

GCCF Stewarding Scheme

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 and read the body language of cats of all breeds in a show situation by showing care and sympathy and displaying each exhibit to its best advantage.
- 4 To gain a thorough knowledge of GCCF rules and procedures especially those relating to shows and show procedure.
- 5 To obtain a real understanding of the manner and attributes required to become a successful steward and judge.
- 6 To prepare Accredited GCCF stewards to have the relevant skills to confidently aid judges on a show day
- 7 To prepare Accredited GCCF stewards to have the relevant skills to move on to Pupil Judges status within the breed of their choice.

Stages of Development:

Under the aegis of the Guild of Judges:

Level One: GCCF Certified Steward

Completion of Level One of the GCCF Stewarding Scheme should ensure that GCCF Accredited Stewards can handle unfamiliar cats sympathetically, with confidence and demonstrate that they have a thorough knowledge of show rules and procedures. A Certified GCCF Steward should be capable of providing full details of GCCF rules and procedures, if necessary, when stewarding for an overseas judge.

On the successful completion of Level One they will be able to apply to the BAC of their choice for consideration for promotion to the status of pupil judge.

There is no obligation for a Certified GCCF Steward to undertake level two for accreditation status on completion of level one or at a later date.

Under the aegis of the relevant Breed or Group Breed Advisory Committee:

Level Two: GCCF Accredited Stewards

Stewards must be listed as a certified steward before they can apply to complete Level Two. On the successful completion of Level Two they will be able to apply to the BAC of their choice for consideration for promotion to the status of pupil judge.

Mode of procedure:

First time applicants must join the GCCF Stewarding Scheme through the Guild of GCCF Judges and Stewards (here after referred to as the Guild) and complete the requirements of this scheme to become a certified GCCF Steward. The applicant must be at least 16 years of age for insurance reasons.

It must be understood that the requirements of the GCCF Stewarding Scheme in no way prevents anyone, who so wishes, from offering their services as a steward at any Show purely for the enjoyment of stewarding.

Anyone wishing to become a certified GCCF Steward must make application to the Guild to register into the Stewarding Scheme by completing the relevant form and paying the required fee of £30, which is non-

refundable. The 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.

Applicants must also be a member of a recognised member club of GCCF. When applying to undertake Level Two membership of a recognised GCCF breed club is required.

Applicants will become members of the Guild for a period of one year with this initial payment but it is the responsibility of the applicant to maintain their Guild membership throughout their training period. This applies throughout training in both levels. Should they fail to do this any information submitted will be considered as “for information only” and will not count towards qualification.

Level One:

Upon receipt by the Guild of the application form and the required fee, applicants will receive copies of:

GCCF Rules and Byelaws,

GCCF Notes for Stewards,

Initial Stewarding Certificates

Tablework Certificates

Final assessment level one GCCF Stewarding Certificates

Notification of stewarding

Veterinary Tuition certificate

Application form to be acknowledged and listed as an Accredited GCCF Steward.

All forms will be available to download from the Guild website; the GCCF website, or by post, on receipt of a SAE, from the Guild Secretary or the GCCF Office.

The Guild will monitor the progress of stewards in the Scheme and provide feedback to candidates.

- Trainee Stewards are advised to keep a record of their stewarding and tablework engagements by keeping copies of all forms submitted to the Guild and must be prepared to listen to and act upon advice and guidance at all times.
- Forms must be completed “on the day” by the Judge and steward and returned to the Guild within 4 weeks of the engagement.
- A minimum of TWELVE stewarding engagements in which every section (1-6) must have a coverage of a minimum of two certificates and a broad spread of judges,
- TWO (max three) table work certificates of which at least ONE must be obtained at all-breed Championship show. Tablework Certificates must be completed by the Show Manager or Table leader and returned to the Guild for monitoring and guidance to the candidate. This will not apply if candidate is either a qualified Show or Section Manager.

- A veterinary tuition certificate must be submitted.

- The Guild shall seek the support of Full Judges who are, preferably, members of the Guild and willing 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 approved Judges from across the sections (1-6) who have agreed to monitor and assess candidates at this final stage of the Stewarding Scheme. This list will be supplied to the candidate on request on successful completion of the first elements of the level One training. Not convinced we need this??
- The Guild will consider all available information available upon any application on completion of Level One to be listed as an accredited GCCF Steward. 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.

- If the available information 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 (*Form 4*) with nominated judges.

Level Two Applications - supervised by the relevant breed/s BAC:

Upon receipt by the BAC of the application form and the required fee, the applicant will receive copies of:

GCCF Standard of Points,

Higher level Stewarding Certificates

Veterinary Assessment form (copy to be lodged with the Guild when completed)

Application form to apply to the Breed Advisory Committee that have supervised their Level Two training for promotion to Full Judge.

Membership of the recognised GCCF breed club/s is required at this level.

The BAC shall seek the support of Full Judges who are willing to give tuition, support, advice and assessment for candidates working through Level Two. The BAC will provide a published list of at least TWENTY of these preferred Judges (relevant to the BAC the Steward is applying to upon completion of the Level Two requirements) This list must be supplied to the candidate on application to Level Two training.

Stewards are advised to keep a record of their stewarding engagements by keeping copies of all forms submitted to the BAC and should be prepared to listen to and act upon advice and guidance at all times.

Forms should be completed “on the day” by the Judge and steward and returned to the BAC within 4 weeks of the engagement. The BAC will monitor the progress of stewards and provide feedback to candidates.

A minimum of TEN advanced stewarding engagements, within the relevant section must be submitted, of which, 3 must be breed or Grand group specific, and at least ONE should be obtained at a relevant Breed show or shows.

On completion of the above requirements Level Two candidates will be asked to undertake a further FIVE stewarding engagements (*Form 3a*) with full judges, wherein the ability of the Steward to apply the SOP to an exhibit and place will be monitored and reported upon. These should not be undertaken until the steward is in possession of the relevant list of preferred judges.

The steward must submit reports on a minimum of FIFTEEN exhibits covering the relevant breed or breeds (dependant on the Grand Group BAC applying for). It is not expected that this should take place on every stewarding engagement but spread throughout the TEN engagements. The recommendation is that within the TEN engagements the minimum number of exhibits that are reported on should be no more than three at any one show. Relevant notes should be made at an appropriate time with care taken not to upset the exhibit, hinder the Full Judge or the overall judging process. Stewards must not return to the exhibit unaccompanied to physically re-examine the exhibit to undertake the note writing process.

N.B. The intention, by undertaking this process, is to guide the steward towards understanding the need for suitable language and a uniform approach in compiling reports so that all of the required aspects of an exhibits conformation and temperament are covered alongside of developing the ability to place exhibits according to perceived merits. A basic knowledge of the relevant Standard of Points is also expected to be shown within such reports.

When all the required criteria have been met, the Steward may apply to the BAC that has supervised their training for consideration of promotion to Pupil Judge.

N.B. All relevant information will be considered by the relevant BAC alongside of a candidate’s application for promotion.

If the available information does not indicate to the BAC that the enhanced standard of manner and appropriate attributes, basic understanding of the Standard of Points and basic report writing has not been met, the Steward will be given suitable support and guidance. They will then be required to submit reports on a minimum of seven exhibits and FIVE further stewarding certificates with nominated judges before their application for promotion is reconsidered.

Any candidate either, wishing not to progress to the role of Pupil Judge and/or failing to successfully complete level two of the stewarding scheme, will remain as a certified Level One GCCF steward.

All candidates at either level have a right of appeal if their application is rejected. All appeals should be directed to the GCCF Appeals Committee in the first instance.