

Canadian
Cat Association

Canada's Registry of Pedigreed Cats Since 1960



Association Féline
Canadienne

Le registre des chats de race du Canada depuis 1960

CCA-AFC

CLERKING

MANUAL

2026

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The CCA-AFC Clerking Manual outlines the program aimed at CCA-AFC Unlicensed and Licensed Clerk and Master Clerk. **For further information regarding this program, please refer to CCA-AFC show rules, Appendix 2 – Clerking Program** available on our website www.cca-afc.com

Any requirements appearing in the CCA-AFC Clerking Manual which are considered inconsistent with the current Show Rules pertaining to the same matter, the CCA-AFC Show Rules shall always be followed.

Questions and requests regarding the CCA-AFC Clerking Program should be directed to the Clerking Committee Program Chair.

This manual is currently in effect as of the date appearing on the cover. It replaces and supersedes all separate and similar directives which were issued in previous years.

CHAPTER 1 – CLERKING BASICS

Kittens: Must be between the ages of 4 - 8 months of age. Kittens are judged to the same conformation standards as the Championship, giving allowances for their age. They are scored for both Regional & National awards.

Championship: Must be older than 8 months of age and intact. These cats are judged to the conformation standard unique to each breed and are scored for both Regional & National awards.

Premiership: These cats are 8 months of age and have been neutered or spayed. These cats are judged to the same conformation standard as the Championship class and are scored for both Regional & National awards.

Household Pet: Kittens may be shown with the adults. Kittens must be neutered/spayed by 6 months of age.

HOW CATS COMPETE

Breed Class - Breed classes are defined by the breed of the cat (i.e., Siamese, Persian, etc.), the age of the cat, the colour or pattern of the cat, and in the case of adult cats – the title of the cat. It is from those evaluations and placements that the judge selects their choice for the Best of Breed ribbon (black), Second Best of Breed ribbon (yellow), and in the adult classes – Best Champion/Premier (tan) and Best Grand Champion/Grand Premier (light blue).

Sex - The judging process begins with male cats competing against male cats and female cats against female cats within their respective **breed, colour, and within the adult classes — the title:** for 1st (red ribbon), 2nd (blue ribbon) and 3rd (white ribbon) placements.

Kittens do not have titles. The female kittens in a breed colour class are judged against each other and the male kittens in a breed colour class are judged against each other. Ribbons for 1st, 2nd and 3rd placings in each sex and colour are hung. Followed by Best of Colour and 2nd Best of Colour which is chosen from the combined male & female colour class.

In the Championship class the entries are processed as follows:

Male Champions vs. Male Champions
1st, 2nd, & 3rd

Female Champions vs. Female Champions
1st, 2nd, & 3rd

Male Grand Ch vs. Male Grand Ch
1st, 2nd, & 3rd

Female Grand Ch vs. Female Grand Ch
1st, 2nd, & 3rd

NOTE: The clerk's catalogue will list some cats in the OPEN class, but in the judges books these cats are considered Champions/Premiers and compete as such.

The same procedure is followed in the Premiership Classes.

Colour Class - Colour classes refer to the various recognized colours and patterns within each breed. Cats in the same breed class and the same colour class compete for the Best of Colour Class ribbon (dark green which is written as 'B') and 2nd Best of Colour Class ribbon (light green which is written as 'S') regardless of sex or title.

Title - Once the judge has decided upon the Best and 2nd Best of Breed, they choose the Best Champion of Breed (tan ribbon) and Grand Champion of Breed (light blue). Depending on the title of the Best and Second Best of Breed these wins could go to them. For example, if the Best of Breed was a Grand Champion, it would automatically get the Best Grand Champion of Breed. Likewise, if the Best of Breed was a Champion it would automatically receive the Best Champion ribbon. **However, should both the Best and Second Best of Breed winners be Champions, the judge would select the Best Grand Champion of Breed from the remainder of the class - provided there are cats of these titles entered in the class.** The same procedure is followed for the Premiership class.

ALL BREED FINALS

The judge will award a final position and plaquette (or rosette) to the cats, kittens, and alters he/she feels are the best. The placement cards/rosettes will designate placings from Best through to 10th Best, **regardless of the number of entries.** *NOTE: In the Championship class a top 15 final would be awarded when 60 or more cats are entered in the class. In the Premiership, Kitten and HHP classes a top 15 final will be awarded if 40 or more cats are entered in the class.*

During the All Breed Championship final the judge must designate an award for:

- Best, 2nd Best, and 3rd Best **All Breed** Champion
- Best, 2nd Best, and 3rd Best **Longhair** Champion
- Best, 2nd Best, and 3rd Best **Shorthair** Champion

- Best, 2nd Best, and 3rd Best **All Breed** Grand Champion
- Best, 2nd Best, and 3rd Best **Longhair** Grand Champion
- Best, 2nd Best, and 3rd Best **Shorthair** Grand Champion

During the All Breed Premiership final the judge must designate an award for:

- Best, 2nd Best, and 3rd Best **All Breed** Premier
- Best, 2nd Best, and 3rd Best **Longhair** Premier
- Best, 2nd Best, and 3rd Best **Shorthair** Premier

- Best, 2nd Best **All Breed** Grand Premier
- Best, 2nd Best **Longhair** Grand Premier
- Best, 2nd Best **Shorthair** Grand Premier

During the All Breed Household Pet final the judge must designate an award for:

- Best, 2nd Best, and 3rd Best **All Breed** Companion
- Best, 2nd Best, and 3rd Best **Longhair** Companion
- Best, 2nd Best, and 3rd Best **Shorthair** Companion

- Best, 2nd Best **All Breed** Grand Companion
- Best, 2nd Best **Longhair** Grand Companion
- Best, 2nd Best **Shorthair** Grand Companion

SPECIALTY FINALS

(Longhair and Shorthair specialty rings as well as the Bonus specialty rings held in the Kitten, Championship, Premiership classes)

Although all the cats compete within their breed class the same in a Specialty Ring as in an All Breed Ring, when it comes to the final awards they only compete against cats with the same hair length designation (Longhair or Shorthair). The judge will award a final position and plaque or rosette to the cats, kittens, and alters that they feel are the best in the Longhair division AND the Shorthair division. **Top 10 final is mandatory for all classes regardless of number of entries in that class**; the exception is when a top 15 final is necessary because 60 or more cats are entered in a coat length, for alters, kittens and HHP, the number of entries is 40.

During the Specialty final the judge must also designate the following awards in both the Longhair and Shorthair finals:

- Best, 2nd Best, and 3rd Best Champion
- Best, 2nd Best, and 3rd Best Grand Champion
- Best, 2nd Best, and 3rd Best Premier
- Best and 2nd Best Grand Premier

BONUS FINALS

In the case where the judging ring is designated as an **All Breed + Bonus** (kitten, champion, premier, household pet) **the judge will evaluate the first coat length** (i.e., longhair) **in the BONUS class scheduled** for their ring. **Do not start the shorthair entries of the class until the judge has awarded their longhair specialty finalists***. Once the final is completed you may then call the shorthair entries to the ring to be judged. Upon completion of judging the shorthair class **the judge will proceed to award their shorthair specialty finalists**. Usually the judge, in order to save time, will dismiss the shorthair entries which will not be receiving an All Breed final. The judge will give the clerk their chosen finalists from the longhair class to be called for the All Breed final. *Note: the judge may prefer to dismiss all the shorthair finalists while making their decisions for the All Breed final selections.*

**Clerk must always check the judging schedule – SH may be scheduled to be judged before the LH cats. Also, if there are scheduling conflicts, after checking with the show manager, the ring may need to continue judging the SH cats before calling the LH final (or vice-versa if the ring started judging the SH cats before the LH).*

HOUSEHOLD PET JUDGING AND FINALS

Household pets are judged on health, condition, colour or markings and temperament. Upon initial evaluation by the judge each household pet can be awarded either a 1st ribbon (red) or depending on the club - an Award of Merit ribbon (any colour). The clerk will write '1' beside the cats number under the corresponding ring column regardless of

title. In the case where the judging ring is designated as an **All Breed + Bonus**, the judge will evaluate the first coat length (i.e., longhair) in the **BONUS** class scheduled for their ring. **Do not start the shorthair entries of the class until the judge has awarded their longhair specialty finalists***. Once the final is completed you may then call the shorthair entries to the ring to be judged. Upon completion of judging the shorthair class **the judge will proceed to award their shorthair specialty finalists. The judge will select 10 finalists** from the LH and SH household pets for an Allbreed final.

**Clerk must always check the judging schedule – SH may be scheduled to be judged before the LH cats.*

During the Allbreed Household Pet finals the Judge must designate:

- Best, 2nd Best, and 3rd Best **All Breed** Companion
- Best, 2nd Best, and 3rd Best **Longhair** Companion
- Best, 2nd Best, and 3rd Best **Shorthair** Companion

- Best, 2nd Best **All Breed** Grand Companion
- Best, 2nd Best **Longhair** Grand Companion
- Best, 2nd Best **Shorthair** Grand Companion

During the Specialty final the judge must also designate the following awards in both the Longhair and Shorthair finals:

- Best, 2nd Best, and 3rd Best Companion
- Best, 2nd Best Grand Companion



FIRST: Awarded to the best entry in the same colour, sex and title — within the breed class.



SECOND: Awarded to the second best entry in the same colour, sex and title — within the breed class.



THIRD: Awarded to the third best entry in the same colour, sex and title — within the breed class.

Entries in the same breed, sex, colour, and title classes are awarded the 1st, 2nd, 3rd ribbons.

Each colour or pattern within a breed is judged separately from the rest of the entries in that breed. (i.e., a brown classic tabby maine coon would NOT compete against a brown mackerel tabby maine coon for the 1, 2, 3 ribbons OR the Best/2nd Best of Colour ribbons. They would be judged as separate colours.)

The Best of Colour Class and Second Best of Colour Class is awarded to the 1st and 2nd place winners of the same colour. This would be written as 1B (Best) and 2S (Second).



BEST OF COLOUR: Awarded to the best entry in the same colour regardless of sex or title within the breed class



SECOND BEST OF COLOUR: Awarded to the second best entry in the same colour regardless of sex or title within the breed class



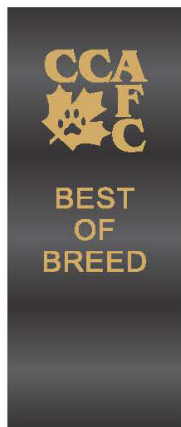
BEST CHAMPION OR PREMIER OF BREED: Awarded to the best Champion or Premier entry competing in the breed class regardless of colour or sex.

Best Champion / Premier of Breed ribbon (tan brown) is recorded using the entry's number in the space provided at the end of the breed class as well as the breed final sheet.

Best Grand Champion / Grand Premier of breed ribbon (light blue) is recorded using the entry's number in the space provided at the end of the breed class as well as the breed final sheet.



BEST GRAND CHAMPION OR GRAND PREMIER OF BREED: Awarded to the best Grand Champion or Grand Premier entry competing in the breed class regardless of colour or sex.



BEST OF BREED: Awarded to the best overall entry in the breed class regardless of colour, sex or title.



SECOND BEST OF BREED: Awarded to the second best overall entry in the breed class regardless of colour, sex or title.

Best of Breed (black) and Second Best of Breed (yellow) is recorded using the entry's number in the space provided at the end of the breed class as well as the breed final sheet.

Disqualification Abbreviations

These abbreviations would be written on the judge's sheet beside the entry's number as well as on the Disqualification / Colour Change form.

W/A Withhold Awards
NFA No Further Awards
DUH Disqualified Unable to Handle
DV Disqualified, Vicious
DLE Disqualified, Lack of Etiquette
AOV Any Other Variety

CCA CLERKING CAT CLUB

CLUB

BRAMPTON, ON

SEPT. 1/16

LOCATION / ENDROIT

J. JUDGE

DATE

JUDGE'S SIGNATURE / SIGNATURE DU JUGE

MASTER CLERK'S SIGNATURE / SIGNATURE DU MAÎTRE-COMMIS

RING # 2

RING CLERK INITIALS
INITIALES DU COMMIS

FINAL TYPE / TYPE DE FINALE

☒ AB / TR

☐ LH

☐ AB + BONUS
TR + BONUS

☐ SH

AB CHAMPIONSHIP CHAMPIONNAT TR			
1	LH/PL SH/PC	61	CH GR
2	LH/PL SH/PC	46	CH GR
3	LH/PL SH/PC	29	CH GR
4	LH/PL SH/PC	31	CH GR
5	LH/PL SH/PC	54	CH GR
6	LH/PL SH/PC	53	CH GR
7	LH/PL SH/PC	36	CH GR
8	LH/PL SH/PC	32	CH GR
9	LH/PL SH/PC	56	CH GR
10	LH/PL SH/PC	49	CH GR
11*	LH/PL SH/PC		CH GR
12*	LH/PL SH/PC		CH GR
13*	LH/PL SH/PC		CH GR
14*	LH/PL SH/PC		CH GR
15*	LH/PL SH/PC		CH GR

Compare the finalists' numbers with the results you wrote down as the judge hung the award during the final. NEVER copy from the judges sheets.

Using **your records** of the winners in each breed class, compare each finalists' position in the final against the recorded Best & 2nd Best of breed winners. The 2nd Best of Breed in a class cannot final ahead of the Best of Breed in the same class, and compare the title circled on the final sheet against what you recorded in the breed class.

Having determined that all the finalists are eligible for their positions in the final you can determine the winners of the Champion and Grand Champion awards recorded in the boxes at the bottom of the page. It is important for the Clerk to figure out these results so they can compare their results with the Judge's results.

The first 3 cats are Champions. They would automatically be the top 3 ALLBREED Champions. Cats 61 & 46 are shorthairs (refer to your breed sheet) and would be the Best and 2nd Best SHORTHAIRED Champion. Cat 29 is a longhair and therefore becomes the Best LONGHAIR Champion. The next CHAMPION to final is cat 54, this cat is a shorthair and would become the 3rd Best SHORTHAIRED Champion. The next Champion to final is cat 53 which also is a shorthair but is not recorded elsewhere on the final sheet because only 3 shorthair Champions are required. Cat 32 is the next Champion to final and is a longhair which makes this cat the 2nd Best LONGHAIR Champion. Cat 49 is the last Champion in the final, but it is a shorthair and is not needed for the top 3 shorthair Champion results. The 3rd Best LONGHAIR Champion *needs to be designated by the judge* who will tell the clerk their decision. The clerk needs to confirm this particular cat qualifies for the award i.e., that the cat is indeed a LH Champion).

Figuring out the Grand Champions follows the same process. You work your way down the final until a Grand is finalized. In this case Cat 31 is the first Grand to final which therefore makes it the Best ALLBREED Grand; followed by cats 36 and 56 which become the 2nd and 3rd Best ALLBREED Grand Champions respectively. Cats 31 & 36 are longhair making them the Best & 2nd Best LONGHAIR Grand Champion; Cat 56 is shorthair making it the Best SHORTHAIRED Grand Champion. Since no other Grand Champions were finalized the judge will designate the winners and provide them to you. You would check to make sure the numbers given are eligible for those wins.

*IF 60 OR MORE ENTERED / SI 60 INSCRITS OU PLUS

CH	AB/TR	LH/PL	SH/PC
1	61	29	61
2	46	32	46
3	29	33	54

DISTRIBUTION:

White - Office
Blanche - Bureau

Yellow - Judge
Jaune - Juge



GR	AB/TR	LH/PL	SH/PC
1	31	31	56
2	36	36	39
3	56	25	44



**CANADIAN CAT ASSOCIATION
RING CLERK'S EVALUATION BY JUDGE**

Judges are to complete this questionnaire regarding the performance of your Ring Clerk. This request is made in order to help improve the training, knowledge, and advancement of CCA Ring Clerks. Your time in completing this evaluation and objective observations is appreciated.

Name of Clerk: _____ **Clerk's E-mail Address:** _____

Clerk's Mail Address: _____

Clerk's Telephone: _____ **Judges Name:** _____

Name of Club: _____ **Date of Show:** _____

RING PREPARATION

Criteria to consider in this evaluation – did Clerk introduce her/himself, was the judging area set up properly with plenty of ribbons on hand, did she/he discuss with you how you would like your ring supervised, was the Steward advised how to clean cages properly, how to return cards, final ribbons in proper order ready to present final.

Excellent Very Good Good Improvement Needed*

*Please Specify _____

KNOWLEDGE OF SHOW RULES

Criteria to consider in this evaluation – was Clerk aware of Basic Show Rules, Show Etiquette, Colour of Ribbons, knowledge about short forms used in recording decisions, making Judge aware of any discrepancies which may appear on Judges' Sheets prior to being taken to Master Clerk.

Excellent Very Good Good Improvement Needed*

*Please Specify _____

TIME MANAGEMENT

Criteria to consider in this evaluation – was Clerk able to keep ring running on time according to Show Schedule, ensuring Stewards kept cages cleaned in a timely manner, ensured cat numbers being called were forwarded to the Announcer in a timely manner, checking on missing cats for 2nd and final announcements.

Excellent Very Good Good Improvement Needed*

*Please Specify _____

ATTITUDE

Criteria to consider in this evaluation – did the Clerk work well with the Judge, Steward, Master Clerk and Show Committee, courteous and resourceful when required to provide additional information and / or responding to questions from Judge, Exhibitors and Spectators.

Excellent Very Good Good Improvement Needed*

*Please Specify _____

ADDITIONAL COMMENTS _____

SIGNATURE of JUDGE: _____ ***DATE*** _____

— White Copy – CCA/Yellow Copy – Judge

CHAPTER 2 - GUIDE TO OBTAINING CLERKING LICENSES

- a) All clerks regardless of status are expected to be punctual, polite, professional and efficient.
- b) Attendance at a CCA-AFC Clerking School is recommended and **will count as a ring clerk assignment for those clerks who are members of the Clerking Program.** Individuals who are not a CCA-AFC member are welcome to attend the school for a nominal fee.
- c) **Refer to Appendix 2 - Section 3 of the CCA-AFC show rules for the requirements of each level of clerking.** Satisfactory written evaluations are required to request an exam
- d) The exams used in the Clerking Program are open-book format which cover topics relevant to the position which can be found in the CCA-AFC Show Rules. A 90% or better average is required to pass.

CHAPTER 3 - CLERKING GUIDE

INVITATION

While the initial contact between the Club and a Clerk is normally done verbally, this guideline is concerned with what should be covered on a formal basis. The procedure is initiated by the Club which extends a written invitation to a Clerk to act a specific show.

- 1) A contract which includes the details of the Clerking assignment will be mailed/emailed to the Clerk. Each Clerk should provide a written response within 7 days to either accept or decline the invitation to clerk. When accepting, the Clerk must mail/email the signed contract back to the Club. Once both parties have signed, the clerk must forward a copy of the signed contract to the Clerking Chair.
- 2) Three weeks prior to the show, the Club should contact each Clerk to finalize all arrangements. Information on any special events taking place in conjunction with the show such as a Club Dinner as well as emergency numbers the Clerk can use in the event of any problems should be forwarded.
- 3) Hospitality in the form of lunch and refreshments throughout the day must be provided as a courtesy by the Club.
- 4) Last Minute Changes: It is very important that both parties advise each other of any alterations to these plans as soon as the change takes place.
- 5) All licensed Clerks must be paid in full according to the CCA-AFC fee schedule upon completion of the ring the Clerk is working in.

GETTING STARTED

- * Come prepared! Clubs provide very basic supplies for the Ring Clerk to use. It is recommended that Clerks assemble their own clerking kit with items which help them perform their duties in the ring. A pencil case or small box are ideal to carry supplies to the show.

Recommended supplies include:

- * Pencils, pens (blue and red), X-fine point permanent ink Sharpie

- * Highlighters
 - * Paper clips (large and small) preferably blue and pink in colour
 - * Binder (bull nose) clips of all sizes
 - * Rubber bands
 - * Correction fluid or correction tape
 - * Note pads
 - * 'Post-It Notes' pad and multi-colour mini Post-It tabs
 - * Transparent tape
 - * Twist ties
 - * Band-Aids
- * Don't be late arriving at the show. Try to be in your ring at least 45 minutes before the advertised starting time.
- * Obtain your copy of the show catalogue and judging schedule. *FYI: judges are not allowed to see the information in the show catalogue.*
- * If the cards have not been sorted it is up to you to get the job done. Arrange the cards numerically in both pink and blue. Pink is for females, blue for males. Starting with the kitten class refer to the catalogue for the sex of each entry and select the appropriate card colour (pink/blue) for the cat's number. Cards that are not needed should be kept separate from the ones needed (i.e., in the back section of the ring card box). If double-sided cards are used, you should mark the front of the card in pencil or use colour paper clips (pink and blue) so that the gender is apparent to you and the judge to prevent wasting time repeatedly looking in the catalogue.
- It is helpful to separate your cards into the four classes (Kitten, Champions, Premiers, Household Pet, and coat length within each class) by placing an elastic band around each.
- Once absentee cards have been removed, it is also helpful for the clerk to separate the cards by breed classes (i.e., Birman, Maine Coons, Persians, etc.), this will avoid a cat being separated from its class when cards are placed in the card holders on the cages.
- * Introduce yourself to your ring steward (person who will clean the cages between cats) and find out his/her name. Determine whether your Steward is familiar with cleaning cages and demonstrate if necessary. This gives you the opportunity to inform the Steward how you will indicate a cage needs to be clean, removal of ribbons to be placed back on the Judge's table, return of cage numbers to the clerk, leave doors open to receive the next cat, etc.
- * Locate where the Master Clerk is working since you will be required to bring your paperwork to him/her.
- * Some Master Clerks may provide you with a list of clerks who are showing their cats and the cat(s) number(s). This will help avoid 2nd & 3rd calls.
- * Locate where the Announcer is, washrooms, lunch room, and where extra supplies like ribbons, paper towels and disinfectant are kept.
- * Check the show schedule to see which class your ring is starting with, as well as to see if your ring will be doing a Bonus Ring Final and remind the Judge prior to beginning the

class.

- * When the Clerk receives the Transfer and Absentee list, they will record the listed changes in their catalogue and then read the changes to the Judge who makes the changes to their Judge's Book. Transfer notations should be made in RED ink and be as simple and clear as possible indicating which page the entry has been transferred from and to.

The Transfer & Absentee list will contain the following information: Absentees (indicated by the letter 'A'), colour changes, if cat is entered for only one day of the show you will see the notation 'XXX', breed changes (i.e., entered as an Exotic Shorthair but is actually an Exotic Longhair) date of birth, competitive class transfer (from kitten to championship or premiership), title transfer (i.e., Champion to Grand Champion). *See examples of transfers in the RECORD KEEPING portion of this manual.*

- * In the event a clerk is working for the Saturday show only and another clerk will be working the Sunday show, the Saturday clerk must keep a list of the changes made to the catalogue so the Sunday clerk will have the information to advise the Sunday judge.

The second day of a 2-show weekend may have additional changes so the Clerk should be provided with an updated list and will need to make any additional corrections to their catalogue. The Clerk will advise the Judge of **all corrections** for both days.

NOTE: Changes to registration numbers, owner or cat names could also appear on the Absentee and Transfer sheet which needs to be corrected in the Clerk's catalogue only.

The Judge does not need this information.

- * Advise the Judge if there are enough entries to award a top 15 final (60 cats, 40 kittens, alters or household pets are required). Otherwise, the number of finalists is always 10.
- * Ask the Judge how they like their ring managed, for example, keep the ring full, if possible, numbers from left to right, how to bring up large breed classes. The judge will notify you if there is a class that she/he wants to turn down cards due to the size of the class or other reason.
- * Locate the laminated final numbers and the plaquettes or rosettes used in the finals.
- * Turn off or silence cell phone once the show starts.
- * Have your ring cards ready to go on the cages and an announcement slip with the required cats' numbers and Ring number for the first group of cats in anticipation of the start of the show.

MANAGING THE RING

- * For a show to run smoothly and finish on time depends a lot on the quality of the show's Clerks. Clerks must accurately record the ribbon and final results in their catalogue since the Clerk's results are used to certify the Judge's records are correct.

The Clerk is to record in their catalogue the ribbons as the Judge hangs them. **Clerks**

must never copy the results from the Judge's posting slips or finals.

If errors on the judge's sheet are not caught by the Ring Clerk, it is considered the Clerk's mistake.

- * Once the judge has finished judging a class of cats and the awards have been hung, and you have marked your catalogue you can turn the card down and the exhibitor will/should know he/she can now remove the cat from the judging area. **Never remove a cage card until the cat has been removed from the judging cage**
- * The location of the Clerk in the ring can make them a target for questions from spectators or exhibitors. As a CCA Clerk you can create goodwill for the association and cat fancy so be polite and professional. If the Clerk can spare a few moments to answer a question they should try to answer it...*if they know the answer*. However, the Clerk should not engage in long conversations which may adversely affect their clerking responsibilities. When answering exhibitor or spectator questions, if possible, walk away from the judging table while remaining in the judging area, in order not to distract the judge/cat.
- * The Ring Clerk should not be away from the ring for long durations. Make sure you inform your judge if you will be away for a few minutes. Inform your ring steward to do the same should he/she need to leave your ring.
- * The Ring Clerk is responsible for preventing spectators from wandering into the judging area. *Keep in mind visitors are not aware of this policy...be discrete and polite!*
- * The Ring Clerk should **never comment** on cats in the judging ring or on the judging table, nor should a Clerk repeat a Judge's comment on a cat or conversations within the ring.
- * If a Judge has a 'difficult' cat on the table, the Clerk should not get up to perform any activities until the Judge has successfully returned the cat to the judging cage.
- * The Ring Clerk is responsible for supervision of the ring's stewards. *Remember a bit of praise can go a long way!*
- * After cats have been judged and the cage cards gathered up, it is advisable for the Clerk to sort the numbers back into the numerical order of the class to save time when pulling card numbers in preparation for the finals.
- * If your ring is in a schedule conflict with another ring you should request the Show Manager to resolve the conflict between the rings and advise your ring on how to proceed.
- * Do not separate entries in the same breed. For example: there are 4 Turkish Angora, do not put 2 of them in cages at one end of the ring and the other 2 at the other end of the ring. If the Clerk did that it would cause the Judge to walk back and forth to compare the cats.
- * There are times when a breed has more entries than cages available in the ring. To bring up the rest of the class the Judge must dismiss some of the first group (usually the Best of Colour winners remain in the ring). The Clerk should not release the cats, it is up to the Judge to turn down the cards.
- * **Never bench two males next to each other or across the corner of a 'U', 'C' or 'L'**

shaped ring. The use of coloured cards or other means of identifying the sex of the cat should catch the Clerk's attention move one of the cat's number.

- * If permanent ribbons are being used, the Clerk should prevent exhibitors from removing them from the ring and advise the exhibitor that silk ribbons are available for them to take (usually found on the judge's table or at the announcer's table).
- * If there are prizes or special awards to be given to entries, you should inform the Judge. Have the prizes ready to give to the judge for presentation to the winners.
- * When preparing the ring for a final the Clerk should gather up the laminated final cards, placing them in numerical order (10th to 1st) and in easy reach of the judge.
- * If a final has too many males the final needs to be divided into 2 presentations (6th to 10th, followed by 5th to 1st). The clerk should inform the announcer there will be Part One and a Part Two for the final.

A method of saving time is to bench the first group with an empty cage between each cat. Place the top finalists' cards needed for the final face down on the empty cages. Once the first part final is completed, the Clerk can send the numbers needed for the second part to the announcer and set the cards (currently face down on the empty cages) into the card blocks for the final.

RECORD KEEPING

- * The OPEN title is ONLY listed in the exhibitor and Clerk catalogues. The Judge's sheets list these cats as CHAMPIONS or PREMIERS and they awarded as such. For example: the Best of Breed cat is listed as an OPEN in the Clerk's catalogue (judged as a Champion) and the 2nd Best of Breed cat is actually a CHAMPION. The Judge can award the Best of Breed (Open in the Clerk's catalogue) as the Best Champion in class. The Household Pets are handled in the same manner (Household Pet Open in catalogue; Household Pet Companion in Judge's Book).
- * There are two locations within the Clerk's catalogue where the initial breed class **ribbon wins** must be recorded. The first place is inside the catalogue beside the entry's information in the column of the ring number the Clerk is in. The second place is on the Breed Sheet at the back of the catalogue which lists all the breeds in all 3 classes (Kitten, Championship, Premiership).

RED = 1

DARK GREEN = Best of Colour = B

BLUE = 2

LIGHT GREEN = Second Best of Colour = S

WHITE = 3

Example A: 1B 2S 3

Example B: 1S

(used when same colour & pattern but is in a different class OR is of the opposite sex)

Remember: A Blue Ribbon cannot be paired with a Dark Green ribbon. A White ribbon cannot be paired with either Dark Green or Light Green ribbons.

At the end of each breed class there is an area to **record the entry numbers** of the Best of Breed, 2nd Best of Breed, Best Champion (Premier), Best Grand Champion (Grand Premier) recipients. **This information is also recorded on the Breed Sheet.** *It is important to keep these records up to date as they will help you when verifying the results of a final.*

BLACK = Best of Breed

YELLOW = 2nd Best of Breed

TAN = Best Champion/Premier of Breed

LIGHT BLUE = Best Grand Champion/Grand Premier of Breed

*Remember: A Black ribbon winner would previously have received a Red ribbon and a Dark Green ribbon. A Yellow ribbon winner would have previously received **EITHER** a Blue ribbon and Light Green ribbon (if the cat is in the same colour, sex and title as the Best of Breed winner) **OR** a Red ribbon and Light Green ribbon (if the cat is in the same colour class but has a different title and/or sex than the Best of Breed winner) **OR** a Red ribbon and Dark Green ribbon (if the cat is a different colour than the Best of Breed winner). If the Best of Breed winner is a Champion the cat will also receive the Tan ribbon **OR** if it is a Grand Champion it will receive the Light Blue ribbon. If the 2nd Best of Breed winner is the same title as the Best of Breed winner it will not receive an additional ribbon — the Judge will award the remaining ribbon to another entry in the class.*

* Corrections and transfers in the Clerk's catalogue should be simple and concise.

EXAMPLE: Title transfer

CATTERY ALLIE CAT NAME
BU038XXX4-50579 18/7/16 0.08
Sire: Ohsolameow Handsome
Dam: Cattery Momma Mia Breeder: Tom & Jerry
Katz
Owner: Tom & Jerry Katz (1)

64
~~CH~~ —————
GCH ← Red Ink

EXAMPLE: Transfer from one competitive category to another.

CATTERY ALLIE CAT NAME	64	Transfer to Premiership
BU038XXX4-50579 18/7/16	0.08	CH
Sire: Ohsolameow Handsome		
Dam: Cattery Momma Mia Breeder:		
Tom & Jerry Katz		
Owner: Tom & Jerry Katz	(1)	Red Ink
-----Premiership Class-----		
OHMYGOSH CAT NAME	114	
BU038XXX4-79805 18/7/16	0.08	CH
Sire: Nononsense Man		
Dam: Ohmygosh By Gollie Breeder: Tina Smith		
Owner: Tina Smith	(1)	Red Ink
Transferred from Championship - page 12		
CATTERY ALLIE CAT NAME	64	
	PR	

- * In a colour class with more than 3 entries competing (same sex and title) the Judge will indicate they have evaluated the cat by using a dash (—) in the area where an award would have been placed. It is important for the Clerk to check the Judge's sheet to make sure the Judge has made the mark (—) which indicates the cat was evaluated and not disqualified. If the area is left blank the Clerk must draw this to the Judge's attention.
- * Discrepancies between the Judge's book and the Clerk's catalogue should be identified quickly and any errors corrected as soon as possible. All error corrections, no matter how trivial, must be corrected and **initialed** by the Judge.
- * **Clerks can not write missing award(s) information or corrections on a judge's sheet.**
- * If the finals pages do not have the necessary show information at the top of the sheet completed (i.e., Name of Club; Location of Show; Date of Show; Ring #; Final Type), the clerk may complete that section of the final sheet at the Judge's request.
- * If the Judge disqualifies an entry from receiving a ribbon, the reason for the disqualification must be recorded on their posting sheet and on the Judge's Disqualification form. The Clerk is not allowed to explain the reason for a disqualification to the owner instead they would advise the owner to ask the Judge at a convenient time.
- * Clerks should not keep more than 3 pages of class judging sheets before bringing them to the Master Clerk. The Clerk should put the class judging sheets in numerical order, by doing so should a page be forgotten in the judge's book the clerk will notice it before bring the class sheets to the Master Clerk desk. The Clerk should also check to see if the Judge has signed each of their sheets. Once the Clerk has verified their results match the Judge's sheet they shall initial the sheet at the bottom and bring it to the Master Clerk.
- *

MECHANICS

- * In order to check the awards made by a Judge in the ring, the Ring Clerk must have a thorough knowledge of show Mechanics. Ring Clerks should quietly call the Judge's attention to any discrepancy where it appears an ineligible cat has received an award or an award has been omitted.
- * The Clerk must understand the process of award placements within the breed classes. Think of it like a pyramid being built up to the top. The Judge starts with making decisions on the best entry based on colour/sex/title of the entries, then the Best / 2nd Best of Breed, and lastly the title winners (adult classes).
- * It must be understood by the Clerk that a cat cannot receive an additional award if it was defeated by another cat competing for the same award.

For example: there are two seal point Siamese female Champions competing. The Judge will decide which of the two cats is the Best in the Colour Class (1st - red and Best of Colour - dark green), the other cat will receive 2nd place (2nd - dark blue and 2nd Best of Colour - light green). The next award for the Judge to hang is the Best of Breed ribbon (black) which **MUST** be given to the Best of Colour winner along with the Best Champion ribbon (tan). The 2nd Best of Colour winner would receive the 2nd Best of Breed ribbon (yellow) but cannot receive any further award within the breed class (because the Best of Breed winner is a Champion). Note: It is quite possible for the Judge to final both Siamese, but the Best of Breed winner must place higher than the 2nd Best of Breed winner in the final.
- * The Ring Clerk should check the Judge's planned awards for mechanical errors prior to the finals if possible.

THE END OF THE SHOW

- * It is recommended that neither the Clerk nor the Judge leave the show hall until the Master Clerk has verified all their paperwork has been found error free. *(If an error is found by the Master Clerk and the judge has left the show hall, the master clerk is to make the correction and identify that he or she made the correction).*
- * Clerks should advise guest Judges about their large envelope, its content and the responsibility of filling out the forms and handing it unsealed to the Master Clerk.
- * Inquire whether the Judge was provided with a Clerk Evaluation sheet. It is a good idea for Clerks to bring a copy of the Clerk's Evaluation sheet with them (available from CCA-AFC website). It is an important document which is used to keep records of your Clerking assignments with the CCA-AFC office and Clerking Committee. The white copy of the Clerk's Evaluation is put into the large envelope by the Judge, along with the Disqualification / Colour Change form.

NOTE: the clerk may ask the judge about their performance and what they need to improve upon.
- * The Clerk must sort the cage cards into numerical order (each sex colour) for the next show.

Clerking fees are paid in accordance to the current Show Rules.

CHAPTER 4 - MASTER CLERK

OBJECTIVES

The Master Clerk's duty is to consolidate all of the judge's awards into ONE marked catalog, which can be either NCR, abbreviated printed catalog or an original printed exhibitors' catalog. The Master Clerk's marked catalog is sent to the CCA-AFC Office, along with the judges' final pages to score the show for national/regional points, grand points, and qualifying rings for Opens and Champions/Premiers/Companions.

The Master Clerk's responsibility, in addition to consolidating the show awards, is to ensure the accuracy of the show records. The Master Clerk is the person who should catch and notify clerks of any errors overlooked. The importance of accuracy with both the marked catalog and judges' sheets cannot be stressed enough.

SUPPLIES FOR MASTER CLERKING

- Black or blue ballpoint pens
- Red ballpoint pens
- Highlighter pens
- Whiteout/correction tape
- Paper clips/binder clips
- Scratchpad
- "Sticky" notes
- Folders/trays/clips to hold judges' sheets

GENERAL RULES/GUIDELINES

- Be neat and organized.
- **NEVER, EVER** under any circumstances should you leave the show hall before judging is finished, and all judges are completely signed out.
- **Always** take your catalog and paperwork with you when you leave on Saturday evening of a two-day or back-to-back show. **NEVER** leave them in a show hall. This paperwork consists of "official documents" and is the Master Clerk's responsibility. Once the show package has been officially compiled after the show is finished (Sunday afternoon if it is a two-day back-to-back show, or at the end of the day if it is a one-day show), it is to be delivered to the show secretary to be sent to the CCA-AFC office.
- Always make sure that all the required pages are included in the show package.
- Be polite to the public and your fellow exhibitors; you are an official representative of CCA-AFC.
- Make yourself familiar with ALL CCA-AFC Show Rules regarding Master Clerks.
- Never argue with an exhibitor but do make them aware of the show rule or procedure if it is in violation of the rule. The enforcement of show rules is primarily the purview of the show manager and show committee. The Master Clerk's role is advisory and informative in nature.

BEST OF THE BEST / SPECIAL SCORING

While most clubs assume that the Master Clerk will also do the special scoring for the Best of the Best or some other type of award, it should be confirmed with the club's show secretary. (NOTE: Master Clerks are not required to score but may be asked).

It is also advised that, if the club expects the Master Clerk to calculate for the Best of the Best awards, a second person be asked to volunteer to also score each cat. It is very easy to make a mistake, and it is highly recommended that at least 2 people score the cats then compare their scores with each other.

START OF THE SHOW

Arrival

The Master Clerk should be familiar with the show hall as to ring locations, rest rooms, etc. since Master Clerks somehow become the information station. If the Master Clerk does not know the show manager, show secretary and/or show treasurer, find out since Master Clerks are frequently asked who/where these show officials are, and they will be needed at the end of the show. Make sure you arrive in plenty of time to get set up and started once the show begins. If you are also exhibiting your own cats, make sure they are set up and will not distract you from your duties.

Work Area/Preliminary Paperwork

The Master Clerk should set up the work area and supplies well before the start of the show, making sure all the necessary forms required to begin master clerking are there. Go through the master clerk sheets, making sure there are enough forms to post the show results. The Master Clerk's name and current clerking status should be on the first pages of the official CCA-AFC catalogue and/or Show Information Sheet.

Throughout the show exhibitors may want to look at various judges' judging and final sheets, and they are permitted to view that information. The better organized the Master Clerk is by having things well marked and easily accessible to all, fewer questions will be asked with fewer interruptions, enabling the Master Clerk to concentrate on paperwork.

Paperwork that should be supplied:

- Several copies of the sheets to calculate the Best of the Best points
- CH/PR/CO & GCH/GPR/GCO sheets to report the unofficial show count
- A copy of the judging schedule
- A copy of the exhibitor's list
- A copy of the list of the show committee members
- There also MAY be an evaluation form for guest, probationary and/or apprentice judges. If this form is supplied, you need ONLY to answer question #9 – then hand over the form to the show secretary who must then have the balance of the questions answered then send the completed form to the CCA-AFC office and to the chair of the Board of Examiners.
- Copy of the show catalogue.

- Copies of the judges' breed sheets for each ring
- Empty envelope that should be marked with the Master Clerk's name, the date and location of show.

Many Master Clerks have their own method for organizing paperwork. By sitting with other Master Clerks, the *new* Master Clerk will learn what works best for them. Also, remember to ask others who master clerk, as well as observe other individuals who are master clerking. You would be surprised how many good ideas people have come up with over the years to make their job easier.

Posted Sheets

Once the show starts, the Master Clerk needs a way to keep track of the judges' posted sheets. Judges' posted sheets can be sorted and stacked in unused litter pans, file folder boxes, folders, or clipped together with binder clips. Unless otherwise indicated, mark each section as to which ring is which. The Master Clerk should make sure the clerks know how the sheets should be put in. Most clerks place sheets face up; after inspection by the Master Clerk, the sheets are put face down, clipped, or filed in the ring's folder if applicable. This way it will be easier to keep track as sheets are posted, identify missing pages, and keep them in order at the end of the show.

As the ring clerks begin to set up and judges arrive, the Master Clerk should go to each ring and introduce him/herself. Find out if these clerks will be clerking for that ring both days. At this time, the Master Clerk can ask each judge if they are flying out the same day that they are judging and if so, what time their flights are so that, when they must leave, all of their paperwork will have been checked and corrected.

MASTER CLERK ERRORS

One of the main functions of the Master Clerk at a show is to detect and resolve ring errors and discrepancies at the show **before** the show records reach the CCA-AFC office. Failure of the Master Clerk to catch errors and omissions in the judging and final awards sheets from the judging rings is an abrogation of this principal function.

The most common and serious errors made by Master Clerks are:

- Failure to catch a mechanical error or omission made in the judging ring and mistakes in recording. This often requires the CCA-AFC office to contact a judge to determine how the awards in their ring were made and/or to re-score the show.
- Failure to mark the catalog to identify a Sunday transfer correctly.
- Failure to make an authorized correction submitted by an exhibitor in the official show catalog, which could deny the cat from receiving its wins for the show.
- An error in any one category of the announced or posted "Unofficial CH/PR/CO & GCH/GPR/GCO Count" for the show. Providing the exhibitors with counts of the cats present and competing that are in error frequently leads the exhibitors to false conclusions regarding their show scores. (NOTE: even though the count is 'unofficial', it is important to be accurate with this count!)
- The primary role of the master clerk is to accurately consolidate the paperwork from each ring. When a discrepancy or mechanical error is detected, it is the master clerk's responsibility to INFORM the judge and Ring Clerk of the discrepancy or error and request the appropriate corrective action. Even if the nature of the discrepancy is trivial, or if the required corrective action is obvious based on mechanics, the Master Clerk is NOT permitted to presume or assume

the judge's intent beyond the explicit written indication of the cats and awards AS WRITTEN.

UNDER NO CIRCUMSTANCES IS A MASTER CLERK PERMITTED TO INTENTIONALLY RECORD ANY RESULT WHICH IS CONTRADICTED BY THE JUDGE'S SIGNED SUBMISSION OF AWARDS.

Master clerking assignments in which a serious error or oversight occur may *not* be credited for advancement or retention. The Clerking Program Chair will write to the Master Clerk advising him or her of the error/oversight. If a Master Clerk has more than two serious errors in any one show, the Clerking Program Chair will evaluate whether to suspend their clerking license or advancement until appropriate remedial training has taken place.

Back-to-back show Transfer Oversights

An announcement should be made late Saturday, reminding exhibitors that, if their cat was entered as an OPEN that day, they need to fill in the CH/PR/CO claim form. Exhibitors of cats that compete as an OPEN on Saturday, receive their four qualifying rings and have filled in the claim form needed, they should be reminded to notify Sunday check-in if their cats are now Champions/Premiers/Companions. No changes will be needed for the judge's books. This also applies if a cat has granded on Saturday and needs to be transferred as a Grand on Sunday.

However, it is important to note that it ***is not the master clerk's responsibility to accept the title claim forms and fees***. They are to be either sent directly to the office or if present, a CCA-AFC representative who has the authorization to accept the forms and fees.

POSTING PROCEDURES

Judges Sheet/Checking/Posting

The judges' books will have the ring number printed in the upper right-hand corner of each sheet. The judge needs to sign the bottom left-hand side of each page; after checking the accuracy of it, the ring clerk writes his or her initials in the middle bottom area of the page, and the master clerk puts his or her initials in the bottom right-hand area.

When posting sheets, check to make sure the signatures of both the judge and the clerk are there. If the signatures are missing, check the rest of the sheet over and see if anything else is missing or incorrect, thus saving time and footsteps. The sheet can then be taken back to the ring clerk for correction.

One of the biggest differences between marking the catalog as a Master Clerk vs. a ring clerk is that the Master Clerk does NOT make corrections such as absentees and transfers, color class changes, etc. until these changes are posted on the judges' sheets. **Do not mark as absent** entry numbers that have been marked absent at check-in by the show secretary, as these entries may come in late or the next day. Mark **ONLY** the necessary transfers and corrections.

As the judges' sheets come in, the Master Clerk posts the awards that were hung **as they are marked on the judges' color class sheets** along with any changes that have recorded, such as class transfers along with CH/GCH/PR/GPR/CO/GCO transfers. The Master Clerk needs to be careful, making sure that he/she is marking the same ring for the same judge on each page. It is easy to get confused, especially if the Master Clerk gets distracted. If the Master Clerk should make a mistake, he/she should use some type of correction liquid/tape to correct the error. As the Master Clerk is posting, he/she should think about the mechanics of what is recorded: make sure each record is

correct, as each judge may hang his/her awards differently. Was this cat judged as a Grand Champion in each ring? If not, the Master Clerk must find out why, because it may just have been judged as a Champion in one ring. If so, the Master Clerk needs to advise the judge who may then need to re-open the class. Central Office prefers that the Master Clerk make any changes in **red**, to be more easily noticed.

Missing a Post to a Ring

While posting sheets, the Master Clerk may notice that a group of cats have not been posted in a ring. Look at the judging schedule to see if those cats have been judged in that ring yet. If they have, then look at the posted sheets for another ring where those cats have already been posted. Find the page number and check the other posted sheets to make sure the missing sheets are not in the wrong group. If this proves to be of no avail, then the Master Clerk should go to the ring and see if the ring clerk may have misplaced them, or the judge may still have them in his/her book.

The Master Clerk's catalog should be fully marked – no lines left blank. All awards for each entry should be recorded. The marked catalog should also have the Best of Breed, 2nd Best of Breed, Best Champion/Premier of Breed and Best Grand Champion/Grand Premier recorded below each breed. These breed awards should always be written on those lines – **DO NOT LEAVE THEM BLANK**. If the entry clerking program has NOT printed them out, the Master Clerk should put those lines in for consistency.

Reviewing Marked Catalog

Before completing the marked catalog, the Master Clerk should review it for anything that might not be correctly marked. Be sure to check the transfer and absentee list to ensure that all color/color class corrections were accurately recorded. The judge should have marked any changes on the color class sheets and the Master Clerk should have already marked it. This should be a double check to make sure that the change was recorded and the correct color/color class is in the marked catalog.

Two Color Classes/Same Day or Show

A situation may occur when a cat is judged in a different color class, in different rings, that same day. The Master Clerk must make a notation as to how that cat was judged in each ring.

Transfers from One Color or Judging Class to Another

The Master Clerk needs to be sure to identify any color changes and/or transfers from the judge's pages for **each** ring. When transferring a cat to a new judging class (i.e. from championship to premiership), the Master Clerk **does not need to rewrite** the cat's name and registration number. This information is already printed for that cat and does not need to be duplicated. The Master Clerk should not draw arrows or brackets to this area on the bottom of the page. If the information is written neatly, it should easily be identified.

Unofficial Count

As time permits, after each cat has been judged in at least one ring, the Master Clerk should do an unofficial count and make it available. If this is not possible, an unofficial count needs to be available at the end of each day. For back-to-back shows, one unofficial count needs to be done each day. The count can be posted at the master clerk table, and/or announced as the final "unofficial" count. Since the absentees and corrections are marked in red, it is easier to identify them when performing the count. Make sure the Unofficial Count is in view for the exhibitors so they do not ask for the count while you are performing other duties. Even though this is an UNOFFICIAL count, the Master Clerk needs to take the time to do an accurate count, especially for CH's, PR's and CO's. Some exhibitors rely heavily on this count to determine if their cat will grand at the show. If the

CH/PR/CO count is higher in error by 1 or 2 in an 8-ring show weekend, it could mean an inflated point count of 8 to 16 grand points. Again, **ACCURACY** is **EXTREMELY** important.

FINALS

As each of the rings complete their finals and bring their final results to the Master Clerk, he/she should check for mechanical accuracy as soon as possible in order to correct any possible errors. Remember, the Master Clerk is responsible for keeping all of the judges' finals sheets together and in order to be sent to Central Office. **DO NOT** misplace or lose them.

CLOSING OUT THE SHOW

Organization, accuracy and experience are very important for the Master Clerk at this time of the show. One of the first things the Master Clerk should do is to check through the master clerk catalog and make sure there is a posting for each cat in each ring. Next, make sure that all the judges' color class sheets for each ring are there and in numerical order by page number. This can also be done as each judge finishes, if time allows.

Closing Out Each Judge's Ring

With the judges checked out, sheets all in and accounted for, it is time to start separating and sorting the sheets and getting the packages ready for the CCA-AFC office.

Before judging begins, each judge is handed an envelope with various documents that they may need while judging (transfer, withhold, clerk evaluation, etc...). The judge will fill out these pages and return them to their envelopes which they will hand to the master clerk upon their departure.

COMPLETING THE SHOW PACKAGE

At the end of the show weekend, under NO circumstances should the Master Clerk finish up the show package and only pass it on to the club the next day. This work **MUST** be completed and turned over to the club before leaving the show hall.

At the end of each day, when the master clerk receives the judges' envelopes with their various documents, the master clerk must then put the pages from the judges' book, their breed and final sheets in order and insert them in each envelope that bears the judge's name, then the master clerk must **SEAL AND SIGN THEIR NAME ACROSS THE SEAL** ***They should never remit unsealed envelopes to the show committee.***

At the end of the show weekend, they will also receive the ring clerks' catalogues, which they will put aside and hand over to the club secretary.

It is now time for the master clerk to remove the pages from the master clerk marked catalogue and put them in order, the unofficial ch/pr/co etc... count sheets, transfer and absentee lists, the breed award pages that were filled out by the master clerk for each ring, and the best of the best sheets, put them all in order and insert them in the envelope that should have been provided to him/her at the start of the show.

Locate the show secretary and turn everything over to the club. **NEVER** leave the show records on a table at the end of the show and think the club will find it. If the show secretary is not available, find the show manager and give the package to him/her.