

STEWARDS HANDBOOK

This has been put together by the members of The Stewards & Representatives Committee 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.

GENERAL

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 to 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 commencing judging.

Dress appropriately for the anticipated weather conditions and wear comfortable shoes as you could be on your feet for a long time 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
- Do not smoke in the ring or assembly area
- Have your phone switched off

As the steward you are responsible for -

Calling of exhibits –

- Do not commence calling dogs before the stated starting time or when advised by Show Manager after completion of Sweepstakes
- 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)
- If a steward has 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 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

Running the ring –

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

- Use of Runner by disabled person – refer to *Section 12.21*
- Advise judge what class is coming into the ring and number of exhibits (3 Junior bitches etc.)
- 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 by the steward.
- 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)*)
- Maintain the stewards' sheet – record class winners, challenge and reserve and Best of Breed / Runner up BoB winners
- Record all place getters in the catalogue
- If you are marking the judge's book fill in all place getters (*Section 4.4*)
- 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)*)

- Be aware of what is happening in the ring – if possible avoid turning your back on the ring while dogs are being examined
- Timing – work out how advanced the judge should be after each hour by marking the catalogue – aim for 35 – 40 dogs per hour depending on group entry. If the judge drops too far behind that number politely advise them that they are falling behind.
- 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.
- Aggressive dog in the ring – after conferring with the judge, the steward should advise Chief steward /show manager / show secretary and halt the judging in the ring as soon as is practicable and submit a written report to the show committee in accordance with *Section 14(10)*

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*)

- 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

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

- 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

REGULATIONS – PART II – SHOW

SECTION 6

CLASSES FOR EXHIBIT AT A SHOW

6.3 Classification - General Classes

(1) "Baby Puppy" dog (1A) "Baby Puppy" bitch. For dogs aged three and under six months.

(2) "Special or Minor Puppy" dog (2A) "Special or Minor Puppy" bitch. For dogs aged six and under nine months.

(3) "Puppy" dog (3A) "Puppy" bitch. For dogs aged six and under twelve months.

(4) "Junior" dog (4A) "Junior" bitch. For dogs aged nine and under eighteen months.

(5) "Intermediate" dog (5A) "Intermediate" bitch. For dogs aged eighteen and under thirty six months.

(6) "Novice" dog (6A) "Novice" bitch. For dogs six months of age or over which have not won a First Prize at any Open 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" dog (7A) "Graduate" bitch. For 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" dog (8A) "Limit" bitch. For 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" dog (9A) "State Bred" bitch. For dogs six months of age or over whelped in the State or Territory in which it is exhibited.

(10) "Australian Bred" dog (10A) "Australian Bred" bitch. For dogs aged six months or over whelped in Australia. (A State and/or Territory may reserve the right to exclude all, or any, of the recognised Australian Breeds).

(11) "Open" dog (11A) "Open" bitch. For dogs aged six months or over and of a breed or variety recognised by the ANKC.

Section 12

EXHIBIT

12.21 Use of Runner by Disabled Person

(a) Upon application, the Board of Directors will consider requests from disabled Members to use the services of a runner to assist in the exhibition of dogs in conformation Classes.

Such applications must be accompanied by documentary evidence of a disability in the form of a Doctor's Certificate or evidence of a Disability Pension.

When approval is given in such cases, the following conditions apply;

- (i) the runner used must be a member of Dogs NSW or of another member body of the ANKC.
- (ii) 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.
- (iii) in any case where an exhibitor intends to use a runner at a show, a copy of their approval letter must be either sent with the relevant Entry Forms or presented at the Secretary's Office for the Show at least fifteen minutes prior to the advertised commencement time for judging.

(iv) any approval given by Dogs NSW, or similar approval given by another member body of the ANKC, may only be used in NSW for exhibition of dogs owned or co-owned by the member to whom the approval has been issued.

(b) Notwithstanding the foregoing 12.21(1) 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 outlined in 12.21(1) (i) & (ii) but only with the prior approval of the Show Secretary and both the Judge and the Steward of the Class concerned.

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.

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 Committee 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