



## **Conformation Stewards Training**

**ISSUE V1.0 Interim**

**Author: Show Management Working Party**

## DOCUMENT DISTRIBUTION

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## **INTRODUCTION**

The *Show Management Working Party* is an Advisory Committee assisting Council in the development and management of the Conformation Officials training programs. At the August 2025 Council Meeting, Council approved the Peter Thompson to formulate a proposal for the creation of updated Training Programs for Conformation Stewards, SACA Representatives, Show Managers and Conformation Convenors. This document supports Conformation Stewards Training, with the responsibilities of:

1: developing an updated training package for new Conformation Stewards, in conjunction with the current Dogs SA Steward's Guidelines. This would cover members wishing to become regular Stewards and Aspirants fulfilling their requirements under the Conformation Judges Training Program.

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), others as required.

## **TRAINING PACKAGE INTRODUCTION**

This Online Training Package is intended to make it easy for interested Dogs SA Members to undertake training, in a self-paced timeframe, without having to attend a formal presentation.

The Conformation Stewards Training consists of four parts:

- Dogs SA Rules (download latest version from Dogs SA website)
- ANKC REG 5 Shows (download latest version from Dogs Australia website)
- Conformation Stewards Training Manual (This Document)
- Practical Work and Assessments

All relevant Rules and Regulations can be downloaded from the Dogs SA (<https://dogssa.com.au/>) or Dogs Australia (<https://dogsaustralia.org.au/>) websites.

## STEWARDS TRAINING AND ASSESSMENT

To become an approved Conformation Steward, an intending Steward must first read and understand the Stewards Training Manual. This Manual includes the following topics:

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

Once the intending Steward has read and understood the content of the Conformation Stewards Training Manual, 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 Assessment Sheet.*

### Tablets

With the introduction of the two online Stewarding systems using Tablets at the beginning of 2021, now consolidated into the one system "Show Manager" the previous paper sheets are now no longer used except for a few Breed and Group Shows. The Show Manager system replicates the paper sheets. Many of the required fields are auto filled but there is some manual interaction required depending on circumstances. The Show Manager system is very easy to use and is soon learnt. In training it is preferred that Trainee Stewards utilise the Tablets for both the Runner Up and Alternate Group placings to cover all processes. The previous "sheetwork" is not required.



## **THE CONFORMATION STEWARD**

*Refer SACA Rules PART X STEWARDS*

### **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 Definitions – Steward, Judging Precinct*

### **1: WHO CAN BECOME A STEWARD?**

To become a Conformation Steward, a person must:

(a) be a Voting Member of the SACA

(b) have successfully passed the required SACA Stewards Training

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, optional for Aspirants

### **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 Conformation Stewards Manual. The Steward needs to read the information provided before their first Practical session. Once the Manual is read and understood, the trainee should arrange 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. This session will also involve an introduction to 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 Tablet. 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 has 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. For trainees undertaking the Stewards Training as part of the Conformation Judges Training program, it is optional to be added to the Stewards Panel.

## **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.

## **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 Dogs SA Rules.*

## **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. Many Stewards find that the provided Group Catalogue is a handy reference so the use of a Clipboard to secure the Group Catalogue is very useful. In the event of a Tablet malfunction, the catalogue is a handy backup until the Tablet issue is resolved.

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:

Clipboard – either standard or storage

Pens

Rubber Bands

Wet Weather Gear

Umbrella

## **A STEWARD'S DAY**

### **Prior to the Show**

Once you have signed a contract to steward at a Show, either paper or electronic, enter the date in your Diary or any other way in which you will remember the assignment. 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 arrive at least 30 minutes prior to the show commencement time. This also allows you to manage for traffic delays or perhaps a flat tyre.

### **At the Show**

When arriving at the Show, report 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/morning tea 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 up to with breed judging in relation to the advised lunchbreak. 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. 40 minutes with the normal runner up system, breed judging needs to be finished 40 minutes prior to the lunch break for it to proceed. It will depend on planned lunch break activities, whether 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. With smaller entries these days and multiple shows on the same day, group judging and often General Specials is usually completed at most shows prior to the lunch break.

### **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". Place your Tablet on charge 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 your Tablet, 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. Put your tablet on charge 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 place your Tablet on charge. Advise the Show Manager that you have completed your assignments for the day. Collect your Stewarding fee if applicable.

## **JUDGING SYSTEMS**

### **ANKC SHOWS**

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*

### **FCI SHOWS**

There are two types of FCI Shows held in Australia:

- C.A.C.I.B.

The C.A.C.I.B. Shows use different classes to an A.N.K.C. Show. There is no Australian Bred Class or Neuter Class. Open Class (11/11A) is for non-Champions over the age of 15 months, and Champion Class (21/21A) is for Champions Only. Veteran Class (12/12A) is a competitive class eligible for the CC. Classes are judged the same as a normal Show with the CC awarded first. If the winner is from a Class eligible for the C.A.C.I.B., it is also awarded. The Res CC is then awarded, along with either the C.A.C.I.B. or Reserve C.A.C.I.B. The winner of the Junior and Veteran Dog and Bitch classes, win the respective C.A.C.I.B.-J. OR C.A.C.I.B.-V. award. The C.A.C.I.B. judging stops at breed level and all awards made after breed level are the same as a normal show.

*Refer ANKC Regulations Part 5 – Show Section 9.*

- A2O

The A2O CAC is awarded to the Dog and Bitch CC winners, otherwise judging is the same as a normal Show.

*Refer ANKC Regulations Part 5 – Show Section 9.*

**Note:** *Stewards must be fully conversant with the order of judging whichever system is in use. It is essential that you remind the Judge of the system being used prior to the commencement of breed judging and again before the commencement of in Group and in Show judging. For a full breakdown, please refer to ANKC Regulations Part 5 – Show Section 9.*

### **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 the Tablet. The Show Manager program allows for marking dogs present by tapping on the “Thumbs Up” icon which will then change to BOLD. A second tap will change the symbol to a “Change” symbol. 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 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 must 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)*

### **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.

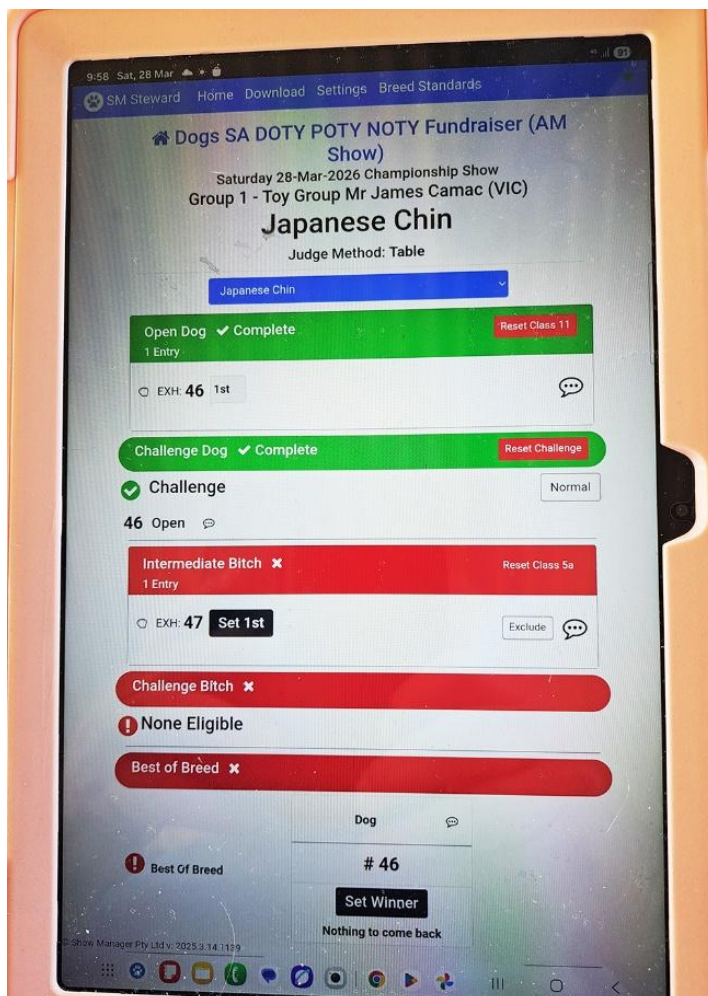
## TABLE, RAMP AND GROUND ...

Stewards should familiarise themselves with the Dogs Australia Regulations regarding the use of ramps. For regulations pertaining to the use of the Ramp and Table refer to Dogs Australia Regulations Part 5, Clause 2.7.

Note that Baby Puppies of any breed may be examined on the ground, table or ramp at the discretion of the Exhibitor and Judge. (2.7.6)

Note that on the Judge's contract they sign a declaration that: *"I also declare I am physically fit and capable of judging in the normally accepted manner."* This includes the use of Ramps. If any issues arise, suspend judging and refer to the Show Manager.

The Tablet clearly indicates the method of judging.



The Judging Method is indicated directly below the Breed name.

In this example  
**Judge Method: Table**

Classes that have been judged or completed are in **GREEN**, while classes yet to be judged are in **RED**.

If an error has been made, use the **Reset** button to make amendments.

## **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.

The Show Manager system does not allow a dog to be entered in either an age or sex ineligible class so many of the previous errors of dogs entered in wrong classes do not occur. However, while an exhibitor may have the right exhibit number on, how do we know they have the correct exhibit? Usually, we do not.

### **1: 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. This also applies to Group judging.

### **2: 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 or their actions are distracting my dog.**

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.

### **3: 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.

**4: That person is running up the back of my dog or setting up too close.**

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

If advised before the class, make a comment or give each other plenty of room prior to the class or if it happens once dogs are lined up, ask the offending exhibitor to move their dog back.

**5: The Judge wants to go over the dogs in the Assembly Area due to adverse weather conditions.**

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. Assembly areas are required to be erected at all Exhibitions and are only to be used as part of the judging precinct in exceptional circumstances and at the request of the Judge and with the approval of the Show Manager.

**6: A Dog fouls the ring, and the exhibitor expects the Steward to clean up the 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;

**7: 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.

**8: 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.

RULE 8.4.14 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 or wearing an Ambassador Jacket.**

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.

A Steward must monitor both the ring and the Assembly area and be proactive. Sometimes exhibitors are too busy chatting or watching what is happening in the ring to watch their dogs. If this occurs, a gentle reminder may save a bad situation from occurring.

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.

The SACA Representative will ask for witness statements from the Judge, Steward and all involved parties as well as witnesses.

**BEHAVIOUR AND DRESS CODE**

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. Mobile phones may be used to call for assistance from the Show Manager if required.