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THE KENNEL CLUB GUIDE FOR OBEDIENCE

# JUDGES

& STEWARDS



THE KENNEL CLUB



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# Introduction

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This guide is intended as a useful reference for those embarking on a judging career at Obedience Dog Shows and to assist established judges to understand their obligations to competitors, show societies and the Kennel Club.

It is important that the information enclosed is read in conjunction with Kennel Club Regulations, which are published in the Kennel Club Year Book, particularly the following section:

- Regulation G - Kennel Club OBEDIENCE SHOW Regulations.

These Regulations apply to all judges whether domiciled in this country or overseas who officiate at Kennel Club licensed shows. The references refer to the appropriate Kennel Club Regulations or announcements in the Kennel Gazette.

It should be noted that this book is only intended as a guide to the relevant Kennel Club Obedience Show Regulations, ring procedure and the practical aspects of judging.

# Chapter 1. Code of Best Practice for Judges

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## **Introduction**

The overall and stated object of the Kennel Club is to promote in every way the general improvement of dogs and this objective also applies to Judges.

The overall aim and objective of a Judge at whatever level, from Companion Dog Show to Championship Show/Trial, is to provide value for the time, training, effort and money, which the exhibitor/competitor puts into presenting their dog. Moreover, the decisions of Championship Judges in particular will ultimately affect the future development of a particular breed and/or respective discipline concerned.

There is therefore an expectation that Judges will be competent and may be trusted. Judging is not a right but a privilege. Judges should be respected by the exhibitor/competitor. To that end the following Code sets out the relevant aspects that Judges should be capable of demonstrating.

## **Integrity**

- I.1 Judges should act honestly and impartially when undertaking an appointment.
- I.2 A dog should be placed on merit only according to the Breed Standard or Competition Regulations. Judges should be prepared to provide a critique on placings (Field Trial Judges excepted).
- I.3 Judges should conduct themselves in a manner compatible with the standing of a Judge at all times whilst at a show/trial and in any other capacity which might have bearing on the interests of the canine world.
- I.4 Judges are referred to the factors set out below which may be said to affect their standing and may result in exclusion from Judging lists or future judging contracts or withdrawal from an agreed appointment;
  - I.4.1 Criminal Convictions
  - I.4.2 Threatening Behaviour
  - I.4.3 Misrepresenting or abusing authority
  - I.4.4 Not Judging in accordance with KC Rules and Regulations
  - I.4.5 Not judging according to Breed Standards
  - I.4.6 Harsh Handling
  - I.4.7 Breach of KC Rules and Regulations
  - I.4.8 Using the name of the Kennel Club in an unauthorised manner.

# Chapter 1. Code of Best Practice for Judges

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## **Age**

- 1.5 No new judging appointments to award Challenge Certificates to a breed for the first time, Groups or BIS or an Obedience Certificate, Agility Certificate, Working Trials Certificate, Bloodhound Certificate or appointment to a Field Trial Panel for the first time will be considered once a Judge has attained the age of 75 years (at the time of fulfilling the appointment).

## **Health Guidelines**

- 1.6 Judges are expected to decline, or to withdraw from, an appointment, which they cannot fulfil. The aim of the competition can only be fulfilled when the judging of dogs is carried out in a fully competent manner.
- 1.7 Ill health of various kinds can temporarily or permanently make it impossible for a person to complete a judging appointment according to the demands which are set forward in this Code of Best Practice. A Society or Club can if necessary, either temporarily or permanently cancel the judging contract should it become apparent that the judge cannot appraise his/her own situation and can no longer fulfil the judging appointment.
- 1.8 Judges must be able to undertake the judging of the dogs with an obvious independence and in a confident and convincing manner. Judges must not at any time rely on others to assist with the main work of judging.
- 1.9 Judges must be capable of meeting the physical requirements of fulfilling the judging appointment.
- 1.10 From the above it follows that a person with definite lessening of capabilities, and who is dependent on assistance or the presence of various forms of technical help may need to consider if he or she is capable of fulfilling a judging appointment in an adequate and satisfactory manner.
- 1.11 The Show/Trial Organisers shall try to establish that invited judges are able to fulfil their appointments.
- 1.12 As far as reasonably possible the Show/Trial Organisers are responsible for ensuring that the aims of the dog show/trial are fulfilled and that the exhibitors/competitors receive the quality of judging that they deserve.

# Chapter 1. Code of Best Practice for Judges

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- I.13 The Kennel Club has an overriding responsibility and may in individual cases either temporarily defer or permanently withdraw approval when the Judge in question is considered not to have the necessary capabilities. That is not to say that any particular disability will preclude judging. A common sense approach needs to be adopted by both Show/Trial Organiser and Judge.

## **During Judging**

Judges should observe the following formalities when judging;

- I.14 Treat and handle all competing dogs in a confident, careful and consistent manner. Judges must not harshly handle, maltreat, or penalise unfairly any dog.
- I.15 Conduct themselves in a courteous manner to all and concentrate fully on the dogs. It is inadvisable for judges to call any exhibitor/competitor by their name, initiate or engage in a conversation initiated by an exhibitor/competitor whilst judging is in progress.
- I.16 Dress in a conventional and acceptable fashion precluding them from being the centre of attention, or from causing any distress to the dog being exhibited or its owner.
- I.17 Try to avoid sunglasses or light reflective/reactive glasses when judging breeds at conformation shows as this could inhibit the ability to determine shades and colours of a dog's coat, eyes etc.
- I.18 Judges should not smoke, consume alcoholic drinks or use or activate a mobile phone whilst in the Ring or when judging.

## **General**

The following are general requirements for Judges;

- I.19 Absolute integrity in order to judge honestly and impartially, and to place dogs solely on their merit.
- I.20 A suitable temperament and sufficient stamina to cope with what can be a physically and mentally demanding task,
- I.21 To judge in a customary fashion acceptable to the exhibitor/competitor and the breed of dog.

# Chapter 1. Code of Best Practice for Judges

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## **Obedience Shows**

- I.22 A comprehensive knowledge of the sport to be judged and its regulations.
- I.23 An understanding of Kennel Club Regulation G paragraph 32(a).
- I.24 Qualifications to judge at Open Shows, non-certificate classes at Championship Shows and for Championship Class C, Regulation G paragraph 31 refers.

## **Summary**

- I.25 Judges should have a comprehensive knowledge of the breed(s) to be judged and also the relevant Kennel Club Breed Standard. It is the responsibility of the Judges to keep abreast and up to date with developments in such matters.
- I.26 Judges should have a comprehensive knowledge of competition procedures and etiquette. It is the responsibility of the Judges to keep abreast and up to date with developments in such matters.
- I.27 Judges should be familiar with the Kennel Club Rules and Regulations and the Guide for Judges as amended from time to time and to keep up to date with all relevant Regulations governing the Breed, the competition and judging.
- I.28 Judges should give value to the exhibitor/competitor and ultimately the Breed/Sport in question. Judges should act at all times with honesty and integrity and impartiality.

## Chapter 2. Invitation to Judge at Open Shows or the Non-Certificate Classes at Championship Shows

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The soliciting of judging appointments is unacceptable.

Judges usually receive a first invitation after being seen as a successful handler and having gained the appropriate judging experience at a lower level, usually Limited Shows, Companion Dog Shows or Club Matches (where no formal qualifications are required), plus the necessary stewarding experience at Licensed Shows.

The actual qualifications for judges at Open Shows and for the non-certificate classes at Championship Shows are in the G Regulations.

### **Judges at all shows should:**

- 2.1 Ensure that they have received a written invitation from the Show Society.
- 2.2 Confirm in writing that they are available to judge and are able to comply with any conditions laid down by the SOCIETY, as long as these do not contravene Kennel Club Rules and Regulations. Judges will be asked to sign and return a declaration confirming that they currently meet the qualification requirements laid down in the Obedience Show Regulations
- 2.3 Ensure that their acceptance is followed by written confirmation of the appointment by the Society.
- 2.4 The invitation, the acceptance and the confirmation of appointment form the basis of a contract between the judge and the Show Society.
- 2.5 If a judge is unable to honour an engagement the judge should take the following action:  
Notify the Show Society immediately.
- 2.6 Confirm the reason in writing to the Show Society in order that a report can be made by the Show Society to the Kennel Club.

### **Note.**

Judges must not enter for competition, at the show where they are judging, a dog which is owned, or part owned, by them. They must not handle any dog at the show at which they are judging.

## Chapter 3. Invitation to Award Obedience Certificates

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- 3.1 When a judge is invited to award an Obedience Certificate for the first time, the Show Society issuing the invitation will ask the prospective judge to complete a Kennel Club questionnaire giving, amongst other things, detailed information relating to previous judging appointments and handling successes. This is done to ensure that the judging qualifications can be checked and verified. The questionnaire will be forwarded by the Show Society for consideration by the General Committee of the Kennel Club. Approval will either be granted or refused.
- 3.2 It should be noted that approval to award Kennel Club Obedience Certificates is the sole prerogative of the Kennel Club and is considered for each individual appointment. Decisions on approval are based on the information provided in the completed questionnaire and all other circumstances that are considered appropriate.

### **Judges at all shows should:**

- 3.3 Ensure that they have received a written invitation from the show society.
- 3.4 Confirm in writing that they are available to judge and are able to comply with any conditions laid down by the society, as long as these do not contravene Kennel Club Rules and Regulations. Judges will be asked to sign and return a declaration confirming that they currently meet the qualification requirements laid down in the Obedience Show Regulations
- 3.5 Ensure that their acceptance is followed by written confirmation of the appointment by the Society.
- 3.6 The invitation, the acceptance and the confirmation of appointment form the basis of a contract between the judge and the Show Society. However, in the case of a judge being invited to award Kennel Club Obedience Certificates, the contract is not finalised until the Kennel Club has approved the appointment.
- 3.7 Judges of Championship Class C will only be approved to judge one Dog Class and/or one Bitch Class in each year calculated from 1st January to 31st December. If a judge is unable to honour an engagement the judge should take the following action:
  - 3.8 Notify the Show Society immediately.
  - 3.9 Confirm the reason in writing to the Show Society in order that a report can be made by the Show Society to the Kennel Club.

### **Note.**

Judges must not enter for competition, at the show where they are judging, a dog which is owned, or part owned, by them. They must not handle any dog at the show at which they are judging.

## Chapter 4. Before the Show

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- 4.1 Following the confirmation of the judging appointment the Show Society will usually send a copy of the show schedule to the judge as a reminder of the appointment. This will of course indicate the class to be judged and may also include directions to the Show venue. If directions are not included but required, a request should be made to the Show Secretary. Some time after entries for the Show have closed judges will receive an indication of the number of dogs to be judged which must not exceed 60.
- 4.2 It is important at this time that the route to the show is planned to avoid arriving late. All judges must be aware of the G Regulations in respect of a judge failing to honour an appointment. If such an eventuality arises, the judge should take the following action:
  - 4.2.1 Notify the Show Society immediately.
  - 4.2.2 Confirm the reason in writing to the Society in order that a report can be made by the Show Society to the Kennel Club.
- 4.3 Although Regulations state that the Show Management shall ensure that Caller Stewards are appointed for each class scheduled, Societies often find it difficult to provide stewards in sufficient numbers and for this reason it is always appreciated if judges can provide their own ring stewards, scribes (if required) and scoreboard stewards (if required). In any event, details should always be agreed in advance with the Show Society so that they will know in advance exactly what stewards you are expecting them to provide. It is unreasonable to arrive on the morning of the show and ask for such stewards without having made prior arrangements. A ring steward (caller) is usually used for most tests and must be used for heelwork tests.
- 4.4 It is strongly recommended that, for the reasons stated above, judges should, whenever possible, provide their own ring party.
- 4.5 However, if judges have indicated that they require the Show Management to provide Stewards, they should not then provide their own without advising the Society.
- 4.6 Judges intending to take their own dogs to the Show must ensure that they are entered Not For Competition in accordance with Kennel Club Regulations.

## Chapter 5. Setting the Test

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- 5.1 Tests should, as far as possible, be planned in advance but judges should be prepared to make adjustments on the day of the show if necessary to suit unexpected ring circumstances.
- 5.2 Sufficient judging sheets (or paper) to record the marks of each dog entered in the class to be judged should be prepared for use on the day unless an alternative method of recording marks, such as a tally counter, is to be employed. There is no doubt that in heavy rain, when the more traditional method of marking can cause problems, tally counters can be a valuable item of equipment. They do however prevent the judge from being able to itemise faults to competitors if asked, or if a dispute arises. There is no requirement for details of marks lost to be recorded but obviously it is desirable if at all possible, and so the use of tally counters is recommended only in extreme circumstances.
- 5.3 All other judging equipment required for the class to be judged, such as a sufficient number of retrieve articles and those scent cloths which have to be provided by the judge, should also be prepared in readiness for the show. These are all items that must be provided by the judge; there is no onus upon the Show Society to provide such equipment except for any neutral and decoy scent cloths that **MUST** be provided by the Society.
- 5.4 Any retrieve articles provided must be capable of being easily picked up by any breed of dog in the class and must also be clearly visible to the dogs. If ring conditions are not known in advance it is often wise to take an alternative set of articles that might be more suited to the conditions found on the day.

## Chapter 6. At the Show

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### **At the show all judges should:**

- 6.1 Arrive in ample time for their judging appointment – it is discourteous to keep the Show Society and competitors waiting.
- 6.2 On arrival, report to the show secretary to collect their judging pack and badge/rosette, together with any other papers, instructions and special requirements.
- 6.3 Find out where their judging ring has been provided by the Show Society.
- 6.4 Arrive at their ring in good time to check the layout and meet/practice with their stewards. It is essential that the ring steward's commands are given in the same place and in the same manner for each handler, including the "test finished" command. It may take some time for stewards to familiarise themselves with the various tests, especially heelwork patterns, and sufficient time should always be allowed for this.
- 6.5 Provide full information about the tests to the competitor drawn to work first in the ring. Those working later have the benefit of seeing the tests worked, so this course of action ensures that the first competitor is not disadvantaged.

### **Judging the dogs**

- 6.6 These listed items are intended to assist and enable judges to appreciate their obligation to competitors, Show Societies and the Kennel Club:

#### **Judges should be aware that:**

- 6.6.1 Apart from the competitors entered in the class, only the judge, stewards and those authorised by the show management, are allowed in the judging ring. No dog shall be allowed in the judging ring other than those competing in the class being judged.
- 6.6.2 They should concentrate solely on the competitors they are judging and they should remain courteous to them throughout the day.
- 6.6.3 They must ensure that they judge in accordance with Kennel Club Obedience Regulations (G).
- 6.6.4 The eligibility of dogs entered in any class is not the concern of the judge or steward. Any queries should be referred to the Show Secretary/Management.

## Chapter 6. At the Show

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- 6.6.5 They should adopt a method of judging that tests every dog in the same manner:
- 6.6.6 They should try to pace the speed of their judging taking into account the number of entries in the class, the conditions on the day and the time available.
- 6.6.7 Any running orders published for the class being judged must be adhered to unless personally advised otherwise by the Chief Steward whose decision in these matters is final.
- 6.6.8 In any test in which Judges' articles are used, none should be injurious to the dog and they must be capable of being picked up by any breed entered in the class.
- 6.6.9 They must provide their own scent cloths for the scent tests of all relevant classes (the Show society will provide all neutral and any decoy cloths required). Judges' cloths must be within the specified size range, must all be of the same texture and must have a non-detachable weight. Judges should also be aware that when scent cloths are placed in the ring they must be at least 3ft (1m) apart, but not more than 5ft (1.6m) apart.
- 6.6.10 They are not permitted to make a public commentary on the dogs whilst judging.
- 6.6.11 They should not be kept waiting unduly for competitors and, if this becomes a problem, should seek help from the Chief Steward. The Chief Steward alone is responsible for the control of any running order and for the smooth running of any class. Decisions made by the Chief Steward must be personally conveyed to judges.
- 6.6.12 Judges must ensure that the results of their class are fully completed on the ringside scoresheet (and in the judging book if appropriate). It is essential that this information is returned to the Show Secretary's office in order that the correct returns can be made by the Show Secretary to the Kennel Club. By doing this, the judge will also make the Show Secretary aware that the judging appointment has been completed.

N.B. For Championship Class C, results must be entered in the judging book.

## Chapter 6. At the Show

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- 6.6.13 It is not the responsibility of the Judge to ensure that the correct booking-in procedure for the class being judged is adhered to.
- 6.6.14 They should be present at the correct time for the stay tests which are usually held in a separate ring at a specific time published in the show catalogue.
- 6.6.15 In all tests, including stays and at whatever level, the points must be graduated.
- 6.6.16 In the event of dogs obtaining equality of marks, final placings must be decided by judging "run offs" involving those dogs in contention. These must be judged one at a time using normal scheduled tests for the relevant class.
- 6.6.17 They must not judge any imperfections in heeling between tests. However, any physical disciplining of the dog by the handler in the ring or any uncontrolled behaviour of the dog such as snapping, unjustified barking, fouling the ring or running out of the ring, even between tests, must be penalised by deducting points from the total score, and the judge may bar the dog from further competition in the Class. It is stressed that punitive correction or harsh handling must not be tolerated.
- 6.6.18 When judging is completed, all awards must be given out by the judge as provided for by the Show Society. This may be done in the judging ring, a ring especially designated for the purpose, or elsewhere as agreed on the day.
- 6.6.19 They must use a ring steward (caller) for the heelwork tests.
- 6.6.20 They must not include any variations to the prescribed tests in the class being judged.
- 6.6.21 The award of 1st place may not be withheld except in classes (other than Championship Class C) having 10 or less entries. In such circumstances the 1st place award may be withheld only if, in the opinion of the judge, the standard of work does not merit the award.

## Chapter 6. At the Show

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- 6.6.22 At Championship shows, the winners of first prizes in each of the Championship C Classes (one for each sex), will be awarded Kennel Club Obedience Certificates provided that they do not lose more than 15 points out of 300.
- 6.6.23 After a dog has commenced competing in a class, no substitution of handler is permitted for any exercise in that class.
- 6.6.24 Handlers may not carry, wear or display anything during judging that identifies the dog or owner other than the ring number. Nothing must be said and no other action may be taken which identifies the dog.
- 6.6.25 Any dog which is not presented for stay or scent exercises when called for testing will be considered to have withdrawn from the class.
- 6.6.26 In all tests, dogs must compete in the same order but this running order may be relaxed where necessary in the scent tests. The scent tests must not be carried out during the main ring work. They must be judged as a separate test at the judge's discretion.
- 6.6.27 In all Classes the handler may use the dog's name with a command or signal without penalty. All tests shall commence and finish with the dog sitting at the handler's left side except in Stay Tests and Distant Control and in Beginners, Novice and Class A Recall Tests when the dog may be left in either the Sit or Down position at the handler's choice.
- 6.6.28 Food shall not be carried or given to a dog under test.
- 6.6.29 Toys may not be used as an incentive in the ring, either during or between exercises.
- 6.6.30 Dogs may only wear a slip chain or a smooth collar when in the ring.
- 6.6.31 Judging decisions shall not be impugned by competitors.
- 6.6.32 It is the handler's responsibility to ensure that the dog's correct ring number is displayed while the dog is working but the ring steward should also make sure that this is done.
- 6.6.33 If a competitor reports before competition that a dog has been entered which is ineligible, the dog must be withdrawn from competition.

## Chapter 6. At the Show

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- 6.6.34 It is not permitted to transfer dogs between classes (or parts of classes) unless either the show executive or the printer has made an error. Competitors are responsible for ensuring that their dogs are entered in the correct classes. If a transfer is made for a legitimate reason the judge will be advised by the Chief Steward and/or Show Secretary.
  
- 6.6.35 They may dismiss from the Class any dog if, amongst other things; it is likely to cause suffering to the dog if it continues competing. The dismissal should be discussed with the Chief Steward.
  
- 6.6.36 Consultation with the Chief Steward should always take place in the event of anything unusual occurring during judging. This will ensure that relevant information is made available in the event that a report to the Kennel Club is necessary.

### **Whilst officiating, Judges should not:**

- 6.6.37 Smoke at any time
  
- 6.6.38 Consume or have available alcoholic drinks
  
- 6.6.39 Consume food
  
- 6.6.40 Use or activate a mobile telephone

## Chapter 7. After the Show

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### **Critiques**

7.1 There is no doubt that having the privilege of judging the dogs of other owners carries responsibility and certain obligations and one of these is the simple courtesy of providing a written critique.

The Kennel Club considers it a matter of courtesy to competitors that judges write a critique on their placed dogs and send this to the specialist dog papers. If the judging contract requires a critique to be written, and this is not done, the breach of contract can be referred to the Committee of the Kennel Club.

### **Records**

7.2 It is important for all judges that they keep records of all their judging experience. This is of particular relevance to those hoping, at some future date, to be invited to award Kennel Club Obedience Certificates. It is a requirement of the Kennel Club when being asked to award Obedience Certificates for the first time that judges complete a questionnaire detailing their experience. Accuracy in completing this questionnaire is essential and the judge signs to that effect. Therefore it is necessary that judges retain full details of the Shows at which they have judged including the dates.

7.3 It is worth noting that the Kennel Club produces an inexpensive Judges Record Book that can be obtained from the Kennel Club Publications Department.

7.4 If at any time this information is misplaced the appropriate Show Secretaries can be contacted or it can be produced from the records held by the Kennel Club (Championship Shows only). Remember that inaccurate records may result in disciplinary action.

## Chapter 8. Overseas Judges and British Judges Officiating Overseas

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- 8.1 Judges from overseas officiating in this country must judge in all respects in the same general manner as is expected of Judges resident in the UK. Overseas judges judging at Kennel Club licensed Obedience Shows, should note that they must judge in accordance with the Kennel Club Obedience Show Regulations (G) and not those of any overseas Kennel Club.
- 8.2 The suitability of overseas judges to judge at Kennel Club licensed Shows will be assessed in the same way as for Judges resident in the UK. To assist judges from overseas, inviting societies are required to supply them with:
  - 8.2.1 A copy of the relevant Kennel Club Obedience Regulations (G) and
  - 8.2.2 A copy of this guide.
- 8.3 By the same token, British judges are reminded when judging overseas that they must conform to the rules, regulations and conventions of the host country. Judging must be undertaken on the basis of the Regulations that are recognised in that country.
- 8.4 Overseas judges who are not endorsed by the relevant Kennel Club of their country will not normally be approved to judge in the UK.

## Chapter 9. Stewarding at Obedience Shows

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### **Getting Involved**

- 9.1 Every variety of dog competition needs Stewards and, although their work is carried out voluntarily, Obedience Shows simply could not take place without their assistance. There are no specific qualifications necessary to become a Steward and, as such, Stewarding is an ideal starting point for those people keen to become more involved in obedience show management or the dog scene in general.
  
- 9.2 If you have never undertaken any Stewarding and would like to try, most Club Secretaries or Show Managers are only too glad of an offer of help and will put you in touch with an experienced Steward to "learn the ropes".
  
- 9.3 A good working knowledge of Kennel Club Rules and Regulations is most useful, but you do not need to be an "expert" in these matters by any means, as the interpretation of rules and regulations lies in the hands of the show management and judge.

# Chapter 10. Authority, Responsibility & Duties

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## **Annex D to Regulations G**

- 10.1 Annex D to The Kennel Club Obedience Regulations outlines the primary role and authority of an Obedience Ring Steward. All Stewards must be aware of these basic instructions although the practicalities of the procedures will be enlarged upon later in this section.

## **Instructions as to the Duties of Obedience Ring Stewards**

### **Authority/Responsibilities**

- 10.2 A Steward's responsibilities are at all times to assist the Judge in the course of his duties and to ensure the smooth and efficient running of the Ring.
- 10.3 Stewards should always remember that the Judge is in overall control of the Ring and accordingly should follow the Judge's directives.

### **Duties**

#### **Before Judging**

- 10.4 To ensure that all equipment has been provided in the Ring and that the score sheets and prize cards are available for each Class with a copy of the catalogue.
- 10.5 To report to the Judge on his arrival and acquaint himself with the Judge's tests and instructions.
- 10.6 To advise exhibitors that Judging is to commence after which the responsibility for dogs being brought into the ring at the correct time is entirely the competitors.

## Chapter 10. Authority, Responsibility & Duties

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### **During Judging**

- 10.7 To ensure that all commands are given in the same place and in the same manner for each dog and competitor:
- 10.8 To ensure each competitor has the correct Ring number for their dog when entering the Ring and that the number is prominently displayed whilst working.
- 10.9 To ensure that there is no interference with dogs being judged.

### **After Judging**

- 10.10 To complete the award slips and obtain the Judge's signature at the conclusion of the class.
- 10.11 To mark the results of the Classes in the catalogue and hand the completed copy to the Judge.
- 10.12 To ensure that the judge signs the Obedience Certificate, Reserve Obedience Certificate and any other awards.

### **Instructions as to the Duties of the Chief Obedience Steward**

- 10.13 The Chief Steward manages the Test on behalf of the licensed Show Executive on the day of the Test. Kennel Club Regulations make specific mention of the following areas of responsibility, although these duties will be enlarged upon later in this section:-
- 10.14 The Show Executive shall appoint a Chief Steward whose name must be announced in the schedule and who must not enter for competition a dog which is recorded in their ownership or part ownership or work a dog or act in any other capacity at the Show. The Chief Steward alone will be responsible for the control of any running order and for the smooth running of each Class and whose decision in such matters shall be personally conveyed to the judge and shall be final (Regulation G 29 i).

## Chapter 10. Authority, Responsibility & Duties

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- 10.15 Should a judge be prevented from completing a Class which has commenced, the Chief Steward shall decide what action is to be taken (Regulation G29.k).
- 10.16 All published running orders must be strictly observed. Competitors reporting late will be excluded from competition unless they have previously reported to the Chief Steward that they are actually working a dog in Championship Class C or in the Stay test of another class (Regulation G 29.g (6)).

# Chapter 11. Equipment

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- 11.1 Different societies have different ideas about what ought to be provided for their Stewards. However, a well organised Steward can pre-empt shortages of useful items by always carrying their own equipment to all their appointments. Useful items include:-
- 11.2 A clipboard
- 11.3 Pens and pencils (Remember that ball-point pens do not always work in the rain or when it is cold!).
- 11.4 A reliable watch, preferably with a stopwatch facility.
- 11.5 A notepad.
- 11.6 Stewards should ensure that they are suitably dressed for a day's work in the open air and be prepared for changes in the weather during the course of the day.

## Chapter 12. Types of Steward

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- 12.1 An efficiently run Obedience Competition requires the services of several Stewards, all fulfilling different but essential roles.
- 12.2 The Chief Steward has overall control of the show on the day; he coordinates and manages all matters concerned with dogs "working" at the show. Therefore it follows that this person must have a thorough knowledge of all Kennel Club Obedience Show Regulations. The Chief Steward usually requires the assistance of a number of other Stewards to officiate in the rings.
- 12.3 The Caller Steward must clearly issue the commands necessary for the Heelwork Test as well as any other commands the Judge wishes to delegate.
- 12.4 The Marker Steward or Scribe must pay close attention to the Judge and make careful note of every point the Judge indicates has been lost.
- 12.5 The Scoreboard Steward(s) is responsible for accurately recording the points awarded to each dog after it has completed its round.
- 12.6 Stay Stewards have to be appointed to observe the Stay Tests.

## Chapter 13. On Arrival at the Show

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- 13.1 It is essential that there is complete cooperation and coordination between all the Stewards officiating at a show. The Chief Steward should brief all the other Stewards and no one should be in any doubt as to their duties on the day. It is important that every Steward knows precisely what their job entails and what they will be expected to do.
- 13.2 The Judge is in overall control of a ring, but one Steward should be made responsible for co-ordinating and overseeing the activities of the other Stewards within the ring. Teamwork is vital.
- 13.3 Scoreboard Stewards should ensure that they have all necessary equipment such as pens, paper, score sheets and a copy of the catalogue. Stewards should check that the correct prize cards are to hand for every class and any trophies or cups are available, if on offer.
- 13.4 It should be ensured that the ring is free of items which may distract a dog. Stray bits of rubbish should be removed and any papers on tables should be secured.
- 13.5 Stewards should be at the ring in good time to offer any assistance the judge may require in setting up the ring tests. The Judge may ask for your help in setting out scent areas, sendaway markers, etc.
- 13.6 The Caller Steward and the Marker Steward should both be fully aware of the Judge's requirements and instructions for the conduct of the test. The Caller Steward should be in no doubt as to whether the judge wishes them to issue all commands, or only the required heelwork commands.

## Chapter 14. During Judging

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- 14.1 If the Caller Steward is to issue all the commands for the test, they should do so in a clear and loud voice. Particular emphasis should be placed on which direction the handler and dog are required to turn.
- 14.2 Punctuality is important and the test should start at the time stated in the schedule. Stewards should also remember that perhaps up to 60 dogs may have to be worked and that a fast and efficient routine is necessary.
- 14.3 At the beginning of an exercise, before the "Forward" command is given, each competitor should be asked if they are ready to start. This enables a competitor to have their dog's full attention before competition begins. This is not required by Kennel Club Regulations but courtesies such as these do help to relax both the handler and the dog.
- 14.4 Commands should be issued in good time allowing each handler time to understand the command and react.
- 14.5 The Caller Steward's physical location in the ring is important. A large ring or high level of background noise may necessitate the Caller Steward getting nearer to the competitors than would otherwise be the case. However, do not "crowd" the competitor and do not obstruct the Judge's view.
- 14.6 Scoreboard Stewards will find it helpful if a sub-total is kept of the points dropped by each dog in each exercise.
- 14.7 Competitors for the Stay Tests should be lined up and made ready as soon as possible. It should be ascertained beforehand whether the Judge wishes the dogs to be in the same order as that on the judge's score sheets.

## Chapter 14. During Judging

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- 14.8 Stay Stewards are often appointed to officiate at the stay exercises only, but the necessity for a full briefing is still important. One of the Stay Stewards should coordinate activities and brief all other Stay Stewards who should be in no doubt as to how their stay cards should be completed. They should also be directed to write their names on the cards. It is vital that completed stay cards are not mislaid.
- 14.9 The Chief Stay Steward should have a stopwatch and he should keep all the times for that exercise.
- 14.10 If a dog breaks a stay, the handler should be directed by the Stay Steward to regain control of it. The dog must not be allowed to interfere with, or distract, any other dog.
- 14.11 It is essential that every competitor wears the correct ring number and that the number is clearly visible. When the handler is not in the ring, as in some stay exercises, there must be no mistake as to the identity of the dog competing. It may be useful to note the markings and breed of a competitor on the score sheet to ensure that no errors occur.

## Chapter 15. After Judging

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- 15.1 The score sheets, together with any other paperwork, must be returned to the Society Secretary.
  
- 15.2 Ensure that no cups or prize money are handed over without first securing the signature of the competitor.

# Notes

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