

STEWARDS HANDBOOK

This has been put together by the members of The Stewards & Representatives Working Party of DOGS NSW as an aide to stewards. It covers the Rules and Regulations as well as common sense items that help in the smooth running of shows and serve as a memory jogger to stewards when faced with situations that occur from time to time. When in doubt please however refer to the official Rules and Regulations that are available on the DOGS NSW website as these take precedent.

Stewards

Dog showing is a hobby and is supposed to be an enjoyable pursuit; you as a steward are there to facilitate this and to help make the event run smoothly.

To be a steward at a conformation show you must be a financial member of Dogs NSW or of a canine controlling body. As a steward you are classified as an official of the club conducting the show so your behaviour should reflect that at all times during the show.

If you have accepted a stewarding appointment ensure that you know where the show is being held and what time judging is scheduled to commence. Report to the Chief Steward/Show Manager/ Show Secretary depending on whom organised the stewards at least half an hour before the scheduled starting time – do not assume you will not be required for Sweepstakes. If for any reason you cannot make it to a show where you have agreed as steward advise the appropriate person as early as possible so alternative arrangements can be made. The same applies if you are running late for the show.

Once you know which judge you are working with, make yourself known to the judge. Ensure that you have a pencil and pen – blunt pencils work far better in wet weather than pens do. Check what time the meal break, if any will be – normally exhibitors will start asking within an hour or so of commencement of judging.

Dress appropriately for the anticipated weather conditions and wear comfortable shoes as you could be on your feet for a long time, it is preferred that stewards do not sit whilst officiating unless there is a large class and remember that whilst stewarding you are representing the affiliate conducting the show.

Once you get to the ring –

- Enquire of the judge as to preferred routine – straight to table or set up or around the ring.
- Ask where the judge wants the table positioned for examination of dogs - if unsure of which breeds are tabled, ask exhibitors
- Introduce the judge
- Be civil and polite to all exhibitors
- Be fair and consistent in your dealings with exhibitors
- Do not offer an opinion on dogs being judged
- Have your phone switched off

Calling of exhibits –

- Do not commence calling dogs before the stated starting time or when advised by Show Manager after completion of Sweepstakes (*Section 8.3*)
- Announce each breed by its proper name – do not use abbreviations
- Call numbers in a clear voice – you do not have to shout
- Try to give exhibitors advanced notice (e.g. when doing challenge bitch call for next breed to get ready)
- You may call numbers as many times as you like but **must** call 3 times when the judge is ready for class before calling an exhibit absent (i.e. you cannot call a dog absent while the preceding class is still in the ring) (*Section 12.7*)
- Be consistent in calling of dogs, do not go and look for an exhibitor whom you may know or allow them more latitude than someone you do not know.
- If you, as the steward, have called a dog absent in accordance with the rules a judge cannot overrule that call. (*Section 4.8*)
- Do not change a call or allow yourself to be bullied into reversing a decision

- Use common sense before calling dogs absent, e.g. if the exhibitor has dogs in successive classes allow a certain amount of leeway to get the next dog - check the catalogue and ask if dogs are present.
- If exhibitor declares a dog absent, ensure you get the exhibit's card – no card you still need to call the number in prescribed manner. When calling the class, state that a dog has been declared absent as there have been instances where an exhibit's card has been handed in by someone other than the owner / handler
- When stewarding for sweepstakes call all the exhibit numbers and get those present into the ring and then call the missing dogs absent before commencement of judging – do not wait until judge has nearly finished judging. Dogs declared absent for sweepstakes are still eligible for to be shown in General classes

Controlling the ring –

- Assemble the exhibits for the next class at the ring entrance where possible while the previous class is being judged

- When judge is ready, direct the exhibits into the ring in catalogue number order – **except if an exhibitor in that class uses a mobility device, in which case that exhibit goes in front of the class.** This would also apply for challenge or Best of Breed.
- Advise the judge which class is coming into the ring and number of exhibits (3 Junior bitches etc.) If the exhibit is the only one eligible for challenge, advise the judge accordingly. Some overseas judges like to be advised of the age group applicable to the class
- It is the steward's responsibility to see that exhibits stand at the markers in the order of merit as determined by the judge until excused from the ring so watch the judge to ensure you have the places marked correctly – you may request that the judge move the dogs into the placed order to facilitate this
- A judge may decline to award a first place in any class and in such case may not award a second place in such class, similarly if no Challenge awarded cannot award Reserve (*Section 10.1(a)*) **some overseas judges occasionally try to do this.**
- Class winners are called into the ring in reverse order (Open to Minor) for the judging

of Challenge. **Note only exhibits that are over six months and have been awarded not less than first place are eligible.**

- Judging of Neuter classes takes place after the judging of Best of Breed and any class elimination judging for the breed
- Maintain the stewards' sheet – record class winners, challenge and reserve and Best of Breed / Runner up BoB winners. This should be kept up to date to ensure that any opposite run-offs are done
- Record all place getters in the catalogue
- If you are marking the judge's book fill in all place getters. (*Section 4.4*) Any exhibit that has either been declared absent by the exhibitor or called absent in accordance with the rules should be marked with an "A", any exhibit that enters the ring and then is withdrawn (normally as a result of limping) would be marked "W/D" whereas a dog that is dismissed from the ring by the judge (normally for displaying aggression) would be marked "DQ". Any instance where the judge does not award a First should be marked "N/A"
- Record on the Steward's sheet if an eligible Best of Breed winner does not show up for its Class in Group – it is not necessary that

Runner-up Best of Breed winners present for Runner-up in Group or Class in Group
(*Section 12.6(a)*) **Note, the RUBOB does not automatically get promoted if the BOB is absent from group judging**

- Be aware of what is happening in the ring at all times – if possible avoid turning your back on the ring while dogs are being examined
- Be conscious that exhibitors may not wear on their clothing in the ring anything which would indicate the name of their breeding kennel, the dog's name, their connection to the Show Committee or their judging status. This would also include Royal BOB jackets etc. Politely request that the offending garment be removed before entering the ring.
- Ensure that you break for lunch at the instructed time so as not to delay any lunchtime activities such as sweepstakes or Junior Showmanship and try to avoid giving a fixed time for recommencement of judging – use an approximation as it then allows flexibility

Control of Exhibits

- A person who has not attained 16 years of age may handle a dog (owned by

themselves or by any Member other than another Junior Member) at a recognised show providing that at all times that person has, in the opinion of the Judge, adequate control of the dog. (*Section 1.10.(b)(i)*)

- A dog shall be provided with a suitable collar and leash. A dog in harness shall not enter a judging Ring. No exhibit shall be, or remain in the ring, unless it is on a lead held by and under the control of its handler. A lead must not be longer than 6 feet (183cm). (*Section 12.4(a)*)
- Note that once entering the conformation ring for judging of a class and throughout the judging of the class, an exhibit shall only have the collar and leash on it and shall not wear any coat or other adornments excepting for hair ribbons and/or decorative bows (*Section 12.4(b)*) – **in extreme weather allow dogs to leave the ring for shelter whilst awaiting judging**
- It is the obligation of each owner, exhibitor and handler at a show to take all such steps as may be necessary to ensure that any dog under that person's care or control or for which that person is responsible does not behave in an aggressive manner. (*Section 14.10 (a)*)

- It is the **obligation of any person** at a show who observes a dog behaving in an aggressive manner to report the incident either orally or in writing to a member of the Show Committee as soon as possible after the incident. (*Section 14.10 (b)*)

Use of Runner

- Use of Runner by disabled person – Board of Directors must approve the services of a runner by a disabled person (*Section 12.21*) When utilising the services of the runner, the disabled exhibitor is required to either leave the ring or retire to the perimeter of the ring as closely as possible to the point at which the dog is to be, or was, presented for assessment by the judge and at such times is not permitted to gesture to the exhibit in any way.
- Notwithstanding the above any exhibitor who, on the day of the show suffers an injury which precludes them from exhibiting a dog to best advantage may utilise a runner on the same conditions as above but only with

the prior approval of the Show Secretary and both the Judge and the Steward of the Class concerned.

Safety

- Exhibitions are not to be conducted under hazardous conditions. The exhibition is to be suspended immediately unsafe circumstances arise, such as, but not limited to:-
 - (i) lightning or electrical storm in the local area; or
 - (ii) gales or high winds; or
 - (iii) heavy rain/hail which renders conditions hazardous

Exhibitions should only resume when conditions are no longer hazardous

- Smoking is not permitted in an area 20 metres from any ring in which an exhibition is taking place or 20 metres from any food vendor located on the showground.

Time & Order of Judging

- Starting time and order of judging as printed in the Show Schedule shall be strictly adhered to (*Section 8.3*)
- In instances where concurrent shows are being conducted by an affiliate on the same ground, the show secretary may vary the advertised order of judging to avoid clashes within a breed in the group.
- Other than the circumstances referred to above, breed or group judging must not be delayed to accommodate handlers having assignments in multiple groups. The onus is on the exhibitor to ensure that they have sufficient handlers for the exhibits being shown.
- Period between the beginning of General Classes and end of General Specials shall not exceed
 - Less than 1800 entries - 8 hours including meal breaks
 - Over 1800 entries - 9 hours including meal breaks (*Section 8.4*)
- Timing – work out how advanced the judge should be after each hour by marking the catalogue – aim for 30 – 35 dogs per hour depending on group entry. If the judge drops

too far behind that number politely advise them that they are falling behind.

- Any Show conducted where there is not lighting installed must finish before sunset, and where there is lighting installed must conclude before 11.30 pm. The time allowed for the judging of Special Classes conducted before General Specials (including Junior Handlers) should not exceed one (1) hour
- The judging of General Special Classes of any Recognised Show shall not commence until 10 minutes after the completion of all General Classes

Classes for Exhibit at a Show

General Classes

1 Baby Puppy - dogs aged three and under six months.

2 Minor Puppy - dogs aged six and under nine months.

3 Puppy - dogs aged six and under twelve months.

4 Junior - dogs aged nine and under eighteen months.

5 Intermediate - dogs aged eighteen and under thirty-six months.

6 Novice - dogs six months of age or over which have not won a First Prize at any Parade, Open Show or Championship Show (subject to Member Body Rules). Baby puppy and Local classes excepted. (For the purpose of classifications (6) and (6A) First Prizes won up to and including the day before the date of entry close in a Show only shall be taken into account but such restriction shall not apply in the case of a Special Prize for which more than one win is required

7 Graduate - dogs six months of age or over which have not won a Challenge Certificate up to and including the day before the date of entry close.

8 Limit - dogs over twelve months of age which are not Champions, or have not gained sufficient points to qualify as a Champion up to and including the day before the date of entry close

9 State Bred - dogs six months of age or over bred in the State or Territory in which they are exhibited.

10 Australian Bred - dogs aged six months or over bred in Australia.

14 Bred by Exhibitor - dogs aged six months and over. The exhibit must be owned and handled by the breeder of record.

11 Open - dogs aged six months or over and of a breed or variety recognized by the ANKC Ltd.

- 12 Veteran - 7 years and over
- 13 Veteran - 10 years and over
- 15 Puppy Neuter - neuter dogs and bitches aged six and under twelve months.
- 16 Junior Neuter - neuter dogs and bitches aged nine and under eighteen months.
- 17 Intermediate Neuter - neuter dogs and bitches aged eighteen and under thirty six months.
- 18 Open Neuter - neuter dogs and bitches aged six months or over and of a breed or variety recognised by the ANKC.

Dogs entered in incorrect classes

- At any time before the commencement of judging of a particular class the **Show Committee** may transfer any dog that has been entered in the wrong class to the lowest numbered class for which it is eligible. (*Section 6.13*)
- If dog is eligible for the class it cannot be changed once entries have closed (*Section 6.14*)
- If a dog is shown in the incorrect class, it must be disqualified by the **Show Committee** (*Section 14.3 (vi)*). Stop judging and notify Secretary of the problem.
- Under no circumstances can a class be re-judged as a result of the disqualification of

any dog (*Section 10.19 (d)*). This applies equally to breed class and class in group or show

- If a dog is entered in multiple classes, it must be shown in all of the ordinary classes for which it is entered (*Section 12.20.(iii)*) – will only be eligible to go in the challenge line-up if unbeaten but can compete for reserve challenge. Exhibit is entitled to compete for all Class in group awards for which it is eligible regardless of whether it is beaten in another class
- Where a dog is disqualified from a conformation event, the NEXT placed dog to any award received by the disqualified dog SHALL be PROMOTED to the next place award by the show secretary (not steward) (*Section 10.19 (a)*)
- When at the time of identifying the fact of the disqualification, the next level of competition for a promoted dog has **NOT** been judged, it **MAY PARTICIPATE** in that competition and continue in the show until such time as it is eliminated. (*Section 10.19(b)*)

NOTE refer to Section 14 for grounds for Show Committee to disqualify an exhibit

Section 14

DISQUALIFICATION FROM EXHIBITION

14.1 A Show Committee may in any circumstances which it thinks fit refuse to accept the entry of an exhibit, or may at any time cancel an entry already accepted and may disqualify an exhibit from competing or exhibition in a specific Class or event and without prejudice to the generality of the foregoing, a Show Committee shall so act:-

- (a) if a report of the Veterinary Officer upon an exhibit discloses that in his opinion the exhibit:-
 - (i) is affected with a contagious or infectious disease;
 - (ii) is affected by or suffering from any of the defects or conditions mentioned in Show Regulation 17.3;
 - (iii) shows any sign of a surgical or other interference which is calculated to deceive or is capable of deceiving either Judge or spectator;
 - (iv) is not entire;

14.3 A dog shall be disqualified from winning a prize at a Show held under the Regulations if a Show Committee or the Board of Directors are satisfied that:-

- (i) any dye, colouring, whitening or darkening matter, or preparation, has been used and if the effect of it remains at any time during the Show;
- (ii) any oil, grease, sticky or glossy substances have been used and if the effect of it remains on the coat of the dog at any time during the Show;
- (iii) the lining membranes of the mouth have been cut, pierced or mutilated in any way;
- (iv) the dog has been led into the Ring or exhibited by a person who has been debarred or suspended by Dogs NSW under the Regulations.
- (v) the dog has been entered, exhibited or handled by a person who is not permitted, by Regulation 1.10 of this Part, to do so.
- (vi) the dog was for any reason ineligible to compete in the relative class or event.

14.5 (a) A dog six months of age or over shall not be accepted as physically entire unless both testicles have descended and are in the scrotum.

(b) If a Judge forms the opinion that an exhibit is not entire, he shall

- (i) so inform the exhibitor;
- (ii) excuse the exhibit from the ring;
- (iii) forthwith after the Show, so inform Dogs NSW provided that this clause shall not apply to dogs shown in neuter classes.

Promotion of Exhibit

10.19 (a) Where a dog is disqualified from a conformation event, the next placed dog to any award received by the disqualified dog shall be promoted to the next placed award in accordance with the following table; 3rd in Class promoted to 2nd in Class 2nd in Class promoted to 1st in Class Reserve Challenge promoted to Challenge Runner-up to Best of Breed promoted to Best of Breed Runner-up to Best In Group promoted to Best in Group Runner-up to Best in Show promoted to Best in Show

(b) When at the time of identifying the fact of the disqualification, the next level of competition for a promoted dog has not been judged, that dog may participate in that competition and continue in the show until such time as it is eliminated.

(c) When at the time of identifying the fact of the disqualification the next level of competition has already been judged, the promoted dog shall remain in the position to which it was promoted in accordance with the scale in 10.19(a). (11/14)

(d) Under no circumstances can any Class be re-judged as a result of the disqualification of a dog

SECTION 16

MISCONDUCT IN CONNECTION WITH A SHOW

16.1 A person shall not at any time, nor by any means;

- (a) behave contrary to the manner in which a reasonable person ought properly to conduct himself;
- (b) disparage the decision of a judge;
- (c) denigrate, malign, besmirch, slander, traduce, disparage or vilify the person or reputation of any other member;
- (d) cause embarrassment to a Judge or other persons at a show
- (e) attempt to influence a judge's decision
- (f) (unless authorised by the Board of Directors) use a mobile telephone in a ring in which judging is taking place;
- (g) double handle an exhibit;
- (h) abuse an animal)
- (i) otherwise commit misconduct as defined in the Constitution of Dogs NSW.

16.1.1 In relation to 16.1(h), any instance of perceived animal abuse at a show must be reported. Examples include actual physical abuse,

excessive discipline of a dog, neglect endangering an animal's well being and the whelping of a bitch at an event.

In particular, lifting an exhibit from the ground to the table by means of lead and tail, is deemed to be physical abuse and as such, is strictly prohibited. An exhibitor observed doing this should be dismissed from the ring and the matter reported to the Show Secretary, who shall further report the matter to Dogs NSW within 7 (seven) days.

These Incidents are to be recorded by Dogs NSW and a penalty may be applied if any subsequent incidences by the same owner/handler are reported.

16.2 A person who contravenes Regulation 16.1 may be cautioned by an official of the Show. If thereafter he again contravenes Regulation 16.1, he may be requested by an official to leave the Showground (and to remove any exhibit thereon) and, if so requested shall leave forthwith. (06/07)

16.3 For the purposes of Regulation 16.1 "person" includes, but is not limited to, an officiating judge, an official of the show, a steward, an exhibitor and a member of Dogs NSW. (06/07)

16.4 A complaint alleging a breach of Regulation 16.1 shall be made to the Show Secretary at the show, shall be in writing and, if not made by an official of the Show, shall be accompanied by a lodgement fee of \$150 payable to Dogs NSW. (05/11)

16.15 (a) No person shall have a mobile telephone that is switched on with them at any time in a ring in which judging is being conducted. (10/12)

(b) Dispensation from (a) above may be granted by the Secretary for emergency or exceptional circumstances subject to prior application. (10/12)

REGULATIONS – PART VIII

Section 3

Show Stewards

3.2 A person who acts as a Show Steward must be a Member of Dogs NSW or of a Canine Controlling Body.

3.3 A member who accepts any appointment as a Show Steward must:

- (a) undertake the appointment in accordance with its terms;
- (b) be punctual and remain at the Show during all times at which he is expected to discharge his responsibilities;
- (c) at all times at the Show conduct himself in a considerate and courteous manner;
- (d) be dressed in neat, clean and presentable attire, and
- (e) not smoke whilst in the Showring. (*Note this includes the Assembly area*)

The Stewards and Representatives Working Party believes that track pants, 'stubbies', thongs and sandals are not suitable attire (Gazette September 2009)

Section 4

Show Stewards Appointments at Recognised Shows

4.1 A steward must not exhibit or act as a handler in the same ring in which the steward is officiating, nor must they act as a steward in a ring in which his spouse, his children, parents, brothers, sisters, their children, the parents of his spouse, their children, or grandchildren, or members who are members of his household, or in any case one or more of them, are exhibiting.

4.2 At a Show conducted in the County of Cumberland, the County of Northumberland or the Greater Wollongong Area, a steward must not act as a handler of an exhibit

(a) that has been judged by a judge for whom that steward is to officiate at that Show, or

(b) that may, at some stage during that Show, be judged by a judge for whom that steward is to officiate at that Show.

4.3 Outside the areas referred to in regulation 4.2, a steward who handles an exhibit at any stage up to and including Group judging under a judge other than the judge appointed to judge General Specials, may handle that exhibit during General Specials judging even though that steward may have officiated for the General Specials judge previously during the Show;

4.4 A steward may maintain the Judges Book and when doing so, must ensure that the Judge signs or initials any alterations made in the records and sign entries of all awards made, upon conclusion of judging of each Class and before the Judges Book is submitted to the Show Secretary to process results.

4.5 Upon the Judge making the Awards in a Class, the steward shall ensure that the exhibits are placed at the markers in the order of merit as decided by the Judge

DOGS NSW REPRESENTATIVES

To act as a Dogs NSW Representative at a conformation show you must be a financial member of Dogs NSW and not be a member of the Affiliate conducting the show unless it is a show being conducted by Dogs NSW itself.

The Representative's sole duty is to observe and make an unbiased report to the Secretary of Dogs NSW on matters affecting the general conduct of the show and in particular any matters of controversy which arose, and on all breaches of the Regulations which occurred.

The Representative must not participate in any decision-making process pertaining to or affecting the conduct of the show nor must they interpret Regulations or express an opinion in relation to any procedure, irregularity, protest or complaint.

The Representative should attend and observe any inquiry held at the show in relation to an Aggressive Dog Incident for purposes of reporting only (*Section 14.10(n)*)

The Representatives report in the approved format must be lodged with Dogs NSW no later than 7 days after the close of the show and should be sent

direct to Dogs NSW and not via the Affiliate conducting the show.

The Representative should be present at the show for its duration and should ensure that all questions in the Report are properly answered, noting any reasons for negative answers.

Regulations Part II

Section 2.8 Show Representative

The Show Committee shall appoint one or more persons to represent Dogs NSW at a Recognised Show who shall be the Show Representative and who shall be a member of Dogs NSW, but such person appointed shall:-

- (a) not be a member of the Affiliate or licensee conducting such Show;
- (b) not be a relative of any member of the Committee of the Affiliate, Dogs NSW Committee or Licensee conducting such Show;
- (c) not be an Official or a relative of an Official other than a Steward of such Show;
- (d) in respect of a Show being conducted within the Metropolitan Region, or in the Local Government Areas of Newcastle, Lake Macquarie or

Wollongong, not enter an exhibit in any of the classes to be judged on the day on which he acts as such representative at such Show;

(e) not to be a Junior Member.

(f) not be a person employed or contracted by the Affiliate or Licensee conducting such show to prepare the official Catalogue for the event.

2.8A If the Show/Trial is to be conducted by Dogs NSW itself the requirements of sub paragraph (a) of Regulations 2.8 shall be waived. The Show/Trial Committee of Dogs NSW (not the Committee conducting the Show) shall appoint a representative who conforms with the requirements of sub paragraphs (b), (c) and (d) of Regulation 2.8.

2.9 (a) The Board of Directors may in its discretion appoint any person as a Show Representative, either in lieu of or in addition to any Show Representative appointed by the Show Committee pursuant to Regulation 2.8, to attend and represent the Board of Directors at a Recognised Show.

The Board shall appoint a Show Representative to observe the first Open Show and the first Championship Show conducted by an affiliate after affiliation is granted, such Show Representative being in addition to the Show Representative

required to be appointed by the Show Committee pursuant to regulation 2.8.

(b) A Show Representative appointed by Board of Directors pursuant to this Regulation shall keep a record of all expenses (if any) incurred in connection with the appointment including expenses relating to travel, accommodation and sustenance and shall be entitled to reimbursement by the Board of Directors in respect thereof.

(c) The Board of Directors is entitled to recover from the Affiliate or Licensee conducting the Show the expenses incurred by the Show Representative appointed by Board of Directors pursuant to this Regulation. The Affiliate or Licensee (as the case may be) shall pay such expenses to Board of Directors within 14 days of a request in writing to do so.

2.10 The Show Representative(s) shall report in writing to the Dogs NSW Secretary within seven (7) days of the close of such Show on the general conduct thereof and in particular on all matters of controversy which arose and on all breaches of the Regulations which occurred thereat and on such other matters as the Board of Directors may from time to time require. (11/86)

Section 14

14.10(n) The Dogs NSW Representative shall attend and observe any inquiry held at a Recognised Show in relation to an Aggressive Dog Incident for the purposes of reporting only. The Representative should not be asked for advice by any party to the inquiry.