

## **RULES PERTAINING TO JUDGES AND JUDGING**

### **1. DEFINITION OF A JUDGE**

A judge is only recognised as a CFSA affiliated judge when approved by CFSA National Cat Judges' Executive (NCJE). NCJE must compile a list of experienced and lesser experienced all breeds and/or specialist judges and/or visiting judges, that should be continuously updated. This list must be communicated to the National Cat Show Executive (NCSE) before 31 January each year, and/or when updated throughout a show season.

### **2. JUDGES' CLASSIFICATION**

- 2.1. All Breeds Judge: A judge who has successfully completed all four (4) CFSA recognised divisional courses, i.e. Foreign, Medium Hair, Persian/Exotic and Siamese/Oriental/Peterbald, and has been approved as an All Breeds judge by NCJE.
- 2.2. Specialist Judge: A judge who has successfully completed one (1) or more of the four (4) CFSA recognised divisional courses, i.e. Foreign, Medium Hair, Persian/Exotic and Siamese/Oriental/Peterbald, and has been approved as a judge for the relevant division by NCJE.
- 2.3. Lesser Experienced Judge: A newly qualified and NCJE approved judge.
- 2.4. Experienced Judge: A qualified and NCJE approved judge who has officiated as a lesser experienced judge at a minimum of eight (8) CFSA All Breeds Championship Shows.
- 2.5. Student Judge: A person who has successfully completed the CFSA General Course has been approved as a student judge by NCJE.
- 2.6. Visiting Judge: A judge who has successfully completed one (1) or more of the four (4) CFSA recognised divisional courses, i.e. Foreign, Medium Hair, Persian/Exotic and Siamese/Oriental/Peterbald, and has been approved as a visiting judge for the relevant division by NCJE.

### **3. RULES PERTAINING TO CFSA AFFILIATED JUDGES**

- 3.1. A CFSA affiliated judge must be a fully paid up member of a CFSA affiliated club.
- 3.2. A CFSA judge must officiate at a minimum of five (5) CFSA All Breeds Championship Shows in a show season.
- 3.3. CFSA judges represent CFSA at all times and must therefore always behave in a professional, diplomatic and respectful manner.
- 3.4. If a judge is also an exhibitor he/she should set an example to other exhibitors, by the grooming, care, condition and presentation of their exhibits, their behaviour and good sportsmanship.
- 3.5. CFSA affiliated judges must always:
  - 3.5.1. Act in the best interest of CFSA and not for personal, third party gain or financial reward.
  - 3.5.2. Stay up to date with the CFSA Standard of Points.
  - 3.5.3. Strive to further themselves through education to ensure that they are in a position to offer educated advice and/or opinions.
  - 3.5.4. Adhere to the CFSA Constitution, CFSA Breeder and Registration Rules, CFSA Show Rules and CFSA Judges' and Judging Rules. The onus is on CFSA affiliated to stay abreast of any new revisions to the aforementioned documents.
  - 3.5.5. Set an example in the manner in which they care for and maintain their own animals.
  - 3.5.6. Demonstrate loyalty towards CFSA, as CFSA has invested resources, time and effort in their training. Therefore, preference must be given to judge's invitations from CFSA affiliated clubs over invitations to officiate at non-CFSA shows.
- 3.6. CFSA affiliated judges are not allowed to:
  - 3.6.1. Engage in any comments or actions that may bring CFSA as an organisation and CFSA EXCO into disrepute on, but not limited to, social media.
  - 3.6.2. Engage and/or facilitate any discriminatory or harassing behaviour towards CFSA EXCO, CFSA affiliated clubs, CFSA members, CFSA registered breeders and/or CFSA exhibitors, on, but not limited to, social media.
  - 3.6.3. Discriminate against any CFSA affiliated club, e.g. only accept judges' invitations to specific shows.
  - 3.6.4. Offer unsolicited opinions to other judges.
  - 3.6.5. Criticize the judging of other judges by action or word, nor may they criticize previously judged exhibits to anyone, including other judges.

- 3.7. Any written or verbal complaint against judges must be submitted to CFSA EXCO, who will investigate the complaint in conjunction with NCJE.
- 3.8. Annual affiliation fees must be paid by all CFSA affiliated judges to NCJE by 28 February annually. These fees will be determined by NCJE on an annual basis.
- 3.9. A CFSA affiliated judge must supply their contact, including name, telephone number(s), e-mail address detail to NCJE before 28 February annually.
- 3.10. NCJE can award a judge honorary or emeritus status in recognition of their services to CFSA.

#### **4. RULES PERTAINING TO CFSA JUDGES' TRAINING SEMINARS**

- 4.1. NCJE must organise a Judges' Training Seminar once every three (3) years; the date must be approved by CFSA EXCO and will be listed on the official CFSA Show Calendar for the relevant year.
- 4.2. The Judges' Training Seminar should be hosted in the region where the majority of CFSA affiliated judges reside.
- 4.3. NCJE will be responsible for inviting all CFSA affiliated judges to the Judges' Training Seminar. At NCJE's discretion an attendance fee may be charged. All CFSA affiliated judges are expected to attend Judges' Training Seminars.
- 4.4. NCJE will appoint a Judges' Training Seminar Co-ordinator, who will be responsible for administrative duties, i.e. arranging a venue and refreshments, compiling the agenda, attendance register and minutes of the Judges' Training Seminar.
- 4.5. NCJE will be responsible for organising the necessary cats/kittens required for the Judges' Training Seminar.
- 4.6. NCJE will be responsible for settling costs incurred for hosting the Judges' Training Seminar.
- 4.7. Each CFSA affiliated judge attending the Judges' Training Seminar will be responsible for his/her own costs incurred to attend the seminar. If a surplus of NCJE funds exists, NCJE may decide to pay for attending judges' travel costs if the distance from the venue exceeds 100km.
- 4.8. After the Judges' Training Seminar, NCJE must provide feedback to CFSA EXCO about the seminar and attach the agenda, attendance register and minutes.

#### **5. RULES PERTAINING TO CFSA JUDGES' TRAINING COURSES**

Divisional training courses are Foreign breeds, Medium Hair breeds, Persian/Exotic and Siamese/Oriental/Peterbald breeds.

- 5.1. Prospective student judges must comply with the following:
  - 5.1.1. Be a fully paid up member of a CFSA affiliated club for a minimum period of twelve (12) months.
  - 5.1.2. Must be at least nineteen (19) years old on the day of the CFSA General Course examination.
  - 5.1.3. Be able to speak, read and write English.
  - 5.1.4. Officiate as a steward at a minimum of eight (8) CFSA All Breeds Championship Shows.
  - 5.1.5. Pass the prescribed CFSA General Course hosted and marked by NCJE.
  - 5.1.6. If all of the above criteria has been met, the prospective student judge may apply with NCJE to enrol for the next divisional training course. The application must be accompanied by the prospective student judge's curriculum vitae.
  - 5.1.7. If the application is approved by NCJE, the prospective student judge will be required to physically sign the CFSA Judges' and Judging Rules and agree to abide by it at all times.
- 5.2. NCJE approved student judges must:
  - 5.2.1. Pay a training course fee, as determined by NCJE, prior to the commencement of the course's training sessions.
  - 5.2.2. Attend all training sessions for a training course.
  - 5.2.3. Pass the prescribed CFSA divisional theoretical, practical and oral examination, hosted and marked by NCJE.
  - 5.2.4. Complete and pass the prescribed probation period for a division, based on NCJE's evaluation of probation show reports.
- 5.3. NCJE must ensure that:
  - 5.3.1. All CFSA Training Courses are hosted in accordance with the CFSA Constitution, CFSA Show Rules and CFSA Judges' and Judging Rules.



5.3.2. Student judges are sufficiently qualified to meet the necessary requirements relating to his/her training, conduct and judging qualities. If, in NCJE's opinion, the student judge does not have sufficient knowledge of the relevant divisional course, NCJE may prevent or oppose the student judge from completing the relevant divisional training course and/or recommend further training.

5.4. Theoretical examination criteria:

5.4.1. NCJE must arrange a time and venue for all student examinations.

5.4.2. NCJE must compile all examination question papers in English and it has to be a written exam. The examination question papers must contain questions selected by the examiners from a repertoire of judges' examination questions issued by NCJE.

5.4.3. NCJE must ensure that no student judge is allowed inside the examination venue prior to the commencement of the exam.

5.4.4. Student judges must complete all examination question papers in English, hosted and marked by NCJE.

5.4.5. NCJE is responsible to mark and score the theoretical examination papers of student judges, within two (2) weeks after the examination date and the results must be communicated to the relevant student judges, as well as CFSA EXCO.

5.4.6. Student judges must achieve a minimum of 80% in order to pass.

5.4.7. If a student judge fails a theoretical examination, he/she will be allowed to rewrite on a time and date as determined by NCJE.

5.4.8. If a student judge fails a rewrite of a theoretical examination, he/she will not be permitted to continue with the relevant training course.

5.5. Practical and oral examination criteria:

5.5.1. NCJE must arrange a time and venue for all student examinations.

5.5.2. NCJE must compile examination Show Reports.

5.5.3. NCJE must ensure that the practical and oral examinations take place under conditions similar to a show.

5.5.4. NCJE must arrange at least twelve (12) cats of the relevant division to be available, to proceed with a practical examination.

5.5.5. NCJE must arrange a minimum of two (2) stewards to assist during the practical examination.

5.5.6. The student judge must assess, award and compile a comprehensive written show report for each cat assessed; a minimum of ten (10) Show Reports must be completed in writing, which will be marked by NCJE.

5.5.7. Student judges must orally assess two (2) cats of the relevant division, which will be scored by NCJE.

5.5.8. NCJE is responsible to mark and score the practical and oral examinations of student judges, within two (2) weeks after the examination date and the results must be communicated to the relevant student judges, as well as CFSA EXCO.

5.5.9. Student judges must achieve a minimum of 85% in order to pass.

5.5.10. If a student judge fails a practical and/or oral examination, he/she will be allowed one (1) additional opportunity to re-attempt, as determined by NCJE.

5.5.11. If a student judge fails a re-attempted practical and/or oral examination, he/she will not be permitted to continue with the relevant training course.

5.5.12. After the successful completion of each divisional training course, a CFSA affiliated judge will be required to remain a CFSA affiliated judge for a period of at least one (1) year for each course passed.

## 6. GENERAL RULES PERTAINING TO JUDGES FOR CFSA SHOWS

6.1. CFSA judges should be aware that it is an honour to officiate at a CFSA All Breeds Championship Show.

6.2. Judges should reply to judging invitations promptly and within the specified timeframe. Once a judge's invitation has been accepted, an arrangement exists between the relevant judge and the concerned club and should therefore only be altered by mutual agreement.

6.3. Officiating judges may not request and/or be supplied with a show's catalogue, prior or during a CFSA All Breeds Championship Show.

6.4. Officiating judges are not allowed to share transport and/or accommodation with exhibitors and their cats prior to a show.

6.5. Judges should always exercise good time management by adhering to the prescribed arrival time and show schedule.

- 6.6. Officiating judges should notify the relevant Show Manager if, due to unforeseen circumstances and/or family responsibility, they will be arriving late to the show or cannot officiate at the show.
- 6.7. Travelling judges are entitled to be reimbursed for travelling, food and accommodation expenses, for a distance greater than 100km from the show venue. The onus is on each judge to agree the expected amount with the relevant Show Manager.
- 6.8. All officiating judges at CFSA All Breeds Championship Shows must be knowledgeable about and at all times adhere to the current CFSA Show Rules.
- 6.9. All officiating judges at CFSA All Breeds Championship Shows are required to have a copy of the CFSA Standard of Points at hand.
- 6.10. All officiating judges at CFSA All Breeds Championship Shows must both act and interact with exhibitors, breeders, fellow judges, Show Officials and visitors to the show in a respectful and professional manner.
- 6.11. All officiating judges at CFSA All Breeds Championship Shows must dress in a professional manner, e.g. business casual.
- 6.12. All queries during a CFSA All Breeds Championship Show should be addressed exclusively to the Show Manager.
- 6.13. Judges must attend to reclassification duties at shows, if requested by the Show Manager.
- 6.14. Judges must attend to exhibition judging duties at shows if requested by NCJE in writing prior to the show.
- 6.15. The proposed CFSA Breed's Standard of Points for exhibition exhibit(s) must accompany the request.
- 6.16. NCJE funds must carry the travelling costs for judges officiating at the annual CFSA COTY and GARS event, if the distance travelled exceeds 100km.

#### **7. RULES PERTAINING TO THE JUDGES' ALLOCATION FOR CFSA SHOWS**

- 7.1. Only CFSA National Cat Judges' Executive (NCJE) approved judges may officiate at CFSA All Breeds Championship Shows.
- 7.2. Only one (1) lesser experienced judge may officiate in a panel of judges per show group. The rest of the panel must be comprised of experienced all breeds or experienced specialist judges.
- 7.3. No judge is allowed to judge an exhibit that he/she has bred, whether or not the cat is still owned by the relevant judge.
- 7.4. No judge is allowed to judge an exhibit that belongs to any member of the relevant judge's household.
- 7.5. No judge is allowed to judge an exhibit that belongs to a first generation relative.
- 7.6. Should an officiating judge be of the opinion that an exhibit and/or exhibitor is in breach of any of the CFSA Rules, the judge must inform the Show Manager of the discrepancy and may refuse to judge the relevant exhibit, if the objection is valid.

#### **8. RULES PERTAINING TO THE JUDGING SECTION OF CFSA SHOWS**

- 8.1. Once exhibits have been benched, no officiating judge is allowed in the exhibit benching area. Therefore, if an officiating judge is also an exhibitor, he/she will have to bench in a separate area allocated by the Show Manager.
- 8.2. Judges must make the care, comfort, health and safety of exhibits their highest priority.
- 8.3. Judges may not discuss any awards given to exhibits judged at CFSA All Breeds Championship Shows, with other judges, exhibitors, stewards and/or Show Officials, during the judging section of the show.
- 8.4. Judges must attempt not to engage in conversations with exhibitors before completing their judging section, but should be available to answer questions from exhibitors at the end of the judging section. In answering questions, judges must be tactful, courteous, patient, and constructive and always attempt to mentor exhibitors.
- 8.5. Judges must practice reasoned decision making and communicate clearly and confidently, without coming across as arrogant.
- 8.6. Each exhibit should be assessed strictly, fairly and impartially and awards must be based on the relevant CFSA Breed's Standard of Points and the exhibit's condition.
- 8.7. When assessing an exhibit, judges must take into consideration the overall condition of the exhibit with regard to age, as stipulated on the exhibit's Show Report.
- 8.8. Awards should only be given to exhibits that adhere to the relevant CFSA Breed's Standard of Points and not only because the exhibit lacks withholding faults.
- 8.9. While assessing exhibits, judges must avoid making negative and/or adverse comments regarding exhibits.
- 8.10. Judges must be prepared to justify exhibit's awards to exhibitors, if questioned.



- 8.11. Judges must be proficient and confident handlers of exhibits, whilst remaining conscious of the fact that exhibitors entrust them to handle their cats with care and respect.
- 8.12. Each exhibit must be physically handled by the allocated judges to determine muscle tone and weight for their size.
- 8.13. All exhibits must be handled with care and not harshly, unless it is essential to prevent the exhibit from escaping.
- 8.14. Judges must always disinfect their hands and tables between the assessments of every exhibit.
- 8.15. If judges make use of a toy/teaser to attract the attention of exhibits, they must ensure that these do not come in contact with the exhibit to avoid the risk of cross-contamination.
- 8.16. Show Reports for withdrawn and/or absent exhibits must be marked accordingly and returned to the Show Manager.
- 8.17. Judges must write individual Show Reports (in duplicate) in English, per exhibit, based on the relevant CFSA Breed's Standard of Points.
- 8.18. Judges must indicate the award given to the relevant exhibit on the Show Report.
- 8.19. Judges must sign all Show Reports.
- 8.20. Both copies of the Show Report will be collected from the judges' tables by an appointed Show Official.
- 8.21. A judge may only change his/her award for an exhibit prior to completing the Nomination form for Best in Show in a category and the Show Manager must be duly informed.
- 8.22. If a judge accidentally completes the wrong Show Report for an exhibit, e.g. exhibit 1's assessment is written on Exhibit 2's Show Report, a new Show Report must be requested from the Show Manager.
- 8.23. After completion of each category, i.e. Males, Females, Neuters, Kittens and Pets, a judge must complete and sign the Nomination form for Best in Show and personally hand it to the Show Manager.
- 8.24. A judge may request the name of an alternative judge to consult with from the Show Manager. The alternative judge may not be one of the allocated judges for the relevant exhibit on the day.
- 8.25. Although all judging takes place in a dedicated judging area, it is important that it be in full view of exhibitors and potential visitors to the show.

### 9. RULES PERTAINING TO JUDGING OF THE BEST IN SHOW SECTION AT CFSA SHOWS

- 9.1. Judges may not confer with other judges whilst judging the Best in Show section of a CFSA All Breeds Championship Shows.
- 9.2. Judges may never discuss any placing and/or exhibits judged during the Best in Show section of a CFSA All Breeds Championship Shows with other judges, exhibitors, stewards and/or Show Officials.
- 9.3. Judges who officiate in Best in Show line-ups are not allowed to use erasable pens and/or pencils when completing Judges Slips.
- 9.4. Official CFSA Judges' Slips must be completed and signed by each judge officiating in a Best in Show line-up. These slips must be handed personally to the National Cat Show Executive (NCSE) by the judge.

### 10. DISCIPLINARY ACTION

- 10.1. If a judge accepts an invitation to judge and wants to withdraw his/her acceptance to officiate at a show, the relevant judge must immediately notify NCJE in writing.
- 10.2. If NCJE deems the reason(s) for the withdrawn judge's acceptance as invalid, the relevant judge will be notified in writing of NCJE's decision and be obligated to fulfil the original arrangement towards the relevant club.
- 10.3. If the relevant judge opts not to officiate at the relevant show after receiving the notification from NCJE, he/she will be subject to disciplinary action in the form of a written warning.



**11. ACCEPTANCE OF THE CFSA JUDGES' AND JUDGING RULES**

CFSA affiliated judges or student judges accept the jurisdiction of CFSA and must abide by the CFSA Show Rules and CFSA Constitution. By signing the CFSA Judges' and Judging Rules the below CFSA affiliated judge or student judge acknowledges that he/she is in full agreement with the rules detailed in this document, as well as the CFSA Constitution.

Judge's Name : \_\_\_\_\_

Judge's ID Number : \_\_\_\_\_

Judge's Signature : \_\_\_\_\_

Signed at : \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.