

**CATZ INCORPORATED
RING CLERKING MANUAL 2013**

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EXAMPLE DOCUMENTS

- Absentee & Transfer List
- Judges Sheets
- Judges Breed/Division Awards Sheet
- Judges Finals Sheets
- Clerking Evaluation Form
- Catalogue Division Awards --- Longhair
- Catalogue Division Awards --- Shorthair
- Catalogue Titles CLAIM FORM
- Catalogue "How to calculate your cat's points
- Catalogue Unofficial Count
- Sample Catalogue pages

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1 INTRODUCTION

THE IMPORTANCE OF GOOD RING CLERKING

The Clerk's primary responsibility is as a FULL-TIME ASSISTANT to the Judge who is in charge of the ring.

A good Clerk can assist the Judge by trying to maintain schedule, avoid distractions and ensure accurate mechanics. On the other hand, a lax or incompetent Clerk can delay or distract the Judge to the point that the whole show is adversely affected.

As a Ring Clerk, you must be accurate and neat because the records of the show as marked by the Judge are verified by the Ring Clerk. If there are errors in the published results they are the Clerks errors even if originated elsewhere --- the Clerk has verified them. A responsible Clerk knows that this job is vital to the success of the show and the Clerk must carry out these duties responsibly.

The Clerks location in the show ring is obvious and questions from spectators and exhibitors must be dealt with carefully. The Clerk MUST NOT let clerking responsibilities suffer, interrupt the Judge unnecessarily, or attempt to interpret the Judges reasons for making selections. The Clerk must know the identity of Show Management so that referrals of inopportune enquiries may be made to appropriate personnel. Use sound judgement. You must be familiar with currant Catz. Inc Show Rules and have a copy available for reference.

It is important to remember that the Ring Clerk retains the responsibility to check and verify the paperwork. They are also responsible for maintaining a smooth-running ring operation.

2. RING CONDUCT & ETIQUETTE

GENERAL RULES

- a) The Judge is in complete control of their judging ring and the Clerk serves as the Executive Assistant.
- b) The Clerk should remain in the ring and leave only for TRULY NECESSARY reasons. The Judge, show committee and the exhibitors are entitled to a smooth running ring. This cannot occur if the Clerk is absent from the ring --- a clerks place is IN the ring.
- c) The Clerk should carry out the prescribed duties as quietly and sufficiently as possible making certain that all Catz Inc Show Rules are being followed. (Do not create unnecessary noise. Do not tap pencils, pens, rattle ice cubes, flip through cards etc.)
- d) When the Judge has a "difficult" or "up-tight" cat on the table the clerk must not get up to place new numbers on the cage or perform any other such activity which might further upset the cat and endanger the Judge.
- e) The Clerk should NEVER comment on cats in the ring during or after judging.
- f) The Clerk must not interrupt nor allow others to interrupt the Judge. If the Clerk does need to speak with the Judge the Clerk should not interrupt the Judge when the Judge is engaged in the process of judging a cat on the table.
- g) Under no circumstance should the Clerk permit a commotion in or near the ring that could be either disruptive to the Judge or to the cats in the ring.
- h) The Clerk's location at one end of the judging ring should prevent spectators from wandering into the judging ring. Providing a chair for the Steward at the other end of the ring will help to provide security there too.

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- i) The Clerk should NEVER bring their own cat into the ring in which they are engaged. Arrangements for this should be made ahead of time with a friend or fellow exhibitor.
- j) The Clerk should NEVER leave the marked catalogue unattended in the ring. If the ring breaks for Lunch or if the show is a two day show the Clerk should either take the marked catalogue or leave it with the Master Clerk for safekeeping.
- k) The Clerk should NEVER place the catalogue where it can be seen and or read by the Judge.

OTHER COURTESIES

- A. The Show Committee will usually have one Member devoted to providing hospitality. This person will normally approach the Clerk and the judge with a sheet upon which is listed the choices for Lunch. If not, the Clerk should seek out Show Management and arrange for the Judges Lunch to be provided.
- B. Some Show Committee's may provide an area where Judges and or Judges and their Clerks can sit comfortably away from the judging ring to eat Lunch. However this is not always possible, so it is permitted to eat Lunch and that non-alcoholic refreshments within the ring. However, care should be taken not to eat performing official duties.
- C. In general terms, the Clerk is there to ensure the comfort of the Judge. Be sure to check that a chair is provided for the Judge, that it is stable, that supplies of paper towels are enough to last the assignment and that disinfectant and other supplies are in sufficient quantities so as not to cause unnecessary delays or interruptions to class judging.
- D. Judges are paid professionals. If the Show Treasurer does not come to the Judge at the completion of his/her assignment to proffer payment seek out the appropriate person.
- E. Respect all lawful wishes of the judge with a view to Catz Inc Show Rules and normal etiquette.

A JUDGE IS A GUEST AT A SHOW WHO COMES TO DO A JOB CLERKS ARE REQUIRED TO LOOK AFTER THEIR JUDGE ON BEHALF OF THE CLUB

3 CLERKING IN THE SHOW RING

SUPPLIES

- A You may find that the recommended equipment required will be set up in each ring for you to start, however, you should bring the following supplies yourself in case materials are not available or in the event that you are needed to step in unexpectedly to Ring Clerk.
- B The following are some **recommended supplies** that the Master Clerk might have already setup.
 - i) Pencils
 - ii) Pens
 - iii) Paper Clips
 - iv) Rubber Bands
 - v) "White-Out" correction fluid
 - vi) Note-pad or 3 x 5 inch cards
 - vii) Curreant Show Rules

WHERE AND WHO

- A The Ring Clerk must determine the location of various supplies and must know whom to ask when in need of additional supplies.

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- B The Clerk should know who is the Master Clerk and their location in the show hall, the location of the announcer, who the Show Manager and Show Secretary are. Thus exhibitors may be directed to these people and places quickly and effectively.

CLERKING CATALOGUES

- A The Clerk should obtain CLERKING catalogues from the Show Secretary. (Some Show Secretaries will deliver these to the Clerk once the Clerk is located in the ring).
- B The ORDER of JUDGING may be printed in the Catalogue (usually on the back cover). The Judges Book will provide guidance for the Judge.
- C The judge MUST NOT have access to a show catalogue until completion of judging assignment.

ASSISTANT CLERK

- A The Ring Clerk may be asked to have an Assistant Clerk work with them. This is an important part of the training program for new Clerks and should be considered an opportunity to assist someone in understanding the finer points of clerking.
- B It is important to remember that the Ring Clerk retains the responsibility to check and verify the paperwork. They are also responsible for maintaining a smooth running ring operation.

PLASTIC FLATS AND RIBBONS

- A The Ring Clerk should lay out the plastic flats in order needed and should check to ensure that there are enough to accommodate the smooth running of judging.
- B If the Cage Steward is required to return the plastic flats to the judging table the Ring Clerk should instruct the Steward in advance so that the return of the plastic flats to the judging table will not disturb or distract from the judging.
- C Special Ribbons usually donated by breed Clubs should not be overlooked. These are permitted only when they parallel Catz Inc awards so it is simplest to put them with there Catz Inc counterparts.
- D The Clerk must remember that awards, even if offered may NOT be given if they require additional decisions to be made by the Judge.

ROSETTES/SASHES

- A The Ring Clerk should check the Rosettes/Sashes displayed needed for each category (Championship Cats, Kittens, Premiership, HHPs and NB's) to ensure that all the placements in these category are covered.
- B The Clerk should arrange them in the order of judging. This should be done PRIOR TO THE START OF JUDGING.
- C In preparation for presenting the FINALS AWARDS, the entire show ring and judges table should be tidied and cleaned. An attractive ring will complement the winning cats soon to be presented.
- D Final rosettes are normally placed in reverse order on the judging table. However, the Judge may choose to deviate from this. The Clerk should comply with this desire. Breeder Awards/Merit Awards may be awarded at the Judges discretion.

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CAGE CARD NUMBER

- A The cards will be blue (male) on one side and pink (female) on the other with the same number printed on both sides. This helps the Clerks arranging exhibits and also aids spectators. Should a Clerk inadvertently bench males side by side, the adjacent blue cards will catch the Clerks attention before something more serious happens.
- B Using the catalogue Clerks should arrange the cage card numbers in numerical order with appropriate colours.
- C It is also recommended that the Clerk remove the cards that represent absentee cats as marked on the absentee and transfer list.
- D The Clerk can separate the cards into Breed or Division or Show Categories by placing a rubber band around each group.
- E The Clerk should collect the cage cards from the completed classes and put them back into numerical order making note to keep the correct colour the right way up as some of the cats may be recalled for presentation of Finals Awards. As an alternative the Clerk can ask the Steward to perform this task. This often gives the Steward an additional responsibility and interest in the show and relieves the Clerk of one more responsibility.

ABSENTEE & TRANSFER LIST

- A The Master Clerk will provide the Clerk with a copy of the ABSENTEE and TRANSFER LIST which will be in numerical order.
- B The Clerk may be asked to read the ABSENTEE AND TRANSFER information to the Judge so that the Judge can mark the judges book accordingly.
- C If the Judge prefers, he/she may choose to mark the judges book directly from the ABSENTEE and TRANSFER list. If only one copy of the list is available the Clerk should wait until the Judge has marked the information and passed the sheet back to the Clerk.
- D ABSENTEES are indicated in the catalogue by the single letter "A". It is recommended that the Clerk only mark those in pencil to begin with as often cats will appear just before judging of a particular section commences due to late arrival. Later, when absenteeism is confirmed these should be marked in RED.

STEWARDS

- A In many cases Stewards are teenage or younger Members. Specific instructions on how and when to clean cages should be given by the Ring Clerk. Always check to see how much the Seward knows. If instructions have not been given then it is the duty of the Clerk to provide the instructions to ensure the smooth flowing operation of the ring.
- B The Ring Clerk should also ask the Judge if he/she has any special request and pass these along to the Stewards.
- C Most importantly a system must be established so that both the Clerk and the Steward know with certainty that a cage has been cleaned. A good way is to have the Steward collect the cards off the cages ONLY after they have been cleaned and to put them back into numerical order.
- D Placing a chair for the Steward at the opposite end of the judging ring from the Clerk will also aid in preventing spectators from wandering into the ring.
- E The Steward might also be required to put out the Sponsor's prizes (food).

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CALLING CATS TO THE RING

- A. Prior to calling cats into the ring the Clerk must know **the Judge's Preferences.**
- i) Males benched between females in the judging ring or empty cages between the males.
 - ii) Cats rotated continually in the ring to keep cages full all the time or does the Judge prefer to keep an entire group until judging is completed and then replace it with a completely new group?

NOTE: In some large classes with many males, some juggling becomes necessary.

If the Judge wants cages filled continually until the end of a specific section constantly replacing cats that have been sent back with new cats, the Clerk will have a very busy day. It is therefore mandatory to work out an efficient set of instructions, signals and methods among the Judge, the Clerk and the Steward to avoid any confusion. It can be done and when properly executed this procedure results in the fastest and most smooth-running ring possible.

- B The Clerk should work out a method for calling numbers with the PA Announcer. It is better to have a pre-arranged co-ordinated method which both parties will understand. Depending on the set-up the Clerk may either...
- i) Devise signals
 - ii) Send notes by runner
 - iii) Announce independently

NOTE; In the last case, some show committees may put a microphone between judging rings so that Clerks may make their own announcements. If this is done the Clerk should remember that it is good etiquette to not interrupt another Clerk who is already calling for cats and to wait their turn.

- C In a particularly large class, the Clerk may be required to bring up all the Males first, followed, followed by all the Females in a separate grouping. The Judge may in these cases request that a particular cat or cats be retained in the ring for comparative judging.
- D When the Judge and Show Manager and PA announcer are ready, the Clerk may put up the cage cards for the first class. It is usual for the PA to announce and welcome each Judge individually to each ring beforehand.
- E The Clerk must NEVER put ADULT Males in adjoining cages not even across the corner of a "U" or "L" shaped ring.

MARKING THE CATALOGUE

- A The Ring Clerk shall be required to mark ONE catalogue which shall remain the property of the Club.
- B The Clerk should list the Judges name, ring number and the Clerks own name and status on the cover of the catalogue usually in the top left and top right hand sides of the cover page. With the completion of judging this "Marked Catalogue" must be give to the Master Clerk BEFORE either the CLERK or JUDGE can be released from duty.
- C All changes to the Show Catalogue (absentees, transfers of colour/pattern etc) must be marked in RED ink.
- D ABSENTEES; - If the Clerk has entered an "A" in Pencil in the catalogue in accordance with the ABSENTEE and TRANSFER list and has not been advised that the cat is now present the Clerk may enter "A" in RED ink in the catalogue during class judging.

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E TRANSFERS:

- i) Transfers from one **Colour** or **Pattern** to another may be made **ONLY** with the **agreement of the OWNER** of an exhibit who will be required to complete a **TRANSFER REQUEST FORM** obtainable from the **MASTER CLERK**. A Judge may discuss the transfer of a cat with the owner *during the judging process*. If the owner agrees to a Transfer from Pattern or Colour the Judge may mark their judge's sheets accordingly. It is the duty of the CLERK to instruct the owner/exhibitor to complete a TRANSFER request with the MASTER CLERK.
- ii) The Clerk should mark ALL Transfers in RED ink.
- iii) Transfers **BETWEEN COMPETITIVE SHOW CATERGORIES**; Where for instance a cat is entered as a *NEUTER/SPAY* Kitten and appears in the catalogue as an **ENTIRE** – The Clerk should simply write the new class across the result lines. Eg. "TR to Class XXXP. See page X.
- iv) Transfers between **Colour Classes** may be a little complicated. Where the class number is not obvious, the **MOST IMPORTANT** thing to remember is to transfer the exhibit to the correct **BREED COLOUR/DIVISION**.

eg. From Blue PERSIAN to Blue Smoke PERSAN requires that the exhibit is transferred to the SHADED SMOKE Division.

In these cases there may arise the need to call the judging sheets for a Breed/Colour class. However, before doing so, check first with the Judge who may or may not require that the sheets be recalled.

F CLASS AWARDS

- i) The following are the prescribed catalogue markings for respective class ribbons.

PLASTIC FLATS

FIRST PLACE (Male or Female)
SECOND PLACE
THIRD PLACE

BEST OF COLOUR
2nd BEST OF COLOUR

Examples; $\frac{1}{B}$ $\frac{3}{2B}$ $\frac{2}{2B}$ $\frac{1}{2B}$

BEST OF BREED
2nd BEST OF BREED
3rd BET OF BREED

BREEDERS AWARD
MERIT AWARD (Domestic)

CATALOGUE MARKINGS

RED 1 Marked ABOVE the line
BLUE 2 Marked ABOVE the line
GREEN 3 Marked ABOVE the line

BLACK B Marked BELOW the line
WHITE 2B BELOW the line

GOLD Exhibit Number ABOVE the line
SILVER Exhibit Number ABOVE the line
BRONZE Exhibit Number ABOVE the line

VIOLET Entered into Finals Sheet
VIOLET Entered into Finals Sheets

- ii) Other markings; - ABOVE THE LINE

Meanings;	Marking;	(Not Judged)
JUDGES BREEDING	XXX	
DISQUALIFIED	DISQ	
NO AWARD	NA	(Award With-held)

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I. FINALS AWARDS;

- i) The judge will consider the placement of cats in their finals. The Judge must give the Clerk the final set of numbers in order of wins. As this list is HIGHLY CONFIDENTIAL THE JUDGE MAY REQUEST THAT THE Clerk sits with the Judge to check that the numbers are both correct and eligible and that no cross judging has occurred due to placements in Finals. Errors at this stage of the Show are very serious and the Clerk's records are therefore most important.
- ii) The Clerk should check off each number against the BREED/DIVISION wins to ensure that the cats are ELIGIBLE for FINALS. Once it has been ascertained that there are no more errors the numbers should be then put into numerical order.
- iii) The Clerk should then prepare the cage cards for the finals and AFTER having done so send a message to the PA announcer to signal that numbers for a FINAL have been posted on the cages and remind exhibitors to check their numbers. NUMBERS for FINALS must **NEVER be given to the PA announcer** to announce publicly.
- iv) In the meantime the Clerk should have removed the rosettes for FINALS and placed them on the judges table so that the Judge may pick each one up in order to hang upon the respective cages. It is usual to place these on the table in two rows of 5 from Best to 5th and from 6th to 10th so that the Judge may present the awards in reverse order. Specials should also be laid out on the judges table.
- v) **The Clerk MUST NEVER mark his/her CATALOGUE FINALS PAGE from any list the Judge may have provided or prepared.**
- vi) AS THE JUDGE MAKES HIS/HER ORAL ANNOUNCEMENTS and HANGS the ROSETTES, the Clerk checks what the Judge says against what is marked on the rosette/ribbon and then marks the ring catalogue finals sheets accordingly checking simultaneously that there is no conflict with the Breed/Division Final sheets.
- vii) When the finals are completed the Judge will give the Clerk his/her finals sheets to check for accuracy. The Clerk must immediately check these finals for errors, resolve any differences, initial the sheet and forward the sheet to the Master Clerk for verification/certification and the Master Clerks signature.

END OF THE SHOW

- A The Judge should NOT leave the show hall until the Master Clerk has signed the Judges finals sheet. The Clerk should ensure that this requirement had been met.
- B The Clerk MUST then sort the CAGE CARD NUMBERS back into ORIGINAL NUMERICAL ORDER in readiness for the next show and collect all show materials within the ring.

4. SHOW MECHANICS (LOGIC)

- A A Clerk must have a thorough knowledge of show mechanics in order to check the awards made by a Judge.
- B One of the main purposes of the Clerk is to ensure that all wins awarded by the Judge are correctly marked in the Judges sheets which are then sent to the NATIONAL SCORER as the official Catz Inc. record of the show.

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- C **A good clerk will discretely call to the Judges attention a situation where it appears that an award has been omitted or erroneously given to the ineligible exhibit.**
- D Show mechanics will be used by the Clerk to check a Judges planned awards prior to the finals.

THE MECHANICS & LOGIC;

- E There are three basic points that make a Show Mechanics relatively simple.
- i) Know precisely what the awards are, (As listed in Catz Inc Show Rules).
 - ii) Know precisely what the awards mean. (As listed in Catz Inc Show Rules)
 - iii) Know which cats are ELIGIBLE for which awards. This is the HEART of the matter and is complicated by the large number of entries and by overlapping of some of the categories of competition.
- F Awards do mean exactly what they say. Some examples are listed below.
- i) BEST CAT is better than all other cats in the show in that SHOW CATEGORY.
 - ii) SECOND BEST CAT is better than all the other cats in the show, EXCEPT for BEST CAT.
 - iii) BEST SOLID COLOUR DIVISION CAT is better than all the other SOLOID COLOUR cats in that DIVISION but not necessarily better than any OTHER cat in the show.
- G To know which cats are ELIGIBLE for which awards at all times during the show is to know SHOW MECHANICS. TWO things are necessary to be understood.
- i) The Clerk must know what awards each cat is competing for when it first enters the ring OR conversely he/she must know which cats are in competition for each award before the show starts.
 - ii) The Clerk must understand that a cat cannot receive an award if it has been defeated at that show **in that ring by any other cat competing for the same award.**

H COLOUR CLASS & BREED/DIVISION MECHANICS;

- i) Each cat entered in the competition fits into its proper place in the following categories;
 - a) SEX --- Male or Female
 - b) COLOUR Class --- Black, Brown, Tabby, Tortie etc.
 - c) DIVISION --- Solid Colour, Pointed Colours, Parti-colours etc.
 - d) BREED --- Abyssinian, Burmese, Persian, Maine Coon etc.
 - e) LONGHAIR or SHORTHAIR Breed/Type
- ii) Competition and awards start among **small groups of like entrants** and progress onward in a pyramid fashion toward the final award of BEST CAT.
In each colour group the following judging and award sequence would be typical.

Males	3 rd	2 nd	1 st
Females	3 rd	2 nd	1 st

Both 1st place winners compete for Best of Colour. Once selected the cat which was second within the sex that contained the winner is now eligible to compete for 2nd Best of Colour with the cat which was Best Opposite Sex.

eg. If the Best Male was selected as Best Of Colour then the 2nd Best Male now competes with the Best Female for 2nd Best of Colour

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- iii) When two or more colour groups are in competition within a Breed/Division;
 - a) BEST OF COLOUR winners compete for BEST OF BREED/DIVISION.
 - b) Then all other BEST OF COLOUR winners and the SECOND BEST OF COLOUR CAT of the **same colour as BEST of BREED/DIVISION** shall compete for SECOND BEST OF BREED/DIVISION.
 - c) Likewise if the Judge selects a THIRD BEST of Breed/Division all the BEST OF COLOUR winners and the SECOND BEST OF COLOUR CAT or THIRD BEST OF COLOUR CAT of the same colour as BEST of BREED/DIVISION shall compete for the THIRD BEST of BREED/DIVISION.
 - d) Where there is only one colour in competition the BEST and SECOND BEST OF COLOUR will also be BEST and SECOND BEST OF BREED/DIVISION.

I **FINALS MECHANICS;**

- i) The TOP TEN EXHIBITS in any SHOW CATEGORY are selected by the Judge.
- ii) BEST CAT (or exhibit) **MUST** also be BEST OF BREED/DIVISION.
- iii) SECOND BEST can have been defeated ONLY by BEST.
- iv) THIRD BEST can have been defeated ONLY by BEST and SECOND BEST and so forth.
- v) It is theoretically possible for FOURTH and FIFTH Best Cats to have won no other ribbons or rosettes if the top three cats were the Red, Blue and Green ribbon winners of the same sex and colour class.

J **CONCLUSION:**

A Clerk who understands the principles of mechanics will have no problems sorting out queries from individual exhibitors who wish to enquire the meaning of awards and how they are won. Mechanics is what the Clerk is there to check, to ensure that only the cats eligible for the awards, receive the awards and conversely that the Judge only awards wins to those cats which are eligible to receive them.

4. MASTER CLERKING

INTRODUCTION

The Master Clerk is the KEY CLERKING Position in any Show. The Masters Clerk's CHIEF responsibility is the accuracy of all records submitted to the NATIONAL SCORER for verification and scoring of all the exhibits.

It is therefore essential that any person engaged as Master Clerk by any Club be licensed as a Master Clerk by Catz Inc. Chief Ring Clerks having obtained considerable experience in clerking over several assignments and having also undergone a MASTER CLERKING TEST may be a licensed as MASTER CLERKS.

The Master Clerk is also an ambassador for the ASSOCIATION and as such should be will and able to give courteous and reliable assistance to all exhibitors seeking help. It is therefore essential that the Master Clerk have a good working knowledge of the Show Rules of Catz Inc. and be able to interpret these to any exhibitor who seeks clarification.

The Master Clerk must possess an eye for detail and have a proven track record of flawless mechanics. It is the duty of the Master Clerk to check ALL judges sheets for possible errors and to bring any errors quickly and quietly to the attention of the CHIEF RING CLERK and the JUDGE concerned.

SPECIFIC DUTIES OF THE MASTER CLERK;

- A Know all the name of JUDGES and CHIEF RING CLERKS and their locations within the show venue and the names and locations of Show Officials.
- B Answer show related queries from exhibitors and Show Committee Members, Chief Ring Clerks and Judges courteously and as efficiently as possible.
- C Remind exhibitors to submit their absentee and/or transfers at the beginning of each show day.
- D Prepare the ABSENTEE and TRANSFER LIST for circulation to all RINGS.
- E Arrange the Master Clerks table efficiently so that the judging sheets for any RING and/or any Judge may be found quickly.
- F Arrange for the collection of judges sheets from each and every ring.
- G Check all judges sheets for signatures of Judges, initials of Ring Clerk and for accurate recording of placements and awards.
- H **ACCURATELY RECORD** all wins absentees and transfers in the OFFICIAL MARKED CATALOGUE of the SHOW.
- I **Cross check all Breed/Division wins** against the Colour Class Judging.
- J **Cross Check all Finals wins** against the Breed/Division wins before signing them off and allowing them to leave.
- K Post all finals as prominently and expediently as possible.
- L During the day take an unofficial count and have the count advised to the exhibitors over the PA system.
- M Remind all exhibitors to submit the Championship/Premiership/Companionship Claim Forms with the fees before the close of the Show.

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- N Collate all judges sheets for each ring stapling them together before finalizing the SHOW BAG for Central Office processing.
- O Complete a Clerking Evaluation form for the Show Secretary to complete and seal in an envelope for inclusion in the Show Bag.
- P Complete and sign Clerking Evaluation Form for any Trainee Assistant Master Clerk and include it in the Show Bag.
- Q Be responsible for the posting of the SHOW BAG to the Catz Inc. NATIONAL SCORER within 24 hours of the completion of the Show. The Show Bag should contain the following.
- i) A completely MARKED CATALOGUE with the name, address and phone number of the Master Clerk written on the front cover and signed by the Master Clerk.
 - ii) All National Scorer copies of the judges sheets including Breed/Division wins sheets and Finals Sheets stapled to the top.
 - iii) A complete ABSENTEE and TRANSFER list.
 - iv) All Catalogue Correction and Transfer Forms signed by Owners.
 - v) All Championship/Premiership/Companionship Title Claim Forms and Fees.
 - vi) All Clerking Evaluation Forms provided by the Show Secretary, Master Clerk and Judges in sealed envelopes.
 - vii) Any hand written notes or explanations deemed necessary.