

Canadian  
Cat Association

*Canada's Registry of Pedigreed Cats Since 1960*



Association Féline  
Canadienne

*Le registre des chats de race du Canada depuis 1960*

# CCA-AFC

# CLERKING

# MANUAL

2025

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The CCA-AFC Clerking Manual outlines the program aimed at CCA-AFC Unlicensed and Licensed Clerk and Master Clerk. **For further information regarding this program, please refer to CCA-AFC show rules, Appendix 2 – Clerking Program** available on our website [www.cca-afc.com](http://www.cca-afc.com)

Any requirements appearing in the CCA-AFC Clerking Manual which are considered inconsistent with the current Show Rules pertaining to the same matter, the CCA-AFC Show Rules shall always be followed.

Questions and requests regarding the CCA-AFC Clerking Program should be directed to the Clerking Committee Program Chair.

*This manual is currently in effect as of the date appearing on the cover. It replaces and supersedes all separate and similar directives which were issued in previous years.*

## CHAPTER 1 – CLERKING BASICS

**Kittens:** Must be between the ages of 4 - 8 months of age. Kittens are judged to the same conformation standards as the Championship, giving allowances for their age. They are scored for both Regional & National awards.

**Championship:** Must be older than 8 months of age and intact. These cats are judged to the conformation standard unique to each breed and are scored for both Regional & National awards.

**Premiership:** These cats are 8 months of age and have been neutered or spayed. These cats are judged to the same conformation standard as the Championship class and are scored for both Regional & National awards.

**Household Pet:** Kittens may be shown with the adults. Kittens must be neutered/spayed by 6 months of age.

### HOW CATS COMPETE

**Breed Class** - Breed classes are defined by the breed of the cat (i.e., Siamese, Persian, etc.), the age of the cat, the colour or pattern of the cat, and in the case of adult cats – the title of the cat. It is from those evaluations and placements that the judge selects their choice for the Best of Breed ribbon (black), Second Best of Breed ribbon (yellow), and in the adult classes – Best Champion/Premier (tan) and Best Grand Champion/Grand Premier (light blue).

**Sex** - The judging process begins with male cats competing against male cats and female cats against female cats within their respective **breed, colour, and within the adult classes — the title:** for 1st (red ribbon), 2nd (blue ribbon) and 3rd (white ribbon) placements.

Kittens do not have titles. The female kittens in a breed colour class are judged against each other and the male kittens in a breed colour class are judged against each other. Ribbons for 1st, 2nd and 3rd placings in each sex and colour are hung. Followed by Best of Colour and 2nd Best of Colour which is chosen from the combined male & female colour class.

In the Championship class the entries are processed as follows:

Male Champions vs. Male Champions 1st, 2nd, & 3rd	Female Champions vs. Female Champions 1st, 2nd, & 3rd
Male Grand Ch vs. Male Grand Ch 1st, 2nd, & 3rd	Female Grand Ch vs. Female Grand Ch 1st, 2nd, & 3rd

NOTE: The clerk's catalogue will list some cats in the OPEN class, but in the judges books these cats are considered Champions/Premiers and compete as such.

*The same procedure is followed in the Premiership Classes.*

**Colour Class** - Colour classes refer to the various recognized colours and patterns within each breed. Cats in the same breed class and the same colour class compete for the Best of Colour Class ribbon (dark green which is written as 'B') and 2nd Best of Colour Class ribbon (light green which is written as 'S') regardless of sex or title.

**Title** - Once the judge has decided upon the Best and 2nd Best of Breed, they choose the Best Champion of Breed (tan ribbon) and Grand Champion of Breed (light blue). Depending on the title of the Best and Second Best of Breed these wins could go to them. For example, if the Best of Breed was a Grand Champion, it would automatically get the Best Grand Champion of Breed. Likewise, if the Best of Breed was a Champion it would automatically receive the Best Champion ribbon. **However, should both the Best and Second Best of Breed winners be Champions, the judge would select the Best Grand Champion of Breed from the remainder of the class - provided there are cats of these titles entered in the class.** The same procedure is followed for the Premiership class.

### **ALL BREED FINALS**

The judge will award a final position and plaquette (or rosette) to the cats, kittens, and alters he/she feels are the best. The placement cards/rosettes will designate placings from Best through to 10th Best, **regardless of the number of entries.** *NOTE: In the Championship class a top 15 final would be awarded when 60 or more cats are entered in the class. In the Premiership, Kitten and HHP classes a top 15 final will be awarded if 40 or more cats are entered in the class.*

During the All Breed Championship final the judge must designate an award for:

- Best, 2nd Best, and 3rd Best **All Breed** Champion
- Best, 2nd Best, and 3rd Best **Longhair** Champion
- Best, 2nd Best, and 3rd Best **Shorthair** Champion
  
- Best, 2nd Best, and 3rd Best **All Breed** Grand Champion
- Best, 2nd Best, and 3rd Best **Longhair** Grand Champion
- Best, 2nd Best, and 3rd Best **Shorthair** Grand Champion

During the All Breed Premiership final the judge must designate an award for:

- Best, 2nd Best, and 3rd Best **All Breed** Premier
- Best, 2nd Best, and 3rd Best **Longhair** Premier
- Best, 2nd Best, and 3rd Best **Shorthair** Premier
  
- Best, 2nd Best **All Breed** Grand Premier
- Best, 2nd Best **Longhair** Grand Premier
- Best, 2nd Best **Shorthair** Grand Premier

During the All Breed Household Pet final the judge must designate an award for:

- Best, 2nd Best, and 3rd Best **All Breed** Companion
- Best, 2nd Best, and 3rd Best **Longhair** Companion
- Best, 2nd Best, and 3rd Best **Shorthair** Companion

- Best, 2nd Best **All Breed** Grand Companion
- Best, 2nd Best **Longhair** Grand Companion
- Best, 2nd Best **Shorthair** Grand Companion

## SPECIALTY FINALS

(Longhair and Shorthair specialty rings as well as the Bonus specialty rings held in the Kitten, Championship, Premiership classes)

Although all the cats compete within their breed class the same in a Specialty Ring as in an All Breed Ring, when it comes to the final awards they only compete against cats with the same hair length designation (Longhair or Shorthair). The judge will award a final position and plaque or rosette to the cats, kittens, and alters that they feel are the best in the Longhair division AND the Shorthair division. **Top 10 final is mandatory for all classes regardless of number of entries in that class**; the exception is when a top 15 final is necessary because 60 or more cats are entered in a coat length, for alters, kittens and HHP, the number of entries is 40.

During the Specialty final the judge must also designate the following awards in both the Longhair and Shorthair finals:

- Best, 2nd Best, and 3rd Best Champion
- Best, 2nd Best, and 3rd Best Grand Champion
- Best, 2nd Best, and 3rd Best Premier
- Best and 2nd Best Grand Premier

## BONUS FINALS

In the case where the judging ring is designated as an **All Breed + Bonus** (kitten, champion, premier, household pet) **the judge will evaluate the first coat length** (i.e., longhair) **in the BONUS class scheduled** for their ring. **Do not start the shorthair entries of the class until the judge has awarded their longhair specialty finalists\***. Once the final is completed you may then call the shorthair entries to the ring to be judged. Upon completion of judging the shorthair class **the judge will proceed to award their shorthair specialty finalists**. Usually the judge, in order to save time, will dismiss the shorthair entries which will not be receiving an All Breed final. The judge will give the clerk their chosen finalists from the longhair class to be called for the All Breed final. *Note: the judge may prefer to dismiss all the shorthair finalists while making their decisions for the All Breed final selections.*

*\*Clerk must always check the judging schedule – SH may be scheduled to be judged before the LH cats. Also, if there are scheduling conflicts, after checking with the show manager, the ring may need to continue judging the SH cats before calling the LH final (or vice-versa if the ring started judging the SH cats before the LH).*

## HOUSEHOLD PET JUDGING AND FINALS

Household pets are judged on health, condition, colour or markings and temperament. Upon initial evaluation by the judge each household pet can be awarded either a 1st ribbon (red) or depending on the club - an Award of Merit ribbon (any colour). The clerk will write '1' beside the cats number under the corresponding ring column regardless of

title. In the case where the judging ring is designated as an **All Breed + Bonus**, the judge will evaluate the first coat length (i.e., longhair) in the **BONUS** class scheduled for their ring. **Do not start the shorthair entries of the class until the judge has awarded their longhair specialty finalists\***. Once the final is completed you may then call the shorthair entries to the ring to be judged. Upon completion of judging the shorthair class **the judge will proceed to award their shorthair specialty finalists. The judge will select 10 finalists** from the LH and SH household pets for an Allbreed final.

*\*Clerk must always check the judging schedule – SH may be scheduled to be judged before the LH cats.*

During the Allbreed Household Pet finals the Judge must designate:

- Best, 2nd Best, and 3rd Best **All Breed** Companion
- Best, 2nd Best, and 3rd Best **Longhair** Companion
- Best, 2nd Best, and 3rd Best **Shorthair** Companion
  
- Best, 2nd Best **All Breed** Grand Companion
- Best, 2nd Best **Longhair** Grand Companion
- Best, 2nd Best **Shorthair** Grand Companion

During the Specialty final the judge must also designate the following awards in both the Longhair and Shorthair finals:

- Best, 2nd Best, and 3rd Best Companion
- Best, 2nd Best Grand Companion





**FIRST:** Awarded to the best entry in the same colour, sex and title — within the breed class.



**SECOND:** Awarded to the second best entry in the same colour, sex and title — within the breed class.



**THIRD:** Awarded to the third best entry in the same colour, sex and title — within the breed class.

Entries in the same breed, sex, colour, and title classes are awarded the 1st, 2nd, 3rd ribbons.

Each colour or pattern within a breed is judged separately from the rest of the entries in that breed. (i.e., a brown classic tabby maine coon would NOT compete against a brown mackerel tabby maine coon for the 1, 2, 3 ribbons OR the Best/2nd Best of Colour ribbons. They would be judged as separate colours.)

The Best of Colour Class and Second Best of Colour Class is awarded to the 1st and 2nd place winners of the same colour. This would be written as 1B (Best) and 2S (Second).



**BEST OF COLOUR:** Awarded to the best entry in the same colour regardless of sex or title within the breed class



**SECOND BEST OF COLOUR:** Awarded to the second best entry in the same colour regardless of sex or title within the breed class



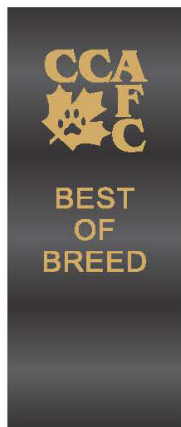
**BEST CHAMPION OR PREMIER OF BREED:** Awarded to the best Champion or Premier entry competing in the breed class regardless of colour or sex.

Best Champion / Premier of Breed ribbon (tan brown) is recorded using the entry's number in the space provided at the end of the breed class as well as the breed final sheet.

Best Grand Champion / Grand Premier of breed ribbon (light blue) is recorded using the entry's number in the space provided at the end of the breed class as well as the breed final sheet.



**BEST GRAND CHAMPION OR GRAND PREMIER OF BREED:** Awarded to the best Grand Champion or Grand Premier entry competing in the breed class regardless of colour or sex.



**BEST OF BREED:** Awarded to the best overall entry in the breed class regardless of colour, sex or title.



**SECOND BEST OF BREED:** Awarded to the second best overall entry in the breed class regardless of colour, sex or title.

Best of Breed (black) and Second Best of Breed (yellow) is recorded using the entry's number in the space provided at the end of the breed class as well as the breed final sheet.

## Disqualification Abbreviations

These abbreviations would be written on the judge's sheet beside the entry's number as well as on the Disqualification / Colour Change form.

W/A Withhold Awards  
NFA No Further Awards  
DUH Disqualified Unable to Handle  
DV Disqualified, Vicious  
DLE Disqualified, Lack of Etiquette  
AOV Any Other Variety

# CCA CLERKING CAT CLUB

CLUB

BRAMPTON, ON

SEPT. 1/16

LOCATION / ENDROIT

J. JUDGE

DATE

JUDGE'S SIGNATURE / SIGNATURE DU JUGE

MASTER CLERK'S SIGNATURE / SIGNATURE DU MAÎTRE-COMMIS

RING # 2

RING CLERK INITIALS  
INITIALES DU COMMIS

FINAL TYPE / TYPE DE FINALE

☒ AB / TR

☐ LH

☐ AB + BONUS  
TR + BONUS

☐ SH

AB CHAMPIONSHIP CHAMPIONNAT TR			
1	LH/PL SH/PC	61	CH GR
2	LH/PL SH/PC	46	CH GR
3	LH/PL SH/PC	29	CH GR
4	LH/PL SH/PC	31	CH GR
5	LH/PL SH/PC	54	CH GR
6	LH/PL SH/PC	53	CH GR
7	LH/PL SH/PC	36	CH GR
8	LH/PL SH/PC	32	CH GR
9	LH/PL SH/PC	56	CH GR
10	LH/PL SH/PC	49	CH GR
11*	LH/PL SH/PC		CH GR
12*	LH/PL SH/PC		CH GR
13*	LH/PL SH/PC		CH GR
14*	LH/PL SH/PC		CH GR
15*	LH/PL SH/PC		CH GR

Compare the finalists' numbers with the results you wrote down as the judge hung the award during the final. NEVER copy from the judges sheets.

Using **your records** of the winners in each breed class, compare each finalists' position in the final against the recorded Best & 2nd Best of breed winners. The 2nd Best of Breed in a class cannot final ahead of the Best of Breed in the same class, and compare the title circled on the final sheet against what you recorded in the breed class.

Having determined that all the finalists are eligible for their positions in the final you can determine the winners of the Champion and Grand Champion awards recorded in the boxes at the bottom of the page. It is important for the Clerk to figure out these results so they can compare their results with the Judge's results.

The first 3 cats are Champions. They would automatically be the top 3 ALLBREED Champions. Cats 61 & 46 are shorthairs (refer to your breed sheet) and would be the Best and 2nd Best SHORTHAIRED Champion. Cat 29 is a longhair and therefore becomes the Best LONGHAIR Champion. The next CHAMPION to final is cat 54, this cat is a shorthair and would become the 3rd Best SHORTHAIRED Champion. The next Champion to final is cat 53 which also is a shorthair but is not recorded elsewhere on the final sheet because only 3 shorthair Champions are required. Cat 32 is the next Champion to final and is a longhair which makes this cat the 2nd Best LONGHAIR Champion. Cat 49 is the last Champion in the final, but it is a shorthair and is not needed for the top 3 shorthair Champion results. The 3rd Best LONGHAIR Champion *needs to be designated by the judge* who will tell the clerk their decision. The clerk needs to confirm this particular cat qualifies for the award i.e., that the cat is indeed a LH Champion).

Figuring out the Grand Champions follows the same process. You work your way down the final until a Grand is finalized. In this case Cat 31 is the first Grand to final which therefore makes it the Best ALLBREED Grand; followed by cats 36 and 56 which become the 2nd and 3rd Best ALL BREED Grand Champions respectively. Cats 31 & 36 are longhair making them the Best & 2nd Best LONGHAIR Grand Champion; Cat 56 is shorthair making it the Best SHORTHAIRED Grand Champion. Since no other Grand Champions were finalized the judge will designate the winners and provide them to you. You would check to make sure the numbers given are eligible for those wins.

\*IF 60 OR MORE ENTERED / SI 60 INSCRITS OU PLUS

CH	AB/TR	LH/PL	SH/PC
1	61	29	61
2	46	32	46
3	29	33	54

## DISTRIBUTION:

White - Office  
Blanche - Bureau

Yellow - Judge  
Jaune - Juge



GR	AB/TR	LH/PL	SH/PC
1	31	31	56
2	36	36	39
3	56	25	44





## CANADIAN CAT ASSOCIATION RING CLERK'S EVALUATION BY JUDGE

Judges are to complete this questionnaire regarding the performance of your Ring Clerk. This request is made in order to help improve the training, knowledge, and advancement of CCA Ring Clerks. Your time in completing this evaluation and objective observations is appreciated.

Name of Clerk: \_\_\_\_\_ Clerk's E-mail Address: \_\_\_\_\_

Clerk's Mail Address: \_\_\_\_\_

Clerk's Telephone: \_\_\_\_\_ Judges Name: \_\_\_\_\_

Name of Club: \_\_\_\_\_ Date of Show: \_\_\_\_\_

### **RING PREPARATION**

Criteria to consider in this evaluation – did Clerk introduce her/himself, was the judging area set up properly with plenty of ribbons on hand, did she/he discuss with you how you would like your ring supervised, was the Steward advised how to clean cages properly, how to return cards, final ribbons in proper order ready to present final.

Excellent      Very Good      Good      Improvement Needed\*

\*Please Specify \_\_\_\_\_

### **KNOWLEDGE OF SHOW RULES**

Criteria to consider in this evaluation – was Clerk aware of Basic Show Rules, Show Etiquette, Colour of Ribbons, knowledge about short forms used in recording decisions, making Judge aware of any discrepancies which may appear on Judges' Sheets prior to being taken to Master Clerk.

Excellent      Very Good      Good      Improvement Needed\*

\*Please Specify \_\_\_\_\_

### **TIME MANAGEMENT**

Criteria to consider in this evaluation – was Clerk able to keep ring running on time according to Show Schedule, ensuring Stewards kept cages cleaned in a timely manner, ensured cat numbers being called were forwarded to the Announcer in a timely manner, checking on missing cats for 2<sup>nd</sup> and final announcements.

Excellent      Very Good      Good      Improvement Needed\*

\*Please Specify \_\_\_\_\_

### **ATTITUDE**

Criteria to consider in this evaluation – did the Clerk work well with the Judge, Steward, Master Clerk and Show Committee, courteous and resourceful when required to provide additional information and / or responding to questions from Judge, Exhibitors and Spectators.

Excellent      Very Good      Good      Improvement Needed\*

\*Please Specify \_\_\_\_\_

**ADDITIONAL COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE of JUDGE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

— White Copy – CCA/Yellow Copy – Judge

## CHAPTER 2 - GUIDE TO OBTAINING CLERKING LICENSES

- a) All clerks regardless of status are expected to be punctual, polite, professional and efficient.
- b) Attendance at a CCA-AFC Clerking School is recommended and **will count as a ring clerk assignment for those clerks who are members of the Clerking Program.** Individuals who are not a CCA-AFC member are welcome to attend the school for a nominal fee.
- c) **Refer to Appendix 2 - Section 3 of the CCA-AFC show rules for the requirements of each level of clerking.** Satisfactory written evaluations are required to request an exam
- d) The exams used in the Clerking Program are open-book format which cover topics relevant to the position which can be found in the CCA-AFC Show Rules. A 90% or better average is required to pass.

## CHAPTER 3 - CLERKING GUIDE

### INVITATION

While the initial contact between the Club and a Clerk is normally done verbally, this guideline is concerned with what should be covered on a formal basis. The procedure is initiated by the Club which extends a written invitation to a Clerk to act a specific show.

- 1) A contract which includes the details of the Clerking assignment will be mailed/emailed to the Clerk. Each Clerk should provide a written response within 7 days to either accept or decline the invitation to clerk. When accepting, the Clerk must mail/email the signed contract back to the Club. Once both parties have signed, the clerk must forward a copy of the signed contract to the Clerking Chair.
- 2) Three weeks prior to the show, the Club should contact each Clerk to finalize all arrangements. Information on any special events taking place in conjunction with the show such as a Club Dinner as well as emergency numbers the Clerk can use in the event of any problems should be forwarded.
- 3) Hospitality in the form of lunch and refreshments throughout the day must be provided as a courtesy by the Club.
- 4) Last Minute Changes: It is very important that both parties advise each other of any alterations to these plans as soon as the change takes place.
- 5) All licensed Clerks must be paid in full according to the CCA-AFC fee schedule upon completion of the ring the Clerk is working in.

### GETTING STARTED

- \* Come prepared! Clubs provide very basic supplies for the Ring Clerk to use. It is recommended that Clerks assemble their own clerking kit with items which help them perform their duties in the ring. A pencil case or small box are ideal to carry supplies to the show.

Recommended supplies include:

- \* Pencils, pens (blue and red), X-fine point permanent ink Sharpie

- \* Highlighters
  - \* Paper clips (large and small) preferably blue and pink in colour
  - \* Binder (bull nose) clips of all sizes
  - \* Rubber bands
  - \* Correction fluid or correction tape
  - \* Note pads
  - \* 'Post-It Notes' pad and multi-colour mini Post-It tabs
  - \* Transparent tape
  - \* Twist ties
  - \* Band-Aids
- \* Don't be late arriving at the show. Try to be in your ring at least 45 minutes before the advertised starting time.
- \* Obtain your copy of the show catalogue and judging schedule. *FYI: judges are not allowed to see the information in the show catalogue.*
- \* If the cards have not been sorted it is up to you to get the job done. Arrange the cards numerically in both pink and blue. Pink is for females, blue for males. Starting with the kitten class refer to the catalogue for the sex of each entry and select the appropriate card colour (pink/blue) for the cat's number. Cards that are not needed should be kept separate from the ones needed (i.e., in the back section of the ring card box). If double-sided cards are used, you should mark the front of the card in pencil or use colour paper clips (pink and blue) so that the gender is apparent to you and the judge to prevent wasting time repeatedly looking in the catalogue.
- It is helpful to separate your cards into the four classes (Kitten, Champions, Premiers, Household Pet, and coat length within each class) by placing an elastic band around each.
- Once absentee cards have been removed, it is also helpful for the clerk to separate the cards by breed classes (i.e., Birman, Maine Coons, Persians, etc.), this will avoid a cat being separated from its class when cards are placed in the card holders on the cages.
- \* Introduce yourself to your ring steward (person who will clean the cages between cats) and find out his/her name. Determine whether your Steward is familiar with cleaning cages and demonstrate if necessary. This gives you the opportunity to inform the Steward how you will indicate a cage needs to be clean, removal of ribbons to be placed back on the Judge's table, return of cage numbers to the clerk, leave doors open to receive the next cat, etc.
- \* Locate where the Master Clerk is working since you will be required to bring your paperwork to him/her.
- \* Some Master Clerks may provide you with a list of clerks who are showing their cats and the cat(s) number(s). This will help avoid 2nd & 3rd calls.
- \* Locate where the Announcer is, washrooms, lunch room, and where extra supplies like ribbons, paper towels and disinfectant are kept.
- \* Check the show schedule to see which class your ring is starting with, as well as to see if your ring will be doing a Bonus Ring Final and remind the Judge prior to beginning the

class.

- \* When the Clerk receives the Transfer and Absentee list, they will record the listed changes in their catalogue and then read the changes to the Judge who makes the changes to their Judge's Book. Transfer notations should be made in RED ink and be as simple and clear as possible indicating which page the entry has been transferred from and to.

The Transfer & Absentee list will contain the following information: Absentees (indicated by the letter 'A'), colour changes, if cat is entered for only one day of the show you will see the notation 'XXX', breed changes (i.e., entered as an Exotic Shorthair but is actually and Exotic Longhair) date of birth, competitive class transfer (from kitten to championship or premiership), title transfer (i.e., Champion to Grand Champion). *See examples of transfers in the RECORD KEEPING portion of this manual.*

- \* In the event a clerk is working for the Saturday show only and another clerk will be working the Sunday show, the Saturday clerk must keep a list of the changes made to the catalogue so the Sunday clerk will have the information to advise the Sunday judge.

The second day of a 2-show weekend may have additional changes so the Clerk should be provided with an updated list and will need to make any additional corrections to their catalogue. The Clerk will advise the Judge of **all corrections** for both days.

*NOTE: Changes to registration numbers, owner or cat names could also appear on the Absentee and Transfer sheet which needs to be corrected in the Clerk's catalogue only.*

***The Judge does not need this information.***

- \* Advise the Judge if there are enough entries to award a top 15 final (60 cats, 40 kittens, alters or household pets are required). Otherwise, the number of finalists is always 10.
- \* Ask the Judge how they like their ring managed, for example, keep the ring full, if possible, numbers from left to right, how to bring up large breed classes. The judge will notify you if there is a class that she/he wants to turn down cards due to the size of the class or other reason.
- \* Locate the laminated final numbers and the plaquettes or rosettes used in the finals.
- \* Turn off or silence cell phone once the show starts.
- \* Have your ring cards ready to go on the cages and an announcement slip with the required cats' numbers and Ring number for the first group of cats in anticipation of the start of the show.

## MANAGING THE RING

- \* For a show to run smoothly and finish on time depends a lot on the quality of the show's Clerks. Clerks must accurately record the ribbon and final results in their catalogue since the Clerk's results are used to certify the Judge's records are correct.

The Clerk is to record in their catalogue the ribbons as the Judge hangs them. **Clerks**

**must never copy the results from the Judge's posting slips or finals.**

If errors on the judge's sheet are not caught by the Ring Clerk, it is considered the Clerk's mistake.

- \* Once the judge has finished judging a class of cats and the awards have been hung, and you have marked your catalogue you can turn the card down and the exhibitor will/should know he/she can now remove the cat from the judging area. **Never remove a cage card until the cat has been removed from the judging cage**
- \* The location of the Clerk in the ring can make them a target for questions from spectators or exhibitors. As a CCA Clerk you can create goodwill for the association and cat fancy so be polite and professional. If the Clerk can spare a few moments to answer a question they should try to answer it...*if they know the answer*. However, the Clerk should not engage in long conversations which may adversely affect their clerking responsibilities. When answering exhibitor or spectator questions, if possible, walk away from the judging table while remaining in the judging area, in order not to distract the judge/cat.
- \* The Ring Clerk should not be away from the ring for long durations. Make sure you inform your judge if you will be away for a few minutes. Inform your ring steward to do the same should he/she need to leave your ring.
- \* The Ring Clerk is responsible for preventing spectators from wandering into the judging area. *Keep in mind visitors are not aware of this policy...be discrete and polite!*
- \* The Ring Clerk should **never comment** on cats in the judging ring or on the judging table, nor should a Clerk repeat a Judge's comment on a cat or conversations within the ring.
- \* If a Judge has a 'difficult' cat on the table, the Clerk should not get up to perform any activities until the Judge has successfully returned the cat to the judging cage.
- \* The Ring Clerk is responsible for supervision of the ring's stewards. *Remember a bit of praise can go a long way!*
- \* After cats have been judged and the cage cards gathered up, it is advisable for the Clerk to sort the numbers back into the numerical order of the class to save time when pulling card numbers in preparation for the finals.
- \* If your ring is in a schedule conflict with another ring you should request the Show Manager to resolve the conflict between the rings and advise your ring on how to proceed.
- \* Do not separate entries in the same breed. For example: there are 4 Turkish Angora, do not put 2 of them in cages at one end of the ring and the other 2 at the other end of the ring. If the Clerk did that it would cause the Judge to walk back and forth to compare the cats.
- \* There are times when a breed has more entries than cages available in the ring. To bring up the rest of the class the Judge must dismiss some of the first group (usually the Best of Colour winners remain in the ring). The Clerk should not release the cats, it is up to the Judge to turn down the cards.
- \* **Never bench two males next to each other or across the corner of a 'U', 'C' or 'L'**



**shaped ring.** The use of coloured cards or other means of identifying the sex of the cat should catch the Clerk's attention move one of the cat's number.

- \* If permanent ribbons are being used, the Clerk should prevent exhibitors from removing them from the ring and advise the exhibitor that silk ribbons are available for them to take (usually found on the judge's table or at the announcer's table).
- \* If there are prizes or special awards to be given to entries, you should inform the Judge. Have the prizes ready to give to the judge for presentation to the winners.
- \* When preparing the ring for a final the Clerk should gather up the laminated final cards, placing them in numerical order (10th to 1st) and in easy reach of the judge.
- \* If a final has too many males the final needs to be divided into 2 presentations (6th to 10th, followed by 5th to 1st). The clerk should inform the announcer there will be Part One and a Part Two for the final.

A method of saving time is to bench the first group with an empty cage between each cat. Place the top finalists' cards needed for the final face down on the empty cages. Once the first part final is completed, the Clerk can send the numbers needed for the second part to the announcer and set the cards (currently face down on the empty cages) into the card blocks for the final.

## RECORD KEEPING

- \* The OPEN title is ONLY listed in the exhibitor and Clerk catalogues. The Judge's sheets list these cats as CHAMPIONS or PREMIERS and they awarded as such. For example: the Best of Breed cat is listed as an OPEN in the Clerk's catalogue (judged as a Champion) and the 2nd Best of Breed cat is actually a CHAMPION. The Judge can award the Best of Breed (Open in the Clerk's catalogue) as the Best Champion in class. The Household Pets are handled in the same manner (Household Pet Open in catalogue; Household Pet Companion in Judge's Book).
- \* There are two locations within the Clerk's catalogue where the initial breed class **ribbon wins** must be recorded. The first place is inside the catalogue beside the entry's information in the column of the ring number the Clerk is in. The second place is on the Breed Sheet at the back of the catalogue which lists all the breeds in all 3 classes (Kitten, Championship, Premiership).

RED = 1

DARK GREEN = Best of Colour = B

BLUE = 2

LIGHT GREEN = Second Best of Colour = S

WHITE = 3

Example A: 1B    2S    3

Example B: 1S

(used when same colour & pattern but is in a different class OR is of the opposite sex)

*Remember: A Blue Ribbon cannot be paired with a Dark Green ribbon. A White ribbon cannot be paired with either Dark Green or Light Green ribbons.*

At the end of each breed class there is an area to **record the entry numbers** of the Best of Breed, 2nd Best of Breed, Best Champion (Premier), Best Grand Champion (Grand Premier) recipients. **This information is also recorded on the Breed Sheet.** *It is important to keep these records up to date as they will help you when verifying the results of a final.*

BLACK = Best of Breed

YELLOW = 2nd Best of Breed

TAN = Best Champion/Premier of Breed

LIGHT BLUE = Best Grand Champion/Grand Premier of Breed

*Remember: A Black ribbon winner would previously have received a Red ribbon and a Dark Green ribbon. A Yellow ribbon winner would have previously received **EITHER** a Blue ribbon and Light Green ribbon (if the cat is in the same colour, sex and title as the Best of Breed winner) **OR** a Red ribbon and Light Green ribbon (if the cat is in the same colour class but has a different title and/or sex than the Best of Breed winner) **OR** a Red ribbon and Dark Green ribbon (if the cat is a different colour than the Best of Breed winner). If the Best of Breed winner is a Champion the cat will also receive the Tan ribbon **OR** if it is a Grand Champion it will receive the Light Blue ribbon. If the 2nd Best of Breed winner is the same title as the Best of Breed winner it will not receive an additional ribbon — the Judge will award the remaining ribbon to another entry in the class.*

\* Corrections and transfers in the Clerk's catalogue should be simple and concise.

**EXAMPLE: Title transfer**


CATTERY ALLIE CAT NAME  
BU038XXX4-50579 18/7/16 0.08  
Sire: Ohsolameow Handsome  
Dam: Cattery Momma Mia Breeder: Tom & Jerry  
Katz  
Owner: Tom & Jerry Katz (1)

64  
~~CH~~ —————  
GCH ← Red Ink

**EXAMPLE: Transfer from one competitive category to another.**

CATTERY ALLIE CAT NAME 64 *Transfer to Premiership*  
 BU038XXX4-50579 18/7/16 0.08 CH  
 Sire: Ohsolameow Handsome  
 Dam: Cattery Momma Mia Breeder:  
 Tom & Jerry Katz  
 Owner: Tom & Jerry Katz (1) *Red Ink*

-----Premiership Class-----

OHMYGOSH CAT NAME 114  
 BU038XXX4-79805 18/7/16 0.08 CH \_\_\_\_\_  
 Sire: Nononsense Man  
 Dam: Ohmygosh By Gollie Breeder: Tina Smith  
 Owner: Tina Smith (1)  Red

Transferred from Championship - page 12

CATTERY ALLIE CAT NAME 64  
PR

- \* In a colour class with more than 3 entries competing (same sex and title) the Judge will indicate they have evaluated the cat by using a dash (—) in the area where an award would have been placed. It is important for the Clerk to check the Judge's sheet to make sure the Judge has made the mark (—) which indicates the cat was evaluated and not disqualified. If the area is left blank the Clerk must draw this to the Judge's attention.
- \* Discrepancies between the Judge's book and the Clerk's catalogue should be identified quickly and any errors corrected as soon as possible. All error corrections, no matter how trivial, must be corrected and **initialed** by the Judge.
- \* **Clerks can not write missing award(s) information or corrections on a judge's sheet.**
- \* If the finals pages do not have the necessary show information at the top of the sheet completed (i.e., Name of Club; Location of Show; Date of Show; Ring #; Final Type), the clerk may complete that section of the final sheet at the Judge's request.
- \* If the Judge disqualifies an entry from receiving a ribbon, the reason for the disqualification must be recorded on their posting sheet and on the Judge's Disqualification form. The Clerk is not allowed to explain the reason for a disqualification to the owner instead they would advise the owner to ask the Judge at a convenient time.
- \* Clerks should not keep more than 3 pages of class judging sheets before bringing them to the Master Clerk. The Clerk should put the class judging sheets in numerical order, by doing so should a page be forgotten in the judge's book the clerk will notice it before bring the class sheets to the Master Clerk desk. The Clerk should also check to see if the Judge has signed each of their sheets. Once the Clerk has verified their results match the Judge's sheet they shall initial the sheet at the bottom and bring it to the Master Clerk.

## MECHANICS

- \* In order to check the awards made by a Judge in the ring, the Ring Clerk must have a thorough knowledge of show Mechanics. Ring Clerks should quietly call the Judge's attention to any discrepancy where it appears an ineligible cat has received an award or an award has been omitted.
- \* The Clerk must understand the process of award placements within the breed classes. Think of it like a pyramid being built up to the top. The Judge starts with making decisions on the best entry based on colour/sex/title of the entries, then the Best / 2nd Best of Breed, and lastly the title winners (adult classes).
- \* It must be understood by the Clerk that a cat cannot receive an additional award if it was defeated by another cat competing for the same award.  
  
For example: there are two seal point Siamese female Champions competing. The Judge will decide which of the two cats is the Best in the Colour Class (1st - red and Best of Colour - dark green), the other cat will receive 2nd place (2nd - dark blue and 2nd Best of Colour - light green). The next award for the Judge to hang is the Best of Breed ribbon (black) which **MUST** be given to the Best of Colour winner along with the Best Champion ribbon (tan). The 2nd Best of Colour winner would receive the 2nd Best of Breed ribbon (yellow) but cannot receive any further award within the breed class (because the Best of Breed winner is a Champion). Note: It is quite possible for the Judge to final both Siamese, but the Best of Breed winner must place higher than the 2nd Best of Breed winner in the final.
- \* The Ring Clerk should check the Judge's planned awards for mechanical errors prior to the finals if possible.

## THE END OF THE SHOW

- \* It is recommended that neither the Clerk nor the Judge leave the show hall until the Master Clerk has verified all their paperwork has been found error free. *(If an error is found by the Master Clerk and the judge has left the show hall, the master clerk is to make the correction and identify that he or she made the correction).*
- \* Clerks should advise guest Judges about their large envelope, its content and the responsibility of filling out the forms and handing it unsealed to the Master Clerk.
- \* Inquire whether the Judge was provided with a Clerk Evaluation sheet. It is a good idea for Clerks to bring a copy of the Clerk's Evaluation sheet with them (available from CCA-AFC website). It is an important document which is used to keep records of your Clerking assignments with the CCA-AFC office and Clerking Committee. The white copy of the Clerk's Evaluation is put into the large envelope by the Judge, along with the Disqualification / Colour Change form.  
  
NOTE: the clerk may ask the judge about their performance and what they need to improve upon.
- \* The Clerk must sort the cage cards into numerical order (each sex colour) for the next show.

Clerking fees are paid in accordance to the current Show Rules.