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1. INTRODUCTION:

The "intangible" requirements for JUDGING:

There are many things over and above knowledge of standards and mechanics which are necessary attributes in a competent judge. A few of these character traits and abilities are:

- a) Knowledge and skill in the handling of the breeds of cats covered by the category for which application is made. There are subtle differences between the breeds as to the approach to which each will favourably respond.
- b) The patience and ability to keep, under internal and external stress and disturbance, that calm demeanour which will serve to reassure nervous cats.
- c) Self-confidence without arrogance.
- d) The ability to control one's own emotions under any circumstances when dealing both with humans and with cats.
- e) The ability to reach firm and reasoned decisions and adhere to them without wavering or self-doubt.
- f) The ability to set aside personal preferences and prejudices and consider each entry solely on the basis of the current CATZ Inc standard.
- g) The ability to retain complete control of the judging ring while at the same time maintaining harmony and rapport with those working in the ring.
- h) The ability to retain composure in the face of a possible unpleasant atmosphere and comments from onlookers.
- i) The faculty for the discreet showmanship which can hold an audience's attention while at the same time maintaining complete dignity and making the cats, who are the reason for the show, the focal point of attention, thereby enhancing interest in all cats. At all times it is the cats who should be given the limelight.

These are some, but by no means all of the intangible pre-requisites for a Judge who will do credit to Catz Inc. The Board of Directors is keenly aware of the responsibility it bears to its member clubs, the exhibitors at its shows and those who pay admission to attend such shows, to use great care and selectivity in licensing those to be entrusted with the title of Catz Inc. Judge.

Many of these intangible requirements which go to the making of a Judge of whom Catz Inc can be proud, are innate, others may be acquired. Some require a wide exposure to and deep interest in all breeds of cats, without bias. This cannot be acquired in a short space of time. It is expected that each person wishing to become a Catz Inc Judge will have sufficient dedication to seek to add to their knowledge of all breeds of cats and be willing to participate in the continued training opportunities which will come his/her way. Each individual should demonstrate a deep conviction to self-imposed learning on all matters relating to all breeds of cats, and in particular those which relate directly to judging.

2. TERMS OF REFERENCE

- a) The Judges' Guild is an autonomous body within the framework of Catz Inc.
- b) Judges' Licenses are issued by the Board of Directors of Catz Inc.
- c) Qualifying members of the Judges' Guild shall determine which applicants are accepted or declined for training, independent of the Board of Directors of Catz Inc. The level at which an applicant is licensed shall be determined by the Judges' Guild Executive Committee.
- d) The Board of Directors of Catz Inc shall license all judges approved for licensing by the Judges' Guild and/or withdraw a licence when requested to do so by the Judges' Guild.
- e) Judges' Guild Membership shall fall into three categories:
 - i) Junior Members – **Not** eligible to vote **or** hold office.
 - ii) Intermediate Members – eligible to **vote** but **not** to hold office.
 - iii) Full Members – eligible to **vote AND hold office**.
- f) The Judges' Guild Executive Committee shall be made up of no more than 6 and no less than 4 members, who shall be elected from those Judges' Guild members who are eligible.

3. APPLICANTS:

- a) All persons wishing to apply for training as Judges shall apply in writing to the Director of Judges. You may only be licensed as a Judge under the auspices of one control (registry) which is where your original training and assessments for promotions are made. The only exception to this is where that registry is a member of WCF in which case the Judge may also be licensed by WCF, providing that it is with the support of Catz Inc. Catz Inc. Judges may only be listed as Guest Judges on other Cat Fancy panels at the same level as their Catz Inc. licence indicates, however this precludes judging outside of New Zealand unless the Judge is all ready licensed as an Accredited Senior Judge within Catz Inc.
- b) All APPLICANTS' full applications shall be distributed to all current members of the Judges' Guild who are eligible to vote on whether or not to accept or decline any applicant. An applicant who is declined, may reapply after a period of 12 months or may appeal to the Board of Directors of Catz Inc. In the event of such an appeal, the Board of Directors may request that the Judges' Guild justify their decision. Upon review of the justification, the Board of Directors may request that the Judges' Guild reassess the application.
- c) All applicants shall be required to read and agree to uphold the Judges' Code of Conduct, before being considered for acceptance into the Judging Programme.
- d) **MINIMUM BASIC REQUIREMENTS for BREEDER applicants shall be:**
 - i) **5 years of active breeding within the breed/type division applied for. (Proof of Registrations may be required).**
 - ii) **5 years of active showing, including experience as a handler, steward, clerk and or any Show positions held (e.g. Show Secretary/ Show Manager or Assistant)**
 - iii) **A list of titled cats bred and/or shown.**
 - iv) **Active membership within a Club/Catz Inc for a minimum of three years, with a listing of duties performed or positions held within the Club/Catz Inc.**
 - v) **A listing of Household Pet/Companion Cat Judging assignments.**
 - vi) **A recommendation in writing from any Club.**

- e) **MINIMUM BASIC REQUIREMENTS for NON BREEDER applicants shall be:**
 - i) 5 years of active showing, including experience as a handler, steward, clerk and/or any Show positions held (e.g. Show Secretary/ Show Manager or Assistant)
 - ii) A list of titled cats shown.
 - iii) Active membership within a Club/Catz Inc for a minimum of three years, with a listing of duties performed or positions held within the Club/Catz Inc.
 - iv) A listing of Household Pet/Companion Cat Judging assignments.
 - v) A recommendation in writing from any Club.

4. JUDGES' CODE OF CONDUCT

- a) As ambassadors of Catz Inc, and members of the Guild, Judges have a responsibility to set an example of professionalism. This includes all practical avoidance of any form of conflict with exhibitors, officials, Judges or visiting public. This shall apply whether officiating or not. If the Judge feels that they have a grievance this should be communicated to the show committee in writing on the day. At all times the Judge's behaviour must be seen to be above reproach. Accordingly, officiating Judges are expected to maintain a high standard of dress.
- b) Catz Inc. Judges, when officiating at shows, must have in their possession a current copy of the Catz Inc. "Standards of Excellence".
- c) Judges shall be responsible for demonstrating that they are familiar with the current breed standards and new developments within breeds/colours.
- d) Judges shall be conversant with current Catz Inc. Show Rules.
- e) Judges shall exercise good time management practices, by adhering to the prescribed Judging Schedule and organising activities to ensure that the assignment is completed within the allotted time.
- f) Judges shall demonstrate leadership abilities while motivating teamwork and developing a rapport with show staff in an atmosphere of harmony and goodwill.
- g) Judges shall demonstrate objectivity in judging each exhibit on visible or palpable evidence as it appears ON THE DAY and not to its future potential.
- h) Judges shall assess exhibits on the basis of the current standard. The standards should be applied consistently, keeping in mind the betterment of the breed. The overall emphasis should be on "balance", and the exhibit not discarded for one weak feature (except with-holding faults for the breed) against a number of good features.
- i) Judges shall exercise fair-mindedness and impartiality, setting aside personal preferences and prejudice.
- j) Judges shall communicate clearly and confidently without sounding arrogant, practicing reasoned decision making, without evidence of self-doubt.
- k) Judges must be proficient and confident handlers, showing compassion and sensitivity to the cats, while remaining conscious of the trust placed in them by the cats Owners/Exhibitors.
- l) Judges shall take care to disinfect between the handling and assessing of every exhibit.
- m) Judges shall apply the principles of sound mechanics, thereby eliminating the risk of cross-judging.
- n) Judges shall be prepared to justify their awards and placings to exhibitors, remembering always that the judge's decision is final.

- o) Judges shall be willing to comment on Exhibits and give advice and assistance to Exhibitors in a courteous and constructive manner, demonstrating sensitivity for the exhibitors' feelings and remembering their need for help and encouragement.
- p) While assessing cats in the ring, judges shall avoid making negative or adverse comments on the exhibits. Judges may make tactful, constructive criticisms for the benefit and mentoring of any exhibitor who asks after the completion of judging a section.
- q) While conscious of the competitive nature of shows, Judges shall recognize the entertainment value of the art of showmanship. Judges shall make every effort to maintain a positive attitude, developing techniques to hold the attention of onlookers, while maintaining the focus of attention on the cats.
- r) In the month immediately preceding a show, Judges contracted for that show should refrain from coming in contact with a potential exhibit.
- s)
 - a) Judges officiating at a show, MAY NOT judge any exhibit which they own, either jointly or severally. However, an exhibit they own or co-own may compete in all other rings
 - b) Judges officiating at a show may not judge any exhibit they have bred
 - c) Judges officiating at a show MAY NOT judge any exhibit belonging to an immediate family member/close relative.
 - d) Judges officiating at a show MAY NOT judge any exhibit belonging to persons living in the same household.
- t) Judges' accommodation arrangements must not create a conflict of interest for the judge either before or during the show. Judges MAY NOT stay with exhibitors UNDER ANY CIRCUMSTANCES.
- u) Judges SHALL NOT solicit judging appointments either for themselves or on behalf of other judges either within New Zealand or overseas, nor solicit any exhibit for a show at which they are officiating.
- v) CATZ Inc. Judges shall not criticize the decisions of other judges.
- w) Judges shall exercise patience in all dealings with show personnel, exhibitors and the public, remaining in total control and retaining composure, even under stress and in the face of unpleasantness.
- x) Judges shall avoid any conduct, actions, language or contact which may appear to prejudice an impartial approach to judging.
- y) Judges shall at all times be models of the society motto, extending friendship, while promoting innovation and integrity in the pursuit of excellence.

5. JUDGES' LICENCES (financial membership of Catz Inc. must be maintained)

a) TRAINEE JUDGES

- i) A Trainee Judge is any APPLICANT who has fulfilled the minimum pre-requisite requirements as set by the Judges' Guild and been accepted into the Judging Programme for training.
- ii) Trainee Judges who are not already licensed as CLERKS must complete a CLERKING SCHOOL and obtain their CLERKING LICENSE before accepting assessments or assignments as Student or Apprentice Judges. A judge who is transferring from another association entering the Judges' Programme at the Trainee or Apprentice Judge level, shall also complete a Clerking School before being allowed to accept any assignments.

- iii) Trainee Judges shall be required to attend a JUDGES' SCHOOL, completing live classes and/or correspondence modules followed by written assignments and both written/oral and practical examinations.
- iv) Trainee Judges may be given Domestic Judging Assignments for assessment.

STUDENT JUDGES

- i) A Student Judge is any Trainee who has successfully passed Judges' School written assignments, examinations and practical judging examinations and been advanced to STUDENT JUDGE and licensed by the Guild.
 - ii) A STUDENT JUDGE may be licensed as STUDENT SPECIALTY JUDGE LONGHAIR or STUDENT SPECIALTY JUDGE SHORTHAIR or STUDENT DOUBLE SPECIALTY JUDGE or STUDENT ALL-BREEDS JUDGE.
 - iii) A STUDENT JUDGE is a JUNIOR MEMBER of the Judges' Guild and while afforded all other privileges of membership to the Guild, shall NOT be eligible to vote on the acceptance of new applicants, nor be eligible to hold office within the Guild.
 - iv) A STUDENT JUDGE may not be invited to "officiate" at shows, but shall be required to complete live breed assessment classes under supervision at shows. He/She may be required to Judge one or more breeds at shows and to hang ribbons. Such placings will not be deemed "official" and shall be for the gaining of experience within the breeds for which the candidate is being assessed.
 - v) Such a STUDENT JUDGE shall be assigned to a TUTOR JUDGE, who may or may not be officiating on the day of the show. The officiating Judge shall assess and mark the Student Judge upon the basis of decisions made, appropriate handling and professionalism in the show ring. The officiating Judge shall then re-judge the exhibits and make the "official" placement of awards.
 - vi) Clubs conducting Shows at which STUDENT JUDGES shall be undertaking breed assessment assignments shall be required to notify such to exhibitors in their Show Schedules. Exhibitors shall have the option to withdraw their cats from assessment exercises. **The number of assessment classes required to advance to Apprentice Judge shall be determined upon a case by case basis and shall be at the discretion of the Judges' Guild Executive Committee.**
 - vii) A STUDENT SINGLE SPECIALTY JUDGE shall be required to do assessment classes in ONE specialty only. Such assessments shall include one or more breeds.
 - viii) A STUDENT DOUBLE SPECIALTY JUDGE shall be required to do assessment classes in both specialties. He/She shall NOT be required to assess one specialty against the other. Such assessments shall include one or more breeds in each specialty.
 - ix) A STUDENT ALL-BREED JUDGE shall be required to do assessment classes in both specialties. He/She shall also be required to assess both LH and SH breed/types against each other. Such assessments shall include one or more breeds in each specialty.
- j) APPRENTICE JUDGES**
- i) An Apprentice Judge is any Student Judge who has been advanced to APPRENTICE JUDGE and licensed by the Guild.

- ii) **ALL APPRENTICE JUDGING ASSIGNMENTS will be subject to SUPERVISION** by an Accredited or Approved Senior Judge or Tutor Judge. Additional training may therefore be required before advancement.
- iii) An Apprentice Judge is an INTERMEDIATE member of the Judges' Guild. Intermediate members shall be entitled to vote on the acceptance of new applicants into the Judging Programme but shall NOT be eligible to hold office in the Judges' Guild. (An exemption shall exist whenever the number of *eligible* Guild members falls below the minimum of 6).
- iv) An Apprentice Judge may be licensed as APPRENTICE SPECIALTY SHORTHAIR JUDGE or APPRENTICE SPECIALTY LONGHAIR JUDGE or APPRENTICE DOUBLE SPECIALTY JUDGE or APPRENTICE ALL-BREEDS JUDGE
- v) An APPRENTICE DOUBLE SPECIALTY JUDGE may also be an existing Accredited Specialty Judge or Approved Specialty Judge in one specialty and seeking advancement in the second specialty. Such a Judge will be supervised in the secondary specialty only.
- vi) An APPRENTICE DOUBLE SPECIALTY JUDGE may judge *EITHER* LONGHAIR BREED TYPE or SHORTHAIR BREED TYPE Classes (according to his/her licence) throughout New Zealand and may accept assignments accordingly. All such assignments **will be subject to SUPERVISION.**
- vii) An APPRENTICE DOUBLE SPECIALTY JUDGE may judge BOTH LONGHAIR BREED TYPE or SHORTHAIR BREED TYPE Classes (INDEPENDENT of each other) throughout New Zealand and may accept assignments accordingly. All such assignments **will be subject to SUPERVISION.**
- viii) An APPRENTICE ALL-BREED JUDGE may judge BOTH LONGHAIR and SHORTHAIR Breed Type Classes (either INDEPENDENT of each other *or* AGAINST each other) throughout New Zealand and may accept assignments accordingly. All such assignments **will be subject to SUPERVISION.**
NOTE: Only assignments where both specialties are judged against each other shall count toward advancement.
- ix) **The Judges' Guild Executive Committee shall have full discretion to determine how many APPRENTICE ASSIGNMENTS shall be required for any individual to advance to APPROVED JUNIOR JUDGE.** However the minimum requirement for advancement shall be three assignments for breeder and minimum requirement for advancement shall be six assignments for non breeder

k) APPROVED JUNIOR JUDGES

- i) An Approved Junior Judge is any Apprentice Judge who has been advanced to APPROVED Judge by the Guild.
- ii) An Approved Junior Judge may be licensed as APPROVED JUNIOR SPECIALTY LONGHAIR JUDGE or APPROVED JUNIOR SPECIALTY SHORTHAIR JUDGE or APPROVED JUNIOR DOUBLE SPECIALTY JUDGE or APPROVED JUNIOR ALL-BREEDS JUDGE.
- iii) An Approved Junior Judge is an INTERMEDIATE member of the Judges' Guild. Intermediate members shall be entitled to vote on the acceptance of new applicants into the Judging Programme but shall NOT be eligible to hold office in the Judges' Guild. (An exemption shall exist whenever the number of *eligible* Guild members falls below the minimum number of 6).

- iv) An APPROVED JUNIOR SPECIALTY JUDGE may judge EITHER LONGHAIR BREED TYPE or SHORTHAIK BREED TYPE Classes (according to his/her licence) throughout New Zealand and may accept assignments accordingly. These assignments will be **without SUPERVISION.**
- v) An APPROVED JUNIOR DOUBLE SPECIALTY JUDGE may judge BOTH Longhair and Shorthair Breed Type Classes (INDEPENDENT of each other) throughout New Zealand and may accept assignments accordingly. These assignments will be **without SUPERVISION.**
- vi) An APPROVED JUNIOR ALL-BREED JUDGE may judge BOTH Longhair and Shorthair Breed Type Classes (either INDEPENDENTLY or AGAINST EACH OTHER) throughout New Zealand and may accept assignments accordingly. These assignments will be **without SUPERVISION.**

NOTE: Only assignments where both specialties are judged against each other shall count towards advancement

- vii) **The Judges' Guild Executive Committee shall have full discretion to determine how many APPROVED JUNIOR JUDGE assignments shall be required for any individual to advance to APPROVED INTERMEDIATE JUDGE.** However the minimum requirement for advancement shall be three assignments for breeder and the minimum requirement for advancement shall be six assignments for non breeders

I) APPROVED INTERMEDIATE JUDGES

- i) An Approved Intermediate Judge is any Junior Judge who has been advanced to APPROVED INTERMEDIATE Judge by the Guild.
- ii) An Approved Intermediate Judge may be licensed as APPROVED INTERMEDIATE SPECIALTY LONGHAIR JUDGE or APPROVED INTERMEDIATE SPECIALTY SHORTHAIK JUDGE or APPROVED INTERMEDIATE DOUBLE SPECIALTY JUDGE or APPROVED INTERMEDIATE ALL-BREEDS JUDGE.
- iii) An Approved Intermediate Judge is an INTERMEDIATE member of the Judges' Guild. Intermediate members shall be entitled to vote on the acceptance of new applicants into the Judging Programme but shall NOT be eligible to hold office in the Judges' Guild. (An exemption shall exist whenever the number of **eligible** Guild members falls below minimum of 6).
- iv) An APPROVED INTERMEDIATE SPECIALTY JUDGE may judge EITHER LONGHAIR BREED TYPE or SHORTHAIK BREED TYPE Classes (according to his/her licence) throughout New Zealand and may accept assignments accordingly. These assignments will be **without SUPERVISION.**
- v) An APPROVED INTERMEDIATE DOUBLE SPECIALTY JUDGE may judge BOTH Longhair and Shorthair Breed Type classes (INDEPENDENT of each other) throughout New Zealand and may accept assignments accordingly. These assignments will be **without SUPERVISION.**
- vi) An APPROVED INTERMEDIATE ALL-BREED JUDGE may judge BOTH Longhair and Shorthair Breed Type classes (INDEPENDENTLY or AGAINST EACH OTHER) throughout New Zealand and may accept assignments accordingly. These assignments will be **without SUPERVISION.**

NOTE: Only assignments where both specialties are judged against each other shall count toward advancement.

- vii) **The Judges' Guild Executive Committee shall have full discretion to determine how many APPROVED INTERMEDIATE JUDGE assignments shall be required for any individual to advance to APPROVED SENIOR JUDGE.** However the minimum requirement

for advancement shall be three assignments for breeders and minimum requirement for advancement shall be six assignments for non breeders

m) APPROVED SENIOR JUDGES

- i) An Approved Senior Judge is any Approved Intermediate Judge who has been advanced to APPROVED SENIOR JUDGE and licensed by the Guild.
- ii) An Approved Senior Judge may be licensed as APPROVED SENIOR SPECIALTY LONGHAIR JUDGE or APPROVED SENIOR SPECIALTY SHORTHAIK JUDGE or APPROVED SENIOR ALL-BREEDS JUDGE.
- iii) An APPROVED SENIOR JUDGE may be licensed as APPROVED SENIOR LONGHAIR SPECIALTY JUDGE or APPROVED SENIOR SHORTHAIK SPECIALTY JUDGE or APPROVED SENIOR DOUBLE SPECIALTY JUDGE or APPROVED SENIOR ALL-BREEDS JUDGE.
- iv) An APPROVED SENIOR JUDGE is a FULL member of the Judges' Guild and entitled to vote on all new applicants AND may hold office within the Judges' Guild.
- v) An APPROVED SENIOR JUDGE may judge *EITHER* LONGHAIR BREED TYPE or SHORTHAIK BREED TYPE classes (according to his/her licence) throughout New Zealand.
- vi) An APPROVED SENIOR DOUBLE SPECIALTY JUDGE may judge BOTH LONGHAIR BREED TYPE or SHORTHAIK BREED TYPE classes (INDEPENDENT of each other) throughout New Zealand.
- vii) An APPROVED SENIOR ALL-BREEDS JUDGE may judge BOTH Longhair and Shorthair Breed Type classes (either INDEPENDENT of each other or AGAINST each other) throughout New Zealand.
NOTE: Only assignments where both specialties are judged against each other shall count toward advancement.
- viii) An APPROVED SENIOR JUDGE is also eligible for TUTOR JUDGE status. The granting of Tutor status shall be at the discretion of the Judges' Guild Executive Committee.
- ix) The Judges' Guild Executive Committee shall determine how many APPROVED SENIOR JUDGE assignments shall be required for advancement to ACCREDITED JUDGE. However the minimum requirement shall be three assignments for breeders and minimum requirement shall be six assignments for non breeders
- x) An APPROVED SENIOR JUDGE may however be required to assist TUTOR JUDGES in the running of Judges' Training Classes and Judges' Schools. Such assistance shall be taken into account when a Judge is being considered for TUTOR JUDGE status.

n) ACCREDITED JUDGES (OVERSEAS STATUS)

- i) An Accredited Judge is any Approved Senior Judge, who has been advanced to ACCREDITED JUDGE and licensed by the Guild.
- ii) An Accredited Judge may be licensed as ACCREDITED SPECIALTY LONGHAIR JUDGE or ACCREDITED SPECIALTY SHORTHAIK JUDGE or ACCREDITED DOUBLE SPECIALTY JUDGE or ACCREDITED ALL-BREEDS JUDGE.
- iii) **No CATZ Inc. Licensed Judge is authorised to judge overseas WITHOUT**

"ACCREDITED" status. In all cases invitations to judge for the NZCF Inc will be considered equal to that of judging overseas. When accepting invitations from NZCF club's or overseas body's all such invitations, giving date and assessment details must be advised in writing to the Catz Inc Director Of Judges immediately upon accepting the assessment. No Judge may officiate for NZCF or Overseas Body's in any capacity in a section for which they are not ACCREDITED.

- iv) An ACCREDITED JUDGE is a FULL member of the Judges' Guild and entitled to vote on all new applicants AND may hold office within the Judges' Guild.
- v) An ACCREDITED JUDGE is also eligible for TUTOR JUDGE status.
- vi) An ACCREDITED JUDGE may be licensed as ACCREDITED LONGHAIR SPECIALTY or ACCREDITED SHORTHAIR SPECIALTY or APPROVED SENIOR in ONE Specialty and ACCREDITED in the opposite Specialty.
NOTE: These Judges may judge OVERSEAS in the specialty in which they hold "ACCREDITED" Status only.
- vii) An ACCREDITED SPECIALTY JUDGE may judge ***EITHER*** LONGHAIR BREED TYPE or SHORTHAIR BREED TYPE classes, **according to his/her licence**, throughout New Zealand AND OVERSEAS.
- viii) An ACCREDITED DOUBLE SPECIALTY JUDGE may judge ***BOTH*** LONGHAIR BREED TYPE and SHORTHAIR BREED TYPE classes, **INDEPENDENT** of each other, throughout New Zealand AND OVERSEAS.
- ix) An ACCREDITED ALL-BREEDS JUDGE may judge ***BOTH*** LONGHAIR BREED TYPE and SHORTHAIR BREED TYPE classes, EITHER **INDEPENDENT of each other** or **AGAINST each other**, throughout New Zealand AND OVERSEAS.
- x) The Judges' Guild Executive Committee shall determine how many APPROVED SENIOR JUDGE ASSIGNMENTS or ACCREDITED SINGLE SPECIALTY ASSIGNMENTS shall be required for advancement to ACCREDITED ALL-BREEDS JUDGE dependent on the individual's experience within both LONGHAIR and SHORTHAIR Breed Type Divisions.
- xi) Accredited All-Breeds Judges may be TUTOR JUDGES in one or both SPECIALTIES dependent upon their accumulated experience, and subject to approval by the Judges' Guild Executive Committee.

6. JUDGES GUILD

a) Membership

- i) All Judges, whether Student, Apprentice, Approved or Accredited, shall be deemed to be members of the Judges' Guild.
- ii) Judges' Guild membership will fall into three categories, Junior, Intermediate and Full. A Judge shall be allocated to the membership category which corresponds to his/her Judge's Licence.

b) Training & Administration

The Judges' Guild Executive Committee shall be responsible for:

- i) The establishment and maintenance of all Judges' training programmes. Only suitably qualified Judges may be requested to run these training programmes.
- ii) The mentoring of Trainees and the organisation of seminars and refresher programmes and/or other activities to advance the scope and knowledge of Trainees and Judges.
- iii) The administration of the Clerking Programme and advancement of candidates within the programme.
- iv) Maintaining the "Standards of Excellence" Register.

c) Promotion

- i) All Judges must complete the minimum criteria for promotion to the next level.
- ii) The Director of Judges may, with the majority agreement of the Executive Committee of the Judges' Guild, require any judge to do additional training or complete additional criteria before gaining promotion, where a recommendation for such has been received from a Supervising or Tutor Judge.
- iii) The Director of Judges shall issue an Annual Return to all licensed Judges in November of each year, which shall include a renewal for the ensuing year. The Annual Return must be completed within 30 days of receipt and be accompanied by the appropriate fee.

d) Reinstatement

- i) Judges who are applying to be reinstated to the Judges' Panel after an absence of more than one year, shall not be required to be voted on for readmission.
- ii) Any Judge applying for reinstatement may be required by the Judges' Guild Executive Committee, to complete a Judges' course and/or seminar and/or open book examination, dependent upon the amount of time away from judging and how many new breeds and colours have been altered or adopted during the intervening period.

e) Discipline

- i) All persons included in the Judging Programme from Trainee to Accredited Judge shall be subject to the disciplinary powers of the Judges' Guild as outlined pursuant to CATZ Inc. Constitutional clauses 12. & 13.
- ii) The Judges' Guild Mediation Tribunal shall comprise no less than three members of the Judges' Guild Executive Committee, in accordance with CATZ Inc. Constitutional clause 13.8 (c).
- iii) The Judges' Guild Disputes Tribunal shall comprise no less than five members of the Judges' Guild Executive Committee, in accordance with CATZ Inc. Constitutional clause 13.3

7. GENERAL RULES, REQUIREMENTS & PROCEDURES:

- a) Judges officiating at a show, MAY NOT exhibit a cat in the ring they are judging.
- b) Judges officiating at a show MAY NOT judge any exhibit they have bred.
- c) ONLY Judges may handle the exhibits when judging, except in the case of an unhappy exhibit, when a Judge may request that an owner/agent handles the cat.

- d) Before the commencement of judging each day, the Judge shall ensure that all changes to the Judge's Book have been made in accordance with the Absentee & Transfer List supplied by the Master Clerk.
- e) All additions or alterations to the Judge's Book shall be initialled by the judge.
- f) All Judge's Sheets shall be signed by the Judge before being passed to the ring clerk.
- g) Judges shall remember to disinfect their hands between each exhibit to minimise the risk of cross-infection. Extra care may be required after handling a stud cat.
- h) The Judge shall ensure that every exhibit receives a maximum of three calls before being marked absent
- i) Where an exhibit is, in the opinion of the Judge, entered incorrectly, or is not the colour or pattern listed in the Judge's Book, the Judge may request permission of the owner/agent to transfer the exhibit to the appropriate class. If permission is granted, the Judge may transfer the exhibit and judge it accordingly. If permission is not given, then the Judge shall withhold all awards and mark on the Judge's Book what he/she considers the exhibit to be.
- j) With the completion of class & breed judging in any show category, the Judge shall prepare a list of the top ten exhibits and/or special award winners, cross-checking the exhibit numbers against the breed/division sheet. The Ring Clerk shall then be given the opportunity to check these results against the results recorded in the marked catalogue before collating the cage numbers in preparation for calling a Final.
- k) Once escorted into his/her judging ring, a Judge should not venture into the "benching area" of the show hall or other judging rings unless unavoidable. Any queries, a Judge must ask their Ring Clerk to get the person required.

8. JUDGES' REPORTS

- a) ALL APPRENTICE JUDGES shall be required to provide a full report of their TOP TEN exhibits in each division and on exhibits receiving any SPECIAL AWARDS. Such reports must be presented within 21 days of the show to the Tutor Judge to whom the apprentice has been assigned.
- b) APPROVED & ACCREDITED JUDGES are not required to provide Judges' Reports, but a club may negotiate and require a report, the terms of which must be included on the Judging Contract.

9. CLUBS' RESPONSIBILITIES TO JUDGES

- a) Clubs wishing to invite Judges shall do so using the official CATZ Inc. Judge's Contract.
- b) Where a Judge fails to return a contract within 28 days, a Club may cancel the original contract and issue a new contract to an alternative judge.
- c) Clubs shall be responsible for covering the following expenses:
 - i) Return travel from the Judge's home to the show venue.
 - ii) Accommodation offered for a minimum of two nights.
 - iii) All meals.
 - iv) Payment of the Standard Judging Fee.
- d) The mode of travel for the Judge, the class of travel and the cost shall be reasonable to suit the convenience of the Judge and the interests of the Club.

- e) It is recommended that Clubs consider taking out travel insurance to defray any unplanned costs related to disrupted travel. Any costs incurred by a Judge experiencing disrupted travel arrangements shall be borne by the Club.
- f) Commercial Hotel/Motel accommodation to a 3 star minimum is recommended. Clubs must offer a minimum of two night's accommodation, based upon one night before and one night after the completion of judging. Some Judges may not need or elect to take up accommodation for a second night.
- g) Clubs may allow judges to arrange private accommodation for the show assignment with the prior agreement of the Club, providing that there is no conflict of interest for the Judge before or during the show.
- h) Clubs shall provide all Judge's meals, which shall either be provided within the accommodation complex, or delivered/supplied from another source. The Club may set an upper limit for Judge's meal costs on a per meal/meal type basis. These conditions must be stated on the Judge's contract. Clubs shall not be responsible for any alcoholic beverages or telephone charges.
- i) Clubs requesting Judges to purchase their own tickets in advance, at an agreed cost, must forward payment for the agreed sum immediately. Otherwise, all costs/fees/reimbursements must be paid for on the day of the show.
- j) Once a Judge has been contracted, the Club must provide the following in a timely manner:
 - i) Show Schedule, when issued.
 - ii) Upon close of entries, a listing of Breed Names, Colours within Breeds and the total number of entries to be judged in Cats, Kittens, Desexed, Household Pets and NBC Show categories.
 - iii) In the case of Judges not licensed by CATZ Inc, provide a copy of the Catz Inc. "Standards of Excellence".
- k) The Club shall provide the following services to the Judge on show day:
 - i) Escort the Judge to his/her show ring, provide and introduce the Judge to his/her Ring Clerk and Cage Steward.
 - ii) Ensure that the Judge's Book is given to the Judge immediately upon arrival in the ring.
 - iii) Ensure adequate supplies of show materials, including judge's table, disinfectants, disposable towels/bags, a chair, pens, permanent show ribbons, top ten rosettes/awards, "Breeder's Award of Excellence", "Merit Award" certificates and clerking supplies as well as a fully formatted show ring with a minimum of 12 judging cages. (The recommended number of judging cages is 16).
 - iv) Adequate meal breaks with meals provided either at the judge's table or in area set apart for Judges' meals.
 - v) Provide a Show Catalogue to the judge AFTER the completion of ALL sections to be judged.
 - vi) A FIRST AID KIT, is available at the Master Clerk's table
- l) (a) Clubs may accept entries for any exhibit which is owned or co-owned by a Judge officiating at the show. However, such cats shall not be eligible for competition in the ring in which the Judge is officiating. Entry fees for such exhibits shall be charged on a pro-rata basis for all rings into which they are eligible to be entered.

- (b) Clubs may accept entries for any exhibit which is bred by a Judge officiating at the show. However, such cats shall not be eligible for competition in the ring in which the Judge is officiating. Entry fees for such exhibits shall be charged on a pro-rata basis for all rings into which they are eligible to be entered.
- (c) Clubs may accept entries for any exhibit which belongs to an immediate family member of a Judge officiating at the show. However, such cats shall not be eligible for competition in the ring in which the Judge is officiating. Entry fees for such exhibits shall be charged on a pro-rata basis for all rings into which they are eligible to be entered.
- (d) Clubs may accept entries for any exhibit which belongs to a person living in the same household as a Judge officiating at the show. However, such cats shall not be eligible for competition in the ring in which the Judge is officiating. Entry fees for such exhibits shall be charged on a pro-rata basis for all rings into which they are eligible to be entered.
- m)** Any lapse in fulfilling the above responsibilities of Clubs to Judges, may be reported to the Director of Judges.

10. JUDGES' RESPONSIBILITIES TO CLUBS

Before the Show:

- a) Judges may accept assignments only by completing the official Catz Inc. Judging Contract.
- b) All Judges who receive Judging Contracts from Catz Inc. Clubs must respond to these invitations within a 28 day period. Any Judge who fails to meet this requirement shall forfeit the contract, entitling the Club to seek an alternative Judge.
- c) Judges may accept any appointment for which they hold a current licence. However, a copy of the signed contract **MUST** be forwarded to the Director of Judges at the same time as the completed contract is returned to the Club.
- d) Judges may book their own travel at an agreed price, with the prior permission of the Club OR accept prepaid tickets. Where a Club agrees to a set price for travel and requests the Judge to purchase the tickets, the Judge is entitled to immediate reimbursement or may seek the cost of the ticket in advance.
- e) Judges may arrange private accommodation for the show assignment with the prior agreement of the Club, providing that there is no conflict of interest for the Judge, before or during the show.
- f) Any Judge who finds that he/she is unable to fulfil a previously contracted judging assignment due to unforeseen circumstances, shall advise the Club Secretary at the earliest possible convenience. The advice should be made by telephone and/or email and/or facsimile message but must be followed up in writing.
- g) Any Judge who resigns from the judging panel after contracting to Judge at shows is required to immediately advise any Club affected by this decision.
- h) Upon receipt of the Show Schedule, the Judge should check details of the Show venues, date, start time, sections to be judged and confirm the travel and accommodation arrangements with the Show Secretary.
- i) Upon receiving from the Club a listing of breeds/colours and numbers within sections to be judged, the Judge shall undertake to check and be totally familiar with the current Catz Inc. "Standards of Excellence" for each breed and colour listed

On Show Day:

- j) Judges should arrive at the show venue at least 30 minutes before the time scheduled for judging to commence. Where a Judge does not arrive by the scheduled time for judging to begin, the Show Manager shall be empowered to organise a replacement Judge within 30 minutes after the scheduled start time.
- k) All Judges must ensure that they have in their possession during judging, a current copy of the Catz Inc. "Standards of Excellence".
- l) Once escorted into his/her judging ring, a Judge should not venture into the "benching area" of the show hall. Judges are free to converse with exhibitors within the confines of the judging ring. Judges may also make appropriate comfort stops or breaks as required.
- m) It is the responsibility of the Judge to familiarise himself or herself with ring personnel and to agree to a work flow that is conducive to good ring management.
- n) Judges are required to follow the Schedule of Judging as prescribed by the Club. Any Judge wishing to change the order of judging shall seek the permission of the Show Manager. Judges should plan and execute their assignments in a timely fashion, ensuring accuracy in mechanics, while avoiding any distractions which may inhibit the assignment being completed in a professional manner within the allotted time.
- o) Judges shall be familiar with all current Show Rules & Bylaws.
- p) Where an exhibit is required in more than one ring at the same time, class judging shall take precedence over finals. When asked to release exhibits, the Judge shall endeavour to assess and release these cats as quickly and conveniently as possible.
- q) Judges shall refer any problems that may arise to the Show Manager or Show Secretary for resolution.
- r) Judges shall sign all award certificates at the end of judging of each show category before commencing to judge the next show category.
- s) When about to present finals, the Judge should take the opportunity to exercise discretionary etiquette by thanking ring staff, the Club and exhibitors for the opportunity to judge the respective show category.
- t) The Judge may present finals in ANY order but should comment on each finalist, drawing attention to their good qualities, while creating a positive and exciting atmosphere for the owners of the winning exhibits.
- u) NO JUDGE shall be given permission to leave the show venue until the Master Clerk has signed off on their judge's sheets.
- v) Any lapse in fulfilling the above responsibilities of Judges to Clubs may be reported to the Director of Judges.

11. SUPERVISION

- a) Student Judges may be supervised only by Catz Inc. TUTOR status Judges as part of the Catz Inc. Judges' Training Programme.
- b) Apprentice Judges may be supervised by CATZ Inc. Approved Senior Judges or Accredited Judges or Tutor Judges who have been assigned by the Director of Judges.

- c) Supervision reports must be on the Official Catz Inc. Judge's Assessment Form in triplicate. One copy is to be given to the Student or Apprentice Judge, one copy is to be retained by the Assessor and one copy returned to the Director of Judges.
- d) The Director of Judge shall send the Judge's Assessment Forms to the Student or Apprentice Judge at least one week prior to the assignment for which the Student or Apprentice Judge is to be assessed.
- e) The Assessing or Supervising Judge shall be responsible for returning the third copy of the Judge's Assessment to the Director of Judges.
- f) The Assessing or Supervising Judge shall give the Student or Apprentice Judge their copy of the assessment ON THE DAY that they are assessed.
- g) BOTH the assessor and assesses shall sign the Judge Assessment form. The Student or Apprentice Judge, in signing the Judge's Assessment Form, is only acknowledging that they have sighted the comments therein.
- h) Approved Senior Judges OR Accredited Judges OR Tutor Judges may be appointed to assess more than one Student or Apprentice Judge on the same day.

12. DUTIES OF TUTOR JUDGES

- a) Only Catz Inc. TUTOR JUDGES may convene a Catz Inc. JUDGES' SCHOOL.
- b) Only Catz Inc. TUTOR JUDGES may assess and give instruction to STUDENT JUDGES at live breed assessments at Catz Inc. shows.
- c) Only Catz Inc. TUTOR JUDGES may assess TRAINEE Judges completing Domestic Judging assignments.
- d) Only Catz Inc. TUTOR JUDGES may prepare and mark written examinations for Catz Inc. Judging Schools.
- e) Only Catz Inc. TUTOR JUDGES shall evaluate Judges' Refresher Questionnaires.
- f) Only a Catz Inc. TUTOR JUDGE may convene a Catz Inc. Clerking School.
- g) Catz Inc. TUTOR JUDGES shall liaise with the DIRECTOR of JUDGES on the form and material content to be included in a Catz Inc. Judges' School.

13. JUDGES' SEMINARS & WORKSHOPS

- a) Only Catz Inc. Approved Senior Judges or Accredited Judges or Tutor Judges may convene a Catz Inc. Judges' Seminar or Workshop.
- b) Judges shall be given the opportunity to attend Seminars or Workshops at which discussion will take place about new breeds/colours or patterns or discussion on judging methodology.
- c) Trainee Judges may attend Judges' Seminars & Workshops.
- d) Such Seminars/Workshops may coincide with a Catz Inc. licensed show.
- e) Attendance at such Seminars/Workshops is voluntary.

- f) Judges who are unable to attend at least one Seminar/Workshop each year, shall be required to complete one full set of questionnaires by correspondence. The questionnaires shall be in the form of an open-book examination and will be dated and numbered and must be returned within 30 days

14. ADDENDA a) DEFINITIONS – Judging Levels within CATZ Inc.

ACCREDITED JUDGES: (Judges who may judge outside New Zealand)

ACCREDITED ALL-BREED May judge LH and SH Divisions, **against each other** or separate from each other **outside New Zealand**.
May be a Tutor Judge in one or both Specialties.

ACCREDITED DOUBLE SPECIALTY May judge LH & SH Divisions, **separate from each other outside New Zealand**.
May be a Tutor Judge in one or both Specialties.

ACCREDITED SPECIALTY (LH or SH) May judge LH & SH Divisions (**in accredited specialty only**) outside New Zealand.
May be a Tutor Judge in the Accredited Specialty.

APPROVED SENIOR JUDGES: (Judges who may judge throughout NZ and Supervise Apprentice Judges)

APPROVED SENIOR ALL-BREED May judge LH and SH Divisions **against each other** or **separate from each other WITHIN New Zealand** only.
May be a Tutor Judge in one or both Specialties.

APPROVED SENIOR DOUBLE SPECIALTY May judge either LH or SH Divisions **separate from each other WITHIN New Zealand** only.
May be a Tutor Judge in one or both Specialties.

APPROVED SENIOR SPECIALTY (LH or SH) May judge either LH or SH Divisions (**in licensed specialty only**) **WITHIN New Zealand** only.
May be a Tutor Judge in the Approved Specialty.

APPROVED INTERMEDIATE JUDGES: (Judges who may judge throughout New Zealand for Catz Inc only WITHOUT SUPERVISION)

APPROVED INTERMEDIATE ALL-BREED May be an Accredited or Approved Senior or Intermediate in one Specialty and an Approved Intermediate in the second Specialty.
May judge LH and SH Divisions **against each other** or **separate from each other in New Zealand for Catz Inc** only. May be a Tutor Judge in the Accredited or Approved Senior Specialty only. May judge **WITHOUT SUPERVISION**.

APPROVED INTERMEDIATE DOUBLE SPECIALTY May be an Accredited or Approved Senior or Intermediate in one Specialty and an Approved Intermediate in the second specialty. May judge LH and SH Divisions **separate** from each other **within New Zealand** for Catz Inc only. May be a Tutor Judge in the Accredited or Approved Senior Specialty only. May judge the Intermediate Specialty **WITHOUT SUPERVISION**.

APPROVED INTERMEDIATE SPECIALTY (LH or SH)	May judge either LH or SH Divisions (in licensed Specialty only) within New Zealand for Catz Inc only, WITHOUT SUPERVISION.
APPROVED JUNIOR JUDGES:	(Judges who may judge throughout New Zealand for Catz Inc WITHOUT SUPERVISION).
APPROVED JUNIOR ALL-BREED	May be an Accredited or Approved Senior or Junior in one Specialty and an Approved Junior in the second Specialty. May judge LH and SH Divisions against each other in New Zealand only OR separate from each other in New Zealand for Catz Inc only. May be a Tutor Judge in the Accredited or Approved Senior Specialty ONLY. May judge WITHOUT SUPERVISION.
APPROVED JUNIOR DOUBLE SPECIALTY	May be an Accredited or Approved Senior or Junior in one Specialty and an Approved Junior in the second Specialty. May judge LH and SH Divisions separate from each other within New Zealand for Catz Inc only. May be a Tutor Judge in the Accredited or Approved Senior Specialty ONLY. May judge the Junior Specialty WITHOUT SUPERVISION.
APPROVED JUNIOR SPECIALTY (LH or SH)	May judge either LH or SH Divisions (in licensed Specialty only) within New Zealand for Catz Inc only WITHOUT SUPERVISION.
APPRENTICE JUDGES	(Judges who may judge throughout New Zealand for Catz Inc Only UNDER SUPERVISION)
APPRENTICE ALL-BREED	May judge LH and SH (either separately or against each other) . Shall be subject to SUPERVISION by an Accredited or Approved All-Breed Judge when judging LH and SH against each other, OR by an Accredited or Approved Senior or Tutor Judge in the case of separate Specialties. An Apprentice All-Breed Judge may also be an Accredited or Approved Senior or Junior Judge in one Specialty while gaining experience as an Apprentice in the second Specialty.
APPRENTICE DOUBLE SPECIALTY	May judge LH and SH separate from each other). Shall be subject to SUPERVISION by an Accredited or Approved All-Breed or Double Specialty Judge when being assessed on both specialties, OR by an Accredited or Approved Specialty Judge when being assessed in a single Specialty. An Apprentice Double Specialty Judge may also be an Accredited or Approved Senior or Junior Judge in one Specialty while gaining experience as an Apprentice in the second Specialty.
APPRENTICE SPECIALTY LH or SH	May judge EITHER LH or SH Specialty (in licensed specialty only) and be subject to SUPERVISION by an Accredited or Approved Senior Judge or Tutor Judge.
STUDENT JUDGES:	(Judges who must undertake Assessment assignments and be subject to supervision)

STUDENT JUDGES

OVERVIEW:

May not be invited to judge but shall be assigned to do live Breed Assessments at shows under supervision. May be required to judge one or more sections at shows and to hang ribbons. Such placings will NOT be deemed official and shall be for gaining experience within the breed or breeds for which the candidate is being assessed. Such Student Judges will be assigned to a Tutor Judge for these breed assessment assignments. The officiating Judge shall assess and mark the official placements. At shows during which student judges shall be undertaking breed assessment assignments, Show Secretaries shall be required to notify such to exhibitors in their show schedules. Exhibitors shall have the option to withdraw their cats from breed assessment exercises. The number of breed assessment exercises successfully completed to advance to Apprentice Judge shall be determined on a case by case basis by the Judges' Guild Executive Committee.

STUDENT ALLBREED

May be required to do breed assessment classes in both Specialties. May also be required to assess both LH and SH cats against each other. Such assessments shall include at least one or more breeds in both Specialties.

STUDENT DOUBLE SPECIALTY

May be required to do breed assessment classes in both Specialties. Shall not be required to assess one Specialty against the other. Such assessments shall include one or more breeds in both Specialties.

STUDENT SPECIALTY LH or SH

May be required to do breed assessment classes in ONE Specialty only. Such assessments may include one or more breeds.

TRAINEE:

A judging applicant who has been voted on by members of the Judges' Guild and been accepted into the Judging Programme. Trainees shall complete a full Judges' School, passing both written and practical examinations. Such examinations shall include sections on Judges' Ethics, Handling of Breeds, Knowledge of Breed Standards and History.

APPLICANT:

Any person, having fulfilled the basic requirements for applicants, being:

A MINIMUM of 5 years of active breeding (Proof of Registration of litters may be required).

A MINIMUM of 5 years of active showing, including experience as a Handler, Steward or Clerk, and/or Show positions held.

A list of titled cats bred and/or shown.

Active membership in a Club for a minimum of three years, with a list of duties performed or positions held.

A listing of Household Pet/Companion Cat Assignments completed.

A recommendation in writing from any Club.

14. ADDENDA b) JUDGE'S CONTRACT

Catz Inc. NATIONAL & INTERNATIONAL JUDGING INVITATION/CONTRACT

To:

Address:

Telephone: Email:

Re: Show

Dates

CLUB ADDRESS:

Total # rings

Venue

It gives me great pleasure to invite you to judge the following:

PEDIGREE / Cats / Kittens /Variants /NB/ Preliminary New Breed

HOUSEHOLD PETS / DOMESTICS

ALLBREED	LONGHAIR Specialty	SHORTHAIR Specialty	DOUBLE Specialty	BREED Specialty
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Ring #

Date

[Special Duties:]

Medical conditions/allergies

(Judges' entitlements are: Judges Fee, Travel expenses & accommodation as appropriate)

(Club to complete following arrangements directly with the Judge)

Accommodation: Hotel / Motel No. of Nights: Mode of Travel Offered: AIR / Petrol

Club Signature Date: Email:

I ACCEPT /DECLINE the above invitation on the terms and conditions stated.

(please delete one)

Judge's Signature: Date:

Return required within 3 weeks of receiving invitation. 3 copies sent to the Judge.
JUDGE to accept or decline, sign and retain one copy, return one to the Club & forward the third copy to:

Sandi Mackay (phone 09 483 3032)

Catz Inc. Director of Judges, 25B Salisbury Rd, Birkdale AUCKLAND 0626