

Obedience Trial Job Descriptions

Job	Description
Utility / Versatility /Grad Open Ring Steward	Set jump heights on high jump and bar jump, Place leash on leash holder, Set out the articles and pick them up after exercise complete, Set out gloves and pick them up after exercise complete. Job is split between 2 stewards
Open/ Grad Novice Ring Steward	Set jump heights on high jump and broad jump, Place leash on leash holder, Manage dumbbell either make sure on stool or deliver to judge when needed Judge will instruct you before start of class. Job is split between 2 stewards
Novice/ Beginner Novice Ring Steward	Take leash from exhibitor after the figure 8 exercise and place on leash holder in ring. For beginner Novice pull healing pattern signs and placard holders. Signs needed are start (1), right turn (5), Halt -sit (3), Left Turn (6), About turn right (7), Fast (18), Slow (17), Normal (19) 2 of this one, and finish (2)
Wild Card Ring Steward	Same as Utility, Open and Novice Ring Steward Job There is no Beginner Novice, Grad Novice, Grad Open, or Versatility in Wild Card.
Gate Steward	Check exhibitors in and issue their arm bands. Notify the table steward of any absences or running order changes for the class. Have the next dog at the gate ready to enter as the last exercise starts for the exhibitor in front of them.
Table Steward	You are the judge's assistant. Each judge uses their table steward differently. Most will have you get the next dog's work sheet ready by placing it on a clip board for them. Other duties may be to check the judge's math, set up a group exercise score sheet. You will follow whatever the judge's instructions are and not assume any duties that are not explicitly given by the Judge.
Ribbons	You will get the ribbons needed for each class awards. There are placement ribbons 1 st thru 4 th (blue, red, yellow, white for all the classes except Wild Card) and qualifying ribbons for all qualifying exhibitors (dark green). There are New Title Ribbons for exhibitors who complete their title in any of the classes. There is a special new title ribbon for dogs that complete their UDX (combined qualifications in Open and Utility) and for dogs earning their OTCH (obedience championship) In addition there is an OTCH bar awarded with the OTCH Ribbon. There is a High in Trial for regular classes and a High in Trial for Preferred Classes (the High in Trial is a Gold and Blue Rossette and an

<p style="text-align: center;">Ribbons (cont.)</p>	<p>envelope containing a Cash Prize). The last Ribbon is the High Combined in Utility and Open B for regular classes and the same for Preferred classes (the ribbon is Blue and Green and there is an envelope with a Cash Prize). The envelope is only for the regular classes not the Preferred classes.</p> <p>The Wild Card Classes are nonregular classes no qualifying ribbons are awarded but 1st thru 4th placements are awarded. The ribbons are 1st – Pink, 2nd – Brown, 3rd-Light green, 4th – Gray.</p>
<p style="text-align: center;">Building Set Up on Thursday</p>	<p>Set up Crating area- Keep ring gates up in Ring 1 add a ring gate splitting the ring in half. Cover Mirrors with Brown Mirror Covers. Move the Jump rack up to the back wall outside of the ring. Vacuum ring 2 be sure to get the hair that lingers under the ring gates. Set up Gate Steward Board along the left-hand wall by the Rally equipment cabinet, board is facing the main door. Set up table steward table outside ring 2 near the ring entrance. Set up 2 chairs at gate entrance labeled Articles for dog in ring, and Articles for Next Dog in ring, Set up the high stool along ring gates for Dumbbell placement. Move 2 of the tall cones over to the Steward table. Set 10 placard holders next to steward table and set out the Rally Sign box at the Stewards Table. Set a bowl of candies on Steward table. Set up Hospitality table (long Table in trailer outside door) along left-hand wall about 4 ft from bathroom walls. Check Bathrooms for toilet paper and paper towels and empty trash cans. Place Trash in Dumpster out front.</p>
<p style="text-align: center;">Early Crating Monitor</p>	<p>Open building at 5:00 PM. Monitor how people are crating, make sure they have a mat or cardboard under their chairs and crates. Chairs are to be in front of crates, crates backed up to the fencing. People need to set up close, we do not have room to sprawl. No crating on the tile floor. Close up the building at 7:00 PM. Set all 3 a/c units to 78° mode cool and turn off the BA fans. Check that the back doors are locked. Turn off the lights and lock the front door.</p>
<p style="text-align: center;">End Of Day Clean up</p>	<p>Vacuum Ring 2. Pick up and throw out any trash left around. Removed Results Postings from wall and return to Lisa Forbes in office. Empty training area and bathroom trash cans. Restock toilet paper and paper towels as necessary. Empty dog waste can in exercise area. Reset A/C units to 78° mode cool. Turn of BA Fans. Check that the 2 back doors are locked. Turn off lights and make sure the front door is locked.</p>

<p>Raffle Ticket Sales</p>	<p>Sell Raffle tickets and collect the money. Provide a money count to the trial chair at end of your shift.</p>
<p>Hospitality</p>	<p>Morning shift- set out the Hospitality items. Make sure the table stays presentable throughout the day. Check bathrooms hourly for supplies and cleanliness. Afternoon shift- close up items that do not need refrigeration. Put refrigerated items away. Keep table presentable throughout the day. Check bathrooms hourly for supplies and cleanliness.</p>
<p>Building Clean up on Sunday</p>	<p>Remove middle ring gating. Take down gate steward board and store in trailer outside back door. Remove mirror covers. Return jump rack to area between the rings. Vacuum both rings. Empty training area and bathroom trash cans. Restock toilet paper and paper towels as necessary. Empty dog waste can in exercise area. Remove Result Postings from wall and return to Lisa Forbes in office. Return the placard holders to Rally Cabinet. File rally signs in numerical order. Put sign box back in Rally Cabinet. Take down the Hospitality table and return to trailer outside side door. Put away any cardboard in barn door closet. Clear all trash from ring tables. Reset A/C units to 78° mode cool. Turn of BA Fans. Check that the 2 back doors are locked. Turn off lights and make sure the front door is locked.</p>