



DOGS NSW OBEDIENCE & RALLY STEWARDS COURSE

Members of DOGS NSW who wish to do an online examination to become a DOGS NSW Obedience & Rally steward will need to email the Office at info@dogsnsw.org.au and further information for the exam will be provided to you.

- After the completion of the examination and pass of 75% has been attained members must then within the following six (6) months complete six (6) stewarding appointments – at least 1 (one) at each level in Obedience and at least one (1) in any Rally class.
- The certificate received at the completion of the online Stewards Examination must be shown to the Trial Secretary/Manager and have their stewarding appointment recorded on the Stewards card.
- Where possible and dependant on the need, practical session/s may be available at a trial for any course members.
- Those who complete the online examination and the practical stewarding appointments with satisfactory comments will be issued with a Certificate of completion of the DOGS NSW Stewards Course for Obedience & Rally.
- A list of such Accredited Stewards and their contact details will be available at all clubs to assist them in the running of Trials.
- Members who believe they have sufficient practical experience and wish to be accredited without completing the six (6) stewarding appointments may apply for dispensation form this requirement with supporting documentation from affiliated Clubs.

The Obedience & Tracking Committee appreciates that many Clubs provide training to their own Club members and rely heavily on them to provide opportunities for all of us to compete and judge at trials and for our dogs to show off their skills and gain titles and awards.

This Stewards course is not mandatory for stewards but seeks to inform those wishing to help at trials with more confidence and skill.

DOGS NSW STEWARDS COURSE – OBEDIENCE & RALLY

There are so many ways in which we can enjoy living with our dogs and for those who also enjoy the satisfaction of training and competition the choice is wide. From Lure Coursing to Agility with so much in between including Obedience and Rally. All of these competitions or trials are run according to the Rules and Regulations available on the Dogs Australia website - Dogs Australia

As you are considering doing the Stewards Course you most probably are a member of an Affiliated Dog Club and to some extent familiar with activities like dog showing and dog training. If you are thinking about trialling, stewarding is a great way to learn what's required in the ring, to see dogs working up close and get a feel for what the judge looks for in the performance of dog and handler. Clubs Affiliated with DOGS NSW provide the opportunities for members to enter shows or trials and to compete for Championship or Sporting titles.

The Obedience and Rally trials cannot happen without the involvement of dedicated and knowledgeable members to take on the duties of Trial Secretary, Trial Manager and Chief Steward. These people work together to arrange for the Judges and Stewards as well as a myriad of other things necessary for a successful and well-run trial.

Taking on the important role of a Steward can be interesting and rewarding. You have the opportunity to learn firsthand how a trial works at ringside. Never be shy about asking questions as Judges are happy to explain the exercises and how they want their ring to run. Remember, the Judge is in charge of the ring. Clubs also will generally roster an experienced Steward to work with you on your first time.

OBEDIENCE

There are five levels of obedience in Australia, CCD, CD, CDX, UD and UDX which become progressively more challenging. A title is achieved when the dog has three passes at that level. Most levels require a pass of 170 points or more out of 200, and the dog must pass every exercise within the level. The exception is the entry class of Community Companion Dog which requires 85 points out of 100. All the exercises are based on useful things dogs can do for us and which make for a better companion.

GENERAL INFORMATION FOR ALL OBEDIENCE STEWARDS

Be sure to wear comfortable clothes and a hat, use sunscreen and bring wet weather gear in case of rain.

On ARRIVAL at the Trial ground - report to the Trial Secretary or Trial Manager.

CHECK IN

You may be asked to mark off competitors as they arrive and hand out numbered cards.

If a competitor has more than one dog - Make sure you mark that in the catalogue in both classes

Some people have the same dog in two classes - make sure you mark that down too.

AT THE RING

You will be given a box of things to take to your ring, plus some paperwork.

Rings are 45 x 15m and most likely have already been set up, even *the day before if possible*.

Your Judge will arrive well before time to check that the ring is clean, free of debris and the correct size.

Introduce yourself to your Judge and follow his/her directions as to where they want the equipment eg start peg, jumps, markers to be set up.

INTRODUCING THE JUDGE

Ask the Judge how he/she would like to be introduced to each competitor eg Mary Smith – Mrs Smith. When taking the competitor into the ring to be introduced to the Judge always ensure you are on the handler's side, and never stand on the dog's side.

"Competitor ### (tell the judge the competitor's number), this is your Judge for today *****" at this time the Judge will say "Thank you" and you can then leave the ring.

COMPETITOR

Before a competitor enters the ring, check that he/she is wearing the correct **NUMBER** (and only one number). Also check that they are not wearing a treat pouch etc, do not let them enter the ring as this is an instant disqualification and can be an easy mistake for nervous handlers to make.

WHAT EACH STEWARD DOES

Usually there are 2 stewards per ring, sometimes 3 in the UD ring. Allocate the various duties between you in consultation with the Judge. Stewarding will run smoothly if everyone knows what they are supposed to do. One steward, an 'Assembly Steward' should be responsible for marshalling all competitors in the ring.

Try to have the first dog ready a few minutes before the start of the Trial and have the next one or two lined up nearby while the other steward takes the competitor into the ring.

It's **NOT** your job to run around searching for competitors. It is their responsibility to report to you and advise if they will be in another ring and need to be moved out of catalogue order.

Try and get all competitors that have checked in near the ring and call their number twice before putting that competitor to the end of the list.

SCOREBOARD

Competitors want to see how they performed and appreciate their scores being put up as soon as possible. Record scores on scoreboard outside the ring whenever the Judge chooses to make the scorecard available. To make this quicker, have the Judge place their clipboard on the table and take a photo of it, this way you can then transfer this to the scoreboard outside the ring.

GROUP EXERCISES (STAYS)

As judging nears reaching **TEN DOGS eligible to do Group Exercises** let the Judge know (or whenever the Judge decides to call for groups) and have eligible competitors ready to enter the ring with qualifying dogs IN JUDGED ORDER and non qualifiers and/or stand-in dogs following. Markers will be placed 2.5m apart - The Judge will issue instructions in regard to this.

Stand where requested by the Judge in CCD and CD group exercises

The CDX and UD Stays are out of sight and a steward will be asked to take the competitors to the 'hide' outside the ring. Listen carefully to the Judge's instructions as to the signal for you to lead the competitors back to the ring. Ask the competitors to remain quiet as sound travels and their dogs may be tempted to break the Stay position.

There are no Group Stays in UDX but there is a Group exercise.

At the completion of the individual exercises for each dog and the completion of the group exercises, make sure that the Judge has totalled the scores and SIGNED the card so it can then be SENT IMMEDIATELY TO THE SECRETARY'S OFFICE

Always follow the Judge's directions.

After you've stewarded a couple of dogs, you'll settle into the routine with your fellow steward/s and judge. You're a volunteer so relax and enjoy the day.

If dogs foul in or around the ring, ask handlers to use PLASTIC BAGS provided and DISPOSE of WASTE. Don't let it be left in the ring. Where appropriate use sand or water over the fouled area.

**** NEVER GET INTO AN ARGUMENT WITH A COMPETITOR.** If there is any problem, SEND FOR THE CHIEF STEWARD, TRIAL MANAGER OR TRIAL SECRETARY IMMEDIATELY!

**** IF THERE IS AN AGGRESSIVE DOG INCIDENT REPORT IT IMMEDIATELY TO TRIAL OFFICIALS AND NOTE RELEVANT COMPETITORS NUMBERS AND WITNESSES NAMES.**

CCD -COMMUNITY COMPANION DOG

EXERCISES

1. Heel on Lead, **2.** Stand for Examination on lead, **3.** Recall, **4.** 1 min Sit Stay , **5.** 2 min Down Stay

Each ring will be supplied with a copy of the catalogue once check-in has been completed. This catalogue will show which competitors have checked in and may also note if the competitor is entered in another ring.

STEWARDS BOX

The Club will normally supply a box for each ring for the stewards and the Judge. Sometimes the Judging Charts are given directly to the Judge. The box may contain some or all of the following:

JUDGING CHARTS

START PEG - HAMMER

STOP WATCH

BULL DOG CLIPS

PENS, PENCIL. SHARPENER, HIGH LIGHTER, PENCIL CASE

2 FIGURE 8 MARKERS,

10 STAY MARKERS, TISSUES, HAND SANITISER

Call competitor numbers in CATALOGUE ORDER

Call a number three times before marking "ABSENT", unless you have been advised that the competitor is in another ring at the time. If this is the case, that competitor then should go to the end of the list for that ring.

Check the competitor is wearing the correct NUMBER and not wearing a treat pouch.

Take him/her into the ring and make the introduction to the Judge as required.

Keep your eye on the judging and be ready to enter the ring when required to help with FIGURE-OF-8 (during Heel on Lead). The Judge will place out small markers for you to stand on with your feet together, and arms crossed on your chest. Ensure you don't have any food on your person eg in pockets. If a dog happens to stop and sniff you, ignore them.

CD - COMPANION DOG (NOVICE)

EXERCISES

1. Heel Free, 2. Stand Free for Examination, 3. Recall, 4.(a) Retrieve on the Flat **OR** (b) Change of Position
5. 1-min Sit Stay, 6. 3-min Down Stay

Each ring will be supplied with a copy of the catalogue once check-in has been completed. This catalogue will show which competitors have checked in and may also note what optional exercises they intend to do. It may also note if the competitor is entered in another ring.

STEWARDS BOX The Club will normally supply a box for each ring for the stewards and the Judge. Sometimes the Judging Charts are given directly to the Judge. The box may contain some or all of the following:

JUDGING CHARTS

START PEG – HAMMER

STOPWATCH

BULL DOG CLIPS

PENS, PENCIL, SHARPENER, HIGH LIGHTER, PENCIL CASE

2 FIGURE 8 MARKERS, 1 MARKER TAKE UP POSITION

10 STAY MARKERS, TISSUES, HAND SANITISER

Call competitor numbers in CATALOGUE ORDER

Call a number three times before marking "ABSENT", unless you have been advised that the competitor is in another ring at the time. If this is the case, that competitor then should go to the end of the list for that ring.

Check that NOVICE competitors have their DUMBBELL (if doing retrieve), this is to be placed on ring table in defined area for their equipment.

Also check that he/she is wearing the correct NUMBER and not wearing a treat pouch.

Take the competitor into the ring and make the introduction to the Judge as required.

The handler retains their lead on their body either in pocket, vest etc.

Keep your eye on the judging and be ready to enter the ring when required to help with FIGURE-OF-8 (during Heel on Lead). The Judge will place out small markers for you to stand on with your feet together, and arms crossed on your chest. Ensure you don't have any food on your person eg in pockets. If a dog happens to stop and sniff you, ignore them.

CDX – COMPANION DOG EXCELLENT (OPEN)

EXERCISES

1. Heel Free, 2. Stand Free For Examination, 3. Drop on Recall, 4. Retrieve Dumbbell on Flat
5a. Retrieve Dumbbell over Solid Jump **OR** 5b. Directed Retrieve, 6a. Broad Jump **OR** 6b. Distance Control
7. 3-min. Down Stay-Handler Out of Sight

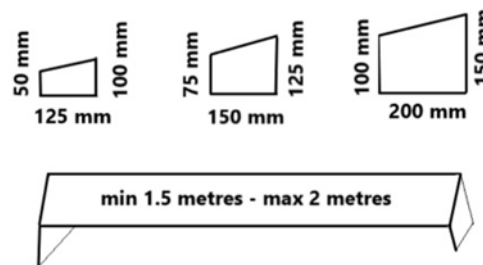
Each ring will be supplied with a copy of the catalogue once check-in has been completed. This catalogue will show which competitors have checked in and may also note what optional exercises they intend to do and the dogs JUMP HEIGHT. It may also note if the competitor is entered in another ring.

Ring Equipment will normally be left just outside the ring ropes and consists of a **SOLID JUMP** and a **BROAD JUMP**. These will need to be set for each competitor depending on the height at shoulder of the dog. The Judge will let you know where they wish the equipment to be set up.

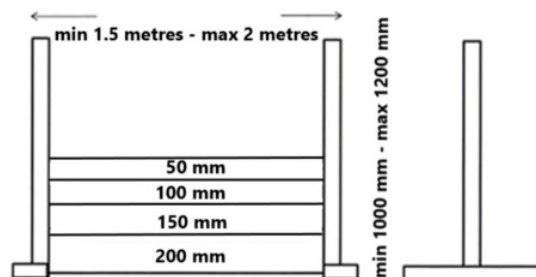
Calculation of the Height and Width of Jumps: The dog's Jump height should be in the catalogue but it is wise to always check with the competitor that the jumps are correct for their dog.

Height of Dog at Withers	Height to be jumped	Broad Jump	Number of Broad Jump Hurdles
Under 250mm	150mm	300mm	2
250mm & under 380mm	200mm	400mm	2
380mm & under 450mm	300mm	600mm	3
450mm & under 550mm	400mm	800mm	3
550mm & over	500mm	1000mm	3

Broad Jump: The Broad Jump consists of three separate hurdles which usually nest together. When decreasing the number of hurdles in the jump, the highest hurdle will be removed first.



Solid Jump: The Solid Jump has fill in panels of various sizes so as to provide adjustment for the jump to be set at the correct heights. You will need to measure the distance from the ground to the top of the panel at the centre of the jump. The fill in panels can be combined to make each dog's required jump height.



STEWARDS BOX

The Club will normally supply a box for each ring for the stewards and the Judge. Sometimes the Judging Charts are given directly to the Judge. The box may contain some or all of the following:

JUDGING CHART

START PEG – HAMMER

STOPWATCH

2 Tape Measures

BULL DOG CLIPS

PENS, PENCIL, SHARPENER, HIGH LIGHTER, PENCIL CASE

2 FIGURE 8 MARKERS

2 MARKERS for Directed Retrieve of Gloves - 1 MARKER TAKE UP POSITION

10 STAY MARKERS

TISSUES, HAND SANITISER

Call competitor numbers in CATALOGUE ORDER

Call a number three times before marking "ABSENT" unless you have been advised that the competitor is in another ring at the time. If this is the case, that competitor then should go to the end of the list for that ring, or at the end of that jump height category.

Before a competitor enters the ring, check what optional exercises they are doing and note them on your catalogue. Sometimes this is noted on the catalogue at check-in earlier in the day. If the competitor is doing exercises that require either of the **JUMPS** be sure to set the heights before the competitor enters the ring.

Check that OPEN competitors have their DUMBBELL and/or GLOVES - to be placed on ring table in defined area for their equipment. When bringing the Dumbbell to the handler hold it by the end, not the bar – or in its container if the handler has provided one.

Also check that he/she is wearing the correct NUMBER and not wearing a treat pouch.

Take the competitor into the ring and make the introduction to the Judge as required.

The handler retains their lead on their body either in pocket, vest etc.

Keep your eye on the judging and be ready to enter the ring when required to help with FIGURE-OF-8 (during Heel Free) and to help with changing the JUMP heights. For the FIGURE-OF-8 the Judge will place out small markers for you to stand on with your feet together, and arms crossed on your chest. Ensure you don't have any food on your person eg in pockets. If a dog happens to stop and sniff you, ignore them.

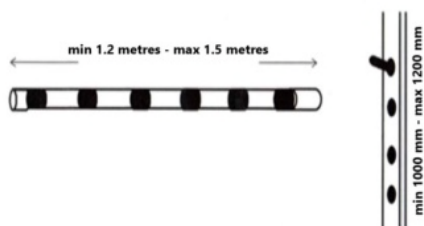
UD/UDX

UD Exercises	UDX Exercises
1. Seek Back 2. Directed jumping 3. Scent Discrimination 4. Signal Exercise 5. (a) Speak on Command-OR (b) Food Refusal-OR (c) Directed Retrieve 6. Group Examination 7. 5 Min Down Stay-Handler Out of Sight	1. Seek Back with Decoy Article 2. Positions in Motion 3. Scent Discrimination - Judges Scent 4. Directed Sendaway and Recall 5. Distance Control 6. Multiple Retrieve 7. Group Examination

Each ring will be supplied with a copy of the catalogue once check-in has been completed. This catalogue will show which competitors have checked in, their Jump height, and may also note what optional exercises they intend to do. It may also note if the competitor is entered in another ring. Be sure to set the heights of the jumps for the Directed Jumping exercise in the UD ring before the competitor enters the ring.

RING EQUIPMENT will normally be left just outside the ring ropes.

UD RING - CANVAS MAT, SOLID JUMP, BAR JUMP, a Prescribed Area, commonly called the **BOX** as it forms a square with 1.5metre long sides, white in colour. The **JUMPS** will need to be set for each competitor depending on the height at shoulder of the dog. The Judge will let you know where they wish the equipment to be set up. The Bar Jump consists of two uprights and a bar coloured black and white.



UDX RING - equipment consists of 4 WHITE CONES for the Nominated Area. The Judge will let you know where they wish the cones to be set up.

STEWARDS BOX

The Club will normally supply a box for each ring for the stewards and the Judge. Sometimes the Judging Charts are given directly to the Judge. The box may contain some or all of the following:

UD

JUDGING CHART
START PEG – HAMMER
STOPWATCH
2 Tape Measures
BULL DOG CLIPS
PENS, PENCIL, SHARPENER, HIGH LIGHTER, PENCIL CASE
4 PEGS FOR UD MAT, UD MAT
3 MARKERS FOR GLOVES 1 MARKER TAKE UP POSITION
10 STAY MARKERS TISSUES, HAND SANITISER
FOOD REFUSAL 2 TYPES & 2 CONTAINERS ON A TRAY
CUP FOR HANDLERS SCENT DISCRIMINATION ARTICLES
2 PAIR TONGS

UDX

JUDGING CHART
START PEG – HAMMER
TAPE MEASURE
BULL DOG CLIPS, PENS, PENCIL, SHARPENER HIGH LIGHTER, PENCIL CASE
3 MARKERS FOR LEATHERS 1 MARKER TAKE UP POSITION
4 WHITE CONES
1 MARKER FOR TAKE UP POSITION FOR WHITE CONES.
2 PAIR TONGS
10 STAY MARKERS, TISSUES, HAND SANITISER

Call competitor numbers in CATALOGUE ORDER

Call a number three times before marking "ABSENT", unless you have been advised that the competitor is in another ring at the time. If this is the case, that competitor then should go to the end of the list for that ring.

Before a competitor enters the ring, check what optional exercises they are doing and note them on your catalogue. Sometimes this is noted on the catalogue at check-in earlier in the day. Also check that he/she is wearing the correct NUMBER and not wearing a treat pouch.

Take the competitor into the ring and make the introduction to the Judge as required.

The handler retains their lead on their body either in pocket, vest etc.

Check that **UTILITY DOG** competitors have a SEEK BACK ARTICLE, SCENT DISCRIMINATION ARTICLES AND GLOVES if necessary.

Check that **UTILITY DOG EXCELLENT** competitors have SEEK BACK ARTICLES, SCENT DISCRIMINATION CLOTHS, and LEATHER ARTICLES (for Multiple Retrieve), these are to be placed on ring table in defined area for their equipment.

Keep your eye on the Judging and be ready to enter the ring to help when required in accordance with the judges directions for each exercise.

Follow the Judge's instruction on where to place the scent discrimination articles (UD), the cloths (UDX) and the Decoy Seek Back article (UDX) and take care when handling them not to over scent them.

RALLY

A Rally course is set out with numbered stations including a start and finish. Handlers have the opportunity to walk the course to become familiar with it before competing. Dog and handler then navigate the course by following the numbers and carrying out the exercise shown on the sign positioned at each of the numbered stations. Dogs work in the "Heel" position between exercises.

At the entry level of Novice, dogs negotiate a course having between 10 and 15 signs (not including the start and finish) and work on lead during the test. There are 76 signs available to be placed on a Rally course gradually increasing in complexity as the level of Rally becomes higher. The higher levels of Rally, Advanced, Excellent and Master use up to 24 signs including many of the more complex ones and the dog is required to work off lead. Encouragement by the use of word rewards and petting the dog is permitted for praise. The handler must not physically guide the dog in any way.

In Rally competitors complete the course on their own while a Judge scores the round out of 100 points, but does not give voice commands or offer assistance.

GENERAL INFORMATION FOR ALL RALLY STEWARDS

Be sure to wear comfortable clothes and a hat, use sunscreen and bring wet weather gear in case of rain.
On **ARRIVAL** at the Trial ground - report to the Trial Secretary or Trial Manager.

After you've stewarded a couple of dogs, you'll settle into the routine with your fellow steward/s and judge. You're a volunteer so relax and enjoy the day.

RALLY

Each ring will be supplied with a copy of the catalogue once check-in has been completed. This catalogue will show which competitors have checked in and may also note if the competitor is entered in another ring.

STEWARDS BOX

The Club will normally supply a box for each ring for the stewards and the Judge. The box may contain some or all of the following IN ADDITION TO A SET OF RALLY SIGNS AND SIGN HOLDERS:

RALLY NOVICE

RALLY JUDGE'S CHART
RALLY SCORE SHEETS -INDIVIDUAL
STOP WATCH
PENS, PENCIL. SHARPENER, HIGH LIGHTER, PENCIL CASE
BULL DOG CLIPS,
CLAMPS
TISSUES, HAND SANITISER

RALLY ADVANCED/EXCELLENT/MASTER

RALLY JUDGE'S CHART
RALLY SCORE SHEETS -INDIVIDUAL
STOP WATCH
TAPE MEASURE
PENS, PENCIL. SHARPENER, HIGH LIGHTER, PENCIL CASE
FOOD BOWLS IF NEEDED
JUMPS IF NEEDED
BULL DOG CLIPS
MARKERS FOR DISTANCE STATIONS

CLAMPS
TISSUES, HAND SANITISER

RING SETUP Walk with the Judge and place the station sign holder eg large orange cone beside their right foot or where they tell you. Each station will be numbered consecutively as per the course design. There will also be other equipment ie jumps/small cones to be placed out on the course. A copy of the course will be provided by the Judge to be available for the competitors to view near the ring entrance.

WALK-THROUGH - Up to 20 at one time for 10 minutes. Also check that competitors are not wearing a treat pouch etc, do not let them enter the ring as this is an instant disqualification and can be an easy mistake for nervous handlers to make.

Call competitor numbers in CATALOGUE ORDER

Call a number three times before marking "ABSENT", unless you have been advised that the competitor is in another ring at the time. If this is the case, that competitor then should go to the end of the list for that ring, or if in the Advanced or Excellent ring, the end of the jump height category .

ADVANCED / EXCELLENT - Keep your eye on jump height changes, the jumps will need to be changed quickly before the next competitor enters the ring. In Excellent ensure that both Assembly Steward and Timekeeper change jumps and if possible, please stick to changing that same jump the entire class eg Assembly does Bar Jump, Timekeeper does solid jump etc. For Advanced, only one jump requires changing throughout that class. Be ready to quickly replace any jump that may have been knocked down or fallen down before the next competitor enters the ring.

ASSEMBLY STEWARD

Aim to know that the next 2 dogs are nearby and ensure they are ready as some competitors can withdraw mid-course leaving you with no dog ready to come into the ring.

Before bringing the next competitor into the ring check that they are wearing the correct catalogue number, sometimes they will forget to change their competitor number if they are in multiple rings or have multiple dogs. Also check that they are not wearing a treat pouch etc, do not let them enter the ring as this is an instant disqualification and can be an easy mistake for nervous handlers to make.

Take the competitor into the ring and make the introduction to the Judge as required.

Except for the Rally Novice class the handler retains their lead on their body either in pocket, vest etc.

TIMEKEEPER

Please check the stopwatch to ensure that you are familiar with how to use it. Start, Stop, Reset. Test it a couple of times prior to the ring starting.

Once the Assembly steward has brought the next competitor into the ring please be ready.

When the competitor is at the "Start" sign they will be preparing for commencement of the course and the Judge will give you a verbal cue, "Timekeeper are you ready", at this time say "ready". If there is a problem (eg stopwatch malfunction etc) please say so as we do not want the competitor to start without having the correct time recorded. Also, if at any time the Judge raises their hand up in the air whilst a dog is in the ring and there is an outside dog interference please stop timing.

At the Judge's verbal command to the competitor of "Forward" you need to commence the timing, when the competitor & dog pass the "Finish" sign timing is to cease. At this time do not clear the stopwatch. Convey to the scribe the competitors time, full time of 5 digits, they will then place this on the Judge's score chart. Note no times are to be recorded on the Competitors board outside the ring, only the competitors score is to be placed on the board outside.

SCRIBE

You will be completing the Judge's chart. At the end of each competitors round the Judge will come and advise you of the score, place this score along with points deducted onto the Judge's chart. The timekeeper will advise you of the competitor's time. At the conclusion of judging ensure that the Judge signs the bottom of the chart.

Where a Club has provided Qualifying Certificates at the ringside, these should be completed by inserting the qualifying score, obtaining the Judge's signature on the certificate and then handed to the competitor.

At the completion of the ring take the signed Judging Chart to the Trial Secretary immediately.

ALL STEWARDS can then help pack up all the signs, sign holders and other equipment in the ring.

NOTE

If dogs foul in or around the ring, ask handlers to use PLASTIC BAGS provided and DISPOSE of WASTE. Don't let it be left in the ring. Where appropriate use sand or water over the fouled area.

**** NEVER GET INTO AN ARGUMENT WITH A COMPETITOR.** If there is any problem, SEND FOR THE CHIEF STEWARD, TRIAL MANAGER OR TRIAL SECRETARY IMMEDIATELY!

**** IF THERE IS AN AGGRESSIVE DOG INCIDENT REPORT IT IMMEDIATELY TO TRIAL OFFICIALS AND NOTE RELEVANT COMPETITORS NUMBERS AND WITNESSES NAMES.**