

A Quick Guide To The Ring Steward's Table And Set-Up

Basics: Prepared for Dixie Professional Stewards

- 1). Please arrive AT LEAST 1/2 hour before your ring opens, get your ring assignment from the lead steward. The lead steward will be near the superintendents desk at the show. Dress appropriately for the show. Nice slacks and top or a skirt and jacket look professional.. Blue jeans and sweat pants are not acceptable attire. We are in the public eye and official representatives of Dixie Professional Stewards. You MUST have a stewards badge, either your own name tag or the one available from the Superintendent.
- 2). Unpack the bag, sign the front of the stewards book. Note any trophy cards, special awards, or prizes by the class listed in the stewards book. These MUST be given out. It is your responsibility and missed trophy and rosette awards reflect badly on our association.
- 3). If time permits, look through the judges book and note any entries moved from the classes to best of Breed class in the steward's book by marking a triangle around the appropriate armband number and write in that number in the Best of Breed class for that breed. If there are dogs moved to a different class, put a box around the number and write the number in the new class. NOTE. NEVER, EVER write anything in the judges book. No one marks the judges book except the judge, superintendent or the show secretary.



After 20 years experience as a steward, here is how I set my table up. It is compact, leaves the judge plenty of room to do his or her work, and everything is handy and neat, arranged in an orderly fashion. The judge should have half of the table for his paperwork.

My seat is on the right in this picture. The judge is on the left.. Ribbons are pulled, by class, ready for the judge to award. All he has to do is take the ribbons in the pile closet to him. If I get busy, I don't have to worry about pulling ribbons for each class.

Stacks of ribbons to be pulled are out of our way in neat piles upper right hand corner of the table. Trophy cards are visible so are not forgotten. The judges work area is on the left. There is Plenty of room for his timepiece and book of standards.

4). The judges table is our domain. No one may take items, borrow pens, use it to write notes on, or borrow the judge's schedule.

5) The Stewards Book

Our book is our bible for the day. We record the class placements, winners numbers, and use it to record entries present, and call in classes. The judge may not look at our book. We must record all winning numbers and placements by STANDING and looking at the armbands of the winners and placings. Our book and the judges book are written independently of each other. If there is a problem in the judges book, the stewards book is an independent backup recording of the results of the judges decisions. If you want, you may announce the winners out loud.

This is sample page of the stewards book, partially marked:

8529 Mid-Kentucky Kennel Club, Wednesday - August 26, 2015	
FRENCH BULLDOGS	
JUDGE: Mr. John P. Wade Ring 9 10:30 AM	
FRENCH BULLDOGS, Puppy, 9 & Under 12 Months Dogs. <u>1</u> 18 FABELHAFT ROBOBULL THIELESS TREASURE (Joe T Caton, Agent), NP 39939091, 10-18-14. Owner: Su I Chen & James Dalton.	
<u>2</u> 17 STONERIDGE'S MISSING PUZZLE PIECE , NP 377956401, 08-28-14. Owner: Tracy Frost.	
FRENCH BULLDOGS, 12 & Under 18 Months Dogs. <u>1</u> 139 COSMOS COUNTING STARS D'ASSISI (Nicole Denby, Agent), NP 96869403, 04-20-14. Owner: Kathleen Evans & Lori Hunt DVM.	
FRENCH BULLDOGS, Bred by Exhibitor Dogs. <u>2</u> 19 LIONHEART'S CRAZY FOR PIED! , NP 38875401, 10-03-14. Owner: Jana & Milan Miklos.	
<u>1</u> 21 * PRESTIGE GOTHAM CITY GLITCH , NP 95154491, 04-08-15. Owner: D'Arry Jane Frank.	
FRENCH BULLDOGS, Open Dogs. <u>3</u> 23 MARCHWIND CLOWN CAR , (Liesen Starr, Agent), NP 38974202, 08-31-14. Owner: Cheryl Willacker & Mary MacDonald.	
<u>1</u> 27 FRONTIER'S BOOGIE WEEK (Nicole Denby, Agent), NP 37004901, 11-22-15. Owner: Debbie Fazica.	
<u>1</u> 28 BANDOG BAYOU'S HOLY MOJO (David Harper, Agent), NP 35068401, 04-11-13. Owner: Vickie Lang.	
<u>A</u> 35 GANGSTER DE AROUND (Lil Foster Hess, Agent), NP 939753001, 06-18-14. Owner: Denise Pluta.	
Winners Dog <u>29</u> Reserve <u>29</u>	
FRENCH BULLDOGS, Puppy, 9 & Under 12 Months Bitches.	
<u>7</u> 8 * LIONHEART'S DAUGHTER O' FORTUNE , NP 39955703, 10-10-14. Owner: Jana & Milan Miklos.	
<u>7</u> 18 SPRING BREAK MARCH WIND GOLDIE HAWN (Liesen Starr, Agent), NP 38898902, 09-09-14. Owner: Deborah Libster.	
<u>1</u> 28 SAFARI'S ISLAND GIRL , NP 38490302, 10-27-14. Owner: Michelle & Mark Steigmeier & Kathy Caton-Musto & Joe T Caton.	
FRENCH BULLDOGS, 12 & Under 18 Months Bitches.	
<u>1</u> 30 ADMIRABLEBULLY COUNT ON ME (Rhonda Gleam, Agent), NP 37962702, 06-06-14. Owner: Linda Eve.	
FRENCH BULLDOGS, Bred by Exhibitor Bitches.	
<u>1</u> 14 KORVETTE'S TRES CHIC AZAR , NP 36207801, 10-18-13. Owner: Jason Starr.	
<u>3</u> 28 SURREAL SOME LIKE IT HOT , NP 98513501, 10-05-14. Owner: Teresa Evans.	
FRENCH BULLDOGS, Open Bitches.	
<u>A</u> 22 SIMPHUNI'S LES PECHES ET LA CREME , NP 38640603, 06-24-14. Owner: Sandee White & Desmond Simpson.	
<u>3</u> 24 * IMPERIAL BELLA RIDGE SHADY HARBOR TO CATCH A THIEF , NP 39176604, 08-24-14. Owner: Loria Eastridge & Juanita Im.	
<u>1</u> 32 A VIGDORS LIONESS , NP 37688201, 03-13-14. Owner: Matthew Dover & Billy Covaluzzi.	
Winners Bitch <u>28</u> Reserve <u>14</u>	
FRENCH BULLDOGS, Best of Breed Competition.	
<u>A</u> 11 GCH FABELHAFT ROBOBULL TRESOR NOIR (Joe T Caton, Agent), NP 35764903, 08-18-13Dog. , Owner: Lucy & Ken Parschauer.	
<u>A</u> 15 * GCH LIONHEART'S FORTUNE FIVE HUNDRED , NP 29989501, 09-30-11Dog. , Owner: J & M Miklos.	
<u>31</u> GCH PECHE MIGNON'S ELEMENTARY MY DEAR.... , NP 35712002, 08-08-13Dog. , Owner: Debra Mattingly & Kenneth Mattingly &	
<u>32</u> GCH AZAR'S X TRES CHIC FORTUNATE SON (Liesen Starr, Agent), NP 36267802, 10-18-13Dog. , Owner: Pamela Propes & Anita	
<u>34</u> GCH QAZARA TI AMO , NP 36857402, 12-22-13Bitch. , Owner: Diana Burree.	
<u>41</u> GCH FAYME'S THE STARS ALIGNED FOR PINNACLE , NP 34905902, 06-24-13Dog. , Owner: Nicole Denby & LuAnn Belock.	
Best of Breed <u>33</u> Best of Winners <u>28</u> Best of Opposite Sex <u>28</u> Owner Handled Best of Breed <u>31</u> Select Dog <u>41</u> Select Bitch	

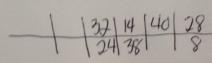
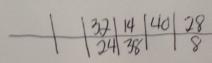
Armband numbers are neatly underlined as the numbers are picked up.

Tick mark by the numbers as they are checked as present in each class.

Class placements are noted in the margin by the armband number.

THE GRIDS

the purpose of making a grid is to facilitate calling back the winners classes. First in the class on top, second in class under it. I write these in right to left with the open classes called in first. You can also write them left to right, then call them in backwards. Whichever way is best for you. When the winner is awarded, the second place number is readily available for you to call back in for reserve winners.



- 6) If calling the superintendent on the radio with a problem or a wicket, state the ring number and problem so that he can bring the correct solution. Stay on the radio until someone answers. They may need to get back to you with questions, like "What ring was that?"
- 7) Call the lead steward first to answer questions without bothering the super or rep unless it's something you absolutely need the super or rep for.
Some things you need the Rep for....dog bites, DQ questions by the judge, bad tempered exhibitors.
Call the superintendent for....Wicket (state breed and ring), judges book problems. (State breed ring, and problem.)
Call the Lead Steward for...anything else
If an Exhibitor has problems with any part of an entry, send him to the superintendent.
- 8). Use the list of owner/handled entries that MBF gives you or write in your own if there isn't one. Cross out entries as they are excluded from further competition in the owner handled series. If you leave or need a break during BOB competition your replacement needs to know who is defeated and out of that competition. If you are unsure of the Owner Handled rules and who it should go to, the Rep should have a handy reference grid you can use.
- 9). At the end of the day and at lunch time, pack all unused ribbons, the Stewards book, Radio, and unused armbands in the ring bag and return it to the superintendent's table. If something were to happen to you during lunch, we can have access to your book and ribbons. Do not ever leave your table and ribbons unattended. Leave yourself at least 20 minutes after lunch to set up your table and pass out armbands for the afternoon classes.
- 10). Greet the judge and introduce yourself when he or she arrives in the morning. Find out what his ring preferences are, where he wants the class to line up, his hospitality needs, and point out where the nearest restroom is, judges hospitality, and lunchroom.
- 11). Be respectful and helpful to the professional handlers. They may be having a bad day. Be cheerfully helpful to newcomers. You may be their first impression of dog shows.
The manner in which your ring is run is very important. You can make a great day, or a disaster of a judging assignment. Some judges require a bit of extra assistance in the ring. They may need you to keep an eye on their books to make sure the right numbers are recorded in the correct places. When I catch the judge making a mistake, I'll say "I think you meant to write" ... Instead of telling him he's wrong. A mistake is a lot easier to correct in the ring, when it was freshly done, instead of the super looking the judge up later. Never, ever, allow

any exhibitor to enter or leave a ring without the Judge's permission. A competent ring steward will advise the judge of handler changes, late entries, and AWOL exhibitors. When requesting a handler change, WAIT until the judge is finished with the exam of the current entry. Do not interrupt the judging, EXCEPT, if the dog being examined is the last dog in the class, interrupt the judge. Once the last dog is examined, the judge is not supposed to allow a change. BUT no matter when someone asks for a change, always ask the judge; don't make the decision yourself. Make sure the ring starts exactly on time for each judging segment.

12). When an exhibitor wants to move his breed later in the hour, ask the judge.

The boxes indicating awarding grand Champion points will no longer be in the judges book. If he wants to withhold awarding select dog or bitch, he can note it in his book.

13). There is now reserve best in show for owner handled. There is now reserve best Juniors. The second place junior to the winner returns for reserve competition.

14). Double Entries. You may run into a situation where an exhibitor has entered a dog in two classes. The superintendent may have the dog's number in parentheses or it may be brought to your attention. The exhibitor has two options: they may declare the dog absent in the first class and show in the second, or if they show in the first class they must show in the second class. If they are defeated in any class, they may not go to the winners class even though they won one of the classes.

15). GROUPS

Arrive at group ring 15 minutes ahead of time. A catalog is used to record numbers of breed winners in the back of the catalog. You will Receive the judges books and ribbons from the Superintendent. From the judges book, copy the winning numbers for the corresponding breed into your catalog. Call in the groups, check the armbands of those breeds that are present in your catalog. The exhibitors must have the correct armband showing. Any mistakes in the judges book must be corrected by the superintendent. After the judge awards the group, Record the placings of the breeds. The superintendent will pick up the judges books. Check with the trophy table for group prizes and presenters!!

MOST OF ALL, HAVE A GOOD ATTITUDE IN THE RING. YOU ARE REPRESENTING OUR ASSOCIATION, THE AKC AND THE CLUB, AND IT MAY BE SOMEONES FIRST DOG SHOW. PLEASE MAKE A GREAT IMPRESSION ON THEM, THEY ARE THE FUTURE OF DOG SHOWS!!

A link to the official booklet on Dog Show Stewards can be found here
<http://images.akc.org/pdf/rulebooks/PDSTEW.pdf>

