



Conformation Stewards Online Training

ISSUE 2.0

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INTRODUCTION

The *Conformation Stewards Working Party* is an Advisory Committee assisting Council in the development and management of the Conformation Stewards training programs. At the January 2016 Council Meeting, Council approved the formation of a *Conformation Stewards Working Party*, effective from 01/01/2016, with the responsibilities of:

- 1: developing an online training package for new stewards, in conjunction with the current Dogs SA Steward's Guidelines
- 2: arranging the practical training and assessment of members approved to undertake training to become a Conformation Steward
- 3: actively encouraging members to undertake Conformation Steward's training
- 4: Providing Peer support to new and existing Conformation Stewards.

Council approved the following people to form the reconstituted Working Party:

Peter Thompson (Chair), Mike Brown, Harry Glynn and Mari Lowden.

TRAINING PACKAGE INTRODUCTION

Previously, unless otherwise authorised by the Dogs SA Executive Officer, intending conformation stewards were required to attend a "Steward's Presentation" prior to commencing any training. This Online Training Package is intended to make it a lot easier for interested Dogs SA Members to undertake training, in a self-paced timeframe, without having to attend a formal presentation.

The Online Conformation Stewards Training Package consists of four parts:

- **Dogs SA Rules** (download latest version from Dogs SA website)
- **ANKC REG 5 Shows** (download latest version from ANKC website)
- **Conformation Stewards Online Training** (This Document)
- **Sheet work Practice Documents**

All can be downloaded from the Dogs SA (<http://www.dogssa.com.au/>) or ANKC (<http://ankc.org.au/>) websites.

STEWARDS TRAINING AND ASSESSMENT

To become an approved Conformation Steward, an intending Steward must first either attend a presentation on stewarding or complete the online training presentation. This presentation is to include the following topics:

- Constitution and Rules of the Association (Dogs SA)
- Stewards duties and documentation
- Ring procedure.
- Dress and etiquette of the steward.

Once the intending Steward has attended the presentation on stewarding, or completed the Online Conformation Stewards Training Package, they will then be required to act as a steward under the direction of 3 separate approved stewards, with the third assessment determining the intending Steward's suitability to become a Steward.

Refer Attachment 1 Dogs SA Rules

Refer Attachment 2 ANKC Reg 5 Shows

Refer Attachment 3 Sheet work

Refer Attachment 4 Assessment Sheet.

Tablets

With the introduction of the two online Stewarding systems using Tablets at the beginning of 2021, the previous paper sheets are now no longer used except for Breed and some group Shows and the occasional Country Show. The two systems, *Show Manager* and *Easy Dogs* are similar in how they replicate the paper sheets. Many of the required fields are auto filled but each system has their own quirks that can only be mastered by use. In training it is preferred that Trainee Stewards use both systems as well as both the Runner Up and Alternate Group placings to cover all processes. The previous "sheetwork" is not required.



THE CONFORMATION STEWARD

DEFINITION OF A “STEWARD”

”Steward” means an exhibition official responsible for the management of a Judging Precinct in accordance with the rules and direction of the Judge.

“Judging Precinct” means the area in which judging of an Exhibit takes place, including the assembly area.

Refer SACA Rules PART I CLARIFICATION A Definitions – Steward, Judging Precinct

1: WHO CAN BECOME A STEWARD?

To become a Conformation Steward, a person must;

- (a) be a financial ordinary member of the SACA;
- (b) Have successfully passed the required SACA Stewards Examination

You cannot act as a Steward until you are approved by SACA and must be a financial member.

Refer SACA Rules PART II MEMBERSHIP A General Rule 1 (a)

Refer SACA Rules PART X STEWARDS

A General Rules 1, 2 B Conformation Stewards Rule 1 (a), (b).

2: WHAT IMPACT DOES BEING A STEWARD HAVE ON SHOWING?

Any person who acts as a Steward at an exhibition shall not act as a handler of any Exhibit at that exhibition. However, an Exhibit owned by the steward may be exhibited at that exhibition by another handler or the Steward’s family member. No member of a Steward’s household or family member shall exhibit or handle a dog, in the same ring as the Steward officiates. No person shall exhibit a dog owned or leased by the Steward in the same ring in which that Steward officiates.

Refer SACA Rules PART X STEWARDS

A General Rules 6, 7

If a Steward is contracted for General Specials and a dog owned or leased by the Steward is involved or a member of the Steward’s household or family member will be handling a dog, the Steward should arrange for another Steward to officiate in their place, with approval of the Club.

THE TRAINING PROCESS FOR A CONFORMATION STEWARD

Depending on previous experience, confidence and time devoted, will determine how quickly a Trainee Steward will progress.

The training process consists of four stages:

- Application process
- Theory
- Practical Training & Assessment for Ring Steward
- Added to Conformation Steward's Panel

Application Process

Members, interested in becoming a Steward, should contact the Dogs SA Office or speak to one of the Senior Stewards to express their interest. If they wish to undertake training, and they meet the membership requirements, they will be advised of the training process both theory and practical.

Theory

Once approved and formal expression of interest received, the trainee will be advised via email and asked to download the Training Package files. The Steward needs to read the information provided before their first Practical session. The Sheet work exercises must be returned either via email or in person before commencing practical training sessions.

Practical Training for Stewards

The vast majority of Shows these days have insufficient entries to warrant the use of two Stewards. Usually they are only used at Royal Shows and National Breed Shows. However, it is most important that the Steward is familiar with the role of stewarding in the Assembly area as it makes their life a lot easier in maintaining the flow of dogs to the Judge and assists in meeting the Show Manager's timeframes for completion of the assigned Group.

The first Practical Session will have time devoted to the role of the Steward in the Assembly area and how to integrate both roles when functioning as a standalone Steward.

The first Practical session will involve an introduction to sheet work/Tablet use in the Ring and the role of the Steward in working with the Judge to ensure the smooth running of the Ring. Follow up sessions will have the Trainee functioning as a Ring Steward using the Steward's Sheets. Awareness of the Ring and Assembly environments will be included so the Exhibition Official functions will be included. Feedback will be given to the Trainee during and after each session.

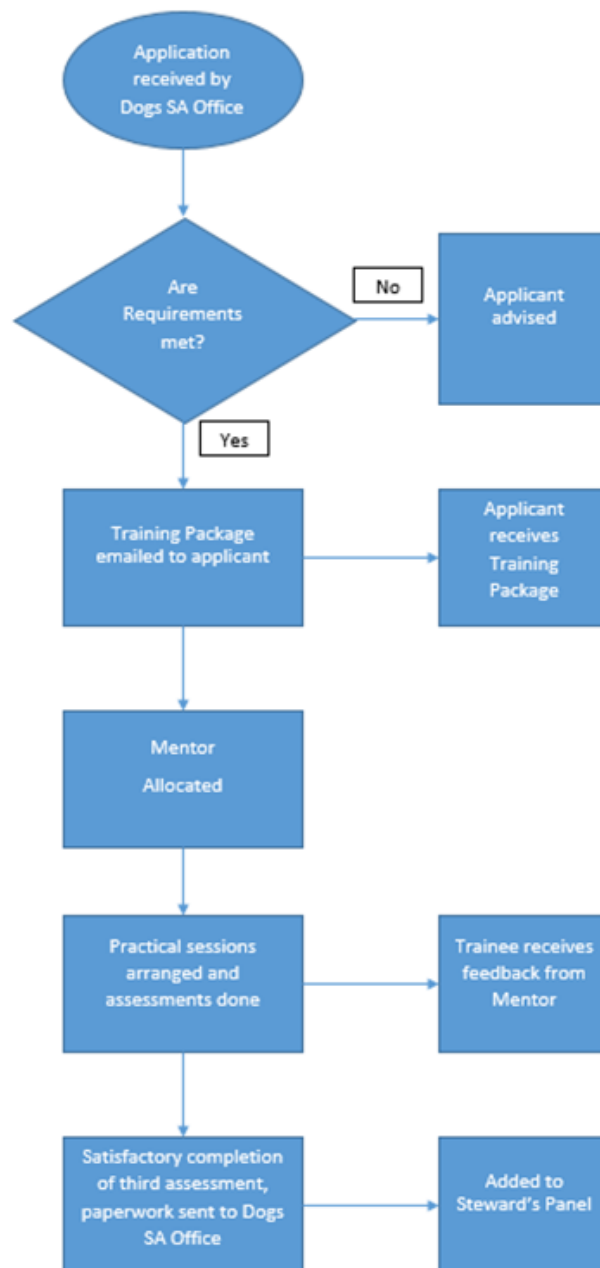
Assessment

Once a minimum of two satisfactory Assessments have been achieved and both the Assessors and the Trainee are confident that they are ready, a "Final Assessment" will be made where the Trainee Steward will work alone without direct supervision as a

Steward. The Assessor will make notes as appropriate as they complete the Steward's Assessment Sheet. This will be a "Pass / Needs More Work" assessment.

Added to Conformation Steward's Panel

Following a successful "Final Assessment", the Assessment Sheets will be forwarded to the Dogs SA Office and the Executive Officer will add the name of the Trainee to the Steward's List on the Dogs SA website at the appropriate time.



Flow Chart 1

ROLE OF THE CONFORMATION STEWARD

The Steward has three main roles when acting alone as a Ring Steward. These are:

- Ring Steward
- Assembly Area Management
- Exhibition Official

Each has their own responsibilities and the Steward must focus on all three to ensure the smooth running of the ring. It is not an easy task at first but with a thorough knowledge of the Dogs SA Rules and Regulations plus experience gained, it becomes easier. It is just as important to know what is happening in the Assembly Area and around the ring, as what is going on in the Judging Precinct.

Ring Steward

The Ring Steward is the Judge's direct assistant and is to ensure the procedures in the judging precinct are conducted efficiently and in accordance with the rules of the association. The Ring Steward shall, unless satisfied that all entries have been presented, call entries in the class to be judged three times prior to the commencement of judging. Failure to answer should be marked absent. The Ring Steward shall present the entire class of entries to the Judge whereupon any Exhibit not then present for judging shall not be permitted to enter the judging Precinct. The Ring Steward is to ensure that absentees are marked on the judge's sheet/Tablet prior to the judging of each class. Should the judge make an error in ring procedure, the Steward should immediately suspend judging and discreetly inform the judge of the correct protocol. Following completion of judging of the class, the Steward announces the places and marks accordingly on the Judge's sheet/Tablet. At the completion of the judging of the Breed, the Steward advises the Judge "That completes the Breed". Details are then transferred onto the Group Judging Sheet, automatically done on the Tablet. The same process occurs for each breed within the Group and the Group judging.

Assembly Area Management

When working alone, the Steward must proactively call up the next classes while the existing class is in the ring. The Steward must be aware that either all exhibits are present, some/none are present and need calling for a third time or if there is a dog change from the class in the ring by the handler. The dogs where possible are lined up ready to go into the ring when called. Class winners should be called up for the Challenge line up when the last class prior to Challenge is in the ring. Possible handler changes should be noted. This is to ensure the smooth flow of dogs to the judge, without causing unnecessary delays.

Exhibition Official

The Steward must ensure that only the current Breed being judged is in the Assembly area. As well, only the exhibitors or handlers of the dogs eligible to compete in the breed should be in the Assembly area. No groomers or others who are not handling the dogs should be in the Assembly area and if they are should be asked to leave. The Steward needs to ensure that dogs are kept under close supervision whilst in the Assembly area. Trolleys and Tables are not allowed in the Assembly area but may be immediately adjacent outside of the boundary rail. The Steward must ensure that no double handling occurs either within the Assembly area or adjacent to the ringside. "Double handling" means the action of any person outside the ring whilst exhibits are being judged who attracts or attempts the attraction of exhibits by verbalising or making signals or using any device.

Refer Attachment 1 Dogs SA Rules.

Refer Attachment 2 Rules pertaining to Stewards

HOW IS A STEWARD APPOINTED TO A SHOW?

PART X STEWARDS

A. GENERAL

3. Any person acting as a Steward shall be contracted by the Affiliate Member conducting the Exhibition.

4. (a) If for any reason a Steward cannot fulfil his contract he must inform the relevant Affiliate Member as soon as possible.

(b) Any person who enters into a contract to steward at an Exhibition and breaches that contract shall be guilty of a breach of these Rules.

(c) If a Steward is unable to attend due to extenuating circumstances and is unable to comply with sub clause (a), he shall within seven days of the date of the Exhibition advise the Executive Officer in writing of the circumstances.

PART V SCHEDULES

A. GENERAL

Draft Schedules

1 (c) A copy of the contracts for the Stewards who are involved in the Exhibition shall be lodged with the SACA thirty days prior to the proposed date thereof.

WHAT DO I NEED TO TAKE TO A SHOW?

The bare minimum a Steward needs to take to a show is a Clipboard and a Pen, and even then, some Clubs will supply them for you for the day. However, most All Breeds Shows now use tablets, especially at David Roche Park.

The following is suggested items that you should obtain and include in your Stewarding Kit. Different Stewards will personalise their items as required. Most items are relatively inexpensive and can be easily stored in your car boot so that you never forget them. Office Works has most of these items.

Suggested items are:





<p>Standard A4 Clipboard</p> <p>Used for the Breed sheets and taken in the ring to mark class results. The open up version is preferable as it can be closed in wet, windy weather to protect the sheets. The pouch on the other side can be used for the Group sheet if you want to use only one clipboard or for handed in exhibit numbers.</p>	
<p>Several Pens</p> <p>These can be either Blue or Black, although the Blue does contrast with the black writing on the sheets. Erasable Pens are available which can come in handy when correcting mistakes.</p>	
<p>Storage Clipboard</p> <p>These clipboards can be used for holding the Group sheet but their main use is storing pens, pencils, Stewards contracts, SACA Rules, a few Band aids, a plastic sleeve to protect from rain, etc.</p>	
<p>Rubber Bands</p> <p>Come in very handy to put around the bottom end of the clipboards to hold the sheets in place, especially on a windy day. Also make a great emergency ticket holder if required.</p>	

Table 1 – Tools of the Trade

A STEWARD'S DAY

Prior to the Show

Once you have signed a contract to steward at a Show, enter the date in your Diary or any other way in which you will remember the assignment. I place my next show contract on the fridge under a magnet and when I get home from a show, replace it with the next contract. Do whatever works for you.

Check the weather a day or two prior to the show so you can dress appropriately for the show, pack either hot or wet weather gear as appropriate, and in summer check the Dogs SA website two days out from the show in case Hot Weather Policy is enacted and the start time of the show is changed or the show is cancelled. The Club Secretary is required to contact you for any variation. You may also want to check the contract to refresh your memory of which group you are stewarding and the schedule so you know the name of the judge you are stewarding for.

In the morning

On the day of the show, plan to leave in plenty of time to ensure that you will be able to report in to the Show Manager at least 30 minutes prior to the show. This also allows you to manage for traffic delays or perhaps a flat tyre.

At the Show

When arriving at the Show, report in to the Show Manager. He will confirm that you are stewarding for your contracted group or if there is a change. He will advise of any special requirements on the day, the lunch break time and introduce you to your judge. The Show Manager will provide you with a catalogue. The name of the SACA Representative will be on the front of the catalogue in case you require him. If Tablets are not used, ask the Show Manager, if he doesn't advise you first, whether the Breed Sheets will be collected or will there be a Ticket Writer adjacent to the ring. Some Clubs, especially if a smaller show, may ask you to take the Group sashes and prizes out with you. There may also be Best of Breed or CC Ribbons for individual Breeds that you need to take out with you and give to the judge at the appropriate time. Also check if there are items for the judge to clean their hands at ringside or if you need to take them out with you. Just prior to the scheduled start time, check with your judge if he wants a drink to take out to the ring and one for yourself if required. Some clubs will have a drinks list to be filled out prior to going out to the rings.

Ringside

When you arrive at the ring, ask your judge as to their judging preferences. Answer any questions they may have and call up the first breed. Make sure you do not commence judging until the scheduled start time has been reached. About one hour out from the scheduled lunch break, work out roughly where you will be in regards to breed judging when the scheduled lunch break falls. The Show Manager will usually

make several circuits around the rings throughout the morning and will work with the stewards as to when to best break their rings. There are several factors which effect judging speed, such as absentees, large or small breeds, several handler changes, the judge's interest in a particular breed, etc. which can either slow down or speed up judging times. Usually the Show Manager will return approx. 30 minutes prior to the lunch break to make a final decision when to break. Once an announcement has been made when a ring will break and/or exhibitors advised, the break cannot change. As Group judging generally takes approx. 30 minutes with the normal runner up system, breed judging needs to be finished 30 minutes prior to the lunch break for it to proceed. It will depend on planned lunch break activities, whether or not the Show Manager will allow a small over run of time for the group to cease judging. The Show Manager is responsible for the smooth running of the Show and his decision is the binding one.

Lunch Break

When the lunch break occurs, advise the exhibitors that e.g. "This ring will now break for Lunch and will resume in one hour's time". Hand over any completed paperwork to the ticket writer and escort the judge to the luncheon facility. Keep an eye on the time and approximately five minutes before the lunch break is due to finish, arrange for an announcement to be made advising that the Ring (i.e. Gundogs) will recommence judging in five minutes and could the next Breed (i.e. Labradors) make their way to the Assembly ring. Collect Sashes and Prizes if not already at ringside and escort the judge back to the ring. Call out the breed and recommence judging. At the end of the Group judging, following photographs if applicable, escort your judge back to the Committee Room and enter Group results on the "in Show" sheet. Hand in the Group Sheet to the Ticket writer and advise the Show Manager that your Group has been completed.

If you are stewarding for General Specials, keep an eye on the progress of the other rings and liaise with the Show Manager as to what time General Specials will start. An announcement will usually be made via the Public Address system as to what time and in which ring General Specials will be held. Ensure that the General Specials fields are loaded on your Tablet and collect the Sashes and Prizes, if necessary, and take them to the General Specials Ring. Make sure an examination table/ramp is there and all is ready for the judge. Escort the judge to the ring and proceed as to his judging preferences.

End of the Show

At the end of General Specials judging, following photographs if applicable, escort your judge back to the Committee Room and hand in the General Specials Sheet to the Ticket writer and advise the Show Manager that you have completed your assignments for the day. Collect your Stewarding fee if applicable.

JUDGING SYSTEMS

There are two main judging systems:

- Standard System (Runner Up)
- Optional System (Group/Show 1, 2, 3, 4)

The judging process is the same at Breed level for both systems for classes within the breed and for Dog and Bitch Challenge and Reserve. It is in the Classes of Breed and Group/Show that the variation occurs.

Refer ANKC Regulations Part 5 - Show

Standard System (Runner up System)

Breed Classes

1. Judge all dog classes in breed.
2. Judge the dog challenge winner from the exhibits placed first, who are unbeaten, in each of the breed classes, excluding Baby Puppy.
3. Judge the reserve challenge winner from the balance of class winning exhibits and the second place winner from the class in which the challenge winner was entered.
4. Repeat 1, 2 and 3 for the bitch classes in breed.

Best of Breed Judging

1. Judge Best of Breed from the challenge winning dog and bitch.
2. The exhibit awarded Best of Breed shall automatically be declared the winner of the class in breed in which it is entered.
3. Judge the Runner up Best of Breed from the unsuccessful challenge winner in the Best of Breed competition and the exhibit awarded reserve challenge to the exhibit awarded Best of Breed.
4. The exhibit awarded Runner up Best of Breed shall automatically be declared the winner of the class in breed in which it is entered, provided, the Best of Breed was not entered in the same class.
5. Except for the awards automatically made in accordance with clauses 2 and 4, judge the Best of Breed of class immediately after the Runner up Best of Breed is judged, from the class winners of each sex within that breed. Only the exhibits awarded Best of Class of breed shall be eligible to compete for Best of Class of group.
6. Repeat the above procedure for each breed within the group.

Group Specials

1. Judge Best in Group from the Best of Breed winning exhibits only.
2. The exhibit awarded Best in Group shall automatically be declared the winner of the Class in Group award in which it was entered.
3. Judge Runner up Best in Group from the balance of the Best of Breed winners and the exhibit awarded Runner Up to the Best of Breed exhibit awarded Best in Group.
4. The exhibit awarded Runner up Best in Group shall automatically be declared the winner of the Class in Group award in which it is entered. Provided, the Best in Group winner was not entered in the same class.
5. Except for the awards automatically made in accordance with Clauses 2 and 4, judge Best in Class in Group awards from the respective Best of Breed class winners.

General Specials

1. Judge Best in Show from the Best in Group winning exhibits only.
2. The exhibit awarded Best in Show shall automatically be declared the winner of the Class in Show award in which it was entered.
3. Judge Runner up Best in Show from the balance of the Best in Group winners and the exhibit awarded Runner Up to the Best in Group exhibit awarded Best in Show.
4. The exhibit awarded Runner up Best in Show shall automatically be declared the winner of the Class in Show award in which it is entered. Provided, the Best in Show winner was not entered in the same class.
5. Except for the awards automatically made in accordance with clauses 2 and 4, judge Best in Class in Show awards from the respective Best in Group class winners.

Order of Judging

The order of judging for Best of Breed of Class, Best in Group of Class and Best in Show of Class shall be from Baby Puppy through to Open Class, except where the award is automatic. Judging of these class awards shall, in each case, take place after the judging of Best of Breed, In Group and In Show and Runner Up to these awards.

Neuter Classes

Below are the approved procedures for judging of Neuter Classes. These need to be read in conjunction with the ANKC Regulations Part 5 – Show and are pertaining to the judging of Neuter Classes at all levels. Refer 4.1.3, 4.1.4, 4.1.6, 4.1.8

Procedure

Where Neuter Classes are offered, they are to be judged at the end of breed/group/show judging at the completion of normal classes. Where more than one class is offered Neuter Certificate (Challenge) and Neuter of Breed runoffs are to be conducted to determine Neuter Certificate Dog and Bitch plus Reserve Neuters, then Best and Runner up Neuters of Breed. Class runoffs may also be required where a Dog and Bitch have been entered in the same class and those classes were not eliminated by Best or Runner Up Neuter of Breed.

Neuter in Group and in Show are to be conducted at the completion of normal classes commencing with Best/Runner Up Neuter in Group/Show and then the classes (if offered) where not eliminated. Where only Class 18/18A is offered, there will be no class run offs.

Awards

Awards are to be presented for Best/Runner Up Neuter in Group/Show and all classes of Neuter (15/16/17/18). Where only class 18/18A is offered, only Best and Runner Up in Group/Show awards are to be presented, with no class awards.

The rationale for best and runner up is that should the best be disqualified after judging, then the award and points can be awarded to the runner up as with entire judging.

ANKC Regulations pertaining to Neuters

3.2 Classes 15,16,17 & 18 shall be ineligible to compete against entire exhibits for Challenge or Best of Breed awards.

3.3 Classes 15,16,17 & 18 shall be judged at breed level after Best of Breed and any Class elimination judging.

3.4 Classes 15,16,17 & 18 shall be judged at both Group and Show level immediately after Class 11.

Optional System (Group/Show 1, 2, 3, 4 System)

(Optional for Shows that only offer Best Baby Puppy in Group/Show, Best Puppy in Group/Show and Best Exhibit in Group/Show, Best Neuter in Group/Show)

Breed Judging

(a) Breed judging shall be conducted in the same manner as the existing system to select Best of Breed, Runner Up Best of Breed, Best Puppy of Breed and Best Baby Puppy of Breed, Best Neuter of Breed.

Note: Runner Up is judged in case the Best of Breed is found ineligible.

Group/Show Judging

(a) Runner-Up to Best Exhibit in Show and Runner-Up to Best Exhibit In Group will no longer be judged.

(b) Only Best Baby Puppy in Group, Best Puppy In Group and Best Neuter in Group awards will be offered. Therefore, only exhibits that have won Best Baby Puppy, Best Puppy of Breed and Best Neuter of Breed are eligible to compete for Best Baby Puppy, Best Puppy in Group and Best Neuter in Group.

(c) Only Best Baby Puppy, Best Puppy in Show and Best Neuter in Show awards will be offered. Therefore only Best Baby Puppy, Best Puppy and Best Neuter in Group winners are eligible to complete for Best Baby Puppy, Best Puppy and Best Neuter in Show.

(d) Only exhibits that have won Best of Breed awards are eligible to compete for Best Exhibit In Group awards 1st, 2nd, 3rd, 4th, subject to the provision of Regulation (2)(g)(i).

(e) Only exhibits which have won Best Exhibit In Group shall be eligible to compete for Best Exhibit In Show awards 1st and 2nd, subject to the provision of Regulation (2)(g)(ii).

(f) The sequence of judging Best Exhibit In Group and Best Exhibit in Show awards shall be in the following order:

(i) Best Exhibit in Group, placed in the order of 4th, 3rd, 2nd, 1st

(ii) Best Baby Puppy in Group

(iii) Best Puppy in Group

(iv) Best Exhibit in Show, placed in the order of 2nd, 1st.

(v) Best Baby Puppy in Show

(vi) Best Puppy in Show

(vii) Best Neuter in Show

Where a Puppy is awarded a Best in Group/Best in Show placing in accordance with 5.3.6 a or d, the highest placed puppy shall be awarded Best Puppy in Group/Best Puppy in Show and there shall be no elimination.

THIRD AND FINAL CALL FOR ...

An exhibit must be called three times and not answer before it can be declared "Absent". The Third and Final Call cannot be made until the next class is presented to the Judge. For In Group/Show judging, the final call cannot be made until the next class is presented to the Judge. Most people will tell you if they are changing dogs, but some forget.

It is possible that an exhibitor who was in the previous Breed class is changing their dog for the class you are calling. This is where a good Steward will proactively check all numbers in and note changes on their Judges sheet. If a number is not marked and the exhibitor has not answered their initial call, check the catalogue to see if the exhibitor is in the ring or was not present for a previous class. That way, you will have an indication as to whether or not the exhibit is likely to be there before the previous class is completed.

Some Breeds only have a small number of entries and all may be owned by the same person. Usually they are ready, but if they are not at ringside when the Breed is to commence judging, give a loud call for the Breed and if still not answering, call the individual numbers three times, even if someone says that the missing exhibitor hasn't been seen. Where a complete Breed is missing, ensure that you loudly call the next Breed to the ring and give them time to arrive, to allow for the missing breed.

A Stewards role is to facilitate the smooth progression and flow of exhibits to the Judge. Keep the Judge informed if you have to call up missing dogs. Better to have a slight delay to make sure that exhibits are absent, than have people miss out, especially when they have travelled a long way to the Show.

Refer SACA Rules PART X Rule 8 (a), (b), (c)

RULES APPLICABLE TO JUDGING SYSTEMS AND SHEETWORK

PART VII PRIZES AND AWARDS.

Best of Breed and Challenge Certificates

9. (a) Best of Breed, Challenge and Reserve Challenge Certificates are ANKC Ltd certificates offered at Championship Shows by the SACA for outstanding merit and, subject to these Rules, shall be awarded to the best dog and bitch of each breed. Exhibits eligible to compete at an Exhibition for a Challenge Certificate shall be;

(i) six months of age or over;

(ii) have competed in at least one ordinary class at that Exhibition; and

(iii) have remained unbeaten by dogs of their own breed and sex.

(b) A Challenge Certificate shall not be awarded by a Judge to any exhibit that he considers lacks sufficient merit to qualify for the title of "Champion".

(c) The Challenge winner awarded Best of Breed shall compete for Best Exhibit in Group (refer 13 (a) Competing for Major Awards). Failure to compete will result in the exhibit being disqualified and the Challenge Certificate being awarded to the Reserve Challenge winning exhibit and the Best of Breed Certificate being awarded to the Runner up Best of Breed.

Competing for Major Awards

12. (a) Best of Breed winners shall compete for Group.

(b) Unless otherwise authorized by the Committee or Convener of the Affiliate Member conducting the Exhibition the winners of the Group class awards, who are eligible for the awards of 'Best in Show', 'Runner Up Best in Show', 'Best Baby Puppy in Show', 'Best Puppy in Show', shall compete and continue to compete as required and directed. Best in Show, Puppy in Show, Best in Group and Puppy in Group Certificates shall be issued.

(c) The awarding of 'Best in Group' and 'Best in Show' Certificates shall be in accordance with the approved ANKC Ltd procedures as does the order of 'In Group' and 'In Show' judging.

(d) Only unbeaten exhibits shall be eligible to compete for awards of 'Best Exhibit in Group' and 'Best Exhibit in Show' at an Exhibition.

(e) In the event of non-attendance of a 'Best Exhibit in Group' award winner, for the 'In Show' judging the group affected cannot be represented for either 'Best in Show' or 'Runner Up in Show' judging.

PART VIII EXHIBITIONS

Correcting Errors in Entries

35. (a) If a dog or bitch is entered under the wrong sex, but otherwise in the appropriate class, the exhibit shall be transferred to the correct sex class by an official of the Affiliate Member.

(b) If a mistake has been caused by the Affiliate Member conducting the Exhibition, it shall be corrected by an official of the Affiliate Member.

(c) If an Exhibit entered in an incorrect class or one for which it becomes ineligible (other than the wrong sex) shall be transferred to the Open Class.

(d) An Exhibit that is entered in more than one class and is found to be ineligible for one of those classes shall only forfeit the prizes and awards for the class for which it was found to be ineligible.

(e) Baby puppies entered in an incorrect class shall be transferred to the appropriate baby puppy class.

PART IX JUDGES

A GENERAL

15. Each Judge will be issued with Judges Sheets at each Exhibition. The Judges Sheets shall be in a form prescribed by Council. The Judge shall sign each sheet and complete in full as required by their discipline. Judging of a particular class is deemed to be completed when the Judge has completed judging all dogs present and has signed the Judges Sheet for that class. Not applicable for tablets for Conformation Shows.

16. Unless such decision is contrary to the Rules, a Judge's decision on the merits of an exhibit shall be final.

(a) A Judge may rectify a bona fide mistake, or correct an error, provided such mistake or error is discovered and corrected before the completion of the judging of the class in question.

(b) Where any person considers the decision of a Judge to be contrary to the Rules he may notify the Executive Officer in writing within seven days of the date of the Exhibition and Council shall enquire into the matter.

18. A Judge may not place two or more separate exhibits as equal for any award.

19. A Judge shall not re-judge or resume judging any Exhibit because of the absence from the Judging Precinct of that Exhibit at the time of judging a class in which that Exhibit is entered.

B. CONFORMATION

3. (a) Where a Judge considers that there is no Exhibit in the Class being judged of sufficient merit to warrant the award of a first place the Judge shall be entitled to refuse to do so. In that event no other award shall be made in respect of that Class.

(b) Where a Judge considers an Exhibit over the age of six months is not physically entire, that Judge is required to report that finding in writing to the Secretary / Convenor responsible for the conduct of the Exhibition. In which case the Council may suspend the Registration.

JUDGES SHEETS

The main Tools of a Steward are the Judge's Sheets and Group Sheets. Each Breed will have their own sheet and is designed so that all decisions by a Judge for each individual Breed are on the appropriate Breed Sheet. The same Judge's sheet is used for both the Standard and Optional Systems of judging. It is just what needs to be filled in that differs.

At the completion of each Breed, the appropriate information is transferred on to the Group Sheet. Similarly, at the completion of the Group judging, the appropriate information is transferred on to the General Specials sheet. Different Group/Show sheets are used for the Standard and Optional Systems of judging.

Note that Tablets are now usually used instead of paper sheets. However, the basics are the same. Tablets have a facility to mark dogs present.

STANDARD ABBREVIATIONS FOR SHEETWORK

Abbrev	Description	Rule
A	"Absent" - to be used when a dog is advised by an exhibitor that the dog is not present or when a dog does not answer the three calls.	X 8a
N/A	"No Award" - to be used when a judge does not award a place	IX B 3a
NC	"No Challenge" - to be used when the judge does not award a Challenge	VII 9c
NRC	"No Reserve Challenge" - to be used when the judge does not award a Reserve Challenge	VII 9c
W/D	"Withdrawn" - when an exhibit has entered the ring for judging but is withdrawn from judging, either by the exhibitor or by the exhibitor following advice from the Judge. E.g. Lamé, unsettled, etc.	
D	"Dismissed" - when a judge advises that a dog has been dismissed from the ring. Not Entire, Aggressive Dog, etc. Note details on the reverse of the Judge's sheet. Call for SACA Rep if applicable.	IX B 3b

Table 2 – Abbreviations for Judge's Sheets

SOUTH AUSTRALIAN CANINE ASSOCIATION INC.

AFFILIATE: WINTER INTER	BREED: LABRADOR RETRIEVER	DATE: 30/05/2015
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DOGS						BITCHES						Best / Class
Class 1: Baby Puppy Dog						Class 1: Baby Puppy Bitch						
431	2					454 ✓		458 ✓				
432	1					455 ✓						
433	3					456	A					
						457	A					
Class 2: Minor Puppy Dog						Class 2: Minor Puppy Bitch						
434	3					459 ✓		463 x				
435	2					460 c		464 ✓				
436	1					461	A					
						462 ✓						
Class 3: Puppy Dog						Class 3: Puppy Bitch						
437	.					465						
438	.											
439	A											
Class 4: Junior Dog						Class 4: Junior Bitch						
440	.					466 ✓		470 ✓				
441	.					467 ✓		471 ✓				
						468 c						
						469 ✓						
Class 5: Intermediate Dog						Class 5: Intermediate Bitch						
442 c	.					472 ✓		476 ✓				
443	A					473	A	477 ✓				
444	.					474 c		478 x				
445 x						475 ✓						
Class 10: Australian Bred Dog						Class 10: Australian Bred Bitch						
446	.					479 c		483 ✓				
447	.					480 ✓		484 ✓				
448	.					481 c						
						482 ✓						
Class 11: Open Dog						Class 11: Open Bitch						
449 c	.	453 x				485 ✓						
451	.					487 ✓						
452	A					488	A					
BEST/CHALLENGE DOG						BEST/CHALLENGE BITCH						B O B
RESERVE BEST/CHALLENGE DOG						RESERVE BEST/CHALLENGE BITCH						
POINTS						POINTS						R/U B O B
Judge:						Steward:						

Stewards Sheet 1

In the “DOGS” section, the DOT system has been used to indicate Dogs present, while the TICK system has been used for Bitches present. The small “c” next to a number indicates that the dog is present but there will be a Handler change from the previous class, while the small “x” is used to indicate that the Dog needs a final call before marking the Dog absent, due to the owner not being at ringside.

SOUTH AUSTRALIAN CANINE ASSOCIATION INC.

AFFILIATE: WINTER INTER		BREED: WELSH SPRINGER SPANIEL				DATE: 30/05/2015					
DOGS					BITCHES					Best / Class	
Class 1: Baby Puppy Dog					Class 1: Baby Puppy Bitch					510	
510	1				517	1					
511	A										
512	2										
513	N/A										
Class 2: Minor Puppy Dog					Class 2: Minor Puppy Bitch					/	
514	D										
Class 3: Puppy Dog					Class 3: Puppy Bitch					/	
Class 4: Junior Dog					Class 4: Junior Bitch					518	
					518	1					
Class 5: Intermediate Dog					Class 5: Intermediate Bitch					519	
515	1				519	1					
					520	2					
Class 10: Australian Bred Dog					Class 10: Australian Bred Bitch					/	
Class 11: Open Dog					Class 11: Open Bitch					/	
					521	W/D					
Class 18: Neuter Dog					Class 18A: Neuter Bitch					523	
516	1				522	2					
					523	1					
BEST/CHALLENGE DOG				NC	BEST/CHALLENGE BITCH				519	B O B	519
RESERVE BEST/CHALLENGE DOG				/	RESERVE BEST/CHALLENGE BITCH				NRC		
POINTS					POINTS					R/U B O B	/
Judge:					Steward:						

Stewards Sheet 2

In this sheet, use of N/A, D, W/D, NC and NRC have been demonstrated. When a Dog has been dismissed from the ring by the judge, the reason MUST be written on the back of the sheet along with the Dog's Exhibit number; e.g. *Exhibit 514 reported by the judge Mr M Jones as only having one normally descended testicle or Exhibit 514 attempted to bite judge. Reported to SACA Rep Fred Smith.*

Group 1 - Toys

Affiliate: Dogs SA Training Group

Date: 22/05/2015

	BOB	RUBOB	Baby	M/P	Puppy	Junior	Inter	A/Bred	Open	Neutrd
Affenpinscher	2 ^o	4	1	4	—	—	5	—	2	3
Australian Silky Terrier	6 ^R	7	—	—	—	—	5	6	—	—
Bichon Frise	9 ^H	8	—	—	10	—	8	9	—	—
Cavalier King Charles Spaniel	14 ^H	15	11	16	17	13	18	14	15	—
Chihuahua (LC)	23 ^o	29	—	24	—	20	—	28	23	—
Chihuahua (SC)	34 ^e	32	30	—	32	—	—	38	34	—
Chinese Crested Dog	49 ^o	57	51	42	43	44	54	47	49	58
English Toy Terrier (B & T)	60 ^o	59	—	—	—	—	—	59	60	—
Griffon Bruxellois	—	—	—	—	—	—	—	—	—	—
Havanese	62 ^f	64	61	—	62	63	—	64	—	—
Italian Greyhound	84 ^s	81	79	—	81	84	73	85	75	—
Japanese Chin	87 ^o	86	—	—	—	86	—	—	87	—
King Charles Spaniel	88 ^f	—	—	—	88	—	—	—	—	—
Lowchen	91 ^t	90	—	—	90	89	91	—	—	—
Maltese	92 ^o	95	—	—	—	—	93	95	92	—
Miniature Pinscher	99 ^h	100	96	98	—	100	—	99	—	—
Papillon	105 ^h	113	108	109	110	103	113	105	117	118
Pekingese	119 ^h	—	—	—	—	—	—	119	—	—
Pomeranian	121 ^h	120	122	123	124	—	120	121	—	—
Pug	131 ^o	129	125	126	133	128	129	130	131	136
Russian Toy	—	—	—	—	—	—	—	—	—	—
Tibetan Spaniel	140 ^o	142	141	137	142	—	143	138	140	—
Yorkshire Terrier	145 ^f	146	—	—	145	—	—	146	147	—

Best in Group	2	99	11	109	88	86	5	99	2	118
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Judges Signature:

Stewards Signature:

Stewards Sheet 3

The above Group sheet is used for the Normal (Runner Up) System. Note that the class of the Best of Breed winners has been written next to the number. As BIG and RUBIG automatically win their classes, if from different classes, it makes it easy to determine the class that the winners are from and write on the sheet. This also assists in immediately knowing what class the Best in Group Winner comes from, both to advise exhibitors and to hand out the class sash.

Group 1 - Toys

Affiliate: Dogs SA Training Group

Date: 22/05/2015

	BABY	PUPPY	BEST
Affenpinscher	1	—	2
Australian Silky Terrier	—	—	6
Bichon Frise	—	10	9
Cavalier King Charles Spaniel	11	17	14
Chihuahua (LC)	—	—	23
Chihuahua (SC)	30	32	34
Chinese Crested Dog	51	43	49
English Toy Terrier (B & T)	—	—	60
Griffon Bruxellois	—	—	—
Havanese	61	62	62
Italian Greyhound	79	81	84
Japanese Chin	—	—	87
King Charles Spaniel	—	88	88
Lowchen	—	90	91
Maltese	—	—	92
Miniature Pinscher	96	—	99
Papillon	108	110	105
Pekingese	—	—	119
Pomeranian	122	124	121
Pug	125	133	131
Russian Toy	—	—	—
Tibetan Spaniel	141	142	140
Yorkshire Terrier	—	145	145

	BABY	PUPPY	Group 1	Group 2	Group 3	Group 4
Best in Group	11	62	2	99	62	14

Judges Signature:

Stewards Signature:

Stewards Sheet 4

The above Group sheet is used for the Optional (Group 1, 2, 3, 4) System, when no Neuter Class is scheduled. Note that the number of the Best of Breed winners who are also Puppies of Breed has been circled. Where a puppy is awarded a Best in Group/Best in Show placing, the highest placed puppy shall be awarded Best Puppy in Group/Best Puppy in Show and there shall be no elimination.

CLUB

FIXTURE

DATE / /

GROUP	BEST IN GROUP	R/UP IN GROUP	B/PUPPY	M/PUPPY	PUPPY	JUNIOR	INTER.	AUST BRED	OPEN	NEUTER
1										
2										
3										
4										
5										
6										
7										
BEST IN SHOW										

Judge / Stewards Signature

Stewards Sheet 5

The above in Show sheet is used for the Normal (Runner Up) System. It is recommended that the class of the Best in Group winners are written next to the number, similar to the Best of Breed winners in the in Group Sheet for the same reasons.

GENERAL SPECIALS

Affiliate: Dogs SA Training Group

	BABY	PUPPY	BEST	NEUTER
Group 1	11	62	2	69
Group 2	158	120	178	181
Group 3	267	222	291	227
Group 4	395	368	368	391
Group 5	483	423	495	498
Group 6	567	570	512	540
Group 7	673	635	680	690

Best Baby in Show	395
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Best Puppy in Show

222

Best in Show 1
Best in Show 2

178
2

Best Neuter in Show

498

Judges Signature:

Stewards Sheet 6

The above in Show sheet is used for the Optional (Group 1, 2, 3, 4) System with Neuter Class scheduled. Note that where a Best in Group winner is from the Puppy Class, then they should be circled, same as for Group judging, to assist in determining whether there is an automatic awarding of Puppy in Show.

PLEASE COMPLETE THE PRACTICAL SHEETWORK EXERCISE

Refer Catalogue 1.pdf, Steward_sheet_cat1_ G1-4.pdf and Steward_sheet_cat1_runnerup.pdf

FROM LEFT FIELD

Rarely a Show goes by without something happening that requires a Steward to exercise his/her knowledge of the SACA Rules and how to apply them correctly. Below are a number of examples where the Steward needs to take corrective action. At all times, if you are unsure, suspend judging and engage with either the Show Manager and/or SACA Representative.

1: My Puppy Dog is entered as a Puppy Bitch

PART VIII 35 (a) If a dog or bitch is entered under the wrong sex, but otherwise in the appropriate class, the exhibit shall be transferred to the correct sex class by an official of the Affiliate Member.

Check with the catalogue first to confirm and transfer to the correct sex.

2: My bitch is entered in Junior Bitch but she is too old for that class

PART VIII 35 (c) If an Exhibit entered in an incorrect class or one for which it becomes ineligible (other than the wrong sex) shall be transferred to the Open Class.

Transfer the number to Open. The transferred exhibit comes into the ring last.

3: My dog is in the catalogue as a State Bred but it was born interstate and I usually enter it in Australian Bred.

PART VIII 35 (b) If a mistake has been caused by the Affiliate Member conducting the Exhibition, it shall be corrected by an official of the Affiliate Member.

If the exhibit had been entered in Class 10 Australian Bred, but catalogued in Class 9 State Bred, then it will be transferred to Australian Bred Class.

(c) If an Exhibit entered in an incorrect class or one for which it becomes ineligible (other than the wrong sex) shall be transferred to the Open Class.

If the exhibit had been entered in Class 9 State Bred, then it will be transferred to the Open Class.

4: My import is entered in Australian Bred.

PART VIII 35 (c) If an Exhibit entered in an incorrect class or one for which it becomes ineligible (other than the wrong sex) shall be transferred to the Open Class.

5: I took my Puppy into the Minor Puppy Class by mistake

PART IX 19. A Judge shall not re-judge or resume judging any Exhibit because of the absence from the Judging Precinct of that Exhibit at the time of judging a class in which that Exhibit is entered.

Unfortunately the exhibit is disqualified and any awards won are lost.

6: That person over there is waving a towel/blowing a whistle/parading a dog etc, to attract the attention of their dog in the ring.

PART VIII 42 Where a person attempts to attract the attention of, or interferes with, an Exhibit or Dog Handler whilst the Exhibit is in the judging precinct (behaviour commonly known as double handling), This includes attracting or exciting the attention of, communicating with or touching, handling or in any way interfering with an Exhibit that is in the ring in which the judging is taking place, whether;

(a) such attempts or interference are successful or not and/or

(b) they were in an effort to disadvantage or give advantage to the Exhibit, the Steward in charge of the judging precinct may suspend judging and require that person and any Exhibit that he is handling to leave the vicinity of the judging precinct. A refusal to follow the directions of the Steward shall be an offence against these Rules.

While some people are very aware of what they are doing, many are not or do not realise that what they are doing can be misconstrued. Walk casually over to the exhibitor and quietly mention that what they are doing could be interpreted as double handling and could they please stop. Most people quickly comply.

7: Can you delay judging as my handler is in the other ring.

PART X 8. (c) judging shall not be unduly delayed in one ring awaiting the arrival of the handler of an Exhibit who is handling a dog in another ring at that time. In the event that the handler of an Exhibit is likely to be engaged in another ring, exhibitors shall ensure that they have an alternate handler available.

8: Steward, can you pick up my dog's droppings

PART VIII 48. A Member of the SACA, shall in the precincts of an Exhibition;

(a) promptly clean up and remove all dropping left by any dog under their control; and

(b) promptly clean up and remove all rubbish left by that Member/s.

Most exhibitors always have a "poo bag" with them and promptly clean up any fouling of the ring or a friend will take a "poo bag" out into the ring. If necessary, hold judging up until the ring is clear. There may be times where a Steward might need to take out a "poo bag" to the exhibitor but it is the exhibitor's responsibility to remove the droppings.

If an exhibitor throws bait in the ring, ensure that they pick it up prior to leaving the ring. Besides distracting other dogs, it may attract European Wasps in Summer.

9: An Exhibitor removes the lead while the dog is stacked on the table.

PART VIII 52 A dog must be in the control of a responsible person at all times. Ask the exhibitor to replace the lead.

10: Can you tell Mary to make sure she doesn't run up the back of my dog

PART VIII 42 (d) no Handler shall deliberately crowd or allow their Exhibit to crowd another Handler/Exhibit whilst in the judging precinct.

Rather than "tell Mary" and perhaps escalate any ill feelings between exhibitors, request all exhibitors in that class to give each other plenty of room as they go around or stack their dogs. Keep a watchful eye on the class regardless.

11: The judge wants to examine dogs in the Assembly area

PART IX 23. No Judge shall adjudicate upon or judge any dog outside the confines of the judging precinct. The assembly area is to be used for the assembly of dogs and only in exceptional circumstances is it to be used as a judging precinct.

At David Roche Park, the Assembly Area roof overhangs the judging precinct by 2 metres along the full width of the area. There is usually sufficient protection in this area from either sun or rain. Explain to the judge that it is Association rules that they must examine in the judging precinct not the Assembly area. If necessary, suspend judging and call for the Show Manager.

12: The Judge wants to short list several exhibits for his Best in Group Judging. Do the remainder of the exhibits have to stay in the ring?

No. Once a class has been judged and the judge wishes to short list a number of exhibits, the remainder may be excused if the judge wishes. This procedure should be encouraged during hot weather.

13: An exhibitor comes up and says that they didn't realise their breed was being judged and can they go in the ring.

Once judging has commenced it is the responsibility of the exhibitor to be vigilant of the breeds being judged and to be at the assembly area prior to commencement of their particular breed.

PART IX 19. A Judge shall not re-judge or resume judging any Exhibit because of the absence from the Judging Precinct of that Exhibit at the time of judging a class in which that Exhibit is entered.

14: An Exhibitor enters the Assembly area wearing a Jacket with their Kennel prefix on the back and/or on their Trolley Cover.

PART VIII 54 No exhibitor or handler of any Exhibit at an Exhibition, while in the assembly area or judging precinct, may;

- (c) display or cause or permit to be displayed on his clothing or any other material worn by him; (ii) the name of any kennel prefix;*

Ask the exhibitor politely to remove the offending articles.

AGGRESSIVE DOGS – HOW TO AVOID, WHAT ACTIONS TO TAKE

With dogs in close proximity in the Assembly area, it is essential that a Steward monitors the area. An ounce of prevention, makes your day a lot easier. Make sure that exhibitors do not crowd the ring entrance and exit. Exhibitors must keep their dogs on short leads and monitor what they are doing. Most exhibitors are quite aware of how their dogs interact with other dogs and which ones they need to be wary of.

PART VIII 47. To ensure that any congestion at Ring entry and exit points is minimised, the entrances and exits shall be kept clear at all times

PART VIII 52. Except as necessary for the proper conduct of an Exhibition as provided in these Rules, all dogs shall wear a slip, an adjustable slip, or fixed collar and a lead no longer than two metres, unless being judged, and be in the control of a responsible person at all times.

If a dog attacks another dog or person or displays any undue aggressive or savage disposition towards another dog or person, judging must be suspended, the SACA Representative and Show Manager called for and, if necessary, medical or veterinary assistance called for.

PART XIV OFFENCES 16. A (a) It shall be a breach of these Rules for an Exhibit at any Exhibition to attack another dog or a person or display any undue aggressive or savage disposition or aggressive or savage tendency towards another dog or person and the Owner/s and Handler of the Exhibit shall be guilty of an offence. Where such a breach has been reported in writing the Exhibit may be suspended within the terms of the Constitution and Rules pending the outcome of the proceedings. (01/13)

(b) Any Judge, Exhibition Official or Member of the SACA or other Controlling Body who witnesses an exhibit acting in breach of the Constitution and Rules of the SACA shall forthwith report the incident in writing to the SACA Representative. Any failure to do so shall be guilty of an offence against these Rules.

B. AGGRESSIVE DOGS

General

1. It is the obligation of each owner, Exhibitor or Handler whether a Member of the SACA or other Controlling Body at an Exhibition, to take all responsible steps to ensure that any dog/s for which they are responsible or under their control does not behave in an aggressive manner towards any person, dog and in the case of Herding, livestock.

2. Any Member of the SACA or other Controlling Body who is responsible for, or who has, an aggressive dog under their control shall ensure that the dog/s is removed to a place where it/they cannot act aggressively towards another person, dog or livestock. The person responsible for, or who has, an aggressive dog under their control shall

obey any reasonable instruction from the SACA Representative with regards to removing the offending dog/s.

Reporting

3. It is the obligation of any Judge, Exhibition Official or Member of the SACA or other Controlling Body who observes a dog/s behaving in an aggressive manner at an Exhibition to report the incident orally and where further action is considered appropriate, in writing, to the SACA Representative Any such report must be made as soon as practicable but within one hour of the alleged incident. The SACA Representative will then deal with the report.

4. When an Exhibit that is competing in the judging precinct acts aggressively or in a savage manner towards any person, dog or livestock, or bites or attempts to bite the Judge, the Judge shall in the presence of the Ring Steward, excuse the Exhibit from the judging precinct. The Judge shall immediately report the matter to SACA Representative.

5. The SACA Representative on receiving a report/s shall investigate the matter immediately and take action according to the SACA Rules on this topic.

6. The SACA Representative on receiving a report concerning an aggressive dog shall;

(a) ensure that the offending dog/s are safely secured to his or her satisfaction;

(b) if the matter is considered to be of a trivial nature he or she may call both parties together to attempt to reconcile the matter. If successful, a written report signed by the SACA Representative and both parties must be sent to the Executive Officer as soon as possible or within 7 days of the offence;

(c) take written witness statements from the complainant, the owner and/or the handler of the offending dog/s and any other person who may have observed the incident;

(d) after the SACA Representative has taken all statements and concluded his investigation he will temporarily suspend the dog/s involved immediately. The dog/s must be safely secured to his satisfaction or removed from the exhibition. He will advise all relevant people that a hearing shall be conducted, within 14 days. All statements and relevant facts must be taken; and

(e) in the event that the SACA Representative is unable to obtain a written witness account that supports the written report of an aggressive dog incident he should, unless the report has been made by a Judge or Steward, avoid suspending the dog on the day and send the written report of the incident, including his comments, to the SACA Executive Officer, who may then suspend the offending dog.

APPENDIX 1 – RULES PERTAINING TO STEWARDS

Part	Rule	Summary
1 - Glossary		16 Definitions
2 - Membership	1 (a)	Ordinary Membership
5 - Schedules	1 (c)	Stewards Contracts
6 - Catalogues	2 (b)	Judges Sheets
7 - Prizes and Awards	9 (a) - (c)	Eligibility for Challenge, Failing to compete
	12 (a) - (e)	Competing for Major Awards
8 - Exhibitions	9 (a)	Hot Weather Policy
	10	Multiple Exhibitions for a weekend
	13, 16	HWP Cancellation, Payment
	17	HWP Exception
	30 i, ii	who can handle
	35 (a) - (e)	Correcting errors in entries
	41	Reporting Breaches of Rules
	42 (a) - (d)	Double Handling, Interference, Crowding
	43	Cruelty
	44 (a) - (d)	Comments, gestures, behaviour, unsportsmanlike behaviour
	46 (a)	Size of Ring, Assembly area restrictions
	47	Ring Entrances/exits to be kept clear
	48 (a) (b)	Droppings and rubbish
	51	Collar Restrictions
	52	Type and length of leads, control
	54 (a) (b)	Display of Cards / Identification / Signs
	55	Trolleys / Umbrellas, etc with identifying wording
	56	Identification of exhibit, prefix or owner in judging precinct

Part	Rule	Summary
9 - Judges	8	Judges Family or household restrictions
	9	Judges Family or household restrictions
	11	Judges Family or household restrictions
	15	Judges sheets, signing
	16 (a) (b)	Judges decisions
	18	Equal placings
	19	Rejudging
	23	Judging outside the confines of the judging precinct
	B Conformation 2 (b)	Equal time for judging
	3 (a) (b)	No award, not entire
10 - Stewards	A General 1 - 10	
	B Conformation 1 - 2	
11 - SACA Reps	2	Cannot be a SACA Rep when Stewarding
	B Reporting 1	Obligations to report
14 - Offences	3 (b)	failing to report
	7	Loud comments, unsportsmanlike or unseemly behaviour
	8	Attracting attention or interference
	9	Discreditable or injurious actions or conduct
	16 (a) (b)	aggression, witnessing
	21	Non-member aggressive dog
	B Aggressive Dogs	
	3 - 4	Responsibilities, reporting
Hot Weather Policy	1, 2, 3, 5, 6	Responsibilities of Affiliates - shade, drinks, chairs, towel for table, lunch break
ANKC	Part 5 Show	Classes, Neuter Classes, Order of Judging, Judging Systems (Runner Up and G1-4), Use of Breed Standards

APPENDIX 2 – BEHAVIOUR AND DRESS CODE

Introduction

Any alterations to these Guidelines will be published in the South Australian Canine Associations Journal immediately following Councils endorsement.

In general, these guidelines are applicable to all conformation exhibitions where Ring Stewards are engaged. All stewards are to embrace these guidelines in order to satisfy the rules of the Association.

Consequently, there is need for the steward to be conversant with the Constitution and Rules of the Association. All stewards are strongly recommended to have in their possession a current copy of the rules of the Association.

If a steward is asked a question relating to the rules of which they are unsure of, the question should be referred to the SACA Representative on the day who will have a current copy of the rules in their possession

An experienced steward uses dignity and politeness to effectively carry out their duties at an exhibition.

Of most importance for a steward to remember, is they are an exhibition official and under the scrutiny of the exhibitors and visitors. For this reason, the steward must dress appropriately and treat all with the respect that they themselves expect. Stewards should refrain from the consumption of alcohol when in the judging precinct.

Duties of the Steward

While the following has been covered in depth in the main part of this document, the following points are most important to be aware of and will ensure that the day runs smoothly.

The duties of the steward commence prior to the start of any exhibition. These include an important obligation that if for any reason a steward is unable fulfil their contract, the affiliate is to be notified at the earliest time to allow a replacement to be found. The steward should assist the affiliate in finding a replacement.

When the judge arrives the steward should introduce themselves to their judge and discuss any particular ring craft they wish to employ. This may include the entrance to the ring the positioning of the exhibits and any particular ring layout. This will assist exhibitors and ensure a smooth and less stressful judging precinct.

Once judging has commenced it is the responsibility of the exhibitor to be vigilant of the breeds being judged and to be at the assembly area prior to commencement of their particular breed. However, Stewards need to ensure that they call in a loud voice if a breed is not at ringside, especially when the previous Breed may be all absent.

The steward is the judge's direct assistant and is to ensure the procedures in the judging precinct are conducted efficiently and in accordance with the rules of the Association. At no time is the steward to discuss an exhibit or exhibitor with the judge. Should the judge make an error in ring procedure, e.g. during a Challenge place the exhibits 1st, 2nd and 3rd, the steward should immediately suspend judging and discreetly inform the judge of the correct protocol.

Whilst the judging is occurring, the steward should retire from the judging precinct where they could not interfere in the activities of the ring. During this period the steward should be preparing the next class whilst remaining vigilant on the judge and the ring.

Once a class has been passed over to the judge for judging and the judge's sheet marked with absentees, an absent exhibitor may not be permitted to enter the ring. Subsequently once a class has been judged and the placings declared, it cannot be re-judged.

Once a class has been judged and the judge wishes to short list a number of exhibits, the remainder may be excused if the judge wishes. This procedure should be encouraged during hot weather.

Mobile Phones

Mobile phones should be preferably turned off so as not to provide a distraction to the judging in the ring. However, if it is essential that the steward is required to be contactable, the phone should be placed on silent with the "Vibration" setting enabled. Calls should only be answered if it will not interfere with the judging in the ring and should be as short as possible.

Best to allow the phone to go to message bank and follow up at an appropriate time.

Dress Code

The dress code for a steward whilst remaining neat and smart must also be practical and take into account temperature and other weather conditions.

The following is a suggested minimum practical dress standard:

Men:

- Dress slacks.
- Dress shirt (long or short sleeve). Loose fitting cotton is suggested during the warmer months.
- Jacket and tie (weather permitting) preferred.
- Footwear (Enclosed).
- Hat, wide brimmed is preferred.
- Sunscreen, non-scented.

Ladies:

- Dress.
- Skirt or Slacks.
- Shirt (long or short sleeve). Loose fitting cotton is suggested during the warmer months.
- Jacket (Dress or blazer)
- Footwear (Covered).
- Hat, wide brimmed is preferred.
- Sunscreen, non-scented.

When preparing for a stewarding appointment take note of the weather forecasts and dress accordingly. Being comfortable in suitable clothing can make a big difference to how you cope with a full day's stewarding duties. Being smartly dressed adds prestige to the overall appearance of the whole show.