

GCCF Stewarding Scheme – Rules of Procedure

Guild of GCCF Judges and Stewards

1. Aims

- a To train candidates to become successful and confident stewards
- b To provide the opportunity for Trainee Stewards to learn valuable skills from the Judges with whom they work
- c To develop the ability to handle and read the body language of cats of all breeds in a show situation by showing care and sympathy, and displaying each exhibit to its best advantage
- d To gain a thorough knowledge of GCCF rules and procedures especially those relating to shows and show process.
- e To obtain a real understanding of the manner and attributes required to become a successful steward and judge

2. Procedure

- a First-time applicant must join the GCCF Stewarding Scheme through the Guild of GCCF Judges and Stewards (afterwards referred to as the Guild) and complete the requirements of this scheme to become a GCCF Steward. The applicant must be at least 16 years of age or an Advanced Level candidate of the GCCFs Young Exhibitor Scheme aged 13 - 16 for insurance reasons.
- b Completion of the GCCF Stewarding Scheme should ensure that GCCF Stewards have a good knowledge of all sections, can handle unfamiliar cats sympathetically and with confidence and demonstrate that they have a thorough knowledge of show rules and procedures. A qualified GCCF Steward should be capable of providing full details of GCCF procedures, if necessary, when stewarding for an overseas judge.
- c It must be understood that the requirements of the GCCF Stewarding Scheme in no way prevent anyone who so wishes from offering their services as a steward at any Show, purely for the enjoyment of stewarding.
- d Anyone wishing to become a GCCF Steward must make application to the Guild to register into the Stewarding Scheme by completing Form 1 and paying the required fee of £30, which is not refundable. This Application Form will be available to download from the Guild website; the GCCF website, or by post from the Guild Secretary or the GCCF Office.
- e Upon receipt by the Guild of the application form and the required fee, the applicant will receive:
 - Initial year's membership of the Guild of GCCF Judges and Stewards
 - GCCF Notes for Stewards
 - Set of Initial Stewarding Certificates
 - Set of Tablework Certificates
 - Application form to become a GCCF Steward
- f Applicants will become members of the Guild with that initial payment but must maintain their Guild membership throughout their training period.
- g Trainee Stewards will keep a record of their initial stewarding and tablework. The forms will be returned to the Guild on each occasion and within one month of the show where the engagement took place. Failure to do this may result in the certificate being discounted. The Guild will monitor the progress of stewards in the Scheme and provide feedback to candidates. It would be helpful for the candidates to keep copies of all forms to maintain their personal record of progress through the scheme.

- h Each Trainee steward to complete a minimum of two stewarding certificates per section with a variety of judges. Where a section contains multiple breeds, certificates should show evidence of handling of exhibits from each grand group.
Only two certificates from any one Full Judge will count towards this number, except that the Guild may require a further certificate from a particular Judge to establish whether or not the Trainee Steward has acted on advice given.
Each steward to feedback on the breeds encountered e.g. handling; the nuances of a particular breed; an understanding of terminology; steward protocol.
NB Up to two engagements judging non-pedigree cats at a GCCF licensed show may be counted in lieu of stewarding engagements
- Each steward to complete a minimum of two table work certificates from all breed Championship shows.
NB Should the candidate already be a Section or Show Manager, the Table Work certificate requirements to be waived. Evidence in the form of confirmation from a Show Manager required.
- i Trainee stewards should be prepared to listen to and act upon advice and guidance.
- j The Guild, seeking the support of Full Judges shall give tuition, support, advice and assessment for candidates working through the Stewarding Scheme.
- k The Guild will consider the application to be listed as a GCCF Steward and all available information, including the stewarding certificates submitted. If the application is approved the Guild will inform the GCCF Office in order that a GCCF Stewarding Badge and a certificate may be awarded.
- l If the available information, including the stewarding certificates, does not indicate to the Guild that the required standard of stewarding, manner and attributes has been met, the Trainee Steward will be given suitable support and guidance. They will then be required to submit up to five further stewarding certificates with nominated judges before they may reapply.
- m A list of GCCF Stewards will be posted on the Guild and the GCCF websites.