

Clerking School Outline

Date: March 9, 2012 16.00-22.00

Sponsor: Cat Fanciers of Finland

Instructor: Rhonda Avery (USA)

Assistant Instructor: Gary Veach (USA)

Lesson Plan:

An overview of the clerking system, what the master clerk's job is and how clerks can help make their job easier, why the mistakes coming from the ring are important and how they can affect mechanics and scoring when they aren't caught. How an entry clerk's job can affect the whole show. How to read the show rules and why it is important to be familiar with them, how to distinguish "new" information from previous year's show rules.

Mechanics of Clerking

- A. **Ribbons**
 - 1. Meaning of each
 - 2. How to mark the catalog and summary sheets
- B. **The judging pyramid** (Best cat must be undefeated in every category)
 - 1. Competitive Classes (Kittens, Opens, Champions/Premiers, Grand Champion/Grand Premier)
 - 2. Non-competitive Classes (HHP, Veterans, Misc. Provisional, AOV)
 - 3. Color Classes (breeds where multiple colors compete as a single color class, where exhibitors and/or entry clerks may make errors which need to be corrected, noting the registration number is not always the color class)
 - 4. Divisions (Persian, LH/SH)
 - 5. Checking finals before calling the numbers, how to catch or correct a mistake
- C. **Other circumstances**
 - 1. Absentee and transfer list (what is on it, why it is important)
 - 2. The correct marking and placement of transfers in the catalog
 - 3. DQ, DQ/UT, NA/IM, NA/COND, WCC, XXX
 - 4. Biting or threatening cats
 - 5. Voiding wins in finals
 - 6. What to do if the judge becomes incapacitated

Managing the Ring

- A. Clerking is your primary job-**stay in the ring**
- B. Placing males and females
- C. Calling cats to the ring, keeping the cages full
- D. How to keep breeds and/or color classes together, and why
- E. Benching breeds with multiple color classes, how to determine who can be excused in order to bring up the rest of the class
- F. Checking the judge's sheets with your marked catalog, how to resolve discrepancies
- G. Turning in the judge's sheets, breed sheets, and preliminary final sheets to the master clerk and why you shouldn't hold them any longer than necessary (ok to hold a sheet to be corrected)
- H. How to handle requests to open up a class, retrieving sheets turned in to the master clerk, etc.
- I. Managing stewards, spectators and exhibitors, knowing when to keep quiet (if you don't know, ask) proper ring conduct, keeping your ring covered if you're showing cats, etc.
- J. Keeping your judge happy by finding out **before** the show starts his preferred speed, break/lunch preferences, advising him of any large breeds that could require sending down cats before being able to bring up the rest of the breed, etc.
- K. Changing the schedule, interacting with other clerks and judges
- L. When you can give the judge his catalog, making sure he has his copies, etc.
- M. Building your own clerking supplies, clerking contracts

The Master Clerk

- A. **What the master clerk does**
- B. **How you can help/hurt the master clerk by your performance**
- C. **Checking out judges, show package, etc.**

The Entry Clerk

- A. **What an entry clerk's job is and the importance of an entry clerk's work to a show-sometimes the reasons for corrections**

Sample Clerking Test