

SHOW MANAGERS' NOTICES FOR THE 2012/2013 SHOW SEASON

Part 1: Pre-Show Miscellaneous Information:

Data Protection Act; Changes to Show Licence Details; Hall Hire Agreements; Advertising your Show; ****Closing Time of Shows**; Keeping up to Date; Exemption Shows; Show Sponsorship; Breeds eligible for Exhibition; Hall Plans; GCCF Advertisements; GCCF Certificates; Biting/Scratching Pads.

Part 2: Schedule, Entry Form & Entries:

Schedule Contents (Registered ownership, Reference Register Cats, Titles, Advertising Cat/s at Shows, SOP not in current SOP Booklet, Show Preparation & Equipment, Shampoos/Stress Remedies, Vaccination, Veterinary Treatment at Shows, Hand Sprays, Class Definitions; General Guidelines on Entering Shows, Closing Date, Data Protection Act, Hall Details); Olympian, Imperial Classes; Household (Pedigree & Non Pedigree) Pet Classes; Entry Forms; Breed Numbers on Entry Forms; Recognised Breeds; Entries of Overseas Cats; Shared Show Entries; Entry Alterations; Neutered kittens; Amended colour/pattern.

Part 3: Judges and Stewards:

Booking Judges; Judges Fixed Penalties & Disqualification for Non Submission of Reports; Reallocation of Classes; Probationer Judges; Non-GCCF Judges; Specialist Breed Class Judges; Olympian, Imperial and Grand Class Judges; Household (Pedigree & Non-Pedigree) Pet Judges; Countersigning Certificates; Age Limits of Stewards; Mobile Phones.

Part 4: Vets & Veterinary Matters:

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**** Indicates sections which are new or amended.**

Part 1: Pre-Show Miscellaneous Information

Data Protection:

The Data Protection Office confirms that clubs holding any information about non-members on computer must be registered under the Data Protection Act whether or not this information is sold as part of a show catalogue or other publication. Registration packs are available from the main Post Offices. Clubs do not need to be covered if they state they are a non-profit making organisation

Changes to Show Licence Details:

The GCCF Office must be notified in writing of any changes to Show Licence details, e.g. Show Manager, Joint Show Manager, Assistant Show Manager, Venue etc., for the GCCF Board of Directors' information and/or approval. Publication of any changed or new details in show schedules or on the GCCF Website is not sufficient.

Hall Hire Agreement:

Copies should be sent to the Office each year even if the venue is the same as before, in case of any change to the conditions of hire, such as the public liability limit of indemnity, which may not be fully covered by the GCCF Insurance policies. Please note, when clubs sign agreements to hire halls they may not potentially be covered under the insurance – please ensure this is checked thoroughly. (N.B. Current limit of indemnity for GCCF licensed shows under the GCCF's Public Liability insurance policy is £5 million; for venues requiring extra limit, additional cover can be arranged individually.)

Advertising your show:

Shows must be advertised as being held under GCCF Licence and Rules on all relevant paperwork and on websites.

*****Closing Time of Shows:***

The Board has discussed the legality of closing shows ahead of the advertised time and have suggested that Show Managers could state, on whatever paperwork is relevant, that 'The show will close at (time) or earlier at the Show Managers discretion'.

Keeping up to date:

Show managers must check minutes and notices on the GCCF website for further updates of the GCCF Rules and of the status of any new breeds that may affect their show. N.B. Classes for new breeds can only be included if the published closing date of the show is after the Council meeting where preliminary recognition was granted (see Part 2 – New Breeds).

Exemption Shows:

The GCCF Rules relating to GCCF Licensed shows apply to Exemption shows with the following exceptions: show managers need not be qualified; Breed classes, including classes for Preliminary status breeds, may be split or amalgamated in the schedule; there are no Assessment classes and no Certificates may be awarded so any Breed class winner may be considered for BOB or BIS; judges may be scheduled to judge any class.

Sanction Shows:

*****No longer held.***

Show Sponsorship:

Sponsorship may be acknowledged by printing the sponsor's name, prefix or club name on the prize or trophy offered, as acknowledgement.

Cats on Exhibition:

With the exception of rescued cats, cats/kittens on exhibition must be registered with the GCCF or be unregistered cats/kittens of breeds that are eligible for GCCF registration.

Hall Plans:

Show Management should prepare proper hall plans as it is possible that local fire officers may require wider aisles than the minimum specified in the GCCF Rules. It is also advised that final penning requirements are confirmed with the penning company at the earliest opportunity and that clear layout diagrams are provided. The placing of waste bins should be born in mind when drawing up hall plans.

GCCF Advertisements:

***** These are enclosed with this posting to be included in your show catalogue but show managers should check with the Office or on the website before publication that the information within these editions are current at the time of publication.*** The GCCF should no longer be charged for the inclusion of the standard GCCF Advertisements.

GCCF Certificates:

Order your certificates when the number of entries is known; include spares in your totals and do not forget Intermediate Certificates for Provisional breeds and Merit Certificates and Assessment Forms for Preliminary breeds if offering classes for these breeds. Unused or spoilt stock of all certificates and Assessment forms should be returned to the Office after the show with the show returns form.

Please do not over estimate the amount required as this incurs unnecessary extra postage costs for both the Office and the club.

N.B. Orders for certificates may be emailed to the GCCF Office. Recorded Delivery can take up to 10 days therefore show managers should order their certificates at least 2 weeks before their shows or pay towards Special Delivery.

Biting/Scratching Pads:

PLEASE NOTE THAT BITING PADS ARE NOT AUTOMATICALLY ISSUED BY THE OFFICE EXCEPT WHEN THERE IS A REPRINT. Show Managers should let the Office know when further stock is required well before their shows. Pads of 10 certificates are free of charge.

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Part 2: Schedule, Entry Form & Entries

General Reminders:

Please ensure that any information and instructions in both your schedule and entry form correspond and are up-to-date, e.g. vaccinations required under GCCF Rules, countersignatures, class definitions, Guidelines for Entering Shows, etc, and a brief outline of the qualifications/experience of any overseas judges booked for your show.

Schedules should not be issued to exhibitors earlier than 3 months before the show date but may be sent to Judges, BAC Secretaries and the GCCF Office (with an entry form) prior to this and certainly in the earliest possible posting.

Where one person is Secretary of more than one BAC, only one schedule need be sent.

N.B. The Office requires a schedule for each show even if shared shows combine the printing. If the office are printing your show schedules please make sure that a copy is retained for their use.

Schedule Contents:

Section 2, Rules 4 - 4h specifies what details are required to be published in the schedule. The schedule must state clearly that the show is licensed by the GCCF and held under GCCF Rules.

The schedule must instruct exhibitors to obtain the current edition of the GCCF Rules (Nov.08) from the GCCF Office price £2.50. Exhibitors who already have this edition may request an update sheet from the GCCF Office by sending an s.a.e., or may download the updates from the GCCF website. Exhibitors' attention may then be drawn to specific rules, rather than reprinting them in the schedule, but if one is reprinted in the schedule, care must be taken that the current rule is reprinted in full. The schedule should also contain the advice that cats and/or kittens should not be sold at shows.

Registered Ownership:

Draw attention to Section 4, Rules 1e and 1f and to the notes on the Contents page.

Reference Register Cats:

Draw attention to Section 4, Rule 1d. Other cats on the Reference Register may be accepted for Exhibition only.

Titles:

Draw attention to Section 4, Rules 11a and 11b. Add notes that:

- a) the title must be claimed before the higher class is entered
- b) overseas titles do not qualify cats for higher classes, may not be used in front of the cat's name but may be placed in brackets after it in the catalogue
- c) cats which are registered with both the GCCF and the GCCF of Ireland and which gain the same title at shows organised by both organisations may use 'International' titles once these are verified by both organisations.

Advertisements:

Exhibitors are to be reminded that the decisions of the judges are final. Any attempt to influence such decisions, or to identify a cat or ownership of a cat to a judge at a show before that judge's engagement has been completed, may render the offender liable to disciplinary action (see Section 4, Rule 26).

Standard of Points:

Draw attention to Section 2, Rule 7i. A copy of the SOP is required for cats whose SOP is not in the current SOP booklet. This includes both Preliminary status breeds and breeds where new colours and/or patterns have been added to an existing class.

N.B. The current GCCF SOP book with binder, published June 2010, is available from the GCCF Office price £15 (plus p&p £2).

Show Preparation & Equipment:

Draw attention to Section 4, Rules 4a – 4i, 6, 7a, 7b, 7c, 16, 17, 18.

N.B. Sewn cat beds are not permitted. State the start and ending times of vetting-in. Add a note that if a cat cannot easily be removed from its container, it may not be vetted in or it may not be possible to take it up for Best in Show.

Shampoos/Stress Remedies:

Draw attention to Section 4, Rule 22 and remind exhibitors that this includes the use of shampoos, grooming products, Scullcap or Valerian.

N.B. Show managers should make every effort to discourage stall holders from selling these products at shows.

Vaccination:

Draw attention to Section 4, Rule 5. Remind exhibitors that this applies to the latest vaccination/booster covering the date of the show being attended, not to previous ones, and that 'Homeopathic vaccination' is not acceptable under GCCF Rules. Advise exhibitors to ensure that the description of cat, owner and address on the vaccination certificate are completed in full and accurately before attending the show. Where vaccination is due to run out within the week prior to the show, this may be delayed until after the show provided this is covered by the extension allowed on the vaccination certificate.

Owner's Liability for Veterinary Treatment at Shows:

Advise exhibitors (owners) that they are responsible for the cost of any veterinary treatment required by their cat(s) in their absence from the show hall.

Disinfectant Hand Sprays:

Advise exhibitors that, while there is no specific ruling against the use of hand sprays at shows for disinfecting pens, it is emphasised that aerosols are not desirable and hand pump sprays should be used with discretion, particularly when there are cats in adjacent pens. (See leaflet 'Reducing Risk of Cross Infection at Shows' enclosed)

Class Definitions:

*****The leaflet 'Definition of GCCF Pedigree Classes' has been updated and is enclosed with this posting for publication in your schedule in full. .***

General Guidelines for Entering Shows (this leaflet was updated in 2007):

Draw attention to Section 4, Rule 8a. Advise exhibitors that the leaflet 'General Guidelines for Entering Shows' is available from the GCCF Office on receipt of an s.a.e., or on the GCCF website. If the show is sharing a venue, draw attention to Section 2, Rule 8d.

Closing Date:

Publish the closing date prominently. Although entries may be accepted after the closing date, entries cannot be accepted for higher classes for which an exhibit qualified after the published closing date.

Data Protection Act:

Advise exhibitors, both in the schedule and on the entry form, that the details on their entry form may be processed by computer and state in the schedule that their addresses will be published in the catalogue.

Hall Details:

Provide a map and/or clear directions on how to reach the show hall: include the correct post code. This helps exhibitors to find the show more easily and draws attention to any change of venue. If disabled access to the hall is different to the normal exhibitor access, this should be noted.

*****Olympian Classes:***

See separate leaflet regarding these classes which should be placed in front of the judges' books

Imperial Grand Classes:

The suggested title for the Imperial Class is 'Imperial Class for Grand Champions/Grand Premiers only'. The classes to be held are as follows:

<u>Grand Classes</u>	<u>Imperial Grand Classes</u>
AC Self Persian (inc Exotics))
AC Non-Self Persian (inc Exotics)) Persian (inc Exotics)
** AC Exotics)
Birman)
Any Other Semi-Longhair) Semi Longhair
British Shorthair & Manx) British (inc: Selkirk Rex)
Selkirk Rex)
Original Foreign (Russian, Abyssinian, Cornish & Devon Rex, Korat))
Any Other Foreign) Foreign
Burmese	Burmese
Oriental (inc Oriental Longhair)	Oriental
Siamese (inc Balinese)	Siamese (inc Balinese)

See also Grand Class Judges in Section 3 of these notices.

All Olympian, Imperial Grand and Grand classes should be placed at the front of judges' books.

Household Pet (Pedigree & Non-Pedigree) Classes:

Please note the rules concerning the Household Pet Section in Section 2, Section 3 and Section 4. Other information is enclosed as a separate leaflet. ****N.B. All exhibits in this section aged 6 months or over must be neutered.**

Entry Forms:

Include a note to say that, in addition to the classes entered, your cat may also be handled for the purpose of assessing candidates in the GCCF Judge Appointment scheme.

Use the words 'Registered owner(s)' instead of 'Exhibitor(s)' on your entry forms, where appropriate, to avoid any misinterpretation.

Avoid using the word 'Exhibitor' in the 'Breeder' column as this has been misunderstood by some exhibitors, resulting in disqualification of their cats.

Provide for Parent/Guardian Countersignature where the registered owner signs the Declaration on your entry form for those registered owners who are under 18 and include the necessary instruction.

N.B. Show Managers should never accept entries that are not submitted on an official show entry form and properly signed by the registered owner(s) – arranging for signatures on the show day could be open to problems.

Keep photocopies of entry forms sent through the post for any reason, in case the originals are lost, and ensure that both the front and the back of the form are copied if both sides are used.

Retain your show entry forms for at least 12 months* as required under Section 2 Rules 20f and 20g, as they may be required for various reasons long after the show is cleared (*see Part 7- Financial Records).

Breed Numbers on Entry Forms:

Show Managers should not accept any entries which do not include the exhibits' full registered breed numbers, if it is reasonably apparent that the registered owner(s)/exhibitor(s) are in possession of the registration details at the time of entry (by including the registration number for instance). Although only deemed to be a minor error, the full registered breed number is required to be included on the entry form so that it is included on all related show paperwork to ensure the exhibit is entered into the correct class (even if some breeds share the same Open class) and judged against the appropriate standard.

Newly Recognised Breeds:

If cats of newly recognised breeds are entered without a GCCF registration number, the Show Manager should establish with the owner that the exhibit conforms to the current registration policy for the breed (available on the GCCF website) to avoid post-show disqualification. ****N.B. Recognition/Promotion of new breeds (Preliminary, Provisional and Championship) is now effective 6 months from the date of the Council meeting at which they have been approved.**

Entries of Overseas Cats:

Show Managers should not accept entries of overseas cats whose entry is noted 'GCCF Registration Applied For' This is in case the registration of that overseas cat has to be put on the GCCF Reference Register because its breeding does not comply with the current GCCF Registration Policy for that breed.

Show Managers should advise their Duty Vets in advance if an overseas cat is entered at the show to enable them to check the current regulations regarding cats visiting from abroad. Show Managers should also obtain a copy of the regulations from their local DEFRA office, to have available at the show (see Part 4 – Information for Duty Vets).

Shows Sharing Date and Venue:

Shared shows are no longer considered to be one show under Section 2, Rule 7k but it is recommended that Show Managers, etc, should not exhibit in competition at a shared show as this could be open to difficulties. Exhibits may be entitled to enter both shows provided the GCCF Board of Directors' permission has been granted. However, under Section 3, Rule 4f (Section 2, Rule 8d), judges (and members of a judge's household) are still precluded from exhibiting in competition at shows at which they are engaged and at other shows held at the same venue on the same day, in the category in which they are judging, i.e. a judge in the Pedigree section may enter in competition the Household Pet section and a judge in the Household Pet Section may enter in competition the Pedigree section.

Entry Alterations:

Any alteration to an entry by the exhibitor must be in writing and must be attached to the entry form by the Show Manager. Section 2, Rule 11f (and Section 4, Rule 8a Note 3), allow Show Managements to accept corrections, at their own discretion, up to the close of the show (i.e. on show day); such a change must not be a change of exhibit or a change of exhibitor/owner with the exception of changes from single to joint ownership or vice-versa provided that in the case of joint ownership both owners have signed the declaration.

Neutered Kittens:

Exhibitors should be advised that they must notify their Show Managers if a kitten entered into the show as an entire is neutered before the show even though re-registration or change of class may not be necessary (see Part 5 – Neutered Kittens).

Amended Colour/Pattern:

Exhibitors should be advised that if an exhibit has had its registered colour and/or pattern amended, or an application to do so has been submitted, since entering the show, even if this occurred less than three weeks before the show, they should inform the Show Manager so that judges' books may be amended, in order to avoid disqualification of the exhibit.



Part 3: Judges and Stewards

Booking Judges:

This should be made no more than 1 year in advance; the offer of the judging engagement, the classes to be judged and the acceptance of these classes must be in writing for the judging contract to be binding. Show Managers are requested, when inviting judges to their own show, to advise the judges, particularly overseas judges, which shows 'clash', i.e. would attract the same exhibitors, to ensure they are not going to be booked for the same classes at shows in close proximity.

If a club has a show date change approved, judges who are booked for that show on its original date should be released from their contract if they are booked for another show on the new date or be allowed to renegotiate their engagement if they are booked to judge the same classes at shows being held in the close geographical vicinity within 3 months of the new show date.

Show Managers should not book judges nor include them in their show schedule in anticipation of their forthcoming appointments and/or promotions.

Please remember Section 2 Rule 8b of the GCCF Rules which states: "Judges should be asked to judge a maximum of 70 exhibits at any show. Each cat in Assessment will count as 2 exhibits."

N.B. Judges who fail to pay their Fixed Penalty fine for repeated non-publication of their show reports within the allotted time will be notified that they are disqualified from judging for a minimum period of 3 months from 2 weeks after the date of the disqualification letter, whether or not they pay the fine at a later date. If however after the 3 months has elapsed they have still not paid the fine the suspension will continue until they do. In view of this, show managers should check the GCCF Suspension List for any possible disqualification of those judges engaged for their show.

Reallocation of Classes:

It is also recommended that, in the event of a judge cancelling or being disqualified from judging under the Fixed Penalty Procedures prior to a show and his/her Open classes having to be reallocated, the replacement judge should be notified as soon as possible. Only in case of emergency should a replacement judge be notified of reallocated Open classes on the morning of the show. Show Managers are reminded that they should not ask judges to withdraw if they have entries in their Open classes and that the reallocation of Open classes should be done in consultation with the judge concerned. Side classes are also important to Probationer judges as a certain number are often required by the Breed Advisory Committee. N.B. Section 2 Rule 8a includes the statement: 'If for any reason a judge is unable to fulfil his engagement in ****any of the Open classes**, the fact is to be announced, together with the consequential changes in the judging list, on a board prominently placed at the entrance to the show hall'.

Probationer Judges:

The Board of Directors would like all Show Managers to give special consideration to inviting 'one breed' Probationer judges who have limited opportunities for obtaining the required judging experience. Area club Show Managers are asked to consider including a single class from each Breed Club to help provide experience for Probationer judges. Show Managers are also requested to allocate Miscellaneous and Club classes to Probationer judges in the same section as Kitten Breed classes.

Non-GCCF Judges:

Under Section 2, Rule 9d, Show Managers should provide non-GCCF judges with a copy of the current GCCF Rules, the current GCCF SOP for each breed they are to judge in Open or Miscellaneous classes including the standard list of withholding faults, a copy of the Code of Conduct for GCCF Judges and a copy of the official non-GCCF form. A non-GCCF judge's form must be supplied, completed and signed every time a non-GCCF judge is invited to judge at a GCCF show even if the judge had been engaged at previous shows, as changes may have occurred. In accordance with Section 2 Rule 9a Show Managers must then send the completed and signed form(s) to the GCCF Office WITH THE SCHEDULE so that the Office can answer queries regarding the qualifications of the judge from BAC Secretaries or exhibitors.

Please note Section 2, Rule 9e: 'A non-GCCF judge must not judge ****any of the** Open classes which include breeds, colours or patterns which are not recognised by the organisation for which he/she is currently a Full Judge.' Many overseas organisations do not recognise all colours/patterns of a breed which are recognised by the GCCF (e.g. Somalis, Asians, Orientals, etc) and the judge may not be as fully aware that additional colours are included here.

N.B. 1 Judges residing in the UK or the Channel Islands who are on overseas lists only are not eligible to judge at GCCF shows.

N.B. 2 Non-GCCF judges who are temporarily residing in the UK are eligible to judge at GCCF shows on the strength of qualifications gained with another registering body but only for a maximum of 6 months of their temporary residency; after that period the N.B. 1 above applies.

N.B. 3 If judges appear as Full or Probationer judges of any breed on the official GCCF Judges list, this confirms that they are 'GCCF trained' and are qualified to judge only the breeds for which they are listed, as GCCF judges, and may NOT be invited to judge additional breeds.

Specialist Breed Class Judges:

At Championship shows, these classes must be judged by a judge appointed to that list or to one of the lists where more than one breed is involved. However, there is no requirement for a cat of the breed to actually be entered in the class. This applies to specialist miscellaneous classes as well as club classes and the judge may be a Full or Probationer judge.

N.B. Tabby & White Persian classes must be judged by judges on the Tortie & White & Bicolour list.

Grand Class Judges:

Grand classes which include five judges' lists may be judged by a judge who is a judge on two lists as a full judge and one or more other lists as a Probationer, as a reasonable interpretation of being on 50% of the lists. (This may be scaled to all Grands with an odd number of breed lists.)

This interpretation applies to the Non-Self Persian, Any Other Semi-Longhair, Original Foreign Shorthair and AOV Foreign Grand classes.

Oriental Grand classes must be judged by Full judges of Oriental Self and Oriental Non-Self cats.

Siamese/Balinese Grand classes must be judged by Full judges of both Siamese and Balinese cats.

Where two Grand classes are combined to constitute the breeds eligible for the Imperial Grand class (Persian, Semi-Longhair, British, Foreign) judges must be eligible to judge both Grand classes in order to judge the Imperial Grand class – 50% rule does not apply.

N.B. At Specialist Breed shows, only those breeds for whom Breed classes are held are eligible for the Grand and Imperial Grand classes. At these shows, judges who are eligible to judge all the breeds eligible to enter the Imperial/Grand class may be scheduled for these classes and Show Managers should take advantage of this.

Household Pet (Pedigree & Non-Pedigree) Judges:

It has been agreed that, now there are certificates awarded to Household Pets, show managers should make it clear in advance that Household Pet Judges must do a judging report for publication.

Countersigning Certificates:

There is a contingency plan which allows a Full judge of a breed to countersign a GRAND/IMPERIAL GRAND, OLYMPIAN certificate in the absence of a fully qualified judge of the Grand/Imperial Grand, Olympian classes. Please note Section 2, Rules 10c, 10d, 10e, 10f, including the information required from the exhibitor when a countersignature may be required due to a judge change at a previous show. Please note the information required by the Office of any countersignature in Part 7 – Details of Countersignatures.

Stewards:

Please make your judges aware that the minimum age for stewards is 16 years, as insurance cover is not available for under sixteens. Also, in order to help novice stewards, show managers should encourage judges to have second stewards, when available.

In addition, please note Section 3 Rule 10e, and ensure that judges do not change stewards during the day, causing infringement of this rule.

Mobile Phones:

It has been agreed that the use of mobile phones whilst judging is inappropriate, except in an emergency. Vibrate facility should be engaged and the ring tone switched off where possible.



Part 4 – Vets & Veterinary Matters

Booking the Veterinary Team:

Please ensure that your Duty Vet(s) have their own Professional Indemnity Insurance which will cover them for the show (the GCCF is no longer able to provide cover). A list of Veterinary Surgeons who vet in at cat shows is included in this posting. Section 5, Rule 1b gives details of requirements for letters of invitation to veterinary surgeons; also ask whether or not the veterinary surgeon requires a steward

It has been agreed that vets attending shows must be offered travelling expenses at the GCCF recommended rate of 30p per mile and the recommended fee for screening cats should be £60 unless otherwise agreed between the show manager and the vet/s concerned. Fees for Duty Vets should be considerably more than the basic screening fee, e.g. at least £100 but are subject to individual arrangement between the show manager and the veterinary surgeon. To avoid embarrassment on the day, it is essential that all fees/expenses for veterinary surgeons are agreed in advance of the show and stated in writing to the veterinary surgeons concerned

Officiating veterinary surgeons should be supplied with a map, directions to the venue, details of parking, etc. All veterinary surgeons asked to officiate at GCCF shows must be registered as practising veterinary surgeons with the Royal College of Veterinary Surgeons; veterinary surgeons on the Retired List may not act as Duty Vets.

In the event of show management being unable to engage the services of the required number of fully qualified veterinary surgeons, in dire emergencies they may resort to inviting Registered Veterinary Nurses providing this is with the agreement of the Duty Veterinary Surgeon obtained prior to the show day. It is only RVNs who are permitted to assist at vetting in, not Veterinary Nurses and it is the responsibility of show managers to contact RCVS to check if the nurse that they propose to use is an RVN. The RCVS phone number is 0207 7222 2001 or their website www.rcvs.org.uk

Information for Duty Vets:

Please ensure your Duty Vets are familiar with the GCCF Vetting-In Code to ensure the rejection forms are completed correctly and appropriate clearance forms issued. An information leaflet on veterinary procedures at cat shows is enclosed with Show Managers veterinary paperwork issued one week before the show; Show Managers are recommended to study this leaflet as it is their responsibility to ensure that all rejection paperwork is completed correctly, that cats rejected under Section B, C or D are removed to isolation, that , in the case of a Section C or D rejection, all cats from the household are also removed from the hall and that, if the owner is judging or stewarding, they should cease to do so. (Owners of cats rejected under Section D should also leave the show hall). Show Managers are also advised to appoint a person to ensure that all veterinary paperwork is available throughout the show and that, if they book veterinary surgeons new to cat shows or at the last minute, they should give all the forms and instructions to them as early as possible and invite them to have a chat with Mrs Sue Moreland, GCCF Veterinary officer, to clarify the procedures. It is also advisable to have an experienced member of the show management team to attend the vetting in as support.

N.B.1. Show Managers and Duty Vets are also reminded that the general condition of a cat at shows should always be taken into consideration as detailed in Section 4 Rule 4e.

Show Managers are required to obtain details of a local veterinary practice and supply these to their Duty Vet in case an emergency should arise at the show. These details should include the surgery hours.

Show Managers should advise their Duty Vets in advance if an overseas cat is entered at the show to enable them to check the current regulations regarding cats visiting from abroad. Show Managers should also obtain a copy of the regulations from their local DEFRA office, to have available at the show.

Duty Veterinary Surgeons' Log and Isolation Log:

Duty Vets should keep a log of cats examined and action taken; this log to be retained by the Duty Vet. A log should also be kept to provide evidence, if required, that cats in isolation were checked regularly; this log should be signed by the Veterinary Organiser and be kept by the Show Manager.

Vetting-in Stewards:

The handling of cats by the vetting-in stewards should be kept to a minimum.

Requests for Vets During Show:

Show Management should provide judges with official slips in order to call the Duty Vet under Section 5, Rule 6; these slips should include spaces for the pen number, the reason the veterinary surgeon is required and the name of the judge.

Disinfectants:

A copy of the Feline Advisory Bureau information sheet on disinfectants is enclosed with the Show Manager's posting. The GCCF Veterinary Sub Committee have advised that the disinfectant used at shows should be one of the five recommended in the final paragraph of this publication - Parvocide, GPC-8, Virkon, Peratol or Trigene - and, whichever is used, the instructions about dilution must be followed carefully.

Vet Rejection Pads:

A pad of 10 Veterinary Rejection forms will be issued automatically free of charge as well as copies of the current Additional Forms for **Section B (**if still applicable)** and Section D Rejections with the veterinary paperwork sent to Show Managers before their shows. Please ensure you have sufficient stock of all show paperwork, non-current stock should not be used.

Vaccination Certificates:

Vaccination certificates should be inspected by veterinary surgeons as they would have current knowledge of any changes to the policies and recommendations within the profession which a non-vet may not have. The requirements are detailed in Section 2, Rule 7c, Section 4, Rule 5 and Section 5, Rule 3. The last vaccination or booster must have been given between one week and one year + one week before the show, the interval between previous boosters is immaterial

It is permissible (especially if the number of vets/exhibits is low) for a suitably trained person such as a Registered Veterinary Nurse, to check vaccination certificates provided all queries relating to the validity of certificates are referred to the Duty Veterinary Surgeon. It is the responsibility of the show manager to ensure that any person checking vaccination certificates is suitably trained and is doing so with the agreement of the Duty Veterinary Surgeon.

A pad of 5 sets of the 3 'Vaccination Undertaking' forms will be included in the veterinary pack sent to Show Managers 10 days before the date of their show. Show Managers should also note the exhibit numbers of those cats for whom an undertaking has been made on the show Returns form in the space provided in the same section where the number of rejections and biting certificates issued at the show should be noted.



Part 5 - Show Catalogues

Manuscript Additional Entries:

Section 2, Rule 11f details the requirements for manuscript alterations in catalogues. If an addition or substitution is made, evidence of valid entry i.e. the original entry form, written acceptance of entry for that particular cat or financial evidence of entry fees paid should be sent to the Office with the marked catalogue to support the Show Manager's decision to allow entry into the show hall and competition. If this evidence is not available, the entry will be disqualified by the Office and the club would be expected to refund the entry fees to the exhibitors as it would be a Show Management error. Show Managers are, therefore, reminded that they must check the final copy of the show catalogue, i.e. the printed copy, against the entry forms, to ensure all cats have been included.

Neutered Kittens:

Neutered kittens should be entered in kitten Breed and Miscellaneous classes but care should be taken that entire kittens are not misprinted as neuter kittens for the following reason: During show checking, when a cat or kitten is shown for the first time as a neutered cat or kitten, its registration record on the GCCF computer is noted accordingly. Therefore, if a printing error in the GCCF marked show catalogue 'neuters' an entire kitten, this will not be questioned and will be incorrectly noted on its record by the Office. The error may not come to light until, or unless, that cat is shown in an Adult Breed class, or had a Certificate of Entirety requested for him (if male) or has a litter registered (if female), which would raise the query and require time-consuming investigation. Show Managers should ensure that all details in the catalogue correspond to those on the entry form before the catalogue is printed.

Conversely, if a kitten is entered as an entire kitten but is neutered before the show day, the Show Manager must be advised of this change to the original entry as soon as possible so that the judges' books can be amended before judging commences and the marked catalogue duly noted for the GCCF records. This is quite important because cryptorchidism is a withholding fault in kittens of some breeds.

Deceased Cats:

The pen number and exhibit details of cats entered into a show, who, unfortunately, die after the published closing date for entries, may be removed from the catalogue but, as a record is required of the exhibitor having entered a show, an entry must be included in the list of exhibitors. A note should accompany the GCCF marked catalogue explaining that the particular exhibit has died.



Part 6 – During-Show Miscellaneous Information

Fire Alarm Notices:

A sample notice is included in this posting which show managers are strongly advised to display, or create similar notices to display, around the show hall to ensure that your exhibitors are aware of their responsibilities in the event of a fire alarm.

Late Arrivals:

Show Managers are reminded of Section 4 Rule 7a re exhibitors arriving late at shows causing disruption to neighbouring cats and are advised that it would be at the Show Manager's discretion whether exhibitors who continually break this rule should be reported to the Investigation Committee.

Cooling of Halls:

See Section 2, Rule 3g. Show Managers are reminded that, if they decide to open outside doors to help cool very hot halls, the doorways must be netted or screen doors provided to prevent cats escaping and they should consult with the hall management prior to the show in order to comply with Fire, and Health & Safety regulations, etc.

Balconies/Cat Pens:

In order to avoid cats being disturbed by movement and/or bright light overhead, Show Managers are advised that balcony or gallery areas should be controlled to prevent people from disturbing cats situated below. It is realised, however, that this is very difficult to implement in some venues, in which situation covering the tops of pens could be considered.

Cats Left in Cars:

Show Managers should ensure that their exhibitors are reminded that cats should NOT be left in cars and that any such act which could be detrimental to the welfare of the cat(s) could result in disciplinary action.

Cats for Sale:

Show Managers should ensure that their exhibitors are reminded that cats/kittens should not be offered for sale at shows and that any such act which could be detrimental to the welfare of the cat(s) could result in disciplinary action.

Visitors with Assistance Dogs:

Show Managers are advised that, should a person arrive at a show with an assistance dog, suitable provision should be made to care for the dog whilst the person enters the hall to visit the show. Such assistance as the visitor needs should also be provided where possible. It is hoped that, in this way, people with assistance dogs will not be precluded from visiting our cat shows.

Section D Rejections;

Judges should be given the pen numbers of any cats removed during a show under Section D so that they can take suitable precautions if they have handled that cat prior to its rejection.

*****Security of Cats in Isolation***

There have been some concerns expressed about the security of some isolation facilities, so Show Managers must ensure that these are adequate.

Biting/Scratching Incidents:

The issue of a Biting Certificate is NOT discretionary – any cat which bites or deliberately scratches at a show must be reported on the official Biting/Scratching certificate and the cat must be withdrawn from all further judging at that show immediately. If there are extenuating circumstances, the person reporting the injury may write a covering letter and send it direct to the GCCF Office. If bites or scratches are not reported it means that other judges and stewards may get injured later in the day as a result of the failure to make the first report. The report also ensures that the cat will be left undisturbed for the remainder of the day, thus reducing further aggravation to the cat. Cats do not have to be removed from the show bench after only one incident; they get a second chance, but exhibitors should be very careful about showing a cat again if it has deliberately attacked whilst at a show.

When such an incident occurs, the routine should ensure that the blood from the bitten/scratched person is contained carefully and that a copy of the Cat Bites & Scratches information leaflet is completed and handed to that person. This leaflet is included with the veterinary paperwork sent to Show Managers one week before their show, but should not be used as a Biting Certificate. **(N.B. Pads of 10 Biting/Scratching Certificates are available from the Office free of charge ON REQUEST)**

Show Managers’ Disqualifications:

Section 2, Rules 19 – 19j detail the different reasons for disqualifying or not judging a cat, the actions to be taken and the person (Show Manager or judge) responsible for these actions. Please read these carefully. With disqualifications under Section 2, Rule 19c or Section 4, Rule 22, Show Managers should ensure that all details are known and correct procedures are followed, i.e. completion of the relevant certificate issued with the veterinary paperwork, samples of hair if relevant, to be sent to the Office within seven days of the closure of the show for the Investigation Committee, under Section 2, Rule 20d. (See Part 7 – Show Managers’ Disqualifications/Disqualification under Section 4, Rule 22)

It is confirmed that anything, including products such as Scullcap and Valerian, which cause such changes as outlined in Section 2, Rule 19c and Section 4, Rule 22, comes within the terms of this rule.

Awards Prior to Rejection/Disqualification:

Any awards made to an exhibit prior to that exhibit being rejected for veterinary reasons, or disqualified under Section 2, Rule 19b, still stand and should not be withdrawn by the judge or Show Manager.



Part 7 – Post-Show Miscellaneous Information

Marked Catalogues:

These should be marked up in pen from your set of award slips. Marking and abbreviations should be consistent and suggested abbreviations are on the show Returns form by the list of certificates. Awards and positions should be clearly noted against the right cat, taking special care with the Grand, Imperial Grand and Olympian classes. All countersignatures must be marked with the name of the countersigning judge.

Under Section 2, Rule 20c marked catalogues must be received in the Office within seven days of the show in order to keep the show checking and results entry up-to-date. This is particularly important over the period when the Supreme Show entries are being received up to the date of the show as, firstly, it has to be ensured that cats entered in the Supreme are moved to their correct classes, subject to their wins prior to the closing date and, secondly, because an accurate list of countersignatures required can only be produced if all the preceding show results have been entered into the computer. (Show Managers of shows being held between July and 3 November, please take note!)

N.B.1. Shows sharing venues and possibly Show Managers should send in separate marked catalogues for each show even if a combined catalogue has been printed.

N.B.2. Under Section 2 Rule 20d, a show catalogue marked up with the Household Pet class results should be sent to the Household Pet title Administrator, Ms L Szwed, 35 Potton Close, Barn End, Coventry CV3 3EA.

Veterinary Rejection Forms:

Only ONE copy (pink) of each rejection form issued at your show must be sent to the GCCF Office with a copy of the catalogue within three working days of the show. The second copy (green) should be kept with your show records. Full details of rejected cats (pen number, name, owner’s name and address, rejection section and reason for rejection) may be emailed to the GCCF Office to ensure early arrival in addition to submitted by post.

Biting/Scratching Certificates:

The GCCF copy of any Biting/Scratching Certificate issued at a show, together with any written explanation, should be sent to the Office within three working days of the closure of the show, under Section 2, Rule 20b. Full details of any cat(s) reported for biting/scratching may be emailed to the GCCF Office to ensure early arrival, in addition to submitting by post.

Failure to Produce Vaccination Certificate:

The GCCF copy of each 'Failure to Produce Vaccination Certificate' form issued at your show must be sent to the GCCF Office with a copy of the catalogue within three working days of the show. Full details of cats for which no vaccination certificate was presented may be emailed to the GCCF Office to ensure early arrival, in addition to submitting by post.

Disqualifications Under Section 2, Rule 19c and Section 4, Rule 22:

Details and completion of the relevant certificate supplied with the veterinary paperwork, together with samples of hair if relevant, should be sent to the Office within seven days of the closure of the show for the Investigation Committee, under Section 2, Rule 20e (see Part 6 - Show Managers' Disqualifications). Please note that all fees and awards to cats disqualified under this rule shall be held in abeyance until the result of disciplinary action is decided.

Show Managers' Disqualifications:

Show Managers are reminded that, under Section 4, Rule 23 of the GCCF Rules, all disqualifications made by Show Managers under any of the rules in Section 4 must be notified to the GCCF Office, giving all relevant details (see Part 6 – Show Managers' Disqualifications). These can be included with GCCF Returns.

Details of Countersignatures:

The following details of any countersignatures under Section 2, Rule 10d must be included with the marked catalogue:

- The name of the judge being regarded as a replacement judge.
- The date of the first show where the previous certificate was awarded by that judge.
- The published closing date of the subsequent show.
- The date on which the cat entry form was received.
- The name of the countersigning judge.

Show Returns/Insurance Fees

The Show Insurance fee balance should be paid at 40p per cat, present or not, after the show, sending it with the completed Returns form, marked catalogue and the Pen Insurance Premium, as required. (If a club owns their own pens, please make a note in the Pen Insurance section of the Returns form accordingly.)

Lists of Vets and Judges in Attendance:

Show managers must send a list of vets who officiated at their show, and their contact details, with their show returns and should also keep a copy for their own reference. Show managers must also send in a list of judges who officiated at their show on the new form which will be enclosed together with an explanatory letter in the Veterinary Pack sent to them from the Office prior to the show

Return of Prize Monies and GCCF Certificates:

Any owners who fail to return prize monies and certificates, following disqualification, to Show Managers under Section 4, Rule 29, must be reported by the Show Manager to the Office.

Early Removal from Show:

Under Section 4, Rule 28 exhibitors may not remove their exhibits before the show closes without the Show Manager's permission. Exhibitors breaching this rule should be disqualified from all classes and reported to the GCCF Office.

Financial Records:

While entry forms and award slips are only required to be retained for 12 months after a show under GCCF Rules, it is advised that the financial records of a show are kept for at least 6 years in line with the Inland Revenue Department's requirements of taxpayers. In addition, the Board has confirmed that the overall responsibility of a club's finances lies with the Club Treasurer, who should be a signatory on the show account if only to allow him/her to have access to information.

Emails and Office Fax Machines:

The Office accepts some information, documentation or correspondence sent by email or fax but not normally any official forms where original signatures and/or fees are required. With regard to shows, the latter includes Show Licence applications, show Returns, veterinary rejection forms, biting/scratching certificates and veterinary clearances, vaccination certificate undertakings, Show Managers' disqualifications, etc.