



# Clerking Program

(Version A 26-Oct-2023)

# Clerking Manual

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# 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 ensuring 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. The Head Ring Clerk's primary responsibility is to serve as the executive assistant to the Judge.

## Article 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 (either snail or electronic mail) to the Clerking Administrator, plus a recent 4" X 6" color photograph (not a Polaroid) head shot, with or without a cat, either snail or electronic mail. A \$15 application fee must be sent to the Executive Office either check or PayPal address is paypal@tica.org. As soon as these requirements are fulfilled, the applicant will be enrolled in the Clerking Program as a Trainee. All clerking materials are available on the TICA website under Programs and Forms for the Trainee to download. 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 (electronically or in person)

#### 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 (electronically or in person) 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, with a mentor (who is an experienced TICA 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 Applied 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** (See Entry Clerking Manual for complete program.)

51.2.5 **Recertification.** All Trainees and Licensed Clerks, plus TICA Judges (who complete their judging recertification requirements), will be re-certified upon meeting the following requirements:

51.2.5.1 Payment of TICA membership dues 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. TICA judges will complete their judging re-certification examination instead.

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 they wish to be reinstated.

51.3.2 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.

51.3.3 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 ensure 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 Ensure 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 to the Executive Office.

51.4.6 Submit (either electronically or by mail) a recent, color photograph (digital, head shot with or without a cat) 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 one 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 (electronically or in person) 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, and all TICA judges holding current licenses, 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.

51.7.3 TICA Juniors, upon the age of 18 years, with a current TICA adult membership, may transfer over their Junior Clerking Standing into the Adult program, with confirmation to the Clerking Administrator from their Regional Director and Junior Liaison.

# **Article 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. Completed and signed evaluations can be emailed, faxed, or mailed 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.

52.2.2 Be completely familiar with the Clerking Manual, show mechanics, colors, competitive divisions, show protocol and current show rules.

52.2.3 Supervise Assistant Ring Clerks and Stewards in the show ring.

52.2.4 Keep all unauthorized persons out of the judging area.

52.2.5 Mark one complete catalog for the ring.

52.2.6 Complete the appropriate portions of the Ring Clerk Evaluation Form and give it to the Judge to fill out and sign. Completed signed evaluations should be emailed, faxed or mailed to the Clerking Program Administrator.

## Article Three - Ring Protocol

53.1 The Judge is the final authority in the ring. The clerk serves as their 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 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 their 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 their 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 they are 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 their own cat into the ring in which they are clerking. Arrange ahead of time for someone else to show the cat, if 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.

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

## **Article 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 Make sure that cage cards are in the ring.

54.1.2 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.

54.1.3 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 they have a preference on where color, division flats and breed awards are placed.

54.1.4 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.

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

54.1.6 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.

54.1.7 Ask the Judge if they have a preference in how rosettes are arranged for presentation of finals.

### **54.1.8 Cage Card Numbers.**

54.1.8.1 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.

54.1.8.2 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.

54.1.8.3 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.)

#### **54.1.9 Stewards.**

54.1.9.1 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.

54.1.9.2 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.

54.1.9.3 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.

54.1.9.4 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.

54.1.9.5 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.

54.2.1.2.2 Changes regarding:

54.2.1.2.3 Sex.

54.2.1.2.4 Age.

54.2.1.2.5 Color and Division.

54.2.1.2.6 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.

54.2.2.1.1 Does the Judge want cats sent back as soon as they have 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?

54.2.2.1.2 Does the Judge want to keep all the cats in the ring until they have judged them all before sending them back?

54.2.2.1.3 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 their own name on the front of club's copy of the 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.

54.2.3.4.1 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.)

54.2.3.4.2 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.

54.2.3.4.3 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 Advancement Classes)

54.2.3.4.4 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 their book "wrong class - not judged" (Show Rules, Article Sixteen).

54.2.3.4.5 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.

54.2.3.6.1 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.

54.2.3.6.2 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.

54.2.4.2.1 Award Definitions.

54.2.4.2.2 **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).

54.2.4.2.3 **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).

54.2.4.2.4 **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.

54.2.4.2.5 **Household Pet Awards.**

54.2.4.2.5.1 All household pets receive a first place or merit award (Show Rules, Article Seventeen).

54.2.4.2.5.2 Household pet kittens do not receive division awards (Show Rules, Article Seventeen).

54.2.4.2.6 **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 212.7.3, Standing Rules 2017.7).

54.2.4.2.6.1 Award Symbols

54.2.4.2.6.2 **Color awards** are recorded as follows:

Award Description	Ribbon Color	Catalog Notation
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.

54.2.4.2.6.3 **Division awards** are recorded as follows:

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

54.2.4.2.7 **Other notations.**

Description	Catalog Notation
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, cannot 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 cannot 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.**

54.2.5.1 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 final's 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 their finals sheets. This information is essential in determining the number of final awards given.

54.2.5.2 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. Any cat not amenable to handling on the judging table should be penalized for temperament and awards may be withheld from that ring, but the cat will be counted present and competing in that ring.

## 54.2.6 **Judge's Book Sheets.**

54.2.6.1 The Judge will give the clerk one copy of each completed sheet from their 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.

54.2.6.2 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 the Judge's sheets. If sheets are missing the clerk has not done their job properly.

54.2.6.3 The clerk must sign or initial each Judge's sheet when they are certain that there are no errors, thus certifying that it is accurate.

54.2.6.4 The clerk must never write anything except their 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).

54.2.6.5 The clerk must check to be certain that the Judge has signed each of their Judge's sheets. (Show Rules, Article Seventeen)

54.2.6.6 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.**

54.2.7.1 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.

54.2.7.2 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).

54.2.7.3 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).

54.2.7.4 As the Judge makes their 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.

54.2.7.5 When the finals are complete, the Judge gives the clerk their 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.**

54.2.8.1 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.

54.2.8.2 Leave the cage cards in proper numerical order. Leave the ring as neat as possible.

# Article Five - Master Clerk Duties and Procedures

## 55.1 Before the Show.

55.1.1 Club and Master Clerk with exchange Clerking Contract to determine duties and whether the Marked Catalog information will be entered manually or electronically (using a suitable program).

55.1.2 Contact each Head Ring Clerk and let them know the location of the Master Clerking table.

55.1.3 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.

55.1.4 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 either manually or electronically (using a suitable program). Require exhibitors to give correction information in writing for accuracy and to ensure that the information is not left out of the Master Catalog. Consolidate all judging records into one error free, neatly and clearly marked Master Catalog either manually or electronically (using a suitable program). Mark the Master Catalog in black ink only if entering manually.

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 and give it to a member of the Show Committee. Completed and signed evaluations should be emailed, faxed or mailed to the Clerking Program Administrator.

## Article 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 cannot 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, 2nd Best, 3rd Best, 4th Best and 5th 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 their 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:

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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 their 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 their 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 only been defeated by the Best Cat. The Third-Best Cat can have only been defeated 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.

## **Article 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.

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# Index of Changes to Clerking Program

<u>Date</u>		<u>Action</u>
<b><u>2023</u></b>		
26-Oct-2023	Miscellaneous corrections to previous versions of this document.	Amended
	52.2.3 to 52.2.7 renumbered to 52.2.2 to 52.2.6	
	Remove 54.1.8 (duplicate of 54.1.7) and renumber 54.1.9 to 54.1.10 to 54.1. to 54.1.9	Corrected
	Correct typo in last line of 54.2.4.2.6 to read Show Rules 212.7.1 Through 212.7.3., Standing Rules 2017.7.	Corrected
<b><u>2022</u></b>		
1-Sep-2022	Gender Neutrality Updates	Amended
	Sections 51.3.1, 53.1, 53.2, 53.3, 53.5, 53.8, 54.1.3, 54.1.7, 54.1.8, 54.2.2, 54.2.3.1, 54.2.3.4.4, 54.2.5.1, 54.2.6, 54.2.7.4, 54.2.7.5, 56.2.1, 56.2.3.4, 56.2.4	
<b><u>2020</u></b>		
4-Sep-2020	51.2.3.3 (Trainee Status)	Amended
	51.2.4.1.1.1 (Licensed Status)	Amended
	51.5.1 (Clerking Schools)	Amended
	51.4.5 (Payments)	Amended
	51.4.6 (Photos)	Amended
	51.2.4.4 (Entry Clerking Program)	Deleted

# Formatting in Publications

<u>Rules</u>	<u>Begin with</u>	<u>Applicable Standing Rules begin with</u>
By-Laws	1	10
Show Rules	2	20
Registration Rules	3	30
Judging Program	4	40
Clerking Program	5	50
Scoring	6	60
Standards	7	70
Miscellaneous		90
Awards, Guidelines, Protocols, Forms, Samples		

**Font** = Arial = Headings: 18 pt; Body: 12 pt

**Page Formatting** = All margins (top, bottom, left, right) are .50 (1/2")

**Sentence Formatting** = Single space only (no double space after a sentence and prior to next sentence).

**Start of an Article** = Do not page break for a new article unless there is less than 1/4 of a blank page.

**Paragraph Formatting** = Full Justified

**Indent Formatting** =

**First in series:** Title is **Bold** and it is double-spaced. (Example: **802**)

**Second in series:** Title is Underlined and it is double-spaced. (Example: 802.1)

**Third in series:** is linked to the number above and double-spaced between numbers. (Example: 802.1.1)

All series after three are indented and single spaced under their heading numbers. (Example: 802.1.1.1 or 802.1.1.2.1)

802 **Bold** (indent to **bold** .50")

802.1 Underlined (indent to underlined .50")

802.1.1 Sample text (indent to sample text .75")

802.1.1.1 Sample text (802.1.1.1 indented to .75"; sample text to 1.75")

802.1.1.2 Sample text (802.1.1.2 indented to .75"; sample text to 1.75")

802.1.1.2.1 Sample text (802.1.1.2.1 indented to .75"; sample text to 1.75")

802.1.1.2.2 Sample text (802.1.1.2.2 indented to .75"; sample text to 1.75")

Note: When related Standing Rules are inserted into other documents (i.e., Bylaws, Registration Rules, Show Rules, etc.): Inserted Standing Rules are to be italicized with a top and bottom border. Example:

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*203.1 Any change in the Standing Rules which will affect the way a cat may be shown will become effective May 1<sup>st</sup> of ensuing year.*

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**Footers =**

Top margin is .4

First line in Footer has “top border”, solid line, ¾ pt.

Font: Arial 12 pt, no Bold, no Italics,

Example: See bottom of this page.

**Page Numbering =**

Cover page – No page number

Begin page numbering at 2<sup>nd</sup> page