

OPERATIONAL PROCEDURES INDEX

SECTION ONE

| | |
|------------------------------------|---|
| ADMINISTRATION | 2 |
| CODE OF ETHICS..... | 2 |
| MEMBERS..... | 2 |
| Criteria for Membership | 2 |
| Membership Guidelines..... | 2 |
| NON CCCA MEMBER BODIES | 3 |
| FINANCES..... | 3 |
| EXECUTIVE..... | 4 |
| DOCUMENTATION..... | 4 |
| SUSPENDED / DEREGISTERED CATS..... | 4 |

SECTION TWO

| | |
|------------------------------|---|
| BREED STANDARDS GENERAL..... | 5 |
|------------------------------|---|

SECTION THREE

| | |
|------------------------------------|---|
| CCCA AWARDS | 5 |
| CCCA NATIONAL SHOWS..... | 7 |
| Prior to Show..... | 7 |
| During Show | 8 |
| Post Show..... | 8 |
| NATIONAL SHOW CHAMPION AWARD | 8 |

SECTION FOUR

| | |
|--|----|
| JUDGING MATTERS..... | 9 |
| REQUIREMENTS FOR CCCA JUDGES..... | 10 |
| DEFINITIONS | 10 |
| CRITERIA FOR RETAINING JUDGES LICENCE..... | 10 |
| JUDGES TRAINING..... | 10 |

SECTION ONE

ADMINISTRATION

The official colours of the CCCA are shades of blue.

CODE OF ETHICS

- Breeders make themselves familiar with relevant legal requirements.
- Breeders/Owners provide proper care and attention for cats in their care.
- Breeding is only undertaken with the aim of maintaining or improving the quality of all breeds.
- The breeding age and frequency of breeding cats should comply with ethical standards.
- All registrations and alterations to registrations be kept up to date.
- All litters must be registered according to the rules of the registering body.
- Breeders/owners are responsible for the completion of all documents as required by their State, Territory, Government or Affiliate.
- The sale and placement of kittens should comply with all legal or ethical restraints applied (by in any) State, Territory, Government or Affiliate.
- Registered breeders may not use, or allow to be used, any unregistered animals for breeding and must meet any breeding requirements or conditions of their State, Territory, Government or Affiliate.
- CCCA Affiliates should ensure that their members conduct themselves and their breeding establishments in an appropriate manner and promote responsible animal ownership.

MEMBERS

Criteria for Membership

Membership shall be available to all cat controlling bodies within the Commonwealth of Australia, which present an audited financial membership with a minimum laid down of 100 members, and obtain a 4/5th majority of the delegates at a duly convened meeting of the Council. (Small bodies could be admitted as associate members.)

Membership shall consist of two categories, full membership and associate membership.

FULL MEMBERSHIP - This category of membership will have full voting rights. To be eligible for this category of membership a control should fulfil the following requirements:

- have a minimum of three affiliated clubs, except where the Governing Body is the only one in its State or Territory,
- hold a minimum of six sanctioned shows per calendar year.

ASSOCIATE MEMBERSHIP - This category of membership would cover those not eligible for full membership. This category of membership would not have voting rights but would be eligible to submit agenda items and participate in debates and discussions.

Membership Guidelines

Any future applicants to the CCCA provide proof that they are Bona Fide Control Body, which has been in existence for at least five years and that they have functioned successfully for that time or since formation (if established longer than five years).

Supply a list of Office Bearers.

Supply a Constitution which is acceptable to Members of the CCCCA.

Provide evidence of no conflict of interest with the CCCA.

Until notification of other intention, an affiliate will adopt all approved decisions at CCCA Meetings with which it was recorded as being in agreement.

The Council may, at its discretion, vary any one or more of these Guidelines.

CCCA will assess all applications for membership on the merits of the Body making the application.

The following organisations are recognised Bona Fide organisations by the CCCA:

| | | |
|--------------------------------|------|--|
| Capital Cats Inc | CCCA | ACT |
| Cat Control of Tasmania Inc | CCCA | |
| Cats Qld Inc | CCCA | Name changed from Council of Federated Cat Clubs of Qld Inc Apr 2013 |
| Feline Association of SA Inc | CCCA | |
| Feline Control Council Vic Inc | CCCA | formerly RASCC |
| NSW Cat Fanciers Association | CCCA | |

That CCCA recognises the existence of one other national body in Australia – The Australian Cat Federation

CCCA will not seek affiliation or partnership arrangements with any organisation outside Australia. We are however, deeply interested in keeping close contact with sister organisations all over the world in sharing views, exchanging information and facilitating cooperation between Judges and Cat Fancy individuals. We will recognise overseas Feline Bodies but not grant exclusive recognition to any one Body.

NON CCCA MEMBER BODIES

To seek cooperation/agreement with the Australian Cat Federation on all cat affairs of mutual benefit and concern.

Mutual Recognition Policy: To recognise, member bodies, registrations, judges and awards unless this contravenes current CCCA policy and/or regulations

Mutual agreement with the A.C.F. not to recognise break-away groups.

FINANCES

BANKING: The signatories of the Bank Account shall be:

Secretary of the CCCA

Treasurer of the CCCA

Plus 1 other of the Executive

MEMBER BODIES

The affiliation fee of each Member of the CCCA is to be reviewed each year at the AGM.

Out-of-pocket expenses be paid by the CCCA to the Chairman of CCCA and the Secretariat of CCCA.

MEETINGS

All material to be submitted in the form of motions for debate with the appropriate background material appended to the motion.

Agenda distributed to all affiliates 6 weeks prior to meeting date.

Delegate's vote to be recorded on all matters that are not carried unanimously.

Lunch payment: Delegates, as well as observers pay for their lunches at all meetings. Notifications and cost to be included in notice of meeting to member bodies.

Motions included in the official Agenda and carried shall not require ratification at the next Council Meeting. Motions without notice that are carried will be ratified at the next Council Meeting.

All amendments to the Minutes be advised in writing to the CCCA Secretariat no later than eight weeks before the next meeting.

All motions to be numbered.

Voting on Ratification of Motions moved at a meeting, could take place via e-mail rather than having to wait six months for the next meeting. In this way Motions could be agreed to and commence from an earlier date as well as saving time at the meeting. This was agreed to in principal and the Secretary will send out a separate notification with the motions that will be voted on and the results sent out with the Agenda for the next meeting.

Any observer from any recognised body or organisation is welcome to attend a CCCA meeting. Their attendance is to be notified to the Secretary. The Chairman has the right to close the meeting at any time deemed necessary.

Any changes that are made to CCCA standards at the CCCA meetings are placed on a separate list and circulated to all delegates and the member bodies to circulate to their judges. Only changes made by this committee are acceptable.

EXECUTIVE

The Council elect an Executive for a period of not exceeding three years who may stand for re-election for a period of a further three years.

Nominations must be received by the CCCA Secretary two months prior to the meeting. Voting to be a simple majority of delegates.

The location of the Secretariat of the Council be subject to the determination of the Members every three years.

DOCUMENTATION

The CCCA will not accept correspondence from ACF affiliates, but directly from the ACF Executive.

Affiliates of the CCCA have the right to propose amendments to any documentation that is accepted at any time and have them discussed from time to time as required.

SUSPENDED / DEREGISTERED CATS

Member bodies to notify CCCA secretary of all disqualification/de-registration of cats.

Once a cat has been disqualified as per own State, that all Secretaries of other Bodies be notified.

Where disqualification of either individuals or cats has been made by a Member Body in accordance with the Constitution, Rules and Regulations of that Body, such disqualifications should be recognised by Members of the CCCA in accordance with its Constitution. At the same time, under the Constitution of the CCCA, members have the right to accept or reject the disqualification as they see fit.

Where exhibitors/breeders are convicted of cruelty in a court of law and where cats are disqualified as UTH, such information is to be circulated by the Secretariat to all Controls.

CCCA Member bodies advise the CCCA secretariat of withdrawal of services and suspensions and the CCCA secretariat pass this advice on to all member bodies for information

SECTION TWO

BREED STANDARDS GENERAL

CCCA Member Bodies must adhere to Majority decisions made at CCCA meetings on breeds and colours and their standards and breeding rules.

For all new breeds and changes to existing breeds that, as a member of the world-wide cat fancy, Coordinating Cat Council of Australia will adhere to “Breed Standards and/or Breeding Guidelines as specified by the Country of Origin.”

Breed Standards for new breeds introduced in Australia be based on the Standard generated by the original Registering Body and that changes be limited to reformatting, correction of spelling and language expressing, error, substitution of genetic or where more appropriate generic terms, the inclusion of riders and the adjustment of points where something has been omitted.

CCCA Standard for Pedigree Cats:

That all standards should be written to conform to a specific pattern in all breeds, as follows:

| | |
|---------------------|---|
| GENERAL DESCRIPTION | A general description of the animal as in the preamble Standard for Siamese Cats. Should follow the same pattern for all breeds |
| TYPE DESCRIPTION | HEAD EYE SHAPE EAR SHAPE BODY LEGS FEET TAIL |
| COLOUR DESCRIPTION | EYE COLOUR COAT COLOUR & CONDITION |

Standards for all Breeds recognised by CCCA can be found on the CCCA website

SECTION THREE

CCCA AWARDS

Cats not registered with the Control Body where application is made for championship status should have its status referred back to the Member Body where it is registered.

CCCA Championship:

1. CCCA Championship Award Class be held by all member bodies, in each Group for the 4 categories, male entire, female entire, male desexed and female desexed.

2. A minimum of ten CCCA award cards will be required before application can be made for the title CCCA Champion. A further ten award cards must be won before a cat is eligible for the title of CCCA Grand Champion., etc
3. Application for these titles must be made by the owner of the cat on the prescribed form, through their own Member Control Body for verification. The Member Control will then forward the authenticated application to the Secretary CCCA, for the championship certificate and/or ribbon to be issued
4. Applicable fee to be paid by the owner of the cat must accompany the application submitted to their Member Body. The CCCA will invoice the Member body upon receipt of applications.

That the following CCCA title status be awarded with ten award cards each to advance through:

Champion
Grand Champion
Double Grand Champion
Triple Grand Champion
Sapphire Triple Grand Champion
Ruby Triple Grand Champion
Emerald Triple Grand Champion
Diamond Triple Grand Champion
at a fee as determined from time to time.

That CCCA titles be offered a choice of either card only or ribbon and card at the current pricing.

That CCCA Member Bodies will recognise Award cards issued by Clubs which are affiliated to a Council which is a member of CCCA and also may recognise Award cards issued by Clubs which are affiliated to other recognised Governing Bodies.

The Cat's Registration Number must be shown on all Application Forms and on CCCA Title Certificates.

That CCCA awards should not be automatic.

That is, Judges should make no award where there is no titled cat entered that is, in their opinion, of Championship standard on the day.

Awards at Multi Ring shows can be awarded in each ring.

Awards won as an entire cat may be carried forward when the cat is desexed.

When CCCA titled cat is desexed, further CCCA titles are continued from that previously gained.

All claims to CCCA higher status shall be certified by the relevant affiliate and forward with a covering letter, application and copy of registration certificate to the CCCA Secretariat.

CCCA awards may only be made by fully licensed Judges.

CCCA awards cannot be awarded unless CCCA classes conform to the Groupings and Breeds as set down from time to time by the CCCA.

CCCA will accept CCCA awards issued under conforming CCCA Classes at Agricultural/Horticultural Shows.

ACF titled cats be eligible for CCCA award classes

CCCA NATIONAL SHOWS

PRIOR TO SHOW

- Show Schedule To be sent to the CCCA secretary for approval prior to release.
- Current CCCA rules in the approved format to be included with show schedule.
Where there are no relevant CCCA show rules then the rules and regulations of the Affiliate hosting the show will be adhered to, if these rules are printed in the show schedule they must be listed under a separate heading, not included within the CCCA show rules
- Show budget To be submitted in the agreed format and approved by the CCCA at the November meeting prior to the show.
- Insurance The CCCA Affiliate hosting the National Show should consider insuring against cancellation of the National Show or any other unforeseen circumstances pertaining to the National Show.
- Show Account Each Affiliate hosting the show on behalf of the CCCA will open a Show account into which any seed fund advanced will be deposited.
The Show account will be used solely for the running of the show.
Recognised accounting practice must be followed.
- Fund Raising All proceeds from fund raising activities must go into the CCCA show account.
- Seed Fund The maximum seed fund as requested by the host body may not exceed the amount set at the AGM, to be revised annually.
- Judges All Australian Judges must be affiliated with CCCA and are to make up at least 1/3 of all Judges appointed
. If the Affiliate chooses to increase the % of overseas Judges they will be responsible for all expense for the additional Judges (should a loss be incurred).
- Website Details of Show/Website to be sent to the Secretary for uploading to the CCCA Website.
- Sponsors It is preferable that the Affiliate holding the show obtain their own sponsorship.
- Rosettes and Sashes All Rosettes and Sashes for the Top (10), Best of Breed, Best of Colour, Challenges etc. must be in the CCCA colours of shades of blue and have the CCCA Logo.
Any extra rosettes, sashes etc donated by a judge or breeder do NOT require the CCCA Logo.
- Record of Entry Each Exhibitor must receive a record of entry.

DURING SHOW

Details of all disinfectants used at the show and how they are prepared (mixing criteria) are to be

displayed in a position available for perusal by all exhibitors, workers and public. As required under Government Work and Health Safety requirements

| | |
|----------------------|--|
| Vetting | Must be carried out (Host Affiliate to decide procedure) |
| Judging | When judging CCCA shows the current standard as passed must be used. |
| Open Classes | Open classes, for each individual CCCA recognised colour in each breed except where breeds are not broken into colour classes. |
| Group 4 | For the purpose of National CCCA Shows the composition of Group 4 exhibits shall be determined by the host Affiliate. Group 4 cats are to receive Challenge/ Award of Merit certificates |
| CCCA Classes | CCCA award classes must be held at each CCCA National Show in each ring under approved groupings |
| Award Cards/ Results | A record of results must be provided for each exhibit. |

POST SHOW

| | |
|---------------|---|
| Seed Fund | The seed fund, if advanced, shall be returned in full before or at the conclusion of the show. |
| Show Account | An audited set of accounts must be in the hands of the secretariat within 3 months of the date of the show. |
| Surplus funds | To be split 50% to the CCCA and 50% to the organising body/bodies. |
| Losses | The CCCA shall absorb 50% of any loss generated by the show to a maximum of \$2000, subject to the <u>approved</u> show budget having been substantially followed. |
| Catalogue | 2 marked catalogues must be forwarded to the secretariat at the conclusion of each show. 1 to be held by CCCA, 1 to be forwarded by the secretary to the National Library. |

Challenges/ Awards of Merit gained in the open class will be recognised by all CCCA member bodies for higher status.

NATIONAL SHOW CHAMPION AWARD

National Show Champion Award – for one exhibit with three challenges at CCCA National Shows in three different years. Cost as determined.

Photos of the National Show Champions to be included on the web site as a permanent record.
Award application form to include tick box determining whether to mail award out immediately or present at next National Show

All Group 4 Exhibits to be eligible for National Show Status – effective July 2007

SECTION FOUR

JUDGING MATTERS

Only Judges domiciled in Australia be included on the CCCA Judges List.

That CCCA affiliates only recognise Judges who are registered with a recognised governing body within the State or Territory in which they reside.

Applicants will apply to the Secretary of the appropriate control body in the State or Territory where they are resident, enclosing all relevant documentation supporting their eligibility and including their reasons for wishing to become a judge.

The application fee as prescribed by the relevant CCCA member organisation shall be enclosed with the application. Where an application is not accepted, the application fee will be refunded in full.

Each Member Body supply a brief resume of the breeding & Judging experience of Judges listed on their panels to the CCCA Secretary for reference when such information is requested.

All CCCA Member Bodies direct their judges to seek permission before Judging Interstate, as councils do not approve invitations to unrecognised bodies, and that CCCA Members advise their affiliates that they should not forward Judging to Judges affiliated with unrecognised bodies.

Judges invited to Judge at any NSW Show must have been on the full panel in their own state for a period of not less than three years. CCCA Member Bodies are to adhere to this policy.

When a new recognised variety of a breed is imported into Australia from overseas, the standard by which the particular variety is to be judged be circulated to all CCCA Members, with the view that all Member bodies would agree to judge to the same standard.

To remain on the active CCCA Judges list, each judge must complete at least three assignments annually, averaged over three years, including at least one assignment per year within their own control body. The three annual assignments required will not include judging of any companion animals, domestic or household pets.

It is the responsibility of each CCCA member organisation or the control body to ensure that each of their judges comply with the criteria for retaining their judge's licences. It is the responsibility of each judge to ensure that their qualifications remain current and that they are up to date with new or uncommon breeds.

CCCA judges can only judge for bodies recognised by the CCCA and that recognised body in New Zealand in NZCF Inc.

The criteria for inclusion on the CCCA judges list be mandatory, and that councils, when submitting names for inclusion on the list, provide certification that the criteria have been met.

Any judge listed on the CCCA judges list who officiates at a show or event conducted by a non-recognised body shall:

Be removed from the CCCA judges list

Not have any CCCA awards made by that judge recognised by CCCA and its member bodies

The recommended number of exhibits the judges are expected to handle in an assignment is 100.

REQUIREMENTS FOR CCCA JUDGES

- That CCCA judges are knowledgeable, personable and competent to judge exhibits at the national level and to represent the Australian cat fancy internationally
- That CCCA judges are able to apply the breed standards in the best interests of the welfare of the animal
- That CCCA judges have satisfactorily completed appropriate training
- That CCCA member bodies have clear information on the minimum requirements for the recognition of a judge at CCCA level.

DEFINITIONS

| | |
|-------------------------|--|
| Trainee Judge | A candidate accepted for training as a judge of shorthair or longhair breeds, who is not yet qualified. |
| Probationary Judge | A qualified and licensed judge for shorthair or longhair breeds, who is able to judge only within their own Control Body, for a period of not less than 12 months, and who is undertaking a MINIMUM of five satisfactory assignments and judging the following minimum number of exhibits over those five assignments: Longhair Breeds (Group 1): 150 exhibits Shorthair Breeds (Group 2 & 3): 150 exhibits (These minimums may be increased at the discretion of the individual control body.) |
| Qualified Judge | The holder of a full licence to judge shorthair or longhair breeds, who has completed the minimum training as outlined in these guidelines and their probationary licence period, is entitled to be included on the CCCA judges list |
| All Breeds Judge | A judge qualified in all breed groups who has completed their probationary licence periods. |
| Senior Specialist Judge | The holder of a full licence to judge for at least five years is eligible for membership of the CCCA Tutor Judges Panel. |
| Senior All Breeds Judge | The holder of a full licence for at least five years in all breed groups |
| CCCA Tutor Judge | Any Senior Judge may be appointed as a CCCA Tutor Judge on recommendation of their member organisation |

CRITERIA FOR RETAINING JUDGES LICENCE

Details can be found on the CCCA website – CCCA Judges – Minimum Requirements

JUDGES TRAINING

Details can be found on the CCCA website – CCCA Judges – Minimum Requirements