



The Newfoundland Pony Society

Registrar's Manual

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FOREWORD

The Newfoundland Pony Society is pleased to publish this first Registrar's Manual which is designed to codify the registration process for the Newfoundland Pony Breed. It is intended to be of use firstly to the Registrar and future Registrars, and secondly available to pony owners, breeders and members of the general public who may be interested in the Newfoundland Pony. It is an important step in the history of The Newfoundland Pony Society and was adopted by our Executive Council on December 16, 2020, in time for it to be published on our website and made available to members for the 40th Anniversary of the Incorporation of The Newfoundland Pony Society in 1981.

We have codified the rules for registration and incorporated procedures to ensure the continued integrity of the registration process. It also provides for the transition of the current Lineage Report into a Herd Book for the Newfoundland Pony to be publicly available on our website which will further enhance the status and value of a Registered Newfoundland Pony.

Not every issue has been canvassed or dealt with in this first edition of the Manual, so we can expect to have updates from time to time as we go forward. Some issues are being referred to a Registrar's Advisory Committee for consideration and others will be brought forward to it as they arise.

It is now more important than ever to have all Newfoundland Ponies registered so we can have as complete a record as possible of our Newfoundland Ponies including genetic information which will be crucial to the preservation and sustained growth of the breed. We believe the Registrar's Manual will help this process and provide ongoing continuity for registration.

The project is the culmination of several years of work by many hands and we want to thank and acknowledge the contribution of former president Cle Newhook, Victoria Tollman, consultant, and former registrar, Cindy Mehaney, society members who responded to our request for feedback on the first and second drafts that were circulated for comment, and also the Registrar's Manual Review Committee: Patricia Morris, Kelly Power-Kean, Tammy Webber, together with the president Ex Officio, who reviewed in detail the comments and extensively considered and revised each section of the manual, as necessary, for presentation and consideration by the Council.

Jack Harris, President
December 2020

PREFACE

The purpose of The Newfoundland Pony Society (NPS) Registry is to accurately identify, track and register Newfoundland Ponies, and to issue Certificates of Registration to owners of Newfoundland Ponies in order to record and confirm the status of an individual pony and preserve the integrity of the Newfoundland Pony Breed. The Registry was mandated by the Government of Newfoundland and Labrador under the provisions of the Heritage Animals Act, now contained in the Heritage Animals provisions of the Health and Protection of Animals Act (SNL2010 Chapter A-9.1) and is the only official registry of Newfoundland Ponies.

The Registry data is also used to maintain an *NPS Herdbook*, in written or digital form, based on the current Lineage Report on the NPS website, evolving with expanded features to include ancestry and descendant information, pictures, location, and other information as can be made available to breeders, owners, and the public. It is hoped that this information will further enhance knowledge and interest in the Newfoundland Pony and provide a tool to assist breeders and individual pony owners in making good breeding choices. These measures promote increasing the population, maintaining the genetic diversity and furthering conservation goals of this important breed which is recognized as critically endangered because of its low numbers.

The NPS also accepts applications for the registration of qualifying Part-bred Newfoundland Ponies and maintains a registry of Part-bred Newfoundland Ponies for recording and identification purposes. Part-bred certificates are issued to owners of the same. The regulations and provisions for Part-bred registrations are not included in this Manual but are currently published on the NPS website.

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Section A – NPS Registry Mandates and Confidentiality Declarations

General Registry Mandates and Rules

The primary mandate of the NPS, as it relates to registration, is to accurately issue registrations for Newfoundland Ponies and track registerable ponies according to the NPS rules and regulations. The *NPS Registry* has been closed since December 31, 2000, to all except the offspring of Registered Newfoundland Ponies or as provided under the Grandfather Clause. This mandate serves to protect the integrity and purity of the Newfoundland Pony gene pool.

The following rules apply for registering Newfoundland Ponies:

1. All ponies are eligible for registration if they are proven to be the offspring of Registered Newfoundland Ponies (both parents) through DNA parentage verification. This could involve registrations skipped for a generation or more (generally one generation) but for which there is a complete DNA parentage verification trail.
2. A Grandfather Clause was introduced co-incident with the Registry closure to capture any ponies which may have missed registration prior to the Registry closure. These would be ponies born 2000 and earlier. There were many Newfoundland Ponies tested during the 1998-2000 DNA Testing Program, but a registration application was not made by their owners or an application was not fully completed. Also, some ponies were missed during the search for Newfoundland Ponies during the 1998-2000 Program.
3. Those ponies for which application is made for registration under the Grandfather Clause require the standard procedure for foundation animals – i.e., along with the necessary routine documents and photographs, they will require investigation by the Registrar and inspection by an ID Committee in order to obtain the necessary approval to proceed with their registration. The final decision would be made by the Council as provided in section A-2 of this Manual.
4. If either or both parents of the pony subject of an application are known to the NPS through DNA testing but not registered, the Grandfather Clause may be applied to the parents (or parent) and not directly to the progeny, and a determination will be made as to whether such parent would qualify for registration. If yes, the parent animal would be regarded the same as a foundation pony in relation to their descendants with respect to registration.

Note: In the February 2000 NPS Newsletter, Dr. Hugh Whitney (Director, Animal Health Division, NL Agriculture) stated “DNA testing continues to provide valuable information for all concerned. We now have 305 animals tested; these are not all Newfoundland Ponies but in some cases are tested as possible sires when questions arise.” Dr. Whitney goes on to say “You should be aware that just because an animal is DNA tested does not mean it is either registered or able to be registered. It still has to have all registration information and photos sent to the Registrar for consideration by the ID Committee.”

A – 1 Registrar's Mandate and Confidentiality Declaration

The Registrar's primary mandate is to accurately determine what ponies belong in the Registry and to record those ponies into the Registry. A Registrar must be pro-active, unbiased, and demonstrate integrity as it relates to performing the work of a Registrar according to the NPS rules and regulations. Any judgement decisions required of the Registrar must be carefully weighed. The Registrar is required to disclose any conflict of interest should the pony under consideration be owned by them or known by them to be owned by a relative, close friend, or business associate. If the eligibility of a pony is in question and there remains reasonable doubt, it is the duty of the Registrar to protect the overall Newfoundland Pony gene pool and deny entry of that pony into the Newfoundland Pony Registry until such time as compelling evidence can erase reasonable doubt. A signed *Registrar's Mandate and Confidentiality Declaration* must be on file (Exhibit K-A1).

A – 2 Council Member Registry Mandate and Confidentiality Declaration

A Council member may be required to discuss, advise, recommend, and/or vote on issues of registration related matters. Any judgement decisions required of the Council must be carefully weighed. If the eligibility of a pony is in question and there remains reasonable doubt, it is the duty of the Council to protect the overall Newfoundland Pony gene pool and deny entry of that pony into the Newfoundland Pony Registry until such time as compelling evidence can erase reasonable doubt. In doing so the Council is governed by the NPS rules and regulations and shall exercise its judgement in good faith without bias or perception of bias. Council members are required to disclose any conflict of interest should the pony under consideration be owned by them or known by them to be owned by a relative, close friend, or business associate. After careful research and discussion, ending in a majority vote, the Council will convey the course of action for the Registrar. Notwithstanding the preceding, a majority of all Council members is required for a decision when the registration of a specific pony is at issue. A vote of the President or Chair of the meeting shall be counted. Each Council member is required to have a signed *Council Member's Registry Mandate and Confidentiality Declaration* on file (Exhibit K-A2).

Explanatory Note: The rationale for the special voting procedure for when the Council has to pass judgement on the registration of a specific pony is to ensure that a decision has the support of a majority of the full complement of Council Members while preserving the integrity of the breed. Under normal procedures a quorum for a meeting is a majority of Council Members (i.e. currently 6 out of 10). Given that the Chair of the meeting (usually the President) does not vote except to break a tie, in a close vote with a bare quorum a majority of those voting could be 3 without the above procedure in place. It is felt having a minimum of 6 votes one way or another on such a matter (as opposed to as few as 3 in the above scenario) would make the decision more acceptable to an affected party and pony owners.

A – 3 ID Committee Registry Mandate and Confidentiality Declaration

The ID Committee plays an important role in protecting the integrity of the Newfoundland Pony Registry. Any judgement decisions required of the ID Committee must be carefully weighed. If the eligibility of a pony is in question and there remains reasonable doubt, it is the duty of the ID Committee to protect the overall Newfoundland Pony gene pool and deny entry of that pony into the Newfoundland Pony Registry until such time as compelling evidence can erase reasonable doubt. Members must carry out their duties and exercise their judgement as to the conformity of the subject pony under consideration to the established conformation and traits of the Newfoundland Pony. Their responsibility shall be performed independently, in good faith, to the best of their ability and judgement and without bias or perception of bias. They are required to disclose any conflict of interest should the pony under consideration be owned by them or known by them to be owned by a relative, close friend, or business associate. In the event of a conflict of interest, the member shall not participate in the decision. Members of the ID Committee are also expected and required to keep confidential to the Registrar or Council any information or documentation that may come to their knowledge or possession as a result of their work as a member of the ID Committee (Exhibit K-A3).

Section B – Registration Application: File Management

When an online or hard copy application is received, the Registrar creates an electronic file and transfers the necessary information to the *Application Progress Worksheet* (Exhibit K-B1). The online registration system automatically sends an email to the Registrar signaling that a new application has been submitted. Mail-in applications are to be sent to the official NPS mailing address and should be provided to the Registrar in a timely manner. The online application is converted to PDF format and placed in the electronic file and the mail-in hard copy application is scanned to PDF format and placed in the electronic file. The DNA processing and/or registration fee will be deposited by the Treasurer per payment procedures (see Section C). Original hard copies of all documents will be placed into the NPS archive binders.

Note: An applicant for DNA testing only shall be treated as a preliminary application for registration and treated in the same manner.

B – 1 Application Progress Worksheet

The *Application Progress Worksheet* provides the Registrar with an overview of the status of a registration application (Exhibit K-B1). The form also aids the Registrar in tracking the registration progress and the final status of a submission; including a timeline of all documents and fees received, missing information, progress of DNA submissions and results, ID Committee processing, and data entry; concluding in either the assignment of a Newfoundland Pony Registration number or a denial of registration.

B – 2 Registrar's Internal Document Filing Order

The Registrar must maintain both an electronic and a hard copy file including a copy of the Certificate of Registration and the DNA report (Exhibit K-E2). See *Registrar's Internal Document Filing Order* sheet (Exhibit K-B2).

B – 3 List of Applications in Progress

Regardless of status, the Registrar must maintain an up-to-date list documenting dates and progress of applications using a *List of Applications in Progress* spreadsheet (Exhibit K-B3).

An application has five stages:

- 1) Receipt of the registration application
- 2) Review of application
- 3) Incomplete status (requires additional documentation or data)
- 4) Registration eligibility determination
- 5) Certificate of Registration issued or applicant notified of ineligibility and offered Part-bred registration if applicable

B – 4 Quarterly Status Report of Registration Applications in Progress

A Quarterly Status Report will be submitted to the NPS Council (Exhibit K-B4). The report will contain an abbreviated version of the List of Registration Applications in Progress and will include the following:

- 1) Pony name
- 2) Date of birth (DOB)
- 3) Location of pony (Province or State and Country)
- 4) Submission date
- 5) Application status
- 6) Result

Section C – Processing of Registration Fees

C – 1 Registration Payment Processing

The Treasurer and the Registrar must confirm satisfactory receipt of all required NPS fees in order to process any registration application, transfer of ownership, or to submit any DNA testing requests. Either the Treasurer or the Registrar may delay any application until appropriate fees are collected unless otherwise directed by the Council.

Fees may be paid online or via regular mail by cheque or money order. All fees are payable in Canadian funds.

On-line application payments by PayPal or credit card are automatically directed to the NPS bank account and a notification is sent to the Treasurer. If there are any issues with the fees, it is the responsibility of the Treasurer to contact the Registrar. The Registrar should then contact the applicant regarding the same. This procedure maintains the first point of contact for registry matters as the Registrar.

The processing of registration cannot begin until the proper fees are confirmed. Communication between the Treasurer and the Registrar regarding payment should occur without delay.

Computerized notification to both the Treasurer and the Registrar of payment are automatically triggered by an applicant paying online fees. For quality control, the Treasurer immediately notifies the Registrar of receipt and verifies the fees are satisfactory. The Registrar immediately confirms receipt of the Treasurer's notification and records the date of sufficient fees on the *Application Progress Worksheet* (Exhibit K-B1).

The same procedure is applicable for fees received for any other registry work.

C – 2 Treasurer's Procedures for Registration Fees

C – 2.1 Online Payments:

- 1) Save PDF copy to file.
- 2) Forward PayPal notification and status of the fee to the Registrar.
- 3) Record revenue into Simply Accounting or ledger in use.

C – 2.2 Cheque/Money Orders:

- 1) Cheque/money order amount and information are entered into Simply Accounting or ledger in use.
- 2) Notification is sent to the Registrar of the receipt of the fee along with scanned or original copies of any documents submitted with the payment.
- 3) The fee is deposited into NPS bank account.

NOTE: US cheques are recorded based on the daily exchange rate at the date of deposit.

C – 2.3 Correspondence:

All registration related documentation including hard copy applications sent to the Treasurer shall be forwarded to the NPS Registrar in a timely manner.

Section D – Processing Applications

An applicant for Pony registration should complete the online *Application Form* and submit it online or print and complete the form and send it to the Registrar (Exhibit K-DA).

Should an applicant desire to have a third party assist in any part of the registration process the applicant must complete and file a *Third Party Agent Form* (Exhibit K-D2) with the Registrar. Without this form on file the Registrar has no authorization to work with or disclose any information to a third party in relation to an application.

The Registrar should:

- 1) Review the application for completeness.
- 2) Send the required pony photos to the NPS ID Committee.
- 3) Generate the DNA Test Request Form and forward it to the applicant.
- 4) Track the DNA Test Request Form submissions with the applicant as required.
- 5) Upon request, generate and forward a Comma Separated Values (CSV) Data File to Bureau Veritas Laboratories (formerly Maxxam Analytics) for the purpose of DNA sample processing and advise the applicant that the DNA sample has arrived at the lab.

D – 1 Application under Review

D – 1.1 Pony Name and Breeder/Farm Identifier List

The Registrar must review the *NPS Registry*, applications in progress and the *Breeder/Farm Identifier List* maintained by the Registrar (Exhibit K-D1), to ensure the applicant is not duplicating or causing confusion with a registered pony name or an established breeder/farm identifier. Any identified problems will require the Registrar to request a new pony name from the applicant. Applicants cannot use another's breeder/farm identifier without their written consent. Due to DNA database restrictions, the registered pony name will be limited to 35 characters (spaces included).

D – 1.2 General Pony Identification

The Registrar must carefully review the application documents and the photographic submissions in order to accurately record the census information regarding that pony. Particular attention must be paid to natural and/or unique markings. Any changes from the information provided on the application should be noted in the file and communicated to the applicant. The information can then be recorded appropriately on the Certificate of Registration when/if issued.

D – 1.3 Photo Identification

The Registrar must review the photos received with the application to determine if they meet the required criteria. Photos should be of good quality, clearly show all physical markings, and conform to the required camera angles. If any photos are lacking, the Registrar will contact the applicant and request additional photos.

D – 1.4 Artificial Insemination (A.I.) and Embryo Transfers (E.T.)

As Newfoundland Pony registration is based on confirmation of parentage to Registered Newfoundland Ponies through DNA testing this would include ponies born through artificial insemination or embryo transplants. All current rules and regulations for registration would apply. However, because of the special circumstances of these methods of conception and parentage additional information on the method of conception and history of the breeding will be required, and special conditions will apply for embryo transplant. These rules and regulations are under development. Anyone interested in pursuing these methods of breeding should contact the NPS Registrar.

D – 1.5 Proof of Ownership

The burden of proving legal ownership of a pony is on the person applying for registration or transfer of ownership. The applicant is required to sign a declaration of ownership, including an undertaking that the applicant for a certificate of registration or transfer of ownership is the legal owner, and supply documentation as necessary. Documents may include bill of sale, document of transfer, or deed of gift or surrender. In a specific situation other documentation may be required by the Registrar. A new DNA sample and report may be required at the discretion of the registrar.

DISCLAIMER: Establishing legal ownership of a pony is not the responsibility of NPS; that responsibility is between the parties to the transaction and is governed by the laws of the province/state with jurisdiction.

D – 2 DNA Parentage Verification

There are two possible scenarios in establishing parent verification:

- 1) Online or mail-in through NPS – Applicants are required to provide hair samples for DNA testing. The Registrar will generate a *DNA Test Request Form* (with a unique bar code) and forward the same to the applicant. The applicant will attach the required hair sample to the *DNA Test Request Form* and submit the signed form directly to Bureau Veritas Laboratories by mail. The Registrar reviews and evaluates the completed *Equine DNA Genetic Marker Report* when received.
- 2) Existing DNA report – If the applicant has a copy of their pony's DNA report that was previously issued by Bureau Veritas Laboratories, or another recognized equine testing lab, or by the Canadian Livestock Records Corporation (CLRC) which also uses Bureau Veritas Laboratories, a copy of that report should be included with the application to be reviewed and evaluated by the Registrar. These reports are used for parentage verification by Bureau Veritas Laboratories for the applicant pony and for use in parent verification of other ponies where applicable.

D – 2.1 DNA Test Request Form

Once an applicant makes an application submission online, it will automatically generate an email to the Registrar alerting them to the new application.

With a mail-in application, if registration fees have been received, the Registrar uses the link to bypass the payment option and generates an online application. The required application data is entered to generate this application.

The Registrar will enter the online administrative panel and complete the following:

- 1) Generate a *DNA Test Request Form Sample* (Exhibit K-D3), which contains a unique bar code, by selecting the “DNA form” option. The form should then be forwarded to the applicant, along with the instructions to collect the hair sample. See Exhibit K-D4 for applicant *Instructions for Pulling and Shipping Equine Hair Samples*. The applicant should be instructed to attach the hair sample to the form, check the parent verification box, sign the application and mail it directly to the address on the bottom of the form.
- 2) Record appropriate dates on the *Application Progress Worksheet*.

D – 2.2 Bureau Veritas Laboratories Comma Separated Values (CSV) Files

When the DNA Test Request form containing the hair sample arrives at Bureau Veritas Laboratories, the lab will request via email the Registrar to submit the corresponding CSV Data File (Exhibit K-D5). The CSV file is a pony related data file that is generated in the administration panel. To generate the file the Registrar will enter the administration panel and select the “DNA form CSV” option for the appropriate pony. The Registrar will review the file for accuracy and edit, as necessary.

The CSV file contains the following columns:

- 1) **Online Application File (column A)** – When the application is completed, the online administration panel automatically assigns the applicant pony an NPS file number. Applications are downloaded in a PDF format and kept in an electronic file by the pony's name. The Registrar keeps a hard copy in a binder by pony. Each application's progress is recorded on the individual *Application Progress Worksheet* and Registrar's *List of Applications in Progress*.

Numbers Listed Below the Bar Code – the individual numbers below the bar code are the same as the NPS file number assigned when the application is completed. This NPS file number is used to track the applicant pony's DNA submissions and matched to that individual pony's NPS file. **NPS file numbers are not registration numbers.**

- 2) **Test required (column B)** – Options for this column include PO = Profile Only, PV = Parent Verification, SV = Sire Verification, DV = Dam Verification, CT = Cancelled Sample. **For registration purposes**, the Registrar will enter PV for a parent verification.

- 3) **Individual Sample Source (column E)** – The letter K should be entered into this column as requested by Bureau Veritas Laboratories.
- 4) **Individual Name (column H)** – The Registrar should review the contents of this column to ensure that the correct name of the pony being tested is entered. A maximum of 35 characters (spaces included) is permitted.
- 5) **Individual Birth Date (column K)** – The Registrar will enter the year of birth of the pony (YYYY). If the year of birth is unknown, an estimated year of birth should be entered.
- 6) **Individual Sex (column L)** – The Registrar should enter the appropriate letter in this column. Acceptable codes are as follows: Male – S, H, G, R or C Female – M, D or F.
- 7) **Sire Registration Number (column M)** – The Registrar enters the registration number of the sire in this column. If the sire is unknown, this column should be left empty.
- 8) **Sire Sample Source (column O)** – The Registrar enters the existing Bureau Veritas Laboratories case number of the sire in this column. If the number is unknown, this column should be left empty.
- 9) **Sire Name (column P)** – The Registrar enters the full name of the sire in this column. If the name is unknown, this column should be left empty. A maximum of 35 characters (spaces included) is permitted.
- 10) **Dam Registration Number (column Q)** – The registrar enters the registration number of the dam in this column. If the dam is unknown, this column should be left empty.
- 11) **Dam Sample Source (column S)** – The registrar enters the existing Bureau Veritas Laboratories case number of the dam in this column. If the number is unknown, this column should be left empty.
- 12) **Dam Name (column T)** - The registrar enters the full name of the dam in this column. If the name is unknown, this column should be left empty. A maximum of 35 characters (spaces included) is permitted.
- 13) **Colour (column V)** – The registrar enters the colour of the tested pony in this column. A maximum of 15 characters (spaces included) is permitted.
- 14) **Reserved** – The columns marked “reserved” are for Bureau Veritas Laboratories use only.

When the CSV file is saved, it will automatically be created as NEyyyymmddnn.KIT. The nn is a sequential number incremented for each file generated on that day. If there is more than one CSV form being submitted to Bureau Veritas Laboratories on the same day, the nn on the subsequent files should be changed to 02, 03 etc.

The file will then be forwarded via email to Bureau Veritas Laboratories.

Upon receipt of the CSV file, the Bureau Veritas Laboratories generates an acknowledgment file (ACK). This file acknowledges the receipt of the sample and contains the animal name, registration number, date received, sample condition, and any comments (e.g., A - acceptable, R - insufficient, N - sample missing). If the DNA Test Request form has been altered by the applicant, Bureau Veritas Laboratories will not process the sample without authorization from the NPS.

D – 2.3 Further Enquires

Should the Registrar need to re-send a request to Bureau Veritas Laboratories for an additional search (i.e. to further research a pony whose DNA didn't match the original parent(s) submitted), the same NPS file number must be used.

If the Registrar has no leads on what additional sire or dam name to submit, the Registrar makes an email request to Bureau Veritas Laboratories to test the applicant DNA against the entire database for a potential match. Occasionally, it is quicker for the Bureau Veritas Laboratories contact person and the Registrar to discuss and troubleshoot an individual case via phone.

All DNA submissions are tracked by the Registrar via the individual *Application Progress Worksheet* and the Registrar's *List of Applications in Progress*.

D – 2.4 Equine DNA Genetic Marker Report

The Registrar oversees the applicant's submission per the NPS rules and regulations. The Registrar will include an explanatory email for each sample and/or batch sent to Bureau Veritas Laboratories. The completed *Equine DNA Genetic Marker Report* is emailed from Bureau Veritas Laboratories to the Registrar, who reviews the report for accuracy related to census information and confirmation or parentage.

D – 2.4.1 – Confirmed DNA Parentage Test Results

If the *Equine DNA Genetic Marker Report* results in successful verification to qualified parentage, the Registrar makes a hard copy AND digital copy of the report for the corresponding file and mails a copy to the applicant along with the completed *Certificate of Registration*. The date the report is received by the Registrar is recorded on the *Application Progress Worksheet*.

D – 2.4.2 – Inconclusive or Unsatisfactory DNA Parentage Test Results

The date an inconclusive or unsatisfactory *Equine DNA Genetic Marker Report* is received by the Registrar is recorded on the *Application Progress Worksheet* and the Registrar will assist in resolving parentage identification issues.

D – 2.4.2.1 Typos and ID Errors

If an *Equine DNA Genetic Marker Report* returns with incorrect census information or typos, the Registrar contacts the Bureau Veritas Laboratories to correct the report and have it reissued.

D – 2.4.2.2. Unqualified Parentage

If an *Equine DNA Genetic Marker Report* returns with one or both parents unqualified, the Registrar will first contact the Bureau Veritas Laboratories to search the database for potentially qualified parent(s). If that fails to find a qualified match, the Registrar will notify the applicant and together they will attempt to identify qualified parentage or resolve issues. The Registrar will assist, as feasible, but the responsibility of finding qualified or confirmed parentage is ultimately that of the applicant.

If a suspected parent does not have a DNA report on file, DNA is required to be procured and processed for the applicant pony to be compared. The responsibility and cost for this process falls to the applicant, however, the Registrar will lend assistance whenever feasible.

If a qualified parent match cannot be found, the Registrar is authorized to advise the applicant that:

- 1) Part-bred registration may be available if applicable, or
- 2) the pony is ineligible for registration, or
- 3) an application may be held in abeyance pending further information becoming available in the future.

D – 3 Photographic Submissions and Archive

The photographs submitted with an application for registration must be reviewed by the Registrar for acceptable clarity, proper angles, and satisfactory documentation of the pony and any unique markings. The photographs are used in three ways:

- 1) to aid the Registrar in properly documenting the colour and markings of the pony,
- 2) to aid the ID committee in assessing the pony's conformation and traits against the NPS Newfoundland Pony breed characteristics, and
- 3) to become part of the NPS photographic archive for the individual pony's file.

A minimum of 5 photographs are required as follows (see Exhibit K-D6 for sample photos):

- 1) Full body left side
- 2) Full body right side
- 3) Full frontal head and body
- 4) Full body rear
- 5) Full front head (forelock brushed to the side)

D – 3.1 Receiving ID Photographs for Applicant Pony

The Registrar receives the ID photos from the registration applicant. Should any of the photographs be deemed unsatisfactory, the Registrar may request additional photos from the applicant.

The Registrar uses the ID photos as a guide, to draw and/or shade in RED ink, any white facial or leg markings and other unique markings on page two of the application form, or on the exhibits themselves (Exhibits K-D7, K-D8, and K-D9). The exhibits become part of the pony's file.

The Registrar may refer to the most recent edition of the Federation Equestre Internationale (FEI) Identification of Horses document to assist in this process. A link to this document is: https://inside.fei.org/system/files/ID_of_horses_2014.pdf

D – 3.2 Photo Archive for Registered Ponies

All photos received by the Registrar should be filed in two ways:

- 1) in the pony's individual file and
- 2) in a photographic archive that is part of the individual pony's registry file, kept in the NPS archives at The Rooms.

The Registrar is responsible for maintaining a complete backup copy of NPS pony registry files.

D – 4 ID Committee Visual Compliance Review

Once the application has satisfactory photographs submitted, the Registrar requests the ID Committee to inspect the pony applicant by viewing the submitted photographs. This inspection is called a Visual Compliance Review.

The ID Committee is composed of three individuals, appointed by the Council for a three-year term, which may be renewed by the Council. Should Council not make a timely decision to renew or replace any existing ID Committee member, they shall continue their office until the Council makes a determination.

Qualities sought for in potential ID Committee members:

- 1) expertise and experience at confirming Newfoundland Pony characteristics according to the NPS breed characteristics,
- 2) ability to judge characteristics from photos or videos,
- 3) integrity and impartiality,
- 4) availability and quick turn-around time for inspection,
- 5) previous breeding experience and/or ownership of Newfoundland Ponies an asset, and
- 6) willingness to uphold the ID Committee mandate to protect the overall Newfoundland Pony gene pool and deny approval of an individual pony if reasonable doubt is present.

D – 4.1 Submission of Photos to ID Committee

This is done via emailing digital photos in A with the accompanying Exhibit K-D6. The Registrar must track these submissions to ensure the review returns to the Registrar in a timely manner. The date of submission to the ID Committee is recorded on the *Registrar's Newfoundland Pony ID Committee Report* (Exhibit K-D10) and the *Application Progress Worksheet* (Exhibit K-B1).

D – 4.2 Visual Compliance Review Process

The ID Committee is responsible for independently reviewing the photos and accompanying documentation of the pony to determine if it conforms to the

parameters of the NPS breed characteristics. This is typically accomplished through the examination of photographs submitted by the applicant and forwarded to the ID Committee by the Registrar. There may be rare occasions where it is appropriate and geographically feasible to inspect a pony in person if requested by a Council vote, initiated by the Registrar. Should the ID Committee require additional photos, request a video, or be required by Council to inspect the pony in person, the Registrar will communicate these requirements to the applicant.

D – 4.3 Approvals and Denials

Once a pony is approved, the Registrar will complete Exhibit K-D10. The date of the approval is recorded by the Registrar on the *Application Progress Worksheet*.

Should the ID Committee not approve a pony, and the written determination falls clearly within the scope of non-accepted trait criteria for a Newfoundland Pony, the NPS rules and regulations require that the pony may not be registered unless there arises compelling evidence to erase reasonable doubt as to its register-ability.

If the ID Committee determination is not unanimous, or if the Registrar feels the ID Committee's determination requires additional judgement, the final decision for inclusion or exclusion from the *NPS Registry* will be discussed and determined by a majority vote of the full Council as set out by Section A-2 of this Manual.

If any reasonable doubt remains regarding pony approval, a pony should not be entered into the *NPS Registry* in order to protect the current Newfoundland Pony gene pool.

NOTE: At this time, DNA breed profiling is not considered a reliable scientific tool in determining the purity of a Newfoundland Pony. Until such time as science can prove this test is as reliable as DNA parentage testing, DNA breed profiling will not be used as a qualifying part of the application or ID Committee review process, but may be used to support disqualifications.

Section E – Approval and Issuing the Certificate of Registration

E – 1 Approval or Denial: Notification to Applicant

E – 1.1 Application Approved

To be approved, an application submission must have met all the requirements for registration as a Newfoundland Pony.

Those steps include:

- 1) Reviewing the initial submission file for completeness
- 2) Facilitating DNA testing and obtaining appropriate photographs
- 3) Verifying and recording the pony's census data (name, gender, owner, colour, markings, etc.)
- 4) Verifying qualifying DNA parentage
- 5) Approval by the ID Committee

Once an application is approved, the decision is communicated to the applicant. The Registrar proceeds to issue a Newfoundland Pony Certificate of Registration.

E – 1.2 Application Denied

The Registrar must refuse an application for registration that does not qualify under the NPS rules and regulations.

A denied application should be explained in writing to the applicant. If applicable, the pony can be offered Part-bred registration. A pony registered as a Part-bred can be upgraded to Newfoundland Pony registration should new evidence confirming eligibility become available in the future. Alternatively, the applicant may choose to hold the application in abeyance pending further information.

If an applicant pony owner is dissatisfied with the decision of the Registrar, she/he may seek a review of the decision by the NPS Council. The Council, upon review, may by majority vote decide to vary or reverse the decision of the Registrar in accordance with Section A-2 of this Manual. Before so doing, the Council may require that further information be obtained, or further steps taken to assist in their determination.

E – 2 Assignment of an NPS Registration Number

Once an applicant is fully verified and approved for registration, the Registrar assigns an NPS registration number to that pony and the data is entered into the *NPS Registry*.

Registration numbers are assigned consecutively and tracked by the Registrar on an excel spreadsheet (Exhibit K-E1). The registration number is recorded on the *Application Progress Worksheet* and in the hardcopy pony registry file.

E – 3 Creating and Issuing the Certificate of Registration

E – 3.1 Creating the Certificate

Certificate of Registrations are pre-printed, two-sided colour forms, or digital template, requiring two signature lines, one for the President and one for the Registrar. The forms are completed by the Registrar in ink (Exhibits K-E2 and K-E3). Upon completion, the seal of The Newfoundland Pony Society is affixed.

E – 3.1.1 Completing the Front of the Certificate

The front of the certificate includes the following blank lines to be completed by the Registrar in ink:

- 1) Full registered name of the pony
- 2) Owner's Name: first and last or organization
- 3) Owner's city and Province/State of residence
- 4) NPS registration number
- 5) Signature line for the NPS President
- 6) Signature line for the NPS Registrar
- 7) Date (certificate issue date)
- 8) Transfer of ownership number (if applicable)

E – 3.1.2 Completing the Back of the Certificate

The back of the certificate includes the following blank lines to be completed by the Registrar in ink:

- 1) Pony name
- 2) Pony date of birth
- 3) Registration number
- 4) Barn name, previous names, show names, etc. (include as appropriate)
- 5) Sex (sire, mare, gelding, colt or filly)
- 6) Breeder (if known)
- 7) Registered by
- 8) Registration date
- 9) Colour
- 10) Radical changer (yes/no)
- 11) Markings
- 12) Height
- 13) Weight
- 14) Pedigree

NPS On the upper right-hand side of the certificate back there is a pony diagram. Using the ID photos as a guide, the Registrar will document on the diagram in red ink any identification pony markings.

At the bottom of the certificate back there is an *Application for Transfer of Ownership*. This section is completed by an owner when selling and/or transferring pony ownership. It contains the buyers/new owner's name, address, phone number, email address, and date of transfer and delivery. A printed seller/transferor name, seller/transferor signature line, and the seller/transferor address, phone number, and email address is also included.

E – 3.2 Creating File Copies of the Certificate

Upon completion and the seal of The Newfoundland Pony Society having been affixed, the Certificate of Registration should be scanned and saved electronically in the pony's registry file and a hard copy kept for the archived NPS files.

E – 3.3 Mailing the Certificate to Applicant

The Registrar prepares a cover letter that is mailed to the applicant along with the original Certificate of Registration and the Bureau Veritas Laboratories *Equine DNA Genetic Marker Report*. Copies of the Certificate of Registration, and the Bureau Veritas Laboratories *Equine DNA Genetic Marker Report* are filed by the Registrar in the pony's digital registry file and a hard copy retained for the archived NPS files.

E – 3.4 Entering Data into the NPS Registry

Once an application has been approved and has been assigned an NPS registration number and the Certificate of Registration has been issued, the Registrar then enters the final data into the *NPS Registry*.

Section F – Changes to Existing Registrations

F – 1 Transfer of Ownership and Supporting Documentation

To document and/or update a Certificate of Registration, the Registrar requires the original or a reissued Certificate of Registration AND at least one of the following:

- 1) Completed NPS Transfer of Ownership (located on the back of the Certificate of Registration) or facsimile thereof,
- 2) Bill of sale,
- 3) Sales contract,
- 4) Declaration of gift by owner, or
- 5) Document of surrender.

NOTE: The above criteria to be expanded or modified once the requirements of proof of ownership are established, on receipt of legal advice and determination of the Registrar's Policy Advisory Committee, and adopted by the Council.

In the same manner of registration numbers, transfer numbers are also assigned consecutively and tracked by the Registrar on the *Transfer of Ownership Number Assignment* excel spreadsheet (Exhibit K-F1).

F – 2 Notice of Change Form

Any changes in the status or information on registration particulars of a Registered Newfoundland Pony shall be recorded by the Registrar on a *Notice of Change Form* (Exhibit K-F2).

Should a Certificate of Registration be found to have errors or is missing information, the Registrar should be immediately notified. Anyone can bring this information to the attention of the Registrar. However; it is the responsibility of the Registrar to verify all information is accurate prior to making changes to the original Certificate of Registration, re-issue Certificate of Registration, or the *NPS Registry*.

Any edits or updates that affect the *NPS Registry* should be edited in the Herdbook. These edits should also be documented as updates in the annual update section of the *NPS Herdbook* so that pony status changes can be easily tracked by the Newfoundland Pony community.

In notice of change situations, the Registrar may request the return of the original Certificate of Registration for amendment and reissue. The Registrar will further document the change by placing the proper *Notice of Change Form* into the pony's individual registry file – hard copy and digital record and follow appropriate backup file procedures.

Castration and death edits may be made to an existing certificate, and duly recorded in the NPS hard copy and digital records, and the original certificate returned promptly to the owner.

Notice of death – The Registrar shall change the status of a deceased pony in the *NPS Registry* AND shall also record the same in the annual update section of the *NPS Herdbook*.

Changes to colour, patterns, markings, or corrections and omissions of census information may require the Registrar to recall the original Certificate of Registration and re-issue a new certificate.

F – 3 Replacement or Re-Issue of Certificates of Registration

When an original Certificate of Registration is replaced or re-issued, the new certificate will carry two dates: the original registration date on the reverse and a re-issue date on the front.

F – 3.1 Replacement of Lost or Damaged Certificates

The owner can make a request to the Registrar for a replacement of a lost or damaged Certificate of Registration. The request may be made by email or mail with a short explanation of why a replacement is required. There is a small fee required for a replacement certificate.

F – 3.2 Re-Issued Certificate due to Data Changes

A Registrar may require the return for re-issue of any Certificate of Registration that requires data changes. Examples requiring re-issue include: Typographical errors, incorrect data (names, dates, etc.). Re-issues usually incur no fees. This encourages the owner to participate in the accuracy of the certificate and database.

Section G – NPS Registry, Herdbook, and Census Database

The *NPS Registry* is the most valuable asset of the NPS. The data verified and tracked within the Registry is the basis for all the Herdbook and census information for the entire Registered Newfoundland Pony gene pool. The information it contains is vital to the healthy genetic diversity and survival of the Newfoundland Pony. It is essential that the content be as accurate as possible and available in compliance with privacy laws and in accordance with NPS policy to breeders, owners, and enthusiasts to use as a conservation tool for breeding, promoting, and preserving the Newfoundland Pony. The NPS Herdbook is a subset of the Registry data and is made available online through the NPS website and accessible to the public in compliance with privacy laws and in accordance with NPS policy.

The NPS Herdbook is updated online quarterly and also published online annually as an Annual Herdbook in PDF format to correspond to the data within the Registrar's *Annual Registry Report*. These updates also form the basis for the *Annual Herdbook Supplement (Additions and Edits)* showing the changes in the Herdbook data over the preceding year.

These updates are the culmination of the Registrar's previous years' work, typically published in the first quarter of the following year, i.e., the *2020 Newfoundland Pony Society Annual Herdbook* would be published in the first quarter of 2021. This provides the Registrar adequate time to process all of 2020's new registrations and all that year's notice of changes through December 31st and compile them into the *Newfoundland Pony Society Annual Herdbook* and the *Annual Herdbook Supplement (Additions and Edits)* for publishing on the NPS website. The timeline also gives breeders an opportunity to review new information prior to the upcoming breeding season.

G – 1 NPS Herdbook

The content and format of the NPS Herdbook shall include (Exhibit K-G1):

- 1) Pony status (Live, Deceased or Unknown)
- 2) NPS registration number
- 3) Pony's registered name
- 4) Date of birth
- 5) Gender – stallion, gelding, mare
- 6) Sire name and registration number
- 7) Dam name and registration number
- 8) Pony's location – Province/State
- 9) Pony's location – Country

The NPS Herdbook also offers two important applications: A Pony Ancestry feature allowing a user to obtain a family tree of a pony, and a Pony Offspring feature allowing a user to obtain a list of registered offspring of a given pony. In addition, the online Herdbook allows owners to feature a photograph of their pony if desired. The above categories not only identify the

general information about the pony, including its ancestry and descendants but also provide the location of the pony. This combined information is extremely helpful to:

- 1) Owners or breeders searching for suitable mating's or planning future breeding,
- 2) Anyone searching for stock to purchase,
- 3) Event of horse show planners to regionally promote the breed, and
- 4) Conservationists to assess population densities and distribution.

The NPS Herdbook contains all the original census data and includes any new registrations as well as any edited information to previous entries.

Each successive Annual Herdbook will be titled with the New Year.

Title example: *2020 Newfoundland Pony Society Herdbook* (which would be published in 2021).

The Registrar prepares each Annual Herdbook from data approved by the Council from the *Annual Registry Report*. Once updates and the Annual Herdbook are approved, the Registrar forwards it for publication to the NPS website.

The NPS President will make a general announcement of publication to the NPS membership and to the Newfoundland Pony community at large through any means directed by Council, typically by email, social media, or Newfoundland Pony forums.

Hard copies of the *NPS Annual Herdbook* can be requested from NPS for a fee, as determined by Council to cover printing, handling, and mailing costs. Digital and hard copy back-ups will be maintained by the Registrar and included in the archives.

G – 2 Annual Herdbook Supplement (Additions and Edits)

In addition to adding new registration to the NPS Herdbook quarterly, the NPS Registrar will also make updates from any *Notice of Change Form* for the Annual Herdbook Supplement. These edits should be recorded not only to the NPS *Herdbook* but also tracked on a separate spreadsheet so they can be published annually. The contents will include data from the Registrar's *Annual Registry Report* that is approved by the Council. Each successive Annual Herdbook Supplement will be titled with the New Year.

Title example: *2020 Annual Herdbook Supplement (Additions and Edits)* which would be published in 2021.

The *Annual Herdbook Supplement (Additions and Edits)* (Exhibit K-G2) will contain:

- 1) New registrations
- 2) Edited information

This dual tracking keeps the NPS Herdbook complete, and the *Annual Herdbook Supplement (Additions and Edits)* allows for the newest registrations and edits to the NPS Herdbook to be easily seen by the Newfoundland Pony community. Over time the *Annual Herdbook Supplement (Additions and Edits)* may reveal trends and information that are useful to the conservation of the Newfoundland Pony breed.

G – 3 Annual Registry Report to Council

The Registrar will make an Annual Registry Report to the NPS Council.

The *Annual Registry Report to Council* is to be submitted to the Council by the Registrar in the first quarter of the year. This report becomes part of the Council minutes as a year-end report. The report is comprised primarily of the data to be published in the *Annual Herdbook Supplement (Additions and Edits)*. Council will review the contents, discuss any adjustments, and approve the content for the Registrar to prepare the *Annual Herdbook*.

The *Annual Registry Report to Council* shall contain:

- 1) New registrations – this will contain the new census information in the same format as the NPS Herdbook.
- 2) Updated information – this will contain the following:
 - a. Pony's name and NPS number
 - b. Fields and information updated (e.g., marking corrections – small star omitted, pony now deceased, etc.)
 - c. Documents on file or steps taken to verify the update
 - d. Additional comments as needed, particularly noting identified trends

The content of the *Annual Registry Report to Council* is a window to the well-being of the Newfoundland Pony gene pool. Increases or decreases in pony births, breeders, owners, and changes in geographical distribution, bloodline diversity, and possible reproductive isolation should all be considered and discussed. The Registrar may provide a commentary on these matters as deemed necessary. Any concerning identified trends should be reported to the Newfoundland Pony community and NPS membership. Identifying positive or negative trends that affect the overall gene pool, or providing education guidelines and supportive conservation tools, may be useful in aiding breeders and support the sustainability of the Newfoundland Pony population.

The Registrar shall retain each year's *Annual Registry Report to Council* so that they may be reviewed, if needed, in a manner that might reveal trends to be discussed by Council. Archived back-up copies of these reports should become part of the NPS Archive and safeguarded as part of those records.

Section H – Registry Back-Up Procedures

Every application submission, whether approved or denied, shall have an original pony file in hard copy and digital form and digital archive back-up. This would include both digital and hard copy documentation accumulated during application and processing. Subsequent additions or changes will also be recorded on the pony's file and included in ongoing back-up and archive.

Digital back-up can include a hard drive, external hard drive, or flash drive.

The Registrar's scope of work covers both new applications in all stages and existing registrations. The Registrar must document an application from its beginning to the terminal issuance of a Certificate of Registration or denial of registration. In addition, the Registrar must track any changes to registered ponies' status and follow appropriate backup file procedures for a *Notice of Change Form*. In order to protect the tracking of all registry work, the Registrar will maintain several important documents, files, and spreadsheets that require back-up. Council minutes will also serve as a back-up for certain reports.

- 1) NPS Herdbook – (see Section G) for each year published
 - a. Registrar – digital and hard copy
 - b. NPS website – digital PDF format (hard copy to be available for a fee upon request)
 - c. NPS Archives – digital and hard copy
- 2) Registrar's Information
 - a. Registrar – master data spreadsheet file
 - b. *Quarterly Status Report*
- 3) *Annual Registry Report to Council*
 - a. Registrar - digital and hard copy
 - b. NPS archives – digital and hard copy
- 4) *Annual Herdbook and Supplement (Additions and Edits)*
 - a. Registrar – digital and hard copy
 - b. NPS website – digital PDF format
 - c. NPS archives – digital and hard copy
- 5) Individual Pony Registry Files – digital and hard copy of the following:
 - a. Application forms and accompanying supportive documentation
 - b. Photos
 - c. DNA submission forms
 - d. *Equine DNA Genetic Marker Report* or other DNA reports
 - e. *Certificate of Registration*
 - f. Related correspondence
- 6) Photographic archive (see Section J)
- 7) Permanent archive – Annually, or as required, the original and a digital copy of the above records shall be placed in binders and deposited by the Registrar in the Provincial Archives at The Rooms and added to the NPS permanent file.

H – 1 Access to Archival Materials

The Society has a duty to protect and maintain the confidentiality of the NPS archival data. Anyone seeking access to archived pony material should contact the NPS Registrar or President.

Section I – Registrar's Internal Database

Because not all individual pony file information should be published in the NPS Herdbook, for privacy and other reasons, the Registrar will maintain an accurate and up-to-date Internal Database of registered ponies containing the following:

- 1) Pony status
- 2) Date of registration
- 3) Pony's NPS registration number
- 4) Pony's name
- 5) Pony's DNA number
- 6) Pony's gender, DOB, colour, and markings
- 7) Pony's sire, with registration and DNA number
- 8) Pony's dam, with registration and DNA number
- 9) Pony location
- 10) Name and full contact information of the owner
- 11) Name and full contact information of breeder
- 12) Other pertinent pony information as determined by the Registrar

Section J – Photographic Archive

The Registrar will maintain a DIGITAL 5-pose photographic file, including photos documenting unique markings, for every pony, whether approved or denied registration. These are maintained in the application or registration file for each pony.

If the pony was less than FIVE years of age when registered, the Registrar will request updated photos by age FIVE in order to document the visual characteristics of the mature pony. The photographic archive consists of the ID photos submitted by the owner/applicant of the registered pony. These photos should be maintained by:

- 1) Registrar through digital hard drive, flash drives and/or external hard drive, and
- 2) NPS through hard copies deposited in the NPS archives at The Rooms in each pony's file.

Section K – Exhibits

Exhibit K-A1 Registrar's Mandate and Confidentiality Declaration



Registrar's Mandate and Confidentiality Declaration

The Registrar's primary mandate is to accurately determine to the best of their ability what ponies belong in the Newfoundland Pony Registry and to record those ponies into the Registry.

The Registrar must be pro-active, unbiased, and demonstrate integrity as it relates to performing the work of a Registrar according to the NPS rules and regulations and the exercise of their professional judgement as required. The Registrar is required to disclose any conflict of interest should the pony under consideration be owned by them or known by them to be owned by a relative, close friend, or business associate.

Any judgement decisions required of the Registrar must be carefully weighed. If the eligibility of a pony is in question and there remains reasonable doubt, it is the duty of the Registrar to protect the overall Newfoundland Pony gene pool and deny entry of that pony into the Newfoundland Pony Registry until such time as compelling evidence can erase reasonable doubt.

The Registrar shall not share any work, documents, or content contained within the Registry with anyone but the pony owner, the pony owner's agent, or Council body except as required to perform Registrar duties.

I, _____, do agree to abide by the above Registrar's Mandate and Confidentiality Declaration in all work I perform as the NPS Registrar. I understand that failure to follow the NPS rules and regulations may be cause for discipline including removal from the Registrar position.

Registrar's Signature

Date

Exhibit K-A2 Council Member's Registry Mandate and Confidentiality Declaration



Council Member's Registry Mandate and Confidentiality Declaration

NPS Council members may be required to discuss, advise, recommend, and/or vote on Registry related matters. In doing so the Council is governed by the NPS rules and regulations and shall exercise its judgement in good faith without bias or perception of bias. Council members are required to disclose any conflict of interest should the pony under consideration be owned by them or known by them to be owned by a relative, close friend, or business associate.

Any judgement decisions required of the Council must be carefully weighed. If the eligibility of a pony is in question and there remains reasonable doubt, it is the duty of the Council to protect the overall Newfoundland Pony gene pool and deny entry of that pony into the Newfoundland Pony Registry until such time as compelling evidence can erase reasonable doubt. After careful research and discussion, ending in majority vote in accordance with Section A-2 of this Manual, Council will convey the course of action for the Registrar.

A Council member shall not share any work, documents, or content contained therein with anyone except the Registrar, except where appropriate with the pony owner, the pony owner's agent, or Council body.

I, _____, do agree to abide by the above Council Member's Registry Mandate and Confidentiality Declaration in all work I perform as an NPS Council member. I understand that failure to follow the NPS rules and regulations may be cause for discipline including removal from the Council.

Council Member's Signature

Date

Exhibit K-A3 ID Committee Mandate and Confidentiality Declaration



ID Committee Registry Mandate and Confidentiality Declaration

The ID Committee plays an important role in protecting the integrity of the Newfoundland Pony Registry.

Members must carry out their duties and exercise their judgement as to the conformity of the subject pony under consideration to the established conformation and traits of the Newfoundland Pony independently, in good faith, to the best of their ability and judgment and without bias or perception of bias. They are required to disclose any conflict of interest should the pony under consideration be owned by them or known by them to be owned by a relative, close friend, or business associate. In the event of a conflict of interest, the member shall not participate in the decision. Any judgement decisions required of the ID Committee must be carefully weighed. If the eligibility of a pony is in question and there remains reasonable doubt, it is the duty of the ID Committee to protect the overall Newfoundland Pony gene pool and deny entry of that pony into the Newfoundland Pony Registry until such time as compelling evidence can erase reasonable doubt.

Members of the ID Committee are also expected and required to keep confidential to the Registrar or Council any information or documentation that may come to their knowledge or possession as a result of their work as a member of the ID Committee.

I, _____, do agree to abide by the above ID Committee Mandate and Confidentiality Declaration in all work I perform as an NPS ID Committee member.

ID Committee Member's Signature

Date

Exhibit K-B1 Application Progress Worksheet

Application Progress Worksheet

Application Date (Y/M/D): _____ Web Application #: _____

Applicant Name: _____ Email Address: _____

Applicant Address: _____ Phone: _____

Application Status: ☐ Incomplete Date: _____

☐ Active Date: _____

☐ Complete Date: _____

Photos Received: ☐ Date: _____☐ Fees Paid (circle choice) DNA Test / Registration / Both Date: _____

Pony Name: _____ DOB (Y/M/D): _____

☐ DNA testing only

☐ ID Committee submission Date: _____

☐ ID Committee response complete Date: _____

☐ Responses entered into NPS database Date: _____

☐ DNA Test Request Form issued to owner Date: _____

☐ Hair sample submitted to lab Date: _____

☐ CSV file requested Date: _____

DNA Report ☐ Satisfactory Date: _____

☐ Unsatisfactory Date: _____

Action Taken:

Notes:

Registration Date (Y/M/D): _____

NPS Registration Number: _____

☐ Certificate of Registration and DNA report issued to owner Date: _____

☐ Pony electronic file completed and transferred to database Date: _____

☐ Hard copy file printed and transferred to binder Date: _____

Exhibit K-B2 Registrar's Internal Document Filing Order

Registrar's Internal Document Filing Order

Hardcopy Document for Registrar and NPS Backup Files

NPS Documents:

1. Certificate of Registration (single double-sided sheet) copy
2. Application progress worksheet
3. Application
4. ID Committee documentation
5. Bureau Veritas Laboratories Equine DNA Genetic Marker Report
6. Photos

Following back-up if applicable:

1. Notice of third party agent/facilitate DNA collection
2. NPS transfer of ownership
3. Bill of sale/contract
4. Certificate changes/reissues
5. Notice of castration
6. Notice of death
7. Notice of lease agreement

Miscellaneous Forms, Supporting Documents and Correspondence

1. Applicant and Council correspondence
2. Registrar notes

Note: files are placed in alpha order by pony while application in progress and by registration number when registration is complete

Exhibit K-B3 List of Applications in Progress

List of Applications in Progress

Application Number	Pony Name	DOB (Y/M/D)	Owners Name/ Location	Pony Location: Province or State	Submission Date (Y/M/D)	Status	Application Issues & Related Actions	Result		
								Approved/ Registration number	Denied	Comments
1376	June	00/06/22	L. Sims NL	NL	19/01/14	Complete		19/02/22 #999		Documents mailed to owner.
1377	May	Unknown approx. 1989	K. Toll ON	ON	19/01/17	Complete			19/02/28	No sire or dam found. Pony owner to search for additional information.
1378	Hope	98/05/16	D. Goss NS	SK	19/01/31	Pending	CSV file submitted			
1379	Spring	2000	R. Lane NH	NH	19/02/12	Incomplete	Photos requested 19/02/22			
1380	Winter	18/07/03	R. Way NL	NB	19/02/13	Incomplete	Outstanding fees requested 19/02/30			

Exhibit K-B4 Quarterly Status Report of Applications in Progress

Quarterly Status Report of Applications in Progress

Pony Name	DOB (Y/M/D)	Location: Province or State	Submission Date (Y/M/D)	Status	Application Issues & Related Actions	Result		
						Approved/Registration number	Denied	Comments
June	00/06/22	NL	19/01/14	Complete		19/02/22 #999		Documents mailed to owner.
May	Unknown Approx. 1989	ON	19/01/17	Complete			19/02/28	No sire or dam found. Pony owner to search for additional information.
Hope	98/05/16	SK	19/01/31	Pending	CSV file submitted			
Spring	2000	NH	19/02/12	Incomplete	Photos requested 19/02/22			
Winter	18/07/03	NB	19/02/13	Incomplete	Outstanding fees requested 19/02/30			

Exhibit K-DA Application

Your Application Number is: 0 Please Record it Somewhere Safe!			
P O N Y	Pony's Full Name <input type="text"/>	Registration: <input type="text" value="Full Breed"/>	Sex: <input type="text" value="Mare"/>
	Date of Birth (Y/M/D) <input type="text"/>	Province / State <input type="text"/>	
	Postal Code / Zip <input type="text"/>	Telephone <input type="text"/>	
P O N Y	Coat Color at Maturity <input type="text"/>	Point Color at Maturity (Mane & Forelock) <input type="text"/>	
	Point Color at Maturity (Tail) <input type="text"/>	Point Color at Maturity (Legs) <input type="text"/>	
	Height (Hands) <input type="text"/>	Weight (Pounds) <input type="text"/>	
	Date of Castration <input type="text"/>		
O W N E R	Name <input type="text"/>	Telephone <input type="text"/>	
	Street / P.O. Box # <input type="text"/>	Fax <input type="text"/>	
	Town / City <input type="text"/>	Email Address <input type="text"/>	
	Province / State <input type="text"/>	Web Site <input type="text"/>	
	Postal Code / Zip <input type="text"/>		
S I R E	Pony's Name <input type="text"/>	NPS Registration Number <input type="text"/>	DNA Test # <input type="text"/>
	Sire Owners Name <input type="text"/>	Town / City <input type="text"/>	
	Breed <input type="text"/>	Registration Number <input type="text"/>	
	Street / P.O. Box # <input type="text"/>	Postal Code / Zip <input type="text"/>	
	Province / State <input type="text"/>	Telephone <input type="text"/>	
D A M	Pony's Name <input type="text"/>	NPS Registration Number <input type="text"/>	DNA Test # <input type="text"/>
	Dam Owners Name (Breeder) <input type="text"/>	Town / City <input type="text"/>	
	Dam Breed <input type="text"/>	Registration Number <input type="text"/>	
	Street / P.O. Box # <input type="text"/>	Postal Code / Zip <input type="text"/>	
	Province / State <input type="text"/>	Telephone <input type="text"/>	
Special notes or Comments	<input type="text"/>		
<p>By clicking the submit button below, you agree to the following statement. I hereby certify that the information provided herein is true and accurate to the best of my knowledge, and I have completed the document to the best of my ability. I understand that it is illegal to provide false or misleading information.</p> <p style="text-align: center;"><input type="button" value="Submit Information"/></p>			

Exhibit K-D1 Breeder/Farm Identifier

Breeder/Farm Identifier List

Date (Y/M/D)	Breeder Prefix	Breeder Name	Province/State	Contact Information

Exhibit K-D2 Third Party Agent for Newfoundland Pony Owner



Third Party Agent for Newfoundland Pony Owner

I, _____, of _____
Printed name of Pony Owner Owner's Contact Information (City and State/Province)

do hereby appoint _____, of _____
Printed Name of Owner's Agent

_____, herein after referred to as "Agent", and grant
Agent's Contact Information (City and State/Province)

permission to this third party agent to act as a facilitator on my behalf for (check one):

- ☐ Any Newfoundland ponies I currently own
- ☐ Specific Newfoundland ponies I own listed below:

1. _____
2. _____

Access includes the Agent helping submit NPS forms, problem solving with NPS during the application process, and/or acquiring the Newfoundland Pony DNA samples.

The owner's signature MUST be signed by the owner, not the agent.

The Agent agrees that the original of any report or document is the property of NPS and the owner. The owner and agent also agree that any information discussed with or received by the Registrar during the application process will not be shared with any additional third party without the written permission of the owner and agent.

This Permission form will expire by (Y/M/D): _____

(If no date is specified, the form will expire in 12 months from date below. The owner may revoke Agent authority by written notice to the NPS Registrar at any time.)

We, the undersigned, agree to be bound by the rules of the NPS and hereby certify we are each authorized to sign this document and that information provided is accurate to the best of our knowledge and belief.

Owner's Signature

Owner's Printed Name

Date (Y/M/D)

Agent's Signature

Agent's Printed Name

Date (Y/M/D)

Exhibit K-D3 DNA Test Request Form Sample

DNA GENETIC MARKER TESTING

FOR PULLED HAIR SAMPLES

BREED: Newfoundland Pony

HORSE SAMPLED: Hope

REGISTRATION #:

SIRE: Mr.

Greene **DAM:**

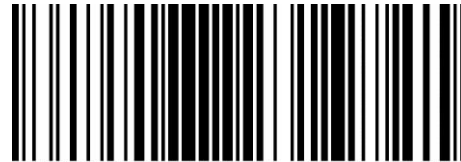
Ms. Black

COLOR: Bay

YOB: 1998

SEX: Mare

DESCRIPTION OF MARKINGS:



NPS-1378

-----FOLD HERE-----

SAMPLE SECTION: (DO NOT CUT THE HAIR)

HAIR ROOTS HERE
(30-50 HAIRS)

HAIR SHAFTS HERE
(TAPE CENTRE OF SHAFTS HERE)

TEST REQUIRED:

DNA PROFILE ONLY ☐

DNA PARENTAGE VERIFICATION ☐

-----FOLD HERE-----

COMMENTS:

I certify that these hair specimens have been drawn from the above described animal

Signature: _____ Date: _____
(Owner, Agent or Veterinarian)

SEND TO: Bureau Veritas Laboratories, 335 LAIRD RD. UNIT 2, GUELPH ON, N1H 6J3

Exhibit K-D4 Instructions for Pulling and Shipping Equine Hair Samples

Instructions for Pulling and Shipping Equine Hair Samples

1. Hair must be clean and dry before pulling. Your hands should also be clean and dry and not have come in contact with other animals or your own DNA material. Care is especially important when taking more than one DNA sample.
2. Bureau Veritas Laboratories need 30-50 pulled mane or tail hairs with the root follicle attached. For mature animals you may use either mane, tail or both, whichever is easier. For young foals it may be easier to pull hairs from the tail (shorter hair near tail head) as the mane hair is fine and does not have much of a root. It may be best to pull 5-10 hairs at a time rather than larger amounts. Hairs must be pulled straight out to ensure follicles come out of the skin.
3. Sign and date the form. Check the box requesting DNA Parentage Verification. In the centre the form, as indicated, tape the hair sample to the paper with clear tape. Do not tape over follicles. Alternatively, you may also place the sample in a zip lock bag.
4. For single samples (one pony only) you can fold the paper and mail like a regular letter. If sending multiple samples, place each sample in an individual envelope/zip lock bag and put all envelopes in a larger envelope or box. Write "Attention Newfoundland Pony" on the outside of the envelope and also add "Do Not Bend or Fold". Forward the sample(s) directly to Bureau Veritas Laboratories, 335 Laird Road, Unit 2. Guelph ON, N1H 6J3.

Note: If required, the Registrar can provide further information or instruction for those unfamiliar with the practice of pulling hair samples.

Exhibit K-D5 Comma Separated Values (CSV) Data File Sample

Comma Separated Values (CSV) Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Bar Code #	Test Required	Individual Reg. #	Individual Sample Case #	Individual Sample Source	Sample Ref #	Date Kit Sent	Individual Name	R	R	Individual Birth Date	Individual Sex	Sire Reg. #	R	Sire Sample Source	Sire Name	Dam Reg. #	R	Dam Sample Source	Dam Name
2	NE2019 070101	PV			K	1378		Hope			1998	M	123		NE1997 010201	Mr. Greene	124		NE1997 020123	Ms. Black
3																				
4																				

Column A: Automatically generated in CSV file

Column B: Select from the following options:

PV to be used if both parents are available

SV to be used if only the sire is available

DV to be used if only the dam is available

PO to be used if no parents are available

Parent searches or searches for a genotype match cannot be requested electronically. These requests must be sent via email.

Column C: Tested pony NPS registration number (if previously registered)

Column D: Tested pony DNA number (if previously DNA tested)

Column E: K should always be the default for these requests

Column F: Number from the administration panel

Column G: Optional entry of date kit emailed to owner/applicant

Column H: Maximum pony name length is 35 characters

Columns I, J, N, & R: reserved for Bureau Veritas Laboratories use

Column K: Should only be the year of birth

Column L: Acceptable codes Male – S, H, G, R or C Female – M, D or F

If details are unknown, the field should be left blank, and UNKNOWN or an explanation should not be entered.

Exhibit K-D6 Examples of Identification Photographs Required for Registration



Photo #1: Full body left side



Photo #2: Full body right side



Photo #3: Full body front



Photo #4: Full body rear



Photo #5: Full head front
without forelock

Exhibit K-D7 Photographic Drawing Aid - Facial Markings

Photographic Drawing Aid – Facial Markings

Pony Name: _____

Document any areas with markings:

1. Head – Frontal
2. Head – Profile: Left and/or Right
3. Muzzle – include white on lips or chin

REGISTRAR:

Using the photographs provided from the applicant, mark markings with RED pencil or pen.

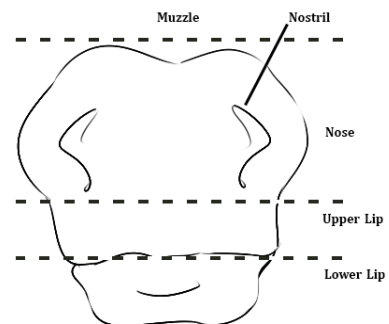
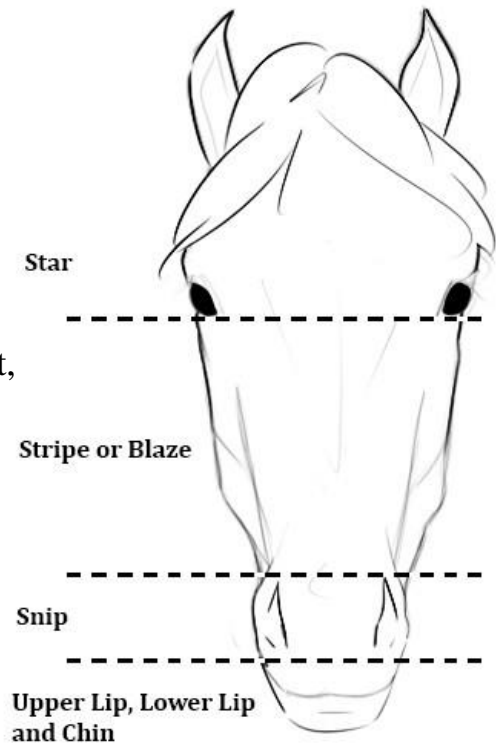


Exhibit K-D8 Photographic Drawing Aid - Leg Markings

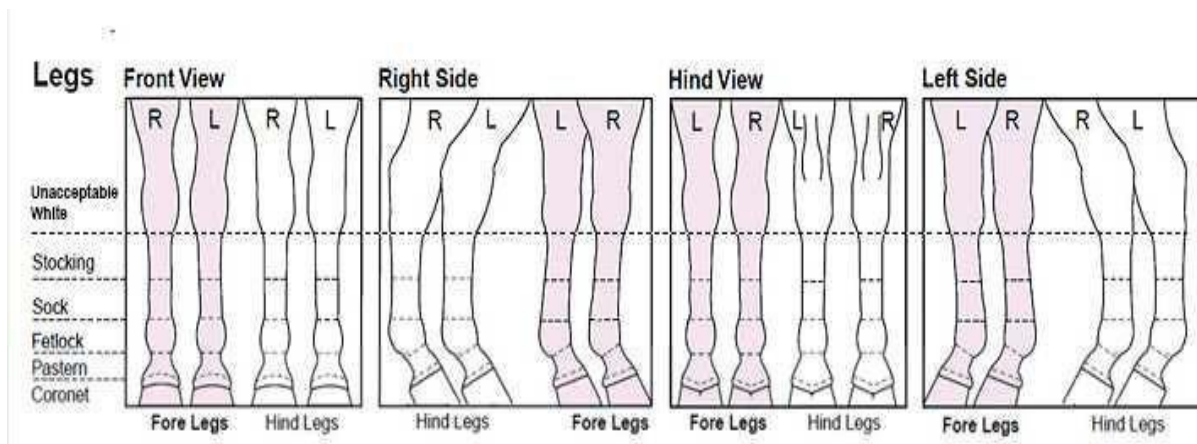
Photographic Drawing Aid - Leg Markings

Pony Name: _____

There are four angles to photograph limb markings

1. Front view
2. Hind view
3. Left side
4. Right side

These 4 views should be done for every limb that has white or other markings. It is permissible to photograph more than one limb with white or other markings with a single photo if it shows all markings/limbs clearly.



REGISTRAR:

Using the photographs provided from the applicant, mark markings with RED pencil or pen.

Exhibit K-D9 Photographic Drawing Aid - Body Markings

Photographic Drawing Aid –Body Markings

Pony Name: _____

Document any areas with markings:

1. Left side
2. Front view
3. Right side
4. Hind view

REGISTRAR:

Using the photographs provided from the applicant, mark markings with RED pencil or pen.

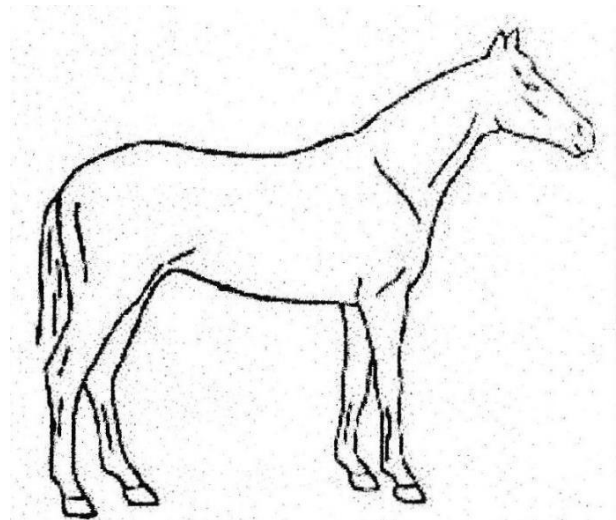
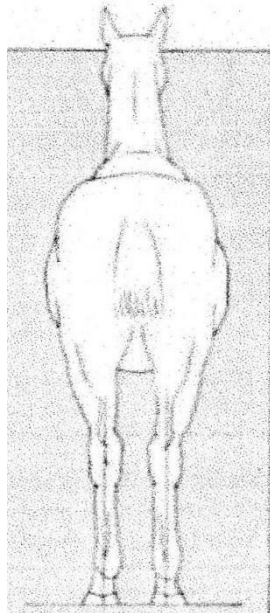
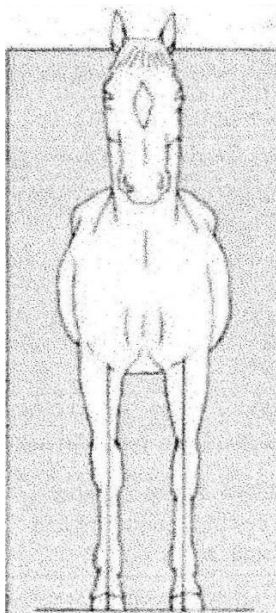
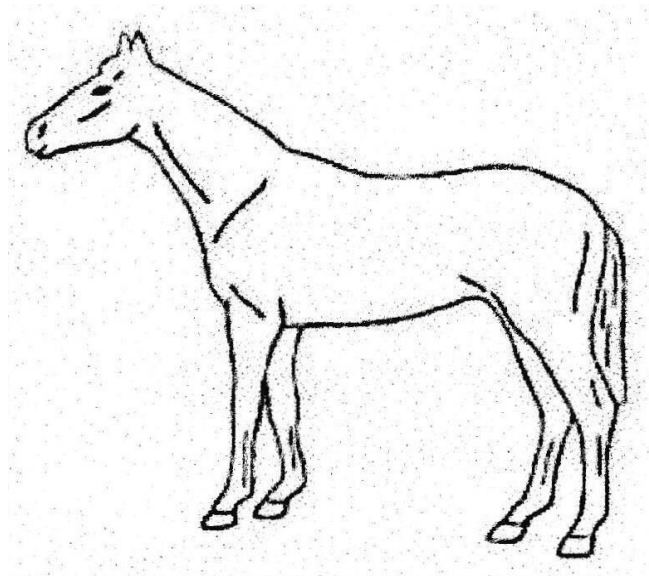


Exhibit K-D10 Registrar's Newfoundland Pony ID Committee Report**Registrar's Newfoundland Pony ID Committee Report**

Date Photos Circulated: _____

Registrar's Pony ID Code: _

DOB/Estimated Age: _____

Gender (circle): Stallion Gelding Mare

Height (hh): _____

Weight (lbs): _____

Coat Colour: _____

Other:

HOOVES: ☐ ALL BLACK

Left Front: _____ Left Hind: _____

Right Front: _____ Right Hind: _____

ID RECOMMENDATION

ID Committee Members:

- 1) _____ ☐ Include ☐ Exclude
- 2) _____ ☐ Include ☐ Exclude
- 3) _____ ☐ Include ☐ Exclude

NOTES:

Pony Name: _____

Exhibit K-E1 Registration Number Assignment Spreadsheet

Registration Number Assignment

NPS Registration Number	Pony Name	DNA Number	Date of Registration
864	Holly's Hope		
865	Misty Green		
866	Sonny's Dream		
867	Beaumont Beauty		
868	Trinity Black Dory		
869	Sunnyside's Miss Daisy		
870	Silver Bullet		
871	Tapper's Cove Fillie		
872	Bayview Buddy		

Exhibit K-E2 Certificate of Registration – Front



**THE NEWFOUNDLAND
PONY SOCIETY**

Certificate of Registration

This is to certify that

owned by _____.

conforms to the characteristics of a Newfoundland Pony, as set out by
The Newfoundland Pony Society and under the provisions of Part IV of the
Animal Health and Protection Act, SNL 2010, Chapter A-9.1 (Heritage Animals).

Registration #: _____ DNA #: _____.



President, The Newfoundland Pony Society

Date

Registrar, The Newfoundland Pony Society

Transfer #

Exhibit K- Certificate of Registration – Back

Pony Name: _____ Date of Birth: (y / m / d): _____ Registration #: _____

Sex: _____ Breeder: _____ Registered by: _____ Registration Date: _____

Description and Markings:

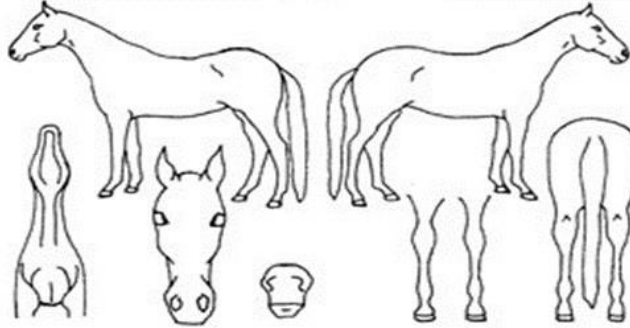
Colour: _____

Radical Changer: _____

Markings: _____

Height: _____

Weight: _____

**Ancestry Information:**

Sire: _____ Grand Sire: _____ Great Grand Sire: _____
 Grand Dam: _____ Great Grand Dam: _____
 Great Grand Sire: _____
 Great Grand Dam: _____
 Great Grand Sire: _____
 Great Grand Dam: _____
 Great Grand Sire: _____
 Great Grand Dam: _____

Application for Transfer of Ownership:

I / We certify that the animal described on this certificate has been sold / given to:

Name(s): _____

Address: _____ City: _____

Prov. / St.: _____ Postal / Zip Code: _____ Telephone #: _____

E-mail: _____

On (y / m / d): _____ Delivered (y / m / d): _____

Seller's / Giver's Name (please print) _____ Signature of Seller / Giver or Authorized Representative _____

Address: _____ City: _____

Prov. / St.: _____ Postal / Zip Code: _____ Telephone #: _____

E-mail: _____

PLEASE NOTE: This certificate must be sent to the registrar within 60 (sixty) days of the change of ownership.
 The Newfoundland Pony Society, P. O. Box 8132, St. John's, NL A1B 3M9 Canada

Exhibit K-F1 Transfer of Ownership Number Assignment

Transfer of Ownership Number Assignment

Transfer Number	NPS Registration Number	Pony Name	DNA Number	Date of Transfer (Y/M/D)
355	864	Mable	NE2003010101	2018/01/02
356	567	Susan	NE2004010101	2018/01/30
357	789	Golden Girl	NE2005010101	2018/03/13
358	555	Just Summer	NE2006010101	2018/04/01
359	787	Dolly of St. John's	NE2004010102	2018/06/22

Exhibit K-F2 Notice of Change Form

Notice of Change Form

Pony Name and Registration Number: _____

Item	Current Record	Revised Record
Status:		
Live/Deceased/Unknown		
Location of Pony		
Gender (stallion, gelding, mare)		
Castration Date		
Deceased (date of death)		
Cause of Death		
Description:		
Name		
Date of Birth		
Height		
Weight		
Coat Colour		
Coat Variation		
Mane Colour		
Tail Colour		
White Markings:		
Face		
Left Foreleg		
Right Foreleg		
Left Hind Leg		
Right Hind Leg		
Other White		
Primitive Markings:		
Face		
Back		
Body		
Legs		
Other Markings:		
Bend or Spots		
Blood Marks		
Scars		
Other		
Pedigree Information:		
Parents		
Grandparents		
Great Grandparents		
Revision Date (Y/M/D)	New Information Submitted By	New Information Verified By

Exhibit K-G1 NPS Herdbook Sample

Newfoundland Pony Society Herdbook

Pony Status	Registration Number	Pony Name	DOB (Y/M/D)	Gender	Sire	Sire Registration Number	Dam	Dam Registration Number	Pony Location (Province or State)	Pony Location (Country)
live	567	Henry	2001	Stallion	Alex	333	Mary's Dream	454	ON	CAN
live	566	Old Shop Boy	unknown	Gelding	Horsing Around	444	Emily Rose	522	NH	USA
live	565	Golden Sunset	2007/05/29	Mare	Harry's Boy	367	Sunset Rising	321	NB	CAN
live	564	Green Clover	2017/08/11	Mare	Monday's Promise	412	Hally's Dreamer	499	NL	CAN
live	563	Happy Adventures Princess	2014/06/11	Mare	Prince William	512	St. Bride's Caper	301	PEI	CAN

Exhibit K-G2 Annual Herdbook Supplement (Additions and Edits) Sample

Annual Herdbook Supplement (Additions and Edits)

Note: In this supplement edits are highlighted.

Status	Registration Number	Pony Name	DOB (Y/M/D)	Gender	Sire	Sire Registration Number	Dam	Dam Registration Number	Pony Location (Province or State)	Pony Location (Country)
live	570	Holly Bear	2017/07/07	Mare	New Kid on the Block	398	Holly's Prize	411	NS	CAN
live	569	June's Gift	2017/05/30	Stallion	Howard	454	Glory	401	NL	CAN
live	568	St. Mary's Dusty	2014	Stallion	St. Mary's Prince	555	Salamonie's Grace	388	NL	CAN
live	567	Henry	2001	Gelding	Alex	333	Mary's Dream	454	ON	CAN
deceased	566	Old Shop Boy	unknown	Gelding	Horsing Around	444	Emily Rose	522	NH	USA
live	565	Golden Sunset	2007/05/29	Mare	Harry's Boy	367	Sunset Rising	321	NB	CAN
deceased	564	Green Clover	2000/08/11	Mare	Monday's Promise	412	Hally's Dreamer	499	NY	USA
live	563	Happy Adventures Princess	2014/06/11	Mare	Prince William	512	St. Bride's Caper	301	PEI	CAN