

Lavina's Quick tips for Stewarding.

This is to be read in conjunction with the training presentation
Stewarding – The Basics and Beyond

Communication

- Spend a few minutes at the start discussing with your judge the preferred ring layout, how they want the classes brought in e.g. straight to the table, where they want the best dog/bitch and BOB assembled and where they want their group line up.
- If it is a champ show, get clear instructions regarding awarding of challenges. Also, weighing of dachshunds and measuring of poodles.
- If there is only one exhibit in a breed, you need to be working at least one, if not two breeds ahead. This is common at R/P's. As soon as a breed is in the ring (if there is only one exhibit) then you need to be assembling your next breed and calling the following breed.
- If there are multiple dogs in the breed, call the first class. Don't try to mark off a whole breed before they go into the ring. Concentrate on your first class. Ask those exhibitors what other numbers they have – also they will usually tell you then if they are scratching an exhibit.
- Repeat the class and sex to the exhibitor when they check in – eg Junior bitch 348. If a dog is entered in the wrong class (or sex) then most times it will be picked up before the class is assembled.
- Ensure anyone scratching an exhibit has the authority to do so.
- When calling the exhibitors always call the class as well as the number e.g. puppy dogs 247, 248 & 249.
- Hand your class to the judge and tell them what the class is e.g. “two puppy dogs”, or “one only bitch and it is an intermediate”.
- Tell the judge when it is the last class for the sex “you have one NZ Bred and this is your last bitch class”
- If an exhibitor doesn't show – don't panic – call them again. Do NOT say “this is your last call – scratched!” They are marked absent if they are not present when the class is handed to the judge.
- **ALWAYS** check the exhibitor's numbers before they enter the ring. If they do not have the correct number, make them change it. Then, when you record the results, you record from the number on the exhibitor, and you know you have the correct result.
- As the judge awards the placing, repeat the results out loud. If you have a mistake there is a good chance it will be picked up at the time e.g. 1st – 32, 2nd – 31. Or Junior dog 32 is best dog, intermediate dog 33 is reserve.
- When judging best dog/bitch, BOB etc, announce what is being judged. This helps the judge, the exhibitors and any spectators. E.g “Now judging for best dog” or “ This is your Best of Group line up”
- If you get into the habit of announcing the class, it also helps prevent mistakes such as a group class not being completed before the judge commences judging. The judge will (after the first few times) be waiting for you to confirm that the class is complete.
- JBO sheets for Champ shows. Most breed sheets indicate that they are a JBO breed. Remind the judge BEFORE the breed is judged and remind them to complete the sheet at the end of the breed.
- Neuter classes. These are judged AFTER the breed and AFTER the group/BIS. Many clubs have a reserve neuter award, remember to call in the reserve neuter of breed (if there is one)

- With open and champ shows, be aware of reporting times on schedules. You cannot, under any circumstances, commence judging a breed before the scheduled reporting time.
- Be on the look out for new exhibitors and inform the judge. When they leave the ring after breed judging, make sure they know to stay for group judging. If they are awarded a group prize, inform them to stay for Best on Parade / in Show.

Marking Stewards sheets

- Judges and stewards' signatures are required on Open and Champ show sheets, but it is not a requirement for ribbon parades.
- At Open and Champ shows it is common practice to request the judge pre-sign the sheets before commencing judging along with the challenges at a Champ show.
- Note the dogs present by putting a small mark or tick under the number.
- Clearly indicate a dog is absent by putting a line through the number and the letters SCR or ABS.
- Make sure the person scratching the dog has authority to do so.
- Record the result of each class in the box below the number even if there is only one in the class.
- Cross out the classes where there are no exhibits.
- When recording Best / Res Dog or Bitch, place a small initial underneath indicating the class eg o for open or j for junior.
- Remember to get the judge to initial the sheet when any dog is excused from the ring or declined an award.
- Fill in the appropriate automatic breed awards as breed judging progresses.
- Fill in the appropriate automatic breed award as BOB & ROB are awarded.
- Now – fill in the gaps. If you have a gap on the right hand column, then there is more judging to be done.
- Transfer the results to the group sheet. Once again, cross out any blank squares.
- NOTE – if you ALWAYS cross out blank squares you will pick up a mistake very quickly, usually before anyone else notices.
- BIS / BOP. These sheets are completed by the secretary (sometimes you need to fill in the last group at a R/P). Indicate age class for all BOG and ROG winners and also BIS & RIS.

Equipment

- Clipboard
 - Pens, red and blue
 - Waterproof pens
 - Waterproof clothing
 - Large plastic bag
 - Sun hat
 - Sun block
 - Dogs NZ Show Regs
 - Stewarding record card.

BE CALM

Remember – accuracy is more important. With accuracy, speed will come. It will never occur the other way.

Write clearly and be methodical.

Smile, be friendly and enjoy yourself.