

# **BEGINNERS GUIDE FOR 4-H DOG SHOW SUPERINTENDENTS**



## **Introduction**

This Guide is not a booklet of rules but rather suggestions for procedures, check lists, and how to manage and help you put on a successful 4-H Dog Show, Qualifying Event, or Fair.

Many Counties have established procedures for putting on their Fairs or Qualifying events while always looking for ways to improve and make their event better.

This Guide is geared towards a new Superintendent who is in a position to put on an event and has never had the opportunity to have someone mentor them or has no resources on how to get started. More experienced Superintendents may want to use some of the information as reminders or check lists and alter it for their own use.

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## DOG PROJECT PUBLICATIONS

If you go to <http://4h.wsu.edu/> and go to the Dog Project area you will find all of these great resources and manuals. At minimum you need a copy of your County Fair Premium Book, a copy of the State Fair Premium Book, any County Guidelines for your county dog project, and Washington State Dog Project Guidelines, Showmanship Manual and a copy of the AKC Obedience Regulations. If you are conducting Agility, Judging Contests, or Dog Bowl Contests you will need those rules as well.

### **\*Agility Project**

Agility Trial release form

### **American Kennel Club page**

“Dog Book for Kids” order form

Write for free publications

### **\*Bowl Competition Information**

2005 Dog Bowl Questions

2006 Dog Bowl Rules

### **Calendar of Events**

### **Guide Dogs for the Blind**

### **Human Animal Bond Resources**

### **\*Judging Contest Guidelines**

### **Judges Application**

Judges List (updated 7/06)

### **Suggested References**

### **Join Dog Project Leaders listserve at:**

<http://groups.yahoo.com/group/wa4hdogleaders/>

### **Potential Dog Judges list:**

<http://groups.yahoo.com/group/wa4hdogleaders/database?>

### **Obedience Score Sheets (PDF)**

**Download** All Obedience Score Sheets

Pre-Novice

Novice

Advanced Novice

Graduate Novice

Open

Graduate Open

Utility

Veterans / Modified

Pre-Novice Team

Novice Team

Advance Novice Team

Long Sit / Long Down

Guidelines for Obedience

### **\*Leader's Guide**

### **Project Record** (C0794)

### **Rabies Vaccination Certificate**

*(required for State 4-H Fair)*

### **Rally Obedience**

### **\*Showmanship Guide**

Showmanship Score Sheet

### **Learning About Judging**

by Katrina Walker

State 4-H Fair Livestock, Judging Superintendent

## **RULES FOR EVENTS**

Refer to your County Dog Project rules, State Fair rules, County Fair rules.

## **ENTRY FORMS**

For County Qualifying events design an entry form with the information you will need to fill out County Fair and State Fair events and to be able to keep records.

## **SCORESHEETS**

Make sure you have all scoresheets that you need well in advance of your event. If you run out be sure you have access to someplace that you can run more copies. It's better to have more than not enough.

If you fill out the scoresheets prior to the event (Armband numbers, breed, age group, date, judge name) and at least the day before the class is to be judged, you will have less stress the day of the event.

## **RIBBONS AND PRIZES**

Order your ribbons and trophies well in advance. Know how many of what colors are needed and what information needs to be printed on them. Your County Fair may need to know a year in advance what your estimated quantities will be.

## **ASSISTANTS**

You will need help. Either have an Assistant Superintendent or make arrangements well in advance with leaders or parents that can help you. Meet ahead of time and go over what has to be done and who will do what.

Things can happen to any of us that can very quickly change the situation where a person may not be able to carry out their duties. It is in the best interest of your county project and 4-H members to have another person trained and able to take care of things should some unforeseen incident happen and you are not available.

## **HIRING JUDGES**

Keep a list of Judges you have used and would recommend to other counties. Share those names with other counties always building on your list and helping them build theirs.

When hiring your Judges as a courtesy, discuss any fees or reimbursements for gas and when to expect it, send a reminder closer to the event, send them or e-mail them any 4-H rules, scoresheets, and manuals as needed.

Let them know all classes they will be judging, estimated number of entries per class, and estimated judging hours.

Send them a list of breeds for Showmanship so they will know ahead of time, although they should be prepared for any breed.

Let them know of any extra classes they may need to judge such as dog posters, costumes, groom squad etc.

Inform them of any Fair or County rules that may affect their judging, but keep in mind that counties may make more strict rules than the State Curriculum Guidelines but not have more lenient rules.

For Special needs members, with parents permission, be sure to let the judge know before they begin the class.

Let your judge know if you have non regulation rings or equipment. They may be able to bring something to help out or plan ahead.

If special assistance is needed from the Judge, such as planning an Agility course, let the judge know that well in advance.

Lastly, make sure the judge knows about meal arrangements and parking. Every event and county is different and this way there are no surprises when the judge gets there.

Judges often bring their own stopwatches, measuring devices, calculators, AKC obedience rule books, and other items. But be sure to have extras on hand just in case!!

## **SCHEDULING**

Plan your classes at Fairs in the order that works best for your county project at your Fair or event. For Obedience you can sometimes estimate the number that can be judged in an hour by the Obedience Regs. There could be interferences in scheduling when kids have other projects, have to leave to do a Public Presentation, or might have to do some other duty. Be prepared to be able to shift some things.

## **STEWARDS**

Try to assign one person as a Chief Ring Steward to line up stewards for all classes. The best thing you can do is hold a stewarding clinic as Leader Education. The thing that moves the ring faster than anything are experienced stewards who understand timing in the ring. This helps the judge move faster rather than the judge constantly waiting for the steward. There are some Stewarding resources in this manual.

## **WORKING WITH FAIRBOARDS AND 4-H STAFF**

Stay in close contact with your 4-H Staff and take advice from them on dealing with any problems with Parents or Members. Attend any scheduled meetings for Superintendents during the year.

## **DEALING WITH LEADERS, MEMBERS, AND PARENTS**

In most cases you will be interacting with your members, leaders and parents. You'll need to be able to look things up and answer their questions. There will be times when you need to consult with Staff or a Fair Manager when people may not be satisfied with your answer.

## **RECORDING RESULTS**

Members and parents want scoresheets as a learning tool and for their own records. Before they are handed out, you need to record the information you need and double check addition. It really helps to have another person help you check those scores. You might want to highlight the final score with a highlighter so it can not be changed by any unauthorized person..

## **FILLING OUT STATE FAIR ENTRY FORMS**

Refer to how to fill out the State Fair entry forms. Many times information is left off and it really holds up getting started in the morning at State, or holds up some classes, until the information is obtained.

## **Equipment Checklist:**

- |   |   |
|---|---|
| <input type="checkbox"/> Regulation size Obedience Jumps<br>( <u>suggestions</u> on how to build can be found in the AKC Obedience regulations) | <input type="checkbox"/> Large Index Cards - for Armbands<br>– put class, exhibitor's names & dog's name on back. You may want to put the club name also. |
| <input type="checkbox"/> Ring Ropes and Poles   | <input type="checkbox"/> Paper  |
| <input type="checkbox"/> E-Z Ups  | <input type="checkbox"/> White-out  |
| <input type="checkbox"/> Permanent Markers in black for armbands and in red & blue for scoring  | <input type="checkbox"/> Calculators (2 or more)  |
| <input type="checkbox"/> Score Sheets for all classes   | <input type="checkbox"/> 100' Tape Measure  |
| <input type="checkbox"/> Sits & Downs Sheets for all classes  | <input type="checkbox"/> Tables for rings and for entry table   |
| <input type="checkbox"/> Pencils and Clipboards – 2 for each ring   | <input type="checkbox"/> Paper Towels   |
| <input type="checkbox"/> Pencil Sharpener   | <input type="checkbox"/> Pooper Scooper   |
| <input type="checkbox"/> Pens & Pencils   | <input type="checkbox"/> Sanitizer  |
| <input type="checkbox"/> Rubber Bands   | <input type="checkbox"/> Chairs   |
| <input type="checkbox"/> Stapler  | <input type="checkbox"/> Two stewards per ring  |
| <input type="checkbox"/> Staple remover   | <input type="checkbox"/> Refreshments for judges  |
| <input type="checkbox"/> 3 hole punch   | <input type="checkbox"/> 2 Stopwatches  |
| <input type="checkbox"/> Scotch Tape  | <input type="checkbox"/> Slip lead (for dogs that try to leave ring)  |
| <input type="checkbox"/> Wall stapler   | The following items are nice to have if your Dog Council raises money to purchase them.   |
| <input type="checkbox"/> Push Pins or Thumb tacks   | <input type="checkbox"/> Dry Erase Boards and Dry Erase Pens  |
| <input type="checkbox"/> Duct Tape  | <input type="checkbox"/> Walkie Talkies   |
| <input type="checkbox"/> First Aid kits for dogs and people   | <input type="checkbox"/> PA System  |

## **Superintendent Instructions:**

Bring the entry forms and put the child's number next to their name. Suggestion: Juniors use 100 series, Intermediates, 200's, Seniors 300's. For any Specialty classes number however works for you.

Make up one sheet of paper with the club's name on it and what numbers were given that club. This helps Leaders know what numbers are in their club so they can schedule herdsmanship, keep track of when they will have someone to go to the ring, and so forth. Your own list may have each age group alphabetized or by sequence of armband numbers. Whichever way works most comfortable for you.

If possible post the classes and armband numbers and breed so everyone can check what group they are in and when their group is going in.

Ring Stewards, or Superintendent and assistants, make out score sheets for all the entries ahead of time. Fill in the date, which show, number given the 4-H'r, age group, and breed on each score sheet. You may want to add the Judge's name.

Move up to the head or end of each list anyone who works or has another commitment or conflict. If they have two dogs or two classes, check with the lower class and show there later. High class dogs usually show first. Start with Utility and work down. Dogs in classes where using scented articles, or need to retrieve, should be given the cleanliest ring possible. Dogs at this level rarely foul the ring compared to Pre-novice or some Novice dogs.

For Qualifying shows you might want to make two copies of the entry forms and give a copy to the appropriate leaders after the show so they can keep track of what classes their members have been entered in. Keep the original. After scores are recorded, make sure club leaders receive a copy of results for their club. If you make a spreadsheet on a computer, or make a hand written form, you can sort by clubs and give a sheet with that club's members and scores to their leader.

At Fairs you may have to keep entry forms in a book for the bookkeeper to add up premium points and paying out the premium money. Make copies of the original entry forms and make another book for you or your county dog project to keep records of scores in case you have members that have to move up according to your rules. You'll have to record results in that book too.

**STEWARDS** – Give them the “Instruction Sheets for Stewards”.

**JUDGES** - Instruct them that after each sits & downs class to send all the individual score sheets and the sits & downs sheets to the superintendent of the show so scores can be recorded. At the end of all groups and when the final scores are recorded, awards may be given out or when you have a break. Make sure adults do this and they know to keep results confidential until awards are presented.

**SUPERINTENDENT OF SHOW** – Make sure two people re-check the addition of the score sheets. Check against sits & downs sheet for correct score. Put total score on bottom of sits & downs sheet as a cross check reference. On exhibitor's scoresheet totals, highlight in yellow so they can not be changed by unauthorized people. After this point is when individual score sheets can be given out. **ALWAYS KEEP A COPY OF RECORDED SCORES FOR YOURSELF.**

## **INSTRUCTION SHEET FOR RING STEWARDS**

1. For each score sheet, please fill in the date, which show, the exhibitor number, age group, and the breed of dog. In some cases the Superintendent or assistant may do this. Please do this ahead of time and have them ready for the judge.
  2. Fill out a sits and downs sheet with the same information as above – the date, which show, the exhibitor number, age group, and the breed of dog. Again, do this ahead of time and have it ready for the judge.
  3. The dogs go into the ring in the order on the gate sheet. If changes are made to the order, change the sheets to match.
  4. Please follow each judge's specific instructions and be alert to what the judges want. Try not to wait to be asked to do something. In Pre-Novice and Novice watch the heel on leash and when the judge says exercise finished "hit your marks" for the figure 8. For Novice after the Figure 8, where there is then a stand for exam, one steward stays and takes the leash after the Figure 8. Please watch to be ready, and take the leash out to the exhibitor after the Heel Free so the dog may leave the ring on leash. Also, dumbbells should be handled on the ends only.
  5. Line up the next two to go into the ring for obedience, until the last entry is in the ring before the break for sits and downs. For Pre- Novice especially Juniors, you may have to ask them to stay close by so they don't wander off. When the last dog starts in the ring gather everyone in line for sits and downs.
  6. Make sure the exhibitors are checking in at the ring. Make a check mark by their name when they check in, make a line through their name or cross the check mark when they have gone into the ring, and put a line through their name if they are scratched. Or you may want to use a dry erase board by the ring so everyone can see where they are.
  7. After each set of sits and downs send all the individual score sheets and the sits & downs sheets to the superintendent of the show so scores can be recorded. At the end of all groups and when the final scores are recorded, awards may be given out, or when there is a break to do so.
  8. Do not use 4-H's as runners of the score sheets – only adults may handle them. Keep all information on score sheets confidential until scores are announced.
  9. BEVERAGES SHOULD BE AVAILABLE FOR YOU TO SERVE THE JUDGES AND STEWARDS AS NEEDED. CHECK WHERE THEY WILL BE KEPT.
  10. SUPERINTENDENTS should put bitches in season last in the class on the sheets. If another class will be scheduled in the ring after a class that has a bitch in season entered, see if you can hold the results and awards of the class she is in, and if possible have her judged after all dogs in all classes that use that ring are done. Then add her scoresheet to her class for final recording and awards. You can always have a couple of volunteers with female dogs (that won't be scored) line up with the female in heat so she can be tested on sits and downs with others present, or judge her alone, whatever your choice is. If you decide that you must judge the female in heat at the end of her class, and before another class comes into the same ring, just remember that you have allowed scenting that ring for the next class therefore creating an unfair situation for the dogs in that next class. We allow Bitches in Season in 4-H, but it is not allowed in AKC companion events. So please make it as fair as possible for those following in that ring.
- RING STEWARDS should make the Superintendent aware if there is a bitch in season that they may not have known about.
11. Know where scoops and disinfectant are located. Using a neutralizer, rather than a scented spray, works better to eliminate the odor.
  12. When in doubt about a judge's procedure in the ring, please ask the judge. If you are still in doubt, ask the Superintendent.



## STATE 4-H FAIR EXHIBITOR NO.

17

↑ For State 4-H Fair Office Use ↑

WASHINGTON STATE 4-H FAIR  
ENTRY FORM FOR ALL ANIMAL ENTRIES

(Do not use this form for any still life or activity entries)

EXHIBITOR'S NAME: 13 Doe Jane  
LAST FIRST

MAILING ADDRESS: 5622 E. X Ave.

CITY/STATE: Puyallup, WA ZIP: 98777

PHONE NO. 14 777 351 4444 CLUB NO. 505 15

4-H AGE GROUP: ☐ JUNIOR (3<sup>RD</sup>-5<sup>TH</sup>) ☒ INTERMEDIATE (6<sup>TH</sup>-8<sup>TH</sup>) ☐ SENIOR (9<sup>TH</sup>-UP)  
(Highest grade completed by time of fair) 16

## MEMBER'S COUNTY ID NO.

1 0 2 7 2 7 3 9 8

County Code 2 Member Code

(See back of form for code &amp; zone)

ZONE: 3

A

COUNTY NAME 4 Pierce

## RIBBON PLACING/PREMIUM POINTS

CLASS	LOT	BLUE	RED	WHITE	NO PLACE	PREMIUM POINTS
500	1					
501	2					

## HERDSMANSHIP

## FITTING &amp; SHOWING

CLASS	LOT	BLUE	RED	WHITE	NO PLACE	PREMIUM POINTS	EAR NUMBER 10	11 CLASS NAME OR BREED/VARIETY	ANIMAL'S BIRTHDATE		
									MONTH	DAY	YEAR
502	2						Fido	PN Beagle	12 2		years
512	4						Fido	PN Team Beagle	2		years
513	4						Fido/Reddy	PN Brace Beagles	2 & 4		years
517	7						Spot	Std-Elm. Aussie	3		years
522	12						Spot	jww-PN Aussie	3		years
TOTAL PREMIUM POINTS EARNED:											

C0945 (5/06)

- 1 County Code (found on back)
- 2 Member ID # (from county office)
- 3 Zone (found on back)
- 4 County Name
- 5 Herdsmanship class number and Lot is always #1
- 6 Fitting and Showmanship class number and **Lot is the age group (1, 2, or 3.)**
- 7 \*Obedience class & **age lot#**, put Team class if on team, and Brace class if member has a Brace. **\*Team and Brace lots are by class.**
- 8 **For AGILITY - Agility Class (can be different dog) MUST USE LOT # LISTED FOR JUMP HEIGHT**  
(age group has already been shown under F & S).
- 9 Office Only
- 10 Put dog's name under Ear Tattoo box
- 11 Put abbreviation for class name and Breed
- 12 Put dog's age in years, or months if under one year (use the word "Months" or "Mo." after the number of months)
- 13 Full name and address
- 14 Phone number with area code
- 15 Club number
- 16 Mark box with check mark or X for age group
- 17 Office Only

\*Please pay attention to Lot #s listed in Premium book. They can indicate age, class, or jump height.



## WASHINGTON STATE 4-H FAIR COUNTY NUMBERS & ZONE CODES

County	Co. #	Zone	County	Cty #	Zone	County	Cty #	Zone
Adams	1	D	Grays Harbor	14	B	Pierce	27	A
Asotin	2	E	Island	15	C	San Juan	28	D
Benton	3	D	Jefferson	16	B	Skagit	29	B
Chelan	4	C	King	17	A	Skamania	30	C
Clallam	5	C	Kitsap	18	A	Snohomish	31	B
Clark	6	C	Kittitas	19	C	Spokane	32	E
Columbia	7	E	Klickitat	20	D	Stevens	33	E
Cowlitz	8	B	Lewis	21	B	Thurston	34	A
Douglas	9	D	Lincoln	22	D	Wahkiakum	35	B
Ferry	10	E	Mason	23	A	Walla Walla	36	E
Franklin	11	D	Okanogan	24	D	Whatcom	37	C
Garfield	12	E	Pacific	25	B	Whitman	38	E
Grant	13	D	Pend Oreille	26	E	Yakima	39	C



*4-H Youth Development Program*



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