

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

Table Steward Procedures

Job Description

The Table Steward is responsible for submitting accurate Show Results to the Points Secretary, the host Club President, and the Show Secretary. The Show Results are defined as:

- Required Records
 - Class Point Winners Form (one for dogs, one for bitches)
 - Major Point Winners Form
- Table and Ring Stewards' Catalogs (to Points Secretary Only)
- Gate Steward's Catalog (to Club President Only)
- Judge's Results Book (to Points Secretary Only)
Note: This book does not exist at this time. When it does, it will be included with the Table Steward's Packet and the Procedures will be updated to reflect it.
- Web Show Results Form (to Show Secretary)

Responsibilities

- Completes the Required Records.
- Uses the Special Prizes Worksheet generated by the Show Secretary to keep track of dogs eligible for special prizes.
- Signs and dates the Table Steward Catalog.
- Ensures that the Judge signs and dates the Judge's Results Book.
- Ensures that the Ring Steward signs and dates the Ring Steward Catalog.
- Ensures that the marked catalogs from the Ring, Table, and Gate Stewards match.
- Forwards the Show Results to the:
 - Points Secretary within 14 days of the show or the host club will incur a monetary fine.
 - Club President or their designee immediately following the show.

Note: Copies of the Required Records should be kept for at least 30 days following publication of Show Results. Marked catalog should be kept permanently in Club Archives.

- Forwards the Web Results to the Show Secretary or their designee immediately following the show.
- Informs the Ring Steward of potential double handling infractions. Refer to Appendix A for more information on double handling.

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Procedures

For Each Class:

1. Determine how many dogs entered in the class actually showed up.
2. Record all absences in the Table Steward's Catalog using A or ABS. Be sure to remove the absent designation for any latecomers.
3. Enter the number competing in # in Class. Be sure to update the number competing for any latecomers. **Note:** Be careful on the Puppy Classes to enter the number on the correct Class Winners Form because puppy dogs and bitches are judged before the adult dog classes begin.
4. Enter placements 1 – 4 in the Table Steward's Catalog.
5. Enter the numbers of the first and second place dogs on the Special Prizes Worksheet.
6. Update the Special Prizes Worksheet based on the class placements.
7. Complete Winners Name, Registration Number, and Owner on the Class Winners Form. Complete one form for dogs and one for bitches.
8. Enter Best Puppy on the Major Winners Form.

For Each Sex:

1. Use the Special Prizes Worksheet to call the numbers for the Winners Competition.
2. Record the Winners and Reserve Winners in the Table Steward's Catalog.
3. Complete Winners Name, Registration Number, and Owner on the Major Winners Form.
4. Determine the effect of the winners on the Special Prizes Worksheet.
5. Determine the total number competing and enter it on the Major Winners Form.

For End of Show Competition:

1. Use the Special Prizes Worksheet to call the numbers for the Best In Show Competition.
2. Use the Special Prizes Worksheet to call the numbers for the Special Prizes still in contention.
3. Record the Winners in the Table Steward's Catalog.

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After End of Show Competition:

1. Determine class points and complete the Class Winners Form.
2. Determine major points and complete the Major Winners Form.
3. Ensure all forms and official books are correct and signed.
4. Forward Show Results to the appropriate people.
5. Complete the Web Show Results Form and return to the Show Secretary.

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 Table 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 Table Steward updates all of the official catalogs and indicates that the exhibit was dismissed for a double-handling infraction. The exhibit is not eligible for any more competitions that day. 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.