State Dog Show Helper Descriptions

This is a brief description of each helper that is needed to make the State Dog Show run efficiently.

REGISTRATION HELPER
✓ Checks in Participants

SILENT AUCTION HELPER
✓ Check in silent auction items
✓ Assign numbers to silent auction items
✓ Assist in monitoring silent auction
✓ Afternoon helper will help with closing silent Auction

OBEDIENCE RING STEWARD
✓ Responsible for adding up score on score sheet
✓ Mark score and ribbon placing on official results
✓ If there is a question on a score or a score is within a ½ point of the next higher ribbon placing, have judge look at it
✓ Keep score sheets confidential
✓ Take folder to the office after class is over
✓ Have the next dog ready to go in the ring
✓ Act as a post for the Figure 8
✓ Line up dogs for long sits and downs about 2 dogs before the end of class or group of dogs
✓ Take leash from exhibitor in the appropriate classes
✓ Assist judge in placing articles or gloves
✓ Assist judge in placing jumps and adjusting jump heights

SHOWMANSHIP RING STEWARD
✓ Call an entire class (or part of class)
✓ Line up class in catalog order
✓ If instructed by the judge, bring class into the ring
✓ Assemble next class or group after judge has completed the individual exam of the dogs in the present class
✓ Assist judge in recording result
✓ Results are to be kept confidential

RALLY RING HELPERS

Ring Steward
✓ Check in participants
✓ Ensure all checked in participants have had a chance to run
✓ Ensure handler and dog do not enter ring until invited in by the judge
✓ Have the next dog ready to go into the ring
✓ Ensure the dog is on leash when entering and exiting the ring
✓ Verify the jump heights are correct of dogs in Advanced and Excellent
✓ Other duties assigned by the judge
Post unofficial score on check in sheet
Make sure the correct class is in the ring
Make sure score has been added correctly
Make sure time has been transferred to the score sheet
Record time, score, and ribbon on the official results form
Inform the judge of any errors made on the score sheet, also if the score is within a point of the next highest ribbon placing, have the judge review the score sheet
Keep score sheet confidential
Assist judge with setting up courses
Make sure jumps in Advanced and Excellent are set at the correct jump height
Assist with leashes in Pre-Advanced and Advanced
Perform any other duties assigned by the judge

Time Steward
Positioned by the judge prior to the running of the first dog
Timing starts when the judge says “Forward” and ends when both the dog and handler cross/pass the Finish Station
Time of dog is immediately reported to Table Steward after dog completes the course
Time is reports in minutes, seconds, and hundredths, i.e. 1:36.03
Report any malfunction to the judge and Table Steward immediately after the dog and handler crosses the Finish Station

AGILITY RING HELPERS
Gate Steward
Make sure dogs and handlers are ready at the start line
Have the running order of dogs and handlers
Make sure dogs and handlers are aware of when they go in the ring

Ring Stewards
Reset bars of height changes and when dogs knock down a bar during a run
Straighten collapsed tunnel after dog

Leash Runner
Take leash from start line to finish line

Score Sheet Runner
Takes the scribe sheet to the table steward

Scribe
Marks on score sheet when judge raises hands
Judge will explain signals to be used
Mark an “S” for standard fault; an “R” for refusal; and an “F” for failure to perform the obstacle
Record time from timekeeper as it reads
Watch the judge
Ask questions
Timer
✓ Times dog during a run
✓ Same person **must** time an entire class
✓ Make sure you are comfortable with timing system
✓ Show time to scribe
✓ Know what to do if there is a malfunction with the timing system
✓ Understand where the start and finish lines are

Table Stewards
✓ Adds up marks by Scribe
✓ Converts time to seconds
✓ Add up course faults and if applicable, time faults
✓ Have someone check the math
✓ Mark time, final score, and ribbon placing in official results
✓ Take folder of finished class to the office in the building

Course Builder
✓ Move obstacles between classes