

NSW Cat Fanciers' Association Inc.

- *(Member of the Co-ordinating Cat Council of Australia)*

SHOW PROCEDURES

ATTACHMENT D - SHOW REPRESENTATIVES' DUTIES AND RESPONSIBILITIES

PRIMARY DUTY:

The Show Representative shall ensure that the Show Committee conducts the show in accordance with the Rules and Procedures of the NSW CFA Inc, and in particular the Show Procedures currently in force.

PRIMARY RESPONSIBILITIES:

1) Show Procedures:

The Show Representative, when consulted or requested by the Show Committee, will advise on and interpret the NSW CFA Show Procedures.

In discharging this responsibility the Show Representative should not stand back and watch if he or she genuinely believes an error or procedure breach has or is about to occur. A short discussion with the Show Secretary or Show Manager can often remedy the situation. However, having given the advice the Show Representative should allow the show management to act on it as they see fit. The final decision to act or not act rests with the Show Manager or Show Secretary, and the Show Representative should not insist that his/her advice be followed. The Show Representative will report on the matter if the situation and/or outcome warrants it.

2) Veterinary Inspection:

The Show Representative shall ensure that veterinary inspection is carried out in accordance with Show Procedures 6.2 and 6.3, and that the requirements of 6.2 c) are strictly followed. To do this the Show Representative should be present at the commencement of vetting and keep a general watching brief on vetting procedures until their completion.

The Show Representative should also:-

- Check that a copy of the current "Veterinary Inspection at Cat Shows" is displayed on each vetting table.
- Note any rejected exhibits, and the reason for their rejection.
- Receive/obtain from the Show Manager or vet steward the vetting slip for any rejected exhibit.
- Check that the exhibitor is given a completed Veterinary Rejection Advice Form.
- Check and inspect the Quarantine Area to be used for single vet-out exhibits.
- Note the reason for and use of any 'stand-in' vets. These will usually be suitably experienced stewards appointed by the Show Manager. They may only officiate when a fully qualified Veterinary Officer is present, and they cannot reject an exhibit without reference to a qualified Veterinary Officer. Only in extreme circumstances should a "stand-in vet" be permitted to officiate alone, and then only after consultation with and the approval of the Show Representative.

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Other Duties of the Show Representative include:

- To check that the judging assignments are consistent with those given in the Show Schedule and, where changes have been made, that the changes have been appropriately publicised as per Show Procedure 2.9.
- To check that the Show Catalogue conforms to Show Procedure 2.5
- To note any exhibits classified as UTJ or UTH, and ensure that a UTJ/UTH Report Form is completed.
- To take action in accordance with Show Procedure 1.5 and warn an exhibitor who is in breach of this requirement.
- To complete and return a Show Representative's Report to the NSW CFA Office preferably within 5 working days of the show.
- To provide Supreme and Top 5 show results to Webmaster for the NSW CFA website within 2 working days of the show, or to ensure that the Show Secretary will do this.
- To advise the NSW CFA Office on the next working day after the show the details of any exhibits rejected at vetting and any exhibits marked UTH so that the office can then inform future shows of any ineligible exhibits or ineligible exhibitors.

Effective February 2010