



THE AUSTRALIAN CAT FEDERATION (Inc.)

BY-LAWS PART 6.1

NATIONAL SHOW ADMINISTRATION

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**AUSTRALIAN CAT FEDERATION (Inc.)
BY-LAWS PART 6.1 – NATIONAL SHOW ADMINISTRATION**

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1. GENERAL

The ACF (Inc.) National Show is run by the appointed host Member Body on behalf of the ACF (Inc.) and as such all ACF (Inc.) show rules, classes, breed recognition and by-laws pertaining to the conduct of ACF (Inc.) National Shows are to be utilised. ACF (Inc.) policy overrides that of the host Member Body in areas where there may be differing methodology in the conduct of Shows. To ensure timetable is adhered to, ACF (Inc.) National Shows will comprise no more than six (6) rings over two (2) days. The show will be opened by the ACF (Inc.) President or dignitary with the officiating judges being introduced at the start of the show.

Suggested planning timetable:

1.1. Three years ahead:

- 1.1.1. Host Member Body established at an ACF (Inc.) GM.
- 1.1.2. Book overseas judges and put out feelers for sharing to other Member or Provisional Member Bodies and/or New Zealand (NZCF) (if likely to be cost efficient). Shares should be with recognised organisations (please check with ACF (Inc.) ILO).
- 1.1.3. Start serious thinking about venue (show and meetings) and visit options. Cat-friendly accommodation should be preferably on-site, but if not, close by.
- 1.1.4. Start fundraising sometime during the year. Open ACF (Inc.) NATIONAL SHOW (YEAR) account for deposits.
- 1.1.5. Appoint committee who will begin to organise all the above and meet as needed.

1.2. Two years ahead:

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

1.3. One year ahead:

- 1.3.1. Inspect potential boarding facilities close to venue. Inspect accommodation, meeting venues, etc. Appoint somebody to be-in-charge of cat/human transport.
- 1.3.2. Approach judges for photos and bios for the schedule and/or catalogue.
- 1.3.3. Depending on the state of the contract with the pet food sponsor, liaise with the ACF (Inc.) Secretary and ACF (Inc.) Treasurer on the cash aspect of the sponsorship.
- 1.3.4. If a formal reception is planned, contact the appropriate institution 9 to 12 months prior to the show.
- 1.3.5. The ACF (Inc.) National Show must be fully insured for public liability and injury to all workers during set up, the show and break down. The host Member Body 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 (Inc.) Secretary three (3) months prior to the show ¹

¹ 2015: Added: Requirement to send insurance policies to ACF (Inc.) Secretary

1.4. Six Months ahead

- 1.4.1. 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 (Inc.) Show Rules. Contact the ACF (Inc.) Secretary for details of time, etc. for ACF (Inc.) AGM/GM on the Tuesday. 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. Schedule to be approved by ACF (Inc.) Committee prior to release.
- 1.4.2. 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.
- 1.4.3. Book the vets (if applicable).
- 1.4.4. Arrange (if not already done) for the ACF (Inc.) banners, etc. (show decorations) to be forwarded from the previous host Member Body.
- 1.4.5. Prize cards printed (with ACF (Inc.) logo); challenges/award of merits/companion cat awards printed (Single ring can be acquired from ACF (Inc.) Secretary).²
- 1.4.6. Rosettes and ribbons ordered – check prices of local product as compared to importing from overseas remembering to include postage.
- 1.4.7. 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!

1.5. Closer to the event:

- 1.5.1. 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.
- 1.5.2. Appoint somebody to do the "window dressing" of stage area at minimal expense.
- 1.5.3. 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

Friday: ACF (Inc.) Committee Meeting - afternoon or evening (day & time of this meeting is flexible; please contact ACF (Inc.) Secretary)
Cocktail Party/Casual Get Together (not obligatory) ³ ⁴ approx. 6.30 to 7 pm.

² 2012: Added Single ring template obtainable from ACF Secretary

³ 2012: Amended day/timing of Cocktail Party

⁴ 2015: Reverted day/timing of Cocktail Party to coincide with introduction of 2 day shows

Saturday: ⁵ACF (Inc.) National Cat Show - Day One Opens 8.30 am to 5 pm

Sunday: ACF (Inc.) National Cat Show - Day Two Opens 8.30 am
ACF (Inc.) Official Dinner - approx. 7 pm start

Monday: ACF (Inc.) Judges Guild AGM and Seminar - approx. 8.30 am to 5 pm

Tuesday: ACF (Inc.) Annual General & General Meetings - approx. 8.30 am

3. ACF (INC.) OBLIGATIONS

- 3.1.** Provision of pre-show loan in the form of a pre-payment, if required by host Member Body, 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 show⁶.
- 3.2.** The ACF (Inc.) Committee is to make the approach for the pet food or other major sponsorship. The ACF (Inc.) Secretary and/or ACF (Inc.) Treasurer will be privy to all negotiations and will sign off on the final contract along with the host Member Body. The host Member Body will make the approach to local businesses/sponsors and are to ensure they do not to clash with the major sponsors.
- 3.3.** Pay for President, Secretary's and Treasurer's airfares, accommodation, and meals.
- 3.4.** Pay for hire of venue and audio-visual equipment for ACF (Inc.) Judges Guild Committee, AGM/GM and seminar venues. Arrange for refreshments and lunch to be provided, however costs to be prepaid by all attendees.
- 3.5.** Pay for refreshments for ACF (Inc.) Committee Meeting and refreshments and lunch on day of ACF (Inc.) AGM/GM for all Officers, Ordinary Committee and Deputy Committee members of the Federation. Arrange for refreshments and lunch to be provided for Observers at ACF (Inc.) AGM/GM, however costs to be prepaid by Observers attending.
- 3.6.** Pay for venue hire and any associated expenses incurred by the ACF (Inc.) AGM/GM and ACF (Inc.) Committee Meetings, etc.
- 3.7.** Provision of judges' invitations, Challenges, Award of Merit, Award of Excellence and Companion Cat Award certificates and ACF (Inc.) letterhead stationery.

4. HOST MEMBER BODY OBLIGATIONS

- 4.1.** Obtain other sponsors that do not clash with the contract of the major sponsor. (refer ACF (Inc.) OBLIGATIONS 3 above)
- 4.2.** Appoint a Show Manager 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.
- 4.3.** Receipt all monies received in relation to the show and associated activities and keep a financial statement of all income and expenditure in accordance with accounting best practice principals. Within three (3) months of the show, a financial statement showing all income and expenditure, all receipts, invoices, proof of closure of bank account and a cheque comprising the profit (if any) will be forwarded to the ACF (Inc.) Treasurer.
- 4.4.** Should a host Member Body require an advance payment, then they must sign a contract with the ACF (Inc.) and returned to the ACF (Inc.) Secretary prior to payment of an advance being

⁵ 2015: Amended day/timing to provide for 2 day shows.

⁶ 2015: Amended timing for return of ACF advance

made, guaranteeing the return of the sum involved one (1) month after the show⁷

A COPY (GENERIC) OF THIS CONTRACT IS INCLUDED AS PART OF THESE RULES.

- 4.5. The host Member Body, prior to the show year, is to submit an expenditure and income projection to the ACF (Inc.)-Committee for scrutiny to determine if the host Member Body has taken into account all required commitments of the ACF and raise questions if necessary.–The host Member Body may be required to submit a revised expenditure and income statement within one (1) month.
- 4.6. Organise meeting venues and catering for:
 - 4.6.1. The ACF (Inc.) Committee Meeting: contact the ACF (Inc.) Secretary for specific requirements and times.
 - 4.6.2. The ACF (Inc.) Judges' Guild: contact the Guild Secretary for specific requirements and times which will include audio/visual requirements and a venue where cats are permitted.
 - 4.6.3. The ACF (Inc.) Annual General and General Meetings: contact the ACF (Inc.) Secretary for specific requirements and times.
 - 4.6.4. A Casual Get Together/Cocktail Party: if host Member Body decides on this option.
 - 4.6.5. Official Dinner. (Sunday evening).
- 4.7. The host Member Body should try to arrange a deal with the hotel for the official dinner and free or substantially reduced costs for the meeting venues in exchange for being the "official" hotel. The host Member Body should try to organise these social functions and meeting venues at the "official" hotel wherever possible to alleviate the necessity for transport.
- 4.8. **Other requirements:**
 - 4.8.1. Liaise with the ACF (Inc.) Guild Secretary regarding seminar topics (prior to release of schedule), audio/visual requirements, organise cats, cages, disinfectant etc. as required for the Guild seminar.
 - 4.8.2. Liaise with major sponsor regarding delivery of product, cage wrap, cage number cards, etc.

5. MATTERS AT ACF (INC.) COMMITTEE DISCRETION/TO BE CONSULTED

- 5.1. Any additional sponsorship other than local businesses or cat litter sponsors.
- 5.2. 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). Member Body to submit a "guest list" to the ACF (Inc.).'
- 5.3. Show fee structure to be approved by ACF (Inc.) Committee.

6. SHOW VENUE

- 6.1. Space for ACF (Inc.) information table at no cost to ACF.
- 6.2. Space for commercial stalls in area set aside from show area where possible.
- 6.3. If required, trestling for major sponsor to be provided free of charge.
- 6.4. A designated grooming area with several trestles will be made available to exhibitors.
- 6.5. Seating should be provided for exhibitors.

⁷ 2015: Amended timing for return of ACF advance

7. JUDGES

- 7.1.** Suitably qualified reserve judge/s will be appointed; these are to be local judges.
- 7.2.** ACF (Inc.) National Show contracts will be utilised. (NB: There are three (3); one for Australian (Local Host State), one for Australian (Interstate and New Zealand) and one for overseas judges.

A COPY (GENERIC) OF THESE FORMS IS INCLUDED AS PART OF THIS DOCUMENT.

- 7.3.** Before entering into a contract with any overseas judge, the host Member Body will consult with the ACF (Inc.) ILO and/or ACF (Inc.) Committee as to the suitability of qualifications and affiliation of the judge.
- 7.3.1.** ACF (Inc.) Member or Provisional Member Body Judges must be on the ACF (Inc.) National Judges Panel for the group they are invited to judge⁸ at the time of the invitation and will inform the Show Manager 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.
- 7.3.2.** The potential for sharing of the judge with other recognised bodies as listed in By-Laws Part 1 Clause 4 in Australia must be a consideration.
- 7.4.** Host Member Body to instruct hotels that judges have accommodation and meals as specified at ACF (Inc.)'s expense. Accommodation and meal arrangements should be made clear at the time of offering the Contract.
- 7.5.** 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 (Inc.)'s responsibility, phone number contact for Show Manager. A copy of the ACF (Inc.) Standards to be available. The assignment numbers to be given to the Judge.

8. CATALOGUE AND JUDGING

- 8.1.** Catalogue to include all details of exhibits, including registration numbers. To be set out in the order of the ACF (Inc.) Standard of Points Book.
- 8.2.** The catalogue will include all ACF National Show past Supreme Exhibit winners (available from the ACF (Inc.) Secretary).
- 8.3.** The catalogue will contain free advertising for all sponsors which will be proportionate to amount of sponsorship.
- 8.4.** Judges' slips are a show expense.
- 8.5.** 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.
- 8.6.** Supreme Exhibit in Show panel (if utilised) should be scheduled to begin at 3.30pm.
- 8.7.** A results board should be provided.

⁸ 2013: Amended ACF Judges to be on National Panel

9. AWARDS

- 9.1.** Money is to be offered for an award only if donated for the purpose.
- 9.2.** At all ACF (Inc.) National Shows, there will be a Best Kitten, Cat & Neuter for Groups 1, 2, 3 (or in Groups Longhair & Shorthair, where used) in each ring which will be eligible for (All Pedigree Breeds) Supreme Exhibit in Show.^{9 10} There will be a Best Group 4 Exhibit in each ring which will be eligible for Supreme Companion Award in Show.
- 9.3.** The winner of the pedigree Supreme Exhibit at the ACF (Inc.) National Show will be awarded a rosette which will be inscribed "Supreme Exhibit at the ACF (Inc.) 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 ACF (Inc.) Committee. There will be no "Reserve" to this award¹¹.
- 9.4.** Supreme panel must comprise an odd number of All Breeds judges (minimum 3). Judging will be by either open or closed ballot.
- 9.5.** There will be no conferring between judges.
- 9.6.** There will be Top 10 of each Group/section in each ring, unless insufficient entries preclude awarding of all Top 10 placings.
- 9.7.** Side classes may be awarded at the discretion of the host Member Body 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.
- 9.8.** Neutered kittens will compete for special awards with entire kittens.

10. PRIZE GIVING

- 10.1.** 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.)
- 10.2.** Individual ring group/section awards (eg: Best Group 1 Cat, Ring 1) will be presented at the host Member Body's discretionary decision, however, it is recommended that these be awarded in the bay at completion of each judge's Top 10 presentation.

11. SCHEDULE

- 11.1.** Schedule to be approved by ACF (Inc.) Committee prior to release.
- 11.2.** Schedule to be distributed by the end of February.
- 11.3.** Distribution: host Member Body to use previous year's exhibitor list as a basis for mailing list; send a few (depending on proximity of the Member Body to host state) to each Member Body secretary; and one to each officiating judge for information purposes. Schedule also available as a download from the ACF (Inc.) website and/or host Member Bodies' websites.
- 11.4.** Notification on schedule that management reserves the right to change judges/assignments according to circumstances.
- 11.5.** Current version of the National Show Rules to be included with the schedule. A copy of these rules is maintained on the ACF(Inc.) website.

⁹ 2015: Added: New Companion Award of Honour

¹⁰ 2021: Amended: Criteria for Companion Award.

¹¹ 2020: Amended: 26.02.2020 Renamed the Supreme Exhibit Award of 23

12. TRANSPORT

- 12.1.** 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 ACF (Inc.) Committee executive members to and from the airport, show and other functions for the duration of the weekend. If this is not to be provided, ACF (Inc.) Committee and delegates should be advised well in advance so alternative arrangements can be made.
- 12.2.** 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.

13. AFTER THE SHOW

- 13.1.** Submit a marked catalogue and judging slips to the ACF (Inc.) Secretary; also include any unused stationery plus, in accordance with sub-clauses 4.3), the financial requirements.
- 13.2.** ACF (Inc.) share in any profit or loss from a National Show in a 70/30 split with ACF (Inc.) share being 70 percent.¹² Also refer Clause 4.4
- 13.3.** Thank you letters to all sponsors, plus their requirements – marked catalogue, photographs, etc., ASAP.

14. VETTING¹³

- 14.1.** Veterinary Inspection Rejection Notification Form:
- 14.1.1.** To be used where a veterinary surgeon at a National Show under Show Rule 15(b) has rejected one or all exhibits belonging to an exhibitor.
- 14.1.2.** Another exhibitor who has travelled with the exhibitor with rejected exhibits may also have their exhibits rejected.

A COPY (GENERIC) OF THIS FORM IS INCLUDED AS PART OF THIS DOCUMENT.

¹² 2019: Added Rule regarding sharing profit or loss between host Member Body and ACF (Inc.).

¹³ 2019: Added Rules around when an exhibit has been rejected by veterinary surgeon.



THE AUSTRALIAN CAT FEDERATION INC.
Agreement

BETWEEN THE AUSTRALIAN CAT FEDERATION (INC.)

AND

THE MEMBER BODY

(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 70% of any debts incurred because 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.).
- (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 (1) month¹⁴ after the staging of that years' Australian Cat Federation (Inc.) National Show.
- (c) The host Member Body hereby agrees to indemnify the Australian Cat Federation (Inc.) from 70%¹⁵ of any debts whatsoever that may accrue because 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:

Print Full Name

Signature

Secretary:

Print Full Name

Signature

For and on behalf of the host Member Body:

President:

Print Full Name

Signature

Secretary:

Print Full Name

Signature

Dated:

¹⁴ 2015: Added timeframe for return of advance.

¹⁵ 2019: Amended: the amount of loss to be borne by Member Body from 100% to 70%.



THE AUSTRALIAN CAT FEDERATION INC.

ACF National Vetting Procedures

If the host body of ACF National Show elects to have inline vetting the following procedures will apply:

1. A qualified veterinary surgeon may examine each exhibit. The veterinary surgeon shall reject any exhibit which in their opinion shows symptoms of or may be suffering from any contagious disease or has external parasites.
2. If using qualified veterinary nurses, at least one veterinary surgeon must be in attendance for referral. Veterinary Nurses' and vet stewards' exhibits must be examined first, prior to the commencement of vetting of other exhibits.
3. If a veterinary surgeon is not present or has left the show hall, the decision to reject an exhibit will be made in consultation with the show manager and those ACF Executive members present and a qualified veterinary nurse if available.
4. The veterinary surgeon's decision and any decision of the show manager and those ACF Executive members present is final.
5. The ACF National show manager shall notify the exhibitor and provide the exhibitor with the Veterinary Inspection Rejection Notice confirming that their exhibit/s have been rejected and the exhibitor must remove the exhibit from the show venue immediately.
 - a) Should an exhibit be rejected because it shows symptoms of or maybe suffering from a contagious disease the exhibitor must remove all exhibits, they have entered in the show from the show hall immediately.
 - b) All other cats having travelled to the show in the same car as, the exhibitor must also be rejected, and microchip numbers of the exhibits recorded
 - c) Should an exhibit be rejected because it has ear mite infection, external parasites, has signs of diarrhea, is dirty and unfit for exhibition the exhibitor must remove the exhibit entered from the show hall immediately or where this is not possible the exhibits must be removed to a separate safe and isolated quarantine area, where possible, however any other exhibit/s may be shown, so long as they pass the veterinary inspection.
6. The show manager shall advise the host member body's committee and the ACF Secretary and those ACF Executive members present of the details of all exhibits rejected.
7. The ACF Secretary will advise the Secretary of the exhibitor's member body, all ACF member body's Secretaries and the CCCA Secretary within twenty-four (24) hours of the details of all exhibits rejected.
8. If an exhibit has been rejected because it shows symptoms of or may be suffering from a contagious disease, the show committee shall advise the exhibitor in writing that the exhibitor may not enter any exhibit in any show UNLESS a Veterinary Surgeon's certificate certifying:
 - a) The rejected exhibit/s is not suffering from a contagious disease; or
 - b) The rejected exhibit and all other cats and kittens from that Cattery or residence have been treated and are clear from infection.
 - c) If a veterinary surgeon's certificate is submitted to the exhibitors Governing Council stating treatment and clearance of infected cat/s, quarantine period in accordance with specific affiliates' rules.
 - d) A veterinary surgeon's certificate relating to a pre-existing non-contagious condition of an exhibit will only be accepted if it has been issued within three (3) calendar months before the date of the show. The certificate must be handed to the show manager BEFORE the exhibit is examined by the veterinary surgeon. The show manager will refer the certificate to the veterinary surgeon
9. Exhibitors must remain in the show hall until all of their exhibits have been examined.
10. Any exhibit which is considered to be under sedation will be disqualified. The officiating judge, the show manager and/or the show committee and ACF Executives present will be responsible for the decision in the absence of a veterinary surgeon.
11. If, during the course of the show, an exhibit should be found to be ailing or distressed through any cause, comma the show manager may at their discretion request that the exhibit be removed from the hall. If the exhibitor cannot be located the show manager shall remove the exhibit/s from the show hall to a separate safe and isolated quarantine area until the owner of the exhibit can be contacted and asked to remove the exhibit from the show hall.
12. All exhibits, after passing veterinary examination, must be placed in their allotted cages in readiness for judging.



THE AUSTRALIAN CAT FEDERATION INC.
Veterinary Inspection Rejection Notification Form

Show: Date:

Dear Exhibitor,

Your exhibit # Microchip #:

has **NOT** passed the veterinary inspection because, in my opinion, it displays the following symptoms:

(Please mark with a "x" in relevant box/s)

PART A

Active respiratory infection indicated by:

purulent ocular discharge
 suspected ringworm lesions

persistent sneezing
 active glossal ulceration
 purulent nasal discharge

My diagnosis is:

.....

.....

.....

Under the ACF (Inc.) National Show Rules all of your exhibits are to be vetted out of the Show because this is a "ONE OUT ALL OUT" veterinary rejection. None of your exhibits may be benched in the Show area. The penalties arising from this rejection are detailed on page 2 of this form.

OR
PART B

	suspected ear mite infection	
	excessively dirty ears	
	heavy flea infestation	
	is not in show condition or obviously sick, because:
	has the appearance of being drugged as indicated by
	is Unable To be Handled , i.e., has shown aggression - scratches with paws or bites	
	failure on your part to provide valid vaccination certificate for a kitten	

Under the ACF (Inc.) National Show Procedures this exhibit is vetted out of the Show. Your other exhibits can be shown. You may place this exhibit in the Show Isolation area for the duration of the Show if you choose. The penalties arising from this rejection are detailed on page 2 of this form.

VETERINARY OFFICER:

Name (please print)

Signature

Note: A copy of the Show Veterinary Inspection Rules is displayed at each of the vetting tables



THE AUSTRALIAN CAT FEDERATION INC.
Veterinary Inspection Rejection Notification Form

WARNING!!

You are advised that it is illegal and potentially life threatening to keep an animal in a closed, parked vehicle without continuous supervision.

**EXHIBITOR PENALTIES:
FOLLOWING A VETERINARY INSPECTION REJECTION NOTIFICATION**

PART A ONE OUT ALL OUT

The Exhibitor may not exhibit any exhibit within the following thirty (30) days. UNLESS a Veterinary Surgeon's certificate certifying:

- The rejected exhibit/s is not suffering from a contagious disease; or
- The rejected exhibit/s and all cats and kittens from the cattery or residence have been treated and are clear from infection.

If a Veterinary Surgeon's certificate is submitted to the exhibitors governing body & ACF (Inc) Secretary stating treatment and clearance of infected cat/s, quarantine period will be twenty-eight (28) days from the date of clearance.

This penalty applies to any exhibitor domiciled at the same address as the exhibitor whose exhibits were vetted out.

PART B INDIVIDUAL VET OUT

The individual exhibit may not be exhibited within the following fifteen (15) days. This penalty does not apply to vaccination certificate rejection.



THE AUSTRALIAN CAT FEDERATION INC.

ACF National Show UTH/UTJ Policy

Any UTH/UTJ at an ACF National show, shall be considered as a show in the continuum of the shows and shall be counted towards the total that a member association will count for a member cat towards the total banning of said cat from shows.

Any exhibit is under the show rules from the time it enters the show venue until it exits

Definitions

If, at any time, an exhibit shows itself to be difficult to handle or threatening, the Judge will then decide if they wish to judge the exhibit. If the Judge is still unable to handle the exhibit, then at their discretion, they may mark the exhibit either UTH or UTJ.

UTJ is the lesser form of aggression. Occasionally minor injuries occur that may not be the fault of the cat – it is up to the Judge's discretion which category they choose to use for each circumstance.

UTH (Unable to be Handled)

Any exhibit that shows aggression towards people be they Owner, a Judge, Handler, Steward, or Veterinarian during vetting or judging, especially any cat or kitten that bites or deliberately scratches someone, will be declared UTH in consultation with the Show Manager and a Red UTH card will be placed on the cage. No further judging or showing of the exhibit will take place.

UTJ (Unable to be Judged)

Any exhibit that behaves in a recalcitrant manner or shows threatening behaviour during the show or cannot be removed from its cage because of such behaviour, may at the judge's discretion, be classified as Unable to be Judged (UTJ) and will not be judged in that ring.

Action & Reporting UTH

1. Any exhibit showing aggression in the UTH category at any time after entering the show hall shall be reported immediately to the Show Manager by the parties involved.
2. The show Manager will immediately record the UTH by completing and signing an ACF UTH/UTJ National Notification Form which the judge/show official and owner/exhibitor must also sign.
3. Any injury to be recorded on the ACF Injury form provided by the show manager and handed back to the Show manager.

UTJ

An exhibit which acts less aggressively but is not able to be effectively judged/assessed and therefore marked Unable to be Judged (UTJ) must be reported by the steward to the Show manager who will ensure that a yellow UTJ tag is attached to the exhibit's cage to warn following judges and show personnel. An exhibit marked UTJ is not automatically disqualified from further rings.

1. The show Manager will record the UTJ by completing and signing an ACF National UTH/UTJ Notification Form which the judge/show official and owner/exhibitor must also sign.
2. The Show Manager must forward the UTH/UTJ form to the hosting body's secretary within 7 days of the show closing. It will be up to the relevant member body/provisional member body to determine what action, if any, they take.
3. The Show Manager must report any injury caused to judges/stewards/show personnel/members of the public by exhibits whether the exhibit is marked UTH or UTJ, and to ensure the appropriate form has been filled in and has been submitted to the hosting body's Secretary

For ACF Member Bodies Action if any

4. The hosting body's Secretary is required to advise the ACF Secretary of any UTH at the ACF National Show organised by that member body. The ACF Secretary will forward the advice officially to the member or provisional member body with which the cat is registered and keep the advice on file.
5. Member or Provisional Member Bodies are required to advise the ACF Secretary of any UTH within their member body, the advice will be kept on file and forwarded to future ACF National Show Host Bodies.
6. As a duty of care to show personnel and to the wellbeing of the offending exhibit, the issuing of two (2) UTH warnings at a cat show will disqualify said exhibit from entry into an ACF National show.



Australian Cat Federation
Inc.
UTH/UTJ NOTIFICATION FORM (Host Body
Copy)

UTH or UTJ (Please Circle)

CAGE NO: _____

Cat's Name (including title): _____

Breed: _____ Colour: _____

Registration No: _____ Sex: _____ Date: _____

Show Manager: _____ Signature: _____

Exhibitor: _____ Signature: _____

Judge: _____ Signature: _____

Comment: _____

Top Section to be
sent to Host Body
Secretary

Australian Cat Federation Inc.



UTH/UTJ NOTIFICATION FORM

UTH or UTJ (Please Circle)

CAGE NO: _____

Cat's Name (including title): _____

Breed: _____ Colour: _____

Registration No: _____ Sex: _____ Date: _____

Show Manager: _____ Signature: _____

Exhibitor: _____ Signature: _____

Judge: _____ Signature: _____

Comment: _____

Please tick box

Your exhibit has been marked **UTH**, in accordance with ACF Policy, your exhibit cannot participate in any further judging.

Your exhibit has been marked **UTJ**, in accordance with ACF Policy, your exhibit is still able to participate in further judging.

You will be notified in writing by _____, following the show who will also advise the ACF Secretary, who will advise your member body. Any UTH/UTJ ACF National show shall be considered as a show in the continuum of the shows and shall be counted towards the total that a member association will count for a member cat towards the total banning of said cat from shows.



Australian Cat Federation Inc.
INJURY FORM
 PARTICULARS OF PERSON INJURED

Name: _____

Date of Birth _____ Sex M/F Contact Number: _____

Person to Contact: _____ Mobile: _____

DETAILS OF INJURY

LOCATION TIME AND DATE OF INJURY.	DESCRIPTION OF ACCIDENT OCCURRENCE

ACTIVITY AT THE TIME OF THE ACCIDENT/ OCCURRENCE

ACCIDENT OR OCCURRENCE REPORTED TO:

Name: _____ Position: _____
 Date: _____ Time: _____ am/pm
 Witness Name: _____ Position: _____

IMMEDIATE TREATMENT

HAS OTHER NECESSARY ACTION BEEN TAKEN?

SIGNATURES _____

Injured person (if possible)
 Witness: _____ Date: _____
 Show Manager: _____ Date _____



ACF NATIONAL SHOW INTERNATIONAL JUDGES' CONTRACT.

The ACF (Inc) invites _____

licensed by _____, to officiate at its 20 _____ National Show,
(governing body)

to be hosted by _____ in _____
(ACF Affiliate) (city & state)

from June _____ to June _____, (arrive latest Friday depart earliest Monday)

Your assignment will comprise:

Your assignment will comprise: _____

- 1) Use the ACF Inc. standard when judging, while judging, briefly speak about each cat as you handle it
- 2) Subject to change, copy of final schedule will be emailed early 2022

In addition, you are asked to:

- 1) Attend the Welcome Function on Friday Evening
- 2) Attend the official dinner on Sunday Evening
- 3) Provide a recent, clear photo and brief C.V. for website, schedule, and catalogue.

In addition, you may be asked to:

- 1) Officiate on Best of Group Panel Group TBA
- 2) Be part of Supreme Panel - TBA
- 3) Presenting a seminar topic at the ACF Judges Guild Seminar

Affiliate Name. offers you:

- 1) Return economy air travel (tickets to be bought by **affiliate name**, or after consultation on price, by you, to be reimbursed, on sighting of receipt).

Judge complete:

Frequent flyer # and airline: _____

- 2) _____ nights' accommodation (determined by number of days judging).

Judges please specify:

- Smoker/non-smoker.
 - Any health or dietary requirements of which we should be aware:
-

- 3) Meals on the following basis:

Breakfast Saturday, Sunday, Monday (if judging two days)

Lunch on show day/s

Dinner Allowance - Friday & Saturday

Judges do not pay for attendance at the welcome function or show dinner.

Judge responsible for phone, Wi Fi, internet and for own alcoholic beverages (Some alcoholic/non-alcoholic beverages will be provided at Official functions).

- 4) Reimbursement of \$10 for dry-cleaning of any clothing soiled by cats whilst judging.
- 5) Reimbursement of airport parking or cab fare \$25, on sighting of receipt.
- 6) Transport - airport to accommodation (return).

Other Commitments:

The following assignments have been arranged in conjunction with your judging for the National:



I) (Club) _____ City _____
Dates: _____ Assignment _____
Contact person: _____
Email Address: _____ Mobile number: _____

2) (Club) _____ City _____
Dates: _____ Assignment _____
Contact person: _____
Email Address: _____ Mobile number: _____

Show Manager: _____ Mobile: _____

Email: _____ signed on behalf of _____

Signed _____
(Show Manager) (date)

I accept the assignment/s and conditions above, and I will accept no other appointments to judge in Australia in the preceding 12 months.

Signed _____
(Judge) (date)



ACF NATIONAL SHOW NEW ZEALAND/INTERSTATE JUDGES' CONTRACT.

The ACF (Inc) invites _____

licensed by _____, to officiate at its 20 _____ National Show,
(governing body)

to be hosted by _____ in _____
(ACF Affiliate) (city & state)

from June _____ to June _____, (arrive latest Friday depart earliest Monday)

Your assignment will comprise:

Your assignment will comprise: _____

- 3) Use the ACF Inc. standard when judging, while judging, briefly speak about each cat as you handle it
- 4) Subject to change, copy of final schedule will be emailed early 2022

In addition, you are asked to:

- 4) Attend the Welcome Function on Friday Evening
- 5) Attend the official dinner on Sunday Evening
- 6) Provide a recent, clear photo and brief C.V. for website, schedule, and catalogue.

In addition, you may be asked to:

- 4) Officiate on Best of Group Panel Group TBA
- 5) Be part of Supreme Panel - TBA
- 6) Presenting a seminar topic at the ACF Judges Guild Seminar

Affiliate Name. offers you:

- 7) Return economy air travel (tickets to be bought by **affiliate name**, or after consultation on price, by you, to be reimbursed, on sighting of receipt).

Judge complete:

Frequent flyer # and airline: _____

- 8) _____ nights' accommodation (determined by number of days judging).

Judges please specify:

- Smoker/non-smoker.
- Any health or dietary requirements of which we should be aware:

- 9) Meals on the following basis:

Breakfast Saturday
 Lunch on show day/s
 Dinner Allowance - Friday & Saturday

Judges do not pay for attendance at the welcome function or show dinner.

Judge responsible for phone, Wi Fi, internet and for own alcoholic beverages (Some alcoholic/non-alcoholic beverages will be provided at Official functions).

- 10) Reimbursement of \$10 for dry-cleaning of any clothing soiled by cats whilst judging.
- 11) Reimbursement of airport parking or cab fare \$25, on sighting of receipt.
- 12) Transport - airport to accommodation (return).

Show Manager: _____ Mobile: _____

Email: _____ signed on behalf of _____



Signed _____ (Show Manager) _____ (date)

I accept the assignment/s and conditions above; I will accept no other appointments to judge in _____ for the 4 months preceding the ACF National Show.
(Name of State)

Signed _____ (Judge) _____ (date)



ACF NATIONAL SHOW LOCAL JUDGES' CONTRACT.

The ACF (Inc) invites _____

licensed by _____, to officiate at its 20 _____ National Show,
(governing body)

to be hosted by _____ in _____
(ACF Affiliate) (city & state)

from June _____ to June _____, (arrive latest Friday depart earliest Monday)

Your assignment will comprise:

- 5) Use the ACF Inc. standard when judging, while judging, briefly speak about each cat as you handle it
- 6) Subject to change, copy of final schedule will be emailed early 2022

In addition, you are asked to:

- 7) Attend the Welcome Function on Friday Evening
- 8) Attend the official dinner on Sunday Evening
- 9) Provide a recent, clear photo and brief C.V. for website, schedule, and catalogue.

In addition, you may be asked to:

- 7) Officiate on Best of Group Panel Group TBA
- 8) Be part of Supreme Panel - TBA

Affiliate Name. offers you:

I3) One nights' accommodation (night of Official Dinner).

I4) Meals on the following basis:

Breakfast Monday, Lunch on show day/s

Judges do not pay for attendance at the welcome function or show dinner.

Judge responsible for phone, Wi Fi, internet and for own alcoholic beverages (Some alcoholic/non-alcoholic beverages will be provided at Official functions).

I5) Reimbursement of \$15 for dry-cleaning of any clothing soiled by cats whilst judging.

I6) Petrol Allowance (affiliate decides amount).

Show Manager: _____ Mobile: _____

Email: _____ signed on behalf of _____

Signed _____
(Show Manager) (date)

I accept the assignment/s and conditions above, and I will accept no other appointments to judge in

_____ for the 2 months preceding the ACF National Show.
(Name of State)

Signed _____
(Judge) (date)