

Cavalier King Charles Spaniel Club, U.S.A., Inc.

Gate Steward Procedures

Job Description

The Gate Steward is responsible for assisting the Ring Steward in preparing exhibitors to enter the Show Ring and providing a marked catalog with the show results. The Gate Steward remains at the gate and does not enter the Show Ring unless they are finished showing dogs for the day.

Responsibilities

- Lines up the exhibitors in catalog order for class competitions.
- Informs the Ring Steward of any absences.
- Informs the Ring Steward of any late exhibitors.
- Verifies that exhibitors display the correct numbers.
- Assists the Ring Steward when a class is split and the inactive exhibitors are temporarily removed from the ring.
- Informs the Ring Steward of potential double handling infractions. Refer to Appendix B for more information on double handling.
- Enters the show numbers of the Class Placements, Major Winners, and Special Award Winners in the Gate Steward Catalog.
- Assists the Table Steward to verify that the marked Gate Steward catalog matches the marked Table Steward catalog.
- Signs and dates the Gate Steward Catalog.

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Before Judging Starts

1. Create a grid 5 columns across and 15 lines down in the back of the catalog to record the first and second place winners of each class for dogs and bitches. In the first row, write Class, Dog 1, Dog 2, Bitch 1, and Bitch 2 in the 5 columns, one title per column. In the first column of rows 2 – 15 write the classes in the order they compete – JP, SP, GP, NOV, BBE, AmBr, HC, Bl, Tri, Ruby, BT, Open – one class per row. Refer to Appendix A for a completed grid.

Example: Class Dog 1 Dog 2 Bitch 1 Bitch 2
 JP
 SP
 GP
 ...
 Open

2. Line up the exhibitors for the first class in catalog number order.

For Each Class Competition:

1. Line up the exhibitors in catalog number order.
2. Mark any missing exhibitors with an A for Absent in the catalog.
3. Inform the Ring Steward of any absences.
4. Verify the show numbers of the exhibitors as they enter the ring.
5. Inform the Ring Steward of any late exhibitors.
6. Keep track of inactive exhibitors outside the Show Ring when a class is split and the inactive exhibitors are temporarily removed from the ring.
7. Enter the show numbers of the Class Placements in the Gate Steward Catalog.

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For Best Puppy In Show Competition:

1. Line up the puppy class winners in the appropriate order.

Note: Normally, this is Junior Puppy Dog, Senior Puppy Dog, Junior Puppy Bitch, and Senior Puppy Bitch. However, some Judges may want the Senior Puppies in each sex first.

2. Inform the Ring Steward that the puppy class winners are ready.
3. Verify the correct dogs enter the Show Ring for the competition.

Note: Some competitions award Best Puppy Dog first and the Best Puppy Bitch second and then have the competition between them for Best Puppy in Show. Others have all of the puppies in at the same time to select Best Puppy in Show and then award the other sex between the two puppies of the other sex.

4. Enter the show number of Best Puppy Dog, Best Puppy Bitch, and Best Puppy In Show in the Gate Steward Catalog.

For Best Veteran In Show Competition:

1. Line up the veteran class winners in class order.
2. Inform the Ring Steward that the veteran class winners are ready.
3. Verify the correct dogs enter the Show Ring for the competition.
4. Enter the show number of Best Veteran In Show in the Gate Steward Catalog.
5. Enter the first and second place winners into the grid.

For Each Winners Competition:

1. Line up the class winners in class order based on the order the Judge wants them to enter the ring. This can be from Open to Puppy or Puppy to Open. Only the Best Puppy of each sex competes in the Winners Competition. Use the grid the grid to determine the show numbers and the order.
2. Inform the Ring Steward that the class winners are ready.
3. Verify the correct dogs enter the Show Ring for the competition.
4. Enter the show number of Winners in the Gate Steward Catalog.

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5. Locate the second place to Winners for the Reserve competition.

Note: Should the Puppy be awarded Winners, second place to that puppy and the other puppy class winner return to the ring to compete for Reserve.

6. Inform the Ring Steward that the second place dog is ready.
7. Enter the show number of Reserve Winners in the Gate Steward Catalog.

For Best In Show Competition:

Note: If the Puppy is Winners and was not Best Puppy In Show, they are not eligible to compete for Best In Show because they have been defeated once by a dog of the opposite sex. The opposite sex Winners is automatically Best In Show.

Note: If the Puppy is Reserve Winners and was not Best Puppy In Show, they are not eligible to compete for Reserve Best In Show because they have been defeated twice -- once by a dog of the opposite sex and once by a dog of the same sex. The opposite sex Winners is automatically Reserve Best In Show.

1. Line up Winners Dog and Winners Bitch.
2. Locate Reserve Winners and ensure they are standing by.
3. Inform the Ring Steward that the Major Winners are ready.
4. Enter the show number of Best In Show in the Gate Steward Catalog.
5. Locate Reserve Winners to Best In Show for the Reserve Best In Show competition.
6. Inform the Ring Steward that the Reserve Winner is ready.
7. Enter the show number of Reserve Best In Show in the Gate Steward Catalog.

For Special Awards Competition:

1. Line up exhibitors who show up for the competition in Show Number order.
2. Inform the Ring Steward that the exhibitors are present.
3. Enter the show number of the Special Award Winner in the Gate Steward Catalog.

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After the Competition:

1. Assist the Table Steward to verify that the marked Gate Steward catalog matches the marked Table Steward catalog.
2. Sign and date the Gate Steward Catalog.

Note: If there was more than one Gate Steward during the day, each Gate Steward must sign and date the Gate Steward Catalog.

Appendix A: Completed Grid Example

Filling in the first and second place dogs within each class will help you line them up for the Winners competition as well as identify the second place dog. Enter first place in the dog classes in Dog 1 and second place in Dog 2. Enter first place in the bitch classes in Bitch 1 and the second place in Bitch 1.

Example:

Class	Dog 1	Dog 2		Bitch 1	Bitch 2
JP	123	124		223	224
SP	133	134		233	234
GP	143	144		243	244
NOV	153	154		253	254
BBE	163	164		263	264
AmBr	173	174		273	274
HC	183	184		283	284
BI	193	194		293	294
Tri	103	104		203	204
Ruby	113	114		213	214
B/T	301	302		401	402
Open	311	312		411	412

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Appendix B: Double Handling

Double handling means that the exhibitor places a colleague outside the ring to attract the dog's attention so that it shows and handles better and has an advantage over the dogs being handled in the accepted manner. It can take many forms – from the unobtrusive call to keys being jangled, the dog's name being called, fingers snapping, bells ringing, whistle blowing, and someone (owner) simply walking around the outside of the ring trying to catch the eye of the dog.

It usually happens when the exhibit is not being shown by the usual handler/owner and the offending individual is outside the ring trying to get the dog's attention. The end result is that the dog is shown more to its advantage, giving it an often distinct advantage over other exhibitors in the ring.

In the CKCSC-USA, the great percentage of exhibitors are owners/family members that are truly novice to showing/handling. These individuals may attempt doubling handling completely unaware of its implications. More perceptive and experienced exhibitors are acutely aware of double handling and completely aware of the fact that it is not allowed.

It is for the Judge to determine the intent of all offenders and act accordingly. If the Judge observes double handling, they will stop judging and notify the Ring Steward that they believe deliberate double handling is going on. If the Gate Steward notices a potential infraction, they must notify the Ring Steward immediately.

If the Judge dismisses an exhibitor from the ring for double handling, the Gate Steward assists the Ring Steward in ensuring that they leave the ring and do not return for any competition involving their dogs. Another club member may show the dogs entered by the excused exhibitors and accomplices, but the exhibitor and accomplice may not be in the ballroom during any competition involving their dogs.

For example: A dog wins Best Puppy Dog and is eligible for Winners Dog competition. The exhibitor is excused for a double handling violation prior to the Winners Dog competition. The exhibitor cannot show the Best Puppy Dog in the Winners competition nor any subsequent competitions for which the puppy is eligible. The accomplice cannot show any of their entered dogs either. Neither can be in the ballroom during the Winners Dog competition. If the puppy is not awarded Winners Dog, they may not return to the ballroom until the puppy is eliminated from competition.