



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

51.1 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.

51.2 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.

51.3 Training Program.

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

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

51.3.3 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.

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

51.3.4.1 Attend an Entry Clerking School.

51.3.4.2 Learn the information contained in the Entry Clerking Manual.

51.3.4.3 Get practical experience.

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

51.3.5.1 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.

51.3.5.2 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.

51.3.5.3 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.

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

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

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

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

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

51.4.3 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.

51.5 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:

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

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

51.5.3 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.

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

51.6 Entry Clerking Schools.

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

51.6.2 Instructors shall teach attendees how to:

- 51.6.2.1 Enter entries into the computer
- 51.6.2.2 Answer exhibitor inquiries
- 51.6.2.3 Produce the show catalog
- 51.6.2.4 Produce judges' books
- 51.6.2.5 Provide exhibitor check-in each day
- 51.6.2.6 Provide club with financial records
- 51.6.2.7 Review Show Rules
- 51.6.2.8 Work extensively on mechanics
- 51.6.2.9 Conduct a question and answer session
- 51.6.2.10 Administer a written sample test

51.6.3 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.

51.6.4 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.

51.7 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.

51.8 Miscellaneous.

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

51.8.2 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

52.1 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.

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

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

52.2.2 The agreement should state who will be responsible for:

52.2.2.1 Developing the printed show flyer.

52.2.2.2 Developing the show website.

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

52.2.2.4 On-line promotion.

52.2.2.5 Setting the deadline for accepting entries.

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

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

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

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

52.2.2.10 Making the bank deposits.

52.2.2.11 Deciding what forms of payment the Club will accept.

52.2.2.12 Printing the catalog.

52.2.2.13 Printing the judges' books.

52.2.2.14 Benching the show hall.

52.2.2.15 Coordinating the rosettes or plaques.

52.2.2.16 Getting stewards, Ring Clerks, and Master Clerk.

52.2.2.17 The judging schedule.

52.2.2.18 Collecting fees due, including bad checks.

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

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

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

52.3.2 Respond promptly to exhibitor questions.

52.3.3 Ask the Show Manager for help with difficult questions and respond

to the exhibitor promptly upon receiving direction.

52.3.4 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.

52.4 Before the show, the Entry Clerk shall:

52.4.1 Obtain the computer program(s) that will be used for data entry, retrieval and financial records.

52.4.2 Enter cat entry information into the computer.

52.4.3 Verify that exhibitors entering the show are not on the TICA Temporary Suspension List and Bad Debt List.

52.4.4 Verify each cat's proper placement in color and division.

52.4.5 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.

52.4.6 Make copies of all checks, money orders, PayPal or credit card payments and attach to entry information.

52.4.7 Put all money in a secure place until it can be deposited in the Club's bank account.

52.4.8 Handle exhibitor inquiries – phone calls, emails, etc.

52.4.9 Promote the show on-line.

52.4.10 Provide regularly scheduled progress reports to the Club.

52.4.11 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.

52.4.12 If required, bench the show hall:

52.4.12.1 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.

52.4.12.2 Recheck each exhibitor's benching request.

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

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

52.4.12.4.1 Handicapped exhibitors

52.4.12.4.2 End of row requests

52.4.12.4.3 Show Committee

52.4.12.4.4 Ring Clerks

52.4.12.4.5 Master Clerk

52.4.12.4.6 Agented Cats

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

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

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

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

52.4.13.3 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.

52.4.13.4 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.

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

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

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

52.4.14.1 Develop printed show flyer

52.4.14.2 Develop show website

52.4.14.3 Make bank deposits

52.4.14.4 Create the judging schedule

52.5 During the Show

52.5.1 In preparation of exhibitor check-in:

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

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

52.5.1.2.1 Entry spreadsheet

- 52.5.1.2.2 List of money owed
- 52.5.1.2.3 List of cats entered
- 52.5.1.2.4 Absentee/Transfer Report
- 52.5.1.2.5 Office supplies (pens, stapler, scotch tape, stapler puller, 3-hole punch, etc.)
- 52.5.1.3 Make catalog labels or devise some other simple way to verify exhibitor check-in.
- 52.5.1.4 Make up row signs (that corresponds to benching chart & catalog labels)

52.5.2 Exhibitor Check-In

- 52.5.2.1 Check in exhibitors
- 52.5.2.2 Collect any outstanding money for entries
- 52.5.2.3 Provide Master Clerk or Show Manager with Absentee/Transfer List each day of show
- 52.5.2.4 Resolve any benching problems
- 52.5.2.5 Give Master Clerk the official TICA "Finals Sheets"

52.6 After the Show.

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

THREE – Entry Clerk Mechanics

53.1 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.

53.2 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

54.1 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.

54.2 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

- 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.