

BY-LAWS OF THE FELINE CONTROL COUNCIL OF QUEENSLAND INC.

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SECTION I – Introduction

A. Definitions

1. The **"Association"** is the term used to refer to the Feline Control Council of Queensland Inc. in the Constitution or Rules of the incorporated association. In these By-Laws it is more often referred to as Council or by either of these two acronyms 'FCCQ' or 'FCCQ Inc'.
2. The **"By-Laws"** as defined in the "Constitution" (Rule 42) refer to the regulations in this By-Laws document.
3. **"Constitution"** or **"Rules"** refers to the legal document of the FCCQ as an Incorporated Association.
4. **"Council"** in these By-Laws refers to a Management Committee Meeting.
5. **"Code of Ethics for FCCQ Hobby Breeders"** and/or **"Code of Ethics"** refers to Appendix A of these By-Laws.
6. **"Higher Status"** refers to the elevation of cats through competing and exhibiting at Championship Cat Shows.
7. **"Management Committee"** as defined in the "Constitution" (Rule 1 & 18) means the full compliment (or a majority) of the Office Bearers (i.e. President, Vice-President, Secretary, Membership Officer, and Treasurer) together with the Committee Members, all of whom have an equal vote at any management committee meeting. In practical common usage, the terms Executive or Executive Committee shall have the same meaning as 'Management Committee'.
8. **"Membership"** as defined in the "Constitution" (Rule 5, 6, & 7) states there are two (2) classes of membership, namely 'Individual membership' and 'Affiliate membership'; in these By-Laws, unless contrary intention appears, "Club" means any Affiliate Member/Affiliate Club.
9. **"Quorum"** as defined in the "Constitution" (Rule 24(1)) states that more than 50 per cent of the committee members as at the close of the last management committee meeting of the Association forms a quorum.
10. **"Registered Breeder"** in these By-Laws refers to an individual who applies to register litters of kittens born from their Pedigree Parents who are recorded on the FCCQ Registry. In so doing they have agreed to abide by and comply with the "Code of Ethics for FCCQ Hobby Breeders" (in some circumstances, where approved by the Management Committee, there is joint registration as a couple; two or more individuals; or family, in these circumstances they are considered to be only one Individual Member for the purposes of voting).
11. **"Registered Owner"** in these By-Laws refers to owners, of registered pedigree cats and/or non pedigreed cats, who do not breed but wish to show their cats and apply for "Higher Status". Where the cat is Pedigreed it shall be recorded on the FCCQ Registry and issued an FCCQ registration number. A non-pedigreed Registry shall also be maintained for accurate records.

B. General By-Laws Relating to Affiliate Members (Clubs)

1. Club Rules

The provisions of the Constitution (Rules of the Association) shall so far as applicable form part of every club's rules in the same manner, and to the same extent, as if they were duly adopted by the members of each club. Any club seeking membership must provide a copy of that Club's rules/constitution to the Management Committee before the Club is accepted.

2. Membership [Pursuant to Rules 5, 6 & 7 in the Constitution]

Every applicant Club shall acknowledge in writing that it, and all members of the said club, agrees to be bound by the provisions of the Constitution, By-Laws, Rules and Regulations of the Association (FCCQ Inc.), Code of Ethics and every decision of the Council, Management Committee or Officers of the Association made pursuant to and under the Association's Constitution, Rules & By-Laws.

Any applicant or Affiliate club shall furnish a list of its current financial members within 14 days of a request for such a list by the Management Committee.

Membership fees from Affiliates shall fall due at the beginning of each financial year [i.e. 1st January]. The November Minutes shall advise affiliate Clubs that payment of membership is due at the beginning of the financial year. Annual renewal forms will be sent by the Membership Officer to individual members. Payments must be in the hands of the Treasurer by the 1st March each year to be eligible to vote.

The Council shall provide show dates to affiliated clubs for their use from time to time. At all times the Show dates remain allocated to, and in the control of, the FCCQ. No member shall retain the use of a Show Date without Management Committee approval. A list of FCCQ Show Dates will be listed on the FCCQ Website at www.fccqinc.org.au.

3 Discipline

The Council shall have the right to exercise disciplinary powers over affiliate clubs and their members and Individual Members in accordance with the Association's Constitution, Rules and By-Laws. (refer also to Section V of these By-Laws)

4. Affiliation of Executives of an Affiliated Club

To avoid conflict of interest, the Executive Officers for each Affiliated Club with FCCQ are required to be a financially current Individual Member; that is either an FCCQ Registered Breeder (and duly register all cats & kittens with the FCCQ) or if not a Breeder, they must be an FCCQ Registered Owner. The Management Committee may approve other individuals on a case by case basis. In this instance Clubs should contact the Secretary beforehand with details and a request.

No Individual may hold the position of President for more than one Club (Affiliate Member) at the same time.

C. General By-Laws Relating to Individual Members (Breeders & Owners registered with FCCQ)

1. Becoming an FCCQ registered Breeder (or Owner)

All applications to FCCQ for registration as a Breeder and/or Owner are subject to approval of the Management Committee and ratification by Council.

The Membership Officer should email the name of prospective member to the Secretary who will then forward that name to the Management Committee for approval. If no objection is received by the Secretary within five days the Membership Officer can then proceed with processing the application.

Each registered Breeder (or Owner) shall, by signing their initial application, agree to be bound by the provisions of the Constitution, By-Laws, Rules and Regulations of the Association (FCCQ Inc.), Code of Ethics and every decision of the Council, Management Committee or Officers of the Association made pursuant to and under the Association's Constitution, Rules & By-Laws.

Any Breeder and/or Owner shall furnish a list of its current cat population (entire or not) including such supporting documents, pedigrees, breeding contracts, and certificates to satisfactorily prove their ownership status within 14 days of a request for such a list by the Management Committee.

2. Membership of other organisations

Each Breeder and Owner shall be given the opportunity to join one or more of the Affiliated Clubs.

Providing there is no other conflict, FCCQ requires a registered Breeder or Owner to register exclusively with FCCQ.

3. Discipline.

The Council shall have the right to exercise disciplinary powers over registered Breeders and Owners in accordance with the Association's Constitution, Rules and By-Laws. (refer also to Section V of these By-Laws)

SECTION II – Office Bearers

A. Functions of Office Bearers [Pursuant to Rules 15, 16, 17, 18, 19, 20, 21, 22.]

Decisions may be made between meetings by the Office Bearers. At the next Management Committee Meeting the President shall table all decisions since the last Council meeting.

The Office Bearers shall deal with matters referred to it by the Council. In dealing with such referred matters the Office Bearers shall act, where possible, in accordance with Council policy. In an emergency Office Bearers may deal with any matters affecting the good of the Council where necessary. The Office Bearers resolutions on these matters are effective immediately they are made; however such resolutions may be revised by Council. FCCQ will indemnify the Office Bearers to the full extent of any liability incurred by them as a result of any such decision provided that the said decision was made in good faith and in accordance with FCCQ policy and the Rules & By-Laws of the Association.

B. Duties of Office Bearers

The **President** shall:

- be official head of Council.
- shall sign documents requiring the signature of the Official Head of Council.
- delegate sections of the nominated duties to various assistants as appointed by Council from time to time.
- The outgoing president shall present to the Annual General Meeting a written report on the activities of the Association during the period of his/her term of office.

The **Honorary Secretary** shall:

- Make arrangements for all Council meetings.
- Prepare the agenda for Council meetings.
- Keep a file of minutes.
- Keep an index of motions relating to By-Laws.
- Keep a file of all correspondence received and forwarded.
- Be responsible for the writing up of all minutes and be responsible for seeing that the said minutes are an accurate and impartial record of the proceedings of Council meetings.
- Attend to all correspondence with the exception of matters directly affecting other office bearers.

The **Treasurer** shall:

- Be responsible to Council for all the financial affairs of the Association.
- Present a financial statement to each Council meeting.
- Present a financial report annually and audit report bi-annually to the Annual General Meeting.
- Be responsible for the books of account of the Association.
- Make books of account available for inspection by Management Committee members on request.

The **Vice-President** shall:-

- Assist the President in carrying out his/her duties and shall be the usual deputy for the President and shall have such other duties as the Council may prescribe from time to time.

The **Membership Officer** shall:

- Keep an accurate list of all current financial members.
- Keep a register of breeders and maintain the Prefix Register
- Present an annual report of registrations to the Annual General Meeting

SECTION III – Delegates and other Officers

A. Delegates

1. Appointment of delegates

The governing body of the Association shall be the Management Committee, which shall consist of Office Bearers voted in at each Annual General Meeting, plus the duly appointed club delegates, some of whom may become Committee Members.

Each Club shall advise, in writing, prior to the AGM the name of its delegate.

The Council may reject any proposed delegate as unsuitable, in which case, an alternative delegate shall be appointed by the Club.

2. Rights of Delegates [Pursuant to Rules 18 (2)]

Only Management Committee Members shall have the right to speak, move motions, and vote.

The Council will permit a second club delegate to attend meetings; the second delegate will not have a vote except in the absence of the first delegate

3. Duties of delegates

- To remain a financially current Individual Member.
- To act in a responsible manner at meetings of the Council.
- To present to Council such matters as directed by their Club.
- To prepare a report for his/her Club after each Council meeting. This report is to be delivered to the first Club meeting following the Council meeting.
- To represent Council and FCCQ professionally and in an appropriate manner to the wider Cat Fancy.

4. Removal of Delegate from Office

The Council shall have the power to remove from office:

- any delegate who is guilty of misconduct at any meeting of Council or its committees.
- any delegate who commits a serious breach of the requirements placed upon him/her by the Rules and By-Laws. [Rule 10 of the Constitution.] In the event of a delegate being so removed the Club concerned must appoint a replacement delegate.

B. Registrar

A Registrar shall be appointed by the Council for a three-year term and be eligible for re-appointment.

The duties of the Registrar shall be to:

- keep a register of pedigreed cats and kittens.

- keep a register of non-pedigreed, altered (desexed) cats (which would include Companion cats being shown from time to time and any cats used in any approved Breeding Programs)
- present a statement of new and changed registrations to each Council meeting.
- present an annual report of registrations to the Annual General Meeting.

C. Auditors

The Council shall appoint an auditor or auditors to audit the books of account of the Association, and to audit the annual balance sheet of the assets of the Association bi-annually.

The auditor or auditors shall also be responsible for auditing the financial affairs of the 'Register of Cats and Kittens' and any other accounts of the Association.

D. Judges

The Council shall appoint an association of qualified Judges.

The Association of Judges shall be the subject of Council rulings and standards as may be determined from time to time by the Council or the Management Committee.

It shall be the responsibility of the Judges Association to supervise the training of judges, to set examination papers in accordance with ACF guidelines and to recommend to Council the appointment of qualified judges

The Judges Association may propose candidates to Council; however the selection of candidates shall be at the discretion of Council.

The Judges Association may be represented on Council by a representative with voting rights.

Judges must be an active and financial member of at least one Club affiliated with FCCQ Inc.

Judges should have at least one judging appointment at an ACF Inc. affiliated show each year.

Judges must remain active in the Cat fancy and keep current their knowledge of the cats they Judge.

Preferably Judges should be a financial member of the Australian Cat Federation Inc. Judges Guild.

Judges must notify the Secretary of the Judges Association of all judging appointments accepted.

E. Candidates for Judges training

1. Training and Qualifications

Judges Training and Requirements are set out in Appendix E to these By-Laws. FCCQ Inc. Clubs should make their shows available to any Trainee Judges undergoing training.

Tutor Judges will liaise with Show Managers.

2. After Qualifying as a Judge

After completing training, in order for FCCQ to endorse further elevation, application must be made to the Judges Guild by the Judge who shall furnish all necessary proof of qualification. Eligibility for listing on any National or International Panel of Judges will be based on criteria set by the Australian Cat Federation Inc. as the relevant, national organisation.

SECTION IV – Meetings

A. Annual General Meeting [Pursuant to rules 31, 32, 33, & 34]

(1) Procedure prior to an Annual General Meeting

a. Time of Meeting

The Annual General Meeting shall be held within six months following the end of the financial year.

b. Procedures before the AGM

Election of Officers to the Management Committee. [Pursuant to Rules 19 & 31]

Notice of the Annual General Meeting shall be sent, together with nomination forms, to all individual members and affiliate clubs two months prior to the date of the meeting.

Nomination Forms shall be returned within twenty-one days prior to the date of the Annual General Meeting.

A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted on the FCCQ Inc web site at www.fccqinc.org.au for at least fourteen days immediately preceding the annual general meeting.

If there is more than one nominee The Secretary shall prepare a brief résumé of each candidate that, together with a 'Ballot Paper' and Proxy form, shall be sent by e-mail or Australia Post by the Secretary to individual members at least fourteen days prior to the AGM.

Votes are eligible to be counted at the Annual General Meeting in one of three ways:

1. The Member is present at the AGM and puts the ballot into the Ballot Box when asked to do so by the President witnessed by the outgoing Membership Officer.
2. The Member returns their completed Ballot by post with their renewal to the Secretary in a sealed envelope addressed to the 'Returning Officer' who will keep them until the Annual General Meeting.
3. The Member may pass on the completed Ballot to a Proxy (who is also an Individual Member) whom they know will be present at the Annual General Meeting. The Proxy must present the completed and signed proxy form together with the sealed envelope (containing the completed Ballot) addressed to the 'Returning Officer' to the Secretary who will put them unopened into the Ballot Box.

Eligibility to be nominated to any Office Bearer position [pursuant to Rules 18(5), 19(1) (a), 19(1) (f)]

An incumbent Office Bearer is eligible for re-election to the same position except where the Office Bearer positions that comprise the Management Committee may be held consecutively by the same delegate for no more than two terms [subject to Rule 19 (1) (f)] of the Constitution.

Before a delegate is eligible for an Office Bearer position he/she must have satisfied each of the following:

1. been a financial Member (judge, breeder or owner) for a period of 24 months; and
2. been a member of an Affiliate Member (Club) for a period of 24 months; and
3. been a duly appointed Delegate for a period of 24 months prior to nomination.

A delegate who is not otherwise eligible may be appointed pursuant to Rule 21 of the Constitution where necessary.

Two scrutineers shall be appointed at the meeting of council prior to the AGM to supervise the conduct of the elections at the Annual General Meeting of Council.

3. Procedure at the Annual General Meeting

The procedure adopted at the Annual General Meeting shall be:

- (i) The President opens the meeting.
- (ii) The Secretary shall record those present and their status in terms of Membership.
- (iii) The Secretary shall read the minutes of the previous Annual General Meeting and these shall be confirmed.
- (iv) The President shall deliver his/her annual report.
- (v) The Treasurer shall deliver his/her annual report.
- (vi) The Registrar shall deliver his/her annual report.
- (vii) The Membership Officer shall deliver his/her annual report.
- (viii) A delegate shall move a vote of appreciation of the services of the outgoing officers.
- (ix) The Chairperson shall call for an election of Office Bearers for the coming year.
- (x) The election shall be conducted according to the procedure set out below [Pursuant to Rules 19(1) d, e, f, g, & 31, 32, 33, 34, 40] of the Constitution.

The Membership Officer has possession of the Ballot Box as well as a voting list of Financial Members. Inside the empty Ballot Box are then placed:

1. any Ballot forms received via post, these Ballot forms are still within their sealed envelopes. The Members names whose Ballot Forms are in the Box have their names ticked on the voting list.
2. all Members present have their name ticked on the voting list as they place their Ballot form in the Ballot Box (these may be sealed or unsealed).
3. any Proxies, present their proxy form to the Membership Officer for verification, then the Member's Name (who has sent a proxy) has their name ticked, and their proxy places their sealed envelope containing the Ballot form in the Ballot Box.

The Ballot Box is then handed to the scrutineers who will retire off to one side (or adjourn to another room) for counting/tallying of votes.

When the Scrutineers have determined the identity of the incoming Office Bearers, and have double-checked the count, they shall return and announce the name of the

incoming President, and give to him/her the list showing the names of each of the incoming Office Bearers. The President shall then announce the rest of the Office Bearers and then name the balance of the Committee being the delegates of each Affiliate Club.

(xi) There being no further business, the Annual General Meeting can be closed. Where applicable a Meeting of the new Management Committee may follow.

B. Management Committee Meetings [Pursuant to the Rules 23 and 24.]

1. Times of Meetings

Where practical the management committee should meet at least once every calendar month to exercise its functions. (As a minimum, the management committee must meet at least once every four months.)

2. Procedure

The procedure at an ordinary meeting of the Council shall be as follows:

- (i) Delegates present — The Secretary shall prepare a list of delegates and their relevant Clubs and record apologies.
- (ii) Minutes — To confirm the minutes, they may be taken as read on a motion. (There should be no need to read aloud the previous minutes). Any enquiries, errors and omissions, business arising, etc should have been reported to the Secretary in time to have been included on the Agenda for the next meeting. Once the minutes are confirmed, business arising from the minutes shall be dealt with.
- (iii) Correspondence In — The inward correspondence as listed in the Agenda shall be read or summarised as appropriate. It should be moved that this correspondence shall be received.
- (iv) Correspondence Out - The outward correspondence shall be listed in the Agenda and where necessary referred to, but not read in detail unless called for. It should be moved that the outward correspondence shall be endorsed.
- (v) Treasurer's report — The Treasurer's report shall be read and a motion made to accept it.
- (vi) Registrar's Report — The Registrar's report shall be read and a motion made to accept it.
- (vii) Membership Officer's Report — The Membership Officer's report shall be read and a motion made to accept it.
- (viii) Other Reports — Where applicable, other report shall be read and noted or discussed.
- (ix) General Business — Matters may be put forward by delegates of Affiliate Member Clubs or Individual Members.

- (x) General discussion.

3. General Notes

- (i) Agenda.

All Club business should be in writing or e-mailed to the Secretary seven [7] days before the meeting to allow an agenda to be prepared, otherwise matters may stand over till the next meeting.

- (ii) Address for Correspondence

All correspondence to Council, including schedules for approval and judging appointments for approval must be sent to the Secretary. This may be done either by e-mail or to the official postal address.

- (iii) Records available for perusal:

At each meeting the Secretary shall have available:

- Inward Correspondence for the month
- Outward Correspondence for the month
- FCCQ Judges' appointments.

Members of FCCQ may be invited to attend general meetings with prior approval in writing of the management committee but may not speak unless invited to do so.

D. Special Meetings [Pursuant to the Rules 35 36 37 38 39 40 41]

The Secretary of Council may convene a Special meeting to consider any urgent matter. The procedure for the meeting shall be as outlined below.

- (i) The President shall open the meeting.
- (ii) The Secretary shall record the delegates present and list their respective Clubs & record apologies.
- (iii) The Secretary shall state the purpose of the meeting. The meeting shall then discuss this specific matter only.

SECTION V – Discipline

A. Disciplinary Procedures and Matters

1. Membership of Disciplinary Committee

There shall be a Disciplinary Committee consisting of the Office Bearers and any or all of the remaining committee members that make up the Management Committee; provided that no person shall sit on the Disciplinary Committee where he/she is the complainant or the defendant on a disciplinary proceeding.

2. Powers of the Committee

The Disciplinary Committee shall have the power to enquire into, and deal with, any complaint which may be made against any person or Club bound by the Rules and By-Laws of the Association in respect of any matters presented to it.

3. Examples of Behaviour Considered Actionable

Any breach of the provisions of the Rules or By-Laws of the Association, or breach of any decision made pursuant to and under the Rules and By-Laws of the Association, by any person or Club so bound.

Any conduct likely to prejudice the reputation, or orderly conduct, of a Club, or of the Council. Specifically, this includes any Member or Delegate who engages in malicious or disruptive behaviour or refuses to follow acknowledged FCCQ Inc. rules and procedure (as set out in Constitution, By-Laws, and Council/Management Committee decisions). He/she shall be liable to disciplinary action that may result in summary expulsion from FCCQ Inc.

Any inappropriate discussion about the progress of Judge's training.

4. Penalties

If any complaint made under subsection 3 of this section is proved to the satisfaction of the Disciplinary Committee, the Committee shall have the power to impose any one or more of the following penalties:

- to suspend the person/persons/Club from taking part in any shows held under the auspices of the Association for such period as decided on by the Disciplinary Committee.
- to reprimand the person/persons/Club concerned.
- to suspend any and all services
- to remove him/her from any position within the FCCQ Inc.
- to take any other action deemed necessary, including expulsion.

5. Lodgement of Complaints

Any member of a Club, any delegate to the Council, any Club, any Individual or Affiliate Member, or any officer of the Council may lodge a complaint. The charge shall be in writing and shall specify:

- the alleged breach of discipline, including supporting material

- the time, place and manner of the alleged breach of discipline
- the name of the complainant.

6. Filing of Complaints

Charges shall be filed with the Secretary of Council and shall be heard at the next Management Committee Meeting, wherever possible no more than 30 days after filing.

7. Notice/s to Defendant

In the first instance a registered letter shall be sent to the Defendant outlining the nature of the complaint and asking for further information including an explanation of his/her perspective of events. This letter should also explain the procedure being followed.

If no response is received in the designated timeframe, the Disciplinary Committee is to discuss the matter and decide on a course of action. A course of action is to be recommended to the Management Committee for action.

Where a Disciplinary Hearing is deemed necessary, the Secretary shall give notice to the Defendant, not less than 10 days before, of the date, time and place of the Hearing.

8. Representation

The defendant shall be entitled to be represented before the Disciplinary Committee by any person who is a member of an affiliated club or a delegate to Council.

9. Hearing.

The Disciplinary Committee may, at its discretion, reserve the right to adjourn the hearing of any charge to another date.

Subject to these By-Laws, the Disciplinary Committee shall, in the presence of the defendant, hear such evidence as the complainant and the defendant shall advance. It shall permit such cross examination as it deems necessary to establish the facts.

If, without reasonable explanation to the Disciplinary Committee, the defendant does not appear at the time and place appointed for the hearing against him/her, the charge shall be heard in his/her absence.

10. Right of Appeal

Any person found guilty, under sub-section 5 of this section of the By-Laws, may appeal to the first Council meeting following the delivery of the decision of the Disciplinary Committee.

The appeal may be against the finding itself or against the severity of the penalty. The appeal must be in writing stating the grounds of the appeal and filed with the Secretary seven days before the next Council meeting.

If the Council is satisfied that the finding or penalty was unreasonable, the Council shall refer the matter to an independent Arbitrator appointed by the Council for the purpose of hearing such an appeal.

The person found guilty and the Chairman of the Disciplinary Committee shall then put their arguments and cases before the Arbitrator whose decision shall be final and conclusive.

SECTION VI – Registrations

A. General Rules

Applications for registration will only be accepted for registration with FCCQ Inc. according to the following conditions:-

1. Full Register

The Breeder must have complied with any Breed Rules specific to the Breed (see Appendix F).

Only cats of proven pedigree, up to four generations, will be accepted on full register.

2. Experimental [Supplementary] Register.

This register is for new breeds or where a breeder wishes to increase the gene pool of a Breed that already has full registration status.

Before breeders can register cats or kittens on the Experimental register written application outlining the breed and breeding program must be made to the Council.

Only kittens bred by approved breeders can be registered. If a person purchases a kitten from an approved breeder, the kitten can be registered in the name of the new owner, but the new owner must apply to the Council for permission to carry out experimental breeding before any resulting progeny from the said kitten can be registered.

3. Re-registration of Cats or Kittens.

(a) With No Change of Ownership.

A cat/kitten can only be re-registered if it is already registered in the owner's name with another council. An application for registration completed in full [except breeder's declaration], the previous registration certificate and a certified copy of pedigree must be sent to the registrar.

(b) With Change of ownership.

It must be made clear that, when a cat/kitten changes ownership, this change must be registered by the original owner with the original registering body, before the animal can be re-registered with another council.

(c) Re-registration of Breeding Cats Already Registered in the Owner's Name with Another Council.

The fee, for transferring a full cattery shall be determined by the Registrar and the Management Committee

4. Registration of Breeders & Prefixes

Breeders are required to pay an annual fee, as determined by Council from time to time. For continued registration as a Breeder and for Prefix maintenance, the renewal application form, which is available from the Registrar, should be completed in full.

All registered Breeders are required to agree to abide by the Code of Ethics for Hobby Breeders.

5. Rules Relating To Registration of Cats and Litter Registration

Litters may only be registered with FCCQ by breeders holding current financial FCCQ Breeder registration.

All breeding cats owned by a member must be registered with FCCQ before a litter can be registered.

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.

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 FCCQ Inc.

The Sire where owned by the breeder must be registered with FCCQ 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 FCCQ Inc photocopies of the registration/pedigree certificate is required by the Registrar, when application is made for Litter registration.

All the living progeny in the litter must be registered at the one time on the one Combined Service/Litter/Multiple Registration form. Kittens may be registered in the breeder's name or the name of the new owner.

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.

All surviving progeny in a litter must be registered.

- a) 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. Details must be provided including the New Owner's/Breeder's name, contact details, Prefix, and such other proof that they are suitably registered to own and breed from pedigreed cats.
- b) All other kittens must be registered as either "desexed" or "to be desexed". The breeder can also request to have "pet only" on the certificate of registration.

No cat's name should exceed 25 letters, including the breeder's prefix. Breeders please note the full name must be included in the application for registration.

When selling a registered kitten/cat that has already been registered in the breeder's name, the back of the Registration Certificate should be completed by the breeder and should be forwarded immediately to the Registrar. Where breeding stock is sold, the new Registration Certificate, in the name of the new owner, must be given to the purchaser. In the case of pet stock the breeder may withhold papers until proof of desexing has been provided.

Stock purchased by a FCCQ Inc registered breeder that has been purchased from overseas, interstate or from a breeder registered with a recognised Queensland body other than FCCQ Inc, may be accepted into the Register on a re-registration basis only. The purchaser is required to supply a copy of the registration/pedigree certificate from the country, state or Queensland body of origin, duly transferred into the FCCQ Inc registered breeder's name.

All Kittens to be registered are to be recorded into the registry based on Genotype.

It is the breeder's responsibility to ensure that Litter Registration forms (and any required accompanying documents) are received by the Registrar within nine months of the date of birth.

The Queensland Government Animal Management (Cats and Dogs) Act 2008 legislation requires that all cats include mandatory microchipping. Therefore all kittens and cats must show a microchip number on all litter registrations or transfers before a registration certificate can be issued.

FCCQ Inc. shall be entitled at their absolute discretion to refuse registration without giving a reason.

B. Use of Forms.

1. Cattery Prefix or Affix.

This form must be used when applying for registration of a prefix or affix. The form is available from the Registrar and from the FCCQ web site.

The following Rules apply:

No breeder may apply for a prefix or affix without being registered with FCCQ.

Every breeder is required to register a cattery prefix (that they may use as an affix also should they choose to).

No breeder may use the prefix or affix of another breeder, either for their prefix or affix or in the registered name of the cat.

A minimum of six names, in order of preference, is to be submitted on the application for Cattery Prefix/Affix form. Prefixes/affixes will not be changed once they have been checked and approved.

Prefix applications will be submitted to the National Register for approval.

Made up words should be used as a prefix/affix (i.e. a combination of letters from your names, your family names, or your address). Do not submit names of flowers, jewels, colours or famous people for selection.

Affixes must be preceded by the word "of". Generally the word "of" is unacceptable for use in registered names for cats because it indicates the word after the "of" is a registered affix/prefix.

Applicants will be notified as soon as the prefix/affix has been accepted or declined.

The registered name of a cat or kitten may only be changed if the sex has been incorrectly advised to the Registrar. In that event, the name can only be changed to the nearest possible alternative to the previously registered name.

Applications for any change of a registered name will be assessed on a case-by-case basis by the Hon. Registrar and the Management Committee.

2. Combined Service/Litter/Multiple Registration Form.

The first section of the form (Certificate of Service) is to be completed by the stud owner and retained by the breeder (owner of the dam) until the litter is born, when the second section of the form (date of birth and progeny) is completed. The breeder can either hold this form until the kittens are sold and then register the kittens straight into the new owner's name or register the kittens in the breeder's name and transfer to new owner's name at a later date. The completed forms should be forwarded to the Registrar as soon as possible.

3. Transfer

Following the sale, exchange, gift or lease of a kitten/cat that has already been registered in the breeder's name, the back of the Registration Certificate should be completed by the breeder and should be forwarded immediately to the Registrar. Where breeding stock is sold, the new Registration Certificate, in the name of the new owner, must be given to the purchaser. In the case of pet stock the breeder may withhold papers until proof of desexing has been provided.

C. Other Information

1. Certified Pedigrees

All Kittens/cats sold will be supplied with a certified pedigree/registration.

2. Fees

Please note the scale of fees printed on each form and send the remittance accordingly. Payments should be made to the Feline Control Council of Queensland Inc.

If using forms that have been on hand for some time please check that the fee shown is still current.

VII – Breeding and Standards.

A. Experimental Breeding.

To start experimental breeding the breeder must obtain permission from Council. See also under Registration [Section VI A.2.].

All Experimental Breeding will be carried out in accordance with the ACF Breeding Rules.

B. Stud Owner's Responsibility.

Queen for Mating.

Responsibility for ensuring that the stud quarters are secure lies with the owner of the queen. If the queen is an "escape artist", the stud owner should be told of this. Provided a service fee is not accepted, the owner of the stud is free from moral obligation. The accepted rule is that queens are taken for mating and all care will be exercised but no responsibility accepted. It is also the stud owner's responsibility to ensure that only registered queens are accepted for matings.

C. Breeder's and Owner's Responsibilities.

1. Code of Ethics.

The Feline Control Council of Queensland Inc. has adopted a "Code of Ethics for Hobby Breeders". All registered breeders and owners are provided with a copy and the Council requires all registered breeders and owners to observe this Code and to be in possession of a copy of the Code. (see attachment)

D. Notes on Standards and Breed Classification.

1. The Feline Control Council of Queensland Inc. will use the breed standards of the Australian Cat Federation Inc. (ACF) as listed at <http://www.acf.asn.au/Standards/index.htm>.
2. Where a new breed/colour is being developed by a breeder of the Feline Control Council of Queensland Inc, a preliminary breed standard shall be supplied.

SECTION V111— Guidelines for the Running of Shows

A. Schedule

Allocation of Show Dates

- From the designated show dates (see Appendix D) Council will allocate to each metropolitan club one show date. Any remaining FCCQ dates in the Combined Show Calendar period will be used/not used at Council's discretion

SCHEDULE FRONT

The following details should appear in the first section of the schedule:-

The schedule must prominently display "Affiliated with F.C.C.Q. Inc." (For insurance purposes the full Council name should head every schedule page).

- Date of show
- Name of club (may be preceded by "hosted by" or "presented by")
- Type of show
- Venue and address of show
- The time at which judging commences
- The statement "This show is run under the FCCQ Inc. Show Rules as listed on the website www.fccqinc.org.au". Alternatively, the Show Rules can be included on the schedule.
- Officiating Judges and the note "Extra judges may be appointed if needed".
- The statement "The show manager reserves the right to alter judging assignments".
- Show manager's name, email address, and telephone number.
- The Show Secretary's name, email address and telephone number
- Closing date for entries
- Specification of compulsory rings (if applicable)
- The instruction "Entries must be sent in an approved manner, either in writing or by email and must reach the show manager before the stated closing date. Late entries are accepted at the discretion of the show manager.
- All entries must include a copy of the exhibits certified pedigree/registration.
- The instruction "All entry fees must accompany entries or be paid prior to the start of judging."
- Full details of all fees, including the cost of catalogues, etc.
- The instruction "All exhibits must enter the relevant Age/Status Class (this includes litter kittens and domestic/companion entries).
- The instruction "Exhibits are to remain caged until 4 p.m. (or until all judging and challenges are completed, whichever is the later).
- The statement "Entry to the show venue may be refused at the discretion of the show committee".

The Clubs are required to forward a draft of the schedule, including the proposed Judges and their respective judging assignments to the Secretary (preferably via email).

Schedules for approval must be sent to the Secretary at least 60 days prior to date of a show.

Schedules will then be emailed to all delegates and if no objections are made within five days, it will be presumed that the schedule is approved. If an objection is made, that schedule will then be presented at the next available meeting of FCCQ for discussion (where objections are minor, this may be dealt with via email). On approval, the schedule will also be passed on to the Webmaster for inclusion on the FCCQ website.

No distribution of schedules may be made prior to approval being granted.

B. General Show Rules

1. Breed Groups

The Council has adopted Longhair, Shorthair and Companion cats as the nomenclature of breed groups. These are equivalent to ACF Groups 1, 2, 3 & 4

The groups are constituted as follows:-

a) Longhair

Birman
Exotic Shorthair
Maine Coon
Norwegian Forest Cat
Persian
Ragdoll
Siberian
Turkish Van

b) Shorthair

Abyssinian
American Shorthair
Australian Mist
Balinese
Bengal
Bombay
British Shorthair
Burmese
Burmilla (Shorthair and Longhair)
Cornish Rex
Cymric
Devon Rex
Egyptian Mau.
Foreign White (Shorthair & Longhair)
Japanese Bobtail (Shorthair and Longhair)
Korat
Manx
Ocicat
Oriental (Shorthair & Longhair)
Peterbald
Pixiebob
Russian
Scottish (Shorthair and Longhair)

Scottish Fold (Shorthair and Longhair)
Selkirk Rex
Siamese
Singapura
Somali
Sphynx
Tonkinese

Shorthair also includes breeds in the Australian Cat Federation Inc. standard book for which are not yet registered in Queensland with FCCQ.

c) Companion Cats

Household Pets, Companions, Domestic cats of indeterminate ancestry, preferably not pedigreed; referred to in the ACF standard book as Companion Pets

2. Entry Rules

- All cats and kittens over 16 weeks (four months) of age must be registered. This does not apply to domestic exhibits.
- Registration numbers must be quoted on cats and kittens entered in experimental sections.
- Kittens under 3 months of age cannot be shown.
- Kittens cannot be entered in cat classes.
- All exhibits will be judged according to the actual age on the day of the show. (Months mean "calendar" months.)
- Any kittens for sale at the show must observe the rules of the show and remain in their cages until the end of the show.
- Change of status must be notified to the Show Manager five clear days before the day of the show and a copy of the current registration showing the status must be provided.
- All entries must be fully paid before cats are judged.
- Any exhibit which has been domiciled at the home of a judge within the preceding three months may not be shown under that judge.
- Any entry may be refused without stating a reason.
- No exhibit shall enter the hall if it has, at any time during the period of 30 days immediately preceding the show, been in a cattery affected with feline enteritis or other infectious or contagious disease.
- Any person whose entries are unacceptable to the Feline Control Council of Queensland Inc. is excluded from benching exhibits on behalf of other show exhibitors.
- Companion exhibits over nine months must be altered (desexed) and, where possible, have a registration number (for records).
- All reasonable care will be taken of exhibits. FCCQ Inc and the organising club, their officials and members accept no responsibility for any loss or damage to any person, feline, or property whatsoever. (visitors, the general public, exhibitors, or exhibits) or to any property resulting from, or arising out of, any accident, incident, or happening while the person, party or property is in the Show Hall and surrounding vicinity, or while in transit travelling to, or returning from, the show hall.
- Clear photocopies of registration/pedigree certificate to be attached to the entry form. This does not apply to companion/domestic entries.
- A copy of kittens vaccination records must be supplied with entry showing at least two vaccinations.

- Mobile phones MUST be in "silent mode" inside the show venue during judging. No judge or exhibitor may answer or converse on a mobile phone in the show ring while judging is in progress.

3. Veterinary Inspection

Where a club elects to have veterinary inspections, or a vetting-in committee, it must be stated on the schedule.

If Veterinary inspections are to take place, the following rules shall apply:-

- All cats and kittens must pass veterinary inspection before being placed in cages.
- The Veterinary Steward must immediately inform the Show Manager of any cat which has been vetted out. This person must enter the exhibit as "Vetted Out" on the absentee list. The other exhibits belonging to that owner must also be entered on the absentee list.
- Any male cat over nine months of age found by the officiating veterinarian, on the day, not to have two testicles of approximately equal size and normal texture, permanently positioned in the scrotum, is not eligible to compete for Challenges, Best of Breed, or Best in Show.
- Where an exhibit is fractious at the vetting table, it should be withdrawn.
- The show veterinarian's decision is final. The Show Committee, on recommendation, will back up decisions.

4. Caging

- Any cages loaned by the club should be disinfected by the Club at set up.
- Exhibitors are required to bench their exhibits in their own cages.
- Exhibitors may not use their own disinfectant in the hall or other substances, e.g. Lavender, Glen 20. If such a substance is detected, it shall be confiscated by Stewards (or Show Manager or Club Member or FCCQ Council Delegate) for the duration of the Show.
- Entire males should not be caged side by side.
- All exhibits (after passing veterinary inspection if applicable) must be placed in cages prior to judging, and there shall be little or no interior or exterior decorations or distinguishing objects.

5. Presentation of Exhibits

- All exhibits must be brought into the show hall securely contained in an adequate carrying container. In the case of adult cats there shall be no more than one cat per container. Kittens are exempt; however, for show purposes kittens must be easily identifiable.
- The front and back claws of all cats and kittens must be clipped prior to the show.
- No powder to be used in the judging ring. A grooming area is provided.
- Exhibits upon which there is any colouring matter or powder will be disqualified.
- Exhibits obviously in kitten will be disqualified
- Exhibitors must check that their exhibits' cage numbers and catalogue entries are correct. Any errors must be notified to the Show Manager before judging starts. Exhibits cannot be re-judged after judging has ended.
- Kittens under four months can have a plain litter tray. No foodstuffs are to be allowed in cages before judging.
- Exhibits that arrive after judging has started will forfeit the first ring and will

- wait until the first ring had been judged before benching their exhibits
- Sedated exhibits must not be shown and if detected will be disqualified

6 UTJ or UTH

UTJ - An exhibit will be disqualified as UTJ (Unable to be Judged) when it cannot be handled sufficiently by a Judge to allow proper assessment.

UTH - Any cat that shows aggression towards people, especially any cat that bites or deliberately scratches someone, is automatically declared UTH (Unable To Be Handled)

- If an exhibit is declared UTJ or UTH in one ring in a multi-ring show it will be automatically withdrawn from further judging on that day. (This is to protect the cat from multiple UTJ/UTH on the one day.)
- A readable sign will be displayed on the cage and the owner notified.
- No cat is to be entered in shows if it has a history of fractious behaviour. It is the exhibitor's 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.
- A cat is barred from being shown with all council shows if marked UTJ or UTH on three different occasions and all other Queensland Councils will be notified.
- No additional awards will be given once the cat has been made UTJ or UTH.

7. Removal of Exhibits and Collection of Challenges

- Exhibits are required to remain in their cages until the completion of all rings of the show and until all Challenges have been awarded. Exhibitors are expected to collect their Challenges (and also any trophies, rosettes, prizes) in person, except in exceptional circumstances. It is suggested that each show manager announces these requirements when calling for the floor to be cleared before judging starts or has a clearly worded sign at the front desk of the show.
- No exhibit may be removed from the cages before the close of the show (generally 4 p.m.) without the express permission of the Show Manager. Failure to adhere strictly to this rule may result in forfeiture of prizes and/or awards. Please adhere strictly to this rule.

8. Disorderly Behaviour

- Exhibitors and visitors are expected to behave in an orderly fashion and are also responsible for the orderly behaviour of their children. Failure to comply will result in expulsion from the show.
- Clubs are advised to post a notice to this effect in the Show Hall.

9. Insurance.

- The Council public liability insurance policy covers shows held by FCCQ Inc. and its affiliated Clubs which are acting on behalf of the FCCQ Inc. In the event of an accident involving a claim, the Council must be advised immediately so that

the insurance office can be notified and a claim lodged by the Association. The premium for this policy is paid by the Association.

10. Other

- Judges' decisions are final. Protests may be made in writing to the Show Manager on the day of the show or within 14 days, together with a \$20.00 fee which shall be returned if the protest is upheld.
- Any grievance or complaint by an exhibitor to this Council shall be in writing, addressed to the Honorary Secretary and accompanied by a fee of \$20.00 which shall be refunded should the complaint be found to be justified.
- Disciplinary action shall be taken by this Council against any person or persons, exhibitor or exhibitors, who shall (by their actions) insult, abuse or intimidate any judge or judges officiating at a show run by the FCCQ or any FCCQ affiliate club, or any judge on the FCCQ panel (in particular regarding special awards). Any person and/or immediate family members whose entries are not acceptable to the Feline Control Council of Queensland Inc. are precluded from membership of any FCCQ-affiliated club.

11. Definition of Classes (to Appear on the Show Day on the noticeboard with the Show Rules.)

Kitten Male/Female exhibit at least 10 weeks old and under nine calendar months on the day of the show. Current Registration numbers required if over 16 weeks (effective from May 2003). Clubs may have Kittens compete either within Breed, Colour, Gender, irrespective of age or in the age classes below. The Schedule should clearly indicate the Club's chosen method for exhibitors.

Cat Entire exhibit nine calendar months and over on the day of the show.

Neuter

Male cat or kitten that has been altered (i.e. desexed or castrated).

Spay Female cat or kitten that has been altered (desexed).

Litter

To consist of two or more kittens representing all the living progeny of the one birth and belonging to the one person or joint owners, not exceeding the age of four months on the day of the show.

Kittens may be accompanied by their dam who must be entered in at least one class. The litter must be registered. The number of kittens must be stated on the entry form.

Challenge Classes for Longhair and Shorthair Groups

Open This class must be entered by all cats nine months and over (except Gold DGCs and above titled exhibits. The cats are entered according to breed, colour, and gender.

Points are awarded on the basis of ten [10] points for the challenge plus one [1] point for each cat judged in the class. [E.g. one cat in the class is eleven

points, three cats in the class is thirteen points.] The maximum number of points that can be awarded to a cat at any one judging is twenty [20]. A cat winning "Best in Show" is automatically given the maximum twenty points. Excess points may be carried between changes of status.

Gold DGC/GDGC Class

This class is for cats who are GDGCs with any council. GDGCs are awarded challenges without points, and need 10 challenges from FCCQ shows to become a Platinum DGC with FCCQ. GDGCs are eligible for Best in Show. They compete according to breed, colour, and gender.

Prestige Class

This class is restricted to cats who have previously achieved Platinum status with FCCQ only. All Exhibits titled above FCCQ Platinum/PDGC also compete in the Prestige Class. Challenges are awarded marked 'Prestige', and 10 challenges from FCCQ shows are required to be elevated beyond the FCCQ PDGC level to become in order: a FCCQ Sapphire, Ruby, Emerald, or Diamond DGC. Prestige exhibits are eligible for Best in Show. Prestige exhibits compete by breed and gender with all colours judged together.

Note: FCCQ does not accept other councils' challenges above Gold towards FCCQ titles. All Gold, Platinum, Sapphire, Ruby, Emerald and Diamond compete with all other exhibits for "Best in Show".

Certificate of Merit Class for Companion Cats

Companion

A cat/kitten, entire/desexed which is preferably not pedigreed. These exhibits are not judged to official standards, but on general condition, health, coat quality, general appearance, and temperament. The cats are entered according to colour and sex.

Age and Challenge Classes for all Groups

Age Classes Kittens

U9 = under 9 months

Litter = 10 weeks to 4 months

Challenge Classes Cats

Open (Male/Female/Neuter/Spay)

Gold Double Grand Champion (Male/Female/Neuter/Spay)

Prestige Class Cats (Male/Female/Neuter/Spay)

Platinum Double Grand Champion

Sapphire Double Grand Champion

Ruby Double Grand Champion

Emerald Double Grand Champion

Diamond Double Grand Champion

The Prestige class exhibits compete irrespective of title, all competing for the one breed/gender Prestige Challenge. To become higher than a Platinum DGC requires an excellent type exhibit as it must compete against all other exhibits of the same breed and gender irrespective of colour or pattern. Each other recognised Council has similar higher levels for which only their own challenges count.

Exhibits Compete in the class within these categories

Title Points Required to Attain Higher Status

Class	Competes in the class Within these categories	Title	Pts Req'd
Open	Breed, colour, pattern, gender	Untitled to Champion	60
Open	Breed, colour, pattern, gender	Ch. To Grand Champion	60
Open	Breed, colour, pattern, gender	GC to Double Grand Champion	60
Open	Breed, colour, pattern, gender	DGC to Bronze Double Grand Champion	100
Open	Breed, colour, pattern, gender	BDGC to Silver Double Grand Champion	100
Open	Breed, colour, pattern, gender	SDGC to Gold Double Grand Champion	100

Class	Competes in the class Within these categories	Title	Cert Req'd
Gold	Breed, colour, pattern, gender	GDGC to Platinum Double Grand Champion	10
Prestige	Breed, gender	PDGC to Sapphire Double Grand Champion	10
Prestige	Breed, gender	Sapphire DGC to Ruby Double Grand Champion	10
Prestige	Breed, gender	Ruby DGC to Emerald Double Grand Champion	10
Prestige	Breed, gender	Emerald DGC to Diamond DGC	10

When applying for Higher Status copies of challenges won at other than FCCQ Inc. shows must be forwarded to the Registrar. Challenge Certificates awarded by other Councils must be photocopied and forwarded with Higher Status Applications. FCCQ Inc.

Each elevation must be applied for as the cat becomes eligible for that Award.

Companion Cats follows the same point system, but the title earned is 'Premier' substituted wherever applicable in place of 'Champion'. A standard Challenge Certificate can be used, or a customised Certificate of Merit.

Other Directives

When a cat is altered (desexed) it retains its existing status. Points "in hand" at the time of altering can be used towards the next change of status. Similarly with ACF Inc. Awards of Excellence or other national Awards, the cat retains its status.

Note: Altered (desexed) cats compete with entires for "Best in Colour" and/or "Breed"; but, with the "Best in Show" awards, the entires and alters compete separately within the main Group sections. Altered (desexed) kittens compete with entires for best in show. Desexed kittens still have their own Age Classes, where classes are being used in the show. [e.g. neuter and spay.]

From 2014 at every FCCQ show there will be two awards, one for Best Allbreed Exhibit in Show and one for Best Companion Exhibit in Show. Each Judge on the day will award their Best Allbreeds Exhibit and Best Companion exhibit, from the cats they have judged. These cats will then go forward to be judged for Supreme Allbreed Exhibit in Show and Supreme Companion Exhibit in Show.

At each FCCQ show 100 points will be allocated for Best Exhibit in Show and 50 points for "Best Cat/Kitten/Alter Exhibit in Show. At the end of the year the exhibits with the most points will be awarded the "Allbreed Exhibit of the Year" and the "Companion Exhibit of the Year." The winner must have at least 300 points in total and have been awarded at least one Best Exhibit in Show to receive the award. In the event of a tie the award is given to the cat with the most "Best Exhibit in Show" awards

12. ACF Awards

The ACF Award Certificate is awarded to the highest placed Male, Female, Neuter, Spay in each Group provided:

- they are a breed recognised by ACF Inc.
- the Judge determines that they warrant an ACF/National award (feasibly a Judge could award a challenge and withhold an ACF certificate).

Judges are not obliged to make these awards if they do not believe an exhibit is of sufficient merit.

13. Cat of the Year

Points will be awarded at each show towards "Cat of the Year" for kitten, entire cat and alter (desexed) cat respectively in each of the Breed Groups. In the case of Companion cats there is only one award for Exhibit.

The Cat of the Year award is based on 100 points for "Best in Show", 75 points for "Reserve in Show", and 50 points for "Third Cat in Show". The winner must have at least 300 points in total to receive the award. In the event of a tie the award is given to the cat with the most "Best in Show" awards. Points counting towards Cat of the Year will be awarded in each ring with the exception of Specialty Rings.

Points for both the Cat of the Year and the Perpetual Breed Awards are given in all rings irrespectively (with the exception of Specialist Rings where only FCCQ Challenges are awarded).

Space must be allocated in catalogues to record the points given at each show towards "Cat of the Year" and "Best of Breed of the Year" awards. (Clubs are provided with a preferred format.)

14. Best of Breed

Points will be awarded at each show for "Best of Breed Exhibit" (BOB) in those breeds as set out in Section VIII.B.1

An award for BOB will be awarded for each ring on the day of the show. The winner of BOB will score 1 point for each exhibit judged of that breed and may be entire cats, kittens or de-sexed cats. To qualify for Best of Breed, the Exhibit must have accumulated nine (9) or more points at FCCQ Inc. shows in the year.

The annual Best of Breed award is based on one point being awarded for each exhibit of that breed judged in the ring at FCCQ shows, e.g. if there are three British Shorthair kittens, two British Shorthair cats and one British Shorthair alter judged in a ring, the Best of Breed exhibit will be awarded six points in each ring. A single exhibit of a breed will be awarded 1 point per ring that it is shown in.

The Show Manager must provide all judges officiating on the day with Best of Breed Exhibit award slips. Failure by the Show Manager to do this means that the ring cannot be counted by FCCQ towards Best of Breed for the Year.

C. Judges

1. Proportion of FCCQ Judges

- Judges should be included from the FCCQ panel where possible.
- Therefore, FCCQ Inc. licensed Judges should make themselves available for at least three FCCQ Inc. shows per year.

2. Application to Council regarding Judges for shows

a.) Suitability and selection of Judges for shows and approval of show schedule

FCCQ reserves the right to refuse permission to clubs to use any judge that Council thinks not satisfactory without explanation or justification.

Clubs should only consider inviting Judges approved and recognised by ACF Inc. (if unsure show managers should contact the Secretary or President first). Each judge must then be officially invited in writing by the Club.

In order to confirm that a suitably qualified judge is available for the show, it is advisable to secure acceptance of the appointment, by return of a signed contract. If an invited judge has not replied within 14 days, then another judge should be appointed.

b.) Acceptance of appointments by FCCQ Judges

Judges should not accept appointments in the same area for the same breed section within a four week period. The judge will abide by any limitations requested by the club whose invitation was issued first.

An FCCQ judge receiving an invitation from any club, but especially a club not affiliated with FCCQ should notify Council on receipt of the invitation. An email should be sent to the Secretary so that there is no duplication of appointments. (Details provided should be the date, the Club, the council or governing body, the Group/s being judged.) If a judge receives a second invitation for a date that he/she has already accepted, the first date must be honoured. If the appointment is overseas the Judge should obtain from the Hon. Secretary an ACF sash to take as an honorary award that they can present.

3. Changes

Any change to already approved judges must be emailed to the Secretary as soon as possible for Council approval (with the exception of unavoidable last minute changes). When judges are changed, notice of such change must appear on the noticeboard on show day and in the catalogue where possible.

4. Standards

When a judge from another council is invited to judge he/she should be provided with a copy of the approved Standard for perusal; otherwise the judge will judge to the standards of his/her council.

5. Listing in Catalogue

A list of judges officiating at a show must appear in the show catalogue.

6. Judges' Room

No unauthorised person shall be permitted in the judges' room or area at a show.

7. Judges Exhibiting

Judges may exhibit in any ring other than the ring in which they are judging (Judges cannot judge their own cats). When a judge is exhibiting, his/her entries should (wherever possible) be benched by someone appointed by the Club.

Any exhibit that has been domiciled at the home of the judge within the preceding the three months may not be shown under that judge. It is inadvisable for close relatives to judge one another's cats, as this leaves the judge open to adverse comment. This is for the protection of judges.

6. Other Requirements regarding Judging

Where possible no judge should be expected to judge more than approximately 60 exhibits at any one show.

9. Travel and Accommodation Arrangements for Judges

The following should be arranged for interstate or overseas judges:

- air travel with a fixed time of travel, not flexi fare. (Note 'fixed time' cheap fares are often available.)
- motel accommodation and meals, unless the judge chooses private arrangements.
- reimbursement of all travel costs. (e.g. bus fare, petrol money, airport parking, meals en route, etc.)

A reasonable time before their departure all judges must be supplied with a show schedule and, where applicable, full travel details and particulars of accommodation arrangements.

Judges should be sent a list of competing breeds with numbers prior to the show.

Local judges should be reimbursed for travel expenses.

D. Stewards

1. Stewards and Scribes

Where possible, each judge must be allocated a Steward. The Show Manager may fill these positions prior to the show.

2. Conduct of Stewards and Scribes

Stewards and Scribes must give no indication to the Judge that any exhibits are known to them.

Stewards and Scribes must avoid excessive chatter when on the floor.

Stewards and Scribes must not leave their posts without permission of the judge

Stewards and Scribes are warned that Judges' remarks and decisions are not to be repeated.

Stewards or Scribes who do not abide by this rule will have their FCCQ qualification revoked.

After each exhibit is judged, the table and the Steward's hands must be sprayed with the disinfectant provided and wiped dry.

When handling their own cats, Stewards must not show or give any indication to the Judge that the exhibit is theirs. Any breach of this rule may lead to the disqualification of the steward and the exhibit concerned.

Scribes are to check for any cross-judging and must ensure that the judges slips are completed correctly.

Scribes, after completing the Challenges and other Certificates, are to place them upside down on the relevant cages.

Scribes must ensure Best in Show Challenges are amended to 20 points and initialled by the Judge.

Scribes and Stewards can distribute the prizes in accordance with the Judge's instructions. All prizes and certificates should be removed before next ring of judging commences.

E. Show Committee, Show Manager, Show Secretary (or, if applicable, Veterinarian)

The show personnel must follow instructions as set out in the 'FCCQ Inc Show Check List' prior to and during the show

It is the show committee's responsibility to exclude from the show any exhibits suffering from any infectious or contagious condition which (in their opinion on the day) pose a risk to other exhibits present at the show.

It is left to the committee's discretion whether to exclude from the show all exhibits belonging to the owner of an animal vetted out.

F. Show Manager.

1. Catalogue

All exhibits must be listed in the catalogue. If late entries are accepted after the catalogue is prepared a "late entry" sheet must be available at the front desk and available for the Scribe table. If the Show Manager is unable to do the late listing, it should be allocated to another club member.

All clubs must forward a show schedule to each judge prior to the show. After the show all officiating judges are to be given a catalogue with the Best in Show page marked for all rings.

At the conclusion of the show a fully marked catalogue should be made available to the Cat of the Year recorder together with Best of Breed slips.

2. Acceptance of Entries

The Show Manager is responsible for the acceptance or refusal of entries, but the final decision to refuse an entry should be made by a show committee consisting of the Show Manager and two other club or Management Committee members. No entry is to be judged without the entire entry fee having been paid.

Where there is any doubt about accepting an entry from an exhibitor, the Show Manager should ask for, and defer to the decision of, the FCCQ Hon. Secretary or President.

G. Multi-Ring Shows

1. Definition

Shows that have two or more all-Breeds and/or Specialist Rings.

2. Compulsory Rings

Clubs have the option of making all rings compulsory. When all rings are compulsory every exhibit must be in all rings, with the exception of exhibits belonging to officiating judges.

SECTION IX – General Notes on Council Policy

A. Relationship of FCCQ to Other Bodies or Organisations.

1. State (within Queensland)

It is the intention of FCCQ to maintain cordial, professional relations with other organisations that have similar aims and objectives. Generally, breakaway groups would not be tolerated as the cat fancy would benefit more from resolution of issues rather than splinter groups being formed. Where possible, the interest of FCCQ Clubs and FCCQ Breeders and Owners will be considered as the highest priority.

2. National (within Australia)

In February 2005 FCCQ Inc. applied for, and was granted, provisional affiliation of ACF Inc. (the Australian Cat Federation Incorporated). This was ratified at the ACF AGM in June 2005 and FCCQ became a full voting member of that national advisory/recommendatory body. From 2005 FCCQ adopted the use of the ACF Inc. Book of Standards.

FCCQ Inc. was a founding member of the CCCA Inc (Coordinating Cat Council of Australia Incorporated) until February 2005 when FCCQ resigned to join ACF Inc.

3. International.

Through its affiliation with ACF Inc, FCCQ has a connection with the World Cat Congress (refer to website www.worldcatcongress.org) and its international member bodies including:

CCCA (Co-ordinating Cat Council of Australia)

CFA (Cat Fanciers Association, headquarters in the United States)

FIFe (Federation Internationale Feline, headquarters in Luxembourg)

GCCF (Governing Council of the Cat Fancy in the UK)

NZCF (New Zealand Cat Fancy, the primary cat registry and governing body for cat clubs and their members in New Zealand)

SACC (South African Cat Council)

TICA (The International Cat Association, headquarters in the United States)

WCF (World Cat Federation, headquarters in Germany),