

**CATZ INCORPORATED
RING CLERKING SCHOOL
NOVEMBER 6TH 2005**

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EXAMPLE DOCUMENTS:

- Absentee & Transfer List
- Judges Sheet
- Judges Breed/Division Awards Sheet
- Judges Finals Sheet
- Clerking Evaluation Form
- Catalogue Division Awards – Longhair
- Catalogue Division Awards – Shorthair
- Catalogue Titles CLAIM FORM
- Catalogue “How to calculate your cats points”
- Catalogue Unofficial Count
- Sample Catalogue pages

1. INTRODUCTION

THE IMPORTANCE OF GOOD RING CLERKING

The clerk's primary responsibility is as a FULL-TIME ASSISTANT to the judge who is in charge of the ring.

A good clerk can assist the judge by trying to maintain schedule, avoid distractions, and ensure accurate mechanics. On the other hand, a lax or incompetent clerk can delay or distract the judge to the point that the whole show is adversely affected.

As a ring clerk, you must be accurate and neat because the records of the show, as marked by the judge, are verified by the ring clerk. If there are errors in the published results, they are the clerk's errors, even if originated elsewhere.....the clerk has verified them. A responsible clerk knows that this job is vital to the success of the show and the clerk must carry out these duties responsibly.

The clerk's location in the show ring is obvious, and questions from spectators and exhibitors must be dealt with carefully. The clerk MUST NOT let the clerking responsibilities suffer, interrupt the judge unnecessarily, or attempt to interpret the judge's reasons for making selections. The clerk must know the identity of show management so that referrals of inopportune enquiries may be made to appropriate personnel. Use sound judgement. You must be familiar with current CATZ. Inc Show Rules and have a copy available for reference.

It is important to remember that the ring clerk retains the responsibility to check and verify the paperwork. They are also responsible for maintaining a smooth-running ring operation.

2. RING CONDUCT & ETIQUETTE

GENERAL RULES

- a) The judge is in complete control of their judging ring and the clerk serves as the executive assistant.
- b) The clerk should remain in the ring and leave only for TRULY NECESSARY reasons. The judge, the show committee and the exhibitors are entitled to a smooth running ring. This cannot occur if the clerk is absent from the ring – a clerk's place is IN the ring.
- c) The clerk should carry out the prescribed duties as quietly and efficiently as possible, making certain that all CATZ Inc. Show Rules are being followed. (Do not create unnecessary noise. Do not tap pencils, pens rattle ice cubes, flip through cards, etc.)
- d) When the judge has a "difficult" or "up-tight" cat on the table, the clerk must not get up to place new numbers on the cage or perform any other such activity which might further upset the cat and endanger the judge.
- e) The clerk should NEVER comment on cats in the ring during or after judging

- f) The clerk must not interrupt nor allow others to interrupt the judge. If the clerk does need to speak with the judge, the clerk should not interrupt the judge when the judge is engaged in the process of judging a cat on the table.
- g) Under no circumstances should the clerk permit a commotion in or near the ring that could be either disruptive to the judge or to the cats in the ring.
- h) The clerk's location at one end of the judging table, should prevent spectators from wandering into the judging ring. Providing a chair for the steward at the other end of the ring will help to provide security there too.
- i) The clerk should NEVER bring their own cat into the ring in which they are engaged. Arrangements for this should be made ahead of time with a friend or fellow exhibitor.
- j) The clerk should NEVER leave the marked catalogue unattended in the ring. If the ring breaks for lunch or if the show is a two-day show, the clerk should either take the marked catalogue or leave it with the Master Clerk for safekeeping.
- k) The clerk should NEVER place the catalogue where it can be seen &/or read by the judge.

OTHER COURTESIES

- A. The Show Committee will usually have one member devoted to providing hospitality. This person will normally approach the clerk and the judge with a sheet upon which is listed the choices for Lunch. If not, the clerk should seek out Show Management and arrange for the Judges Lunch to be provided.
- B. Some Show Committee's may provide an area where Judges and/or Judges and their Clerks can sit comfortably away from the judging ring to eat lunch. However this is not always possible , so it is permitted to eat lunch and take non-alcoholic refreshments within the ring. However, care should be taken not to eat while performing official duties.
- C. In general terms, the clerk is there to ensure the comfort of the judge. Be sure to check that if a chair is provided for the judge, it is stable, that supplies of paper towels are enough to last the assignment and that disinfectant and other supplies are in sufficient quantities so as not to cause unnecessary delays or interruption to class judging.
- D. Judges are paid professionals. If the Show Treasurer does not come to the Judge at the completion of his/her assignment to proffer payment, seek out the appropriate person.
- E. Respect all lawful wishes of the judge, with a view to CATZ Inc. Show Rules and normal etiquette.

**A JUDGE IS A GUEST AT A SHOW WHO COMES TO DO A JOB
CLERKS ARE REQUIRED TO LOOK AFTER THEIR JUDGE
ON BEHALF OF THE CLUB**

CLERKING IN THE SHOW RING

SUPPLIES

- A. You may find that the recommended equipment required will be set up in each ring for you to start, however, you should bring the following supplies yourself incase materials are not available or in the event that you are needed to step in unexpectedly to ring clerk.
- B. The following are some **recommended supplies** that the Chief Ring clerk might have already set up.
 - i) Pencils
 - ii) Pens (Red and Blue/Black)
 - iii) Paper Clips
 - iv) Rubber Bands
 - v) "White-Out" correction fluid
 - vi) Note-pad or 3 x 5 inch cards
 - vii) Current Show Rules.
 - viii) Clerking evaluation forms.
 - ix) Clerking Contract blanks.

WHERE AND WHO?

- A. The Ring clerk must determine the location of various supplies and must know whom to ask when in need of additional supplies (e.g Chief Ring clerk).
- B. The clerk should know who is the Master Clerk, and their location in the show hall; the location of the announcer; who the show manager and show secretary are. Thus, exhibitors may be directed to these people and places quickly and effectively.

CLERKING CATALOGUES

- A. The clerk should obtain CLERKING catalogues from the Show Secretary. (Some Show Secretaries will deliver these to the clerk once the clerk is located in the ring).
- B. The ORDER of JUDGING may be printed in the Catalogue (usually on the back cover). The Judges Book will provide guidance for the judge.
- C. The judge **MUST NOT** have access to a show catalogue until completion of the judging assignment.)

ASSISTANT CLERK

- A. The Ring clerk may be asked to have an assistant clerk work with them. This is an important part of the training program for new clerks and should be considered an opportunity to assist someone in understanding the finer points of clerking.

- B. It is important to remember that the chief ring clerk retains the responsibility to check and verify the paperwork. They are also responsible for maintaining a smooth-running ring operation.

PLASTIC FLATS & RIBBONS

- A. The Ring clerk should lay out the plastic flats in order needed, and should check to ensure that there are enough to accommodate the smooth running of judging.
- B. If the cage steward is required to return the Plastic Flats to the judging table, the ring clerk should instruct the steward in advance, so that the return of the plastic flats to the judging table will not disturb or distract from the judging.
- C. Special ribbons, usually donated by breed clubs, should not be overlooked. These are permitted only when they parallel CATZ Inc awards, so it is simplest to put them with their CATZ Inc counterparts.
- D. The clerk must remember that awards, even if offered, may NOT be given if they require additional decisions to be made by the judge.

ROSETTES

- A. The Ring clerk should check the rosettes displayed on the stand needed for each category (Championship Cats, Kittens, Premierships, HHPs and NBC's) to ensure that all the placements in these categories are covered.
- B. The clerk should arrange them in the order of judging. This should be done PRIOR TO THE START OF JUDGING.
- B. In preparation for presenting the FINALS AWARDS, the entire show ring and the judges table should be tidied & cleaned. An attractive ring will complement the winning cats soon to be displayed.
- C. Final rosettes are normally placed in reverse order on the judging table.. However, the judge may choose to deviate from this. The clerk should comply with this desire.

CAGE CARD NUMBERS

- A. The cards will be blue (male) on one side and pink (female) on the other, with the same number printed on both sides. This helps the clerks arranging exhibits and also aids spectators. Should a clerk inadvertently bench males side by side, the adjacent blue cards will catch the clerks attention before something more serious happens.
- B. Using the cataloguee clerks should arrange the cage card numbers in numerical order, with appropriate colours.
- C. It is also recommended that the clerk remove the cards that represent absentee cats as marked on the absentee and transfer list

- D. The clerk can separate the cards into Breed or Division or Show Categories by placing a rubber band around each group.
- E. The clerk should collect the cage cards from the completed classes and put them back into numerical order, making note to keep the correct colour the right way up as some of the cats may be recalled for presentation of Finals Awards. As an alternative, the clerk can ask the steward to perform this task. This often gives the steward an additional responsibility and interest in the show and relieves the clerk of one or more responsibility.

ABSENTEE & TRANSFER LIST

- A. The Master Clerk will provide the clerk with a copy of the ABSENTEE and TRANSFER LIST, which will be in numerical order.
- B. The clerk may be asked to read the ABSENTEE and TRANSFER information to the judge so that the judge can mark the judge's book accordingly.
- C. If the judge prefers, he/she may choose to mark the judge's book directly from the ABSENTEE and TRANSFER list. If only one copy of the list is available, the clerk should wait until the judge has marked the information and passed the sheet back to the clerk.
- D. ABSENTEES are indicated in the Catalogue by the single letter "A". It is recommended that the clerk only mark these in pencil to begin with, as often cats will appear just before judging of a particular section commences, due to late arrival. Later, when absenteeism is confirmed, these should be marked in RED.

STEWARDS

- A. In many cases, Stewards are teenage or younger members. Specific instructions on how, and when to clean cages, should be given by the Ring clerk. Always check to see how much the steward knows. If instructions have not been given then it is the duty of the Clerk to provide the instructions to ensure the smooth flowing operation of the ring.
- B. The Ring clerk should also ask the judge if he/she has any special requests and pass these along to the stewards.
- C. Most importantly, a system must be established so that both the clerk and the steward know with certainty that a cage has been cleaned. A good way is to have the steward collect the cards off the cages ONLY after they have been cleaned and to put them back into numerical order.
- D. Placing a chair for the Steward at the opposite end of the judging ring from the clerk, will also aid in preventing spectators from wandering into the ring.
- E. The Steward might also be required to put out the sponsor's prizes (food).

CALLING CATS TO THE RING

A. Prior to calling cats into the ring, the clerk must know **the judge's preferences.**

- i) Males benched between females in the judging ring?
or, empty cages between the males?
- ii) Cats rotated continually in the ring to keep cages full all the time
or, does the judge prefer to keep an entire group until judging completed and then replace it with a completely new group?

NOTE: In some large classes with many males, some juggling becomes necessary.

If the judge wants cages filled continually until the end of a specific section, constantly replacing cats that have been sent back with new cats, the clerk will have a very busy day! It is therefore mandatory to work out an efficient set of instructions, signals and methods among the judge, the clerk and the steward to avoid any confusion. It can be done and when properly executed, this procedure results in the fastest and most smooth-running ring possible.

B. The clerk should work out a method for calling numbers with the PA announcer. It is better to have a pre-arranged co-ordinated method which both parties will understand.
Depending upon the set-up, the clerk may either....

- i) Devise signals.
- ii) Send notes by runner.
- iii) Announce independently.

NOTE: In the last case, some show committees may put a microphone between judging rings so that clerks may make their own announcements. If this IS done, the clerk should remember that it is good etiquette to not interrupt another clerk who is already calling for cats and to await their turn.

C. In a particularly large class, the clerk may be required to bring up all the males first, followed by the females in a separate grouping. The judge may in these cases, request that a particular cat or cats be retained in the ring for comparative judging.

D. When the judge and the Show Manager and PA announcer are ready, the clerk may put up the cage cards for the first class. It is usual for the PA to announce and welcome each judge individually to each ring beforehand.

E. The clerk must NEVER put ADULT males in adjoining cages, not even across the corner of a "U" or "L" shaped judging ring.

MARKING THE CATALOGUE

- A. The ring clerk shall be required to mark ONE catalogue, which shall remain the property of the Club.
- B. The clerk should list the judge's name, ring number and the clerk's own name and status on the cover of the catalogue, usually in the top left and top right hand sides of the cover page. With the completion of judging, this "Marked Catalogue" must be given to the Master Clerk BEFORE either the CLERK or JUDGE can be released from duty.
- C. ALL changes to the Show Catalogue, (absentees, transfers of colour/pattern etc) must be made in red ink.
- D. ABSENTEES: - If the clerk has entered an "A" in pencil in the catalogue in accordance with the ABSENTEE and TRANSFER list and has not been advised that the cat is now present, the clerk may enter the "A" in RED INK in the Catalogue during class judging.
- E. TRANSFERS:
 - i) Transfers from one **Colour** or **Pattern** to another may be made ONLY with the **agreement of the OWNER** of an exhibit, who will be required to complete a **TRANSFER REQUEST FORM** obtainable from the **MASTER CLERK**. A Judge may discuss the transfer of a cat with the owner *during the judging process*. If the owner agrees to a Transfer from Pattern or Colour, the judge may mark their judges sheets accordingly. It is the duty of the CLERK to instruct the owner/exhibitor to complete a TRANSFER request with the MASTER CLERK.
 - ii) Transfers to **Champion** or equivalent, also require a TRANSFER REQUEST FORM to be completed by the owner. These are required where an owner has lodged a Championship/Premiership/Companionship Confirmation and has reason to believe that the cat should be scored as a Champion or equivalent (thereby accruing Grand points). Owners should do this BEFORE judging commences at the start of the Show, so that the MASTER Clerk can mark these changes on the ABSENTEE and TRANSFER list before it is circulated. However, as titles are NOT listed in the JUDGES BOOKS, this is not absolutely necessary. However, it IS necessary that it be marked in the SHOW MASTER CATALOGUE from which final scoring is allocated.
 - iii) The clerk should mark ALL Transfers in RED ink.
 - iv) Transfers **BETWEEN COMPETITIVE SHOW CATEGORIES:** Where for instance a cat is entered as a **NEUTER/SPAY** Kitten and appears in the catalogue as an **ENTIRE** – The clerk should simply write the new class across the result lines. Eg. "TR to Class XXXP See page X"

- v) Transfers between **Colour Classes** may be a little complicated. Where the class number is not obvious, the MOST IMPORTANT thing to remember is to transfer the exhibit to the **correct BREED COLOUR/DIVISION**.

e.g. From Blue PERSIAN to Blue Smoke PERSIAN, requires that the exhibit is transferred to the SHADED SMOKE Division.

In these cases, there may arise the need to call back the judging sheets for a Breed/Colour class. However, before doing so, check first with the judge, who may or may not require that the sheets be recalled.

F. CLASS AWARDS:

- i) The following are the prescribed catalogue markings for respective class ribbons.

PLASTIC FLATS		CATALOGUE MARKING
FIRST PLACE (Male OR Female)	RED	1 Marked ABOVE the line
SECOND PLACE	BLUE	2 Marked ABOVE the line
THIRD PLACE	GREEN	3 Marked ABOVE the line
BEST OF COLOUR	BLACK	B Marked BELOW the line
2 ND BEST OF COLOUR	WHITE	2B BELOW the line
Examples:	$\frac{1}{B}$ $\frac{3}{-}$ $\frac{2}{2B}$ $\frac{1.}{2B}$	
BEST OF BREED	GOLD	Exhibit Number ABOVE the line.
2 ND BEST OF BREED	SILVER	Exhibit Number ABOVE the line.
3 rd BEST OF BREED	BRONZE	Exhibit Number ABOVE the line
BREEDERS AWARD	VIOLET	Entered in Finals Sheet
MERIT AWARD (Domestic)	VIOLET	Entered in Finals Sheet

- ii) Other Markings: - ABOVE THE LINE
- | Meaning: | Marking: | |
|-----------------|-----------------|-------------------|
| JUDGES BREEDING | XXX | (not judged) |
| DISQUALIFIED | DISQ | |
| NO AWARD | NA | (Award With-held) |

- iii) Other Markings: - BELOW THE LINE
- | Meaning: | Marking: | |
|--------------------|-----------------|-----------------|
| WRONG COLOUR CLASS | WCC | |
| INSUFFICIENT MERIT | IM | |
| CONDITION | COND | |
| UNABLE TO HANDLE | UTH | |
| FRACTIOUS | FRA | (caused injury) |

Examples: XXX DISQ $\frac{NA}{WCC}$ $\frac{NA}{IM}$ $\frac{NA}{COND}$ $\frac{NA}{UTH}$ $\frac{NA}{FRAC}$

- iv) **As the judge hangs the plastic flats on each cage, the clerk marks the catalogue to record each of the wins.** THE CATALOGUE **MUST BE MARKED** STRICTLY IN ACCORDANCE WITH THE AWARDS **AS HUNG ON THE CAGE**. This procedure provided a double check between what may be the judges intentions (as marked in the judges book) and the clerk's observation of the awards actually hung on the cage.
- v) **UNDER NO CIRCUMSTANCES** SHALL THE CLERK COPY AWARDS INTO THE CATALOGUE FROM THE JUDGES SHEETS.

G. JUDGE'S BOOK SHEETS:

- i) The Judge will give the clerk, one copy of each completed sheet from the judge's book. This sheet should have all absentees, transfers, and all wins properly marked AND be signed by the judge.
- ii) The clerk will check the judge's sheets against their catalogue markings obtained from hanging the flats. This must be done promptly to be ready for the Master clerk.
- iii) Discrepancies between the judge's book and the clerk's catalogue should be discovered quickly and any errors corrected as soon as prudently practical.
- iv) The clerk must NEVER mark anything (except his/her initials) on the judge's sheets. Only the judge may correct a judges sheet, and must initial any alteration.
- v) When the judge's sheets and the clerk's catalogue agree the clerk shall initial the judge's sheet.
- vi) The clerk must check that the judge has SIGNED each of the judge's sheets.
- vii) Upon completion of the above steps, the judge's sheets may then be passed to the Master Clerk who will check and post these sheets. Awards as posted are FINAL and may not be changed except by the CATZ Inc. Board of Directors.

H. BREED / DIVISION AWARDS:

- i) Best of Breed / Division Awards will be marked on special sheets. This sheet allows for 1st, 2nd and 3rd within a Breed/Division. The Show Catalogue will also often only have space provided for 1st and 2nd, so in the case of a 3rd place being awarded and recorded by the Judge's Sheet, the award must be marked in the Catalogue by the clerk.
- ii) It is important that the clerk check the prior awards given to these cats to be certain that they are ELIGIBLE for the Breed/Division Awards. (See SHOW MECHANICS SECTION). The clerk shall record these wins on the Breed/Division Finals sheets in the Catalogue.

I. FINALS AWARDS:

- i) The judge will consider the placement of cats in their finals. The judge must give to the clerk, the final set of numbers in order of wins. As this list is HIGHLY CONFIDENTIAL, the judge may request that the clerk sit with the judge to check that the numbers are both correct and eligible and that no cross-judging has occurred due to placement in finals. Errors at this stage of the Show are very serious and the clerk's records are therefore most important.
- ii) The clerk should check off each number against the BREED/DIVISION wins to ensure that the cats are ELIGIBLE for FINALS. Once it has been ascertained that there are no errors, the numbers should be then put into numerical order.
- iii) The clerk should then prepare the cage cards for the finals and AFTER having done so, send a message to the PA announcer to signal that numbers for a FINAL have been posted on the cages and remind exhibitors to check for their numbers. NUMBERS for FINALS must **NEVER be given to the PA announcer** to announce publicly.
- iv) In the meantime, the clerk should have removed the rosettes for FINALS and placed them on the judges table, so that the judge may pick each one up in order to hang upon the respective cages. It is usual to place these on the table in two rows of 5 from Best to 5th, and from 6th to 10th, so that the judge may present the awards in reverse order. Specials should also be laid out on the judges table.
- v) **The clerk MUST NEVER mark his CATALOGUE FINALS PAGE from any list the judge may have provided or prepared!**
- vi) AS THE JUDGE MAKES HIS/HER ORAL ANNOUNCEMENTS and HANGS the ROSETTES, the clerk checks what the judge says, against what is marked on the rosette/ribbon and then marks his ring catalogue finals sheets accordingly, checking simultaneously that there is no conflict with the Breed/Division Finals sheets.
- vii) When the finals are completed, the judge will give the clerk his/her finals sheets to check for accuracy. The clerk must immediately check these finals for errors, resolve any differences, initial the sheet and forward the sheet to the Master Clerk for verification/certification and the Master Clerk's signature.

END OF THE SHOW

- A. The Judge should NOT leave the show hall until the Master Clerk has signed the judges finals sheet. The clerk should ensure that this requirement has been met.
- B. The clerk MUST then sort the CAGE CARD NUMBERS back into ORIGINAL NUMERICAL ORDER in readiness for the next show and collect all show materials within the ring.

[*The clerk evaluation form is now to be placed in the judges book]

3. SHOW MECHANICS (LOGIC)

INTRODUCTION

- A. A clerk must have a thorough knowledge of show mechanics in order to check the awards made by a judge.
- B. One of the main purposes of the Clerk is to ensure that all wins awarded by the judge are correctly marked on the judge's sheets, which are then sent to the CENTRAL REGISTRY as the official CATZ Inc. record of the show.
- C. **A good clerk will discretely call to the judge's attention a situation where it appears that an award has been omitted or erroneously given to an ineligible exhibit.**
- D. Show mechanics will be used by the clerk to check a judge's planned awards prior to the finals.

THE MECHANICS & LOGIC

- E. There are three basic points that make Show Mechanics relatively simple:
 - i) Know precisely what the awards are. (As listed in the CATZ Inc. Show Rules).
 - ii) Know precisely what the awards mean. (As listed in the CATZ Inc. Show Rules.).
 - iii) Know which cats are ELIGIBLE for which awards. This is the HEART of the matter and is complicated by the large number of entries and by overlapping of some of the categories of competition.
- F. Awards do mean exactly what they say. Some examples are listed below:
 - i) BEST CAT is better than all other cats in the show in that SHOW CATEGORY.
 - ii) SECOND BEST CAT is better than all other cats in the show, EXCEPT for Best Cat.
 - iii) BEST SOLID COLOUR DIVISION CAT is better than all the other SOLID COLOUR cats in that DIVISION, but not necessarily better than any OTHER cat in the show.
- G. To know which cats are ELIGIBLE for which awards at all times during the show is to know SHOW MECHANICS. TWO things are necessary to be understood:
 - i) The Clerk must know what awards each cat is competing for when it first enters the ring, OR conversely, he must know which cats are in competition for each award before the show starts.
 - ii) The clerk must understand that a cat cannot receive an award if it has been **defeated** at that show, **in that ring**, by **any other cat competing for the same award.**

H. **COLOUR CLASS & BREED/ DIVISION MECHANICS:**

- i) Each cat entered in the competition fits into its proper place in the following categories:
 - a) SEX – Male or Female
 - b) COLOUR Class – Black, Brown Tabby, Tortie etc.
 - c) DIVISION – Solid Colours, Pointed Colours, Parti-colours etc.
 - d) BREED – Abyssinian, Burmese, Persian, Maine Coon etc.
 - e) LONGHAIR or SHORTHAIR Breed/Type

- ii) Competition and awards start among **small groups of like entrants** and progress onward in a pyramid fashion toward the final award of BEST CAT.
 In each colour group the following judging and award sequence would be typical.

Males	3 RD ,	2 nd ,	1 st
Females	3 rd ,	2 nd ,	1 st

Both 1st place winners compete for Best of Colour. Once selected, the cat which was second within the sex that contained the winner, is now eligible to compete for 2nd Best of Colour with the cat which was Best Opposite Sex.

e.g. If the Best Male was selected as Best of Colour, then the 2nd Best male now competes with the Best Female for 2nd Best of Colour.

- iii) When two or more colour groups are in competition within a Breed/Division:
 - a) BEST OF COLOUR winners compete for BEST OF BREED/DIVISION.
 - b) Then all other BEST OF COLOUR winners and the SECOND BEST OF COLOUR CAT of the **same colour as BEST of BREED/DIVISION,** Shall compete for SECOND BEST OF BREED/DIVISION.
 - c) Likewise, if the judge selects a THIRD BEST of Breed/Division, all the BEST OF COLOUR winners, and the SECOND BEST OF COLOUR CAT or THIRD BEST OF COLOUR CAT of the same colour as BEST or SECOND BEST of BREED/DIVISION, shall compete for the THIRD BEST of BREED DIVISION.
 - d) Where there is only one colour in competition, then BEST and SECOND BEST OF COLOUR will also be BEST and SECOND BEST OF BREED/DIVISION.

I. **FINALS MECHANICS**

- i) The TOP TEN EXHIBITS in any SHOW CATEGORY are selected by the judge.
- ii) BEST CAT (or exhibit) **MUST** also be, BEST OF BREED/DIVISION.
- iii) SECOND BEST can have been defeated **ONLY** by BEST.
- iv) THIRD BEST can have been defeated ONLY by BEST and SECOND BEST and so forth.
- v) It is theoretically possible for FOURTH and FIFTH Best Cats to have won no other ribbons or rosettes if the top three cats were the Red, Blue and Green ribbon winners of the same sex and colour class.

J. **CONCLUSION:**

A clerk who understands the principles of mechanics will have no problems sorting out queries from individual exhibitors who wish to enquire the meaning of awards and how they are won. Mechanics is what the clerk is there to check, to ensure that only the cats eligible for the awards, receive the awards and conversely that the judge only awards wins to those cats which are eligible to receive them.

4. MASTER CLERKING

INTRODUCTION

The Master Clerk is the KEY CLERKING Position in any Show. The Master Clerk's CHIEF responsibility is the accuracy of all records submitted to the CENTRAL REGISTRY, for verification and scoring of all the exhibits.

It is therefore essential that any person engaged as Master Clerk by any club, be licensed as a Master Clerk by CATZ Inc. Chief Ring Clerks, having obtained considerable experience in clerking over several assignments and having also undergone a MASTER CLERKING TEST, may be licensed as MASTER CLERKS.

The Master Clerk is also an ambassador for the ASSOCIATION and as such should be willing and able to give courteous and reliable assistance to all exhibitors seeking help. It is therefore essential that the Master Clerk have a good working knowledge of the Show Rules of CATZ Inc. and be able to interpret these to any exhibitor who seeks clarification.

The Master Clerk must possess an eye for detail and have a proven track record of flawless mechanics. It is the duty of the Master Clerk to check ALL judges sheets for possible errors and to bring any errors quickly and quietly to the attention of the CHIEF RING CLERK and the JUDGE concerned.

SPECIFIC DUTIES OF THE MASTER CLERK

- A. Know all the names of JUDGES and CHIEF RING CLERKS and their locations within the show venue and the names and locations of Show Officials.
- B. Answer show related queries from exhibitors and Show Committee members, Chief Ring Clerks and Judges, courteously and as efficiently as possible.
- C. Remind exhibitors to submit their absentee and and/or transfers at the beginning of each show day.
- D. Prepare the ABSENTEE and TRANSFER LIST for circulation to all RINGS.
- E. Arrange the Master Clerks table efficiently so that the Judging Sheets for any RING and/or any JUDGE may be found quickly.
- F. Arrange for the collection of Judge's Sheets from each and every ring.
- G. Check all Judge's Sheets for signatures of judges, initials of Chief Ring Clerks and for accurate recording of placements and awards.
- H. **ACCURATELY RECORD** all wins, absentees and transfers in the OFFICIAL MARKED CATALOGUE of the SHOW.
- I. **Cross check all Breed/Division wins** against the Colour Class Judging.

- J. **Cross Check all Finals wins** against the Breed/Division wins, before signing them off and allowing them to leave.
- K. Post all finals as prominently and expediently as possible.
- L. During the day, take an unofficial count and have the count advised to the exhibitors over the PA system.
- M. Remind all exhibitors to submit their Championship/Premiership/Companionship Claim Forms with fees before the close of the Show.
- N. Collate all judges sheets for each ring, stapling them together before finalising the SHOW BAG for Central Office processing.
- O. Complete a Clerking Evaluation form for the Show Secretary to complete and seal in an envelope for inclusion in the Show Bag.
- P. Complete and sign Clerking Evaluation Form for any trainee Assistant Master Clerk and include it in the Show Bag.
- Q. Be responsible for the posting of the SHOW BAG to the CATZ Inc. Central Registry within 24 hours of the completion of the Show. The Show Bag should contain the following:
 - i) A completely MARKED CATALOGUE, with name, address and phone number of the Master Clerk written on the front cover and signed by the Master Clerk.
 - ii) All Central Registry copies of the Judges Sheets, including Breed/Division wins sheets, and Finals Sheets, stapled to the top.
 - iii) A complete ABSENTEE and TRANSFER list.
 - iv) All Catalogue Correction and Transfer Forms signed by owners.
 - v) All Championship/Premiership/Companionship Title Claim Forms and Fees.
 - vi) All Clerking Evaluation Forms provided by the Show Secretary, Master Clerk and Judges in sealed envelopes.
 - vii) Any hand written notes or explanations deemed necessary.