



THE GOVERNING COUNCIL OF THE CAT FANCY

THE GUILD OF GCCF JUDGES & STEWARDS



GCCF STEWARDING SCHEME – RULES OF PROCEDURE

AIMS:

- 1 To train candidates to become successful and confident stewards.
- 2 To provide the opportunity for Trainee Stewards to learn valuable skills from the Judges with whom they work.
- 3 To develop the ability to handle cats of all breeds in a show situation with care and sympathy, displaying each exhibit to its best advantage.
- 4 To gain a thorough knowledge of the show situation, its rules and procedures.
- 5 To obtain a real understanding of the manner and attributes required to become a successful steward.

PROCEDURE:

- a) First time applicants must join the GCCF Stewarding Scheme through the Guild of GCCF Judges and Stewards (afterwards referred to as the Guild) and complete the requirements of this scheme to become a GCCF Steward. The applicant must be at least 16 years of age for insurance reasons.
- b) Completion of the GCCF Stewarding Scheme should ensure that GCCF Stewards can handle unfamiliar cats sympathetically and with confidence and demonstrate that they have a thorough knowledge of show rules and procedures. A qualified GCCF Steward should be capable of providing full details of GCCF procedures, if necessary, when stewarding for an overseas judge.
- c) It must be understood that the requirements of the GCCF Stewarding Scheme in no way prevent anyone who so wishes from offering their services as a steward at any Show, purely for the enjoyment of stewarding.
- d) There is no obligation for a GCCF Steward to apply to join the GCCF Judge Appointment Scheme, either immediately on completion of the scheme or at a later date.
- e) Anyone wishing to become a GCCF Steward must make application to the Guild to register into the Stewarding Scheme by completing Form 1 and paying the required fee of £30, which is not refundable. This Application Form will be available to download from the Guild website; the GCCF website, or by post from the Guild Secretary or the GCCF Office.
- f) Upon receipt by the Guild of the application form and the required fee, the applicant will receive copies of
 - GCCF Standard of Points
 - GCCF Notes for Stewards
 - Set of Initial Stewarding Certificates (Form 2)
 - Set of Tablework Certificates (Form 3)
 - Application to complete the Scheme and become a GCCF Steward (Form 4)
 - Set of Final GCCF Stewarding Certificates (Form 5)
 - Application to be listed as a GCCF Steward (Form 6)
- g) Applicants will become members of the Guild with that initial payment but must maintain their Guild membership throughout their training period.
- h) Trainee Stewards will keep a record of their initial stewarding using Form 2. The forms will be returned to the Guild on each occasion. The Guild will monitor the progress of stewards in the Scheme and provide feedback to candidates. Similarly the Tablework Certificates will be completed and returned to the Guild for monitoring and guidance to the candidate. It would be helpful for the candidates to keep copies of all forms to maintain their personal record of progress through the scheme.
- i) After a minimum of **TEN** stewarding engagements covering all sections and a variety of Judges, and **THREE** table work certificates, of which at least **TWO** must be obtained at all-breed Championship shows, Trainee Stewards shall apply to the Guild of GCCF Judges and Stewards to work with nominated judges to monitor their progress during the final part of this stage of the scheme. (Form 4)
NB Up to **TWO** engagements judging non-pedigree cats at a GCCF licensed show may be counted in lieu of stewarding engagements at the initial stage.



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Stewarding engagements completed within the three years prior to joining the GCCF Stewarding Scheme may be counted in this number provided that initial stewarding certificates are completed retrospectively for these engagements.

- j) To complete the scheme and become a GCCF Steward, candidates are required to steward for nominated full judges, where the ability of the Trainee Steward is monitored and reported upon. When a minimum of **FIVE** final GCCF Stewarding Certificates (Form 5) from **FIVE** different Judges shall have been submitted to the Guild, the Trainee Steward may apply for consideration as a GCCF Steward. (Form 6)
- k) Trainee stewards should be prepared to listen to and act upon advice and guidance.
- l) The Guild shall seek the support of Full Judges who are members of the Guild to work with the Guild and the candidates to give tuition, support, advice and assessment for candidates working through the Stewarding Scheme. The Guild will provide a published list of at least **TWENTY** of these Tutor Judges from across the UK who have agreed to monitor and assess candidates at this final stage of the Stewarding Scheme. This list will be available on the Guild's website.
- m) The Guild will consider the application to be listed as a GCCF Steward and all available information, including the stewarding certificates submitted. If the application is approved the Guild will inform the GCCF Office in order that a GCCF Stewarding Badge and a certificate may be awarded.
- n) If the available information, including the stewarding certificates, does not indicate to the Guild that the required standard of stewarding, manner and attributes has been met, the Trainee Steward will be given suitable support and guidance. They will then be required to submit up to **FIVE** further stewarding certificates with nominated judges before they may reapply.
- o) A list of GCCF Stewards will be posted on the Guild and the GCCF websites.