



**THE CAT FANCIERS'
ASSOCIATION**

ETIQUETTE AND ETHICS

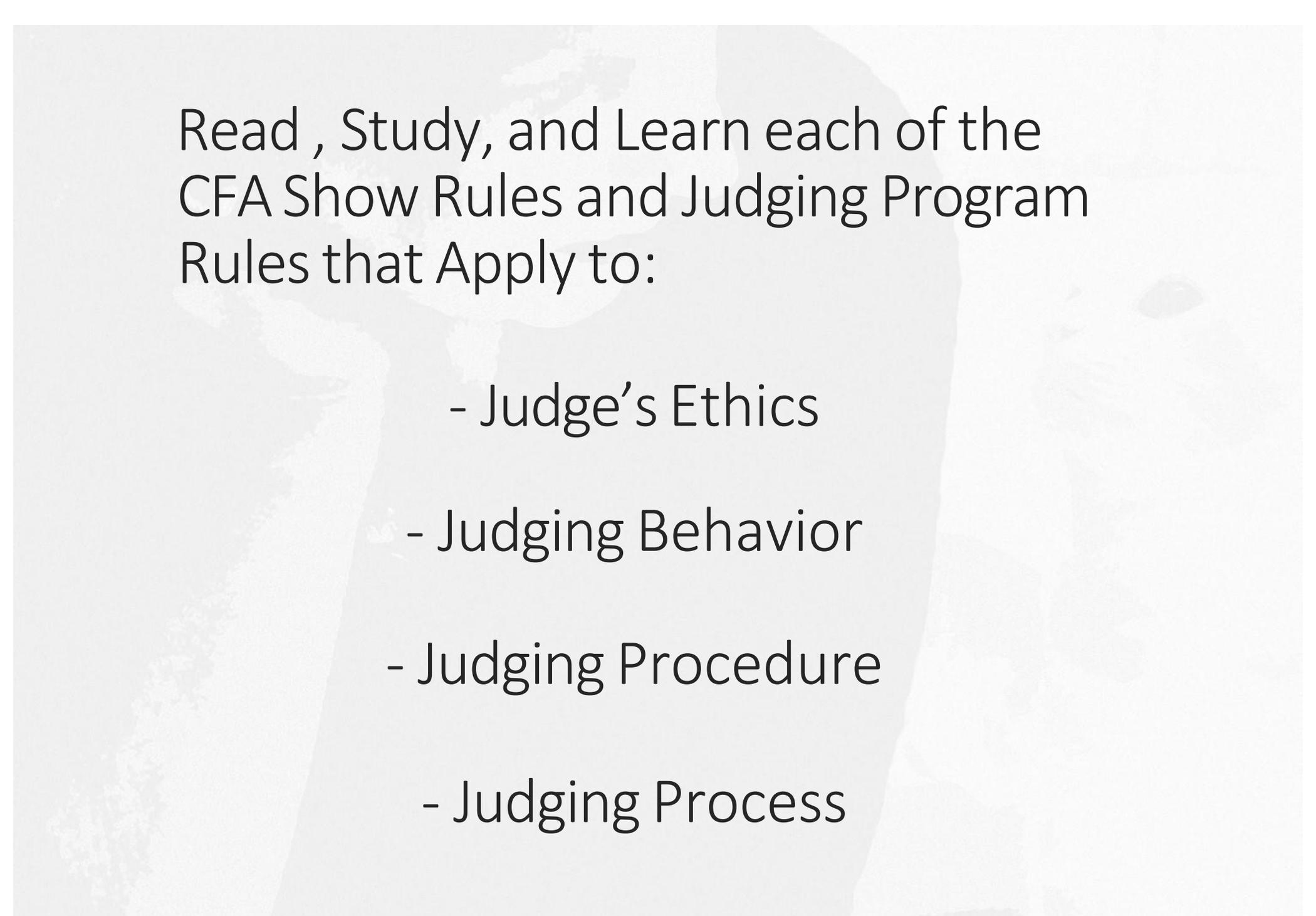
BAOS 2023



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.