

How To Treat A Judge



American Cat Fanciers Association
P.O. Box 1949, Nixa, MO 65714-1949
Phone: (417) 725-1530 - Fax: (417) 725-1533

How to Treat a Judge Club

Please read ACFA show rules.

- A. Contact judges to officiate call and e-mails. Send official ACFA contract immediately. (Judges need to plan their travel)
- B. Include in the judge's information an ACFA questionnaire with important information.
- C. If mailing include three copies and a self-addressed stamped envelope.
- D. When all contracts are returned send copies to CO. (Judges have 30 days from post mark to return to the Club) Show Rules Article VIII Judges Sec. 7 d.
- E. Communicate with Judges on their travel plans.
 - 1. Driving: 45cents per mile or up to what an airline ticket would cost. (whichever is less)
 - 2. Flying: Club can book the flight or Judges can. Cost needs to be discussed. No greater than the cheapest air fair.
- F. Booking Judges rooms according to their needs handicap, single, etc. If at all possible book the ground floor for the Judges. Club needs to pay for night before and the night of the judging (total two nights). If Judges plan to stay the third night it would be helpful to book the third night at that time for them.
- G.
 - 1. Send all Judges the show flier.
 - 2. Room conformation number.
 - 3. Motel information like breakfast, restaurant etc.
 - 4. If no food in the Hotel what transportation plans are available?
- H. Inform judge who will be picking them up at the airport. Name of driver, their cell phone number, the cars make and color & where they are to wait.
- I. It would be very nice for the Club to give the Judges a gift bag with snacks and bottle water for the room. Sometime this will be all the Judges have to eat. Providing a litter box for the Judges that are flying in would be helpful if traveling with cat.
- *
J. Club will provide transportation to and from show hall. Art. VII, Sec. 4 6

Some Thoughts

Club needs to remember that is their responsibility to attend to a Judges needs from the time they leave their home until they are back in their home. Things like this:

Do not drop a judge off at a hotel without a vehicle and have NO food available within walking distance of the hotel.

Do not expect the Judge to donate their fees back to the club.

Do not leave the Judge stranded at the show hall with no ride to the hotel or the airport after they have finished the show. Don't forget Judges staying over Sunday night dinner plans.

Remember that Judges may have special dietary needs. (Vegetarian)

Research the hotel that you book for the Judges it's important that they are clean and respectful and not a bad area of town.

Ask the Judges if they have any special needs or requests or needs for food or drink as not all of them fill out the form that the clubs send them. Make sure if at all possible that each Judge has an experienced clerk. Most Judges work with new clerks **IF** they have been given a crash course in clerking by a good clerk. Club is responsible for all meals (three meals per day) Reimbursements based on normal priced meals at the motel restaurant. Show committee must file Judges Report to JEC chair. Send show final sheets to all Judges.

Judges

- A. Send signed contract back to club as soon as possible so club can print out fliers. Time frame (show rule) 30 days. Show Rule Art. VII, Sec. 7d.
- B. Let club know your travel plans. If flying send itinerary with flight number, arrival and departure time.
- C. Send contact information including cell phone numbers. Emergency contact numbers any special needs, dietary etc.
- D. Judges should carry insurance information.
- E. Judges should not be demanding or complaining to the clubs unless very substandard condition arises.
- F. Judges can send in official club reports.