



**THE CAT FANCIERS'
ASSOCIATION**

ETIQUETTE AND ETHICS

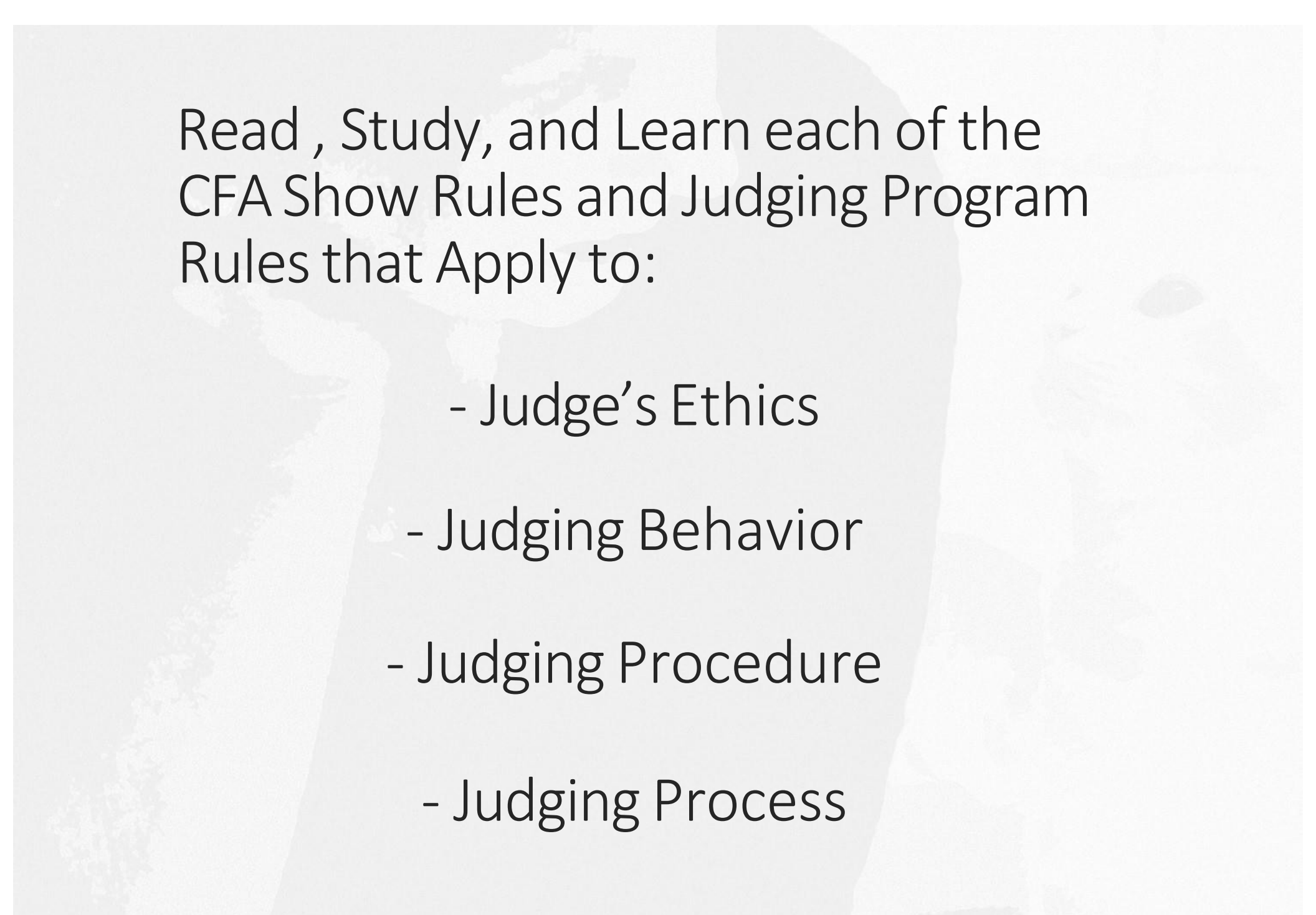
BAOS 2023



Being accepted as a CFA Judge is a great
accomplishment!

But, it doesn't come without:

Responsibilities and Expectations from the
Start!



Read , Study, and Learn each of the
CFA Show Rules and Judging Program
Rules that Apply to:

- Judge's Ethics
- Judging Behavior
- Judging Procedure
- Judging Process

Record Keeping:

- Keep track of your judging assignments from the very first day!
 - Spreadsheet
 - Calendar
 - Notebook
- Make it accessible to your family.
- Keep all related information about each show in a separate file.
- Keep your records up-to-date!!

The Judging Invitation

- THE INVITATION may come by:
 - Email
 - In person
 - Telephone
 - Postal mail service
- Respond in a timely fashion
 - The club will send you a signed contract with the invitation.
 - You have 15 days to return a signed contract to them.
 - ❖ If not returned, the club can take that as you are unavailable.
 - ❖ In reality, you will probably not receive a signed contract but, you have 15 days to respond to the invitation.

The Judging Invitation

- No Solicitations of Shows – for Training OR Judging as a Trainee or a Judge
 - You may NOT contract any shows before advanced to Apprentice SH or LH.
 - You may not make any suggestion that you would like to do a certain show!
- No Solicitation of Entries for Shows You are Judging!
 - No passing out show flyers.
 - No emails to individuals or email lists.
 - No announcements over the PA.
 - NO Soliciting of shows EVER!

No Solicitation of Shows

- What do you think solicitation of a judging invitation might include?
 - Asking for an invitation to judge at a particular show.
 - Suggesting to someone that you might be available to judge at a particular show.
 - Asking on behalf of your friend or partner, if you have been invited to judge.

What You Should Expect From the Clubs

- A promptly signed contract.
- A copy of the show flyer.
- The name, address and phone number of the hotel.
- A list of phone numbers and/or email addresses of key show committee members.
- Information on transportation to and from the airport and to and from the show hall.
- Timely completion of your evaluation form (until you are Approved AB).
 - Don't forget to provide that pre-addressed, stamped envelope!

What You are Entitled to from the Clubs

- Travel Expenses:
 - Nonrefundable Main Cabin or Economy Class Airfare
 - Baggage handling fees
 - Mileage at the current USA IRS rate (that applies for mileage outside the USA)
 - Taxis (where appropriate)
 - Transportation to and from the airport
 - Parking fees
- Hotel – night before, during and following the show:
 - Following on Saturday or Sunday of a one-day show
 - Following if flight schedules mean you can't leave until the next day
- Meals:
 - Dinner the night before
 - Breakfast, lunch and dinner on the day(s) of the show
 - Breakfast or dinner on the trip home
- Tips associated with expenses related to services

ALL in an amount not to exceed the actual cost. Keep your receipts!

Getting to the Show

➤ Driving

- Mileage is calculated at the current IRS allowance (USA) OR at the equivalent of Coach Class airfare – whichever is LESS.
- If you ride with one or more other judges, only ONE judge submits mileage – The one that owns the car!

➤ Rentals

- Some clubs are willing to negotiate on driving and will reimburse the judge for a rental car and gas.
 - If you agree to a rental package with the club, don't forget about insurance coverage.
 - You CANNOT charge any mileage fee if you are charging a rental fee.
 - Should be the equivalent or less than Coach Class airfare.

Getting to the Show - Flying

- While the clubs expect judges to find the least expensive flights, the show rule states, “Coach Class Airfare”.
 - It’s a challenge, so shop early and shop often.
- Process:
 - Find a flight and contact the club for approval.
 - Book your flight, charge it to a credit card and request reimbursement from the club.
 - Sometimes travel agents can hold a fare until the check arrives but, ask first!
- When the club has or acts as it’s own travel agent:
 - Make it clear that you need to be contacted for approval for departure and arrival times before the ticket is purchased.
 - You do not need to leave work early or return home a day late if you do not wish to do so.

A Word About Airline Status

- You should look at all airline prices before deciding to use a “ frequent flyer ” airline on which you have status.
- Consider the following when deciding which flight to choose in these instances and don’ t forget about:
 - Baggage Fees
 - Seating Fees
 - Boarding Fees
 - Cancellation fees and the ability of airline you do not status on to rebook you if flight is cancelled or you miss a connection.

When Traveling Abroad, Think about . . .

- Check local rules of etiquette
- Learn key phrases
- Translation software
- Complete travel itinerary – put in your checked bags as well
- Contact information for more than one show official

I Need to Cancel . . .

What do I do?

- Call or email and inform your contact person in the club that you are not able to judge.
 - Be Timely! Show Rules require the club to seek approval from the CFA Executive Committee to approve a replacement judge if it is less than 30 days before the show.
 - If your ticket has been purchased, you must refund the full amount to the club as soon as practical but within 21 days.
 - ❖ Most airlines will allow you to use that ticket towards a future flight. “The Change Fee” is payable by the judge.
- You can not take another assignment once you have cancelled a show.
- You can not show a cat that weekend once you have cancelled a show.
- You are free to accept another invitation or show a cat if the CLUB cancelled the show or elected to cancel your contract.

The Club has Cancelled the Show . . . What do I do?

- If the club cancels the show, any unreimbursed airline tickets already purchased must be paid to the judge within 14 days.
- UNLESS:
 - The judge can cancel the ticket for a full refund.
 - Or, at the judge's discretion, he/she is able to transfer the fare to another ticket.
 - The club will be responsible for reimbursing any penalty or change fee.

Airport, Train and Bus Station Pick-ups

- You are there – they are not!
 - Wait awhile – traffic, accidents, missed communications.
 - Wear a CFA Ribbon or some other indicator so you can be identified.
 - If you have been waiting an hour, contact the show manager or show secretary.
 - If unable to reach anyone, double check to see if there is a shuttle to the hotel.
 - If there is not, investigate alternatives:
 - Bus
 - Super Shuttle
 - Uber or Lyft
 - Taxi
- Select the least expensive alternative.

At the Hotel

- Unless you have been instructed otherwise, all hotel charges should be on a master bill for the club. This includes:
 - Room
 - Meals – room service as well but remember it is expensive
 - All taxes
- You will however, be asked for a credit card for “incidentals.”
 - Inform the hotel desk clerk that there should be no charges made to your card without your signature.
 - Be sure to double check your bill when you check out to be sure there are no inadvertent charges made to your account.
 - When there is a problem, refer it to the show manager or show secretary for resolution.
- There is a world-wide Bed-Bug epidemic.
 - Look for signs of them in bedding and on upholstered furniture.
 - Don't leave luggage on beds or upholstered furniture.
 - Carry spray.

What You Are NOT Entitled to:

- Alcoholic beverages (unless the club invites you).
- First class flights - unless you are upgraded at no charge by the airlines.
- The most expensive thing on the menu.
- Movie rentals.
- Drinks for everyone in the bar after the show.
- Parties in your room.
- Adult entertainment.
- Dry cleaning.
- Meals and transportation for a traveling companion.
- A Judge's Gift
- What else can you imagine?

Appropriate Attire

- Clubs can not dictate what a judge must wear. From time-to-time, you will be invited to judge a “theme show.”
 - It is up to you as to whether or not to dress to the occasion.
- The expectation is that, as an ambassador of CFA and the Cat Fancy, CFA judges will dress appropriately.

Examples of Appropriate Attire for Men



Examples of Appropriate Attire for Women



**Remember, people see you
from all angles . . .**



What Should I Pack?

- Pack enough clothing so you have a fresh outfit for each day of judging.
- If you check your bag, always take a carry-on with the basic essentials.
 - Clean change of undies and socks.
 - Comfortable shoes.
 - Basic make-up.
 - Any prescription drugs you need.
 - Snack food.
 - All the information relative to the show.
 - A good book or a project to work on.
 - iPad, computer, other technology.

Injuries

- If you are injured at a show (cat bite, falls, severe cuts, etc.) contact the show manager immediately!
- All judges and trainees are covered by an insurance policy through CFA from the time you leave your house until you arrive home from a show.
 - BUT IT DOESN'T COVER EVERYTHING!
 - If you have insurance through an employer or on your own, that insurance will cover expenses first.
 - Carry the insurance card you receive from CFA with you at all times.
 - CFA's insurance covers ALL CFA judges!

This is not a Whine and Geeze Party!

- There will be a fair number of times you will be tempted to complain about a variety of things but try to rise above it and refrain.
- You will experience:
 - Poorly cleaned hotels
 - Bad food
 - Hotels/Motels with no restaurants
 - No restaurants within walking distance of the hotel/motel
 - Delayed flights
 - Judging schedule mix-ups
 - Problems with transportation
 - Misunderstandings with the club
- Rise above it and take the high road!

Finally, Cooperate With Your Fellow Judges

- There will be times when you have scheduling conflicts; 6 ring shows, entry very heavy in one category, and even small entry shows to name a few,
 - Find solutions to cats called to the same ring at the same time.
 - Have the clerks work together for a solution.
 - Always have a positive attitude and work on identifying the issue and being a good Samaritan and fixing it.
- Utilize your clerk to keep track of other rings and the judging schedule.
- Being asked to release a cat is not a bad thing, cooperation is key.
- If a judge releases a cat to you, please act swiftly to get it back to their ring! You are permitted to hang out of order.