

## NOVICE PROCEDURES FOR ENTRY CLERKS & MASTER CLERKS

### NOVICE CLASSIFICATION

The NOVICE CLASS is for altered or unaltered “listed” (unregistered) cats, of either sex, altered or unaltered, 8 calendar months old or over on the opening day of the show whose color and breed is CFA registerable as the breed being shown, including longhair Exotics shown as Persians and Oriental Shorthairs shown as Colorpoint Shorthairs (see rule 2.04), and who do not have a temporary registration number. The sire and dam of these cats must be printed in the show catalog. Entries that do not meet this requirement are not eligible for entry. Qualifying rings are awarded in the Novice class. Upon the cat’s registration with CFA, these points will be posted to the cat’s record towards its Champion/Premier title. Cats competing in the Novice class may not go on to compete as Champions/Premiers. Novice class cats are not eligible for National/Regional points and are not included in counts determining the number of cats present in any class. This class is for all licensed shows.

As an alternative to the Novice class, CFA is offering an additional option which allows Novice cats to be competitive and earn and claim additional points beyond the qualifying rings via a Temporary Registration Number (TRN).

The TRN is viewed just as a permanent CFA Registration number. All CFA Show Rules apply, the only difference is that the TRN Cat has a 30 day time period from the first day of the first show entered to compete and earn points.

1. The exhibitor may apply for a Temporary Registration Number (TRN) for his/her cat. The owner must complete the [TRN PDF Form](#) or TRN [Word doc](#), attach a four (4) generation (or less for certain breeds listed in the [Rules for Registration](#)) pedigree from an accepted registering body and a non-refundable application fee of USD \$15.
  - The TRN is good for 30 days from the first show where it is issued. Cats with newly issued TRNs are considered as “Opens” but judged as Champions/Premiers.
  - The exhibitor must enter the cat in the proper competitive category and competitive status.
  - If a TRN open receives enough qualifying rings, it advances to CH/PR and can earn GC/GP points.
  - A TRN cat does not need to advance to CH/PR to earn grand points.
  - GC/GP points and Regional/National points will be posted to the cat only when the permanent registration number is received.

## ENTRY CLERK RESPONSIBILITIES

A block of TRNs will be issued by the CFA show licensing staff member and sent to the **Show Secretary** and **Entry Clerk**.

When an owner of the Novice enters a cat as a Novice in the show and indicates on a [CFA-licensed show entry form](#) that they would like to participate in the TRN Cat Class, the **Entry Clerk** will:

1. Assign the TRN and the cat would be entered as an Open.
2. Enter the cat as an Open, Champion/Premier, Grand Champion/Premier if the cat has an existing TRN.

**Note:** Kittens and AOV's are not eligible for TRN's.

A cat from CFA parents can receive a TRN. To meet this requirement, a certified pedigree would be required for each one of the entry's parents.

The entry clerk shall inform the exhibitor about the process to acquire a TRN and inform the exhibitor about the requirements of:

- Pedigree (as detailed below)
- US \$15 fee
- Completion of TRN application
- The exhibitor must present items 1-3 to the show Master Clerk BEFORE show judging has begun.

If the exhibitor provides the pedigree, US15 fee and/or TRN application to the entry clerk, it is the **Entry Clerk's** responsibility to forward these documents to the **Show Secretary** who, in turn, should give the documentation to the **Master Clerk**. It is NOT required that the exhibitor provide the pedigree, US\$15 fee and TRN application to the entry clerk. If the pedigree/fee/TRN application is NOT received by the **Master Clerk**, the entry will be treated as a "Novice" and will NOT be included in the official show count.

The TRNs assigned to the club have the format of **TRNrymmddaaa** to **TRNrymmddzzz**, where "R" is the region, "Y" is last digit of year, "mm" is the month of the first day of show, "dd" is the day of the first day of show, "aaa" is the starting number of the TRN block and "zzz" is the ending number of the TRN block. Start issuing TRNs with number "aaa" and then assign the next number in sequence until you reach "zzz." TRN's expire 30 days after the issue date.

Only 1 TRN may be issued to any cat; TRN's are NOT renewable.

An exhibitor may provide an existing TRN to the **Entry Clerk**. If the **Entry Clerk** notices that the TRN has expired, s/he may be optionally notify the exhibitor of the fact, however it is the exhibitor's responsibility to ensure validity.

## MASTER CLERK RESPONSIBILITIES

A block of TRNs will be issued by the CFA show licensing staff member and sent to the **Show Secretary** who will make sure that the block is forward to the **Master Clerk**.

The **Master Clerk's** job is to verify that the TRN document/fee/application has been submitted and forward the paperwork to Central Office.

TRN's from previous shows do not require additional paperwork as long as the cat is not entered as a Novice in the catalog.

The **Master Clerk** should make sure that any Novices in the show catalog are listed as Novices in the Judges' Books.

The **Master Clerk** should ensure Novices with TRNs are listed correctly in the judges' books. This may be done by adding Novices to the transfer/absentee sheet.

Central Office will void points from any cat shown with a TRN that is beyond the thirty (30) day limit and remove the cat from the count.

The **Master Clerk** will make sure that:

- A copy of the pedigree
- The CFA TRN Application Form with the new TRN's purchased at the show
- The \$15 processing fee

are clipped together and placed in the CH/PR envelope OR in the show catalog.

## FORMS AND DOCUMENTATION

<http://www.cfa.org/documents/registration-rules.pdf>

<http://cfa.org/documents/forms/registration-via-pedigree.pdf>

<http://www.cfa.org/documents/forms/CFA-TRN-application-form.pdf>

<http://cfa.org/documents/forms/entry-form.pdf>

<http://www.cfa.org/documents/forms/12-13showrules-addendum.pdf>

<http://cfa.org/client/formsindex.aspx>

<http://cfa.org/client/formsmanuals.aspx>

<http://www.cfa.org/documents/NoviceProceduresForEntryClerks.pdf>

