

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

Ring Steward Procedures

Job Description

The Ring Steward is responsible for assisting the Judge, managing the exhibitors in the Show Ring, and providing a marked catalog with the show results. The Ring Steward must do the job the entire show. Although the Ring Steward cannot show any dogs that day, another club member may show their dogs for them as a courtesy. The Ring Steward should be dressed in the same manner as the Judge.

Responsibilities

- Updates the Judge on general policies.
- Determines the order that the Judge wants to see the class winners line up for the Winners Competition – Puppy to Open or Open to Puppy.
- Determines how the Judge wants to handle exhibitors who arrive after the class has started and before the last dog is seen.
- Escorts all exhibitors into the Show Ring.
- Verifies the exhibitors in the class or competition are present and in the appropriate order before judging starts and informs the Judge when the class or competition is ready.
- Updates the Table Steward with the absences from the class or competition.
- Ensures that the exhibit area used for moving the dog is clear during individual examination.
- Communicates general instructions from the Judge to the Exhibitors.
- Ensures inactive exhibitors follow instructions when a class is split, including moving in and out of the Show Ring when appropriate.
- Provides exhibitor clean-up materials when their dog has an accident in the ring. Circumstances may dictate that the Ring Steward actually clean up the accident.
- Manages double-handling infractions. Investigates and warns exhibitor and accomplice that their actions are considered double handling and the next incident will result in expulsion for the rest of the competition. Notify the Judge and Show Rules Chair that an infraction has occurred. If there are more competitions during the weekend, advise the Ring Steward and Show Rules Chair of that competition of the double handling infraction. Refer to Appendix B for more information on double handling.
- Hands the Judge the rosettes and prizes for the associated award before they are presented.
- Enters the show numbers for Class Placements, Major Winners, and Special Awards Winners in the Ring Steward Catalog.
- Updates the Table Steward with the show numbers for the Class Placements, Major Winners, and Special Award Winners.

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- Assists the Table Steward to verify that the marked Ring Steward catalog matches the marked Table Steward catalog.
- Signs and dates the Ring Steward Catalog.

Procedures

Before Judging Starts

1. Update the Judge on general policies such as:
 - Allow spayed bitches and neutered dogs. They are to be judged on the adherence to the standard.
 - Wait to award Reserve until the dog that was second to the winner returns to the ring for the Reserve Competition.
 - Dismiss a dog for injury or aggressive behavior towards them or another dog.
 - Dismiss an exhibitor and accomplice for double-handling infraction.
2. Determine the order that the Judge wants to see the class winners line up for the Winners Competition – Puppy to Open or Open to Puppy.
3. Determine how the Judge wants to handle exhibitors who arrive after the class has started and before the last dog is seen. Include whether or not they want to be:
 - Notified that there is a late exhibitor so they can give permission for the exhibitor to enter.
 - Notified that an exhibitor has been added to the group after you have added them to the line-up.

Note: When notifying a Judge of a late exhibitor, wait until the Judge is finished with the current dog before updating them.

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4. 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

For Each Class Competition:

1. Escort the class exhibitors into the Show Ring.
2. Verify the exhibitors in the class are present, wearing the correct number, and in catalog number order. Mark any missing exhibitors with an A for Absent.
3. Inform the Judge the class is ready.
4. Update the Table Steward with the absences from the class.
5. Escort late comers to the end of the unseen dogs in the ring. Notify the Judge, in accordance with the policy established with the Judge prior to starting the day's judging of the arrival. Notify the Table Steward that an absent exhibitor is now present.
6. Reposition exhibitors as necessary to keep the exhibit area used for moving the dog clear during individual examination.
7. Communicate general instructions from the Judge to the Exhibitors.
8. Reposition inactive exhibitors when a class is split, including moving in and out of the Show Ring when appropriate.
9. Provide exhibitor clean-up materials when their dog has an accident in the ring. Circumstances may dictate that the Ring Steward actually clean up the accident.
10. Enter placements 1 – 4 in the Ring Steward's Catalog.
11. Update the Table Steward with the show numbers for the Class Placements.
12. Update the grid with the show number of the 1st and 2nd place winners.

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For Best Puppy In Show Competition:

1. Escort the puppy class winners into the Show Ring.

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.

2. Verify that the dogs are lined up in the appropriate order.
3. Inform the Judge who is in the ring and in what order.
4. Hand the Judge the rosette and prize for the award before it is presented.
5. Enter the show number of Best Puppy Dog, Best Puppy Bitch, and Best Puppy In Show in the Ring Steward Catalog.

For Best Veteran In Show Competition:

1. Escort the veteran class winners into the Show Ring.
2. Verify that the dogs are lined up in the appropriate order.
3. Inform the Judge the class winners are present.
4. Hand the Judge the rosette and prize for the award before it is presented.
5. Enter the show number of Best Veteran In Show in the Ring Steward Catalog.
6. Update the Table Steward with the show number for Best Veteran In Show.

For Each Winners Competition:

1. Escort the class winners into the Show Ring.
2. Verify that the dogs are lined up in the appropriate order using the grid. 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.
3. Verify that the exhibitors are wearing the correct numbers using the grid.
4. Inform the Judge that the class winners are present.
5. Lead applause for Winners initial parade around the ring, if it has not broken out already.
6. Hand the Judge the rosette and prize for Winners before it is presented.
7. Enter the show number of Winners in the Ring Steward Catalog.
8. Update the Table Steward with the show number for Winners.

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9. Escort the second place to Winners to the Ring 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.

10. Inform the Judge that the second place dog to Winners is present.
11. Hand the Judge the rosette and prize for Reserve before it is presented.
12. Enter the show number of Reserve in the Ring Steward Catalog.
13. Update the Table Steward with the show number for Reserve.

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. Ensure that Reserve Winners Dog and Reserve Winners Bitch are standing by.
2. Escort the Winners Dog and Winners Bitch to the ring.
3. Inform the Judge that Winners Dog and Winners Bitch are present.
4. Lead applause for Winners initial parade around the ring, if it has not broken out already.
5. Hand the Judge the rosette and prize for Best In Show before it is presented.
6. Enter the show number of Best In Show in the Ring Steward Catalog.
7. Update the Table Steward with the show number for Best In Show.
8. Escort the Reserve Winners to Best In Show to the Ring for the Reserve Best In Show Competition.
9. Inform the Judge that the Reserve Winners is present.
10. Hand the Judge the rosette and prize for Reserve Best In Show before it is presented.
11. Enter the show number of Reserve Best In Show in the Ring Steward Catalog.
12. Update the Table Steward with the show number for Reserve Best In Show.

For Special Awards Competition:

1. Escort the exhibitors to the ring.
2. Inform the Judge that the exhibitors are present.

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3. Hand the Judge the rosette and prize for the Award before it is presented.
4. Enter the show number of the Special Award Winner in the Ring Steward Catalog.
5. Update the Table Steward with the show number for the Special Award Winner.

After the Competition:

1. Assist the Table Steward to verify that the marked Ring Steward catalog matches the marked Table Steward catalog.
2. Sign and date the Ring Steward Catalog.
3. Give the signed and dated Ring Steward Catalog to the Table Steward.

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

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.

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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. The Ring Steward takes the following steps:

- Speak to the participants. Inform them that their actions have been construed as double handling. Warn them that the next infraction results in expulsion of the dog, exhibitor, and accomplice for the remainder of the competition.
- Notify the Judge that the participants have been warned so they can continue judging. Be sure to remind the Judge that they may excuse the exhibitor and dog from the ring if there is another infraction.
- If the Judge dismisses an exhibitor from the ring for double handling, ensure 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.

- Report the infraction to the Chair of the Show Rules Committee.

The Judge may not be aware that the double handling is going on. Therefore, it is the responsibility of the Ring Steward to keep an eye out for actions that could be considered double handling. There are times when the Ring Steward is not able to observe the infraction and may receive information about it from another Judge or experienced steward sitting ringside. When this happens, the infraction must be treated as if the Ring Steward viewed it and follow the above procedures for handling an infraction.