



CONFORMATION STEWARD'S GUIDE

INTRODUCTION

As a Ring Steward your job is to assist the judge and to ensure that all dogs present are presented for judging.

As an Assembly Steward your job is to assist the Ring Steward, the exhibitors and indirectly, the Judge. Stewarding is in a word - **RESPONSIBILITY**- this responsibility entails that the show runs smoothly for the exhibitors and their dogs.

To whom do you owe this responsibility?

1. The Tasmanian Canine Association Inc.
2. To the Club conducting the exhibition
3. To the Exhibitors
4. To the dog world in general and to yourselves.

1. Responsibility to the TCA Inc

- (a) As a Steward make sure that you are conversant and have a complete and updated copy of the Regulations pertaining to exhibitions.
- (b) Always dress neatly and ensure that you have comfortable footwear and protective clothing for the unexpected weather conditions.

2. Responsibility to the Club conducting the Exhibition

- (a) Sign contracts promptly and return to the Club Secretary.
- (b) Ensure that you are familiar with the location of the venue. Report to the Event Manager approx. 30 minutes before the commencement of judging. **DON'T RUSH IN LATE.**
- (c) Treat all exhibitors courteously but try to avoid calling them by their name. Answer any questions to the best of your knowledge. Refer exhibitors to the Event Manager if are unable to answer questions.
- (d) Treat all exhibitors equally. **Do not hold up judging** for any exhibitor as the show runs to a timetable and the club may be fined for late finishes.

Remember the quality of your stewarding will reflect on the Club that has selected you to officiate at their exhibition.

3. Responsibility to Exhibitors

- (a) Check that all ring equipment is in the judging ring prior to commencement of judging and that it conforms to **Regulations 162 and 163**.
- (b) Take your stewarding seriously. Remember the countless hours it has taken the exhibitor preparing his/her dog/s and getting to the show.
- (c) Speak clearly and loud enough for exhibitors to hear and understand you. If there is a microphone available please use it.
- (d) The exhibitor relies on your knowledge of the Regulations to ensure that they all have equal opportunity and treatment.

4. Responsibility to the Dog World

- (a) Poor stewarding can frustrate both the judge and the exhibitors and indirectly could affect the performance of the dog.
- (b) Personal satisfaction is gained by knowing that you have done the job well.

DUTIES OF THE RING STEWARD

Prior to Judging

- 1. Collect the judging and stewarding sheets.
- 2. Check the ribbons, sashes and trophies to be awarded.
- 3. Ask the Event Manager for a copy of the proposed judging timetable. This is to be used as a guide only, and not to be taken literally.
- 4. Introduce yourself to the Judge and the Assembly Steward (if one is being used) - they may not know you personally. If you have an Assembly Steward be mindful that they may be in training.
- 5. Accompany the Judge to the judging ring.
- 6. Confer with the Judge regarding the setting up of the judging ring. Whilst you may make suggestions based on experience, the Judge has the final say. If the Judge is from Interstate or Overseas advise him, if necessary, of the judging procedures

During Judging

- 1. Check exhibitors number discs. These must be worn on the arm or breast and only one number is to be displayed. **Regulation 224.3**.
- 2. Check the absentees from the class before handing the class over to the Judge.
- 3. Advise the Judge of the class you are handing over. *"Open Dog Class - 4 Entries"*: No other dogs may enter the ring once the class has been handed over to the Judge. **Regulation 128**
- 4. If there are any queries from exhibitors regarding their entry, stop judging, ask the Judge to relax while the entry is checked with the Event Manager.
- 5. Once the class is handed over to the Judge stand well back. Assist the Judge but do not get in his way. Ensure that dogs are ready for examination - either on the ground or on the table whilst the

previous dog is being moved. Watch the judging pattern and, if possible, stick to it. Some judges may change their pattern - let them run their own ring.

6. Exhibits are considered to be present once the class has been assembled and handed over to the Judge. If an exhibit appears to be lame or cannot be handled only the Judge may excuse it from the judging ring. All exhibits present and held in the assembly area must enter the ring. **Regulations 32, 127, 127.1**
 - i. Where the judge is adjudicating on an exhibit for the first time at an exhibition the judge must physically examine such exhibit in the conventional manner by physically handling and moving the exhibit to check its conformation and temperament. **Regulation 154**
7. Should there only be one exhibit or one class eligible for the Challenge/Breed make it known to the Judge i.e. *"Intermediate Bitch Class and the only dog eligible for the Challenge"*:
8. It is not normally the Ring Stewards duty to tell an exhibitor if an award has been withheld. Be aware that some Judges may request you to do so. Do it in a discrete manner and do not allow the exhibitor to enter into any discussion with the Judge until after the Group judging has concluded.
9. Mark up the Stewards sheets progressively. Do not hold up judging to do it. Use the breaks, or mark it when larger classes are being judged. **Make sure the officiating Judge signs all sheets prior to judging** and that these are relayed to the office promptly.
10. Announce any breaks to judging. All times announced must be adhered to. At no time must judging be held up as an exhibitor is in another ring. All breaks must be approved by the Event Manager.
11. Advise exhibitors well in advance of the commencement time of Group/Show specials.
12. Announce clearly the class/es that Best and Runner Up come from for Group/Show. Also clearly announce any subsequent classes so that exhibitors are aware of the class entering the ring. This gives exhibitors a chance to advise if you have called them in the wrong class. Remember you CANNOT rejudge a class.
13. Never turn your back on judging and do not confer with the Judge unless requested to do so.

Conclusion of Judging

1. Ask the exhibitors to show their appreciation of the Judge in appropriate manner.
2. Take the Judge straight to the Stewards Room/Office. Do not allow exhibitors to hassle him/her.
3. Return all stewarding sheets to the office.
4. Report any dogs excused from the ring for aggression. These should be marked on the breed judging sheets.
5. Any eligible dogs who fail to return for classes in Group/Show should be reported to the Event Manager and noted on the stewarding sheet/s. **Regulation 33, 33A also 127, 127.1**

General

1. Ring Stewards may mark the Judges sheets at a Championship show but the judge must sign each sheet, which should be done prior to commencement of judging.
2. Never stand too close to the Judge when decisions and awards are being made
3. Always approach the Judge from the same side.
4. Ensure that all exhibits are lined up in a straight line and that all dogs are treated equally.
5. Announce all placings clearly so that they can be heard by the Assembly Steward (if one is being used)

6. You have full control of the ring. Always insist that the class remain in the order as placed by the Judge on the place pegs until after you have marked the placings on the judging sheet.
 7. Advise, if necessary, that a class may not be rejudged, even if as Steward you have made a mistake.
- Regulation 128**

DUTIES OF AN ASSEMBLY STEWARD

If the club has one contracted, if not these requirements become the responsibility of the Ring Steward.

Prior to Judging

1. Collect a catalogue and stewarding sheets.
2. Make sure that you are the first to arrive in the judging ring.
3. Introduce yourself to the Ring Steward.
4. Assist the Ring Steward to set up the ring if necessary.

During Judging

1. Call all exhibits in numerical order for each class and assemble them in the race.
 2. Check the correct number discs are being displayed and that no badge of office or identification is being worn by any exhibitor or exhibit. Only one number disc may be displayed in the judging ring.
- Regulation 224.3**
3. All exhibits are entitled to three (3) calls. i.e. 'First call exhibit No. 111 'Second call exhibit No. 111 'Third and final call exhibit No. 111 'Exhibit No. 111 is now marked absent' Please note that an exhibit can only be marked absent when the preceding class has been placed. **Regulations 127, 127.1, 128**
 4. Only the owner/exhibitor may advise the steward of an absent exhibit. All other exhibitors must be called the required three (3) times.
 5. Advise the Ring Steward of any absentees in a class.
 6. When an exhibitor has several dogs entered it is advisable to check any absentees they may have prior to commencement of the breed. Exhibitors in the judging ring cannot respond to the Assembly Steward when numbers are being called for the next class. Request these exhibitors to have someone line their next dog up for them, if possible
 7. Where there may be a change of handler for the next class, advise the Ring Steward of same.
 8. During the judging of the last dog or bitch class, line-up the eligible exhibits for the Challenge and have the 2nd place winners standing by for Reserve Challenge. Exhibits for Challenge enter the judging ring in reverse order, i.e. Open through to Minor Puppy.
 9. While Challenge/Reserve Challenge bitch is being judged ensure that the Challenge/Reserve Challenge dogs are standing by and are ready for Breed/Runner up Breed judging. This would be an opportune time to call all class winners that are required for class eliminations.
 10. Ensure that all breed class eliminations are completed before the commencement of further breed judging.
 11. Mark up the Stewards sheets progressively during breed judging. It is essential that both stewarding sheets are compared before the commencement of Group judging. This could be done

during the judging of the last breed in the group.

Conclusion of Judging

At the conclusion of Judging return all stewarding sheets, unused ribbons etc to the office. Ensure that you have your Steward's book signed.

Stewarding Tips

- *The Ring Steward announces to the judge the next class to be judged and announces the placings of each class.*
- *The Ring Steward will advise the judge of any changes of handler and whether or not there are dogs to contest a Reserve or Runner Up decision.*
- *The Ring Steward should ensure that exhibitors are each given a fair chance to present their dogs, ensuring lineups are straight and no exhibit is "crowding" or covering another.*
- *The Ring or Assembly Steward must call each exhibit number 3 times and then call the exhibit absent- in a loud audible voice and using a microphone when available.*
- *The Ring or Assembly Steward should not go looking for exhibits.*
- *The Ring or Assembly Steward should line all class winners up in plenty of time prior to Challenge judging, but bear in mind at all times the comfort of the dogs as well as keeping the show moving . Call all second place getters to remind them their dogs may be required.*
- ***An exhibit should not be called absent until the previous class has finished and the class for which he/she is entered is ready to enter the ring.***
- *Ring and Assembly Stewards should try to find time to check numbers recorded are correct prior to group judging.*
- *Ring and Assembly Stewards should remember to cross out the unsuccessful exhibit number after the judging of class eliminations to prevent confusion when calling up Group classes.*
- *If a Judge has made a 'cut' during Group judging, those remaining may be excused if requested by the Judge.*
- *On the Ring and Assembly Stewards sheets it is a good idea to put a circle around the number of the Best of Breed winner and to underline the number of the Runner-Up Best of Breed winner to hasten recognition of the class each one is entered in to advise classes no longer required to exhibitors as well as to call in a Runner Up when required.*
- *Try to avoid calling exhibitors by their first names.*
- *Ring Stewards keep an eye on the temperature of the table on hot days and have a towel handy for dogs to stand on when it becomes too hot.*
- *Ring Stewards should remember to let the judge know if there is another dog required to come into the ring to prevent the judge making a placement before having a complete class.*
- *Ring or Assembly Stewards should avoid calling up Best of Breed winners until the last breed is judged, Make an announcement for Best of Breed winners to get ready but it is unfair to the final breeds in a Group to be crowded – it is also safer.*

GENERAL INFORMATION FOR BOTH RING AND ASSEMBLY STEWARDS

To enable you to carry out the duties of a Steward always be prepared.

Take with you

- your copy of the signed Stewarding Contract
- pens, pencil and rubber
- clipboard and bulldog clips (it is sometimes quicker and easier to have your own)
- plastic cover to go over stewards sheets on clipboard
- suitable attire for inclement weather

Be aware of

- Stewards exhibiting and Stewards contracts **Regulation 245 and 245.1**
- Procedure for dealing with aggressive dogs **Regulation 41**
- Dogs entered in wrong class **Regulation 125**
- Monorchids **Regulation 153**
- Baiting and feeding of dogs **Regulation 129.3**
- Handling dogs **Regulation 129.1, 129.2**

Watch for and be conversant with

- Trolleys, Crates etc in the Assembly Area **Regulation 164**
- Double-handling and interference **Regulations 36, 130, 131A-C**
- Unsportsmanlike behaviour **Regulation 93**

Tasmanian Canine Association Inc – Regulations Pertaining to stewards

- 32** At any exhibition all dogs entered and present in the assembly area must be exhibited in the classes for which they have been entered unless excused by the officiating judge.
- 33** All awards and prizes won shall be forfeited, if a dog is not shown in all other classes for which it subsequently becomes eligible, unless required to withdraw. The Affiliate shall retain all awards and prizes forfeited and forward them to the office of the TCA Inc.
- 33A** (a) The winner of a Best of Breed award is required to be exhibited in the judging of Best Exhibit in Group unless excused by the officiating judge. All cases in which, pursuant to this Regulation, an award or prize is cancelled, must be reported by the Show Committee to the TCA Inc within fourteen (14) working days of the conclusion of the show.
- Exhibits are not required by the Regulations to be exhibited in the judging of Class in Group but may do so at the option of the exhibitor. Similarly, Runner Up Best of Breed winners are not required by the Regulations to be exhibited for Runner Up Best in Group but may also do so at the option of the exhibitor.
- (b) The winners of a Best Exhibit in Group award or a Class in Group award are required to be exhibited in the judging of Best in Show or respective Class in Show, and if such exhibit is not so exhibited all awards and prizes won by such dog in other classes at such Show shall be automatically cancelled. All cases in which, pursuant to this Regulation, an award or prize is cancelled, must be reported by the Show Committee to the TCA Inc within three working days of the conclusion of the show. The winner of a Runner-Up in Group award which is not a Class in Group winner is not required by the Regulations to be exhibited in the judging of Runner-Up in Show but may do so at the option of the exhibitor.
- 35** At the time of judging no person shall be permitted in the judging ring save the judge and the properly appointed steward or stewards and the handler/s with the exhibit/s eligible to compete in the class or other competition.
- 36** Undue interference in any way with other exhibits or their handlers whilst in the judging ring by any person shall not be permitted. In the event of interference from within the ring, the steward in charge of the judging ring shall be empowered to suspend judging and order the removal of the person, and/or the dog, causing the interference. In the event of interference from outside the ring the steward in charge of the judging ring must first warn the offender, and then shall be empowered to suspend judging and order the removal of the person, and/or the dog, causing the interference. An Affiliate may impose a penalty not exceeding 2 units (as per the current "Scale of Charges") for breaches of this Regulation.
- 37** A judge's decision on the merit of an exhibit shall be final. Judges shall be empowered and instructed not to award any prize or special prize or Challenge Certificate to any exhibit which they consider is not of sufficient merit. It shall be the duty of a judge to convey such decision to the handler of the exhibit. An exhibit may be withdrawn during judging with the consent of the judge.
- 38** A judge may at any time require an exhibit being judged to be measured.
- 41. Duty to Report.** It shall be the duty of any Judge, Steward, Club or Show Official officiating at any TCA Inc sanctioned fixture, or any other witness to report to the Event Manager or other person responsible for the organisation of the fixture any incident which comes to his/her attention where any exhibit displays canine aggression towards any person or any other animal to such an extent as to constitute a danger to any person or any other dog or the efficient conduct of the fixture. Such report shall be made within one hour of the alleged canine aggression taking place

unless the complainant is physically unable to make the complaint. A report under this Regulation is not considered to be a complaint in accordance with Regulation 96.

- 93** Any person causing annoyance by unsportsmanlike, abusive or threatening behaviour or loud comments, whilst within the precincts of a sanctioned event may be reported by a judge, steward, member of the TCA Inc or a member of the public. Said complaint is to be lodged in accordance with TCA Inc Regulation 96.
- 125** If an exhibitor reports before judging of an ordinary class or classes that he/she has entered a dog into a class for which it is ineligible the Show Secretary/Event Manager shall transfer such dog into the correct age class or Open class only. If a dog is entered in a class for which it is eligible it cannot change classes after the close of entries.
- 127** A steward is to assemble the exhibits for a class by calling the exhibit number in such a manner that the handler ought to have reasonably heard the call. Three calls are deemed to be sufficient notice. The onus is on the exhibitor to be present at the ring when required, and to wear the exhibit number applicable to the exhibit being handled.
- 127.1** An exhibit will be declared absent by the ring steward if its number has not been acknowledged and the exhibit is not present in the ring at the time when the ring steward consigns the class to the judge for the commencement of judging of that class. If a steward declares an exhibit absent the judge has no authority to override the steward's action.
- 128** Once a Judge has commenced judging a class no other exhibit can enter the ring for that Class. A class cannot be re-judged.
- 129.1** Handling dogs. An Exhibitor may not handle more than one (1) dog during the judging of a class which shall include breed, in group and in show without the express permission of the judge. Such permission must be obtained through the ring steward prior to the commencement of judging the class. At no time shall an exhibitor seek permission from the judge direct.
- 129.2** If a member is, or becomes incapacitated on the day of the show and requires an assistant to handle their dog, the Ring Steward must be advised prior to the exhibit entering the judging ring. The assistant must not under any circumstances impede the Judging.
- 129.3** Baiting and feeding of dogs in the conformation judging ring will be permitted. However a Judge has the right to prohibit baiting. Dropping or throwing of bait is not permitted. When a Ring Steward becomes aware or is advised that an exhibitor is dropping/throwing bait the Steward must first warn the offender and request that they pick up the bait. If the exhibitor continues to throw/drop bait the Ring Steward shall be empowered to suspend judging and order the removal of the exhibitor and exhibit from the judging ring. An Affiliate may impose a penalty not exceeding 2 units (as per the current 'Scale of Charges') for breaches of this Regulation.
- 130** Interference with and attraction of the attention of exhibits whilst in the judging ring by any person outside the ring shall not be permitted. In the event of such an occurrence the steward in charge of the judging ring shall be empowered after having first warned the offender to suspend judging and order the removal of the exhibit and/or the person causing such Interference and/or attraction.
- 131A** Double handling at German Shepherd Dog Club of Tasmania shows and National German Shepherd Dog Shows will be permitted during the judging of a class.
- 131B** Where a German Shepherd Dog breed specialist is contracted to officiate for that breed at an All Breeds Championship Show, double handling will be permitted at the discretion of the officiating judge provided that the Specialist Ring is at least 50m from any other Judging ring.
- 131C** Double handling is not permitted when the German Shepherd Dogs enter the ring for Group and Show Special judging.

- 144** The order of judging a breed class shall be to judge all dog classes in breed except Neuter classes which are judged at the completion of class in breed eliminations. At Championship Shows the dog Challenge is judged from the exhibits placed first in each of the classes, excluding Baby Puppy. Judge the Reserve Challenge by bringing together the balance of the class winners and the second placegetter from the class in which the Challenge dog was entered. The procedure is repeated for the bitch classes in breed. At Open Shows & Parades the best dog is judged from the exhibits placed first in each of the classes, excluding the Baby Puppy, Neuter or Champion classes. Judge the Reserve dog by bringing together the balance of the class winners and the second placegetter from the class in which the best dog was entered. The procedure is repeated for the bitch classes in breed.
- 145** The order of judging Best of Breed, Runner-Up and Breed Elimination shall be to judge the Best of Breed by bringing together the Challenge Dog and Challenge Bitch. The "Best of Breed" shall be automatically declared the winner of the "Class in Breed" for which it is entered. Judge the "Runner-Up Best of Breed" by bringing together the unsuccessful Challenge winner in the "Best of Breed" competition and the exhibit awarded Reserve Challenge to the "Best of Breed" winner. The "Runner-Up Best of Breed" shall be automatically declared the winner of the "Class in Breed" for which it is entered provided that the "Best of Breed" was not entered in the same class. Except for the awards already mentioned, immediately following the "Runner-Up Best of Breed" judging, the "Best of Class" in breed shall be judged from the class winners of each sex within that breed. Only the exhibits awarded "Best of Class in Breed" shall be eligible to compete for "Best of Class in Group". Repeat this procedure for each breed within each group.
- 145A** Judge best Neuter of breed by judging best in each class and follow the above procedure to achieve best neuter of breed and best neuter in each class.
- 146** The order of judging Group Specials shall be to judge "Best in Group" from the "Best of Breed" winning exhibits eligible and present. The "Best in Group" shall be automatically declared the winner of the "Class in Group" for which it is entered. Then judge "Runner-Up Best in Group" from the balance of the "Best of Breed" winners and the exhibit awarded "Runner-Up to the Best of Breed" awarded "Best in Group". The "Runner-Up Best in Group" shall be automatically declared the winner of the "Class in Group" for which it is entered provided that the "Best in Group" was not entered in the same class. Except for the awards already mentioned, the "Best of Class in Group" shall be judged from the respective best of breed class winners.
- 146A** Judge best Neuter in group from the 'Best Neuter of Breed'. . Judge Neuter Runner-up by following the above procedure.
- 147** The order of judging General Specials shall be to judge the "Best in Show" from the exhibits awarded "Best in Group" eligible and present. The "Best in Show" shall be automatically declared the winner of the "Class in Show" for which it is entered. Then judge "Runner-Up Best in Show" from the balance of the exhibits awarded "Best in Group" and the exhibit awarded "Runner-Up to the Best in Group" awarded "Best in Show". The "Runner-Up Best in Show" shall be automatically declared the winner of the "Class in Show" for which it is entered provided that the "Best in Show" was not entered in the same class. Except for the awards already mentioned, the "Best of Class in Show" shall be judged from the respective "Best in Group" class winners.
- 147A** Judge best Neuter in show from the 'Best Neuter of Group' winners. Judge Neuter Runner-up in show by following the above procedure.
- 153** A conformation judge shall report to the Secretary of the Affiliate details of any dog over six (6) months of age (excluding those entered in a property or neutered class) which in his opinion is not entire. Such dog may be sent from the ring by the officiating judge.
- 154** Where the judge is adjudicating on an exhibit for the first time at an exhibition the judge must physically examine such exhibit in the conventional manner by physically handling and moving

the exhibit to check its conformation and temperament. If a judge defaults in complying with the regulation it shall be the responsibility of the ring steward to inform the judge of this regulation. If a judge again refuses to comply with this regulation then the steward must call for judging to cease and bring the matter to the attention of the Event Manager who will resolve the matter with the judge. The committee has the power to substitute the judge and must report the matter to the TCA Inc. Council if the judge completely refuses to comply with this regulation.

- 162** All rings are to be clearly numbered for identification. Signs must be double-sided and a minimum of 1500 mm above ground level. The numbers are to be a minimum of 230 mm in height and of an appropriate width. Ring 1 shall be a minimum of 225 square metres with a minimum width of 10 metres. Ring 2 shall be a minimum of 115 square metres with a minimum width of 10 metres..
- 164** Trolleys, crates and baskets will be permitted in the assembly area with the permission of the stewards, however, such trolleys, crates and baskets must be removed at the conclusion of the judging of each breed.
- 224. 3** Not more than one (1) exhibit number shall be displayed by a handler at any one time and under no circumstances shall an exhibit be judged without the handler clearly displaying its correct exhibit number.
- 229** Where a first place is not awarded in a class or event there shall be no other awards made in the class or event.
- 230** A judge shall not place two (2) or more exhibits equal for any award.
- 245.1** Conformation Stewards may not steward for a judge who will subsequently judge a dog owned or handled by her/him at that Show at Group Level. Where multiple shows are held on the same weekend this Regulation only applies to a single show. General Specials are exempt. A Steward may not steward in a ring while a dog owned or co-owned leased or co-leased by them is being exhibited.