



# THE CAT FANCIERS' ASSOCIATION, INC.®

World's Largest Registry of Pedigreed Cats

## BEFORE THE SHOW

SN	Check Points	Check Box
<b>101</b>	<b>找到赛场经理，确认你在哪一环做记分员</b>	
101	Check with show manager which ring you should be clerking for.	
<b>102</b>	<b>查看赛桌上是否有比赛目录。如果没有，去找总记分员或者赛场经理索取。如果主办方也印了参赛猫的公母表，那么也索取一份。</b>	
102	Check if show catalog is available. If not, request from master clerk/show manager. If there is entry M/F sheet, request one also.	
<b>103</b>	<b>查看赛桌上是否有决赛名次记录表（1/4 A4 纸大小）。如果没有，去找总记分员索取。AB 环需要两张，SP 环需要四张。</b>	
103	Check if preliminary final sheets are available. If not, request them from master clerk. AB ring should have three sheets and SP ring should have six sheets.	
<b>104</b>	<b>检查记分员必须品是否齐备（铅笔，油笔（蓝，黑，红）；可擦除的油笔或者油性铅笔；高光笔，橡皮；涂改液或涂改带；便签；最新的 CFA 比赛规则；记分员表现评价表）</b>	
104	Check if the clerking supplies are ready (Pencils, pens (blue, black and red); erasable pens/grease pencil; Highlighters; Rubber bands; Correction fluid or correction tape; Note pads; Current CFA Show Rules; Clerking Evaluation form)	
<b>105</b>	<b>查看赛桌上是否有赛号牌。如果有，则将赛号牌按顺序排列摆放。</b>	
105	Check if ring cards are ready. If ready, place them in numbering order.	
<b>106</b>	<b>检查赛号牌正反面是否正确。公猫应蓝色面朝上，母猫应粉色面朝上。如果这一步没有事先做到，那么就根据公母表，或者没有公母表的情况，根据比赛目录，逐个检查并摆放正确。</b>	
106	Check if ring cards are shown correct side. Male shows blue side and Female shows pink side. If not done, change the sides as per entry M/F sheet. Or if there is no such sheet, check with catalog.	
<b>107</b>	<b>查看赛桌上是否有消毒水。确保每个赛桌上有两个消毒水喷壶。一个是管家用，另一个是赛环裁判用。</b>	
107	Check if disinfectant is ready. Make sure two sprayers are available. One for steward and the other for judge.	

108	检查消毒水的浓度是否太高。如果消毒水闻起来太刺鼻，那么请建议赛场经理将其浓度降低，这样可以减少公猫在赛场上的应激反应。	
108	Check if disinfectant's concentration is too high. If it smells too strong, advise show manager to make them lighter to ease Male Cat's stress reaction.	
109	查看赛桌上是否有擦手纸巾。如果能有两包擦手纸巾，那就很好了。一包给管家用，另一包给赛环裁判用。	
109	Check if towel paper is available. Good to have two cases of them. One for steward and the other for judge.	
110	查看赛桌上是否有麦克风。如果有，那么检查麦克风的电池余量，并要测试麦克风是否好用。最好从赛场经理那里拿到备用电池，这样可以确保比赛进行中宣读赛号顺利进行。	
110	Check if microphone is ready. If ready, check the battery level and test if it works. Better to request backup batteries from show manager to ensure smooth announcement during the show.	
111	查看赛桌上是否有奖条。如果有，那么根据奖条的内容分别摆在各自的摆里。	
111	Check if show ribbons are available. If available, organize them into different trays by different types.	
112	查看赛桌上是否有决赛奖花。如果有，那么根据每个决赛类型将奖花按顺序摆放在一起。因为奖花上书写英文，所以请着重注意这几个字样，幼猫（Kitten），成猫（Championship）以及冠军（Premiership）。	
112	Check if rosettes are available. If available, organize them into different sections by different final types. Pay attention to the words of Kitten, Championship, Premiership.	
113	查看赛环内是否有用来装用过的擦手纸巾的大垃圾袋。如果有，那么把大垃圾袋用胶带或其他物品结实的固定在裁判的右手边位置。	
113	Check if trash bag for used paper towels is available. If available, place them at judge's right hand position firmly.	
114	检查赛笼是否已经清洁。如果没有，请在比赛正式开始之前清洁赛笼。	
114	Check if cages are cleaned. If not, clean cages before the show starts.	
115	检查赛笼的门是否能安全的自由开关。	
115	Check to ensure that cages open and close easily and securely.	
116	检查每个赛笼之间是否都隔有隔板，确保在赛笼里的猫不能互相看见隔壁的猫。如果赛环的某一侧刚好朝向另一个赛环，那么朝向其他赛环一侧的赛笼，其背面也需要安装不透明的隔板。	
116	Check if all cages are plugged clapboard to ensure entries cannot see each other when they are benched in cages. If there is one side of the ring facing with another ring, the back sides of every cage facing other ring should also be covered by untransparent clapboards.	

117	与管家沟通，在比赛进行中两人的工作如何分配。一般来说，清洁赛笼，摆放赛号，收回赛号，以及随时整理赛号顺序，收回奖条，把奖条摆回原位，这些是管家的工作。但是这仍需要记分员和管家在比赛开始前沟通确认。	
117	Check with steward on how to allocate the jobs during the ring. Normally, cleaning of the cages, putting on ring cards, taking back ring cards and sorting ring cards, taking back and sorting ribbons, are the steward's responsibilities. But need to agree with each other between clerk and steward.	
118	查看赛环是否有比赛签到海报。如果有，请将赛环号，赛环类型，以及裁判的姓名写到海报上。将签到海报贴在赛桌前脸，或者贴在赛环背后的墙上。确保海报清晰，显眼，让参赛猫主可以很容易找到，很容易读懂。	
118	Check if judge's sign is available. If available, write ring's number, ring's type and judge's name on the sign. Place it before judging table or hang it at the back wall of the ring. Ensure it is easy for exhibitors to find and read.	
119	查看是否有比赛赛程表。如果有，请确保裁判和记分员分别有一份。如果赛环只有一份，那么请记分员在自己的笔记本上再誊写一份备用。	
119	Check if show schedule is available. If available, make sure both judge and you have a copy. If there is only one copy, please write one more time on your note book.	
120	查看总记分员是否传来一份改组列表。如果有，请在你的目录上完成表上的改组信息。如果在改组表上，没有写清楚改组后的猫应该置于什么位置，那么请一定要询问赛环裁判，他/她想将此猫置于哪个位置，这样做可以确保记分员的目录上和裁判的表上猫的顺序一致。	
120	Check if there is a transfer list given by master clerk. If there is it, please finish transfer in your catalog. If there is no indication on the transfer list where the transferred entry should be placed, ensure to ask judge where s/he wants to place so as to keep consistent between clerk's catalog and judge's book.	
121	查看是否已经有一份缺席列表。如果有，请确保你在记分员目录上标记清楚，并请赛环裁判在他/她的本子上也标记。	
121	Check if there is a absentee's list already available. If there is it, ensure both judge and you marked on your books respectively.	

## DURING THE SHOW

SN	Check Points	Check Box
201	根据比赛日程表，用洪亮清晰的声音播报上场比赛的赛号。一个人在播报的时候，请务必确保没有其他人同时在播报。请注意，一定不要拿着麦克风大声喊。使用正常的讲话音量就足够了。	
201	As per show schedule, announce entry numbers with loud and clear voice. When you announce, ensure there is no others announcing at the same time. Ensure you don't shout to microphone. Use normal speaking volume to announce is enough.	
202	成年公猫和绝育公猫在赛环上不能紧挨着摆放。所以在摆赛号时第一个赛笼摆放公猫，也就是蓝色号牌。请不要自行决定是否在公猫之间摆放母猫（粉色号牌），请跟裁判商议后再做出决定。	
202	Adult males and neuters must not be benched in adjoining cages, so put the blue cards on the cages first, and ask the judge if females (pink cards) may be placed in the empty cages between the males.	
203	请务必在做记分员工作时保持安静，并高效行事。不要制造任何没必要的噪音。（比如说用铅笔或钢笔敲桌子，用吸管喝饮料发出噪音等）	
203	You function as quietly and efficiently as possible; do not create unnecessary noise (i.e. tapping pencils, pens, rattling ice cubes, etc.).	
204	在做记分员工作时请不要接打电话，不要收发短信，微信等，不要用手机打字!!!	
204	Do not talk or text on cell phone!!!	
205	如果有任何参观猫展的人闲逛走进赛环，记分员应该帮助裁判阻止其进入，已经进入的需请他/她离开。	
205	If there are any spectators wandering into the judging ring, you should help to stop them and request them leave.	
206	记分员要监督管家的工作，当管家需要帮忙而记分员刚好有空时，要帮助管家一起工作，使得比赛不停顿的进行，赛程准时。	
206	You should supervise steward's work, and assist whenever necessary to keep the ring moving and on schedule.	
207	当裁判在赛笼上悬挂奖条时，请按照悬挂的奖条在记分员的目录上填写清楚。你永远不能从裁判的本子上誊抄比赛成绩。	
207	When judge hang the ribbons on cages, write down respective award in clerk's catalog. You should never copy the award from judge's book.	
208	当你所服务的裁判在他/她的赛环因为某一只成猫或幼猫咬人，或因猫执拗而不易评审，或因猫做出威胁裁判的行为，而判这只猫失格时，记分员应通知其他赛环的记分员这一情况。	
208	When the judge in their ring disqualifies any cat/kitten that bites, or behaves in a recalcitrant or threatening manner, you should notify all other ring clerks.	
209	所有未出席的猫和转组的猫，记分员都应该在目录上清晰的用红色笔标注清楚。	
209	You should mark all absentees/transfers clearly in red.	

210	当裁判让某几只或全部猫离场时，要等到猫的主人将猫抱走之后才能把赛号从赛笼上撤下来。	
210	When the judges dismisses cats, do not remove number card until owner has removed cats from cages.	
211	当裁判写完每一张裁判表时，他/她会把具有复写功能的裁判表第一页撕下来递给记分员。记分员此时要与你记的目录进行核对。核对如果发现问题，请务必要与裁判沟通修正，直到没有任何错误时，才能在裁判表的下方签署记分员的名字。	
211	When judge finish each judging sheets, judges will pass their first copy to you. You should check with your catalog and ensure any discrepancy is resolved before you sign your initial on the judging sheets.	
212	当裁判写完他/她们的品种成绩汇总表时，他/她们会把整个品种成绩汇总表交给记分员。记分员也需要与你记的目录进行核对无误后，在每个品种旁边分别签署记分员的名字。	
212	When judges finish their breed summary sheets, they will pass the entire set to you. You should check with your catalog. Resolve any discrepancy before you sign your initials next to any one breed.	
213	当记分员审核无误裁判的表并签名后，记分员应当寻找恰当的时间快速把这些表格提交给总计分员。记分员审核品种成绩汇总表后，也需要提交给总计分员。	
213	After you checking each judging sheet, you should find out convenient time to quickly pass those paper to master clerk. Also after you check the breed summary sheets, you should pass to master clerk.	
214	当裁判把他/她们选入决赛的猫的赛号告诉记分员之后，记分员应首先在赛号牌中找出这些号牌，分别再次确认这些猫的性别和所属组别（CH, GC, PR 还是 GP）。在裁判举行决赛仪式之前，记分员不要将赛号分享给参赛猫主。	
214	Once judge gives the entry numbers of their finals to you. Please first find out these numbers and reconfirm the entry sex and titles (CH, GC, PR or GP). Do not share or make these numbers available to exhibitors before the final.	
215	裁判在举行决赛仪式准备发出奖花之前，记分员请与裁判商议，他/她们想以什么顺序发出这些奖花。尤其是针对成猫决赛环节。因为通常这一环节都有很多公猫或者绝育公猫进入，所以记分员需要完全按照裁判的意图将决赛猫分成小组。有时候可能需要 2 组或者 3 组完成整个决赛仪式，实际情况要看现场每个赛环有多少个赛笼，以及有多少只公猫进入决赛。	
215	Discuss with judge how the judge wants to present the rosettes. Especially for championship finals. Because there often are too many male or neuter cats, ensure you follow the judge's instructions about how to arrange the finals -- in some cases perhaps 2 or 3 sections depending on the number of males and available cages.	

216	当裁判给进入决赛的猫发出奖花时，记分员应将每只猫的赛号，按照得奖名次填入决赛名次记录表中。填写完成后，也要将决赛名次记录表提交给总记分员。	
216	When judge give rosettes for their finaled entries, you should mark correct entry number on your preliminary final sheets. Then pass the preliminary final sheets to master clerk also.	

### *AFTER THE SHOW*

SN	Check Points	Check Box
301	记分员要确保比赛完成之后，在你的记分员评价表上填好你的个人信息和比赛的基本信息。填好后请你服务的裁判填写评价表并签字。请提醒裁判把你的评价表提交给总记分员。	
301	Make sure your evaluation form is filled in yourself and show's basic information. Have them signed by your served judge. And remind judge to hand over the form to master clerk.	
302	如果这是记分员的第五次或者第六次向 CFA 提交记分员评价表，那么不要忘了你的评价表还需要请总计分也填写评价，并签字。请别忘了提醒总计分填写评价这件事。	
302	Make sure, if it's your fifth and sixth evaluations, you should have your evaluation form also evaluated by master clerk. Make sure to talk to master clerk on this case..	
303	最后记分员需要确认裁判的决赛表都从总记分员那里返还给裁判了。然后记分员在你填写的目录本的封皮上写下你的姓名和电子邮箱地址，然后把你的目录本交给裁判。之后记分员才可以离开赛场。	
303	Make sure your served judge has received all of the his/her final sheets giving back from master clerk. Print your name and email address on the front page of the catalog and give it to the judge. Now you can pack and say goodbye to your served judge and go.	