



FASA POLICIES 2014 - Annex B: Codes of Conduct

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1. Guidelines for FASA Management Committee Members

FASA is an incorporated body subject to corporate law and as such needs to be managed in an efficient, transparent and accountable manner on behalf of the membership.

As a member of the Management Committee of FASA, you have taken on a responsibility to act at all times on behalf of the association. In effect you are a Director of FASA and you have duties under common law which are:

- to act honestly in the exercise of your powers and in the discharge of your responsibilities;
- to exercise a reasonable degree of care and diligence;
- to ensure that FASA is compliant with the relevant legislation
- to ensure that you are presented with an understandable financial statement at each meeting and a full set of accounts before the AGM
- to declare any conflicts of interest
- to not make improper use of information acquired to gain advantage for yourself or others; and
- to not make improper use of your position to gain an advantage for yourself or others or to cause detriment to the association.

To be an active and effective member, you must be informed.

- Have a working knowledge of FASA Constitution, Rules, Policies and Guidelines (if you do not have copies, ask the FASA Secretary to send you copies, or go to the FASA website);
- be aware of current SA legislation, Dog and Cat Management Act 1995, the Animal Welfare Act 1985, the SA Animal Welfare Regulations 2012, and also of Local Government Regulations.

At meetings:

- show respect for other members – inside & outside of meetings
- address all comments and questions through the chair and accept the ruling of the chair – whether you agree with it or not
- the first item on the agenda should be to declare any conflict of interest with any item listed
- do not discuss matters outside of the meeting (particularly observe any *'in camera'* ruling) until and unless these have been publicized by the Secretary or in Purr.

*In-camera describes that section of a committee meeting that is closed whilst information is discussed that is not recorded in the minutes or divulged to the general membership or the public. Such sessions may discuss incidents or people, financial, legal or other sensitive decisions that must be kept confidential, but allow full and open debate strictly between those present and strictly at that time only. **That means that all people present at the meeting are bound not to divulge any of the discussion, even to close friends or family members.***

- If you wish to raise a matter, write to the Secretary prior to the meeting to have this put on the agenda. Other matters may be raised in Any Other Business but usually these will be of a minor or procedural nature only. New business must be an agenda item and accompanying documents must be circulated ahead of the meeting.
- be well prepared for the meeting: read the agenda prior, be aware of the topics that will be discussed; ask questions if necessary, be involved, be a good listener, respect others.



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Outside of meetings:

- actively promote FASA
- be a good ambassador – courteous, respectful, encouraging.
- do not send bulk emails and beware of 'Reply All' in a response– these are often misconstrued & can be a significant cause of ill feeling.
- do not use social media to pass opinion on FASA matters or denigrate any fellow member, exhibitor or breeder or their animals.

The members of the Executive shall not be an office bearer of any Club Affiliate of FASA or other registering body during their term of office of the association.

I have read and understood the above guidelines and have copies of FASA Constitution, FASA Show Rules, & FASA Policies (which include but not limited to: Responsible Cat Ownership, Cat Breeding, and Social Media)

Signed:

Date:



2. Code of Conduct for Members

Members of FASA **as a condition of membership** agree to abide by the Rules and Policies of the organisation.

Members of FASA are expected to act with integrity, to demonstrate good sportsmanship where competition is concerned and to have good knowledge of and abide by high standards of animal welfare.

All registerable cats, and kittens over the age of 4 months, which are the property of an Ordinary Member of the Association resident in South Australia should be registered with the Association.

Members and Club Affiliates shall, at all times, act within the spirit of the objects of the FASA constitution as set out in clause 2. As the Cat Fancy is made up of various organisations with individual goals & objects, conflicts of interest may arise and need to be acknowledged.

Acting within the spirit of the objects of the FASA constitution includes but is not limited to:

- promoting the objects of the Association;
- engaging in a courteous and professional manner with each other and/or with the public;
- not bringing the Association into disrepute or otherwise attract negative publicity whether in person, in writing and/or in particular via use of social media, such as use of "Facebook" (refer Social Media Policy for more detail);
- abiding by the policy of Responsible Cat Ownership.

A breach of any of these policies as set out in Annexes to the Rules may result in consequences set out in clause 7 of the constitution, *Suspension of Membership*.



3. Social Media Policy

Social media provides an excellent opportunity for people to gather in online communities of shared interest, to share knowledge, celebrate success and to learn about the cat fancy. FASA sees social media as an important tool of engagement.

Social media includes, but is not limited to:

- social networking sites such as: Facebook, MySpace, Bebo, Friendster, LinkedIn
- video and photo sharing websites e.g. Flickr, YouTube
- blogging sites e.g. Twitter, personal blogs or blogs hosted by traditional media publications
- forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups
- any other web sites that allow individual users to use simple publishing tools.

The essential guiding principles are:

- ensure that you are fully aware who you are representing
- any and all references to FASA are correct, accurate and in line with the Policies of FASA
- refrain from making negative comments about other members, members cats, or the Association
- demonstrate respect for the individual and communities with which you interact at all times - be aware that negative comments can be at least hurtful, at worst defamatory and are difficult to rescind or recall
- do not bring the association into disrepute or otherwise attract negative publicity .

You are required to:

- Be respectful of all individuals and communities with which you interact online;
- Be polite and respectful of others' opinions, even in times of heated discussion and debate;
- Adhere to the Terms Of Use, and seek to conform to the cultural and behavioural norms, of the social media platform being used;
- Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.

This policy is applied if you choose to make references to FASA, its office bearers, members or services, its competitors, and/or other related individuals or organisations when you are using a social media platform in a personal capacity. It is important in these circumstances that readers of your posts do not misconstrue your personal comments as representing an official FASA position.

A breach of this policy shall constitute a contravention of the Rules, giving rise to the consequences set out in clause 7, *Suspension of membership*.



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4. PUBLIC ADVICE GIVEN ON BEHALF OF THE ASSOCIATION

FASA appreciates that volunteers donate their time generously, for the benefit of cat owners and breeders and the association.

Members of FASA may from time to time find themselves in a position of giving public advice whilst representing the association. This may occur at cat shows, say on the FASA 'table' or at 'expos' or such, plus the Management Committee annually appoints people to run a kitten service on behalf of the Association.

FASA considers that it is important that the advice given out by people representing the association is consistent, that there are no misunderstandings, and each person is giving the same message, in line with the guidelines set out in this policy.

When in the position of giving Public Advice volunteers must be mindful they represent the association and therefore have to be cautious with any comments made regarding FASA and any of its representatives, and must have a good knowledge of FASA Rules and Policies, or refer the person to a more experienced member.

Running the Kitten Service for FASA requires people who have considerable experience in and knowledge of breeding, owning and showing pedigree cats (ideally a minimum of ten years).

Volunteers in this position offer basic advice on general health and welfare of cats, it is therefore essential that they agree with and promote to potential purchasers:

- FASA Policy on Responsible Cat Ownership
- Not purchasing a kitten that is under 12 weeks of age or shows any adverse behavioural tendencies or does not appear in perfect health, i.e. not accepting a kitten that: is sneezing, has runny eyes or nose, appears to have diarrhea, is unduly timid or fractious, etc.
- Checking it has had at least 2 vaccinations, for at least Feline Enteritis and 'Cat Flu
- Checking that the vaccination certificate is signed by a veterinarian.

It is important to make it clear to the person phoning that:

- FASA offers a list of breeders that may have kittens for sale - they are not necessarily **recommended** breeders, as FASA cannot guarantee the conditions under which they are raised
- Stress that the onus is on the purchaser to check out the cattery
- Recommended that the purchaser visit several catteries
- Draw their attention to the FASA website, and the information pamphlet "Cat Breeding Basics" for more detailed information (offer to email this to them)
- Only names of breeders that are financial members of FASA are to be put forward, with preference to those who have paid to be in the FASA Breeders Directory. All of the names of breeders on the list for the particular breed requested should be put forward. There should be no attempt to be selective (other than knowing that one has kittens and another does not)
- If a complaint is received about a breeder, the person should be asked to put it in writing to the Secretary of FASA. There should be no discussion about the matter.



5. RESPONSIBLE CAT OWNERSHIP

Cats play a valuable role in the family and community as companions. Members of FASA will actively promote the benefits of ownership, and as an inherent part of that, Responsible Cat Ownership. The welfare of the cat is always the priority.

Responsible Cat Ownership includes, but is not limited to:

- providing a clean, healthy environment and appropriate diet for your cats at all life stages
- not allowing animals to roam

Containment of cats can help to protect cats from disease and injury through fighting and accidents, increase the opportunity for owner-animal interaction and reduce the impact of hunting by cats and disturbance caused to neighbours.

Where cats are contained, steps must be taken to ensure that adequate exercise and environmental enrichment are available. Access to an outdoor escape-proof enclosure greatly increases the opportunity for activity and stimulation for confined cats.

Enclosures need to be of a size that cats can exhibit normal behavior, eg, to be able to run, jump, climb and play, and be protected from extremes of temperature and weather.

- ensuring permanent identification, preferably with RFID microchip
- desexing all animals not intended for breeding
- providing adequate attention and enrichment – physical and mental, to compensate for the loss of freedom and prevent unwanted behaviours
- providing regular health checks and vaccinations
- not over breeding from any one cat
- limiting the number of animals owned to a number that can be effectively managed and individually handled daily
- providing information to new owners on diet and responsible ownership
- ensuring no public nuisance is created by noise, smell, uncontrolled cats, etc.
- adherence to Local Government Bylaws.

There are many websites that can provide more information on welfare and suitable enclosures, etc. if you need more detail, visit:

RSPCA <http://www.rspca.org.au/>

NSW Animal Welfare Code of Practice - Breeding dogs and cats

<http://www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/codes/breeding-dogs-and-cats>



6. CAT BREEDING: BASIC GUIDELINES

CODE OF CONDUCT & GUIDELINES FOR BREEDERS

New breeders applying for a Cattery Prefix - and existing breeders joining FASA - will be required to sign that they have read & understood this document & agree to abide by the basic principles herein.

BREEDING

- The cattery must have a registered prefix.
- The cattery or area of the house where the cats are kept must appear **clean**, with no undue odour (there may be some smell attached where a stud cat is housed).
- Cats and kittens will appear **healthy, happy** and **active**. There must be no more cats/kittens than the breeder and their family can effectively care for.
- The cats/kittens must be raised in an environment that offers them physical and mental stimulation, and **kittens should be regularly and individually handled**.
- Kittens should only be placed in homes where the breeder genuinely believes the new owner will provide a life-long commitment of responsible pet ownership. The breeder breeds with the intention of improving or maintaining the standard of the breed, and not solely for commercial purposes, and is familiar with the current relevant standards.
- The breeder will not knowingly sell any cat/kitten to a commercial cat wholesaler, retail pet dealer or directly or indirectly allow cats/kittens to be given as a prize or donation in a competition of any kind. Cats and kittens will only be relinquished to a shelter as a last resort.
- Female cats under the age of 10 months of age will not usually be mated (unless veterinary advice has been sought).
- Matings should be spaced such that no queen will deliver a litter more than twice in a calendar year.
- No cat, male or female, will be intentionally mated to a cat of a different breed or to a domestic cat unless it is part of a recognized experimental program.
- The breeder will not knowingly misrepresent the characteristics of the breed, nor falsely advertise, or knowingly mislead any person regarding the showing performance of any cat.
- Any kitten that is to be sent interstate or overseas will be a minimum of **14** weeks of age.
- The breeder will not knowingly breed from a cat, male or female, known to exhibit or carry any genetically transmitted trait or defect that may affect the health of the breed. Breeders should be familiar with potential problems within their breed and where possible have their cats tested and remove any carriers from breeding programs.

SALES OF KITTENS

- **Kittens should not go to new homes unless they are: vaccinated, are in general good health and are at least 12 weeks of age**

The kittens should have had at least two vaccinations; generally one at 8 weeks and one at 12 weeks. The Core Vaccination is to protect against Feline Enteritis, Feline Herpesvirus and Feline Calicivirus known as 'F3'. There are now vaccines available for Chlamydomphila, Feline Immunodeficiency virus (FIV or Feline Aids) and Feline Leukaemia Virus.

*Upon the sale of the kitten the breeder will provide the new owner with a current vaccination certificate for that kitten issued and **signed by the veterinary surgeon** who carried out the vaccinations and corresponding health checks.*



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- Breeders are strongly encouraged to consider having kittens desexed prior to sale to a new owner. Consideration should also be given to microchipping the kitten before sale to the new owner.
- ***Breeders should be prepared to give ongoing advice and support to the new owners, not just at the time of sale.***
- **The breeder must provide the new owner with:**
 - **Their contact details in writing, including phone number and email address;**
 - **Written details of all dietary requirements, especially what the kitten is being fed currently; &**
 - **Vaccination certificates (signed by a veterinary surgeon).**

It is good practice to discuss and also provide:

- **Information** on responsible cat ownership, which includes:
Identification; desexing; confining; housing, including info on mental & physical stimulation for the cat; litter box training, integrating with other household pets and common behavioral problems; and any other information that will ensure the cat/kitten fits into its new environment with minimum stress.
- **A sales contract**, which will detail:
 - a statement that the kitten/cat is in good health at the time of sale. If the kitten contracts any illness within 7 days, the breeder will discuss options which may include agreeing to contribute to veterinary bills (breeders may insist on their own vet), or even taking the kitten back;
 - requirement that the kitten be spayed or neutered by five months of age (if not sold already neutered) and not be allowed to produce any offspring (unless a breeding arrangement has been entered into);
 - whether the kitten or cat is being sold as a neutered pet, neutered show cat, or intact breeding cat. (New owners should sign the DESEX form on the registration form).
- **Pedigree:** a properly completed and signed pedigree showing at least 3 generations, colours, and the breeder's name and address (if the kitten is registered the pedigree will form part of the registration);
- FASA & club **membership forms** and other available **information pamphlets** on showing, etc. or direct to the FASA website.
- *The breeder will encourage the purchaser to make contact if he/she has any questions or concerns, and the breeder will respond in a timely manner.*
- The breeder will ensure that the purchaser of a stud male is made fully aware of the care, responsibility and the standard of facilities required to keep an entire male cat.
- The breeder will not knowingly misrepresent the characteristics of the breed nor falsely advertise cats nor mislead any person regarding the health or quality of any cat or kitten.

REGISTRATION

- All litters should be litter registered and all kittens should be individually registered.
- If the individual cat/kitten is to be registered to the new owner, the paperwork should be sent to the Registrar as soon as practicable but within 2 months of sale to a new owner. (Forms are available on the FASA website).
- Registration may be noted on the form as "Breeding" or "Non-Breeding". "Non-Breeding" or "PET" means that the cat is to be desexed and should the cat produce kittens, none of its progeny can be registered. It is the responsibility of the breeder to explain to the new owner the meaning of "Non-



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Breeding" status, and to get the new owner to **sign the agreement on the registration form**. Breeders may also state "Show" or "Not for Showing" on registrations, and must explain the significance to the new owner. Any other agreements are between the two parties and both parties should have written signed copies.

Further enquiries can be directed to the FASA Secretary: secretary@felineassociationsa.com

Refer to the FASA website www.felineassociationsa.com for current contact details and information.



7. CODE OF CONDUCT & REQUIREMENTS FOR JUDGES

A Judge

- shall have satisfactorily completed appropriate training, be competent, personable, and well presented.
- shall possess a sound knowledge of, and be able to apply the breed standards and shall keep informed of new breeds and any changes to existing standards of points.
- represents the association and should at all times promote and uphold the Objects of the association.
- shall have a working knowledge of the Rules and Policies of the association and the CCCA.
- shall at all times act with integrity and fairness.

Conflict of interest

- Judge shall not judge their own exhibit.
- A Judge shall not judge an exhibit which they directly or indirectly, alone or jointly own or lease.
- A Judge shall not judge an exhibit which they directly or indirectly, either alone or jointly with another owned or leased within three months of the date of the Show at which they officiate.
- An exhibit causing or likely to cause this clause to be contravened shall be ineligible to compete in any section of judging in which the Judge concerned is to officiate.
- For the purpose of this section an exhibit will be deemed to be the subject of this section if it is an exhibit in which the Judge or Judge's spouse or partner or siblings or children or parents have or have had a direct or indirect proprietary interest.
- Judges are obliged to advise the purchaser or lessee of any exhibit affected by this section as to the showing restrictions imposed by the above clauses. Failure to do so may be deemed by the Management Committee as misconduct.
- Judges should where possible not travel to shows in a private vehicle with exhibitors who have entered under them for that particular show.

Exhibits

- Judges shall make the welfare of the cat a priority at all times.
- If a cat is unwilling to be handled after a reasonable attempt, it should not be judged.
- The recommended number of exhibits the judges are expected to handle in an assignment is 100.

Show Management

- Judges should not solicit judging assignments.
- Judges should reply promptly to invitations to judge. Once an engagement has been accepted a contract exists between the Judge and the Club concerned which should only be altered by mutual agreement. In the event of a cancellation becoming inevitable, the other party should be notified immediately.
- Judges should not accept invitations to judge open classes at shows if they have judged the same classes at shows in the same catchment area within 3 months. It is the responsibility of the judge to keep an accurate diary to prevent bookings overlapping.

Exhibitors

- Judges should discourage conversation with exhibitors before an assignment or judging of a particular group or class is completed, but should be available at the end of judging to answer questions from exhibitors and members of the public.

Working with Fellow Judges & Stewards

- If undertaking side classes always ask permission to proceed if an open class judge is handling the same cats
- Do not offer unsolicited opinions to fellow judges.
- Judges should play an active role in training stewards & take every opportunity to encourage and inform them.

Judges Licences

- The Management Committee shall have the power to grant, suspend or revoke Judges Licences
- Until otherwise determined by the Management Committee there shall be the following levels of



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Judges Licenses :

- i) **Probationary**
The holder shall be entitled to accept a judging appointment within the state of SA to judge any classes in the Group to which the Probationary License applies.
Probationary Judges may judge to Best Exhibit in Group either alone or by conferring with one or more other Judges but may not officiate on a Supreme All Breeds panel.
 - ii) **Full**
The holder shall be entitled to accept a judging appointment with any recognised Body anywhere in the world.
 - iii) **Tutor**
The holder shall be a Full Judge of the relevant breed group for a minimum of five years and shall be entitled to serve as a member of a Judges Examination Panel.
 - iv) **All Breeds**
The holder shall have attained Full Judge status in each of the three Groups of cat breeds shall be accorded the status of All Breeds Judge.
- The three levels of Judges Licenses are to be separately attained in Longhair and Shorthair Groups of pedigreed cat breeds.

Criteria for Retaining Judge's Licence

To remain on the active **FASA judge's list**, a judge must:

- Be a financial member of FASA
- Be up to date with new or uncommon breeds within the Group for which license is held. If actual exhibits are not available for training sessions and seminars, videos, web site information, and any available literature should be used for training purposes.
- When a new breed within the Group for which the license is held is introduced into FASA, a compulsory seminar or workshop on the new breed must be attended.
- Judge at least 3 times/year either interstate or locally – this can include Domestic classes (unless sufficient reason can be given or leave of absence is requested).
- If leave of absence is requested for 24 months or more, then a judge must judge 2 assignments of kitten and/or neuter classes prior to restoration onto the full FASA Judges Register again.
- Judges transferring to FASA from other control bodies must be able to supply documents verifying all previous judges' qualifications and be accepted by resolution of the Management Committee.
- Judges must notify FASA Secretary of interstate and overseas assignments.

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CCCA Judges list

The holder of a full licence to judge shorthair or longhair breeds, who has completed the minimum training as outlined in the CCCA guidelines (refer: <http://www.ccofa.asn.au/> 'CCCA Judges – Minimum Requirements') and their probationary licence period, is entitled to be included on the CCCA judges list following recommendation from their member body.

Note: FASA as a condition of Membership of CCCA agrees to direct their judges to seek permission before Judging Interstate, as councils do not approve invitations to unrecognised bodies, and CCCA Members must advise their affiliates that they should not forward Judging to Judges affiliated with unrecognised bodies.

Any judge listed on the CCCA judges list who officiates at a show or event conducted by a non-recognised body shall be reported to CCCA for the appropriate action to be taken.



8. GUIDELINES FOR STEWARDS

Required Qualities

- Love of cats & interest in showing.
- Ability to act quietly confident around all cats, not just your own.
- A willingness to steward with all breeds of cats, not just your own breed or group, and for any judge.
- Ability to keep comments confidential. Never repeat comments the judge makes to you whilst judging.

Required knowledge and skills (that you should have acquired by the end of the training course)

- Basic knowledge of cats and cat shows.
- Ability to distinguish breeds, colours, sex, and neutered males.
- Knowledge of the FASA Show Rules and Policies and where to find them.
- Understanding of the paperwork involved in cat shows.
- Basic knowledge of animal welfare and cat behavior.
- A willingness to keep up to date on the introduction of new breeds and any changes to show rules and procedures.
- Understanding of the correct way to hold a cat, particularly in difficult circumstances.
- Understanding of show procedure with respect to judging and stewarding, including, but not limited to:
 - basic behavior required of you, ie confidentiality, quietness, confidence
 - what sprays can be used, where & when
 - how to handle and present cats
 - what different breeds exist and how they require different handling & why (support, extend, stretch)
 - how to approach and handle a difficult cat
 - fractious cats, UTH, UTJ, etc, what circumstances and rules apply
 - what is required of vet stewarding
 - show paperwork, recognizing cross judging, etc.

Basic Behaviour of a steward

- Go about the job quietly and discreetly, do not talk about or make any oblique references to your own cats to any of the judges until all judging is complete.
- Be impartial. Do not show any difference in the way you handle your own cat, a friend's cat, or any other cat.
- Do not talk or laugh loudly whilst judging is in progress.
- Do not make sudden movements or noises close to cats which are out of their cages.
- Do not make unnecessary conversation with the judge. Understand that the judge needs to concentrate and is anxious to finish in a reasonable time. If you have questions, leave them to an appropriate later time.
- Be quietly attentive at all times, concentrate on the job in hand and do not chat to any other people or stewards around or near the table.
- Do not relay any of the judge's words or opinions to anyone.
- Do not leave the ring without permission from the judge.
- Be tactful and courteous to judges, exhibitors and members of the public. Understand that whilst in the position of Steward you represent the association.
- Do not show the judge's slips to anyone en route to the ticket room.
- Do not stand back and let another steward do all of the work. If 2 stewards are handling cats, share the work evenly.
- Never pick up a cat by the scruff of the neck unless it is considered there is no alternative to prevent injury.



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Appropriate dress

- You will require a plain coloured, preferably white, long sleeved jacket & sensible enclosed non-slip footwear.
- Do not wear a cattery badge or any other object which may identify what breed is your interest whilst stewarding.
- Do not wear perfume, as this can be upsetting to some exhibits, particularly stud males.
- Make sure you have a pen & notebook, to keep track of specials.
- Be aware there is a copy of the Show Rules on the FASA table in case of a query by the judge or an exhibitor.
- Do not wear your steward's jacket when benching your own exhibits, particularly if you own stud males.
- Do not wear an excess of jewellery, as this may cause a problem with claws/teeth getting caught, and could be dangerous particularly if you have to get a fractious cat back into a cage quickly.

Before the show

If you wish to steward, advise the Steward Coordinator well before the show that you are available for judge stewarding, vet stewarding or both.

Duties on the Day

Vet stewarding

- Arrive well before the start of vetting in.
- Prepare the table if necessary, with paper towels, disinfectant spray, and wipe down the table prior to the vet starting.
- Be helpful, friendly and courteous to all exhibitors and the vet. Accept the vet's instructions & assist them however required.
- Vet your own cats through first and then leave them to one side to be benched later or by someone else.
- As each exhibitor arrives, collect the vetting slip. The exhibitor will usually take their own cat out, but may require assistance. When all exhibits belonging to that exhibitor have been passed, initial the slip, wipe down the table and spray & dry your hands.
Ensure that you, or one of the stewards, vet or delegated person sights and checks all vaccination certificates for all kittens presented.
- If there is a large number of exhibits, consider asking for an additional steward, one to do slips and one to handle cats.

Judge stewarding

- If you are judge stewarding, arrive early & get your exhibit(s) vetted and benched.
- Stewards have priority in the vetting in queue, but use this privilege with tact.
- Do not put on your stewards coat until after you have benched your cats.
- Report to the Steward Coordinator to get your assignment and go to that area.
- If necessary prepare the judges table (paper towels, disinfectant, rubbish receptacle, clean surface). Make sure there is a spare cage on the floor next to the table if it is open judging.
- Check cages to see that each has a visible number, no cat is too stressed or in need of a tray and you have a clear idea of where breeds/exhibits are so you will be able to direct the judge and find them quickly, as cats will not necessarily be in numerical order.
- Remain close to the area until the judge is ready to start so you do not hold anyone up.
- Make sure you have a list of scratchings.
- If you are working with another steward, sort out prior what order and what jobs the two of you will do.
- Introduce yourself to the judge, particularly if they are not local. Find out how they like to proceed, and how they like the cats presented.



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- Be mindful and concentrate on the job in hand, try to anticipate what will be required to keep things moving.
- When the cat is out of the cage, straighten the covers if necessary. If a cat has the misfortune to make a mess, it is the steward's duty to clean it up and ensure the cat is returned to reasonable comfort.
- When the cat is returned to the cage, it is your responsibility to make sure the cage is securely fastened.
- If the judge requires clarification of rules or standards, you must provide correct information, not your interpretation. If in doubt, refer to the Steward Coordinator or FASA Representative.
- When judging of a class is complete, check to see that no numbers have been missed. Keep a record of specials and check for cross judging.
- Check each slip as it is finished, check all sections have been completed, and the judge has signed each slip. Check for cross judging. Then initial the slip and see that it gets to the runner or recorder as soon as possible.
- If you think there has been a mistake (cat left out, cross judging, etc.), quietly and tactfully bring this to the attention of the judge.
- Do not be overly familiar with the judge. You can have a social conversation after the assignment.
- Accept constructive criticism from the judge, this will help you become a better steward.
- Disinfect your hands and the table after each cat. If the judge is writing, wash the table when they have finished. Make sure disinfectant and towels are always available for the judge. If the judge overlooks washing their hands, politely hand them the spray.
- Do not leave the floor without the permission of the judge.
- When the judge is ready to do specials, you should have a list of numbers in each colour section, so that when Best in Group is being judged, you will know where they are and can ensure that none get left out.
- If you cannot handle a cat, tell the judge. Let them make the decision on whether it can be taken out.
- Stand back, hold the cage open if required, and make no movement or noise. Be ready to close the door quickly if required.
- If a cat is judged 'fractious' or 'Unable to be Handled', or 'Unable to be Judged' arrange for this to be recorded on an incident report form by the Show Manager. Notify the Steward Coordinator and the FASA Rep.
- Your assignment finishes when the judge dismisses you, but remember that you remain on duty for the rest of the day.

After the assignment

- Clear the table, tidy up, clear away used towels and rubbish.
- If another judge is coming into the same ring, ensure the area has been left in a tidy condition.
- If your judge is continuing in another ring, one steward goes to the new ring and puts the awards out of sight and the other escorts the judge to the next assignment after they have had a brief break.
- If it is a lunch break, escort the judge to the lunch area.
- Refer all questions by exhibitors to the judge.
- Be prepared to assist with any other matter throughout the afternoon if called upon by your judge or the show management.
- If at any time you see an exhibit which has messed its cage and the owner is not available, it is your responsibility to clean it up.



9. RULES RELATING TO THE REGISTRATION OF CATS

1. Definitions

- The 'association' means the Feline Association of South Australia (FASA).
- 'Registered' means registered in the Register of FASA unless otherwise stated.
- The term 'cat' includes 'kitten' where kittens are eligible, unless otherwise stated.
- 'Month' means calendar month.
- 'CCCA' is the Coordinating Cat Council of Australia, of which FASA is a member.
- 'Pending' refers only to registrations where the paperwork has been submitted to the Registrar and which are awaiting processing.

2. The Register

- a. The association shall keep and maintain a register of cats.
- b. The association may refuse an application for registration without having to assign a reason.
- c. The person whose name is in the register as the owner of the cat shall be deemed to be the owner.
- d. In the case of a partnership both parties shall be deemed to be co-owners and both signatures shall be required
- e. If a signature of one of the parties is unattainable, a Statutory Declaration, signed before a JP may be accepted.
- f. Forms relating to application for registration, transfer, prefix, etc, can be downloaded from the FASA website or contact the FASA Secretary.
- g. Dual Registration
A cat may be registered in South Australia with both control bodies.
- h. To gain points for FASA Annual Awards a cat must be registered with FASA and the owner a financial member of FASA.

3. Eligibility

- a. A person shall not be entitled to initially register a cat unless they are the breeder of the cat.
- b. Except with the approval of the association, a cat shall not be eligible for registration with FASA unless:
 - it has been litter recorded, and
 - its sire and dam are each registered, and
 - the dam is registered in SA, and
 - the sire is registered with FASA or a body recognised by FASA.
- c. FASA will not accept into its register any cat which is registered with a control body not recognised by CCCA.
- d. FASA will not accept into its register any cat which has been deregistered by a CCCA Member Body.
- e. All CCCA Members will be notified of any cat which is deregistered.

4. Registration Numbers & Names

- a. A unique number shall be allocated to each cat registered with the association.
- b. A cat shall be assigned an identifier upon registration in the register which shall include in the following order:
 - the breeder's registered prefix
 - a name, which must not exceed 25 characters including prefix and spaces between words, numerals cannot be used, and
 - the registered number.
- c. The registered number shall include in the following order
 - 'S' denoting state
 - Year of registration
 - The Register Number allocated to the cat
 - Relevant letter and year of transfer into another state, which is replaced if transferred into more than one different state.



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(For example: Prefix, followed by the cat's name, Registration numbers S12.12345 or if transferred from Vic it would appear V12.12345.S12 and then if then sold into NSW it would change to V12.12345.N13 etc.)

- d. A cat in a particular breed shall not be registered with a name that is the same as, or close to, or likely to mislead, as another cat in the same breed of that name.
- e. Once registered, a name cannot be altered, except in the case of an error or duplication being discovered, in which case the Registrar should notify the FASA Committee of the alteration so that it is recorded in the minutes of a FASA Committee meeting.
- f. If a cat/kitten requires reclassification of colour or pattern after individual registration, it will need to be reclassified by 3 judges qualified to judge the Group in which it belongs and appointed by arrangement. Judges will need to sign a document which shows the cats full name, sex and advising the change of colour from - to -.

5. Designation of breeding or non-breeding

- a. Applications for individual registrations should be marked as 'Entire', 'Show Neuter' or 'Pet Only'.
- b. Registration forms marked by the breeder as 'Entire', means the cat can be bred from and shown; if designated as 'Show Neuter', the cat can be shown but not bred from, unless the breeder gives written permission to rescind this prior to the cat being neutered. Forms marked 'Pet Only' will have 'P' after the number and any litter from this cat will not be able to be registered without written permission of the breeder rescinding the restriction.
- c. Breeders may choose to put other conditions on the sale of a cat and this becomes a contract between the breeder and the new owner, provided it is signed by both parties.

6. Transfers

- a. The transfer of a registered cat to another owner must be accompanied by:
 - the original FASA certificate, and
 - the correct FASA form (available from FASA website) and appropriate fee.
- b. A cat registered with any control body recognized by FASA may only be registered with the association after it has been transferred to the South Australian owner.
- c. The owner of the cat must include with the application:
 - the current registration form
 - a copy of pedigree showing three generations of registration numbers, colours and the breeders signature, and
 - the appropriate fee.
- d. Transfer of registration must be applied for within 30 days of change of ownership. After such time the fee will be doubled.
- e. Cats purchased from within other control bodies must comply with the association's breeding rules before acceptance onto the full register.
- f. A cat must be registered within the body in which the litter is registered before it can be transferred to another Control Body.
- g. The association will not accept onto its register any cat which has not previously been transferred through its original registering body (state).
- h. Cats transferred between CCCA member bodies will retain their original registration numbers followed by the initials of the registering body (eg FASA shows as S + year).
- i. The Registration certificate stamped and initialed by the Registrar acts as a certified pedigree.

7. Litters

- a. Litter registration must be accompanied by a completed stud form, signed by the stud owner, a 4 generation pedigree, which must show colours and registration numbers, and the fee.
- b. Litters must be registered by the age of 6 months. The registrar reserves the right to refuse an application after that time unless a reasonable explanation can be supplied. If accepted, the fee will be doubled.
- c. Individual kittens should be registered by the age of 6 months. After such time, if accepted, the fee will be doubled.



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- d. If a decision is made to register a cat after the age of 12 months, a request must be made to the FASA Management Committee, with an explanation. If accepted, the fee will be doubled.

8. Cattery Prefix

- a. The applicant must be a financial member of FASA.
- b. The applicant must agree to abide by the rules and policies of FASA (as published on FASA website). Particular attention is drawn to Section 4, Responsible Cat Ownership and Section 5, Cat Breeding: Basic Guidelines.
- c. Prefix Application must be one word only, of not more than 12 letters and not contain hyphens or apostrophes.
- d. Six choices of name should be supplied, preferably that are sufficiently different, to save time by preventing having to return the application because it conflicts with a name elsewhere. Bear in mind when making a choice of name that when registering cats or kittens, the total name must not exceed 25 letters including prefix.
The Registrar will then take steps to clear this new name throughout recognized control bodies in Australia, so allow time for the process.
- e. The applicant may not use any of the chosen names until they receive official notification from the FASA Registrar.

9. Experimental & New Breeds

- a. Breeders considering bringing into FASA an as yet unrecognized breed, or new colour, pattern or hair length into a breed for registration should apply to the Management Committee first, with details of background breeding, and known standards, proposed program, etc. This will be considered by the Breeds & Standards Sub Committee and if necessary a breeding program will be established in consultation with the owner, and the Registrar notified.
- b. The FASA Breeds & Standards Sub Committee consists of 2 FASA Committee Members and 2 Senior judges appointed annually. All FASA Judges and Registrars are to be notified of and welcome to attend & contribute to any meetings of this subcommittee.
- c. Experimental kittens shall be registered by the age of 6 months. If accepted after that time, fee will be doubled.
- d. Experimental exhibits must show their "proposed" breed and generation on the application form.

10. Leasing

- a. A lease is a contractual arrangement between the lessee (new 'owner') and the lessor (original owner) for a period of time. During such time for all intents and purposes, the lessee has the rights of ownership of the animal.
- b. The applicant completes the registration form (tick 'lease'), and include:
 - a letter from the current registered owner (lessor) and signed also by the lessee, stating the term of the lease from – and to - and any conditions attached, and
 - copy of pedigree showing colours and registration numbers, and
 - the original registration certificate, and the appropriate fee.

11. Showing

- a. Pedigreed Cats and kittens over 6 months must be registered to be able to be shown.
- b. Only pedigree cats and kittens registered with control councils recognised by FASA may be entered.
- c. Registration numbers must be quoted on the entry form.
- d. 'Number pending' is allowed for pedigree kittens up to 6 months provided the paperwork has been submitted to the appropriate Registrar.
- e. Unregistered pedigreed cats or kittens may not be entered in Companion Cat classes.

12. Copies

- a. Duplicate registrations will be provided only after the registrar is satisfied that the registration had been genuinely lost. Registration forms will be marked "Duplicate Registration – original issued on -/-/-.
b. Fee charged will be double normal fee.

13. Fees

Refer to FASA website for current fees or contact the FASA Secretary.



10. GUIDELINES FOR PURCHASERS OF PEDIGREED CATS

THE Objects of the Association include education of the public. An informed market will help to raise the standard of cat breeding and hence be an asset to improve animal welfare.

Potential purchasers of pedigreed cats/kittens are encouraged to ask the following questions:

- **Is the cattery registered?**
For further information contact the Feline Association for a list of FASA registered Breeders.
- **Can I visit and see the kittens in their own environment with no obligation?**
Shop around. Make it clear you are looking and taking your time. Make the right decision, not an impulse buy which could disappoint you later.
- Does the cattery appear **clean**, with no undue odour (there may be some smell attached where a stud cat is housed)?
- Do all the cats and kittens appear **healthy, happy and active**?
 - There should be no more cats/kittens than what the breeder and their family can effectively care for.
 - Cats/kittens should be raised in an environment that offers them physical and mental stimulation, and **kittens will appear to be well handled and socialised**.
 - Kittens should only be placed in homes where the breeder genuinely believes the new owner will provide a life-long commitment of responsible pet ownership.
 - Have you considered how you will introduce your current pets and children to your new kitten? These are topics that your breeder should be able to help you with.
- **How old will the kitten be when I can have it?**
Kittens should not go to new homes unless they are in good health and are 12 weeks of age.
- **What am I getting for my money?**
Kittens will have had a veterinary health check and be immunized. Some breeders will also include desexing and micro-chipping. All breeders should offer support to new kitten owners. New owners should be sent a registration/pedigree issued by the FASA Registrar.
- **Has the kitten been vaccinated?**
The kitten should have had at least 2 vaccinations; generally one is given at 8 weeks and one at 12 weeks. The Core Vaccination is for Feline Enteritis, Feline Herpesvirus and Feline Calicivirus known as 'F3'.
Other vaccines your vet may suggest could include "F4", which includes protection against Chlamydia. Vaccines also exist for: Feline Immunovirus (FIV or Feline Aids) and Feline Leukaemia Virus (FeLV). Any cat that has access to the outdoors should be vaccinated against FIV.
Upon the sale of the kitten the new owner must be provided with a current vaccination certificate for that kitten issued and signed by the veterinary surgeon who carried out the vaccinations. The breeder should ensure that the 12 week vaccine is given.
- **Will the kitten be desexed before I get it?**
Breeders are encouraged to have their kittens desexed prior to sale to a new owner. Consideration should be given to microchipping the kitten before sale to the new owner.
- **Breeder should be prepared to give ongoing advice and support to the new owners, not just at the time of sale.**

The new owner should be provided with:

- ✚ **Written details of all dietary requirements**, especially what the kitten is being fed currently;
- ✚ **Vaccination certificate**;
- ✚ **Information on:** Responsible pet ownership, which may include:
 - Cat Runs and enclosures and indoor living



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- Cat friendly toys/plants
- Any other information that will ensure the cat/kitten fits into its new environment with minimum stress.
- **What should to new owner expect from their breeder?**
 - If the kitten refuses to settle & rehome. How will the breeder help me?
 - If the kitten is not desexed a requirement that the kitten be spayed or neutered by five months of age should be agreed as part of the registration agreement.
 - Breeding arrangements may be entered into with other registered breeders for breeding purposes.
 - The kitten or cat owner may require some ongoing support, introduction to networks and be able to locate where further advice can be found.
- **Is a Pedigree included?**

The FASA registration papers include a full 4 generation pedigree with the colours of all cats included.
- **Does the breed I am looking at have any genetic problems?**

If so, are these cats tested as free of the problem (if possible to do so)?
All health related problems should be referred to your veterinarian for advice.

The breeder will encourage the purchaser to make contact if he/she has any questions or concerns, and the breeder will respond in a timely manner.



Annex C : Other FASA POLICIES 2014

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11. Privacy Policy

FASA recognises the importance of protecting personal information, which it may be required to collect from individuals.

All personal information collected by FASA to create a membership database will be securely monitored and maintained by FASA. The data will not be made available to a third party, unless it is legally required and verified, without the authority of the individual who provided the personal information.

FASA will make available for inspection all personal information, based on the information supplied by the individual that it holds in relation to an individual provided reasonable notice is given. In the event that any part of the personal information that the individual inspects is determined to be incorrect and requires alteration then FASA will make such alteration in compliance with the corrected advice provided by the individual.

FASA will take all reasonable steps to protect the security of the personal information that it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy. Where information held by FASA is no longer required to be held, and the retention is not required by law, then FASA will destroy such personal information by a secure means.



12. Smoke-Free Policy

FASA is committed to providing a safe and healthy environment for members & volunteers. To meet this duty of care FASA believes it has a responsibility to discourage smoking and therefore all FASA events (shows, meetings, seminars) will be smoke-free.

Smoking will only be permitted in designated areas outside of buildings.

13. Volunteer Policy

Volunteers are recognised as an essential part of our organization, performing many different roles. FASA will endeavour to acknowledge their commitment, their efforts and their dedication.

Volunteer Protection Act (2001)

The intent of this legislation is to provide protection to individual volunteers from personal liability for loss, injury or damage caused as a result of an act or omission on their part while undertaking their volunteering duties on behalf of an incorporated organisation.

The Act does not provide the Volunteer with personal accident cover.

14. Hot Weather Policy

FASA has a duty of care to the health, comfort and welfare of its members and volunteers and animals at exhibitions.

If a show hall is not air-conditioned and the weather forecast at 6.00pm Thursday night on the Bureau of Meteorology website for the Sunday / show day is 32 degrees or over, the show is cancelled.

If the hall is air-conditioned the temperature on the day of the show is irrelevant and the choice resides with the exhibitor.