



Clerking Manual

August 2021

A successful cat show depends on more than entries and good management. One of the most important factors is a good clerking staff. A good clerk can help the Judge maintain the judging schedule, ensure mechanical accuracy, and avoid delays.

A clerk is an ACFA **Ambassador**. They must be prepared to use sound judgment in answering questions of both exhibitors and spectators. Try to answer questions quickly and quietly. A well managed ring is one where the Judge is allowed to perform his/her duties undisturbed.

A clerk must:

- be a superb record keeper. The clerk is responsible for all posted errors made by the Judge because your job is to check all postings and approve them for accuracy
- show great discretion, taking anything the judge shares with you in strictest confidence
- be familiar with the current ACFA Show Rules. The clerk's copy should always be at hand for quick reference

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INTRODUCTION

Clerking is an art and a learned skill; it evolves through study, training and most important of all, properly supervised practical experience. A qualified professional clerk is an indispensable asset. Most show committees find properly trained clerks to be one of the better forms of insurance for a smoothly running show.

There is much more to being a clerk than the placing of entry numbers on the cages and marking the various awards in a show catalog. The professional ring clerk is:

- A Record Keeper
- A Supervisor
- A Diplomat
- A Liaison for the Judge
- An Assistant to the Judge

The intent of our ACFA Clerking Program is to develop qualified individuals as ACFA licensed clerks exhibiting an attitude of pride and professionalism in their manner; doing the job in such a way to reflect well upon themselves, the club, the judge and ACFA.

GENERAL INFORMATION

The purpose of the ACFA Clerking Program is to provide individuals with the quality training necessary to perform the task of clerking. It is intended to maintain a high level of quality and proficiency. .

Through this program we will develop a pool of competent, qualified clerks for ACFA Shows who are skilled by training, experience and examination to:

- accurately record any awards given by the Judge
- supervise the Steward(s)
- manage the ring operation
- assist the judge as requested

ELIGIBILITY

The Judges Executive Committee (JEC) administers the ACFA Clerking Program. The JEC appoints the Clerking Program Administrator (CPA). Contact information for the Administrator is included in the ACFA Bulletin and on the ACFA website.

The CPA keeps files on each Licensed Ring Clerk, Licensed Master Clerk and Clerk Applicant.

Application to the clerking program can be made before or after you start clerking.

To apply to the ACFA Clerking Program, the applicant must:

- Be a member in good standing in ACFA
- Completely fill out an official application form and send it, along with the proper fee, to the ACFA Central Office who notifies the CPA

TRAINING PROGRAM, REQUIREMENTS AND QUALIFICATIONS

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Training Program

The ACFA Clerking Program consists of a combination of instruction (Clerking School), training by a Licensed Ring Clerk, study, experience and examination. It is comprised of two levels of training: Ring Clerk and Master Clerk.

The Program is designed to allow you to progress through the various stages at your own speed. Each level is designed to expand your knowledge and to increase your efficiency, thereby allowing you to assume more and more responsibility.

If you wish to enter the ACFA Judging Program, the Clerking Program is mandatory. Continuation into the Judging Program is not required of anyone who enters the Clerking Program. It will be your decision alone to take each step as a clerk enrolled in the Clerking Program.

We want you to be a capable clerk; proud of your position and happy with the job you are doing. It is important that you enjoy clerking.

Requirements and Qualifications

Licensed Ring Clerk

To become a Licensed Ring Clerk:

- Submit application and fee to the ACFA Central Office and notify the CPA
- Complete the following within eighteen (18) months of application
 - Serve as a Principal Ring Clerk for at least eight (8) complete ACFA licensed shows
 - Per show rules, each day of a Back-to-Back show is considered a separate show, each session of a split format show is considered a separate show
 - Six (6) of which must be Allbreed and two (2) of which must be Specialty under at least four (4) different judges
 - Attending a Clerking School will count as two (2) of your Allbreed rings
 - Print and sign your name (legibly) on the Judge's Book cover for the ring to be counted. The Judge will complete the evaluation on the Judge's Book cover
 - Perform those duties as listed under Ring Clerk
 - Have eight (8) satisfactory assignments as Ring Clerk on file with the CPA
 - As determined by the CPA, complete additional remedial assignments if the Judges' comments warrant them
 - Pass the Licensed Ring Clerk Test with a score of 90% or higher

The CPA will notify you of your licensed status and issue your license.

To retain your status as a Licensed Ring Clerk, you must:

- Keep your ACFA membership current
- Submit renewal application with appropriate fee to the ACFA Central Office annually
 - The application and fee must be received no later than April 30th
- Serve as Ring Clerk for at least four (4) ACFA licensed shows per show season and receive satisfactory evaluations for each ring
- Successfully pass a refresher examination every two years with a score of 90% or better. The CPA will send the test out to all eligible clerks on a biannual schedule

It is suggested that you keep records of the shows where you served as a ring clerk, including the date, club and judge.

Licensed Master Clerk

The position of Licensed Master Clerk is open to all who hold a valid and current Ring Clerk license. Anyone who meets these qualifications can continue their training in the Clerking Program toward the status of Licensed Master Clerk.

To become a Licensed Master Clerk:

- Submit an application and fee to the ACFA Central Office and notify the CPA
- Complete the following within twenty four (24) months of application
 - Serve as a Master Clerk at a complete ACFA licensed Show. You will have to notify the CPA of each of assignment, in writing along with a catalog. Email is acceptable
 - A complete show is both days of a back-to-back show or all sessions of a split format show
- Have five (5) successful evaluations as a Master Clerk
- Pass a Comprehensive Mechanics Examination of show mechanics and procedures with a score of 90% or higher

The CPA will notify you of your licensed status and issue your license.

To retain your status as a Licensed Master Clerk, you must:

- Keep your ACFA membership current
- Submit renewal application with appropriate fee to the ACFA Central Office annually
 - The application and fee must be received no later than April 30th
- Serve as a Master Clerk for at least two (2) ACFA licensed shows per show year and receive satisfactory evaluations
 - A complete show is both days of a back-to-back show or all sessions of a split format show
- Successfully pass a refresher examination every two years with a grade of 90% or better. The CPA will send the test out to all eligible master clerks on an biannual schedule

It is suggested that you keep records of the shows where you served as a master clerk, including the date and club.

DUTIES

Ring Clerk

Supplies

It is recommended that a Ring Clerk have specific items available to perform their duties in the ring. Many clerks use a small case or bag to carry their clerking supplies to shows. Some clerks carry it to all the shows, just in case they are asked to clerk at the last minute. Here is a list of some of the recommended supplies.

- Black/Red Pen(s)
- Highlighter(s)
- Correction Tape
- Post-It Flags
- Paper clips (large and small) and binder clips (all sizes)
- Rubber bands
- Note pads and “Sticky” notes
- Felt tip marker and Index Cards (to make missing cage cards)
- Current ACFA Show Rules
- Current ACFA Clerking Manual
- Copies of Summary and Breed Sheets (See sample in Appendix)

Before the Show

- Report to your assigned ring at least thirty minutes before the scheduled starting time.
- Make sure you know who and where the following officials are located:
 - Show Manager
 - Master Clerk
 - Ribbon/Rosette Chairperson
 - Show Control (Announcer, Hospitality, etc.)
 - Location of supplies such as paper towels, disinfectant and first aid kit
- Introduce yourself to the other ring personnel.
- Verify that your ring is properly set up
 - Flats are available and properly arranged
 - All ring cards are properly sexed
 - Check all cages to confirm that they are properly secured, so a cat cannot accidentally escape. If you discover a problem with a cage, contact show management to have the problem corrected
- Make sure that there are solid dividers between each cage
- Make sure that the Stewards are familiar with the proper method of cleaning the cages as well as returning the cage numbers and flats after cleaning the cages
- Ensure that you have the proper number of catalogs needed for the ring. (one (1) for the Club and one (1) for the Judge. The Club catalog will be used both days/all sessions and a new catalog will be used for each Judge
- Check with the Judge for:
 - His/her preference in procedures for calling the entries to the ring; whether to keep the cages filled at all times or if breaks after breeds are desired; and what procedures to use when sending cats back after judging

- Any special Awards or Trophies to be awarded, especially to ascertain if they are to be awarded either during the judging or during finals
- The Judge's wishes regarding lunch and/or other refreshments
- Always ask the Judge for permission to leave the ring

- When you receive the Absentee/Transfer List, mark all transfers and absentees in both ring catalogs. It is preferable to use **RED PEN** so that the corrections are easily noted
 - **NOTE:** if transferring a cat from one group to another, i.e. kitten to championship, place the transfer in its proper judging sequence unless the judge informs you to do it differently

During the Show

- Supervise the activities of the Steward(s)
- Keep all unauthorized visitors from the ring. Be diplomatic explaining the reasons for such actions
- Relay any messages from the exhibitors to the Judge as soon as it is convenient. The message may **ONLY** contain very specific data about an entry **NAMED ONLY BY Its CATALOG NUMBER**. (Please be careful of passing notes to the Judge because the exhibitors might misconstrue them)
- Mark your books as soon as the Judge hangs the award(s) (Ribbons) never mark the catalog before the judge has hung the awards
- Mark the awards as presented by the Judge. You must keep accurate listings of these awards. If an error is made, or a ribbon forgotten, discreetly let the Judge know. (at a time when the Judge is not doing something)
- **NOTE:** Whatever happens, do not hang any ribbons yourself. That is what the judge is paid for. If one is accidentally knocked down, please feel free to pick it up and return it to its original position.
- PREFERABLY, you should keep a summary sheet of Best of Breed, Champion, Grand Champion, Royal, Supreme, as you progress through the classes. This will be a great asset when checking finals
- Make certain that the ring numbers are posted according to the Judge's directions and the published judging schedule
- Be sure that the announcer receives the numbers of new classes, or other ring instructions on time so that the ring can continue to function properly
- Check each of the yellow Judge's sheets as the Judge finishes with them. Check them against your marked catalog. If the information is correct, please initial the page and forward it to the Master Clerk. It is also nice, but not a "must" to put the ring number in the right hand corner of each sheet to make the Master Clerk's work easier. If a discrepancy is found, discreetly call it to the Judge's attention ASAP. Remember, it is YOUR RESPONSIBILITY to catch the error, not to correct it
- Keep a tally on the pages that you check, and, if you find one missing, quietly ask the Judge if he/she still needs the page that you haven't checked
- It is important to remember to keep both ring catalogs marked, if it is a back-to-back show the presiding Judge must be given a completed copy when they exit the ring at the end of the day. In a split format show, the judge must be given a completed copy at the end of the session
- Be sure that any special Breed Awards are made available to the Judge at the proper time
- If a conflict in the judging schedule occurs, please talk with the Judge and find out what method they wish to use to resolve the stalemate and then, ask the Show Manager's permission to change the published schedule. You must announce such changes to the exhibitors. A ring clerk should know where the other

Judges are in relation to the schedule in order to keep their Judge informed. It is helpful to coordinate with the other clerks to keep things running smoothly

-
- When the Judge is completing the paperwork for finals, the clerk should:
 - Tidy the judging area; clearing away all extraneous ribbons, papers, etc. so that the final presentations may be made in a professional style
 - Arrange rosettes conveniently for presentation ensuring that tenth place is on top.
 - Make sure that your work area is neat and tidy
 - Make sure that all cages are clean and ready for finals
 - Be sure that the ring numbers are in order so that you may readily find the needed numbers when the Judge finishes his/her paperwork
 - If the Judge gives you his/her finals page to check, check the best of breeds and the order that the cats are in. If you find an error, please let the Judge know before posting the cage numbers and announcing the finals
- Remember, mark the finals as awarded by the Judge - NOT from the Judges' sheet. Any judge can change their mind, and/or make an error. Your notations, made when the rosettes were hung, can help correct any such possible error
- Arrange the ring numbers in proper sequence for the next group of entries, clean cages and get ready for the next cats. If it is the last final of the day, finish the Judge's copy of the catalog and present it to the Judge and have the Club Copy ready to turn in to the Master Clerk
- If this was the last final
 - Have the Steward(s) clean up their area
 - Straighten up the judging area for the next day's/session's judging. If this is the last day of the Show, gather all the supplies neatly and have them ready for collection by the Show committee

General Guidelines

- Do not take your cat to the ring you are clerking for and never present your own cat in a final in your ring. Minimize your time away from the ring. This means, if at all possible have someone else take your cats to rings and return them from the rings
- After a one-day show, or a back-to-back show, turn over the Club copy of the ring catalog to the Master Clerk. If this is the first day of a back-to-back show, prepare the ring for the following day. Check with the show committee and put out the rosettes and do all you can to help prepare the ring for the next day

Master Clerk

Supplies

It is recommended that a Ring Clerk have specific items available to perform their duties in the ring. Many clerks use a small case or bag to carry their clerking supplies to shows. Some clerks carry it to all the shows, just in case they are asked to clerk at the last minute. Here is a list of some of the recommended supplies.

- Black/Red Pen(s)
- Highlighter(s)
- Correction Tape
- Post-It Flags
- Stapler/Paper Clips

- 3-Hole Punch
- Letter Trays/File Box
- Extra Forms
- Confirmation Forms
- Correction Slips
- Tracking Sheets
- Paper clips (large and small) and binder clips (all sizes)
- Note pads and “Sticky” notes
- Current ACFA Show Rules
- Current ACFA Clerking Manual
- Copies of Summary and Breed Sheets (See sample in Appendix)

Before the Show

- Arrive at the show approximately thirty minutes before the scheduled time judging is to begin
- Check with the Show Management, introduce yourself and find out what they require.

During the Show

- Be sure to use only the proper form for catalog corrections. Have the owner sign the form and be sure that you sign the form. Also, make sure that you make these same changes in the Master catalog(s) and remind exhibitors to give the changes to each Ring Clerk
- Enter the Judges’ notations from their sheets into the Master Catalog. If the show committee has requested a Best-of-the-Best scoring and you agree to do it, it is best to do it as you go through the day rather than wait until the last ring is completed. (Scoring best of the best is NOT a required duty for the Master Clerk since it is not required for ACFA records or scoring.) If you definitely do not want to be responsible for it, suggest that the club appoint a club member or members to accomplish the task and free you to complete your work more accurately

NOTE: If this is a back-to-back show, the owners or agents of all entries which have completed championship or grand championship requirements, must fill out and submit the confirmation form, along with the proper fee, to the Master Clerk prior to the beginning of judging on the next day or session of the show. After recording the information in your Master Catalog, all forms and fees should be given to the person appointed by the Club (generally the Show Manager or Show Treasurer) for mailing, as required by the Show Rules. Remember, Royals and Supremes may NOT be transferred after the first day of a back-to-back show or between sessions of a split format show.

Announcements concerning such transfers should be made throughout the day to remind the exhibitors of their responsibility. It is wise to go through the catalog at some point during the first day and list all opens who might transfer and as confirmations are given to you, check them against the list and by the end of the day, you will know which cats still need to be transferred.

- a. Be sure to include on the Sunday Absentee/Transfer List, all of Saturday transfers, since the Sunday Judges will have no knowledge of the Saturday changes.

After the Show

- First day of a back-to-back show or between sessions of a split format show
 - Make sure that all the judges have submitted their judging sheets and finals.
 - After all sheets have been entered into the catalog under the proper heading, the sheets should be stapled or clipped together, ready to be filed.
 - Collect the ring catalogs from the Ring Clerks so that they will be readily available for the next day's Clerks.
 - Tidy up your area in preparation for the next day's show.
 - Turn over the confirmation forms and monies collected that day to the designated Show Person. Also include a listing of all those entries that have made champion or grand champion, so that the next day's A/T list is correct.
 - If you have not completely marked the catalogs, please complete them ASAP. Be sure they are placed in safekeeping for the next day's show.
- End of show, one day or back-to-back:
 - Make sure that you have all of the Judges' sheets and finals. Clip or staple them together so that none are lost.
 - Turn over, to the Show Manager, the completely marked catalog(s) (whatever number they have instructed you to do), all of the ring catalogs and all of the judges yellow sheets.
 - Tidy up your area and depart.
 - Don't forget to collect your fee.

MECHANICS

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A ring clerk or master clerk must have a thorough knowledge of show mechanics in order to check the awards made by a judge. One purpose of the ring clerk is to ensure that all wins awarded by the judge are correctly marked on the judge's sheets which are sent to Central Office as the official ACFA record. Ring clerks should quietly call to the judge's attention any situation where it appears that an award has been omitted, or given to an ineligible cat. Many judges use their breed sheets as a basis for determining their final, and an error or omission on the breed sheet can easily lead to either an error in the final or the judge missing a cat they wanted to call back. Generally, the ring clerk will check the judge's planned awards prior to the finals by checking the judge's breed sheets before pulling and posting their final numbers. However, some judges do not complete the finals pages until after the finals presentation. Always support a judge's personal preference.

The Master Clerk is the final check that the judge has not made any mechanical errors.

Awards

- Know precisely what the awards are
- The awards in ACFA are always listed in the current edition of the ACFA Show Rules
- Know what the awards mean
- Know which cats are eligible for which awards.
- Examples of award meanings:
 - Best Cat is better than all the other cats in the show, in that category
 - Second Best Cat is better than all other cats in the show, in that category, EXCEPT for Best Cat
 - The clerk must understand that a cat cannot receive an award if it was defeated at that show by another cat competing for the same award
 - Color Class and Breed

Mechanics

Each cat entered in Championship competition fits into its proper place in the following categories.

Within a judging category (Kitten, Adult or Championship, Alter and Household Pet (HHP)) each cat fits into its proper place in the following sub-categories

- Breed (Kitten, Adult or Championship, Alter)
- Color/Pattern (Kitten, Adult or Championship, Alter)
- Class (Adult or Championship, Alter)
 - Open, Champion, Grand Champion
- Sex Male/Neuter or Female/Spay (Kitten, Adult or Championship, Alter and Household Pet (HHP))
- Longhair/Shorthair Competition and awards start among small groups of 'like' entrants and progress upward in pyramid fashion toward the final award of 'Best Cat'. In each color class, the following judging and award sequence would be typical
 - When two or more color classes are in competition within breed

- The 'Best of Color' winners compete for 'Best of Breed
- All other 'Best of Color' winners and 'Second Best of Color' cats of the same color as 'Best of Breed compete for 'Second Best of Breed. In breeds with only one color in competition, Best and Second Best of Color are also Best and Second Best of Breed

Each judge selects entries by class (Kitten, Adult or Championship, Alter and HHP for Finals Awards. The top finals placements in the show (per ring) are:




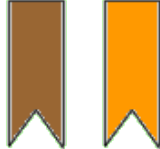
- BEST CAT must be Best of Breed
- SECOND BEST CAT can only have been defeated by BEST CAT
- THIRD BEST CAT can only have been defeated by BEST and SECOND BEST CATS, etc. It is theoretically possible for 4th and 5th Best cats to have won no other ribbons or rosettes if the top three cats were the Blue (1st), Red (2nd), and Yellow (3rd) of the same sex or same color class.

See Appendixes for examples of show catalog, judges' sheets, breed and tracking sheets.

APPENDICES

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Appendix A

Types of Awards			
Place (1, 2, 3)	Winners (W) (Open/CH Only)	Best/2nd Best of Color	Best/2nd Best of Breed
			

Ribbon Value *

Entry Number *

* How to record ribbon placements in catalogs

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Appendix B

On the following pages, please see sample catalog pages.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Clerking School Cat Fanciers	AB	CD	EF	GI	JL	MN	OP	QR
August 7 and 8, 2004	AB	AB	SP	SP	AB	AB	AB	AB

Persian

PER1111540-11 Blue-eyed White Persian Male Cat Open

PalmTree Date

Entry # **101**

REG: PER1111111111

BD: 1/4/2000

-- — — — — — — —

S: PalmTree Sabal

D: PalmTree Queen

B: Denise Palmer

O: Denise Palmer

PER1111540-11 Blue-eyed White Persian Male Cat Open

CitrusHill Limon

Entry # **102**

REG: PER1111111111

BD: 1/3/2000

1W — — — — — — —

S: CitrusHill Lime

D: CitrusHill Lemonade

B: Cindy Frost

O: Cindy Frost

PER1111540-11 Blue-eyed White Persian Male Cat Open

Banana Split

Entry # **103**

REG: PER1111111111

BD: 1/2/2000

2 — — — — — — —

S: Banana Pudding

D: CitrusHill Marmalade of Banana

B: Barbara Peel

O: Barbara Peel

PER1111540-11 Blue-eyed White Persian Male Cat Open

AppleOrchard Johnny

Entry # **104**

REG: PER1111111111

BD: 1/1/2000

3 — — — — — — —

S: AppleOrchard MacIntosh

D: AppleOrchard Granny Smith

B: Annie Appleseed

O: Annie Appleseed

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Clerking School Cat Fanciers	AB	CD	DF	GI	JL	MN	OP	QR
August 7 and 8, 2004	AB	AB	SP	SP	AB	AB	AB	AB

PER111540-13 Blue-eyed White Persian Male Cat Ch

SimplyIrresistable White Satin

Entry # **105**

REG: PER1111111111

BD: 1/10/2000

1W — — — — —

S: PalmTree Sabal

D: PalmTree Queen Mum of SimplyIrresistable

B: Janie Smith

O: Janie Smith

PER111540-13 Blue-eyed White Persian Male Cat Ch

Flowering Angelo

Entry # **106**

REG: PER1111111111

BD: 1/9/2000

2 — — — — —

S: Flowering Antonio

D: Flowering Angelica

B: Iris Williams

O: Iris Williams

PER111540-13 Blue-eyed White Persian Male Cat Ch

Hopeful Hannibal Lechter

Entry # **107**

REG: PER1111111111

BD: 1/8/2000

3 — — — — —

S: Hopeful Attila the Hun

D: Hopeful Clarice

B: Harry Hopeful

O: Harry Hopeful

PER111540-15 Blue-eyed White Persian Male Cat GrCh

PersiansbyDesign Hilfiger of WatsonCats

Entry # **108**

REG: PER1111111111

BD: 1/9/2002

1 — — — — —

S: PersiansbyDesign Armani

D: PersiansbyDesign Coco Chanel

B: Lana Lewis

O: Mimi Watson

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Clerking School Cat Fanciers	AB	CD	DF	GI	JL	MN	OP	QR
August 7 and 8, 2004	AB	AB	SP	SP	AB	AB	AB	AB

PER1111540-15 Blue-eyed White Persian Male Cat GrCh

PersiansbyDesign Christian Dior

Entry # **109**

REG: PER1111111111

BD: 1/9/2002

2 — — — — — — — —

S: PersiansbyDesign Armani

D: PersiansbyDesign Coco Chanel

B: Lana Lewis

O: Lana Lewis

PER1111540-15 Blue-eyed White Persian Male Cat GrCh

CountryCats Billy Bob

Entry # **110**

REG: PER1111111111

BD: 1/10/2001

3 — — — — — — — —

S: Hopeful Hannibal Lechter

D: CountryCats Peggy Sue

B: Kelly Jones

O: Kelly Jones

PER1111540-16 Blue-eyed White Persian Female Cat Open

CrackerJack Fruit Loops

Entry # **111**

REG: PER1111111111

BD: 1/6/2000

1W — — — — — — — —

S: CrackerJack Corn Flakes

D: AppleOrchard Apple Jackie of CrackerJack

B: Frances Turner

O: Frances Turner

PER1111540-16 Blue-eyed White Persian Female Cat Open

AppleOrchard Ellen of EllisIsland

Entry # **112**

REG: PER1111111111

BD: 1/5/2000

2 — — — — — — — —

S: AppleOrchard MacIntosh

D: AppleOrchard Delicious

B: Annie Appleseed

O: Evelyn Ellis

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Clerking School Cat Fanciers	AB	CD	DF	GI	JL	MN	OP	QR
August 7 and 8, 2004	AB	AB	SP	SP	AB	AB	AB	AB

PER1111540-18 Blue-eyed White Persian Female Cat Ch

BradyBunch Oh Jan

Entry # **113**

REG: PER1111111111

BD: 1/6/2000

1W — — — — — — —

S: BradyBunch Tiger

D: BradyBunch Carol

B: Geraldine Brady

O: Geraldine Brady

PER1111540-20 Blue-eyed White Persian Female Cat GrCh

Hogwarts Professor Trelaway

Entry # **114**

REG: PER1111111111

BD: 1/7/2000

1 — — — — — — —

S: PersiansbyDesign Armani

D: Hogwarts Ginny

B: Nina Potter

O: Nina Potter

Best of Color

— — — — — — — —

2nd Best of Color

— — — — — — — —

Best of Breed Persian

— — — — — — — —

2nd Best of Breed Persian

— — — — — — — —

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Appendix C

On the following pages, please see sample judge's book pages.

American Cat Fanciers Association, Inc.
Clerking Manual

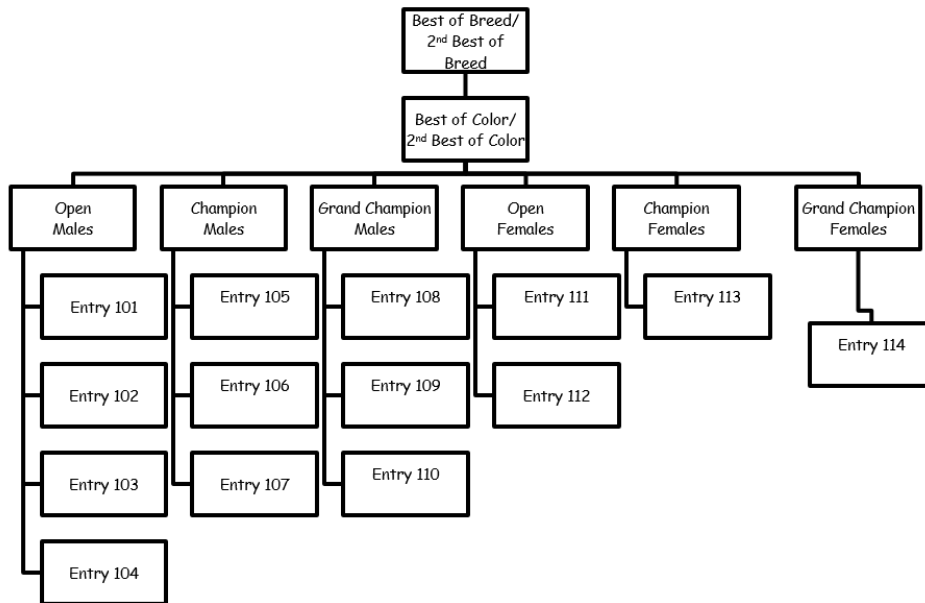
Class/Division: Longhair Cat Allbreed Specialty

Entry No.	Breed/Color	Birth Date	Class	Sex	Trans	Award	BOC	2 BOC
	Persian							
101	Blue-eyed White	1/4/2000	Open	Male		--		
102	Blue-eyed White	1/3/2000	Open	Male		1W		
103	Blue-eyed White	1/2/2000	Open	Male		2		
104	Blue-eyed White	1/1/2000	Open	Male		3		
105	Blue-eyed White	1/10/2000	Ch	Male		1W	105	
106	Blue-eyed White	1/9/2000	Ch	Male		2		
107	Blue-eyed White	1/8/2000	Ch	Male		3		
108	Blue-eyed White	1/9/2000	GrCh	Male		1		
109	Blue-eyed White	1/9/2001	GrCh	Male		2		
110	Blue-eyed White	1/10/2000	GrCh	Male		3		
111	Blue-eyed White	1/6/2000	Open	Female		1W		111
112	Blue-eyed White	1/5/2000	Open	Female		2		
113	Blue-eyed White	1/6/2000	Ch	Female		1W		
114	Blue-eyed White	1/7/2000	GrCh	Female		1		
	Best of Breed Persian					105		
	2 nd Best of Breed Persian					111		

Judge _____ Clerk _____

Appendix D

Organization of Awards by Breed



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Ring Clerk Summary Sheet

Kittens - Best/2nd Best of Breed					
Breed	Best	2nd	Breed	Best	2nd

Championship Adults - Best/2nd Best of Breed					
Breed	Best	2nd	Breed	Best	2nd

Alters - Best/2nd Best of Breed					
Breed	Best	2nd	Breed	Best	2nd

Club: _____

Day: Saturday / Sunday

Master Clerk Summary Sheet

Championship Adults -- Opens			
LH		SH	

Alters -- Opens			
LH		SH	

Household Pets -- Royals			
LH		SH	

Household Pets -- Supremes			
LH		SH	