

NAME OF ORGANIZATION: Newfoundland Athletic Dog Association, Inc. (NADA)	DATE: January 12, 2019	REV. DATE: May 19, 2020
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POLICY STATEMENT	Newfoundland Athletic Dog Association, Inc. (NADA) provides a variety of classes, workshops, sanctioned trials and other events to the membership during several semesters during the year. Registration is required and is available on NADA's online store.
NOTIFICATION OF REGISTRATION OPENING	Notification of registration opening shall be given to the general membership with as much notice as possible before Registration is due to open.
ORDER OF REGISTRATION	<p>There is an order for which registration takes place.</p> <p>First Rights of Registration: Before registration officially opens, instructors (current semester instructors or those with credits remaining from the previous session) will notify the Registrar of the classes they wish to use their credits to register.</p> <p>Second Rights of Registration: Regular and Honorary Members can register once the online store is officially open. Registration is on a first-come first-served basis on the online store.</p> <p>Third Rights of Registration: Associate Members and members of the public can register if any space remains. Registration is on a first-come first-served basis on the online store.</p>
MINIMUM AND MAXIMUM NUMBER OF PARTICIPANTS	Maximum and minimum numbers of registrants shall be set by the instructor(s) of each individual course.
RESPONSIBILITIES	<p>Training Directors: The Training Directors will advise the Registrar of the classes that will be offered. This should include the dates, times, course descriptions, instructor names and maximum number of participants.</p> <p>Registrar: The Registrar will provide the class details and start date of registration to the Secretary to send to the membership.</p> <p>The Registrar will load all classes onto the NADA online store for registration.</p> <p>The Registrar will adjust number of available spaces in each class based on registrations of instructors using instructor credits before the online store registration becomes active.</p>

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	<p>The Registrar will monitor registration in all classes and provide updates to the Training Directors.</p> <p>Secretary: The Secretary will provide email notification of registration opening to the general membership with as much notice as possible before Registration is due to open.</p>
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