GATE STEWARD

plh 8/31/04

Responsibilities:
- Check in dogs on the running order sheet
- Handle requests to move or scratch dogs in the running order
- Know who the next three or four dogs are and announce this to those waiting to run and to the Transcriber.
- Tell the next dog when to go to the line.
- Announce the dog's number to the Transcriber as or before each dog goes to the line.

Items Needed:
- Running Order Sheets (posted)   ● Pen or Marker   ● Radio if you aren't near the Transcriber

Tasks:

Before the Class Starts:
- Find out when the Judge wants the next dog on the line.
- During the walk through, be available at the posted running order board to check in dogs.
- Mark each dog as present with a check mark or highlighter on the posted running order sheet.

Handling Ring Conflicts:
- Handle any requests to move dogs due to ring conflicts or multiple dogs too close in the running order (you do **not** need the Judge's permission).
- Options for handling ring conflicts:
  o Move a dog to the beginning of the order for that class
  o Move a dog to the end of the order for that class
  o Move the dog up or down in the running order for that class
  o Move the dog to be run first after the walk through for the next height but before jump heights are reset for the next height (this last option is only to be used when the others won't work).
  o **NOTE:** Multiple dogs owned by one handler may **not** be switched with each other to run in a different order. The first dog may move up or the last dog may move down.
  o For dogs who are moved, clearly write the dog's number and name in the appropriate place, cross off the number and name in the place they moved from, and write 'Moved', so handlers running after that dog will be aware that a dog before them has moved.

During Each Run:
- As each dog goes to the line, cross that dog off on the running order sheet.

- Keep at least three dogs lined up.
- Ensure handlers know who they follow and when they go in. There is no need to make handlers physically stand in any certain place, as long as they know who they follow and are in the general area.
- Announce the next three dogs by name or number as each dog goes to the line. Typical language: the dog going in is '**On Line**', the second dog to go is '**On Deck**', and the third dog is '**In The Hole**'.
- Let the Transcriber know who the next dog on line will be during the previous dog's run, so the Transcriber has time to check and prepare the sheet for the Scribe.
- Communicate any last-minute running order changes, absentees, etc. to the Transcriber during the runs.

Last Dog of Each Height:
- When the last dog goes to the line, announce '**Last Dog This Height'** so the ring crew will know to be ready to set the course for the next height and handlers in the next height class know to get ready.

Handle exhibitor questions. *Typical questions:*
- 'Where are we in the running order?"
- 'When do I go in?'
- 'Who do I follow?'
- 'How many more dogs in this height?"
- Be polite, but don't allow questions to distract you from keeping the ring running smoothly.
- Make sure **the running order board is visible to exhibitors and is clearly marked** to help avoid some of the questions. Stand off to the side of the board as much as possible.