



WHO GETS WHAT??

It is now the clubs' responsibility to ensure that each of the following people receive the forms for which they are responsible.

PLEASE KEEP THIS LIST FOR REFERENCE:

Marked Catalogue, judges' finals and breed sheets, best of the best scoring sheets and the daily championship and grand championship count must sent by email within 48 hours of the close of the show to the following:

Chair of the Scoring Committee : Jan Coburn munchkinkitty17@gmail.com

1 Marked Catalogue to the CCA Office – The catalogue **MUST** be postmarked within **48 hours** following the show or the club will be fined as per CCA Show Rules:

Article 4, Section 9, g, i): The payment of the Show Administration Fees, the Judges' Books (including the CCA Office copy of the finals sheet, and the Disqualification Sheet) in their sealed envelopes within 48 hours of the close of the show along with documents listed in Article 4, Section 9g ii) to the CCA Office.
FAILURE TO COMPLY WITH THIS RULING WILL SUBJECT THE CLUB TO A FINE OF \$10.00 PER DAY. POSTAL DATE TO DETERMINE AMOUNT OF TIME.

The CCA Office also requires:

- All of the Judges sealed envelopes which contain: CCA copy of the Judges Slips *, Judges withhold forms, Transfer and Absentee list, Clerks' evaluation form
- * The Judges slips must be sealed in the envelopes provided by the club and the Master Clerk's signature should be placed across the seal. (No one has the authority to open the sealed envelopes other than the CCA office staff).
- Copy of the Master Clerk's list showing how many Champions, Grands, Premiers etc.

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- 1 A hard copy of the whole Master Clerks catalogue including the Champions, Grands, and Premiers Etc. must be sent to the Clerking chair person. This can be sent via email.
Christine Ling christine.m.ling@gmail.com
 - 1 Copy of the Master Clerks catalogue must be provided to every Officiating Judge. (most prefer the electronic copy so please ask for their preference)
 - 1 Copy of the Master Clerks catalogue must be provided to the Chairman of the Board of Examiners. Kim Monkhouse kim.monkhouse@gmail.com
 - 1 Copy of Best of the Best Sheets and Marked Catalogue to Website Show Results Volunteer
Jan Coburn Munchkinkitty17@gmail.com