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SECTION ONE
JUDGE'S TRAINING PROGRAM

ENTRY REQUIREMENTS

- 1) An applicant to the CCA/AFC Judges' Training Program must:
 - a) be a Canadian resident, 21 years of age or over
 - b) have been a member in good standing of the Canadian Cat Association for a minimum of two (2) consecutive calendar years immediately preceding the application
 - c) have been established in a breeding program for a minimum of three (3) years (The CCA/AFC Office Manager will be asked to provide any pertinent information required by the Board of Examiners regarding the above)
 - d) have bred three (3) CCA/AFC Champions/Premiers from at least two different litters; the Applicant must have shown at least two (2) of these cats to their titles (Copies of Championship/Premiership certificates must be provided by the applicant)
 - e) have been a member of a CCA/AFC club for a minimum of two (2) years immediately preceding the application; the applicant must have served as a member of his/her club's Show Committee for at least two (2) shows and must have performed the duties of two (2) of the following positions: Show Secretary, Entry Clerk or Show Manager
 - f) be a Certified Master Clerk (A full report of the applicant's clerking abilities will be provided by the Chair of the Clerking Committee)

- 2) An applicant who is a member of, or in any way connected with an organization with similar purposes to those of CCA/AFC will be expected to furnish proof of severance from such within fifteen (15) days of his/her admission to the CCA/AFC Judges' Training Program. Henceforth he/she may not join any such organization while a part of the Judging Program.

APPLICATION PROCESS

- 3) Candidates are invited to make written application to the Chairman of the Board of Examiners, supplying all the necessary documents and filling out all necessary forms. All requirements for application to the Judging Program must be met at the time the application is filed with the Board of Examiners.

- 4) In addition to providing documentation of the above the application package must include letters of reference as follows:
 - a) the applicant must be sponsored in writing by three (3) members in good standing of the Canadian Cat Association (CCA/AFC) each of these members must possess voting rights within at least one (1) Breed Section
 - b) In addition, letters of support must be provided by one CCA/AFC All Breed Judge, one current member of the Board of Directors, the applicant's home

- club and a veterinarian who can attest to the applicant's cattery management as well as the health and general well being of his/her cats.
- c) Although not a requirement, a certificate which indicates that the applicant's cattery is well managed (provided by a veterinarian or through a process instituted by this or a similar association) will be accepted as relevant.
5.
 - a) Applicants must agree to have their name published in the official publication of the association.
 - b) Members will be asked to comment in writing on the qualifications, breeding ethics, etc. of the applicant. They will be given six (6) weeks from the time of publication to do so. Letters will be received by the Chairman of the Board of Examiners; they will be considered by the Board of Examiners and will become part of the applicant's file. Problems requiring immediate attention will be addressed as necessary by the Board of Examiners.
 6. An Application Fee of \$30.00 plus GST must be paid for each Specialty License; it is to be submitted as part of the application package; this fee will be returned in full if the applicant is NOT accepted into the Judging Program.
 7. Prior to acceptance by the Board of Examiners, and prior to beginning his/her training the applicant must pass a written qualifying examination which will be an open book covering basic feline anatomy and genetics, CCA/AFC Judges' Handbook , Show Rules and Mechanics. A grade of 90% or higher is required to pass at which point the applicant will be considered an "apprentice" and begin formal training. Failure to obtain a 90% mark will result in a three (3) month delay at which time the applicant may re-write the exam.

TRAINING PROGRAM, EXAMINATIONS AND LICENSING PROCESS

8. Upon acceptance into the CCA/AFC Judges' Training Program, the apprentice will consult the Board of Examiners and will indicate whether or not he/she wishes to work with a Mentor Judge (details of this position are provided in Appendix 5).
9. Together with the Board of Examiners, the apprentice and his/her mentor) will determine whether the apprentice begins working toward a Longhair or Shorthair Specialty License.
10. The CCA/AFC Judges' Training Program is one which combines mandatory study with a range of electives. The training curriculum (Appendix One) will evolve and be expanded upon as the Association's need change. A description of the licensing process is presented in Appendix IV.
11. Prior to requesting the licensing exams for either specialty, the apprentice must attain a minimum of 1,000 credits in each applicable specialty. There are many ways in which those credits can be acquired and individual programs will be designated by the Board of Examiners in consultation with the apprentice and his/her mentor. (*See Appendix II*).

- a) As many as 200 credits are available to reflect and acknowledge the experience the apprentice brings into the program. (Please see Appendix III for greater details).
 - b) Regardless of how the 1000 credits are acquired, the apprentice must fulfill the following minimum requirements before requesting the licensing exams;
 - i) must apprentice at CCA/AFC sanctioned shows under at least three (3) different licensed Allbreed judges as selected by the Chair of the Board of Examiners;
 - ii) during this training the apprentice must handle at least 60 entries ; those entries must include kittens, cats and alters and must include examples from each applicable breed cluster (see Appendix VI) with the exception of cluster #10, the miscellaneous breeds cluster;
 - iii) must participate in the Ring Craft Workshop, must apprentice the Household Pet Class once and judge the Household Pet Class at least once (described in Appendix I);
 - iv) in addition the apprentice must accumulate credits from any two (2) of the following electives (all described in Appendix I); Breed Seminar, Breed Cluster Workshop, Cattery Visit and independent Research Project.
12. Additions and amendments to the attached curriculum may be drafted by the Board of Examiners for approval by the association's Board of Directors.

APPENDIX I - CURRICULUM

Ring Craft Workshop

Description: The apprentice will spend a minimum of one half day sitting in the judging ring and observing a licensed CCA/AFC Judge. The Mentor Judge (should the apprentice have opted to work with a mentor) will ordinarily assume this teaching role. The focus of this informal workshop will be ring craft. Such basics as keeping records, developing a routine for thoroughly examining and evaluating every entry, keeping track of the cats and noting his/her observations, cleaning and disinfecting the judging area will all be covered.

Pre-requisites: Acceptance into the Judges' Training Program.

Evaluation Process: The apprentices who attend Breed Seminars will be asked to write and submit brief summaries of the workshop. Their work will be reviewed by the Board of Examiners and one member of the host Breed Section.

Credit Value: Work which meets the committee's expectation will earn 40 credits. Work which exceeds the Committee's expectation will earn 50 credits.

Maximum Credits Available: An apprentice may participate in up to five (5) Breed Seminars during the course of his/her training for the two Specialty Licenses. No more that 150 credits can be applied to either one of the two Specialty Licenses.

Breed Cluster Workshops

Description: The breeds currently recognized by the CCA/AFC have been arranged for training purposes into ten Breed Clusters (described more fully in Appendix VI). Similar to Breed Seminars, Breed Cluster Workshops will be organized by the Board of Examiners and will provide an opportunity for breeders to meet with and discuss their cats with the association's apprentices. This may take place within the context of a regularly scheduled show or at another time and place. The workshops will be facilitated by breeders, exhibitors and at least one licensed CCA/AFC All Breed Judge.

Pre-requisites: Acceptance into the Judging Program.

Evaluation Process: The apprentices who attend a Breed Cluster Workshop will be asked to write and submit brief summaries of the workshop. Their work will be reviewed by the Board of Examiners and one member of the host Breed Section.

Credit Value: Work which meets the committee's expectations will earn 40 credits. Work which exceeds the committee's expectation will earn 50 credits.

Maximum Credits Available: An apprentice may participate in up to four (4) Breed Cluster Workshops during the course of his/her training for the two Specialty Licenses. In workshops which present clusters that include breeds from each specialty, the credits earned will be applied to each Specialty License.

Ring Apprenticing Within Context of CCA/AFC Show

Description: The Apprentice Judge will apprentice at CCA/AFC sanctioned shows under at least three (3) different licensed All Breed Judges as selected by the Chairman of the Board of Examiners. A minimum of sixty (60) entries must be handled in addition to Household Pets during the training period. Kittens, cats and alters must be among the entries and examples of every Breed Cluster (Appendix VI), with the exception of Breed Cluster 10, miscellaneous breeds must be covered.

Pre-requisites: Acceptance into the Judging Program.

Evaluation Process: The apprentice's knowledge of the breed standards and ability to handle each breed with ease and confidence will be a major consideration on evaluating his/her work. The training judge will complete a written evaluation of the apprentice's performance, commenting on his/her knowledge and ability to handle each breed, as well as noting the number and naming the breeds present. Should the training judge have any concerns about the apprentice's work, they will be communicated to both the apprentice and the Board of Examiners. The Chair of the Board of Examiners will make arrangements for follow-up as required.

Credit Value: 4 Credits per entry handled.

Maximum Credits Available: No Maximum.

Training at a show – working with judge and breeders in a separate ring

Description: On occasions when the size of a show hall and other factors permit, a special training ring may be set up during a regularly scheduled CCA/AFC show. Exhibitors would be incited to bring cats for this purpose. The cats presented in this ring need not be entered in the show. The schedule for the ring will be such that it does not interrupt or conflict with the judging schedule. A licensed CCA/AFC All Breed Judge will oversee this training opportunity and will encourage breeders and exhibitors to participate in an informal discussion of each entry. This will permit several apprentices to work together and refine their knowledge of the Breed Standards and enhance their ability and comfort level in handling each breed.

Pre-requisites: Acceptance into the Judging Program.

Evaluation Process: The apprentice's knowledge of the breed standards and ability to handle each breed with ease and confidence will be a major consideration on evaluating his/her work. The training judge will complete a written evaluation of the apprentice's performance, commenting on his/her knowledge and ability to handle each breed, as well as noting the number and naming the breeds present. Should the training judge have any concerns about the apprentice's work, they will be communicated to both the apprentice and the Board of Examiners. The Chair of the Board of Examiners will make arrangements for follow-up as required.

Credit Value: 3 Credits per entry handled.

Maximum Credits Available: 300 credits toward each Specialty License.

Cattery Visits

Description: In order to increase their knowledge of breeds which they have neither bred nor exhibited, apprentices are encouraged to visit established catteries and speak with the breeder about his /her cats. Catteries visited will ideally be owned by CCA/AFC members who have at least five (5) years experience in their current breeding program. Such catteries should have cats of varying ages. The visit would provide an opportunity to see and compare cats which have attained National or Regional Awards, their Grand Championship or Premiership titles to cats that would not fare as well in the judging ring. The specifics of each cattery visit will be negotiated in advance between the apprentice and the Chair of the Board of Examiners.

Pre-requisites: Acceptance into the Judging Program.

Evaluation Process: The apprentice will be asked to write a brief summary of his/her visit, highlighting learning and providing a brief critique of at least five (5) cats seen and handled. The work will be presented to the breeder who hosted the cattery visit. His/her written comments will be solicited by the Board of Examiners, he/she will be asked to provide a candid assessment of the apprentice's breed knowledge as it was demonstrated during the visit.

Credit Value: Work which meets the committee's expectations will earn 40 credits. Work which exceeds the committee's expectation will earn 50 credits.

Maximum Credits Available: The apprentice may participate in five (5) cattery visits during the course of training for the two Specialty Licenses. No more than 150 credits may be applied to any single Specialty. Credit for multiple cattery visits will only be offered when each cattery specializes in a different breed.

Judging CCA/AFC Household Pet Class

Description: An apprentice may officiate as a Household Pet Judge at a licensed CCA/AFC show. Such assignments will be arranged by the Chair of the Board of Examiners in cooperation with the host club. No fees or expenses will be paid to the apprentice for this assignment, the apprentice will handle and judge each entry. He/she will mark the HHP Judges' Book and Finals sheet, will hang ribbons and rosettes as appropriate and present a Top Ten Final as would a licensed judge.

Pre-requisites: Ring Craft Workshop as well as handling a minimum of 40 cats in the Ring Apprenticing process.

Evaluation Process: The Board of Examiners will appoint a group of CCA/AFC members to observe the apprentice and evaluate his/her work in the Household Pet Class. This group will be made up of three people and will consist of at least one member of the Board of Examiners and at least one Household Pet exhibitor, whose identity will not be revealed to the apprentice.

In evaluating the apprentice's work, emphasis will be placed on:

- a) Procedure (handling, taking the cats out of the judging cages, mechanics and final presentation.)
- b) technique (washing hands and table between cats, marking HHP Judges' Book, hanging ribbons and having a method for noting cats that might be called back for finals)
- c) establishing a routine to evaluate the cat (starting with certain parts of the cat and ending with a specific part)
- d) the apprentice will:
 - i) check for claws
 - ii) check for clean ears
 - iii) check the coat for cleanliness and grooming
 - iv) check the stomach for cleanliness and grooming
 - v) check for correct colour (as per the HHP Judges' Book)
 - vi) check eyes for cleanliness and health
 - vii) check for overall balance and condition
 - viii) observe the disposition (must be amenable to handling)

Credit Value: Work which meets the committee's expectations will earn 40 credits. Work which exceeds the committee's expectations will earn 50 credits.

Maximum Credits Available: An apprentice may serve as a HHP judge three (3) times during the course of his/her training for the two licenses. No more than 100 credits per license.

Independent Study

Description: Apprentices may engage in independent research that covers any of a broad range of related topics. The specifics will be negotiated in advance between the apprentice and the Chair of the Board of Examiners. A 1,500 word essay will ordinarily be required as part of this elective. Topics that may be explored include things as diverse as research into a breed's history, an analysis of the animal rights movement and the legislation arising from it, a review of current research in a related field, discussion of feline genetics, or a project to develop a breeding program (real or imagined), to create a new breed or introduce a new colour in an existing breed.

Pre-requisites: Acceptance into the Judging Program.

Evaluation Process: The apprentice will produce a paper which will be reviewed and evaluated by two members of the Board of Examiners. Outside experience will be sought and secured as required.

Credit Value: Work which meets the committee's expectations will earn 40 credits. Work which exceeds the committee's expectation will earn 50 credits.

Maximum Credits Available: An apprentice could undertake as many as four (4) independent research projects for each Specialty License, to a maximum of 100 credits per license.

Presentation Skills Training

Description: Recognizing the value of helping apprentices and judges communicate effectively with exhibitors and spectators, credit will be given for successful completion of such courses offered in the community (such as those presented by Toastmasters, or at local high schools and community colleges). The specifics will be negotiated in advance between the apprentice and the Chairman of The Board of Examiners.

Pre-requisites: Acceptance into the Judging Program.

Evaluation Process: Determined by the group providing the training.

Credit Value: 50 credits available (applied only once and applied to either one of the two Specialty Licenses).

APPENDIX II TOWARD 1000 CREDITS- A PROGRESS CHART

1,000 credits are required in each of two Specialties before an apprentice can request the practical and written licensing exams. Credits are acquired as follows:

FIRST LICENSE

1. Knowledge and experience at the time of application to program, to a maximum of 200 credits
2. Grade from entrance exam (% converted to credits) to a maximum of 100 credits
3. Ring Craft Workshop to a maximum of 50 credits
4. Household Pet Class Judging, minimum of 50 credits to a maximum of 150 credits
5. Ring Apprenticing minimum of 240 credits required
6. Training at a Show to a maximum of 300 credits
7. Breed Seminars to a maximum of 150 credits
8. Breed Cluster Workshops to a maximum of 200 credits
9. Cattery Visits to a maximum of 150 credits
10. Independent Study to a maximum of 100 credits

SECOND LICENSE

1. Knowledge and experience at time of application to program to a maximum of 200 credits
2. Grade from First Licensing exam (% converted to credits) to a maximum of 100 credits
3. Ring Craft Workshop to a maximum of 50 credits
4. Household Pet Class Judging, minimum of 50 credits to a maximum of 150 credits
5. Ring Apprenticing minimum of 240 credits required
6. Training at a Show to a maximum of 300 credits
7. Breed Seminars to a maximum of 150 credits
8. Breed Cluster Workshops to a maximum of 200 credits
9. Cattery Visits to a maximum of 150 credits
10. Independent Study to a maximum of 100 credits

Regardless of how the 1,000 credits are acquired, the apprentice must fulfill the following minimum requirements before requesting the licensing exams:

1. must apprentice at CCA/AFC sanctioned shows under at least three (3) different licensed All Breed Judges as selected by the Board of Examiners;
2. during this training the apprentice must handle at least sixty (60) entries; those entries to include Kittens, Cats and Alters and must include examples from each breed cluster (See Appendix VI) with the exception of Breed Cluster #10, Miscellaneous;
3. must participate in a Ring Craft Workshop and judge the Household Pet Class at least once (described in Appendix I);
4. in addition the apprentice must accumulate credits from any two (2) of the following electives (all described in Appendix I) Cattery Visit, Independent Research Project, Breed Seminar and Breed Cluster Workshop

APPENDIX III CALCULATING CREDITS FOR QUALIFICATIONS AT TIME OF APPLICATION

Up to 200 credits can be acquired in recognition and acknowledgement of the applicant's knowledge and experience upon entering the program.

Credits are given as follows:

1. *Years as a member of the Canadian Cat Association/ Association Feline Canadienne*
1 credit per year to a maximum of 10 credits
2. *Years of experience in a breeding program*
2 credits per year to a maximum of 30 credits
3. *Accomplishments as a breeder*
 1. 8 credits for each Master Grand Champion or Premier
 2. 5 credits for each Grand Champion or Premier
 3. 2 credits for each Champion or Premier to a maximum of 10 credits
 4. 5 credits for each Regional Winner of National Breed Winner... bred by the Applicant to a maximum of 60 credits
 5. 10 credits for each Breed Cluster with which the applicant has worked and bred at least one Champion or Premier to a maximum of 50 credits
 6. 5 credits for being a Licensed Master Clerk at a CCA show to a maximum of 25 credits
 7. 15 credits for being fluent in the Association's two official languages

APPENDIX IV – EXAMINATIONS AND LICENSING PROCEDURES

No changes envisioned in our current process of examinations and licences, except as required to accommodate the new practice of having apprentices work toward both Specialty Licences at once.

APPENDIX V - MENTOR JUDGES

While they are in the training program, some apprentices may choose to work with a licensed CCA/AFC All Breed Judge who agrees to serve as a mentor. The Mentor Judge will provide informal support and encouragement, help the apprentice tailor his/her training program to meet his/her needs and serve as an advocate when called upon to do so. The mentoring relationship is optional and is suggested as a way of helping the apprentice negotiate the training program. The apprentice will be free to choose whomever he/she wishes from among the panel of CCA/AFC licensed All Breed Judges. The apprentice and mentor judge are encouraged to spell out the terms of their relationship in a written agreement. With the exception of the Ring Craft Workshop, the mentor judge will not ordinarily play a direct role in the apprentice's ring training.

APPENDIX VI – BREED CLUSTERS

The fifty-seven (57) breeds which CCA/AFC currently recognizes with either Experimental, New Breed or Championship status have been gathered together in the following ten (10) Breed Clusters.

1. Persian – Exotic LH, Exotic SH, Himalayan, Himalayan Non Pointed, Persian
2. Oriental – Balinese, Balinese SH, Colourpoint SH, Oriental SH, Oriental LH, Siamese
3. Foreign and Semi-Foreign, Abyssinian Family – Abyssinian, Somali, Somali SH
4. Foreign and Semi-Foreign - Egyptian Mau, Havana Brown, Japanese Bobtail LH, Japanese Bobtail SH, Korat, Russian Blue, Singapura, Turkish Angora, Chantilly
5. Natural Working Breeds – American SH, American WH, British SH, Chartreux, Cymric, Maine Coon, Manx, Norwegian Forest Cat, Scottish Fold LH, Scottish Fold SH, Siberian.
6. Burmese – Burmese, Bombay, Burmilla LH, Burmilla SH, Foreign Burmese, Tonkinese
7. Rex and Sphynx – Cornish Rex, Devon Rex, Selkirk Rex LH, Selkirk Rex SH, Sphynx, Don Sphynx
8. Spotted Hybrids – Bengal, Ocicat, Pixie Bob LH, Pixie Bob SH, Savannah
9. Birman and Ragdoll – Birman, Ragdoll
10. Miscellaneous – American Curl LH, American Curl SH, York Chocolate, Foldex LH, Foldex SH

SECTION TWO JUDGING LICENSES

A - Maintenance of a CCA License;

1. All CCA Judges must be CCA members in good standing [Article 1, Section 1 (j) - ii]
2. All annual fees (CCA membership fee plus the CCA Judge's License fee plus GST) must be paid by the last day of February. Failure to pay fees by that date will result in suspension of Judging License. [Article 12, Section 8 b)]
3. In order for a judge to renew their annual judging license they must submit to the Board of Examiners a list of the Continuing Education Credits that were accumulated in the previous year.
 - a. Each Judge is required to earn 3 credits per calendar year.
A maximum of one credit is awarded for each of the following:
 1. Membership in an active show producing club
 2. Sitting on the Board of Examiners
 3. Sitting on the Board of Directors
 4. Sitting on the Standards Committee (or translating a standard into French)
 5. Showing a cat of their breeding to CH status
 6. Attending a CCA Breed Seminar or the annual CCA Judge's Conference
 7. Attending a breed specialty show in another association
 8. Successful completion of an international judging assignment
 9. Writing an article for publication in Chats. Subject matter must be approved by the Board of Examiners to receive a credit.

Alternately a judge could write an exam or an essay in lieu of the credit system. Essays must be on a topic that's relevant to advancing their knowledge as a judge. Essays must have a subject outline and consist of at least 1500 words.

Judges must consult with the Board of Examiners for approval of the subject matter.

4. The annual judging license is issued for a one year period beginning June 1 and expiring May 31 of the following year. [Article 12, Section 8 (d)]
5. The Board of Examiners may, by reason of show reports, protests, or letters of concern' require a Judge to undertake additional training prior to renewing or upgrading his/her license. Where such concerns are under consideration, the Judge in question shall be advised in writing of the area of concern and shall meet with the committee or reply in writing on the issue. [Article 12, Section 3 (b)]

B - Leave of Absence;

Article 12, Section 3 (c); a licensed Judge may be granted a leave of absence from judging for a period of one year without penalty. If the time involved is greater than one year then the following retraining program may be implemented at the discretion of the Board of Examiners;

1. Senior Clerk for one show under an All Breed Judge.
2. Apprentice all classes for which license is being re-applied for, under CCA Approved All Breed Judges at CCA sanctioned shows. The number of apprenticeships required will be determined by the Board of Examiners.
3. Specialty Judges would be required to officiate in their specialty (ies) for no less than two (2) shows.
4. All Breed Judges would be required to officiate as Double Specialty Judges for no less than two (2) shows.
5. Write an examination and/ or undertake additional training as set out by the Board of Examiners.

C - Guest Judges;

1. A Guest Judge must be a licensed All Breed Judge in good standing and on the current list of another recognized association at the time the invitation is extended. [Article 12, Section 23; Article 1, Section 1 (0)]
2. All Breed Judges from associations with which CCA does not have a reciprocal agreement, need to be approved by the CCA Board of Directors prior to their acceptance of an assignment.
3. It is the responsibility of the Guest Judge to make themselves familiar with the CCA Standards, Show Rules, and Judges Handbook.
4. It is recommended that CCA Judges be in the majority at all CCA Shows. [Article 12, Section 23]

D - Guest Judging Assignments;

1. An invitation to a CCA Judge for a guest judging assignment may only be accepted by licensed Approved All Breed Judges of CCA. [Article 12, Section 23]
2. A maximum of three (3) CCA judges can accept guest judging assignments outside of Canada on any given weekend.

3. Guest judging assignments with associations that have a reciprocal agreement with CCA requires that the invited judge advise the Chair of the Board of examiners 60 days or at the discretion of the Board of Examiners in advance of the judging assignment.
4. Guest judging assignments with associations that are found on the CCA list of approved foreign associations require that a COPY of the contract be forwarded to the Chair of the Board of Examiners 60 days in advance of the judging assignment.
5. Guest judging assignments with any other association not on the CCA list of approved foreign associations requires that the invited judge send to the Chair of the Board of Examiners a COPY of the contract in addition to historical information about the foreign association 60 days or at the discretion of the Board of Examiners in advance of the judging assignment.

SECTION THREE

ETIQUETTE FOR JUDGES

A - General;

It is the responsibility of the Judge to operate an orderly and efficient ring, and make the best use of Clerks and Stewards. To this end, the Judge must judge the cats presented to him/her, by conforming to the Show Rules and Standards set out by the Canadian Cat Association. The Judge must remember that he/she should be a public asset to the contracting club, and adhere as closely as possible to the published Judging Schedule. It is detrimental to a club if a judge chooses to ignore the schedule - thus upsetting the schedule for others; OR to not keep up to the schedule and have the show run late.

B - Dress, Appearance, and Decorum;

1. The Judge should always present a neat, well-groomed, business-like image in the ring. It is of extreme importance that Judges present themselves as authorities in their field.
2. Heavy perfume or cologne should be avoided as some cats tend to become upset by it.
3. A Judge shall not consume or self-administer any non-medicinal substance(s) that could detrimentally affect their ability to perform their job officiating at a show.
4. A Judge should be PLEASANT and PROFESSIONAL in dealing with exhibitors and maintain such an attitude when entering and leaving the Show Hall.
5. It is important to keep conversations with exhibitors at a minimum when the Judge is in their ring. Any private discussions may be handled at an opportune time.
6. All remarks to the public should be POSITIVE. Merits should be relayed; deficiencies discussed with the owner privately.

C - Ring Procedure;

1. Judges must arrive early at the show hall and proceed directly to their assigned ring without undue mingling with the exhibitors. Judges must be pleasant, agreeable and professional.
2. Judges must take the time to check the Judge's Book for accuracy and completion. The Judge's package provided by the Club should include: A Judging Schedule, Judges' Book, and N.C.R. triple Final Sheet (one for AB

rings, two for LH/SH rings), a Withholds/Classification sheet, and Expense Account Sheet, a Club Evaluation Sheet, a pen, correction material, and a scratch pad.

3. Judges must ensure that all necessary supplies are provided including: cage numbers, paper towels, disinfectant, pens and paper. Judges must check the rosettes for accuracy and determine if any other Breed Awards etc are to be handed out.
4. Judges must establish a routine with the ring staff prior to the commencement of judging. Once the Transfer & Absentee forms are received from the show committee and Judge's Books updated then judging may commence.
5. CCA Show Rules state that a Judge must HANDLE all the entries, except intractable and vicious cats. Cats must be judged on the Judge's table, not in the exhibition *or* judging cages. The Judge shall not judge any cat *or* kitten having ribbons on them *or* bearing any other identifying marks (Tattoos are acceptable). This should include items left in *or* on the cat's cage.
6. Judges are to be firm, but gentle when handling the cats. Cats respond to a confident and authoritative sense. Cats must never be handled roughly.
7. A judge must never indicate that they recognize a cat that they are handling (from prior shows, etc.).
8. A Judge must follow the written standard rigidly and never penalize a fault for more points than are allowed in the standard.
9. If a cat does not score 90 points, or exhibits a feature(s) that require a W/A by its breed standard, or the General Preface of the CCA Standards; it is the SOLE responsibility of the Judge to WITHHOLD A WARDS on that cat, so that inferior cats are not made Champions, and to discourage breeders from showing such cats.
10. It is important to set up an efficient routine so that an economical use *of* movement and time in the ring can be attained. A Judge should be able to judge/handle an average *of* 30 - 35 cats per hour.
11. All cats called to a Judge's ring for finals must be provided with a cage [Article 12, Section 26]. Judges shall split their finals presentation in two parts to avoid Male by Male placement.
12. Judges must be graceful in the ring, especially when returning a cat to the cage, *or* bending to check eye colour, etc.

D - Judges' Books and Mechanics;

1. Keep the Judges' Book and all sheets neat and legible.
2. Judges are to enter the names of their clerks on the inside front cover of their Judges' Book and initial the entry and in the space provided at the top of the NCR final Sheet..
3. Judges should keep all book work up to date as the show progresses (i.e. final sheets, expenses, etc.). It will help sort out any concerns or problems arising at the end of the show.
4. Summary sheets are a valuable aid to serve as a reminder of cats being considered for finals.
5. All signatures must be in ink (no stamps). Judges will ensure that all necessary forms have signatures.
6. Judges should make every final an alive and interesting show. The cats deserve it, the exhibitors deserve it, and the Judge has the right to be proud of their selections.

SECTION FOUR SHOW PROCEDURES

A - During the Show;

1. If an entry becomes too nervous to handle during a show, the exhibitor may, in consultation with the Show Committee, have the entry withdrawn from the show and so marked in the Judges Book - "Withdrawn" [Article 8, Section 3 (b)]. This must be done before judging begins in the ring, otherwise the Judge may, at his or her discretion, disqualify the entry. [Article 12, Section 13 (a)]
2. Exhibitors must not talk unnecessarily to the Judge, nor draw attention to their entries, or comment on entries within hearing range of the Judge. [Article 8, Section 4 (a)]
3. A Judge may disqualify an entry whose agent or owner draws specific attention to them self or the entry, while benching the cat in the ring or at any time during the judging. Judges shall enter in their books D.L.E. (Disqualified, Lack of Etiquette). [Article 12, Section 13 (d)]
4. Once an entry is placed in the Judging Ring, the exhibitor or agent must have no further contact with the entry until all ribbons have been hung, unless requested to by the Judge. [Article 8, Section 5]
5. Awards shall be "Withheld" and so noted in the Judge's Book in all cases where an entry fails to score 90 points, or where disqualification is called for by the breed's standard, or the General Preface of CCA's Standards. The entry "Disqualification" may only be made as it is set out in Article 12, Section 13 of the CCA Show Rules. In all other cases it shall be recorded in the Judges Book as a W/A (Withhold Awards) and no ribbon shall be hung or award made. [Article 12, Section 12]
6. De-clawed cats are not eligible for awards in any class. [Article 5, Section 1(e)].
7. All entries must be handled by the Judge in the judging ring. Any cat too nervous or intractable for handling must be disqualified if the owner or agent is, at the Judge's request, unable to calm the entry and place it on the Judge's table. Judges shall enter in their book "D.U.H.". (Disqualified, Unable to Handle) This cat may be entered in other rings without penalty. [Article 12, Section 13 (a)]
8. In cases where an entry, without provocation, attacks the Judge or other persons within the ring area, the entry shall be deemed to be vicious and shall be disqualified. The Judge shall enter in their book "D.V." (Disqualified Vicious) and shall advise the owner that the cat cannot be entered in any other rings at that show. The Judge shall then notify the Show Manager of the cat's number so that the rest of the rings may be advised; and shall record the cat's number on the Disqualification

sheet. Following one (1) such report, the registrar shall advise the owner and all CCA clubs that this cat may NO LONGER be entered in CCA shows.

Notwithstanding the foregoing, a judge may penalize any cat one or more points for bad disposition.[Article 12; Section 13 (b) & (c)]

9. In cases where a Judge feels an entry is not being shown at its best (i.e. lack of coat, out of condition, questionable eye colour on an immature cat, etc.) a Judge may use the entry N.F.A. (No Further Awards). The Judge shall NOT hang any ribbons. In the Judges book they shall record N.F.A. and record same on Withhold/Classification Sheet stating reason. This entry does not become a part of the cat's show record file. [Article 12, Section 13 (e)] A Judge should not, however, use the N.F.A. instead of W/A if the Judge does not feel the cat will be able to score 90 points at a future show.

10. When a Judge discovers that an entry has been incorrectly placed as to sex or colour, the entry shall be transferred to its correct class with the permission of the owner. Should this class have been judged in this ring and the class closed the entry "Wrong Class" shall be made in the Judge's Book and on the Change of Classification Form, with the owners initial. No wins can be claimed until the change has been made officially with the Registrar. [Article 12, Section 15]

11. When a Judge discovers that an entry has fleas, fungus, ear mites, etc., or is expressing symptoms of illness (i.e. purulent discharges from eyes and nose) they shall N.F.A. the entry and notify the Show Manager /Committee of the entry's problem [Article 12, Section 13 (f)]. The Show Manager/Committee will decide whether a Veterinary/Animal Technician shall be called in to examine the entry as per Article 7, Section 2.

12. When an obvious error is made in placing an award prior to the completion of the Judge's finals, the clerk should be so advised, and in turn the Judge to make the correction. If the error is found after the close of the show, the Recorder shall take such steps as are required to correct the matter including the return of trophies, ribbons and awards. If the rightful winner can be determined, the award shall be so placed; otherwise, it shall remain vacant. [Article 12, Section 17]

13. Posting slips shall be detached from the Judges' Books as each class is completed. They shall be signed by the Judge in ink, checked and initialed by the Senior Clerk and duplicate entries made in the Clerk's show catalogue prior to being handed to the Master Clerk. Judges shall enter the names of their Clerks on the inside front of their Judges Book and initial the entry. [Article 12, Section 18 (a) & (b)]

14. Judges may solicit information from their Clerks as to age, sex, colour, or class of any entry, but at NO time prior to or during a show may a Judge have access to the show catalogue. [Article 12, Section 20]

15. Judges are not required to discuss awards made with exhibitors, but may do so in private following the completion of the show if time permits and such

discussion is felt to be beneficial to the owner. [Article 12, Section 21]

Judges who experience unpleasant confrontation with an exhibitor regarding their decisions as an officiating judge may ask in writing for the Board of Examiners assistance. The Board of Examiners will investigate the complaint and if they decide the complaint is justified, a letter would be sent to the exhibitor advising them that their behavior is unacceptable. Following this action, should the Board of Examiners receive a similar complaint about the same exhibitor, the matter would then be brought before the Board of Directors for disciplinary action.

16. All awards and decisions shall be based upon strict adherence to the written Standards and Show Rules of the Association and shall be recorded in ink in the Judges Book, together with all absentees and transfers. [Article 12, Section 2 (a)]

B - Awards;

1. Judges shall hang all First, Second, Third, and Winners ribbons where they apply.

2. Judges must designate; Best and Second Best of Colour Class, Best and Second Best of Breed, Best Champion of Breed and Best Grand Champion of Breed on completion of each Breed in the Championship class. In the case of the Championship Persian Class, the Judge must also designate the Best and Second Best of each of the four Divisions. [Article 11, Section 2 e)]

3. Judges must designate; Best and Second Best of Colour Class, Best and Second Best (Kitten, Alter) of Breed on completion of each breed in the Kitten and Premiership classes. In the case of the Premiership Class, the Judge must also designate the Best Premier and Best Grand Premier of Breed. [Article 9, Section 9(d) & (e); Article 11, Section 2(b)]

4. Judges must designate awards and record in the judges' books and CCA finals sheet the following; Best of Breed and Second Best of Breed upon completion of the judging in New Breed, and Experimental Breed Classes.

5. In finals the Judge must award the top cats, kittens, alters, and household pets as set out by the CCA Show Rules. In All Breed rings and Specialty rings Judges are to award ten positions when the number of entries are 15 or more and five positions when the number or entries are less than 15. [Article 11, Section 2 (a)]

The Judge must also designate in their finals; Best and Second Best Champion, Best and Second Best Grand Champion, Best and Second Best Premier, Best and Second Best Grand Premier. In the case of an All Breed Ring the Judge must award the above designations plus the following awards; Best and Second Best Longhair, Best and Second Best Shorthair, Best and Second Best Shorthair Champion, Best and Second Best Longhair Champion, Best and Second Best Shorthair Premier, Best and Second Best Longhair Premier. [Article 11, Section 2 (c)]

5. All cats called to a Judge's ring for finals must be provided with a cage [Article 12, Section 26]. Judges shall split their finals presentation into two parts in order to avoid Male by Male placement.

6. Judging will take precedence over finals. A cat that is present and being judged in another ring does not have to be present for a final. [Article 12, Section 27].

C - Following the Show;

The Judge keeps the bottom copy of the NCR Final Sheet and the center slips from the Judges Book. The Judges Book (CCA Copy), the original copy of the NCR Finals Sheet, the Withhold/Change of Classification sheet are to be placed in an envelope provided by the show committee. The envelope shall be sealed and signed over the seal by the Judge. This envelope should be handed to the Show Secretary. [Article 12, Section 19]

SECTION FIVE RESPONSIBILITIES

A - Club's Responsibilities to the Judge;

1. While the initial contact between a Club and Judge is done on a verbal basis, this guideline pertains to what should be covered on a formal basis. The procedure is initiated by the Club extending a written invitation to a Judge: the mailing of Judge's contracts (two copies) to a Judge, together with a Judges' Travel and Accommodation Request form and a covering letter which will include the following information;

- a) Date and location of the show.
- b) Status of contract offered, i.e. All Breed or Specialty.
- c) Information on location of hotel/motel the Judge will be using, and the location of the Show Hall.
- d) An offer to advance travel funds if the Judge is facing a considerable sum, or an offer to purchase the tickets for the Judge.

2. Six weeks prior to the show the club should contact each Judge to finalize all arrangements, confirm travel, etc., as per Judge's travel form. Information on any special events taking place in conjunction with the show, i.e. club dinner or Association special event; as well as emergency telephone numbers where the Judge can be reached during the weekend (motel, show hall, etc.); and an emergency telephone number the Judge can use in the event of travel disruptions, should be provided at this time.

3. a) All licensed Judges must have hotel accommodations prepaid by the host club. Where possible, clubs should arrange to prepay transportation, particularly where airfares are involved; and all fees and expenses shall be paid in full at the close of the show. [Article 12, Section 7 c) – d)]

b) Clubs wishing to purchase airline tickets for their judges must state this in writing at the time the invitation is extended. Such travel plans should be made in consultation with the judge. [Article 12, Section 7 c) ii)]

4. In the event that a club decides to cancel their show, the club is responsible for notifying all contracted judges immediately after the decision to cancel the show is made. [Article 12, Section 7 (f)]

5. It is the club's responsibility to purchase ticket insurance when purchasing an airline/ train ticket for a judge(see B-4 Judges Responsibilities to the Club).

B - Judge's Responsibilities to the Club;

1. Reply in writing within 48 hours accepting or rejecting the invitation to Judge. When accepting, three copies of the Judges contracts should be signed and returned to the club (keep one copy for your file) with the Judge's Travel and Accommodation Request form. Make your travel plans immediately upon acceptance of the contract. Try to take advantage of any special travel packages, particularly when traveling by air.
2. Reply promptly to the Club by letter confirming your travel plans. Confirm the length of hotel/motel stay required. Clarify ground transportation arrangements if this remains unclear. Request an emergency telephone number if this has not been provided.
3. LAST MINUTE CHANGES; It is very important that both parties advise each other of any alterations to these plans as soon as a change takes place.
4. A judge who purchases their own airline/train ticket is responsible for purchasing ticket insurance; which shall be reimbursed by the club along with the price of the ticket in accordance with Article 12, Section 7 d). [Article 12, Section 7(h)]

SECTION SIX
GENERAL INFORMATION

A - Fee Schedule;

1. Fee schedule payable to an approved licensed Judge is \$0.85 per cat listed in the show catalogue where entries are greater than 120 cats. A flat fee of \$100 will be paid to approved licensed Judges where entries are less than 100 cats. Approved licensed judges performing in a single specialty ring shall be paid a flat fee of \$50 when entries are less than 50 cats. [Article 12, Section 7 (a)]
2. Probationary Specialty Judges will receive \$0.50 per cat listed in the show catalogue for the Specialty in which a Probationary License is held, with a minimum fee of \$35. [Article 12, Section 7 (b)]
3. Where Clubs hold a Household Pet Show only, the Judges fee shall be a flat fee of \$25.00. In the case of an Apprentice Judge, the assignment must be pre-arranged by the Board of Examiners' Chair and no fee shall be paid. [Article 12, Section 7 (e)]
4. Judging fee (including those of guest judges) shall be paid in Canadian funds. [Article 12, Section 7(d) iii]

B - Expenses;

1. All Judges will be reimbursed for expenses as set out in Article 12, Sec. 7 (d).
2. If driving, the mileage rate will be \$0.30 per Kilometer round trip. [Article 12, Section 7 (d) D]
3. Hotel accommodations are based on the distance a Judge has to travel and connecting flight times, but in no case exceed three nights over a two day show. [Article 12, Section 7 (d) D]
4. All fees and expenses shall be paid in full at the close of the show.
5. Should a show be cancelled, judges who purchased their own airline/train tickets are entitled to claim from the club the re-booking fee or penalty fee for cancellation of the ticket. [Article 12, Section 7 (g)]
6. Judges will be allowed \$30 for meal expenses the day before the show and \$35 the day of the show. [Article 12, Sect 7 (d) ii]
7. Allowable expenses incurred by an officiating judge shall be paid in Canadian funds. Expenses incurred in a foreign currency shall be reimbursed at the current Canadian exchange rate for that currency. [Article 12, Section 7(d) iv]

C - Judging and Showing;

1. Cats that are owned, co-owned, or bred by a Judge or any member of the Judge's household; may not compete in that Judge's ring. [Article 12, Section 9 (a)]
2. A Judge can, through appointment of an agent, show his or her cat/s in other rings of a show where he or she is judging. [Article 12, Section 9 (b)]
3. Judges are not permitted to solicit entries for any show at which they will be officiating. [Article 12, Section 10]
4. On the day of the show, judges are not permitted to travel to the show hall with exhibitors transporting entries that they may be judging at the show. [Article 12, Section 10]
5. Judges are not permitted to judge a cat that has been in the Judge's care within three (3) months prior to the show date.
6. Judges are not permitted to handle more than 200 cats per day. [Article 12, Section 8 (a)]

D – Conduct;

You are a Canadian Cat Association Judge. Your conduct in the show ring as well as outside the ring is IMPORTANT. It should be absolutely clear that you should NOT PUBLICLY CRITICIZE another Judge's decisions or their person, the CCA, its Officers or membership in any way

SECTION SEVEN
PROTESTS AND DISCIPLINARY ACTION AGAINST A CCA JUDGE

A - Lodging a Protest;

1. Any exhibitor or member of the Show Committee (hereafter called the Protestor) wishing to protest any action taken by a Judge shall do so in writing within ten (10) days following the close of that show.
2. Such protests shall be accompanied by a cheque in the amount of \$25.00 (plus GST) payable to the Canadian Cat Association and sent to the CHAIRMAN OF THE BOARD OF EXAMINERS.
3. The protest shall be presented in TWO typed copies, giving all details and bearing the signature of the person or persons making the charges. If the charges are sustained by the Board of Examiners, the fee will be returned; otherwise it will be forfeited.
4. Upon receipt of such a protest the Chairman of the Board of Examiners will notify the Judge within 10 days by registered mail, the exact charge being laid. The Chairman shall send a copy of this correspondence to the Protestor.
5. The Board of Examiners will make its decision based on the contents of all correspondence, it may also ask for written statements from witnesses in order to arrive at a fair decision. A written report of the Board of Examiners findings and actions will be submitted to the Board of Directors by the Chairman.
6. The Judge and Protestor will be notified of the Board of Examiner's decision by Registered Mail.

B - Appeals - Judges;

1. The Judge will have 10 days from receipt of the registered letter in which to initiate an appeal to the BOARD OF DIRECTORS.
2. Copies of the appeal must be sent to the Executive Secretary and to the Chairman of the Board of Examiners by Registered Mail.
3. The Chairman of the Board of Examiners must send copies of all correspondence concerning the case to the Executive Secretary.
4. A time and place for the appeal hearing will be set and all parties notified by the Executive Secretary.
5. The attendance of the Judge and Protestor at the meeting is advised.
6. The Chairman of the Board of Examiners will represent the decision of the Board of Examiners.

7. The Board of Directors will hear the Judge's appeal and the comments made by the Chairman of the Board of Examiners in support of the committee's decision.

The Directors will vote in confidence (without the Chairman of the Board of Examiners, the Judge, or the Protestor in attendance). A 2/3 majority vote is required. The Board of Director's decision will be FINAL.

8. The Chairman of the Board of Examiners will be advised, in writing by the Executive Secretary, of the decision of the Directors.

9. The Chairman shall notify both the Protestor and the Judge, in writing, of the Board of Director's decision.

C - Appeals - Protestor;

1. The Protestor will have 10 days from receipt of the registered letter in which to initiate an appeal to the BOARD OF DIRECTORS.

2. Copies of the appeal must be sent to the Executive Secretary and to the Chairman of the Board of Examiners by Registered Mail.

3. The Chairman of the Board of Examiners must send copies of all correspondence concerning the case to the Executive Secretary.

4. A time and place for the appeal hearing will be set and all parties notified by the Executive Secretary.

5. The attendance of the Judge and Protestor at the meeting is advised.

6. The Chairman of the Board of Examiners will represent the decision of the Board of Examiners.

7. The Board of Directors will hear the Protestor's appeal and the comments made by the Chairman of the Board of Examiners in support of the committee's decision. The Directors will vote in confidence (without the Chairman of the Board of Examiners, the Judge or the Protestor in attendance). A 2/3 majority vote is required. The Board of Director's decision will be FINAL.

8. The Chairman of the Board of Examiners will be advised, in writing by the Executive Secretary, of the decision of the Directors.

9. The Chairman shall notify both the Protestor and the Judge, in writing, of the Board of Director's decision.