

Invitation of judges

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How to invite a judge?

Always by writing!

Extract from the Show Rules

B.4.1 – Invitation of judges licensed by WCF

Each member of WCF may invite only judges or guest-judges licensed by WCF to its shows, who are listed in the official judges' list of WCF. It is recommended to make a written contract or writing by email.

B.4.2 – Invitation of guest-judges not licensed by WCF

Each member may invite guest-judges not licensed by WCF to its shows in the proportion of two judges or guest-judges licensed by WCF to one guest-judge not licensed.

B.4.3 – If there are only two judges, only judges licensed by WCF are permitted.

In a show with only two judges all judges must be licensed by WCF.

Do not forget that you must list all invited judges in the application for the license.

Extract from Show Rules:

B.2.2 – Content of the application for a license

The application for the license must include the following information: name of the main club and sub-club, address of the main club and sub-club, date of the show (day, month, year), name of the club, location of the show (country and city), exact geographic location, region (valid for Russia, Brazil, USA), continental area or territory, *judges with their country and their qualification*.

B.2.10 – Invitation of judges before the application for a license

Clubs shall invite the judges, before they apply for a show license, and then may forward their application including all required data.

List of judges licensed by WCF

You will find the official judges' list at:

<http://www.wcf-online.de/english/index.htm>

Click in the menu to the left on: *Licensed Judges* resp. *Guest Judges*.

Invitation form

- Invite a judge always by writing!
- Use a form for the invitation!

Example of an invitation form:

See annexe 1.

When do you invite a judge?

You should invite the judge at least 3 months prior to the show. Many judges have invitations already for one year in advance.

Therefore: The earlier you invite a judge, the easier the formalities will be (visa, booking the ticket for the flight or for the train, etc.), and it is more likely that the judge is not occupied.

Vehicle for travelling

Flight

The judge is entitled to receive a ticket for tourist (economy) class.

The judge may buy the ticket by himself, and he may charge the ticket together with his bill for reimbursement.

Or you may buy the ticket for the judge:

- Ask in advance, on which day the judge wants to arrive and on which day he wants to depart.
- It is not possible for every judge to stay away from home for several days, because many of them have a job.
- If possible, buy an electronic ticket – it is faster to do so.

Train

The judge is entitled to receive a 1st class ticket.

Car

- *Inform the judge in advance – together with the invitation -, how much you will pay per km!*
- Send a detailed map where the hotel and the show hall are located!

Transport to the hotel

Inform the judge, how he is picked up from the train station or the airport:

- By shuttle service of the hotel
If the hotel operates a shuttle bus, inform the judge about it.
- By Taxi
- He will be picked up

Have a sign for recognition in your hands (a cat magazine might help here) that the judge is able to find you.

Information, which you should send to the judge

Information about the hotel

- Send a prospect of the hotel to the judge.
- Send him also the phone number and the address of the hotel.
- Add a map, where the hotel is located and how to drive to the hotel.

Important phone numbers

- Your own phone number, where the judge can reach you, when he arrives.
- Mobile phone number, where the judge can call in case of emergency.
- Phone number of the hotel

Information about the show

- Inform the judge, where the show is (with detailed address).
- Add a map, where the show hall is located and how to drive to the show hall.
Some judges, who come by their own car, may come directly to the show hall in the morning.
- Inform the judge, when the show closes on the second day.
Many judges want to depart on this day, because they have to go to their work.

Information, which you shall receive from the judge

- Confirmation that he accepts the invitation
- Travelling vehicle, he will use, and arrival date and time
- Which room he needs
- If he is willing to take a student
- Mobile phone number, where you can reach the judge.
- The judge shall inform the club about his travel expenses before booking.

If you use an invitation form, all that information is already included in this form.

Make a list, when which judge will arrive and depart.

- Thus you ensure the transport to and from the hotel.
- You may send the list with the arrival times also to the judge. For example, several judges may share the same taxi, if they know from each other.

You find an example in annexe 2.

Reservation of the hotel and catering

- Inform the judge, which hotel you have booked.
- Inform the judge, if you plan to rent an apartment for 2 persons that he will share the apartment with another colleague, and ask the judge for his OK.
- Please note, the hotel must be at least a 3-star-hotel.

Reimbursement of the judge

Extract from the Show Rules

B.4.4 – Reimbursement of expenses, catering for judges

The inviting club has to reimburse the invited judges their travel expenses: tickets, costs for fuel in case of travelling by car, lodging (standard single room, not less than 3-stars), if necessary costs for the taxi to and from the airport (to and from the rail station) in the judge's hometown and the city of the show, unless the club will pick up and transfer the judge, and the club has to pay for the food of the judge on Friday, Saturday, Sunday and Monday, if necessary including the breakfast for Monday.

Please note: You have to provide a meal for Sunday evening and the breakfast for Monday, if the judge departs on Monday.

B.4.5 – Reimbursement must be before the Best in Show

The organizing club must reimburse the judge before the Best in Show on the first day, at latest before the Best in Show on the second day. There are no exceptions.
Judges are entitled not to appear to the Best in Show in case the club did not reimburse them in time.

Make a form, which the judge may fill out, and hand out the form already on the 1st day of the show together with the judge's book.

B.4.6 – Currency of reimbursement

All expenses are paid in Euros or in the currency of the judge's home country.

Please note: The main currency is Euros! But the judge may also request the reimbursement in the currency of his own country. So, ask the judge in advance.

Student judges

You have to ask the judge in advance, if he will take a student.
Put this on your invitation form.

A judge make take only 1 student per day.

Extract from the Show Rules:

D.4.1 – Only one student per day

Each judge may have a student judge, *if he agrees, but only one student per day.*

Travel from a country of the EU to the Russian Federation

The invited judge needs a visa.

- Copy of the judge's passport
You, as organizer, need this copy IN ADVANCE (at least 3-4 week in advance) to organize the official invitation and the hotel voucher.

The invited judge must fill out an application for a *tourist visa* and needs the following *documents*:

- A valid passport
- 1-2 passport pictures for the visa application
- Health insurance
- Official invitation of an officially office recognized by the state or of an official travel agency recognized by the state
You, as organizer, must send this invitation to the judge!
- Hotel-voucher
You, as organizer, must send this invitation to the judge!

Website concerning the visa, including a download for the *application form for the tourist visa*:

<http://berlin.rusembassy.org/en/berlin/INDEX.html>
<http://www.visatorussia.com/>

Example of an invitation the club must organize



49, Arkhitekтора Vlasova st., Moscow, 117393, Russia

Tel.: +7(495)7899090, +7(495)7899080
+7(495)1209005, +7(495)1209006

E-mail: info@acase.ru Internet: <http://www.acase.ru>

Fax: +7(495)9133113, +7(495)7558855
+7(495)9139579, +7(495)7558858

ПОДТВЕРЖДЕНИЕ N 1805/07-14749
О приеме иностранного туриста

Кратность визы однократная

Гражданство Austria

Въезд с 27/04/06 Выезд до 02/05/06

Фамилия, Имя	Дата рождения	Номер паспорта
Eveline Preiss Waldsam	03/02/1951	B 03477600

Цель поездки туризм

Маршрут и места размещения г. Москва, г-ца Измайлово Гамма-Дельта

Принимающая организация ООО "АКАДЕМСЕРВИС"

Адрес Москва, ул. Архитектора Власова, 49

Номер регистрации в МИДе 38842

Номер референса в МИДе 1805

Дополнительные сведения _____



Ответственный менеджер
Анна Мокрушева

Дата 14.03.2006

Example of a hotel-voucher, which the club also must organize



14 March 2006

fax 1057571

ACCOMMODATION VOUCHER
Number 07/14749

COMPANY NAME: **ACADEMSERVICE CORPORATION**
 ADDRESS : Arc. Vlasova str., 49, Moscow 117393, Russia
 CITY : Moscow

HOTEL NAME : Izmailovo Gamma-Delta
 ADDRESS : 71 Izmailovskoe highway
 CITY : Russia, Moscow
 PHONE : (095)1664127
 FAX :
 ATTN : Reservation department

HOTEL GUEST NAME : Eveline Preiss Waldsam
 PAX : 1
 COUNTRY : Austria
 ACCOMODATION : TWN
 BREAKFAST : incl.
 ARRIVAL DATE : 27/04/06
 DEPARTURE DATE : 02/05/06
 REFERENCE 1 : 38842-1805

Academservice hereby guarantees payment per room.

Sincerely,

Klimina Maya
 Manager of Incoming Department



49, Arkhitekora Vlasova st., Moscow, 117393, Russia,
 Tel.: (095) 120 9005, 120 9006, Fax: (095) 755 8855
 E-mail: acs@acase.ru; Internet: http://www.acase.ru



Travel from a country of the EU to the Ukraine

Travelling as tourist and entering the country for 90 days is possible without a visa.

Travel from a country of the EU to Belarus

The invited judge needs a visa.

- Copy of the judge's passport
You, as organizer, need this copy IN ADVANCE (at least 3-4 week in advance) to organize the official invitation and the hotel voucher.

The invited judge must fill out an application for a *tourist visa* and needs the following *documents*:

- A valid passport
- 1-2 passport pictures for the visa application
- Health insurance
- Official invitation of an officially office recognized by the state or of an official travel agency recognized by the state
You, as organizer, must send this invitation to the judge!
- Hotel-voucher
You, as organizer, must send this invitation to the judge!

Website concerning the visa, including a download for the *application form for the tourist visa*:

In German:

<http://www.belarus-botschaft.de/de/visainf.htm>

In English:

<http://belembassy.org/uk/visainfo.html>

Example, how the invitation and the hotel-voucher must look like:

See at Russian Federation.

	INVITATION OF JUDGE / RICHTEREINLADUNG	
Please return to: Bitte zurück an:	Name of club / Name des Klubs Address / Adresse Tel.: Fax: E-Mail:	Logo of the club Logo des Klubs
Name/First name Name/Vorname		
Street/ Straße		
ZIP and city/PLZ und Ort		
Tel. und Mobil-Tel.		
Fax		
E-Mail		

Hereby I confirm the invitation to the following international/national cat show
Hiermit bestätige ich den Erhalt der Einladung zur Internationalen/Nationalen Rassekatzenausstellung

Date / Datum	
Place / Ort	

Date of arrival / Anreisetag	Date of departure / Abreisetag	I can't come / Ich komme nicht

I come by / Ich komme mit	<input type="checkbox"/> Car / PKW	<input type="checkbox"/> Train / Bahn	<input type="checkbox"/> Plane / Flugzeug
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We assume that you will choose a transport of good value.
Before final booking of the flight, please inform us about the arrival and departure time, and also about the flight numbers. Please book your flight, when you've received the OK from us.
Wir gehen davon aus, dass Sie bei der Wahl des Transportmittels die preiswerteste Alternative wählen.
Vor der Buchung von Flügen informieren Sie uns bitte über Ihre Ankunfts- und Abflugzeit. Bitte buchen Sie erst, wenn Sie von uns das OK haben.

When you come by car, we will pay per km. We also will pay the tolls, when necessary.
We include a map containing the kilometers, which might be of some help for the calculation of your costs.
Wenn Sie mit dem PKW anreisen, zahlen wir pro km. Wir zahlen auch die verauslagten Autobahngebühren.
Die Kilometerangabe im beigefügten Plan dient als Anhaltspunkt für ihre Kostenabrechnung.

I need a / Ich benötige ein	<input type="checkbox"/> Single room / Einzelzimmer	<input type="checkbox"/> Double room / Doppelzimmer	<input type="checkbox"/> Smoking / Raucher
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We kindly want to inform you, that we do not reimburse telephone cost, TV-costs, mini-bar, costs for room and food of your travel companion.
Reservation of the room is made by our club.
Optionally: We pay 25,00 Euro per day for costs without bill, such as food during the travel, etc.
Wir wollen Sie höflich informieren, dass wir Telefongebühren, TV-Kosten, Minibar, oder Übernachtungs- und Verpflegungskosten ihrer Reisebegleitung nicht erstatten.
Zimmerreservierungen werden von uns vorgenommen.
Optional: Wir zahlen 25,00 Euro pro Tag für nicht belegbare Kosten, wie Verpflegung für die Reise, etc.

I'm licensed to judge the following breeds and colours:
Ich bin lizenziert, folgende Rassen und Farben zu richten:

Longhair / Langhaar	Only / nur	<input type="checkbox"/>	All / alle
Semi-longhair / Halblanghaar	Only / nur	<input type="checkbox"/>	All / alle
Shorthair / Kurzhaar	Only / nur	<input type="checkbox"/>	All / alle
Siamese/Oriental Shorthair / Siam/OKH	Only / nur	<input type="checkbox"/>	All / alle

I'm willing to take a student. Ich nehme einen Richterschüler an.	<input type="checkbox"/> Yes / Ja	<input type="checkbox"/> No / Nein
--	-----------------------------------	------------------------------------

Date / Datum

Signature / Unterschrift

Date / Datum

Your signature / Ihre Unterschrift

Judge / Richter	ARRIVAL Date / ANKUNFTS-Datum	Time / Zeit	Airport / Flughafen	Railway / Bahnhof	Car / PKW	Flight No. / Flugnummer	Terminal	Abholer
Mrs. Hackmann Anneliese	13.12.2008	16:30	Sheremetyevo			LH 12345	2	Soltanovich
Mrs. Preiss Eveline	13.12.2008	17:30	Sheremetyevo			GX 02345	1	Soltanovich
Mr. Huber Friedrich	13.12.2008	21:40		Belorusskij Woksal				Taxi
Mrs. Müller Anna	14.12.2008	22:00			X			---

Judge / Richter	DEPARTURE Date / ABREISE-Datum	Time / Zeit	Airport / Flughafen	Railway / Bahnhof	Car / PKW	Flight No. / Flugnummer	Terminal	Abholer
Mrs. Hackmann Anneliese								
Mrs. Preiss Eveline								
Mr. Huber Friedrich								
Mrs. Müller Anna								

Sort the table after date and time.