



CLERKING

**MANUAL
2022-2024**

THE CAT FANCIERS' ASSOCIATION, INC.®

This manual applies to the entire Clerking Program in all areas in which CFA operates, to include all 9 Regions and the International Division. Where requirements or procedures vary for different areas, the specific requirements or procedures are given for each area.

The *Clerking Guidelines and Procedures* section outlines the program management and requirements to become and maintain the status of CFA Licensed Clerk. The *Clerking* section is meant to be a reference and official guide for individuals who want to become, or who are already CFA Licensed Clerks. The *Master Clerking* section is meant to be a reference and official guide for CFA Licensed Master Clerks and CFA Licensed Clerks working towards the level of Master Clerk.

This manual is currently the latest revision date indicated on the cover. It replaces and supersedes all separate and similar directives which were issued in prior years.

Requirements pertaining to clerking at CFA shows are covered in the current *CFA Show Rules* which are revised annually. Where any requirements in the manual are considered to be inconsistent with the current CFA Show Rules pertaining to the same matter, the CFA Show Rules shall always govern and be followed.

THE CAT FANCIERS' ASSOCIATION, INC

World's Largest Registry of Pedigreed Cats

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SECTION I: CLERKING GUIDELINES AND PROCEDURES

PROGRAM MANAGEMENT

The Clerking Program is one of the main components of CFA's activities. This program is responsible for training, licensing, and retaining Ring Clerks, Master Clerks and Master Clerk Instructors needed for the conduct of CFA shows and Clerking Schools, and for the evaluation, revision, and development of clerking procedures and forms.

The program is directed by the Clerking Program Chair appointed by the President of CFA. The Clerking Program records and files are maintained by the Clerking Department at CFA Central Office. The CFA Central Office Clerking Department is also responsible for maintaining the roster of Licensed Clerks/Master Clerks/Master Clerk Instructors, and for the distribution of clerking manuals, forms, and other Clerking Program materials. Clerking Program liaisons for Japan and International-Asia are appointed by the Clerking Program Chair to assist in review and input to the program, and to provide a broader base of personal contact with individual clerks throughout CFA. Information for contacting the Clerking Program Chair, liaisons, and Central Office Clerking Department, is listed on the CFA website under the "*CFA Board of Directors.*"

Questions and requests regarding the CFA Clerking Program may best be directed to the Central Office Clerking Department.

The functions of the Clerking Department and individuals within it are as described follows:

Central Office Clerking Department

- Questions from clerks concerning their status, clerking fees
- General questions about the Clerking Program
- Requests for clerking manuals, forms, materials

Clerking Program Liaisons

- General questions relating to the Clerking Program
- Comments and suggestions concerning program operations

Clerking Program Chair

- Requests for authorization of Clerking Schools (Central Office Clerking Department is to be copied on each request)
- Questions concerning unusual programs or situations, CFA tests
- Complaints, comments, and suggestions about program operations

CLERKING TITLES

When the prescribed qualifications have been fulfilled, clerks are licensed in CFA at the following levels of increasing experience and capability:

- Certified Ring Clerk (CC)
- Master Clerk (MC)
- Master Clerk Instructor (MCI)

The above three levels of licenses indicate that the individual has been trained and is qualified to be a Chief Ring Clerk, a Master Clerk-in-Charge at shows, or is permitted to conduct Clerking Schools respectively. As required by CFA Show Rules, the positions of Chief Ring Clerk and Master Clerk-in-Charge for CFA shows should be staffed with individuals who are currently licensed as Certified Clerks and/or Master Clerks. However, in order to obtain the prescribed experience for initial licensing and advancement, non-licensed trainees may serve as Chief Ring Clerks at CFA shows, and Certified Clerks may serve as Master Clerk-in-Charge at CFA shows. When necessary, non-licensed clerks *may* serve as Master Clerk-in-Charge for CFA shows in Hawaii and the International Division, but the assignment *will not* count for credit toward advancement within the Clerking Program. To receive credit for any Master Clerk assignment, the Clerk *must* be licensed at the time of the assignment.

Licenses will be issued by the Central Office Clerking Department when the requirements for initial licensing or advancement have been fulfilled, biennial dues have been paid and received, and all confirming records have been received by Central Office.

ADVANCEMENT

The requirements for becoming licensed as a Certified Ring Clerk, Master Clerk, and Master Clerk Instructor are in the preferred sequence listed below. However, completion of the clerking school, payment of the Clerking Program service fee, and taking the clerking examination may be completed at any time with respect to performing the ring clerking assignments.

Requirements for becoming a licensed CFA Clerk, Master Clerk, or Master Clerk Instructor, and the experience acquired while completing these requirements, are listed in the spreadsheet on **Page 12**.

Ring Clerk

The **Assistant** (non-licensed) Ring Clerk performances *must* be completed prior to the Chief Ring Clerk performances (please see the spreadsheet on Page 19 for requirements). Any Chief Ring Clerk assignments performed prior to completing the specified number of Assistant Ring Clerk performances - regardless of reason - will receive credit only as Assistant Ring Clerk performances.

Expectations for Prospective Clerks from the Clerking School

At the clerking school, the prospective clerk shall learn:

- How to mark a catalog correctly
- Become completely familiar with show mechanics
- How to make transfers
- Complete final sheets and check judges' sheets
- Learn other pertinent information vital to becoming a clerk

The trainee clerk will also receive the following at the class:

- Complete review of show mechanics
- A short test
- Question and answer period
- Copy of the Clerking Manual

The Master Clerk Instructor shall send a completed attendance form for each student attending the school to the Clerking Program Department for inclusion in the prospective clerk's file.

Expectations from an Assistant Clerking Assignment

While assisting, the trainee/prospective clerk is expected to:

- Assist the Chief Ring Clerk as needed
- Understand show procedures and demonstrate knowledge of show mechanics
- Mark a complete catalog
- Learn how to properly check judges' sheets
- Provide an evaluation form to the Chief Ring Clerk; the completed evaluation will be forwarded to the Clerking Program Administrator

Solo/Ring Clerking Assignments

Assistant or licensed Ring Clerk performances may be for CFA shows of any authorized format, but **must** include judging of all kittens and cats entered in the show in order to receive credit. An assignment as a Ring Clerk for a single specialty judge in which **only** the longhair or shorthair kittens and cats are judged, **will not** count as a performance, but may be coupled with the opposite specialty ring on the second day of the show to receive credit for one performance. Credit may be received for two performances during one 'back-to-back' show, in which all kittens and cats entered in the show are judged in each ring both days in which you clerk for two different judges. Credit is also applied to 6x6 shows, where these are counted as two separate shows.

Satisfactory Evaluations – A rating of “Good” or better is required. Evaluations of “Fair” or “Unacceptable” will not receive credit for the performance.

Note: extra assignments may be required before a license is issued if evaluations indicate that there are problem areas.

Completing Trainee/Assistant Clerk Solo Assignments

While performing the solo assignments, a trainee is expected to:

- Demonstrate complete familiarity with the show rules and show mechanics
- Supervise the stewards completely, competently and treat them with respect
- Run the ring efficiently
- Serve as an “executive assistant” to the officiating judge
- Provide an evaluation form to the officiating judge (or evaluator) for completion, to be forwarded on to the CFA Clerking Program Administrator

Final Steps for Advancement to CFA Certified Clerk/Maintaining CFA Licensed Clerk Status

- Send payment of the Clerking Program service fee to the Central Office Clerking Department, and request the current clerking exam; the service fee may also be paid online via credit card through the CFA secure access
- Take and receive a satisfactory grade on current clerking examination

(Please see spreadsheet on Page 19 for requirements)

Master Clerk

Assistant/Solo Master Clerking Assignments

Counting assignments towards your Master Clerking license is as follows:

Any size show where you are **assisting** a licensed Master Clerk will count towards your licensing as **one (1)** assistant assignment (this does NOT count if you are acting as co-Master Clerk).

All shows in which **you** are the Master Clerk-in-Charge count as **one (1)** assignment. If you are the **co-Master Clerk** with another licensed Master Clerk at a show, you must be responsible for a minimum of three (3) rings or half the rings (whichever is greater). This will count as **one (1)** assignment. Any less than three (3) rings **will not** count towards your Master Clerk-in-Charge solo assignments. Credit may be received for two (2) performances during one 6x6 weekend in which you are responsible for a minimum of three (3) rings in each of the two separate shows.

During the **training** portion as a Master Clerk, some of the duties the trainee shall perform include:

- Assist the Master Clerk-in-Charge in the completion of their responsibilities, while learning the procedures to follow in performing this function
- Learn to complete transfers and corrections in the master clerk’s catalog
- Learn to check judges’ sheets for errors
- Learn to consolidate all records into the show package that is sent to Central Office

Master Clerk Assignments

All Master Clerks, including those completing their training for Master Clerk, shall:

- Consolidate all judging records into a master catalog
- Check for completeness and mechanical correctness of all show records
- Resolve discrepancies with the appropriate Chief Ring Clerk
- Be responsible for posting awards that have been fully checked
- At completion of the show, assemble all show records, separating the Central Office copies, club copies, and any other separations needed for closing out the show
- Provide the official master clerk catalog, which must be completely marked and error free, to the show secretary for transmitting to CFA's Central Office
- Provide an envelope and evaluation form to the show manager/secretary for completion, to be forwarded on to the Clerking Program Administrator

For all assignments, the marked official catalog and other show records submitted to Central Office will be evaluated by the Central Office Clerking Administrator for legibility, completeness and accuracy. Any solo assignment in which a serious error or oversight is discovered in the marked official catalog (see Section "*Master Clerk Errors*") as well as any deficiency or problem discovered by Central Office in the show records which were completed and assembled by the Master Clerk-in-Charge, **will not** be credited for advancement, regardless of the evaluation received from the show secretary.

(Note: extra assignments will be required before a license is issued, if any evaluations indicate that there are problem areas)

(Please see spreadsheet on Page 19 for requirements)

Master Clerk Instructor

The Master Clerk Instructor is the highest level attainable in CFA's Clerking Program. Clerks that hold this license are individuals capable of conveying to others the finer points of the CFA Clerking Program in the areas of mechanics and ring operation.

During the training as a Master Clerk Instructor, the trainee shall:

- Assist two (2) different Master Clerk Instructors in conducting authorized CFA Clerking Schools
- Demonstrate that the trainee is familiar with all facets of show and ring mechanics, as well as able to share that information with students unfamiliar with the material
- Conduct four (4) authorized CFA Clerking Schools as a solo instructor-in-charge, with mostly satisfactory evaluations signed by the students and received by the Clerking Program Chair (see Section "*Performance Evaluations*")
- Provide a minimum of six (6) hours of instruction to a minimum of three (3) students in each class

- Teach students show mechanics and the relevant show rules
- Demonstrate to the students how to mark a catalog and make transfers
- Explain to students how the Clerking Program works, and how one advances through it
- Provide instruction in the art of ring management and ring conduct

(Please see spreadsheet on Page 12 for requirements)

PERFORMANCE EVALUATIONS

The CFA Clerking Evaluation form (Appendix ‘B’) shall be used and submitted to the Central Office Clerking Department to confirm and obtain credit for clerking performances for initial licensing as a Certified Clerk, for advancement to Master Clerk, for assisting in the instruction of a clerking school, and to serve as a record of clerking activity (see Section “*Relicensing and Examinations*”). The evaluation must be “Good” or better in order to be counted towards credit. It is not necessary to submit evaluation forms to the Central Office Clerking Department unless the performance is needed for the above listed reasons.

The clerk being evaluated shall furnish to their evaluator(s) the Clerking Evaluation form, along with an envelope. After it is filled out and signed, the evaluator should place the evaluation form in the envelope, sealed to maintain confidentiality. The evaluator may give the envelope to the Master Clerk-in-Charge for transmission to Central Office with the show records. ***At no time should the evaluator give the evaluation form directly back to the clerk without it being in an envelope.*** In lieu of this, the clerk should provide the evaluator with a stamp on the envelope to be mailed to the Central Office Clerking Department.

The CFA Clerking School Instructor Evaluation form shall be used for the critique of CFA Clerking Schools taught by Master Clerk Instructors and trainees who desire constructive feedback on their teaching abilities. A CFA Clerking School Instructor Evaluation form is included in each clerking school student kit, and shall be completed by each student. Preferably, the students shall fill out and sign these forms at the end of class, seal the completed form in the envelope, and turn the sealed evaluations in to the clerking school instructor upon completion of the school. The instructor shall mail the sealed evaluation forms along with the school packet to Central Office Clerking Department within one week following the school. Optionally, any student may fill out and sign the evaluation form following the completion of the school, and mail it in the pre-addressed envelope directly to the Central Office Clerking Department within one week following the school. Central Office will then forward the evaluation forms to the Clerking Program Chair. The Chair will determine the general consensus of the student evaluations as the basis for rating the Master Clerk Instructor’s performance.

When completed, the CFA Clerking Evaluation form and CFA Clerking School Instructor Evaluation form are a confidential report on the individual evaluated, and shall be treated as a confidential document. The evaluator is not expected to show the completed evaluation form, nor disclose their evaluation to the clerk or instructor being evaluated. To be accepted as a satisfactory evaluation, the form must be signed by the evaluator specified in the “*Licensing and Advancement*” section above, and

receive an overall performance rating of “Good” or better. For assignments requiring evaluations by two individuals, two separate evaluation forms ***must*** be filled out and submitted.

If a Chief Ring Clerk, Master Clerk-in-Charge, or Master Clerk Instructor receives more than three evaluations that are less than “Good,” the Clerking Program Chair and the Central Office Clerking Administrator will evaluate whether or not to suspend their clerking license until remedial training has taken place. If the clerk *does* receive less than three good evaluations, the areas needing improvement will be disclosed to the clerk.

CLERKING PROGRAM SERVICE FEES

All licensed clerks wishing to remain active in the CFA Clerking Program must pay a biennial Clerking Program service fee which is used primarily to defray the operating costs of the Clerking Program. Active judges who pay their annual Judging License fee are exempt from this requirement. The Clerking Program service fee, which is set by the CFA Executive Board, is presently ten U.S. Dollars (\$10.00) per year. However, the fee of twenty U.S. Dollars (\$20.00) is collected biennially in even-numbered years (the same year that the test is administered).

The Central Office will bill all currently licensed clerks (except active judges) biennially in even-numbered years. Billing notices will be emailed or mailed after the first of the year and payment of the service fee shall be due and payable to the Central Office Clerking Department by May 1st. Fees not paid by May 1st may incur a \$5.00 late processing fee. New clerks applying for their Certified Clerk license in odd-numbered years shall pay the \$10.00 service fee when requesting the clerking examination to fulfill their requirements for licensing.

New clerks applying for their certified license in even-numbered years shall pay the biennial fee as determined by the CFA Central Office.

In odd-numbered years when the biennial clerking exam is not given, all licensed clerks will be sent a copy of the new CFA Show Rules.

RELICENSING AND EXAMINATIONS

Relicensing

Licensed clerks will be relicensed every two years in even-numbered years upon fulfillment of the following requirements:

- Payment of the annual Clerking Program service fees for both the current, and if applicable, previous years
- Passing the current clerking examination (see Section “*Relicensing and Examinations*”)

Licenses will be issued to clerks after the examination is graded and will be valid for two years until the next biennial clerking examination (i.e. July 1st of the current examination year until June 30th of the next examination year), whichever occurs first.

Requirement to Retain Activity and Eligibility for Awards

In order to be eligible for the Clerking Program awards, the clerk must show activity *within* the program. Activity is based on the clerking assignments performed with evaluations submitted to Central Office. All licensed clerks shall be required to perform the minimum number of assignments specified below during each two-year license period between July 1st of even-numbered years, and June 30th of subsequent even-numbered years, which shall be confirmed by satisfactory evaluations received by the Central Office Clerking Department.

- Regions 1 through 9: Two (2) evaluations
- Hawaii, International Division: One (1) evaluation

The required activity performances may be accomplished in any authorized capacity (i.e. a Master Clerk may fulfill this requirement by serving as a Chief Ring Clerk or Master Clerk-in-Charge, and a licensed Master Clerk Instructor may fulfill this requirement by serving as a Chief Ring Clerk, Master Clerk-in-Charge, or teaching a clerking school).

To retain their license, judges will be required to take and pass the clerking test at the Master Clerk level. Judges wishing to be considered for the Clerking Program service awards will be required to perform as a Master Clerk-in-Charge or clerking school instructor. Judges wishing to hold a clerking school must take and pass the current clerking exam.

Clerking Examinations

A new clerking examination based on the current show rules, clerking procedures and forms will be prepared and administered every two years in even-numbered years. All clerks who have paid their annual Clerking Program service fee for the current and previous years will be sent the examination, along with a copy of the new show rules. A hard copy of the clerking manual *may* also be included.

It is recommended that the clerking examination be taken online. Links and information required will be sent to the clerk upon receipt of biennial fee payment, or in April of the examination year. If the clerk does not have internet access, or chooses not to take the test online, the examination will be sent to the clerks during the month of April/May, and the completed answer sheets shall be returned to the Central Office Clerking Department with a postmark no later than June 30th of the examination year. **Tests received with a postmark after June 30th must be accompanied by a U.S. \$5.00 late processing fee.** Examination answers received by the Central Office Clerking Department postmarked after June 30th may be subjected to a delay in grading and issuing of the renewal license.

The minimum passing score for Certified Ring Clerks is 85%; for Master Clerks and Master Clerk Instructors it is 90%.

The current clerking examination will be sent to new Certified Clerk applicants when payment of the Clerking Program service fee is submitted to Central Office.

Renewal of Lapsed Licenses

Clerks who have not paid their Clerking Program service fees will be considered to be inactive and will not automatically be sent the clerking examination for renewal of their licenses. Any such clerk whose license has lapsed for four (4) years or less may be reinstated by performing the specified clerking assignments for retention, paying the delinquent Clerking Program service fees to the Central Office

Clerking Department, and taking the current clerking examination. The individual must receive the minimum passing score in order to be licensed.

Clerks whose licenses have lapsed for more than five (5) years may reinstate their license by performing the following:

- Notify the Central Office Clerking Department of your intentions
- Perform three (3) solo ring clerking assignments; evaluations to be done by the judge *and* Master Clerk-in-Charge and receive a satisfactory or better evaluation from both
- Pay delinquent Clerking Program service fees equivalent to five (5) years; once the fees have been received and processed, the individual will receive the current exam
- Complete/receive a passing grade on the current clerking examination
- Judges wishing to reestablish their clerking license must perform two (2) assignments as Master Clerk-in-Charge and receive an evaluation of “Good” or better.

In unusual and legitimate circumstances, a leave of absence exempting a clerk from the license renewal requirements may be granted by the Clerking Program Chair.

CLERKING SCHOOLS

General Information

To be accredited, CFA Clerking Schools must be officially authorized (see Section “*Authorization*” below), sponsored and taught by *approved* instructors.

CFA Clerking Schools may be sponsored by a club, a CFA Regional Director or an individual instructor. The school may be restricted to only members of the sponsoring club or region, or may be open to all interested students who wish to attend.

CFA Clerking Schools may be conducted by:

- A currently licensed Master Clerk working towards advancement to MCI
- A currently licensed Master Clerk Instructor
- An approved CFA Allbreed Judge (who has taken and passed the current clerking exam)
- A CFA Specialty Judge who is currently a licensed Master Clerk or Master Clerk Instructor

Authorization

A written request for authorization of Clerking Schools ***must*** be submitted to the Clerking Program Chair with a copy to the Central Office Clerking Department by either the sponsor or instructor ***no later than 30 (thirty) days prior to the date of the school***, along with the school registration processing fee of U.S. \$25.00. If the request is received within 15-29 days prior to the date of the school, a late fee may be incurred to approve the school. Requests received less than 15 days prior to the date of the school will not be approved. The authorization request shall include all of the following items:

- Sponsor of the school (club, regional director or instructor)
- Date of the school
- Location of the school (city and facility)
- Name of the instructor-in-charge
- Name of the assistant instructor (if any)

- Scheduled hours for the school
- Will school be restricted to members of the sponsoring club, or open to all?
- Fee to be charged to each student
- Entry person for the school
- Closing date for registration to attend the school
- Person to contact for information regarding the school

Once approved, any changes to information contained in the authorization must be immediately sent to the Clerking Program Chair and to the Central Office Clerking Department. Credit may be withheld for clerking schools taught which vary from the authorized format and arrangement.

Preparation and Conduct of the School

It is expected that authorized CFA Clerking Schools will be prepared for and conducted in a professional manner. The school should be conducted in a classroom-type setting with desks or tables for the students, and visual aid facility available. Please ensure that all students have adequate accessibility in regards to the table space and the ability to view any presentations given, without obstruction of view.

The following requirements for an authorized clerking school shall be observed:

- A minimum of three (3) students are required for the school to be accredited, unless special permission has been granted by the Clerking Program Chair for less than three (3) students
- A limit of twenty (20) students is recommended if the school is to be conducted by a single instructor, but shall not exceed a maximum of twenty-five (25) students; the class size may be increased up to forty (40) students if a qualified assistant instructor will help conduct the school
- The school shall be scheduled to present a minimum of six (6) hours of instruction, exclusive of meal breaks; students *will not* receive credit for schools in which substantially less than six (6) hours of instruction are received; it is strongly recommended that schools be scheduled for eight (8) hours of instruction if at all possible
- There is no established fee to be charged to students for the clerking school; the school fee shall be set by the sponsor; student fees may vary from no charge with the sponsor paying the costs, to a fee sufficient to cover all costs of the school, including the student kits, rental of the classroom, meal(s) and expense and/or fee of the instructor

Orders and payment for the clerking school student kits should be submitted by the clerking school sponsor or instructor to the Central Office Clerking Department no later than ***two (2) weeks prior to the date of the school***. Otherwise, an additional fee may be charged to cover expedited shipping charges. The clerking school student kit contains a copy of the present CFA Clerking Manual, the current CFA Show Rules, Preliminary Finals forms, a three-part ‘*Certificate of Attendance*’ form, a two-part Clerking Contract form, a CFA Clerking School Instructor Evaluation form, and an envelope pre-addressed to the Central Office Clerking Department.

Part I of the ‘*Certificate of Attendance*’ contained in the student kit is to be filled out by the student during the school, and then given to the instructor. The students shall be instructed to fill out and sign the evaluation form contained in their student kits following the completion of the school. (See section “*Performance Evaluations*” for further information)

Following the completion of the school, the instructor shall complete and sign each ‘*Certificate of Attendance*’ confirming the student is eligible to receive credit for attendance at a sanctioned CFA Clerking School; fill out, by typing or printing, the Clerking School Instructor’s Cover Sheet listing the students who completed the school; and forward the original (white) copy of the cover sheet, along with the original (white) copies of the *Certificates of Attendance*, to the Central Office Clerking Department within 15 days of completion of the school.

CLERKING MANUAL AND FORMS

This manual and examples in the Appendix have been developed and are available to assist clerks in performing their duties in the ring. The clerking materials and reasonable quantities of the forms can be obtained by contacting the Central Office Clerking Department in writing, including the appropriate payment for any manuals requested. Additionally, this manual may be downloaded from the CFA website in PDF format.

The following manuals and forms are currently available:

- Official CFA Clerking Manual
- CFA Show Rules
- CFA Show Standards
- CFA Clerking Evaluation form (Appendix ‘B’)
- CFA Clerking School Instructor Evaluation form
- Clerking School Certificate of Attendance (3-part form) (Appendix ‘A’)
- Clerking School Instructor’s Cover Sheet (2-part form) (Appendix ‘A’)
- Clerking Contract (2-part form) (Appendix ‘B’)
- Master Clerk’s Statement (2-part form) (Appendix ‘G’)
- Master Clerk forms and/or any specific form in this package (*forms that are normally sent to the show secretary prior to a show*) (Appendix ‘D’, ‘E’, ‘F’, ‘G’)
- Clerking School Student Kit (only available for clerking schools)

Many of these forms and publications are also available online for download and remote printing.

<https://cfa.org/clerking-program/>

CLERKING REQUIREMENTS CHART

Summary of Clerking Requirements (updated 3/31/2015)					
Clerking Categories	Prerequisites	Assignments Required *			Notes
		Regions 1-9	Hawaii/International Division		
Assistant Clerk (non-licensed)	* 15 years old * Attend certified clerking school	4 assistant ring clerk assignments under 3 different licensed Chief Ring Clerks	2 assistant ring clerk assignments under 2 different licensed Chief Ring Clerks		* Evaluations completed by Chief Ring Clerk
		Act as solo Chief Ring Clerk 6 times under 5 different judges	Act as solo Chief Ring Clerk 3 times under 2 different judges		* Evaluations completed by Ring Judge * Last 2 assignments, additional evaluations needed from Master Clerk
Certified Clerk	* 15 years old * Attend certified clerking school	Payment of clerking fees and passing exam	Payment of clerking fees and passing exam		* Biennial clerking fees and passing exam is required to maintain license
		After licensed as a Certified Clerk, you must perform 4 additional clerking assignments under 4 different judges before Assistant Master Clerking	No additional Chief Ring clerk assignments		* Biennial clerking fees and passing exam is required to maintain license
Master Clerk	* 18 years old * Currently licensed as CFA Certified Clerk	Complete 3 assignments assisting 2 different licensed Master Clerk/Master Clerk Instructors	Complete 2 assignments assisting a licensed Master Clerk/Master Clerk Instructor		* Evaluations by Master Clerk/MCI
		Complete 4 solo assignments as Master Clerk	Complete 3 solo assignments as Master Clerk		* Evaluations by Show Secretary or co-Master Clerk (if applicable). Must be different Master Clerks * No serious errors noted by Central Office
Master Clerk Instructor (MCI)	* Currently licensed as Master Clerk	Must be licensed Certified Clerk. Four (4) additional Chief Ring Clerk assignments under 3 judges, plus 2 additional Master Clerk assignments required before assisting a Clerking school MCI.	No additional Chief Ring Clerk or Master Clerk assignments		* Master clerk assignments must be error free * Evaluations must be satisfactory or better
		2 assists under 2 different MCIs conducting an authorized, approved clerking school	2 assists under 2 different MCIs conducting an authorized, approved clerking school		* Satisfactory evaluation rating by MCI
		Conduct 4 authorized, approved clerking schools solo, as Instructor-in-Charge	Conduct 4 authorized, approved clerking schools solo, as Instructor-in-Charge		* Mostly satisfactory ratings by students on Instructor Evaluation form * Biennial clerking fees and passing the exam is required to maintain license.

* Satisfactory evaluations: a rating of "Good" or better is required. Evaluations of "Fair" or "Unacceptable" will not receive credit for the performance.

SECTION II: RING CLERK

THE IMPORTANCE OF GOOD CLERKING

One of the key ingredients for a successful show is good clerks. A good clerk can enhance the performance of the judge by maintaining the schedule, avoiding distractions, and ensuring accurate mechanics. A ring clerk who delays or distracts the judge or ring can adversely affect the whole show.

Clerks must be accurate and neat, since the records of the show (white sheets marked by the judge) are certified by the Chief Ring Clerk. If there are errors in the posted and published results, these are the clerk's errors, even if the error originated elsewhere. If the clerk has certified (initialed) them, it is his/her mistake. A responsible clerk knows that his/her job is vital to the success of the ring/show and that his/her duties must be carried out in a professional manner.

The Chief Ring Clerk's location in the ring and involvement in the show make them a target for questions from spectators and exhibitors. As a CFA Clerk, one has the opportunity to perform an important goodwill job for our association and the cat fancy as a whole. If a clerk can spare a few moments to answer a question, they should try to answer, but the clerk must *know* the subject they are talking about! The Chief Ring Clerk must also be familiar with CFA Show Rules and should have a copy available for reference. The clerk must not let their clerking responsibilities suffer, interrupt the judge, or interpret/question the judge's reasons for making their selections. The clerk must know the identity of show management so that out of the ordinary questions or emergencies can quickly be referred to someone in authority.

The Chief Ring Clerk's primary responsibility is as a full-time *executive assistant to the judge*. Judges appreciate their clerk's role in running the ring, with the clerk sharing the satisfaction of contributing to a successfully run ring. As an executive assistant to the judge, the clerk is an ambassador of CFA and expected to dress in an appropriate manner, business casual suggested.

CLERKING PROGRAM

The aim of CFA's Clerking Program is to provide confident, efficient and experienced clerks for every CFA show.

Clerking Program Levels

For a complete description on the **requirements** for each level, please refer to *Section I: Clerking Guidelines & Procedures*.

RING MANAGEMENT

- The Chief Ring Clerk should be ready to start calling cats at the advertised start time of the show. This requires arriving early to sort cards, ensuring you have a steward, paper towels, etc., so that the judge can begin when the show begins. Judges should not have to wait for the clerk to arrive.
- The judge is in complete control of the judging ring, and the Chief Ring Clerk serves as the “executive assistant” to the officiating judge.
- The Chief Ring Clerk should remain in the ring and leave only for short durations, and for necessary reasons. The judge, show committee and exhibitors are entitled to a smooth running ring. This cannot occur if the Chief Ring Clerk is continually absent from the ring. The judge should not have to call their own numbers if their ring clerk cannot be found.
- The Chief Ring Clerk should function as quietly and efficiently as possible; do not create unnecessary noise (i.e. tapping pencils, pens, rattling ice cubes, etc.).
- When the judge has a ‘difficult’ cat on the table, the Chief Ring Clerk should not get up to perform any activities until the judge has successfully returned the cat to the judging ring cage.
- The Chief Ring Clerk should *never* comment on cats in the judging ring, nor repeat a judge’s comment on a cat. Do not attempt to explain the judge’s reasoning for any award unless you are acting as an official translator/interpreter for the judge performing a foreign assignment (Show Rule 9.09.d). When ring clerks are acting as translators, they should only translate as required by the officiating judge and show committee as necessary to perform their duties. Translators are not allowed to make personal comments other than what would be necessary to enhance the translation process and *must never* make comments outside the translation activity.
- The Chief Ring Clerk must NOT make suggestions to the judge as to which cats to final, or how many points a specific cat needs.
- The Chief Ring Clerk must not, nor allow others, to interrupt the judge. If there is a need to speak to the judge, make sure the judge is not actively judging a cat on the table, and the judge can be interrupted from what they are presently doing.
- Under no circumstances should the Chief Ring Clerk permit a commotion or disturbance in or near the ring that could be disruptive to the judge and/or cats in the ring.
- By virtue of location at one end of the judging table, the Chief Ring Clerk can and should assist show management in preventing spectators from wandering into the judging ring.
- The Chief Ring Clerk should bench entries of exhibitors using mobility-assisted devices in end-of-row cages when requested. If these exhibitors have multiple entries in the same color class/breed/division, the entries should be benched as close to the end as possible.
- The Chief Ring Clerk shall supervise the ring steward(s).
- The Chief Ring Clerk is required to notify all other ring clerks when the judge in their ring disqualifies any cat/kitten that bites, or behaves in a recalcitrant or threatening manner (see Show Rule 11.25).

- The Chief Ring Clerk shall mark a catalog noting the ribbons and/or rosettes placed by the judge on the cages, indicating 1st, 2nd, 3rd (or a dash if handled and not disqualified), Best/Second Best of Color class, Best/Second Best of Breed/Division, Best Champion/Premier, and all finals awards in Kittens, Championship, Premiership, Household Pet and Veteran classes.
- All absentees/transfers must be clearly marked in red.
- The Chief Ring Clerk must **NEVER**, under any circumstances, mark the catalog **BEFORE** ribbons are hung, mark the catalog using the judge's color class sheets, copy the finals from the judge's finals sheet, or recite or give the judges their top 10/15 finals (if the judge did not write it down). The **ONLY** exception would be during class judging, to identify a specific disqualification (i.e. UT, NA, IM, WC).
- The Chief Ring Clerk **MUST** thoroughly check ALL of the judge's sheets. It is not the master clerk's responsibility to check the judge's work.
- The Chief Ring Clerk is responsible for verifying titles (CH, GC, PR or GP) that the judge has entered on the top ten/fifteen finals page for the Championship and Premiership finals.

CLERKING CONTRACTS

It is highly recommended that clerks provide the club with a Clerking Contract; it is not required. However, it is an *agreement* between yourself and the club stating that you *will* be at the show to clerk for a specific judge at a specific agreed upon rate. If you are unable to clerk, it is expected that the clerk notify the club as soon as possible so that they have the opportunity to find an appropriate substitute.

CLERKING IN THE RINGS

Supplies

It is recommended that a Chief Ring Clerk have specific items available as supplies to perform their duties in the ring. Many clerks use a small case or bag to carry their clerking supplies to shows. Some clerks carry it to all the shows, just in case they are asked to clerk at the last minute.

Here is a list of some of the recommended supplies:

- Pencils, pens (blue, black and red); erasable pens/grease pencil, highlighters
- Paper clips (large and small) and binder clips (all sizes)
- Rubber bands
- Correction fluid or correction tape
- Note pads and "Sticky" notes
- Transparent tape
- Twist ties
- Current CFA Show Rules
- Clerking Evaluation form and stamped envelope addressed to Central Office*

- Extra Clerking Contracts

**NOTE: Apply a stamp to the envelope only if the judge DOES NOT plan on handing the envelope to the master clerk for insertion in the show package for Central Office.*

Other Duties

- The Chief Ring Clerk needs to know the location of ring supplies or whom to call when the ring needs them (i.e. paper towels, disinfectant, etc).
- The Chief Ring Clerk should know who the master clerk is and where the master clerk table is located in the showhall. If there is an announcer, the clerk should locate them as well.
- If a problem should occur, the Chief Ring Clerk should know who the pertinent members of the show committee are (show manager, secretary, ribbon chair, floor supervisor, hospitality).

Ring Catalog(s)

The Chief Ring Clerk should obtain the ring catalog from the appropriate show management personnel or at check-in. Check your ring, since show management will often put them in the rings first thing in the morning. The number of catalogs to be maintained is determined by CFA Show Rules.

Show Schedule

The show schedule is printed in the catalog or as a separate sheet. If used as a separate sheet, make sure the judge has a copy as well. If it is attached to the catalog, you can always pull a copy off an unused catalog (NOTE: the judge *cannot* have access to the full catalog until he/she is completely checked out by the master clerk at the end of the show). Failing that, write down on paper and present to the judge the order of the classes which the judge will judge, the number of cats in each class, and when the judge is scheduled to do the finals.

Working with Trainee/Assistant Clerks

A licensed Chief Ring Clerk may be asked to train and work with a Trainee/Assistant Clerk. This is an important part of the training program, and should be considered an opportunity to assist someone in understanding the finer points of clerking. It is important to remember that the Chief Ring Clerk retains the ultimate responsibility to check and verify the paperwork, and is still responsible to maintain a smooth-running ring.

The Chief Ring Clerk should give the Trainee/Assistant Clerk as much instruction and opportunity to run the ring as is feasible. Don't just ask the trainee/assistant to do menial chores. Some excellent potential clerks have been discouraged because of an unpleasant experience as a Trainee/Assistant Clerk.

Ribbons/Rosettes

The current CFA Show Rules determine the regulations concerning ribbons and rosettes. Permanent designations may be used for some awards.

Ribbons

Ribbons should be arranged in an orderly fashion, readily available to the judge. Sometimes the judge will reset the ribbons as to their liking, but it is a nice gesture to have them setup prior to the judge arriving. Throughout the show, the Chief Ring Clerk should ensure that sufficient ribbons are available for the judge. This is particularly necessary for the champion/premier ribbon designation, especially if only fabric ribbons are being used for all awards.

As judging of a specific breed/division nears completion, the Chief Ring Clerk should verify if additional breed/division awards are to be given. Special ribbons (usually provided by a breed club) should not be overlooked. These ribbons are permitted only when they parallel CFA awards, so it is easiest to put them with their CFA counterparts.

If permanent ribbons are being used, care should be taken to prevent exhibitors from removing them from the ring. A supply of traditional fabric ribbons should be available for those exhibitors entitled to them.

Rosettes

The Chief Ring Clerk should review the location and display of rosettes prior to the first final. This will determine ahead of time if any rosettes are missing so that it can be brought to show management's attention. Depending on the number of entries in the show, determine whether the judge will be doing top 10 or top 15 finals (see current CFA Show Rules).

Some clubs display the rosettes in some order. If this has not been done, the clerk can arrange them by:

- Longhair/Shorthair specialty
- Classification (Championship finals, Premiership finals, Kitten finals, HHP finals, Veterans)
- Schedule order

In preparation for presenting the finals, the show ring and the judge's table should be as clutter free as possible. An attractive ring will not distract from the cats being presented in the top final.

For the finals, the judge may prefer that the rosettes be arranged in a specific order. If the judge gives no special instructions, the Chief Ring Clerk should arrange the awards in a logical order, explaining same to the judge. Remember while arranging that "10th Best Cat" is the first award and "Best Cat" is the last. (Championship/Premiership CH/PR awards are normally awarded prior to the "10th Best Cat"). However, some judges may present their entire final out of order – an occurrence over which the ring clerk has no control. The judge will know to look for the appropriate rosette his/herself. If the rosettes have hooks on them, make sure the hooks are open to allow easy hanging by the judge.

Breed Specialty Awards/Trophies

The clerk should determine if specialty awards or trophies are to be awarded during class judging, and/or at the end of judging.

If the club (or ring sponsor) has "special awards" such as "Best Birman," this award should be handed to the judge for presentation when the Birmans are to be awarded their class ribbons. Try to avoid calling the owner to the ring after the judging if it is forgotten.

For the finals, see the previous section (*Clerking in the Ring/Rosettes*) for specific arrangement in respect to rosettes.

Cage Card Numbers

Cage cards should be put in numerical order at the start of the show (if not already done). Normally cards are provided in pink and blue to denote “male” and “female” cats. This helps the clerk when placing numbers on the cages and also helps the spectator to distinguish the difference between male and female cats. **Do not** put two males next to each other or in two adjoining corner cages in Championship, Premiership, HHP or Veteran classes! Should the clerk accidentally bench two males side by side, the blue cards should catch his/her attention so that the cards can be moved prior to the cats arriving in the ring. (See Show Rule 11.11)

If the ring cards are not pink and blue (or colored), the clerk should mark in pencil or otherwise designate the sex of the cat on the cage cards. You do not have to mark every card – choose either to mark “male” cards or “female” cards (NOTE: kitten cards *do not* need to be marked, but as a courtesy to the judge, exhibitors, and spectators, it has become common practice). You can easily mark all the “male” cards with a paper clip or post-it note/flag, as it will not mark up the cage cards for future use. You also have the option of carrying your own supply of cage cards.

It is recommended that absentee cards be removed as they come up in the deck and be placed in a separate stack.

The clerk may wish to group cards together by class (Championship, Premiership, Kitten, HHP, Veterans, Provisional, Miscellaneous), and/or by longhairs and shorthairs, by placing a rubber band around each group of cards.

After the cages have been cleaned, the clerk should collect the cage cards and put them back in numerical order. By keeping the numbers in order, it will be much simpler to pull the numbers for finals.

Stewards

Stewards should be given specific instructions on how and when to clean the cages. Be sure that if show management has not provided these instructions or the steward is new that the stewards are provided this information. Special requests that the judge has that may involve the stewards should also be given. The clerk should make sure that the steward is aware to keep out of the judge’s and exhibitors’ way, especially when the judge is handling cats. Most importantly, the clerk should establish a system so both the clerk and steward knows when a cage has been cleaned. An example is to have the steward remove all ribbons and the card, and to close the door once it has been cleaned.

Transfer and Absentee List/Sunday Transfer List

The clerk will be provided a copy of the “*Transfer and Absentee List*” (Appendix ‘E’) prior to the start of the show to be used to mark transfers and absentees into your catalog. The judge can use this sheet to mark their absentees or may request the clerk to read the list to them. If the judge does not want to immediately mark their catalog, the clerk can give them the absentees and transfers for the first group of cats to be judged.

Example: The judge starts with Shorthair Championship (the cat numbers are 120 through 185). The clerk should give the judge only the changes to that block of numbers.

As time becomes available, the clerk and the judge can catch up with the other transfers and absentees. It is imperative that all transfers from one color class or competitive category to another be completed *first*. Clerks should verify that any competitive class transfer has the appropriate sex, age, color class number, color class description, and title to ensure that the judge is able to evaluate the transferred cat against the correct competition during class judging. Absentees are indicated in the catalog by a single letter “A” in red ink. Transfers are also written in red ink.

The clerk may be provided a list on Sunday morning called “*Sunday Transfer List*” (Appendix “E”). These are cats transferred to Champion/Premier and to Grand Champion/Grand Premier. This list is compiled by the master clerk at the end of judging on Saturday. Exhibitors **must** give this information to the master clerk by end of judging on Saturday; they are **not** permitted to give it to the rings themselves or to the master clerk on Sunday morning of a two-day show. When there are two shows on one weekend (a 6 x 6), a new “*Transfer and Absentee List*” for the second show will be provided by the entry clerk after check-in on Sunday.

NOTE: if clerking for a different judge on the second day of a two-day show, be sure to retain the Transfer and Absentee List for use on the second day; do not give it to the first judge.

Calling and Dismissing Cats

Prior to calling the cats to the ring, the ring clerk should ask the judge their preferences:

- Does the judge want cats rotated continually in the ring, keeping cages full at all times, or half the ring at a time?
- Does the judge want to be aware of any classes with a large number of males? Find out if the judge wants to dismiss specific cats (males) to bring up the rest of the class, or should the clerk do this?

There will be a P.A. system for announcing numbers. Locate where the microphone is. Most clerks call their own numbers. In some show halls or larger shows, there could be a main announcing area where clerks call their numbers in via phone or walkie-talkie. Please be courteous to fellow ring clerks when calling numbers, being careful not to talk over them. Announcements should be kept short and clear and pertain **only** to the cats needed in the ring (i.e., no nonessential comments, etc.).

In large classes, the clerk should do their best to keep all champions together and/or grands together. Do not separate breeds that have several cats; wait until you have cage space available to bring up the entire class. Never split classes unless absolutely necessary or explicitly instructed to do so by the judge. For example: if there are four Cornish Rex, do not put two on one end of the cages and the other two on the other end. The judge will be walking back and forth from one side of the ring to another to compare cats. Please be considerate of the judge always being on their feet.

It is not always necessary to start at the beginning of the row. Perhaps by starting in the middle of the cages, the clerk would be able to place the first number of a different group in the first opening, and continue with the class after the original cats are dismissed. See diagram below (squares denote cages):

28	29	30	31	32	33	22	23	24	25	26	27
----	----	----	----	----	----	----	----	----	----	----	----

*Cats 22 through 27 are the first set of cats, and 28 through 33 are the second set.
Once 22 through 27 have been dismissed, the clerk can continue with the rest of the second set.*

The clerk must start the numbers numerically. When looking at the ring, numbers should be left to right, **NOT** right to left.

When the judge is ready, the ring clerk puts up the cage cards for the first class. It is helpful to have the cage doors unlatched.

Except for kittens, the clerk must **NEVER** put males in adjoining cages, or across the corner of a “U”, “C”, or “L” shaped ring (see Show Rule 11.11)

When calling cats to the ring, it is good practice to use the breed/division and category of the cats in addition to their numbers. Clerks should have cage doors unlatched for cats which have been called.

When calling cats to a final, the required numbers should be announced in numerical order. If the judge’s list is not in numerical order, or if the cards have been rearranged in order to place females between consecutive males, as a courtesy to the exhibitors you should take a brief moment and jot the numbers down in numerical order prior to getting on the microphone to announce them.

Cats are normally dismissed from the ring after the judge has completed the hanging of the breed ribbons. On occasion, the judge may verbally dismiss some or all of the cats. Dismissing the cats usually consists of turning the numbers down on the top of the cages. Ask the judge at the start of the day if he/she prefers to dismiss the cats, or should the clerk take care of that.

NOTE: *No one shall remove the cat’s number or award(s) from the judging cage until the entry has been removed from the cage (Show Rule 11.14). The numbers and awards left on the cage are removed as the cage is being cleaned, or after it has been cleaned by the steward.*

Marking the Catalog

The ring clerk should write the judge’s name and ring number on the cover of the judge’s catalog in the top corner. The clerk’s name, telephone number and email should be written on the cover as well.

Transfers

Transfer markings (in red) should be as simple and clear as possible.

Opens

The *Open* title for a cat is **ONLY listed in the exhibitor and master clerk catalogs**. The judge’s sheets have these cats listed as *Champions* or *Premiers*. If you are clerking a 6x6 show, please remember that if a cat competing as an *Open* receives its CH/PR requirements on Saturday, then on Sunday it should compete as a *Champion* or *Premier*. This way, it is not re-qualifying. It is the exhibitor’s responsibility to inform the master clerk if their cat is to compete as a *Champion* or *Premier* on Sunday.

Each entry in the catalog will have its status listed below its number in the catalog. A cat’s status may be changed by placing a single line through the status and marking the correct status below in red.

Class Definition	Abbreviation	Description
Champion	CH	Cats that have completed the CFA Championship requirements. Includes Bronze, Silver, and Gold tiered Champions
Grand	GRC/GC	Cats having completed Grand Championship requirements
Premier	PR	Altered cats that have completed the CFA Premiership requirements. Includes Bronze, Silver, and Gold tiered Premiers
Grand	GRP/GP	Altered cats having completed Grand Premiership requirements
Novice	NOV	Altered or unaltered unregistered cats 8 months or older whose color is CFA registerable

Example: Copper-Eyed White Persian female transferred from Champion to Grand Champion

CLASS 0103 - Copper-Eyed White (Solid Color Persian) Female

ANGEL'S BUBBLE YUM

0103-1705071 5-31-10 0/11

GC Angel's It's All About Me

CH Angel's Lotsolove

B/O: Merryl John (4)

74
~~CH~~ $\frac{1}{B}$ $\frac{1}{B}$ $\frac{1}{B}$ $\frac{1}{B}$ $\frac{1}{B}$ $\frac{1}{B}$
 GC \leftarrow Red Ink

Here is an example of a transfer from one competitive category to another. A Brown Classic Tabby Maine Coon male #73 is transferred from a Champion in Championship to a Premier in Premiership:

CLASS 1744 - Brown Tabby (Maine Coon) Male
 (Brown Classic Tabby)

WILLA DAWES BLAZE OF MAYDAY

1744-1790971 7-21-10 0/9

CH Passion O'Boy of Willa Dawes

Willa Dawe's MVP

B: Sandy Miller

O: Carol & Ron Windstar (7)

73 $\overbrace{\frac{1}{B} \frac{1}{B} \frac{2}{2B} \frac{1}{B} \frac{1}{B} \frac{2}{2B}}$
 CH TR TO CL 1744P

CLASS 1744P - Brown Tabby (Maine Coon) Neuter
 (Brown Classic Tabby)

MAYNCOON'S BENTLEY MULSANNE

1744-1708071 7-11-10 0/9

GC Mayncoon's Bugaboo

Alley-Oop's Good Molly

B/O: Evelyn Main (1)

168 $\frac{1}{B}$ $\frac{1}{B}$ $\frac{2}{2B}$ $\frac{1}{B}$ $\frac{1}{B}$ $\frac{2}{2B}$
 PR $\frac{1}{B}$ $\frac{1}{B}$ $\frac{2}{2B}$ $\frac{1}{B}$ $\frac{1}{B}$ $\frac{2}{2B}$

Red Ink $\left\{ \begin{array}{l} TR \text{ from} \\ CL 1744 \end{array} \right.$ 73 $\frac{2}{2B}$ $\frac{2}{2B}$ $\frac{1}{B}$ $\frac{2}{2B}$ $\frac{2}{2B}$ $\frac{1}{B}$
 PR $\frac{2}{2B}$ $\frac{2}{2B}$ $\frac{1}{B}$ $\frac{2}{2B}$ $\frac{2}{2B}$ $\frac{1}{B}$

Below is an example of a Saturday transfer (Sunday morning) from a Champion to a Grand Champion. *This type of transfer would ONLY be written in the master clerk's catalog.* Brown Classic Tabby Maine Coon male #68 is to be transferred from a Champion to a Grand Champion:

CLASS 1744 - Brown Tabby (Maine Coon) Male

(Brown Classic Tabby)

MAYNCOON'S BENTLEY MULSANNE

1744-1708071 7-11-10 0/9

GC Mayncoon's Bugaboo

Alley-Oop's Good Molly

B/O: Evlyn Main (1)

68 $\frac{1}{B}$ $\frac{GC}{B}$ $\frac{1}{B}$ $\frac{GC}{B}$ $\frac{1}{B}$ $\frac{GC}{B}$
 CH

Red Ink } $\frac{68}{GC}$ $\frac{CH}{B}$ $\frac{1}{B}$ $\frac{CH}{B}$ $\frac{1}{B}$ $\frac{CH}{B}$ $\frac{1}{B}$

Where appropriate, if the competitive category or color class headings are not present, the ring clerk should insert those abbreviations to avoid undue crowding. Transfers between tiers of Champion or Premier are not relevant to the judging ring and are not required to be marked in the catalog.

Transfers from One Color Class to Another


















Transfers from one color class to another are handled similarly to the example above for competitive category, using the appropriate headings.

Classes are not necessarily listed in numerical order. For example:

- If a cat is transferred from Cream Persian (CL 0114) to Shaded Cameo Persian (CL 0162), the cat will move from the Solid Division to the Smoke and Shaded Division. The transferred cat (CL 0162) will be entered in the Smoke and Shaded Division. The Tabby Division, which follows the Smoke and Shaded Division, contains Class numbers smaller than CL 0162, Shaded Cameo.
- It is recommended to include the catalog page number of the cat involved in the transfer. The ring clerk must be sure to place the transferred cat in its proper division and identify the new color class number.

Class Awards

The following are the prescribed catalog markings for the respective class ribbons:

<p>First Place  Blue</p> <p>Second Place  Red</p> <p>Third Place  Yellow</p> <p>Veteran Merit Award  Silver/Gray</p> <p>Household Pet Merit Award  W/R</p>	<p>Best of Color Class  Black</p> <p>2nd Best of Color Class  White</p> <p>Best of Breed/Division  Brown</p> <p>2nd Best of Breed/Division  Orange</p> <p>Best Champion/Premier of Breed/Division  Purple</p>	<p>Ribbons</p> <p>First Place  Blue</p> <p>Second Place  Red</p> <p>Third Place  Yellow</p> <p>Veteran or Household Pet Merit Award  Silver/Gray  W/R</p>	<p>Mark above the line</p> <p>1 I</p> <p>2</p> <p>3</p> <p>M</p>	<p>Ribbons</p> <p>Best of Color Class  Black</p> <p>2nd Best of Color Class  White</p>	<p>Mark below the line</p> <p>B</p> <p>2B</p>	<p>Examples</p> <p>$\frac{1}{B}$ $\frac{2}{2B}$ $\frac{3}{3}$ $\frac{1}{2B}$ $\frac{M}{M}$</p>
---	--	---	---	--	--	--

Other Markings

These catalog markings are all marked **above** the line:

Catalog Marking	Description
XXX	Judge's breeding / not eligible in ring
DISQ	Disqualification
NA	No Award – all wins withheld
WC	Wrong Color – no award presented

Example: XXX 3 2 1 ---
 2B B

If wins are withheld, the catalog must show the reason stated by the judge, written as:

Catalog Marking	Description
IM	Insufficient Merit
Cond	Condition
UT	Undescended Testicle(s)
BITE	Cat has bitten judge

Examples: 1 DISQ NA NA WC DISQ
 2B UT IM Cond BITE

As the Judge hangs ribbons on each cage, the clerk will mark the catalog to record each of the wins. The catalog **must be marked strictly in accordance with the awards as hung on the cage!** This procedure provides a check between what may be the judge's intentions (as marked in the judge's book) and the clerk's observation of the awards *actually* hung on the cage.

When a cat is judged but receives less than third place in a class, the Chief Ring Clerk shall clearly mark in the judge's copy of the catalog, a dash (–) in the area where an award would have been placed. This indicates the cat was handled and judged, but received less than third in its class (Show Rule 12.02).

Cats in Miscellaneous Class should also have a dash (–) mark in the catalog to indicate that these cats were handled by the judge, as these cats do not receive any awards.

UNDER NO CIRCUMSTANCES SHALL THE CLERK MARK AWARDS BEFORE THEY ARE HUNG BY THE JUDGE, OR MARK AWARDS IN THE CATALOG USING THE OFFICIAL WHITE JUDGE'S SHEETS!!

Judge's Book Sheets

The judge will give the clerk the official copy (white sheet) of each completed sheet from their book. This sheet should have all absentees, transfers and wins properly marked. The sheets should be checked against the clerk's catalog. The clerks *should not let these sheets accumulate* and once checked, should take **no more than 3** to the master clerk at a time.

It is extremely important to check the judge's book sheets very carefully. Discrepancies between the judge's book and the clerk's catalog should be discovered quickly and any errors corrected as soon as practical. In the case of a difference between what the clerk has seen on the cage and what the judge has written, It is NOT up to the clerk to determine if the judge's hanging or the judge's sheet is correct; the clerk MUST ask the judge to clarify which award indication properly reflects his or her decision.

The clerk must **NEVER MARK** anything on the judge's sheets but their initials. Any error corrections or omissions, no matter how trivial, **MUST** be corrected and initialed by the judge. When the clerk has verified that what he/she recorded matches the judge's sheets, the clerk shall initial the sheet at the bottom. The clerk should also verify that the judge has signed each of their sheets as well.

Upon completion of the above steps, the judge's sheets are given to the master clerk who will check and post these sheets. The awards as posted may *only* be changed if a mechanical error is discovered at the show. This error may **ONLY** be corrected by the judge. The judge's written confirmation (signed initials) of the correction **MUST** be included with the show records sent to Central Office. The only other method of changing the awards (judge's white sheets, breed/division summary sheets) after they have already been posted by the master clerk, is by action of the CFA Board. Cats that were absent and are present *after* the posting are *not* eligible for the breed awards in that specific ring and this *cannot* be changed by the judge, clerk or master clerk (Show Rules 12.01 and 12.15).

Breed/Division Awards

The judge will award Best and Second Best of Breed or Division, along with Best Champion/Best Premier of Breed or Division. The judge normally marks his/her breed and/or division awards at the completion of each breed/division on their judge's sheets, and correspondingly on their finals sheets. It is important that the clerk check the prior awards given to these cats to be certain they are eligible for the breed/division awards (see "*Show Mechanics*" below). The clerk shall record these wins on the breed sheets in the catalog.

If a judge defers hanging breed/division awards for a later time, the color class sheets – showing only those awards that were given – must be checked for accuracy, initialed by the Chief Ring Clerk and promptly forwarded to the master clerk (Show Rule 12.11.c).

Finals Awards

The ring clerk must **NEVER** mark his/her catalog finals page from ANY list the judge may have prepared! As the judge is making their award announcements in the finals and hangs the rosettes, the ring clerk checks what the judge says against what is marked on the rosette/ribbon, and *then* marks the catalog finals sheet accordingly. When the finals are completed, the judge will give the clerk all copies of their breed and finals sheets to check for accuracy. The ring clerk must immediately check the breed and finals sheets for errors, resolve any differences, initial the sheets and forward them to the master clerk for verification/certification and master clerk signature.

End of Show

The judge **may not** leave the show hall until the master clerk has signed their finals sheets. The Chief Ring Clerk should ensure that this requirement is completed. After the master clerk has completed the paperwork, the Chief Ring Clerk shall ensure the judge has all their sheets, and provide a fully marked catalog to the judge for his/her ring at the close of the show (Show Rule 12.08).

The Chief Ring Clerk should provide the judge (or appropriate evaluator) with a CFA Clerking Evaluation form and an envelope. (**NOTE:** reference requirements for clerking evaluation forms, based on level in Clerking Program). Apply a stamp to the envelope only if the judge **does not** plan on hand-delivering the envelope to the master clerk. The judge **should NOT** hand the evaluation form back to the clerk!

Prior to leaving the ring, the clerk must ensure that the cage cards are in numerical order for the next show.

Clerking fees are paid in accordance with the current CFA Show Rules or agreement with the club.

SHOW MECHANICS

A ring clerk must have a thorough knowledge of show mechanics in order to check the awards made by a judge. One purpose of the ring clerk is to ensure that all wins awarded by the judge are correctly marked on the judge's sheets which are sent to Central Office as the official CFA record. Ring clerks should quietly call to the judge's attention any situation where it appears that an award has been omitted, or given to an ineligible cat.

The ring clerk must always check the judge's *planned* awards prior to the finals by checking the judge's breed/division sheets before pulling and posting their final numbers. Many judges use their breed/division sheets as a basis for determining their final, and an error or omission on the breed/division sheet can easily lead to either an error in the final or the judge missing a cat they wanted to call back.

When fully understood, there are three basic points that make show mechanics relatively simple:

- **Know precisely what the awards are.** The awards in CFA are always listed in the current edition of the CFA Show Rules.
- **Know what the awards mean.** The awards in a CFA show mean exactly what they say.
- **Know which cats are eligible for which awards.** This is somewhat complicated by a large number of entries, and by the overlapping of some of the categories in competition.

Examples of award meanings:

- Best Cat is better than all the other cats in the show, in that category.
- Second Best Cat is better than all other cats in the show, in that category, **EXCEPT** for Best Cat.
- Best Solid Color Persian Champion is better than all the other Solid Color Persian Champions, but not necessarily better than all the other Persian Champions in the show.

Three things should be thoroughly understood:

- The clerk must know what awards each cat is competing for when it first enters the show ring; or the clerk must know which cats are in competition for each award before the show starts.
- The clerk must understand that a cat cannot receive an award if it was defeated at that show by another cat competing for the same award.
- Understand that all "Opens" are listed as "Champions" or "Premiers" in the judges' books, and are treated as "Champions" or "Premiers" for all awards.

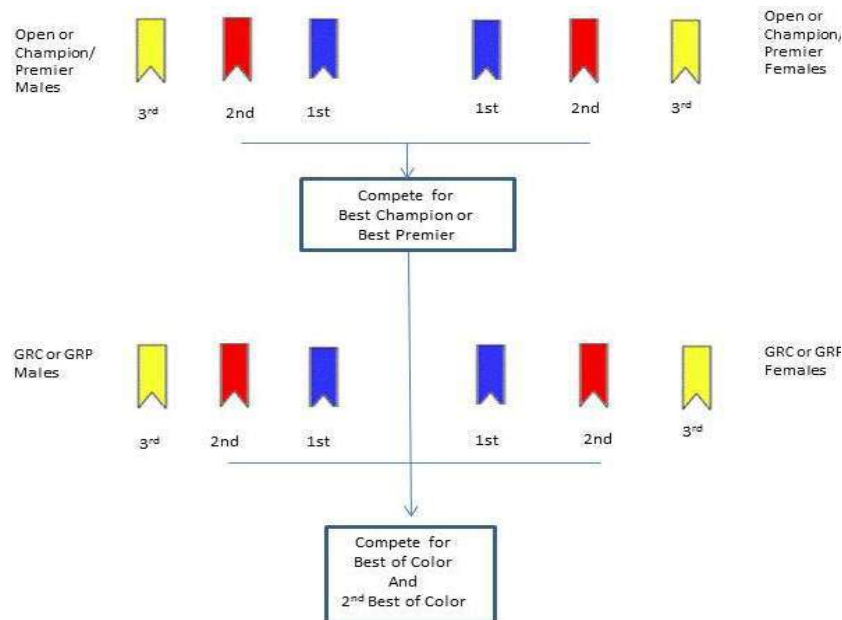
Color Class and Breed/Division Mechanics

Each cat entered in Championship or Premiership competition fits into its proper place in the following categories.

Within a judging category, each cat fits into its proper place in the following sub-categories:

1	Sex	Male or Female (HHPs only have this subcategory)
2	Class	Novice, Champion, Grand Champion (Championship) Novice, Premier, Grand Premier (Premiership)
3	Color	Copper-Eyed White, Black, Blue, Red, etc.
4	Division	Solid, Tabby, Parti-Color, etc. as in Persians; or Longhair, Shorthair in some breeds; etc.
5	Breed	British Shorthair, European Burmese, Exotic, etc.
6	Longhair/Shorthair	

Competition and awards start among small groups of ‘like’ entrants and progress upward in pyramid fashion toward the final award of ‘Best Cat’. In each color class, the following judging and award sequence would be typical:



When two or more color classes are in competition within breed/division:

- The ‘Best of Color’ winners compete for ‘Best of Breed/Division’.
- All other ‘Best of Color’ winners and ‘Second Best of Color’ cats of the same color as ‘Best of Breed/Division’ compete for ‘Second Best of Breed/Division’.

In breeds/divisions with only one color in competition, Best and Second Best of Color are also Best and Second Best of Breed/Division.

Best Champion/Premier of each Breed/Division is also selected from among the undefeated Opens/Champions/Premiers of each color class in that breed/division. Several limiting criteria from earlier elimination become apparent for this selection:

- If the 'Best of Breed/Division' is an Open/Champion, it must also be Best Champion.
- If the 'Best of Breed/Division' is not an Open/Champion, but 'Second Best of Breed/Division' IS an Open/Champion, then the Second Best of Breed/Division cat is the Best Champion.
- If neither Best nor Second Best of Breed/Division is an Open/Champion, then the Best Champion of the Breed/Division must be ONE of the following:
 - A Second Best of Color with the Best of Color won by other than an Open/Champion.
 - A first place winner with the Best and Second Best of Color won by other than an Open/Champion.
 - A Best of Color in a color class other than that of Best or Second Best of Breed/Division.

NOTE: Judges do NOT see which cats are OPENS – these cats are all listed and judged as Champions or Premiers. The clerk/exhibitor/master clerk books are the **only** documents listing them as Opens.

Finals Awards

The top finals placements in the show (per ring) are selected by the judge:

- BEST CAT must be Best of Breed/Division.
- SECOND BEST CAT can only have been defeated by BEST CAT.
- THIRD BEST CAT can only have been defeated by BEST and SECOND BEST CATS, etc.

It is theoretically possible for 4th and 5th Best cats to have won no other ribbons or rosettes if the top three cats were the Blue (1st), Red (2nd), and Yellow (3rd) ribbon winners of the same sex or same color class.

Best Champions

From all the Best Champions of Breed/Division, a judge chooses the Best Longhair and Best Shorthair Champions. The Second Best Longhair and Second Best Shorthair Champions are selected from among the remaining Best Champions and the Champions directly defeated by the Best Champion already chosen. The same goes for Third Best Champions (Longhair and Shorthair).

In an Allbreed ring, Best, Second and Third Best Allbreed Champions are determined from the Best, Second and Third Best Longhair and Shorthair Champions already selected.

Best Premiers

From all the Best Premiers of Breed/Division, a judge chooses the Best Longhair and Best Shorthair Premiers. The Second Best Longhair and Second Best Shorthair Premiers are selected from among the remaining Best Premiers and the Premiers directly defeated by the Best Premier already chosen.

In an Allbreed ring, Best and Second Best Allbreed Premiers are determined from the Best and Second Best Longhair and Shorthair Premiers already selected.

A ring clerk who understands the mechanics of Championship and Premiership will have no problem with the mechanics of Kitten competition. The same basic principles apply, and the work is simplified by the reduced number of awards.

Top awards presented are listed in the current version of the Show Rules. As of this printing, Show Rules 11.30 and 11.32 indicate the following

- In Premiership finals, top 10 is awarded. If the total entry in Premiership equals or exceeds 60 per Allbreed or Specialty ring, top 15 in Premiership are awarded. Premier awards are limited to Best and Second Best Allbreed Premier; Best and Second Best Longhair Premier; and Best and Second Best Shorthair Premier.
- In Kitten finals, top 10 is awarded. If the total entry of kittens equals or exceeds 100 per Allbreed or Specialty ring, top 15 Kittens are awarded.
- In Championship finals, top 10 is awarded. If the total entry in Championship equals or exceeds 115 per Allbreed or Specialty ring, top 15 in Championship are awarded. Champion awards are limited to Best, Second and Third Best Allbreed Champion; Best, Second and Third Best Longhair Champion; and Best, Second and Third Best Shorthair Champion. In breed/division specialty finals, there are no Third Best Champion awards (see Show Rule 11.29.b).
- In Household Pet finals, top 10 is awarded. If the total entry in Household Pets equals or exceeds 45, Top 15 Household Pets are awarded.

SECTION III: MASTER CLERK

INTRODUCTION

This section was designed to be a guide for both new and experienced clerks to perform as a Master Clerk-in-Charge within the guidelines of the CFA Clerking Program, CFA Show Rules, and Central Office requirements.

Objectives

The Master Clerk's duty is to consolidate all of the judge's awards into ONE marked catalog, which can be either NCR, abbreviated printed catalog or an original printed exhibitors' catalog. The Master Clerk's marked catalog is sent to CFA Central Office, along with the judges' final pages to score the show for national/regional points, grand points, and qualifying rings for Opens and Champions/Premiers.

The Master Clerk's responsibility, in addition to consolidating the show awards, is to ensure the accuracy of the show records. The Master Clerk is the person who should catch and notify clerks of any errors overlooked. The importance of accuracy with both the marked catalog and judges' sheets cannot be stressed enough.

The Master Clerk-in-Charge at a show will be asked questions which pertain to CFA Show Rules, and must be fully prepared and familiar with the current show rules in order to assist show management when questions arise.

Advancement Requirements

For a complete description on the **requirements** for each level, please refer to *Section I: Clerking Guidelines & Procedures*.

(Please see spreadsheet on Page 12 for requirements)

SUPPLIES FOR MASTER CLERKING

(Note: this list is NOT exhaustive)

- Black or blue ball point pens
- Red ball point pens
- Highlighter pens
- Whiteout/correction tape
- Stapler/staples/staple remover
- Rubber bands
- Paper clips/binder clips

- Scratchpad
- “Sticky” notes
- Scotch tape
- Current CFA Show Rules and CFA Show Standards
- Laminated cardboard/heavy plastic (for working with NCR paper)
- Ring binders/rings (for NCR paper) (optional)
- Folders/trays/clips to hold judges’ sheets
- Checklists
- Clerk Evaluation forms (usually provided in show package)
- Envelope for Championship/Premiership Claim and Household Pet Application forms (Appendix ‘C’)

GENERAL RULES/GUIDELINES

- Be neat and organized.
- **NEVER, EVER** under any circumstances should you leave the show hall before judging is finished and all judges are completely signed out.
- **Always** take your catalog, entry forms, and paperwork with you when you leave on Saturday evening of a two-day show. **NEVER** leave them in a show hall. This paperwork consists of “official documents” and is the Master Clerk’s responsibility (Show Rule 12.16). Once the show package has been officially compiled, it is to be delivered to the show secretary to be sent to Central Office.
- Always make sure that all of the required pages are included in the show package.
- Be polite to the public and your fellow exhibitors; you are an official representative of CFA.
- Make yourself familiar with ALL of CFA Show Rules regarding Master Clerks, specifically Show Rule 12.15.
- Never argue with an exhibitor, but do make them aware of the show rule or procedure if it is in violation of the rule. The enforcement of show rules is primarily the purview of the show manager and show committee. The Master Clerk’s role is advisory and informative in nature.

SPECIAL SCORING

The Master Clerk should ask if any special scoring will be requested, as sometimes Master Clerks will be asked to score the highest scoring cat from one or all divisions. Some breed clubs have specific rules for scoring, so understand HOW the club wants this to be scored. (NOTE: Master Clerks are not required to score, but may be asked)

START OF THE SHOW

Arrival

The Master Clerk should be familiar with the show hall as to ring locations, rest rooms, etc. since Master Clerks somehow become the information station. If the Master Clerk does not know the show manager, show secretary and show treasurer, find out since Master Clerks are frequently asked who/where these show officials are, and they will be needed at the end of the show. Make sure you arrive

in plenty of time to get set up and started once the show begins. If you are also exhibiting your own cats, make sure they are set up and will not distract you from your duties.

Work Area/Preliminary Paperwork

The Master Clerk should set up the work area and supplies well before the start of the show, making sure all the necessary forms required to begin master clerking (normally sent to the show secretary) are there. The Master Clerk will also need the Official Entry forms, which can be obtained from the entry clerk. Once received, store them in a safe place as these are also considered official documents. The Master Clerk may need to refer to them and possibly send some (normally as attachments to Catalog Correction forms) to Central Office (Show Rule 12.13). Correction forms should be in a visible place on the master clerk table, as exhibitors will begin to ask for them prior to the show starting.

The Master Clerk's name, address, telephone number, email address and current clerking status should be on the first page of the official CFA catalog and/or Show Information Sheet (Appendix 'D') (Show Rule 12.12). If using an NCR catalog to post to, the 'official' exhibitors' show catalog (without marking it) must also be sent to Central Office with the show package. The club should provide three copies of the catalog in addition to the 'official' catalog that will be marked. Mark the top page of each of the three catalogs with the following: 1) Central Office copy; 2) Club copy; and 3) Master Clerk copy.

Throughout the show exhibitors may want to look at various judges' sheets, and per Show Rule 12.15, they are permitted to view that information. The better organized the Master Clerk is by having things well marked and easily accessible to all (with the exception of the entry forms), fewer questions will be asked with fewer interruptions, enabling the Master Clerk to concentrate on paperwork.

Go through the master clerk sheets, making sure there are enough forms to post the show results. On occasion, a form may be missing. A Master Clerk can request a master clerk package from Central Office to keep on hand in case some or all of the forms are missing.

Required Forms

The Master Clerk should have these forms – and number of copies of specific forms – for posting:

- Show Information Sheet
- Unofficial Show Count
- Master Clerk's Statement (bill)
- Sunday Transfer Sheet
- Finals sheets (1 for Kittens, 1 for Championship, 1 for Premiership, 1 for Household Pets)
- Preliminary Finals forms (to be handed out to clerks)
- Clerks Cats (CCATS) forms (on which to list each clerk's name and their cat's number)
- Show Entry Surcharge Fee envelope for Central Office (check to be given to Master Clerk by show treasurer)

Many Master Clerks have their own method for organizing paperwork. By sitting with other Master Clerks, the *new* Master Clerk will learn what works best for them. Also, remember to ask others

who master clerk, as well as observe other individuals who are master clerking. You would be surprised how many good ideas people have come up with over the years to make their job easier.

Prior to the show starting, fill out the “Show Information Sheet,” and the top sections of the other official show forms (Unofficial Show Count; breed summary sheets; finals sheets). Hand out the appropriate number of “Preliminary Finals forms” to all the clerks. If possible, fill out the Clerks Cats form for all the clerks, which lists the clerk’s name and cat numbers.

Posted Sheets

Once the show starts, the Master Clerk needs a way to keep track of the judges’ posted sheets. Judges’ posted color class sheets can be sorted and stacked in disposable litter pans, file folder boxes, folders, or clipped together with binder clips. Mark each section as to which ring is which. The Master Clerk should make sure the clerks know how the sheets should be put in. Most clerks put the sheets face up, and after the Master Clerk checks them, the sheets are either placed face down, paper/binder clipped, or put in the ring’s associated folder (if used). This way it will be easier to keep track as sheets are posted, identify missing pages, and keep them in order when closing out the show.

As the ring clerks begin to set up and judges come in, the Master Clerk should go to each ring and introduce him/herself. This is a good time to hand them their Preliminary Finals forms and to complete the Show Information Sheet with each clerk’s name. Find out if these clerks will be clerking for that judge or ring both days (specifically if it is a 2 day show, or 6x6/ 10 ring, etc.). Otherwise, the Master Clerk will need to go back on Sunday to get the name of the Sunday clerk for completing the form (unless show management provides that name in advance). At this time, the Master Clerk can ask each judge what time their flights are and jot them down, so at check-out time all of their paper- work can be ready for them to leave the show hall (Show Rules 12.18 and 21.04).

The Master Clerk should always keep a copy of the current CFA Show Rules and CFA Breed Standards available at his/her work area, as a Master Clerk is often looked to for answers in connection with show rules.

MASTER CLERK ERRORS

One of the main functions of the Master Clerk-in-Charge at a show is to detect and resolve ring errors and discrepancies at the show *before* the show records reach Central Office. Failure of the Master Clerk to catch errors and omissions in the judging and final awards sheets from the judging rings is an abrogation of this principal function.

The most common and serious errors made by Master Clerks-in-Charge are:

- Failure to catch a mechanical error or omission made in the judging ring and mistakes in recording. This requires Central Office to contact a judge to determine how the awards in their ring were made and/or to re-score the show.
- Failure to verify that the correct entry numbers are recorded on the judge’s final sheet, matching the preliminary final forms checked for mechanical accuracy.
- Failure to mark the catalog to identify a Sunday transfer correctly.

- Failure to make an authorized correction submitted by an exhibitor in the official show catalog, which would deny the subject kitten/cat from receiving its wins for the show.
- An error of more than three (3) in any one category of the announced or posted “Unofficial Count” for the show. Providing the exhibitors with counts of kittens/cats present and competing that are in error by more than three, frequently leads the exhibitors to false conclusions regarding their show scores. (*NOTE: even though the count is ‘unofficial’, it is important to be accurate with this count!*)
- The primary role of the master clerk is to accurately consolidate the paperwork from each ring into the scoring package. When a discrepancy or mechanical error is detected, it is the master clerk’s responsibility to INFORM the judge and Chief Ring Clerk of the discrepancy or error, and request the appropriate corrective action. Even if the nature of the discrepancy is trivial, or if the required corrective action is obvious based on mechanics, the Master Clerk is NOT permitted to presume or assume the judge’s intent beyond the explicit written indication of the cats and awards AS WRITTEN.

UNDER NO CIRCUMSTANCES IS A MASTER CLERK PERMITTED TO INTENTIONALLY RECORD ANY RESULT WHICH IS CONTRADICTED BY THE JUDGE’S SIGNED SUBMISSION OF AWARDS.

This frequently is overlooked when a cat which has been judged in several rings as one particular color class/description is transferred to a different color class/description (with the owner’s permission) in a subsequent ring. In cases such as these, it is IMPERATIVE that the master catalog correctly indicate that the cat was judged differently in the different rings.

Refer to example on next page.

Example: Cat 73 is judged as a Classic in Rings 1 and 2. When the Master Clerk receives the color class sheet from Ring 4, she notices that the cat has had the color class description changed from Classic to Mackerel. The owner submits a catalog correction form indicating the color description change.

It is NOT acceptable to cross out the color description and score the cat on a single line because this would misstate how the judges in Rings 1 and 2 judged the cat:

CLASS 1744 - Brown Tabby (Maine Coon) Male
 (Brown ~~Classic~~ Tabby) *mackerel*
WILLA DAWES BLAZE OF MAYDAY
 1744-1790971 7-21-10 0/9
 CH Passion O'Boy of Willa Dawes
 Willa Dawe's MVP
 B: Sandy Miller
 O: Carol & Ron Windstar (7)

73 1 1 1
 CH B B B

INCORRECT

Instead, the cat should be transferred to the new color description as follows

CLASS 1744 - Brown Tabby (Maine Coon) Male
 (Brown Classic Tabby)
WILLA DAWES BLAZE OF MAYDAY
 1744-1790971 7-21-10 0/9
 CH Passion O'Boy of Willa Dawes
 Willa Dawe's MVP
 B: Sandy Miller
 O: Carol & Ron Windstar (7)

Brown Mackerel Tabby

73 1 1 Tr to Mac
 CH B B

Tr to Classic

73 1
 B

CORRECT

Note that rings 3, 5 and 6 are NOT yet marked, as the Master Clerk cannot presume how the cat will have been judged (classic or mackerel) until he receives the judge's color class sheet from those rings.

Master clerking assignments in which a serious error or oversight occurs will *not* be credited for advancement or retention, regardless of the rating received on the evaluation submitted by the show secretary. Central Office will notify the Clerking Program Chair of all serious errors and oversights by Master Clerks-in-Charge discovered during processing the show records. The Clerking Program Chair or Central Office will write to the Master Clerk-in-Charge advising them of the error/oversight. If a Master Clerk-in-Charge has more than three serious errors in a row, the Clerking Program Chair and the Central Office Clerking Administrator will evaluate whether or not to suspend their clerking license until appropriate remedial training has taken place.

6x6 Show Transfer Oversights

An announcement should be made late Saturday and/or early Sunday in the case of the 6x6 show format (two separate shows). Exhibitors of cats that compete as an OPEN on Saturday AND receive their six qualifying rings on that Saturday should be reminded to notify Sunday check-in if their cats are NOW

Champions/Premiers. If a cat receives its qualifying rings on Saturday and is not transferred to Champion/Premier on Sunday, this cat will be counted as obtaining the OPEN requirements TWICE. No changes will be needed for the judge's books. Making the announcement will make it easier for the exhibitors, as well as Central Office scoring to give the cats appropriate credit.

POSTING PROCEDURES

Judges Sheet/Checking/Posting

The majority of the computer generated judges' books will have two numbers printed in the upper right hand corner of each sheet. Normally the one in parentheses is the ring number and the other is the page number. Also, instead of a ring number, it could be the judge's initials. In either case, the upper right hand corner is where the Master Clerk puts their initials as they post each white copy of the judges' color class sheets (Show Rules 12.01 and 12.15). By putting initials in this area, they are easily distinguished from the ring clerk and/or assistant ring clerk, who initial in the lower middle area of the sheets.

When posting sheets, check to make sure the signatures of both the judge and the clerk are there. If the signatures are missing, check the rest of the sheet over and see if anything else is missing or incorrect, thus saving time and footsteps. The sheet can then be taken back to the ring clerk for correction.

One of the biggest differences between marking the catalog as a Master Clerk vs. a ring clerk is that the Master Clerk does NOT make corrections such as absentees and transfers, color class changes, etc. until these changes are actually posted on the judges' color class sheets. **Do not circle** entry numbers that have been marked absent at check-in by the show secretary, as these entries may come in late or the next day. Mark **ONLY** the necessary transfers and corrections.

As the judges' color class sheets come in, the Master Clerk posts the ribbons that were hung **as they are marked on the judges' color class sheets** along with any changes that have recorded, such as class transfers along with CH/GC/PR/GP transfers. The Master Clerk needs to be careful, making sure that he/she is marking the same ring for the same judge on each page. It is easy to get confused, especially if the Master Clerk gets distracted. If the Master Clerk should make a mistake, he/she should use some type of correction liquid/tape to correct the area on ALL the copies of the NCR paper. As the Master Clerk is posting, he/she should think about the mechanics of what is recorded: make sure each record is correct, as each judge may hang his/her awards differently. Was this cat judged as a Grand Champion in each ring? If not, the Master Clerk must find out why, because it may just have been judged as a Champion in one ring. If so, the Master Clerk can advise the owner to ask the judge to re-open the class, if in fact the Master Clerk ***has not signed and posted the judge's sheet(s)***. However, the judge has the right to refuse and if that does happen, the Master Clerk must make a note that in that judge's ring, the cat was judged as a Champion. Central Office prefers that the Master Clerk make these changes in **red**, to be more easily noticed. Not all NCR catalogs carry all the same information that is in the regular exhibitors' catalog. Per Show Rule 12.13.b, the Master Clerk should make corrections **only** to the master clerk catalog, and submit ALL Catalog Correction forms along with the Entry Forms for each, with the exception of catalog corrections for kitten registration numbers, in the Central Office show package.

Best of Breed/Division – Judge Does Not Hang

Per Show Rule 12.01, a judge does not have to hang his/her Best of Breed/Division nor write it down on their color class sheet. HOWEVER, the judge does have to write it down on the Breed/Division sheets. If the Master Clerk is copying down a final to one of the consolidated finals sheets and has a question about the mechanics of that final (regarding cats whose breed/division ribbons were not hung until the final) then the Master Clerk should ask that specific ring clerk how the judge hung those breed/division awards. It is good to flag the Breed/Division sheet when those numbers are missing (use sticky note or something similar). Then the Master Clerk can go back and easily fill that in when the judge's Breed/Division sheets have been handed in.

Missing a Post to a Ring

While posting sheets, the Master Clerk may notice that a group of cats have not been posted in a ring. Look at the judging schedule to see if those cats have been judged in that ring yet. If they have, then look at the posted sheets for another ring where those cats have already been posted. Find the page number and check the other posted sheets to make sure the missing sheets are not in the wrong group. If this proves to be of no avail, then the Master Clerk should go to the ring and see if the ring clerk may have misplaced them, or the judge may still have them in his/her book.

The Master Clerk's catalog should be fully marked – no lines left blank. All awards for each entry should be recorded. The marked catalog should also have the Best of Breed/Division, 2nd Best of Breed/Division and Best Champion of Breed/Division recorded below each breed/division. Most software programs will have the lines printed just for these awards. These breed/division awards should always be written on those lines – **DO NOT LEAVE THEM BLANK**. If the entry clerking program has NOT printed them out, the Master Clerk should put those lines in for consistency.

Reviewing Marked Catalog

Before completing the marked catalog, the Master Clerk should review it for anything that might not be correctly marked. Be sure to check the transfer and absentee list to ensure that all color/color class corrections were accurately recorded. Quite often an exhibitor will not fill out a catalog correction form because he/she reported the color/color class change when checking in. The judge should have marked any changes on the color class sheets and the Master Clerk should have already marked it. This should be a double check to make sure that the change was recorded and the correct color/color class is in the marked catalog.

Two Color Classes/Same Day or Show

A situation may occur when a cat is judged in a different color class, in different rings, that same day. The Master Clerk must make a notation as to how that cat was judged in each ring. Show Rule 6.11 states that if a cat changes color (including tabby pattern) and/or color classes after Champion, Grand Champion, Premier or Grand Premier status has been achieved, it must be shown in the Open Class. The Master Clerk may want to speak to the exhibitor and find out if he/she is aware of this. By talking directly to the exhibitor, the Master Clerk can possibly lessen the confusion with a new exhibitor.

Transfers from One Color Class to Another

The Master Clerk needs to be sure to identify any color changes and/or transfers from the judge's pages for **each** ring. When transferring a cat to a new color class, the Master Clerk **does not need to rewrite** the cat's name and registration number. This information is already printed for that cat and does not

need to be duplicated. If transferring a cat to a color class that currently has no entries, the Master Clerk should make sure to record the new color class number **AND** color when marking the catalog. If a cat is transferred to or within a color class that has more than one eligible color, record the new color and/or tabby pattern. When a color class is corrected, without transferring a cat, both the corrected color class number **AND** color for that class should be recorded. If space is not available in the catalog where a new color class must be added, the color class information and entry number with the color can be written at the bottom of the page. The Master Clerk should not draw arrows or brackets to this area on the bottom of the page. If the information is written neatly it should easily be identified.

Unofficial Count

As time permits, after each cat has been judged in two rings, the Master Clerk should do an unofficial count and make it available. If this is not possible, an unofficial count needs to be available at the end of the day on Saturday or early Sunday morning. **DO NOT** write it down on the CFA form yet. Some Master Clerks like to carry along photo copies of the “Unofficial Count” sheet (Appendix ‘D’) and write the count in pencil. Some will put the small sticky notes over the original version, and **LIGHTLY** put the numbers in. That way, the Master Clerk only has to pull off the sticky notes when it is ready to be posted. The Master Clerk should keep track on Sunday of any new cats that have shown up, as the count will change. One more final count should be performed on Sunday. This count will also include any “Sunday Transfers”. The count can be posted at the master clerk table, and/or announced as the final “unofficial” count. Since the absentees and corrections are marked in red, it is easier to identify them when performing the count. Make sure the Unofficial Count is in view for the exhibitors so they do not ask for the count while you are performing other duties. Even though this is an **UNOFFICIAL** count, the Master Clerk needs to take the time to do an accurate count, especially for CH’s and PR’s. Some exhibitors rely heavily on this count to determine if their cat will grand at the show. If the CH/PR count is higher in error by 1 or 2 in an 8 ring show, it could mean an inflated point count of 8 to 16 grand points. Again, **ACCURACY** is **EXTREMELY** important.

Reminder: Novices and AOVs are **NOT** included as part of Unofficial Count.

Note: The unofficial count is determined differently for shows held in China (excluding the special administrative areas of Hong Kong and Macau). See Show Rules 11.23, 11.24, 28.02 and Article XXXVI, Show Points, Official Show Count, Item 3 for complete details.

Sunday Transfers

It is very important to identify how these cats competed on both days. This should be written as two lines: one for Saturday and one for Sunday. If a cat competes on Saturday as an OC/CH and transfers to GC on Sunday, do not just cross out the OC/CH and write GC: a separate line is needed. If the OC/CH is crossed out, this would indicate that the cat did not compete as a CH but only as a GC, and it would not be included for the total CH count. This posting procedure is meant for Central Office to quickly identify CH’s for the official CH count without spending unnecessary time to determine how a cat was shown.

CATALOG CORRECTION FORMS

Show Rule 12.13.a states that the Master Clerk is authorized to make corrections in ink in the official marked catalog, to correct information if printed in error. The original entry form **MUST** be

attached to the correction form for any correction that has been marked in the catalog, with the exception of adding a registration number for a kitten. In addition, correction forms that the Master Clerk is unable to mark (if the official catalog is an abbreviated official catalog) should also be submitted for review by Central Office.

The Show Rules indicate that the Master Clerk is not required to accept correction forms less than four hours prior to the posted close of the show (Show Rule 10.23.d). The Master Clerk should use his/her judgment on this. It is a good rule of thumb to announce a reminder for exhibitors to check their catalog for any necessary corrections, and to be sure to fill out a Catalog Correction form with the Master Clerk before 'X' time (normally by 1pm the last day of the show). By doing so, the exhibitor has been forewarned.

Corrections should be made in red ink (Show Rule 12.13.b) in the master clerk catalog. If using an NCR/official catalog, the Master Clerk should mark corrections only in that copy. For example, if the correction is for kitten registration numbers, check the catalog to add a registration number along with the correction (if the registration number is not already printed in the catalog). Once the corrections have been entered in the catalog, the Master Clerk should initial the correction forms, separate them and put the pink copies in a place where exhibitors can pick them up. Correction forms are NOT required for transfers between tiers (Bronze/Silver/Gold) of Champion or Premier; these tiered titles accrue automatically when they have met the appropriate point minimum. See Show Rule 27.06

Occasionally an exhibitor may submit a catalog correction that is really a substitution of an entry, not a correction. An exhibitor that enters a wrong cat in error and wants to show another cat is **not** permitted to do so per Show Rule 35.02: "*A cat or kitten being exhibited must match the entry form which was submitted for entry to the show*". The Master Clerk should advise the exhibitor of this show rule and make them aware that there is a good chance that any awards achieved at the show will be voided by Central Office. With any correction, never argue with an exhibitor, but advise them of the current show rule.

As a rule of thumb, the most important corrections, the ones that Central Office is most interested in, are those that affect scoring, region or owner changes, correct spelling of the entry, addition of registration numbers for kittens, color description corrections (including tabby pattern) and/or corrections to the registration number.

FINALS

As each of the rings complete their finals and bring their Preliminary Finals forms to the Master Clerk, he/she should check for mechanical accuracy as soon as possible in order to correct any possible errors. By checking the mechanics before posting to the finals sheets, the Master Clerk can save time by not having to make corrections on the NCR copies. If the Master Clerk keeps the finals listed in the same order as they are posted to the catalog, it will be easier to go back should there be any questions asked. Keeping these finals sheets up to date will also minimize disruptions from exhibitors looking for those finals. Some Master Clerks like to keep the small Preliminary Finals forms they receive from the ring clerks (after the finals have been posted from them) clipped together and available for the exhibitors, instead of making the judges' finals sheets available. The Master Clerk can use whatever procedure he/she is most comfortable with. Remember, the Master Clerk is responsible for keeping all of the judges' finals sheets together and in order to be sent to Central Office. **DO NOT** misplace or lose them.

CLOSING OUT THE SHOW

Organization, accuracy and experience are very important for the Master Clerk at this time of the show. One of the first things the Master Clerk should do is to check through the master clerk catalog and make sure there is a posting for each cat in each ring. Next, make sure that all the judges' color class sheets for each ring are there and in numerical order by page number. This can also be done as each judge finishes, if time allows.

Closing Out Each Judge's Ring

Each judge must be checked out before he/she can leave the show hall (Show Rules 12.18 and 21.04), which means the judges' Finals Awards sheets must be checked for accuracy, signed by the Master Clerk and the judge's copy returned to the judge. The Master Clerk **MUST** take the time to ensure that the judge's top ten finals sheet has all the correct cats marked on this page. They should have already checked all finals for mechanical accuracy from the preliminary finals sheets from each judge.

Central Office scores directly from the judge's Finals Awards sheet, and the finals sheet must have the correct entry numbers recorded. Too often this step is overlooked and if the judge's finals sheet does not match, this will cause errors in the scoring of the show. This is one of the most important functions of the Master Clerk – **ACCURACY** of the finals sheets submitted to Central Office for scoring.

Remember to go back and fill in the breed/division wins that were not hung during the class in the official marked catalog. These are easy to spot if you have flagged them earlier.

With the judges checked out, sheets all in and accounted for, it is time to start separating and sorting the sheets and getting the packages ready for Central Office, the club and the Master Clerk. The Master Clerk can use the attached checklists to organize this until establishing their own system.

The club name and date should be written on top of the absentee and transfer list and Sunday transfer sheet. If both things got dropped/shuffled, no one would know which list went with what club, both in Central Office and for the master clerk records that are maintained.

COMPLETING THE SHOW PACKAGE

Under **NO** circumstances should the Master Clerk finish up the show package and pass it on to the club the next day. This work **MUST** be completed and turned over to the club before leaving the show hall.

Three sections should be set aside: paperwork for Central Office; paperwork for the club; and paperwork for the Master Clerk. Remember that all top sheets (white sheets) go to Central Office. The second sheet (normally yellow) goes to the club's files. The final sheet is the Master Clerk's copy.

Separate the consolidated breed/division sheets (Kitten-Championship-Premiership). Put the white copy of the judges' breed/division sheets (Appendix 'H') for each ring (six pages) in ring order in the Central Office stack, and the yellow copy in the club stack. **DO NOT STAPLE TOGETHER!** The bottom copy is for the Master Clerk.

Next, separate the consolidated Premiership, Championship, and Kitten Finals sheets (Appendix 'G'). Put the white copy of the judges' Finals Awards sheets for each ring (one page for Allbreed

and/or two pages for Specialty) in ring order in the Central Office stack, and the yellow copy in the club stack. **DO NOT STAPLE TOGETHER!**

The Master Clerk *can* staple each of the judges' color class sheets together and place them in a stack in ring order for Central Office. **NOTE – staple together** the color class sheets only: do **NOT** staple the finals sheets! **DO NOT STAPLE ANY OTHER SHEETS TOGETHER!**

The entry clerk should have provided an exhibitor list, complete with names and addresses. If not, verify the data file was already sent to Central Office (check with the entry clerk).

The absentee and transfer list and the top copy of the Sunday transfer list goes in the Central Office stack, and the other copies of the Sunday transfer sheet go in the club and Master Clerk's stack. Double check to make sure the club name and date is written on the lists before they are separated.

Central Office would prefer that the Master Clerk put all the correction slips stapled to the entry forms in numerical order. The yellow copy of the correction slips should be stapled together in the club stack.

Now the Master Clerk can separate the NCR catalog and put the original copy in the stack for Central Office, the second copy in the stack for the club, and the final copy in the Master Clerk stack. **NOTE:** these sheets can be separated ahead of time if all class judging has been completed, and set aside for final assembly of packages.

A copy of the official exhibitors' show catalog (previously labeled) should be in each stack.

The Unofficial Count sheet should be separated: the original white copy is for Central Office, the yellow copy is for the club, and the pink copy is for the Master Clerk. The top sheet will be the Show Information Sheet – using the same color designations as previously noted.

The Master Clerk should check one last time to make sure that everything is in its proper stack, using the checklists.

Locate the show secretary and turn everything over to the club. **NEVER** leave the show records on a table at the end of the show and think the club will find it. If the show secretary is not available, find the show manager and give the package to him/her.

If the show includes a judge or judges working through the Judging Program, the Master Clerk will be asked to complete their portion of the Judging Evaluation(s). This should be completed, signed and returned to the show secretary with the rest of the package.

HELPFUL HINTS

- The Master Clerk should have someone help show his/her cat(s) the first few times while performing their first assignments. This allows the Master Clerk to concentrate, be more focused, and have fewer distractions.

- Press hard enough to go through all copies of the NCR paper. A piece of Plexiglas or laminated cardboard is best to use beneath NCR paper, as writing on a piece of cardboard will make an indentation in the cardboard and will be hard to write on.
- Double check that **ALL** catalog corrections submitted are marked in the official catalog. A common error for all Master Clerks is to neglect to add a kitten registration number that has been submitted.
- The Master Clerk can make a checklist as he/she thinks of the things they need to check on or take a second look at near the end of the show.
- If there is a question on how to mark the master clerk catalog, there is nothing wrong with consulting with another Master Clerk in the show hall. They will be happy to help you.
- In marking the catalog, do not make any unnecessary marking or highlighting, circling entry numbers, etc. Central Office prefers a minimum amount of writing in the catalog. Never use lines and/or arrows to mark the catalog.
- The Master Clerk should keep all the Judges' Breed/Division sheets and Judges' Finals Awards sheets that are left over. Very often the clubs do not check the box sent by Central Office prior to the show, or the show secretary did not remember to bring the box to the show, leaving the Master Clerk short on sheets. Many Master Clerks take a small package of extra forms as part of their supplies. E-mail Central Office and request extra Master Clerk forms/final pages to keep on hand.
- Sometimes unforeseen circumstances occur, such as the electricity goes out or a judge gets in late, which might cause the Master Clerk to fall behind on his/her duties. The Master Clerk should not be afraid to ask for help in separating the NCR sheets. There is always someone around that might help. However, if this is one of the last solo assignments for advancement, ask someone to take down your cage instead!

CENTRAL OFFICE CHECKLIST

	Show Information Sheet (white copy)
	Unofficial Count (white copy)
	Original copy of NCR/officially marked catalog
	Exhibitors' show catalog (unmarked – Master Clerk's name, address, phone number, signature, clerking status on front cover)
	All Judges' Finals Awards sheets (white copy for each ring)
	All Judges' Breed/Division sheets (white copy for each ring; placed in front of stack of each ring's corresponding sheets)
	Catalog Correction forms; white copy with entry form attached (if applicable)
	Absentee and Transfer List
	Sunday Transfer List; white copy (if applicable)
	Exhibitor list including names and complete addresses (unless data has already been sent electronically to Central Office)
	Judges' Color Class sheets; white copy (stapled together for each ring)
	Consolidated Kitten Finals sheet, white copy
	Consolidated Championship Finals sheet, white copy
	Consolidated Premiership Finals sheet, white copy
	Check from club for Show Entry Surcharge fee, in appropriately marked envelope
	CH/PR Confirmations and Household Pet Applications with fees attached, in appropriately marked envelope
	TRN (Temporary Registration Number) forms (if applicable) with fees attached, and pedigrees attached (if applicable)
	If there is an addendum, ensure the fee of \$50 per entry is enclosed, as well as a letter of explanation for the addendum from the show committee
	Clerking Evaluations (if any)
	Miscellaneous/Provisional Reports (if applicable)
	Veterans Class information (if applicable)
	YFEP forms and materials (if applicable)
	Feline Agility paperwork (envelope provided by Agility Ringmaster, if applicable)

CLUB COPY CHECKLIST

	Show Information sheet (yellow copy)
	Unofficial Count (yellow copy)
	2nd copy of NCR/officially marked catalog
	Exhibitors' show catalog (unmarked)
	All Judges' Finals Awards sheets (yellow copy for each ring)
	All Judges' Breed/Division sheets (yellow copy for each ring)
	Catalog Correction forms, yellow copy
	Absentee and Transfer List, copy
	Sunday Transfer List, copy (if applicable)
	Exhibitor list including names and complete addresses
	Consolidated Kitten Finals sheet, yellow copy
	Consolidated Championship Finals sheet, yellow copy
	Consolidated Premiership Finals sheet, yellow copy
	Entry forms (remainder that were not included with Catalog Correction forms)

MASTER CLERK COPY CHECKLIST

	Show Information sheet (pink copy)
	Unofficial Count (pink copy)
	3rd copy of NCR/officially marked catalog
	Absentee and Transfer List, copy
	Sunday Transfer List, copy (if applicable)
	Exhibitor list including names and complete addresses
	Consolidated Kitten Finals sheet, pink copy
	Consolidated Championship Finals sheet, pink copy
	Consolidated Premiership Finals sheet, pink copy
	Consolidated Breed/Division Awards sheet (optional)
	Master Clerking fee (with yellow copy of receipt for records)

Appendix "A"



The Cat Fanciers' Association, Inc.
CLERKING SCHOOL
CERTIFICATE OF ATTENDANCE

PART 1 – To be completed by Student (please print)

Date of School: _____ Location: _____
 Student's Name: _____ First Name _____ Last Name _____
 Address: _____

Do you have any previous clerking experience? Yes No

Why are you attending this school?

I want to become a licensed clerk in CFA's clerking program.
 I do not want to become a licensed clerk, but:
 I wanted to learn more about show mechanics, rules, etc.
 I am attending with a friend.
 Other (please explain): _____

I am serving as an Assistant to the licensed Master Clerk Instructor who is in charge of this school.

PART 2 – To be completed by Instructor (please print)


I certify that the above individual attended the subject clerking school.
 Comments regarding Student: _____

Comments regarding Assistant Instructor, if applicable: _____

Signature of Instructor _____

Notes to Instructor:
 A) Please comment on your student in Part 2.
 B) Please review the performance of your Assistant, if you had an Assistant, in Part 2.
 C) Forward completed certificates with typed or printed cover sheet listing students who attended to CFA Central Office,
 Attn: Clerking Department, PO Box 1005, Manasquan NJ 08736-0805.

Copy Distribution: WHITE – CFA, CANARY – Instructor, PINK – Attendee. #2/1-950



The Cat Fanciers' Association, Inc.
CLERKING SCHOOL
INSTRUCTOR'S COVER SHEET

This form is to be completed by the clerking school instructor and forwarded to CFA Central Office accompanying the completed Clerking School Certificates of Attendance.


Date of School: _____ Location: _____
 Instructor's Name: _____ First Name _____ Last Name _____

SCHOOL ATTENDEES
Please PRINT OR TYPE names of students attending school.
 Correct Spelling of names is important to insure proper credit is given.

Signature of Instructor _____

Copy Distribution: WHITE – CFA, CANARY – Instructor. #1/1-950

Appendix "B"



The Cat Fanciers' Association, Inc.® CLERKING CONTRACT

This agreement is entered into between _____ (Name of Clerk), who is licensed as a CFA _____ (Assistant/Certified/Master/Instructor) Clerk for the 20 _____ 20 _____ show year, and the _____ (Name of Club) _____ (City and State) _____ which will hold a CFA Show at _____ (City and State) _____ ON _____

The Clerk agrees to act as _____ Assistant/Club Ring/Master _____ clerk and the club agrees to employ the clerk in that capacity.

The club agrees to pay the clerking fee that has been mutually agreed upon and noted below. The club also agrees to provide lunch and/or refreshments during the judging day(s), as well as any special assistance required or conditions mutually agreed upon as noted below.

The clerk agrees to be at his/her assigned post prior to the scheduled start of judging, to remain at that station during the entire show, to make arrangements for the judging of his/her class, if necessary, if the clerk must leave the ring, or in an extended period of time, the clerk must notify the judge or show management before doing so. The clerk also agrees to remain in the ring until the judge has completed all necessary paperwork and has turned over to show management all records, thus signifying the official close of that show ring.

The agreed fee is \$ _____

Remarks or special conditions: _____

This contract is binding and may not be cancelled except by mutual agreement; illness or extreme emergency on the part of the clerk, who shall immediately notify the show management; or the club cancels the show, in which case the show management shall immediately notify the clerk.


Signature of Clerk _____ Date _____ Signature of Show Management _____ Date _____

Clerk's Street Address _____ Print Name of Show Management Representative _____

City _____ State _____ Zip _____ Show Management Representative's Capacity (i.e. show manager, show secretary, etc.) _____

Email _____ Phone # _____ Email _____ Phone # _____

CFOI R 1616



CFA CLERKING EVALUATION CONFIDENTIAL

NOTE TO EVALUATORS/CLERKS: UNDER NO CIRCUMSTANCES IS THE CLERK TO RECEIVE THE EVALUATION DIRECTLY FROM THE EVALUATOR FOR THEIR OWN ASSESSMENT!
The clerk must provide an envelope. The evaluator may hand carry the evaluation in a sealed envelope to the Master Clerk, or if they choose to mail this form, the clerk must provide a stamped envelope addressed to:

The Cat Fanciers' Association, Inc.®
Clerking Department
260 East Main Street, Alliance, OH 44601

This section is to be completed by CLERK. PLEASE PRINT LEGIBLY. No credit will be given for incomplete evaluations.

NAME (Last, First, Middle Initial) _____

ADDRESS (Number, Street, City, State, Country, Zip/Postal Code) _____

NAME OF SPONSORING CLUB _____ SHOW OR SCHOOL DATE _____ RING TYPE IF RING CLERK _____

CURRENT LICENSE: Not Licensed Certified Clerk Master Clerk Master Clerk Instructor

PERFORMED AS: Chief Ring Clerk Assistant Master Clerk Master Clerk Assistant Master Clerk Instructor

The following section is to be completed by the EVALUATOR. No credit will be given for incomplete evaluations.

Clerk performed as:

Assistant Ring Clerk (Trainee) _____ Chief Ring Clerk _____ Required Evaluator: _____

Chief Ring Clerk (first two) _____ Judge _____ Master Clerk-in-Charge and Judge _____

Assistant Master Clerk _____ Master Clerk-in-Charge _____

Master Clerk-in-Charge _____ Show Secretary _____

Clerking School Assistant Instructor _____ Clerking School Instructor _____

EVALUATION RATING: Very Good Good Fair Unacceptable

1. Was the clerk available and consistently at his/her station? Yes No
2. Did the clerk have a good understanding of show mechanics? Yes No
3. Did the clerk have good ring or master clerk management skills? Yes No
4. Did the clerk interact well with Judges, stewards, exhibitors, spectators? Yes No
5. Would you request and work with this clerk again? Yes No
6. Was the catalog marked accurately? Yes No
7. Was the catalog marked neatly? Yes No

The following questions are for the Master Clerk-in-Charge for the final two assignments on non-licensed clerks.

8. Were Judge's pages delivered to Master Clerk in a timely manner? Yes No
9. Did the clerk catch mistakes prior to bringing pages to Master Clerk for posting? Yes No


Comments (use back if necessary): _____

EVALUATOR: Judge Master Clerk-in-Charge Chief Ring Clerk Show Secretary Master Clerk Instructor

Printed Name: _____ Signature: _____

#2-10-16

Appendix "C"



THE CAT FANCIERS' ASSOCIATION, INC.®

COMPANION CAT (HOUSEHOLD PET) APPLICATION®

YOUR CAT IS NOT REGISTERED UNTIL THIS APPLICATION IS FILED WITH CFA.

SECTION A – CAT'S NAME – Limited to 35 spaces.

NAME

PRINT ONE LETTER PER BOX – SKIP A BOX BETWEEN WORDS - PUNCTUATION IN ITS OWN BOX.

SECTION B

DATE OF BIRTH:

ISSUE DATE: _____


UNKNOWN: Estimate Age: _____

SECTION C – OWNER'S NAME(S) [First, Last – No Mr./Mrs.] – Limit 30 Spaces.

STREET		
CITY	STATE/PROVINCE	ZIP/POSTAL CODE
PHONE NUMBER		

PROVIDE EMAIL ADDRESS & receive notice when your cat's recording.

PLEASE PRINT CLEARLY



The Cat Fanciers' Association, Inc.®

World's Largest Registry of Pedigreed Cats

Official Championship/Premiership Claim Form®

300/08-150

Requests for Championship or Premiership confirmation should be submitted on the official CFA Claim Form or facsimile thereof, and must be mailed to the CFA office before the opening day of the next show in which the cat is entered. Six (6) qualifying rings (winners ribbons) earned competing as the same color and/or pattern, are required for the title of Champion or Premier. Complete the form below and send appropriate fees to CFA Central Office, 260 East Main Street, Alliance, Ohio 44601. Fees are within 45 days of qualifying \$15.00, after 45 days, \$25.00.

Registration #: _____ Cat's Name: _____ Championship Premiership
(please check one)

Name of Owner: _____

Address: _____
Street City State Zip

Show Date	Name of Show & Location	Judge

Claim your championship/preiership online at <http://secure.cfa.org>
 User registration and log-in required.

Appendix "D"


The Cat Fanciers' Association, Inc.

UNOFFICIAL COUNT

Master Clerk _____ Show _____ Date _____

LONGHAIR KITTENS	
SHORTHAIK KITTENS	
TOTAL KITTENS	
LONGHAIR CHAMPIONSHIP CATS	
SHORTHAIK CHAMPIONSHIP CATS	
TOTAL CHAMPIONSHIP CATS	
LONGHAIR CHAMPIONS/OPENS	
SHORTHAIK CHAMPIONS/OPENS	
TOTAL CHAMPIONS/OPENS	
LONGHAIR PREMIERSHIP CATS	
SHORTHAIK PREMIERSHIP CATS	
TOTAL PREMIERSHIP CATS	
LONGHAIR PREMIERS/OPENS	
SHORTHAIK PREMIERS/OPENS	
TOTAL PREMIERS/OPENS	
HOUSEHOLD PET	
VETERANS	

0113
Copy Distribution: WHITE-CFA Central Office; CANARY-Club; PINK-Master Clerk



CPMC-1 4/86

SHOW INFORMATION SHEET

This form is to be completed by the show secretary and given to the master clerk prior to start of the show.

(1) Date of Show: _____

(2) Sponsoring Club: _____

(3) Location: _____

(4) Show Manager: _____

(5) Show Secretary: _____

Address: _____

Phone: _____

(6) Ring No. _____ Judge _____

Clerk _____

(7) Master Clerk: _____

Address: _____

Phone: _____

Signature: _____ (Master Clerk Signature)


(8) Copy Distribution:
WHITE-CFA Central Office
CANARY-Club
PINK-Master Clerk

2008 EDITION #311

Appendix "E"

TRANSFER AND ABSENTEE SHEET

TRANSFER TO:		101	151	201
1	51	101	151	201
2	52	102	152	202
3	53	103	153	203
4	54	104	154	204
5	55	105	155	205
6	56	106	156	206
7	57	107	157	207
8	58	108	158	208
9	59	109	159	209
10	60	110	160	210
11	61	111	161	211
12	62	112	162	212
13	63	113	163	213
14	64	114	164	214
15	65	115	165	215
16	66	116	166	216
17	67	117	167	217
18	68	118	168	218
19	69	119	169	219
20	70	120	170	220
21	71	121	171	221
22	72	122	172	222
23	73	123	173	223
24	74	124	174	224
25	75	125	175	225
26	76	126	176	226
27	77	127	177	227
28	78	128	178	228
29	79	129	179	229
30	80	130	180	230
31	81	131	181	231
32	82	132	182	232
33	83	133	183	233
34	84	134	184	234
35	85	135	185	235
36	86	136	186	236
37	87	137	187	237
38	88	138	188	238
39	89	139	189	239
40	90	140	190	240
41	91	141	191	241
42	92	142	192	242
43	93	143	193	243
44	94	144	194	244
45	95	145	195	245
46	96	146	196	246
47	97	147	197	247
48	98	148	198	248
49	99	149	199	249
50	100	150	200	250



SUNDAY TRANSFER SHEET

This sheet is to be used for transferring Opens to Champion or Premier and Champions or Premiers to Grand Champion or Grand as provided in Show Rule #18.18.1.


	Cat's Entry #	Transfer To CH., PR., GC., GP	
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____
20	_____	_____	_____
21	_____	_____	_____
22	_____	_____	_____
23	_____	_____	_____
24	_____	_____	_____
25	_____	_____	_____
26	_____	_____	_____
27	_____	_____	_____
28	_____	_____	_____
29	_____	_____	_____
30	_____	_____	_____
31	_____	_____	_____
32	_____	_____	_____
33	_____	_____	_____
34	_____	_____	_____
35	_____	_____	_____
36	_____	_____	_____
37	_____	_____	_____
38	_____	_____	_____
39	_____	_____	_____
40	_____	_____	_____
41	_____	_____	_____
42	_____	_____	_____
43	_____	_____	_____
44	_____	_____	_____
45	_____	_____	_____
46	_____	_____	_____
47	_____	_____	_____
48	_____	_____	_____
49	_____	_____	_____
50	_____	_____	_____

Distribution (disregard copy color): 1 copy to each ring, 1 copy for club, 1 copy for Central Office.

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Appendix "F"

(Note: there are corresponding master clerk finals forms for Kittens, Premiership and Household Pets)



**THE CAT FANCIERS' ASSOCIATION, INC.®
CHAMPIONSHIP FINALS**


Date of Show: _____ Club: _____ Master Clerk: _____

Ring #	
Judge	
Type	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11*	
12*	
13*	
14*	
15*	
Best CH	
2nd CH	
3rd CH	
Best LH CH	
2nd LH CH	
3rd LH CH	
Best SH CH	
2nd SH CH	
3rd SH CH	

*If 115 or more are entered

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S



**The Cat Fanciers' Association, Inc.
MASTER CLERK'S STATEMENT**

Date of Show: _____

Name of Master Clerk: _____

Current License: _____

Club & Show: _____

	AMOUNT
MASTER CLERK FEE	
Number of rings: _____	
x Number of cats per ring: _____	
= Total number of cats: _____	\$ _____
@ \$0. _____ per cat = _____	
Number of rings: _____	
x Number of cats per ring: _____	
= Total number of cats: _____	\$ _____
@ \$0. _____ per cat = _____	
Additional compensation for calculating highest scoring kitten/cats in show or other reimbursement = _____	\$ _____
TOTAL FEE	\$ _____

Distribution: **White copy**-Club; **Yellow copy**-MC

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Appendix "G"

The Cat Fanciers' Association, Inc.
 World's Largest Registry of Pedigreed Cats
BREED/DIVISION
SHORTHAIR • Page 2 (3 copies) of 3

DO NOT WRITE IN THIS BOX
 Ring Number

Show Name: _____ Date: _____
 Judge Name: _____ Judge Signature: _____
 Master Clerk Name: _____ Master Clerk Signature: _____

PLEASE CHECK APPROPRIATE BOX
 Championship Kitten Premiership

SHORTHAIR	BEST	2ND	BEST CHPR	SHORTHAIR	BEST	2ND	BEST CHPR
ABYSSINIAN				KORAT			
AMERICAN SH				LAPERM - LH			
AMERICAN WH				LAPERM - SH			
BALINESE				MANX - LH			
BALINESE-JAVANESE				MANX - SH			
BENGAL				OCICAT			
BOMBAY				ORIENTAL - LH			
BRITISH SH				ORIENTAL - SH			
BURMESE				RUSSIAN BLUE			
BURMILA - LH				SCOTTISH FOLD-LH			
BURMILA - SH				SCOTTISH FOLD-SH			
CHARTREUX				SCOTTISH-STRAIGHT EAR			
COLOUPONT SH				SELKIRK REX - LH			
CORNISH REX				SELKIRK REX - SH			
DEVON REX				SIAMESE			
EGYPTIAN MAU				SINGAPOURA			
EUROPEAN BURM				SOMALI			
HAVANA BROWN				SPHYNX			
JAVANESE				TONKINESE			
BOBTAIL - LH							
JAVANESE BOBTAIL - SH							

DISTRIBUTION: White-Central Office; Yellow-Club; Pink-Judge

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The Cat Fanciers' Association, Inc.
 World's Largest Registry of Pedigreed Cats
BREED/DIVISION
LONGHAIR • Page 1 (3 copies) of 3

DO NOT WRITE IN THIS BOX
 Ring Number

Show Name: _____ Date: _____
 Judge Name: _____ Judge Signature: _____
 Master Clerk Name: _____ Master Clerk Signature: _____

PLEASE CHECK APPROPRIATE BOX
 Championship Kitten Premiership

LONGHAIR	BEST	2ND	BEST CH	LONGHAIR	BEST	2ND	BEST CH
AMERICAN BOBTAIL-LH				NORWEGIAN FOREST			
AMERICAN BOBTAIL-SH				PERSIAN			
AMERICAN CURL-LH				SOLID			
AMERICAN CURL-SH				PERSIAN SILVERGOLDEN			
BIRMAN				PERSIAN SHADDED-SMOKE			
EXOTIC SOLID				PERSIAN TABBY			
EXOTIC SILVERGOLDEN				PERSIAN PARTI-COLOR			
EXOTIC SHADDED-SMOKE				PERSIAN CALICO/BICOLOR			
EXOTIC TABBY				PERSIAN HIMALAYAN			
EXOTIC PARTI-COLOR				RAGAMUFFIN			
EXOTIC CALICO/BICOLOR				RAGDOLL			
EXOTIC HIMALAYAN				SIBERIAN			
MAINE COON CAT				TURKISH ANGORA			
				TURKISH VAN			

DISTRIBUTION: White-Central Office; Yellow-Club; Pink-Judge

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Appendix "H"

THE CAT FANCIERS' ASSOCIATION, INC.
 World's Largest Registry of Pedigreed Cats
FINALS AWARDS
 Page 3 (3 copies) of 3

DO NOT WRITE IN THIS BOX
 Ring Number

Show Name: _____ Date: _____
 Judge Name: _____ Judge Signature: _____
 Master Clerk Name: _____ Master Clerk Signature: _____

CHAMPIONSHIP		KITTENS		PREMIERSHIP		HHP	
1st	2nd	1st	2nd	1st	2nd	1st	2nd
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11*		11*		11*		11*	
12*		12*		12*		12*	
13*		13*		13*		13*	
14*		14*		14*		14*	
15*		15*		15*		15*	

*If entries meet a certain threshold per Show Rules in effect when the show takes place.

CHAMPIONS		PREMIERS	
1st	2nd	1st	2nd
1st CH		1st PR	
2nd CH		2nd PR	
3rd CH		3rd PR	
Best SH CH		Best SH PR	
2nd SH CH		2nd SH PR	
3rd SH CH		3rd SH PR	

DISTRIBUTION: White-Cream: Other; Yellow-Cat: Pink: Judge

The Cat Fanciers' Association, Inc.®
 World's Largest Registry of Pedigreed Cats • 280 East Main Street, Alliance, Ohio 44011
Temporary Registration number (TRN) Application
 and/or Registration via Pedigree Form
 Please check one below. If nothing is checked, it will be considered TRN only.

TRN ONLY TRN & REGISTRATION REGISTRATION ONLY

CAT INFORMATION

Cat's Name: _____
 Date of Birth: mm/dd/yy: _____
 Sex: Male Female Neuter Spay
 Breed: _____
 Color: _____
 CFA reg no (if registered): _____
 CFA reg no (if registered): _____
 Dam: _____

**** Exhibitor must attach a copy of a certified four-generation pedigree unless otherwise specified for your breed** -OR- if both parents are CFA Registered no pedigree is required however, the parents' registration numbers are required. Reference CFA Rules for Registration: <https://cfa.org/wp-content/uploads/2019/07/registration-rules.pdf>**

OWNER INFORMATION
*Certificate will be sent to owners only.**

Name: _____
 Street Address: _____
 City: _____ State/Province: _____ Country: _____ Zip/Postal Code: _____
 Telephone: (including country code) _____ E-mail address: _____
 (Please print name and address)

REQUESTED SERVICE

TRN Only: \$15.00. TRN fee is non-refundable and TRN may be rescinded if the cat is found to be unregistrable with CFA.
 Via pedigree registration for showing & breeding (include TRN): \$40.00
 Via pedigree registration for breeding only (available only for certain breeds): \$40.00
 Cattery name suffix to be added (\$10.00). Cattery number: _____ Cattery name: _____
 Expedited service fee for registration (add \$25.00). Expedited turn time is 10 business days from the date received in Central Office.

PAYMENT INFORMATION

Cash Credit Card Credit card Credit card holder's name: _____
 Expiration date: mm/yy: _____ CVS/CVV code: _____
 State/Province: _____ Country: _____ Zip/Postal Code: _____

SHOW MANAGEMENT USE ONLY

Club name: _____ Entry # (in show catalog): _____ Show Location: _____
 Insert 9 digit TRN number: _____
 First day of the show: mm/dd/yy: _____
 Master Clerk confirms: Pedigree copy Payment information
 Show Rule #6.16: Must be provided to the entry clerk no later than the close of check-in for the show.

NOTES

