

MISSION CITY STEWARDS CLUB  
Steward Duties Checklist – Simpson's version

Steward Duties - Inner Ring

1. Use RED pen
2. Sign in on Inner Book
3. Mark
  - a. period start/lunch times
  - b. quantities >= 3
  - c. BOV dog / bitch circled D/B
  - d. trophies noted
  - e. winners/reserve carry forwards
4. Record Judges preferences
  - a. Refreshments
  - b. Dog Bitch order
  - c. Handler changes
  - d. Bait and toy in ring
  - e. Photographer timing
  - f. Reminders - medicines
5. record BOV winners on Front
6. Sign out on Inner Book
7. Give Inner Book to Chief Steward

## Mission City Stewards Club

New Member Information

- 1st 2 shows as trainee w/2 members
- 2nd 2 shows as trainee w/1 member
- 1st 4 shows within 60 days
- Dues due October 31st

Clothing - Layer for warmth and shedding  
when warmer

Meetings 1st Thursday

Steward Table Breeds

- 1- Sporting (American Cockers English  
Cocker Spaniel)
- 2- Hound (Basenji Beagles Dashshund Petit  
Basset Griffon Vendeen (ramp ur table)  
Whippet (floor or table)
- 3-Working (none)
- 4-Terrier (Australian, Bedlington, Border,  
Cairn Danie Dinmont Fox-smoth & wire Jack  
Russell Lakelanp Standard Manchester  
Miniature Bull-optional Miniature Schnauzer  
Norfolk Norwich Scottish Sealyham Skye  
Welsh West Highland Wire Terrier)
- 5-Toy (all)
- 6- Non-Sporting (American Eskimo, Bichon  
Frise, Boston Terrier, French Bulldog, Lhasa  
Apso, Lowchen Miniature Poodle, Schipperke  
Shiba Inu, Tibetan Spaniel Tibetan Terrier
- 7- Herding (Puli, Shetland Sheepdog, Welsh  
Corgi - cardigan Pembroke
- Junior Showmanship
- Miscellaneous (Glen of Imaal Terrier Toy  
Fox Terrier
- RAMP DOGS (Basset Hounds, Bulldogs  
Bull Terriers, Clumber Spaniels, Petit Basset  
Griffun Vendeen, Staffordshire Bull  
Terriers)

Steward Duties Outer Book Standard

## If Standard (Single Show) Book

1. Sign in on Inner Book & MCSC business card (make sure show name is on front)
2. Mark ring and page numbers on schedule flyer
3. Mark in red ink
  - a. Period start times and lunch times
  - b. From page and To page for every bred in this ring
  - c. Continuance arrow for page over-flows
  - d. Mark number of entries when  $\geq 3$  in class (if class crosses page breaks, mark total for class on each page)
  - e. BOV dog / bitch circled D/B
  - f. trophies noted
  - g. ask inner ring steward for any move ups
5. Record in red ink
  - a. Absences - AB
  - b. Move ups with boxes
  - c. Class placements; 1st/2nd in upper right corner of class, and 3rd and 4th at entry number
  - c. Dog Winners & reserve
  - d. Bitch Winners & reserve
  - e. BOV, BOW, and BOS
  - f. BOV at back - group page
6. Sign out on Inner Book
7. IF TRAINING event, give Outer Book to Chief Steward

Steward Duties Outer Book Cluster

## If Cluster (Multiple Day) Book

1. Sign in on Inner Book & MCSC business card (make sure show name is on front)
2. Mark ring and page numbers on schedule flyer
3. Highlight all day and dates for ring periods and group pages
4. Mark in red ink
  - a. BOV dog / bitch circled D/B
  - b. trophies noted
5. Record in red ink
  - a. Absences - AB
  - b. Move ups with boxes
  - c. Dog Winners & reserve
  - d. Bitch Winners & reserve
  - e. BOV, BOW, and BOS
  - f. BOV at back - group page
6. Sign out on Inner Book
7. IF TRAINING event, give Outer Book to Chief Steward