

VICTORIAN CANINE ASSOCIATION INC

&

DOG STEWARDS ASSOCIATION INC

SHOW SECRETARY'S GUIDE

SHOW MANAGER'S GUIDE

STEWARDING AT SHOWS

STEWARD'S GUIDE TO SHOW REGULATIONS

TICKET WRITER'S GUIDE

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INTRODUCTION

Members of the Dog Stewards Association Inc have contributed to the various Guides that you are about to read. The Guides have been compiled to assist Members and Affiliates of the Victorian Canine Association with the smooth and proficient running of Conformation Shows.

In using the various Guides contained in this publication, please remember that the details of the Rules and Regulations are in an abridged form. For full wording of the Rules and/or Regulations, please refer to the relevant VCA publications. If there is any dispute in any ruling, the VCA Regulations will prevail.

The Dog Stewards Association will provide whatever assistance it can to Members and Affiliates of the Victorian Canine Association (eg, talks demonstrations, regulations, show planning, training etc).

Stewards, Ticket Writers, Show Secretaries and Show Managers comprise the **TEAM** that facilitates shows for the benefit of the exhibitors and judges. The Club committee is to assist or provide services to the team and club.

It is important to remember that all Stewards, Ticket Writers, Show Secretaries and Show Managers **MUST** be financial members of the VCA to officiate at any show in Victoria or near its borders with adjoining States.

The Dog Stewards Association is a service organisation – one of its aims is to train people and also to encourage others in the ways of doing the tasks described in this booklet.

SHOW SECRETARY

In preparing this Guide, it is realised that each Show Secretary will have certain methods and duties peculiar to their own and their Club's circumstances, however it is hoped that it will serve as a useful reminder to even the most experienced person.

Wherever possible, examples have been drawn to clearly indicate the intentions of the writer.

With the Regulations of the VCA being continually streamlined and updated, the onus is on the Show Secretary to keep abreast of new Regulations or amendments.

INTRODUCTION

Some clubs have a Show Secretary as well as a Secretary. The Show Secretary will be working in conjunction with a Show Manager and the Club Secretary and it is therefore desirable that they do their allotted tasks in a coordinated and cooperative manner.

Show Secretary's duties include:

- The receipt of show entries, processing and preparing them for cataloguing;
- Preparing judges and stewards result sheets/cards, award cards;
- The compilation of ribbons etc;
- Arranging catalogue production and supply.

The ordering of show requisites such as Challenge Certificates etc may also be the Show Secretary's responsibility.

The Club Secretary is usually responsible for trophies, schedules and the contracting of judges.

On show day, the Show Secretary is in charge of the office and handles queries and provides an information service to the exhibitors. The office acts as the communications centre for the show.

The following guide applies to both the Secretary and Show Secretary and if there are both at a show, the tasks need to be designated to the appropriate person.

Show Secretaries must exercise tact, honesty, and decisiveness, be affable and have management and organisational skills, particularly when processing entries, and to be a source regarding shows.

The following is a checklist for all in arranging a show.

JUDGES, CONTRACTS AND EMBARGOS

Before selecting the judges, the committee has to decide on how many judges are required ie estimate the expected number of entries and if some groups have to be split. ***See also Regulation 7.6.4.***

The Show Manager needs to be appointed and desirably be at the meeting to select judges and general show arrangements. From thereon the Show Manager and Show Secretary need to be communicative.

Following selection of Judges by the Club, contact should be made promptly, preferably by phone. (The VCA supplies a booklet listing all Championship Show Judges in Australia, with addresses and phone numbers). The phone contact should be quickly followed by a completed contract.

The embargo placed on Judges by the Club is at the Club's discretion and should be on the contract, **NOT** in a separate letter. The Judge retains the right to decline an invitation with an unreasonable embargo. The same right applies to the Club, when a Judge specifies an unreasonable fee or expenses.

In the case of Trainee Judges and Open Show/Parade appointments, the embargo shall be a maximum of three (3) months. **Regulation 7.6.12.**

When considering an embargo being placed upon a Judge, remember that the embargo must not apply to Group or General Specials, or to any Special Class for which an entry fee is charged. This applies to all fixtures. **Regulation 7.6.12.**

All parties to the contract should bear in mind the time restrictions mentioned on it. The Judge should reply within fourteen (14) days of the date of the contract, and the Club has the right to dispute the reasonableness of fees and expenses within fourteen (14) days of the return of the contract.

OVERSEAS JUDGES (excluding New Zealand) - Refer **ANKC Regulations Part 9**

In the case of an Overseas Judge - after initial contact has been made, a "**Judging Application For A Person Not a Resident of Australia**" should be obtained from the VCA Office, and forwarded with an **ANKC Judges Contract**.

These forms are to be completed by the invitee, and returned with an authority in writing from the Canine Controlling Body in his/her country of residence, stating that he/she is approved by them, and has awarded Challenge Certificates or their equivalent, in that country.

Upon receipt of the completed forms, and authority, these should be forwarded to the ANKC through the VCA Office, with a cheque for the relevant fee **at least nine (9) months prior** to the fixture.

Be aware that if the above requirements are not adhered to, the approval **will not** be granted.

With regard to the precautions to be taken in billeting judges, please refer to **Regulation 7.5.6.**

SHOW REQUISITES

Well in advance of the date of the Show, exhibit numbers should be obtained and these can be pre-numbered, and **MUST** be stamped with the Affiliate's name (**Regulation 7.3.5.1**).

Establish what Show stock is on hand (Challenge Certificates, Reserve Challenges, Judges Book forms, Stewards' Cards, Ribbons etc).

A "Show Requisites" order form should be completed for submission to the VCA with the Show Schedule.

SHOW SCHEDULE

With an awareness of the time restrictions (**Regulation 7.3.6**) prepare your Show Schedule well in advance. If it is to be printed in the VCA. Gazette, the following applies -

The Schedule should be printed in the Gazette published in the month **before** entries close, in which case the Schedule must be lodged at least five months prior to the 1st of the month in which the fixture is being held.

Eg.	Ladies Kennel Association Championship Show in	AUGUST
	Entries Close In	JUNE or JULY
	Printed in the Gazette published in	JUNE
	Submitted to the VCA. 5 months prior to	1ST AUGUST

Should the Club not wish to publish the Schedule in the Gazette (in the case of Breed Club Open Shows/Parades) the Schedule **must** still be forwarded to the VCA (**in duplicate**) for approval and return at least **four** (4) months prior to the first of the month in which the fixture is being held.

In all instances, the signed judge's contracts must accompany schedules, and if the Schedule is for publication, the correct fee must also be included. The Schedule details all the conditions and cannot be altered from that without special approval from the VCA prior to the Show.

PREPARATION OF THE SHOW SCHEDULE (Regulation 7.3.2.)

A draft Prize Schedule is available from the VCA Office, however special layouts can be printed if the artwork is supplied (ie. sponsorship, logos, etc). It is advisable to retain a copy of the submitted Schedule.

CLOSING DATE

Championship Shows shall close not later than 21 days prior to the Show date - Open Shows at least 11 clear days prior (**Regulation 7.5.17**). That is the minimum, however, 28 days would be recommended for both. The time must suit Show Secretary keeping in mind that after the closing date, the Show Secretary is still processing entries then has to pass them over to the cataloguer who may take 3 – 7 days. The Show Secretary must have time to send back exhibit numbers (at least 7 days before show date) to the exhibitors.
Regulation 7.3.5.2.

ENTRIES CLOSE WITH - Secretary or Show Secretary's name and address.

Recommend that a Post Office Box be used for security reasons. There have been instances of mail being removed from letterboxes. It is recommended that the mail be collected on a regular basis and as the show dates draws closer, collect the mail on a daily basis.

ENTRIES MUST NOT CLOSE OR BE PROCESSED AT THE RESIDENCE OR POSTAL ADDRESS OF ANY OF THE JUDGES ie. Mr Brown judging, Mrs Brown Show Secretary is not acceptable. **Regulation 7.5.1.**

VENUE

If the fixture is not being conducted at a well-known venue, map references or directions would be a good idea.

JUDGES

Ensure correct titles are used and that the names are spelt correctly. Ensure consistency of titles and names. Eg. Mr J Brown, Mrs G Black, NOT Mr John Brown, Mrs Black.
If the Judge is from interstate or overseas, indicate it.

Ensure all Groups, Sweepstakes, Special Classes and General Specials have a Judge allocated to them.

The Judge must be qualified to judge their assignments (refer **Regulation 7.11**) (eg. Final of Sweepstakes etc. must be judged by an All Breeds Judge).

Should a group be split in any way, the breeds allocated to another Judge should be listed in full by correct title, and in either alphabetical or judging order. This section of the Group should be listed as Group -A, and the Balance - Group -B with Group Specials (**Regulation 7.6.14**).

Eg. Mrs G White - Group 5A (German Shepherd Dogs, Shetland Sheepdogs)
Mrs P Gold - (Balance of Breeds and GROUP SPECIALS)

By listing the Groups like this, it alleviates breeds being listed twice, which may be confusing to exhibitors. By listing "Balance of Breeds", the chance of omitting a breed is eliminated.

Abbreviations to breed names should not be published - Shelties are Shetland Sheepdogs, Corgis are Welsh Corgis (Cardigan) and Welsh Corgis (Pembroke).

Be wary of ambiguous groupings - All Chihuahuas, All Dachshunds, All Poodles are quite clear, however All Collies could be considered as Bearded Collies, Border Collies, Collies (Rough) and Collies (Smooth).

VCA REPRESENTATIVE

All Clubs must engage a VCA Representative from the published list of accredited members, and publish the name of the Representative in the Show Catalogue (**Regulation 3.5.9**). The Representative must be given the

VCA Report Sheet and catalogue on arrival at the show. The VCA Representative must be informed of all abnormal events or non-compliance by exhibitors or officials.

It is important for all members of the club's committee to be aware of the responsibilities of the VCA Representative (**Regulations 3.5.9.3 & 3.5.9.4**).

JUDGING TIMES AND JUDGING ORDER:

Not only should this state the commencing time, it must also state when any Special Classes or Sweepstakes will be judged eg during the lunchbreak.

Unless otherwise stated in the Schedule, breed judging shall be in alphabetical order (**Regulation 7.32.12**).

CATALOGUE:

Following earlier consultation with the catalogue producer, a price should have been agreed upon. You should also specify a time when you require to receive the catalogues. You must keep in mind that some catalogues have to be assigned to the Stewards.

The total number of required is the sum of those ordered, those needed for the officials, sponsors, committee, judges and approximately 10% extra for sale on the day of the Show.

ENTRY FEES:

Shall be set by individual Clubs. (If the fixture is to be conducted at the Bulla Dog Centre, or KCC Park, the first entry shall include the levy). It is usual that the fees for special classes (sweepstakes etc) will be less than fees for breed classes. The fees are to be paid to the Club, not the Secretary, Show Secretary etc.

CATERING:

What arrangements have been made or are available ?

FIRST AID OFFICER

It is desirable to have a certified first aid officer in attendance. A first aid box must be available (**Regulation 3.5.14**).

SCHEDULE OF CLASSES:

The following Classes are compulsory (**Regulation 7.2.16**)

Championship Shows - 2, 3, 4, 5, 11 for dogs - 2a, 3a, 4a, 5a, 11a for bitches.

Open Shows/Parades - 1, 3, 4, 11 for dogs - 1a, 3a, 4a, 11a for bitches.

Other Classes may be added at the Club's discretion.

Baby Puppy Classes may be offered at Championship Shows. (**Regulation 7.2.14**)

TROPHIES ETC:

List all trophies, sashes etc. If the list is not complete, put **TROPHY LIST INCOMPLETE**, full list in Show Catalogue.

PHOTOGRAPHER:

If your Club wishes to have a photographer in attendance, you should arrange this, and book space in the appropriate VCA Gazette. Please note **Regulation 7.6.28** regarding the location of photographers, ie not allowed in the judging ring whilst judging is in progress.

SASHES RIBBONS ETC.

These should be ordered from the supplier at this time, to ensure that they are on hand at least one week before the fixture date.

Any special sashes that are donated must be suitably inscribed (**Regulation 7.7.5**).

THEY MUST SHOW

- Name of the Affiliate conducting the fixture

- Status of the fixture (Championship/Open Show/Parade)
- Award and year eg
Ladies Kennel Association
Championship Show - 1995
Best of Breed - Boxer

Any sash that does not carry the correct information should be returned to the donor.

The only sashes / ribbons not required to have the year inscribed are Challenge and Best of Breed sashes presented by the Affiliate, and class place ribbons (**Regulation 7.7.18**).

AS THE ENTRIES ARRIVE

All entries should be checked for:

- Correct money enclosed (entry fee, catalogue if required, levy).
- Entered in correct class (dogs in dog classes, bitches in bitch classes, age of exhibit correct for each age class, eligibility for Sweepstakes etc.).
- Exhibit not bred by Judge (**Regulation 7.5.4**).
- Return envelope enclosed (provision is now made for Clubs to charge a penalty fee to those exhibitors who neglect to do this).
- Check that exhibitor name on cheque and self-addressed envelope are the same, if not, record the difference in the entry book and on entry form.

Should the exhibit not be eligible for the class entered - eg. 10 months old and entered in Minor Puppy Class, it should be changed to **CORRECT** age class **NOT OPEN**. In the example quoted, change to Puppy Class.

At all times, the Show Secretary should be aware of how many entries have been received, how many catalogues paid for etc.

This is a fairly exacting task in that entry forms have to be checked very carefully to ensure that they are correctly filled in. You must be methodical and read them carefully and then store them in containers (do not have individual entry forms loose with other work).

It is usual to have only ¼ to ↓ of total numbers by 2-3 days before closing date.

For large All Breed Championship Shows, you can receive over 200 entries on some days. Therefore you need to allocate sufficient time to keep the processing up to date. If there are particulars on the entry form that are apparently not correct, contact the exhibitor or if time permits, return the entries for further information. This also applies to fees received.

All entries need to be “recorded” in a receipt book listing number of entries, monies received, name of exhibit and some system whereby you can refer to the record book entry when an exhibitor queries their entry(s), catalogue order etc.

It is the Show Secretary’s responsibility, and not the cataloguer’s, to collate all entries into breed class, breed and group (in alpha sequence for breed names). If the Show Secretary can not handle the workload, enlist assistance from the committee. Entry processing should be completed within 7-10 days after the closing date.

The Show Secretary should liaise with the Treasurer to ensure that entry money is banked promptly. In some circumstances, it may be easier for the Show Secretary to bank the same, and provide full details and bank receipts to the Treasurer.

All cheques should be banked and cleared well before dispatch of exhibit numbers. Should any cheque be returned unpaid, the exhibit numbers relating to that exhibitor should be held pending reimbursement to the Club of all costs involved. Advise the exhibitor. (In the unlikely event that the exhibitor refuses to reimburse the Club, the matter should be placed before the VCA (**Regulation 3.4.4**)).

MAXIMUM NUMBERS FOR JUDGES

These are clearly defined in **Regulation 7.6.13**.

At All Breeds Championship Shows held over a period of three consecutive days or less, a Judge shall not adjudicate on more than 250 entries in breed and any special classes on any one day. This does not include in-group classes.

At All Breeds Open Shows/Parades, a Judge shall not adjudicate on more than the following **ENTRIES** in breed classes:

- Where the fixture commences prior to 12 noon- 150 entries
- Where the fixture commences after 12 noon - 125 entries
- Where the fixture commences after 4pm - 100 entries
- At "Back to Back" fixtures - 125 entries
- In Sweepstakes Classes - 40 entries

Should any Judge exceed the permissible number of entries, the Committee shall arrange either an extra Judge, or transfer of breeds to another Judge already on the Judging Panel.

Regulation 7.6.14.1 states "Where a conformation Judge has an entry of more than the permitted limit of entries on one day, the Committee conducting the Show shall transfer the excess entries to another Judge, provided that the excess removed leaves the Group entry as close to the permitted limit as possible".

UNDER NO CIRCUMSTANCES shall any Club transfer dogs from one Judge to another to balance the number of dogs to be judged by each Judge (**Regulation 7.6.17**).

If any alteration to the scheduled Judge is necessary, for whatever reason, it is then obligatory to advise the exhibitors of the change of Judge. This can be included on the notice of the first number in each Group. Exhibitors **MUST BE PROVIDED** with this information (**Regulation 7.6.15**).

Eg

L.K.A. Open Show - 17.8.91	
Change of Judge	
Due to excessive entries in Group 1, Maltese and Pugs, NOW GROUP 1A, will be Judged by Mr G Green before Group 2.	
First number in each Group	
Group 1A	1
Group 1B	51
Group 2	300
Group 3	450
Group 4	600
Group 5	750
Group 6	1000
Group 7	1250
Last number in breed classes (eg 1380).	

In the instance of transfer of exhibits to a Judge already on the Judges Panel that breed(s) will be judge first. (**Regulation 7.6.14.2**).

In the event that a scheduled Judge cannot take his/her place at the fixture, **Regulation 7.5.18** comes into effect. "Where the Judge announced in a Prize Schedule is changed, an exhibit may be withdrawn before the commencement of the judging by the owner after giving notice of such intention to the Committee of the

exhibition. On written request the exhibitor shall be entitled to a refund of entry fees except where Regulations specify otherwise.” A refund is also available where the venue is changed (**Regulation 7.5.19**).

It is most advisable that if the entry number exceeds the maximum number that a judge can have, the Show Secretary consults the club’s executive immediately so that other arrangements can be organised expeditiously.

SWEEPSTAKES

Regulation 7.5.26 states “Sweepstakes Classes are to be held prior to Breed Classes with no luncheon break. Junior Handler Classes where conducted are to be held prior to General Specials.

ADVISING JUDGES OF THEIR ENTRY

After the entries have closed, the Show Secretary **MUST ADVISE** the Judges **IN WRITING** of their entry and the breeds involved (**Regulation 7.6.11**). Therefore, immediately prior to despatching the entries to the cataloguer, count the number of exhibits for each breed. Judges are to be advised prior to the exhibitors receiving their exhibit numbers and the work sheets being sent out to the show team.

The judges must also be advised of what time they are required to be in attendance (to sign Challenges etc.). It is recommended that the Judges be in attendance at the venue at least 30 minutes before the advertised starting time. In the case of interstate or overseas Judges, confirm travel and accommodation arrangements.

The VCA Representative should be advised of the entry, any problems, or alterations to the Schedule. Admission tickets, if required, should be provided for the Representative, and also for the Photographer, if one is to be in attendance.

CATALOGUE

When the entry forms are handed to the catalogue producer, all relevant information should be supplied for inclusion ie. Committee, Special Trophies/Sashes, Prize money, VCA Representative (**Regulation 7.3.2**).

Advise the cataloguer of the number required (ordered, plus the officials, judges and some for sale) and the number of slips indicating group numbers.

Upon receipt of a completed catalogue, prepare Judges and Stewards Sheets, Challenge Certificates, In Group and In Show cards.

EXHIBIT NUMBERS (Regulation 7.3.5)

Exhibit numbers are to be placed in the exhibitors’ return envelope, together with the catalogue token (if such has been ordered) and slip detailing group numbers. These must be despatched at least seven (7) days prior to the fixture.

CHALLENGE & BEST OF BREED CERTIFICATES

The Challenge and Best of Breed Certificates **MUST** be endorsed (**Regulation 7.7.6**) with the following information before the Judge is permitted to sign them:

- * Name of Affiliate
- * State
- * Date
- * Breed
- * Sex
- * Name of Judge

UNDER NO CIRCUMSTANCE IS A JUDGE EXPECTED TO SIGN A BLANK CERTIFICATE.

CHECK LIST

Before the date of the Show, gather together all that will be required. Have a checklist prepared and go through it carefully.

This list should include:

- Copy of Schedule;

- Judges' Contracts;
- Judges' Fees;
- Copy of VCA Regulations;
- Entry Forms;
- Exhibit Numbers not forwarded to exhibitors;
- Spare Exhibit numbers, marking pen, stamp and pad;
- In Group and In Show Cards;
- Completed Judges and Stewards Sheets (and spares);
- Best of Breed, Challenges and Reserve Challenges (and spares);
- In Group and In Show cards (for Championship Shows);
- Catalogues;
- Trophies, Sashes, Prize money, Ribbons etc. and spares;
- A variety of stationery items (eg stapler, tape dispenser, scissors, clips, pins, pens, pencils, envelopes, clipboards, money box etc);
- Towels, bowls etc for the judging rings;
- Work sheet and ring layout;
- Entry record book;
- Any correspondence pertaining to the Show.

If the fixture is to be conducted at KCC Park or Bulla , the appropriate paperwork booking the venues, which will have been forwarded by the VCA should have been completed and returned to the VCA at least twenty-one days prior to the Show. The Club should retain a copy for their records.

ON THE DAY

- The VCA Representative, and Photographer, should be provided with a catalogue upon arrival at the Show.
- Judges should be provided with a marked catalogue upon completion of their judging. It is usual for the ticket writers to mark the Judge's catalogues, thus alleviating the need to post the catalogue after the Show.
- Man the office with the treasurer or personnel who are familiar with judging arrangements. It is essential that the office be always manned for the duration of the Show.
- Display arrangements for special classes.

JUDGES FEES

Judges' Fees must be paid before the end of the day, and under **NO CIRCUMSTANCES** should it be necessary for a Judge to have to ask for his/her fee.

JUDGES SHEETS

When the Judges Sheets are returned to the Office, check for any notations (ie. not-entire exhibits) that will require further action by way of a letter to the VCA quoting details of the dog and owner. (**Regulation 7.5.23**). A photocopy of the appropriate entry form should be included.

AGGRESSIVE DOGS

Regulations 3.5.6 – 3.5.16

CATALOGUE

A FULLY MARKED CATALOGUE must be forwarded to the VCA Office within seven (7) days of the Show, with a cheque for the surcharge, and if applicable, the levy and electricity charges. (**Regulation 3.5.5**).

The SURCHARGE is calculated as per the guide supplied by the VCA.

At KCC Park, there is a box provided where VCA mail can be deposited, and it is a good idea to complete all of the above on the day of the Show, and deposit the catalogue, paperwork and fees in the box provided.

PROTESTS ETC.

There is always a chance that something unfortunate may occur at your fixture, and an exhibitor may wish to lodge a protest.

Usually the initial complaint is made in the heat of the moment, and if the Show Secretary and the VCA Representative, can suggest that the exhibitor involved maybe have a cup of coffee, and then return to proceed, the situation is often defused.

Should they still wish to proceed, inform them to document exactly what their complaint is, and name witness's etc. and lodge this document with their \$50 (**Regulation 3.10**).

The Show Secretary should always be aware that the VCA Regulations override everything else - the fixtures are conducted under these Regulations, and all must abide by them (**Regulation 7.1.1**).

In concluding, the Show Secretary and Committee should always be aware of the rights of the exhibitor. Bear in mind that if the exhibitors do not support your show, there would be **NO SHOW**, and no need for a Show Secretary.

From the time a Schedule appears in print, there will always be novice exhibitors who are in need of advice and assistance, and the person they will generally contact will be the Show Secretary. Sometimes, their questions may seem trivial, but you should bear in mind that we were all novices once.

Patience is a virtue and the Show Secretary needs much more patience than most.

AFTER SHOW

Forward any reports, the form detailing surcharge and levy if applicable, and the marked catalogue to the VCA office within 10 days of the show date.

- Clean up the Venue.
- Store ribbons etc.
- Note any matters that need to be followed up and those for discussion at the next committee meeting (eg how can a future show be improved);
- File correspondence, catalogue and results etc.

Finally, be most familiar with the rules and regulations and be a systematic person – the role is not complex but onerous.

THE SHOW MANAGER

This document is designed to give people an insight into the job of Show Manager. It is not designed to be the definitive work but more to give people an idea of what is involved in being a Show Manager.

The Show Manager is fundamentally the Chief Steward.

THE ROLE

The Show Manager (SM) is a person appointed by a Committee to be responsible for, but not limited to, the following tasks:

- Arranging and coordinating an adequate team of Stewards, Ticket Writers, Parking Attendants, Ring Attendants, etc.;
- The preparation of the rings, provision of place numbers, wash basins, soap and tables, cutting grass if necessary (involve Club resources with this);
- The removal of the ring equipment and, if necessary, the rings at the end of the show;
- The managing of the team on show day;
- The production of a report for the use of the Club with any suggestions on how anything could have been run better.

THE APPOINTMENT

Most shows have a Show Manager as their role can be very effective; it is distinct from the Show Secretary, whose role is the general administration and dealing with exhibitor queries. On show day both will work in unison and be communicative with each other. In communication with each other, the Show Secretary's Office is the communication centre.

The Show Manager must be someone who has leadership qualities and the support of the Committee. SM has to be obliging and observant.

The purpose of having a Show Manager is to have a person solely responsible for the mechanics of the show, to ensure that it runs smoothly and to time, and to give every assistance to the exhibitors, officials and spectators; SM must ensure that everyone's needs are considered. The Show Manager often has to deal with personal issues.

The Show Manager represents the Club and is usually an experienced ring steward. SM has to be conversant with the rules and regulations and act as a mediator if a dispute arises and if necessary must make a decision. SM has to be familiar with the roles and practices of stewards, ticket writers and judges. They must be familiar with their responsibility and authority. He is responsible for appointing an adequate number of stewards and ticket writers ie the 'show team'. The SM also has to ensure that the team know stewarding procedures and have some experience, if not the SM or ring steward needs to be available and suitable to guide an inexperienced steward in the role.

BEFORE THE SHOW

The Show Manager's role starts when the committee discusses the show schedule; his/her input can be very helpful. If SM is not on the committee, then SM should ask for an invitation to attend and should take the opportunity to meet the committee with whom SM will be working.

This is also the time to discuss the timing of the refreshments breaks, the luncheon arrangements and to ensure that the Show Secretary has all the necessary paperwork in hand including orange cards for the assembly stewards, if necessary.

When the show team has been arranged, the Show Manager should check with the Secretary and find out the number of entries in each ring, who is the VCA representative, who is responsible for the catering, microphone, catalogue distribution and first aid. SM produces a work sheet and sends it to the Secretary for distribution. The people in each unit need to be compatible.

SM should try to inspect the show venue before hand to ensure that it is in a suitable condition for holding a show and to work out any alternative arrangements for inclement weather and also that all-necessary equipment is available.

If necessary, the Show Manager should agree to a suitable layout of the rings with the committee and make sure that it is as practicable as possible for the exhibitors in split groups. It is better to keep split group rings as close as possible so that the exhibitors do not have to pack up and move. Familiarise yourself with the facilities (toilets, water, ticket writer locations etc.).

The minimum size of show ring is 200 square metres (about 14 metres x 14 metres). For ring sizes above that, please consider the physical size of the breeds and the number of exhibits in each class and for Group Specials. For example, if the German Shepherd Junior class has 15 exhibits, then it would be advisable to have each side of the ring at least 20 metres in length.

DURING THE SHOW

On show day, the Show Manager is responsible for any inclement weather arrangements.

SM must arrive early to ensure that the rings and equipment are in place and that the stewards' equipment is complete. SM checks the arrival of the show team and introduces the stewards and ticket writers to their judge and, if necessary, to each other. Check that the "paperwork" has been prepared correctly.

The Show Manager gives any final instructions (eg time of luncheon break, special classes etc) to the show team and makes sure that the show starts on time.

Within the first half-hour, SM checks with each ring to ensure that all is running smoothly and that all rings are functioning properly.

During the show, the Show Manager should patrol the showground and ensure that all exhibitors are positioned the correct distance from the show rings, and the parking regulations are being adhered to and that all people at the show are being considerate of others and that dogs and children are under control.

The Show Manager is to arrange for special messages only to be communicated over the PA system. SM is to attend to the needs of the show team (assembly steward relief, lack of specific paperwork, ribbons, refreshments etc.).

SM then monitors the progress of each ring ensuring that those with a large number of entries are keeping up a reasonable throughput and be available to lend a hand if required.

For an all breed championship show, the judging rate should be at least 40 (in catalogue numbers) per hour. Group judging should be no later than 4.00 – 4.30pm to have the show finished by 5.00 – 6.00pm. Rate is less for trainee judges. If a judge is not maintaining an acceptable rate, which is usually apparent before lunch, then the Show Manager needs to alert the team. In the mean time, the procedure of stewards and ringcraft of the judge – a reduction of 10 seconds per class can result in a saving of at least 20 minutes for a large group.

This is also an opportunity for the Show Manager to assess any trainee stewards. Discussion with the ticket writers can indicate the quality of the stewards recording work.

The Show Manager makes sure that any refreshments arrive at a convenient time and that each ring breaks for lunch at the required time (specify a time and ensure that it is adhered to as an overrun on one ring can affect all rings after lunch).

If there are to be any activities at lunchtime, the Show Manager is responsible for allocating rings and providing stewards. Also ensuring that the breed classes finish before the allocated time for the luncheon break.

The maximum time for lunch breaks should be one hour.

As each ring reaches the last breed, the Show Manager should arrange for the trophies to be delivered to the stewards.

Sometime during the show, the Show Manager should thank all of his/her team and ensure that they receive their just recompense for their efforts.

The Show Manager is not the supreme commander, but is expected to resolve any problems and deal with any matters affecting the running of the show. At all times SM must keep in contact with the President and the Show Secretary and involve them, if necessary, in any decisions or discussions. It is important that his/her duties and authority are clearly defined before the show starts. Remember that the VCA Representative is available to give advice to both you and the Club's committee on any problems that might arise.

AFTER THE SHOW

The Show Manager should do a final check of the venue and make sure that it is secure and all equipment stowed away.

SM should do some lateral thinking and see if there are any suggestions that may help the committee to improve subsequent shows, to forward them to the Club's Secretary.

CONCLUSION

The job of Show Manager can be a satisfying and rewarding experience giving people the opportunity to use their expertise, knowledge and leadership skills to help a committee run as good a show as possible and to ensure that all participants have a pleasant day.

Be conversant with the regulation applicable to procedures at exhibitions (**Regulations 7.5**) and with those applicable to the replacement of a judge (**Regulations 7.6.23, 7.6.24**).

Remember that no Judge, Show Official or Steward can suspend judging for any reason other than in accordance with the regulations (eg comfort or refreshment break) (**Regulation 7.6.25**).

STEWARDING AT SHOWS

INTRODUCTION

Stewards form a very important part of the **TEAM** of officials at Shows. This team will include the Judge(s), Ticket Writers and the Committee of the Club conducting the fixture. It is important, therefore, that people engaged to act as Stewards (whether Ring or Assembly) do so in a competent and professional manner.

QUALITIES OF A STEWARD

A Steward must have a pleasant disposition and be presentable in the Ring. The person must, of necessity, be able to get along with a variety of people. Many exhibitors will be asking the Stewards to answer a variety of questions, some of which may seem to the Steward to be very basic. Remember, however, that the person asking the question may be a novice exhibitor who is seeking **YOUR ASSISTANCE** in learning what is to be done in the Ring.

A Steward is to assist fellow Stewards, Judges, exhibitors, the Club and its officials alike without prejudice.

A Steward must be able to keep confidential any conversations that they have with the Judge unless the matter being discussed becomes the subject of a VCA investigation (as in the case of aggressive dogs or exhibitors dismissed from a Ring for disruptive behaviour etc).

A Steward must have a competent knowledge of the Rules and Regulations as they pertain to Shows. A summary of some of the important Rules and Regulations can be found in the *Stewards Guide to Regulations*, which follows this section. If there is need for further advice or direction, please consult either the Show Manager or Show Secretary.

A Steward should be able to sort out some problems.

PERSONAL EQUIPMENT AND APPEARANCE OF A DOG STEWARD

Essential Items

- ❖ Neat Clothing.
- ❖ Hat
- ❖ Wet Weather Gear
- ❖ Pens.
- ❖ Diary.
- ❖ Suitable footwear (ie semi-formal – not thongs or bear feet).

Optional Items

- ❖ Bulldog clips.
- ❖ Sun Screen Lotion
- ❖ Small First Aid Kit
- ❖ Small knife
- ❖ Drink Container
- ❖ A Small Carry All to Hold Your Equipment.

Regarding the appearance, please remember that a Steward is not only representing themselves in a Judging Ring, but they are representing the Club and the VCA. This is particularly important where Clubs are engaging overseas Judges to officiate at their shows.

For male stewards, it is recommended that the basic clothing should be neat long trousers, shirt, tie, jacket (in winter) and hat (optional). In summer months, neat shorts, long socks, hat, shirt and tie may be sufficient.

For lady stewards, neat casual clothing is again essential. Whether the individual lady Steward prefers to wear slacks or a dress is at their discretion keeping in mind the weather conditions that are present on the day or which may occur on the day (eg wind, rain heat etc).

A Steward should also keep in mind the damage that the sun and wind can do to skin even on a cloudy day in summer and to that end, hat and sunscreen should be considered essential items.

ENGAGING A STEWARD

In normal circumstances, you will be telephoned by the Club concerned to see if you are available to work. If, after consulting your diary you decide to accept the invitation, ask the Club to confirm the appointment by forwarding a work sheet for the show. It is important that this is done as there have been cases where two people in the Club have undertaken the task of engaging Show Officials and in doing so, double booked Stewards and Ticket Writers.

The Work Sheet should contain details of the Group you are stewarding for, number of exhibits, your Judge, Ticket Writer and other Steward (eg Assembly if you are the Ring Steward). The Work Sheet should also advise you of the time you are expected to arrive and the starting time of the Judging and any special classes you will be stewarding for.

It is usual that Stewards will be provided with lunch at all day shows where they are working and in normal circumstances, they will also be provided with an early morning cup of tea and morning tea.

DUTIES ON SHOW DAY

It is your responsibility to arrive at the venue at the time requested by the Club. If you wish to arrive earlier than the time stipulated, that will be your choice. In any case, you must ensure that you leave home at a time that will allow you adequate travelling time at a comfortable speed.

If you are likely to travel long distances to some Shows, consider asking if there is a contact telephone number at the venue. This is because if you get delayed by traffic, weather conditions etc which are beyond your control, you can contact the Club and advise them of the situation.

On your arrival at the Show, you should seek out the Club's Secretary, Show Secretary or Show Manager and advise them of your arrival. The official will either introduce you to your Judge and other Ring Officials, or if you know the Judge personally, you may do this yourself. You will then ensure that your Judge has, or does sign all the Challenge Certificates and Judging Sheets.

At this time, you can discuss with the Judge what they expect of you in the Ring. That is to say, does the Judge have any special requests/requirements as to procedure (eg do they wish to hand the place ribbons to the exhibitors or do they require you to do this). Remember that Judges must hand Challenge and Best of Breed ribbons/sashes etc to exhibitors (**Regulation 7.7.4**).

You should also check to ensure that there is an adequate supply of place ribbons, Challenge and Best of Breed ribbons. It is advisable to determine whether there are any special Ribbons or Sashes that are to be presented and make sure that you have them when you go to the Ring. It is also advisable for you to determine if you are expected to take the trophies with you or whether a member of the Committee will be attending to this task (it is usually the later). Special ribbons / trophies are usually noted on the Judge's Sheets.

Another essential piece of information that you need to know is the time the Club expects your Judge to break for lunch etc. If you do not keep to the Club's timing, then the whole of the Show's timing is put out of place.

DUTIES IN THE SHOW RING

It is your responsibility to ensure that the Judge is at the appropriate Ring to commence judging at the stipulated time.

On arrival at the Ring, you should verify with the Judge as to the location that the Judge requires the examination table and where the exhibitors are to proceed to once they enter the Ring. Does the Judge want the exhibits to go straight to the table of stipulated place for examination or are the exhibits required to complete a circuit of the Ring before being physically examined.

It is common practice for the Ring Steward to mark the Judge's Book/Sheets and be responsible for them. The only exception is at an Open Show/Parade where the Judge has to mark that award if the Judge does not hold a Championship licence.

As you are an experienced Steward your advice as to where the Judge could be situated for the best advantage may be helpful. For example, try to ensure that the Judge has his/her back to the sun during the physical examination and when the Judge is looking at the stationary exhibits prior to placing them.

Does the Judge want the next class to be formed up in the Ring (if there is no clearly defined Assembly Area) just prior to the completion of the examination of the current class? If so, ensure that there is adequate room to accommodate this to avoid any confrontation or confusion between animals that are being judged or as they enter/leave the ring.

COMMENCEMENT OF JUDGING

Once you have ascertained the requirements of the Judge for these procedures, ensure that you remember them so that you can advise the exhibitors once they enter the Ring. If you are giving instructions to the exhibitors on behalf of the Judge (eg once or twice around the Ring before examination) make sure that you can be heard and understood by each of the exhibitors.

Before the judging actually starts, introduce the Judge to the exhibitors.

At the start of judging, announce clearly and in a loud voice that it is the start of judging for the particular Group and call for the first breed to be at the assembly area. Again announce the first Breed and the first class then call the relevant exhibit numbers in a loud and clear voice. Remember that each exhibit must be called at least three times before the Ring Steward can declare it absent. It is sufficient for the Assembly Steward to do the three calls, but it must be the Ring Steward who declares it absent. (**Regulation 7.10.**) Ensure that the Judges Sheet is clearly marked with the absentees (eg the letter **A** beside their number and preferably a line through the exhibit number).

The Ring Steward will ensure that the exhibit number worn by each exhibitor entering the ring is the correct one for the class. If time permits, check that exhibitors who have an entry in the next class have it ready at ringside.

Once the class has been handed over to the Judge by the Ring Steward (who has announced "This is your intermediate bitch class" or similar), no other exhibit can enter the ring and compete.

For In-Group and In-Show classes, judging officially does not commence until the last exhibit has entered and the Ring Steward has advised the judge (eg "All your best of breeds are now in the ring" or similar).

Following the Judge's decision, announce in a loud clear voice the exhibit number and placing. Ensure that you have entered the correct placing's against the correct exhibit numbers. It is very embarrassing for you if you do make a mistake no matter how innocent it may be. Having said this, we all do make mistakes from time to time and hopefully the Judge and exhibitors will keep this in mind.

At the conclusion of judging of all classes in a particular sex, ensure that you have every unbeaten class winner (except Baby Puppy) ready for judging of the Challenge (or Best Dog/Bitch in the case of an Open Show). Remember that if an exhibit has been entered in more than one class, it must win each class it is entered in to be eligible to compete for Challenge / Best dog or bitch. Clearly mark the Challenge winner, call in the second place dog of the class from which the winner came and then mark in the Reserve

Dog/Bitch as per the Judge's decision. Ensure that the appropriate number of Challenge points is entered in the relevant space on the Judge's Sheet.

Follow the same procedure for the Bitches.

For Best of Breed, have both the Challenge Dog and Challenge Bitch in the Ring for the Judge's decision and have the Reserve for each waiting outside of the Ring.

Mark the Judge's Sheets with the winning exhibit for each relevant class (ie-Best Open, Intermediates etc). Keep in mind that the Best of Breed is automatically the winner for its class and if Runner Up to Best of Breed is from a different class, then it is automatically the winner of its class.

For the remainder of the classes, there will be a "RUN OFF" of the dog vs the bitch with the winner's exhibit number entered in the appropriate space on the Judge's Breed Sheet and also on the Judge's Group Sheet.

You must be aware that there will be a number of exhibitors that will be showing a number of dogs and will need to change their exhibits between classes. You should try and mark (small) the Judge's Sheet against the exhibit numbers for which this will occur. The exhibitors cannot, however, cause undue delay of the judging of the next class and if they should try and do this, they should be warned that they risk being declared absent if they do not enter the Ring at the appropriate time.

It is the exhibitor's responsibility to have the correct exhibit in the assembly area when needed.

If at any time there is to be a break in judging, then you must announce this and the length of break to the exhibitors.

It is most essential that Stewards do not allow exhibitors to enter a ring with an incorrect number or no number displayed. Challenge the exhibitor and sort out the discrepancy.

JUDGING FOR THE GROUP AWARDS

Prior to the Judging of the Group, the Ring Steward must state the Group Judging will take place in however many minutes (both you and the Judge may appreciate a short break for whatever reason ie to ensure that you have your Group Card/Sheet appropriately filled in). Assembly and Ring Stewards should check their sheets and have agreements on winners.

At the commencement of judging the In Group winners, announce in a loud clear voice that this is to take place and call all the Best of Breed winners and Runner Up to Best of Breed to the ringside.

Call the Best of Breed's into the Ring in the manner that the Judge requires (ie one at a time or all together) and ensure that the first exhibitor knows where to move the exhibit to. (The class is in the ring when the last exhibit enters the ring for judging).

Once all the Best of Breeds are in the Ring, collect the Sash and Trophy for the Best in Group and be ready to hand it to the Judge when it is required. On the Judge indicating which exhibit has won the Best in Group, announce the following:

"THE BEST IN GROUP GOES TO (the Breed and Exhibit number) WHICH COMES FROM THE (whichever) CLASS AND IS AUTOMATICALLY BEST (whichever) CLASS".

Call in the Runner Up to that Best of Breed, collect the trophy for the Runner Up to Best in Group and follow the same procedure as for Best in Group.

Following these two awards, run offs are held for each class for which the Best in Group and Runner Up to Best in Group do not come from starting with Baby Puppy. Again follow the requirements of the Judge for bringing in these exhibits. The Judge may wish to alter the method slightly especially if it is a very hot or wet day.

Ensure that all the results are entered and at the conclusion, announce:

“THAT CONCLUDES THE JUDGING FOR GROUP (whichever). WOULD YOU PLEASE THANK YOUR JUDGE (title and name of the Judge)”.

Collect all your paperwork, unused ribbons etc and go with the Judge to the Club's rooms and deliver the relevant paper work to the Secretary. You are expected to complete the In Show Sheet for your Group.

If there have been any problems during the judging of your Group, you are to advise the Club's Secretary of all the details, and if necessary, complete a written report for their information and that of the VCA if required.

JUDGING FOR THE IN SHOW AWARDS

The procedure for this part of the Show is identical to that of the Group Awards.

MISCELLANEOUS MATTERS

Depending upon the conditions on the day of the Show, you may wish to take an umbrella for shade or shelter from the rain and a table or chair or stool or similar to put the ribbons etc on during the course of the Show. The Club may already have these items for your use, but it may be wise to have your own in your care just in case.

CONCLUSION

Stewarding at Dog Shows is a very rewarding undertaking. You are a vital part of the **TEAM** for the Club's day and your conduct, ability and professionalism will reflect not only on you, but also on the Club and the VCA.

We hope that you will take an active part in Stewarding and remember you can contact members of the Dog Stewards Association for help at any time - whether it is on a matter of procedure or the provision of names of people who are willing to Steward for Clubs.

STEWARDS GUIDE TO REGULATIONS APPLICABLE TO CONFORMATION SHOWS

The following notes are for the guidance of people performing the different Officials roles at Shows. These roles include the following: Ring Stewards, Assembly Stewards, Ticket Writers and Show Managers. It is also intended to familiarise Show administrators, Club officials and Judges of what should be expected and required of Stewards.

ROLE

The role of a Steward is to assist Judges, exhibitors, Club officials and other Stewards. The Ring Steward is the Judge's direct assistant and all judging rings must have a Ring Steward, desirably with an Assembly Steward assisting. It is an important role, and the Steward should perform it in a manner that is ethical, diligent, courteous, discreet and dignified.

A Steward must:

- ❖ Know the VCA Regulations pertaining to Show procedures and Stewards.
- ❖ Assist and advise the Judge when and if required or necessary.
- ❖ Ascertain the ring procedure the Judge will employ before judging starts so that the can advise exhibitors.
- ❖ Develop a Stewarding procedure, which will facilitate the processing of exhibits through the judging ring, and minimise the likelihood of errors.

On the day of the fixture at which the Steward is officiating, the Steward should:

- ❖ Arrive at least 30 minutes before the scheduled start time.
- ❖ Ascertain the task for the day, including any special tasks.
- ❖ Ascertain which ring you are working in.
- ❖ Advise the Show Manager of any commitments, eg. Showing own dog.
- ❖ Meet the judge; ensure that all signing is completed before proceeding to the ring; check that all books, ribbons, trophies etc are on hand.
- ❖ Meet the other members of the team and if necessary, introduce them to the judge.
- ❖ On the completion of the task, ensure all paperwork, including any reports required by Regulations, is completed and handed to the Show Manager or Secretary

The role of the Steward can be personally rewarding and carries with it the acknowledgment and respect of other participants.

GUIDE TO RELEVANT REGULATIONS:

- **Eligibility to Steward**
- A person must be an adult member of the VCA to steward at a VCA approved fixture. A junior member may steward under adult supervision.

Responsibilities of a Steward

- A Steward must abide by the Rules and Regulations of the VCA and carry out the responsibilities of the assignment in an ethical and fair manner.
- A Steward will report any breaches of Rules or Regulations, or irregular incidents to the Show Secretary or Club Secretary before the closure of the Show.

- A Ring Steward will not enter, exhibit or handle under a Judge for whom they have officiated at that Show. (**Regulation 7.5.2**). It is desirable that Assembly Stewards and Ticket Writers abide by this practice.

Classes at Shows

Refer to **Regulation 7.2** and **ANKC Regulations Part 5 Reg 1.1**.

Prize Cards & Place Ribbons

- At all Open Shows, Parades and Championship Shows a prize card and/or ribbon must be presented as the award for first, second and third placing's in an ordinary class. (**Regulation 7.7.1**)
- For Championship Shows the cards are to state the name of the exhibition, the date of the fixture, the name of the exhibitor and exhibit, the breed or variety of breed and exhibit number of the winner together with a description of the award. (**Regulations 7.7.5**).

Challenges, Reserve Challenges

- All Challenge, Reserve Challenge, In Group and In Show cards are to be filled in by an official. The Judge judging the breed is the only person authorised to sign the Challenge Certificate. A Judge shall not sign a Challenge Certificate unless the name of the Club, the date of the show, the breed and the sex have first been endorsed on the certificate. The Judge must cancel any signed certificates for which the award has been withheld by the Judge (**Regulation 7.7.6**).
- Where a Challenge Certificate, In Group card or In Show card is forfeited, it is to be cancelled and the reason for the cancellation endorsed on the certificate or card.
- Unless regulations provide otherwise, Challenge Certificates are to be available at all Championship Shows, one for each sex of every breed entered.
- Where no Challenge Certificates are offered for a breed or breeds, notification to that effect must be printed in the Show schedule, catalogue and Judge's book. (**Regulation 7.3.4**).

Challenge Points

- Challenge Certificate points are allocated as per ANKC Rules, ie—
 - 5 points plus 1 point for each exhibit six months of age or over of the same sex and breed exhibited. Any exhibit that competes in more than one breed class will only add 1 point to the total points. The maximum points available are 25.
 - For Best Of Breed, 5 points plus 1 point for each exhibit six months of age or over of the breed exhibited. Any exhibit that competes in more than one breed class will only add 1 point to the total points. The maximum points available are 25.
 - For the Best in Group, 5 points plus 1 point for each exhibit exhibited in the Group. The maximum 25 points.
 - For the Best in Show, 5 points plus 1 point for each exhibit exhibited in the Show. The maximum 25 points.

Note: The points do not accumulate past the maximum attainable of 25. To be filled in on Challenge and Best Of Breed Certificates and Best in Group Cards.

Eligibility for Challenge

- To be eligible an exhibit must be 6 months of age or over and complete in at least one ordinary class; the winner of each class competes for the Challenge. Note: where an exhibit competes in more than one breed class and is beaten in a class, it is ineligible for the Challenge. (**ANKC Regulations Part 5 Reg 4.1.2**).

Eligibility for Reserve Challenge

- All class winners other than the Challenge winner are eligible plus the exhibit placed second in the class from which the Challenge winner came provided it has not been placed less than first in any other breed class. (**ANKC Regulations Part 5 Reg 4.1.3**).

Eligibility for Best of Breed & Runner Up Best of Breed

- The Challenge winners of that breed compete for Best of Breed. Runner Up Best of Breed will be competed for by the Challenge winner that is opposite sex to Best of Breed and the Reserve Challenge winner of the same sex as the Best of Breed. (*ANKC Regulations Part 5 Reg 4.2*).

Eligibility for Best in Group & Runner Up Best in Group

- Only exhibits which have won Best of Breed at that Show can compete for Best in Group, and the Runner Up in Group to Best in Group will be competed for by the remaining Best of Breeds and the Runner Up Best of Breed that won the Best in Group. (*ANKC Regulations Part 5 Reg 4.3*).

Eligibility for Best in Show & Runner Up Best in Show

- Only exhibits which have won Best in Group at that Show can compete for Best in Show, and the Runner Up in Show to Best in Show will be competed for by the remaining Best in Group and the Runner Up Best in Group that won the Best in Show. (*ANKC Regulations Part 5 Reg 4.4*).

Calling Exhibits

- A Steward will call out the exhibit number of exhibits in such a manner that the exhibitor ought to have reasonably heard the call. Three calls are deemed to be sufficient. It is the responsibility of the exhibitor to be present when required by the Steward. (*Regulation 7.10.3*).

Declaring an Exhibit Absent

- The Ring Steward has the responsibility for declaring an exhibit absent. (*Regulation 7.10.4*).

Handing a Class over to the Judge

- When the Ring Steward consigns the complete class over to the Judge so that Judging can proceed, then no other exhibit shall be allowed to enter the ring to compete in that class. Any exhibit absent at that time will be recorded in the Judge's book. (*Regulation 7.6.20*).

Display of Exhibit Numbers

- No exhibit will be allowed in the judging ring without the exhibitor/ handler displaying in the correct manner the correct exhibit number for that exhibit. The exhibit number shall be worn on the upper part of the left arm or on the left side of the chest of the exhibitor. Only one exhibit number is to be visible. The exhibit number must be distinct and the numerals not less than 40mm in height. (*Regulation 7.5.24*). (*ANKC Regulations Part 5 Reg 8.1*).

Control of Exhibits in Ring etc

- Exhibits are to be controlled on a suitable lead with collar or chain. A harness is **NOT** permitted. (*Regulation 7.5.10*).
- The use of electronic training devices or spiked collars is **NOT** permitted at any exhibition or training session. (*Regulation 3.5.2*).

Wearing of Sponsors Names, Kennel Names etc

- No name of exhibit, exhibitor, kennel prefix or advertising or such is to be worn or displayed on an exhibitor or exhibit when in the judging ring (**note**: by definition includes assembly area). Likewise a badge, ribbon or notice identifying an official or committee person of the Club conducting the Show is not permitted. (*Regulation 7.5.25*).

Transfer of Exhibits to another Class

- A Steward cannot transfer an exhibit to another class from that for which it is entered. If an exhibitor reports before judging of the class that the exhibit has been incorrectly entered then the Show Secretary may transfer the exhibit to the correct class. (*Regulation 7.5.20*).

Persons in Judging Ring

- Whilst judging is in progress the only people permitted in the judging ring are the Judge, appointed Stewards and the exhibitors/handlers, one for each exhibit or brace team. A person authorised to visually record the Show may be allowed into a designated area, this being away from the judging positions so that there is no impediment or interruption to judging. (*Regulation 7.5.28*).

Authority in the Ring

- The Judge is the authority on proceedings in the ring, subject to Rules and Regulations. A Steward is expected to comply with the Judge's reasonable requests.

Judges Decision Final

- A Judge's decision on the merit of an exhibit is final unless Management Committee determines otherwise. (*Regulation 7.11.8*).

Rejudging

- A class will not be rejudged because of ineligibility of an exhibit or for absence from the ring of an exhibit, nor shall awards be changed around once the Judge has decided and indicated the order of merit.

Award of Emergency

- A judge may award an emergency exhibit next in merit after the stipulated awards if the exhibit is of sufficient merit to deserve the prize. (*Regulation: 7.11.11*)
Awarded in all classes/competitions except an emergency is not required for classes eliminated by BIG, RUBIG, BIS, and RUBIS. Emergency does not carry any prize nor should it be announced.

Reserve Challenge to be awarded

- A Judge shall make a Reserve Challenge award if there is an exhibit of sufficient merit. The exhibit second in class to the Challenge winner is eligible to compete for the Reserve Challenge (*ANKC Regulations Part 5 Reg 4.1.3*).

Failure to Compete by an Exhibit

- If an exhibit fails to compete in any subsequent class in breed, Group or Show classes for which it is eligible, the exhibitor shall forfeit all awards and prizes it had received at that Show. (*Regulation 7.7.14*).

Collection of Challenge Certificates etc

- At a fixture conducted and concluded on the same day the Challenge Certificate must not be issued to the exhibit until after the completion of all competition for which the exhibit is eligible, unless the exhibitor notifies the Steward and Ticket Writer that they do not intend to compete further. (*Regulation 7.7.8*)

Where a winner is subsequently declared ineligible

- Should a class winner be subsequently declared ineligible, the exhibit next in merit in that class shall be declared the winner. Except where a challenge is withheld for non-appearance in Group Specials etc. (*Regulation 7.7.15*).

Exhibit not entire

- If a judge is of the opinion that an exhibit six months or more is not entire, the Judge shall inform the exhibitor and the Show Secretary of the decision. It will be so recorded in the Judge's book. (*Regulations 7.11.6 and 7.5.23*).

No equal placings

- A judge shall not place two or more individual entries equal for any award. (*Regulation 7.11.14*)

Award not to be made unless of sufficient merit

- A Judge shall not award any exhibit, which is not in the Judge's opinion of sufficient merit. Where such an award is withheld the exhibitor must be so advised by the Judge at the time the award is withheld. (*Regulation 7.11.9*).

If no first place

- Where a first place is not awarded there shall be no second or third placings. (*Regulation 7.11.10*).

Judge to physically handle exhibits

- A judge must physically handle and move in the conventional manner each exhibit that the Judge is seeing for the first time. If a Judge does not comply with this Regulation the Steward must inform the Judge of the requirement and if the Judge persists in non-compliance then the Steward must call the judging to cease and inform a Club official. (*Regulation 7.11.7*).

Ordering from ring due to detrimental behaviour

- A judge may order from the judging ring or debar from further competition any exhibit and its handler, if the Judge is of the opinion that the exhibitor or the handler is acting or behaving in a manner detrimental to the proper running of the Show, exhibition or event. (*Regulation 7.11.15*).

Disqualification regarding tampering of exhibits

- A Judge may disqualify an exhibit on the grounds of tampering and altering coat, colour or appearance so as to deceive the Judge. (*Regulations: 7.6.1 to 7.6.3*).

Exhibits to be placed on place markers

- The Steward must ensure that the exhibits are placed on the markers in the ring in the order of merit as decided by the Judge and that the corresponding ribbons, awards, trophies are received by the respective exhibitor. (*Regulation 7.6.10*)

Judge to indicate placings

- The Judge must at all times indicate to both the exhibitors and the public all awards. (*Regulation 7.11.23*).

Double handling etc

- Interference with, and attraction of the attention of an exhibit whilst in the judging ring by any person outside the ring shall not be permitted. In the event of such occurrence the Steward shall be empowered to suspend judging and having warned the offender, and may order the removal from the exhibition of the offender. (*Regulation 7.6.21*). Also advise the Judge of your actions.

Dog droppings

- At all times, anywhere in the venue, an exhibitor shall be responsible for cleaning up and the removal of droppings from their exhibit. (*Regulation 7.5.119*).

Aggression / Biting

- Stewards must be familiar with provisions of **Regulations 3.5.6 Aggressive Dogs**. Stewards should also be familiar with the Guidelines for Show Committees when dealing with Aggressive Dogs. (*Attached to Regulations Part 3*)

Bringing Exhibits in for In Group / In Show Judging

- In the case of Group or General Specials, the Judge may direct the eligible exhibits to be brought into the ring singly or collectively. (*Regulation 7.6.20*)

Exhibit competing in a class other than its correct class

- Where an exhibit competes in a class for which it is ineligible, that exhibit cannot compete in any further class. (*Regulation 7.7.17*).

Presenting of the In Group / In Show Class Award

- Best In Group, Runner Up Best In Group, Best In Show, Runner Up Best In show winners are to be presented with their In Group / In Show class ribbons at the same time as the B.I.S., R.U.B.I.S., B.I.G., R.U.B.I.G etc ribbons. (***Regulation 7.6.8***)

TICKET WRITING

Ticket Writers are very important part of the team of Judges or Judge, Ring Stewards or Steward and Assembly Stewards or Steward.

As the Ticket Writer is normally female, in this address if need be, I will refer to the position with the word "SHE".

The Ticket Writer inevitably ends up looking after the Judge's gear, plus that of the Ring and Assembly Stewards and of course her own. My chair and table sometimes have been so overloaded with coats, hats etc that there is hardly any room to sit but this is all in a day's work.

The Ticket Writer has to have a pleasant disposition (sometimes it is hard), to be tactful with exhibitors and of course never divulge any conversation conducted between the Judge and other members of the team. It is amazing what we ticket writers hear around the Rings when we are working but we just smile and keep writing Challenge Certificates and marking catalogues!

Now we get down to the items required by a Ticket Writer at a Show.

She has:

- Pens (Papermate Replay) and others.
- Liquid Paper Correction Fluid.
- Ruler (small).
- Bulldog clips (at least four).
- Paper Weights for windy weather (if nothing else handy, handbag will do).
- Hat.
- Kleenex Tissues.
- Small First Aid Box with Band-Aids etc.
- Rug (depending upon weather).
- Comfortable Chair (if working away from Showgrounds or KCC Park).
- Cushion.
- Table (again if working away from Showgrounds or KCC Park).
- Umbrella (large enough to accommodate hot, dry and wet weather).
- Wet Weather Gear.

All this gear goes into either your bag or the car and when you arrive home from a Show, it is usually stored near at hand for the next weekend or whenever you Ticket Write again.

A Ticket Writer should be as smartly and neatly dressed as the Judge, Ring and assembly Stewards. I normally wear slacks for both summer and winter instead of a dress but that is a matter of preference for other Ticket Writers.

Why I wear slacks is because they are comfortable and when you are sitting for long periods, they do not get crushed, as is the case with a dress.

In summer it is essential to have a shady hat, cool tops or dresses with long or short sleeves, sunscreen ointment, comfortable shoes and good sunglasses to keep out the glare of the sun. If you come without an umbrella, you can get badly burned if you have no sun screen cream and sunglasses, plus the essential hat.

In the winter months, warm clothing in the form of slacks or warm skirts plus jumpers and coats are a must, and warm socks do help the feet especially if encased in furlined shoes or boots. Some of our lady Ticket Writers even take their hot water bottles with them and this does help stop the cold for some time. On top of all this, a good wool rug is handy.

Now we come to the actual job Ticket Writers undertake.

Normally you are telephoned by the Club concerned to inquire if you are available to work. If, in my case, your husband is a Steward, the invitation extends to the two persons. We always carry two diaries, one at home by the telephone and the other in my bag. Write in the date of the Show concerned and while you are on the telephone, ask that the request to work be followed up by a "WORK SHEET" in due course before the day of the Show. Many of us have been caught by accepting jobs by telephone, not being advised afterwards by letter, and then arriving at a Show to find we are not required.

What has happened is that somewhere along the line, more than one person has been handling the obtaining of Stewards etc and names have been overlapped. It is embarrassing not only for the officials of the Show but also for the people who have probably travelled many miles to assist.

Incidentally, it is taken for granted that Stewards and Ticket Writers are provided with lunch at Shows where they work and most times early morning and morning tea. Some Shows pay their Stewards and Ticket Writers money to work at Shows; this is at the discretion of the Show concerned.

I now come to the items with regard to Challenge Certificates etc which are handled at Shows by Ticket Writers.

BREED SHOWS

Requisites:

- One Challenge Certificate.
- One Best Of Breed Certificate.
- Two Reserve Challenge Certificates (one for each sex).
- Cards for:
 - ◆ Best in Show
 - ◆ Runner Up to Best in Show
 - ◆ Best Baby Puppy in Show
 - ◆ Best Minor Puppy in Show
 - ◆ Best Puppy in Show
 - ◆ Best Junior in Show
 - ◆ Best Intermediate in Show
 - ◆ Best Australian Bred in Show (maybe)
 - ◆ Best Open in Show

Few Breed Shows give prize cards these days; mainly placing ribbons are handed to exhibitors.

Several catalogues are required to be marked - one for the Judge, sometimes one for the Club but not one for the VCA as it is the Secretary of the Club's responsibility to mark the catalogue for the VCA from the Judge's Book when handed back to the Secretary's Office.

The remarks on the Judges Sheets have to be conveyed to the VCA in a letter accompanying the marked catalogue. Therefore it is necessary for the Secretary to fulfil this part of the job. The marking of the catalogue for the VCA applies to all Secretaries whether they are Breed, Group or All Breeds Club Shows.

GROUP SHOWS (for example half or full Group)**Requisites:**

- Challenge and Best Of Breed Certificates for each breed as entered.
- Reserve Challenge Certificates 2 for each breed as entered (one for each sex). These may be written after breed judging. It is the usual custom at Shows (other than Breed Shows) that Reserve Challenge Certificates are collected after the Breed has been judged, not hours after all judging has finished.

If you are writing the half of the Show that has the Judge doing General Specials, your cards will be:

- ◆ Best in Show
- ◆ Runner Up to Best in Show
- ◆ Best Baby Puppy in Show
- ◆ Best Minor Puppy in Show
- ◆ Best Puppy in Show
- ◆ Best Junior in Show
- ◆ Best Intermediate in Show
- ◆ Best Australian Bred in Show (maybe)
- ◆ Best Open in Show

At Group Shows, catalogues are to be marked for the Judge or Judges and one for the Club. The same position applies as with a Breed Show where the Ticket Writer does not write the catalogue for the VCA.

ALL BREEDS SHOWS

The Ticket Writer may be required to mark catalogues for both parts of a Group at an All Breeds Show.

Requisites:

- Challenge and Best Of Breed Certificates for all Breeds in part or whole of the Group.
- Two Reserve Challenge Certificates for all Breeds in part or whole of the Group (one for each sex).
- Cards for “Group Specials”:
 - ◆ Best in Group
 - ◆ Runner Up to Best in Group
 - ◆ Best Baby Puppy in Group
 - ◆ Best Minor Puppy in Group
 - ◆ Best Puppy in Group
 - ◆ Best Junior in Group
 - ◆ Best Intermediate in Group
 - ◆ Best Australian Bred in Group (maybe)
 - ◆ Best Open in Group

Also catalogues for one or maybe two Judges and normally that is all as the Secretary marks a complete catalogue covering all Groups for the Club and the VCA.

Challenge and Best Of Breed Certificates are only given to exhibitors at any of the variety of Shows mentioned at the end of complete judging except if the exhibitor, in the case of an All Breeds Show particularly, can prove that their dog or bitch has been beaten in the Breed for a Best of Breed or Runner Up Best of Breed, or the exhibitor advises that they do not intend to compete further. Dogs, which have been awarded classes in Group and have also won a Challenge Certificate, cannot pick up their Challenge certificates after Group Judging, as they have to compete against other Group class winners at In Show level.

All Challenge and Best Of Breed Certificates must show:

- The Name of the Club
- Date of the Show
- State
- Breed and Sex
- Name of the Judge; and
- Be Signed by the Judge

Before the Ticket Writer can enter the following details:

- Name of the Exhibit
- Owner of the Exhibit
- Number of the Exhibit
- Number of Challenge Points

It is always essential that the Ticket Writer check the Ring Steward's tally of number of challenge points from the judges' slip before marking the catalogue and writing the Challenge or Best Of Breed Certificate. Make no mistake, none of us is perfect and occasionally all parties concerned can make errors in tally. Please make sure that you mark placings, absentees, Challenge winners and points clearly, plus Best of Breed against the dog or bitch concerned.

If the Judge refuses a Challenge Certificate, it is a rule that the Judge must personally destroy this certificate. If exhibits are absent and a Challenge Certificate could have been awarded, the certificate is defaced with the words "**ABSENT**" and handed back to the Secretary of the Club. The Secretary can in turn send these defaced certificates to the VCA and a refund obtained because in these economic times, every cent counts when running any Show whether Breed, Group or All Breeds level.

BEST IN GROUP CARDS ETC (Show the Name of the Club and date)

On a Best in Group card at an All Breeds Show, provision is made to write **25 POINTS** at the bottom of the card for the Group winner; **NO OTHER WINNER** in the Group Specials can earn points.

The **25 POINTS** awarded to Best in Show winner are already written on the card.

Incidentally, at an All Breeds Show sometimes the Intermediate or Puppy Sweepstakes are held and although no cards are provided by the VCA, notation of these classes has to be made in the catalogue of the Club conducting the Show.

Any dog, which has won a Challenge or Best Of Breed Certificate and **DOES NOT** compete in a Group Class which it is eligible, **SHALL BE REFUSED THE CHALLENGE CERTIFICATE** and the reason explained to the exhibitor, unless the exhibitor has advised the Steward and Ticket Writer before Group Specials that they do not intend to compete further. The matter is then reported to the Secretary of the Show who retains the Certificate, and advises the VCA Office accordingly. The VCA in turn deducts that amount of Challenge points from the dog concerned and takes back any prize money, trophy etc which may have been won.

I might mention, at this time, Ticket Writers are not normally required for an All Breeds, Breed or Group Open Shows.

It is the usual practice for the Secretary of a club Open Show to write up a catalogue for the Judges before the end of the Show and then present it to them as they leave.

If my husband is stewarding at an All Breeds Open Show, I normally go with him and sit by the ring and mark the catalogue for that Group and present it to the Judge, which can save the Secretary a little time.

In a normal day's work (when you are **NOT** writing for General Specials at an All Breeds Show), at the end of the Breed or Group Show, you hand the marked catalogue to the Judge or Judges, hand out any Challenge certificates to exhibitors who can collect them, gather up Judges Slips, Challenges not awarded because of

being marked absent, placing ribbons not used as with Challenge sashes and Best of Breed sashes and return all this material to the Secretary's Office.

You also give the Secretary the Challenge Certificates not collected, Challenge Certificates for In-Group winners with In-Group Cards, which then go forward to the Ticket Writer who writes for General Specials. Any unused Challenge Certificate (eg exhibits for that sex and breed are absent or Challenge withheld) can be forwarded to the VCA for replacement.

If you are fortunate enough to write for General Specials, particularly at an All Breeds Show you will have cards for the following:

- ◆ Best in Show
- ◆ Runner Up to Best in Show
- ◆ Best Baby Puppy in Show
- ◆ Best Minor Puppy in Show
- ◆ Best Puppy in Show
- ◆ Best Junior in Show
- ◆ Best Intermediate in Show
- ◆ Best Australian Bred in Show (maybe)
- ◆ Best Open in Show

These cards will have the name of the Club conducting the Show and the date. You will also have seven (7) Group cards for Best in Group etc along with the Challenge Certificates won by those dogs in classes in those seven Groups.

After general Specials have been judged, then it is the time for all cards and Challenge and Best Of Breed Certificates to be given out. Give any cards or Challenge or Best Of Breed Certificates not collected by exhibitors' back to the Secretary, plus catalogues which have been marked, then your task for the day is finished. It would be an assistance if the Club has a card box with seven compartments that the certificates could be placed in.

As I mentioned at the commencement of this guide, Ticket Writing is an important part of the **TEAM**, the job can be long and tedious at times but it is very rewarding and at the end of the day you feel as if you have done a worthwhile job. Incidentally, I feel my view of the dogs in the Ring is better than that of the Judge or Steward as I certainly have more time to view the different exhibits.

If you have not already tried it, I trust some of you here today will consider the job of Ticket Writing and join the "popularity stakes" in the dog world as there are never enough of us to go around and we are always in demand.

There is one other matter in which you can assist the Clubs' and VCA and that is in the training of others in the role of a Ticket Writer. You can accomplish this by inviting prospective people to sit with you and learn the craft.