

## **PHILOSOPHY AND PRINCIPLES OF THE GCCF JUDGE APPOINTMENT SCHEME**

### **1. THE SYSTEM**

- a) There shall be one unified system for the appointment of Judges applied throughout the Cat Fancy.
- b) It shall be open and fair to all who participate, and operate within identified procedures.
- c) It shall clearly define requirements of applicants and provide them with guidance and assessment of progress.
- d) The system shall be administered by Breed Advisory Committees (BACs).
- e) The unified system will provide the 'core' constitution and rules of procedure by which the system will operate. There will be provision for some variation to allow for the differing number of colours/patterns covered by BACs, and the differing number of constituent clubs.
- f) It must be understood that entry into and progression through the scheme does not guarantee that a candidate will eventually be promoted to Full Judge of the chosen breed.

### **2 THE APPOINTMENT OF JUDGES**

- a) The appointment and dismissal of Judges are the prerogatives of Council.
- b) Judges will be appointed, by Council, to the Breed Judge lists which are:

Persian Longhair, Exotic, Birman, Turkish Van, Somali, Maine Coon, Norwegian Forest Cat, Ragamuffin, Ragdoll, Siberian, Nebelung, British, Russian, Abyssinian, Australian Mist, Cornish Rex, Devon Rex, LaPerm, Spynx, Korat, Thai, Asian, **Tonkinese**, Ocicat & Aztec, Bengal, Singapura, Egyptian Mau, Snowshoe, Sokoke, Suffolk, Toyger, Burmese, Oriental Self, Oriental Non-Self, Oriental, Siamese, Balinese and others as agreed from time to time.
- c) This system applies to the appointment of Judges to all lists, which include breeds with Championship. Where a new breed of new breed type or of new hair type of an existing breed type has Preliminary status, Full Judges on at least one list, who should be Full or Pupil Judges already qualified to work in the section in which the new breed has been placed, may be appointed as a Full Judge to the new list. Clubs or BACs catering for the latter should set up a stewarding scheme in accordance with clauses 18 and 19 of the Rules of Procedure for the Appointment of Judges in order to ensure a flow of candidates when Championship status is granted. An application for promotion of a breed to Championship status will not be considered until the Constitution and Rules of the relevant BAC have been approved by the GCCF Board.
- d) Applications will only be considered for the appointment and removal of Judges on a Judge list from the relevant BAC. In the case of Judge lists whose breed club is not yet affiliated, and therefore for whom no BAC exists, recommendations to Council may be made by a representative group of breeders.
- e) On promotion of the first breed on a breed list to Championship status, the BAC shall review all Judges on their list and may propose to Council the transfer to Pupil Judge status of any Judge appointed to that Preliminary Breed List who has not demonstrated sufficient active interest and/or proficiency in judging the breed. The BAC must obtain the written consent of all Judges who are to continue as Full Judges or Pupil Judges on that Breed List.
- f) Any Judge who does not wish, or is unable, to undertake any further judging engagements at any time may request that their name be placed upon the Retired List. Judges may request that their names be placed upon the Retired List for any or all of the Breed Lists of which they are Full Judges, whilst retaining their existing status on other Breed Lists. Such a change of status shall be permanent.
- g) A Judge may apply to be placed upon the Emeritus List for any or all of the Breed Lists of which they are a Full Judge. This shall be taken as an indication that, although not generally available to judge that Breed List, they may accept engagements for occasional shows, or that they are unable to accept engagements in the immediate future.
- h) Judges are listed as Specialist Judges if they are Full Judges of one or more breeds within a Breed List but were not promoted to Full Judge of all breeds of that Breed List when the BAC system was applied. No further Specialist Judges will be appointed.
- i) Any Full, Emeritus or existing Specialist Judge who has not both judged cats of a particular Breed List at a GCCF Championship Show, and attended seminars, including Judges' Guild seminars etc, for cats of that Breed List, during the previous five year period may be required to undertake a refresher period as a Pupil Judge of the appropriate Breed List at a minimum of five Championship Shows, from which they must submit critiques as required by the BAC, together with evidence of tuition by a Full Judge at a

minimum of three of these shows. After this they may apply to the BAC for reinstatement as a Full, Emeritus or existing Specialist Judge of that Breed List/breed. (see 25)

### **3. BREED ADVISORY COMMITTEES**

- a) A BAC exists to work in the interests of the cats of its Breed List by monitoring the training and performance of the Judges on its list and candidates within its scheme, and by reviewing its Standard of Points and Registration Policy and amending them if and when required, with due consideration to the health and future of the breed(s)
- b) Breed Advisory Committees will consist of representatives of the Breed Clubs, with membership of the GCCF, catering for breeds included in the Judge list.
- c) There will be only one Breed Advisory Committee per Judge list. Each BAC should be as fully representative as possible of all areas of the Cat Fancy, including experienced breeders and exhibitors, show managers, judges etc.
- d) A BAC is the forum for discussion between its Constituent Clubs. The Club representatives, who shall be appointed according to the rules of their respective Clubs, must represent the views of their Club Committee to the BAC. In order to do so it is desirable that representatives are Committee members or attend Club Committee meetings. Representatives should not normally be mandated by their Club since any discussion during the meeting must be taken into consideration when voting. Any decision as to the extent of consultation with the individual Club members is the responsibility of the Club Committee.
- e) Once a BAC has been formed and its Constitution has been approved by the Board, no other group will be recognised as the advisory/recommending body to Council for the breed(s) concerned. Should any of the Clubs involved be unable to participate in the business meetings of the BAC then that Club will forfeit its right to make proposals to Council relating to judges, standards of points, registration policies and new breeds of the Breed List, which are the sole prerogatives of BACs. Such a Club will not, however, lose its right to speak on any matter relating to the breed(s) for which it caters.
- f) BACs may be combined to form Joint BACs, either where the breeds covered are of the same breed type but of differing coat pattern or length, or where the BACs have constituent clubs in common. The Breed Judge lists will not be combined and only the constituent clubs of the relevant individual BAC may vote on matters specific to the BAC breeds or judges. Certificates, reports etc. will only be sent to the constituent Clubs of the relevant BAC.
- g) BACs covering breeds of the same basic type should liaise over proposals to amend Standards of Points or Registration Policies.
- h) BACs should liaise with other BACs and are encouraged to hold joint seminars, primarily for all breeds within a section, and including cross-section seminars.

### **4. FULL JUDGES**

- a) Full Judges play an essential role in the GCCF Judge Appointment Scheme by passing on their knowledge and techniques to their stewards at every judging engagement, whether verbally or by demonstration. This knowledge includes not only the finer points of handling and judging cats but the other qualities required of judges such as impartiality, demeanour etc.
- b) Full Judges will also have the opportunity to give advice and guidance to Pupil Judges throughout the probationary period since when they are engaged to judge an adult Breed class they may be approached by the Pupil Judge to discuss his/her placings of the equivalent kitten Breed class, after completion of the class. This tuition is a vital part of the judge training procedure. Any Judge may decline to participate in this procedure on a particular occasion but it is hoped that all Judges will be able to participate when their judging load, and that of the Pupil Judge, permits them to do so.

If there are no kittens present in the Breed class the Pupil Judge may seek permission of the Full Judge to judge, place and report to the BAC on the equivalent adult and/or neuter Breed class and to discuss his/her placings of the class after completion.

A Full Judge's adult or neuter Breed classes may coincide with the kitten Breed classes of more than one Pupil Judge; in such a case the Full Judge should establish, prior to the start of judging, which Breed classes have entries, decide which Pupil Judge(s) will be offered tuition and inform all the relevant Pupil Judges. At shows with a low judging load and low Breed class entries a Full Judge may wish to be available for tuition to more than one Pupil Judge.

- c) The system is designed to benefit from the experience of all Full Judges since stewards may choose from whom they seek engagements and Pupil Judges may seek to discuss their kitten Breed classes

with the Full Judge who is engaged to judge the equivalent adult or neuter Breed class at the same show.

- d) Judges must give careful consideration to completing stewarding certificates and offering tuition. Although it may be very difficult to be critical without risk of upsetting some candidates, constructive criticism throughout the scheme should enable candidates to progress far more quickly since, in its absence, they may remain unaware of their shortcomings. Encouragement should be given, although any steward who is obviously not "judge material" may be gently encouraged to try other areas of Cat Fancy activity, such as show management etc. if appropriate.
- e) BACs may require stewards to seek certificates, or Pupil Judges to seek tuition, from Judges determined by the BAC in order to be guided and/or assessed on particular points. These Judges will be those who have specialised knowledge of a particular breed, colour or pattern, such as breeding experience etc. The BAC will write to the Judges concerned outlining the areas requiring tuition.

#### **5. STEWARDS (Scheme administered by the GCCF Guild of Judges and Stewards - see section 17)**

- a) The GCCF Stewarding Scheme provides training for candidates to become GCCF Stewards. No qualification is required before joining this Scheme as this initial period should be regarded as a time of learning procedures and gaining experience. Stewards are encouraged to learn how to handle cats across the breed sections; to ensure the different breeds relax and feel comfortable when judged; to understand the judging procedure by keeping a steward's form; to understand the processes on a Show Table and to follow the recommendations of the Stewarding Guide. Successful completion of the Scheme will result in formal recognition of the candidate's ability as a Steward.
- b) In the case of candidates with previous stewarding experience, this experience shall be taken into consideration.
- c) There is no obligation for a qualified GCCF Steward to apply to become a Pupil Judge, but it is hoped that whilst progressing through the Stewarding Scheme some candidates will develop an interest in, and an aptitude for, becoming a Pupil Judge and will go on to join the judge appointment scheme, either on completion of the stewarding scheme, or at a later date.

#### **6. COMPLAINTS**

- a) A BAC, the candidates within its Scheme, the Judges on its Breed List and its constituent Clubs are subject to the disciplinary powers laid down in the GCCF Byelaws.
- b) Any person or Club who believes that a BAC is in breach of its Constitution or Rules, or has acted in a manner which is or may be discreditable or prejudicial to the GCCF Judge Appointment Scheme, the BAC or the BAC breed(s) may direct a complaint under Article 12 of the GCCF Constitution, in writing, to the GCCF Office.
- c) Any BAC which believes that a constituent Club or a candidate within the BAC Scheme is in breach of the BAC Constitution or Rules, or that any person has acted in a manner which is or may be discreditable or prejudicial to the GCCF Judge Appointment Scheme, the BAC or the BAC breed(s), may direct a complaint under Article 12 of the GCCF Byelaws, in writing, to the GCCF Office.
- d) Any such complaint may lead to disciplinary action under Article 12 of the GCCF Byelaws.
- e) Any candidate who believes that they have been dealt with unfairly because the BAC was given incorrect information should inform the BAC immediately, providing proof that the information was incorrect. The BAC must then enable the additional information to be studied by the constituent clubs before considering the application again at its next meeting.
- f) Any candidate who believes that the BAC has failed to give clear reasons for deferment or rejection should write to the BAC Secretary to request clarification of the reasons. They should inform the GCCF Office if no satisfactory clarification is received.
- g) A complaint under clause 6.f shall be reviewed by the GCCF Investigation Committee who shall, if they find that the candidate has genuine cause for complaint, refer the case to the GCCF Committee of Judges for arbitration between the candidate and the BAC.

## **BAC CONSTITUTION**

### **7. GENERAL**

- a) The Constitution of each BAC must adhere to the core Constitution, without additional clauses. Allowance for some variation is written into the core Constitution to take account of the varying numbers of constituent Clubs and the varying workloads of different BACs.
- b) The BAC will charge the standard Club levy as set by the GCCF.
- c) Allowance is made for some variation on the following points:
  - i) A BAC or Joint BAC with ten or more constituent clubs may elect to have one or two representatives per club. (8.f.i)
  - ii) A BAC or Joint BAC with two or three participating constituent clubs may elect to have three, four or five representatives per club. (8.f.iv)
  - iii) A BAC or Joint BAC with five or more constituent clubs may elect to have two votes per club even if only one representative is present. Whether or not this is permitted shall be stated in the Constitution of the relevant BACs. (8.h)

### **8. MEMBERSHIP**

- a) The Committee will be composed of representatives of all Breed Clubs, with Membership of GCCF, catering for breeds within the Breed List of that BAC.
- b) All Clubs eligible for membership will automatically have the right to participate upon payment of the required levy. See Section 11 (Finance)
- c) Any eligible Club whose Membership is approved during the calendar year shall, upon payment of the full required levy (see Section 11), be entitled to send representatives to the next meeting of the BAC and shall be entitled to receive paperwork circulated since the start of the calendar year, to enable them to participate fully in discussion at the next meeting. Alternatively the Club may choose to delay membership of the BAC until the following 1st January.
- d) Any Club which does not wish to participate fully in the BAC may elect to be an Associate Member and pay a reduced levy. See Section 11 (Finance). Any such Club will receive only Agendas and Minutes and may make written representation upon any matter under discussion but will have no vote. Any such Club will forfeit its right to make proposals to Council on matters which are the sole prerogatives of BACs but will not, however, lose its right to speak on any such proposal in Council.
- e) Each participating constituent Club shall have equal representation. It is the responsibility of representatives to make themselves aware of matters pertaining to the breeds catered for by their BAC and the candidates within their scheme, to represent the views of their Club Committee to the BAC and to represent the views of the BAC to their Club Committee.
- f)
  - (i) In the case of BACs or Joint BACs with ten or more participating constituent Clubs each Club shall have one or two representatives. Each participating constituent Club of the TBAC shall have - *N/A*.
  - (ii) In the case of BACs or Joint BACs with five or more participating constituent Clubs each Club shall have two representatives.
  - (iii) In the case of BACs or Joint BACs with four participating constituent Clubs each Club shall have three representatives.
  - (iv) In the case of BACs or Joint BACs with two or three participating constituent Clubs the BAC may choose to have three, four or five representatives per Club such that the total number of representatives shall be not less than 8 and not more than 15. Each participating constituent Club of the **Tonkinese BAC** shall have **5** representatives.
  - (v) In the case of BACs with only a single constituent Club the Club Committee shall constitute the BAC.
- g) Where BACs meet together as a Joint BAC the Clubs shall still send only the permitted number of Club representatives, who shall represent their Club on each relevant Breed List within the Joint BAC.
- h) Where each Club has two representatives the BAC may choose to allow each Club to have two votes notwithstanding that only one representative may be present at any meeting. Where permitted representation is by three or more per Club then there will be only one vote per representative present.

- i) In the case of BACs with more than one constituent Club, all representatives must have had a minimum of two years membership of a Club catering for the BAC breed(s). At least 50% of the representatives of each constituent Club must have had a minimum of three years current active involvement (i.e. breeding, showing, stewarding, judging) with the BAC breed(s).
- j) Any constituent Club which fails to be represented at a meeting of the BAC, without sufficient warning or justifiable reason, and thereby renders the meeting inquorate (see clause 12.i of this Constitution), shall automatically forfeit membership of the relevant BAC for a period of one year. (NB any levy paid will not be refunded)

NOTE: In the case of a two Club BAC this means that BAC meetings held during this period would be conducted by the Committee of the remaining Club.

- k) No representative shall attend a BAC meeting at which his/her own application or that of a member of his/her household is to be considered. No Pupil Judge, Steward within the TBAC Scheme, or Trainee Steward completing their training with the TBAC shall be present at a BAC meeting during the discussion of Stewards or Pupil Judges within this Scheme or of Full Judges of the Breed List.

Trainee Stewards may, if they so wish, apply to a different BAC to complete their final stewarding requirements. If it is their intention to progress to the Judge Appointment Scheme they may then submit their application to the BAC of their own breed and should not be penalised or asked to do additional assessments as a result. Copies of documents should be passed to the nominated BAC for information.

## 9. OBJECTIVES

- a) To work, in conjunction with the Full Judges of the Breed, to maintain and improve the health, well-being and beauty of their breed(s) by educating candidates and reviewing Standards of Points, Breeding and Registration Policies.
- b) To operate, within the Philosophy and Principles of the GCCF Judge Appointment Scheme, Rules of Procedure for the Selection of Judges for the breeds catered for by the member Clubs.
- c) To nominate persons who have satisfied the BAC as to their suitability, to the Council of the GCCF for appointment as Pupil or Full Judge.
- d) To maintain contact with Judges on their Breed Judge List and to keep them aware of any objectives in the development of the breed(s) and any amendments to the Standards of Points.
- e) To monitor the ability and progress of Stewards and Pupil Judges in their BAC Scheme and to provide advice, training and tuition as required.
- f) To organise seminars to communicate and debate current affairs with all Judges on their Breed Judge List and to facilitate practical demonstrations and training for stewards and Judges.
- g) In relation to breeds for which the BAC caters, to discuss and make proposals to the GCCF Board on matters relating to Standards of Points, Registration Policies, advancement of status and applications for new breeds. Such proposals are the sole prerogative of the BAC, with the exception that the Board may make proposals supported by independent expert advice for reason of breed welfare (see rule 20a).
- h) To discuss and make proposals to the GCCF on any other matters relating either to breeds for which the BAC caters or to Judges on the BAC Breed Judge List.

## 10. OFFICERS

- a) The officers of each BAC or Joint BAC shall be a Chairman, Vice-Chairman, Secretary and Treasurer. An Assistant Secretary may be appointed if required. The officers shall be responsible for calling the required meetings.
- b) The Chairman, who shall not be a Club representative, shall be elected annually. He/She shall not have a right to vote. In the event of an equality of votes the status quo shall prevail and the proposal shall be referred back to the sponsoring Club for amendment/reconsideration.
- c) The Secretary, who shall not be a Club representative, shall be elected annually. He/She shall not have a right to vote. The Secretary shall be responsible for the administration of the BAC and shall, in consultation with the Chairman, be responsible for convening meetings. The Secretary shall provide the GCCF Office with a list of the names and addresses of the BAC officers immediately after each electoral meeting and shall inform the GCCF Office of any changes to this list.
- d) The Chairman and/or Secretary must have "presence", sound knowledge of the Cat Fancy, the GCCF and its Rules and Procedures, and should be familiar with the show world and have a reputation for

principle and impartiality. They need not be members of any constituent Clubs nor need they have any direct connection with the BAC breeds.

- e) The Vice Chairman shall be elected annually from the Club representatives. In the absence of the Chairman the Vice-Chairman shall conduct the meeting and shall have a vote. In the event of the prior knowledge of the absence of the Chairman, the Vice-Chairman shall conduct the meeting and the Club concerned may provide a replacement representative, in which case the Vice-Chairman shall have no vote.
- f) The Treasurer shall be elected annually and may be a Club representative, in which case he/she shall have a vote. The Treasurer shall be responsible for the collection of fees from constituent Clubs and for the payment of expenses incurred and shall submit the required accounts annually to the GCCF before 1st May each year.
- g) In the event of equality of votes for any office, the result shall be determined by lot.
- h) The BAC shall appoint one of its Officers or members who is also a GCCF delegate to speak for the BAC in Council. If there is no GCCF delegate on the BAC, the delegate of a Constituent Club shall be asked to speak for the BAC.

## **11. FINANCE**

- a) Each BAC or Joint BAC shall maintain a bank or building society account in the name of the BAC. The financial year shall be the calendar year. The BAC shall submit to the GCCF Office, before 1st May each year, a copy of the Accounts of the BAC or Joint BAC for the previous year in the form of an Income and Expenditure Account with a supporting Balance Sheet, which have been examined and signed by a suitable independent person. Failure to do so may be subject to a fixed penalty that is not reclaimable.
- b) Each constituent Club of the BAC or Joint BAC shall pay an annual levy of £50, irrespective of membership numbers. Where Clubs are represented on more than one BAC within a Joint BAC they shall still only pay one levy. This levy will be due on January 1st of each year. Any constituent Club that fails to pay the levy by 31st January or the beginning of the first meeting after 1st January, whichever is the sooner, shall automatically be suspended from membership until the levy is paid.
- c) Any Club which chooses only to have Associate Membership shall pay an annual levy of £10.
- d) The BACs will charge standard fees which shall be reviewed by Council from time to time as required. Current fees are as follows: £20 for application to join the Stewarding Section of the GCCF Judge Appointment Scheme, £30 for application for appointment as a Pupil Judge, £30 for application for promotion to Full Judge.
- e) Seminars shall be self-supporting.
- f) The BAC shall additionally be responsible for the following expenses: the hire of rooms for meetings; the copying and circulation of all paperwork to the Constituent Clubs; the expenses, including travelling expenses, incurred by its Officers on behalf of the BAC; the travelling expenses of Judges or other persons who are invited to attend BAC meetings and who are not Club representatives; the examiner's fee or gift. NB Photocopying must be achieved as economically as possible and Council will not be responsible for collating costs.
- g) The BAC shall not be responsible for the following expenses: the travelling expenses of Club representatives, this being the responsibility of the constituent Clubs, any other honoraria or gifts.
- h) If the accounts submitted show that the expenses of the BAC, as defined in 11.f, exceeded the income, derived as in 11.b, 11.c, 11.d and 11.e, the GCCF will reimburse the BAC for the full amount of the deficit, provided that the end of year balance sheet does not indicate reserves in excess of £500. The total amount of any deficit repayment will be restricted to the sum of £200 in any financial year. Any deficit incurred by the BAC in payment of any other expenses, such as those defined in 11.g, will not be reimbursed.
- i) If the accounts submitted show that the income of the BAC exceeded the expenditure, the BAC may decide to reduce the Club levy for the following year or to make partial repayment of the levy to the Constituent Clubs. If any such reduction or repayment results in, or contributes to, a deficit for the year, this portion of the deficit will not be reimbursed by the GCCF.

## **12. MEETINGS**

- a) A meeting of the BAC for electoral and other purposes shall be held not later than 30<sup>th</sup> April each year. At least one other full meeting shall be held each year and further meetings may be held as required.

The dates of these meetings should be organised, whenever possible, to fall within the six weeks prior to the circulation of the Council Meeting Agenda to allow candidates' names (where appropriate) to be placed on the agenda for the upcoming Council Meeting.

- b) The dates, venues and agendas for all meetings, together with all paperwork relating to agenda items (unless already circulated) will be circulated to the Officers and sufficient copies for the BAC representatives to the Secretary of each constituent Club at least 28 days prior to the meeting. The Club Secretaries must circulate these to their representatives and may also, if required by the Club Committee, circulate them to other members of the Committee. Paperwork received after the circulation date which is relevant to a candidate's application being considered at that meeting may be circulated after that date or tabled at the meeting for the consideration.
- c) Sufficient copies for the BAC representatives of the Minutes of each meeting shall be sent to the Secretary or to a recipient nominated of each constituent Club, within six weeks following the meeting. These copies will be sent electronically unless otherwise agreed.
- d) The progress of Pupil Judges and Stewards, together with any matters relating to the performance of Full Judges, will be reviewed at each full meeting of the BAC. Applications for nomination as Pupil or Full Judges may be considered at any full meeting of the BAC.
- e) When a candidate has applied for appointment as a Pupil Judge or for promotion to Full Judge, those Judges who have assessed the candidate may be invited to attend the meeting at which the application is to be considered but, unless they are present as Club representatives, they shall have no vote.
- f) The BAC may invite other persons to attend BAC meetings at which their particular expertise is required but, unless they are present as Club representatives, they shall have no vote. No other person has any right to attend.
- g) A constituent Club may submit, in writing, to the BAC Secretary, matters relating to breeds catered for by the Club or to Judges on the BAC Breed List, to be included on meeting agendas. If a constituent Club is not present at a meeting, any item submitted solely by that Club may be deferred.
- h) All matters relating to nomination of Judges, Standards of Points, Registration Policies or applications for recognition or advancement of any breed shall require a ballot. Matters relating to the advancement of candidates shall require a paper ballot. Other matters may be decided by show of hands.
- i) The quorum for a meeting of a BAC or Joint BAC shall be as follows:
  - i) In the case of a BAC with a single constituent Club, the quorum shall be the number that is required in the Club Rules for a Committee meeting of the Club.
  - ii) In the case of a BAC with two or more participating constituent Clubs, a minimum of six representatives must be present at the meeting AND these must represent at least two-thirds of the participating constituent Clubs
  - iii) In the case of a Joint BAC the minimum number of representatives for the joint meeting shall be six but each BAC within the Joint BAC requires two-thirds of its own participating Clubs to be represented in order to be quorate.
- j) If a BAC meeting is cancelled or abandoned for lack of a quorum or lack of an essential officer, a new date, which shall be within two months, shall be set for that meeting.

### **13. CIRCULATION OF BAC DOCUMENTS**

- a) Sufficient copies for the BAC representatives of all Application Forms, Stewarding Certificates, Show reports, Veterinary Assessment Forms, Pupil Judge Assessment Forms, a list of Tutorial notifications received and any relevant correspondence from candidates will be copied by the BAC Secretary to the Secretary of each constituent Club, or to a recipient nominated by the Club Secretary. Circulation will be electronic unless agreed otherwise.
- b) In order to reduce postage costs, these documents need not be sent as soon as they are received by the BAC Secretary. They should, however, be sent at intervals between meetings, depending on the number of documents received, and should not accumulate to be sent with the agenda for the next meeting.
- c) It is the responsibility of the Club Secretary or nominated recipient to ensure the Club Committee discuss these documents and to convey the views of the Committee to the BAC representatives.
- d) If no recent documents have been received and a Club Committee meeting is imminent, the Club Secretary should contact the BAC Secretary to request that any outstanding documents be sent in time for the meeting.

- e) Copies of their Stewarding Certificates, Veterinary Assessment Forms and Pupil Judge Assessment Forms will be sent to candidates who provide the BAC Secretary with stamped addressed envelopes or have agreed with the BAC Secretary to receive them electronically.

#### **14. TRAINING AND MONITORING SYSTEMS**

- a) The BAC and its constituent Clubs will monitor the show reports, performance and development of Pupil Judges, including adherence to GCCF Rules and Code of Conduct for Judges, and provide advice and tuition throughout the probationary period.
- b) The BAC and its constituent Clubs will monitor the performance and development of Stewards within the GCCF and BAC Stewarding Schemes, including adherence to GCCF Rules, and provide Stewards with advice and training.
- c) The BAC should be aware of the performance of all Judges on its Breed List, or who may judge cats of the Breed List in side classes, and should notify them of any misunderstanding of Standards of Points or errors that may occur whilst judging any of the BAC's breeds.
- d) The BAC, with the support of constituent Clubs and, if desired, other BACs, will organise a minimum of one seminar every two years to offer training and practical demonstrations, to monitor the Stewards and Pupil Judges within the BAC scheme and to maintain contact and debate relevant matters with their Judges.

NB. Seminars must conform to the same veterinary rules as GCCF shows with respect to health checks, rejections etc. Permission must be sought of the GCCF Office to hold a Seminar on a specific date. Permission for up to 25 cats may be granted automatically by the GCCF Office; greater numbers require the permission of the Board and therefore time should be allowed for such an application.

#### **15. CONSTITUENT CLUBS**

The constituent Clubs of the BAC (or of each BAC within the Joint BAC), together with the breeds for which they cater, are: **The Tonkinese Breed Club and The Tonkinese Cat Club**

Associate Clubs: None



## **TONKINESE BAC RULES OF PROCEDURE FOR THE SELECTION OF JUDGES**

### **16. GENERAL**

- a) The Rules of each BAC must adhere to the core Rules, without additional Rules. Allowance for some variation is written into to the core Rules to take account of varying numbers of breeds, colours or patterns within the Breed List, numbers of cats of the Breed List appearing on the Show Bench, other breeds of which stewards need experience etc.
- b) The BAC must use the standard forms supplied by the GCCF. The BAC will add the BAC title, plus the Secretary's name and the address to which the form must be sent. The forms may be re-typed into the BAC "house style" if required. In the case of BACs for Breed Lists which contain only Self cats, reference to pattern may be omitted.
- c) The BAC will charge the standard fees as set by the GCCF.
- d) Allowance is made for some variation on the following points:
  - i) Acceptance into the Stewarding Section of the GCCF Judge Appointment Scheme of applicants who have been accepted into the Stewarding Section for another Breed List. The Breed Lists from which Stewards will be accepted must be defined in the Rules of the BAC (18.o) and must include any Breed List which shares a Grand class with the BAC List.
  - ii) The number of stewarding certificates required (19.c, 19.d)
  - iii) The number of critiques that may be considered in lieu of stewarding certificates (19.g)
  - iv) The reports on exhibits in side classes which are required by the BAC. (24.f, 25.g)
  - v) A veterinary assessment must be waived if there is evidence of a satisfactory previous assessment (24.q). Application for an electronic copy of a candidate's assessment should be made to the Guild of GCCF Judges & Stewards.
  - vi) The minimum number of judging engagements at Championship shows that must be completed in order to comply with the Rules shall be between 6 and 12 and this number must be specified in the Rules. The BAC shall define the Breed classes of each breed/colour together with any miscellaneous class requirements, which must be completed before application for promotion; it must be possible for a Pupil Judge to complete these requirements within 12 engagements. Provided that these class requirements have been completed, the BAC must not require the candidate to complete more than the specified number of engagements prior to consideration for promotion. (24s)
  - vii) The minimum number of judging engagements at shows, Breed and miscellaneous class requirements and the number of tutorial sessions to be completed should be reduced for Full Judges of a Breed List in the same section or of the same type (24w) and may be reduced, possibly to a lesser degree, for Full Judges of a Breed List in a different section and of different type (24x) Provided that these reduced requirements have been completed, the BAC must not require the candidate to complete more than the specified number of engagements prior to consideration for promotion.
  - viii) The minimum number of engagements judging kitten classes to be completed during a refresher period as a Pupil Judge (25.f)

### **GCCF STEWARDING SCHEME RULES OF PROCEDURE (GCCF Guild of Judges & Stewards)**

#### **17. AIMS AND PROCEDURE**

- a. To train candidates to become successful and confident stewards.
- b. To provide the opportunity for Trainee Stewards to learn valuable skills from the Judges with whom they work.
- c. To develop the ability to handle cats of all breeds in a show situation with care and sympathy, displaying each exhibit to its best advantage.
- d. To gain a thorough knowledge of the show situation, its rules and procedures.
- e. To obtain a real understanding of the manner and attributes required to become a successful steward.
- f. First time applicants must join the GCCF Stewarding Scheme through the Guild of GCCF Judges and Stewards (afterwards referred to as the Guild) and complete the requirements of this scheme to become a GCCF steward. The applicant must be at least 16 years of age for insurance reasons.

- g. Completion of the GCCF Stewarding Scheme should ensure that GCCF Stewards can handle unfamiliar cat sympathetically and with confidence and demonstrate that they have a thorough knowledge of show rules and procedures. A qualified GCCF Steward should be capable of providing full details of GCCF procedures, if necessary, when stewarding for an overseas judge.
- h. It must be understood that the requirements of the GCCF Stewarding Scheme in no way prevent anyone who so wishes from offering their services as a steward at any Show, purely for the enjoyment of stewarding.
- i. There is no obligation for a GCCF Steward to apply to join the GCCF Judge Appointment Scheme, either immediately on completion of the scheme or at a later date.
- j. Anyone wishing to become a GCCF Steward must make application to the Guild to register into the Stewarding Scheme by completing Form 1 and paying the required fee of £30, which is not refundable. This Application Form will be available to download from the Guild website; the GCCF website, or by post from the Guild Secretary or the GCCF Office.
- k. Upon receipt by the Guild of the application form and the required fee, the applicant will receive copies of:
  - GCCF Standard of Points
  - GCCF Notes for Stewards
  - Set of Initial Stewarding Certificates (Form 2)
  - Set of table work certificates (Form 3)
  - Application to complete the Scheme and become a GCCF Steward (Form 4)
  - Set of Final GCCF Stewarding Certificates (Form 5)
  - Application to be listed as a GCCF Steward (Form 6)
- l. Applicants will become members of the Guild with that initial payment but must maintain their Guild membership throughout their training period.
- m. Trainee Stewards will keep a record of their initial stewarding using Form 2. The forms will be returned to the Guild on each occasion. The Guild will monitor the progress of stewards in the Scheme and provide feedback to candidates. Similarly the Tablework Certificates will be completed and returned to the Guild for monitoring and guidance to the candidate. It would be helpful for the candidates to keep copies of all forms to maintain their personal record of progress through the scheme.
- n. After a minimum of TEN stewarding engagements covering all sections and a variety of Judges, and THREE tablework certificates, of which at least TWO must be obtained at all-breed Championship shows, Trainee Stewards shall apply to the Guild of GCCF Judges and Stewards to work with nominated judges to monitor their progress during the final part of this stage of the scheme. (Form 4) NB Up to TWO engagements judging non-pedigree cats at a GCCF licensed show may be counted in lieu of stewarding engagements at the initial stage.  
Stewarding engagements completed within the three years prior to joining the GCCF Stewarding Scheme may be counted in this number provided that initial stewarding certificates are completed retrospectively for these engagements.
- o. To complete the scheme and become a GCCF Steward, candidates are required to steward for nominated full judges, where the ability of the Trainee Steward is monitored and reported upon. When a minimum of FIVE final GCCF Stewarding Certificates (Form 5) from FIVE different Judges shall have been submitted to the Guild, the Trainee Steward may apply for consideration as a GCCF Steward. (Form 6)
- p. Trainee stewards should be prepared to listen to and act upon advice and guidance.
- q. The Guild shall seek the support of Full Judges who are members of the Guild to work with the Guild and the candidates to give tuition, support, advice and assessment for candidates working through the Stewarding Scheme. The Guild will provide a published list of at least TWENTY of these Tutor Judges from across the UK who have agreed to monitor and assess candidates at this final stage of the Stewarding Scheme. This list will be available on the Guild's website.

- r. The Guild will consider the application to be listed as a GCCF Steward and all available information, including the stewarding certificates submitted. If the application is approved the Guild will inform the GCCF Office in order that a GCCF Stewarding Badge and a certificate may be awarded.
- s. If the available information, including the stewarding certificates, does not indicate to the Guild that the required standard of stewarding, manner and attributes have been met, the Trainee Steward will be given suitable support and guidance. They will then be required to submit up to **FIVE** further stewarding certificates with nominated judges before they may reapply.
- t. A list of GCCF Stewards will be posted on the Guild and the GCCF websites.

## **18. APPLICATION TO JOIN THE STEWARDING SECTION OF THE GCCF JUDGE APPOINTMENT SCHEME**

- a) No-one may join the GCCF Judge Appointment Scheme until they have fulfilled the requirements and been listed as a GCCF Steward. This requirement should ensure that applicants joining the GCCF Judge Appointment Scheme have gained sufficient experience of show procedure and the handling of different breeds of cat to enable them to concentrate on learning the art of judging.
- b) Joining the GCCF Judge Appointment Scheme indicates a wish to become a Judge of the relevant Breed List and the scheme must not be used purely as a means of getting further stewarding engagements with no intention to progress from this.
- c) Although there is no upper limit to the time spent within the Stewarding Section of the GCCF Judge Appointment Scheme, Stewards must avoid wasting the time and resources of any BAC by remaining in a Scheme if they no longer wish to apply for appointment as a Pupil Judge of that Breed List.
- d) Stewards should maintain an active involvement with BAC breeds, including breeding and showing where practical, after joining the Stewarding Section of the GCCF Judge Appointment Scheme since this may be taken into consideration when the BAC discusses an application for appointment as a Pupil Judge.
- e) Stewards will find it of benefit to continue to steward for all breeds.
- f) Once registered as a GCCF Steward, first time applicants to the GCCF Judge Appointment Scheme must join the scheme through the BAC that caters for the breed(s) of cat that the applicant has bred and shown and in which they have demonstrated an active interest and commitment. Whilst the numbers of the breed(s) which the applicant has bred and shown will vary according to circumstances, it is expected that the applicant will also have demonstrated a genuine interest in the breed(s) concerned by active involvement in breed club and show activities prior to joining the scheme and that this involvement will continue during their progress through the scheme.
- g) Where the first time applicant has bred cats of more than one Breed List application can be made to the BACs catering for these breeds, provided they can show an active interest in both/all breeds and feel capable of dealing with the commitment required by the BACs.
- h) GCCF Stewards who have not yet fulfilled the requirements necessary to join the Judge Appointment Scheme (e.g. prefix, breeding, showing, club membership) would normally be expected to continue uncertificated stewarding in order to widen their experience. This may be taken into consideration when the BAC discusses an application for appointment as a Pupil Judge.
- i) A first time applicant can apply to join the GCCF Judge Appointment Scheme for the judge list which caters for the breed owned or bred by the applicant. (Form 7) Once registered into the Scheme, the applicant must then apply to the BAC Secretary to join the Stewarding Section of the GCCF Judge Appointment Scheme by completing the Registration Form (Form 8), and paying the required fee of £20 which is not refundable.
- j) The applicant should be a prefix holder.
- k) The applicant must have breeding experience of at least 4 years from the date of their first registered litter, of a breed that is catered for by the BAC to which application is to be made.

*Note:* In exceptional circumstances (after referral to the appropriate BAC) the prefix requirement may be waived if proof of the required breeding experience can be provided and/or the breeding requirement may be waived if the applicant can show six years exhibiting experience of the breeds to be covered.

- l) The applicant must be a member of one or more participating constituent Clubs of the BAC, such membership to be maintained throughout their involvement with the GCCF Judge Appointment Scheme. If the applicant is refused membership of the sole constituent club for the breed, or has been excluded from it, it should be noted that use may be made of the arbitration process as described by Byelaw 11.6.
- m) The applicant must have at least three consecutive years' regular (not necessarily frequent) exhibiting experience of a breed that is catered for by the BAC to which application is to be made.
- n) All GCCF registered applicants who have completed the requirements of the BAC, in accordance with 18.i, j, k, l and m, will be accepted, immediately, into the Stewarding Section of the GCCF Judge Appointment Scheme, with the exception that Stewards who completed the requirements of the GCCF Stewarding Scheme with a BAC for a different breed type may be asked for up to two additional Stewarding Certificates to indicate competent handling of the BAC breed(s). No unregistered applicants will be accepted.
- o) A BAC will also consider applications to join the Stewarding Section of the GCCF Judge Appointment Scheme from applicants who have been accepted into the Stewarding Section for another Breed List. Any such applicant must be a member of one or more constituent Clubs of the BAC, this membership to be maintained throughout their involvement with the GCCF Judge Appointment Scheme.

The Breed Lists from which Stewards will be accepted by the TBAC are: all Full status breeds within the Foreign Section

- p) The BAC Secretary will notify the constituent Clubs and the GCCF of all persons who have enrolled in, or resigned from, the Stewarding section of the GCCF Judge Appointment Scheme.
- q) Acceptance into the Stewarding Section of the GCCF Judge Appointment Scheme of the TBAC does not guarantee appointment as a Pupil Judge of this Breed List.

#### **19. WORKING THROUGH THE STEWARDING SECTION OF THE GCCF JUDGE APPOINTMENT SCHEME**

- a) The purpose of the Stewarding Section is to provide further opportunity for prospective Judges to develop their ability to assess cats in the show situation, sympathetically and with confidence; to increase their knowledge of Show administration Rules and Procedures and to obtain a deeper understanding of the manner and attributes that are required in Judges.
- b) GCCF Judge Appointment Scheme Stewarding Certificates will be used by all BACs. These must be sent, by the Judge, to the BAC Secretary who will copy them to the constituent Clubs and to the Steward.
- c) Stewarding Certificates (Form 9) will be completed by Full GCCF Judges as a result of engagements at GCCF Championship Shows. Each steward must submit a minimum of **10** Certificates from a minimum of **6** different Judges. As much experience as possible should be obtained. This does not limit the number of times a steward can act for each Judge but does ensure a broad opinion of the steward's attitude and ability for BAC consideration.

NB. One stewarding engagement may result in certificates for any or all of the relevant BAC schemes depending on the breeds required to be covered by each BAC. However, should a candidate steward for more than one judge during a single show, certificates may not be sought from both judges.

- d) The BAC shall state the breeds to be covered by these **10** stewarding certificates and shall state whether or not the engagements must be for Breed classes, but must not require a greater number of certificates before considering a first application for appointment. The certificates required by the **TBAC** are as follows: **Tonkinese Adult, Kitten and Neuter classes**.
- e) The BAC may require up to three of the stewarding engagements to be with Judges determined by the BAC, this list of Judges to include at least two more names than the number of engagements required.
- f) Stewards may submit a record of stewarding engagements for breeds or classes not required by the BAC, for Pupil Judges or for Overseas Judges, as evidence of additional experience.
- g) Any Steward who is a Full or Pupil Judge of another Breed List may submit critiques of BAC breeds judged in Miscellaneous and Club classes. At the discretion of the BAC, these critiques may be taken in lieu of up to **5** of the required Stewarding certificates.
- h) Stewards should attend such Seminars as may be held by the BAC.

- i) Stewards must submit evidence of veterinary tuition, either at a seminar or by stewarding for the duty veterinary surgeon at a GCCF Show, to enable the Steward to identify and understand the veterinary defects as included in the GCCF SOP and the Guidelines to Veterinary Defects. (Form 10)
- j) Sufficient copies for the BAC representatives of all Certificates and any additional information submitted shall be copied by the BAC Secretary to the Secretary of each constituent Club or their nominated recipient. The progress of the Steward shall be reviewed at each full meeting of the BAC and the BAC Secretary shall then notify the Steward, in writing, within six weeks, of all relevant comments, advice and areas of concern. Stewards may be advised to seek engagements with Judges determined by the BAC.
- k) Any Steward who, for any reason, does not wish to continue in the Stewarding Scheme should inform the BAC Secretary. Similarly, any Steward who is unable, for a period of time, to participate in the Scheme should inform the BAC Secretary of this and should then inform them when they wish to return to the Scheme.

## **20. APPLICATION FOR NOMINATION AS A PUPIL JUDGE VIA THE STEWARDING SCHEME**

- a) After a minimum of one year stewarding within the BAC Stewarding Section of the GCCF Judge Appointment Scheme, and upon completion of the requirements listed in 19 above, the Steward may apply to the BAC for consideration for nomination as a Pupil Judge. (Form 11)
- b) The candidate must give details of all Breed Lists of which he/she is already a Full or Pupil Judge, or has applied for appointment as a Judge or for promotion. Candidates who are already Pupil Judges or wish to apply to more than one BAC should consider whether or not they have the time, and commitment and ability to fulfil the requirements.
- c) A candidate who has joined the stewarding scheme via a related breed (see rule 18.o) should normally be appointed to the original Breed List before any application is made to the TBAC. If the application to the original list was unsuccessful, the TBAC may consider the reasons for this decision before deciding whether or not to accept an application to the TBAC list or may decide not to accept an application until the candidate has been appointed as a Pupil Judge of the original breed.
- d) Applications must be submitted to the BAC Secretary on the official Application Form, accompanied by the required fee of £30 which is not refundable.

## **21. APPLICATION FOR NOMINATION AS A PUPIL JUDGE FROM A FULL JUDGE OF ANOTHER BREED LIST**

- a) Four weeks after publication on the GCCF website, and provided no objections have been made during this period, or after confirmation of the appointment at a Council meeting, newly appointed Full Judges may apply for appointment to further lists via this route after they have been appointed at a meeting of Council. This does not prevent a Full Judge from working through, or counting to work through the stewarding scheme of another list.
- b) Normally it would be expected that Full Judges applying for appointment to further lists would apply to those BACs catering for breeds of which they can show some knowledge.
- c) Full Judges applying to another list will be considered for appointment as Pupil Judges. They must not be assessed as if they were applying to be Full Judges of the new list.
- d) Full Judges who qualify to do so may choose to go through a stewarding scheme. A BAC may not direct such a course of action to a Full Judge.
- e) Any Judge eligible to judge a Grand Class will automatically be entitled to become a Pupil Judge of all other breeds included within that Grand Class, upon payment of the appropriate fee, provided that they comply with clause 21.a above. The BAC may not refuse this Pupil Judge appointment but must consider it as an opportunity to offer advice and guidance, if required, to a Judge who is already eligible to award Grand Certificates to their breed(s).
- f) The applicant shall submit to the BAC Secretary the required fee of £30, which is not refundable, together with the official Application Form (Form 12) which includes the following details:
  - i) Evidence that he/she is a Full Judge.
  - ii) Details of Breed Lists of which he/she is already a Pupil Judge, or has applied for appointment as a Pupil Judge or for promotion.

iii) Evidence of membership of one or more BAC participating constituent Clubs, such membership to be maintained throughout his/her involvement with the GCCF Judge Appointment Scheme, together with evidence of interest in the Breed List such as attendance at BAC seminars etc.

If the applicant is refused membership of the sole constituent club for the breed, or has been excluded from it, it should be noted that use may be made of the arbitration process as described by Byelaw 11.6.

iv) Their reasons for wishing to judge breeds in the list.

- g) Applicants shall supply copies of reports on any cats of the BAC Breed List they have judged in miscellaneous classes during the previous two years.
- h) Sufficient copies for the BAC representatives of the Application Form and all additional information submitted shall be copied by the BAC Secretary to the Secretary or nominated recipient of each constituent Club. Circulation will be electronic unless agreed otherwise.
- i) In the case of Full Judges of a Breed List of the same breed type, or where sufficient reports on cats of the BAC breeds have been submitted, or where the candidate has been assessed by representatives at a Seminar, the BAC should require no further information before voting.
- j) Where the BAC decides that the information provided is insufficient to enable them to consider the application fairly they may require the candidate to supply evidence of having stewarded for up to three Full Judges on the BAC list using the GCCF Judge Appointment Scheme Stewarding Certificates provided by the BAC (Form 9). The BAC may require one or more of these stewarding engagements to be with Judges determined by the BAC, this list of Judges to include at least two more names than the number of Certificates required. The stewarding engagement may be for the relevant Breed classes only, at a show where the candidate is also judging. The requirements of the BAC will be forwarded, in writing, to the applicant within 21 days of the BAC meeting.
- k) When these requirements have been completed, the Stewarding Certificates submitted shall be copied by the BAC Secretary to the Secretary or nominated recipient of each constituent Club and the application shall be reconsidered. Where agreed, these copies may be sent electronically. No reapplication fee will be required in this case.

## **22. APPLICATION FOR NOMINATION AS A PUPIL JUDGE FROM A FULL JUDGE FROM ANOTHER ORGANISATION**

- a) A candidate who, under the rules of another bona fide organisation, is a Full Judge of one or more of the BAC breeds may apply for consideration for nomination as a Pupil Judge on the BAC Breed List. This does not prevent a Full Judge for another organisation from working through, or continuing to work through, a GCCF stewarding scheme.

NB This does not prevent the invitation of a Judge who is not resident in England, Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands, who is not a GCCF Judge (Full or Pupil on any Breed List) and who has been on the relevant lists as a Full Judge under the rules of another bona fide organisation for at least three years, to judge at GCCF shows subject to Section 3, Rule 3 of the GCCF Rules.

- b) Judges for other bona fide organisations must apply first to those BACs catering for breeds of which they are Full Judges for the other organisation(s).
- c) Judges for other bona fide organisations will be considered as Pupil Judges. They must not be assessed as if they were applying to be Full Judges of the new list.
- d) The applicant must first register into the GCCF Judge Appointment Scheme. A separate application form (Form 13) must be completed in respect of each BAC to which application is to be made, but only one fee of £25 is required. For this the applicant will receive copies of the literature listed in clause 17g of these Rules, with the exception of the table work and stewarding forms.
- e) The applicant shall submit to the BAC Secretary the required fee of £30, which is not refundable, together with the official Application Form (Form 14) which includes the following details:
  - i) Evidence that he/she is a Full Judge of the relevant breeds for another bona fide organisation.
  - ii) Details of GCCF Breed Lists of which he/she is already a Pupil Judge, or has applied for appointment as a Pupil Judge or for promotion. Candidates who are already Pupil Judges or wish to apply to more than one BAC should consider whether or not they have the time, commitment and ability to fulfil the requirements.

- iii) Evidence of membership of one or more BAC participating constituent Clubs, such membership to be maintained throughout his/her involvement with the Judge Appointment Scheme, together with evidence of interest in the Breed List such as attendance at BAC seminars etc.
- iv) Their reasons for wishing to judge breeds in the list for the GCCF.
- f) Applicants shall supply copies of reports on any cats of the BAC Breed List they have judged to the GCCF Standard of Points during the previous two years.
- g) Sufficient copies for the BAC representatives of the Application Form and all additional information submitted shall be copied by the BAC Secretary to the Secretary or nominated recipient of each constituent Club. Where agreed, these copies may be sent electronically
- h) Where sufficient reports on cats of the BAC breeds have been submitted, or where the candidate has been assessed by representatives at a Seminar, the BAC should require no further information before voting.
- i) Where the BAC decides that the information provided is insufficient to enable them to consider the application fairly and they can provide evidence to support this decision, they may require the candidate either to submit up to three further critiques or supply evidence of having stewarded for up to three Full Judges on the BAC list using the GCCF Judge Appointment Scheme Stewarding Certificates provided by the BAC. The BAC may require one or more of these stewarding engagements to be with Judges determined by the BAC, this list of Judges to include at least two more names than the number of Certificates required. The requirements of the BAC and the reasons for their decision will be forwarded, in writing, to the applicant, and to the Full Judges included in this list, within 21 days of the BAC meeting.
- j) When these requirements have been completed, the Stewarding Certificates submitted shall be copied by the BAC Secretary to the Secretary or nominated recipient of each constituent Club and the application shall be reconsidered. No reapplication fee will be required in this case.

### **23. CONSIDERATION OF APPLICATIONS FOR APPOINTMENT AS A PUPIL JUDGE**

- a) The application for nomination as a Pupil Judge will be placed on the agenda for the next full meeting of the BAC. Candidates must not be required to attend interviews.
- b) The qualifications listed are basic requirements only. BAC members must also consider the candidate's consistency and perception in breeding, exhibiting and judging (if appropriate), the quality and well-being of the candidate's cats, the candidate's demeanour, ability to make analytical assessment under show conditions and the ability and moral courage to make objective judgments.
- c) The BAC will discuss the application and all available information before voting. Any replies to criticism, submitted in writing by the candidate, must also be considered.
- d) The BAC may consider that a candidate requires more tuition or experience before nomination as a Judge. In these circumstances the BAC will defer the candidate until its requirements are satisfied.
- e) The BAC may consider that, despite the advice, guidance and tuition given, a candidate has not reached the standard required for appointment as a Pupil Judge and it is decided that he/she will not achieve that standard after more experience. In these circumstances the BAC will reject the candidate.
- f) Votes will be cast by paper ballot. Acceptance or rejection requires a simple majority of those present and voting.
- g) In the first instance votes will be to Accept or not to Accept the candidate. If fewer than a simple majority of the votes cast are to Accept the candidate, a second ballot will be held to decide if the candidate should be Deferred or Rejected. If fewer than a simple majority of the votes cast on this second ballot are to Reject, the candidate will be Deferred.
- h)
  - i) Accept: The BAC Secretary will notify the GCCF Office of the names of candidates nominated for appointment as Pupil Judges in order that they may be published on the GCCF website, and provided that no objections have been received within four weeks candidates will be deemed to be appointed. In the event of objection(s) the name(s) will be placed on the next Council agenda (see byelaw 7.15).
  - ii) Defer: The BAC will identify the factual reasons for deferment and the Secretary will notify the GCCF Office of the candidate deferred.
  - iii) Reject: The BAC will identify the factual reasons for rejection and the Secretary will notify the GCCF Office of the candidate rejected.
- i) The result of BAC voting will be given verbally, by the BAC Secretary or, by agreement, by the BAC Chairman, within 48 hours of the meeting, provided that the candidate is contactable by telephone.

Deferred and rejected candidates will be given full factual details of reasons. In all cases the decision of the BAC (together with reasons where appropriate) will be confirmed to the candidate in writing within 21 days of the meeting.

- j) Any candidate who has not been given clear reasons for deferment or rejection should write to the BAC Secretary for clarification and should write to inform the GCCF Office if no satisfactory clarification is received.
- k) Any candidate who can provide proof that the information on which the decision was based was incorrect, must provide this proof to the BAC Secretary, in writing, within 21 days of receipt of the written notification, in order that the result of the decision may be delayed to allow the additional information to be circulated to the constituent Clubs and discussed by the BAC at its next meeting. A ballot will again be taken on the candidate in question. No re-application fee will be required.
- l) The BAC will arrange for deferred candidates to be given the opportunity to receive guidance and tuition in those areas identified as reasons for the deferral.
- m) A deferred candidate will not be allowed to reapply to the next meeting of the BAC. Candidates may reapply up to a maximum of three times. Prior to each reapplication a minimum of 5 Stewarding Certificates from Full Judges on the BAC list will be required. The BAC may require one or more of these Certificates to be from Judges on a list determined by the BAC. Any such reapplication shall be accompanied by the required fee of £30 which is not refundable.
- n) Any candidate who has been rejected or who has been deferred four times will be removed from the particular Judge Appointment Scheme. Any such candidate may, after a period of at least four years, reapply to join the BAC Stewarding Scheme or reapply as a Full Judge of another Breed List. If accepted as a Steward they must then repeat the full requirements of the Scheme; however in exceptional circumstances the BAC, at its discretion, may modify the stewarding requirements. If reapplying as a Full Judge they must complete the full requirements for application.
- o) Any Full Judge who is eligible to judge a Grand Class will automatically be entitled to become a Pupil Judge of all other breeds included within that Grand Class, upon payment of the appropriate fee. The BAC may not refuse this Pupil Judge appointment. The BAC Secretary will notify the GCCF Office of the names of any such candidates in order that they may be placed on the agenda of the next meeting of Council.

#### 24. SERVING AS A PUPIL JUDGE

- a) Appointment as a Pupil Judge of the TBAC Breed List does not guarantee promotion to Full Judge of this Breed List.
- b) The training period should last for a maximum of four years and must be regarded as a time of learning and of testing the conduct, character and ability of the person training to become a Full Judge. These elements should be borne in mind by both candidates and BAC members. A newly appointed Pupil Judge should not be expected to show the same degree of expertise, either in judging or in writing reports, as a Full Judge but should, with guidance from the BAC, achieve this by the time they apply for promotion. BACs must be positive and encouraging in their dealings with Pupil Judges and, where possible, offer praise in addition to constructive criticism.
- c) Candidates must expect, and learn to accept, constructive critical comment and BAC members and Full Judges must feel able to provide constructive critical comment without fear of repercussions.
- d) Pupil Judges will judge classes in accordance with the GCCF Rules. They are permitted to judge Breed Adult and Neuter classes at Exemption shows, but not Assessment classes.
- e) Any period of enforced absence of six months or more, during the four years, may be discounted by Council at the request of the BAC.
- f) Pupil Judges must send a copy of their show reports to the BAC Secretary within four weeks of the date of the show. This must include reports of all cats of the Breed List judged by them in Breed classes, whether placed or not, together with reports on cats in Miscellaneous and Club classes as required by the individual BAC. These requirements in respect of the TBAC are as follows: **All Tonkinese judged in Miscellaneous and Club Classes, whether placed or not.**
- g) Pupil Judges should regard a Tutorial as a very important learning process where they can increase their knowledge of a breed and benefit from the first hand experience of Full Judges or gain extensive knowledge of a breed through a BAC Seminar. Tutorials may take place either at a show or at a BAC Seminar.



- h) At shows, after judging the kitten Breed class of a BAC breed, and submitting the results slips to the table, the Pupil Judge may seek to discuss the cats, their placings and critiques with the Full Judge engaged to judge the equivalent adult or neuter Breed class of the same breed. In Breed Lists of more than one colour or pattern, more than one kitten Breed class may be discussed at a show, especially in breeds where entries per class are low. This should be done during the morning and, if time permits, the Full Judge may ask the Pupil Judge to look at or judge some of the equivalent adult cats from his/her own class(es). Any Judge may decline to participate in this BAC procedure on a particular occasion but it is hoped that all Judges will be able to participate when their judging load, and that of the Pupil Judge, permits them to do so. The stewards should not be present during discussion unless specifically required to handle a particular cat.

NB A Pupil Judge must be judging at the show for a tutorial to take place. No more than one Tutorial form may be submitted for any one Breed class or breed of the same pattern/colour at the same show.

- i) If the Tutorial is undertaken at a BAC Seminar, the candidate must be present for the full session and their attendance recorded on the Tutorial Notification Form by the Organiser or a Full Judge together with the programme theme, the numbers of cats involved the breeds/colours/patterns etc. covered and the priorities learned. These cats will count as examples of the breed experienced as part of the required numbers of certain colours/patterns of cats judged by candidates in miscellaneous and/or club classes.
- j) Evidence of at least **10** of these tutorial sessions must be submitted during the probationary period. Only 2 tutorials from any one Full Judge will count towards this number, except that the BAC may require a further tutorial and a report from a particular Judge to establish whether or not the Pupil Judge has acted on the advice given by the BAC. During the second and subsequent years of the probationary period the BAC may require one or more of these tutorials to be with Judges from a list determined by the BAC or may require reports on classes of particular colours/patterns. (Form 15)
- k) The Pupil Judge will complete the Tutorial notification on each occasion and the Full Judge will sign it, indicating the areas covered, before it is sent to the BAC Secretary. The Full Judge may wish to submit additional comments to the BAC.
- l) In the event of there being no kittens present in the Candidate's Breed class, a Pupil Judge may request permission of the Full Judge to judge, place and report to the BAC on the equivalent adult or neuter Breed class entries of the same breed and discuss the placings and critiques with the Full Judge of the appropriate Breed class. This class will be accepted by the BAC as a Breed class and the Full Judge should sign the Tutorial notification as required under 24.k Candidates should not expect to depend totally on such instances to fulfil the requirements.
- m) If a judging engagement includes no Breed classes of the TBAC breeds, a Pupil Judge may request permission of a Full Judge to judge, place and report to the BAC on any of his/her adult, kitten and/or neuter Breed class or single breed specialist Club class entries of a TBAC breed and discuss the placings and critiques with that Full Judge. This class will be accepted by the BAC as an Breed class and the Full Judge should sign the Tutorial notification as required under 24.k. Candidates should not expect to depend totally on such instances to fulfil the requirements.
- n) At a {Specialist Breed Club Exemption} show, after judging Breed class Adult, Kitten and/or Neuter classes and submitting the results slips to the table, a Pupil Judge may seek to discuss his/her placings with any Full Judge of the breed list who is judging at that show. These classes will be accepted by the BAC as a Breed class and the Full Judges should sign the Tutorial notification as required under 24.k. Candidates should not expect to depend totally on such instances to fulfil the requirements.
- o) If the equivalent adult and neuter Breed classes are both being judged by an overseas Judge, the candidate may seek to discuss their placings and critiques with any other Full Judge of the breed judging in that section.
- p) During the training period the Pupil Judge should attend such Seminars as may be held by the BAC.
- q) At least one veterinary assessment will be required, to ensure that the Pupil Judge is able to identify and understand the veterinary defects. This must be conducted at and All Breed show in order to test the Candidate's ability to detect defects in the course of judging and to evaluate the significance of defects when placing exhibits. Candidates must be prepared to show knowledge of, and answer questions on all defects listed in the preface to the Standard of Points and described fully in the publication 'Guidance Notes on Veterinary Defects'. It should be noted that these apply to ALL BREEDS, and therefore it should be expected that examples of defects in cats from all sections may be seen and/or discussed in the course of the assessment. (Form 16)" Copies of successful assessments should be sent electronically to the GCCF Judges Guild where they will be kept on file for future reference. Thereafter no further veterinary assessment should be required without good reason; which must be supplied to the candidate in writing and copied to the Judges' Guild.

- r). Sufficient copies for the BAC representatives of the show reports, assessments and any additional information submitted shall be copied by the BAC Secretary to the constituent Clubs, together with notification of the tutorials completed. The Clubs will monitor the reports for style, ability to describe the exhibits, knowledge, understanding and adherence to the Standard of Points etc. The progress of the Pupil Judge shall be reviewed at each full meeting of the BAC and the BAC Secretary shall then notify the Pupil Judge, in writing, within six weeks, of all relevant comments, advice and areas of concern.
- s) Prior to applying for promotion the candidate must complete a minimum of **12** judging engagements at separate Championship or Specialist Breed Club Exemption shows, which shall include the following classes: at least **10** Breed classes, or their equivalent (see j -n above), plus **critiques covering a range of colours and patterns must** have been submitted. (NB: A Kitten Breed class which is split by age or sex may only be counted as a single class).
- t) The candidate must also complete **3** assessments which will be undertaken to enable the Full Judge concerned and the BAC to decide whether the candidate has reached the required standard and is ready for promotion. Each assessment shall be performed under normal show conditions as follows:
- i) The assessment must take place either at a show where the candidate is either judging or stewarding for the Full Judge conducting the assessment and where the Full Judge conducting that assessment is judging or at a seminar. The BAC may require one or more of these assessments to be with Judges on a list determined by the BAC, in which case they must ensure there is adequate choice with at least two more names given than the number of assessments required. The BAC may allow a free choice from all full judges on the BAC list.
- ii) If the assessment is performed at a show, the Full Judge will supply the candidate with a list of exhibit numbers, preferably adults and/or neuters, which must be from the judging book of either the Full Judge or the candidate; the candidate must be supplied with the date of birth/age, sex and breed number of each exhibit to be judged. The candidate must then judge these cats, without prior discussion of the cats with the Full Judge concerned, or any other judge.
- iii) If the assessment is performed at a seminar, the Full Judge must supply the candidate with a list of the exhibit numbers, preferably adults and/or neuters, to be judged; the candidate must be supplied with the date of birth/age, sex and breed number of each exhibit to be judged. The candidate must then judge these cats without prior discussion with the Full Judge and prior to any discussion of the cats at the seminar.
- iv) In either case the candidate must write a full critique of each exhibit, indicating in each case whether or not a certificate/Best of Breed would be awarded, and then place them in order in a class or classes as required by the Full Judge. A maximum of FIVE cats may be included in each Assessment. For BACs which cover more than one colour or pattern the Assessment, where possible, should not be restricted to a single colour or pattern.
- v) The candidate should complete their critiques of the exhibits before discussing the exhibits, their critiques and placings with the Full Judge. They will hand a copy of the exhibit numbers and their placings to the Full Judge with the Assessment Form. The written copy of the critiques should be supplied to the Full Judge within 5 days of the assessment. The Full Judge will then complete the Assessment Form (Form 17) and send it to the TBAC, together with the candidate's written critiques. It is helpful if the Full Judge includes his/her own brief notes on some or all of these exhibits.
- vi) The candidate must also send a show report on these cats to the BAC Secretary. If the Full Judge has submitted notes on the exhibits, these will be circulated with the show report and Assessment.
- NB Candidates may seek to arrange, but should not normally undertake, Assessments until they have completed the majority of the other requirements. An Assessment may not be sought on the same breed as a Tutorial at the same show.
- u) Upon completion of the above requirements, the Pupil Judge of first instance may apply to the BAC for promotion to Full Judge. Applications must be submitted to the BAC Secretary on the official Application Form, accompanied by the required fee of £30 which is not refundable. (Form 18)
- v) A candidate who joined the scheme via another Breed List (see rule 18.o) should normally be promoted on the original Breed List before any application is made to the TBAC. If an application to the original Breed List could not be made or was unsuccessful, the TBAC may consider the reasons for this before deciding whether or not to accept an application for promotion on the TBAC list or may decide not to accept an application until the candidate has been promoted to Full Judge of the original breed.
- w) **A Pupil Judge who is already a Full Judge of another Breed List in the same section or of the same type may apply upon completion of the following requirements:**

- i) At least **10** engagements at Championship shows, which shall include the following classes: at least 5 **7** Breed classes, or their equivalent (see j - n above), plus **critiques covering a range of colours and patterns must** have been submitted. (see s above)
  - ii) Evidence of at least **7** tutorial sessions (see j above)
  - iii) **3** assessment(s) (see t above)
- x) **A Pupil Judge who is already a Full Judge of another Breed List in a different section and of different type** may apply upon completion of the following requirements:
- i) At least **12** engagements at Championship shows, which shall include the following classes: at least 5 **10** Breed classes, or their equivalent (see j - n above), plus **critiques covering a range of colours and patterns must** be submitted (see s above)
  - ii) Evidence of at least **10** tutorial sessions (see j above)
  - iii) **3** assessment(s) (see t above)
- y) The BAC should have gained sufficient information on a Pupil Judge by means of the show reports, tutorial experience, assessments and attendance at Seminars. Only if the BAC decides that the information provided is insufficient to enable them to consider an application for promotion fairly and they can provide evidence to support this decision, either prior to or after receipt of such application, may it request up to three additional assessments. The BAC may require one or more of these assessments to be with Judges on a list determined by the BAC, in which case the BAC must ensure that there is adequate choice: at least three names must be provided if one assessment is required, at least four if two assessments are required and at least five if all three assessments are required from named Judges. The BAC may allow a free choice from all full Judges on the BAC list. The BAC should inform the candidate and the Full Judges concerned of the reasons for the deferral and the areas to be covered by these further assessments.

If the BAC decides that a Pupil Judge requires additional assessments, he/she must be informed of this without delay as it is desirable for assessments to take place as soon as possible after completion of the requirements of Rules 24 j – t. If a candidate, who had not completed these requirements at the time of the previous BAC meeting, applies for promotion, the BAC may then request up to three additional assessments (Form 17) before voting on the application.

- z) When these additional assessments have been completed, the forms submitted shall be copied by the BAC Secretary to the Secretary or nominated recipient of each constituent Club. Where agreed, these copies may be sent electronically. Any application for promotion which was set aside pending completion of the additional assessments shall be reconsidered at the next meeting of the BAC. No reapplication fee will be required in this case.

## **25. SERVING A REFRESHER PERIOD AS A PUPIL JUDGE**

- a) Any Full, Emeritus or existing Specialist Judge who has not both judged cats of the TBAC Breed List at a GCCF Championship Show, and attended seminars, including Judges' Guild seminars etc, for cats of the TBAC Breed List, during the previous five year period may be required to undertake a refresher period as a Pupil Judge.
- b) The BAC Secretary shall, at the request of the BAC, write to any Full, existing Specialist or Emeritus Judge who is believed not have both judged cats of the TBAC Breed List at a GCCF Championship Show and attended seminars for cats of the TBAC Breed List, for a period of five years to draw their attention to clause 2.i of the Philosophy & Constitution of the Procedure of the GCCF Judge Appointment Scheme and clause 25 of the Rules.
- c) If the Judge can provide evidence of having judged cats of the TBAC Breed List at a GCCF Championship Show, or of having attended TBAC seminars during the previous five years, the BAC Secretary shall present this evidence at the next BAC meeting.
- d) Any Judge who does not wish to continue as a Full, Emeritus or existing Specialist Judge of the TBAC Breed List may request that their name be placed on the Retired List for all breeds or that their name be removed from the list of Judges of the TBAC Breed List. Upon receipt of this information the BAC Secretary will inform the GCCF Office.
- e) If the Judge wishes to undertake a refresher training period of judging in order to apply for reinstatement as a Full, Emeritus or existing Specialist Judge of cats of the Breed List, the BAC Secretary will inform the GCCF Office of the name of the Judge to be listed as a Pupil Judge (refresher).

- f) Prior to applying for reinstatement, the candidate must complete a minimum of **10** engagements at Championship shows, judging kittens of the TBAC Breed List in Breed classes. At a minimum of three **7** of these shows, after submitting the results slips to the table, the candidate shall seek to discuss the placings and critiques with a Full Judge of the Breed List. Evidence of these tutorial sessions must be submitted to the BAC. (Form 13) The BAC may require one or more of these tutorials to be with Judges determined by the BAC.
- g) Candidates must send a copy of their show reports to the BAC Secretary within four weeks of the date of the show. This must include reports of all cats of the Breed List judged by them in Breed classes, whether placed or not, together with reports on cats in Miscellaneous and Club classes as required by the individual BAC. These requirements in respect of the TBAC are as follows: **all Tonkinese judged in Miscellaneous and Club classes whether placed or not.**
- h) If additional breeds, colours or patterns have been added to the TBAC Breed List during the previous five years, the BAC may require the candidate to undergo up to three assessments with Judges on a list determined by the BAC, this list to include at least two more names than the number of assessments required. (Form 17) These assessments shall be arranged by the candidate and shall be performed as in 24.t above and must include cats of the new breeds, colours or patterns. The BAC may require the candidate to attend a seminar at which cats of the new breeds, colours or patterns are present, provided that such a seminar is to be held within two years.
- i) Upon completion of the above requirements, the candidate may apply to the BAC for reinstatement as a Full, Emeritus or existing Specialist Judge. Applications must be submitted to the BAC Secretary on the official Application Form, accompanied by the required fee of £15, which is not refundable. (Form 19)

## **26. CONSIDERATION OF CANDIDATES FOR PROMOTION TO FULL JUDGE, OR FOR REINSTATEMENT AS FULL, EMERITUS OR EXISTING SPECIALIST JUDGE**

- a) The application for consideration for promotion to Full Judge, or for reinstatement as a Full, Emeritus or existing Specialist Judge, will be placed on the agenda for the next full meeting of the BAC. Candidates must not be required to attend interviews.
- b) The BAC will discuss the application and all available information before voting. Any replies to criticism, submitted in writing by the candidate, must also be considered.
- c) The BAC may consider that a candidate requires more tuition or experience before promotion to Full Judge, or reinstatement as a Full, Emeritus or existing Specialist Judge. In these circumstances the BAC will defer the candidate until its requirements are satisfied.
- d) The BAC may consider that, despite the advice, guidance and tuition given throughout the probationary period, a candidate has not reached the standard required for promotion or reinstatement and it is decided that he/she will not achieve that standard after more experience. In these circumstances the BAC will reject the candidate.
- e) Votes will be cast by paper ballot. Acceptance or rejection requires a simple majority of those present and voting.
- f) In the first instance votes will be to Accept or not to Accept the candidate. If fewer than a simple majority of the votes cast are to Accept the candidate, a second ballot will be held to decide if the candidate should be Deferred or Rejected. If fewer than a simple majority of the votes cast on this second ballot are to Reject, the candidate will be Deferred. At the end of the maximum probationary period only the first ballot may be held. If fewer than a simple majority of the votes cast are to Accept, the candidate will be Rejected.
- g)
  - i) Accept: The BAC Secretary will notify the GCCF Office of the names of those candidates nominated for appointment as Full Judges, or for reinstatement as Full, Emeritus or existing Specialist Judges, in order that they may be placed on the agenda of the next meeting of Council.
  - ii) Defer: The BAC will identify the factual reasons for deferment and the Secretary will notify the GCCF Office of the candidate deferred.
  - iii) Reject: The BAC will identify the factual reasons for rejection and the Secretary will notify the GCCF Office of the candidate rejected. In the event of rejection of a candidate who has completed a refresher period as a Pupil Judge, the BAC will request that their name be placed upon the Retired List for this Breed List.
- h) The result of BAC voting will be given verbally, by the BAC Secretary, or, by agreement, by the BAC Chairman, to each candidate, within 48 hours of the meeting, provided that the candidate is contactable by telephone. Deferred and rejected candidates will be given full factual details of reasons. In all cases

the decision of the BAC (together with reasons where appropriate) will be confirmed to the candidate in writing within 21 days of the meeting.

- i) Any candidate who has not been given clear reasons for deferment or rejection should write to the BAC Secretary for clarification and should write to inform the GCCF Office if no satisfactory clarification is received.
- j) Any candidate who can provide proof that the information on which the decision was based was incorrect, must provide this proof to the BAC Secretary, in writing, within 14 days of receipt of the written notification, in order that the result of the decision may be delayed to allow the additional information to be circulated to the constituent Clubs and discussed by the BAC at its next meeting. A ballot will again be taken on the candidate in question. No re-application fee will be required.
- k) The BAC will arrange for deferred candidates to be given the opportunity to receive guidance and tuition in those areas identified as reasons for the deferral.
- l) A deferred candidate will not be allowed to reapply to the next meeting of the BAC. Candidates may reapply up to a maximum of four times. Prior to each reapplication three further assessments will be required. The BAC may require one or more of these assessments to be from Judges on a list determined by the BAC. Any such reapplication shall be accompanied by the required fee of £30, or £15 for reinstatement, which is not refundable.
- m) A candidate who does not achieve promotion or reinstatement within the four year probationary period, plus any time discounted by Council at the request of the BAC, for enforced absence from the scheme, will automatically lose Pupil Judge status of that Breed List unless the BAC considers that there are circumstances that warrant an application by the BAC to Council for an extension of the candidate's probationary period for a maximum of two one-year extensions.
- n) Any candidate who has been rejected or who has failed to achieve promotion or reinstatement after a maximum of six years training period, plus any time discounted by Council at the request of the BAC, for enforced absence from the scheme, will be removed from the particular Judge Appointment Scheme. Any such candidate may, after a period of at least four years, reapply to join the Stewarding Section of the GCCF Judge Appointment Scheme or reapply as a Full Judge of another Breed List. If accepted as a Steward they must then repeat the full requirements of the Scheme; however in exceptional circumstances the BAC, at its discretion, may modify the stewarding requirements. If reapplying as a Full Judge they must complete the full requirements for application.