



The International Cat Association, Inc.

# Clerking Program



THE INTERNATIONAL CAT ASSOCIATION, INC.

CLERKING MANUAL

TABLE OF CONTENTS

INTRODUCTION . . . . . iii

ONE - *General Information* . . . . . 1

    Purpose. . . . . 1

    Training Program . . . . . 1

    Licensed Status. . . . . 1

    Assistant Ring Clerk . . . . . 1

    Head Ring Clerk . . . . . 1

    Master Clerk . . . . . 2

    Entry Clerk

    Reinstatement . . . . . 3

    Clerking Schools . . . . . 4

    Compensation . . . . . 4

    Miscellaneous . . . . . 4

TWO - *Duties of Ring Clerks* . . . . . 5

    Assistant Ring Clerk. . . . . 5

    Head Ring Clerk. . . . . 5

THREE - *Ring Protocol* . . . . . 6

FOUR - *Clerking in the Ring* . . . . . 8

    Before the Show. . . . . 8

    During the Show. . . . . 10

    Marking the Catalog. . . . . 10

    Class Awards . . . . . 12

    Final Awards. . . . . 14

    End of the Show. . . . . 15

FIVE - <i>Master Clerk Duties and Procedures</i> .....	16
Before the Show. ....	16
During the Show .....	16
After the Show. ....	17
SIX - <i>Show Mechanics</i> .....	18
Introduction. ....	18
Color Class, Division and Breed Mechanics. ....	18
Breeds/Divisions .....	19
Finals Mechanics .....	19
SEVEN - Appeals Procedure .....	20
ENTRY CLERKING MANUAL	
COMPETITIVE DIVISIONS .....	21
HOUSEHOLD PET COMPETITIVE DIVISIONS .....	22
LIST OF CHAMPIONSHIP AND NEW BREEDS .....	23
ENTRY CLERKING FORMS	
CLERKING FORMS .....	23
SAMPLE CATALOG .....	23

## **INTRODUCTION**

*The success of any cat show is dependent upon many factors. One of the most important factors, if not the most important, is to have good clerks. A good clerk with a professional attitude is an indispensable asset to a Judge. A good clerk can enhance the performance of a Judge by helping set or maintain the pace of judging, preventing distractions and insuring accurate record-keeping and judging mechanics. Conversely, an incompetent or unqualified clerk can be a liability, adversely affecting the performance of the Judge and the smooth running of the entire show.*

*A clerk must be accurate and neat because wins awarded by the Judge and recorded by the clerk are the official show records. Initialing of a Judge's slip by the Head Ring Clerk is certification of accuracy. If there are errors in the posted results, they are the clerk's errors, even if the errors originated elsewhere.*

*Familiarity with the current TICA Show Rules, By-Laws, accepted breeds, Championship Advancement Classes (Preliminary New Breeds, Advanced New Breeds, and New Traits) colors and competitive divisions is essential. Clerks may answer questions from spectators and novice exhibitors, but at no time can the clerk's performance suffer. In essence, the Head Ring Clerk's primary responsibility is to serve as the executive assistant to the Judge.*

## **ONE - General Information**

51.1 Purpose. The purpose of The International Cat Association's Clerking Program is to provide training to all interested and qualified individuals which will result in confident, competent, efficient and experienced licensed clerks.

### 51.2 Training Program.

51.2.1 Eligibility for admittance to the Clerking Program is current membership in TICA.

51.2.2 At the discretion of the Clerking Administrator, the requirements for any level may be modified to meet special circumstances.

51.2.3 Trainee Status. Each applicant shall submit a Clerking Program Application to the Clerking Administrator, plus a recent 4" X 6" color photograph (not a Polaroid). A \$15 application fee must be sent to the Executive Office or the Clerking Administrator. As soon as these requirements are fulfilled, the applicant will be sent a copy of the Clerking Manual and enrolled in the Clerking Program as a Trainee. The following should be completed prior to requesting advancement.

51.2.3.1 Learn the information contained in the Clerking Manual.

51.2.3.2 Get practical experience.

51.2.3.3 Attend a Clerking School.

### 51.2.4 Licensed Status.

#### 51.2.4.1 **Assistant Ring Clerk**.

51.2.4.1.1 Before an Assistant Ring Clerk license is issued, Trainees must complete the following:

51.2.4.1.1.1 Attend a sanctioned clerking school within the previous 2 years.

51.2.4.1.1.2 Assist a Head Ring Clerk or serve as a Head Ring Clerk satisfactorily at a minimum of three shows under three different Judges.

51.2.4.1.1.3 Provide the Clerking Administrator an evaluation form attesting to the fact that the Trainee successfully and satisfactorily performed the duties of Assistant Ring Clerk or Head Ring Clerk for each of the three shows. The evaluation must be signed by the Judge if the Trainee served as Head Ring Clerk. If the Trainee served as an Assistant Ring Clerk, the evaluation may be signed by either the Head Ring Clerk or the Judge.

51.2.4.1.1.4 Once the three evaluations have been filed with the Clerking Administrator, the trainee must submit to the Clerking Administrator an Application for Advancement Form requesting advancement to Assistant Ring Clerk.

#### 51.2.4.2 **Head Ring Clerk.**

51.2.4.2.1 Before a Head Ring Clerk license is issued, Assistant Ring Clerks must have completed the following:

51.2.4.2.2 Must be a licensed Assistant Ring Clerk.

51.2.4.2.3 Satisfactorily served as Head Ring Clerk in a minimum of five shows under three different Judges after having been licensed as an Assistant Ring Clerk. Two rings shall be Allbreed rings.

51.2.4.2.4 Submitted to the Clerking Administrator an evaluation form for each show, signed by the Judge, showing that the person has successfully performed the duties of Head Ring Clerk.

51.2.4.2.5 Once the required number of evaluations are on file with the Clerking Administrator, the Assistant Ring Clerk must submit to the Clerking Administrator an Application for Advancement Form and request the Head Ring Clerk exam.

51.2.4.2.6 Passed the Head Ring Clerk exam with a score of 90 percent or better.

**NOTE:** It is possible to advance directly from Trainee to Head Ring Clerk. Applicants not holding an Assistant Ring Clerk's license must have clerked a minimum of eight times, under five different Judges, two of which must be Allbreed. At least five of the clerking assignments must have been as a head Ring Clerk. Eight evaluations, signed by the appropriate person, must be submitted to the Clerking Administrator prior to requesting advancement to Head Ring Clerk. The applicant must also submit to the Clerking Administrator an Application for Advancement form and request the Head Ring Clerk exam.

#### 51.2.4.3 **Master Clerk.**

51.2.4.3.1 Before a Master Clerk license is issued, Head Ring Clerks must have completed the following:

51.2.4.3.2 Must be a licensed Head Ring Clerk.

51.2.4.3.3 Satisfactorily served as a Master Clerk at a minimum of three shows after having been licensed as a Head Ring Clerk.. Back to back shows shall count as one show. The three evaluations must be on file with the Clerking Administrator prior to requesting advancement to Master Clerk. 51.2.4.3.4

Submitted an Application for Advancement form for Advancement to Master Clerk to the Clerking Administrator and requested the Master Clerk's exam.

51.2.4.3.5 Passed the written examination for Master Clerk with a score of 90 percent or better.

#### 51.2.4.4 **Licensed Entry Clerk**

51.2.4.4.1 Eligibility for entrance in the Entry Clerk program is current membership in TICA.

▶ 51.2.4.4.2 Each applicant must submit documentation of the following to the Entry Clerking Administrator:

▶ Attendance at an entry clerk seminar

▶ Experienced entry clerks are not required to attend an entry clerk seminar, but they must meet all other requirements. An experienced entry clerk shall be one who has served as

- entry clerk for a minimum of three shows.
- ▶ Served as an entry clerk for a minimum of two shows. The applicant must submit favorable evaluations from each show signed by the show manager stating that the catalog was accurate; that the benching was done accurately, if applicable; that all entries were printed in the catalog and the judges' books; and that all entry fees were properly accounted for.
  - ▶ All applicants must pass an entry clerk examination with a minimum score of 90%.

**NOTE: See Entry Clerking Manual for complete program.**

51.2.5 Recertification. All TRAINEES and LICENSED CLERKS will be re-certified upon meeting the following requirements:

51.2.5.1 Payment of TICA membership dues and a \$5 annual re-certification fee on or before May 1 of each year.

51.2.5.2 Completed the annual re-certification examination with a score of 90 percent or better.

51.2.5.3 The re-certification exam must be returned to the Clerking Administrator within 60 days of the date when the exam was mailed. Failure to comply with this deadline will result in the Trainee or Clerk being dropped from the Clerking Program.

51.3 Reinstatement. Any person formerly licensed as a TICA Clerk may apply for reinstatement. In order to be reinstated at the status formerly held the following requirements must be fulfilled:

51.3.1 The applicant for reinstatement must send the Clerking Administrator a written request that he/she wishes to be reinstated.

51.3.2 Payment of a \$5 re-certification fee.

51.3.3 Evaluations must have been submitted to the Clerking Administrator showing that the applicant for reinstatement has successfully served a Head Ring Clerk in a minimum of two shows under two different judges or as a Master Clerk for a minimum of two different shows. Back to Back shows shall count as one show. The evaluations must be on file with the Clerking Administrator prior to requesting the re-certification exam.

51.3.4 The applicant for reinstatement must pass the re-certification exam with a score of 90 percent or better.



## 51.4 International Clerking Program.

51.4.1. Each international Regional Director should recommend an Assistant Clerking Administrator. The Assistant Clerking Administrator must be a member in good standing of TICA, a TICA licensed Head Ring Clerk or Master Clerk with considerable clerking experience, and must be familiar with show procedures, TICA Show Rules and the Clerking Program.

51.4.2 The Assistant Clerking Administrator shall have the following responsibilities:

51.4.2.1 Identify candidates who might be interested in being admitted to the Clerking Program and inform them about the program.

51.4.2.2 Work with candidates for the Clerking Program and those who are in the Clerking Program to insure that they understand the requirements for admission into the program and advancement within the program and that they fulfill them.

51.4.2.3 See that Clerking schools are held on a regular basis.

51.4.2.4 Provide the necessary forms to would-be clerks, Trainees and licensed clerks.

51.4.2.5 Inform people in the program of the necessity of sending evaluation forms to the Clerking Administrator.

51.4.2.6 Insure that all requirements for re-certification are fulfilled.

51.4.2.7 Do whatever is necessary to effectively serve as a liaison between the Clerking Administrator and candidates for the Clerking Program, Trainees and licensed clerks already in the program.

51.4.3 Clerking applicants from the International region or remote areas must meet the following requirements:

51.4.4 Be a TICA member.

51.4.5 Pay a \$15.00 clerking program application fee.

51.4.6 Submit a recent, color photograph to the Clerking Administrator.

51.4.7 Applicants for a Head Ring Clerk License must submit to the Clerking Administrator 2 favorable clerking evaluations. Once these requirements have been fulfilled, the applicant will be sent the Head Ring Clerk exam. In order to be granted a license, the applicant must pass the test with a score of 90% or better.

51.4.8 Applicants for a Master Clerk license must be a licensed Head Ring Clerk. They must submit 1 favorable evaluation as a Master Clerk. When these requirements have been fulfilled, the applicant will be sent the Master Clerk exam which they must pass with a score of 90% or better.

## 51.5 Clerking Schools.

51.5.1 Clerking Schools may be conducted by a licensed Master Clerk or a Judge.

51.5.2 Instructors should teach attendees how to:

- 51.5.2.1 Set up a ring.
- 51.5.2.2 Mark a catalog correctly.
- 51.5.2.3 Make transfers.
- 51.5.2.4 Complete finals pages.
- 51.5.2.5 Check Judge's sheets.

51.5.3 In addition, Instructors should:

- 51.5.3.1 Review show procedures and Show Rules.
- 51.5.3.2 Work extensively on mechanics.
- 51.5.3.3 Conduct a question and answer session.
- 51.5.3.4 Administer a written test.

51.5.4 The Clerking Administrator should be informed about the date of and place where Clerking Schools are to be held in advance so the Clerking Administrator can provide such information to any person interested in attending a Clerking School.

51.5.5 After every Clerking School, the instructor must send to the Clerking Administrator a list of everyone who attended the school and a brief synopsis of the material covered during the school.

51.6 Compensation. "Master Clerks and Head Ring Clerks who are in the Clerking Program shall be compensated" (Standing Rules to the Show Rules). Assistant Ring Clerks and non-licensed clerks may be compensated at the discretion of the show management.

51.7 Miscellaneous.

51.7.1 Clerking Contracts. Clubs are encouraged to use clerking contacts to engage their Ring and Master Clerks. Clerks may submit a contract with their show entry form if they are interested in serving as a Master Clerk, Head Ring Clerk or Assistant Ring Clerk.

51.7.2 Dress Code. Clerks should dress appropriately. They are in highly visible positions, and appropriate attire will complement the show committee's efforts to provide exhibitors with a quality show.

## **TWO - Duties of Ring Clerks**

### **52.1 Assistant Ring Clerk.**

- 52.1.1 Perform any tasks assigned you by the Head Ring Clerk.
- 52.1.2 Be familiar with basic show procedures.
- 52.1.3 Mark one complete catalog for the ring.
- 52.1.4 Complete the appropriate portions of the Ring Clerk Evaluation Form and give it to the Judge or Head Ring Clerk with a stamped envelope addressed to the Clerking Administrator.

### **52.2 Head Ring Clerk.**

- 52.2.1 Serve as executive assistant to the officiating Judge and see that the ring runs smoothly and efficiently.
- 52.2.3 Be completely familiar with the Clerking Manual, show mechanics, colors, competitive divisions, show protocol and current show rules.
- 52.2.4 Supervise Assistant Ring Clerks and Stewards in the show ring.
- 52.2.5 Keep all unauthorized persons out of the judging area.
- 52.2.6 Mark one complete catalog for the ring (two, if there is no assistant and the Judge requests one).
- 52.2.7 Complete the appropriate portions of the Ring Clerk Evaluation Form and give it to the Judge with a stamped envelope addressed to the Clerking Administrator.

## **THREE - Ring Protocol**

53.1 The Judge is the final authority in the ring. The clerk serves as his/her executive assistant and must always comply with the Judge's wishes.

53.2 The clerk should remain in the ring and leave it only if absolutely necessary. A CLERK'S PLACE IS IN THE RING. It is advisable to have someone else show your cat(s) for you; but should this not be possible, it is the clerk's responsibility to find a competent replacement to serve as a temporary clerk in his/her absence from the ring. As a last resort, request permission to leave the ring to put your cat in a ring and IMMEDIATELY return to the ring where you are clerking. DO NOT WAIT IN ANOTHER RING TO WATCH YOUR CAT BEING JUDGED.

53.3 The clerk should perform his/her duties as quietly as possible. DO NOT make unnecessary noise - tap pencils, flip through cards, chat with stewards, the Judge or exhibitors, etc.

53.4 If a Judge has a cat that is difficult to handle on the table, DO NOT get up to place numbers on the cage or perform any similar activity which might further upset the cat and/or endanger the Judge. (Make sure that your stewards are informed of this also.)

53.5 Do not interrupt or allow others to interrupt the Judge when he/she is judging a cat.

53.6 NEVER comment on the cats in the ring.

53.7 DO NOT smoke in the ring whenever cats are present. (Show Rules, ARTICLE FIFTEEN)

53.8 The clerk should avoid bringing his own cat into the ring in which he is clerking. Arrange ahead of time for someone else to show the cat, if at all possible.

53.9 The clerk should see that there is no commotion in or near the ring which could disrupt the judging or upset the cats in the ring.

53.10 DO NOT leave the ring catalog unattended in the ring.

53.11 Do not mark a cat absent or transfer a cat unless that information has been provided by the Judge, by the show management or by the owner or official agent for the cat.

53.12 Relay any messages from exhibitors to the Judge when it is convenient and appropriate. A clerk should never disclose to the Judge any information about a cat other than a specific message from the exhibitor. Be certain that this information does not in any way identify the cat by name, the breeder or the owner.

53.13 Only authorized persons are allowed in the judging ring. This includes the show management, the Judge, clerks, stewards, handlers and exhibitors putting cats up or taking cats down from the ring. (Show Rules, ARTICLE SIXTEEN) The clerk is responsible for keeping all unauthorized persons, such as spectators, out of the judging ring.

53.14 At the end of the show, give one marked ring catalog to the Master Clerk and one marked ring catalog to the Judge if the Judge has requested one.

53.15 At the conclusion of judging each day, the clerk must place the ring numbers in numerical order.

## **FOUR - Clerking in the Ring**

Report to the ring a minimum of one-half hour before the scheduled starting time of the show. Make any necessary introductions to the people with whom you will be working.

### **54.1 Before the Show.**

54.1.1 Ask the Judge if he/she would like a marked catalog. If so, make sure that there are two copies of the catalog in the ring.

54.1.2 Make sure that cage cards are in the ring.

54.1.3 If you do not have your own clerking kit containing the supplies which you will need (pencils, pens, white-out if you mark the catalog in ink, rubber bands, a note pad, paper clips, wide tip black marker, white unlined 3 x 5 index cards, etc.) make sure that the show management has provided you with one.

54.1.4 Arrange the color class, division ribbons and breed awards (if there are any) neatly so that they will not be in the way of the Judge or yourself. Ask the Judge if he/she has a preference on where color, division flats and breed awards are placed.

54.1.5 Place special breed ribbons or club awards where they will be available when needed. These are easily forgotten once the show gets going. Establish a way to remember to give the Judge these awards at the appropriate time. One method that works is to put an asterisk (\*) in the catalog at the point you would write in Best of Breed, etc.

54.1.6 Determine if trophies are to be awarded and have them available when needed.

54.1.7 Check the rosettes to be sure that all rosettes needed are available. Check the hooks on the back and open them so that at awards time they will be easier to hang. If the Judge has a name stamp, stamp the rosettes and return them to the display.

54.1.8 Ask the Judge if he/she has a preference in how rosettes are arranged for presentation of finals.

### **54.1.9 Cage Card Numbers.**

- ▶ Make sure the cards are in numerical order. Be sure there is a card for each entry. If not, make cards for those with no number. Use a broad tip felt marker for this so that the number can be easily seen.

- ▶ Separate the cards into the separate classes (i.e. LH Kittens, SH Kittens, etc.) and arrange in sequence according to the judging schedule. (Be sure to check Saturday/Sunday only entries and late pages. Add or remove the appropriate cards.) Place a rubber band around each group. In some situations, it may be advisable to subdivide the cards for a given class into breed or division groups and place a rubber band around each group.
- ▶ Ring cards are often provided in pink and blue to denote the sexes. This helps in placing the numbers on the cages so that two males are not inadvertently placed side by side. A word of warning - cards that are pink on one side and blue on the other can be easily mixed up as the day goes on. If the cards are not colored, the clerk should have some means of designating the sex on the card. (Be sure that any previous markings are erased or deleted to avoid confusion.) A paper clip or removable stick-on dot is an excellent way to mark each card used for a male. If you do not have these items available, mark a small "M" or "F" in pencil in one corner of the card. (It is not necessary to mark both sexes on the cards.)

#### 54.1.10 Stewards.

- ▶ 54.1.10.1 Stewards need specific instructions on how and when to clean cages. If this has not been provided by the show management, it is the responsibility of the clerk to instruct the steward. **DEMONSTRATE!** A system is essential for the clerk and the steward so that both know for certain that a cage has been cleaned. One effective way is to turn down the number on a cage when a cat has been sent back. Once the cage has been cleaned, the steward should then remove the card from the cage and return it to the clerk after having placed it in the proper numerical sequence with other cards that have been removed from the cages.
- ▶ The clerk must let the steward know whether to close the cage doors or leave them open, where to put the flats on the Judge's table and where to put the cage numbers. (A steward can be a big help in putting cage numbers back in numerical order, so that they are ready for pulling for final awards.)
- ▶ If the ring steward is a child, it is wise to have the steward sit on the same side of the judging ring as the clerk. However, if the steward is an adult, sitting on the opposite side of the ring from the clerk can help keep spectators out of the ring.
- ▶ Stewards, especially children, can be used in other ways besides cleaning cages and sorting numbers. They can be used as runners for taking Judge's slips to the Master Clerk. Take them on the trip once so that they know where to go and where to put the slips.
- ▶ In the event there are no stewards, the clerk must assume the responsibility of cleaning the cages.

## 54.2 During the Show.

### 54.2.1 Absentees and Transfers.

54.2.1.1 The clerk will be provided a copy of the absentee and transfer list, or the list will be read over the PA system. It is advisable to mark absentees in pencil since cats sometimes arrive late.

54.2.1.2 Advise the Judge of the following:

54.2.1.2.1 Absentees.

- ▶ Changes regarding:
- ▶ Sex.
- ▶ Age.
- ▶ Color and Division.
- ▶ Class (i.e. Longhair to Shorthair, Championship to Alter).

### 54.2.2 Calling Cats to the Ring.

54.2.2.1 The clerk must determine the Judge's preference before calling cats to the ring.

- ▶ Does the Judge want cats sent back as soon as he/she has finished judging all of the cats in a particular breed (or in some cases a division) and new cats brought up thus keeping the cages full at all times?
- ▶ Does the Judge want to keep all of the cats in the ring until he/she has judged them all before sending them back?
- ▶ If it is not possible to judge all of the cats of a breed or division because the class is so large that there is not sufficient cage openings for them all, does the Judge want some cats left in the ring and the others sent back?

54.2.2.2 In large classes, try not to divide the class.

54.2.2.3 Adult male or neutered cats shall not be benched in adjoining cages in the judging ring, not even across the corner of a "U" or "L" shaped judging ring. However, an exception may be made if permission is obtained from the owner(s). Male kittens may be placed in adjoining cages and across the corner of a "U" or "L" shaped judging ring.(Show Rules, ARTICLE NINE).

54.2.2.4 An exhibitor may not sit holding a cat in the ring without explicit permission of the Judge (Show Rules, ARTICLE TEN).

54.2.2.5 Advise the announcer of the numbers needed BEFORE placing the cards on the cages. When announcing numbers or giving the announcer numbers include breed and perhaps color information. This additional information often helps exhibitors tune in to the announcement.

54.2.2.6 In the event of a conflict in judging, do not make a schedule change without explicit permission from the show management (Show Rules, ARTICLE NINE).

### 54.2.3 Marking the Catalog.

54.2.3.1 The clerk should write the Judge's name, ring number, and his own name on the front of club's copy of the catalog. This information should also be placed on the Judge's copy of the catalog if he/she should request a



marked catalog.

54.2.3.2 All changes to the show catalog should be made so they may be easily spotted. It is important that all changes to the catalog be neat and legible. It is advisable when transferring cats or adding late entries to circle the cat's number so that attention is drawn to the information.

54.2.3.3 Absentees are indicated in the catalog by "AB" written in the appropriate column of the catalog.

54.2.3.4 Transfers.

▶ ***From one color class to another.***

- ▶ Example: Red Persian transferred to Red Tabby Persian
- ▶ Write "Tr. to Red tabby" across awards line for that cat and re-enter the cat in its proper place in the catalog.

**NOTE:** The clerk must be sure to place the transferred cat in its correct competitive division. (Refer to COMPETITIVE DIVISIONS.)

▶ ***From one competitive class to another.***

- ▶ Example : Russian Blue male transferred to Alter class (Russian Blue neuter).
- ▶ Write "Tr. to alter" across awards line for that cat and re-enter the cat in its proper place in the catalog.

▶ ***From one breed to another.***

- ▶ Example: Persian/Himalayan variant entered as a tortie (not tortie point) Himalayan transferred to tortie Persian.
- ▶ Write "Tr. to tortie PS" across the awards line for that cat and re-enter the cat in its proper place in the catalog.

**NOTE:** It is helpful to know the two-letter abbreviation for each breed when making transfers from one breed to another. (Refer to LIST OF CHAMPIONSHIP AND CHAMPIONSHIP ADVANCEMENT CLASSES.)

▶ ***After the judging has begun.***

- ▶ If a cat is transferred after the show has begun, and a Judge has already judged the class that is correct for that cat, the class may not be reopened.
- ▶ The Judge must mark his/her book "wrong class - not judged" (Show Rules, ARTICLE SIXTEEN).

54.2.3.4.1 When a cat is transferred, its catalog number remains unchanged. For example, a cat transferred from shorthair adults to shorthair alters, keeps its "200" series number even though shorthair alters are "350+" series numbers.

54.2.3.5 Late Entries. If there are late pages to the catalog, you must be sure and insert the information on the proper page(s) of the catalog. Late entries are entered in the catalog in the same abbreviated form as transfers are made.

#### 54.2.3.6 Other Changes.

- ▶ Changes in sex, age or birth date need to be marked clearly in the catalog and told to the Judge. The owner informs the Master Clerk.
- ▶ Changes in registration number, spelling of cat's name, name of the breeder or owner, name of the sire or dam need only be made in the Master Catalog. The owner informs the Master Clerk.

#### 54.2.4 Class Awards (Show Rules, ARTICLE TWELVE).

54.2.4.1 Within each class of entries (kittens, adults, alters, household pet kittens, household pets and Championship Advancement Classes) the longhaired breeds are listed first in alphabetical order followed by the shorthaired breeds in alphabetical order. All entries are listed in the catalog by breed, by competitive division within that breed and by color class within that competitive division.

54.2.4.2 The recording of awards in the catalog is based upon the ribbons hung by the Judge. When marking awards in the catalog use a sharp soft lead pencil or a black pen. If using a pen, it is necessary to have "white out" in case of errors.

##### ▶ Award Definitions.

- ▶ Color class awards. The Judge will award within each color class the first, second, third, fourth and fifth best of color (Show Rules, ARTICLE SEVENTEEN). Note that a Judge may hang a "less than expected" ribbon on a cat or no ribbon at all, thereby withholding a win or disqualifying the cat (Show Rules, ARTICLE SIXTEEN).
- ▶ Division awards. Within the color classes which make up a competitive division, the Judge will hang a first, second and third best of division ribbon (Show Rules, ARTICLE SEVENTEEN).
- ▶ Breed awards. There are no breed ribbons required under the Show Rules, but some clubs provide them (Show Rules, ARTICLE TWELVE). The Judge verbally announces first, second and third best of breed. If not announced, the clerk must copy the breed awards from the Judge's slip.

##### ▶ Household Pet Awards.

- ▶ All household pets receive a first place or merit award (Show Rules, ARTICLE SEVENTEEN).
- ▶ Household pet kittens do not receive division awards (Show Rules, ARTICLE SEVENTEEN).

- ▶ Championship Advancement Class Awards. Championship Advancement Class do not have to be separated into kittens or adults, longhair or shorthair.. Division ribbons are not awarded, but judges often do hang division ribbons. If so, mark the catalog accordingly (Show Rules 212.7.1 through 2.7.7.3.3, Standing Rules 2017.7).

▶ Award Symbols.

▶ Color awards are recorded as follows:

<u>Award Description</u>	<u>Ribbon Color</u>	<u>Catalog Notation</u>
Best of Color	Blue	1
Second Best of Color	Red	2
Third Best of Color	Yellow	3
Fourth Best of Color	Green	4
Fifth Best of Color	White	5
Less than Fifth Best	No ribbon	-

If there are five or fewer cats in a color class and one or more of them is not awarded a ribbon, or a first or second place ribbon is not awarded at all, you should discreetly check with the Judge to verify if this is intentional. UNDER NO CIRCUMSTANCES MAY THE CLERK HANG A RIBBON. ONLY THE JUDGE MAY DO THIS.

▶ Division awards are recorded as follows:

<u>Award Description</u>	<u>Ribbon Color</u>	<u>Catalog Notation</u>
Best of Division	Black	Entry number
Second Best of Division	Purple	Entry number
Third Best of Division	Orange	Entry Number

▶ Other notations.

<u>Description</u>	<u>Catalog Notation</u>
Judge's breeding/possession (presented only)	PO
Exhibitor chooses not to show cat in a ring	AB
Win withheld - no award	WW
Disqualification	DQ

54.2.4.3. In cases where a cat is disqualified, the Judge's slip given to the clerk should have no reason stated for the disqualification (Show Rules, ARTICLE SIXTEEN).

54.2.4.4 If a Judge is unable to handle a cat and, therefore, can not judge that cat, copy the notation from the Judge's slip on the proper line in the catalog. If the Judge disqualifies the cat because it can not be handled, the posting slip should say "unable to handle" and should be treated as any other disqualification (Show Rules, ARTICLE SIXTEEN).

54.2.4.5 It is important to remember that the clerk should enter the awards in the catalog AS THEY ARE HUNG ON THE CAGE BY THE JUDGE. This procedure provides a double check between what the Judge intended and what the clerk observed as ribbons were hung.

54.2.4.6 UNDER NO CIRCUMSTANCES SHOULD THE CLERK MARK AWARDS IN THE CATALOG USING THE JUDGE'S SHEETS (except unannounced breed awards).

54.2.5 Present and Competing.

- ▶ At the end of each class, the clerk must count the cats present and competing and write this information in the indicated place on the finals pages in the catalog. The clerk must also give the number of cats present and competing to the Judge. The Judge must place this number on his/her finals sheets. This information is essential in determining the number of final awards given.

- ▶ A cat that has had an award withheld (WW), that has been disqualified (DQ), or that has been presented only (PO) is counted as "present and competing" for the official cat count. However, if the judge is not able to touch a cat, that cat is not "present and competing" for the official cat count.

#### 54.2.6 Judge's Book Sheets.

- ▶ The Judge will give the clerk one copy of each completed sheet from his Judge's book. This sheet should have all absentees, transfers and awards correctly marked (Show Rules, ARTICLE SEVENTEEN). The clerk should tear off any uneven edges from the Judge's posting sheets.
- ▶ The Judge's sheets should be checked against the clerk's catalog markings as soon as possible so that any discrepancies can be discovered immediately and any errors corrected right away. It is important that the clerk get all of the Judge's sheets. If sheets are missing the clerk has not done his job properly.
- ▶ The clerk must sign or initial each Judge's sheet when he/she is certain that there are no errors, thus certifying that it is accurate.
- ▶ The clerk must NEVER write anything except his own initials or name on the Judge's sheets. Any corrections must be made by the Judge. The Judge must initial all corrections or change (Show Rules, ARTICLE SEVENTEEN).
- ▶ The clerk must check to be certain that the Judge has signed each of his Judge's sheets. (Show Rules, ARTICLE SEVENTEEN)
- ▶ When agreement between the Judge's sheets and the clerk's catalog has been determined, the clerk should initial or sign the Judge's sheet(s), signifying that the Judge's sheets are ready to go to the Master Clerk, who will check and post the sheets. Awards as posted are final and may not be changed except to correct errors or in case of fraud (Show Rules).

#### 54.2.7 Final Awards.

- ▶ Only those cats receiving awards may be present in the judging ring during final awards presentation. (Show Rules, ARTICLE TWELVE) If some awards will not count for titles or for scoring, but there are rosettes to be awarded, additional cats may be present in the ring if the show management desires all rosettes to be awarded. However, a judge may not be required to award rosettes that do not count (Standing Rules 2012.1). Likewise, if Top 10 awards count and there are only five rosettes, all ten cats may be present in the ring because all ten, in fact, are receiving awards.
- ▶ Prior to announcing finals, it is wise to check to see if the finals might conflict with judging in other rings. If so, consult with the show manager and inform the Judge of the decision. Remember, as a rule, judging takes precedence over finals. However, there is

one exception. If a group of cats is being judged and a member of this group is being called to another ring for finals, the cat must go to the ring to be judged **unless the finals have started** (Standing Rules to the Show Rules).

- ▶ When the Judge gives the clerk numbers for finals, verify them for any possible mechanical errors. If there are any errors, inform the Judge. Pull the cage numbers needed, inform the announcer that the ring is ready for finals, and place the cards on the cages. At no time are final numbers announced over the PA system (Show Rules, ARTICLE NINE).
- ▶ As the Judge makes his oral announcements and hangs the rosettes, the clerk marks what is hung on the finals sheet of the catalog. The clerk must NEVER mark the catalog finals page from any list the Judge may have prepared or from the Judge's book finals sheet.
- ▶ When the finals are complete, the Judge gives the clerk his finals sheet to check for accuracy. The clerk must immediately check these finals for errors compared to how the awards were hung, resolve any discrepancies with the judge, initial or sign the sheet and forward the sheet to the Master Clerk. (If the Judge gives the clerk the finals sheet prior to awarding the rosettes, the clerk can compare the presentation of rosettes with the Judge's final sheet.)

#### 54.2.8 End of the Show.

- ▶ The clerk should give the Judge a fully-marked catalog for the Judge's ring if the Judge requested one.
- ▶ If applicable, complete the appropriate portions of the Clerking Evaluation Form and give it to the Judge with a stamped envelope addressed to the Clerking Administrator.
- ▶ Leave the cage cards in proper numerical order. Leave the ring as neat as possible.

## **FIVE - Master Clerk Duties and Procedures**

### 55.1 Before the Show.

55.1.1 Make contact with each Head Ring Clerk and let them know the location of the Master Clerking table.

55.1.2 Establish how the Judge's slips will be brought to the Master Clerk. They may be delivered by the steward or picked up by the Master Clerk or designated runner.

55.1.3 It is advisable to arrange for someone to help in running your cats.

### 55.2 During the Show.

55.2.1 **DO NOT** leave the Master Catalog unattended.

55.2.2 Record all absentees, transfers, registration numbers, and corrections to the Master Catalog. Require exhibitors to give correction information in writing for accuracy and to ensure that the information is not left out of the Master Catalog.

55.2.3 Verify the accuracy of all show records.

55.2.3.1 Check all Judges' slips for errors.

55.2.3.2 Resolve any questions pertaining to the show status of any entry with the records of the entry clerk and/or the owner of the entry.

55.2.3.3 Resolve any discrepancies on the Judges' slips with the appropriate Head Ring Clerk.

55.2.3.4 After verifying that the Judge's slips are accurate and copying the awards into the Master Catalog, the Master Clerk must initial the Judges' slips and post them in a convenient location which is visible to the exhibitors.

55.2.4 Verify the official cat count in each class (LH Kittens, SH Kittens, etc.) after each ring and note "the count" in the appropriate places on the finals pages. (It can be helpful to keep extra copies of the official TICA finals pages with your clerking materials. Some catalogs try to crowd all finals onto one page which leaves little room to write. If you have extra finals pages, you will be better able to neatly and accurately note final awards and cat counts.)

55.2.5 Consolidate all judging records into one error-free, neatly and clearly marked Master Catalog. Mark the Master Catalog in black ink **ONLY**.

### 55.3 After the Show.

55.3.1 Provide one fully-marked, error-free catalog to the show management along with all Judges' slips, neatly bundled.

55.3.2 Complete the appropriate portions of one Master Clerk Evaluation Form, if necessary, and give it to a member of the Show Committee. Provide the evaluator with a stamped envelope addressed to the Clerking Administrator.

## **SIX - Show Mechanics**

### **56.1 Introduction.**

56.1.1 It is essential that a clerk have a thorough working knowledge of show mechanics in order to verify the awards made by the Judge. One of the duties of the clerk is to ensure that all awards presented by the Judge are correctly recorded in the ring catalog(s) as well as on Judge's book pages. A good clerk will discreetly call to the Judge's attention any error, omission or award made to an ineligible cat. Finally, a thorough knowledge of show mechanics will allow the clerk to review and check a Judge's planned final awards prior to the final.

### **56.1.2 TO KNOW WHICH CATS ARE ELIGIBLE FOR WHAT AWARDS IS TO KNOW SHOW MECHANICS.**

56.1.2.1 The clerk must know the awards for which each cat is competing.

56.1.2.2 The clerk must understand that A CAT can not RECEIVE THE SAME OR HIGHER AWARD IF IT HAS BEEN DEFEATED IN THAT RING BY ANY CAT COMPETING FOR THE SAME AWARD. In other words, a cat may not be placed above a cat which has already defeated it in that ring.

### **56.2 Color Class, Division and Breed Mechanics.**

56.2.1 Competition begins when the Judge compares cats of the same color within one of the competitive divisions within a given breed. The Judge will award a Best, 2<sup>nd</sup> Best, 3<sup>rd</sup> Best, 4<sup>th</sup> Best and 5<sup>th</sup> Best color award (assuming there are that many cats of the same color within a breed competing). For example, if there are 5 black Persian cats competing, the Judge will rank the 5 cats and hang the flats according to his ranking. The Judge will then go on to other color classes within the solid color division of that Breed; i.e., blue Persians, cream Persians, etc.

56.2.2 When two or more color groups are in competition in a division (for example, the Solid division of the Persian Breed):

56.2.2.1 The Best of Color winners compete for Best of Division.

56.2.2.2 Then all other Best of Color winners and the Second Best of Color cat of the same color as Best of Division compete for Second Best of Division. For example, in the solid division Persians, the best black Persian, the best blue Persian, the best white Persian and the best cream Persian compete for Best Solid Division Persian. Assume the white Persian is Best of Division. Then, the best black Persian, the best blue Persian, the best cream Persian and the second best white Persian compete for Second Best Solid Division Persian.



56.2.2.3 If the best black Persian is Second Best Solid Division Persian, then the best blue Persian, the best cream Persian, the second best white Persian and the second best black Persian compete for Third Best Solid Division Persian.

56.2.3 Breed Awards. When two or more divisions are in competition for the Best of Breed:

56.2.3.1 The Best of Division winners compete for Best of Breed.

56.2.3.2 Then all other Best of Division winners and Second Best of Division cats in the same division as the Best of Breed cat compete for Second Best of Breed. For Example, in the Oriental Shorthair breed, the Best Solid OS, the Best Tabby OS, the Best Tortie OS would all compete for Best of Breed. If the Best Solid OS, was the Best of Breed, then the Best Tabby OS, the Best Tortie OS and the second Best Solid OS would compete for the second Best of Breed.

56.2.3.3 If the Best OS is the Best Solid and the second Best OS is the Best Tortie, then the Best Tabby, the second Best Solid and the second Best Tortie compete for third Best of Breed.

56.2.3.4 In some instances, the Judge might make his/her Best, Second Best, Third Best of Division, the Best, Second Best and Third Best of Breed even though there are several divisions of the breed competing.

56.2.4 In Breeds/Divisions with only one color in competition the Best, Second and Third Best of Color are also Best, Second and Third Best of Division/Breed. (Although it is redundant, the Judge must completely fill in his Judge's book for color class, division and breed as outlined in 54.2.4 Class Awards.)

### 56.3 Finals Mechanics.

56.3.1 The selection of the Top Ten cats by the Judge completes the judging process. The Best Cat must be Best of Breed and, therefore, Best of Division. The Second Best Cat can have been defeated only by the Best Cat. The Third Best Cat can have been defeated only by the Best and Second Best Cats, etc. It is mechanically possible for the Top Ten Cats to be of the same breed if they were among the first through fifth best of color or best through third best of division of that breed. Such a situation would be unusual, but it is possible.

56.3.2 These basic mechanics apply to all classes judged - kittens, cats, alters, household pet kittens and household pets.

## **SEVEN - Appeals Procedure**

57.1 The ultimate control and management of The International Cat Association rests with the membership through the Board of Directors. Therefore, this appeals procedure has been developed for the Clerking Program.

57.2 Any decision made by the Clerking Administrator regarding any phase of the Clerking Program is subject to the right of appeal to the Board of Directors. This appeal is to be made by the person affected by the decision. Such an appeal must be made in writing to the President of TICA, with a copy to the Business Manager and the Clerking Administrator, within 30 days of the decision in question. The appellant and the Clerking Administrator agree to abide by the decision of the Board of Directors.



The International Cat Association, Inc.

# Entry Clerking Manual



# ENTRY CLERK MANUAL

## TABLE OF CONTENTS

### INTRODUCTION

#### ONE – *General Information*

Purpose

Prerequisites

Training Program

    Trainee Status

    Licensed Status

    Recertification Requirements Reinstatement

Entry Clerking Schools

Compensation

Miscellaneous

#### TWO – *Duties of the Entry Clerk*

Relationship with the Club

    Communications

    Before the Show

During the Show

After the Show

#### THREE – *Entry Clerk Mechanics*

Introduction

Color Class, Division and Breed Mechanics

Competitive Divisions for:

    Championship Kittens, Cats, and Alters

    Household Pets

#### FOUR – *Appeals Procedure*

### LIST OF CHAMPIONSHIP AND NEW BREEDS

CLERKING FORMS

SAMPLE CATALOG

SAMPLE JUDGE'S BOOK

# INTRODUCTION

*The success of any cat show is dependent upon many factors. Perhaps the most important is to have a well qualified, knowledgeable and competent entry clerk. Often, the exhibitor's first contact with the club is with the entry clerk.*

*The entry clerk can make the difference between whether an exhibitor enters the show or not. If the entry clerk is not helpful, or is slow to respond to inquiries, the exhibitor will relate that experience with the show and with the club. In large part, that relationship will determine whether the exhibitor will enter the show, attend a different show, or decide not to participate in any show.*

*There are many prerequisites to being an entry clerk. The skills of Head Ring Clerk and Master Clerk are building blocks to learning the job of entry clerking. An entry clerk must have strong organizational skills and be proficient in basic bookkeeping practices, possess strong word processing skills, and have a good working knowledge of a spreadsheet program.*

*An entry clerk must also be familiar with the current TICA Show Rules, By-Laws, Standing Rules, the breeds accepted in Championship and Advancement Classes (Preliminary New Breeds, Advanced New Breeds, and New Traits), colors and competitive divisions. An entry clerk must be able to answer questions from the novice to the experienced exhibitor.*

# ONE – General Information

58.1 Purpose. The purpose of The International Cat Association’s Entry Clerking Program is to provide training to all interested and qualified individuals which will result in confident, competent, efficient and experienced, licensed entry clerks.

58.2 Prerequisites. It is highly recommended that an Entry Clerk have experience as a Ring Clerk and Master Clerk (license preferred) prior to accepting an assignment as an Entry Clerk. In addition to the prerequisite skills of the hands-on experience as a Ring Clerk and Master Clerk, an Entry Clerk needs to be extremely well organized, have basic bookkeeping skills, have computer software experience with word processing and spreadsheet programs and have the knowledge of the various TICA rules that pertain to entry clerking.

## 58.3 Training Program.

58.3.1 Eligibility for admittance to the Entry Clerking Program is current membership in TICA.

58.3.2 At the discretion of the Entry Clerking Administrator, the requirements for any level may be modified to meet special circumstances.

58.3.3 Trainee Status. Each applicant shall submit an Entry Clerking Program Application and a digital 4”x6” color photograph to the Entry Clerking Administrator, and a \$15.00 application fee to the Executive Office. The applicant shall send a copy of the DAR to the Entry Clerking Administrator. Upon completion of these requirements the applicant shall be enrolled in the Entry Clerking Program as a Trainee and shall receive a copy of the Entry Clerking Manual from the Administrator.

58.3.4 Advancement. The following should be completed prior to applying for advancement:

58.3.4.1 Attend an Entry Clerking School.

58.3.4.2 Learn the information contained in the Entry Clerking Manual.

58.3.4.3 Get practical experience.

58.3.5 Licensed Status. Before a license is issued, the following must be completed:

58.3.5.1 Attend a sanctioned entry clerking school within the previous two years. Experienced entry clerks are not required to attend an Entry Clerking School, but they must meet all other requirements. An experienced entry clerk is one who has served as an entry clerk for a minimum of three shows.



58.3.5.2 Serve as an entry clerk for a minimum of two shows. The Entry Clerking Trainee must submit favorable evaluations from each show signed by the Show Manager stating that the catalog was accurate; that the benching was done accurately, if applicable; that all entries were printed in the catalog and the judges' books, and that all entry fees were properly accounted for.

58.3.5.3 Once the two evaluations have been filed with the Entry Clerking Administrator, the Trainee must submit to the Entry Clerking Administrator an Application for Advancement Form requesting the Entry Clerking exam and advancement to Licensed Entry Clerk.

58.3.5.4 The applicant shall return the completed exam within 60 days of the date the exam was mailed or emailed.

58.3.5.5 All applicants/Trainees must pass the Entry Clerking examination with a minimum score of 90%.

58.4 Relicensing. All Trainees and Licensed Entry Clerks will be re-licensed on an annual basis and upon meeting the following requirements:

58.4.1 Payment of TICA membership dues and a \$5.00 annual relicensing fee on or before May 1 of each year.

58.4.2 Completion of the annual relicensing examination with a score of 90% or better.

58.4.3 The relicensing examination must be completed and returned to the Entry Clerking Administrator within 60 days of the date the exam was mailed or emailed. Failure to comply with this deadline will result in the Trainee or Licensed Entry Clerk being dropped from the Entry Clerking Program.

58.5 Reinstatement. Any person formerly licensed as a TICA Entry Clerk may apply for reinstatement. In order to be reinstated at the status formerly held, the following requirements must be fulfilled:

58.5.1 The applicant for reinstatement must send the Entry Clerking Administrator a written request to be reinstated.

58.5.2 The applicant for reinstatement must pay a \$5.00 re-licensing fee.

58.5.3 The applicant for reinstatement must submit an evaluation to the Entry Clerking Administrator showing that the applicant for reinstatement has successfully entry clerked a show within the past two years.

58.5.4 The applicant for reinstatement must pass the re-licensing exam with a score of 90% or better.

## 58.6 Entry Clerking Schools.

58.6.1 Entry Clerking Schools may be conducted by a licensed Master Clerk or a Judge.

58.6.2 Instructors shall teach attendees how to:

- 58.6.2.1 Enter entries into the computer
- 58.6.2.2 Answer exhibitor inquiries
- 58.6.2.3 Produce the show catalog
- 58.6.2.4 Produce judges' books
- 58.6.2.5 Provide exhibitor check-in each day
- 58.6.2.6 Provide club with financial records
- 58.6.2.7 Review Show Rules
- 58.6.2.8 Work extensively on mechanics
- 58.6.2.9 Conduct a question and answer session
- 58.6.2.10 Administer a written sample test

58.6.3 The Entry Clerking Administrator shall be informed in advance about the date and place where Entry Clerking Schools are to be held so the Entry Clerking Administrator can provide such information to any person interested in attending an Entry Clerking School.

58.6.4 After every Entry Clerking School, the instructor must send to the Entry Clerking Administrator a list of attendees and a brief synopsis of the material covered.

58.7 Compensation. Entry Clerks who are in the Entry Clerking Program shall be compensated for their services at a rate mutually agreeable by the Entry Clerk and the Club. Non-licensed entry clerks may be compensated at the discretion of the show management.

## 58.8 Miscellaneous.

58.8.1 Clerking Contracts. Clubs are encouraged to use the TICA Entry Clerking Contract to engage their Entry Clerk(s).

58.8.2 Dress Code. The entry clerk should dress appropriately at time of exhibitor check-in. They are in highly visible positions, and appropriate attire will complement the show committee's efforts to provide exhibitors with a quality show.

## **TWO – Duties of the Entry Clerk**

59.1 The Entry Clerk's job is very demanding and time consuming. The Entry Clerk must be well organized, be a good time manager, and have the technical computer skills to do the job efficiently and with very little direction.

59.2 Relationship with the Club – The Entry Clerk must establish a clear, concise working relationship with the Club's Show Manager.

59.2.1 An Entry Clerking Contract should be negotiated with an authorized representative of the Club – the Club President or Show Manager. (see attached sample)

59.2.2 The agreement should state who will be responsible for:

59.2.2.1 Developing the printed show flyer.

59.2.2.2 Developing the show website.

59.2.2.3 Selecting the computer program that is to be used for entry processing and financial tracking.

59.2.2.4 On-line promotion.

59.2.2.5 Setting the deadline for accepting entries.

59.2.2.6 Deciding whether late entries will be accepted, and if so, what fees will be charged.

59.2.2.7 Deciding if counts will be posted prior to closing, and if so, who will post them.

59.2.2.8 Deciding if, and how much, will be charged for payment at check-in.

59.2.2.9 Deciding whether the Club will allow an exhibitor to pull entries before the deadline and receive a refund.

59.2.2.10 Making the bank deposits.

59.2.2.11 Deciding what forms of payment the Club will accept.

59.2.2.12 Printing the catalog.

59.2.2.13 Printing the judges' books.

59.2.2.14 Benching the show hall.

59.2.2.15 Coordinating the rosettes or plaques.

59.2.2.16 Getting stewards, Ring Clerks, and Master Clerk.

59.2.2.17 The judging schedule.

59.2.2.18 Collecting fees due, including bad checks.

59.2.2.19 Receiving the show supplies provided by the TICA Executive Office.

59.3 Communication is one of the most important aspects of entry clerking. The Entry Clerk shall:

59.3.1 Keep the club informed of entry counts and money received.

- 59.3.2 Respond promptly to exhibitor questions.
- 59.3.3 Ask the Show Manager for help with difficult questions and respond to the exhibitor promptly upon receiving direction.
- 59.3.4 Establish time lines for each step of the entry clerking process. Proofing the catalog, formatting and printing the catalog, doing the benching, preparing the judges' books, and preparing for exhibitor check-in are all done during the final week before the show.
- 59.4 Before the show, the Entry Clerk shall:
- 59.4.1 Obtain the computer program(s) that will be used for data entry, retrieval and financial records.
- 59.4.2 Enter cat entry information into the computer.
- 59.4.3 Verify that exhibitors entering the show are not on the TICA Temporary Suspension List and Bad Debt List.
- 59.4.4 Verify each cat's proper placement in color and division.
- 59.4.5 Send entry confirmations within 10 days of receipt of entry, including a complete recap of the summary sheet and cat entry information. Note whether payment has been received.
- 59.4.6 Make copies of all checks, money orders, PayPal or credit card payments and attach to entry information.
- 59.4.7 Put all money in a secure place until it can be deposited in the Club's bank account.
- 59.4.8 Handle exhibitor inquiries – phone calls, emails, etc.
- 59.4.9 Promote the show on-line.
- 59.4.10 Provide regularly scheduled progress reports to the Club.
- 59.4.11 Print the entry pages of the catalog. Refer to the 211.1 of the Show Rules (Article 11 – Catalog) for a complete listing of what needs to be included in the catalog. Proof the catalog prior to printing, having another person assist in the proofing process if possible. If the Entry Clerk is to be responsible for printing the catalog, make sure that enough copies are made for each exhibitor, judge, each ring, the master clerk, and any extras for sale to spectators.  
**NOTE:** The Master Clerk's catalog should be printed one-side only, three hole punched, put in a 3-ring binder, and have the official TICA finals pages.

59.4.12 If required, bench the show hall:

59.4.12.1 Obtain an accurate floor plan from the Show Manager. It will need to include precise dimensions for fire egress, placement of fire extinguishers and electricity.

59.4.12.2 Recheck each exhibitor's benching request.

59.4.12.3 Determine number of exhibitor rows and number of cage spaces needed

59.4.12.4 Make benching chart based on priorities and special needs/requests:

59.4.12.4.1 Handicapped exhibitors

59.4.12.4.2 End of row requests

59.4.12.4.3 Show Committee

59.4.12.4.4 Ring Clerks

59.4.12.4.5 Master Clerk

59.4.12.4.6 Agented Cats

59.4.12.5 Provide the cage service with the number of benching spaces and wire cages needed.

59.4.13 If required, produce and print the judges' books:

59.4.13.1 To print the judges' books, the Entry Clerk must have a dot matrix printer.

59.4.13.2 Have necessary supplies such as, extra toner cartridge, book rings, and judges' book covers.

59.4.13.3 Before printing judges' books, do test prints one page at a time to make sure it is printing properly and that the text is lining up properly with the lines.

59.4.13.4 It is recommended that the pages in the judges' books be numbered in the upper right hand corner. This helps the Ring Clerk and Master Clerk confirm that all pages have been proofed and entered into the Master Catalog.

59.4.13.5 Print judges' books for each judge for each day.

59.4.13.6 Verify whether there are any judge trainees. If so, print 1 book for each day they are training.

59.4.14 Other possible duties (also see Entry Clerking contract):

59.4.14.1 Develop printed show flyer

59.4.14.2 Develop show website

59.4.14.3 Make bank deposits

59.4.14.4 Create the judging schedule

## 59.5 During the Show

59.5.1 In preparation of exhibitor check-in:

59.5.1.1 Organize all entry related correspondence by exhibitor last name alphabetically and take to show.

59.5.1.2 Print out and take all check-in materials, which may include the following:

59.5.1.2.1 Entry spreadsheet

- 59.5.1.2.2 List of money owed
  - 59.5.1.2.3 List of cats entered
  - 59.5.1.2.4 Absentee/Transfer Report
  - 59.5.1.2.5 Office supplies (pens, stapler, scotch tape, stapler puller, 3-hole punch, etc.)
  - 59.5.1.3 Make catalog labels or devise some other simple way to verify exhibitor check-in.
  - 59.5.1.4 Make up row signs (that corresponds to benching chart & catalog labels)
- 59.5.2 Exhibitor Check-In
- 59.5.2.1 Check in exhibitors
  - 59.5.2.2 Collect any outstanding money for entries
  - 59.5.2.3 Provide Master Clerk or Show Manager with Absentee/Transfer List each day of show
  - 59.5.2.4 Resolve any benching problems
  - 59.5.2.5 Give Master Clerk the official TICA "Finals Sheets"

## 59.6 After the Show.

- 59.6.1 Provide club with a final financial report
- 59.6.2 Provide club with a list of any 'unpaid entries'
- 59.6.3 Give club an Exhibitor List with each exhibitor's name, address, phone, email address, if available, for mailing with the marked catalogs
- 59.6.4 Give club all entry data collected from individual exhibitors.

## THREE – *Entry Clerk Mechanics*

510.1 Introduction. It is essential that an entry clerk have a thorough, working knowledge of Color/Division mechanics in order to verify that the entries are correct in the catalog and judges' books. With properly categorized entries in the catalog and judges' books, the show will run much smoother.

510.2 Championship Competitive Divisions. There are thirty-two color divisions for championship competition (Kittens, Cats, and Alters) and Household Pet kittens and Household Pet adults in TICA. These are determined by combining four color categories with eight pattern divisions. The four categories are: Traditional, Sepia, Mink, and Pointed. The following table lists the divisions for each category:

TRADITIONAL	SEPIA
Traditional Solid	Sepia Solid
Traditional Tortie	Sepia Tortie
Traditional Tabby	Sepia Tabby
Traditional Silver/ Smoke	Sepia Silver/Smoke
Traditional Solid & White	Sepia Solid & White
Traditional Tortie & White	Sepia Tortie & White
Traditional Tabby & White	Sepia Tabby & White
Traditional Silver/ Smoke & White	Sepia Silver/ Smoke & White

MINK	POINTED
Mink Solid	Pointed Solid
Mink Tortie	Pointed Tortie
Mink Tabby	Pointed Tabby
Mink Silver/Smoke	Pointed Silver/ Smoke
Mink Solid & White	Pointed Solid & White
Mink Tortie & White	Pointed Tortie & White
Mink Tabby & White	Pointed Tabby & White
Mink Silver/ Smoke & White	Pointed Silver/ Smoke & White

If the term “sable”, “sepia” or “mink” is not mentioned in the color, the color is not a Sepia or Mink category color. The term “point” will be part of the color name for all cats in the Pointed Category. The eight pattern divisions are: Solid, Tortoiseshell, Tabby, Silver/Smoke, Solid with White, Tortie with White, Tabby with White, and Silver/Smoke with White. When combined with the four categories of color, the result is the 32 competitive divisions.

**NOTE:** For complete information on categories, division and colors, refer to the TICA Uniform Color Descriptions (UCD).

## **FOUR – Appeals Procedure**

511.1 The ultimate control and management of The International Cat Association rests with the membership through the Board of Directors. Therefore, this appeals procedure has been developed for the Entry Clerking Program.

511.2 Any decision made by the Entry Clerking Administrator regarding any phase of the Entry Clerking Program is subject to the right of appeal to the Board of Directors. This appeal is to be made by the person affected by the decision. Such an appeal must be made in writing to the TICA President, with a copy to the Business Manager and the Entry Clerking Administrator, within 30 days of the decision in question. The appellant and the Entry Clerking Administrator agree to abide by the decision of the Board of Directors.



# ***LIST OF CHAMPIONSHIP BREEDS, PRELIMINARY NEW BREEDS,***

## ***ADVANCED NEW BREEDS, AND NEW TRAITS***

See TICA Standing Rules, 701.2 through 701.4.3.

### ***CLERKING FORMS***

The following forms can be requested from the Entry Clerking Administrator, the TICA Executive Office or the TICA website – [www.tica.org](http://www.tica.org)

- 1) Entry Clerking Program Requirements
- 2) Entry Clerking Program Application
- 3) Entry Clerk Evaluation
- 4) Entry Clerking Program Application for Advancement
- 5) Entry Clerking Contract

### ***SAMPLE CATALOG***

May be requested from the TICA Executive Office.

### ***SAMPLE JUDGE'S BOOK***

May be requested from the TICA Executive Office.