

NSW CAT FANCIERS ASSOCIATION INC.

JUDGING PROCEDURES

These Judging Procedures were adopted by the Management Committee pursuant to Rule 91 of the Constitution and Rules and take effect from 13 November 2007. Amended 12 May 2009, 28 March 2011, 9 December 2014, 10 March 2015, 9 May 2017.

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AMENDMENTS

12 May 2009 – Clause 3.7 added
28 March 2011 – Clause 4.1 f) amended
9 Dec 2014 – Clauses 2.1 c), 2.2 b), 2.2 c), 2.3 d), 2.4, 4.1 e).
10 March 2015 – clause 4.1 e)
9 May 2017 – clause 3.8 added

SECTION 1 – GENERAL

- 1.1 Status of Procedures These Procedures shall come into force on 13 November 2007 and shall repeal and replace all previous Judging Regulations and Judges Training Rules and Regulations.
- 1.2 Confirmation of Appointments Except as provided otherwise in these Procedures, all appointments to Judges Panels and licences issued to Judges under the repealed Regulations are hereby confirmed and shall be deemed to have been made or issued under these Procedures.

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JUDGING PROCEDURESSECTION 2 – JUDGES LICENCES, EXAMINATION PANELS

2.1 Judges Licences

- a) The Management Committee shall have the power to grant, suspend or revoke Judges Licences
- b) Until otherwise determined by the Management Committee there shall be the following levels of Judges Licences
 - i) Probationary. The holder shall be entitled to accept a judging appointment within the state of NSW to judge any classes in the Group to which the Probationary Licence applies. Probationary Judges may judge to Best Exhibit in Group either alone or by conferring with one or more other Judges but may not officiate on a Supreme All Breeds panel.
 - ii) Full. The holder shall be entitled to accept a judging appointment with any recognised Body anywhere in the world.
 - iii) Tutor. The holder shall be a Full Judge of the relevant breed group for a minimum of five years and shall be entitled to serve as a member of a Judges Examination Panel.
 - iv) All Breeds. The holder shall have attained Full Judge status in each of the three Groups of cat breeds shall be accorded the status of All Breeds Judge.
 - v) Emeritus. The Management Committee may confer this honour on a Judge who retires after a period of not less than fifteen years service as a Judge.
- c) Prior to 2013 the three levels of Judges Licences were to be separately attained in the following Groups of pedigreed cat breeds.

Group 1 – Persian, Exotic and associated Semi-longhaired Breeds
 Group 2 – Siamese, Foreign White, Oriental and associated Semi-longhaired Breeds
 Group 3 – Other Shorthaired Breeds and associated Semi-longhaired Breeds

As from 2013 Only two Judges Licences are to be separately obtained.

Longhair – Group 1
 Shorthair – Groups 2 & 3
- d) Interstate and Overseas Appointments. Judges are required to advise the Association's office in writing on acceptance of these assignments.

NSW CAT FANCIERS ASSOCIATION INC.**JUDGING PROCEDURES****SECTION 2 – JUDGES LICENCES, EXAMINATION PANELS (continued)**

2.2 Term of Licences

- a) Unless determined otherwise by the Management Committee Judges Licences will be issued annually for each calendar year commencing from 1 January, 2008.
- b) Longhair - Probationary Licences will be issued for a minimum period of 12 months and a maximum period of 24 months. Where a Probationary Judge is experiencing difficulty in being invited to officiate at shows the Probationary Judge may make a written request to the Management Committee for assistance. If after 24 months a Probationary Judge has not qualified for appointment as a Full Judge then the Probationary Judge may apply for an extension of the probationary period for a further 12 months only. If a Probationary Judge has not progressed to Full Judge status after 36 months then that Judge's Probationary Licence shall be cancelled. Clause 2.7 may apply.
- c) Shorthair - Probationary Licences will be issued for a minimum period of 24 months and a maximum period of 36 months. Where a Probationary Judge is experiencing difficulty in being invited to officiate at shows the Probationary Judge may make a written request to the Management Committee for assistance. If after 36 months a Probationary Judge has not qualified for appointment as a Full Judge then the Probationary Judge may apply for an extension of the probationary period for a further 12 months only. If a Probationary Judge has not progressed to Full Judge status after 48 months then that Judge's Probationary Licence shall be cancelled. Clause 2.7 may apply.

2.3 Judges Examination Panels

- a) The Management Committee shall from time to time appoint a Judges Examination Panel to conduct training courses in the Longhair or Shorthair Group of Breeds and to examine the candidates as to their suitability and competence to be appointed as a Judge.
- b) Each Judges Examination Panel will consist of a minimum of three and a maximum of five qualified NSW CFA or Interstate Tutor Judges. A majority shall be NSW CFA Tutor Judges and the Chairperson must be a NSW CFA Tutor Judge.
- c) Each Judges Examination Panel shall remain from the time of appointment until all successful candidates on that training course have progressed to Full Judge status.
- d) The Examination Panel for the Final Practical Examination shall be a minimum of 3 and a maximum of five of which two may be interstate Tutor Judges.
- e) A member of an Examination Panel may not discuss outside the Panel the contents of an examination paper, the assessment marks of the candidates, or the opinions of any member of the Panel except where these Procedures provide otherwise. This clause shall not apply during the conduct of a hearing of an appeal under clause 4.5 i).
- f) Members of an Examination Panel must declare any pecuniary interest or personal involvement or relationship with any candidate.
- g) The Examination Panel may appoint a Mentor Judge to assist Trainee Judges with additional advice during their training period. The mentor must be a Full Judge, hold a licence to judge in the Trainee's breed group and be approved by the current Examination Panel.

2.4 Requirements for Renewal of Judges Licences

All Judges shall be required to attend at least one Seminar annually and meet such other requirements determined from time to time by the Judges Committee.

NSW CAT FANCIERS ASSOCIATION INC.**JUDGING PROCEDURES****SECTION 2 – JUDGES LICENCES, EXAMINATION PANELS (continued)**

2.5 Reserve (Non-Active) List

A Judge who is not available to accept judging appointments for reasons acceptable to the Management Committee may apply to the Management Committee to be placed on the Reserve (non-active) Judges List for a maximum period of two years. A person may apply to the Management Committee to be reinstated to the Active Judges List at any time within that period. Such re-instatement shall be subject to satisfying requirements as set by the Management Committee.

2.6 Cancellation or Refusal of Licence

The Management Committee in its absolute discretion may suspend, cancel or refuse the Licence of a Judge who acts in any way contrary to the Rules or Procedures or, who directly or indirectly solicits or canvasses appointments to judge, or who behaves in a manner likely to bring discredit to the good name of the Association and its Judges.

The Management Committee must give a Judge the opportunity to show cause why his/her licence should not be suspended, cancelled or refused, prior to taking action under the above paragraph.

2.7 Right of Appeal

A person whose Judges Licence is suspended, cancelled or refused may appeal to the Management Committee. The Management Committee shall appoint an independent committee to hear such appeal and the decision of that committee shall be final and binding on the appellant.

2.8 A Judges Licence shall not confer any rights or entitlements on the holder thereof except as herein provided and the cancellation or loss of such Licence shall not entitle the former holder thereof to any claim for damages, compensation or right of reinstatement except in accordance with Clause 2.7.

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JUDGING PROCEDURESSECTION 3 – JUDGING AT RECOGNISED SHOWS

- 3.1 Judge shall not Judge own Exhibit. A Judge shall not judge an exhibit which they directly or indirectly, alone or jointly with another owns or leases or which they directly or indirectly, either alone or jointly with another owned or leased within three months of the date of the Show at which they officiate.

An exhibit causing or likely to cause this clause to be contravened shall be ineligible to compete in any section of judging in which the Judge concerned is to officiate.

For the purpose of this clause an exhibit will be deemed to be the subject of this clause if it is an exhibit in which the Judge or Judge's spouse or partner or siblings or children or parents have or have had a direct or indirect proprietary interest.

Judges are obligated to advise the purchaser or lessee of any exhibit affected by this clause as to the showing restrictions imposed by the clause. Failure to do so may be deemed by the Management Committee to misconduct under clause 2.6.

- 3.2 Judges Record Sheets. At each judging appointment a Judge shall properly maintain the Judges Record Sheets as provided. The Judge shall initial any alteration made in these records and sign entries of awards at the conclusion of each record sheet. At the conclusion of the Show the Judge shall ensure that a copy of their Judges Record Sheet is retained without alteration for at least 6 weeks after the final day of the Show.
- 3.3 Judges Decision. At the conclusion of the judging of each class a Judge shall make awards and record the same in the Judges Record Sheet. Such decision shall be final and binding on the exhibitors unless an exhibit given an award is or should have been disqualified by the Show Committee under the Show Procedures or Judging Procedures.
- 3.4 Judges Discretion. If in the opinion of a Judge an exhibit is of insufficient quality to merit an award the Judge may withhold an award including Challenge, Reserve Challenge, or Best In Section, make such lesser award, as in the Judges opinion the exhibit may merit. Where a Judge has withheld a Challenge, Reserve Challenge or Best in Section award then the exhibit is ineligible for any higher awards including Best of Breed.
- 3.5 Order of Merit. A Judge shall not make the same award to two exhibits in the same class.
- 3.6 CCCA Awards. A Probationary Judge is required to have a Full Judge confirm and sign all CCCA awards in his/her judging assignment.
- 3.7 An affiliated club may not issue a written contract to a Trainee Judge until the Probationary status of that judge has been confirmed and formally granted by the Management Committee.
- 3.8 Prohibition – Opening Jaws: The jaws of an exhibit must not be opened (opening includes lifting the lip around the jaw area) for the purpose of detecting faults in this area. The purpose of this prohibition is to minimize the possibility of injury to the judge or the exhibit and further to limit the transmission of infection.

NSW CAT FANCIERS ASSOCIATION INC.**JUDGING PROCEDURES****SECTION 4 – JUDGES TRAINING AND EXAMINATION**

4.1 Training Courses

- a) Judges Training Courses for each Group of Breeds will be held as required and at times determined by the Management Committee.
- b) Each training course will have a separate Judges Examination Panel appointed by the Management Committee in accordance with clause 2.3

This panel will have the responsibility for admission of candidates, the detailed course design and curriculum, appointment of lecturers and tutors, organisation, and assessment and examination of candidates.
- c) A Course Co-ordinator may be appointed to assist the Examination Panel with the conduct of the course. This person shall not have access to any of the examination/assessment procedures or results unless the person is also a member of the Examination Panel.
- d) Tutor Judges and other suitably qualified persons may be invited by the Examination Panel to assist with lectures and other aspects of the course.
- e) The recommended length of Judges Training courses for the Groups of Breeds will be:

Longhair (Group 1) – 18 months, including at least 60 hours of formal training.

Shorthair (Groups 2 & 3) – 24 months, including at least 120 hours of formal training.
- f) Notice will be given in the NSW CFA journal or the association's website that a Judges Training Course for a Breed Group or Breed Groups will be conducted and the closing date and fee for such course. This notice will be published at least six weeks prior to the closing date for candidates to apply. Any restriction on the number of candidates shall be advised in the notice of the course.
- g) Applications for a place in a course shall be in writing, addressed to the Administrator, NSW Cat Fanciers Association. Primary applicants should enclose all relevant documentation supporting their eligibility.

4.2 Candidates Requirements

4.2.1 Primary Candidate. A primary candidate is a member who does not hold a Judges Licence in any Group.

A Primary Candidate will:

- a) be at least eighteen (18) years of age
- b) have been a member of NSW CFA or other recognised Body during the five (5) years immediately preceding the application
- c) be an active Steward accredited with NSW CFA or other recognised Governing Body
- d) have had recent experience in some of the following show duties:
 - * Card room or Trophy Steward, Ring Co-ordinator
 - * Show Secretary, Show Manager or their assistants
 - * Show Committee member
- e) have exhibited cats in the Longhaired (Group 1) or Shorthaired (Groups 2 & 3) section for which they have made application, on at least three occasions in each of the preceding five years.
- f) have bred and registered a litter within the twelve (12) months immediately preceding the application being made.

NSW CAT FANCIERS ASSOCIATION INC.**JUDGING PROCEDURES****SECTION 4 – JUDGES TRAINING AND EXAMINATION (continued)****4.2.2 Primary Candidate – Entrance Examination**

Each Primary candidate considered by the Examination Panel to satisfy the criteria of clause 4.2.1 shall be required to sit a written Entrance Examination which will include questions on the following:

- a. A basic knowledge of the breeds within the Group
- b. Breeding and Judging ethics
- c. Show Procedures and Judging Procedures
- d. Judges record sheets and other relevant paperwork

4.2.3 Extension Candidate

- a) Full or Tutor Judges wishing to extend their licence are not required to comply with the requirements of clauses 4.2.1 and 4.2.2.
- b) Judges are not eligible to extend their Judging licence whilst they hold a Probationary Judges licence in another Group.

4.2.4 Acceptance of Candidates

- a) Applicants who fulfil the requirements of clauses 4.2.1 or 4.2.2 will be notified of their acceptance into the training course as a Trainee Judge no later than 4 weeks prior to the commencement of the course.
- b) Prior to their attendance at the first session of a training course, each candidate shall sign a statement of compliance, agreeing to abide by these Judging Procedures, and any special conditions applicable to the course.
- c) Unsuccessful applicants will also be notified and will have the course fee refunded.

4.3 Training Course Content and Format

- a) A course will cover the following subjects
 - a. Breed Standards
 - b. Assessment of Kittens and Cats
 - c. Handling of Cats and Cat Behaviour
 - d. Mechanics of Judging and Paperwork
 - e. Ethics of Judging – Attitude, Conduct, Dress Code
 - f. Presentation and Speaking at Open Judging Shows
 - g. Judges Procedures and Show Procedures relevant to judging
- b) The Judges Examination Panel shall prepare a Course Manual containing a syllabus, lecture and examination timetable, Breed Standards, and any other relevant material. Such Course Manual shall be forwarded to each candidate accepted into the course no later than 2 weeks prior to commencement of the course.
- c) A variety of teaching methods may be employed including lectures, workshops, practical sessions, written and practical assignments.
- d) Trainee Judges will be required to satisfactorily complete up to 6 trainee assignments at Affiliate Shows as determined by the Examination Panel.
- e) Attendance at all formal classes and assignments during the course is mandatory. Candidates must be prepared to travel at their own expense to formal class activities. Failure to attend without the prior permission of the Examination Panel may adversely affect the candidate's standing on the course.

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4.4 Theoretical Examination and Assessment of Candidates

- a) Assessment shall be by written and other theoretical assignments and examinations conducted during the course.
- b) A candidate must successfully complete the theoretical assignments/written examination section and the trainee judging assignments before being able to undertake the final practical examination.
- c) The Examination Panel shall determine the total value of marks to be awarded for each written/theoretical assignment. The Examination Panel shall inform the candidates of the total value of marks to be awarded before each assignment or examination is undertaken. The pass mark for the assignment/written examination sections of the course shall be determined by the Examination Panel.
- d) Each member of the Examination Panel shall independently mark each candidate's assignment or examination paper. The final mark for each candidate shall be determined by averaging the individual marks of the Examination Panel members.
- e) After the final assessment of the theory/written examinations candidates will be notified in writing of their eligibility or otherwise to undertake the final practical examination. Candidates may request a copy of the correct answers as formulated by the Examination Panel.
- f) A candidate may request a remark of their examinations and/or assignments. Such request shall be advised in writing to the Examination Panel through the Association's office within 14 days of receipt of the examination and/or assignment result.
- g) When a remark of a candidate's assignments and examination papers is undertaken each member of the Examination Panel shall individually conduct a remark. The Panel members shall then consider the remark outcomes, and agree by majority decision whether the candidate is to be granted a pass or a fail. The result of the remark shall be binding on the candidate and no further request for remark or appeal may be made.

4.5 Final Practical Examination

- a) The Examination Panel for the Final Practical Examination shall be appointed as per the requirements of clause 2.3 d).
- b) The Final Practical Examination will be conducted at a special Show set up for this purpose with a minimum of 20 exhibits.
- c) Where practicable each candidate shall be given the same assignment except when there are more than five candidates. In this latter case two or more judging assignments with the same number of exhibits shall be set which in the sole opinion of the Examination Panel are of equal difficulty. The candidates shall draw lots to decide which judging assignment they will undertake.
- d) The Judges Examination Panel shall independently and as a panel assess the exhibits in the Show under similar conditions to those which the candidates may encounter.
- e) Each candidate's judging slips and awards are to be independently assessed and marked by each member of the Examination Panel.
- f) If all, or a majority, of the members of the Examination Panel award a candidate a 'pass' then the candidate is deemed to have passed and thereby satisfied the requirements for appointment as a Probationary Judge.
- g) If a majority of the members of the Examination Panel award a candidate a 'fail', then the members of the Panel shall review the candidate's performance and results, after which the majority 'pass' or 'fail' decision will prevail.
- h) If all the members of the Examination Panel award a 'fail' then that candidate shall be failed.
- i) Each candidate will be notified in writing of their practical examination results not later than 14 days after the examination. Each unsuccessful candidate may have a right of appeal only where the requirements of the subclauses of this clause 4.5 have not been followed. Such appeal shall be advised in writing, including the grounds of the appeal, to the Examination Panel through the Association's Office within 14 days of receipt of the examination result. The Examination Panel shall make its observation on the appeal which shall then be referred to the Management Committee or a committee appointed by it to determine the appeal. The decision of the Management Committee or appointed committee shall be binding on the candidate and no further appeal may be made.

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JUDGING PROCEDURESSECTION 4 – JUDGES TRAINING AND EXAMINATION (continued)

4.6 Special Consideration

Sickness, misadventure or other circumstances beyond the control of a candidate may

- a) prevent attendance at a time of an examination or training judging assignment
- b) prevent meeting a deadline for submission of a written or other assignment
- c) significantly affect performance of any assessable task or examination

In such circumstances an application for special consideration may be made directly to the Examination Panel prior to the attendance deadline, or performance of an assessable task or examination. The Examination Panel will then determine whether and in what manner special consideration is granted and its decision shall be binding. Applications for special consideration 'after the event' will not usually be permitted unless the circumstances for special consideration arise after the commencement and prior to the conclusion of the assignment or examination or in such other circumstances as the Examination Panel deems appropriate. In this case the Panel must be notified immediately after the circumstances arise.

4.7 Probationary Judges

- a) Within 2 weeks of the Final Practical Examination the Examination Panel shall formally advise the Management Committee via the Association Office of the results for each candidate and a recommendation that each successful candidate be granted a Probationary Judges Licence.
- b) The Examination Panel shall also recommend the number of assignments to be undertaken satisfactorily by each Probationary Judge during the probationary period. The Examination Panel shall also recommend the number of these assignments which are to be assessed by a Panel member or by a Tutor Judge approved by the Panel.
- c) Not less than 12 months after being granted a Probationary Judges licence and having satisfactorily completed the foregoing assignments in clause 4.7b), the Judge may apply to the Management Committee for elevation to Full Judge status. The Management Committee shall seek comment and recommendation from the Examination Panel for each such applicant.

4.8 Correspondence and Records

- a) Correspondence. All correspondence between the candidates and the Examination Panel or the Management Committee shall be directed via the Association's office. This will not apply to applications for Special Consideration under clause 4.6, but copies of the application and the decision of the Panel must be forwarded to the Association's office within 14 days.
- b) Records. A copy of all relevant documentation pertaining to the course shall be promptly forwarded to the Association's office.
- c) Security. The Administrator shall maintain all records in strict confidence and access to such records will only be granted by the written authority of the Management Committee.