



GCCF
Show Manager
Qualification
Booklet



This document contains and highlights the specifics wherein evidence is required of such elements that should be covered to enable the trainer to “sign” off that aspect within the document to be submitted as evidence of training.

You need to familiarise yourself with GCCF Show Rules. You can find the latest rules at <https://www.gccfcats.org/about-us/bye-laws-and-rules/>

SHOW MANAGER TASTER STAGE

Any Show Manager or Table Leader can sign off the individual items in this section. All Assistant Show Managers must have a basic understanding of all these aspects and complete them before continuing with the Training Program.

- Master Book
- Awards Board Slips
- Rosettes
- Prize Cards
- Slip Checking
- Certificate Writing
- BOB/BOV
- Shadow Duty Vet – ***Must be signed off by the Duty Vet***

Table Lead

- All of the above must be signed off before taking on the role of Table Lead

STAGE 1

This stage involves confirming finances and booking of all main essential components.

The minimum requirement within each stage is 80% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

1. Club Finances

- Confirm with Club Treasurer funds meet GCCF requirements to hold a show
- Check with all Clubs if a Multi Club Event
- Rosettes – Ascertain company to provide rosettes

2. Booking a Date

- If applicable consultation with partner Clubs in Multi Club Events
- Check GCCF Calendar for suitable dates to avoid clashes

3. Booking a Venue

- Ease of access, parking, catering, heating/cooling, removal of rubbish etc
- Arrangement of manpower (hall Staff) on set up day & show day
- Numbers of cats/stalls able to fit in hall
- Power Sockets
- Fire Regulations – no obstruction of fire doors, max number of people allowed in hall
- Risk Assessment if required
- Get hall plan with dimensions of hall, fire exits, windows, doors, power points
- Wifi capability
- Check availability of First Aiders at the venue

4. Show Licence

- Ensure each Club has applied for licence with correct date/venue/Show Manager and had it confirmed from GCCF



5. Penning

- Contact penning firms to book services (pens, judges tables, Best in Show Drapes, PA Systems if applicable etc)
- Current Penning firms available are MF Penning, Bella Penning, Penpals

6. Hotels

- Contact hotels within a reasonable distance from the show hall
- Ease of access for judges using public transport (near train station etc)
- Ensure suitable services available at the hotel including disabled accommodation, full restaurant services etc
- Provisionally book maximum number of rooms and confirm final numbers within a fortnight of the date of the event

7. Duty Vet/Vets/Vet Nurses

- Contact/Book as early as possible
- Confirm within a fortnight of the event
- Confirm availability of emergency veterinary practice

8. Paperwork

- Contact your paperwork provider to discuss processes and requirements
 - *Current paperwork providers are GCCF Star, Kopikatts & others as available*

STAGE 2

This stage involves the preparation and distribution of schedule

The minimum requirement within each stage is 80% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

1. Classes

- changes of Breed status
 - *New Classes (newly recognised Breeds)*
 - *Breed Upgrades (from Assessment to Championship status)*
 - *Class splits if applicable in Breed Shows (eg. Norwegian Forest split into coat patterns ie Tabby etc)*
 - *Additional Classes if applicable in Breed Shows*

2. Judges

- Full listing of available judges and breeds/classes eligible is located on GCCF website within the Show Manager access area
 - *Select judges to invite, distribute invitations and keep trackable records*
 - *Ensure no duplication on classes with other local events/previous shows (eg. To help ensure maximum number of entries)*
 - *Prior to confirming the schedule classes ensure all invited Judges have replied*
 - *Don't forget GCCF Rules recommend that no judge has more than 70 exhibits in their book (it is advisable to have a maximum of 20/25 exhibits in Title/Breed/Open class for each Judge)*
 - *Don't forget to ask Judges if they will require a hotel room and if they have any special dietary needs*

3. Allocation of Classes

- Ensure judges are qualified to judge allocated classes
- Send allocated classes to Judges
- Ensure all Judges have replied to class allocations

4. Responses & Reallocation if necessary

- Reallocate classes to new judges if necessary
- Send any reallocations to relevant Judges
 - *Don't forget GCCF Rules recommend that no judge has more than 70 exhibits in their book (it is advisable to have a maximum of 20/25 exhibits in Title/Breed/Open class for each Judge)*

5. Schedule

- Covers front
 - *Club Name, include reference to being held under GCCF rules, Date of Show, Venue, SM details, Closing date for entries*
- Club Committee information
- Officiating Judges List
- Best of Variety/Best in Show details (inc BOV/BIS procedure)
- Veterinary Details
 - *Duty Vet/on call Veterinary Surgery*
 - *Vetting in times*
 - *Vaccination requirements*
- GCCF Rules, Club/Venue specific rules, definition of classes, commencement of Judging time
- Show pricing (explanation of variations of inclusions and/or exclusions)
 - *Entry Fees*
 - *Exhibition Fees*
 - *Double Pen Fees*
 - *Catalogue Fees*
 - *Admission Fees*
 - *Adverts/Sponsorship Fees*
 - *Membership Fees*
 - *Stall Fees/Contact Info*
- Awards/Specials
- Class listing
- Membership Form
- Venue Map/Directions.

6. Entry Form (paper & electronic)

- Club Name, Date of Show, Venue, SM details
- Closing date for entries
- Include space for exhibitor/exhibit information – See appendix for examples
- GCCF Declaration & Rules
- Payment details (inc BAC's)
- Show Pricing
 - *Entry Fees Members / Non-Members*
 - *Exhibition / Exhibition with Critique Fees*
 - *Double Pen Fees*
 - *Catalogue Fees*
 - *Admission Fees*
 - *Adverts/Sponsorship Fees*
- Membership Subs
- Payment details for Entry Fees if applicable

7. Publication of Schedule

- Electronic
 - *Send to GCCF for inclusion on GCCF Website*
 - *Send to Judges*
- Paper copies
 - *Send out hard copy on request*

STAGE 3

The first part of stage 3 involves dealing with entries, queries and catalogue

The minimum requirement within each stage is 80% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

1. Receipt of Entries & Payments

- Check entry correct
- Check BACS / Card payment received and correct
- Bank any Cheques/Postal Orders/Cash
- Keep full record of payments
- Acknowledge receipt of entry

2. Class Entry

- Must have a basic knowledge of what breeds (GEMs codes) go in which classes – see appendix

3. Exhibitor/Judge Enquiries

- Possibilities are endless, remember to smile and be polite.

4. Judges Loadings

- Don't forget GCCF Rules recommend that no judge has more than 70 exhibits in their book (it is advisable to have a maximum of 20/25 exhibits in Title/Breed/Open class for each Judge)
- When examining judges loadings, misc classes may be moved to balance out the loadings, however, you must remember that Title/Breed/Open classes should not be removed from the contracted judge (if still attending show) except in exceptional circumstances.
- Exhibitors must be notified of all judge changes as soon as possible and a full list of class changes must be available on the day.

5. GCCF Specific Paperwork

- GCCF Specific Paperwork – Only available from GCCF office
- Order in line with requirements (include spares)
 - Exhibition with Critique
 - Assessment
 - Yes Candidate forms
 - Vet Pack
 - Biting Certificates
 - Certificates

6. Rosettes

- Order in line with requirements (include spares)

7. Catalogue preparation

- Cover front
 - *Club Name, include reference to being held under GCCF rules, Date of Show, Venue, SM details, sponsorship if required*
- Club Committee information
- Officiating Judges List
- Best of Variety/Best in Show details (inc BOV/BIS procedure)
- Veterinary Details
 - *Duty Vet/on call Veterinary Surgery*
 - *Vetting in times*
 - *Vaccination requirements*
- GCCF Rules, Club/Venue specific rules, definition of classes, commencement of Judging time
- Awards/Specials
- Class/Exhibit listing
- Listing of Exhibitor Names along with pen numbers allocated to them
- Membership Form
- Adverts / Sponsorship if required
- Proofreading of catalogue prior to printing (recommend all proof reading is completed by Show Manager and A.N. Other)

8. Ordering of Catalogues

- *Include Pre-orders, judges & stewards, table workers, master catalogue, available for sale etc*



The second part of Stage 3 involves dealing with finalising organisation of Hall Plan, show day essentials

9. Pen Numbers for Hall Planning

- Liaise with penning company to ensure accurate order of single and double pens to cover competition, exhibition, isolation, Best in Show and club table etc.

10. Hall Plan

- Ensure all fire regulations are adhered to and all fire exits clearly marked
- Ensure adequate spacing of aisles

11. Judges Paperwork

- judges books, steward sheets, duty vet request slip, judges show day letters, expense slips

12. Show Day Paperwork

- On receipt of paperwork ensure all present and correct

13. Emergency details for local Vet Practice

- Confirm all details for Emergency Local Vet Practice
- Confirm Vetting in team

14. Show Day Catering

- Confirm final numbers and menu (don't forget any special dietary requirements)
- If appropriate confirm catering available for exhibitors and visitors

15. Transportation for Judges

- Arrange any transport requirements to and from hotel, train station.
- Ensure transport arranged for the end of the day if required

STAGE 4

This stage involves final preparations ready for Show Day

The minimum requirement within each stage is 80% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

1. First Aid

- Ensure appropriately qualified person available
- Ensure first aid kit is available for Show day mishaps

2. Show Day Cash

- Allocated floats for show day
- Organisation of prize money payments if applicable
- Payment of vet/judge expenses (BACs if applicable)

3. Supervision of Hall Preparation

- Vetting in area
- Isolation pens
- BIS Pens & Drapes
- Show Team Tables
- Stall layout
- Ensure all Fire regulations are adhered to

4. Check Paperwork & provision of all necessary forms

- On arrival at show hall ensure all paperwork present and correct
- Show entry paperwork
 - Master Book
 - BOB/BOV
 - Judges Books
 - Steward Sheets
 - Judge Class Checklist
 - Awards Boards Slips
 - Members Entries if appropriate (used for trophies)
 - Prize Cards
 - Pen Cards
 - Exhibitor Address Lists
 - Duty Vet Request slips
 - Judge/Vet Expense Slips
 - Vetting in Envelopes (Exhibitor name, address, Exhibit names, Sex, DOB, GEMs Code, pen numbers, class numbers)
- GCCF Specific Paperwork – Only available from GCCF office
 - Exhibition with Critique
 - Assessment
 - Yes Candidate forms
 - Vet Pack
 - Biting Certificates
 - Certificates

5. GCCF Rejection List and Clearances

- Rejection List – ensure exhibitors/exhibits entered in show are not on lists

6. Check Disqualification/Biting Listing

- Ensure exhibitors/exhibits entered in show are not on lists

7. Organise PA System

- Ensure in working order

STAGE 5

This stage involves Show Day tasks

The minimum requirement within each stage is 80% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

Ensure hosts available to hand out relevant early morning paperwork as required and guide exhibitors.

- **Isolation Pens**
 - Ensure pens are set up in an appropriate place (separated from main show)
- **Vetting in Area**
 - Ensure vet tables set up and Duty Vet supplied with GCCF paperwork
 - Provide appropriate Disinfectant (usually provided by penning companies)
 - Provide absorbent paper towels
 - Provide queue assistance
- **Issue of Vetting-in Envelopes**
 - Consider availability of personnel to distribute
 - Ideally envelopes should be in alphabetical order
- **Hospitality for Vets**
 - Ensure drinks, snacks are offered periodically throughout vetting in
 - Ensure expense forms are completed
 - Ensure lunch arranged for Duty Vet if required
- **Dealing with Rejections on Show Day**
 - Consult and follow GCCF guidelines and Rules
- **Safety of Exhibits, Exhibitors & the public**
 - Consult and follow GCCF guidelines and Rules
 - Ensure Risk Assessment forms (if required) are completed
 - Ensure Emergency Vet Practice contact details are readily available on show day (also to be included in your catalogue)
 - Ensure good knowledge of hall fire regulations
 - Ensure compliance with disability regulations
 - Useful to have local medical centre/hospital A & E details
- **SM's Table & Trouble Shooting**
 - Countersignatures
 - Incorrect exhibit information / class entry - correct details and amend accordingly where relevant.
 - Amend the Master Catalogue (the one you send to GCCF) with any changes
- **Table Workers**
 - Ensure you have enough table workers
 - Ensure all table workers know their role (this could be covered by Table Leader)

- **Certificates**
 - Certificates need to be legible
- **Rosette & Card Distribution**
 - Preparation to ensure rosettes and prize card are ready for distribution
- **Allocation of Cups & Specials**
 - Preparation to ensure ready for distribution – if required
- **Best in Show**
 - Ensure that enough BIS Stewards are available
 - Ensure judges trolleys are still available – if applicable
 - Check all BOV/BIS paperwork once complete

STAGE 6

This stage involves items requiring immediate completion post show

The minimum requirement within stage 6 is 100% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

- **Written Complaints**
 - Follow current GCCF Rules with regards to complaints received by the SM within 7 days of the show
- **Vet Rejections**
 - Follow current GCCF Rules
- **Biting/Scratching Certs**
 - Follow current GCCF Rules
- **Show Returns & Fees**
 - Follow current GCCF Rules
- **Marked up Catalogue**
 - Follow current GCCF Rules
- **Exhibitor Addresses**
 - Follow current GCCF Rules
- **Show Check Requests & Disqualifications**
 - Follow current GCCF Rules
- **Show Paperwork received by Office**
 - Follow current GCCF Rules

STAGE 7

This stage involves financial aspects requiring completion post show

The minimum requirement within stage 7 is 100% of all individual areas covered. Some items will automatically be done but you will need a basic understanding of the how & why of these processes.

- **Preparation of Accounts**
 - Ensure you have all relevant paperwork, receipts and bank statements to enable you to complete show accounts
- **Payment of invoices & Expenses**
 - Ensure all invoices and expenses are paid in full
- **Check accounts against bank statements**
- **Final accounts for audit/examination**
 - Ensure accounts are presented in an acceptable format

