

# NSW CAT FANCIERS' ASSOCIATION INC.

## GENERAL OPERATING PROCEDURES

These general operating procedures were made by the Management Committee pursuant to rule 91 of the constitution and rules and take effect from 24 October 2007, as amended July 2019, October 2021, June 2024.

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### SECTION 1 - DEFINITIONS

- 1) Words and expressions used in these procedures shall have the meanings attributed to them in the Constitution and Rules Part 1 – Preliminary, and these definitions.
- 2) Where the context reasonably permits male includes the female gender and the singular number includes the plural.
- 3) Breeder means the owner of the dam at the time of birth of her litter provided that for such purpose a person shall be deemed to be the owner of the dam (to the exclusion of the registered owner) if at the time of birth:
  - (i) if the dam is in the possession or control of such person and has been loaned or leased to such person for breeding; or
  - (ii) if a notice of the loan or lease verified by submission of a transfer by the registered owner of the dam has been lodged with the Secretary prior to the date of birth of the litter.
- 4) Cat includes male, female, entire or desexed where the context reasonably permits and includes a kitten.
- 5) Companion Cat means a cat whose sire and/or dam are not registered or a cat that cannot be registered in the Register.
- 6) Date of Birth means the date on which the first kitten of a litter is born provided that where such actual date is not known the date of birth shall be deemed to be the first day of the month in which such day of birth was known to occur.
- 7) Imported Cat means a cat that has been born outside the territorial limit of the Commonwealth of Australia.
- 8) Kitten means a cat less than nine months of age.
- 9) Litter means all the living progeny, eligible for registration in the Register, of the same multiple birth.
- 10) Litter Recorded means that the progeny in a litter that has been litter registered are eligible to be individually registered in the Register.
- 11) Name in relation to a cat means the prefix, the registered number, and the individual words or letters assigned to the cat upon registration.
- 12) Neuter in relation to a cat means a male cat which has been desexed.
- 13) Prefix means the breeding prefix assigned to a breeder and recorded in the central prefix register.

- 14) The Register means the pedigreed cat register kept by the association
- 15) Registered in relation to a cat means that it is registered in the register or the companion cat register or that it is registered in the Register of a cat controlling body recognised by the Association.
- 16) Registration Certificate in relation to a cat means the certificate issued by the association or other recognised registering body to the owner of such cat when that cat is registered in the register. Such certificate shall usually include the name of the cat, breed, colour, date of birth, registration number, sex, microchip number, four generation pedigree, breeder's name, and owner's name and address.
- 17) Registered Number in relation to a cat means the number allocated to it upon its registration in the register.
- 18) Registered Owner in relation to a cat means the person registered with the association as the owner of such cat.
- 19) Service Certificate means a certificate;
- (i) certifying the date of the service of a registered dam by a registered sire; and
  - (ii) specifying the registered names of such dam and sire; and
  - (iii) signed by the registered owner of the dam; and
  - (iv) countersigned by the registered owner of the sire.
- 20) Spay in relation to a cat means a female cat which has been desexed.
- 21) State means a state or territory of the Commonwealth of Australia.

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### SECTION 2 – CAT REGISTER AND REGISTRATION

#### 2.1 Register

- (a) The Secretary shall keep and maintain a pedigreed cat register and may, subject to the constitution and rules, register any cat in such register. Except with the approval of the Management Committee a cat shall not be registered in the register unless its sire and dam are registered.
- (b) The Secretary shall keep and maintain a companion cat register.
- (c) The Management Committee may refuse an application for registration.
- (d) A cat shall only be registered in the register or the companion cat register in accordance with these procedures.
- (e) A person registered in the register as the owner of a cat shall be deemed to be registered with the association as the owner of such cat.
- (f) A person shall be entitled to register a cat in the register when that person is the breeder and owner of such cat and is a resident of the State of New South Wales, and is a member of the association.
- (g) A cat born in New South Wales shall not be entered in the register unless
  - (i) the litter of which it is a progeny has been litter registered, and
  - (ii) its sire and dam are each registered, and
  - (iii) it is less than two years of age
- (h) A cat not meeting the aforesaid requirements in g) may be entered in the companion cat register as either a Household cat or a Domestic cat.

**A Household cat is**

- (i) a cat whose sire or dam, but not both, is registered; or
  - (ii) a pedigreed cat which is ineligible to be registered under these procedures. Or
  - (iii) a unregistered pedigreed cat, being part of a registered litter, which has been sold as Pet Only.
- Once registered as a Household cat the cat cannot subsequently be transferred back to the pedigreed register.

**A Domestic cat is** a cat whose sire and dam are unknown or are both not registered pedigreed cats.

- (i) To be eligible to be entered in the companion cat register a cat over 6 months of age must have been desexed, and a certificate/statement of sterilization (desexing) signed by a qualified veterinary practitioner submitted with the application for registration.
- (j) A person shall be entitled to register a cat in the companion cat register when that person is the owner of such cat and is a member of the association.

#### 2.2 Registered Number

- (a) A number shall be allocated to each cat registered in the register and such number shall be part of the cat's name.
- (b) The registered number shall be a six digit numerically sequenced number preceded by the letter N and further preceded by a two digit number indicating the year of its registration in the register.
- (c) *Note: Exception to this for the 'Limited' or 'Experimental' Register.*

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- (d) An interstate or an imported cat being re-registered in the register shall retain its original Registered Number with the suffix N added together with a two digit number indicating the year of its re-registration in the register.

*Note: Exception to this for the 'Limited' or 'Experimental' Register.*

### 2.3 Names

- (a) A cat of a particular breed shall not be registered in the register with the same name or with a name so similar to, the name of another living registered cat of the same breed, or with the same common name as a prefix.
- (b) A name or part of a name shall not be accepted for registration if, in the opinion of the Management Committee, it is likely to mislead either with regard to sex, relationship, origin or otherwise.
- (c) Numbers shall not be used in the name of a cat. This includes cardinal and ordinal numbers and numbers in words.
- (d) The name of a cat shall include the breeder's prefix followed by the common name. Names shall not exceed twenty four (24) letters including prefix. Spaces between words count as letters.
- (e) The registered name of a cat shall not be changed except in accordance with general operating procedure 6.1.

### 2.4 Application for Registration

An application for registration in the register shall be made on the prescribed form and be accompanied by the prescribed registration fee as determined by the Management Committee from time to time.

### 2.5 Interstate and Imported Re-registration

- (a) An interstate or imported cat registered in a register kept by a cat controlling body recognised as such by the Management Committee may be registered in the register.
- (b) An application for re-registration of an interstate or an imported cat shall be made on the prescribed form and be accompanied by the prescribed fee as determined by the Management Committee from time to time.
- (c) The certified pedigree (certified by a recognised cat controlling body) of an interstate or imported cat must accompany an application for re-registration. This pedigree must show breeds, colours and registration numbers for all cats in the first four (4) generations, except that in the cases of British Shorthair the pedigree is required to show breeds, colours and registered numbers for five (5) generations, certified to four (4) generations and Burmese from ANCATS or imported from New Zealand the pedigree is required to show breeds, colours and registered numbers for the first eight (8) generations, certified to four (4) generations.
- (d) *In the case of Breeds from the "Naturally Occurring" List, that are not able to fulfill the above requirement, such cats will be placed on the 'Limited' register.*
- (e) The Registration or Transfer Certificate must accompany an application for re-registration and this certificate must be issued in the New South Wales owner's/applicant's name by the recognised cat controlling body where the cat was previously registered.

- (f) The name of an imported cat shall include in brackets the abbreviation “Imp” and a three letter country code consistent with the international country code used for Olympic sporting events – e.g.

England/United Kingdom	GBR	Canada	CAN
United States of America	USA	France	FRA
New Zealand	NZL	Norway	NOR
Japan	JPN	South Africa	RSA

## 2.6 Certificate of Registration

- (a) When a valid application for registration or re-registration has been submitted in accordance with these procedures the Secretary shall issue a Certificate of Registration for the cat concerned.
- (b) The Certificate of Registration shall include the name of the cat, its breed, sex, colour, registration number, microchip number (if applicable), four generation pedigree showing breeds, colours and registration number for all antecedent cats in the first four generations, the name of the breeder and name, address and membership number of the registered owner of the cat.

*Note: exception for those on the 'Limited' Register.*

- (c) When a cat is to be used for showing and/or breeding, the cat must be registered in the register and have a valid Certificate of Registration.
- (d) If a Certificate of Registration of a cat has been lost and cannot after a reasonable search be found the registered owner shall make a statutory declaration to that effect and make a written application to the Management Committee requesting that a replacement Certificate of Registration be issued. The committee at its sole discretion will determine whether such replacement certificate shall be issued

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### SECTION 3 – PREFIXES

- 3.1 The Secretary shall keep and maintain a register of prefixes.
- 3.2 An Application to register a prefix must be made on the prescribed form accompanied by the prescribed fee.
- 3.3
- 3.4 To be eligible to make application for a breeders prefix, the Applicant must satisfy the following requirements:
  - a. Have held full membership with NSW Cat Fanciers Association for a minimum period of 6 months; and
  - b. Have satisfactorily completed the NSW CFA Breeder Application Questionnaire. OR,
  - c. If transferring to NSW CFA as a full member, from a CCCA or ACF Association and in which they held a breeders prefix, must satisfactorily complete the NSW CFA Breeder Application Questionnaire.
- 3.5 A breeder must hold an approved prefix to be eligible to register progeny from a registered dam and registered sire.
- 3.6 A prefix shall not be registered or used in connection with a cat bred in Australia other than the prefix of the breeder of that cat.
- 3.7 A cat bred in Australia shall be registered with the registered prefix of its breeder and with no other prefix.
- 3.8 A breeder shall not use the prefix registered in the name of another breeder either as a prefix or in the common name of a cat.
- 3.9 A prefix shall not exceed twelve letters and must be all one word without hyphens, dashes or apostrophes.
- 3.10 The Management Committee, at its sole discretion, may decline to accept a prefix for registration and without limiting the generality of the foregoing, a prefix shall not be accepted for registration if it shall so resemble any other prefix as, in the opinion of the committee, will tend to be misleading, or if for any reason it shall be considered by the committee to be unsuitable or objectionable, or if such prefix is inactive but has not been removed from the register of prefixes.
- 3.11 A registered prefix may only be transferred with the consent of the Management Committee and of the breeder in whose name the prefix is registered, and may only be transferred to the spouse or child or personal representative of the breeder.
- 3.12 The period of registration of a prefix shall be the financial year of the association, and the breeder may make application for the renewal of the registration thereof at the time of applying for renewal of membership of the association and upon payment of the prescribed prefix renewal fee.
- 3.13 If a member allows a prefix registration to lapse for a period not exceeding seven years that member may apply to the Management Committee for renewal of the prefix registration.
- 3.14 The registration of a prefix shall not be deemed to give the registered holder thereof any greater rights as against any other person claiming the same at law or in equity than the registered holder has without such registration. The Management Committee or any officer of the association by accepting a prefix for registration shall not be deemed to have represented that any other person has no claim thereto, or right to use the same, except in relation to the breeding of pedigreed cats.

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### SECTION 4 – BREEDING RECORDS, LITTER AND PROGENY REGISTRATION

#### 4.1 Breeding records

- a) A breeder member shall keep proper records of his/her breeding activities. As a minimum these records shall include the date of birth of a litter, its sire and dam, the number of progeny and their breeds, sex and colours as far as it is known.
- b) All such records shall be open to inspection by any person authorised by the Management Committee to inspect the same and that authorised person shall be at liberty to take extracts from those records.

#### 4.2 Litter and Progeny Registration

- a) A breeder shall Litter Register every litter by making application on the prescribed Litter Registration Form together with payment of the prescribed fee within four months of the date of birth of the litter, or, within twelve months of the date of birth of the litter by making application on the prescribed form together with payment of the prescribed (late) fee. The current prescribed litter registration fees (including the late fee) are stated on the Scale of Fees on the associations website.
- b) No litter may be litter registered later than twelve months from its date of birth, unless a request for the late litter registration has been submitted to and approved by the Management Committee.
- c) All progeny of a litter must be registered. This must occur within twelve (12) months of the date of birth of the litter by making application on the prescribed Kitten Registration Form together with payment of the prescribed fee, or within a further period of twelve (12) months (ie after 12 months and within 24 months of the date of birth) upon by making application on the prescribed form together with payment of the prescribed (late) fee.
- d) No progeny from a litter registered litter may be registered later than twenty four (24) months from the date of birth of that litter.

#### 4.3 Litter Registration Restriction

- a) It is recommended that a queen has no more than 3 litters in any 24 month period. More than 3 litters in a 24 month period from the same queen will only be accepted for registration when the fourth mating has the written approval of a qualified veterinary practitioner.



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### SECTION 5 – TRANSFERS

#### 5.1 Transfers within New South Wales.

Upon the sale, exchange, gift, loan, lease, or other disposition within New South Wales, of a cat or of any interest in a cat registered in the register, the registered owner or the new owner shall, within six months of the date of such disposition, lodge with the Secretary either

- i) an application for transfer on the prescribed form (shown on the reverse side of the Certificate of Registration) signed by the owner as transferor and accompanied by the prescribed transfer fee, or
- ii) lodge an application for cancellation of the cat's Certificate of Registration.

The new owner is not permitted to further transfer a registered cat (by way of sale, loan, lease etc) without first having transferred the cat into his/her name in the register.

#### 5.2 Leases or Loans

Where a registered cat is to be leased or loaned, then in addition to the aforesaid requirements, the dates of commencement and termination of the lease or loan shall be stated on the application for transfer.

#### 5.3 Interstate and Overseas Transfers.

a) Where a registered cat is being transferred to a new owner residing outside the State of New South Wales, the registered owner shall lodge with the Secretary an application for transfer (on the prescribed form and accompanied by the prescribed fee) prior to the date of physical transfer but in any case not later than fourteen days after the date of such transfer.

b) Where a transfer relates to an unregistered kitten or cat which has been litter registered, then the breeder shall lodge a combined application for registration and transfer within the time frames stated in clause a).

c) Where the application for transfer is not lodged within the required time frames, the transferor or transferee may make application to the Management Committee for late registration of the transfer. The committee at its sole discretion may approve or reject such application and impose such late fees or penalties as it considers appropriate.

#### 5.4 Alteration/Amendment of a Transfer.

Where the registered owner has completed signed and dated an application for transfer form, the form shall not be materially altered except to correct spelling errors. When the registered owner wishes to materially change the details on the application for transfer form, that person shall apply in writing to the Management Committee stating the reasons for requesting the change.

#### 5.5 Termination of Leases or Loans.

If a transfer of a cat is expressed to be by way of lease or loan, the transferee or lessee shall at the expiration, or sooner determination, of the lease or loan submit to the Secretary for registration a transfer of the cat to the original owner. If such transfer is not signed by the original transferee within thirty days of such expiration or termination, the Secretary may upon application of the registration for the cat to the original owner.

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### SECTION 6 – CANCELLATION, SUSPENSION, VARIATION OF REGISTRATION OR PREFIX RECORDS

- 6.1 The Management Committee may cancel, suspend or vary the registration of any cat or the prefix of any member at any time for any reason which the Committee in its absolute discretion may consider sufficient.
- 6.2 During a period of suspension of registration of a cat it shall be deemed for all purposes not to be registered.
- 6.3 Cancellation of or variation in the registration of a cat shall not necessarily alter the registration of any progeny where the progeny were conceived during the period of valid registration of such cat.
- 6.4 The Management Committee may upon the cancellation of or variation in the registration of a cat, cancel the registration of any descendant of such cat, or may allow the registration of the descendant to remain, and/or may make such correction in the registration or description of any such descendant as the committee may consider proper.
- 6.5 The owner of a cat, the registration of which has been cancelled or suspended, may make written application to the Management Committee for approval to be granted for re-registration of the said cat. When such approval is granted by the committee the said cat will be re-registered, but only in the name and registration number in which the said cat was originally registered.
- 6.6 A member may make written application to the Management Committee for approval to re-instate a prefix that was previously held in that member's name.
- 6.7 Without prejudice to the generality of the aforesaid clauses in this Section, the registration of a cat may be subject to cancellation if:
- a) The prescribed fee payable upon any registration or transfer or application for transfer of such cat shall not have been duly paid; or
  - b) The cat or any interest in the cat is sold, leased or otherwise disposed of, and an application for transfer on the prescribed form is not lodged with the Secretary within time frames required by sections 5.1 and 5.3; or
  - c) The owner if by operation of law is divested of the legal ownership, possession, or control of the cat, other than by virtue of a registered transfer; or
  - d) The cat is not true to its type or breed standard; or
  - e) Any particulars furnished in the application for registration or application for transfer are in the opinion of the Management Committee incorrect or have been falsified; or
  - f) In the opinion of the Management Committee it is in the interest of the particular breed of cat of which the cat is a member, that the registration be cancelled; or
  - g) The cat is exhibited at an unrecognised show; or
  - h) In the opinion of the Management Committee the cat has been subjected to any faking.

A cat's registration shall not be cancelled by the Management Committee unless the owner is given the opportunity to show cause why the registration should not be cancelled.

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### SECTION 7 – AMENDED REGISTRATION; CHANGE OF SEX AND DESEXING; CHANGE OF COLOUR

#### 7.1 Change of Sex

A breeder may apply to have the sex of any kitten changed from male to female and vice versa where such kitten was incorrectly registered as to sex. A change to a more appropriate name will be permitted particularly where the original name might be misleading as to the kitten's true sex. Such application must be made before the kitten reaches adulthood (nine months of age).

#### 7.2 Desexing

Upon the desexing of a cat registered in the register, the owner shall submit the Certificate of Registration and a certificate of sterilization signed by a registered veterinary practitioner together with the prescribed fee and the Secretary shall record the same and issue an amended Certificate of Registration.

#### 7.3 Change of Colour

##### a) Cat Under Nine Months of Age

When at the time of initial registration of a cat the colour and/or coat pattern has been incorrectly described then, provided the cat is under nine months of age, the owner may make a written application to the Secretary to have the coat colour and/or pattern correct on the Certificate of Registration. As from 1 July 2015 there is a fee for a colour or pattern change for a kitten.

##### b) Cat Over Nine Months of Age

When the coat colour and/or pattern of a cat over nine months of age is found to be incorrect then an application on the prescribed form accompanied by the prescribed fee shall be lodged with the Secretary.

The colour and/or pattern change shall be supported by two NSWCFCA or CCCA accredited Judges who are required to inspect the cat and agree that its coat colour and/or pattern is indeed the requested coat colour and/or pattern and sign a declaration to this effect on the application form.

Only one colour and/or pattern change is permitted.

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### SECTION 8 – RECOGNISED BREEDS AND EXPERIMENTAL BREEDING

#### 8.1 Recognised Breeds

The Management Committee at the commencement of each calendar year shall publish a list of recognised breeds and colours in the various breed groups

Group 1 – Longhair/Semi Longhair/Exotic

Group 2 – Siamese/Oriental

Group 3 – Other Shorthair

#### 8.1 Restrictions to Breeding

The Management Committee shall publish and from time to time amend restrictions regarding breeding within the various breed groups and the intermating of cats of differing breeds. These restrictions may be published as attachments to these procedures.

#### 8.3 *Limited Register*

*Breeds classified as Naturally Occurring which are to be imported and possess incomplete pedigrees, which have been duly certified from a recognized Cat Association for export, shall be accepted on to the Limited Register at the discretion of the Management Committee.*

- i. Naturally Occurring Breeds accepted for this purpose currently are: Japanese Bobtail, Korat, Siberian, Norwegian Forest Cat, Turkish Angora  
Noted: This list is subject to change.*

*The Limited Register is denoted as such:*

- ii. L1 – For cats with no parentage listed*
- iii. L2 – For cats with no grandparent listed*
- iv. L3 – For cats with no great Grandparent listed.*
- v. These will follow the current suffix of the letter N and year of the registration number of imported cats and be indicative of the generation sequence until progeny has reached the required 4 generations.*
- vi. Prior to attaining the full 4 generation registration of the breeds, cats from the Limited Register may be exhibited and may be awarded challenges and be eligible for Top Five and Best in Show judging.*

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### 8.4 EXPERIMENTAL BREEDING PROGRAMS (Approved Dec. 2016)

#### 8.4.1 General

- a) The Management Committee may at its sole discretion grant approval for an experimental breeding program.
- b) Experimental breeding is the production of new breeds and varieties by means of the out crossing to other breed, or domestic cats, and the development of these breeds and varieties. The ultimate aim must be to produce a cat or cats which are acceptable on full register in a recognized breed or variety.
- c) There are 4 possibilities:
  - i The breed variety already exists; the breeder is attempting to produce a new bloodline or increase genetic diversity to avoid problem (s) inherent in small gene pools or to avoid perpetuation of undesirable traits within a breed;
  - ii A new colour, pattern variety or hair type/length of an existing breed; the standard for type exists and must be conformed with and the colour or pattern almost certainly exists in another breed, so the description can be incorporated into the standard for the new breed variety;
  - iii A new breed, incorporating one or more colour/pattern varieties;
  - iv Replication of a breeding program used to develop a breed already recognized overseas.
- d) The Management Committee must be satisfied that the animals involved will give a reasonable chance of the objective being obtained and that healthy stock will be produced.

#### 8.4.2 The Application

- a) Breeders wishing to carry out or to join an experimental breeding program must have held a registered prefix for a minimum period of three years and registered a minimum of three litters on the full register. This rule may be waived at the sole discretion of the Management Committee.. An application for approval of the program must be submitted to the Management Committee before carrying out any matings. Application forms are available from the Judges/Breeds Subcommittee or may be downloaded from the NSW CFA website.

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c) The Application submitted should include, to the extent that they are relevant to the particular program, the following information/documents:

- i. The breed or variety that it is hoped to produce and the methods proposed for developing the particular breed or variety;
- ii. A comprehensive standard of points for the new breed/variety: the provisional standard may be modified during or at the end of the development of the new breed/variety;
- iii. Pedigrees of the pedigree cats that the breeder intends to use in the experimental program (imported cats must first be registered with NSW CFA in the usual way);
- iv. Sufficient information to demonstrate the potential merit of the proposed new breed/variety, including: any supporting articles, and/or genetic information that are/is available;
- v. A breeding program giving details of all existing breeds and/or domestics to be used in the program and what allowable outcrosses will be permitted in the pedigree of the new breed once the fourth generation of the experimental breed/variety has been achieved;
- vi. Photographs of the parents of the first generation, and other photographs if relevant; and
- vii. The names of at least two registered breeders who meet the criteria in "8.4.2a)" above.

d) No descendants of cats involved in an approved experimental program (ie generations 1 – 3) can be used as breeding cats in any other breeding program unless permission is granted by the Management Committee.

e) It is recommended that cats kept for breeding from each generation, be inspected by senior (or any qualified/experienced) judges of the relevant breed group) for guidance in choosing breeding cats.

f) It is recommended that progress reports are provided at appropriate intervals.

g) Prior to full registration of the breed/variety, cats from the breeding program may be exhibited as generation 1, 2 or 3 examples of the breed/variety and may be awarded challenges, best in sections, top 5 and best in show awards etc.

h) On achieving the fourth generation of the program, the breed will not be accepted for full registration unless:

- i. A provisional standard, including points in the CCCA format, is agreed upon by the breeders and approved by the Management Committee, where relevant;
- ii. A written report on the breed/variety by three judges (licensed in the appropriate group) is received by the Management Committee stating that the breed/variety has reached a standard consistent with the breed standard.

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### The Experimental Register/Generation Progression

b) The progeny of the experimental program will be denoted as follows:

- E1 – progeny of the first outcross
- E2 – progeny of the second outcross
- E3 – progeny of the third outcross

c) The above prefixes will precede the current letter “N” and year of the registration number and be indicative of the generation sequence until the progeny has reached the required 4 generations.

d) The following table shows the generation progression

#### Generation 0 Matings

- Gen 0 x Gen 0 = Gen 1
- Gen 0 x Gen 1 = Gen 1
- Gen 0 x Gen 2 = Gen 1

#### Generation 1 Matings

- Gen 1 x Gen 1 = Gen 2
- Gen 1 x Gen 2 = Gen 2
- Gen 1 x Gen 3 = Gen 2

Gen 0 x Gen 32 = Gen 1	Gen 1 x Full Register = Gen 2
Gen 0 x Full Register = Gen 1	
<b>Generation 2 Matings</b>	<b>Generation 4 Matings</b>
Gen 2 x Gen 1 = Gen 2	Gen 3 x Gen 1 = Gen 2
Gen 2 x Gen 2 = Gen 2	Gen 3 x Gen 2 = Gen 3
Gen 2 x Gen 3 = Gen 3	Gen 3 x Gen 3 = Full Register (Gen 4) Gen 3
Gen 2 x Full Register = Gen 3	X Full Register = Full Register (Gen 4)

**Note:** Although cats that are less than Full Register (Sub Register) may be mated with cats that are on Full Register, the offspring will be only one generation more than the Sub Register parent: e.g. the mating of a Gen 1 cat to a Full Register cat will produce Gen 2 progeny

#### 8.4.4 Allowable Outcrosses

- (a) An allowable outcross means a breed to which another breed may be mated without loss of generation status;
- (b) An allowable outcross may be used to enhance desired characteristics and increase genetic diversity. If a gene pool is limited by low genetic diversity in the breed or a low number of breeding cats in the country then if an outcross is not permitted, it is likely that genetic defects will occur more frequently
- (c) These may include established breeds as well as newer breeds that are still building up a gene pool;
- (d) Allowable outcrosses are listed in the breed standards.

# NSW CAT FANCIERS' ASSOCIATION INC.

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### SECTION 9 – AWARDS AND TITLES

#### 9.1 Challenge Certificates

At a recognised show the first placed cat in each Open class shall be issued with a Challenge Certificate conforming to Show Procedures 3.4 and 3.5. Such certificate shall contain the cat's name and registration number, the challenge points awarded, the name and date of the affiliate show, and be signed by the officiating judge.

#### 9.2 NSW CFA Champion, Grand Champion and High Status Awards

a) For Champion, Grand Champion and Double Grand Champion status a cat must accumulate challenge points in accordance with Show Procedure 3.5 to the following totals:

Male cat    70 points                  Female cats, neuter cats, spay cats    60 points

b) For Bronze, Silver and Gold Double Grand Champion status all cats must accumulate 100 challenge points.

c) For Diamond Double Grand Champion, Double Diamond Double Grand Champion, and Triple Diamond Double Grand Champion status a cat must accumulate ten Best in Show (20 point) challenge certificates.

d) Challenge certificates shall be submitted in date order and show ring sequence together with an application form for update of championship title and the prescribed fee. The Secretary shall cancel all challenge certificates where the points are fully used.

e) Challenge points in excess of the required total may be carried forward from one title level to the next. The carry over points will be indicated on the rear side of the most recent challenge certificate submitted with the application.

f) Each application for Update of Championship Title shall include a majority of challenge points awarded at NSW CFA affiliate shows or at a CCA National show.

g) Only challenges awarded at recognised shows conducted outside New South Wales by clubs that are affiliated with a recognised Governing Body are acceptable, provided that there is a compulsory open class and challenge points consistent with Show Procedure 3.5 have been awarded or a Recognition of Challenge form has been completed.

h) Challenge points won as an entire can be counted towards championship or high status awards when the cat has been desexed.

i) If after gaining a championship title a cat is desexed, or is subject to a colour change, it shall retain that title and may then progress to the next championship title level.

j) Championship and higher status titles awarded by other recognised Governing Bodies will be recognised upon verification of the claim to the title, but such title shall not be recognised as a NSW CFA championship title.

k) Challenges and championship status titles awarded by non recognised governing/controlling bodies will not be recognised by NSW CFA Inc..

l) Each successful applicant shall be granted the title and receive an Award Certificate and be eligible to receive a ribbon for the Championship level.



### 9.3 NSW CFA Champion, Grand Champion and Higher Status Awards for Companion Cats

#### a) Award of Merit

At a NSW CFA Inc. affiliate show that includes a Companion Cat Section, an award of merit certificate shall be awarded to the following cats:

Best household neuter cat  
Best household spay cat  
Best solid, patterned and patched domestic neuter cat  
Best solid, patterned and patched domestic spay cat

- b) For Champion, Grand Champion and Double Grand Champion status companion cat, 5 Award of Merit certificates shall be required
- c) For Bronze, Silver and Gold Double Grand Champion status companion cat, 10 Award of Merit certificates shall be required. For Diamond Double Grand Champion, Double Diamond Double Grand Champion, and Triple Diamond Double Grand Champion ten (10) Best in Show (1<sup>st</sup> Top 5) Award of Merit certificates endorsed **BIS** and initialled by the judge, ring coordinator, or show secretary.
- d) Award of Merit certificates shall be submitted in date and show order and ring sequence together with an application form for Update of Championship Title and the prescribed fee. Only Award of Merit certificates awarded at NSW CFA Inc. affiliated shows or at the CCCA National Show are acceptable.
- e) Each successful applicant shall be granted the title and receive an Award Certificate and be eligible to receive a ribbon for the championship level.

### 9.4 Distinguished Merit Awards

- a) A male or female cat may qualify for a Distinguished Merit Award when the required number of progeny which they have sired or given birth to are awarded the title of Champion by a recognised Governing Body.
- b) The required number of titled progeny shall be:  
Male cats – 15 titled progeny  
Female cats – 5 titled progeny
- c) Application for a Distinguished Merit Award shall be made on the prescribed application form accompanied by the prescribed fee.
- d) Documentary evidence such as a copy of the title certificate or registration certificate for each cat awarded a title by another recognised Governing Body must be submitted with the application.
- e) Each successful applicant shall be granted the DM award and receive an Award Certificate and comet.

### 9.5 CCCA Championship Awards

- a) At a NSW CFA Inc. affiliate show a CCCA award certificate may be awarded to the best male, female, neuter and spay cat entered in the CCCA Champion class in each Breed Group.
- b) Ten (10) CCCA Awards are required for each level of CCCA Champion, Grand Champion, Double Grand Champion, Triple Grand Champion, and then Ruby, Emerald, Sapphire and Diamond Triple Grand Champion.
- c) Applications for CCCA Awards shall be made on the prescribed form accompanied by the prescribed fee and lodged with the NSW CFA Inc. Secretary who shall verify the application and forward the application to the CCCA Secretary to issue the award.

# NSW CAT FANCIERS' ASSOCIATION INC.

## GENERAL OPERATING PROCEDURES

### SECTION 10 – APPLICATION FORMS AND FEES

- 10.1 All applications for:
- a) registration, prefixes, transfer, colour change, awards and titles and
  - b) complaints about NSW CFA members
- shall be made on the prescribed form approved by the Management Committee.
- 10.2 All information required by the prescribed form shall be set out in the application and the applicant shall furnish such additional information as the committee may request or require.
- 10.3 The various approved forms are available from the NSW CFA Inc. office or the association's website.

#### List of Approved Forms:

- Application for Registration
- Application for Re-registration of an imported cat or interstate cat
- Certificate of Registration and Application for Transfer
- Application for Registration of a Breeder's Prefix
- Application for colour change for registered cat over nine months of age
- Application for Update of Championship Title
- Application for Distinguished Merit Award
- Application for CCCA Championship Title
- Application for lodging a complaint about a NSW CFA member

- 10.4 The prescribed fees applicable to membership and the various applications mentioned in these procedures shall be set by the Management Committee from time to time. The current Scale of Fees is published in the NSW CFA Inc. journal, Catching-Up, and is available from the NSW CFA office, and the association's website

# NSW CAT FANCIERS' ASSOCIATION INC.

## GENERAL OPERATING PROCEDURES

### SECTION 11 – JUDGES AND JUDGES STEWARDS

#### 11.1 Pedigreed Cat Judges

11.2

The Management Committee may grant to suitable persons a licence to judge pedigreed cat classes at any recognised show generally in accordance with the Judging Procedures 2007.

The Management Committee may grant a licence to judge pedigreed cat classes at recognised shows to persons who, relocate to N.S.W. and hold a licence to judge issued by a recognised cat controlling body in another state.

#### 11.3 Companion Cat Judges

11.4

The Management Committee may grant to suitable persons a licence to judge companion cat classes at any recognised show.

Candidates will be invited by the Management Committee to undertake a companion cat judges training course and meet such requirements as the committee and/or the training panel appointed by the committee shall from time to time determine.

#### 11.5 Judges' Stewards

11.6

The Management Committee may accredit suitable persons as probationary stewards and accredited stewards to assist veterinary officers and judges in the conduct of a recognised show. These stewards will be categorised as -

##### (a) TUTOR STEWARD:

These Stewards will be appointed from time to time by the Management Committee and must have been an accredited Steward for at least five years

The aim of the Tutor Steward is to ensure that NSWCFCA Stewards remain amongst the best in the Cat Fancy

The role of the Tutor Steward will be to assist, encourage, advise and train new Stewards

The Tutor Steward would also do written appraisals on Probationary Stewards, Stewards, and Accredited Stewards as set out below.

##### (b) PROBATIONARY STEWARD

Probationary stewards shall complete at least six assignments, one per show day, to be assessed by a Judge and countersigned by a Tutor Steward. In addition, Probationary stewards shall complete at least one Card Writing assignment to be completed during the Probationary period which is also to

be assessed by a Tutor Steward. The minimum 7 assessment reports are then to be submitted to the Stewards Subcommittee who may recommend that the probationary steward be elevated to Steward Status or request that the probationary steward undertake additional assignments

##### (c) STEWARD

After completing the six written appraisals and being elevated by the Management Committee a Steward must have completed 3 written appraisal by three different Judges and countersigned by a Tutor Steward each year for three years all appraisals must be positive

# NSW CAT FANCIERS' ASSOCIATION INC.

## GENERAL OPERATING PROCEDURES

### (d) ACCREDITED STEWARD

Must have successfully completed three appraisals for three years. Thereafter must complete

one appraisal by a Judge, countersigned by a Tutor Steward every 12 months to remain on the active Stewards list

### (d) JUNIOR TRAINEE STEWARD

Is one who is not eligible for full membership because of age?

Will be required to fulfill the same conditions as "Probationary Steward" and "Steward" and will be afforded the appropriate classification when full Membership gained.

### 11.3 Stewards' Training

The Stewards Sub-committee appointed by the Management Committee shall conduct training courses, including both a written and a practical examination, for the trainee steward candidates. The sub-committee shall recommend to the Management Committee those trainee stewards who have attained the standard required for accreditation as probationary stewards.

### 11.4 Steward Assessment and Counseling

Where in execution of his or her duties a steward is found to be deficient or his or her behavior is contrary to the principles taught in the training manuals, that steward shall be warned and counseled by a member of the Stewards' sub-committee to improve his or her performance.

If further deficiencies are evident or the desired performance improvement is not achieved, the Management Committee may, on the recommendation of the sub-committee, suspend or revoke the steward's accreditation.

# NSW CAT FANCIERS' ASSOCIATION INC.

## GENERAL OPERATING PROCEDURES

### SECTION 12 – SHOW REPRESENTATIVES

- 12.1 The Management Committee may appoint suitable persons to officiate as NSW CFA Inc. Show Representatives at affiliate shows conducted in the State of New South Wales.
- 12.2 The duties and responsibilities of the Show Representative shall be determined by the Management Committee from time to time and are listed in the following clauses.
- 12.3 The primary duty of the Show Representative is to ensure that the Show Committee conducts the show in accordance with the rules and the Show procedures.
- 12.4 The Show Representative shall, when consulted by the Show Committee, advise on and interpret the Show procedures.
- 12.5 When the Show Representative perceives that an error or breach of the Show procedures has or is about to occur, the show representative shall bring the matter to the attention of the Show Manager or Show Secretary. The final decision to act or not act rests with the Show Manager, or the Show Secretary, or the Show Committee..
- 12.6 The Show Representative should ensure that veterinary inspection of exhibits is carried out in accordance with Show procedures 6.2 and 6.3. The Show Representative shall include the names of any rejected exhibits in the Show Report, including the reason for rejection.
- 12.7 Other duties of the Show Representative include:-
- a) To check that the judging assignments are consistent with those stated in the Show Schedule and, if not, that any changes have not been appropriately publicised.
  - b) To note any exhibits classified as UTJ or UTH, and ensure that a UTJ/UTH Report Form has been completed.
  - c) To act under Show procedure 1.5, and warn an exhibitor who is in breach of this procedure.
  - d) To complete a Show Representative's report and forward it to the NSW CFA Inc. office preferably within 5 working days of the show.

# NSW CAT FANCIERS' ASSOCIATION INC.

## GENERAL OPERATING PROCEDURES

### SECTION 13 – MANAGEMENT COMMITTEE NOMINATION AND ELECTION PROCEDURES

Pursuant to rules 38, 42, and 91 of the Constitution and Rules of the association, the following procedures are to be observed for the nomination and election of members to the Management Committee, with effect from February 2008, as amended August 2011.

- 13.1 Nominations shall be called for in accordance with rule 38 (d) of the constitution not later than mid September in each year. Nominations shall be made on the prescribed form as determined by the Management Committee from time to time. The form shall be signed by the nominator and endorsed by the nominee.
- 13.2. A nominee may include a brief profile not exceeding 200 words, which will be circulated to members with the ballot papers.
- 13.3. Nominations will close at 4pm on 14 October in each year or at a time determined by the Management Committee.
- 13.4. The position of the nominees on the ballot paper shall be determined in the presence of the Secretary by a draw of the names from a hat by a person who is not a member of the association.
- 13.6 An asterisk will be placed on the ballot paper alongside the names of the nominees who are retiring members of the committee seeking re-election.
- 13.7. Within 21 days of the close of nominations the Secretary shall post to each financial member the ballot papers and nominees' profiles, instructions for voting, and advice of the address, closing date and time for lodging of the ballot papers.
- 13.8. A member may vote by placing a tick or cross against the names of at least 2 and a maximum of 4 nominees which the member wishes to have elected to the committee. Any mark other than a tick or cross or any departure from this method of voting may render the ballot paper informal.
- 13.9. A ballot paper will be declared informal if a member places less than 2 ticks or crosses on the ballot paper. A ballot paper will be declared informal if more than 4 ticks or crosses are marked, or it is marked in such a way that the Returning Officer is unable to determine the members voting intentions, or the envelope contains more than 1 ballot paper.
- 13.10. The completed ballot paper shall be placed in the Ballot Paper envelope provided for the purpose.
- 13.11. The Ballot Paper envelope shall be placed in the return pre-addressed envelope provided, and the member shall sign and print or clearly write his name and membership number on the rear outside of this envelope before posting it to the Returning Officer.
- 13.12. The Management Committee shall appoint an independent person (not being a member) as Returning Officer who will in conjunction with the Secretary confirm the eligibility of the member's vote by reference to the back of the envelope.
- 13.13 The Returning Officer shall remove the ballot paper from the valid Ballot Paper envelopes and conduct the count of the ballot.
- 13.14 It shall be the sole prerogative of the Returning Officer to determine the formality or otherwise of a ballot paper.
- 13.15 Each nominee may appoint a scrutineer to attend the count of the ballot by lodging written notice with the Secretary not later than the closing date of the ballot. The Secretary will advise each scrutineer of the place, date, and time for counting of the ballot.

# **NSW CAT FANCIERS' ASSOCIATION INC.**

## **GENERAL OPERATING PROCEDURES**

- 13.16 At the completion of the counting of the ballot the Returning Officer shall prepare and sign a report which shall include the number of ballot papers returned, the number (if any) declared invalid, the number of formal and informal ballot papers, and the number of votes received by each nominee.
- 13.17 The 4 nominees receiving the highest number of votes shall be elected to the Management Committee for the ensuing 3 year term.
- 13.18 The Secretary shall table the Returning Officer's report at the Annual General Meeting when the appointment of the 4 successful nominees will be confirmed.
- 13.19 The result of the ballot shall be communicated to the President immediately on completion of counting of the ballot..
- 13.20 The result of the ballot may be made available to members on request to the Secretary the day following the count of the ballot, but not before. This requirement is intended to allow the President or Secretary to advise each of the nominees of the result of the ballot. All persons who attend the counting of the ballot shall agree to and be bound by this requirement.
- 13.21. Once the President has confirmed that each of the nominees have been advised of the result, the Secretary shall arrange for a notice to be placed on the website the day following the count advising the names of the nominees who have been elected.