

NEWCASTLE BUDGERIGAR CLUB INC

SUPPLEMENTARY RULES

1. DEFINITIONS

- 1.1. "Club" means the Newcastle Budgerigar Club Inc.
- 1.2. "Constitution" means the Newcastle Budgerigar Club Inc. Constitution.
- 1.3. "Committee" means the Committee (as defined in clauses 13 & 14 of the Constitution) of the Club.
- 1.4. "Committee Group" means the combined Committee and Operations Sub-Committee, as defined in Rules 2.1 and 2.3.
- 1.5. "Supplementary Rules" means the Supplementary Rules drafted by the Committee Group of the Club. (This document)
- 1.6. "Show Sub-Committee" means the sub-committee appointed under clause 23 of the Constitution and as described in Rule 2 of the Show Rules.
- 1.7. "Show Rules" means Show Rules drafted by the Show Sub-Committee of the Club.

2. COMMITTEE AND SUB-COMMITTEES

- 2.1. The Operations Sub-Committee shall consist of the Membership Registrar, Ring Registrar, Service Section Secretary/Treasurer, Public Officer, Librarian, Editor, Trustees (2), Show Secretary, Assistant Show Secretary, Show Manager, Chief Stewards (maximum of 3), Canteen Manager, Publicity Officer/Programme Director, Ordinary Officers (no fixed number) and any other persons appointed by the Committee under clause 23 of the Constitution.
- 2.2. The Operations Sub-Committee members shall be elected using the procedures of clause 15 of the Constitution.
- 2.3. The Operations Sub-Committee shall meet in conjunction with the Committee as the combined "Committee Group" at Committee Meetings at specified times. Operations Sub-Committee members shall have the same full and equal participation and voting rights as the Committee at Committee Meetings (subject to the requirements of clause 23 of the Constitution).
- 2.4. Guests may be invited to attend Committee meetings at the discretion of the Committee Group, but may not participate unless specifically requested by the Committee Group and such guests shall have no voting rights.
- 2.5. The "Committee Group Duty Guidelines" containing position descriptions and duties are provided in Appendix 1 of the Supplementary Rules. These guidelines do not replace any requirements of Part III of the Constitution.
- 2.6. The Secretary shall keep custody of minutes books and correspondence records on behalf of the Public Officer.
- 2.7. The Treasurer shall keep custody of bank books and all financial records on behalf of the Public Officer.
- 2.8. The Membership Registrar shall maintain a register of members (as per clause 7 of the Constitution) on behalf of the Secretary and the Public Officer. The Membership Registrar shall provide a current copy of the register of members to the Secretary and the Public Officer.

3. MEMBERSHIP

- 3.1. Each individual member shall be allocated a membership type from the following list:-
 - i. Senior means a member aged 17 years and over.
 - ii. Junior means a member aged under 17 years.
 - iii. Pensioner means a member receiving a government pension.
 - iv. Partnership means two or more members aged 17 years and over not residing together.
 - v. Joint Junior means two or more members aged under 17 years residing together.
 - vi. Junior Partnership means two or more members aged under 17 years not residing together.
 - vii. Family means two or more members of a family residing together.
- 3.2. The Club may accord Honorary Membership or Life Membership to any person or persons who, in the opinion of the Club, is worthy of such recognition, as outlined in Rules 3.3, 3.4, 3.5 and 3.6 of the Supplementary Rules.
- 3.3. Any proposed and seconded nomination for Life Membership shall be in the hands of the Secretary not later than 1st May for consideration by the Committee Group. Nominations shall be published in the June "Bulletin" and any member may lodge an objection in writing to the nomination. Such objection must be in the hands of the Secretary by the 1st of July. After considering all objections, the Committee Group shall select from those nominated, no more than two persons whom they recommend as deserving Life Membership. This recommendation will be put to the Annual General Meeting and a secret ballot will be held to decide whether or not the recommended candidate shall be elected to Life Membership.
- 3.4. Criteria for eligibility for Life Membership shall be:-
 - i. Nominees must have been an "active Club member" for a continuous period of 10 years, AND/OR
 - ii. Nominees must be deemed to have carried out activities beneficial to the Club for a sustained period as determined by the Committee Group.
(For the purposes of this Rule an "active Club member" is one who has :-
 - a) Shown birds to the benefit of him/herself and the Club for at least 7 of the 10 years continuous membership, AND/OR
 - b) Been an active Committee Group member of the Club for at least 6 of the 10 years continuous membership)
- 3.5. At any General Meeting, a member may give notice of motion that they will be nominating a person for Honorary Membership of the Club at the next General Meeting. Such notice of motion will specify the name of the person nominated, the period of the proposed honorary membership and the reason for the nomination. The members present at the meeting at which the motion on notice is put will decide by secret ballot whether or not the nominee shall be elected to Honorary Membership for the specified period.
- 3.6. The Committee Group may accord Honorary Membership to a worthy person for a maximum period of one year.
- 3.7. For the purposes of clause 8 of the Constitution, Life Members and Honorary Members shall have their joining fees and annual membership fees paid by the Club.
- 3.8. Any member joining the Club between 1st January and 30th June shall, on payment of the joining fee and annual subscription, be deemed financial for the remainder of that current membership year plus the entire following membership year.
- 3.9. Members having a membership type of Partnership, Joint Junior, Junior Partnership and Family shall have the same rights and privileges as individual members except that they will receive only a single copy per residence (maximum of two copies total) of the

Bulletin.

- 3.10. Any member whose annual subscription is one month in arrears shall be advised of such arrears. If subscriptions are not paid within the time period specified in clause 4(d) of the Constitution, that person ceases to be a member of the Club and will be required to pay the specified joining fee plus the annual subscription fee before rejoining the Club.

4. BIRD SALES

- 4.1. Members may offer birds for sale at any General Meeting. Such birds do not incur any sale commissions to the Club unless stated otherwise.
- 4.2. Members, exhibitors and other invited persons may sell birds at Club events other than General Meetings only where notice of such permission is given by the Committee Group. All sales (including auction sales) at such events shall be subject to a commission rate to the Club of 10 percent of the sale price unless stated otherwise.
- 4.3. Bird sellers who sell at Club events must be a member of the Club or must be a member of an insured club affiliated with the Canary and Cage Bird Federation of Australia Inc (CCBFA). Trade sellers must have their own business/public liability insurance and must produce a current copy to the Club prior to the sale. Payment of the current full membership fee or confirmation of current membership of an insured club affiliated with the CCBFA is required.
- 4.4. All bird sales shall be covered by the current CCBFA Code of Practice and any additional Club addendums as noted in Appendix 2 of the Supplementary Rules.

5. SHOWS

- 5.1. Heat Policy - The Show Sub-Committee or Committee may decide to cancel a show or other event if the venue temperature forecast publicly available on the Bureau of Meteorology website is greater than 36 degrees C.
- 5.2. For compatibility with BSNSW show statuses, Club show statuses of Novice and Beginner and Junior shall be deemed to be equivalent to subsets of the single BSNSW Novice status. At major Club shows where Novice status points can be accumulated (as detailed in Rule 16.7 of the Show Rules) Novice, Beginner and Junior winners may compete for "Novice Overall" awards for compatibility with BSNSW Novice status points. (Club Novice classes may be renamed as "Novice Amateur" classes at such shows).
- 5.3. Entry fees for Junior exhibitors at major Club shows will be free.
- 5.4. Table Shows
- 5.4.1. Club members only may exhibit at Club Table Shows.
- 5.4.2. Entry fees for Table Shows will be free.
- 5.4.3. Table Show exhibits shall be Juvenile or Young Birds only.
- 5.4.4. The Table Show schedule shall cater for 3 sections:- 1) Advanced (i.e. Open and Intermediate status combined), 2) Novice and 3) Beginner and Junior combined. End of competition major awards will be allocated to the highest pointscorer of each section and for the highest pointscorer for each variety.
- 5.4.5. Table show points shall be awarded in each class as 1st place, 3 points progressively down to 3rd place, 1 point. An additional 5 points are awarded to the Feature Variety winner at each show. Best bird of show 5 points, Best Advanced 5 points, Best Novice 5 points, Best Beginner or Junior 5 points.
- 5.4.6. Members may exhibit a maximum of 3 birds per class at Table Shows.
- 5.5. Joe Wilmott Memorial Exhibitor of the Year Competition (JWMEOYC)
- 5.5.1. The JWMEOYC will be run each season on a pointscore basis involving the following Club events:-
- i. Table Shows
 - a) All points allocated from table show pointscore.
 - ii. Young Bird Show
 - a) 1 point per 5 birds entered
 - b) 3 points 1st placing, 2 points 2nd placing, 1 point 3rd placing
 - c) Special awards 5 points
 - d) Best in variety 10 points
 - e) Best in status 15 points
 - f) Grand champion 20 points
 - g) Reserve champion (or alternatively champion opposite sex) 15 points
 - iii. Annual Show
 - a) 1 point per 5 birds entered
 - b) 3 points 1st placing, 2 points 2nd placing, 1 point 3rd placing
 - c) Special awards 5 points
 - d) Best in variety 10 points
 - e) Best in status 15 points
 - f) Grand champion 20 points
 - g) Reserve champion (or alternatively champion opposite sex) 15 points
 - iv. State Team Challenge Competition (as part of the Club team)
 - a) 1 point per bird submitted for selection
 - b) 2 points per bird selected in Club team
 - c) 1st place 15 points
 - d) 2nd place 10 points
 - e) 3rd place 5 points
 - v. National Show (as part of the NSW team from the Club team)
 - a) 1st place 40 points
 - b) 2nd place 30 points
 - c) 3rd place 20 points
- 5.5.2. The JWMEOYC shall have awards for the highest overall pointscorer.

6. **GENERAL**

- 6.1. The winner of the annual “Kath Williamson Services to the Club Award” shall be determined by a sub-committee comprising of the President and the previous winner.
- 6.2. Club closed aluminium rings may be purchased only by financial members and honorary members of the Club. Rings are not directly transferrable to other members.

7. **ALTERATIONS TO SUPPLEMENTARY RULES**

- 7.1. The Supplementary Rules may be altered, rescinded or added to by the Committee Group.
- 7.2. These Supplementary Rules shall become effective from 13 November 2019 and shall rescind all previous Supplementary Rules.

Appendix 1
Newcastle Budgerigar Club Office Bearer Guidelines

PRESIDENT

Position Description

The PRESIDENT shall preside at all meetings of the club, maintaining proper control, acting in the best interests of the club and maintaining an impartial attitude in all discussions.

Checklist of Duties

- Attend Committee meetings as part of the Committee (consisting of President, Vice President, Treasurer, Secretary and 3 Ordinary Members)
- Chair General meetings
- Chair Committee meetings
- Act as official face of the club to external bodies and/or delegate such tasks to appropriate Office Bearers
- Participate in selection of “Kath Williamson Service to Club” award
- Prepare President’s Annual report for Annual General Meeting (July)
- Ensure chairman signs meeting minutes.

VICE PRESIDENT

Position Description

The VICE-PRESIDENT shall attend the meetings of the club and take over the duties of the President in his/her absence.

Checklist of Duties

- Attend Committee meetings as part of the Committee (consisting of President, Vice President, Treasurer, Secretary and 3 Ordinary Members)
- In the absence of the President, take over as acting President.

TREASURER

Position Description

The TREASURER is to ensure that all money due to the club is collected and received and that all payments authorised by the club are made. The Treasurer is to ensure that correct books and accounts are kept showing financial affairs of the club including full details of all receipts and expenditure connected with the activities of the club.

Checklist of Duties

- Attend Committee meetings as part of the Committee (consisting of President, Vice President, Treasurer, Secretary and 3 Ordinary Members)
- Maintain the club’s general account
- Maintain the club’s term deposit account
- Oversee all cash floats
- Oversee accounts of Service Section
- Oversee accounts of Show Secretary
- Oversee accounts of Canteen
- Oversee accounts of Raffles
- Oversee accounts of Sales/Auctions
- Prepare monthly summary statement for Committee meetings
- Organise passing for payment all bills/invoices.
- Pay all bill/invoices.
- Receive all payments/donations/funds for the club
- Pay Liability insurance
- Pay BSNSW State Challenge fee
- Pay BSNSW Affiliation fee
- Prepare Annual Report for Annual General Meeting (July)
- Keep custody of bank books and all financial records on behalf of the Public Officer.

SECRETARY

Position Description

The SECRETARY shall issue notices of, and attend, all meetings of the club and the Committee; receive, keep and attend to all correspondence; receive and maintain the minutes of club meetings; pay all monies received into the hands of the Treasurer as required; and carry out all other secretarial duties.

Checklist of Duties

- Attend Committee meetings as part of the Committee (consisting of President, Vice President, Treasurer, Secretary and 3 Ordinary Members)
- Prepare and maintain minutes of General Meetings
- Prepare and maintain minutes of Committee Meetings
- Keep list of appointed office bearers
- Keep list of names of Committee Group members present at meetings
- Receive correspondence

- Prepare and send correspondence.
- Arrange distribution of correspondence/notices to members as required.
- Arrange booking of venue for Young Bird Show
- Arrange booking of venue for Annual Show
- Arrange booking of venue for General meetings
- Arrange booking of venue for Committee meetings
- Ensure appropriate official notices are published in Bulletin.
- Ensure the Membership Registrar keeps and maintains the register of membership on behalf of the Secretary.
- Obtain a copy of the membership register from the Membership Registrar.
- Advise BSNSW of major show results
- Keep custody of Minutes books and correspondence records on behalf of the Public Officer.

COMMITTEE ORDINARY MEMBERS (3)

Position Description

COMMITTEE ORDINARY MEMBERS shall regularly attend and participate in the running of the club at Committee meetings and forming an integral part of the seven member Committee required by the Constitution.

Checklist of Duties

- Attend Committee meetings as part of the Committee (consisting of President, Vice President, Treasurer, Secretary and 3 Ordinary Members)
- Participate in the active control and management of club through its Committee..
- Perform tasks as directed by the Committee as required

MEMBERSHIP REGISTRAR

Position Description

The MEMBERSHIP REGISTRAR shall keep a list of all members of the club (on behalf of the Secretary and Public Officer) specifying the name, address (postal and residential), email address and date of joining of each member.

Checklist of Duties

- Keep and maintain the register of members.
- Pass membership fees to the Treasurer
- Provide a summary list of newly joined members to the Secretary for inclusion in the minutes of each Committee and General meeting.
- Provide the register of members and/or appropriate updated mailing lists to the Editor before each Bulletin publishing date.
- Provide updated list of members to the Secretary
- Provide updated list of members to Public Officer.

RING REGISTRAR

Position Description

The RING REGISTRAR shall obtain and issue all rings of the Club, keep a true and accurate record of all rings issued and pass all monies received to the Treasurer.

Checklist of Duties

- Keep and maintain records of all closed rings allocated to members.
- Order annual uncoded closed rings from BSNSW
- Order annual coded closed rings from BSNSW
- Order top-up coded and uncoded closed rings from BSNSW as required.
- Pass ring sale money received to Treasurer
- Issue receipt and/or ring card to members
- Order split rings as required
- Maintain stock of all rings at appropriate levels.
- Ensure closed rings are not issued before official ring issue date.
- Buy back closed rings during stock shortfall periods.
- Prepare stocktake of all rings and financial records for Treasurer's Annual Report. (July)

SERVICE SECTION SECRETARY/TREASURER

Position Description

The SERVICES SECTION SECRETARY/TREASURER shall manage the Services Section of the club and report to the Committee Group at each Committee Meeting, handle all money in connection with the Services Section and account for same, transfer to the General Account of the Club all money in excess of the working balance which is approved by the Committee Group and conduct an annual stocktake of Services Section items to allow these assets of the Club to be taken into account by the Treasurer in his/her Annual Report.

Checklist of Duties

- Keep and maintain Service Section stock on hand
- Order stock as required
- Pass invoices for payment to Treasurer
- Sell stock at club General Meetings
- Sell stock at Young Bird Show.

- Sell stock at Annual Show
- Sell stock at other events/locations as directed by the Committee Group
- Report sales and profit/loss at Committee meetings as required.
- Prepare stocktake and financial records for Treasurer's Annual Report (July)
- Set stock pricing in line with Committee Group guidelines

PUBLIC OFFICER

Position Description

The PUBLIC OFFICER shall act as the official contact for the club, including taking delivery of documents served on the club and bringing them to the attention of the Committee as soon as practicable. The Public Officer's physical address shall be the club's official address.

Checklist of Duties

- Notify NSW Fair Trading of any change in the club's official address within 28 days.
- Collect all club documents from former Committee members and deliver the documents to the new Committee member.
- Returning all club documents to a Committee member within 14 days, upon vacating office.
- Keep custody of any documents (including controlling the delegation of custody of any documents) as required by the Constitution and Supplementary Rules.
- Provide annual notification to NSW Fair Trading.
- Act as signatory on club official documents as required.
- Liaise with NSW Fair Trading as required.

LIBRARIAN

Position Description

The LIBRARIAN shall obtain items (i.e. books, videos and similar material) suitable for inclusion in the club's library, keep a record of all items loaned, maintain the items in good order and condition and administer the club's library as directed by the Committee Group.

Checklist of Duties

- Store and maintain the club's library items.
- Recommend to the Committee Group additional items for the library.
- Bring an appropriate selection of items for borrowing by members to the each General Meeting.
- Record member's name and date of borrowing of each item
- Record return of item by each member.

EDITOR

Position Description

The EDITOR shall be responsible for organising and editing the content of the Bulletin and arranging its preparation, printing and distribution.

Checklist of Duties

- Ensure that the Bulletin is provided to each member by the 1st of February, April, June, August, October and December.
- Source suitable articles for publication.
- Source suitable advertising for publication.
- Ensure major club contacts/Office bearers are included in each Bulletin.
- Ensure relevant club notices as required are included in each Bulletin
- Ensure Service Section information is included in each Bulletin.
- Ensure Ring Order form is included in each Bulletin.
- Ensure Membership Application form is included in each Bulletin.
- Ensure relevant major show results are included in Bulletin.
- Ensure relevant Table Show results are included in Bulletin.
- Ensure sponsors/advertisers information up to date and included.
- Advertise State Team Challenge in April Bulletin.
- Ensure Table Show rules are included in August Bulletin.
- Ensure Life Member nominations are included in June Bulletin
- Ensure Committee Group nomination forms are included in June Bulletin
- Ensure Annual reports appear in Bulletin
- Pass any advertising money to the Treasurer
- Pass all invoices to Treasurer for Payment.
- Maintain a cash float as determined by the Committee Group
- Assist in preparation of Show Schedules as directed by the Committee Group
- Assist in preparation of Auction Catalogues as directed by the Committee Group
- Arrange printing of Show Schedules
- Arrange printing of Auction Catalogues
- Distribute each Bulletin.
- Distribute Show Schedules to members and other clubs (Feb/June)
- Distribute Auction Catalogues to members and other clubs (Aug)

TRUSTEES (2)

Position Description

The TRUSTEES shall be responsible for the safe custody of all the property of the Club. They shall maintain a register of the Club's property including its condition and whereabouts and approximate value.

Checklist of Duties

- Retain a register of club major assets
- Record additional major assets acquired as required.
- Remove redundant assets as required.
- Update changed location of assets as required
- Ensure club assets are included in Treasurer's Report (July)

SHOW SECRETARY

Position Description

The SHOW SECRETARY shall attend to all secretarial matters related to shows held by the club or related to the Club's participation in shows or competitions conducted by other Clubs or Societies, assist with the formulation of all schedules, order and maintain all trophies required for shows, keep and maintain accurate records of all show exhibits and exhibitors' status. All monies received by the Show Secretary are to be paid into the General account.

Checklist of Duties

- Receive and record show entries
- Assist in preparation of show schedules
- Acquire or assist in acquiring Annual Show trophies/prizes
- Acquire or assist in acquiring Young Bird Show trophies/prizes
- Acquire Table Show trophies/prizes
- Produce show placecards/diplomas etc as required
- Issue Prize Vouchers as required
- Maintain Table show pointcores
- Maintain Joe Wilmott pointcores
- Record and provide the club's State Challenge Team to the BSNSW (May/June)
- Maintain a record of members' show status.
- Receive show entry fees
- Pay all money received to General account.
- Provide a financial summary of Table Show income to the Committee meeting as required.

ASSISTANT SHOW SECRETARY

Position Description

The ASSISTANT SHOW SECRETARY shall assist the Show Secretary in all matters pertaining to shows conducted by the Club

Checklist of Duties

- Receive and record show entries
- Produce show placecards/diplomas etc as required
- Issue Prize Vouchers as required
- Assist Show Secretary as required.
- In the absence of Show Secretary become the acting Show Secretary

SHOW MANAGER

Position Description

The SHOW MANAGER shall organise all shows conducted by the Club as directed by the Committee Group.

Checklist of Duties

- Delegate tasks to Show Sub-Committee members as required.
- Ensure show schedule is produced and distributed.
- Ensure show schedule is entered into show computer program.
- Ensure show venue is booked by Secretary
- Ensure catering is organised by Canteen Manager
- Ensure judges are invited
- Ensure judges have copy of show schedule
- Arrange staging transport
- Engage sufficient Chief Stewards and stewards
- Ensure trophies/prizes/raffles have been acquired
- Arrange return of perpetual trophies and engraving
- Arrange collection and return of venue key.
- Ensure cleaning utensils are available for venue clean-up.
- Ensure club computer is working and available for show use
- Ensure club printer has sufficient ink.
- Ensure sufficient stationery available.

ASSISTANT SHOW MANAGER

Position Description

The ASSISTANT SHOW MANAGER shall assist the Show Manager in all matters pertaining to shows conducted by the Club.

Checklist of Duties

- Assist Show Manager as required.
- In the absence of Show Manager become the acting Show Manager

CHIEF STEWARDS (2)

Position Description

The CHIEF STEWARDS shall be responsible for organising staging and for receipt and despatch of exhibits at all shows.

Checklist of Duties

- Assist Show Manager as directed.
- Assist in transporting and setting up of staging.
- Assist in booking in birds and/or booking out birds as required.
- Allocate tasks to sectional Stewards
- Assist in presenting and removing birds to and from the judges

CANTEEN MANAGER

Position Description

The CANTEEN MANAGER shall be responsible for providing catering at club events.

Checklist of Duties

- Purchase and store drinks.
- Purchase and/or arrange food for General meetings
- Purchase and/or arrange food for Young Bird Show at the direction of the Committee Group.
- Purchase and/or arrange food for Annual Show at the direction of the Committee Group.
- Store club eating utensils and food preparation equipment
- Receive food payments/donations.
- All monies are to be transferred to the General account
- Arrange food for Xmas party.

PUBLICITY OFFICER/PROGRAMME DIRECTOR

Position Description

The PUBLICITY OFFICER/PROGRAMME DIRECTOR shall be responsible for placing advertisements in appropriate publications to advise of Club activities, obtaining guest speakers for General Meetings and organising social activities on behalf of the Club.

Checklist of Duties

- Arrange guest speakers/activities for General meetings
- Publish club activities in Bulletin
- Publish Annual show and sale in public newspaper
- Publish Young Bird show and sale in public newspaper
- Prepare bi-monthly club report for BSNSW "Budgerigar" magazine (deadlines 1st Feb, April, June, August, Oct, Dec)
- Programme and advertise club activities as directed by the Committee Group
- Arrange annual aviary tour. (approx. April)

OPERATIONS SUB-COMMITTEE ORDINARY MEMBERS

Position Description

OPERATIONS SUB-COMMITTEE ORDINARY MEMBERS shall regularly attend and participate in the running of the club at Committee meetings.

Checklist of Duties

- Attend Committee meetings
- Participate in the active management of the club through its Committee Group.
- Perform tasks as directed by the Committee Group as required

CCBFA CODE OF PRACTICE NSW BIRD SALES (revised 2015)

- 1 Copy of this Code of Practice shall be prominently displayed at the venue of the event. A copy will be made available for every Vendor stall.
- 2 All animals other than birds are banned from bird sales with the exception of Service/Guide Dogs.
- 3 The organisers / club reserve the right to refuse entry and/or remove any person from the premises for any reason.
- 4 The organisers / club have a Steward or a recognised Avian Veterinarian inspect any or all of the birds offered for sale by a seller and at its sole discretion shall (upon the advice of the Steward/Veterinarian) determine if the birds shall be allowed to be sold.
- 5 The club operating the event and the Steward/s in attendance shall take all reasonable care to protect the well-being of the birds at the sale, but shall not be held responsible for escape, injury, death or physical condition of the birds. The seller is deemed responsible for the sale of his/her birds and all of his/her actions. The stewards shall instruct the seller to remove birds showing signs of injury or stress. **THE DECISION OF THE SALES MANAGER IS FINAL.**
- 6 A start & finish time to be advised.
- 7 All stewards must be clearly identifiable either by clothing or badges.
- 8 All impulse buying of birds shall be discouraged.
- 9 Only birds in good health, full feather and fully sufficient (fully weaned) can be offered for sale. **AT ALL TIMES THE WELFARE OF THE BIRDS IS PARAMOUNT.**
- 10 Appropriate precautions (e.g. padded roof & solid floors) (wire is not permitted) should be taken for the housing of "flighty" species such as doves, quail and pigeons.
- 11 Wire fronted cardboard boxes, airfreight boxes and carry cages shall not be used. All birds must be displayed in display/show type cages/boxes. All cages/boxes must have a solid base/tray (to prevent droppings and scraps from falling onto table area). All cages/boxes **MUST** have adequate ventilation. Sellers must be able to alter a wire cage by adding solid walls, (i.e. cardboard, corflute or a towel, to the top and all three sides) if their birds are not comfortable with their surrounds.
- 12 Only compatible species shall be held in the same cage.
- 13 All cages must be clean and tidy, and in good repair and condition.
- 14 All cages must have at least one perch, and must contain appropriate food and water.
- 15 Cages suitable to the size of the bird must be used. The bird must be able to stand on a perch with the bird's head not touching the roof and the tail not touching the floor.
- 16 Allowing for perch length, the number of birds must not exceed 60% of the perch space used by all of the birds when perched. Therefore the cage should not be visually overcrowded. Overcrowded cages will not be accepted.
- 17 Excessively sized cages should be discouraged and may be banned by the club.
- 18 All sellers must wear a seller's number and the seller and his/her number must register with the sale organisers. Name, address and phone number must be recorded by the organisers.
- 19 All sellers should supply the buyer with a receipt with the information containing the sellers name, seller's number (the sellers number as supplied by the event organisers), phone number and the type of bird.
- 20 Transfer aviary/room/cage shall be provided and sellers shall be encouraged to use them for all bird transfers.
- 21 A net shall be provided in case of an escape.
- 22 All sale events must be covered by the CCBFA public liability insurance policy. Bird sellers must be a member of a club affiliated with The Canary and Cage Bird Federation of Australia Inc. (CCBFA). Trade / commercial sellers must have their own business / public liability insurance and must provide a current copy to the club prior to the sale.
- 23 Signs must be prominently displayed and loudspeaker announced advising, "All incidents, accidents and injuries must be reported to the sale organisers and/or ambulance officers present" or words similar. A record must be kept of any reports.
- 24 All licensed birds sold or offered for sale should comply with National Parks & Wildlife Services Licensing requirements.
- 25 All care and caution must be taken in the event of extreme weather conditions.
- 26 Payment of seller's fee is agreement to all conditions and rules as set by the Organisers and as set out in the Code of Practice.
- 27 Organisers / club have the right to refuse any bird or person/s in breach of this Code of Practice, entry to the venue or to take part in the sale.

ADDENDUM FOR NEWCASTLE BUDGERIGAR CLUB SALES

In addition to the above requirements:-

- Sale cages must have only 2 perches.
- Where standard budgerigar show cages are used as sale cages, a **MAXIMUM OF 4** budgerigars per cage is permitted.
- Where typical wire flight cages (containing 2 x 600mm perches) are used as sale cages, a **MAXIMUM OF 10** budgerigars per cage is permitted.