



NZ Dog Judges Assn Stewarding – The Basics and Beyond

WITH LAVINA DIAMANTI

PRESS ENTER TO BEGIN.

Instructions

This is a PDF version of a power point document which is best viewed on a device with a reasonable size screen.

To advance to the next slide press enter key.

You are encouraged to print out some blank stewarding sheets from the Dogs NZ website <https://www.dogsnz.org.nz/dogsnz/official-forms> and practice using this training as a guide before your first stewarding appointment.

This presentation has been prepared by Lavina Diamanti for the NZ Dog Judges Association and must not be copied or shared without permission.



“Fast is fine, but accuracy is final. You must
learn to be slow in a hurry”
by Wyatt Earp

Introduction

- Welcome to this introductory stewards training course.
- This training is a condensed version of other stewarding courses run and is an introduction to assist those starting out with their stewarding.
- This is not intended to replace the excellent courses that Anne Deery and Bob Weaver have been running in recent times – they are hands-on and very interactive.
- If you get the opportunity to attend one of those courses, I strongly recommend you do so.
- This training does not cover off the use of any online system that Dogs NZ may introduce. This is the paper version – but the process remains the same.

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- Lets start with what we think our job as a steward is?
 - 1. Get the exhibitors into the ring efficiently
 - 2. Communicate with exhibitors and judges
 - 3. Record the results
 - I take the approach that the exhibitors are our customers so a smile and pleasant manner, along with just a small touch of authoritative demeanour is required. In addition to this a good knowledge of regulations and the judging process is very helpful.

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- The ring is controlled by the judge but your responsibility, especially for overseas judges, is to guide them.
 - The Show Manager controls the proceedings and is responsible for the show finishing in good time so they will communicate with you throughout the day as to how your ring is progressing for finishing times and any other matters.
 - They have the final say on any decisions regarding timing, order of judging or other matters affecting the running of the show.
 - Ensure you involve the Show Manager where there is a serious incident that requires reporting such as exclusions from the ring for aggression etc.

Equipment

- First we will have a look at what equipment I recommend that you assemble prior to your stewarding appointment.
- A good steward will be prepared for all eventualities including wet weather when the forecast is for fine. Assemble your own equipment, don't rely on the club providing anything, that way you are not caught short and trying to "make do".
- Clipboard – I recommend you take your own. You may not use it but you have it just in case. Nothing worse than trying to complete stewarding sheets with a clipboard that is falling to pieces.

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- Pens – At least 2 of different colours. I like to use red. Plus waterproof pens, again at least 2 of different colours. Under no circumstances should pencils be used. Yes, you can use erasable pens.
 - Waterproof clothing, including footwear – This means real waterproof, not shower proof. Everyone else can get undercover except you and the judge. Whilst most clubs provide gazebos it may not always be the case, especially if it is a ribbon parade.
 - Large plastic bag – You can't write on sheets which are wet. It needs to be big enough to cover your clipboard and still be able to write (with your waterproof pens). Ask your local butcher – they have ones which are a really good size and heavy plastic.



- Sunhat and sunblock.
- It is a good idea to check with your judge to see if they are wearing sunblock if it is a hot summers day. Not all overseas judges are prepared for our harsh sun conditions and will appreciate you looking out for them.
- Show Regulations – these can be downloaded to your device.
- Also – remember that you are one of the officials and you will be associating with the judges, so you should present yourself like one and act like one.
- Next we will have a look at Show Regulations.....

Show Regulations

This is your bible, the better you know the regulations the more effective a steward you will be. Judges from overseas aren't familiar with our regulations so it is important that you are. You may be their only reference source. Examples of situations you need to know the answer to:- (I have included the relevant show regulation number to make it easier for you.)

- When and by whom are the Miniature Dachshunds weighed and what is the maximum weight? (20.1)
- What are the Toy and Miniature poodle heights and how and when are they measured? (20.2)
- What breeds can use the ramp and who decides which dogs are judged on the ramp? (15.4 & Appendix One)

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- At what age does a monorchid dog have to be reported to Dogs NZ? (20.17)
 - What happens if the judge dismisses an exhibit? (20.13)
 - What happens if an exhibitor is marked absent and then shows up after the class has been handed over to the judge? (20.16)
 - What happens if a judge declines an award or refuses a challenge? (23)
 - What happens when a dog is exhibited in the wrong class? (20.16.2)

As the steward you need to know the answers to all these questions and be able to deal with these situations if they arise. We will look at a couple of these throughout this training but please, make sure you take the time to review these regulations and ensure you know the answers to these scenarios.

Next we will look at ring set up.....

Ring Set Up

- A well set up ring will assist you with your job, to keep the judge judging, avoid congestion and save valuable time and most importantly - walking.
- When you arrive at the ring make sure the table is sturdy and check to see if a ramp is to be used and is available. If you are at a ground familiar to you then you may wish to place the table for the judge. Sometimes the judge will leave it where you have put it, so make sure you place it in the optimal place for efficiency.
- Talk through with the judge how they plan to run the ring, eg, do they want the classes straight to the table or once around, where do they want the dog/bitch line up, where do they want their group line up.
- Many rings now just have lines or ropes on the ground and this can be helpful getting dogs out of the ring and avoiding congestion at the ring entrance.
- Next – Assembling the classes....

Assembly



- Unless it is the National Dog show, clubs do not provide Assembly Stewards which means the Ring Steward has to do both jobs.
- A good steward understands that it is important to keep your Judge judging – especially if you have a large number of dogs to get through.
- Keeping the dogs flowing into the ring is a skill which requires experience and confidence.
- Your job is to assemble the dogs, the exhibitors job is to be at the entrance, ready for judging, when required.
- Nothing is achieved from rushing, shouting and getting obnoxious with exhibitors except a whole lot of bad feeling and unhappy exhibitors and stewards.

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- A friendly, helpful steward can calm a situation, or be the difference between a good or bad experience, especially for new exhibitors.
 - If there is only one exhibit in a breed, you need to be working a breed ahead. This is common at R/P's and Open Shows. 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.
 - When calling the exhibitors **ALWAYS** call the class as well as the number e.g. "Junior dog 247." If a dog is entered in the wrong class (or sex) then most times it will be picked up before the class is assembled. (Most common at R/P's & open shows)

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- When calling breed numbers where there are multiple exhibits across the classes, concentrate on the first class only. Don't rush around trying to find if everyone is present, that will become apparent in time.
 - Call the first class and then ask if they have any other exhibits or scratchings. Make a small mark below each number so you know they are present.
 - Many exhibitors will check in with you a couple of breeds ahead. Mark your sheet with a small ° or tick under the number.
 - Once you have assembled that class and handed to the judge then work on your next class. Again, don't worry about other classes, do the same.

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- If you do this, you will have very few gaps.
 - When calling for numbers call the breed and the class as well as the number eg “ Beagle Puppy dogs 14, 15 & 16”.
 - When an exhibitor checks in a number, repeat the class eg. “Open Dog 24 & puppy bitch 26”. If you always do this, it will highlight if the exhibitor thinks they have entered a different class.
 - Remember, if the stewarding sheet is incorrect, you cannot just change it. If a dog has been entered in the wrong class, then judging must stop and be sorted with the Show Secretary. Fortunately with online entries now there are few errors like this.

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- Check the exhibitor is wearing the correct number, if not, get them to change it. Then, when you record the results, you record the number displayed, that way you know you have the correct number, especially relevant where there are big classes.
 - If an exhibit is not present, then the moment they are deemed absent is when the class (or next class if only one exhibit that class) is handed to the judge. (Reference to the Class also includes Group and In Show) You CANNOT give 3 calls and then scratch ahead of the class being handed over.
 - For clarity – When I have completed the statement of what the class is, eg “Sir, you have 4 intermediate bitches” or “Now judging Best Dog” - then that is the point at which the exhibit is deemed absent.

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- Similarly, if a dog is marked absent and turns up after the class has been handed to the judge then they cannot join that class (or any other and this includes group judging). Even with single breeds, if they are absent then you cannot put them on later if they show up after being marked absent (alternative instructions from the Show Manager being the only exception.)
 - If an exhibit is being scratched then make sure that the person advising you has the authority to do so – ask the question, “Is this your dog”. Don’t ever mark a dog scratched when someone else has indicated they are absent. Just say “thanks for letting me know, but I will still need to call them”. With number cards being collected ringside at many shows now, you can check to see if the cards have been collected.

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- When assembling group and in show classes an exhibitor that doesn't show up will forfeit any awards, including challenges. (see also Group Judging)

Next we will look at communicating with your judge and exhibitors.....

Communication



- Judges (and exhibitors and spectators) love stewards that keep them informed on where they are up to. It is not easy to concentrate for long periods of time and it is very easy for a judge to lose track of where they are up to, especially when judging large classes at a big show. Always tell your judge what the class is that you are sending into the ring and verbalise the results as you write them down. Some examples are:-
 - “You have 4 junior dogs.”
 - “One only in the breed and it is an open dog.”
 - “Now judging Best Bitch/ Best of Breed.”

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- Always let the judge know if there are no more to come in the classes – eg “You have 3 junior dogs and this is your last dog class.”
 - The reason I do this is because most judges are mentally eliminating and elevating as they go through the classes and this lets the judge know they will be looking for their best dog or bitch and challenge winner (or not) from what they have seen and there are no more options for them to consider.
 - 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 and they can commence judging.

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- Communicate your placings clearly – I would say - “1st – 32, 2nd – 31”. Or “Junior dog 32 is best dog, intermediate dog 33 is reserve.”
 - If you have made a mistake it will most probably be picked up at that point. Not all judges are clear with their indications and this is a good double check of the placings.
 - Communicate if there is a reserve to come in and make sure your judge hears you, especially for judges from overseas. If the Best Dog/Bitch winner was the only one in their class you might say – “Nothing to come back” or “your reserve from this line up”.



- If there is a second place getter to return to the ring you might say – “One to come” or something similar – but make sure your judge knows that the class is not complete.
- The same applies to group awards (unless they are judging group 1,2,3,4 style). Make sure your judge knows if there is or not a reserve of breed to come into the ring. Tip – Never give the judge the best and reserve ribbon together!
- Now lets have a look at completing the stewarding sheets.....

Marking the Sheets

- Whether it is an All Breeds Champ show or a Ribbon Parade, check your sheets before commencing judging. Check all the sheets are in order and in the same order as the group sheet and the reporting schedule. 99% of the time they are, but it isn't a guarantee and you **MUST** ensure the reporting sheet order is followed.
- Most clubs now will get you and your judge to sign your sheets before you start. This saves time in the ring.
- If an open or champ show - mark the reporting sheet with expected finish times for groups of breeds. Allow 2 minutes per dog maximum and 30 minutes for group judging at a large champ show. This allows you to monitor the progress of your ring in line with the Show Managers expectations.

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- Also, it is much easier to ask a judge to speed up in the first hour than be rushing at the end of the day. All group judging needs to be finished at least one hour prior to expected show finish time as Best in Show will take at least an hour.
 - I recommend you use a different coloured pen than the secretary has used. Most sheets these days are computer printed with black ink so using blue is ok, but red is even better. This allows you to quickly scan the sheets and focus on what you have written.
 - Seek the judge's permission to assume challenges are being awarded unless the judge lets you know to the contrary. Indicate the challenge with a tick. Easy to change a tick to an N/A if you have filled in the sheet before the non-award is advised! N/A = Not awarded. N/E = Not eligible i.e baby puppy awarded best or reserve dog or bitch.

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- If you are stewarding a Ribbon Parade or Open show then just ignore the challenge awarded space on the sheet. Some clubs will provide their own versions for Ribbon Parades. Specialty clubs which have entries in all classes will also use a different version of the stewarding sheet.
 - Write clearly, remember someone else is reading your numbers and completing results sheets or entering into a database.
 - Don't forget that if a dog is excused from the ring both you and the judge must initial the sheet and if the judge withholds the challenge then they must initial the sheet beside the No Challenge Awarded notation.
 - Lets look at some actual sheets
 - Firstly – pens!

On this sheet I have used a blue pen for the dogs and black pen for the bitches. You can see that the black pen makes it difficult to quickly identify what has been written by the secretary and what are the results. The blue pen is better.

DOGS NEW ZEALAND

Breed Borzoi

MKA
(Name of Club)

25/1/25
(Date of Show)

DOGS				BITCHES				
Class 1 <u>435</u>				Class 1A <u>445</u> <i>sd</i>				Best Baby Puppy of Breed <u>435</u>
1 <u>435</u>	2	3		1	2	3		
Class 3				Class 3A				Best Puppy of Breed <u> / </u>
1	2	3		1	2	3		
Class 5 <u>436</u> <u>437</u> <u>438</u>				Class 5A <u>446</u>				Best Junior of Breed <u>446</u>
1 <u>436</u>	2 <u>438</u>	3 <u>437</u>		1 <u>446</u>	2	3		
Class 6 <u>439</u>				Class 6A				Best Int. of Breed <u>439</u>
1 <u>439</u>	2	3		1	2	3		
Class 8 <u>440</u> <u>441</u> <i>sd</i>				Class 8A <u>447</u> <u>448</u> <u>449</u>				Best New Zealand Bred of Breed <u>440</u>
1 <u>440</u>	2	3		1 <u>448</u>	2 <u>449</u>	3 <u>447</u>		
Class 11 <u>442</u> <u>443</u> <u>444</u>				Class 11A <u>450</u> <i>sd</i> <u>451</u> <u>452</u> <u>453</u>				Best Open of Breed <u>452</u>
1 <u>443</u>	2 <u>442</u>	3 <u>444</u>		1 <u>452</u>	2 <u>451</u>	3 <u>453</u>		
Best Dog <u>443</u>				Best Bitch <u>452</u>				Best of Breed
Challenge ✓				Challenge ✓				<u>443</u> Res. Best of Breed
Res. Best Dog <u>439</u>				Res. Best Bitch <u>446</u>				
Res. Challenge ✓				Res. Challenge ✓				<u>452</u>

[Signature]
(Signature Judge's Steward)

[Signature]
(Signature of Judge)

- Here I have used a red pen which makes my numbers stand out a lot clearer and on the right I have used a waterproof pen which is even clearer again.
- Next we will look at the process of completing breed sheets and work our way through.

DOGS NEW ZEALAND

Breed

MKA

(Name of Club)

BORZOI

25/1/25

(Date of Show)

DOGS				BITCHES				
Class 1 435				Class 1A 445 scr.				Best Baby Puppy of Breed
1	435	2		1		2		435
Class 3				Class 3A				Best Puppy of Breed
1		2		1		2		/
Class 5 436 437 438				Class 5A 446				Best Junior of Breed
1	436	2	438	1	446	2		446
Class 6 439				Class 6A				Best Int. of Breed
1	439	2		1		2		439
Class 8 440 441 scr.				Class 8A 447 448 449				Best New Zealand Bred of Breed
1	440	2		1	447	2	449	447
Class 11 442 443 444				Class 11A 450 scr. 451 452 453				Best Open of Breed
1	444	2	443	1	453	2	451	444
Best Dog 444 o				Best Bitch 447 NZ				Best of Breed
Challenge ✓				Challenge ✓				447 NZ
Res. Best Dog 435 RP				Res. Best Bitch 446 JNE				Res. Best of Breed
Res. Challenge N/E				Res. Challenge ✓				444 o

[Signature]
(Signature Judge's Steward)

[Signature]
(Signature of Judge)

- The first thing I do is put a line through any box not required.
- In this example there is only one exhibit so you can put a line through the res dog, the best and res bitch and the age classes for all the ages's except the junior and also the res of breed box. That way you only need to work on what is required and it helps eliminate errors.
- Always fill in the results box for each class, even if there is only one exhibit in the class. If you always do this it will make it easy much easier to call the class winners in for Dog and Bitch challenge.
- Fill in the class winners on the right-hand side boxes as you go if there is only one.
- Completing the breed sheets in this methodical manner eliminates potential mistakes.
- Lets look at this again stepping through the process with a few more exhibits

DOGS NEW ZEALAND

MKA

(Name of Club)

Breed

BEAGLE

25/1/25

(Date of Show)

DOGS			BITCHES			
Class 1			Class 1A			Best Baby Puppy of Breed
1	2	3	1	2	3	
Class 3			Class 3A			Best Puppy of Breed
1	2	3	1	2	3	
Class 5 278			Class 5A			Best Junior of Breed
1	2	3	1	2	3	278
Class 6			Class 6A			Best Int. of Breed
1	2	3	1	2	3	
Class 8			Class 8A			Best New Zealand Bred of Breed
1	2	3	1	2	3	
Class 11			Class 11A			Best Open of Breed
1	2	3	1	2	3	
Best Dog 278			Best Bitch			Best of Breed
Challenge			Challenge			278
Res. Best Dog			Res. Best Bitch			Res. Best of Breed
Res. Challenge			Res. Challenge			

(Signature Judge's Steward)

(Signature of Judge)

- Lets start with a breed sheet which has four classes, two dog and two bitch classes.
- If you have printed off some stewarding sheets to practice on, then fill them out with me as we go through these slides.

DOGS NEW ZEALAND

Breed **HARRIER**

(Name of Club)				(Date of Show)				
DOGS				BITCHES				
Class 1				Class 1A				Best Baby Puppy of Breed
1	2	3		1	2	3		<input type="text"/>
Class 3				Class 3A				Best Puppy of Breed
1	2	3		1	2	3		<input type="text"/>
Class 5				Class 5A				Best Junior of Breed
1	2	3		1	2	3		<input type="text"/>
Class 6				Class 6A				Best Int. of Breed
1	2	3		1	2	3		<input type="text"/>
Class 8				Class 8A				Best New Zealand Bred of Breed
1	2	3		1	2	3		<input type="text"/>
Class 11				Class 11A				Best Open of Breed
1	2	3		1	2	3		<input type="text"/>
Best Dog				Best Bitch.....				Best of Breed
Challenge				Challenge				<input type="text"/>
Res. Best Dog				Res. Best Bitch				Res. Best of Breed
Res. Challenge.....				Res. Challenge.....				<input type="text"/>

(Signature Judge's Steward)

(Signature of Judge)

The first thing I am going to do is put a line through the boxes we don't require.

Here we have no babies or puppies and no intermediates so I have put a line through each of these boxes on the right hand side.

DOGS NEW ZEALAND

Breed **HARRIER**

(Name of Club)						(Date of Show)						
DOGS						BITCHES						
Class 1						Class 1A						Best Baby Puppy of Breed
1		2		3		1		2		3		<input checked="" type="checkbox"/>
Class 3						Class 3A						Best Puppy of Breed
1		2		3		1		2		3		<input checked="" type="checkbox"/>
Class 5						Class 5A 456						Best Junior of Breed
1		2		3		1		2		3		<input type="checkbox"/>
Class 6						Class 6A						Best Int. of Breed
1		2		3		1		2		3		<input checked="" type="checkbox"/>
Class 8 453						Class 8A						Best New Zealand Bred of Breed
1		2		3		1		2		3		<input type="checkbox"/>
Class 11 454 455						Class 11A 457 458 459						Best Open of Breed
1		2		3		1		2		3		<input type="checkbox"/>
Best Dog						Best Bitch						Best of Breed
Challenge						Challenge						<input type="checkbox"/>
Res. Best Dog						Res. Best Bitch						Res. Best of Breed
Res. Challenge						Res. Challenge						<input type="checkbox"/>

(Signature Judge's Steward)

(Signature of Judge)

Now you can see we have recorded the results for the dogs and completed best and reserve dog results.

Because #453 is the only NZ Bred in the breed I have also filled in the box on the right hand side.

I haven't filled in the box for the junior because she hasn't yet been in the ring.

I recommend you wait until the dog has been judged before you complete the boxes as the judge could excuse the dog from the ring.

DOGS NEW ZEALAND Breed **HARRIER**

(Name of Club) (Date of Show)

DOGS			BITCHES			
Class 1			Class 1A			Best Baby Puppy of Breed
1	2	3	1	2	3	<input checked="" type="checkbox"/>
Class 3			Class 3A			Best Puppy of Breed
1	2	3	1	2	3	<input checked="" type="checkbox"/>
Class 5			Class 5A			Best Junior of Breed
1	2	3	1	2	3	<input type="checkbox"/>
Class 6			Class 6A			Best Int. of Breed
1	2	3	1	2	3	<input checked="" type="checkbox"/>
Class 8			Class 8A			Best New Zealand Bred of Breed
1	2	3	1	2	3	<input checked="" type="checkbox"/>
Class 11			Class 11A			Best Open of Breed
1	2	3	1	2	3	<input type="checkbox"/>
Best Dog 453			Best Bitch			Best of Breed
Challenge ✓			Challenge			<input type="checkbox"/>
Res. Best Dog 455			Res. Best Bitch			Res. Best of Breed
Res. Challenge ✓			Res. Challenge			<input type="checkbox"/>

(Signature Judge's Steward) (Signature of Judge)

Now the bitches have been judged I can complete the box on the right hand side for the junior bitch and also the best and reserve bitch boxes.

Note that I have completed all the class boxes, even when there is just one in the class, and have put a tick under the best and reserves to indicate challenge is awarded.

(Name of Club)						(Date of Show)						
DOGS						BITCHES						
Class 1						Class 1A						Best Baby Puppy of Breed
1		2		3		1		2		3		<input checked="" type="checkbox"/>
Class 3						Class 3A						Best Puppy of Breed
1		2		3		1		2		3		<input checked="" type="checkbox"/>
Class 5						Class 5A						Best Junior of Breed
						456						
1		2		3		1	456	2		3		<input checked="" type="checkbox"/> 456
Class 6						Class 6A						Best Int. of Breed
1		2		3		1		2		3		<input checked="" type="checkbox"/>
Class 8						Class 8A						Best New Zealand Bred of Breed
453												
1	453	2		3		1		2		3		<input checked="" type="checkbox"/> 453
Class 11						Class 11A						Best Open of Breed
454 455						457 458 459						
1	455	2	454	3		1	459	2	458	3	457	<input type="checkbox"/>
Best Dog 453						Best Bitch 459						Best of Breed
Challenge <input checked="" type="checkbox"/>						Challenge <input checked="" type="checkbox"/>						<input type="checkbox"/>
Res. Best Dog 455						Res. Best Bitch 456						Res. Best of Breed
Res. Challenge <input checked="" type="checkbox"/>						Res. Challenge <input checked="" type="checkbox"/>						<input type="checkbox"/>

(Signature Judge's Steward)

(Signature of Judge)

Finally, here is my completed sheet for the breed. (minus the judges and stewards signature!)

DOGS NEW ZEALAND

Breed **HARRIER**

(Name of Club)			(Date of Show)			
DOGS			BITCHES			
Class 1			Class 1A			Best Baby Puppy of Breed
1	2	3	1	2	3	
Class 3			Class 3A			Best Puppy of Breed
1	2	3	1	2	3	
Class 5			Class 5A			Best Junior of Breed
			456			
1	2	3	1	2	3	456
Class 6			Class 6A			Best Int. of Breed
1	2	3	1	2	3	
Class 8			Class 8A			Best New Zealand Bred of Breed
453						
1	2	3	1	2	3	453
Class 11			Class 11A			Best Open of Breed
454 455			457 458 459			
1	2	3	1	2	3	459
Best Dog 453			Best Bitch 459			Best of Breed
Challenge ✓			Challenge ✓			459
Res. Best Dog 455			Res. Best Bitch 456			Res. Best of Breed
Res. Challenge ✓			Res. Challenge ✓			456

(Signature Judge's Steward)

(Signature of Judge)

- This one appears to be a lot harder – there are more dogs. BUT – there is time between classes. With 15 dogs allowing 1.5 minutes per dog for breed class judging this breed will take 20 minutes to judge so you have time.
- Remember – get the first class in the ring, then the next class and so on.
- Again, fill in the results box for each class, even if there is only one. This will make it easy to call the class winners in for Dog and Bitch challenge as you are calling all the numbers in the 1 column.
- Work through the sheet methodically.

DOGS NEW ZEALAND

Breed **DEERHOUND**

(Name of Club)						(Date of Show)						
DOGS						BITCHES						
Class 1 324						Class 1A						Best Baby Puppy of Breed
1	324	2		3		1		2		3		324
Class 3 325 326						Class 3A 333						Best Puppy of Breed
1	325	2	326	3		1	333	2		3		333
Class 5 327						Class 5A 334 335						Best Junior of Breed
1	327	2		3		1	334	2	335	3		334
Class 6						Class 6A 336 337 338 <i>ed</i>						Best Int. of Breed
1		2		3		1	338	2	337	3		338
Class 8 328 329 <i>sd</i>						Class 8A						Best New Zealand Bred of Breed
1	328	2		3		1		2		3		328
Class 11 330 331 332						Class 11A 339						Best Open of Breed
1	331	2	332	3	330	1	339	2		3		
Best Dog 328 <i>NZ</i>						Best Bitch 334 <i>J</i>						Best of Breed
Challenge ✓						Challenge ✓						328
Res. Best Dog 331 <i>e</i>						Res. Best Bitch 338 <i>I</i>						Res. Best of Breed
Res. Challenge ✓						Res. Challenge ✓						334

(Signature Judge's Steward)

(Signature of Judge)

- Tip –if you put a small initial under the best and reserve numbers indicating the class it will be much easier when fill in and advising what class the winners were from.
- When BOB & ROB have been judged, fill in the corresponding boxes and the class on the right-hand side if not already done.
- Now, scan down and check for any empty boxes and these will be the classes that need to be judged for age of breed.
- You can see that all the classes are automatic except the open class so you now need to bring in the open dog and open bitch to complete the breed judging.
- Again, I re-iterate – be methodical and you will avoid mistakes.

DOGS NEW ZEALAND

M.V.A.

(Name of Club)

Breed **DEERHOUND**

1/1/11
(Date of Show)

DOGS			BITCHES			
Class 1 324			Class 1A			Best Baby Puppy of Breed
1 324	2	3	1	2	3	324
Class 3 325 326			Class 3A 333			Best Puppy of Breed
1 325	2 326	3	1 333	2	3	333
Class 5 327			Class 5A 334 335			Best Junior of Breed
1 327	2	3	1 334	2 335	3	334
Class 6			Class 6A 336 337 338 602			Best Int. of Breed
1	2	3	1 338	2 337	3	338
Class 8 328 329 se			Class 8A			Best New Zealand Bred of Breed
1 328	2	3	1	2	3	328
Class 11 330 331 332			Class 11A 339			Best Open of Breed
1 331	2 332	3 330	1 339	2	3	
Best Dog 328 NZ ✓			Best Bitch 334 J ✓			Best of Breed
Challenge ✓			Challenge ✓			328 NZB. Res. Best of Breed
Res. Best Dog 331 e			Res. Best Bitch 338 J ✓			
Res. Challenge ✓			Res. Challenge ✓			334 J

[Signature]
(Signature Judge's Steward)

[Signature]
(Signature of Judge)

Neuters

- Not all shows have neuter classes at their Champ Shows but if they do, the stewarding sheet will look slightly different and will have neuter classes at the bottom of the sheet. These are judged AFTER Best of Breed and age of breed classes for the other exhibits in that breed. Note: The regulations changed last year and 18 & 18a neuter classes MAY also be offered at Group and specialist shows which means the neuters cannot compete in the regular classes at these shows. It only applies to champ shows.
- Some clubs will have a separate sheet for neuter.
- Sort this out when you are signing your sheets before judging starts.
- Make sure you know which breeds have neuters and find out if there are reserve neuter awards as well. Most clubs have a reserve neuter of group but not always.

- Sometimes a neuter is the sole exhibit in the breed.
- This makes it easy.

MEU AZAWAKH

DOGS			BITCHES			CLASSES	
1	2	3	1	2	3	Best Baby Puppy	
1	2	3	1	2	3	Best Puppy	
1	2	3	1	2	3	Best Junior	
1	2	3	1	2	3	Best Intermediate	
1	2	3	1	2	3	Best NZ Bred	
1	2	3	1	2	3	Best Open	
Best Dog _____			Best Bitch _____			Best of Breed	
Challenge Dog _____			Challenge Bitch _____			Res. Best of Breed	
Res. Best Dog _____			Res. Best Bitch _____			Best Neuter	
Res. Challenge _____			Res. Challenge _____			431	
1	2	3	1	431	2	3	Neuter Best of Breed
Neuter Dog _____			Neuter Bitch <u>431</u>			431	
Neuter Challenge Dog _____			Neuter Challenge Bitch <input checked="" type="checkbox"/>			Neuter Res. Best of Breed	
Neuter Res. Best Dog _____			Neuter Res. Best Bitch _____			Neuter Res. Best of Breed	
Neuter Res. Challenge Dog _____			Neuter Res. Challenge Bitch <input checked="" type="checkbox"/>			Neuter Res. Best of Breed	
_____ (Signature Judge's Steward)			_____ (Signature Judge)				

- Where there are numbers in the breed it gets a bit trickier.
- But – it is still the same – just fill in the gaps.
- You will note that there is 2 boxes for best neuter of breed. I'm not sure if this is intended to be used but there doesn't appear to be a requirement for it so just ignore the first box.
- Next we will look at the group sheets....

MKA BASSETT HOUND.

DOGS			BITCHES			CLASSES
1	2	3	1	2	3	Best Baby Puppy <hr style="border: 1px solid red;"/>
1	2	3	1	2	3	Best Puppy 465 465
1	2	3	1	2	3	Best Junior 463 463
1	2	3	1	2	3	Best Intermediate <hr style="border: 1px solid red;"/>
1	2	3	1	2	3	Best NZ Bred 464 464
1	2	3	1	2	3	Best Open 466 466
Best Dog <u>464</u> NZ			Best Bitch <u>465</u> p.			Best of Breed 465 p
Challenge Dog <input checked="" type="checkbox"/>			Challenge Bitch <input checked="" type="checkbox"/>			Res. Best of Breed 466 o
Res. Best Dog <u>463</u>			Res. Best Bitch <u>466</u> o			Best Neuter
Res. Challenge <u>N/A</u>			Res. Challenge <input checked="" type="checkbox"/>			Neuter Best of Breed 467
1	2	3	1	2	3	Neuter Res. Best of Breed 469
Neuter Dog <u>467</u>			Neuter Bitch <u>469</u>			
Neuter Challenge Dog <input checked="" type="checkbox"/>			Neuter Challenge Bitch <input checked="" type="checkbox"/>			
Neuter Res. Best Dog <input checked="" type="checkbox"/>			Neuter Res. Best Bitch <u>468</u>			
Neuter Res. Challenge Dog <input checked="" type="checkbox"/>			Neuter Res. Challenge Bitch <input checked="" type="checkbox"/>			
(Signature Judge's Steward)			(Signature Judge)			

JBO (Judges Breed Observations)

- At Championship shows, some breeds are subject to JBO requirements.
- As a steward your role is simply to remind the judge that the breed is a JBO breed and give them the required sheet.
- Most stewarding sheets will now record this at the top of the breed sheet as a reminder. They no longer have a separate JBO sheet for each breed.
- These **MUST** be kept away from the gaze of the exhibitors and if the judge doesn't attempt to do this, then please do for them.
- The judge is required to complete a cover sheet and either return to the secretary or send to NZDJA.
- Now lets have a look at the breed judging process for stewards.....

Breed Judging

- Getting ready – Check for breed prizes and ribbons. Most clubs will have these in a box for you but make sure you are clear on the clubs requirements.
- Check that you know what breeds are JBO and let your judge know and make sure they fill in the sheets.
- Insist on exhibitors displaying the correct number always. The only exception would be run offs where another handler has stepping in to help. E.g. Best of breed.
- Have the class assembled at ring entrance to hand to the judge.



- If there are multiple dogs in the class then hopefully the judge will place them in order before announcing the placings and sending them to you for recording the results.
- Record the numbers from the arm bands. If you have checked the numbers before they go in the ring you know it will be right.
- Don't be afraid to ask the exhibitors to remain in order or on the number pegs until you have recorded the results. If they don't have number pegs, just get them to remain in order. The few extra seconds to do this can save a lot of time fixing mistakes if you record the incorrect number.

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- Very few clubs these days have place cards or ribbons but many have a best of breed prize. It is a good idea to pick this up when you are calling the best dog and bitch and hand it to the winner as they leave the ring.
 - If you forget to hand out any BOB prizes, then do it when they come out of the Best of Group judging.
 - Be on the look out for new exhibitors. Some clubs will have place ribbons available for them. This is something we don't do very well here in NZ. A new exhibitor leaves the ring, often with nothing. Sometimes, even a place ribbon, can make all the difference.
 - Next lets have a look at the group judging process.....

Group Judging

- Getting ready – If there is no sign of any Group ribbons or prizes check with the Show Manager about 15 minutes before you estimate your ring will finish the breed judging.
- Set these out in age class order with Best and Reserve first. Check what prizes go with which award.
- When there are only a few dogs left to judge start calling the BOB winners. Call in the order on the group sheet and this is the order they enter the ring. This order cannot be changed without the judge's permission.
- Exception – where the judge hasn't judged all the breeds in the group, then bring these in first as the judge will need to examine these dogs individually.

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- Check with the Judge how they would like them brought into the ring, one at a time or all together. Push the table and ramp back against, or on the outside of the ring rope.
 - It is worthwhile announcing that you will be checking their number and for them to make sure they have the correct number visible.
 - Check the number displayed against your record as they come into the ring.
 - If you have time, you can check everyone is present before you start sending into the ring but if you are pressed for time, then call them and send them into the ring.
 - Some judges run the dogs one at a time first which buys you some time to get the dogs assembled. If this happens. You don't need to tick them all off before the first one enters the ring.

- Remember it is the exhibitor's responsibility to be there on time, and most are pretty good and will be there waiting, in order. But, until the class is complete, a tardy exhibitor can show up. Don't hold up getting the other dogs into the ring, just ask the exhibitor following to leave a gap.
- Once the class has been completed and is about to be handed to the judge then any no shows are deemed absent and the reserve enters the ring. BUT – make sure your judge knows and if you think you are going to have a no-show, then it is a good idea to have the reserve on standby just in case.
- If the BOB exhibitor fails to show up for group judging, then the Reserve of breed winner is elevated to Best of Breed and competes for Best of Group.
- Timing is crucial. Inform the judge what you are doing so they don't start judging the group.

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- Assemble the reserve of breed winner, declare that the BOB winner exhibit number xxx is absent and send the ROB exhibit into the ring (and no, the exhibit declared absent cannot compete for age of group if they miraculously appear!!).
 - Mark the group sheet accordingly as the BOB winner will lose their CC and this will go to the RCC if applicable.
 - The show secretary will need to amend the records. This is the reason challenges are never available until after group judging is complete.
 - It is also a good reason for reserve of breed winners to be close at hand!
 - Once all the BOB winners are in the ring call the numbers for all the reserve of breed winners that you require to be standing by.



- When the judge is ready to award their Best of Group, hand them the ribbon or rosette. Some judges like to hand any prize with it but it is their choice. Otherwise the exhibitor can collect their prize and any sponsor product from the steward on their way out.
- Don't forget to bring in the reserve of breed. This is always a good reason not to give the judge both ribbons at once, they have to wait for you before selecting their reserve. If there is no reserve of breed then announce there is nothing to come in and hand the judge the ribbon.
- Announce the age classes from which the best and reserve came and fill in the group sheet in the age class column as well.
- Now call in the babies followed by the other classes.
- Next up..... Best in Show.....

Best in Show

- These are pretty much the same as group sheets except they will arrive to you all filled in – you only have to record the final results on the bottom of the sheet.
- Call the Best of Group winners into the ring from the sheet. You may want to make a mental note of which age class they came from or as previously suggested for the breed and group sheets, you can add a small letter beside the Best of Group and Reserve of Group numbers to indicate the class. This is totally optional but can help, especially when learning to steward.
- Don't give the judge all the prizes and product (unless they specifically ask for it) just the ribbon or rosette.

Other bits to know

- Don't be afraid or embarrassed to stop the judging to sort out a problem. Call the Show Manager if necessary. Most exhibitors will appreciate that the problem is being sorted and it could well save some issues that you really don't need such as a complaint.
- If you make a mistake – own it! Stop the judging – tell the judge you need to sort something out and get them to wait. They will understand and the show secretary will appreciate it.
- I asked a couple of show secretaries what are the things they appreciate in a good steward and both said the same. Clearly formed numbers which can't be mistaken for something else, the number written in the box for each dog in the class section and a line through any box that didn't require a result.

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- Some exhibitors just love to interrupt you and ask you questions while you are trying to record results – this is when mistakes happen. Ask them to wait until you are free to speak to the them. And always keep one eye on the judge and proceedings.
 - 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 in Show.
 - Our show procedures are similar to Australia except they do not bring baby puppies into the ring for the Best Dog or Bitch line up and they do not weigh miniature dachshunds.
 - Judges from further afield though, have very different procedures so it is important that you set up good communication with your Judge, so they are kept well informed.

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- FCI judges are used to very different rules, including disqualifying faults. Our breed standards do not have disqualifying faults, only serious and very serious. Monorchids are the exception. I recommend that if you observe decisions that contravene our regulations and breed standards then call the Show Manager to explain our procedures to the judge.
 - Be aware of start times on reporting sheets. You cannot, under any circumstances, start judging a breed before the scheduled reporting time.
 - Many countries use Group 1,2,3,4 judging so it is worth clarifying with the judge at group and in show time that they award Best of Group first and wait for the reserve of breed to enter the ring. This saves embarrassment of a judge awarding 4 placings when you only require 1.
 - A good way to do this is only give them one ribbon at a time. And if there is a language barrier, indicate with a hand gesture that only one award is to be given.

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- A copy of the breed standards should be available for the judge if required. Many judges now have their own copies, often on their phone or tablet. There is nothing worse than holding up the show trying to find a set of current standards. Check that they have a copy or a copy is available before judging starts.
 - Poodle measures are rarely used but the club and Steward should be prepared if the judge requests them. Discuss prior to commencing judging so you can make sure they are available if needed.
 - The order of judging can only be changed by the Show Manager and with the agreement of all other exhibitors in that breed. Sometimes this is necessary or happens due to unforeseen circumstances. It is not, however, the stewards place to make that decision. If an exhibitor is insistent, send them to the Show Manager to make that call.

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- If a judge is slow and falling behind time, let the Show Manager know and they may be able to provide an assembly steward to assist. A good Show Manager will be regularly checking on the progress of each ring and communicating with the Stewards.
 - Have the next class assembled at the ring entrance to immediately hand to the judge, this ensures every available second is saved.
 - It may be that the Show Manager is required to remove breeds from them and give to another judge and the threat of that may be enough to speed them up!
 - The most commonly asked questions of a steward:-
 - Are you stopping for morning tea?
 - When are you stopping for lunch?
 - And when you do take a break – how long will you be?
 - My usual answer is “When the Show Manager tells me, I will then let you know.”

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- Once a break has been announced then it cannot be changed. Don't allow yourself to be pressured for "just one more breed" to be judged before the break – the show manager will have a reason for giving that instruction and it is their decision, not the exhibitors.
 - Most clubs will provide morning tea for the judge and steward. Some judges are happy to drink a cuppa and have a bite to eat on the go and in between dogs, especially if they have a good number of dogs to get through. Others like a short break to have their morning tea and maybe a toilet stop. Keep the exhibitors informed.
 - The judge controls the ring, but the steward is the back up! Be aware of exhibitors grand standing to gain an advantage, leaving it to the very last minute and making a grand entrance and lots of other tricks including double handling.

- 
- Just like your judging appointments, you should be given a contract which outlines your duties and any reimbursement of expenses.
 - Make sure the club communicates with you regarding travel and accommodation if required. Some clubs are great and treat their stewards really well, others need reminding!
 - I am aware that some stewards are now asking for payment. My only comment here would be it is a bit like judging – if you are really experienced and really good you can command a reasonable fee and still be in demand. Otherwise, do your bit to support the club.

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- And just like a judging appointment – if you are unable to fulfil the appointment you had better have a really good reason. And you should make a concerted effort to find a replacement for the club.
 - Stewarding is and always has been, part of the process of becoming a competent judge. The expectation is that this is part of the learning journey and therefore it is expected that you approach in the same manner that you do with all learning – with enthusiasm!
 - Additionally, it is a great opportunity for you to observe other judges and also to meet with them in a relaxed atmosphere during breaks and discuss various aspects of judging.

And finally....

- Practice makes perfect. Take every opportunity offered to gain experience, Ribbon Parades and Open Shows are ideal.
- If you are still learning and it is a Championship Show, ask for a small workload.
- Be methodical and create good habits early.
- Focus on accuracy – speed will come.
- Don't forget your stewarding record card for the secretary to sign.
- And have fun!!



The End