

RULES FOR REGISTRARS AND PEDIGREE SECRETARIES

(January 2021)

1 Registrar & Deputy Registrar

1.1 Registrar

- 1.1.1 The Registrar shall have full responsibility for the Felis Britannica Pedigree Book.
- 1.1.2 The Registrar shall be responsible for training the Deputy Registrar.
- 1.1.3 The Registrar shall be responsible for maintaining the Procedures for Club Pedigree Secretaries.
- 1.1.4 In the event of disputes regarding registrations, the decision of the Registrar shall be final.
- 1.1.5 The Registrar will send to the FB Treasurer a summary of applications processed by each club on a quarterly basis, or when requested to do so by the Treasurer.

1.2 Deputy Registrar

- 1.2.1 At least one Deputy Registrar will be appointed who could process registrations data and issue pedigrees in the case of an emergency or incapacitation of the Registrar.
- 1.2.2 The Deputy Registrar must be capable of handling the duties of the Registrar in case of emergency or incapacitation of the Registrar.
- 1.2.3 The Deputy Registrar will be required to assist in the training of Club Pedigree Secretaries.
- 1.2.4 The Deputy Registrar will automatically be a member of the Breeding, Health & Welfare Commission.

2 Registration Backup Procedures

2.1 Software and Data

- 2.1.1 Registration data must be regularly backed up and a placed in Cloud storage.
- 2.1.2 At least one copy of the pedigree software programme including all associated scripts, subroutines and source codes will be placed in safe keeping independently of the Registrar.

- 2.1.3 If required, at minimum 6 month intervals, a copy of the Felis Britannica registration data will be sent to the FIFe Secretariat, in the format specified by FIFe.
- 2.1.4 The Registrar will update the online pedigree checkers registration database at least every 28 days.

3 Registrations Licenses, Training and Appointments

3.1 *Club Pedigree Secretaries*

- 3.1.1 Club Pedigree Secretaries will be appointed by the relevant club and must be a full member of that club.
- 3.1.2 Training material will be provided on an ad-hoc basis by the Registrar, Deputy Registrar and by other competent persons appointed by the Breeding, Health & Welfare Commission, as necessary.
- 3.1.3 A copy of the Procedures for Club Pedigree Secretaries will be provided to each candidate by the Felis Britannica Registrar.
- 3.1.4 Club Pedigree Secretaries must fulfil the following criteria:
- a) Willing and able to process the paperwork quickly and efficiently.
 - b) Must have read and be able to demonstrate understanding of the Felis Britannica Procedures for Club Pedigree Secretaries.
 - c) Applicants will be expected to have a sufficient knowledge of the FIFe and Felis Britannica registration rules and the EMS codes, with or without referring to the written rules.
 - d) Must be able to demonstrate the ability to reference a relevant section or subsection of the written rules or the EMS codes quickly.
 - e) Applicants will be required to be fully competent in the use of computers and the use of the online registrations database for the checking of registration applications.
 - f) Must have a good knowledge of the breeds recognised by FIFe including new breeds and varieties.
 - g) Must have a good knowledge of colour and breed genetics and be able to demonstrate the ability to check the genotypes of kittens against their parents and ancestors.
 - h) Must be willing and able to deal with registration enquiries from their club members.
- 3.1.5 Each club will be responsible for selecting and appointing their own pedigree secretary, from suitable candidates.
- 3.1.6 Annual Registrations Licensing fees will be set by the Felis Britannica Executive Committee.
- 3.1.7 A qualified Club Pedigree Secretary will be expected to assist in the training of other members of their club to act in their stead in the event of emergency or incapacitation.