



STEWARDING MANUAL

LEONBERGER CLUB OF AMERICA | LCA NATIONAL SPECIALTY

Chief Steward: Don James

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Welcome

This manual is designed to help you understand roles of stewards at an LCA National Specialty event. It covers stewarding for LCA Club Show; it does not cover stewarding for AKC events.

When you steward, you will be right where the action is. You're going to get so close to someone (the judge) who really knows type and structure that you can't help but come away with a better understanding of what makes a championship-quality Leonberger.

This manual is written with new volunteers in mind. We'll start with some dog show basics and continue with specific information unique to our breed and our club – including the one thing that makes stewarding at a Leonberger Specialty (LCA Club Show) more involved than what a steward might find in conformation at a typical AKC event. Then we will work through the various activities involved in each steward's role. We'll finish up with answers to common questions so you know what to expect when you arrive.

Typically, there is not an in-person steward training event. The variety of volunteer arrival times makes group training at an LCA National Specialty difficult to coordinate. Contact me for any necessary training or with any questions at the show or via email (20destry03@gmail.com).

Thank you for taking time to learn about being a volunteer! Without volunteers like you, we cannot run our LCA Specialty event.

Overview

Dog Show Basics

The ultimate goal in any dog show is to name one dog as Best in Show. In a Specialty event, Best in Show (BIS) becomes Best in Specialty Show (BISS). There are a host of things that must happen to get to the point where a judge is ready to select their Best in Show.

Here are some facts you must commit to memory for any dog show:

No Names

At no time should a steward refer to a dog being judged by that dog's name or call the handler by name.

Judging Times

LCA classes will be judged in the order in which they are listed in the program. There are not posted ring times for each class in an LCA Club Show. The show starts and moves along at its own pace. Participants must be aware of the classes ahead of them to ensure they don't miss their class.

Class Order – Puppies

Puppy classes will be judged before any adult classes.

Selecting Winners Dog & Winners Bitch

The winners of each adult dog and bitch class **and** the Best Youth Dog and Best Youth Bitch will compete for Winner's Dog and Winner's Bitch titles respectively (see Figure 1).

Finals

The finals consist of Winner's Dog, Winner's Bitch, Champion Dog, Champion Bitch, Veteran Male, and Veteran Bitch, Versatile Male and Versatile Bitch.

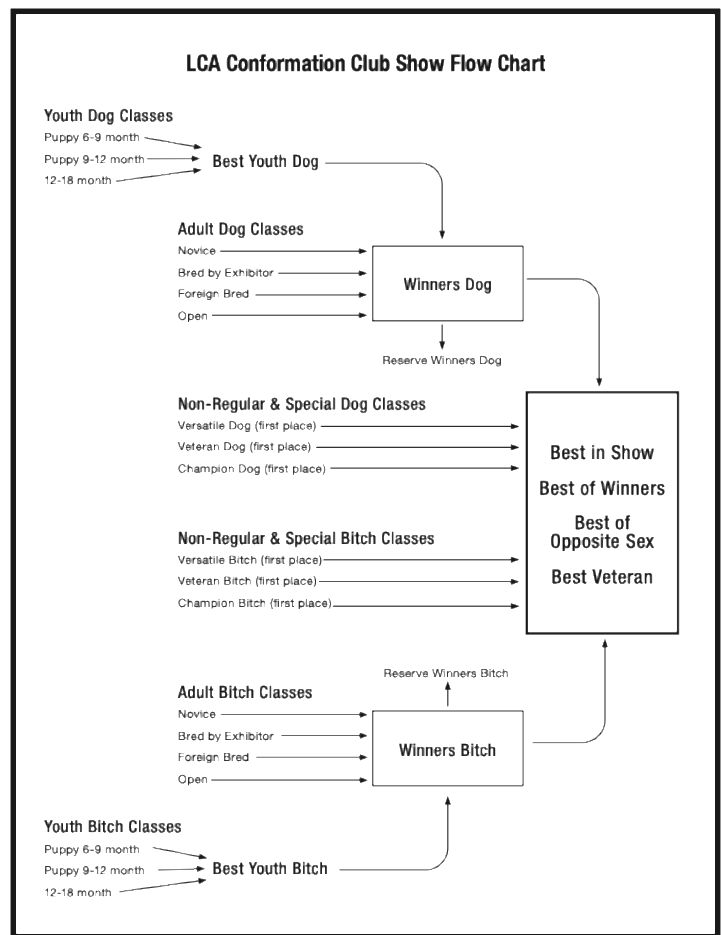


Figure 1, LCA Conformation Club Show Flow Chart

[Continued]

- When BISS is named, the best dog or bitch of the opposite sex of the BISS is named Best of Opposite (BOS).
- The judge will select Best of Winners from Winner's Dog and Winner's Bitch. Should Winner's Dog or Winner's Bitch be named Best in Show, by definition, that dog must also be awarded Best of Winners.
- The 2nd best dog/bitch in the Winner's ring is named Reserve Winner.
- Reserve winners become significant only if it is determined that the original class winner is not qualified to continue in competition.
- The 2nd place dog/bitch from the class which produced the Winner's dog must return to the ring for the judging of Reserve Winners Dog or Bitch.

Get Help | LCA Resources

Still curious? Learn more about LCA conformation competitions below.

Steward Training & Questions: Contact Don James at the show or email 20destry03@gmail.com

National Specialty Schedule: Find a [complete schedule of LCA National Specialty events](#) on [the LCA National Specialty Website](#).

LCA Club Shows [a.k.a. [Event Rules](#)]: Uncover details about eligibility, event protocol, and classes offered in [LCA Rules Applying to LCA Conformation and Working Events, and Titling, Certificate, and Award Programs](#).

Conformation Shows: discover more about Leos [in the show ring](#) from [Leonberger University](#).

LCA Club Show

The Leonberger National Specialty (LCA Club Show) differs significantly from an AKC-run specialty event. The two most notable variations in an LCA National Specialty are:

- 1) **Evaluations:** Each dog is evaluated by the judge. Each exhibitor receives a written evaluation.
- 2) **Champions:** The champion class competes in its own class - just like all other entrants. A winner in the champion dog and champion bitch classes will compete against the other winners for BISS. Best in Specialty Show will be named from Champion Dog, Champion Bitch, Winner's Dog, Winner's Bitch, Veteran Dog, and Veteran Bitch. It may also include Versatile Dog and Versatile Bitch if there are entries.

Steward Descriptions and Duties

There are a variety of stewarding tasks at an LCA Club Show. **The most important task** is the accurate recording of the names, numbers, and placements of the winning dogs in the catalog (program) at the completion of each of the individual classes. See [Appendix A](#) for a quick start guide.

Scribe

A scribe listens to and transcribes the judge's comments onto the official evaluation form for each dog entered.

Required Skills:

- The scribe must have solid PC skills (a laptop will be provided).
- The scribe must be comfortable with:
 - use and navigation of the Microsoft File Explorer,
 - use of Microsoft Word, and
 - printing Word-based files.

What to Expect:

The scribe will be positioned inside the ring (if space allows). The scribe will be seated at a table with a laptop PC equipped with Microsoft Word and a serially connected printer. Scribes work closely with the judge.

Duties:

A scribe will:

- Enter (type) the judge's verbal evaluations (comments) regarding each dog into an electronic evaluation form (MS Word).
- Save and print the form (2 copies).
- One copy of the Judge's evaluation will be printed out and delivered to the Information Steward (who makes these available to the owner/handler).
- One copy is retained electronically by the club for its LCA records.
- The Judge **MUST SIGN** the original copy of the evaluation form.

Note: Evaluation forms will be prepared in advance of the show. They will be pre-numbered (to correspond with exhibitor arm-band numbers).

Ring Steward

Ring stewards interact with exhibitors and support the judge as needed. A ring steward manages the flow of exhibitors and classes in and out of the ring. A ring steward is responsible for marking the official show catalog and providing prizes to the judge. *The LCA Club Show Ring Steward's duties include those that used to belong to the on-deck steward.*

Required Skills:

- Communication

What to Expect:

The ring steward will be positioned inside the ring (if space allows). A ring steward always has a copy of the official show catalog. A ring steward manages the flow of exhibitors and classes, and ensures there will always be one class being judged in the ring.

Duties:

The Ring Steward will:

- Manage record keeping in an official show catalog:
 - Mark each dog that has checked in (to the side, not on the line).
 - Mark absent any dog that does not appear in time to enter with his/her class.
 - Mark the placement of 1st, 2nd, 3rd, and 4th place in each class (on the line).
- Mark three (3) copies of the official program with 1st, 2nd, 3rd, and 4th placements in each class.
- Report absent dogs via walkie-talkie to the announcer's booth for paging.
- Ensure handlers do not inadvertently enter the ring wearing their name tag.
- Remind handlers not to refer to their dog by name when conversing with the Judge.
- Shift focus from class in the ring to assembling the next class.
- Ensure the dogs entered in the next class are ready to move expeditiously into the ring upon completion of the group currently in the ring.
- Provide appropriate ribbons and trophies for the class to the judge.
- Move the placement blocks into the center of the ring for the award ceremony upon final placement of each class.
- Supervise any ring photographers who may enter the ring following completion of a class.

Note: The Ring Steward will be assigned a walkie-talkie to communicate with the Chief Steward. Please test the walkie-talkie you've been assigned prior to the start of the show. If you are unfamiliar with its operation, see the Chief Steward.

Information Steward

The Information Steward will upload show results to both the LCA website and the LCA's Facebook page. Appropriate credentials will be provided to allow the steward access to post. The information steward should be comfortable using a PC (provided), Facebook, and Microsoft Excel.

Required Skills:

- The information steward should be comfortable using a PC (provided).
- Familiar with entering information in a Facebook post.
- Data entry in Microsoft Excel.

What to Expect:

The information steward will be seated at a table with a laptop PC. An information steward keeps a running tally of winners in the ring and updates Facebook. The laptop PC will project the winners information on a live screen (using In Focus or similar).

Duties:

The Information Steward will:

- Enter (type) winners information to be published on Facebook and live in the event center.
- Collect and distribute signed evaluations to owner/handlers and the show table (printed by the scribe).

All Stewards | Reminders

Here are some reminders common to all stewards to help you prepare for your shift.

Assignments

Each steward's assignment will encompass 1 day of the multi-day show. Volunteering to steward commits you to that position **for the entire day** of the show you selected. Please do not plan to attend other events which may be occurring at the same time.

Show Supplies

LCA will provide necessary supplies. **All stewards** must ensure the items are available at ringside:

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• 3 copies of the official show program (a.k.a. catalog)• Extra armbands• Pens & Markers (e.g. Sharpee)• Rubber bands | <ul style="list-style-type: none">• PA system• Walkie-talkie system (for chief steward, ring steward, etc.)• Judge's Book (lists all entries by class and number - but no names)• Courtesy kit for each judge | <ul style="list-style-type: none">• Poop bags & waste removal equipment |
|---|--|---|

Note: It is the handler's job to clean up any accidents. A steward's role is to hold the dog as they clean up.

Helpful Details

Time commitment:

Your volunteer stewarding commitment is for the length of **the entire day of the show**. *Please* do not plan any other activities during that time you chose to steward.

When to Arrive:

Plan to arrive at least **30 minutes prior** to the first event of the day so we can handle any last-minute issues or questions.

Stewarding Attire:

Dress appropriately for a National Specialty event. No shorts or jeans.

Show Catalog (a.k.a. Program) | Marking:

The Catalog contains the order of the classes, who is in each class, and other useful content. Keep 3 copies of the official catalog at the steward's table. They are used to record check-in, absent/no-show, and placements for the LCA. It is the responsibility of the **ring steward** to make sure the placements in each class are properly recorded in all of the 3 official copies of the catalog.

Show Catalog | At the Conclusion of the Show:

All three finished copies must be turned over to the Chief Steward (Don James), Show Chair (Jim Carretta), or Show Secretary (Karen Burgess) at the conclusion of the show.

Cleanliness (a.k.a. Bait & "Business"):

Make sure that the ring is kept clean at all times.

Bait:

Pickup any discarded pieces of bait between classes as time allows. Ring stewards should continually check the ring surface for excess bait dropped or areas of the matting that are not smooth against the floor.

"Business":

All of us are on poop patrol. Handlers are responsible for cleaning any messes that happen in the ring. A steward brings the cleanup equipment to the handler and can offer to hold the dog while the mess is taken care of.

Ring Access:

No one is allowed in the ring except the judge, the scribe, the ring steward, and the exhibitors.

Appendix A: Quick Start Guide

Scribe

RINGSIDE
INTERACTS WITH JUDGE

Transcribes judge's comments for each dog entered.

Laptop provided

Required Skills:

Solid PC skills including experience and comfortable with:

- Navigating PC files (MS File Explorer)
- Data entry from spoken word (MS Word)
- Printing Word files

Duties:

- Types** judge's verbal comments for each dog (MS Word)
- Prints** the form (2 copies)
 - One for owner/ handler (via Information Steward)
 - One is retained by LCA
 - The Judge **MUST SIGN** the original copy of the evaluation form

Ring Steward

RINGSIDE
INTERACTS WITH JUDGE & EXHIBITORS

Manages official catalogs and the flow in and out of the ring.

Required Skills:

- Communication

Duties:

- Marks official club catalog:**
 - Placements (1st - 4th)
 - Checked in (all)
 - Absence/No-shows (all)
- Marks three (3) copies of the official program
- Reports absent dogs to announcer
- Assembles the next class for entry into the ring
- Reminds exhibitors to remove all name tags
- Reminds handlers not to use call names in ring
- Ensures there is always one class in the ring
- Hands ribbons/prizes to the judge
- Moves placement blocks into center of ring
- Supervises photographers who may enter the ring

Information Steward

RINGSIDE
INTERACTS WITH STEWARDS & EXHIBITORS

Uploads show results for member visibility online and in event center.

Credentials & laptop provided

Required Skills:

PC skills including experience and comfortable with:

- Navigating PC files
- Data entry from print or files (MS Excel)
- Copying data to Facebook and other locations as requested

Duties:

- Keeps running tally of winners (MS Excel)
- Enters winner information (projects live on screen in event center)
- Collects and distributes signed evaluations (to owner/handlers and the show table)
- Copies data to Facebook and other locations as requested

Appendix B: LCA Club Show Flow Chart

