



ETIQUETTE AND ETHICS



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
 - You have 15 days to respond to the invitation.
 - They have 15 days to return a signed contract to you.
 - If not returned, give them a call or send an email as a reminder.
 - If you have another offer after 15 days you are at liberty to accept it!
- No Solicitations of Shows – for Training OR Judging as a Trainee or a Judge
 - No Contracting of shows before advanced to Apprentice SH or LH.
 - No 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 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 preaddressed, stamped envelope!

What You are Entitled to from the Clubs

- Travel Expenses:
 - Coach 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

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

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, refund the money to the club.
 - Most airlines will allow you to use that ticket towards a future flight. For a fee of course.
- 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.

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?
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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!

What are Ethics and How Do They Apply to Me?



- Moral principles, standards of behavior and a set of values regarding proper conduct as a CFA Judge.

JUDGING ETHICS

- This is not a new concept – CFA judges have always been expected to act ethically.
- Be aware that everything you say and do can often be taken in more than one way!
- Also be aware that you are CENTER STAGE. Everyone will be watching you at some point in the day simply because you are judging.
- If there is a question in your mind as to if you should do or say something, don't. Simply let it go!
- If you have any questions about how to behave, what to say or for what item(s) to request reimbursement, ask your mentor or a judging colleague.
- Remember that you are not only a representative for CFA – you also represent:
 - The club for which you are judging
 - Your community - the Pedigreed Cat Fancy
 - Yourself

CFA Judges' Code of Ethics

Preamble:

The Cat Fanciers' Association, Inc. ("CFA") is a not-for-profit association created to register pedigreed cats, sanction CFA's clubs, shows and events, protect the hobby of breeding and showing pedigreed cats, and enhance the well being of all cats. CFA Judges officiate at CFA shows to evaluate cats using CFA standards and policies. **CFA Judges are Ambassadors for CFA to the cat fancy and public. A CFA judge must embody and project unwavering integrity, dedication and ethical behavior that protects the reputation of fair, honest and educated judging.** All CFA Judges affirm their endorsement of this code and acknowledge their commitment to uphold its principles and obligations by accepting and maintaining their license in the CFA Judging Program. With common sense, judges can avoid situations which might raise ethical questions.

CFA JUDGES' CODE OF ETHICS

CFA Judges shall at all times abide by and conform to the following code of conduct in their capacity as judges:

- **Abide in all respects to the rules and regulations** including but not limited to CFA's Constitution, Show Rules, and Judging Program Rules.
- **Conduct themselves in and out of the ring** with honesty, integrity, due diligence, and competence as Ambassadors of CFA.
- **Carry out all obligations to the best of their ability** including, but not limited to, their responsibilities to the clubs who employ their services, exhibitors who entrust their cats into their hands, breeders who look to them for advice, and to the cats themselves.

CFA JUDGES' CODE OF ETHICS

- Base all judging decisions firmly on condition and the standards for each breed.
- Evaluate the exhibits strictly, fairly and impartially, in accordance with the accepted standard for each breed.
- Participate in continuing education, and keep current in the standards and rules in a manner that will allow judges to render an educated opinion which exhibitors will seek out.
- Communicate with the public, exhibitors, breeders, fellow judges, and club members in a responsible, respectful, and professional manner.
- Not engage in or facilitate any discriminatory or harassing behavior toward CFA staff, CFA board members or officers, club members, exhibitors, breeders, or others in the context of activities relating to CFA.

CFA JUDGES' CODE OF ETHICS

- **Act at all times in the best interests of CFA** and not for personal or third-party gain or financial enrichment. Avoid placing, or the appearance of placing, one's own self interest or any third-party interest above that of CFA.
- **Not solicit or accept gifts, gratuities, personal property, or any other item of value** from any person as a direct or indirect inducement to provide special treatment to the donor in matters relating to CFA. Never accept any gifts suspected to be inappropriate.
- **Never solicit judging assignments.**
- **Not criticize by act or word the work of other CFA judges.** Not offer criticism of any previously judged cat(s) to anyone including other officiating judges during the course of a show.


CFA JUDGES' CODE OF ETHICS

- Advise potential exhibitors not to show their cats in their ring when doing so might give the impression of unfair advantage. For example, if the exhibitor is:
 - Their employer or an employee.
 - A relative.
 - A member of their household.
- Respect and work together with the CFA Judging Program Committee, the CFA Board of Directors, fellow judges, clerks and stewards, and especially the clubs who hire them, in a spirit of cooperation and harmony.
- Provide proper care for their cats and maintain them in an exemplary manner beyond CFA's Minimum Cattery Standards.
- Honor and respect the CAT.

BE CAREFUL OF WHAT YOU SAY

- Avoid “off-color” jokes, sexually offensive and tasteless remarks in the show hall.
 - Be sensitive to who you are with and where you are.
 - Remember, CFA is trying to attract young people.
- Be careful when criticizing a cat from the show ring.
 - Take the exhibitor aside and speak softly and gently. Sometimes, the cat is their very first!
- When discussing the show with other judges or anyone else, do not say anything derogatory about a fellow judge.
- Discussions with other judges of what cats you finaled, disqualified, etc. must be reserved for after the show is completed.
- Pay attention to where any discussion about the show is taking place. Exhibitors use the same restaurants and airports as judges.

BE CAREFUL OF WHAT YOU DO

- It is NOT ethical to:
 - Post pictures of your Best Cat, Kitten or Cat in Premiership on your Facebook page or in any other social medium until the show is entirely completed.
 - Twitter about your Best of Breed or Best Cat in Show until the show is entirely completed.
 - Post your opinion on Facebook or Twitter about an exhibitor, a cat, a fellow judge or a show committee.
- Social Media – Facebook Guidelines
 - Be careful what you “LIKE” or . Some people may construe that you are promoting a certain cat or exhibitor.
 - If you exhibit, take care in what you post regarding the success of your cats.
 - Be careful in discussing your travel plans
 - You will have knowledge of the exhibits at the show if you post where you are going to judge and 'friends' comment that they will 'see you there.'
 - You will be letting potential thieves know that you are not at home.
 - Don't brag about traveling first class (or business class, or having airline status). The perception is that judges travel and have status because of the shows they judge. It can be a source of problems.
 - Judges must be cognizant that perceptions can be reality in the minds of the cat fancy.

JUDGE'S GIFTS

- The CFA Judge's Code of Ethics states that judges should "not solicit or accept gifts, gratuities, personal property, or any other item of value" from any person as a direct or indirect inducement to provide special treatment to the donor in matters relating to CFA. Never accept any gifts suspected to be inappropriate."
- A Rule of Thumb:
 - Gifts from exhibitors in conjunction with a show are never acceptable.
 - In conjunction with a show means from the time you leave your place of residence until you return home. This time is considered to be 'in conjunction with a show'.
 - Food, such as a slice of "grand cake" is appropriate to take when offered.

JUDGE'S GIFTS

- Clubs are not expected nor encouraged to give judge's gifts to the judges who are presiding at a show.
- However, should they want to either continue the practice or have a practice in place to do so, some suggestions are:
 - Donations to the Winn Foundation, the CFA Legislative Fund or another favorite charity of the club in the name of each judge
 - Gift cards - \$50 should be the limit
- If clubs give gifts to their judges, they should be providing the same gift or it's equivalent to all the judges at that show.

JUDGE'S GIFTS

- In some cultures, the refusal of a gift may be considered an insult.
- If this is the case, you should accept the gift on behalf of CFA and consult with the Judging Program Chair about how the gift should be treated.

BE THOUGHTFUL OF WHAT YOU DO!

- Avoid having meals with exhibitors before the show is over unless they are invited to the club dinner as well.
- Save personal friendships, favors and services for times and places away from the show weekend.
- Don't ride in a car with cats that you have not judged unless the circumstances are dire.
- Attending judge's dinners is not mandatory but remember the club is your sponsor.
- Many exhibitors like to "visit" judges on Saturday or Sunday morning as they are preparing to start their day. Don't get caught up in "chit-chat" with exhibitors.
- Always judge by the standards – not by what you like or dislike - respect the breeders and their breed council decisions.

CFA JUDGES ARE PROFESSIONALS

- What does that take into consideration?
 - Attire
 - Language
 - Judging procedure
 - Acceptance of gifts
 - Respect for entries and their owners
 - Conduct away from the show hall
- Remember – as a CFA Judge, you bred beautiful cats, studied and trained hard, and in some instances, endured some financial hardship!

BEYOND ALL OF THAT . . .

- Approach the job with an attitude of “can do!”
- Appreciate your status as a judge.
- Enjoy yourself!
- And, REMEMBER . . .

Impressions are . . . **EVERYTHING!**

Yes! Judging IS Wonderful and, from time to time, even Glamorous!

Above all, enjoy yourself! Have fun! And remember how very special it is to be entrusted with CFA's beautiful cats!

POST TEST

PRINT SLIDES 40 - 43 AND COMPLETE THE POST TEST!

BRING YOUR ANSWER SHEETS TO THE FIRST DAY OF CLASS!

Somethings to think about . . .

- A new club has been formed in Paris, France – a city that you love to visit. You run into the President of the club and congratulate her on the acceptance of her club to CFA. She mentions the fact that the club is having it's first show next April! It is appropriate to say which of the following?
 1. How wonderful! I have that weekend free!
 2. How wonderful! Congratulations and I hope it is a successful show!
 3. How wonderful! I hope you are considering inviting me to join you!

Somethings to think about . . .

- You awaken in the morning and find an envelope tucked under your hotel room door. You open the envelope and find \$100.00 and the number 49 written on a slip of paper. What do you do?
 1. Mention it to your fellow judges at breakfast.
 2. Pocket the money and do nothing.
 3. Disqualify number 49 at the show that morning.
 4. Turn the money and the envelope over to the show manager.

Somethings to think about . . .

- It's Saturday morning and you are signing your judge's book as a trainee. All your friends entered in the show stop by to wish you luck and say, "Hi!" What do you do?
 1. Smile and say "Hi!" back.
 2. Ask them to stop by after the show.
 3. Find one friend and ask her/him to please let everyone know you would love to stop and chat but, you will get in trouble with your training judge.
 4. Smile and wave them on.

Somethings to think about . . .

- With any luck, you will be advanced from Trainee to Apprentice LH at the board meeting in June. The show manager of a club approaches you and tells you that they are holding a spot at their show in July (as a TBA) pending your advancement. He wants to know if you are available. You tell him:
 1. “Please don’t do that. It’s against the Judging Program Rules for you to ask me and for me to accept and we could both be in trouble.”
 2. “Thank you! I can’t wait!”
 3. “OK, but we’ll have to keep quiet about it. We could both get in trouble!”
 4. File a protest.