



DOGS QUEENSLAND

Club Administration



Dogs Queensland Sports Grounds

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INTRODUCTION

This booklet has been prepared to help Club office bearers in the performance of their functions.

It does not replace any provisions of Club Constitutions or CCC (Q) t/as Dogs Queensland Rules; it is intended to explain or to amplify the terms used in those documents.

CLUB ADMINISTRATION

INCIDENT REPORTING

- 1.1 Many incidents can, and do, occur at Dog Exhibitions and Club Training activities. Most of them are pleasant and enjoyed by everyone. Details are recorded in catalogues, photographs and fond memories.
- 1.2 Some incidents are not pleasant, certainly not enjoyed, and not always recorded adequately. Aggressive dogs, breaches of rules by members, accidental injury, damage to property, bad behaviour, poor sportsmanship and defamation of judges are examples of reportable incidents.
- 1.3 It is essential that all such incidents which occur at Exhibitions or Training activities are reported and recorded in suitable detail. It is the detail which is included in the report which will be used to confirm the facts of a situation at a later time.
- 1.4 Depending on the type of occurrence the information may be needed for:
- a. Inquiries into Breaches of Rules;
 - b. Review of Rules by CCC (Q) t/as Dogs Queensland;
 - c. Insurance claims action; and
 - d. In the worst case, court action.
- 1.5 It is the responsibility of club Office Bearers and Show Officials to ensure that incidents are recorded, dealt with appropriately and reported in sufficient detail to enable Dogs Queensland to discharge its responsibilities.
- 1.6 Incidents will normally fall into one of the following categories:

<u>TO BE DEALT WITH BY CLUBS / SOCIETIES</u>	<u>TO BE REFERRED TO DOGS QUEENSLAND</u>
<ul style="list-style-type: none">• Reports of aggressive dogs at shows or training	<ul style="list-style-type: none">• Injuries / Damage to property
<ul style="list-style-type: none">• Protests received at the Show	<ul style="list-style-type: none">• Breach of CCC (Q) t/as Dogs Queensland Rules not within the jurisdiction of the Club
<ul style="list-style-type: none">• Breach of Club Constitution	<ul style="list-style-type: none">• Incidents which may have future repercussions
	<ul style="list-style-type: none">• Incidents involving other organisations
	<ul style="list-style-type: none">• Appeals against club decisions

- 1.7 In all cases the following actions must be taken when an incident is reported:
- a. Identify who / what is involved (list dogs by name, not merely exhibit numbers);
 - b. Identify all witnesses (including names, addresses and membership numbers);
 - c. Identify the members of the Committee dealing with the matter;
 - d. Obtain signed Statutory Declarations from those involved and all witnesses and attach them to the incident report;
 - e. When the incident results in injury or property damage include, diagrams of the location of the incident / accident, showing all necessary details and distances;

- f. *Arrange a meeting of either the Club or Show Committee to deal with the matter, on the day if possible, or within fourteen (14) days in any case. It is recommended that aggressive dog incidents be dealt with on the day if at all possible;*
 - g. *Record the detail of the meeting, the decisions made and deal with the matter to the fullest extent possible; and*
 - h. *Forward a copy of everything to the CCC (Q) t/as Dogs Queensland as soon as possible.*
- 1.8 *A report form is provided at Annex A to this document.*

CLUB ADMINISTRATION

THE CLUB PRESIDENT

- 2.1 *One of the basic rules for the conduct of a voluntary organisation (i.e. Clubs) is that a few dominating individuals cannot impose their will on the rest of the group.*
- 2.2 *A Club is “community property” and is owned by “the members”, not just a few of the Office Bearers. While the Committee has control of the routine affairs of the Club, the Committee must act in accordance with the Constitution and resolutions passed at General Meetings of members, provided that such resolutions are themselves both constitutional and legal.*
- 2.3 *The President of a Club plays a pivotal role in the conduct of the affairs of the Club. The President:*
- a. *Is responsible for coordinating and supervising the activities of other Office Bearers and any Sub Committees;*
 - b. *Should chair all General Meetings (except for the election of Office Bearers, where he / she is standing for election);*
 - c. *As chairman, is responsible for the maintenance of order, for the conduct of business, the correctness of procedure and the control and tone of the meeting;*
 - d. *Is the head of the organisation, the representative of the Club on all public occasions and the host at all social functions;*
 - e. *Must make no public statement which is contrary to Club policy; and*
 - f. *Should take all reasonable actions to keep harmony among members, while taking care to be unbiased in personal actions, and be neither domineering nor unwilling to take action.*
- 2.4 *The President bears the final responsibility for the conduct of the business of the Club. All other Office Bearers must consult the President regularly in the course of conducting Club affairs and ensure that the President is fully advised on all Club matters which come to their notice.*
- 2.5 *The President must sight and sign the reconciled books of account, including bank statements, at each meeting and (as Chairman) must sign the Minutes of each meeting, certifying their accuracy. It is also useful for the President to initial the file copy of club correspondence.*
- 2.6 *Club members should have access to the President at suitable times and should feel free to discuss all issues.*
- 2.7 *The President (Chairman) has the authority to call to order any member who is disrupting a meeting. He may ‘name’ a person who continues to disrupt a meeting and order that*

person to withdraw from the meeting. In extreme cases such persons can be ejected from the meeting. Where such extreme action is considered necessary it is recommended that Police assistance be sought.

- 2.8 *Meetings may be adjourned or closed by the Chair as circumstances require. No business can then be conducted until the meeting is resumed or a new meeting called.*

CLUB ADMINISTRATION

THE SECRETARY

- 3.1 *The Secretary is the next “key appointment” after the Club President. As with the President, the Secretary must deal with all Club members without bias and is responsible for maintaining all records of the Club except for the financial Books of Account, which are held by the Treasurer.*
- 3.2 *The Secretary deals with correspondence. Outwards correspondence is despatched by the Secretary and inwards correspondence is received by the Secretary. Inwards correspondence should be checked regularly. Urgent correspondence should be dealt with, without delay and to the extent possible, in consultation with the President. All correspondence must be read prior to a meeting and any necessary research done in order to present the full story to members. Care must be taken to protect both the Club and individual Office Bearers from accusations of defamation by reading correspondence.*
- 3.3 *Meeting Agendas are prepared by the Secretary in consultation with the President. A list of items to be included in the Agenda of a General Meeting is shown in the Constitution for Affiliates.*
- 3.4 *A successful Secretary takes pains to be prepared for all meetings – documents should be readily available in the correct agenda sequence. The Secretary must take accurate minutes and must advise the President about the pace of the meeting – there is no point in finishing a meeting early if the Secretary has missed getting details for the Minutes. Meetings may be recorded to assist the Secretary in producing accurate Minutes.*
- 3.5 *The Secretary must sign all correspondence from the Club. No ordinary member has the authority to commit the Club to action or expenditure. The Secretary is the “Public Officer” and the normal point of contact for the Club for routine matters.*
- 3.6 *Access to Club records is essential if office bearers are to perform their functions correctly. Care should be taken to ensure that Club records are kept and passed to new office bearers shortly after their election. It is helpful to maintain a checklist of all files or documents held by each office bearer. Each new office bearer should sign a receipt for records delivered into their care.*
- 3.7 *Minute books are to be retained permanently. The “Master” Minute book should be a bound book into which Minutes of meetings are written or typed pages glued. Minutes are to be signed by the chairman of the meeting. No alterations may be made unless agreed at a subsequent meeting, in which case the incorrect words are ruled through and the correct words inserted in writing.*
- 3.8 *It is useful for Secretaries to maintain a file with details of long term “standing” matters extracted from Minutes.*

3.9 Correspondence files may be reviewed periodically and unnecessary material archived or destroyed. Special arrangements may be necessary for items of historical interest.

3.10 A copy of the Club Constitution is to be held by the Secretary and is to be available at all Meetings.

Note – no amendment may be made to the Constitution without CCC (Q) t/as Dogs Queensland’s prior approval.

CLUB ADMINISTRATION

THE TREASURER

4.1 The basic duties of the Treasurer are listed at Clause 25 of the Constitution for Affiliates.

4.2 The Treasurer is responsible for maintaining all financial and property records for the Club. It is essential that care be taken to safeguard the interests of the Club and individuals alike.

4.3 While Club financial administration is simple, a few issues need to be kept in mind:

- a. All income must be receipted;
- b. All income must be banked;
- c. All expenditure of \$20.00 or more must be by cheque payment, all payments must be authorised by either Committee or General Meetings, the Secretary’s petty cash account should be reimbursed by cheque and no cheques should be made out to cash;
- d. All cheques are to be signed by the Treasurer and one other Office Bearer - please note that where the Treasurer resides with another Office Bearer, the Counter signature should, wherever possible, be obtained from another who is not related to, or living with, the Treasurer;
- e. Records should be kept of all money matters – the issue / return of floats, raffle tickets, proceeds of fundraising, etc.;
- f. Financial records must be reconciled at least monthly and the President must sign the reconciliation, cash book, bank statement, deposit book and cheque book;
- g. All accountable / accounting forms must be recorded and controlled and a detailed list of receipt books and banking books must be kept by the Treasurer;
- h. Clubs which use computer based accounting methods are reminded that it is essential that a ‘hard copy’ print out of all detail for cash books and accounts must be produced each month and retained on file. Regular ‘back ups’ must also be done;

EXAMPLE RECORD CASH BOOK, RECEIPT BOOKS 001 – 100, 101 – 200, CHEQUE BOOK 0001 – 1000, DATE REMARKS RECEIVED, FIRST USED, LAST USED.

- i. Financial Reports must be given at each General Meeting;
- j. Cash books must be kept indefinitely, while other documents must be kept for six (6) to seven (7) years; and
- k. Both the Secretary and Treasurer must work together to ensure the accuracy of membership lists, financial records and timely payment of accounts.

4.4 Take trouble to document everything when handling Club funds in order to satisfy auditors and Club members that Club funds are fully accounted for. Remember that it is very easy

for reputations to be damaged and some people may misunderstand what they see or hear.

- 4.5 *It is worth reminding members that safeguards are in place for these purposes.*

CLUB ADMINISTRATION

VICE PRESIDENTS AND COMMITTEE MEMBERS

- 5.1 *The Senior Vice President is normally regarded as the alternative Chairman or 'stand in' President when the President is absent.*
- 5.2 *Vice Presidents and Committee members also usually form the nucleus of (and chair) various Sub Committees, e.g. Show Sub Committees, Fund Raising Sub Committee, Training Sub Committee, and / or fill appointments as Public Relations Officer, Training Officer, etc.*
- 5.3 *Ordinary members should also be encouraged to participate in these Sub Committees.*
- 5.4 *Many proposals for Club activities will be initiated by such Sub Committees, or will be referred to them for detailed investigation and planning. It is quite common that the recommendations of Sub Committees are adopted without amendment or delay, as all major issues will (normally) have been discussed in detail.*
- 5.5 *It is important that all members of Committees be fair and unbiased in their dealings with all Club members. No Committee member represents a faction or group no matter who voted for or against their appointment – once elected, Committee members represent all Club members.*
- 5.6 *The President and Secretary are ex officio members of all Sub Committees, but usually neither vote nor are counted in the Sub Committee quorum.*

CLUB ADMINISTRATION

MEETING PROCEDURES

- 6.1 *The essential requirements for calling a meeting can be found in the Constitution for Affiliates. CCC (Q) t/as Dogs Queensland provides a Constitution for both incorporated and unincorporated Clubs.*
- 6.2 *It is important to remember that cost is, as ever, an everyday issue in everything we do. It is essential that we take steps to minimise the cost of activities to our members, where possible.*
- 6.3 *Prior planning for meetings will help by ensuring that time and travel is not wasted – it is disheartening (and downright annoying) when members travel some distance to a meeting only to discover that a quorum is not achieved and that no meeting can be held, or that essential information required is not available.*
- 6.4 *The process starts with the setting of a date, place and time. These should be arranged to suit the majority of members.*

- 6.5 *Meeting venues should be considered carefully. It is recommended that meetings not be held in private houses or hotels.*
- 6.6 *The Agenda should be planned carefully. Whenever possible, members should be advised when specific important issues are to be decided. The Agenda provides a checklist and helps to ensure that all business is conducted in proper order and that members are given notice of business to be discussed. No “sneaky” business should be permitted.*
- 6.7 *Routine (monthly) meetings should follow the same procedure and order of business.*
- 6.8 *It is essential that no business be conducted without a quorum being formed. To conduct a meeting without a quorum of members is improper and decisions taken are null and void. A quorum must be present throughout a meeting. Where a quorum is not present, urgent essential actions may be taken by Office Bearers. Such action should be ratified at the next meeting.*
- 6.9 *Minutes are intended to record decisions reached at the meeting. It is not necessary to record verbatim reports of Club meetings. Members who move or second items should be identified by initials and surname, NOT by a Christian name only.*
- 6.10 *Two items of business can be troublesome. They are:*
- a. *Election of new members – the prospective “new” members should not be present during discussion and voting on their acceptance or rejection as members, and should not vote on any matter before the Club on that same date; and*
 - b. *Consider and deal with motions of which notice has not been given. A number of issues are of such importance within clubs that they should not be decided without due notice and consideration. These items should be dealt with only when members have been advised in advance of the proposal. An example is the intention to elect a new Secretary due to the resignation of the previously elected member.*
- 6.11 *A vacancy caused by the resignation of a Committee member may be filled by one of the following methods:*
- a. *Filled by a member nominated by the Management Committee with that appointment being ratified at the next general meeting;*
 - b. *Nominations may be taken from the floor at a General Meeting and Club members may elect the chosen replacement immediately at that meeting; or*
 - c. *The Club may elect to call for nominations and to use the process for elections as described for Annual General Meetings.*
- 6.12 *The choice of method to be used would usually depend on which position falls vacant, and the length of time before an Annual General Meeting. A member of the Management Committee would usually be replaced under choice a., whereas a President or Secretary who resigned midway through the year would more likely be replaced under choice b. or, in rare cases, choice c.*
- 6.13 *If choice b. is to be used, it is imperative that all Club members be advised in time to permit all interested members to attend the meeting. Where choice c. is selected, the process is such that members are fully informed.*
- 6.14 *Both Presidents and Secretaries must take care to be alert to these issues.*

- 6.15 *The President / Chairman has the responsibility to ensure that improper motions are not accepted, but are referred to later, more appropriate, meetings – or are re-worded to an acceptable form.*
- 6.16 *Proxy votes are not permitted under CCC (Q) t/as Dogs Queensland approved Constitutions. This avoids “absentee” members having the ability to foist heavy workloads on a minority of members who live locally.*
- 6.17 *During General Meetings, a number of reports are normally made:*
- a. *The President - gives a general report of Committee actions and calls for a motion to ratify actions taken, if required;*
 - b. *The Secretary - gives a general report on matters as required;*
 - c. *The Treasurer - gives a financial report of the reconciled books of account;
- moves the adoption of the report; and
- moves the payment of accounts as presented;*
 - d. *Chairmen of Sub Committees
- Give reports of activities and move for the adoption of reports and / or the action required.*
- 6.18 *Reports are usually recorded as received, then discussed. They may then be adopted, or, when necessary, each item contained in the report can be adopted separately.*
- 6.19 *Rescission of Motions passed at previous meetings should always be dealt with on ‘Notice of Motion’.*
- 6.20 *Adjourned business should be dealt with first, followed by special business. General Business is considered last.*
- 6.21 *Some Clubs find it necessary to establish and use formal ‘Rules of Debate’. With them, or without them, THE ESSENTIAL ISSUE is that the Chairman controls the meeting in such a way that members have a ‘fair go’, the wishes of the majority are established, and the meeting is not used to attack, denigrate or defame others.*

CLUB ADMINISTRATION

THE SHOW SECRETARY

- 7.1 *The following is a summary of the functions of the Show Secretary. Some of the functions may vary from Club to Club. Wherever the term Show Secretary appears in this document, it may be read to include Dog Section Steward for an Agricultural Society. A person or household may control or coordinate not more than the Shows of one (1) All Breeds Kennel Club and two Agricultural Societies, or three (3) Agricultural Societies in any one (1) year.*
- 7.2 *The term, ‘Secretary’, includes both Club Secretary and, in context, Agricultural Society Secretary.*
- 7.3 *A Show Secretary MUST be fully conversant with CCC (Q) t/as Dogs Queensland Rules for the conduct of Shows and the appointment of Judges.*
- 7.4 *A Secretary / Show Secretary should remind the Club / Society when Judges are required for shows, at least one (1) year in advance of the Show date concerned.*

- 7.5 *While the Show Secretary may contact judges as directed by the Club, the Club / Society Secretary must sign all contracts, confirm all arrangements for travel and accommodation and sign ALL correspondence.*
- 7.6 *The Secretary / Show Secretary is to complete the proposed show schedule and send to CCC (Q) t/as Dogs Queensland at least five (5) months before the show date, after discussion with the Club or Show Committee about entry fees, classes and value of trophies. A copy of each Judges' contract MUST accompany the proposed schedule. See Annex B to this booklet.*
- 7.7 *Clubs may conduct two shows, in conjunction, on the same day. Experience confirms that the concept of such shows is valid and the aim of reducing costs to Clubs and exhibitors is largely being achieved.*
- 7.8 *The format for Open Shows held in conjunction with a Championship Show is to be;*
- a) The Open Show is to commence thirty (30) minutes before the Championship Show;*
 - b) Both Shows to be Judged in normal alphabetical order;*
 - c) Group Specials in the Open Show to be Judged in the morning tea break; and*
 - d) General Specials to be judged in the lunch break.*

A second method that may be used is:

- a) Judging at both Shows would commence at the same time;*
- b) The Championship Show would be judged in normal alphabetical order, while the Open Show order of judging should be in the following order:*
 - Group 1 breeds J – Z, followed by breeds A - I*
 - Group 2 breeds J – Z, followed by breeds A - I*
 - Group 3 breeds H – Z, followed by breeds A - G*
 - Group 4 breeds D – Z, followed by breeds A - C*
 - Group 5 breeds C – Z, followed by breeds A - B*
 - Group 6 breeds D – Z, followed by breeds A - C*
 - Group 7 breeds K – Z, followed by breeds A – J;*
- c) In the event of a breed still clashing, when either of the above methods is used, the Show Manager may bring a breed forward only in the Open Show so as to not delay judging in the Championship Show, which always has precedence. Plenty of notice must be given to exhibitors should a breed be brought forward. The Show Manager will make certain that all exhibitors in that breed are available for the earlier judging.*

Schedules submitted MUST be accompanied by the appropriate fee. Schedules published in the Queensland Dog World will not list trophies, ribbons and prizes unless specifically requested on the schedule form and the paid advertising space is half (½) page or more. In advertising cases, trophies, ribbons and prizes are to be published in the Show Catalogue.

- 7.9 *Judges are expected to return the offered contract, signed, within fourteen (14) days. Where a Club finds that the expenses and conditions requested by the Judge are unreasonable, the Club may withdraw from the contract within fourteen (14) days of receiving it. The judge must be notified immediately of such decisions.*

- 7.10 *The Secretary / Show Secretary is to contract all Stewards and Writers, check supplies of ribbons sashes and stationery, reorder where necessary, and purchase trophies as required. If the Club or Society is dealing with a sponsor, contact the sponsor to provide details of the show (e.g. Show date, venue, type of sponsorship and when required) and request confirmation of sponsorship, in writing.*
- 7.11 *The Secretary / Show Secretary is to collect all entries, check fees with entries and ensure that all fees are promptly paid to the Treasurer. The Show Secretary is to receive a receipt from the Treasurer for total payments. Do not wait for all entries to come in before paying all fees to Treasurer – if all cheques are banked two (2) weeks before the show, any dishonoured cheques can be followed up on the day of the show. If you are Show Secretary for a Show Society, all entries must go to the Secretary of the Show Society, who will pay all entry fees to the Treasurer, then forward the entries to you. When the Society wishes to have entries received by the dog Section Steward, an appointment as an official of the Society must be made in writing and lodged with CCC.*
- 7.12 *From time to time, Show entries which show an incorrect date of birth are received and that incorrect date entered in a catalogue. Provided that such exhibits are entered in the correct class, the catalogue may be amended and the dog be exhibited in the entered class. Similarly, minor errors in the spelling of an exhibit's name, e.g. typographic errors may be corrected and the exhibit remain in the entered class.*
- 7.13 *In cases where the exhibit has been entered in the wrong class for any reason, then the exhibit is to be placed in the Open Class, in accordance with Rule 143. If the name of the exhibit is significantly wrong, the exhibit should be withdrawn. Examples of such errors are:*
- a. *If a bitch is described in the entry form details and entered in a Dog Class, providing all other details are correct, e.g. age is correct for class, the exhibit will be transferred across; or*
 - b. *If the name of the exhibit entered is the name of another dog, or the name does not appear in the Register of the CCC (Q) t/as Dogs Queensland, then the exhibit must be withdrawn.*
- 7.14 *The Secretary / Show Secretary should establish with the Cataloguer when entries are to be delivered. Before entries are sent to the Cataloguer:*
- a. *Make a list of all exhibitors with their breeds, as this helps to complete exhibit number envelopes;*
 - b. *Check that the entry form is completed correctly – e.g. Breed, exhibitor's name and membership number, exhibit name and registration number, birth date matches class entered, Sire and Dam. All entries are to be on official entry forms – entries which do not comply with the Rules of the CCC (Q) t/as Dogs Queensland are to be returned, after action is taken in accordance with Rule 144;*
 - c. *Sort entries into groups, then breeds in alphabetical order within groups and finally class order within breeds, from baby to open dogs, then bitches in the same order;*
 - d. *When all entries have been received and sorted, count the number of exhibits in each breed in each group and send a list of statistics to the Judges a week prior to the show. DO NOT send a catalogue to a Judge;*
 - e. *Ensure that catalogues are delivered at least one (1) week before the show; and*

- f. Take care that authorised persons only have access to entries and catalogues.
- 7.15 After entries have been delivered to the Cataloguer:
- a. Prepare exhibit number cards;
 - b. Prepare Challenge Certificate to the extent possible (e.g. Show Details) to assist Writers; and
 - c. Write exhibit number envelopes using the previously compiled list.
- 7.16 When the catalogues are delivered:
- a. Send a catalogue to the Show Manager (if Cataloguer has not done so) as soon as possible and at least one (1) week before the Show;
 - b. Use a catalogue when placing numbers into correct envelopes; and
 - c. Prepare Judges' books only for Open Shows.
- 7.17 **BEFORE THE SHOW:-** Check that Stewards and Writers are still available, sort Ribbons, Challenge Certificates, Judges books, Stewards Graphs, Catalogues and hand towel into a container for each Ring.
- 7.18 **ON THE DAY OF THE SHOW:-** Make sure you have all trophies, number envelopes, Entry forms, Catalogues, Ring equipment containers, First Aid Kit, Show Manager's Report, Statutory Declaration forms, Incident Report forms, graphs, spare blank number cards and pens. Check with Treasurer for payments to Judges, Stewards and Writers. **ABOVE ALL – BE EARLY AT THE SHOW.**
- 7.19 **AFTER THE SHOW:-** Collect all ring equipment containers, make sure you have a copy of all ring catalogues, all Judges books, Stewards graphs, Show Manager's Report and all other stationery used at the show. Fill out the R10 form and CCC (Q) t/as Dogs Queensland marked catalogue. Send these with Show Manager's report, Show Result form and appropriate fees to CCC (Q) t/as Dogs Queensland office within two (2) weeks.
- 7.20 Keep all entry forms for a minimum of three (3) months, in accordance with the Rules of the CCC (Q) t/as Dogs Queensland. Judges books and Show Catalogues should be kept for one (1) year, or as advised by your Auditor.

CLUB ADMINISTRATION

THE SHOW MANAGER

- 8.1 The function of a Show Manager is to supervise, direct and co-ordinate all Show activities on Show Day, to ensure that the show is conducted in an orderly fashion in strict accordance with the CCC (Q) t/as Dogs Queensland Rules, while supervising the operations of Ring Stewards, Assembly Stewards and Card Writers. To do this, the Show Manager **MUST** be fully conversant with all current, applicable CCC (Q) t/as Dogs Queensland Rules for exhibitions and the appointment of Judges.
- 8.2 The Show Manager should be an experienced Steward so that assistance and advice can be given quickly to any Steward who encounters problems.

- 8.3 *At least one (1) week before the show, the Show Manager should receive a catalogue from the Show Secretary. On receiving the catalogue, the Show Manager should:*
- a. *Check birth dates against class entered – i.e. Baby, Minor Puppy, Puppy C/E, Junior and Intermediate. If any entries are incorrect, a list is to be prepared for checking against the entry forms. On the day of the show, if the incorrect information is the fault of the Cataloguer, the exhibit is put into the correct class, but if the information is the fault of the exhibitor, the exhibit, if over six (6) months of age, goes to Open class;*
 - b. *Allot Stewards / Assembly Stewards and Writers to Groups where THE SHOW MANAGER feels they can most benefit the smooth running of the show. It is no good having a slow Steward working a large group, even if the Club wants the Steward to work there. Place Stewards in the group in which undergoing Training in the Judges training programme, where possible. Open Shows only have a Steward;*
 - c. *Mark out in each Group where you would expect a Judge to be at certain times if exhibits are being Judged at the rate of 40 catalogued dogs per hour for Championship Shows and 30 catalogued dogs per hour for Open Show Judges . Check to ensure the Assembly / Writer or Steward are not showing in the ring where Stewarding. The above times can be varied if you have a mixture of large and small groups so that all groups finish judging at about the same time.*
- 8.4 *On the day of the Show ARRIVE EARLY TO:*
- a. *Check with the Show / Club Secretary for any known problems;*
 - b. *Check the list of suspect entries that you have prepared (from the catalogues) against entry forms before Stewards / Writers arrive;*
 - c. *Give Stewards / Writers their ring allocations and any changes to their working catalogues from b. Above;*
 - d. *Arrange, in consultation with the Club President, for special announcements and recognition of sponsors; and*
 - e. *Establish the identity of all members of the Show Committee to which reports of incidents, aggressive dogs, etc. are to be referred.*
- 8.5 *Approximately ten (10) minutes before the starting time of the Show, announce that Judging is about to begin, giving Judges' names and position of rings.*
- 8.6 *Check rings for starting time of Judging, and move around rings to check for any early problems. Where necessary, take action in the first half (½) hour and continue corrective action throughout the Show.*
- 8.7 *Once everything is running smoothly, check with Club Secretary as to the time of any breaks – e.g. morning tea, lunch, afternoon tea and evening meal, depending on starting time of the show. Inform all Stewards / Writers of break times. Consider the provision of refreshments (morning tea / afternoon tea) at Ringside on days when large numbers of exhibits are to be shown.*
- 8.8 *When Judging is to resume after breaks, announce this fact, giving ring and breed. Continue to check rings at various times for numbers of dogs judged and any problems which may arise.*

- 8.9 *When you have a quiet period, start making out the Show Manager's report.*
- 8.10 *As each ring starts to judge their last breeds, make sure trophies are at the ring or that Stewards know what is being done concerning trophies and presentations.*
- 8.11 *When each ring completes their judging assignment, record the time finished and number of absentees for your report.*
- 8.12 *Collect all Ring Steward graphs and give them to the Steward doing General Specials; or, have a General Specials graph prepared by another Steward if possible.*
- 8.13 *Prior to completion of group judging, announce the time and ring for General Specials.*
- 8.14 *If any problems do occur during the show, be prepared to deal with them promptly. If they are simple you may be able to fix them yourself. If they are complex – e.g. aggressive dogs, make sure that the Club Committee is called into meeting as quickly as possible so all information may be followed up before exhibitors leave the show.*
- 8.15 *When the show is finished, check with the Club / Show Secretary, complete the Show Manager's report and give it to the Show Secretary.*

CLUB ADMINISTRATION

DUTIES OF A STEWARD

- 9.1 *Any member who accepts an appointment as a Steward, particularly that of a Ring Steward, MUST have a thorough and complete knowledge of the duties and responsibilities of such an appointment, including CCC (Q) t/as Dogs Queensland Rules, and be prepared to enforce those Rules. It is important to be courteous and consistent.*
- 9.2 *The following is a list of procedures which may be helpful to aspiring Stewards:*
- a. *Arrive at the Show at least half (½) an hour before the advertised starting time of the Show;*
 - b. *Report to the Show Secretary / Show Manager for instructions – ascertain which Judge you will be assisting or what ring you will be working in. Obtain from the Show Secretary:-*
 - (1) *Judges award book(s);*
 - (2) *Working catalogue; and*
 - (3) *Stewards graph(s);*
 - c. *With the Judge, examine ring appointments and ensure these are satisfactory. Ask the Judge about the procedure they wish to follow in the breed judging – e.g. round ring first then to Judging position or straight to judging position. Inform exhibitors what method is being used when judging commences. Ensure that 'foreign' Judges are aware of CCC (Q) t/as Dogs Queensland Rules and procedures;*
 - d. *Be certain that judging commences in your ring at the advertised starting time. Announce to Exhibitors that judging is about to commence and INTRODUCE THE*

JUDGE. Ensure that exhibits are judged in the order in which classes are published in the catalogue, except where this conflicts with the Rules of the CCC (Q) t/as Dogs Queensland or the published schedule. All individual breeds in a group are to be judged at approximately the same speed;

- e. REMEMBER: The Judge is the only person examining the exhibits, so you, the Steward, will normally remain at the entrance to the ring to check further classes etc., watch the Judge so that you may move into the ring to announce awards or answer questions. DO NOT stand at the Judge's shoulder all the time, as this makes it appear that you are doing the Judging or influencing the Judge. DO NOT Steward in any ring in which you may be showing in a later group or where an exhibit in which you have an interest is being shown;*
- f. Call each exhibit's number clearly, examine each Exhibitor's card on entrance into the ring for:-*
 - (1) Correct number showing and card worn in the correct position;*
 - (2) Be sure that Exhibit's Kennel name or Prefix is not written on face of number card; or equipment carried by the exhibitor; and*
 - (3) Ensure that official badges (President / Secretary / Committee) are removed before exhibitors entering the ring;*
- g. After calling an exhibit number three (3) times, first two (2) calls by the Assembly Steward if you have one, last call by the Ring Steward and receiving no response, the exhibit is called absent AFTER the class is handed to Judge or another class is called and handed to the Judge. Ensure that no exhibit enters the ring after judging has started as this is not allowed;*
- h. While the Judge is examining exhibits in the ring, proceed to marshal the next class;*
- i. When an award is made, make sure the JUDGE places winners and that Exhibitors go to place pegs. Announce awards clearly so that Card Writer and Exhibitors can hear the detail;*
- j. Maintain a check on judging rates and keep the Judge informed of progress;*
- k. After all classes by sex have been judged, marshal unbeaten exhibits for the Challenge Award – start to marshal these when the last class is being judged. When the Challenge has been awarded, be sure any other eligible Exhibit is returned to the ring for the Reserve Challenge award;*
- l. Keep entrances to rings clear at all times;*
- m. When necessary to adjourn for any break, an announcement should be made advising Exhibitors and specifying the time of resumption of Judging – notify the Show Manager when returning to the ring, so P.A. announcement can be made;*
- n. Progressively, prepare your Stewards Graph in order that no delay occurs prior to Group Specials – i.e. eliminate exhibits as you progress through the breeds;*
- o. Remember to keep the progression of Exhibits flowing smoothly and quickly to the Judge. Under no circumstances engage in discussion with Exhibitors, as this could hold up judging;*

- p. Remember at all times to be courteous and pleasant to Exhibitors, regardless of age or status. When problems arise, refer them to the Show Manager for action; and*
- q. On completion of Judging, in your allotted ring, be sure to carry out the following duties:-*
- 1) Announce the completion of judging and ask Exhibitors to show their appreciation to the Judge;*
 - 2) Complete the Stewards Graph and hand it to the Show Manager; and,*
 - 3) Collect the Judges Book, check that it is signed correctly, and hand it to the Show Secretary.*

Remember that you are in charge of the Ring – do not be bullied into making hasty decisions suggested by overbearing exhibitors, as they may not know the Rules anyway! If in doubt, suspend judging and call for the Show Manager. This is much better than to have prolonged and possibly acrimonious hearings should an incorrect decision be made.