



# AUSTRALIAN CAT FEDERATION (INC)

## **NATIONAL SHOW RULES**

### **1) GENERAL**

The ACF National Show is run by ACF affiliates on behalf of the ACF Inc and as such all ACF show rules, classes, breed recognition and by-laws pertaining to the conduct of ACF Inc National Shows are to be utilised. ACF policy overrides that of the host affiliate in areas where there may be differing methodology in the conduct of Shows. To ensure timetable is adhered to, ACF National Shows will comprise no more than four (4) rings. The show will be opened by the ACF President or dignitary with the officiating judges being introduced at the start of the show.

Suggested planning timetable:

#### **1. Three years ahead:**

- a. Host affiliate established at an ACF AGM.
- b. Book overseas judges and put out feelers for sharing to other affiliates and/or NZCF (if likely to be cost efficient). Shares should be with recognised organisations (please see ACF ILO).
- c. Start serious thinking about venue (show and meetings) and visit options. Cat-friendly accommodation should be preferably on-site, but if not, close by.
- d. Start fundraising sometime during the year. Open ACF NATIONAL SHOW (YEAR) account for deposits.
- e. Appoint committee who will begin to organise all the above and meet as needed.

#### **2. Two years ahead:**

- a. Book Australian judges using ACF National contract, specifying 2 nights' accommodation with any further nights at their own expense. All judges' airfares are a show expense.
- b. During the year: lodge submissions for sponsorship from sources other than major pet food sponsor.
- c. Draw up realistic projected income and expenditure document. Organisers of previous ACF National Shows may be consulted.

#### **3. One Year ahead:**

- a. Inspect potential boarding facilities close to venue. Inspect accommodation, meeting venues, etc. Appoint somebody to be in charge of cat/human transport.
- b. Approach judges for photos and bios for the schedule and/or catalogue.
- c. Depending on the state of the contract with the pet food sponsor, liaise with the ACF Secretary and ACF Treasurer on the cash aspect of the sponsorship.
- d. If a formal reception is planned, contact the appropriate institution 9 to 12 months prior to the show.
- e. The ACF National show must be fully insured for public liability and injury to all workers during set up, the show and break down. The host affiliate will merely need to list the show on their policy if their coverage is as above. A copy of the insurance policies is to be sent to the ACF Secretary three (3) months prior to the show<sup>1</sup>

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<sup>1</sup> Amended June 2015

#### 4. Six Months ahead:

- a. Schedule draft done with the major sponsor logo on the cover. Preferably include bios/photos of officiating judges. Mention all social events, Guild meeting, and prices for dinner/meeting, morning teas/cocktail party, etc. on the summary sheet. Contact the Judges' Guild Secretary for information on meeting time and content of seminar. Include ACF Show Rules. Contact the ACF Secretary for details of time, etc. for ACF AGM on the Monday. Information on accommodation (including prices) for people and cats (perhaps mentioning distance from venue) and anything you can think of which might be helpful. State form of vetting to be used. State method by which the Supreme Exhibit will be decided. If hotel/motel does not allow cats, provide details of an "official" cattery.
- b. Buy Australian judges' airfares the minute there is a special offer. Try getting a sponsor for one or more. If overseas judges are buying their own, do your own research and see if you can get a better deal. If they buy, it has to be at a better rate, and advised/consulted before they do so (see contract) with quote in writing from an agent.
- c. Book the vets.
- d. Arrange (if not already done) for the ACF banners, etc. (show decorations) to be forwarded from the previous host affiliate.
- e. Prize cards printed (with ACF logo); challenges/award of merits/companion cat awards *printed (Single ring can be acquired from ACF Secretary).\**
- f. Rosettes and ribbons ordered – check prices of local product as compared to importing from overseas remembering to include postage.
- g. If not already done, plan media campaign. Submissions to print media for free advertising and coverage have been successful in the past, usually based on claims of something unique, whether it's a rare breed of cat which will be present or a human interest story about a participating judge, cat or exhibitor. Imagination needed!

#### 5. Closer to the event:

- a. Consideration should be given to flexible floor plan options which cater for various levels of entry per group/section. The minimum requirement should be that the floor plan accommodates the allocation of judging assignments and ensures orderly "flow" of judging.
- b. Appoint somebody to do the "window dressing" of stage area at minimal expense.
- c. If you haven't done it earlier; start choosing personnel and train if necessary. Obvious things like ticket/card room workers, scribes, stewarding, etc. Any computer programmes which are being used to run the show should already be proven to be successful and capable of coping with anticipated entry and workload.

## 2) TIMETABLE

<b>Friday:</b>	afternoon or evening Executive Meeting (day & time of this meeting is flexible; please contact ACF Secretary)
<b>Saturday:</b>	9 am to 5 pm ACF Judges Guild AGM/Seminar *Approx. 6.30 to 7 pm. Cocktail Party/Casual Get Together (not obligatory)
<b>Sunday:</b>	Opens 9 am ACF National Show Approx. 7 pm ACF Official Dinner
<b>Monday:</b>	Approx. 9.30 am ACF Annual General Meeting

\* Amended 2012

### 3) ACF OBLIGATIONS

1. Provision of pre-show loan in the form of a pre-payment, if required by affiliate, up to \$5000. This pre-payment will be made available prior to the show and is repayable in full to ACF Inc. **one (1) month after the show.**<sup>2</sup>
2. The ACF executive is to make the approach for the pet food or other major sponsorship. The ACF Secretary and/or ACF Treasurer will be privy to all negotiations and will sign off on the final contract along with the host affiliate. The host affiliate will make the approach to local businesses/sponsors and are to ensure they do not to clash with the major sponsors.
3. Pay for President, Secretary's and Treasurer's accommodation, airfares and meals.
4. Pay for ACF AGM and seminar venues.
5. Pay for President, Secretary and all delegates' refreshments and lunch on day of ACF AGM.
6. Pay for any/all expenses incurred by the ACF AGM and ACF Executive Meetings, etc., and venue for the ACF Judges' Guild AGM and Seminar.
7. Provision of judges' invitations, Challenges, Award of Merit, Award of Excellence and Companion Cat Award certificates and ACF letterhead stationery.

### 4) HOST AFFILIATE OBLIGATIONS

1. Obtain other sponsors that do not clash with the contract of the major sponsor. (See ACF OBLIGATIONS 2)
2. Appoint a Show Coordinator and/or Show Treasurer and open "ACF Inc National show (Year)" account when fundraising begins – sometimes two to three years prior to the show. Appoint three (3) signatories to account, from separate households and families.
3. Receipt all monies received in relation to the show and keep a ledger of all income and expenditure as specified in the ACF By-laws document. Within three (3) months of the show, a financial statement, all receipts, invoices, proof of closure of bank account and a cheque comprising of the profit (if any) plus the advance (if any) will be forwarded to the ACF Inc Treasurer.
4. Should a host affiliate require an advance payment, then they must sign a contract with the ACF Inc. to be signed and returned to the Secretary prior to payment of an advance being made, guaranteeing the return of the sum involved **one month after the show.**<sup>3</sup>  
A COPY (GENERIC) OF THIS CONTRACT IS INCLUDED AS PART OF THESE RULES.
5. An expenditure and income projection is to be submitted by the host affiliate at the ACF AGM prior to the show and is subject to executive scrutiny to determine if the host affiliate has taken into account all required commitments of the ACF and raise questions if necessary. The host affiliate may be required to submit a revised expenditure and income statement within one (1) month.
6. Organise meeting venues and catering for:
  - a. The ACF Executive Meeting; contacting the ACF Secretary for specific requirements and times.
  - b. The ACF Judges' Guild; contacting the Guild Secretary for specific requirements and times which will include a venue where cats are permitted.
  - c. The ACF Annual General Meeting (ACF AGM); contacting the ACF Secretary for specific requirements and times.
  - d. A Casual Get Together/Cocktail Party; if host decides on this option.

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<sup>2</sup> Amended June 2015

<sup>3</sup> Amended June 2015

- e. Official Dinner. (Sunday evening).  
The host affiliate should try to arrange a deal with the hotel to get free or substantially reduced meeting venues in exchange for being the "official" hotel. The host affiliate should try to organise these social functions and meeting venues at the "official" hotel wherever possible to alleviate the necessity for transport.
- f. Liaise with the ACF Guild Secretary regarding seminar topics (prior to release of schedule), audio/visual requirements, organise cats, cages, disinfectant etc. as required for the Guild seminar.
- g. Liaise with major sponsor regarding delivery of product, cage wrap, cage number cards, etc.

## 5) **MATTERS AT ACF EXECUTIVE DISCRETION/ACF TO BE CONSULTED**

1. Any additional sponsorship other than local businesses or cat litter sponsors.
2. Any expenditure for food, beverages or accommodation for any other than the President, Secretary, Treasurer and judges. (eg: sponsors' representatives, special guests, etc. attending the official dinner). *'Affiliate to submit a "guest list" to the ACF Inc.'*
3. Show fee structure to be approved by ACF Executive.

## 6) **SHOW VENUE**

1. Space for ACF information table at no cost to ACF.
2. Space for commercial stalls in area set aside from show area where possible.
3. If required, trestling for major sponsor to be provided free of charge.
4. A designated grooming area with several trestles will be made available to exhibitors.
5. Seating should be provided for exhibitors.

## 7) **JUDGES**

1. Suitably qualified reserve judge/s will be appointed; these are to be local judges.
2. ACF National Show contracts will be utilised. (NB: There are two; one for Australian and one for overseas judges and they are available from ACF Secretary).
3. Before entering into a contract with any overseas judge, the host affiliate will consult with the ACF ILO and/or ACF Executive as to the suitability of qualifications and affiliation of the judge.
  - a. ACF Affiliate/Member Body Judges must be on the ACF Judges Panel for the group they are invited to judge<sup>4</sup> at the time of the invitation, and will inform the Show Organisers of any change to their status and refund any monies paid for fares etc. should they be no longer eligible to Judge at the show.
  - b. The potential for sharing of the judge with other recognised bodies in Australia must be a consideration.
4. Host affiliate to instruct hotels that judges have accommodation and meals as specified at ACF's expense. Accommodation and meal arrangements should be made clear at the time of offering the Contract.

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<sup>4</sup> Amended June 2013

5. On arrival in hotel room, judges should be issued with a "Welcome/Info" sheet. This should list weekend timetable (including pick-up times as applicable), meal allowance as above and reminder that any extra expenses incurred will not be ACF's responsibility, phone number contact for Show Manager/Coordinator, etc. A copy of the ACF (Inc.) Standards will be available. The assignment numbers will be given to the Judge.

#### **H. CATALOGUE AND JUDGING**

1. Catalogue to include all details of exhibits, including registration numbers. To be set out in the order of the ACF Standard of Points.
2. The catalogue will include the ACF National Show "Roll of Honour" (available from the ACF Secretary).
3. The catalogue will contain free advertising for all sponsors and will be proportionate to amount of sponsorship.
- 4) Judges' slips are a show expense.
5. Each judges' assignment should be calculated on the basis of three (3) minutes per exhibit plus provision for presentation of specials and breaks. This would normally be in the order of some ninety (90) exhibits.
6. Supreme Exhibit in Show panel (if utilised) should be scheduled to begin at 3.30pm.
7. A results board should be provided.

#### **I. AWARDS**

1. Money is to be offered for an award only if donated for the purpose.
2. The winner of the Hon. Lance Barnard A.O. Award for the Supreme Exhibit at the ACF Inc. National Show will be awarded a rosette which will be inscribed "The Hon. Lance Barnard A.O. Award for the Supreme Exhibit at the ACF National Show" and the year. This award is either to be subject of panel judging based on Best of Group in each section in each ring as nominees to panel or to be calculated on a formula approved by the Executive. There will be no "Reserve" to this award.
3. At all ACF Nationals, there will be a Best Cat, Kitten, Neuter Groups 1, 2, 3 in each ring which will be eligible for (All Breeds) Supreme Exhibit in show. There may be a Best Group 4 Exhibit at host affiliate's discretion).
4. Supreme panel - must comprise an odd number of All Breeds judges (minimum 3). Judging will be by either open or closed ballot.
5. There will be no conferring between judges.
6. There will be Top 10 of each Group/section in each ring, unless insufficient entries preclude awarding of all Top 10 placings.
7. Side classes may be awarded at the discretion of the host affiliate, but should not interfere with the judging of main classes (which must be judged prior to any side classes) nor the time constraints of the show.
8. Neutered kittens will compete for special awards with entire kittens.

## **J. PRIZE GIVING**

1. Major awards will be presented at the close of the show. (e.g.: If panel determines Best Group 1, 2, 3 Exhibit as well as Supreme Exhibit in Show, these would be awarded at close, immediately after panel judging.)
2. Individual ring group/section awards (eg: Best Group 1 Cat, Ring 1) will be presented at the host affiliate's discretionary decision, however, it is recommended that these be awarded in the bay at completion of each judges' Top 10 presentation.

## **K. SCHEDULES**

1. Schedule to be distributed by the end of February.
2. Distribution: host affiliate to use previous year's exhibitor list as a basis for mailing list; send a few (depending on proximity of the affiliate to host state) to each affiliate secretary; and one to each officiating judge for information purposes. Schedule also available as a download from the ACF website and/or host affiliates' websites.
3. Notification on schedule that management reserves the right to change judges/assignments according to circumstances.
4. Current version of the Show Rules to be included with the schedule. A copy of these rules are maintained on the ACF website.

## **L. TRANSPORT**

1. Transport to official events to be provided for the officiating judges for the duration of the weekend. If possible, transport to be provided for the delegates and executive members to and from the airport, show and other functions for the duration of the weekend. If this is not to be provided, executive and delegates should be advised well in advance so alternative arrangements can be made.
2. If possible, try to find hotel/motel with airport pick-ups to lighten the load on locals. Or, alternatively, a venue close to the airport which provides for all the weekend functions as well as offering reasonably priced accommodation which preferably allows cats.

## **M. AFTER THE SHOW**

1. Submit a marked catalogues and judging slips to the ACF Secretary; also include any unused stationery plus, in accordance with section D: 3), the financial requirements.
2. Thank you letters to all sponsors, plus their requirements – marked catalogue, photographs, etc., ASAP.



# THE AUSTRALIAN CAT FEDERATION (INC.)

## AGREEMENT

**BETWEEN THE AUSTRALIAN CAT FEDERATION (INC.)**

**AND THE HOST AFFILIATE, .....**

**THE HOST FOR THE .....A.C.F. (INC.) NATIONAL CAT SHOW.**

The ..... hereby warrants and agrees:

- (a) That it shall be held wholly and solely responsible for all and any debts incurred as a result of staging the Australian Cat Federation (Inc.) National Show and will not incur any debts in the name of the Australian Cat Federation (Inc.) without the express agreement, in writing, of the Australian Cat Federation (Inc) Executive.
- (b) Any and all funds advanced (to maximum of \$5000) may be provided by the ACF Inc. at its absolute discretion as a prepayment and must be repaid to the Australian Cat Federation (Inc.) in its entirety **no later than one month** after the staging of that years' Australian Cat Federation (Inc.) National Show.<sup>5</sup>
- (c) The host affiliate hereby agrees to indemnify the Australian Cat Federation (Inc.) from any debts whatsoever that may accrue as a result of the staging of the National Show in the year nominated in this agreement.

Signed by the parties to this agreement:

For and on behalf of The Australian Cat Federation (Inc.)

President.....  
Full Name:

Secretary.....  
Full Name:

For and on behalf of The Host affiliate

President.....  
Full Name:

Secretary.....  
Full Name:

Dated.....

<sup>5</sup> Amended June 2015