



Entry Clerking Manual

Effective May 1, 2009

THE INTERNATIONAL CAT ASSOCIATION, INC.

ENTRY CLERK MANUAL

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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 exhibitors first and only contact with the club prior to the show is with the entry clerk.

A good entry clerk can make the difference between an exhibitor entering the show, or not. If the entry clerk is not helpful, or is slow to respond to inquiries about the show, the exhibitor will relate that experience with the show (and the club). That relationship, in large part, will determine whether the exhibitor will enter their cats in the show. Or, the exhibitor may decide to attend another show. Or, the exhibitor may simply decide not to participate in any show that weekend.

Prerequisites to being an Entry Clerk are many. One should first gain experience and skills as a Head Ring Clerk and Master Clerk before tackling the job of entry clerking. Only with experience as a Ring Clerk and Master Clerk can one fully grasp the importance of accuracy, attending to many details, and gaining the experience needed to assume the challenge of the Entry Clerk's job. One should also have strong organizational skills and be proficient with basic bookkeeping practices, strong word processing skills (i.e., Microsoft Word or Word Perfect), and a good working knowledge of a computer spreadsheet program, such as Microsoft Excel.

Familiarity with the current TICA Show Rules, By-Laws, Standing Rules, accepted breeds in Championship or the Advancement Classes (Preliminary New Breeds, Advanced New Breeds, and New Traits), colors and competitive divisions is essential. Entry clerks 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 Microsoft Word and Microsoft Excel, 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 to the Entry Clerking Administrator, plus a digital 4"x6" color photograph. A \$15.00 application fee must be sent to the Executive Office or the Entry Clerking Administrator. As soon as these requirements are met, the applicant will be sent a copy of the Entry Clerking Manual and shall be enrolled in the Entry Clerking Program as a Trainee. The following should be completed prior to requesting advancement.
 - 51.3.3.1 Learn the information contained in the Entry Clerking Manual.
 - 51.3.3.2 Get practical experience.
 - 51.3.3.3 Attend an Entry Clerking School.
 - 51.3.4 License Status.
 - 51.3.4.1.1 Attend a sanctioned entry clerking school within the previous two years.

- 51.3.4.1.2 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.
- 51.3.4.1.3 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.
- 51.3.4.1.4 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 advancement to Licensed Entry Clerk and the Entry Clerking exam.
- 51.3.4.1.5 The applicant shall return the completed exam within 60 days of the date when the exam was mailed (or emailed).
- 51.3.4.1.6 All applicants/Trainees must pass the Entry Clerking examination with a minimum score of 90%.

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

- 51.4.1 Payment of TICA membership dues and a \$5.00 annual re-certification fee on or before May 1 of each year.
- 51.4.2 Completed the annual re-certification examination with a score of 90% or better.
- 51.4.3 The re-certification examination must be completed and returned to the Entry Clerking Administrator within 60 days of the date when 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 that he/she wishes to be reinstated.
- 51.5.2 Payment of a \$5.00 re-certification fee must be paid.
- 51.5.3 Evaluations must have been submitted to the Entry Clerking Administrator showing that the applicant for reinstatement has successfully entry clerked a minimum of two shows. Note: Back-to-back shows shall count as one show.
- 51.5.4 The applicant for reinstatement must pass the re-certification 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 Field exhibitor inquiries
 - 51.6.2.3 Produce exhibitor 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
- 51.6.3 In addition, Instructors shall:
 - 51.6.3.1 Review Show Rules
 - 51.6.3.2 Work extensively on mechanics
 - 51.6.3.3 Conduct a question and answer session
 - 51.6.3.4 Administer a written "sample" test
- 51.6.4 The Entry Clerking Administrator shall be informed about the date and place where Entry Clerking Schools are to be held in advance so the Entry Clerking Administrator can provide such information to any person interested in attending an Entry Clerking School.
- 51.6.5 After every Entry Clerking School, the instructor must send to the Entry Clerking Administrator a list of everyone who attended the school and a brief synopsis of the material covered during the school.

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.

- 51.7.1. Clerking Contracts. Clubs are encouraged to use the TICA Entry Clerking Contract to engage their Entry Clerk(s).
- 51.7.2. Dress Code. Entry Clerks should dress appropriately at time of exhibitor check-in. They are 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 a very demanding and time consuming one. 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 from someone else.
- 52.2 Relationship with the Club – It is imperative that the Entry Clerk establish a clear, concise working relationship with the Club's Show Manager from the beginning.
- 52.2.1 Execute an Entry Clerking Contract with an authorized representative of the Club – the Club's President or Show Manager. (see sampled attached)
 - 52.2.2 At a minimum, agree on the following:
 - 52.2.3 Who will develop the printed show flyer?
 - 52.2.4 Who will develop the show website?
 - 52.2.5 Does the club have a preference as to what computer program you are to use for entry processing and financial tracking?
 - 52.2.6 Who will be responsible for on-line promotion?
 - 52.2.7 What will be the final deadline for accepting entries?
 - 52.2.8 Does the club want the entry clerk to accept late entries?
 - 52.2.9 Will you post counts before closing?
 - 52.2.10 Will there be a fee for late entries?
 - 52.2.11 Will there be a fee for payment at check-in?
 - 52.2.12 Will the club allow an exhibitor to pull entries before the deadline and receive a refund?
 - 52.2.13 Who will make the bank deposits?
 - 52.2.14 Will the club accept PayPal payments?
 - 52.2.15 Who will be responsible for printing the catalog?
 - 52.2.16 Who will print the judges' books?
 - 52.2.17 Who will bench the show hall?
 - 52.2.18 Will the Entry Clerk be involved with coordinating a rosette/ plaque system?
 - 52.2.19 Will the Entry Clerk be responsible for getting the needed Stewards? Ring Clerks? Master Clerk?
 - 52.2.20 Who will do the judging schedule?
 - 52.2.21 Who will collect fees due including bad checks?
 - 52.2.22 Who will receive the show supplies?

52.3 Communication is one of the most important aspects of Entry Clerking.

- 52.3.1 Keep the club informed of entry counts and moneys received.
- 52.3.1 Respond to all entry inquiries promptly and courteously.
- 52.3.1 If you don't have the answer to a question, check with the Show Manager and get back to the exhibitor ASAP.
- 52.3.1 Establish timelines for each step of the entry clerking process. Don't wait to do everything related to the catalog the week of the show when the entry clerk needs to proof the catalog, format and print the catalog, do the benching, prepare the judges' books, and prepare for exhibitor check-in.

52.4 Before the Show

- 52.4.1 Decide what computer program(s) will be used for data entry, retrieval and financial records.
- 52.4.2 Acknowledge all entries within 24 hours of receipt. Note: It is NOT required that a complete recap of the summary sheet and cat entry information be sent to the exhibitor, however, it is highly recommended. This helps ensure that the data was entered correctly in the database, which will ultimately result in fewer errors in the catalog.
- 52.4.3 Verify that exhibitor is NOT on the TICA Temporary Suspension List and Bad Debt List.
- 52.4.4 Enter cat entry information into the computer.
- 52.4.5 Note if payment has been received.
- 52.4.6 Verify proper placement for cat's color/division.
- 52.4.7 Make copies of all checks, money orders, PayPal or credit card payments and attach to entry information.
- 52.4.8 Put all money in a secure place for safe keeping until it can be deposited in the Club's bank account.
- 52.4.9 Field exhibitor inquiries – phone calls, emails, etc.
- 52.4.10 Promote the show on-line.
- 52.4.11 Provide regularly scheduled progress report to the Club.
- 52.4.12 Exhibitor catalog -- Generate, at a minimum, 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. It is extremely important for the catalog to be proofed prior to printing. It is very helpful to have someone else assist in this process as 'fresh eyes' catch things that another might overlook. If the Entry

Clerk will 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.

- 52.4.13 If required, bench the show hall per the following:
 - 52.4.13.1 Obtain an accurate floor plan from the Show Manager. It will need to include precise dimensions for fire egress, fire extinguishers, and electricity.
 - 52.4.14.2 Recheck each exhibitor's benching request.
 - 52.4.14.3 Determine number of exhibitor rows and number of cage spaces needed
 - 52.4.14.4 Make benching chart based on priorities and special needs/requests:
 - 52.4.14.4.1 Handicapped exhibitors
 - 52.4.14.4.2 End of row requests
 - 52.4.14.4.3 Show Committee
 - 52.4.14.4.4 Ring Clerks
 - 52.4.14.4.5 Master Clerk
 - 52.4.14.4.6 Agented Cats
 - 52.4.14.5 Provide the cage service with the number of benching spaces and wire cages needed
- 52.4.14 Produce and/or print the judges' books (if required):
 - 52.4.15.1 To print the judges' books, the Entry Clerk must have a working, dot matrix printer.
 - 52.4.15.2 Be sure to keep an extra toner cartridge, book rings, judges' book covers
 - 52.4.15.3 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.
 - 52.4.15.4 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.
 - 52.4.15.5 Verify whether there are any judge trainees. If so, print 1 book for each day they are training.
 - 52.4.15.6 Print judges' books for each judge and trainee for each day.

- 52.4.15 Other possible duties (see Entry Clerking contract):
 - 52.4.13.1.1 Develop printed show flyer
 - 52.4.13.1.2 Develop show website
 - 52.4.13.1.3 Make bank deposits
 - 52.4.13.1.4 Create the judging schedule

52.5 During the Show

- 52.5.1 In preparation of exhibitor check-in, do the following:
 - 52.5.1.1 Gather all entry related correspondence. Organized by exhibitor last name in alphabetical order and take to show.
 - 52.5.1.2 Print out and take all check-in materials, which may include the following:
 - 52.3.1.2.1 Entry spreadsheet
 - 52.3.1.2.2 List of money owed
 - 52.3.1.2.3 List of cats entered
 - 52.3.1.2.4 Absentee/Transfer Report
 - 52.3.1.2.5 Take office supplies
 - 52.5.1.3. Make catalog labels or devise some other simply way to verify exhibitor check-in.
 - 52.5.1.4. Have general office supplies at check-in (pens, stapler, scotch tape, stapler puller, 3-hole punch, etc.)
 - 52.5.1.5. 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 Handle 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 with minimal glitches.

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	MINK	POINTED
Traditional Solid	Sepia Solid	Mink Solid	Pointed Solid
Traditional Tortie	Sepia Tortie	Mink Tortie	Pointed Tortie
Traditional Tabby	Sepia Tabby	Mink Tabby	Pointed Tabby
Traditional Silver/ Smoke	Sepia Silver/ Smoke	Mink Silver/ Smoke	Pointed Silver/ Smoke
Traditional Solid & White	Sepia Solid & White	Mink Solid & White	Pointed Solid & White
Traditional Tortie & White	Sepia Tortie & White	Mink Tortie & White	Pointed Tortie & White
Traditional Tabby & White	Sepia Tabby & White	Mink Tabby & White	Pointed Tabby & White
Traditional Silver/ Smoke & White	Sepia Silver/ Smoke & 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 thirty-two 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.