USING THE US REGISTRY FOR ICELANDIC SHEEP

Recently, the new US Icelandic Registry was partially opened for business. This means certain registration/transfer and other transactions may be submitted to CLRC on paper (mailed or faxed). Electronic registration will follow as quickly as possible but paper must work smoothly first, according to CLRC.

Membership enrollments, renewals and more are also available via paper or electronic entry. If you need a flock code, CLRC encourages you to call Sarah Holmes (1-877-833-7110 Ext. 306). Tattoo-identified animal registrations, submitted on paper, can be processed now; tag-identified animals will require more time to produce correct certificates. However, CLRC has asked that you submit transactions for tagged animals as well if you have immediate need; those will then be on site to be processed as soon as the coding is completed. If you prefer, you can wait for electronic entry, which has the advantage of pre-filling some fields for you — but that is not ready yet, and we have no date for its availability.

This will be a “soft opening” meant both to process transactions that have been waiting and to assess the accuracy of the complex coding needed to set up the registry.

The registry will begin carefully, with transactions being monitored by CLRC personnel to assure quality. There may be some processing delays compared to the norm at first, so your patience is appreciated. Please notify CLRC or ISBONA of anything that you encounter that seems unexpected or in error.

You are invited to read further to learn about various decisions and system features that will help you submit your transactions as efficiently as possible.

Note no penalties for late registrations or transfers will be in effect for 2019. Fees for re-registration needed in transfers to move sheep from one registry to another will not apply in 2019.

BREED ASSOCIATION REFERENCE PAGES

There are two important reference pages for breeders on the CLRC website. When you are not certain about what to do or how to do it, take a look at these pages:

For US Breeders: https://www.clrc.ca/associations/isbona
For Canadian breeders: https://www.clrc.ca/associations/sheep

You can also find these two pages by using the drop down menus on the main CLRC website (www.clrc.ca) under Associations:

For the US, the ISBONA Breed Association will show as “Icelandic Sheep USA”.
For Canada, the CSBA Breed Association will show as “Sheep” and then select “Icelandic” from the Breed menu.

These pages contain all the forms, fees, help desk addresses, etc that you might need.

This document will go into more detail, particularly about how to check your member accounts and the differences from past processing, especially for US ISBONA members. Information is also included for breeders in Canada and US breeders who are new to ISBONA.

The following abbreviations are used:

ISBONA - Icelandic Sheep Breeders of North America, Inc. - the breed association which authorizes the registration of US bred and born purebred 100% Icelandic sheep, starting as of the operational date above.

CSBA - Canadian Sheep Breeders Association - the breed association which authorized all purebred 100% Icelandic registrations (for the US and for Canada) until the ISBONA registry became operational. CSBA continues to be responsible for Icelandics bred and born in Canada.

CLRC - Canadian Livestock Records Corporation - the registrar who processes all membership and sheep transactions for both ISBONA and CSBA.

Friendly Warning: If you are not familiar with these organizations or are not sure of the differences between a breed association and a registrar, please read some of our historical documents found on our website. This document assumes you know the differences between these groups.
**WHO ARE YOU?**

Where you live and breed sheep and your past history with ISBONA, CSBA and CLRC determines how your member account records were handled and now reside inside CLRC databases. This table assumes you have used CLRC registrations in the past. If you were a member of ISBONA who never registered a sheep before, a membership record was created for you in the ISBONA registry from your ISBONA record.

<table>
<thead>
<tr>
<th>I live and breed sheep in:/ I am:</th>
<th>An ISBONA Member (present or recent)</th>
<th>Not an ISBONA Member (recently or ever)</th>
<th>For 2019 registration and beyond:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breeder in US</strong></td>
<td>Your CSBA membership records were copied from CSBA to ISBONA. You have two different membership numbers - one for ISBONA and one for CSBA; typically your records will show your last CSBA effective date as 2018 and your ISBONA effective date active through 2019 (if you renewed with ISBONA before May 2019).</td>
<td>Your CSBA records were NOT copied into ISBONA's member database. You have one membership number in CSBA. Your CSBA membership likely shows as effective through Dec 2018. <strong>You should join ISBONA to register your sheep at a discounted rate.</strong></td>
<td>You need a membership number in the ISBONA registry which you can get by joining ISBONA (or you can use ISBONA's non member rates). You must be active for the current membership year (2019) to register eligible sheep (born in any year).</td>
</tr>
<tr>
<td><strong>Breeder in Canada</strong></td>
<td>Your membership records were copied from CSBA to ISBONA; you have two member numbers and may have varying effective membership dates.</td>
<td>You have one CSBA membership number and no membership records were copied from CSBA to ISBONA.</td>
<td>You register through CSBA breed association with your CSBA number and must be an active CSBA member for the year of each sheep's birth.</td>
</tr>
</tbody>
</table>

**FINDING YOURSELF**

To keep things as simple as possible, we are going to emphasize present **US breeders, especially those who are/have been ISBONA members**. Canadian breeders (ISBONA members or not) will see few changes in comparison.

If you have been an ISBONA member and registered sheep before, you should now have two accounts within CLRC: one is for your CSBA association membership and one is for ISBONA.
The first thing you may want to do is take a few minutes to “Find Yourself” in the CLRC system under both breed associations. This will help to get you oriented to the whole idea of the new registry and help you understand how the transition to the new registry will operate.

First, look for your account on the CLRC website list of associations under both “Icelandic Sheep USA” and then under ”Sheep/Icelandic”.

A simple way to do that is to select the breed association and then use the FIND A MEMBER feature to search for yourself BY SURNAME. Check that your flock looks as you would expect in both associations; make sure you understand any differences between your listings. Check your effective date of enrollment in both breed associations, your address, flock code, etc.

Most importantly, you will see that you have a new membership number for your ISBONA breed association. **For US breeders, this is the number under which you will register your sheep and it is required on all of the forms.**

Most ISBONA members will also see they are active through 2019/beyond in ISBONA and that their effective date in CSBA ended in 2018. Sheep flocks should look identical (unless you have recently processed transactions). Flock codes, names, etc should all match.

If you cannot “**Find Yourself**” it may be that you have not been a member in either association. If you think you should be there and you are not, that would be a good reason to notify CLRC or ISBONA.
**IMPORTANT CHANGES**

This section will further describe a few of the important changes that you will see when you enroll/renew as a member or when you go to register/transfer your sheep.

**Membership - These Changes Apply for US and Canada Breeders**

- Membership enrollment and renewals will now be processed by CLRC, not by ISBONA. This will be true whether or not you register sheep. Both US and Canadian members may have membership accounts in the ISBONA registry database. Members previously in CSBA will also see their CSBA membership records and sheep. Membership numbers between the breed associations will be different.

- All ISBONA accounts were copied to the new association with their expiration dates as they showed in ISBONA records as of May 2019. This means that most people show an expiration date in “Icelandic Sheep USA” as of December 31, 2019 (31/12/19) or beyond. Some may be set to December 31, 2018 since previous year non-active members were also transferred.

- All ISBONA members were also assigned a separate, different and unique membership number (usually starting with 54) for their ISBONA breed association membership. This means that most of you will have more than one membership number. This is an important factor in successfully completing transactions.

- If you live in the US, you must be an active ISBONA member (expiration Dec 2019 or beyond) in order to register sheep and take advantage of ISBONA benefits. You can enroll or renew separately or when you go to do your registrations. If enrolling for the first time, be sure to apply for your Flock Code if you intend to register sheep.

- Remember: only US breeders should be registering sheep in the “Icelandic Sheep USA” registry; Canadian breeders will still use the CSBA association found under “Sheep/Icelandic”.

**Registration - These Changes Apply for US Breeders**

- Registration certificates and many forms will now show the breed association as ISBONA not CSBA and will be in English only. Forms are on the Breed Association page described above.

- US Breeders may now dual tag their lambs - Instructions were previously provided and are available on the ISBONA website.

- Sheep Naming Convention has been changed slightly and is now required rather than suggested and recommended for Canadian breeders as well. The Naming Convention is available on the ISBONA website.
• All registration fees are shown in US dollar amounts. The Fee Schedule is one of the important forms shown the Breed Association webpage. It is also on the ISBONA website under Resources/Rules and Policies.

**Frequently asked questions (FAQs)**

**Where Can I Get Help?**

A. Sarah Holmes  
1-877-833-7110 Ext. 306  
1-613-731-7110 Ext. 306  
Email: sarah.holmes@clrc.ca

Sarah Holmes is our CLRC registrar, and she will be your main contact at CLRC just as she has been if you were a member of CSBA. Sarah continues as the CSBA registrar as well. She is responsible for processing all transactions including member enrollment and renewal, registration, transfer, duplicate certificates, etc. Sarah is undoubtedly your best source of information.

B. Laura Lee Mills  
1-877-833-7110 Ext. 314  
1-613-731-7110 Ext. 314  
Email: lauralee.mills@clrc.ca

Laura Lee is our back up registrar. She assists Sarah when so assigned by CLRC.

C. Elaine Clark  
Email: frelsi@roadrunner.com

ISBONA Board Member and former President Elaine Clark will help if you find you have trouble figuring out how to name a sheep or complete registration forms.

D. Marge Jackson  
Email: admin@isbona.com

Marge Jackson is ISBONA Treasurer and will help make sure operational issues between CLRC and ISBONA get resolved.
OTHER FREQUENTLY ASKED QUESTIONS (FAQs)

MEMBERSHIP QUESTIONS

1. I live in Canada, can I join ISBONA?

Absolutely. We would be delighted to have you join and offer many benefits that you can read about on our website. Joining is as simple as using the Membership form on the ISBONA breed association page. The only benefit we cannot offer to you is discounted registration rates: you would use CSBA to register your sheep.

2. I don’t have Icelandic sheep but would not mind learning about them. Do I have to have sheep to join?

No, we have something to offer to everyone even if they are not interested in registering sheep. One of the benefits of ISBONA membership is a discount on registrations however, and you might have a flock someday! Meanwhile, we offer a quarterly newsletter, lending library and more that you can read about on our website.

3. I am not sure if I am an ISBONA member, how can I tell?

Follow the steps above under WHO ARE YOU and FINDING YOURSELF. If you think you should be a member and you cannot find your records, please email us at admin@isbona.com, and we will help.

4. How do I become a member of ISBONA?

Join by going to the breed association page, fill out the Membership Form and send/fax to CLRC (their address in Canada is on every form).

5. Should I JOIN or RENEW a membership in ISBONA. I think I was a member once.

If you have a record in the system (see FINDING YOURSELF above) you will be able to RENEW. If you do not have an account record, then you should JOIN the ISBONA breed association.

6. Why do I have two membership numbers? How do I know which one to use and when?

When setting up the new registry it was a requirement to assign separate numbers for accounting purposes because the fees you pay for membership and registration, etc need to flow to different breed associations and cannot be commingled. If you are a US breeder, your transactions will be done under your ISBONA member number (it usually starts with 54).

7. What is a Flock Code and do I need one? What is a Flock Name and do I need one?
If you intend to register your bred lambs in Icelandic Sheep USA, you will need a Flock Code to identify your sheep. This can be purchased at the time you enroll or can be ordered later from CLRC. The Flock Name is an optional identifier that many people purchase to use as part of their sheep identification, and it also appears in the sheep’s name. See them used in the examples in the Sheep Naming Convention.

8. What is the fee to join ISBONA?

There are separate fees for Juniors under age 18, International and Canadian members and Regular US members. All fees are shown on the ISBONA breed association page and the ISBONA website under the Resources/Rules and Policies tab.

**Registration/Transfer Questions**

1. Where do I send my paperwork?

All paper work is mailed or faxed to CLRC as shown on the form itself.

2. The form asks for a member number. What number do I use?

If you are registering your sheep in Icelandic Sheep USA (ISBONA) use your ISBONA number; if you live in Canada and are registering sheep in Sheep/Icelandic (CSBA), use your CSBA number. If you are uncertain, read through **WHO ARE YOU** and **FINDING YOURSELF** above. US breeders should use their ISBONA membership number.

3. What is a Sheep Naming Convention?

Since 1997, ISBONA has recommended the use of a Naming Convention for Icelandic Sheep that provides a glimpse into the color/pattern/horn genetics of the sheep based on the phenotype displayed. That convention is now required for sheep registered in “Icelandic Sheep USA” and can be found on the ISBONA website. We also recommend its use for Canadians who register in CSBA.

4. What am I supposed to fill in on the registration form where it says tattoo and tags?

These fields indicate the physical identification of your sheep. They will match what you enter into the Sheep Name field (there may be an exception when using Scrapie tag as one of your tags: to accommodate sequential printing on those tags, the birth year letter code often precedes rather than follows the unique number portion of the Scrapie ID).

Tattoo Approach: If you tattoo your sheep, enter your flock code (right ear), unique animal number and the birth year letter code (left ear). This is the same information...
you put into the Sheep’s Name. You may optionally enter your Scrapie tag information if you want (see below).

Dual tagging approach: If your sheep are tagged with two matching tags, enter the sheep code for both tags (same as the information you put into the Sheep’s Name). If you are using your Scrapie or USDA movement tag as one of your identification tags, you will enter that full number (including premise code). These fields look short, but there is room for even the longest Scrapie codes (17 characters) in the database.

CLRC will check that this identification is unique in the pedigree database. Then they will print the identification that you use on the registration certificate for the sheep. This will be how a buyer will be able to identify the animal he/she has purchased.

5. How do I transfer a sheep that is registered inside CSBA when I am now supposed to be using ISBONA?

CLRC indicates that the best way to transfer this sheep is to first register it in the ISBONA registry under an ISBONA registry number, change the owner and generate an ISBONA certificate. This re-registration is done to ensure the ownership change is recorded properly in the correct registry. You only need to provide the transfer information; CLRC will handle all the re-registration details for the animal.

To transfer a sheep registered in CSBA (with a CSBA certificate), sign (or obtain the present owner’s signature) and send the animal’s certificate to CLRC along with the Transfer form (see the ISBONA Breed Association page for all forms). The sheep will be transferred to the new owner with an ISBONA certificate, will be officially registered in “Icelandic Sheep USA” and will cross-reference its original CSBA registry number.

The re-registration fee will be waived for 2019 since it was not intended that breeders pay to transfer a sheep from CSBA into ISBONA as a result of a new registry. It is possible that there could be a re-registration fee in future years if needed to help offset CLRC charges. Most transfers will be for newly registered lambs and there is no need for a re-registration. All new lambs will be registered in “Icelandic Sheep USA”.

6. Can I still register and transfer at the same time?

Yes, this actually is the preferred method since it minimizes the amount of effort and time needed to process your transactions. Both the registration and the transfer forms are found on the ISBONA breed association page. All sheep will be added to the ISBONA “Icelandic Sheep USA” registry, and receive ISBONA certificates and registry numbers.

7. Can I register/transfer lambs from 2018 into ISBONA? Do I have to pay extra?

YES, you can register/transfer 2018 lambs, and NO, there is no extra fee.
Many people were holding onto registrations due to the expected registry startup date which was originally January 2019. We expect many 2018 and 2019 registrations/ transfers will be taking place this year, and all penalties are waived for those completed in 2019; late penalty fees will likely apply for future years.

9. I had a credit with CSBA. Does it transfer to ISBONA?

It is supposed to transfer but it may not have been moved automatically and might need to be done by Sarah at the time she processes other transactions for you. We are trying to get a definitive explanation of how they will handle these.

10. Can I register a sheep if its parents are not registered with CLRC registration numbers?

No.

11. What sheep can I register? Where are your rules?

ISBONA Rules for Registration in “Icelandic Sheep USA” can be found on our website under the Resources/Rules and Policies menu tab. Currently, ISBONA registers only US bred and born purebred 100% Icelandic sheep. You can also read our Bylaws, Policy Manuals and more there.

**General Questions**

1. Why did this take so long; I thought it was supposed to happen on January 1, 2019.

We have no good (or even poor) explanation. We thought so, too. Clearly, we hit both a resources and expertise crunch at CLRC.

2. Where can I get help?

Please see the list above of people who can help.

3. When is electronic ready? What do I have to do to use it?

We do not have a date for electronic registration as yet. It will be enabled as soon as possible after the paper work flow is being handled smoothly. We will not require separate agreements to accept electronic registrations. You will be able to download a password to gain access and then change the password for your use.
4. How will DNA parentage testing work?

Details remain to be determined. We are not implementing at this time.

5. Will registration using AI sires require that the animal’s DNA be on file at UC Davis Veterinary Genetics Lab (VGL)?

Yes, but only for AI semen collected after January 1, 2019.

6. What happens to the fees I pay?

All fees are deposited by CLRC into an account set aside for ISBONA. CLRC then deducts charges for services it provides and the remainder is deposited as monthly revenue to ISBONA. This is identical to the way in which things have always operated except that now the revenue accrues to ISBONA and not CSBA. ISBONA will not receive as much “profit” as CSBA did from US paid fees since we pay higher rates for service due to our lower volume and not being a Canadian entity, but we still expect to add to the abilities of ISBONA to offer more benefits. The ISBONA Board determines how funds are used, and your suggestions would be welcome.