the NCA Regional Club Liaison who will advise and assist the club on how to meet the following requirements, and will submit the club's application to the NCA Board of Directors for their consideration and approval when appropriate.

- 1) The club must demonstrate stable membership for a sufficient period of time to assure future life.
- 2) The club must demonstrate adequate fiscal resources to sustain club activity.
- 3) The club must demonstrate that a reasonable percentage of its members are also members of the NCA. A reasonable percentage is considered to be: (i) enough NCA members to conduct NCA events, in order that the same members do not continually take official responsibility and sign required forms; and (ii) enough NCA members to make it clear that the club wishes to help the NCA as well as gain benefits from the NCA.
- 4) The club must submit for approval a Constitution and By-Laws, and Code of Ethics if it exists, to the NCA Board of Directors that are consistent with the principles of orderly, lawful and democratic operation and that were consistent with sound fiscal management. The club may adopt the model Constitution and By-Laws available from the NCA Regional Club Liaison. Modifications of the sample Constitution and By-Laws are permitted with NCA Board approval.
- 5) The club must submit minutes of general and Board meetings held during (at least) the prior year to the NCA Board of Directors. The minutes must describe the deliberations, business and activities of the club.
- 6) The club must have well-defined regional or local boundaries such that they conform to state, county, city or other welldefined boundaries. A club existing prior to the adopting of

this policy may deviate from this requirement if its original, approved application lacked such boundaries and the club has not since then made its boundaries conform to this requirement. All club meetings must be held within these boundaries. The club is encouraged to restrict voting membership to persons residing within its boundaries. It should be evident that the club exists mainly to serve its recognized region.

7) If the proposed boundaries of the applying club overlap those of one or more existing NCA Regional Clubs, the club seeking recognition must submit a written agreement approved by all clubs that defines clearly and in detail their relationship, and shows the intent that direct and indirect interactions between the clubs will not be a significant detriment to either the Regional Clubs or the NCA.

8) Once recognized by the NCA as a Regional Club, the club must agree to submit to the NCA, through the Regional Club Liaison, the following:

- Proposed changes to the club's Constitution, By-Laws and Code of Ethics, if it exists. Such changes must be ratified by the NCA Board of Directors
- Annual membership roster, denoting NCA members
- Annual officers roster, including addresses and telephone numbers
- Newsletters
- Minutes of club meetings, as requested by the NCA Board

9. The goal of the club, as defined in its Constitution, must be to preserve, protect and improve the Newfoundland breed and to do all possible to bring the breed's natural qualities to perfection; and to encourage and to promote cooperation, camaraderie and good sportsmanship among its members.

10. In its Constitution, the club must urge all of its members to accept the standard of the Newfoundland breed approved by the AKC as the only standard of excellence by which Newfoundlands will be judged.

11. The club must promote among its members dedication to high quality care for Newfoundlands.

12. The club must promote all aspects of the fancy by annually

sponsoring two or more events such as a water test, draft test, obedience trial, specialty show, match show, educational program, community service program, and so forth.

Section 2 - Procedures and requirements for discontinuing formal association between the NCA and an NCA Regional Club

Formal association between the NCA and an NCA Regional Club can be discontinued in any of four ways.

- 1) If a Regional Club ceases to maintain membership, to have meetings, or to elect officers for a period exceeding two (2) years, it shall be considered no longer to exist and the NCA shall no longer acknowledge formal association with such club.
- 2) If a Regional Club wishes to discontinue formal association with the NCA it shall notify the Regional Club Liaison and document the intentions of the club. The Regional Club Liaison shall notify the NCA Board of Directors, and formal association shall then be discontinued.
- 3) If a Regional Club fails to comply with any part of this policy, the NCA may discontinue the formal association. The Regional Club Liaison will provide, if requested, advice and assistance to any Regional Club that is unable to comply with any provisions of this policy. The process to discontinue formal association between the NCA and an NCA Regional Club shall be initiated by the Regional Club Liaison.
- 4) A petition signed by at least ten (10) NCA members may be submitted to the Regional Club Liaison, requesting that formal association be discontinued between the NCA and an NCA Regional Club, and stating the reasons why such action should be taken and providing supporting documentation.

The process for formal discontinuation shall be as follows:

- 1) The Regional Club Liaison will notify the Regional Club of its alleged failure to comply with this policy. A copy of this notice will be sent to the NCA Board of Directors.
- 2) The NCA Regional Club Liaison will discuss the alleged failure to comply with this policy to the accused Regional Club's President, either face-to-face or by telephone, requesting

evidence that the accusation lacks merit.

3) If the NCA Regional Club Liaison finds the evidence insufficient, objectives and a schedule for correcting the problem(s) may be established by the Regional Club President and the NCA Regional Club Liaison. If the Regional Club President does not supply evidence that the accusation lacks merit, the NCA Regional Club Liaison will advise the NCA Board. The NCA board, depending upon the nature of the problem, may schedule a hearing to consider discontinuing the formal association with the Regional Club.

4) If the objectives and schedule for complying with this policy as described above are not met, the NCA Regional Club Liaison will ask the NCA Board to consider discontinuing formal association with the Regional Club and to schedule a hearing at a face-to-face meeting to address the issue.

5) The process for scheduling and conducting a Board hearing, and the subsequent appeal procedure, is described in a separate policy entitled NCA HEARING PROCEDURES FOR REVOKING NCA RECOGNITION OF A REGIONAL CLUB.

Regional Club Documents to send to NCA each year

Between January 1st and February 28th of each year Regional Clubs must send documents from their club, for the previous calendar year, to the NCA Regional Club Liaison, via the MyNCA Regional Club portal.

The documents that are required to send are:

List of board of directors and officers

Number of members in club and how many of them are also NCA members (percentage)

Minutes from all board and member meetings held in previous year

A list of all club events held by the club in the previous year

Copies of all newsletters sent to members in the previous year. If the club no longer does a newsletter, then send a sample of emails sent to members advertising your election, meetings and some events. A club may send the newsletters to the Regional Club Liaison year round when they are sent to their members.

Also, when a new election is held clubs must send the new slate and date that they will take effect.

Optional: Share your club's insurance company and annual costs, website host and any financial software used. This is shared with other clubs so that they know what other clubs are using if they want or need to make any changes.

In 2025 a new Regional Club portal will open on the NCA website. All of this information will be able to be uploaded directly to that portal.

NCA yearly information call in meeting with Regional Clubs

Policy

Regional Club board members will call into a Zoom meeting with the NCA board to share information or ask questions, once a year on the third Thursday of May at 8pm EDT. If the National is held that year at a time other than the beginning of May the time of this annual meeting may need to be changed. All regional club board members are invited but at least one, from each regional club, must attend.

Procedure for Annual Meeting of Regional Clubs and NCA Board

This meeting will take place on the third Thursday of May at 8pm EDT on Zoom.

Any year in which the NCA National is held at a time that would affect this meeting date, the date will be changed for that year and Regional Clubs will be notified of the new date.

All board members (officers and directors) of Regional Clubs are welcome to call into the meeting. It is not mandatory for all to attend but at least one board member from each club must attend.

The NCA Regional Club Liaison and/or NCA President will welcome the Regional Club board members, take attendance and state the agenda for the meeting.

The NCA Regional Club Liaison and/or NCA President will inform everyone attending the meeting of any new NCA perks or policies that would affect or benefit a regional club. They will also discuss any issues that arose during the previous year and how they were handled, without mentioning the club involved.

The NCA Regional Club Liaison and/or NCA President will then ask the Regional Club representatives if they have any questions about the new perks or policies. They will be asked to use the Raise Hand option in Zoom to be

recognized. After that discussion the floor will be open for any Regional Club representative to ask questions of the NCA board.

At the end of discussion, the NCA Regional Club Liaison and/or NCA President will thank all of the representatives for attending and end the meeting.

NCA Board Members calling into Regional Club board meetings

Once a year regional clubs will tell the Regional Club Liaison what month would work well for an NCA Board member to call into their regional club board meeting. The month before the meeting the regional club will be notified as to which NCA board member will be calling into their meeting. The secretary of the regional club will send the meeting link to that NCA board member. The NCA board member will call into the beginning of the meeting, introduce themselves, inform the regional club board of any current news in the NCA pertaining to regional clubs and will then ask for any questions from the regional club board. When there are no more questions the NCA board member will leave the meeting unless they are a member of that regional club and wish to remain in the meeting.

Regional Clubs had been asking for better communication with the NCA which is the reason for these call ins. The NCA board member is not there to judge anything being done by the regional club or comment on their business.

Overview and Application Information for Educational Grants through the Newfoundland Club of America Charitable Trust

The Purpose of the Educational Grant program of the Newfoundland Club of America (NCA) Charitable Trust is to promote and facilitate educational

projects and events for the Newfoundland Fancy and for the general public interested in Newfoundland dogs.

Projects and events funded by an Educational Grant must involve one or more of the following: the care, raising, health, nutrition, training, disease, research, breeding, judging and exhibiting Newfoundland dogs.

The Charitable Trust Management Board of the NCA Charitable Trust (CTMB) will accept and evaluate applications for Educational Grants to fund educational programs and events as follows:

Who may apply:

NCA committees and regional Newfoundland clubs (hereafter “applicant organizations” may apply for educational grants.

How to apply:

NCA committees must submit applications to the NCA Second-Vice President for approval by the NCA Board. Once approved, grant applications will then be submitted to the CTMB by the NCA First Vice President/CTMB Liaison for evaluation and funding.

Regional Clubs must submit applications directly to the CTMB Recording Secretary.

An application consists of a Cover Letter, Explanatory Materials, and a Budget appended with Budget Explanations and Budget Justification.

The cover letter must include 1) a title or name for the proposed project or event 2) the name or names of the NCA Committee or Regional Newfoundland Club applying for funds, 3) the name or names of the contact person or persons, including contact information, and 4) a one sentence description of the proposed project or event. The description must make clear that the proposed project or event fits within the purpose for the Educational Grant Program, as stated above, and fits within the purview of the policies and procedures of the Newfoundland Club of America and the NCA Charitable Trust.

The Explanatory Materials need be only long enough to explain the goals and objectives of the project or event and how the applicant organization plans to fulfill those goals and objectives.

The Budget should include all expenses arranged by major categories, such as cost of materials, cost of printing, and travel, room, board and honoraria for invited speakers. The Budget should also include income from

other sources. Income from other sources is not required and applicant organizations may request up to 100% of their total budget. Budget items that may not be clear should be explained within the Budget Explanation as should income from other sources. The Budget Justification should explain succinctly how the budgeted items are necessary for the project or event to be successful and why income from other sources is not sufficient to fund the project or event completely.

No registration fee may be charged to attend an educational project or event funded to any extent by an NCA Charitable Trust Educational Grant. The event must be free and open to the public. A charge for the cost of food or beverages may be collected and the applicant organization may request voluntary donations to the NCA Trust Education Fund

A portion of the registration fee for a NCA National Specialty may be designated to support an educational project or event at a National Specialty that is also supported by an Educational Fund grant from the NCA Charitable Trust. Attendance of such a project or event must be free of charge for the general public. For such projects or events funded at least in part by an Educational Fund grant, monies collected from registration fees must be transferred to the Education Fund of the NCA Charitable Trust at the time of the Final Report.

Funding for projects or events will depend on funds available in Education Fund of the NCA Charitable Trust.

Application for an Educational Grant must be received at least two months before the event or project occurs and any changes to the budget for the project must be submitted to the CTMB for approval prior to the beginning of the event or project.

How to handle grant funds:

Grant monies will be paid by the CTMB directly to benefactors, i.e., directly to businesses that supply educational materials, directly to printers or publishers, or directly to speakers. Monies will not be paid to a third party, such as the applicant organization.

In the case of an Educational Grant covering 100% of a project or event, all income from the project or event will be returned to the Education Fund of the NCA Trust. Unused portions of an Educational Grant will be returned to the NCA Trust Education Fund with the final report.

Final Report:

A summary report of the educational project or event must be presented to the CTMB within 90 days following completion. The report will include 1) details of attendance; 2) an explanation of whether the goals and objectives of the project or event were met and, if so, how and, if not, why; and 3) a final budget, including income and expenditures.

Incorporation Grant Application

The Newfoundland Club of America provides a one-time grant, up to \$1,250.00, to Regional Clubs, on an as-needed basis, for legal fees, registration and incorporations fees, etc. for state and federal incorporation of Regional Clubs and their affiliated charities. *

Date: _____

Regional Newfoundland Club _____

Contact person: _____

Phone _____

Email address: _____

Please briefly describe your club's history and include reasons why your club is not incorporated and or registered at this time.

(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

Regional Club’s Financial Information

Please provide the requested financial information:

	2025	2024	2023
Cash Balance as of January 1			
Income			

Dues income			
Events income			
Interest income			
Other income (describe)			
Expenses			
Membership expenses			
Education expenses			
Events expenses			
Insurance expense			
Publications expenses			
Administrative expenses			
Other expenses (describe)			
Cash Balance as of December 31			

NCA Rescue Grant Policy

The NCA Newfoundland Rescue Service solicits donations and directs disbursements to Regional Clubs or individuals who provide rescue services where no other financial support is available.

Grants are available to Regional Clubs' Rescue Services to subsidize up to 50% of estimated veterinary services costs. Applications for these grants are reviewed by the CTMB to determine correct diagnosis and prognosis. A grant application up to \$1,000.00 is reviewed by the NCA Rescue Chair for approval. A grant application for over \$1,000.00 is reviewed by the NCA Rescue Chair and the CTMB Chair.

To apply send your request for the grant to the NCA Rescue Chair describing the medical condition including the diagnosis and treatment plan from a veterinarian.

Rescue Liability Insurance Grant Application

The Newfoundland Club of America provides a one-time grant up to \$1,250.00 to regional clubs, on an as-needed basis for annual liability insurance premium costs for Regional Club Rescue work. *

Date: _____

Regional Newfoundland Club _____

Contact person: _____

Phone _____

Email address: _____

Please briefly describe your club's Rescue history and include reasons why your club is not insured at this time. _____

_____.

(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

Regional Club's Financial Information for grant

Please provide the requested financial information:

	2025	2024	2023
Cash Balance as of January 1			
Income			
Dues income			
Events income			
Interest income			
Other income (describe)			
Expenses			
Membership expenses			
Education expenses			
Events expenses			
Insurance expense			
Publications expenses			
Administrative expenses			
Other expenses (describe)			
Cash Balance as of December 31			

Regional Club Application for Wild Apricot Group Discount

Regional clubs of the NCA can apply to use Wild Apricot as their website, for a discount, by using the application available at the below link.

<https://members.ncanews.org/resources/Documents/Chapter%20Billing%20Request-Fillable.pdf>

NCA Regional Club Insurance Information. Not all clubs shared their information.

Regional Club	Insurance Co.	Yrly Premium	Additional ins.	Company	Amt
Bear Mountain					
Colonial	Sportsmens Insurance	700			
Florida	Great American				
Genesee Region	Hanover Insurance Company				
Great Lakes	Sportsmans Insurance				
Heart of America	Mourer Foster, Inc				
High Country					
Mesquite					
New England	Sportsman insurance	799 Gen Liab.	Accident/Health	AIG	500
New Pen Del	Sportsmens Insurance				
North Central	Sportsmens Insurance				
Northern California	Hartford Ins.	1156	trailer	Hudson Ins	250
Northland	State Farm				
Northstar	Portman's Insurance	625			
Old West	Hartford Ins Co.				
Pacific Northwest	ASO West				
Penn Ohio	Sportsmen's Ins. Agency	1000			
River King	Liberty Mutual	420			
Seattle	Liberty Mutual				
South Central	Liberty Mutual; Philadelphia Ins Co				

Southeastern					
Southern California	Sportsmans Insurance				

NCA Regional Club Website Information. Not all clubs shared their information.

Regional Club	Website
Bear Mountain	
Colonial	wix pro
Florida	J. Tucker
Genesee Region	Network Solutions
Great Lakes	Wix \$28 for the Domain and \$348 every two years
Heart of America	wix
High Country	
Mesquite	
New England	Wild apricot
New Pen Del	Wild Apricot
North Central	Wild Apricot
Northern California	Currently Siteground.com migrating to Wix.com
Northland	Inactive
Northstar	EMWD
Old West	Siteground
Pacific Northwest	Wordpress
Penn Ohio	HostGator
River King	Vervocity
Seattle	Bluehost
South Central	Wix
Southeastern	Godaddy host / Weebly site builder
Southern California	TCV.net

NCA Regional Club Financial Program Information. Not all clubs shared their information

Regional Club	Financial Program
Bear Mountain	
Colonial	
Florida	Quickbooks
Genesee Region	Excel
Great Lakes	Excel
Heart of America	
High Country	None
Mesquite	
New England	Quicken
New Pen Del	Quickbooks
North Central	Quicken
Northern California	Quicken
Northland	None
Northstar	
Old West	Quickbooks
Pacific Northwest	Excel
Penn Ohio	Quicken
River King	Excel
Seattle	None
South Central	None
Southeastern	
Southern California	None

Information about Regional Clubs filing taxes, non-profit status, sales tax and raffles

The Regional Club should be registered with IRS as a 501(c)4 or 501(c)7 not for profit organization.

IRS assigns a Federal ID number that is used for all filings, etc. This registration requires an annual tax return - Form 990.

The total annual gross receipts determine which 990 filing form is required. Example: Gross receipts less than \$50,000 can file 990-N - online.

The Regional Club should check with their state's department of revenue. Each state has requirements for reporting.

Sales tax is state-specific. Most states, however, have a form of Occasional Sales Exemption - usually a few days per year. Check with the state in which your club is incorporated.

Many Regional Clubs and NCA are using commissioned vendors for their logo and other items - for two reasons - so the club does not have to maintain inventories and so the club receives a commission on the sales. The shirt vendor collects and pays the sales taxes.

Raffles are described by each state's department of revenue. Check with the state in which your club is incorporated.

Each Regional Club can consult with an attorney for clarification on any of these topics.

How to apply for NCA and AKC Events

How to apply for an NCA Draft Test

Read the NCA Draft Test Regulations <https://www.ncadogs.org/forms.html> for all of the details of putting on a Draft Test. When ready to apply use the application found here:

file:///C:/Users/chnew/OneDrive/Desktop/Share/Mom/NCA%20board/Regional%20Club%20Liaison/Meetings/Packet%20Info/Draft_TestApplicationV2.pdf

- Application must be submitted- 4 months prior to test
- Premium lists must be published - 6-8 weeks prior to test

Draft test applications are sent to Patti Pigeon: ppigeon105@aol.com along with your judge's acceptance forms, one from each judge:

file:///C:/Users/chnew/OneDrive/Desktop/Share/Mom/NCA%20board/Regional%20Club%20Liaison/Meetings/Packet%20Info/Judges_AcceptanceForm_Vers2.pdf

Draft Test Judges List:

<https://www.ncadogs.org/draftjudges.html>

How to apply for an NCA Water Test

Read the NCA Water Test Regulations <https://www.ncadogs.org/forms.html> for all of the details of putting on a Water Test. When ready to apply use the application found here:

file:///C:/Users/chnew/OneDrive/Desktop/Share/Mom/NCA%20board/Regional%20Club%20Liaison/Meetings/Packet%20Info/Water_TestApplicationV2.pdf

- Application must be submitted- 4 months prior to test
- Premium lists must be published - 6-8 weeks prior to test

Water test applications are sent to Dwight Gorsuch at workwdogs@gmail.com along with your judge's acceptance forms, one from each judge and boat number:

file:///C:/Users/chnew/OneDrive/Desktop/Share/Mom/NCA%20board/Regional%20Club%20Liaison/Meetings/Packet%20Info/Judges_AcceptanceForm_Vers2.pdf

Water Test Boat ID Tag Application:

https://memberapi.ncanewfs.org/api/committees/wdc/docbase/Water_Boat_TagApplication_Vers1.pdf

Water Test Judges List:

<https://www.ncadogs.org/waterjudges.html>

How to apply for a Regional Specialty

There are two types of regionals: one held with an all-breed show and one held independently.

No regional specialty may be held for 14 days before or 14 days after the National.

Applications with appropriate fees must be received by the NCA Specialty Show Coordinator seven months prior to the event closing date. If the regional is held with an all-breed or other specialty club, a letter of consent from that club is required.

You will need to fill out an application and send to Robin Seaman at rseaman985@aol.com

Application

<https://www.ncadogs.org/pdfs/regionalapp24.pdf>

Specialty Show Guide

<https://www.ncadogs.org/regionals.html>

How to apply for an AKC Canine Good Citizen Test

Canine Good Citizen is a [10-skill test](#) that teaches good manners to dogs and responsible dog ownership to their owners. It can be held at any of your club events. Dogs that pass can register with AKC and get a certificate and use CGC after their registered name.

An AKC approved CGC evaluator must oversee and give the test. There is no application. For a list of CGC evaluators in your area contact cgc@akc.org

AKC's Canine Good Citizen Program Participant and Evaluator Guide

<https://images.akc.org/pdf/cgc/GK9GC9.pdf>

To contact the American Kennel Club's CGC Department: American Kennel Club Canine Good Citizen Dept. P.O. Box 900064 Raleigh, NC 27675-9064 (919) 816-3637 cgc@akc.org

How to apply for an AKC Fast CAT test

Fast CAT is an outdoor pass/fail test consisting of a timed 100-yard dash, using a straight course or track, where the dog chases a lure while the owner/handler stands at the finish line calling the dog. Dogs run singly and are required to reach the finish line. Per the AKC website, your dog needs to be at least 12 months old and have one of the following: AKC Registration, AKC Canine Partners, a PAL Number, or a Foundation Stock Services Number. (Spayed or neutered dogs and dogs with limited or conditional registration are also eligible to run. However, like many AKC companion events, females in season cannot participate.)

Any AKC affiliated club can apply to hold a Fast CAT event. Regional clubs of the NCA need to send their application to Pam Saunders, NCA President, who

will sign it and return it to the regional club so that they can send it to AKC with the fee. The applications can be found on the AKC website.

For more information contact: CATFastCAT@AKC.org

How to apply for an AKC Fetch Test

AKC Fetch is a pass-fail noncompetitive test. The four levels of titles (Novice, Intermediate, Advanced, and Retriever) assess the ability of the dog to retrieve. In the Advanced and Retriever levels, the dog must respond correctly to signals. There is also a memory component in Advanced and Retriever because a retrieving bumper or ball is dropped (or thrown) behind a blind where it cannot be seen.

For each of the four titles, the dog must pass the test twice under two different approved AKC Fetch judges.

Dogs who are at least 6 months of age are eligible to take the AKC Fetch test as long as they are registered or enrolled with AKC and have an AKC, PAL, or AKC Canine Partners number.

To hold a test, you will need to obtain an AKC Fetch judge which can be an AKC breed or obedience judge, or a CGC or Trick dog judge who has applied to judge Fetch.

All AKC Fetch judges will appear in the [AKC Judges Directory](#). To find a Fetch judge be sure to select the correct competition type found in the drop down. There is no application process, the judge handles the paperwork.

How to apply for an AKC FIT Dog Event

Groups must be approved as an AKC FIT DOG club. Groups that can apply to be approved include AKC clubs, independent dog training schools, and other

dog related clubs and organizations. The goals for these groups are to promote health and fitness for dogs and their owners.

AKC FIT DOG clubs will:

1. Conduct at least 4 group fitness walks per year, or
2. Conduct regularly scheduled canine fitness/conditioning classes.

CGC Evaluators can become AKC FIT DOG Instructors by completing a three-level course in AKC Canine College at:

https://www.caninecollege.akc.org/visitor_class_catalog/category/100594

To become an AKC FIT DOG club, complete the online [FIT DOG Club Application](#).

Please send any inquiries about the program to: FITDOG@akc.org

For questions, contact cgc@akc.org

How to apply for an AKC Scent Work Trial

Any AKC affiliated club can apply to hold a Scent Work Trial. Regional clubs of the NCA need to send their application to Pam Saunders, NCA President, who will sign it and return it to the regional club so that they can send it to AKC with the fee. The applications can be found on the AKC website. Clubs' applications must be sent to AKC at least 18 weeks prior to the event closing date so be sure to send it to NCA before that time. NCA is limited to applying for 12 Scent Work trials a year.

The AKC Scent Work regulations can be found at

https://s3.amazonaws.com/cdn-origin-etr.akc.org/wp-content/uploads/2017/10/07153005/AKC1970_RSW001_0225_WEB.pdf

How to apply for an AKC Trick Dog event

AKC Trick Dog is a test you can take with your dog to earn titles based on the tricks that your dog can do. This test can be held at any of your dog club's events.

You must use an AKC Approved Trick Dog Evaluator to do the test.

There is no application process, just contact an evaluator to arrange to hold a test.

For help finding an evaluator for in-person or virtual testing, email cgc@akc.org

To find out about the 5 levels of Trick Dog testing and the tricks that can be used: <https://www.akc.org/sports/trick-dog/>

For more information about the Trick Dog Program check out our [Frequently Asked Questions](#) at http://images.akc.org/pdf/TD.FREQUENTLY_ASKED_QUESTIONS.noGrndfdat e.pdf

NCA Regional Club Facebook Group

The NCA has set up a private Facebook group for conversations with and about Regional Clubs - this is a place to ask questions, get advice and ideas from the NCA AND your fellow Regional Club representatives. Brainstorm about common issues and share success stories. Please watch for a Facebook generated email with a link to join the group, as well as a Facebook notification with a join invitation. Stacy Roderick will be the board liaison in the group, as Sue Marino is not on Facebook.

We would love to hear from you and look forward to having you as part of the conversation!

Newfoundland Club of America

Your source for information and education about the Newfoundland Dog

<http://www.ncanewfs.org>

Follow us on Instagram

<https://www.instagram.com/ncanewfs/>

Like Us on Facebook

<https://www.facebook.com/NCANewfs>

NCA *Newf Tide* Regional Club Submissions

Upload all articles and images by logging in to www.myNCA.org and clicking “submit an article or advertisement to *Newf Tide*” and following the step-by-step instructions.

Event Articles

Regional Clubs Coverage of working tests and regional specialties should be submitted by the deadline immediately following the event. *Newf Tide* deadlines are January 2, April 1, July 1, and October 1. Unless permission is obtained from the editor prior to any delay, late articles will be printed only on a space available basis.

If submitting digital photographs, remember that JPEG, PNG or TIFF format and 300 dpi are preferred. Photos with insufficient resolution may be rejected. Clearly identify all people and dogs in photos and the name of the photographer. Editor will select which photos enhance the layout.

Regional Specialty Shows

Newf Tide policy now provides that regional shows with entries up to 30 dogs may have two pages in *Newf Tide*. Regional shows with 31 or more entries may have up to 3 pages for their articles. Clubs who wish to, may buy extra

pages for their regional specialty show articles. The price per page effective 4-01-04 is \$160 per page.

Plan ahead when submitting information about regional specialty shows. The following must be included for proper coverage: 1) a catalog or clearly marked catalog pages; 2) a separate list of all first place winners noting if a picture is included; 3) electronic files with pictures appropriately named; 4) Website address of superintendent or show secretary, if the results are available on the Internet; 5) a short article about the event.

Newf Tide policy provides that an owner can substitute another picture of his dog for the one from that particular regional show. For this reason, a club that purchases the entire set of winner's pictures from the show photographer cannot automatically use them for their articles without providing owners the opportunity to substitute photos.

Well in advance of the show, assign a person from your club to be responsible for writing the article on the show and collecting the pictures of the first-place winners that are to accompany it. Remember, you are taking the responsibility of reporting the show for all of the winners and your club.

Please note that one person should coordinate obtaining winners pictures, labeling them properly and sending them to the *Newf Tide* editor. If you experience problems getting pictures or meeting your obligations in any way, please call the Editor and discuss the options available to your club. If you don't meet the deadline, the article will only be published on a space available basis, which means it may not be published at all.

The entire NCA will be reading your article so you should take the time to prepare it correctly. Write a short, well-focused introduction to the article. Remember, you cannot tell every detail of the show. Using Judges' comments

about the entry is very informative. If you have a logo, you can provide it for use in the article. Take the time to title your article.

On the day of the show, give all first-place winners a letter telling them the procedure that your club will follow to collect the pictures. All pictures are to be sent to one person by the date given. That person will be responsible for identifying them correctly. (See sample letters to regional club specialty winners) All pictures are to be carefully identified with the following information in this exact order. Please do not be creative here but follow the format exactly:

Classes won*,

Dog's Name (sire x dam).

Breeders:. Owners:.

*(Include all the placements of a dog starting with the most important-each dog will receive one picture)

More details and samples are available here:

<https://www.newftide.org/regional.html>

Working Events

Font and Format Requirements: Ariel or Helvetica, 12-point, single space, all margins left justified

Content Submission Format (in the order provided):

Name of Club,

Date(s),

Judges,

Article – (maximum 350 words for one day test 500 max for a multi-day test) submitted as a Word/Page or RTF document,

Author.

The qualifiers are to be listed after the article.

List of qualifiers grouped by the titles earned (all XYZ Beginner Draft Dogs together, XYZ Draft Dogs together, etc.) submit the following:
Registered name of dog including all previously earned titles shown in NCA database.
Call name (in parens),
Name of handler,
Day of the week qualified and/or requalified if applicable

Advertising

Regional clubs are allotted two quarter-page ads at no charge each calendar year to promote their activities. If your specialty or working event has a theme, contact the editor to have the theme included with the event information in the calendar.

Club Columns

The purpose of NCA Regional Club columns is to promote communication of interesting projects and activities across the country. Content is limited to information of interest to the NCA membership and articles should be a source of ideas and inspiration to other clubs and members. Suggested topics are a special speaker, a panel discussion, a fun event or unique party, fund raising, and workshops. Whenever possible, columns should include specific information about what those in attendance learned. Columns submitted with inappropriate topics will not be published. The editor will have the sole discretion to return any regional club column deemed inappropriate. Inappropriate topics would include, but are not limited to, a list of dogs and the titles they received during the year, a listing of club events. For example, if a club holds a birthday party for Newfs, complete with party hats, cake, and games, write about the party without listing all those who participated—

mentioning the oldest in attendance would be appropriate. Honoring a special dog for a unique accomplishment would be appropriate, as would be the explanation of special awards given during the club's year—how the award was initiated, something about the person for whom it was named.

Regional clubs may submit a 250-word column with one picture* to the Newf Tide editor for the following issues: Quarter 1 (deadline January 2), Quarter 2 (deadline April 1), and Quarter 4 (deadline October 1). Regional club columns will not be accepted for Quarter 3.

Submissions must be submitted by the deadline: January 2, April 1, or October 1. Submission may be by Word document. Submission must include the name, address, and other contact information for the author, who must be an NCA member. The editor will acknowledge receipt of submissions.

All submissions will be edited in accordance with Newf Tide guidelines and policies. Newf Tide policies can be accessed on the NCA website.

** If a picture is submitted, it will be printed only if space permits, and the editor deems it appropriate. The editor will have the sole authority to determine this.*

Columns exceeding 250 words may be sent to the Regional Club Liaison for posting on the NCA website.

Regional Club submissions for e-Notes and Social Media

e-Notes currently has a circulation of approximately 10,000 and is produced monthly. The deadline for submissions each month is the 20th of the month, and the newsletter is sent on the last day of the month.

Promote your events, your logo item sales, calls for volunteers – all for free! We have space to include up to 9 Regional Club articles/flyers each month.

Before 5/1/25 – all submissions to e-Notes can be submitted via email:

ncaenotes@ncadogs.org

After 5/1/25 - Upload all articles and images by logging in to www.myNCA.org and clicking “submit an article or advertisement to *e-Notes*” and following the step-by-step instructions.

Event flyers should be submitted in JPEG or PNG format if possible. Include a link for more information or email for a contact person.

The NCA Facebook Page has 28,000 followers and Instagram has 6,000 followers. Event announcements can be shared from Regional Clubs by sending a flyer to marylouz@mac.com, or by tagging @NCANewfs in club posts. We are particularly interested in sharing events for new/nonmembers, first time owners and public education events.

We also encourage Clubs to post working events (tests, practice sessions, etc.) in the Facebook Group:

<https://www.facebook.com/groups/317802824965688> (Newfoundlands - Upcoming Water Tests, Draft Tests, and Training Events)

Regional Specialty Announcements can be shared in the Facebook Group:

<https://www.facebook.com/groups/248827635224126> (Newfoundland Dog Show Majors)

Technology and Your Regional Club

The pace of our world today has changed how Regional Clubs operate efficiently. Gone are the days of individual postcards mailed to every club member with event details, checkbooks with handwritten registers recording every transaction and publicity conducted through announcements in the local newspaper.

Leveraging technology allows your club to better connect with your membership, track and record club activities and finances, and provide outreach and education to the community. The goal of using technology resources should be to allow your members to have more interactions with each other, and ultimately more time doing things with your dogs, rather than

getting bogged down in intricate systems that create more tasks for any hard-working volunteers.

A primer of tech services and terms that every club should be familiar with:

URL/Domain Name – this is a website address that your club “rents” there is an annual fee to a host provider to keep your URL registered. Examples are: www.newfclubseattle.org or www.newfclubne.org.

Web Host – this is a company that provides space on a server (computer that manages access to the internet) a web host may also be your Domain Name provider, or they may be two separate companies. Some hosts provide free small websites (like Wix) along with template tools, but charge a fee to have your own domain name. Some Member Service companies (like Wild Apricot) provide a free website as part of your account. These websites can have domain names provided by the company (<https://npdnewfs.wildapricot.org>) or you can use your own custom URL. The third type of host company, such as GoDaddy or Bluehost provides only the server space and your club is responsible for building your site from scratch.

email Distribution Tools – email hosts (Gmail, Microsoft, etc.) have developed security flags that limit bulk emails sent from private email addresses. This means that your membership secretary or newsletter editor will have difficulty reaching every member if they are sending emails (especially emails with attachments) from their home email address. Email distributors like Constant Contact or Mail Chimp have agreements with host companies to allow the sending of bulk email without flagging there are both free and paid accounts available, depending on the volume of mail sent. Some Membership Service companies include email distribution in their package of services as well.

Online Payment Processors – these companies accept credit card payments for your club and allow the ability to either manually or automatically transfer the money into your checking account. All of these companies charge a fee for each transaction (market rate is currently around 3% plus 40¢ per transaction) Some of the more popular platforms are PayPal, Stripe, Venmo

and Affinipay. Many clubs, including the NCA, have accounts with multiple payment processors, as the account itself is free.

Financial Services – many banks now offer free online banking services. Paperless statements, apps to deposit checks and seamless connection to online payment processors means that club treasurers can track spending and income easily. Some clubs connect their accounts directly to a financial management program such as Quicken, while others track spending/income using a spreadsheet.

Event Management Tools – having the ability to promote, accept RSVP's or registrations, process payments for entrants and schedule volunteers can make running an event easier. The NCA provides all Regional Clubs a free online entry system for Water and Draft Tests

(<https://workingentry.ncadogs.org>) this requires that the Regional Club have an account with Stripe as a payment processor. Some event services are provided free on social media platforms like Facebook, but they don't manage event fees. Other platforms specialize in scheduling volunteers/registrants (for matches, etc.) like signup.com. Some member service companies include event management in their package offerings.

Online Income Producers – the internet has provided clubs with a plethora of ways to monetize and fundraise. Print-On-Demand vendors like Spreadshirt and Printify allow clubs to upload graphics that the service prints onto apparel, etc. and ships directly to customers, sending the club a percentage of the proceeds. These stores connect through an online payment processor and automatically disburse funds on a regular schedule, or when a threshold is met. Another type of platform hosts fundraising/donation activities like auctions and raffles. Galabid is one such platform, and allow a club to host and manage raffles, silent auctions and more. *Please be aware of the laws concerning raffles for the state where your club is incorporated before proceeding.* Also important to note, is that raffles of any kind are considered gambling, and as such cannot be run directly on any social media platform, even if you are calling it a “waffle” you risk Facebook turning off your account for engaging in activities that are against their terms of service. Some member

services companies also offer a “store” function where you club can sell merchandise, with club members processing and shipping orders.

Social Media – there are a wide array of social media platforms available to clubs, and each has a different niche in terms of media. The goal of every platform is to allow users to connect and engage with each other, so having a presence should be viewed as an opportunity to start a conversation, rather than a static website which is a one-way provider of information.

Facebook – one of the most widely used platforms, Facebook allows for sharing of text, images and video. There are two main ways for a club to have a presence on Facebook, through business page (posts only by page admins, allows paid promotions, allows event listings) or through a Group (posts by all group members, discussion based, membership managed by admins) many clubs have both a page and a group. Primarily users aged 25-34, with a significant portion of users aged 35-54, considered a more mature audience overall. The NCA has a Facebook Group for Regional Club Conversations that any Regional Club Member is welcome to join. This is a place to share event ideas, talk about strategies to grow membership, find out what other clubs are doing and network resources. It can be found at:
<https://www.facebook.com/groups/3269935313246504>

Instagram – partner app to Facebook, primarily focused on image sharing. A younger demographic with the largest concentration of users between 18-29 years old, leaning towards a more visually focused audience.

X – designed as a short-text based sharing app. A slightly older audience compared to TikTok and Instagram, with a mix of users across different age groups, often engaged in news and current events.

Bluesky – a newer platform, initially designed as a competitor to X, has added image and video capabilities recently. A younger audience (18-24) makes up 42% of user base, skews male (64/34) with a majority of international users.

TikTok – a video sharing platform, mostly short videos, less than 1 minute. Audience tends to be more international and younger than other platforms. Predominantly younger users, with the majority falling in the 18-24 age range, known for its short-form video content.

Some other social platforms include Pinterest, Threads, LinkedIn, Reddit and Snapchat.

Content Creation Tools – current technology allows users to create compelling visual images, easy to read publications and more, many at no cost. One very popular platform is Canva. Canva has free options for creating graphic Facebook and Instagram posts, newsletters, and presentations, both for online sharing and print. These can be very helpful for clubs to create event flyers and more. There are also online tools that assist with proofreading articles.

Membership Management Services – a number of companies offer online membership management services. The NCA uses a platform called Wild Apricot. Wild Apricot offers: online member renewals, member tracking, member communication (email distribution is included, bulk text is at an additional fee), website hosting, online store, event management and more. Clubs that are using online payments for their member renewals have noticed a higher member retention rate, and increased member satisfaction with the renewal process.

Additionally, the NCA has applied for their multi-chapter discount program, which provides a discount (15%+) for every Regional Club that participates. If you club decides to sign-up for Wild Apricot there is a free trial version for up to 50 contacts. You can convert to the paid version when you go over 50 contacts, and if you complete the Chapter Billing Request (attached to this document) and submit it when you move from a trial to a paid account your account will be billed at the discounted rate. Be sure to mention to your Wild Apricot account coach that you want to apply with a Chapter Discount.

Online Meeting Platforms – Zoom, Microsoft Teams and Google Meet are just a few of the online meeting platforms that rose to prominence due to the COVID pandemic. There are free levels that allow for small group up to 10

participants for up to 45 minutes, making them ideal for Board or committee meetings. Paid accounts allowing for more participants or longer meeting times can accommodate general membership meetings. If your club has difficulty reaching a quorum due to geography, hosting midweek evening online meetings may be a solution to consider.

Document Storage/editing – online storage tools like Dropbox or Next Cloud can make archival storage of club document more secure, especially if multiple club members have access. Scanned copies of minutes, etc. can eliminate bulky binders that need to be passed from officer to officer while still fulfilling the requirements for document retention. Some platforms like Google Drive and Dropbox, in addition to storage, allow multi-user editing capabilities to allow for multiple members to collaborate on projects more efficiently.

NCA Tools for Regional Clubs – The NCA offers several tools for Regional Clubs to streamline their events and activities. Clubs may use the Online Working Event Entry System for Water and Draft Tests. There is a checkbox on your event application to indicate your club will be doing online entries. If your club has not used the system before, you will need a club Stripe account, and then the Working Dog Committee and TRAC will coordinate getting you up and running. This system not only processes credit card payments for online entries but prefills the secretary's forms and formats your catalog pages. New in 2025, with the launch of the myNCA system, there is an online submission tool for *Newf Tide* and e-Notes, simply login at myNCA.org or click the myNCA button from the NCA homepage and use the Submissions section in the upper right. This allows Regional Clubs to submit Water and Draft Test Articles, Regional Specialty Reports, Event flyers for e-notes and more. Coming later this year, the Administration section of the myNCA system will launch a Regional Club Portal, where Regional Club Board members can: upload minutes, slates and rosters, access Working Event and Regional Specialty Applications and other Resources, store recent copies of ByLaws, Insurance Documents, or other important items and much, much more. Stay tuned for exciting new tools!

This is just a short introduction to some of the many online tools your club can use to increase member engagement and participation, recruit new members, provide better public outreach and streamline your administrative jobs to more efficiently utilize your volunteers. If you have questions about any of the platforms and tools discussed here, feel free to reach out to TRAC (techresources@ncadogs.org).