

RING STEWARDING

No show can run without judges or stewards. A show runs smoothly with competent stewards in the rings. You are there to make the judges day easy and comfortable and assist so they can concentrate on judging.

Dress properly, have a professional attitude, give your total attention to the ring and not chat with friends/exhibitors, always have a watch or clock with the correct time and bring a couple of extra pens. If you use your phone for the time, be sure to have the ring turned off.

Know what ring you are assigned to, pick up your stewarding pack at the superintendent's desk and be in the ring 30 minutes before judging begins. The bag should contain a radio, steward's badge, it must be worn while you are in the ring, rubber bands, armbands banded together for each breed, a steward's book, maybe a catalog and sometimes the judge's book. Locating a judge's book is not your responsibility but if you have it, lay it out.

Get the ribbons out and place them accordingly. Put any trophy card where they will be handy and not forgotten and your might notate in your book at the breed about the trophies/cards so they are not forgotten . Make sure there are hand wipes, paper towels and (at our show) filled coolers under the table with refreshments for the judge. These will have what this judge ordered. Make sure the right hand side of the table has ample room for the judge's book, their book of Standards and a drink. At some shows there are plants or decorations which take up a lot of room. They are well intended but, most of the time, in the way.

Get armbands in the order of judging for the morning only. Put the afternoon armbands back in the bag as well as any afternoon trophy cards.

Then check your ring:

1. Make sure placement markers are set.
2. Walk the ring checking for any hazards. Tidy up the ring picking up hair balls and left bait.

3. Check breeds to see if you will need an exam table, if so determine that you have one. If you have a breed using a ramp, check with the judge to see if they will need it. Advise the superintendent. But check first. It may be outside the ring if the breed, eg: Bulldogs/ Bassets are one of the first breeds
4. Put the armband packets in judging order- do morning only. After lunch, prepare the afternoon breeds. Be back 20-30 minutes before judging resumes even if it means cutting your lunch short.

As you give out armbands, you ask the exhibitor the breed and the number if they haven't told you already. Dogs will be odd numbered and bitches will be even numbered. Make a check mark to the **right** of the number in your catalog when the number has been picked up. If someone tells you dog number such and such will be absent, mark your book AB and pull the number, mark it AB and set it aside. **DO NOT MARK** the dog absent if an exhibitor says "I haven't seen him" or "he wasn't here yesterday". When picking up an armband, do not allow the exhibitor to call the dog by his registered name. They know better and just talk over them and say, "number only, please". They may have to look at your book or a catalog to determine the number. Do not discuss "if the major is holding", not your concern, you may tell them how many have picked up. **Never** show your stewards book or a catalog to the judge.

When the judge arrives, establish a pleasant working relationship. Introduce yourself and they will more than likely reciprocate. Smile. Keeping the judge on time is partly your responsibility.

Ask the judge:

1. Where would you like your dogs to come in?
2. Catalog order?
3. Single entry on the table or right around? (if a table breed, same thing for a ramp)
4. In Best of Breeds, dogs before bitches?
5. Handler changes? (There are rules for this but it is strictly up to the judge. Always ask their permission for a change, choosing a time that doesn't interfere with concentration). Same with a "late" dog.
6. Do you want the absentees armbands by your book?

7. When it comes times, where do you want your table?(ramp)
8. What would you like to drink when hospitality comes around? (At our show, our refreshments are in the cooler under the table and they may want something from it as the shows starts.) You will have to call for more coffee if this is what the judge would like.
9. When do you want to do photos? (it will probably be at the break)

AND MOST IMPORTANT, WRITE DOWN THE ANSWERS. The inside back of your steward's book would be most handy. You might also point out, where the restrooms are located. Often the judge will review the judges book for changes and coordinate with you, making sure you have the same changes.

Now you are ready to begin. Coordinate the time with the judge and ask "Are you ready?"

ONLY the judge, you, the steward and the current exhibitor(s) are allowed in the ring. The only exceptions to this are the show chairman, another ring steward, a superintendent will come in to pick up sheets from the judges book or when called to repair a ring, the photographer when called and clean up people. If the AKC Rep comes up to the ring, they should not enter without the judge's permission.

Reading from your steward's book, LOUDLY, call your first class....."Golden Retriever puppy dogs, 6-9 months numbers 7,9,41,45,49 and 51, catalog order (or 'any order' which ever the judge wants) in the ring". If the first four are in the ring, call number 49 and 51 another two times, again seeing that they have not picked up, then place these two armbands on the table where the judge can see them. Saying 49 and 51 have not picked up. After the judges book is marked absent, you may turn them over so they don't get confused with upcoming numbers. If they come in late, pick up the number, tell the judge "number 49 is here now, may they come in?".

Never assume a dog is absent. You then tell the judge "number 47 is declared absent and number 49 and 51 have not picked up". Seeing all is well, you go to the table and pull ribbons for the first four placements placing them near the judge's book; blue on top, followed by red, yellow and white. Go back to

giving our armbands and keeping an eye on the judge in case they need something, always paying attention, NEVER just chatting.

Keep track of the next class outside the ring. When the judge places the class, tell the exhibitors, "Armbands to the judge". Mark your book with the placements. **Never** call out the placement and numbers to the judge. This is against the judging rules. If a judges requests you do this, then comply, but it is not proper. Mark the placements in your catalog on the **left**.

Continue this for each class. Make a graph for the placement of first and second in the classes.

6-9	9-12	Am Bred	BBE	Open
7	13	25	19	31
9	11	21	27	

The top row is the first places and the second row is your 2nd placements. You are now ready for your winner's class. Call them back in reverse order, from Open Class down to the Puppy Class e.g. call out "Winner's Dog Class, number 31, 19, 25, 13 and 7. Check the armbands as they come in. Pull the purple winners ribbon and purple and white for reserve winners; lay them out. Suppose number 25 is Winners, circle it. You immediately know that 21 should return. Call them for "Reserve". With this graph, you do not have to thumb thru the book and look for your first or second places. Say number 31 was Winners Dog; no one is in second place. If the judge is waiting for the second place winner to come in, remind the judge that there was only one in the class. Chances are, the judge knows it or has checked.

Repeat this whole procedure for bitches.

Now you should have your Winners Dog and your Winners Bitch marked in your catalog (also the Reserve winners). Call, "Golden Retriever Best of Breed competition, dogs up front", then, call the numbers in catalog order within the sex (dogs numbers first then bitch numbers) and they will sort themselves out or the judge will. Call "5, 35, 37, 6, 12, 22, Winners Dog 25 and Winners Bitch XX. Pull your Best of Breed, Best of Winners and Best of Opposite Sex ribbons and lay them out: purple and gold, blue and white

and red and white, in that order, and Select ribbons when applicable. Add trophy cards with the appropriate ribbon if there are any.

If you have a dog/bitch that has moved up to the Best of Breed class, verify this with the judge/judges book at the time the class is in that the dog was originally entered in. Mark your book e.g.: 10 with a /_ \ over the number then list the number in Best of Breed class and call the dog at the appropriate time.

When the breed is finished, say "Armbands to the judge" and mark your book accordingly. Do not call out the numbers to the judge in any class. The judge should not ask you to as there are rules against this, but if requested of course comply and be accurate.

When it is time for lunch, if you both are ready you may or may not accompany the judge to lunch. In either case they will probably want to wash their hands, remind them the location of the bathroom and you may have to show them where the lunchroom is. CLOSE THE RING DOWN. Roll up the case with the ribbons, the judge will take their own book. DO NOT OFFER TO TAKE THE JUDGES BOOK. Pickup any trophy cards and left over armbands. The judge will probably be taking photos while you are closing and you may be finished at the same time. Just make sure they know where to go.

Be back to re-open the ring at least 20-30 minutes before judging resumes. Check the cooler and call if it needs restocking for the judge.

Hopefully by the end of the day, it has been a pleasant one, the judge was on time or even had a few minutes to rest and you have had a good day.

Keep your steward's book (or give it to the Chief Steward) for about a year in case the judge needs clarification as to a marking. Turn the left over ribbons, radio, armbands, catalog and rubber bands in the bag back to the superintendent and look forward to tomorrow.

Should the judge want the **wicket**, to measure a dog or the **scales**, to weigh a dog, radio the superintendent for the wicket or the scales...."the judge in ring X would like the wicket/scales for XX (name the breed). (There are different size wickets for different size dogs) This will promptly alert the AKC Rep and they will probably arrive about the same time. You do nothing

but stay alert. The Rep is there to watch the procedure and will say nothing to you or the judge. It is probably a good idea to keep the wicket or scales there until the end of the judging of this breed. The judge may decide to use it again. After that breed is finished, call the superintendent to pick up the wicket/scales. Be aware both are sensitive instruments for the judges use.

If a confrontation begins between the judge and an exhibitor, be aware. Say nothing but listen as the judge may need a witness if it escalates. Hopefully this will not happen, but occasionally it does.

If a dog soils the ring, you give the paper towels to the exhibitor and you may hold the lead of the dog. If it is cleaned rather well you may look for a spray bleach or some disinfectant. If it is nasty or need a shovel or mop, call for clean up. More and more shows are becoming self cleaning shows. The exhibitor is responsible for his/her dog. You are the judges secretary not the clean up crew.

Gloria Geringer