

# **NSW CAT FANCIERS' ASSOCIATION INC.**

## **GENERAL OPERATING PROCEDURES**

These general operating procedures were made by the Management Committee pursuant to rule 91 of the constitution and rules and take effect from 24 October 2007.

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### SECTION 1 - DEFINITIONS

- 1) Words and expressions used in these procedures shall have the meanings attributed to them in the Constitution and Rules Part 1 – Preliminary, and these definitions.
- 2) Where the context reasonably permits male includes the female gender and the singular number includes the plural.
- 3) Breeder means the owner of the dam at the time of birth of her litter provided that for such purpose a person shall be deemed to be the owner of the dam (to the exclusion of the registered owner) if at the time of birth:
  - (i) if the dam is in the possession or control of such person and has been loaned or leased to such person for breeding; or
  - (ii) if a notice of the loan or lease verified by submission of a transfer by the registered owner of the dam has been lodged with the Secretary prior to the date of birth of the litter.
- 4) Cat includes male, female, entire or desexed where the context reasonably permits and includes a kitten.
- 5) Companion Cat means a cat whose sire and/or dam are not registered or a cat that cannot be registered in the Register.
- 6) Date of Birth means the date on which the first kitten of a litter is born provided that where such actual date is not known the date of birth shall be deemed to be the first day of the month in which such day of birth was known to occur.
- 7) Imported Cat means a cat that has been born outside the territorial limit of the Commonwealth of Australia.
- 8) Kitten means a cat under nine months of age.
- 9) Litter means all the living progeny, eligible for registration in the Register, of the same multiple birth.
- 10) Litter Recorded means that at least one of the progeny in a litter has been registered in the Register.
- 11) Name in relation to a cat means the prefix, the registered number, and the individual words or letters assigned to the cat upon registration.
- 12) Neuter in relation to a cat means a male cat which has been desexed.
- 13) Prefix means the breeding prefix assigned to a breeder and recorded in the central prefix register.

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- 14) The Register means the pedigreed cat register kept by the association
- 15) Registered in relation to a cat means that it is registered in the register or the companion cat register or that it is registered in the Register of a cat controlling body recognised by the Association.
- 16) Registration Certificate in relation to a cat means the certificate issued by the association or other recognised registering body to the owner of such cat when that cat is registered in the register. Such certificate shall usually include the name of the cat, breed, colour, date of birth, registration number, sex, microchip number, four generation pedigree, breeder's name, and owner's name and address.
- 17) Registered Number in relation to a cat means the number allocated to it upon its registration in the register.
- 18) Registered Owner in relation to a cat means the person registered with the association as the owner of such cat.
- 19) Service Certificate means a certificate;
- (i) certifying the date of the service of a registered dam by a registered sire; and
  - (ii) specifying the registered names of such dam and sire; and
  - (iii) signed by the registered owner of the dam; and
  - (iv) countersigned by the registered owner of the sire.
- 20) Spay in relation to a cat means a female cat which has been desexed.
- 21) State means a state or territory of the Commonwealth of Australia.

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### SECTION 2 – CAT REGISTER AND REGISTRATION

#### 2.1 Register

- (a) The Secretary shall keep and maintain a pedigreed cat register and may, subject to the constitution and rules, register any cat in such register. Except with the approval of the Management Committee a cat shall not be registered in the register unless its sire and dam are registered.
- (b) The Secretary shall keep and maintain a companion cat register.
- (c) The Management Committee may refuse an application for registration.
- (d) A cat shall only be registered in the register or the companion cat register in accordance with these procedures.
- (e) A person registered in the register as the owner of a cat shall be deemed to be registered with the association as the owner of such cat.
- (f) A person shall be entitled to register a cat in the register when that person is the breeder and owner of such cat and is a resident of the State of New South Wales, and is a member of the association.
- (g) A cat born in New South Wales shall not be entered in the register unless
  - (i) it has been litter recorded, and
  - (ii) its sire and dam are each registered, and
  - (iii) it is less than two years of age
- (h) A cat not meeting the aforesaid requirements in g) may be entered in the companion cat register as either a Household cat or a Domestic cat.  
 A Household cat is a cat whose sire or dam, but not both, is registered; or is a pedigreed cat which is unregistrable.  
 A Domestic cat is a cat whose sire and dam are unknown or are both not registered or both are not registered pedigreed cats.
- (i) To be eligible to be entered in the companion cat register a cat must have been desexed.
- (j) A person shall be entitled to register a cat in the companion cat register when that person is the owner of such cat and is a member of the association.

#### 2.2 Registered Number

- (a) A number shall be allocated to each cat registered in the register and such number shall be part of the cat's name.
- (b) The registered number shall be a six digit numerically sequenced number preceded by the letter N and further preceded by a two digit number indicating the year of its registration in the register.
- (c) An interstate or an imported cat being re-registered in the register shall retain its original Registered Number with the suffix N added together with a two digit number indicating the year of its re-registration in the register.

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#### 2.3 Names

- (a) A cat of a particular breed shall not be registered in the register with the same name or with a name so similar to, the name of another living registered cat of the same breed, or with the same common name as a prefix.
- (b) A name or part of a name shall not be accepted for registration if, in the opinion of the Management Committee, it is likely to mislead either with regard to sex, relationship, origin or otherwise.
- (c) Numbers shall not be used in the name of a cat. This includes cardinal and ordinal numbers and numbers in words.
- (d) The name of a cat shall include the breeder's prefix followed by the common name. Names shall not exceed twenty four (24) letters including prefix. Spaces between words count as letters.
- (e) The registered name of a cat shall not be changed except in accordance with general operating procedure 6.1.

#### 2.4 Application for Registration

An application for registration in the register shall be made on the prescribed form and be accompanied by the prescribed registration fee as determined by the Management Committee from time to time.

#### 2.5 Interstate and Imported Re-registration

- (a) An interstate or imported cat registered in a register kept by a cat controlling body recognised as such by the Management Committee may be registered in the register.
- (b) An application for re-registration of an interstate or an imported cat shall be made on the prescribed form and be accompanied by the prescribed fee as determined by the Management Committee from time to time.
- (c) The certified pedigree (certified by a recognised cat controlling body) of an interstate or imported cat must accompany an application for re-registration. This pedigree must show breeds, colours and registration numbers for all cats in the first four (4) generations.  
In the case of pure bred siamese re-registrations, an extended pedigree of eight (8) generations certified to four (4) generations is required.
- (d) The Registration or Transfer Certificate must accompany an application for re-registration and this certificate must be issued in the New South Wales owner's/applicant's name by the recognised cat controlling body where the cat was previously registered.
- (e) The name of an imported cat shall include in brackets the abbreviation "Imp" and a three letter country code consistent with the international country code used for Olympic sporting events – e.g.

England/United Kingdom	GBR	Canada	CAN
United States of America	USA	France	FRA
New Zealand	NZL	Norway	NOR
Japan	JPN	South Africa	RSA

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#### 2.6 Certificate of Registration

- (a) When a valid application for registration or re-registration has been submitted in accordance with these procedures the Secretary shall issue a Certificate of Registration for the cat concerned.
- (b) The Certificate of Registration shall include the name of the cat, its breed, sex, colour, registration number, microchip number (if applicable), four generation pedigree showing breeds, colours and registration numbers for all antecedent cats in the first four generations, the name of the breeder and name, address and membership number of the registered owner of the cat.
- (c) When a cat is to be used for showing and/or breeding, the cat must be registered in the register and have a valid Certificate of Registration.
- (d) If a Certificate of Registration of a cat has been lost and cannot after a reasonable search be found the registered owner shall make a statutory declaration to that effect and make a written application to the Management Committee requesting that a replacement Certificate of Registration be issued. The committee at its sole discretion will determine whether such replacement certificate shall be issued.
- (e) A Certificate of Registration remains the property of the association and must be surrendered upon the death of the cat, or at the request of the Management Committee.

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### SECTION 3 – PREFIXES

- 3.1 The Secretary shall keep and maintain a register of prefixes.
- 3.2 Only full members of the association may apply to register a prefix on the prescribed form accompanied by the prescribed fee.
- 3.3 A breeder must hold an approved prefix to be eligible to register progeny from a registered dam and registered sire.
- 3.4 A prefix shall not be registered or used in connection with a cat bred in Australia other than the prefix of the breeder of that cat.
- 3.5 A cat bred in Australia shall be registered with the registered prefix of its breeder and with no other prefix.
- 3.6 A breeder shall not use the prefix registered in the name of another breeder either as a prefix or in the common name of a cat.
- 3.7 A prefix shall not exceed twelve letters and must be all one word without hyphens, dashes or apostrophes.
- 3.8 The Management Committee, at its sole discretion, may decline to accept a prefix for registration and without limiting the generality of the foregoing, a prefix shall not be accepted for registration if it shall so resemble any other prefix as, in the opinion of the committee, will tend to be misleading, or if for any reason it shall be considered by the committee to be unsuitable or objectionable, or if such prefix is inactive but has not been removed from the register of prefixes.
- 3.9 A registered prefix may only be transferred with the consent of the Management Committee and of the breeder in whose name the prefix is registered, and may only be transferred to the spouse or child or personal representative of the breeder.
- 3.10 The period of registration of a prefix shall be the financial year of the association, and the breeder may make application for the renewal of the registration thereof at the time of applying for renewal of membership of the association and upon payment of the prescribed prefix renewal fee.
- 3.11 If a member allows a prefix registration to lapse for a period not exceeding seven years that member may apply to the Management Committee for renewal of the prefix registration.
- 3.12 The registration of a prefix shall not be deemed to give the registered holder thereof any greater rights as against any other person claiming the same at law or in equity than the registered holder has without such registration. The Management Committee or any officer of the association by accepting a prefix for registration shall not be deemed to have represented that any other person has no claim thereto, or right to use the same, except in relation to the breeding of pedigreed cats.

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### **SECTION 4 – BREEDING RECORDS, LITTER AND PROGENY RECORDING**

#### **4.1 Breeding records**

- a) A breeder member shall keep proper records of his/her breeding activities. As a minimum these records shall include the date of birth of a litter, its sire and dam, the number of progeny and their breeds, sex and colours as far as it is known.
- b) All such records shall be open to inspection by any person authorised by the Management Committee to inspect the same and that authorised person shall be at liberty to take extracts from those records.

#### **4.2 Litter and Progeny Recording**

- a) A breeder shall litter record a litter by making an application on the prescribed form to register at least one kitten from the litter within six months of the date of birth of the litter. The number of living progeny as males and females must be included on the application.
- b) Upon the registration in the register of at least one kitten progeny, the remaining living progeny shall be regarded as litter recorded.
- c) A breeder may make application to register further litter recorded progeny from a litter within twelve months of the date of birth, and within a further period of twelve months upon payment of the prescribed late fee.

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### SECTION 5 – TRANSFERS

#### 5.1 Transfers within New South Wales.

Upon the sale, exchange, gift, loan, lease, or other disposition within New South Wales, of a cat or of any interest in a cat registered in the register, the registered owner or the new owner shall within six months of the date of such disposition lodge with the Secretary either

- i) lodge an application for transfer on the prescribed form (shown on the reverse side of the Certificate of Registration) signed by the owner as transferor and accompanied by the prescribed transfer fee, or
- ii) lodge an application for cancellation of the cat's Certificate of Registration.

The new owner is not permitted to further transfer a registered cat (by way of sale, loan, lease etc) without first having transferred the cat into his/her name in the register.

#### 5.2 Leases or Loans

Where a registered cat is to be leased or loaned, then in addition to the aforesaid requirements, the dates of commencement and termination of the lease or loan shall be stated on the application for transfer.

#### 5.3 Interstate and Overseas Transfers.

a) Where a registered cat is being transferred to a new owner residing outside the State of New South Wales, the registered owner shall lodge with the Secretary an application for transfer (on the prescribed form and accompanied by the prescribed fee) prior to the date of physical transfer but in any case not later than fourteen days after the date of such transfer.

b) Where a transfer relates to an unregistered kitten or cat which has been litter registered, then the breeder shall lodge a combined application for registration and transfer within the time frames stated in clause a).

c) Where the application for transfer is not lodged within the required time frames, the transferor or transferee may make application to the Management Committee for late registration of the transfer. The committee at its sole discretion may approve or reject such application and impose such late fees or penalties as it considers appropriate.

#### 5.4 Alteration/Amendment of a Transfer.

Where the registered owner has completed signed and dated an application for transfer form, the form shall not be materially altered except to correct spelling errors. When the registered owner wishes to materially change the details on the application for transfer form, that person shall apply in writing to the Management Committee stating the reasons for requesting the change.

#### 5.5 Termination of Leases or Loans.

If a transfer of a cat is expressed to be by way of lease or loan, the transferee or lessee shall at the expiration, or sooner determination, of the lease or loan submit to the Secretary for registration a transfer of the cat to the original owner. If such transfer is not signed by the original transferee within thirty days of such expiration or termination, the Secretary may upon application of the original owner, and with the approval of the Management Committee, record a transfer of registration for the cat to the original owner.

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#### SECTION 6 – CANCELLATION, SUSPENSION, VARIATION OF REGISTRATION OR PREFIX RECORDS

- 6.1 The Management Committee may cancel, suspend or vary the registration of any cat or the prefix of any member at any time for any reason which the Committee in its absolute discretion may consider sufficient.
- 6.2 During a period of suspension of registration of a cat it shall be deemed for all purposes not to be registered.
- 6.3 Cancellation of or variation in the registration of a cat shall not necessarily alter the registration of any progeny where the progeny were conceived during the period of valid registration of such cat.
- 6.4 The Management Committee may upon the cancellation of or variation in the registration of a cat, cancel the registration of any descendant of such cat, or may allow the registration of the descendant to remain, and/or may make such correction in the registration or description of any such descendant as the committee may consider proper.
- 6.5 The owner of a cat, the registration of which has been cancelled or suspended, may make written application to the Management Committee for approval to be granted for re-registration of the said cat. When such approval is granted by the committee the said cat will be re-registered, but only in the name and registration number in which the said cat was originally registered.
- 6.6 A member may make written application to the Management Committee for approval to re-instate a prefix that was previously held in that member's name.
- 6.7 Without prejudice to the generality of the aforesaid clauses in this Section, the registration of a cat may be subject to cancellation if:
- a) The prescribed fee payable upon any registration or transfer or application for transfer of such cat shall not have been duly paid; or
  - b) The cat or any interest in the cat is sold, leased or otherwise disposed of, and an application for transfer on the prescribed form is not lodged with the Secretary within time frames required by sections 5.1 and 5.3; or
  - c) The owner if by operation of law is divested of the legal ownership, possession, or control of the cat, other than by virtue of a registered transfer; or
  - d) The cat is not true to its type or breed standard; or
  - e) Any particulars furnished in the application for registration or application for transfer are in the opinion of the Management Committee incorrect or have been falsified; or
  - f) In the opinion of the Management Committee it is in the interest of the particular breed of cat of which the cat is a member, that the registration be cancelled; or
  - g) The cat is exhibited at an unrecognised show; or
  - h) In the opinion of the Management Committee the cat has been subjected to any faking.

A cat's registration shall not be cancelled by the Management Committee unless the owner is given the opportunity to show cause why the registration should not be cancelled.

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### SECTION 7 – AMENDED REGISTRATION; CHANGE OF SEX AND DESEXING; CHANGE OF COLOUR

#### 7.1 Change of Sex

A breeder may apply to have the sex of any kitten changed from male to female and vice versa where such kitten was incorrectly registered as to sex. A change to a more appropriate name will be permitted particularly where the original name might be misleading as to the kitten's true sex. Such application must be made before the kitten reaches adulthood (nine months of age).

#### 7.2 Desexing

Upon the desexing of a cat registered in the register, the owner shall submit the Certificate of Registration and a certificate of sterilization signed by a registered veterinary practitioner together with the prescribed fee and the Secretary shall record the same and issue an amended Certificate of Registration.

#### 7.3 Change of Colour

##### a) Cat Under Nine Months of Age

When at the time of initial registration of a cat the colour and/or coat pattern has been incorrectly described then, provided the cat is under nine months of age, the owner may make a written application to the Secretary to have the coat colour and/or pattern correct on the Certificate of Registration. There is no fee for a colour or pattern change for a kitten.

##### b) Cat Over Nine Months of Age

When the coat colour and/or pattern of a cat over nine months of age is found to be incorrect then an application on the prescribed form accompanied by the prescribed fee shall be lodged with the Secretary.

The colour and/or pattern change shall be supported by two NSWCFCA or CCCA accredited Judges who are required to inspect the cat and agree that its coat colour and/or pattern is indeed the requested coat colour and/or pattern and sign a declaration to this effect on the application form.

Only one colour and/or pattern change is permitted.

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### SECTION 8 – RECOGNISED BREEDS AND EXPERIMENTAL BREEDING

#### 8.1 Recognised Breeds

The Management Committee at the commencement of each calendar year shall publish a list of recognised breeds and colours in the various breed groups

Group 1 – Longhair/Semi Longhair/Exotic

Group 2 – Siamese/Oriental

Group 3 – Other Shorthair

#### 8.1 Restrictions to Breeding

The Management Committee shall publish and from time to time amend restrictions regarding breeding within the various breed groups and the intermating of cats of differing breeds. These restrictions may be published as attachments to these procedures.

#### 8.3 Experimental Breeding Programs

The Management Committee may at its sole discretion grant approval for an experimental breeding program to establish a new breed. An application to conduct an experimental breeding program shall include the following:-

- i. The names of at least two bona fide breeders each of whom have held a registered prefix for at least five years and who have agreed to actively work with the development of the new breed.
- ii. A provisional name and intended standard for the breed showing possible coat colours and patterns and features which will characterize the breed.
- iii. Sufficient facts to demonstrate the potential merit of the proposed new breed and the differences between the proposed breed and existing breeds.
- iv. A breeding program giving details of all existing breeds and/or domestics to be used in the program and what allowable outcrosses will be permitted in the pedigree of the new breed once the fourth generation of the experimental program has been achieved.
- v. On achieving the fourth generation of the program the breed will not be accepted for full registration unless
  - a) A provisional standard including points in the CCCA format is agreed upon by the breeders and approved by the Management Committee.
  - b) A written report on the breed by three judges (licensed in the appropriate group) is received by the Management Committee stating that the breed has reached a standard consistent with the breed standard.
- vi. Prior to full registration of the breed, cats from the breeding program may be exhibited as generation 1, 2 or 3 examples of the breed and may be awarded challenges and be eligible for Top Five and Best in Show judging.

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#### SECTION 9 – AWARDS AND TITLES

##### 9.1 Challenge Certificates

At a recognised show the first placed cat in each Open class shall be issued with a Challenge Certificate conforming to Show Procedures 3.4 and 3.5. Such certificate shall contain the cat's name and registration number, the challenge points awarded, the name and date of the affiliate show, and be signed by the officiating judge.

##### 9.2 NSWCFCA Champion, Grand Champion and High Status Awards

- a) For Champion, Grand Champion and Double Grand Champion status a cat must accumulate challenge points in accordance with Show Procedure 3.5 to the following totals:

Male cat	70 points	Female cats, neuter cats, spay cats	60 points
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- b) For Bronze, Silver and Gold Double Grand Champion status all cats must accumulate 100 challenge points.
- c) For Diamond Double Grand Champion status a cat must accumulate ten Best in Show (20 point) challenge certificates.
- d) Challenge certificates shall be submitted in date order and show ring sequence together with an application form for update of championship title and the prescribed fee. The Secretary shall cancel all challenge certificates where the points are fully used.
- e) Challenge points in excess of the required total may be carried forward from one title level to the next. The carry over points will be indicated on the rear side of the most recent challenge certificate submitted with the application.
- f) Each application for Update of Championship Title shall include a majority of challenge points awarded at NSWCFCA affiliate shows or at a CCCA National show.
- g) Only challenges awarded at recognised shows conducted outside New South Wales by clubs that are affiliated with a recognised Governing Body are acceptable, provided that there is a compulsory open class and challenge points consistent with Show Procedure 3.5 have been awarded or a Recognition of Challenge form has been completed.
- h) Challenge points won as an entire can be counted towards championship or high status awards when the cat has been desexed.
- i) If after gaining a championship title a cat is desexed, or is subject to a colour change, it shall retain that title and may then progress to the next championship title level.
- j) Championship and higher status titles awarded by other recognised Governing Bodies will be recognised upon verification of the claim to the title, but such title shall not be recognised as a NSWCFCA championship title.
- k) Challenges and championship status titles awarded by non recognised governing/controlling bodies will not be recognised by NSW CFA Inc..
- l) Each successful applicant shall be granted the title and receive an Award Certificate and be eligible to receive a ribbon for the Championship level.

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#### 9.3 NSW CFA Champion, Grand Champion and Higher Status Awards for Companion Cats

##### a) Award of Merit

At a NSW CFA Inc. affiliate show that includes a Companion Cat Section, an award of merit certificate shall be awarded to the following cats:

Best household neuter cat  
 Best household spay cat  
 Best solid, patterned and patched domestic neuter cat  
 Best solid, patterned and patched domestic spay cat

- b) For Champion, Grand Champion and Double Grand Champion status companion cat, 5 Award of Merit certificates shall be required
- c) For Bronze, Silver and Gold Double Grand Champion status companion cat, 10 Award of Merit certificates shall be required.
- d) Award of Merit certificates shall be submitted in date and show order and ring sequence together with an application form for Update of Championship Title and the prescribed fee. Only Award of Merit certificates awarded at NSW CFA Inc. affiliated shows or at the CCCA National Show are acceptable.
- e) Each successful applicant shall be granted the title and receive an Award Certificate and be eligible to receive a ribbon for the championship level.

#### 9.4 Distinguished Merit Awards

- a) A male or female cat may qualify for a Distinguished Merit Award when the required number of progeny which they have sired or given birth to are awarded the title of Champion by a recognised Governing Body.
- b) The required number of titled progeny shall be:
  - Male cats – 15 titled progeny
  - Female cats – 5 titled progeny
- c) Application for a Distinguished Merit Award shall be made on the prescribed application form accompanied by the prescribed fee.
- d) Documentary evidence such as a copy of the title certificate or registration certificate for each cat awarded a title by another recognised Governing Body must be submitted with the application.
- e) Each successful applicant shall be granted the DM award and receive an Award Certificate and comet.

#### 9.5 CCCA Championship Awards

- a) At each NSW CFA Inc. affiliate show a CCCA award certificate shall be awarded to the best male, female, neuter and spay cat entered in the CCCA Champion class in each Breed Group 1, 2 and 3.
- b) Ten (10) CCCA Awards are required for each level of CCCA Champion, Grand Champion, Double Grand Champion, Triple Grand Champion, and then Ruby, Emerald, Sapphire and Diamond Triple Grand Champion.
- c) Applications for CCCA Awards shall be made on the prescribed form accompanied by the prescribed fee and lodged with the NSW CFA Inc. Secretary who shall verify the application and forward the application to the CCCA Secretary to issue the award.

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#### SECTION 10 – APPLICATION FORMS AND FEES

- 10.1 All applications for registration, prefixes, transfer, colour change, awards and titles, shall be made on the prescribed form approved by the Management Committee.
- 10.2 All information required by the prescribed form shall be set out in the application and the applicant shall furnish such additional information as the committee may request or require.
- 10.3 The various approved forms are available from the NSW CFA Inc. office or the association's website.

List of Approved Forms:

- Application for Registration
- Application for Re-registration of an imported cat or interstate cat
- Certificate of Registration and Application for Transfer
- Application for Registration of a Breeder's Prefix
- Application for colour change for registered cat over nine months of age
- Application for Update of Championship Title
- Application for Distinguished Merit Award
- Application for CCCA Championship Title

- 10.4 The prescribed fees applicable to membership and the various applications mentioned in these procedures shall be set by the Management Committee from time to time. The current Scale of Fees is published in the NSW CFA Inc. journal, Catching-Up, and is available from the NSW CFA office, and the association's website.

# **NSW CAT FANCIERS' ASSOCIATION INC.**

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### **SECTION 11 – JUDGES AND JUDGES STEWARDS**

#### **11.1 Pedigreed Cat Judges**

The Management Committee may grant to suitable persons a licence to judge pedigreed cat classes at any recognised show generally in accordance with the Judging Procedures 2007.

The Management Committee may grant a licence to judge pedigreed cat classes at recognised shows to persons who, relocate to N.S.W. and hold a licence to judge issued by a recognised cat controlling body in another state.

#### **11.2 Companion Cat Judges**

The Management Committee may grant to suitable persons a licence to judge companion cat classes at any recognised show.

Candidates will be invited by the Management Committee to undertake a companion cat judges training course and meet such requirements as the committee and/or the training panel appointed by the committee shall from time to time determine.

#### **11.3 Judges' Stewards**

The Management Committee may accredit suitable persons as probationary stewards and accredited stewards to assist veterinary officers and judges in the conduct of a recognised show.

#### **11.4 Stewards' Training**

The Stewards Sub-committee appointed by the Management Committee shall conduct training courses, including both a written and a practical examination, for the trainee steward candidates. The sub-committee shall recommend to the Management Committee those trainee stewards who have attained the standard required for accreditation as probationary stewards.

#### **11.5 Probationary Stewards**

Probationary stewards shall complete at least six assignments to be assessed by a Judge and submit the assessment report to the Stewards Subcommittee who may recommend that the probationary steward be elevated to accredited steward status or request that the probationary steward undertake additional assignments.

#### **11.6 Steward Assessment and Counselling**

Where in execution of his or her duties a steward is found to be deficient or his or her behaviour is contrary to the principles taught in the training manuals, that steward shall be warned and counselled by a member of the Stewards' sub-committee to improve his or her performance.

If further deficiencies are evident or the desired performance improvement is not achieved, the Management Committee may, on the recommendation of the sub-committee, suspend or revoke the steward's accreditation.

## **NSW CAT FANCIERS' ASSOCIATION INC.**

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#### SECTION 12 – SHOW REPRESENTATIVES

- 12.1 The Management Committee may appoint suitable persons to officiate as NSW CFA Inc. Show Representatives at affiliate shows conducted in the State of New South Wales.
- 12.2 The duties and responsibilities of the Show Representative shall be determined by the Management Committee from time to time and are listed in the following clauses.
- 12.3 The primary duty of the Show Representative is to ensure that the Show Committee conducts the show in accordance with the rules the Show procedures.
- 12.4 The Show Representative shall, when consulted by the Show Committee, advise on and interpret the Show procedures.
- 12.5 When the Show Representative perceives that an error or breach of the Show procedures has or is about to occur, the show representative shall bring the matter to the attention of the Show Manager or Show Secretary. The final decision to act or not act rests with the Show Manager, or the Show Secretary, or the Show Committee..
- 12.6 The Show Representative should ensure that veterinary inspection of exhibits is carried out in accordance with Show procedures 6.2 and 6.3. The Show Representative shall include the names of any rejected exhibits in the Show Report, including the reason for rejection.
- 12.7 Other duties of the Show Representative include:-
  - a) To check that the judging assignments are consistent with those stated in the Show Schedule and, if not, that any changes have not been appropriately publicised.
  - b) To check that the Show Catalogue conforms to Show procedure 2.5.
  - c) To note any exhibits classified as UTJ or UTH, and ensure that a UTJ/UTH Report Form has been completed.
  - d) To act under Show procedure 1.5, and warn an exhibitor who is in breach of this procedure.
  - e) To complete a Show Representative's report and forward it to the NSW CFA Inc. office preferably within 5 working days of the show.
  - f) To ensure that Top 5 and Supreme results are provided for the website preferably within 2 working days of the show, and Top 5 results have been provided for the COTY pointscores.