

# FLORIDA STATE FAIR STATE 4-H DOG SHOW

## ***VOLUNTEERS NEEDED!!!***

**We are in GREAT NEED of volunteers- who can donate their time for an hour, several hours or even a day! It takes alot of volunteers to make a show run smoothly, and we all want a relaxed & successful show.**

ANY PARENTS, LEADERS OR ADULTS that may be available to volunteer their time to work during the State 4-H Dog Show, please fill out the following information so we can contact you **before the show** and set up a volunteer work schedule **for each day!** No experience is necessary to volunteer for any of the jobs at the show- we will happily train you! And you can have 'time off' to watch when your child shows!

Please take a few minutes to look over the Job Descriptions which are listed on the following pages.

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Name \_\_\_\_\_

Phone \_\_\_\_\_ County \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please indicate if you have a Job or Show Division preference:  
(Show Divisions: Showmanship, Obedience, Rally, and Agility)

Gate Stewart:

Ring Stewart:

Table Stewart:

Time Stewart:

Agility Ring Crew:

Show Equipment Volunteers:

**PLEASE FILL OUT AND MAIL TO:**

Florida State Fair  
4-H Dog Show – Volunteer  
P.O. Box 11766  
Tampa, FL 33680

## 4-H Dog Show Job Descriptions

### **Show Divisions-** Showmanship, Obedience, Rally and Agility

Often it takes several of each type of steward- per ring (we currently set up 4 Obedience rings).

### **Obedience Stewards:** \_\_\_ Gate Stewards \_\_\_ Ring Stewards \_\_\_ Table Stewards

**Gate Steward:** The primary responsibility of the gate steward is to ensure that the next dog to be judged is immediately available when the judge indicates that they are ready. As soon as the judge begins the judging routine of a dog, this steward calls the next dog to be judged and ensures the handler is at ringside when the dog in the ring has completed all exercises.

**Table Steward:** the table steward should prepare the score sheet for the next dog. The steward should ensure that the class, exhibitor name, armband number, and breed of dog are correctly entered on the sheet. The steward should calculate the score sheet following judging, and double check to ensure that no error has been made.

**Ring Steward:** Each judge requires two ring stewards. After the dog finishes the heeling pattern, the two ring stewards are required to act as "posts" around which the dog and handler will execute the Figure Eight. Both stewards should be ready immediately when the Figure Eight is called. The stewards stand 8 feet apart, facing each other, with their hands hanging naturally at their sides or folded in front. The steward should be ready to follow whatever instructions the judge may give.

**Sits & Downs Ring:** The table steward prepares the Group Exercise score sheets for the judge. These should be prepared as a group of 4-Hers are accumulated to do sits and downs. The Table Steward calculate scores at the end of each class, and sends the totaled score sheets on to the main score table for final completion.

### **Rally Steward Guidelines:** \_\_\_ Gate Steward \_\_\_ Table Steward \_\_\_ Ring Steward \_\_\_ Time Steward

**Gate Steward** The primary responsibility of the gate steward is to ensure that the next dog to be judged is immediately available when the judge indicates that he/she is ready. As soon as the judge begins judging the dog in the ring, this steward calls the next dog and ensures the handler is ringside before the dog in the ring has completed the rally exercises.

**Table Steward:** The table steward prepares the worksheets, the steward should ask the exhibitor's name, armband number and the breed of dog of the dog, then add the information on the score sheet- before presenting it to the judge. Then do the same for the next exhibitor in line- and have the score sheet ready for the next dog. After each exhibitor is judged another table steward should calculate the scores and double-check them for mistakes.

**Ring Steward.** The ring steward will post the scores at ringside as each dog and handler team finishes the course.

**Time Steward** If two or more dogs in a class earn the same score, the tie is broken by time. The timer is positioned outside the ring in a place specified by the judge. The timer should be lined up with the Start sign. When the judge gives the order "Forward," the timer starts the stopwatch and stops it when the dog and handler cross the Finish station. Times are reported immediately to the table steward after each dog completes the course. It is helpful to have two stopwatches, which may be traded with the table steward so that judging is not held up until the time is cleared.

### **Showmanship Steward Guidelines:** \_\_\_ Gate Steward \_\_\_ Table Steward \_\_\_

**Gate Steward:** The gate steward's primary job is to keep the class running smoothly by getting the exhibitors ready to enter the ring when instructed to by the judge. The gate steward usually will look for the next class in the ring to begin lining up, when the current class in the ring is about half finished with judging.

**Class Order:** The gate steward shall keep a class order list ringside and use it as a check-in list so that exhibitors can see what class is before them and how many exhibitors have checked in.

**Table Steward:** One Table Steward should check to be sure the score sheets has the correct exhibitor name, armband number, and dog breed for each exhibitor in the class- before giving them to the judge. After the class is complete the table steward should calculate the score sheets and determine class placements. The table stewards should also have the next class's exhibitor score sheets ready to give to the judge.

### **Agility Steward Guidelines:** \_\_\_ Gate Steward \_\_\_ Table Steward \_\_\_ Time Steward \_\_\_ Ring Crew

Agility needs allot of people to help it run smoothly. In addition to the usual gate stewards, table stewards and time steward, 4-6 people are needed to act as ring crew

**Gate Steward:** The gate steward's primary job is to keep the class running smoothly by getting the exhibitors ready to enter the ring when instructed to by the judge. Usually the next dog is required to be on the line ready to go while

there is a dog in the ring being judged. The gate steward usually will look for the next three to four dogs in the run order (which should be posted ringside) to be in close proximity to the ring entry.

**Running Order:** The gate steward shall keep a run order list ringside and use it as a check-in list so that exhibitors can see how many dogs are before them and how many have checked in. The gate steward also makes any changes to this list due to exhibitor conflicts. The gate steward should announce when the last dog in a jump height approaches the start line so that the ring crew can be ready to change the jumps at the completion of the run.

**Table Steward:** One Table Steward should check to be sure the score sheet has the correct exhibitor name, armband number, and dog breed before giving it to the judge. After the exhibitor's run is complete they should record the dog's time on the score sheet (precisely as it reads on the timer's stopwatch, to the 1/100th of a second) and hand it to another steward to calculate. Then have the next exhibitor's score sheet ready to give to the judge.

Another table stewards should calculate the exhibitor's score, and place the score sheets in order from best score/time to worst score/time, so they can quickly double check them prior to recording class placements at the end of each jump height. This will also expedite the final paperwork at the end of the show.

**Time Steward:** Ensure that the timer understands the operation of the stopwatch and that the timer can read the time on the watch properly to the table steward. The timer should verify the ring crew, the exhibitor and the judge are ready, and begin timing when any part of the dog breaks the start line. The timer should stop the stopwatch after the dog crosses the finish line. The timer shall be equipped with a whistle. If a dog starts across the line prior to being told to, the timer shall blow the whistle, and the exhibitor shall be re-started if the error was deemed a mistake by the judge or if there is a stopwatch malfunction. When a dog reaches the Maximum Course Time, the timer blows the whistle and the dog is excused from the ring.

**Ring Crew: Jump bar re-setting:** bars knocked down during a run should be replaced as each dog leaves the ring.

**Tunnel straightening:** the fabric of the chute must be straightened after each time that it has been used. The position of open tunnels should be checked with greater frequency as the dogs get bigger. Large dogs can more readily displace the tunnel shape, which can change the challenges on the course and even the course distance.

**Changing jump heights:** Instruct the ring crew as to how to set the bars for the next jump height

**Leash Runner:** If the dog and handler teams enter and exit the ring through different gates, have the leash runner take the leashes from the entrance or the exhibitor to the exit. This should be done in a fashion that does not disturb the dog. Leash runners should not throw leashes, which could potentially distract the dog.

**Score Sheet Runner:** A runner will carry the completed score sheets from the Agility score table to the main score table.

**Show Equipment Volunteers:** Load and transport show equipment , set up show ring fencing and arrange show equipment prior to the show. After the show, take down show ring fencing, load equipment and transport.