



# Tasmanian Feline Association (Inc)

Also known as Tas Feline Inc.

## *Rules & Regulations*

Revised – November 2022

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## **PART A - ADMINISTRATION**

1. NAME: TASMANIAN FELINE ASSOCIATION (Tas Feline) INC referred to as "The Council".
2. MEMBERSHIP
  - a. Tas Feline is a direct member-based organisation. Tas Feline accepts the affiliation of other Tasmanian cat fancy clubs or associations.
3. DEFINITIONS
  - a. ASSOCIATION - Tasmanian Feline Association Inc.
  - b. BONA FIDE CAT CLUB - A group of people conducting orderly meetings, running regular cat shows and active in the promotion of the Cat Fancy in general.
  - c. REGISTER - The register kept by Tas Feline Inc for registering cats in accordance with the by-laws and such Rules and Regulations made by the Council and the state government.
  - d. REGISTRAR - A person or persons appointed by Council to keep records of registrations
  - e. REGISTERED CAT - Any cat accepted for registration in the register.
  - f. CHAIRMAN - President, Vice-President or person elected from meeting to act in that capacity.
  - g. Tas Feline INC JUDGES' ASSOCIATION - consisting of all judges, both open and junior, registered and approved by Tas Feline Inc.
4. AMENDMENTS TO BY-LAWS OR RULES AND REGULATIONS
  - a. Any proposed amendment to the by-laws (constitution) must be voted upon at a general meeting and carried by a simple majority.
  - b. Amendments or changes to the rules and regulations will be voted upon at committee level during a scheduled committee meeting.
5. OBJECTS AND POWERS
  - a. To promote in every way, the general improvement of the standard, breeding and exhibition of cats
  - b. To conduct, control and lay down rules for cat shows and the exhibition of cats.
  - c. To foster, promote and protect the interest of cats.
  - d. To include a body, known as Tas Feline Inc Judges' Association, which will be responsible (subject to Council approval) for laying down all rules and regulations pertaining to judges and judging of exhibits, and which will be responsible for all aspects of judge's training.
  - e. The standard adopted by the Council shall be the standard of the Australian Cat Federation Inc. which the Council will follow in principle, with any changes approved at a meeting of Tas Feline Inc.
  - f. To keep a register of cats, their breeding, and other relevant details and to make rules and regulations therefore.
  - g. To award challenge certificates, award titles and make regulations therefore.
  - h. To fix fees and charges for services rendered under (F) and (G) and any other services provided by Tas Feline Inc.
  - i. To fix honoraria to be paid to officers as directed by Council.
  - j. To grant Life membership for services rendered to Council. Life membership is conditional in such as recipients have no voting powers at an AGM unless as a delegate.

- k. To subscribe to and become associated or affiliated with any other national bodies whose objects are kindred to the objects of Tas Feline Inc and to accept affiliation from such body.
  - l. To make or suspend Rules and Regulations and to do any other lawful acts as are incidental to or conducive to the attainment of any or all the objects and power set out above.
6. OFFICERS shall consist of:
- a. PRESIDENT – to be elected every three years from the members.
  - b. VICE-PRESIDENT – to be elected every three years from the committee.
  - c. HONORARY SECRETARY – to be elected every three years from the committee.
  - d. HONORARY TREASURER – to be elected every three years from the committee.
  - e. The above Officers, together with the Registrar/s shall be deemed to comprise the “Executive Committee” of the Tas Feline Inc.
  - f. Any delegate may be co-opted at any general meeting of the Council to act on any Committee convened by the Council or to act on behalf of the Council at any meeting where a Council representative is required.
  - g. In urgent matters regarding cat’s welfare the Office Bearers may deal with any matters affecting the good of Tas Feline Inc and, if the resolution was made in good faith and in accordance with the Rules and By- Laws, the Association will indemnify the Committee to the full extent of any liability incurred by the Committee because of such a resolution.
7. DUTIES OF OFFICERS
- a. PRESIDENT – shall preside as Chairman at meetings convened by Tas Feline Inc.
  - b. VICE-PRESIDENT – Shall act as Chairman in the absence of the President at any meeting.
  - c. HONORARY SECRETARY – shall convene and attend meetings of Council and Committees, keep a record of proceedings at such meetings, keep the records and correspondence and act generally under the direction of Council and to act as Property Officer.
  - d. HONORARY TREASURER- shall be responsible for all matters of finance, including payment of accounts and collection of monies due to Council; shall keep any relative books of record of finance and preparation of accounts and shall act generally under direction of Council. Shall present at each meeting a statement of balance of account, and at each annual general meeting a statement of accounts for the previous year from 1<sup>st</sup> January to 31<sup>st</sup> December.
  - e. REGISTRAR – shall keep complete registers of all registrations of pedigreed cats, mating’s, litters, transfers, and granting of higher status, in the manner laid down in the Rules and Regulations of the Tas Feline Inc.

Appendix 1 – President Position Statement

Appendix 2 – Secretary Position Statement

Appendix 3 – Treasurer Position Statement

Appendix 4 – Registrar Position Statement

8. PROCEDURE AT MEETINGS

- a. ANNUAL MEETING: There shall be an annual meeting of the Tas Feline Inc which shall be held in February of each year on a date selected by the Chairman for:
  - i. Receiving reports from Officers
  - ii. Receiving the Treasurer's annual report on statement of accounts
  - iii. Election of Officers
  - iv. Appointment of Auditors of accounts if required
  - v. Any other business specified in the notice convening the meeting
- b. GENERAL MEETING: Ordinary general meetings of the Tas Feline Inc shall be held monthly on a date selected by the Chairman for:
  - i. Receiving the reports from Officers
  - ii. Conducting any business relative to the operation of Tas Feline Inc
- c. SPECIAL MEETINGS: shall be convened by the Secretary as directed by the Chairman on the request in writing by the Officers or not less than two - thirds of delegates. Such meeting shall be within fourteen days.
- d. VOTING: At the meetings, questions shall be decided by a show of hands unless a poll is required by a simple majority of delegates present whereat the question shall be resolved by secret ballot. Delegates, Life Members and Executive are eligible to vote on matters coming before the Council. The Chairman shall have a casting vote only, and their declaration that a resolution submitted to a show of hands has been carried or lost shall be conclusive evidence of the fact.

9. DISCIPLINARY POWERS

- a. The Complaints Committee will determine whether the matter should be dealt with by Tas Feline Inc. If the matter does not constitute a breach of the relevant Code of Ethics or Rules and Regulations, the complainant will be advised of such.
- b. If the matter should be dealt with by Tas Feline Inc, the Secretary will acknowledge the complaint and request any additional information required to progress the complaint.
- c. In the first instance the person/club against whom the complaint has been made (respondent) may, depending on the complaint, be contacted by telephone by a member of the Executive and given the opportunity to resolve the complaint. If this is done to the complainant's satisfaction, then the Secretary will advise both parties in writing that the matter has been settled and a copy of the resolution will be kept on file.
- d. If the respondent contests the complaint, they will be given written notification of the complaint and given 14 days to respond, providing documentary evidence to support their case.
- e. If the Complaints Committee finds in favour of the respondent, the Secretary will advise the complainant of the reasons for this and advise that the matter is resolved to Tas Feline's satisfaction.
- f. If the Complaints Committee finds in favour of the complainant, the respondent will be directed to take whatever action is necessary to resolve the complaint within a prescribed period.
- g. If the respondent fails to take the necessary action within the prescribed period, they shall be subject to discipline. The forms of discipline may include but are not limited to:
  - i. For a registered breeder:
    1. A written warning;
    2. Withdrawal of services for a period determined by the complaints committee;
    3. Deregistration of cats/kittens found to be intentionally mis-registered
  - ii. For an exhibitor:
    1. A written warning
    2. Banning from Tas Feline Inc shows

3. Removal of awards/titles

10. APPEALS TO TAS FELINE INC.

- a. Any individual has the right of appeal to Council against any decision by Tas Feline Inc. which affects them individually. Notice of intention to appeal outlining the grounds for such appeal must be in writing and received within twenty-one (21) days. Decision of the Council on the said appeal is final.

11. DISBANDMENT OF ASSOCIATION

The Council shall be disbanded upon the decision of the delegates at a special meeting called for such purpose voting UNANIMOUSLY for disbandment. After deciding to disband, the special meeting shall elect a liquidation committee comprising three (3) persons. The liquidation Committee shall compile a list of inventories of all capital and assets of the Council and dispose of same as directed by the delegates at the special meeting.

12. EXECUTIVE OR OFFICE BEARER'S ALLEGIANCE

No member of the Executive, or a delegate to the Council of the Tas Feline Inc., nor any Judge on the Tas Feline Inc. Panel shall be a member of, or register stock with another Cat Fancy Association or organisation what so ever.

13. INTERPRETATION OF CONSTITUTION, RULES & REGULATIONS OF TAS FELINE INC

The Committee of Tas Feline Inc comprising all officers shall be sole authority for the interpretation of the Constitution, Rules and Regulations of Tas Feline Inc or upon any matter affecting the Council not provided in the same. The Committee's decision is final and binding on members of Tas Feline Inc.

## **PART B - RULES RELATING TO REGISTRATION OF CATS**

### **1. PREFIXES**

- a. Every Tasmanian breeder is required to register a cattery prefix with a recognized Cat registering body affiliated with ACF, CCCA or ANCATS.
- b. Four (4) names in order of preference are to be submitted on the application form and returned to the Registrar together with the prescribed fee. Select all names carefully, as prefixes will not be changed once they have been checked and approved. Holders of prefixes whose names are changed (either by marriage or deed poll) must notify the Registrar of such name change. However, the prefix name itself cannot be changed.
- c. No breeder may knowingly use the prefix of another breeder either as a prefix or in the common name of a cat. A registered prefix is not transferable.
- d. Prefixes must be renewed annually or a prefix for life paid for by the 31st December in each year. Failure to fulfil any of the provisions of the Tas Feline Inc breeders' Code of Ethics, sign the current agreement and pay the prescribed fees may preclude the breeder from using the services of the Tas Feline Inc.
- e. A person who applies for a prefix after 30th October will be considered financial until 31st December the following year.
- f. Every breeder should be aware that if a written complaint is received about him/her, then the Tas Feline Inc. may withdraw its services pending a resolution of the complaint.
- g. Use of a Prefix shall lapse on the death of the holder and shall not be used again for twenty (20) years. However, on the death of the holder of the Registered Prefix; any member of their family may apply for transfer of the prefix to their name, subject to an annual renewal fee being paid.
- h. Should a breeder decide to cease breeding, the prefix may be lapsed on written application to the Registrar. Such prefix is not to be used again by another breeder for twenty (20) years.
- i. Persons wishing to register an interstate or overseas prefix with the Tas Feline Inc. shall apply in accordance with Rule 1(A)
- j. In purchasing entire pedigree stock, Breeders cannot/will not transfer the feline before the buyer has applied for a Prefix.
- k. Tas Feline Inc will not accept any future 'Prefix' applications from breeders domiciled in any other State (Interstate)
- l. Tas Feline Inc. shall be entitled at their absolute discretion to refuse registration of a prefix without giving a reason.
- m. Tas Feline Inc reserves the right to not accept an application.
- n. All applicants for a joint prefix, are by law, entering a partnership and if one of the joint prefix owners has a complaint filed against them upheld and it involves the joint prefix, the other joint prefix holder (partner) will be held responsible within the joint prefix. In the instance where a minor (under 18 years of age) is named on a joint Prefix held with an adult/s; the adult/s accept full responsibility.

A person may apply for a sole breeding Prefix from the age of eighteen (18) years.

Prefixes shall consist of one word and shall not include hyphens, dashes or apostrophes. Prefixes must be approved and registered and no breeder may apply a prefix to a cat's name without first having registered the prefix.



1. RULES RELATING TO BREEDER REGISTRATION WITH TAS FELINE INC.

a. New Breeder Membership

- i. All Breeders who are accepted as members to Tas Feline are required to transfer registration of all their entire pedigree cats and kittens to Tas Feline within one month (30 days) of membership acceptance.
- ii. Breeder members must register all kittens in all litters with Tas Feline Registrar.
- iii. All kittens sold, rehomed or kept for breeding must be vaccinated and microchipped. Kittens/Cats must also be given a vet health check and a certificate issued before rehoming. All kittens and/or cats that are rehomed to non-registered breeders must be desexed prior to rehoming and the new owner is to be issued with a desexing certificate.
- iv. It is preferred that all pedigree kittens and cats sold or rehomed be provided to the new owner with a certified pedigree document.

b. Breeder Stock Record Maintenance

- i. It is the responsibility of each Breeder member to maintain up to date records of their entire kittens and cats and to ensure that all entire kittens and cats are registered with Tas Feline.
- ii. Breeders must ensure that the Tas Feline registrar is notified within one calendar month (30 days) of any of their entire pedigree stock having been desexed.

c. Breeder Member Rule exemptions

- i. In some instances, Breeder members may ask permission for exemption to Breeder Member rules. Breeder members must provide a written application to the committee stating the nature of the exemption and the reasoning of their request. The committee will assess the application at its next meeting. The Breeder member will be notified in writing of the committee decision on the application. All decisions by the committee in regards to exemption requests are final and must be adhered to by the Breeder Member.

3. RULES FOR FULL REGISTER AND EXPERIMENTAL BREEDING PROGRAMMES  
a. Full Register/Sub Register

The full register is for purpose of recording the pedigrees of fully registered cats. Cats must have at least four (4) generations of immediate ancestry of the same breed/type i.e. a pedigree that extends back for at least four (4) generations of fully registered breeding or which fulfils the requirements of the Tas Feline Inc. rules for experimental breeding, (and these cats having been transferred from the sub- register). All pedigrees issued must bear the breed/variety colour (and the generation number if applicable) and the registration number for each cat entered on the pedigree.

Once on full register a cat is no longer subject to the checks and examinations of sub-register status, but in some cases the council may require mating's before full registration is permitted. Full registration implies not only that a cat conforms to the standard of points to some degree (even if of very poor type), but that it will transmit to its progeny the definitive type of its breed (coat length and texture in any of the colour or pattern varieties recognized for the breed) and will not transmit alien or undesirable characteristics of this sort.

If a new colour/pattern variety is admitted to full register, then by default all colour/pattern varieties consequent from mating's with existing colour/pattern varieties should also be admissible. In those breeds where a new variety of colour/pattern/coat is regarded as undesirable or a serious fault, the potential carrier will not be accepted on full register until that potential has been eliminated to the satisfaction of the Council. Notwithstanding the above, any cat or kitten which in the previous two (2) Generations of its pedigree has an ancestor, which has been sold as non-breeding stock, prior to or at the time of mating of that cat, shall NOT be admissible to the full register EXCEPT with the written permission of the breeder.

Registrations MUST be submitted in a format approved by Tas Feline Inc. Any breeder who wishes to carry out experimental breeding must apply to the Tas Feline Inc. (together with a breeding program) for permission to do so and must adhere always to the rules regarding such providing an experimental breeding license is granted. Upon approval being given to the breeder to proceed with the fully outlined program, the non-registered animals will be recorded. Every litter must be notified in the usual way. The progeny of the first cross between two breed/types, or one registered parent and one unregistered parent, will be known as Generation One (SR1) and will be recorded as Sub- Register indicating that they carry the necessary factors to produce the intended breed/variety, even if they do not display them. Provisional stock will be under the breeder's normal registered Prefix. Progeny resembling the intended breed or variety (prototypes) produced from mating generation one to generation one, or back-crossing to the basic breed/type, will be known as Generation Two (SR2).

Although cats on sub-register may be mated with cats on full register, the offspring will be only one generation more than the sub-register parent, e.g. the mating of a generation one cat to a fully registered cat would produce generation two progeny.

In certain breeds dilutions of colour may appear in any generation. All colour variants of the same breed in one litter will be registered with the same generation number.

Registrations in the sub-register will be grouped according to the breed aimed at, i.e. Persian type or Siamese type. The Generation number (denoted by SR1, SR2 etc.) will be included with the registration number, and all pedigrees issued must include the SR number (if this exists) for each cat stated on the pedigree. The offspring of the fourth-generation cats will be eligible for full register if, in the opinion of the Council or its appointed sub-committee, they are typical of the programmed

breed and of sound health.

Breeders should apply in writing to have the new breed/variety accepted for full register. Breeders not wishing to complete the program to fifth generation must notify Tas Feline Inc. and the Registrar, and stock can be transferred to another breeder, upon that breeder gaining permission from Tas Feline Inc. to carry on this program. Breeders may use sub-register stock bred outside the state, if proper records and registration of the stock are obtainable, and the Council for its use in the breeding program gives approval. Entire sub register cats and kittens may be passed to breeder's interstate without restriction, if the Tas Feline Inc. Registrar affects the transfer.

Any breach of regulations will result in cancellation of approval for experimental breeding and the registration of all animals involved. The Council may also proceed to take other disciplinary action under its general rules and regulations. **NO BREEDER IS PERMITTED TO CROSSBREED WITHOUT AN EXPERIMENTAL LICENCE.**

Tas Feline INC. SCALE OF CHARGES as per current Tas Feline Inc Web Site listing

#### 4. APPLICATION FOR LITTER REGISTRATION AND CAT REGISTRATION

- a. Kittens must be registered within nine (9) months of date of birth. The owner of the registered Sire must complete certificates of Stud Service on appropriate application form.
- b. A cat's name must not include punctuations (except for apostrophes and ordinal numbers. e.g. hyphens, question marks etc.).
- c. All surviving progeny in a litter must be registered.
  - i. All kittens intended for breeding must be registered as "entire" and will only be registered in the new owner's name if the new owner holds a cattery prefix. Where such new owner resides in Australia their cattery prefix must be registered with a Cat registering body affiliated with ACF, CCCA or ANCATS.
  - ii. All other kittens must be registered as "desexed". The breeder can also request to have "pet only (not to be shown)" on the certificate of registration.
- d. The Breeder is required to register and name litter kittens either in the name of the Breeder, or directly into the name of the new owner.
- e. The breeder must be the registered owner or registered lessee of the Dam at the time of birth of the kittens, and the Dam **MUST BE** registered with Tas Feline Inc.
- f. The Sire, where owned by the breeder must be registered with Tas Feline Inc. Where the Sire is not owned by the breeder, the Sire must be registered with a recognised governing body. Where the Sire is registered with a body other than Tas Feline Inc photocopies of the registration/pedigree certificate is required by the Registrar, when application is made for Litter registration.
- g. Stock purchased by a Tas Feline Inc registered breeder that has been purchased from overseas, interstate or from a breeder registered with a recognised Tasmanian body other than Tas Feline Inc, may be accepted into the Register on a re-registration basis only. This is to be affected within two (2) months of purchase. The purchaser is required to supply the ORIGINAL registration/pedigree certificate from the country, state or Tasmanian body of origin, duly transferred into the Tas Feline Inc registered breeder's name.
- h. All cats domiciled in the State of Tasmania and used for breeding and/or exhibiting must be registered with a recognised Tasmanian governing body, and only the Tasmanian registration number will be used regarding breeding and exhibiting.
- i. Tas Feline Inc. requires its breeders to register exclusively with Tas Feline and no other Australian body.
- j. Tas Feline Inc. shall be entitled at their absolute discretion to refuse registration without giving a reason.
- k. DNA results for inheritable disorders, blood group, colour, agouti, points and longhair carriers etc. may be recorded on pedigrees. Breeders can submit their own test to the Laboratory but must include the microchip number of the cat on the laboratory form. Once the result is received back

from the Laboratory, if it is CLEAR, it can be forwarded to the Registrar and added onto the Certificate of

- l. Registration and Pedigree. This will only be included on the registration of the cat that was tested. It will not carry through to the pedigree of any progeny unless tested.
- m. Shorthaired progeny from a shorthair x semi-longhair mating will be considered shorthair variants and will carry the letters VAR behind the corresponding shorthair number. e.g. a shorthaired seal point kitten from a Siamese x Balinese mating would be classed a Siamese Variant and will carry the notation VAR in its registration number as will the Abyssinian x Somali mating will be classed as Abyssinian Variant and will carry the notation VAR in its registration number This identification will apply to all subsequent generations.
- n. Progeny from a silver cat will carry the letter (s) behind their registration number. This identification will apply to all subsequent generations.

#### 5. CHANGING REGISTRATION PARTICULARS

- a. Any cat or kitten once registered shall not have its name changed except that a change of name shall be permitted in the case of the wrong sex being registered. A name once registered shall not be used again.
- b. Every cat registered shall have the breeder's prefix as the first word of its name.
- c. The Tas Feline Inc cannot accept responsibility for errors in certificates of registration and transfer.
- d. The Registrar will correct clerical errors in certificates returned within fourteen (14) days free of charge.
- e. Where the breeder has incorrectly registered the colour and/or sex, a charge shall be made for each alteration. A charge will also be made for a replacement Certificate. The Registrar shall be empowered, on application of owner, to change the colour of a cat up to age of nine (9) months where there has been difficulty in deciding the correct colour.
- f. Where the Registrar considers that a registration or a change of registration is in doubt as to its correct colour, the cat shall be placed before a panel of three (3) Judges appointed by Tas Feline Inc. for reclassification or may be reclassified because of a DNA test. Before registration is changed a full pedigree must be submitted. An owner may apply to the Registrar on the prescribed form for a panel of Judges to be set up. An appeal against any decision may be made to Tas Feline Inc.
- g. An exhibit that appears to be Silver from two non-silver parents which is verified by three Senior Judges can be registered as Silver.
- h. Where a titled cat is re-classified all titles gained prior to re-classification will be forfeited.

#### 6. TRANSFER OF OWNERSHIP, LEASES ETC.

- a. Upon the sale, exchange, lease or gift of a cat for breeding/exhibiting, the transfer of ownership section on the original certificate must be completed and lodged with the Registrar WITHIN 7 DAYS of sale or disposition. A new certificate in the new owner's name will be forwarded to the Breeder/prior owner once the Registrar has recorded the transfer. The breeder/prior owner must hand over or send the new certificate to the new owner as soon as practicable.
  - i. NO ENTIRE CAT MAY BE TRANSFERRED MORE THAN 3 TIMES. Breeder to new owner constitutes first transfer. Sale, gift, lease or loan are all considered transfers.
  - ii. Exceptions to the three-transfer rule may be dealt with by Tas Feline Council on a case by case basis
- b. For local, interstate or overseas transfers "Upon the sale, exchange, lease or gift of a cat for breeding/exhibiting, the transfer of ownership section on the original certificate must be lodged with the Registrar WITHIN TWO (2) CALENDAR MONTHS of the cat leaving the possession of the member.
- c. A notice of lease, verified by submission of transfer by the registered owner of the cat, with the appropriate fee, must be lodged with the Registrar within one (1) month, and application for transfer back to the original owner must be applied for, with the appropriate fee, upon the expiration of such lease within one (1) month.

d. An expiry date for the lease must be stated.

7. VERIFICATION OF REGISTRATION PARTICULARS

Any registration required by the owner of a registered cat may be obtained from the Registrar upon payment of the prescribed fee.

8. APPLICATION FOR HIGHER STATUS

Higher Status must be applied for through the Registrar on the approved application form with the prescribed fee once the cat concerned gains the required number of points.

Original challenges or photocopies thereof must be submitted with the application. The Registrar will stamp the used challenges, initial and return with the title certificate.

9. TITLE

A cat shall not be described or referred to in any way other than by its registered name and registration number. NO CAT MAY BE REFERRED TO OR ENTERED IN ANY SHOW using its higher status, unless the application is in the hands of the Registrar.

## PART C - SHOW RULES

A complete copy of the current Tas Feline Inc Rules will be available at the Show for exhibitors' perusal. A summary of the show rules and a link to the full rules to be included in every show schedule. Show rules can also be obtained from the Secretary or the Tas Feline web site.

### Tas Feline SHOW RULES

#### GENERAL SHOW ADMINISTRATION

1. Show entry fee payment and conditions;
  - i. Entry fees, or proof of payment must accompany the exhibitor entry summary form or payment be made before commencement of judging on the day of the show.
  - ii. Entries not shown, or, are withdrawn on the day, MUST be paid for.
  - iii. Failure to pay for exhibits that have been entered into a show may disallow an exhibitor from entry into future shows until outstanding fees have been paid.
  - iv. Excluding extenuating circumstances, *which are subject to Tas Feline Committee approval*, no refunds will be made. Notice of extenuating circumstance must be received in writing or email by the show secretary before the commencement of judging on the day of the show entered.
  - v. Cheques etc. MUST be drawn in the favour of Tas Feline Inc.
2. An exhibit which is withdrawn after entries close, up to and including on show day, must be withdrawn from all rings.
3. The Club reserves the right to refuse any entry.
4. The Club reserves the right to replace contracted judges or appoint additional judges if required.
5. The entry Form itself must contain an Exhibitors Declaration: " I hereby declare that the particulars contained herein are true and correct to the best of my knowledge and belief and enter exhibit/s at my own risk. I declare that I am the bonafide Owner or Lessee and agree to abide by the Rules of Tas Feline Inc. under which this Show is conducted. None of my exhibits or any of the cats/kittens residing in my home and/or cattery has been affected by, or in contact with, an infectious/contagious disease or illness within thirty (30) days prior to this Show." The declaration must be signed by the exhibitor.
6. Tas Feline will allocate an executive member to act as Tas Feline Inc Representative at Tas Feline Inc. Shows, such representatives to be noted on Show Schedules.
7. All complaints regarding the Show must be in writing and accompanied by a fee of twenty (\$20.00) dollars and in the hands of the Show Manager within seven (7) days of the Show. Fees are refundable if upheld. No complaint against the running of the Show will be entertained by Tas Feline Inc unless lodged in accordance with this Rule.
8. No exhibit can be removed from the Show or from their designated, (by the Show Manager) cage, to another without the consent of the Show Manager.
9. All reasonable care will be taken of exhibits. Tas Feline Inc and organising Clubs, their Officials and Members accept NO responsibility for any loss or damage to any person, feline or property.
10. Any Judge appointed to judge at Tas Feline Inc sanctioned shows may not judge an exhibit bred by them self unless a period of six (6) months has elapsed since the exhibit left their residence.
11. Any judge who is active on the floor of the Show may exhibit in any Section or Ring other than the one in which they are judging. Judges may act as Stewards at OPEN SHOWS only. Judges are permitted to bench their own exhibits but must bench early and leave the cage area immediately.
12. **EXHIBITION OF SUB-REGISTER CATS**

Cats and kittens recorded in the sub-register may be entered in open competition at shows, if they are, or have been, part of a program aimed at producing full register cats of an established and recognised breed/variety. In adult OPEN classes cats, will be eligible for challenge certificates application to the Tas Feline Inc. for higher status should be made as for full register cats. No indication that the cat or kitten is sub-registered shall be shown in the Judges book.

Sub-register cats and kittens may compete for BEST OF BREED and BEST IN SHOW awards.

**13. BEST COMPANION EXHIBIT IN SHOW**

This award is only available should the number of companions exhibited on the day of a show be eight or more. Each companion will be awarded points based on the top 5 placing per ring. Allocated Points shall be: Best – 9 points; Reserve – 7 points; #3<sup>rd</sup> – 5 points; 4<sup>th</sup> – 3 points; 5<sup>th</sup> – 1 point. Points will only be awarded to financial Tasmanian Feline Association Inc members.

**14. CAT OF THE YEAR**

14.1 Cat of the year points will be allocated to the first five place getters in each section. If there are more than 20 exhibits in a section, points will be allocated to the first ten placegetters.

14.2 Points shall be allocated as follows:

Best	20 points plus 1 point for each cat beaten on the day
Reserve	18 points plus 1 point for each cat beaten on the day
Third	16 points plus 1 point for each cat beaten on the day
Fourth	14 points plus 1 point for each cat beaten on the day
Fifth	12 points plus 1 point for each cat beaten on the day
Sixth	10 points plus 1 point for each cat beaten on the day
Seventh	8 points plus 1 point for each cat beaten on the day
Eighth	6 points plus 1 point for each cat beaten on the day
Ninth	4 points plus 1 point for each cat beaten on the day
Tenth	2 points plus 1 point for each cat beaten on the day

14.3 When annual results are finalised, the owners of the top five exhibits in each section will be awarded a rosette and a certificate stating the position that their cat attained. Owners of sixth to tenth placed exhibits in each section will be awarded a sash and a certificate stating the position that their cat attained. Companion cats will also be awarded rosettes and certificates for the top five and a sash and a certificate for sixth to tenth place.

14.4 Points towards Cat, Kitten or Neuter of the year awards can only be accrued by exhibits owned by current financial TFA Inc members.

(a) Pedigree exhibits must be registered with TFA Inc.

(b) Companion exhibits are not required to be registered.

14.5 Only TFA Inc. registered exhibits owned by TFA. Inc. members are eligible for Cat, Kitten or Neuter of the Year Awards.

**15. TAS FELINE INC. PREFIX OF THE YEAR**

Awarded to the highest scoring Tasmanian Feline Association Inc registered prefix in Groups 1,2 & 3. Points are allocated 19 for Best in Show, 15 for Reserve in each ring of kitten/entire cat/desexed cat

**16. BREED EXHIBIT OF THE YEAR**

Awarded to Kittens, Entire or Desexed Cats. Points will be allocated as follows, one point for each Best of Breed. The exhibit with the highest overall score at the end of the season will be awarded "Breed Exhibit of the Year". The exhibit must achieve best of breed in three separate shows.

**REGISTRATION OF EXHIBITS**

17. All exhibits (except Companions) over the age of six (6) months MUST be registered, and the registration number listed on the Entry Form. All pedigreed exhibits domiciled in Tasmania MUST be registered with a recognised Tasmanian Governing Body. Only the Tasmanian registration number will be accepted. (ACF Inc/CCCA Inc recognised throughout Australia). For local, interstate or overseas transfers "Upon the sale, exchange, lease or gift of a cat for breeding/exhibiting, the transfer of ownership section on the original certificate must be lodged with the Registrar WITHIN TWO (2) CALENDAR MONTHS of the cat leaving the possession of the member".
18. Entries to Tas Feline Inc sanctioned shows for entering for the first time must be accompanied by a 4, generation pedigree. Entries must be received in sufficient time to allow the registrar to verify that the exhibits pedigree conforms to ACF breeding guidelines.
19. It is the responsibility of the exhibitor to ensure that any pedigree presented with the show entry be the most up to date one. Failure to provide an accurate pedigree may result in the exhibit being removed from the show.

20. Age of each exhibit will be calculated to be the actual age on the day of Show or the first day of a multiday show.
21. No kitten under ten (10) weeks is permitted to be shown.
22. Kittens may be reclassified before judging or during the first ring of judging with the owner's consent on the understanding that the kitten cannot be changed again for the duration of the show.
23. All exhibits must be entered in Show with information (including colour and pattern) as detailed on their registration certificate. Exhibits must be judged according to this information. Adult exhibits (9 months and over) CANNOT be reclassified for colour or pattern prior to judging on the day or during judging BUT ONLY AFTER all the judging is completed. Reclassification may then be made after examination and agreement by three (3) Senior judges
24. Companion exhibits over the age of four (4) months must be desexed.
25. Exhibition of Experimental Programme and Sub-Register Exhibits to be in accordance with the current Tas Feline Inc Regulations and By-laws.

## HEALTH, SAFETY AND WELFARE OF CATS

26. All exhibits must have claws clipped (front and back).
27. All exhibits must be brought to the Show in suitable container, not on leashes or carried in arms.
28. When benching time is listed on Schedule, exhibits MUST be benched by advertised time. If exhibitor arrives after stipulated time, and judging has commenced, exhibitor must forfeit being judged in that Ring and wait until the judge has completed the Finals in that ring, before benching their exhibit/s.
29. Any exhibit, which is, in the opinion of the veterinarian/ vet nurse, unfit for exhibition, will be removed from the hall immediately. If, in the opinion of the veterinarian, it is so desirable, all exhibits from the same cattery shall be banned from attending the show. **THE VETERINARIAN/ VET NURSES DECISION IS FINAL.**
30. If a cat is visibly pregnant or lactating it cannot be show. Any cat shown whilst visibly pregnant or lactating will be disqualified and forfeit all Tas Feline awards, challenges and COTY points for that show.
31. Unilateral or bilateral cryptorchids over the age of nine (9) months, vasectomized males, or females which have undergone tubal ligation, must not be shown. Any person who knowingly contravenes this Rule will have their exhibit disqualified and all entry fees forfeited.
32. Litter trays may be left in cages during judging.
33. There must not be any objects in the cage that will identify the owner of the exhibit.
34. Only one exhibit may be benched per cage unless entered in a litter.
35. Tattoos (on desexed exhibits only) or microchips under the skin will not penalize an exhibit.
36. Cages must be kept clean by exhibitors prior to and after judging. No food to be left in cages until judging is completed for the day.
37. Exhibitor owned cages must be fitted with suitable solid barriers on both sides and back to prevent direct contact between benched cats.

## COMPETING FOR AWARDS

38. Exhibits registered as AOC/AOV in accordance with current ACF standards may be entered in Tas Feline Inc shows but will not be eligible for challenges, best of breed, ACF awards, Top 10 placings or COY awards.
39. Breeds and or colours and or patterns that are not recognised by Tas Feline Inc may not be entered in a Tas Feline Inc show.
40. Neuter or Spay (desexed) kittens under the age of nine (9) months will compete with entire kittens in age classes and for Best in Show Awards.
41. All adult cats with the exception of Gold Double Grand Champions, Platinum, Sapphire, Ruby, Emerald, and Diamond Double Grand Champions, compete together for one challenge in the Open Class for each breed/colour, Male-Female- Neuter-Spay.



42. Gold Double Grand Champions of each Groups 1, 2, 3 and 4 compete together for one certificate in Male-Female- Neuter-Spay. Platinum, Sapphire, Ruby, Emerald and Diamond Double Grand Champions of each Group (as above) compete together for one challenge in Male-Female-Neuter-Spay.
43. ACF Award Certificates may only be awarded to the Best Male – Female – Neuter – Spay of each Group
44. ACF Companion Award Certificates may only be awarded to the Best in Show adult exhibits that comply with their registering body's companion rules and where there is a minimum of 5 adult companions present.
45. In the event of a 'Withheld Challenge' in an Open Class or first place declined in a Kitten Class, then no Best in Section or Best of Breed shall be awarded if that exhibit is the sole entry in its' Breed/Colour Section.
46. The judge's decision as to the quality of the exhibit is final. The judge is empowered to withhold any award in any class or Special Award if, in the judges' opinion, the exhibit does not possess sufficient merit.
47. The following Awards MUST be made at Tas Feline Inc Shows in each Group – Top 5 where entries permit in each section and ring.

#### **TITLES**

48. 5 Challenges are required to achieve – Champion/Premier Neuter Status
49. An additional 5 Challenges are required to achieve Grand Champion – Grand Premier Neuter Status
50. An additional 5 Challenges are Required to achieve Double Grand Champion/ Double Grand Premier Neuter Status
51. An additional 10 Challenge Certificates are required to be granted Bronze Double Grand Champion/Bronze Double Grand Premier Neuter.
52. An additional 15 Challenge Certificates are required to be granted Silver Double Grand Champion/Silver Double Grand Premier Neuter.
53. An additional 25 Challenge Certificates are required to be granted Gold Double Grand Champion/Gold Double Grand Premier Neuter.
54. An additional 10 Challenge Certificates are required to be granted Platinum/Sapphire/Ruby/Emerald & Diamond Double Grand Champion/ Platinum/Sapphire/Ruby/Emerald & Diamond Double Grand Premier Neuter.

## FRACTIOUS CATS

55. No cat is to be entered in Shows if it has a history of fractious behaviour. It is the Exhibitors' Duty of Care not to expose any judge or official to injury by any exhibit. Judges are not required to restrain or judge any exhibit showing any signs of aggression.
56. Exhibits may only be handled by the owner, at the invitation of the judge unless the show has been approved as an owner/handler show. All exhibitors at these shows must record their name and sign the insurance book provided by the club to ensure they are covered under the Tas Feline Voluntary worker's insurance policy.
57. An Exhibit which is unable to be handled due to aggression and therefore marked Barred for Life (BFL – Barred for Life): deliberate biting or attacking of a judge, steward or any other person. No further judging or showing of the exhibit will take place. The steward must immediately report this to the Show Manager and the Tas Feline Inc. Representative who will immediately record this by completing and signing a Tas Feline Inc. BFL Notification Form which the judge and owner/exhibitor must also sign immediately. One part of the form must then be handed to the owner/exhibitor and the other part must be attached to the Tas Feline Inc. Representative's Show Report. A red BFL tag will be immediately attached to the exhibit's cage by show personnel so that no following judge or show personnel will attempt to handle the exhibit. The exhibit will be banned from showing for life and the owner will also be notified in writing by Tas Feline Inc. following the show and no appeal will be considered. This is for reasons of insurance as well as the cat's welfare. Tas Feline Inc. will notify ACF, CCCA and all Tasmanian councils.
58. An exhibit which acts less aggressively but is not able to be effectively judged/assessed and therefore marked Unable to be Judged (UTJ – Unable to be Judged) must be immediately reported by the steward to the Show manager who will ensure that a yellow UTJ tag is immediately attached to the exhibit's cage to warn following judges and show personnel. An exhibit marked UTJ is not automatically disqualified from further rings and such warnings alone will not result in barring from shows.

## EXHIBITOR BEHAVIOUR AND ETIQUETTE

59. Unless the owner is called upon by the judge to do so, exhibitors must not discuss with the judge their exhibit whilst it is being judged on the table.
60. Any person/persons who, by their actions or words, intimidate any judge, show official, or any other person/persons at or in the vicinity of the show hall are liable to disciplinary action.
61. Mobile phones must be in Silent Mode during judging.
62. No flash cameras to be used within the show hall without the express permission of the Show Manager.
63. No ribbons, prize cards, certificates etc. are to be displayed during judging, or any won at previous shows displayed.
64. No alcohol is allowed to be consumed in the show hall
65. Laser Lights are not permitted in the show hall.

## GROOMING IN SHOW HALL

66. No powder, aerosol sprays or Methylated Spirits are allowed in the vicinity of the cages. Exhibitors or handlers must not use talcum powder or other like substances on an exhibit while it is caged or in vicinity of other cages.
67. Judges shall be instructed to disqualify an exhibit upon which there is colouring matter or powder residue.
66. Exhibits can be *discreetly* groomed during the show, providing that there is no judge in the bay at the time. Exhibits MUST remain within the immediate vicinity of their allocated cage. Stewards cleaning after a mishap are not included in this rule. (Changed meeting date 2/5/2021)
67. Exhibitors are permitted to remove their exhibit(s) within the immediate vicinity of their allocated cage, whilst there is no judge in the bay at the time.

## VETERINARY RULES AND REGULATIONS

68. Inspection of exhibits at shows by a veterinarian or vet nurse is required. The club may choose to have exhibits examined at the door prior to benching, or after exhibits have been placed in cages. Whichever option is used is to be stated on schedule.
69. Cats, which are, in the opinion of the veterinarian/vet nurse are unfit for exhibition, will be removed from the hall immediately. If, in the opinion of the veterinarian/vet nurse, it is so desirable, all exhibits from the same cattery shall be banned from attending the show. THE VETERINARIAN/VET NURSES DECISION IS FINAL.
70. When exhibits arrive after the specified time for veterinary inspection, and there is a reasonable excuse for the late arrival, the show manager or his/her deputy may permit the exhibits to be examined by a veterinarian/vet nurse (if necessary, at the expense of the exhibitor), or a suitable Tas Feline Inc. representative, and if passed, the exhibit shall be eligible to compete.
71. Any exhibit found to have ear mites, external parasites, appear to have any contagious skin lesions or other obvious contagion or to be under the influence of drugs at any time during the show, will be subject to expulsion from the show. Female cats obviously in kitten or lactating queens without their litters must not be shown
72. If a benched exhibit is exhibiting signs of distress at any time during the show, it may be removed at the discretion of the show committee. The owner agrees to indemnify the club and the veterinarian/vet nurse against all damages, claims and demands of whatever nature arising out of any action taken under this rule.

DISQUALIFICATION UNDER ANY OF THESE RULES WILL RESULT IN ALL ENTRY FEES BEING FORFEITED

## DEFINITION OF CLASSES

73. Cat: Entire exhibit 9 months and over on show day.
74. Kitten: Exhibit 10 weeks or over and under 9 months on show day. Classes under 5, 7 and 9 months Litter: All living progeny of the same birth, 10 weeks and under four (4) months on show day, belonging to one or joint breeders. All living progeny from two pedigreed cats of the same breed unless under an experimental program or one breed is an allowable outcross. Consist of a minimum of 2 kittens. Litter Class is optional and is at the discretion of each club.
75. Neuter: Male kitten/cat that has been desexed.
76. Spay: Female kitten/cat that has been desexed.
77. Companion: Exhibit that has not been entered in any pedigree class previously or has been granted permission to change from a pedigree exhibit to a companion exhibit by the Tasmanian Feline Association Inc. It is not judged on official standards, but on condition, quality of coat and temperament only. All exhibits over the age of four (4) months MUST BE DESEXED
78. Open: All exhibits (except Gold DGC and Platinum & Above) 9 months and over must be entered in this class. Challenge certificates are awarded in the Open class.
79. Champion: Exhibit that has been granted Champion status by a recognised governing body.
80. Grand Champion: Exhibit that has been granted Grand Champion status by a recognised governing body.
81. Double Grand Champion: Exhibit that has been granted Double Grand Champion by a recognised governing body.
82. Bronze Double Grand Champion: Exhibit that has been granted Bronze Double Grand Champion status by a recognised governing body.
83. Silver Double Grand Champion: Exhibit that has been granted Silver Double Grand Champion status by a recognised governing body.
84. Gold Double Grand Champion: Exhibit that has been granted Gold Double Grand Champion status by a recognised governing body.
85. Platinum Double Grand Champion: Exhibit that has been granted Platinum Double Grand Champion status by a recognised governing body.

86. All Platinum, Sapphire, Ruby, Emerald, & Diamond of each Group compete together for one
87. Certificate as– male – female – neuter – spay.
88. Sub-Register: All cats on the sub-register are eligible to compete with those cats on full register

## **RECOGNITION**

89. Tas Feline Inc. only recognises Awards from Affiliates of ACF Inc. and CCCA Inc.
90. Tas Feline Inc. only recognises the qualifications of Judges who are affiliated with governing bodies recognised by ACF Inc.
91. Tas Feline Inc. recognises the awards and Judges of recognised International Cat Organisations except for judges licensed by any Other Australian Governing Body.

## Part D - THE TASMANIAN FELINE ASSOCIATION INC. JUDGES' ASSOCIATION

**Name:** Tasmanian Feline Association Inc. Judges' Association.

**Membership:** All Judges on the Tas Feline Inc. panel.

**Objects:** To promote better standards of judging and maintain a high standard of personal conduct of Tas Feline Inc. Judges.

**Meetings:** There shall be a compulsory meeting and judges' workshop for all pedigree judges, each year. Other meetings may be convened if required.

The annual Tas Feline judges' workshop must be separate to any Tas Feline show.

The Association may choose one of its members to be chairperson of the meeting, no less than one month prior.

**Voting:** At the meetings a simple majority shall decide questions.

**Disbandment:** The Association shall be disbanded by Tas Feline upon the recommendation of most of the judges.

## Part E - JUDGES TRAINING:

MUST be an accredited Tas Feline Inc. Steward, have acted as show secretary at a minimum of two (2) Tas Feline Inc. shows and show manager at a minimum of two (2) Tas Feline Inc. shows, before being eligible for selection for a Companion Course. They MUST be a qualified Companion Judge before being eligible to commence a Pedigree Judge's Course.

Must have been a Breeder and Exhibitor in the Pedigree Group applied for, for a minimum period of 3 years and have bred a minimum of 5 litters.

Individuals may make personal application to Tas Feline Inc to undertake judge training Acceptance must be approved at a general meeting of the Council and candidates **MUST** meet certain requirements, which shall include a specified number of stewarding appointments and administrative duties at Tas Feline Inc. shows.

The minimum age for candidates is 18 years.

The experience/qualifications of persons transferring from other governing bodies will be considered on a case by case basis.

**Format:** That the Tas Feline Judges training format be revised to stay in line with the ACF Judges Training scheme. Each trainee judge is given approximately one month (subject to tutor judge's discretion) on each breed which will include: **Cadet Judges:** This refers to all candidates during training.

**Junior Judges:** Cadet Judges who have passed examinations, theory and practical, set by the Judges' examining panel, and who have the level of Junior Judge, will serve a minimum of five (5) separate kitten appointments over a period of not less than twelve (12) months, at the discretion of the Tutor panel. Companion Judges will serve a minimum of three (3) Companion appointments over a period of not less than four months, **An Open Tas Feline Inc. Judge must attend all probationary appointments and must give a written assessment of the probationary Judge's performance to the Senior Tutor Judge.** Junior Judges on the Tas Feline Inc. panel will only be allowed to judge at Tas Feline shows.

**Open Judges:** Junior Judges who have completed the probationary conditions listed under Junior Judge to the satisfaction of the Tas Feline. Inc. Tutor Panel and have obtained approval of the Tas Feline Council.

**Judges' Examining Panel:** Open Judges who have had a minimum of three (3) years' experience judging in the Breed/Groups, which they are qualified to judge will be selected on suitability and experience. Lectures and examinations shall be carried out by the approved Longhair and Shorthair Tutor panels. Licenses will be issued in the following categories: -

1. Longhair Group 1
2. Shorthair Groups 2 & 3
3. All Breed
4. Companion Group 4

**Tas Feline Inc. Judges Licenses:** ALL Judges Licenses' are issued or withdrawn in accordance with Tas Feline Inc. rules.

**Leave of Absence:**

1. Tas Feline Inc Judges may take a leave of absence of up to 12 months without penalty
2. Tas Feline Inc Judges taking a further year of leave of absence will be required to undertake an open book exam on all new breeds introduced to ACF during their period of leave.
3. After two years of leave of absence the license would be considered lapsed and the Judge would need to reapply.

**Currency** To keep their license current a Tas Feline Inc Judge must complete one assignment in each group in which they are qualified each year

**Ethics:** A Judge must always act in a dignified way, not at any time bringing the cat Fancy or Tas Feline Inc. into disrepute.

**Appointments:** A Tas Feline Inc Judge is not permitted to judge or exhibit at any Cat Association other than those recognised by ACF Inc.

Judges must allow two clear weekends between judging appointments in the same Group within the same Tasmanian region.

**Reporting:** All Tas Feline Inc judges must advise the Tas Feline Inc Secretary of all judging assignments accepted from all Governing Bodies as soon as a contract is signed. All variations to judging appointments e.g.

cancellations, date changes and changes to assignments must also be notified. A record will be kept avoiding confusion of the position in relation to availability of Judges. **Training:** All Tas Feline Inc judges are required to attend compulsory Tas Feline Inc Judges Seminars/Workshops. If, for a valid reason, a judge is unable to attend a seminar, they must complete an open book assignment relevant to breeds discussed. In the absence of any qualified judges a trainee or cadet judge may train with another ACF affiliate under their training scheme.

**Conciliation:** When it is necessary for Judges to confer to select a special award and a satisfactory decision cannot be reached within a reasonable time, the Show Manager shall be advised of the impasse and the Judge who is the longest serving Open Judge shall then be asked to make the award.

**Judges transferring from Other Governing Bodies:**

Application must be directed to the Secretary of Tas Feline Inc. and be supported by full and satisfactory documentary evidence as to the applicant's efficiency and qualifications. Letter of reference from previous affiliated body may be requested at the discretion of the Council.

## **APPENDIX 1 TAS FELINE PRESIDENT POSITION DESCRIPTION**

The President will steer and support the Executive in the day to day operation of Tas Feline and is a part of the Executive Committee and the Complaints Committee.

Outline of duties and responsibilities Tas Feline President are as follows:

- Preside as Chairperson at meetings convened by Tas Feline, maintaining order and conducting meetings in a proper manner.
- Be familiar with the constitution/rules of Tas Feline.
- As part of the Complaints Committee, give input by comment on complaints received by Tas Feline as part of the investigation process and subsequent responses to involved parties.
- As may be required, act as the Tas Feline Executive Delegate to ACF (Australian Cat Federation Inc) reporting back to Tas Feline on relevant matters.
- Maintain confidentiality on all relevant matters.
- Provide a written President's report to the Tas Feline Annual General Meeting.

## APPENDIX 2 TAS FELINE SECRETARY POSITION DESCRIPTION

The Secretary will support the Executive in the day to day operation of Tas Feline and is a part of the Executive Committee and the Complaints Committee.

Outline of duties and responsibilities Tas Feline Secretary are as follows:

- Convene all general meetings of Tas Feline and any other meetings as required.
- Prepare and distribute agendas for Tas Feline monthly meetings to the Executive and club delegates, along with correspondence and monthly reports.
- Record the minutes or records of proceedings of Tas Feline General Meetings, Executive Meetings and Annual General Meetings and prepare the final minutes for approval by the President of Tas Feline as soon as possible after meetings. Once approval is given, distribute the minutes by email to the Committee members and member club secretaries (where required)
- Respond to matters of correspondence as directed by the monthly meeting of Tas Feline
- Keep a record of all correspondence.
- Maintain a current schedule of judging assignments as advised by Tas Feline judges
- Answer general enquiries from members of the public.
- Maintain and update the Tas Feline website.
- Maintain the property register of all Tas Feline equipment.
- Maintain a register of all complaints and distribute to the Complaints Committee.
- As part of the Complaints Committee, give input by comment on complaints received by Tas Feline as part of the investigation process and subsequent responses to involved parties.
- Update all forms and documents as required.
- Be familiar with the constitution/rules of Tas Feline.
- Maintain confidentiality on all relevant matters.



#### APPENDIX 4 – TAS FELINE TREASURER POSITION DESCRIPTION

The Treasurer will support the Executive in the day to day operation of Tas Feline and is a part of the Executive Committee and the Complaints Committee.

Outline of duties and responsibilities of Tas Feline Treasurer are as follows:

- Shall be responsible for all matters of finance, including payment of accounts and collection of monies due to Council.
- Shall keep all records of finance and preparation of accounts, and act generally under direction of Council.
- Shall present at each meeting a statement of balance of account, and at each annual general meeting a statement of accounts for the previous year from 1<sup>st</sup> January to 31<sup>st</sup> December.
- The funds of the Association shall be deposited in the name of the Association and deposited in a Bank or Building Society as directed by the Executive Committee.
- Proper books and accounts shall be kept and maintained on an Excel spreadsheet.
- All money shall be deposited as soon as practicable after receipt thereof.
- All accounts shall be paid by cheque and/or digital bank transfer and in the case of cheques signed by any two of the President, Secretary, Treasurer or other members authorized from time to time by the Executive Committee.
- All expenditure shall be approved or ratified at a General Committee Meeting.
- As soon as practicable after the end of each financial year, the Treasurer shall prepare a statement (spreadsheet) containing the particulars of the income and expenditure of the year just ended, and the assets and liabilities of all charges and securities affecting the property of the Association at the close of the year.
- All such statements shall be examined by the auditor. They will then present their report upon the audit to the Secretary, prior to the holding of the annual general meeting.

## APPENDIX 5 – TAS FELINE REGISTRAR POSITION DESCRIPTION

Outline of duties and responsibilities Tas Feline Registrar are as follows:

Shall keep and ensure:

- Complete registers of all registrations of pedigreed cats, companion cats, mating's, litters, transfers and higher status updates.
- Register of all prefixes approved
- Maintain and ensure a register of all breeders is up to date
- Maintain a register of website listings
- All monies are accounted for correctly
- Monthly and annual reports are maintained
- Paperwork to be processed efficiently and expediently, so as not to disadvantage any individual breeder.
- All paperwork to be processed and posted no later than 10 business days from receipt providing all lodged information is complete as required. Where this information is not complete advice must be sent and the 10 days would begin again from receipt of complete information.
- Post Box to be cleared two to three times a week.
- Emails to be responded to within 48 hours (excludes weekends)
- Phone calls to be returned within 48 hours (excludes weekends)
- Breeders to be advised by bulk email distribution if there are to be expected delays in the processing of paperwork.
- Efficient delivery of communications to all registered breeders, including bulk emails from Tas Feline.
- Monthly Reports to the Treasurer and Assistant Secretary to be sent within 7 days of the end of the month.
- Registrar to be paid a set percentage of income generated by the registrar's office. This percentage is to be determined by the Executive Committee. This amount is to be paid on the 15<sup>th</sup> of the month following the previous month. I.e. June income is to be paid on 15<sup>th</sup> July.
- All day to day office expenses of Stationary, Printing and Postage to be paid by Tas Feline.

It is expected that if a registrar is going to be away for any period then they will make alternative arrangements for processing where possible, or, at a minimum, advise members of possible short delays. It is also anticipated that if the registrar is experiencing technical or professional difficulties or ill health, that they will advise Tas Feline Executive as a matter of urgency in order to gain and accept the support and assistance required. If they wish to vacate the position at least 2 months' notice should be provided in order that a new registrar can be appointed and trained to assume the position.