



## Stewards Guidelines

### Obedience & Rally Trials

Each ring will generally have 2 stewards. The stewarding duties are divided between you, e.g. one marshals and writes up scoreboard, the other does the rest, both are post for the figure 8.

If you are inexperienced, you will be placed with a more experienced steward.

#### **Before the Trial**

Download the ANKC Rules for the Class you will be stewarding, read through, print out and study to familiarize yourself with the exercises which will be done in the Class [Obedience Trial](https://ankc.org.au/media/9448/9-obedience-01-01-2021-v2.pdf) (<https://ankc.org.au/media/9448/9-obedience-01-01-2021-v2.pdf>) and [Rally Trial](https://ankc.org.au/media/9457/10-rally-rule-book-01-01-2021-v32.pdf) (<https://ankc.org.au/media/9457/10-rally-rule-book-01-01-2021-v32.pdf>).

#### **Clothes**

Wear comfortable clothes and shoes; bring wet weather and/or cold weather jackets and hats. In the summer time remember sun cream and hat.

Important that you **do not** have any food/treats in your pockets, also do not pat any dogs before you start stewarding and while you are in the ring. If you have any food/treats on your pockets or have pat dogs these smells can make a dog to stop and sniff your pockets/cloths when you are a post in the figure 8 exercise.

It's important not to wear clothing that may distract the dogs, e.g. clothing that smells of your dogs/other animals or flapping clothing.

#### **On arrival at the Trial**

Check in with the Trial Manager and ask if your Judge has arrived. Introduce yourself to the Judge.

Help yourself to tea / coffee / morning tea, you will probably have lunch with your Judge along with the other stewards and Judges. Check with your Judge about drink / snack preferences and encourage Judge to have something to eat before commencing.

Accompany Judge to the ring, there should be a large clear plastic storage box at your ring which contains pens, whiteboard marker, marker pegs, stop watch, rule book, measuring tape and a large laminated score card – the significance of which is explained below.

The judge will instruct you where the markers, if the broad and solid jumps are to be used (height number are all on one side of the solid jump) or cones are to be placed in the ring.

Collect the Stewards list of competitors who have checked in for your ring from the check in table (this is a single sided catalogue). Also, the Judges Score Card – which should be printed on coloured card. Both must be handed to the person writing up the certificates when your judge has finished judging

Look at the Stewards list as some competitors may have indicated that they have another dog in a different ring, and they are concerned the 2 dogs may be required to compete at the same time. This is accepted and we try to accommodate all such requests. These competitors would normally be placed at the end of judging the ring.

**Before ring commences, ask the judge how they want to be introduced to the competitors, i.e. Mr Smith or John Smith.**

Competitor must have their catalogue number clearly displayed.

Introducing the Competitor & Dog: You lead the team to the Start peg and say: “{Judge}, this is competitor Number {XX}”, which enables the Judge to mark that number on his score card.

### **Taking and returning the Competitor’s leads**

When you are taking the competitor lead stand on the handler’s right side and wait for the handler to give it to you, when returning the lead to the handler again approach the handler on their right side and wait for the handler to hold their hand to you. It is a good idea when carrying the lead/s not to swing them around so hold the lead/s close to you and place it onto the table while the handler/s are in the ring. (Remember never take/give the lead so that it is passed over the dog’s head).

This is especially important in CCD, as Recall Off Lead is the final individual exercise, and some dogs may try to bolt afterwards, so giving the lead quickly to the competitor can stop this behavior, which is very distracting to other dogs. There is a rule which states that the dog must enter and leave the ring on lead (never by the dog’s collar).

### **As the Trial begins**

Be at the official opening during which Judges, Stewards and helpers are introduced to the competitors. At this time, try to identify the first few competitors in your ring (each competitor must wear an identifying number which corresponds to the list of competitors and helps retain a sense of anonymity and thus objective judging).

Tape or pin the large laminated sheet outside the ring. This needs to be filled in using marker pen after each competitor is done to enable those outside the ring to learn the scores – for themselves and the other competitors.

The Judge will explain to you everything he wants to be done while you are stewarding, for example: When you are to take up position for the figure 8. When you are to hold his/her clip board when the stand for exam is being done.

### **Calling the competitors number**

Check your catalogue before you call the next competitor call in a clear voice, when the competitor answers you mark your catalogue.

Be aware of where the next few competitors are so that there is a steady stream of competitors with their dogs entering the ring.

If a dog fails an early exercise, the competitor may withdraw with permission from the judge from further participation, which means that you need to have the handler's lead ready so that they can leave the ring. You need to also let the next competitor know that they need to get ready to enter the ring. (If a competitor asks you if they can withdraw, only the judge can give them permission)

When you are marking the catalogue remember the following: "A" Absent, "W/D" Withdrawn, "✓" Present, "Q" Qualifying, "1<sup>st</sup>" First place, "2<sup>nd</sup>" Second place, "3<sup>rd</sup>" Third place.

### Equipment

- Changing the width of the broad jumps – Each dog has an official distance for the broad jump, the judge will tell you what width the jump has to be for each dog. The broad jumps are of different height, the shorter one is always closest to the dog.
- Changing the height of jumps – Each dog has an official height for jumps, the judge will tell you what height the jumps has to be for each dog. Every jump board has numbers on one side these numbers must be on one side of the jump, these numbers are usually facing the front of the ring.
- Dumbbell – Take it by the end (Never touch the middle of the dumbbell).
- Directed retrieves – Handler will have 2 (open) or 3 (utility) white cotton gloves for this exercise. These will be put on the table, until you need to place them on the markers the judge has put out.
- Food refusal – Club will provide 2 sorts of food in plastic containers for this exercise you will hold the food container for the judge.
- Mat – The mat has to be pegged down.
- Scent discrimination items – (15) Provided by the handler. The three items to be scented by the handler must not be touched. The other 12 items should be placed in the Scent Discrimination area by hand. DON'T use the tongs to move unscented articles.
- Seek back item – Provided by the handler, you must use the tongs and never touch this with your hands.
- UDX – (10) face cloths provided by the handler, the 2 to be scented by the judge must not be handled by the steward, use tongs.

### Figure 8

Being a Figure 8 post is an important function. You need to stand as directed by the Judge, usually on a pre-positioned marked on the ground. Fold your hands in front of you (up high) and refrain from making eye contact with dogs or competitors.

You need to be aware of when the Judge wants you to walk into position – usually discussed before judging the first dog, and watch for that time. It can be distracting to a dog if you are running into position while it is Heeling towards you.

## **Dumbbell**

When the competitor first enters the ring, they will bring the dumbbell to the start peg and give it to you with the lead, when the judge tells them.

When you are handling the dumbbell **DO NOT** hold the dumbbell by the centre section which goes in the dog's mouth. Your hands may have scents which adversely affect the dog, and there is the (very remote) possibility of transferring a virus from one dog to the next. Practice holding and carrying a dumbbell by one of the larger ends.

## **CCD / NOVICE**

You will need to marshal competitors, be a figure 8 post, take / return lead, write up scoreboard, introduce judge to competitors. Take handlers in for group stays, and collect/return leads, collect roaming dogs if judge directs. In Novice take dumbbell, give to handler for retrieve exercise, if this is the optional exercise selected.

## **OPEN**

You will need to marshal competitors, be a figure 8 post, take / return lead, write up scoreboard, introduce judge to competitors. Change solid jump height and broad jump width, take dumbbell and give to handler for retrieve exercise, when required, place 2 gloves on markers for directed retrieve if required. Take handlers to blind and on returning the handler are to be in same order as their dogs to the spot indicated by the judge, keep the time if required or watch for judge's signal for handlers to return.

## **UD**

You will need to marshal competitors, be a figure 8 post, take / return lead, write up scoreboard, introduce judge to competitors. Change solid and bar jump heights. Put out 12 unscented Scent Discrimination items. Judge may do this, but if the judge asks you, offer each item to be scented to handler (3 items, all scented separately, there are 3 parts to this exercise). You will only handle these 3 items with tongs. You will then place the item where the judge has indicated. Hold the 2 types of food for the judge, if the handler has elected the Food Refusal exercise. Place the 3 gloves on the designated markers, if the handler has elected the Directed Retrieve exercise.

## **UDX**

You will need to marshal competitors, be a figure 8 post, take / return lead, write up scoreboard, introduce judge to competitors. Change solid and bar jump heights. Put out 12 unscented Scent Discrimination items. Judge may do this, but if the judge asks you, offer each item to be scented to handler (3 items, all scented separately, there are 3 parts to this exercise). You will only handle these 3 items with tongs. You will then place the item where the judge has indicated. Hold the 2 types of food for the judge, if the handler has elected the Food Refusal exercise. Place the 3 gloves on the designated markers, if the handler has elected the Directed Retrieve exercise.

Seek back with decoy, steward may be asked to put out decoy. Scent discrimination with judge's scent, steward will put out unscented cloths. Multiple retrieve, steward puts out the three leather articles supplied by handler.

### **Stays – Sit and Down**

Every class has Group Stays after all dogs have done individual exercises. You help the Judge put out a row of markers using the measuring tape if necessary to ensure they are 2.5 metres apart.

The judge will explain to the competitors before the start of the sit stays. You line up the competitors IN THE ORDER of individual judging, because that is the order of numbers the Judge has on his/her Score card.

You or the judge will lead them into the ring in single file to about 1 metre behind the markers, the other steward will be asked to collect their leads. The Judge will indicate to you where to stand and also if you are to watch the dogs or the competitors. Stand still and quiet, to reduce any distraction to the dogs.

In CDX / UD you may be asked to lead the competitors to the Blind or Gazebo for out of sight stays. Don't engage in loud conversation with the Competitors, use whispers if you are asked whether dogs have moved position, you may have a stop watch to lead the competitors back into the ring afterwards. Pay careful attention to the time shown, and make sure that you do not make the competitors stay out of sight longer than the specified time.

When the handlers are returning to the ring they are to be in the same order as their dogs to the spot indicated by the judge.

### **After judging is done**

Take the score card back to the Trial manager who is writing up Qualifying Certificates for the presentation. Sometimes the judge will want to chat with competitors, and if this is happening, politely ask the judge for the score card and also the marked catalogue (CHECK that the Judge has signed it) and take them to the Manager.

Put down the ring by stacking the jumps to one side and ensuring that all items are returned to the clear plastic box.

If there are any remains from morning tea breaks, dump food into a bin and bring cups and plates back to the office area.

Lunch and a drink will be offered to all helpers at the Trial, so decide if you wish to partake, and if not, check with the Trial Manager that you are free to leave. Farewell you Judge at this time.