

CHIEF RING STEWARD (CONFORMATION)

The Chief Ring Steward is one of the most important assignments of the Show Committee. This person should have a complete understanding of the AKC's Rules According to Dog Shows. The Chief Ring Steward recruits, assigns ring assignments, and acts as a resource to all conformation stewards. He/she also ensures that the stewards are at their rings one half-hour before judging and that rings have all equipment necessary for the day (i.e. pens, pencils, judge's books, ring hospitality, ribbons/trophies, etc.). Commonly serves as one of the stewards for Best of Breed. **It is strongly recommended that the Chief Ring Steward refrain from entering a dog in the Specialty** due to the fact that the he/she must be prepared (and available) to take over at any ring at any time during the Specialty.

Qualifications

- Previous experience as a steward or judge at a BMDCA Specialty or all-breed dog show.
- Knowledge of AKC rules and regulations.
- Well-versed in recruiting and scheduling stewards.

Time Commitment

This is approximately a six month assignment with a busy period occurring at the beginning to identify volunteer or professional stewards, at one month out to confirm assignments, and daily during the Specialty at the beginning and end of judging. There is also a two-week period after the Specialty when letters of appreciation should be sent and the Committee Chair report filed.

Time Line

At Least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Chief Steward and make contacts for your event.
- Obtain event schedule from Conformation Chair. Begin identifying qualified individuals to steward or solicit quotes to retain a professional steward association.

Two-Four Months Prior to the Specialty

- Remind volunteers that when they work as stewards, they will usually be unavailable to work/exhibit at other events that day.
- Inform stewards that they must not steward for any judge under whom they have an entry.
- Finalize conformation steward assignments.

One Month Prior to the Specialty

- Coordinate ring hospitality and steward lunches with the Judges' Hospitality Chair.
- Send confirmation notices to stewards, providing an updated copy of AKC rules and regulations if requested. Communicate schedule and lunch options.

One Week Prior to the Specialty

- Obtain copies of the judging program and parking passes (if applicable) from the Show Superintendent. Mail copies to individuals serving as stewards.

Day of Each Event

- Check-in stewards at least 30 minutes prior to judging and confirm ring assignments.
- See that all necessary equipment, judges' bag and show catalog are located in each ring.
- Obtain lunch tickets from Conformation Chair and distribute them to all stewards.
- Check rings periodically throughout the day to ensure stewards are doing their jobs properly.
- Work with Grounds crew to ensure rings are cleaned as necessary (e.g. swept between classes, in-ring accident clean-ups, etc.).
- Report any problems immediately to the Conformation Chair.

Within Two Weeks of the Specialty

- Send thank you notes to volunteer stewards.
- Submit a completed report to the Show Chair (See Committee Chair Attachment A-1 in Chapter 2).