



# BY-LAWS

## **CATS VICTORIA INC is the name of the Incorporated Association**

(Referred to as CVI in these By-Laws)

It is affiliated with the Australian Cat Federation Inc (referred to as ACF in these By-Laws)

### **1 MEMBERSHIP**

- 1.1 Full Membership of CVI shall only be open to any person/s who reside in the state of Victoria.
- 1.2 Membership shall be open to any person who is interested in owning breeding or exhibiting cats.
- 1.3 A person who applies and is approved for membership may join CVI on payment of the joining fee and annual subscription as stated on the Membership form. This original form shall be posted to the Membership Officer accompanied by the appropriate fees. Membership year to CVI is 1st January to 31st December.
- 1.4 The Management Team shall approve/reject the application, and the applicant be notified in a timely manner. All new members are subject to a three months probationary period.
- 1.5 Associate membership applies to a person who resides over the border from State of Victoria.
- 1.6 A membership package shall be sent when the fees have been received.
- 1.7 The Membership Officer shall enter the members name in a Membership Register.
- 1.8 All members shall be bound by the Constitution and By-Laws of CVI including all State and Local Government Laws/Regulations noted in Item 2 of Constitution "Statement of Purposes". CVI is a Not for Profit Association recognized as an Applicable Association by the Victorian Government.
- 1.9 A financial member may resign from CVI by giving one (1) months notice in writing to the Secretary, who will then record on their notice the date of resignation and notify Management.
- 1.10 Honorary Life Membership may be conferred on any member as a mark of esteem and in appreciation of exceptional service, on notice of motion at an Annual General Meeting. Honorary Life Members will have full voting rights and not be required to pay an annual membership fee.

### **2 MANAGEMENT TEAM**

- 2.1 The Management Team shall manage the affairs of CVI.
- 2.2 The Management Team Executive shall consist of a Chairperson, Secretary and Treasurer.
- 2.3 Each member of the Management Team and committee of up to eight people shall hold office until the next Annual General Meeting, but is able to be re elected.  
Note. To stand for the Management team one must be a member for two consecutive years. To stand for a committee position one must be a member for two consecutive years. All nominations for a position in CVI must be in writing, no nominations will be taken at the AGM. If a position cannot be filled at the AGM the Chairperson will call a committee meeting to fill the position as an appointee for that year.
- 2.4 The Management Team may appoint a person/s to assist the Team for the provision of Secretarial support, administration of matters pertaining to judges and/or judges training scheme, and any other function where extra personnel may be required. (These will be known as appointee positions).
- 2.5 The Management Team may appoint two (2) Delegates to represent CVI at the ACF National Meeting and Annual General Meeting each year. One (1) delegate the

Chairperson will have flight and accommodation fully paid. The second delegate will have half flight and accommodation paid.

2.6 Delegates shall report fully to the Association on all matters pertaining to their appointment.

2.7 The Management Team shall meet upon request during the year.

2.8 The Chairperson may convene a special meeting of the Management Team.

2.9 The Management Team shall make decisions on all matters which arise by phone or email. All business conducted by either mode shall be clearly documented and appear as business arising at the next meeting.

Note: for decisions to be binding **Two Thirds** of management team must be in agreement.

### **3 ROLE STATEMENTS**

#### **CHAIRPERSON**

Shall take responsibility to managing the Team and the affairs of CVI

Shall oversee and guide all decisions taken by the Executive Management and any Committee or appointee positions.

Shall ensure that the Team members work harmoniously and purposefully as a team

Shall liaise with the Secretary on the Agenda for meetings and approve the minutes before they are circulated.

Shall be completely familiar with the By-Laws of CVI and their procedures

Shall liaise with the Treasurer to ensure funds are spent effectively in the best interests of CVI

Shall disseminate information to other members of the Management Team

Deal with enquiries by email/phone.

Deals with urgent matters by email/phone and consults with the Management Team re these.

Shall before the meetings ensure that all is ready and items have been prioritized.

Shall during the meeting communicate, maintain control and set out reasonable time limits, allow flexibility and freedom of expression, keep to the agenda and ensure that accurate minutes are recorded. Shall ensure that everyone understands what is being discussed and those decisions are recorded, together with who is going to implement them.

#### **SECRETARY**

Shall keep a true and accurate record of all meetings

Shall seek items for each meeting from the Management Team members and in consultation with the Chairperson prepare an agenda for each meeting which is circulated by email at least seven (7) days before a management meeting.

After consulting with the Management Team shall write all letters

Shall read out all incoming and outgoing mail at Meetings

Shall ensure that the minutes of the previous meeting be circulated to the Management Team.

#### **TREASURER**

Is responsible for all CVI's finances

Shall deal efficiently and effectively with all invoices and bills

Shall keep up to date records of all financial transactions

Shall ensure that funds are spent properly

Shall complete a detailed statement of each show, income and expenditure of the profit / loss

Shall complete a Monthly Income and Expenditure statement of the Association in accordance with Bank records

Shall attend Management Team meetings and present the financial report

Shall prepare the end of the year accounts to present to the auditors

Shall plan the annual budget in agreement with the Management Team

Shall monitor the budget throughout the year

#### **REGISTRAR**

Shall receive and process all registrations.

Report to the Management Team all queries  
Finnish and post all completed pedigrees  
Files all registrations in a method of their choice to enable easy retrieval  
Shall request office supplies as needed from the Treasurer

### **CATS VICTORIA SHOW REPRESENTATIVE**

Shall act as the CVI Representative at all shows held

### **MEMBERSHIP AND RECORDS OFFICER**

Receives all membership applications  
Discuss by phone or email with Management Team re membership approval  
Enters data into membership data base  
Ensures that all members receive a Membership Pack on joining

### **HONORS REGISTRAR**

Registers all challenges  
Checks to ensure all challenges are true  
Keeps a true and accurate record of all honors awarded  
Issue certificate or request an updated pedigree from the registrar.

### **SHOW MANAGER**

Overall responsibility for running a CVI show  
Responsible for the venue being booked and ribbons ordered, do judges bookings  
Book the Vet and arranges payment available from the Show funds  
Completes the schedule and posts it on the web site  
Ensures that the Show Team is aware of the responsibilities they have been delegated and that they complete the same  
Ensures that all equipment is available and functional  
Ensures all paperwork is completed and checked.  
On the day ensures the smooth running of the show and consults with the CVI Representative to deal with any complaints  
Assists with the packing up of the show and makes a list of anything that is required for the next show

### **4 CAT - KITTEN REGISTRATION**

- 4.1 The full registration is for the purpose of registering the pedigrees of fully registered cats
- 4.2 Cats must have at least four (4) generations of fully registered breeding or which fulfill the requirements of CVI rules for experimental breeding (and those who have been transferred from the Supplementary Register)
- 4.3 All pedigrees issued must show the breed, full colour/pattern description, coat length, eye colour (if relevant to the standard), and generation number (if applicable) for each cat entered on the pedigree. Lower case's in brackets is to be included on the registration number of each silver cat included in the pedigree.
- 4.4 Once third (3<sup>rd</sup>) generation, a cat is no longer subject to checks and examination of Supplementary Register status
- 4.5 If a new colour/pattern variety is admitted to a Full Register, then, by default all colour/pattern varieties from consequent matting's with existing colour/pattern varieties should be admissible, but they may be limited for a period to Supplementary Register status on a provisional standard.
- 4.6 All cats, prior to their entry for competition or exhibition at a show held under the rules of CVI must be registered in CVI, or a recognized governing body. Litters entered in litter classes need to be recorded as Litter Registered in CVI or a recognized body.
- 4.7 Pending registrations will be acceptable if proof that documentation has been sent to the Registrar is sent with the entry.

- 4.8 Cats being transferred to CVI from other recognized governing bodies will normally be cleared by Registrar unless the registrar feels the need to refer to the CVI Management Team.
- 4.9 Cats registered with a recognized governing body may be registered in the General Register of CVI provided such application and fee is made in accordance with the regulations as are in force at the time.
- 4.10 IMPORTED CAT' it is one that has been imported into Australia from overseas. Kittens born in quarantine shall be deemed to be imported.
- 4.11 Applications for the registration of cats shall be accepted only for breeds, colors and patterns recognized by CVI.
- 4.12 A cat shall not be registered nor exhibited as being of a different colour/pattern different from that on the registration certificate without permission of CVI with the following exception:
- 4.12.1 That in the event of a cat being independently outclassed to the same colour/pattern different from the registration by three (3) suitably qualified judges at recognized exhibitions, the CVI Secretary shall instruct the Registrar to issue a replacement registration certificate stating the new colour/pattern and to change the database accordingly. The CVI Secretary shall notify the owner of the cat of the above change
- 4.12.2 Elective Reclassification: an owner may apply to the CVI Secretary, in writing, for reclassification of a cat. This application should be applied to a CVI issued pedigree. The CVI Secretary will notify the CVI Judges Association and a convenient time for the cat to be inspected by three (3) suitably qualified judges will be arranged. If this takes place at a show prior to competition, no officiating judge should be one of the three judges.
- 4.12.3 If a cat is out classed at a two (2) ring show twice on one day to the same colour/pattern, the owner may approach the CVI Representative to ascertain if a suitably qualified judge who has not judged the cat that day, is able to provide a third colour/coat pattern assessment. No information should be given to the third judge about the decisions already made.
- 4.13 Applications for the registration of a cat shall only be accepted if the breeder's declaration on the litter registration is signed by the breeder. In the case of catteries registered in joint names, both partners must sign the application
- 4.14 Applications for entry in the General Register and the Litter Record must be made on the prescribed forms supplied for that purpose by CVI. Forms must be completed in full and signed in ink by the owner. Forms must be accompanied by the fees set out in the scale of charges and must be lodged at CVI's PO box number.
- 4.15 Names of domestic / uncertified pedigree cats shall not include a prefix. Names of cats submitted for registration shall not contain more than 30 letters, spaces, punctuation marks, including the breeder's registered prefix, which must be used, but excluding any recognized titles. The use of numbers or numerals shall not be permitted. The use of names that are misleading as to sex, origin, or relationship, may be refused. When a name is not acceptable, the breeder of the cat must choose another name. To prevent this happening when registering a cat three choices are to be noted.
- 4.16 No cat/kitten shall be registered unless the litter in which it was born is recorded and the breeder has registered a prefix.
- 4.17 Applications for the registration/transfer of cats not on the CVI register must be accompanied by a pedigree in the name of new owner.
- 4.18 Where the Management Team of CVI intends to refuse any application for entry in its records, cancel any entry or strike from its records any entry already effected, it shall notify the owner/lessee of the intended action and request such person to show cause as to why such action should not be taken within such a time as specified by CVI. On receipt of a reply the Management Team shall take into consideration any information received which is relevant to the matter in hand.

- 4.19 Notice of any mistake in any application for entry in the records of CVI must be given in writing, with the return of the Pedigree to the Registrar of CVI as soon as possible after it has been discovered and thereupon the mistake will be rectified.
- 4.20 Owners of cats registered with CVI shall notify CVI in writing of the death of a cat within two (2) months of the death. Such notification shall be signed by the registered owner.
- 4.21 All transfer of ownership or leases of a cat must be registered on the form supplied by CVI and the prescribed fees paid.
- 4.22 Application for the transfer or lease of a cat shall only be accepted if the transfer form is signed by all parties concerned with the transaction who are normally resident in Victoria.

## **5 LITTER REGISTRATIONS**

- 5.1 No member of CVI may register cats/kittens with any other registering body.
- 5.2 CVI will only recognize interstate registrations issued by a recognized registering body in the breeder's state of residence.
- 5.3 All litters must be registered. This must occur before (8) weeks of age, and cannot be registered later than nine (9) months of age.
- 5.4 The Registrar will refuse registration of any litter born to the same queen in excess of two (2) in any twelve (12) month period, unless in exceptional circumstances which must include a Vet letter.
- 5.5 No litter shall be recorded unless the stud service declaration on the litter notification form has been completed and signed by the registered owner of the sire. Certified pedigrees are required for all cats whose ancestry is not recorded by CVI.
- 5.6 Owners of CVI registered stud cats should insure that only registered stock is accepted for mating.

## **6 KITTEN AND CAT DESEXING**

- 6.1 Shall not permit any cat or kitten to be sold or given away by a Cats Victoria registered breeder without first being microchipped and desexed, unless being purchased by another registered breeder for the purpose of breeding. "Pet" Registrations are required for cats from the registered litter sold as pets. "Pet Registration" will be noted on Pedigree and completed on producing a desexing certificate.

## **7 EXPERIMENTAL REGISTER**

- 7.1 For the purpose of recording all experimentally based bred and supplementary register stock, a separate register shall be kept by the CVI Registrar.
- 7.2 All Experimentally and Supplementary Register cats will have a generation number and/or SR assigned to their Registration Number.
- 7.3 Experimental animals are those which are produced by intentionally mating pedigreed animals of a different breed or pedigreed and domestic or partly pedigreed animals with the intention of producing a new breed or different colors or unorthodox markings in a known breed.
- 7.4 Breeders must apply to CVI in writing for permission to commence an Experimental Program, setting out the aims and methods of the breeding program.
- 7.5 All original and succeeding experimentally bred stock must be registered under 'Experimental' heading clearly stating breed, colour, pattern, date of birth, sex and pedigree, if any, which will be colour marked.
- 7.6 Individual kittens in a litter from a first cross of two different breeds which are assessed as displaying the characteristics of the intended breed or variety, may be recorded on the Supplementary Register as SR1.
- 7.7 In certain breeds, dilution of colour may appear in any generation. All colour/pattern variations of the same breed in one litter will be registered with the same generation number. Registration in the Supplementary Register will be grouped according to the breed aimed at i.e. Persian, Siamese type etc. The generation number (denoted by SR1, SR2 etc) will be included with the Registration Number and all pedigrees must include the SR number for each SR cat in the pedigree.

- 7.8 All Experimental and Supplementary Register cats/kittens up to and including third 3<sup>rd</sup> generation must be assessed as of being acceptable quality and of suitable background by two judges, prior to Registration being processed.

## **8 EXPERIMENTAL BREEDING PROGRAM REQUIREMENTS**

- 8.1 To undertake an experimental breeding program a breeder must have a minimum of three (3) years experience as a registered breeder of cats.
- 8.2 Intending experimental breeders are to notify the Secretary of CVI specifically stating the breed or colour which they hope to produce and the methods they intend to use to develop the particular breed/colour envisaged and to comply with the regulations introduced from time to time by CVI. This outline of the program is to encompass the projected outcome of the experimental process from the first cross to full register.
- 8.3 A subcommittee of suitably qualified judges will be appointed by CVI to oversee the program from commencement to completion.
- 8.4 Upon approval being given for the breeder to proceed with the fully outlined program, the names, registration numbers and pedigrees (if available) of the original stock will be recorded.
- 8.5 Every litter must be notified in the usual way.
- 8.6 Each kitten registered for breeding must be assessed and Registered using the Supplementary Register Kitten Registration Form, the form must be signed by two judges.

## **9 EXHIBITION OF EXPERIMENTALLY BRED OR SUPPLEMENTARY REGISTER CATS**

- 9.1 Cats/kittens recorded in the Supplementary register may be entered in open competition at shows if they are, or have been, part of a program aimed at producing Full Register cats of an established and recognized breed/variety.
- 9.2 In adult open classes, such cats will be eligible for challenge certificates. No indication that the cat is Supplementary shall be shown in the judge's books.
- 9.3 Application to CVI for status changes should be made as for Full Register cats.
- 9.4 Cats on the Experimental Register may be entered only in Experimental Classes at shows. There shall be a separate class for each type/breed of experimental cats entered. Only cats of the same type/breed may compete against each other.
- 9.5 Supplementary Register cats/kittens may compete for Best in Show awards

## **10 REGISTRATION OF BREEDER'S PREFIX**

- 10.1 On payment of the fee set out in the Scale of Charges, a breeder's prefix name may be registered by a financial member of CVI. This name shall be limited to one word of not more than 12 letters.
- 10.2 No breeder may register a litter of kittens before being granted a registered breeder's prefix which must be granted before the kittens are born.
- 10.3 A breeder's prefix may only be used to register kittens bred by the registered owner/s of the prefix.
- 10.4 Persons wishing to maintain prefixes on the register of CVI are required to renew annual membership in each financial year and pay the prescribed prefix maintenance fee as determined by CVI.
- 10.5 Failure to do so in any twelve (12) month financial period will result in the person's prefix being allowed to lapse.
- 10.6 A person whose prefix has been allowed to lapse may reactivate the prefix on payment of the prescribed fee as determined by CVI.
- 10.7 The use of any prefix registered with any other recognized Australian governing body shall not be permitted by any other than the person to whom such prefix has been granted.
- 10.8 Resignation from a jointly owned Prefix must be in writing.

## **11 TITLES**

- 11.1 Challenge certificates are offered by CVI at Championship shows only, and are awarded at the discretion of the judge. All exhibits nine (9) months and over, competing in their respective Open Classes are eligible. A judge shall not award a Challenge certificate to any exhibit which they consider lacks sufficient merit to qualify for the challenge.
- 11.2 CVI Titles will be granted after completion of CVI Honors Application Form for Title Upgrades, included with the form the prescribed fee.
- 11.3 Titles gained by cats registered with a recognized Australian control body will be recognized by CVI as long as proof can be supplied.

CVI Champion

CVI Grand Champion

CVI Bronze Grand Champion

CVI Silver Grand Champion

CVI Gold Grand Champion

CVI Sapphire Grand Champion

CVI Ruby Grand Champion

CVI Emerald Grand Champion

CVI Diamond Grand Champion

CVI Platinum Grand Champion

#### **CVI Honors**

- 11.4 The above Titles apply to all Neuters replacing the word Champion
- 11.5 An application for any Title or Title upgrade must have been received by CVI prior to close of entries to next show.  
Note: All Challenges received at a National show run by either ACF or CCCA can be used for a title upgrade either at the one time or over the next Six months.

#### **12 CAT OF THE YEAR**

- 12.1 Cat of the Year points will be allocated to the first 5 places in each section.
- 12.2 Point allocation – Best 15 points, Reserve 11 points, 3<sup>rd</sup> 8 points, 4<sup>th</sup> 5 points, 5<sup>th</sup> 2 points
- 12.3 When annual results are finalized, the owners of the Best and Reserve in each section will be awarded a rosette. All exhibits in the Top 5 will be awarded a certificate stating the position their cat achieved. Breeder of the Year in each Group will also be awarded a rosette.
- 12.4 Points towards Cat of the Year awards can only be accrued by exhibits owned by financial CVI members. Cat of the Year awards will only be presented to members who are financial and in good standing at the end of the membership year.

#### **13 DISCIPLINARY ACTION**

- 13.1 The Management Team of CVI shall exercise investigatory and disciplinary powers in addition to those in the Constitution.
- 13.2 Complaints and Investigations. All complaints must be in writing. When the Management Team receives a complaint against a member, the Management Team will advise the member and request a response within 28 (twenty eight) days. The Management Team will convene a meeting to consider the members response and the appropriate follow up action.
- 13.3 Misconduct is defined as action detrimental to the interests of CVI or generally in contravention of the Constitution including action detrimental to the interests of the cat fancy in Victoria; Encouraging, supporting, employing, or any other involvement in any capacity in connection with cats, by any member, with a person suspended or disqualified by the Management Team or any affiliated body, so as to permit that person to take part in a show; the acceptance of an entry into a show from a person suspended or disqualified, or in respect of an ineligible cat or acting in disobedience of any disciplinary action by the Management Team of CVI.
- 13.4 The Management Team may on its own motion, or a complaint by a member, investigate any alleged misconduct by a member.

- 13.5 If the Management Team decides that the alleged misconduct, if proven, would be sufficiently serious to attract disciplinary action against a member, that member shall be invited and be given reasonable notice to attend before the Management Team both to hear the allegations and be given the opportunity to answer.
- 13.6 If the Management Team is satisfied as to the truth of the allegations it may exercise any of the disciplinary powers needed and shall within seven (7) days advise the member found guilty of such misconduct of its decision.
- 13.7 A member may, upon receiving notice of the decision, appeal against the decision in accordance with the provision of the Constitution.
- 13.8 The disciplinary powers of the Management Team shall include any one or more of the following.
- 13.9 Cancellation of membership, Suspension of membership with or without condition
- 13.10 In the case of a Judge suspension from judging and / or taking part in or having any other involvement with or attending any show or exhibition of cats under the CVI rules.
- 13.11 Barring from competition any cats owned by such member, or in which the member has an interest. The imposition of a fine not exceeding \$1000 or any restriction of membership rights considered to be appropriate.
- 13.12 Upon cancellation or suspension of membership, the member involved shall not be entitled to any refund of their subscription, and all benefits of membership shall cease.
- 13.13 Any fine imposed by the Management Team shall be retained for the general purposes of CVI.
- 13.14 Any member causing annoyance at any show conducted by CVI, by making audible comments or other communication on the decision of a judge, or otherwise exhibiting unsportsmanlike or unseemly behavior while attending, at/or in the vicinity of the show, may be denied entry to/removed from the same by the CVI representative at the show. Any such action shall be reported to CVI by the CVI Representative at the show, within three (3) days of its occurrence. Upon receiving such a report the Management Team shall treat the same as an allegation of misconduct under this clause and investigate accordingly.
- 13.15 Disputes and mediation are as per the Constitution.

#### **14 JUDGE'S LICENSE**

- 14.1 All licenses must be renewed yearly by the payment of the prescribed renewal fee of \$20.00 and the annual signing of the Judge's Code of ethics, within 60 days of license expiry.
- 14.2 No extensions to a judge's license shall be granted except to those persons qualifying under judge's courses conducted by CVI.
- 14.3 For a judge to remain on the active list, they must provide details of judging experience for the preceding year. They must judge at least two (2) times in twelve (12) calendar months. The Management Team of CVI may waive the above requirements in special circumstances.
- 14.4 An inactive judge may be readmitted to the judges Panel after taking a refresher course in their specialty and/or at the discretion of CVI.
- 14.5 No person may judge at a Championship show that is held under the By-Laws of CVI and ACF, unless they hold a current judges license granted by a recognized body.
- 14.6 Judges granted a license for a Group/s by the Tutor Judges Panel may judge that group/s at championship shows in Australia.
- 14.7 Judges are required to notify the CVI Management Team and Judges Coordinator in writing specifying the governing body on the invitation as received, along with date and venue.
- 14.8 An application for a license must be made on the prescribed form and in the prescribed manner.
- 14.9 No license to judge will be granted unless at a meeting of the Management team and/or Tutor Judges panel and a simple majority of the members present is in favor of such a license being granted.



## **SHOW RULES**

### **15 INTERPRETATION AND MISCELLANEOUS**

- 15.1 These rules apply to all shows held by CVI as the affiliate of ACF. All exhibitors and persons attending shows shall be deemed to have expressly agreed to be bound by the By-Laws and Show Rules listed on CVI Web Site.
- 15.2 Any person entering a cat/kitten in a show held under the rules of CVI shall by such act agree to abide by the By-Laws of CVI
- 15.3 A 'Championship Show' is an exhibition of registered cats at which Challenge Certificates, award cards and prizes are awarded.
- 15.4 There is to be no smoking or alcohol allowed in or around the show venue

### **16 SCHEDULES**

- 16.1 A schedule is the notification to the effect that CVI is an affiliate of the Australian Cat Federation Inc, and that the show is held under the rules of CVI. Show dates and judges must be approved by CVI.
- 16.2 The schedule shall state the name and council of the judges for each group of breeds that the show is a championship show, the time of vetting and benching, the time the show opens and closes to the public and the fees for entry.
- 16.3 No classes other than those stated on the schedule shall be permitted
- 16.4 The closing date for entries for Championship shows shall be at the discretion of CVI

### **17 ENTRY PROCEDURES**

- 17.1 A cat/kitten when entered for a show must be either solely and unconditionally the property of or leased by the exhibitor/s in accordance with the rules.
- 17.2 The entry form must reach the Returning Officer no later than on the day on which the entries close as indicated on the schedule.
- 17.3 It is the responsibility of the owner to enter a cat correctly under its exact registered name, registered number, registered ownership, microchip, correct class and colour.
- 17.4 All entries shall be treated as strictly confidential prior to the commencement of the show.
- 17.5 Entries in the pedigree classes shall not be accepted unless the registration number is quoted and kittens less than five (5) months of age entered as a litter require the litter registration number to be shown.
- 17.6 All entries must be accompanied by full payment unless otherwise arranged. It must be noted that complete payment must be received no later than a week prior to the show. If an exhibitor enters a show then does not attend on the day payment is still required and no refund is given.
- 17.7 CVI has the right to refuse or return any entry without assigning any reason to the intending exhibitor; such decision must be communicated in writing to the intending exhibitor at least seven (7) clear days before the show is scheduled to be held. Entry fees shall be returned in the case of rejected entries.
- 17.8 All entry forms must be kept for at least three (3) months from the last day of the show.

### **18 SHOW PROCEDURES**

- 18.1 Exhibits must arrive at the show in safe, ventilated carry cages.
- 18.2 Vetting slips shall be available at the entrance to the show
- 18.3 All exhibits must go through vetting and abide by the decision of the Veterinary Officer, before being allowed into the hall.
- 18.4 All kittens under 9 months must be vaccinated and certificates produced when being vetted into the show. All cats must have a current vaccination certificate.
- 18.5 A steward shall be appointed at every show to assist the Veterinary Officer, for the purpose of establishing that each exhibit has been passed examination. The Veterinary Officer will initial against each cat listed on the slip.
- 18.6 Cats which are unfit for exhibition will be removed from any area connected with the functioning of the show immediately, and, if in the opinion of the Veterinary Officer it is

desirable, all other exhibits from the same cattery or having travelled with excluded cats shall be refused entry to the show and all entry fees forfeited. The Veterinary Officer's decision is final.

- 18.7 Infectious Diseases. Owners of animals, which contact any infectious or contagious diseases or have been in contact with any infectious or contagious disease must immediately notify in writing the Management Team of Cats Victoria Inc. Any affected animal together with all other animals belonging to or residing with the owner must remain in quarantine for a period not less than 3(three) months. A Veterinary certificate must be produced and forwarded to Cats Victoria Inc by the end of that quarantine period. The animals will remain in quarantine for a further period of 14(fourteen days) following Veterinary clearance. Cats, which have been in contact with affected animals, must also remain in quarantine until they are found to be unaffected or test results show they are unaffected. A person who has a contagious disease on their property cannot attend shows until such time as they have had a Veterinary clearance for their animals plus the 14(fourteen) days post clearance.
- 18.8 Any person, who is found to have infectious disease at vetting in for a show, must remove their cats and follow the above process. Any cats travelling in the car with the affected cats must also be removed from the venue and follow the above process.
- 18.9 Ringworm. In the event of an animal contacting ringworm, 'Best Practice' demands lamping plus ringworm culture. These tests are to be carried out by an independent Veterinary Surgeon. Culture results must be accompanied by the microchip identification of the cat.
- 18.10 In all cases where a cat is rejected by the Veterinary Officer he/she shall be requested by the CVI Representative to complete the CVI Veterinary Rejection Form. This written statement shall be tabled at the next Committee meeting as part of the show report
- 18.11 If at any time a Veterinary Officer is not present, a competent deputy shall be appointed by the CVI Representative in consultation with the Show Manager to act in their stead. Such action should be considered by the CVI Representative as a last resort.
- 18.12 Cats must be benched in allocated cages, numbers of which are on vetting slips. Numbers must not be altered or moved by exhibitors without the permission of the Show Manager.
- 18.13 Exhibitors are allowed to bring "Owned" metal or plastic Cages" to the show and must include cage dimensions on entry form. All cages will have a door opening at the front, and the exhibitor will be informed if cage is not acceptable. Exhibitors will be responsible for setting up the cages and these cages must be cleaned and disinfected before being brought to the show venue. Sturdi's are not acceptable.
- 18.14 Colored curtains are allowed but embellishments must be kept to a minimum.
- 18.15 Litter may be left in the cage with the exhibit as long as it is contained in clear or white plastic containers. Water containers are permitted in hot weather.
- 18.16 Cats /kittens must have clipped claws, clean ears and coats free from pests.
- 18.17 No cat/kitten other than an exhibit shall be allowed within the hall during its duration except in the case of special and emergency circumstances the Show Manager may permit a cat not entered to remain in the hall, it must be vetted in. N.B the provisions of this rule does not apply to Guide Dogs.
- 18.18 Any cat found to be suffering from the effects of drugs on entry to or during the show will be expelled from the show on the authority of the Veterinary Officer.
- 18.19 If a cattery contacts any infectious disease it must notify the Secretary of CVI in writing specifying the nature of the disease. The cattery must remain in quarantine until all cats in the cattery have been declared disease free. This quarantine status shall remain in force until the CVI Secretary has received written notice of clearance. This must be in the form of a Veterinary letter.
- 18.20 The use of powders, sprays or aerosols in the hall is strictly forbidden.
- 18.21 At every show spray bottles of suitable disinfectant and paper towels will be provided for the use of all show personal.

18.22 No exhibitor shall leave the hall early unless they have informed the Show Manager to the fact before the show commences. Special dispensation to leave will be given in emergencies

## **19 JUDGING**

19.1 A judge's decision is final

19.2 No person shall for either themselves or for any other person solicit any appointment to judge at any fixture conducted/to be conducted under the rules of CVI. This does not include the proper nomination and selection of judges by the Management Team any person whether a licensed judge or not, committing a breach of this rule shall be liable to disciplinary action under the rules of CVI.

19.3 Alterations made by the judge in the judge's book must be initialed by the judge at the time of making such alterations.

19.4 After the Show Manager has given the word to the judge to proceed with judging, no further exhibit can be benched in the group.

19.5 During judging, no person shall be allowed in the judging area, other than the judge and the properly appointed officials and stewards.

19.6 A properly compiled and separate judging book must be provided for each judge. These books must be signed and retained by the judge for at least three (3) months from the date of the show. Judges must personally indicate their awards in these books. Signed judge's slips shall remain open for inspection for the remainder of the show.

19.7 Any questions raised about an exhibit by a judge must be referred to the ticket room/Show Manager

19.8 Duplicate slips completed by the judge as they are completed shall be sent to the ticket room for processing. These slips will be retained for at least three (3) months by CVI.

19.9 No person may judge in any capacity at any show, if they have knowledge of entry forms and/or catalogues prior to the commencement of judging, nor can they judge their own cat.

19.10 No judge may judge an exhibit which has been their property within a period of three (3) months prior to the day of the show.

19.11 No restriction will be placed concerning the selection of interstate judges providing they are selected from bodies recognized by CVI.

19.12 Judges shall stay at the show until 4pm unless flight times do not allow it

19.13 A judge may withhold a challenge if, in their opinion, the exhibit does not meet the standard for that breed

19.14 A judge may deem an exhibit Out of Show Condition (O.S.C.) if in the judge's opinion it is not consistent with good health/presentation. Good presentation includes, but is not limited to: cleanliness, adequate grooming.

19.15 Visiting judges shall judge by the ACF Standard of Points which is available on request

19.16 Judges expenses must be paid before the close of the show

## **20 STEWARD SUPERVISOR / STEWARDS**

20.1 The Steward Supervisor shall have a list of all stewards and their judges prepared before the commencement of the show

20.2 A steward will be allocated to assist the Vet.

20.3 Stewards shall present themselves in a neat and tidy manner and shall wear appropriate clothing during judging

20.4 Stewards shall prepare the tables for the judges

20.5 A Steward shall ensure the judge's hands; the table and their own hands are sprayed and dried after each exhibit

20.6 Stewards shall ensure a copy of the ACF Breed Standards if available if needed

20.7 Stewards must check and mark all absent exhibits before judging commences.

The Steward shall ask the judge if they wish to handle the cats themselves and which way the refer the cats to face. If the judge chooses not to get the cats out of the cage it is the steward's responsibility to handle all cats and to present them to the judge

20.8 Stewards must be able to remove an exhibit correctly from/into a cage.

- 20.9 Comments must not be made or opinions offered about any exhibit. A steward must not repeat comments made by the judge to anyone
- 20.10 A First Aid Kit will be supplied to all Stewards for use in emergencies. A larger kit shall be available in the ticket room
- 20.11 Stewards may inform the exhibitors of the results if given permission by the judge.
- 20.12 Stewards shall have knowledge of show paperwork in order to assist interstate/overseas judges on show day.
- 20.13 All questions re exhibits must be referred to the Show Manager.
- 20.14 Stewards shall remain with the judge until judging has finished.
- 20.15 Stewards shall ensure that the judge has fluids during judging and will organize the judge's requests for meals.

## **21 U.T.J & U.T.H.**

- 21.1 Any exhibit that shows threatening behavior during the course of the show, or cannot be removed from its cage because of such behavior, may, at the judge's discretion, be classified as Unable to Judge (U.T.J) and will not be judged in that ring.
- 21.2 Any exhibit that attacks anyone, including its owner, during the course of a show shall be classified as Unable to Handle (U.T.H.) and cannot be handled by any show personnel for the remainder of the show. All U.T.H. exhibit numbers shall be given to the CVI Representative to note in the record.
- 21.3 Any exhibit classified as U.T.H shall not receive any awards in that ring.
- 21.4 Classification as U.T.H. will be disqualified for the following periods: one (UTH) three (3) shows, two (UTH) six (6) shows, and three (UTH) disqualified for life.
- 21.5 All incidents of attacks on show personnel by an exhibit shall be reported to the Show Manager and the CVI Representative who will then make a written report for the CVI Management Team.

## **22 DISQUALIFICATIONS / PROTESTS**

- 22.1 A cat may be disqualified from competition by the Vet or any other relevant CVI rules
- 21.2 A protest may be made about any exhibit by any person. The objection must be in writing and delivered to the CVI Representative by the close of show. It must be accompanied by the sum of \$50.
- 21.3 A protest shall be dealt with at the next meeting of the committee of CVI. A copy of the protest will be sent by the CVI Secretary to the registered owner of the cat at the address given on the entry form within three (3) days of receipt, and seven (7) days notice of the meeting dealing with the matter shall be sent to all persons required by the Management Team to give evidence.
- 21.4 The decision of the Management Team of CVI together with notice of the right to appeal shall be communicated to the parties concerned within three (3) days of the hearing.
- 21.5 The sum (\$50) shall be returned, unless the CVI Management Team deems the objection frivolous, in which case it shall be forfeited.

## **23 ELIGIBILITY FOR PRIZES**

- 23.1 All exhibits of one breed as set out in the ACF list of recognized breeds will compete for Best of Breed. There shall be no charge for this award
- 23.2 All exhibits, will compete for Best Kitten, Entire, Neuter.
- 23.3 All award cards/certificates must have the exhibits cage number, name and title, the owner, the class in which they won, the date, judges signature and the signature of the show manager in the case of ACF awards.
- 23.4 No judge shall sign an award certificate unless the cage number of the exhibit is clearly marked.
- 23.5 The decision for Supreme Exhibit shall be made by the judge for that ring providing they are an All Breeds Judge. In the case of there not being an All Breeds Judge in the ring an independent All Breeds Judge shall be asked to judge the Best Kitten Best Entire, Best Neuter for Supreme.

## **24 PAYMENT OF PRIZE MONEY**

Prize money if any shall be awarded at the show as advertized. CVI shall be responsible for all prize money offered for competition at its exhibitions

## **25 CATALOGUES**

- 25.1 A judge shall not have access to a catalogue prior to or during judging
- 25.2 Each exhibit shall have its title, the pedigree name, date of birth, the colour/pattern registration number, and owner/or breeder published in the catalogue of every show. The exception to this is in Group 4 where only the owner's name the name of the exhibit, sex and date of birth (if known) shall be included. No obligation is placed on the Returning Officer to correct any entry form which is incorrect or illegible.
- 25.3 The breed of the exhibit shall be used as a heading e.g. Siamese, British Birman etc.
- 25.4 A catalogue shall be given to each judge on the day.
- 25.5 The CVI Secretary's copy shall be filed and kept in the CVI records.
- 25.6 Catalogues (unmarked) shall be sent to all sponsors within seven (7) days of the show.
- 25.7 Exhibitors requiring a catalogue shall mark this on their entry form and pay the required sum.

## **26 ADVERTISING**

- 26.1 No advertising is to be placed on cages until after judging has been completed.
- 26.2 No prize cards ribbons won at other shows will be allowed.
- 26.3 Advertizing must be no larger than the cage it is placed on.

## **27 MOBILE PHONES/PAGERS**

Mobile phones/pages must not be turned on during the show unless they are on silent mode. Exhibitors that must speak on mobile phones must move away from any judging area.

## **28 RESPONSIBILITY OF THE SHOW MANAGER**

- 28.1 The Show manager shall ensure that the venue is available on the date requested and that the Hall Hire has been paid.
- 28.2 The Show Manager shall ensure that judges are contacted and contracts prepared.
- 28.3 The Show Manager is responsible for ensuring the shows are run in a creditable manner according to the spirit of showing cats and CVI rules.
- 28.4 The Show Manager shall ensure that no exhibit not inspected by the Veterinary Officer shall gain access to the hall.
- 28.5 Any exhibit not passed by the Veterinary Officer shall not gain access to the hall. All exhibits vetted out shall be reported to the CVI Representative who will document the exhibit and the reason.
- 28.6 The Show Manager shall ensure that any exhibitor acting as a steward for the Veterinary Officer will have their cats vetted first.
- 28.7 The Show Manager shall ensure as much as is possible than show personnel's exhibits are vetted in early.
- 28.8 The Show Manager may order the removal of any exhibit which appears to be/or has been reported to be ill. This must be reported to the CVI Representative immediately.
- 28.9 The Show Manager shall ensure that no student judge handles an exhibit until the formal judging has been completed. Permission must be obtained from the owner.
- 28.10 The Show Manager shall type up and send out the schedules, will record all incoming entries and complete all paperwork necessary to run a show.
- 28.11 The Show Manager shall ensure that all paperwork has been checked against the catalogue is correct.
- 28.12 The Show Manager shall ensure there are sufficient ACF AOE certificates for all relevant classes, and keep all judging slips for twelve months after the show.
- 28.13 The Show Manager shall ensure all Sponsors receive a CVI show catalogue.

## **29 DUTIES OF THE CVI REPRESENTATIVE / STEWARD SUPERVISOR**

- 29.1 To act as an overseer of the manner in which the show is being conducted and report to the CVI Show manager. The duties of CVI Representative and Steward Supervisor are combined
- 29.2 To ensure that all exhibits are benched before judging commences.
- 29.3 To ensure that judging books have been prepared for each judge in accordance with CVI rules.
- 29.4 To take details of complaints/protests to CVI Management Committee
- 29.5 To ensure that a copy of the ACF Breed Standards is available at each show
- 29.6 To prepare a report on the show for the CVI Management Committee To not interfere with the running of the show, but to tactfully bring to the notice of the Show Manager any infringements of the By-Laws of CVI.

### **30 TICKET ROOM**

- 30.1 A Ticket room Supervisor shall be appointed for each show to ensure smooth running of compiling the results
- 30.2 The Ticket room Supervisor shall check all judging slips to ensure they are signed and that there has been no cross judging
- 30.3 Ticket room workers shall ensure every result card, challenge, and ACF AOE are completed as awarded by the judge.
- 30.4 Ticket room staff may mark a catalogue for each judge and the CVI copy, the Honors Recorder to use a Ticket room copy.
- 30.5 No exhibitors under any circumstances shall enter the ticket room.

### **31 JUDGES AREA**

- 31.1 A private area/room will be provided for the judges at each show
- 31.2 Only authorized personnel are permitted to enter this area
- 31.3 Tea coffee and food will be delivered to this area by the kitchen workers

### **32 SOCIAL MEDIA**

- 32.1 Social media provides an excellent venue for people to gather and share information in online communities. CVI sees social media as an important tool of engagement.
- 32.2 Social Media includes, but is not limited to
  - Social networking sites such as Facebook, Twitter, Myspace, LinkedIn
  - Video and photo sharing sites e.g. Youtube and Flickr
  - Blogging sites e.g. Twitter, personal blogs or commercial blogs hosted by traditional media publications
  - Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups
  - Any other websites that allow individual users to post photos or post messages
- 32.3 The essential guiding principles are:
  - Ensure that you are fully aware of who you are representing
  - Any and all references to CVI are correct and in line with CVI Rules and Policies
  - Refrain from making negative comments about other members, members cats or CVI
  - Demonstrate respect for the individual and communities with which you interact at all times – be aware that negative comments can be at least hurtful, at worst defamatory and are difficult to rescind or recall.
  - Do not bring CVI into disrepute or otherwise attract negative publicity.
- 32.4 You are required to:
  - Be respectful of all individuals and communities with who you interact online;
  - Be polite and respectful of others opinions, even in times of heated discussion or debate
  - Adhere to the terms of use, and seek to conform to the cultural and behavioural norms of the social media platform being used.
  - Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.

- 32.5 This policy is applied if you wish to make references to CVI, its Management Team, members or services, its competitors and/or other related individuals or organisations when you are using a social media platform in a personal capacity. It is important in these circumstances that readers of your posts are not able to misconstrue your personal comments as representing official CVI position.
- 32.6 A breach of this policy shall constitute a breach of the CVI rules, giving rise to the consequences set out in Part 8 Disciplinary Action.