



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

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## **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 <sup>1</sup>

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<sup>1</sup> 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).<sup>2</sup>
- 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) <sup>3</sup> <sup>4</sup> approx. 6.30 to 7 pm.

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<sup>2</sup> 2012: Added Single ring template obtainable from ACF Secretary

<sup>3</sup> 2012: Amended day/timing of Cocktail Party

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

**Saturday:** <sup>5</sup>ACF (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 show<sup>6</sup>.
- 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

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

<sup>6</sup> 2015: Amended timing for return of ACF advance

made, guaranteeing the return of the sum involved one (1) month after the show<sup>7</sup>

**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.

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<sup>7</sup> 2015: Amended timing for return of ACF advance



6.5. Seating should be provided for exhibitors.

## **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 judge<sup>8</sup> 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.

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<sup>8</sup> 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.<sup>9 10</sup> 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 award<sup>11</sup>.
- 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 judges' 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.

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<sup>9</sup> 2015: Added: New Companion Award of Honour

<sup>10</sup> 2021: Amended: Criteria for Companion Award.

<sup>11</sup> 2020: Amended: 26.02.2020 Renamed the Supreme Exhibit Award

**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.<sup>12</sup> Also refer Clause 4.4
- 13.3.** Thank you letters to all sponsors, plus their requirements – marked catalogue, photographs, etc., ASAP.

**14. VETTING<sup>13</sup>**

- 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.**

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

<sup>13</sup> 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 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.).
- (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) month<sup>14</sup> 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%<sup>15</sup> of 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:**

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:**

<sup>14</sup> 2015: Added timeframe for return of advance.

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



# 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:

<input type="checkbox"/>
<input type="checkbox"/>

purulent ocular discharge  
suspected ringworm lesions

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

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

Under the ACF (Inc.) National Show Procedures this particular exhibit is vetted out of the Show. Your other exhibits can be shown. You may place this particular exhibit in the Show Isolation area for the duration of the Show if you so 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

**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.)

COMING