

## **THE INTERNATIONAL CAT ASSOCIATION**

2008 Spring Board Meeting

May 16-18, 2008

Herndon, VA

The meeting was called to order at 9:03AM on Friday, May, 16, 2008, by the President, Kay DeVilbiss, at the Dulles Marriott Suites, in Herndon, VA. The following Board Members were present:

Kay DeVilbiss - President

Nancy Parkinson - Vice President

Motoko Oizumi, Director, Asia

Jamie Christian - Director, Great Lakes

Lisa Dickie - Director, Mid Atlantic

Donna Madison - Director, Northeast

Martin Wood - Director, Northern Europe

Ellen Crockett - Director, Northwest

Linda Kay Ashley - Director, Mid Pacific

Cheryl Hogan - Director, South Central

Jo Parris - Director, Southeast

Vickie Fisher - Director, Southwest

Carlos Arrieta, Assc Director, South America

Laurie Schiff and Frances Young, Legal Advisors were present. Genevieve Basquine - Director, Southern Europe was unable to attend. The interpreter for Motoko Oizumi, Dewane Barnes, Chair, Rules Committee, and Bobbie Tullo, Judging Administrator were also present.

1. Unanimous consent to go into Executive Session. Without objection.

\*\*\*\*\***Executive Session**\*\*\*\*\*

2. Unanimous consent to include Bobbie Tullo, Dewane Barnes, Frances Young, Laurie Schiff and the interpreter in Executive Session. Without objection.

3. Unanimous consent to continue the hearing of Dave Clark hearing to the Annual Meeting in Arlington, TX. Without objection.

4. Motion by Christian seconded by Parris to take no action on the Berger v Hammond complaint. Motion carried.

5. Motion was made by Parris and seconded by Madison not to issue a statement of support for Hammond unless we issue a statement of support for all judges who follow the rules. Motion carried.

6. Motion was made by Crockett and seconded by Parkinson to take no action on the Arai v Kaneko complaint. Motion carried.

7. Motion was made by Wood and seconded by Crockett to take no action on the Hamano v Kaneko complaint. Motion carried.

8. Motion was made by Parkinson and seconded by Crockett to take no action on the Hamashita v Kaneko complaint. Motion carried.

9. Motion was made by Ashley and seconded by Parkinson to take no action on the Haraguchi v Kaneko complaint. Motion carried.

10. Motion was made by Christian and seconded by Parkinson to take no action on the Hongo

v Kaneko complaint. Motion carried.

11. Motion was made by Parkinson and seconded by Crockett to take no action on the Hotta-Satomi v Kaneko complaint. Motion carried.

12. Motion was made by Christian and seconded by Ashley to take no action on the Hotta-Tadahiro v Kaneko complaint. Motion carried.

13. Motion was made by Parris and seconded by Christian to take no action on the Ichimura-Mihoko v Kaneko complaint. Motion carried.

14. Motion was made by Crockett and seconded by Ashley to take no action on the Ichimura-Yoichi v Kaneko complaint. Motion carried.

15. Motion was made by Christian and seconded by Ashley to take no action on the Ishihara v Kaneko complaint. Motion carried.

16. Motion was made by Christian and seconded by Ashley to take no action on the Ishimura v Kaneko complaint. Motion carried.

17. Motion was made by Christian and seconded by Parkinson to take no action on the Koehata v Kaneko complaint. Motion carried.

18. Motion was made by Parkinson and seconded by Crockett to take no action on the Kubokawa v Kaneko complaint. Motion carried.

19. Motion was made by Christian and seconded by Parkinson to take no action on the Maeyama v Kaneko complaint. Motion carried.

20. Motion was made by Crockett and seconded by Parkinson to take no action on the Sato v Kaneko complaint. Motion carried.

21. Withdrawn.

22. Motion was made by Crockett and seconded by Parkinson that Bobbie Tullo, Cheryl Hogan and Ellen Crockett draft requirements that need to be met in a letter to Jimmy Reardon and the Board will re-address his licensing at the Annual Meeting. Motion carried.

23. Motion was made by Crockett and seconded by Parkinson to advance Yukari Kaneko to Probationary Specialty Judge. Motion denied.

**\*PROPOSAL DENIED\***

24. Motion was made by Wood and seconded by Crockett to advance Helene Guillaume to Provisional Allbreed Judge. Motion carried.

25. Motion was made by Crockett and seconded by Parkinson to advance Elaine Hawksworth-Weitz to Provisional Allbreed Judge. Motion carried.

26. Motion was made by Ashley and seconded by Fisher to advance Marylou Anderson to Approved Allbreed Judge. Motion carried.

27. Motion was made by Wood and seconded by Christian to advance Marie-France Dendauw to Approved Allbreed Judge. Motion carried.

28. Motion was made by Christian and seconded by Parris to advance Debbie Lopeman to Approved Allbreed Judge. Motion denied.

**\*PROPOSAL DENIED\***

29. Motion was made by Fisher and seconded by Parkinson to advance Anne Ritzinger to Approved Allbreed Judge. Motion denied.

**\*PROPOSAL DENIED\***

30. Motion was made by Wood and seconded by Fisher to advance Kurt Vlach to Ring and School Instructor. Motion carried.

31. Unanimous consent to go out of Executive Session. Without objection.

**\*\*\*\*\*Executive Session\*\*\*\*\***

32 Motion was made by Parkinson and seconded by Ashley for TICA to pay for the hotel for up to 5 nights. Motion carried unanimously.

33. Motion was made by Parkinson and seconded by Ashley to pay \$64 per diem for up to 6 days. Motion carried unanimously.

34 Unanimous consent to approve the consent agenda without the Followup Report and Future Annuals. Without objection.

35. Unanimous consent to accept the changes to Egyptian Mau standard to be effective May 1, 2008. Without objection. (See Addendum.)

**\*\*\*\*\*See Addendum\*\*\*\*\***

36. Unanimous consent to go into a Committee of the Whole to allow Solveig Pflueger to speak. Without objection.

37. Motion was made by Fisher and seconded by Parkinson to allow the Executive Office to use the SBP as a prefix where applicable. Motion carried with Crockett and Wood opposed because this is not a critical issue and they felt that Rules should review the matter and the membership should vote prior to the application of the policy.

38. Motion was made by Madison and seconded by Parkinson that a breed which chooses to allow another breed as an outcross must allow all the members of the breed group if applicable. Motion carried with Ashley, Crockett, Fisher, and Wood opposed and Dickie abstaining.

39. Motion was made by Fisher and seconded by Ashley to call the question on Motion 28. Motion carried with Madison and Wood opposed.

40. Unanimous consent to go out of a Committee of the Whole. Without objection.

41. Motion was made by Crockett and seconded by Parkinson to accept the revised budget as amended. Motion carried unanimously.

42. Unanimous consent that Parkinson rearrange the standards to conform to the standard guidelines. Without objection.

43. Motion was made by Dickie and seconded by Ashley to impose a fine of \$100 on clubs that fail to timely submit a marked catalog to those designated as recipients in the Standing rules. Motion carried with Madison, Wood, and Fisher opposed.

**}}}}Standing Rules}}}}**

Debra Decker provided a Marketing Presentation. (See [Marketing Presentation.](#))

44. Motion was made by Crockett and seconded by Fisher to offer Debra Decker a contract to do the Marketing for TICA for a fee of no more than \$14,400 for 1 year. Motion carried unanimously.

45. Motion was made by Parris and seconded by Crockett to have the 2010 Winter Meeting in Harlingen, TX. Motion denied with Crockett, Hogan, Parkinson, and Parris in favor.

**\*PROPOSAL DENIED\***

46. Motion was made by Madison and seconded by Christian to hold the Winter 2010 Meeting in Japan. Motion carried with Crockett, Hogan, Parkinson, and Parris opposed.

47. Motion was made by Wood and seconded by Fisher to approve the application from the All for ONE Cat Club to hold a cat 2 ring show in England on August 30 2008. Motion carried unanimously.

48. Motion was made by Parkinson and seconded by Hogan to amend Standing Rule 109.1.1 to read: Annual Convention. Labor Day weekend each year is reserved for the Annual Convention. No other shows may be held the weekend of the Annual Convention. ~~with the following exception: A club may receive permission to hold a show on the Annual weekend upon application to the Board. Application must state specific reasons for the request for exemption and why such a show would have no impact on the Annual.~~ Motion denied with Ashley, Crockett, Hogan, Parkinson and Parris in favor.

**\*PROPOSAL DENIED\***

49. Motion was made by Parkinson and seconded Crockett to reconsider Motion 47. Motion denied with Crockett, Hogan, Parkinson and Parris in favor.

**\*RECONSIDERATION DENIED\***

50. Motion was made by Crockett and seconded by Hogan to move Arkansas and Louisiana to the South Central Region effective May 1, 2008. Motion carried with Christian, Dickie, Madison, Parris and Wood opposed and Oizumi abstaining. DeVilbiss breaks the tie voting affirmatively.

51. Motion was made by Crockett and seconded by Madison to take no action on the Board Governance rules that read: Individual states/countries/areas changes shall not be granted before the scheduled review. Motion carried with Christian, Oizumi, and Parris opposed.

**\*NO ACTION\***

52. Unanimous consent to approve the changes to the Judging Program to read: 49.1.1 International Guest Judge. A club may apply to the International Judging Committee for approval for a licensed Allbreed judge from a cat association outside of the United States or Canada to judge a TICA show. Application shall be made on the official TICA Application for Invitation of International Guest Judge form. Without objection.

~~~~~**Judging Program**~~~~~

53. Motion was made by Madison and seconded by Parkinson to approve the Entry Clerking Program. Motion carried unanimously. See Addendum.

\*\*\*\*\***See Addendum**\*\*\*\*\*

The President appointed Elaine Hawks worth-Weitz as the Entry Clerking Program Administrator.

54. Motion was made by Parkinson and seconded by Crockett to amend Standing Rules 202.4.2 to read:

Show Licenses. Licenses are issued upon payment of license fees provided **any Guest Judges have been approved**, club charter renewal fees have been paid and a current list of club officers names and addresses has been provided to the Executive Office. Once applied for, no changes may be made to the number and type of rings without 1 weeks' written notice to the Executive Office. The time limit on the exemption from license fees for newly chartered clubs is 1 year.

Motion carried unanimously.

~~~~~**Standing Rules**~~~~~

55. Motion was made by Fisher and seconded by Christian to amend Standing Rule 901.4.3.5 to read:

901.4.3.5 International Awards. International Awards will be presented to the **25** cats, kittens, alters, and household pets, household pet kittens; and **25** longhair cats and **25** shorthair cats having the highest aggregate points of all cats, kittens, alters, household pets, and household pet kittens, as applicable, in the association during the applicable show year. All awards earned during the show year will be listed accordingly for every region or recognized area and internationally.

901.4.3.5.1 The Top **25** Cats, Kittens, Alters, Household Pets and Household Pet Kittens, are featured in a visual media presentation at the Annual Awards Banquet and in the TICA YEARBOOK in color, free of charge.

901.4.3.5.2 The Top **25** longhair and shorthair cats, and the Best Cat in each breed are honored at the Annual Awards Banquet.

Motion carried with Crockett, Parris and Wood opposed for the following reason: They support the proposal but would like to see a cost impact to the association prior to approving it.

~~~~~**Standing Rules**~~~~~

56. Motion was made by Parkinson and seconded by Christian to add Standing Rule 1018.3 to read:

1018.2 Amendments. Proposals to amend Standards shall be considered by the Board of Directors at regularly scheduled meetings and must be in writing and received in accordance with ARTICLE EIGHTEEN, 118.2 of the TICA By-Laws. **Proposals must be received by the Genetics and Rules Committee no later than 120 days prior to the opening day of the meeting.** Proposals received after the 120-day deadline will be placed on the following meeting agenda.

1018.2.1 Proposals must be on the approved form, R-4010 Proposal to Amend Standards (available from the Executive Office or [www.ticaeo.com](http://www.ticaeo.com)).

1018.2.1.1 Notification. Members are to be notified of action taken at the Board Meeting on proposals submitted by them with a target date of 10 working days after completion of the minutes.

Motion carried unanimously.

**}}}}Standing Rules{{{**

57. Unanimous consent to take no action on amending the Show Rules 210.2 to read:

210.2 An exhibitor shall not, in any way, *in person or via the public address system*, make known to an officiating judge which entry(is) belong to him/her *OR any other exhibitor*.

Without objection.

**\*PROPOSAL DENIED\***

58. Unanimous consent to take no action to amend Show Rule 27.2 and Standing Rule 207.1.1. Denied.

**\*PROPOSAL DENIED\***

59 Motion was made by Parkinson and seconded by Crockett to take no action to amend Show Rules 27.2 and Standing Rules 207.1.1 and 207.1.2 to read:

Show Rule 210.2 An exhibitor shall not, in any way, *in person or via the public address system*, make known to an officiating judge which entry(is) belong to him/her *OR any other exhibitor*.

**AND**

Standing Rules 207.1.1 Requirements for Titles. All points earned are cumulative. After earning the points required for one title, any remaining points apply to the next title.

207.1.1.1 Champion H.P. Requirements for Titles (Points are cumulative)

CH CHA MS 300 points from 4 different judges, plus one final

GC GCA GMS 1000 points with 6 finals/**4 different judges**, 3 in Top 5 SP or Top 10 AB etc.

207.1.1.2 Isolated Areas: Champion H.P. Requirements for Titles (Points are cumulative)

CH CHA MS 150 points from 2 different judges, plus one final

GC GCA GMS 500 points with 3 finals/**2 different judges**, 1 in Top 5 SP or Top 10 AB etc.

Motion carried unanimously.

**\*PROPOSAL DENIED\***

60. Motion was made by Parkinson and seconded by Parris to table Motion 59 until Sunday. On Sunday motion carried unanimously. (See Motion 68 to untable.)

61. Unanimous consent into a Committee of the Whole for Julio Maldonado, IT Tech, to speak to the Board concerning the plans for the Website. Without objection. (See Addendum.)

**\*\*\*\*\*See Addendum\*\*\*\*\***

62. Unanimous consent to go out of a Committee of a Whole. Without objection.

The Business Plan was discussed with Vickie Fisher as Facilitator. (See [Business Plan](#).)

63. Unanimous consent to go into Executive Session. Without objection.

**\*\*\*\*\*Executive Session\*\*\*\*\***

64. Unanimous consent to take no action on the complaint of Newcombe v Briggs. Without objection.

65. Unanimous consent to go out of Executive Session. Without objection.

\*\*\*\*\***Executive Session**\*\*\*\*\*

66. Unanimous consent to re-establish a full directorship for South America. Without objection.

}}}}}**Standing Rules**{{{{

67. Unanimous consent to adopt "WHEREVER YOU ARE YOU'RE IN TICA'S WORLD" as a motto. Without objection.

}}}}}**Standing Rules**{{{{

68. Unanimous consent to untable Motion 59. Without objection. See Motion 59.

69. Unanimous consent that the Compadres Cat Club be allowed to hold a show with the Desperados Cat Fanciers on March 21-22, 2009, to be scored in the Southwest Region. Without objection.

Meeting was adjourned.

# EGYPTIAN MAU (EM)

|                                 |           |
|---------------------------------|-----------|
| <b>HEAD</b> .....               | 35 points |
| Shape .....                     | 4         |
| Ears .....                      | 8         |
| Eyes ..                         | 15        |
| Muzzle .....                    | 4         |
| Profile .....                   | 4         |
| <b>BODY</b> .....               | 25 points |
| Torso .....                     | 10        |
| Legs .....                      | 5         |
| Feet .....                      | 5         |
| Tail .....                      | 5         |
| <b>COAT/COLOR/PATTERN</b> ..... | 40 points |
| Length .....                    | 5         |
| Pattern .....                   | 20        |
| Color .....                     | 15        |

**CATEGORY:** Traditional.

**DIVISIONS:** Tabby and Silver/Smoke.

**COLORS:** Spotted pattern ONLY, Bronze spotted tabby, Black Silver spotted tabby, and Black Smoke ONLY.

**PERMISSIBLE OUTCROSSES:** None.

## HEAD:

Shape: Medium length, slightly modified wedge without flat planes. Cheeks are not full.

Ears: Medium to medium large, moderately pointed, broad at base. Upstanding with ample width between ears, set well-back on head, cupped forward, alert. Short, close lying hair on outside, may have lynx tips.

Eyes: Large, rounded almond shape. Aperture is level in head with slight upward slant to lower lid. Neither round nor oriental. Gooseberry green (light green) color preferred. Allow for slow development. Amber cast acceptable in kittens and young adults up to 18 months of age.

Muzzle: Medium-rounded, neither short nor pointed, rounded planes blending with overall head shape. Allow for jowls in mature males.

Nose: Even in width throughout length.

Profile: Gentle rise from bridge of nose to forehead which then flows into arched neck without a break.

## BODY:

Torso: Balance between cobby and foreign types; Medium in size, medium-long length. The shoulder blades are high and angulated. There is a loose skin flap (belly flap).

Legs: Medium in length, with hind legs proportionately longer. Medium boning with well-developed musculature. The hind legs are longer than the front, but carried flexed so the back is level.

Feet: Slightly oval, almost round. Small in size, with very long toes on back feet.

Tail: Medium length, medium at base, with slight taper.

Boning: Medium.

Musculature: Well-developed.

## COAT/COLOR:

Length: Medium, long enough to carry two bands of ticking.

Texture:

Bronze and Black Silver - resilient, close-lying

Black Smoke - fine, silky, close-lying

**PATTERN:** There is good contrast between pale ground color and deeper markings. The forehead has characteristic tabby "M" and frown lines which run between the ears and down the back of the neck, becoming elongated spots along the spine. On the haunches the spine lines meld into a dorsal stripe which continues to the tip of the tail. The tail is banded with the tip dark.

The cheeks have mascara lines, from the corner of the eye along the contour of the cheek, with the second line starting at the center of the cheek and curving upward, almost meeting the first line below the ear. There are one or more necklaces, broken in the center.

The shoulder markings are a transition between stripes and spots. The upper legs are heavily barred but do not necessarily match. The spots on the body are random, with variance in size and shape. The pattern on the sides of the body may be unmatched, but spots should not form a broken mackerel pattern. The haunches and thighs have stripes which break into elongated spots on the lower leg. Belly spots should have good contrast against pale ground color.

## COLORS:

Black Silver: Markings are charcoal to black with good contrast. Back of ears grayish-pink tipped with black. Upper throat, chin and nostrils silver, appearing white.

Bronze: Color darkest on saddle, fading to tawny buff on sides and creamy ivory on undersides. Back of ears tawny pink tipped in dark brown. Bridge of nose ochreous. Upper throat, chin and nostrils pale, creamy white.

Black Smoke: Charcoal gray to black with silver undercolor with no ticking. All markings jet black with enough contrast to make a well-defined pattern plainly visible.

**GENERAL DESCRIPTION:** The Egyptian Mau is the only natural domestic breed of spotted cat. The body is graceful, showing well-developed muscular strength. It strikes a balance between the heftiness of the cobby and svelteness of the oriental types. It is an alert, active, strong, colorful cat of medium size. It should be well-balanced physically and temperamentally. General balance is more to be desired than size alone.

**ALLOWANCES:** Broad head and jowls in mature males. Very muscular necks and shoulders in mature males.

**PENALIZE:** Short or round head; pointed muzzle; full cheeks, small ears; small, round or oriental eyes; cobby or oriental body, short or whippy tail; spots on body which run together; unbroken necklaces; poor condition.

**WITHHOLD ALL AWARDS (WW):** Lack of spots; wrong eye color; white locket or spots; lack of ticking in silver or bronze; ticking in smoke; red coloring in bronze. Lack of gray undercoat in bronze. Glitter, rosettes, pelt-like coat.



*Temperament must be unchallenging; any sign of definite challenge shall disqualify. The cat may exhibit fear, seek to flee, or generally complain aloud but may not threaten to harm. In accordance with Show Rules, ARTICLE SIXTEEN, the following shall be considered mandatory disqualifications: a cat that bites (216.9), a cat showing evidence of intent to deceive (216.10), adult whole male cats not having two descended testicles (216.11), cats with all or part of the tail missing, except as authorized by a board approved standard (216.12.1), cats with more than five toes on each front foot and four toes on each back foot, unless proved the result of an injury or as authorized by a Board approved standard (216.12.2), visible or invisible tail faults if Board approved standard requires disqualification (216.12.4), crossed eyes if Board approved standard requires disqualification (216.12.5), total blindness (216.12.6), markedly smaller size, not in keeping with the breed (216.12.9), and depression of the sternum or unusually small diameter of the rib cage itself (216.12.11.1). See Show Rules, ARTICLE SIXTEEN for more comprehensive rules governing penalties and disqualifications.*



The following items are being presented for approval to the Board:

Entry Clerking Manual (See Page 10.)

The following items can be found at [http://www.ticaeo.com/entry\\_clerking\\_program.htm](http://www.ticaeo.com/entry_clerking_program.htm)

Entry Clerking Program Requirements

Entry Clerk Evaluation Form

Entry Clerk Contract

Entry Clerking Program Application Form

Entry Clerking Program Advancement Form



**The International Cat Association, Inc.**

# **Entry Clerking Manual**

**THE INTERNATIONAL CAT ASSOCIATION, INC.**

**ENTRY CLERK MANUAL**

**TABLE OF CONTENTS**

# INTRODUCTION

## ONE – *General Information*

- Purpose
- Prerequisites
- Training Program
  - . . . . Trainee Status
  - . . . Licensed Status
- Recertification Requirements
- Reinstatement
- Entry Clerking Schools
- Compensation
- Miscellaneous

## TWO – *Duties of the Entry Clerk*

- Relationship with the Club
- Communications
- Before the Show
- During the Show
- After the Show

## THREE – *Entry Clerk Mechanics*

- Introduction
- Color Class, Division and Breed Mechanics
- Competitive Divisions for:
  - Championship Kittens, Cats, and Alters. . . . .
  - . . . Household Pets

## FOUR – *Appeals Procedure*

## LIST OF CHAMPIONSHIP AND NEW BREEDS

## CLERKING FORMS

## SAMPLE CATALOG

## SAMPLE JUDGE'S BOOK

## **INTRODUCTION**

*The success of any cat show is dependent upon many factors. Perhaps the most important is to have a well qualified, knowledgeable and competent entry clerk. Often, the exhibitor's first contact with the club is with the entry clerk.*

*The entry clerk can make the difference between whether an exhibitor enters the show or not. If the entry clerk is not helpful, or is slow to respond to inquiries, the exhibitor will relate that experience with the show and with the club. In large part, that relationship will determine whether the exhibitor will enter the show, attend a different show, or decide not to participate in any show.*

*There are many prerequisites to being an entry clerk. The skills of Head Ring Clerk and Master Clerk are building blocks to learning the job of entry clerking. An entry clerk must have strong organizational skills and be proficient in basic bookkeeping practices, possess strong word processing skills, and have a good working knowledge of a spreadsheet program.*

*An entry clerk must also be familiar with the current TICA Show Rules, By-Laws, Standing Rules, the breeds accepted in Championship and Advancement Classes (Preliminary New Breeds, Advanced New Breeds, and New Traits), colors and competitive divisions. An entry clerk must be able to answer questions from the novice to the experienced exhibitor.*

## ONE – General Information

511.1 Purpose. The purpose of The International Cat Association's Entry Clerking Program is to provide training to all interested and qualified individuals which will result in confident, competent, efficient and experienced, licensed entry clerks.

511.2 Prerequisites. It is highly recommended that an Entry Clerk have experience as a Ring Clerk and Master Clerk (license preferred) prior to accepting an assignment as an Entry Clerk. In addition to the prerequisite skills of the hands-on experience as a Ring Clerk and Master Clerk, an Entry Clerk needs to be extremely well organized, have basic bookkeeping skills, have computer software experience with word processing and spreadsheet programs and have the knowledge of the various TICA rules that pertain to entry clerking.

511.3 Training Program.

511.3.1 Eligibility for admittance to the Entry Clerking Program is current membership in TICA.

511.3.2 At the discretion of the Entry Clerking Administrator, the requirements for any level may be modified to meet special circumstances.

511.3.3 Trainee Status. Each applicant shall submit an Entry Clerking Program Application and a digital 4"x6" color photograph to the Entry Clerking Administrator, and a \$15.00 application fee to the Executive Office. The applicant shall send a copy of the DAR to the Entry Clerking Administrator. Upon completion of these requirements the applicant shall be enrolled in the Entry Clerking Program as a Trainee and shall receive a copy of the Entry Clerking Manual from the Administrator.

511.3.4 Advancement. The following should be completed prior to applying for advancement:

511.3.4.1 Attend an Entry Clerking School.

511.3.4.2 Learn the information contained in the Entry Clerking Manual.

511.3.4.3 Get practical experience.

511.3.5 Licensed Status. Before a license is issued, the following must be complete

511.3.5.1 Attend a sanctioned entry clerking school within the previous two years. Experienced entry clerks are not required to attend an Entry Clerking School, but they must meet all other requirements. An experienced entry clerk is one who has served as an entry clerk for a minimum of three shows.

511.3.5.2 Serve as an entry clerk for a minimum of two shows. The Entry Clerking Trainee must submit favorable evaluations from each show signed by the Show Manager stating that the catalog was accurate; that the benching was done accurately, if applicable; that all entries were printed in the catalog and the judges' books, and that all entry fees were properly accounted for.

511.3.5.3 Once the two evaluations have been filed with the Entry Clerking Administrator, the Trainee must submit to the Entry Clerking Administrator an Application for Advancement Form requesting the Entry Clerking exam and advancement to Licensed Entry Clerk.

511.3.5.4 The applicant shall return the completed exam within 60 days of the date the exam was mailed or emailed.

511.3.5.5 All applicants/Trainees must pass the Entry Clerking examination with a minimum score of 90%.

511.4 Relicensing. All Trainees and Licensed Entry Clerks will be re-licensed on an annual basis and upon meeting the following requirements:

511.4.1 Payment of TICA membership dues and a \$5.00 annual relicensing fee on or before May 1 of each year.

511.4.2 Completion of the annual relicensing examination with a score of 90% or better.

511.4.3 The relicensing examination must be completed and returned to the Entry Clerking Administrator within 60 days of the date the exam was mailed or emailed. Failure to comply with this deadline will result in the Trainee or Licensed Entry Clerk being dropped from the Entry Clerking Program.

511.5 Reinstatement. Any person formerly licensed as a TICA Entry Clerk may apply for reinstatement. In order to be reinstated at the status formerly held, the following requirements must be fulfilled:

511.5.1 The applicant for reinstatement must send the Entry Clerking Administrator a written request to be reinstated.

511.5.2 The applicant for reinstatement must pay a \$5.00 re-licensing fee.

511.5.3 The applicant for reinstatement must submit an evaluation to the Entry Clerking Administrator showing that the applicant for reinstatement has successfully entry clerked a show within the past two years.

511.5.4 The applicant for reinstatement must pass the re-licensing exam with a score of 90% or better.

511.6 Entry Clerking Schools.

511.6.1 Entry Clerking Schools may be conducted by a licensed Master Clerk or a Judge.

511.6.2 Instructors shall teach attendees how to:

511.6.2.1 Enter entries into the computer

511.6.2.2 Answer exhibitor inquiries

511.6.2.3 Produce the show catalog

511.6.2.4 Produce judges' books

511.6.2.5 Provide exhibitor check-in each day

511.6.2.6 Provide club with financial records

511.6.2.7 Review Show Rules

511.6.2.8 Work extensively on mechanics

511.6.2.9 Conduct a question and answer session

511.6.2.10 Administer a written sample test

511.6.3 The Entry Clerking Administrator shall be informed in advance about the date and place where Entry Clerking Schools are to be held so the Entry Clerking Administrator can provide such information to any person interested in attending an Entry Clerking School.

511.6.4 After every Entry Clerking School, the instructor must send to the Entry Clerking Administrator a list of attendees and a brief synopsis of the material covered.

511.7 Compensation. Entry Clerks who are in the Entry Clerking Program shall be compensated for their services at a rate mutually agreeable by the Entry Clerk and the Club. Non-licensed entry clerks may be compensated at the discretion of the show management.

511.8 Miscellaneous.

511.8.1 Clerking Contracts. Clubs are encouraged to use the TICA Entry Clerking Contract to engage their Entry Clerk(s).

511.8.2 Dress Code. The entry clerk should dress appropriately at time of exhibitor check-in. They are in highly visible positions, and appropriate attire will complement the show committee's efforts to provide exhibitors with a quality show.



## TWO – Duties of the Entry Clerk

512.1 The Entry Clerk's job is very demanding and time consuming. The Entry Clerk must be well organized, be a good time manager, and have the technical computer skills to do the job efficiently and with very little direction.

512.2 Relationship with the Club – The Entry Clerk must establish a clear, concise working relationship with the Club's Show Manager.

512.2.1 An Entry Clerking Contract should be negotiated with an authorized representative of the Club – the Club President or Show Manager. (see attached sample)

512.2.2 The agreement should state who will be responsible for:

512.2.2.1 Developing the printed show flyer.

512.2.2.2 Developing the show website.

512.2.2.3 Selecting the computer program that is to be used for entry processing and financial tracking.

512.2.2.4 On-line promotion.

512.2.2.5 Setting the deadline for accepting entries.

512.2.2.6 Deciding whether late entries will be accepted, and if so, what fees will be charged.

512.2.2.7 Deciding if counts will be posted prior to closing, and if so, who will post them.

512.2.2.8 Deciding if, and how much, will be charged for payment at check-in.

512.2.2.9 Deciding whether the Club will allow an exhibitor to pull entries before the deadline and receive a refund.

512.2.2.10 Making the bank deposits.

512.2.2.11 Deciding what forms of payment the Club will accept.

512.2.2.12 Printing the catalog.

512.2.2.13 Printing the judges' books.

512.2.2.14 Benching the show hall.

512.2.2.15 Coordinating the rosettes or plaques.

512.2.2.16 Getting stewards, Ring Clerks, and Master Clerk.

512.2.2.17 The judging schedule.

512.2.2.18 Collecting fees due, including bad checks.

512.2.2.19 Receiving the show supplies provided by the TICA Executive Office.

512.3 Communication is one of the most important aspects of entry clerking. The Entry Clerk shall:

512.3.1 Keep the club informed of entry counts and money received.

512.3.2 Respond promptly to exhibitor questions.

512.3.3 Ask the Show Manager for help with difficult questions and respond to the exhibitor promptly upon receiving direction.

512.3.4 Establish time lines for each step of the entry clerking process. Proofing the catalog, formatting and printing the catalog, doing the benching, preparing the judges' books, and preparing for exhibitor check-in are all done during the final week before the show.

512.4 Before the show the Entry Clerk shall:

- 512.4.1 Obtain the computer program(s) that will be used for data entry, retrieval and financial records.
- 512.4.2 Enter cat entry information into the computer.
- 512.4.3 Verify that exhibitors entering the show are not on the TICA Temporary Suspension List and Bad Debt List.
- 512.4.4 Verify each cat's proper placement in color and division.
- 512.4.5 Send entry confirmations within 24-48 hours of receipt of entry, including a complete recap of the summary sheet and cat entry information. Note whether payment has been received.
- 512.4.6 Make copies of all checks, money orders, PayPal or credit card payments and attach to entry information.
- 512.4.7 Put all money in a secure place until it can be deposited in the Club's bank account.
- 512.4.8 Handle exhibitor inquiries – phone calls, emails, etc.
- 512.4.9 Promote the show on-line.
- 512.4.10 Provide regularly scheduled progress reports to the Club.
- 512.4.11 Print the entry pages of the catalog. Refer to the 211.1 of the Show Rules (Article 11 – Catalog) for a complete listing of what needs to be included in the catalog. Proof the catalog prior to printing, having another person assist in the proofing process if possible. If the Entry Clerk is to be responsible for printing the catalog, make sure that enough copies are made for each exhibitor, judge, each ring, the master clerk, and any extras for sale to spectators. Note: The Master Clerk's catalog should be printed one-side only, three hole punched, put in a 3-ring binder, and have the official TICA finals pages.
- 512.4.12 If required, bench the show hall:
  - 512.4.12.1 Obtain an accurate floor plan from the Show Manager. It will need to include precise dimensions for fire egress, placement of fire extinguishers and electricity.
  - 512.4.12.2 Recheck each exhibitor's benching request.
  - 512.4.12.3 Determine number of exhibitor rows and number of cage spaces needed
  - 512.4.12.4 Make benching chart based on priorities and special needs/requests:
    - 512.4.12.4.1 Handicapped exhibitors
    - 512.4.12.4.2 End of row requests
    - 512.4.12.4.3 Show Committee
    - 512.4.12.4.4 Ring Clerks
    - 512.4.12.4.5 Master Clerk
    - 512.4.12.4.6 Agented Cats
  - 512.4.12.5 Provide the cage service with the number of benching spaces and wire cages needed.
- 512.4.13 If required, produce and print the judges' books:
  - 512.4.13.1 To print the judges' books, the Entry Clerk must have a dot matrix printer.
  - 512.4.13.2 Have necessary supplies such as, extra toner cartridge, book rings, and judges' book covers.

512.4.13.3 Before printing judges' books, do test prints one page at a time to make sure it is printing properly and that the text is lining up properly with the lines.

512.4.13.4 It is recommended that the pages in the judges' books be numbered in the upper right hand corner. This helps the Ring Clerk and Master Clerk confirm that all pages have been proofed and entered into the Master Catalog.

512.4.13.5 Print judges' books for each judge for each day.

512.4.13.6 Verify whether there are any judge trainees. If so, print 1 book for each day they are training.

512.4.14 Other possible duties (also see Entry Clerking contract):

512.4.14.1 Develop printed show flyer

512.4.14.2 Develop show website

512.4.14.3 Make bank deposits

512.4.14.4 Create the judging schedule

512.5 During the Show

512.5.1 In preparation of exhibitor check-in:

512.5.1.1 Organize all entry related correspondence by exhibitor last name alphabetically and take to show.

512.5.1.2 Print out and take all check-in materials, which may include the following:

512.5.1.2.1 Entry spreadsheet

512.5.1.2.2 List of money owed

512.5.1.2.3 List of cats entered

512.5.1.2.4 Absentee/Transfer Report

512.5.1.2.5 Office supplies (pens, stapler, scotch tape, stapler puller, 3-hole punch, etc.)

512.5.1.3 Make catalog labels or devise some other simply way to verify exhibitor check-in.

512.5.1.4 Make up row signs (that corresponds to benching chart & catalog labels)

512.5.2 Exhibitor Check-In

512.5.2.1 Check in exhibitors

512.5.2.2 Collect any outstanding money for entries

512.5.2.3 Provide Master Clerk or Show Manager with Absentee/Transfer List each day of show

512.5.2.4 Resolve any benching problems

512.5.2.5 Give Master Clerk the official TICA "Finals Sheets"

512.6 After the Show.

512.6.1 Provide club with a final financial report

512.6.2 Provide club with a list of any 'unpaid entries'

512.6.3 Give club an Exhibitor List with each exhibitor's name, address, phone, email address, if available, for mailing with the marked catalogs

512.6.4 Give club all entry data collected from individual exhibitors.

*THREE – Entry Clerk Mechanics*

513.1 Introduction. It is essential that an entry clerk have a thorough, working knowledge of Color/Division mechanics in order to verify that the entries are correct in the catalog and judges' books. With properly categorized entries in the catalog and judges' books, the show will run much smoother.

513.2 Championship Competitive Divisions. There are twenty color divisions for championship competition (kittens, cats, and alters) in TICA. These are determined by combining four color categories with five pattern divisions. The four categories are: Traditional, Sepia, Mink, and Pointed. The following table lists the colors for each category:

| TRADITIONAL | SEPIA         | MINK      | POINTED   |
|-------------|---------------|-----------|-----------|
| White       |               |           |           |
| Black       | Sable or seal | Seal      | Seal      |
| Blue        | Blue          | Blue      | Blue      |
| Chocolate   | Chocolate     | Chocolate | Chocolate |
| Cinnamon    | Cinnamon      | Cinnamon  | Cinnamon  |
| Lilac       | Lilac         | Lilac     | Lilac     |
| Fawn        | Fawn          | Fawn      | Fawn      |
| Red         | Red           | Red       | Red       |
| Cream       | Cream         | Cream     | Cream     |

If the term “sable”, “sepia” or “mink” is not mentioned in the color, the color is not a Sepia or Mink category color. The term “point” will be part of the color name for all cats in the Pointed Category. The five pattern divisions are: Solid, Tortoiseshell, Tabby, Silver/Smoke and Particolor. When combined with the four categories of color, the result is the twenty competitive divisions.

|                           |                       |
|---------------------------|-----------------------|
| Traditional Solid         | Sepia Solid           |
| Traditional Tortoiseshell | Sepia Tortoiseshell   |
| Traditional Tabby         | Sepia Tabby           |
| Traditional Silver/Smoke  | Sepia Silver/Smoke    |
| Traditional Particolor    | Sepia Particolor      |
|                           |                       |
| Mink Solid                | Pointed Solid         |
| Mink Tortoiseshell        | Pointed Tortoiseshell |
| Mink Tabby                | Pointed Tabby (Lynx)  |
| Mink Silver/Smoke         | Pointed Silver/Smoke  |
| Mink Particolor           | Pointed Particolor    |

513.3 Household Pet Competitive Divisions. There are ten competitive divisions for the household pets (both kittens and cats). They are:

|                        |                   |
|------------------------|-------------------|
| Solid                  | Solid and White   |
| Tortoiseshell (Tortie) | Tortie and White  |
| Tabby                  | Tabby and White   |
| Shaded                 | Shaded and White  |
| Pointed                | Pointed and White |

**NOTE:** There are no “categories of color” for household pets as there are for championship cats. The following “rules of thumb” should be used for determining household pet divisions (adults only, HHP Kittens do not compete in divisions).

- 1) All pointed cats (without white), including silver or shaded pointed cats, are judged in the POINTED division. Pointed cats are not separated into solid points, tabby points, tortie points, etc. If it has points AND blue eyes, it is judged in the POINTED division.
- 2) Chinchilla, shaded or smoke cats (including goldens) are judged in the SHADED division.
- 3) All tabbies, including silver and non-silver, are judged in the TABBY division. Don't forget that TORBIES are TABBIES, not Tortoiseshells. If it looks like a tabby, it is judged as a TABBY.
- 4) Cats appearing to be solid except for a white locket are judged in the SOLID division (not the Solid and White division).

**NOTE:** For complete information on categories, division and colors, refer to the TICA Uniform Color Descriptions (UCD).

## *FOUR – Appeals Procedure*

514.1 The ultimate control and management of The International Cat Association rests with the membership through the Board of Directors. Therefore, this appeals procedure has been developed for the Entry Clerking Program.

514.2 Any decision made by the Entry Clerking Administrator regarding any phase of the Entry Clerking Program is subject to the right of appeal to the Board of Directors. This appeal is to be made by the person affected by the decision. Such an appeal must be made in writing to the TICA President, with a copy to the Business Manager and the Entry Clerking Administrator, within 30 days of the decision in question. The appellant and the Entry Clerking Administrator agree to abide by the decision of the Board of Directors.

*LIST OF CHAMPIONSHIP BREEDS, PRELIMINARY NEW BREEDS, ADVANCED NEW BREEDS, AND NEW TRAITS*

See TICA Standing Rules, 701.2 through 701.4.3.

*CLERKING FORMS*

The following forms can be requested from the Entry Clerking Administrator, the TICA Executive Office or the TICA website – [www.ticaeo.com](http://www.ticaeo.com)

- 1) Entry Clerking Program Requirements
- 2) Entry Clerking Program Application
- 3) Entry Clerk Evaluation
- 4) Entry Clerking Program Application for Advancement
- 5) Entry Clerking Contract

*SAMPLE CATALOG*

May be requested from the TICA Executive Office.

*SAMPLE JUDGE'S BOOK*

May be requested from the TICA Executive Office.

# TICA WEBSITE PLAN

## Introduction

There are currently three separate TICA related websites, [www.ticaeo.com](http://www.ticaeo.com), [www.tica.org](http://www.tica.org), and [www.ticaleg.org](http://www.ticaleg.org)

- ▶ We are devising a plan to consolidate these websites into one unit that will simplify browsing and navigation for our customers as well as employees
- ▶ The main focus of the Home Page will be on Cats, showing the current year winners and a link to previous year's winners readily available
- ▶ A front section showing all TICA breeds along with description of the breed, breeders, and standards
- ▶ We believe this plan will attract more potential members and get current members more interested in the association, by realigning information and shifting the purpose of the website

## Sections

- ▶ Redesign the breed section and move to the front page, it will consist of picture thumbnails of each breed recognized by TICA
- ▶ Users will be able to click-to-enlarge thumbnails, allowing them to view full information on that particular breed as well as breed standards, committees, and breeders
- ▶ We will design a "Showcase" section where, for a small fee, (monthly, quarterly, half year, yearly), cat owners can show off their cats
- ▶ The Executive Office, the Association, and the Legislative sectors of our business will each have their separate sites, but it will be transparent, while making it easy to navigate between them or from one to the next
- ▶ This will allow the user to browse to the specific section they are seeking, while finding minimum proverbial "bumps" on the "road"

## Technology

- ▶ The current industry standards for creating websites include:
  - ▶ Microsoft FrontPage
  - ▶ Microsoft Expression
  - ▶ Macromedia Dreamweaver
  - ▶ Macromedia Flash
- ▶ These applications are fairly easy to use by the average person and simplify the tasks of editing, adding, and publishing information as needed
- ▶ It was suggested that the [www.tica.org](http://www.tica.org) and [www.ticaleg.org](http://www.ticaleg.org) websites be migrated, and published using a new open source product called Joomla, and the [www.ticaeo.com](http://www.ticaeo.com) website eliminated
- ▶ This product (Joomla) has been tested in the office and while proving useful to the development and implementation of websites and information, it has also proven to be a cumbersome and not so user-friendly tool
- ▶ Open source developments such as Joomla tend to be very dangerous and unstable, with many "hands" involved in the project, which can cause lengthy downtimes
- ▶ We need a solution that would potentially allow any TICAEO trained employee to edit and publish content to the website, in the event the IT person is temporarily unavailable
- ▶ Testing has shown that the Joomla interface is well defined but interaction with it increases implementation time by as much as 50% when attempting to publish a single page



## Conclusion

- ▶ Testing will continue
- ▶ All concerned personnel will be involved and informed
- ▶ Final evaluations will be conducted
- ▶ The most advantageous application will be selected based on:
  - ▶ Availability
  - ▶ Ease of use
  - ▶ Effectiveness