




• South Dakota  •  
**Dog Project**  
Leader/Member Handbook



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## **Forward**

This handbook was developed by the State 4-H Dog Project Committee for 4-H members, 4-H leaders, county extension staff, show coordinators and parents. It establishes uniform guidelines and procedures for the 4-H Dog Project and events throughout the various counties and state. Please use this document when setting up shows and establishing show rules.

These overall policies and procedures are used in addition to the rules and regulations for the individual events of obedience, rally obedience, showmanship and agility. In certain situations, these overall policies supersede the rules and regulations for the individual events.

## **Objectives**

The purpose of the South Dakota 4-H Dog Project is to help 4-H'ers:

- Develop leadership, initiative, self-reliance, and sportsmanship.
- Experience the pride and responsibility of involvement with a dog.
- Learn a greater love for animals and develop a humane attitude toward them.
- Prepare for citizenship responsibilities by working together in groups and supporting community dog projects and activities.

## **Risk & Responsibility**

Owners enter dogs in a 4-H show at their own risk and agree to abide by 4-H rules and regulations. The owner has sole responsibility for the dog and is liable if the dog hurts a person, another dog or damages property at any 4-H dog activity or event.

## **Aggressive Dog Policy**

Dogs must be kept on leash at all times unless instructed otherwise by your dog training instructor or a judge.

Any dog that attempts to bite or attack a human or another dog will immediately be removed from the activity or event. Any bite incident must be reported to the local authorities in compliance with South Dakota law. If the incident occurs during training, the situation will be reviewed by the county dog committee, including input from the dog training instructors, the county extension staff, and the family of the 4-H'er involved. The committee may put the dog on probation, require individual training with the dog and handler, require the dog to wear special equipment at any 4-H event or activity, or expel the dog from 4-H activities and events for a period of time. If the incident occurs during a 4-H dog show, the Show Committee will review the situation and determine if a ribbon

will be awarded, or if the dog will be disqualified and excused from the show or class.

Expelling a dog from 4-H events and activities is a rare occurrence but could be necessary for the safety of other members and dogs. Should a dog actually be expelled, it is an action against the dog and NOT the 4-H'er. The county dog committee will look at many solutions and encourage the 4-H'er to attend classes without the dog and train it at home. Solutions may include using a different dog – including leasing a dog from another person. 4-H'ers will always be welcome in every other phase of the project including skillathon, project meetings, exhibiting educational displays, etc.

It is also important to note that members are legally responsible for the actions of their dog. Everyone in class should have appropriate liability insurance (usually a part of a home owners or renters insurance policy) for their own protection. Safety is of paramount importance!

### **Dogs in Season**

4-H members should NOT bring dogs in season to training sessions or 4-H events or activities without direct permission from their dog leader. 4-H leaders must consider the safety of the entire group. While your dog may act normally, she could present such distractions around her that a normally safe environment becomes out of control.

Female dogs in season are not permitted to compete at the State Show level. At the county level, female dogs in season may be shown at the project leader's discretion in Obedience and Showmanship classes. The dog should be the last dog in the ring and separated from other dogs.

Female dogs in season may not show in Agility and Rally at any level. Instead, mutually agreed upon arrangements may be made to allow such dogs to compete at another county's qualifying show when the dog is not in season.

The judge must remove from competition any dog in season, any dog a handler cannot control, any handler who interferes willfully with a competitor or a competitor's dog, or any handler who abuses a dog. The judge may excuse from competition any dog considered unfit to compete, or any female dog so attractive to males as to be disruptive.

### **Mistreatment of Dogs**

Absolutely no abuse or mistreatment, verbal or physical, of dogs will be tolerated in 4-H. Anyone caught hitting, kicking, or otherwise physically abusing

a dog will be immediately dismissed from the event or activity.

Use care with dogs being left in cars in the summer. The temperature inside of a car parked in the sun (even with the windows rolled down) can reach a temperature high enough to cause brain damage in only 10 minutes. Leaving a dog in a car in hot weather is considered abuse under South Dakota law and law enforcement personnel are permitted to break into cars to rescue dogs. Please do not leave any dog in a closed car.

## **Ineligible Dogs**

1. No dog belonging wholly or in part to a judge or residing in the same household as the judge may be entered in the same classes where that judge is officiating, except in the case of extreme circumstances.
2. A Wolf or Wolf-Hybrid or Coyote or Coyote-Hybrid may NOT be shown in 4-H. (They cannot be vaccinated for rabies.)
3. No dog shall be eligible to compete if it is taped or bandaged in any way or if it has anything attached to it for medical corrective purposes. Exceptions may be made with written confirmation from a veterinarian that the dog is able to compete, AND UPON approval of the judge.
4. No dog shall be eligible to compete with a physical condition that is detrimental to the health of the dog. This includes: pregnant dogs, dogs that have recently whelped, dogs with an injury that impedes movement or a dog in obvious in pain.
5. A 3-legged dog may NOT compete in agility but may compete in obedience, showmanship or rally obedience.
6. A dog with an abnormal gait or other condition may show with written confirmation from a veterinarian that the dog is able to compete, AND UPON approval of the judge.
7. The judge and/or Show Committee may excuse any dog attempting to attack any dog or person in the show or ring. Said dog may be disqualified and no ribbon awarded.

## **Competing**

4-H members are welcome to participate in shows and events outside of 4-H. In many cases, even if the dog wins a title through an outside organization, they may still participate in some 4-H events.

For agility, if a team has a Novice title in AKC, UKC, NADAC, CPE or USDAA, it has demonstrated that it can do the On/Off Leash classes in 4-H. The team may start at Advanced or at Excellent if it has the obstacle skills.

- For obedience, refer to 01-4017-2013 South Dakota 4-H Dog Project

Obedience Rule Book.

- For showmanship, 4-H members may compete in AKC Showmanship and 4-H with no restrictions.
- For rally obedience, refer to 01-4009-2013 South Dakota 4-H Dog Project Dog Rally Rule Book.

## **4-H Participation**

1. The youth must have a completed 4-H enrollment on file, and be enrolled in the Dog Project to be eligible to exhibit.
2. The SD 4-H Dog Project ID Vaccination and Verification Certificate (01-4012-2015) must be completed and uploaded to 4HOnline or submitted to the local 4-H office before attending project meetings or no later than June 1 of the current year to qualify to show at the State 4-H Dog Show. If the form is received after June 1, the 4-H'er cannot receive anything higher than a blue ribbon at the county show and is not eligible for champion, reserve champion, or other special awards, nor can he/she qualify for the State Dog Show.
3. The 4-H member does not need to own the dog but must have trained, groomed and cared for the dog since June 1 of the current year. If the 4-H'er qualifies for the State 4-H Dog Show, he or she must sign the registration form for the State 4-H Dog Show stating that he or she has trained, groomed and cared for the dog since June 1 of the current year.
4. A 4-H member may not substitute or change dogs after the county show in agility, obedience or rally obedience for any reason. In showmanship, the 4-H'er is being judged on his/her ability to handle a dog; thus if a 4-H member's dog should get injured, killed or an intact female come into season after qualifying, the 4-H'er is allowed to substitute another dog for the State 4-H Dog Show.
5. A 4-H member may show a maximum of two dogs per lot.
6. More than one 4-H'er may show a dog in the various events; however, concern should be first for the health and safety of the dog. So when starting the dog project this should be kept in mind. See specific rulebooks for class requirements.

## **Vaccinations**

The SD 4-H Dog Project ID Vaccination and Verification Certificate must be completed and uploaded to 4HOnline or submitted to the local 4-H office before attending project meetings or no later than June 1 of the current year to qualify to show at the State 4-H Dog Show. This is the only vaccination information accepted for the county dog shows. Do not attach invoices, etc., from the veterinarian. The certificate MUST be signed and dated by the veterinarian.

- If more than one 4-H'er is showing the same dog, for example someone is borrowing another's dog for Brace, have two certificates (one for each handler) completed for the dog.
- Complete a separate form for each project dog.
- When attaching the photo, the photo is to be of the dog only. The photo should not cover up any of the important information. The South Dakota Board of Animal Health requires dogs to have current Rabies vaccinations. Please have your veterinarian document on your Dog IDV certificate whether your vaccination is current for 1 year, 2 years, or 3 years by filling in the "Revaccination Due Date".

A current Distemper, Hepatitis, Leptospirosis, Parinfluenza, and Parvovirus (DHLPP) vaccination is required for 4-H dogs. There are some variables that will determine whether your veterinarian will suggest a vaccination every year, every two years, or every three years. The 4-H Dog IDV certificate allows for your veterinarian to indicate whether he or she believes your dog would be revaccinated one year, two years, or three years from the listed vaccination date. In very rare cases, primarily due to the health condition of the dog, a veterinarian will not recommend a DHLPP vaccination be given to a specific dog. In these cases, a titer will be required which demonstrates that antibodies are present in the blood that may protect the dog from infection and/or disease. (An adequate titer value does not guarantee an effective immune response.) If this is the case, a proof of titer must be attached to the Dog IDA form. The Leptospirosis requirement may be waived by your veterinarian. If so, there is a box for the veterinarian to check on the 4-H Dog IDA stating "I certify that this dog has not been vaccinated for Leptospirosis". Although not required, it is recommended to ask your veterinarian about prevention for Kennel Cough, Lyme's Disease, Corona, Heartworm, etc. It is good practice to carry your current Rabies Certificate with you when you are out with your dog.

### **Special Needs Exhibitors**

At the county level, project leaders shall encourage special needs members to participate in classes based on their abilities. Special exceptions or modifications to classes shall be made as required to allow the 4-H member a satisfactory experience. Special needs members may advance to state competition; but please notify 4-H staff/volunteers of any special needs of the exhibitor in advance.

### **4-H Classes**

Refer to 01-4024-2013 South Dakota 4-H Dog Project Dog Agility Rule Book, 01-4017-2013 South Dakota 4-H Dog Project Dog Obedience Rule Book, 01-4009-

2013 South Dakota 4-H Dog Project Dog Rally Rule Book, and 01-4031-2014 South Dakota 4-H Dog Project Dog Showmanship Rule Book for descriptions of the classes offered. At county and state events, classes are divided by 4-H age, determined as of January 1st: Beginner - 8 to 10 years of age, Junior - 11 to 13 years of age, Senior - 14 to 18 years of age.

### **Use of the 4-H Emblem**

Use of the 4-H name and emblem is regulated by federal law that states only activities or programs under the supervision of the Cooperative Extension Service may use the name and emblem. Any district, area, regional, or state 4-H dog event, training, or show must have the approval of the extension staff. No special permission is required for a local club or county to hold trainings for their 4-H members or a local club or county to hold a show for their 4-H members (commonly called a "Fun Match" or "Mock Show"). Any 4-H club or county program may hold an Agility and/or Obedience and/or Showmanship show under the rules set by the South Dakota 4-H Dog Project Committee. One show at the county level must be designated as the qualifying show for participation in the State 4-H Dog Show.

A local club or county may hold an invitational show for their 4-H members as well as 4-H members from other counties. Fun Matches or Invitational Shows may include classes for non-4-H members. It is recommended that there are separate classes and awards for the two divisions (4-H and non-4-H). This should be noted in show publicity. If classes for non-4-H members are included in the show, the show publicity should also state that "the show will be conducted under South Dakota 4-H Dog Show Rules and Guidelines". Shows sponsored by other organizations or that do not provide separate classes for 4-H'ers are not permitted to use the name and emblem of 4-H. In such instances, the title "Junior Dog Show" or other similar name should be used.

No identifiers such as badges, coats with kennel names or training schools thereon, club identification, or ribbon prizes shall be worn or displayed, nor any visible means of identification used by an individual when exhibiting a dog in the ring. A plain 4-H clover is acceptable.



## Dog Show Planning Guide

This guide provides a general outline for planning a dog show. 4-H dog shows are a great opportunity for youth/adult partnerships and for youth to be involved in a leadership role.

### Three to nine months prior to your show:

- \_\_\_\_\_ Meet as a committee and choose a show coordinator.
- \_\_\_\_\_ Decide who will take charge of each area of responsibility (see checklist).
- \_\_\_\_\_ Decide the time, date, and place of the show. Work with extension staff to secure a show location.
- \_\_\_\_\_ Decide which classes to offer.
- \_\_\_\_\_ Discuss the show budget and how to handle finances. Discuss entry fees, if any, and deadlines. Work with extension staff.
- \_\_\_\_\_ Discuss promotion for participants and audience
- \_\_\_\_\_ Discuss awards (review all 4-H Rules). Awards will be needed for all classes.
- \_\_\_\_\_ Discuss judges. A list of trained judges is available through the county 4-H office. It is preferred that judges at the county level come from this list, but choose judges who are well-qualified and work well with youth. Consult with the county staff concerning fee structure and payment. Expect to pay a judge's fee, plus mileage and expenses. Determine who will contact the judges and do so. This is normally done three to eight months in advance of the show date.
- \_\_\_\_\_ Discuss equipment and supplies.
- \_\_\_\_\_ Discuss refreshment arrangements, if any.

### One to two months before the show, meet again to:

- \_\_\_\_\_ Discuss how to handle registrations
- \_\_\_\_\_ Verify the judges and date. Make sure that judges have copies of current rules and regulations, and score sheets.
- \_\_\_\_\_ Get reports from sub-committees.
- \_\_\_\_\_ Discuss any last minute change of plans.

### Two weeks before the show, the coordinator should contact helpers and ask:

- \_\_\_\_\_ Are there any loose ends?
- \_\_\_\_\_ Is everything in place?

### One night (or several hours) before the show:

- \_\_\_\_\_ Everyone helps with set-up.
- \_\_\_\_\_ Get final details and instructions.
- \_\_\_\_\_ Be sure someone is available to greet and orient all judges, ring stewards, and other volunteers.

## Dog Show Planning Checklist

Positions/help/items needed for show: \_\_\_\_\_

See suggested lists below for positions/help/items needed.

Date and Time of Show: \_\_\_\_\_

Registration Time: \_\_\_\_\_

Show Site: \_\_\_\_\_

Ring Size: \_\_\_\_\_

Number of Entries Expected: \_\_\_\_\_

Length of Show: \_\_\_\_\_

\*\*Remember, some members will have several entries. Use these formulae to estimate the time needed for the show:

Obedience—7 entries/hour/judge

Showmanship—10 entries/hour/judge

Agility—20 minutes for course building plus 30 entries/hour/judge

Rally—5 entries/hour/judge

If there are more than 30 total entries across all events, plan on at least two judges.

Judges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Classes to Offer (Eligible for State Dog Show) (These classes may be broken down by exhibitor's age, dog's jump height, etc.) See current dog contestant packet for classes.

## **Show Committees**

### Entries/Registration Committee

- Collect pre-registration and/or entries
- Collect entry fees
- Record rabies vaccination dates and other information required. State law requires rabies vaccination information. 4-H members should be aware that they should carry proof of vaccinations with them anytime they travel with their dog. \*See IDV certificate.
- Assign exhibitor numbers
- Compile and distribute class lists to rings

Hint—Make a master list of the exhibitor, entry fee paid, exhibitor number, club or county, dog name and/or breed, rabies check-off, and classes. Make a list for each class.

### **Publicity/Catalog Committee**

- Write press releases for local papers and radio stations, hang posters/flyers in neighborhood stores
- Send the show results to the local paper; photos improve publication chances.
- Publish show catalog listing all exhibitors by class with exhibitor number, name, club or county. You may wish to include an introductory paragraph about your judge(s) or sell advertisements to offset costs.
- Acknowledge prize donors

### **Awards Committee**

- Determine the type of awards to be given and compile a list with the necessary numbers. Consult the local 4-H office for pre-existing supplies and traditions. Awards can be trophies or rosettes, 4-H ribbons, gift certificates, pet supplies, books, giftware, etc. Have enough awards for each class, pursuant to 4-H rules, including enough purple, blue, red and white ribbons for all entries (count the entries, not exhibitors!)
- Place any orders for awards and ribbons at least two months in advance.
- If you are looking for donations, solicit them well in advance of the show date.
- Display the awards on a table at the show. Make signs to recognize your donors!
- Record the winners in the order in which the award will be presented and organize the awards for easy presentation. The judge will normally hand the award to the exhibitor.
- Send thank you notes to all donors.

## **Food/Refreshments Committee**

- Work with the 4-H office to determine whether or not a food license is necessary.
- Plan a menu and estimate costs.
- Solicit food donations
- Recruit volunteers to shop for and prepare the food and work in the food stand.
- It is a courtesy to give judges a free meal. Many groups provide food and drinks to all show volunteers.

## **Ring/Equipment Committee/Needed Equipment**

- Locate and assemble ring barriers (anything from stakes and rope to fencing material)
- Secure surface materials (to provide good footing for indoor shows). Advanced Obedience classes held indoors require matting of some type.
- Measure rings and list needed equipment for each. (Refer to 01-4024-2013 South Dakota 4-H Dog Project Dog Agility Rule Book, 01-4017-2013 South Dakota 4-H Dog Project Dog Obedience Rule Book, 01-4009-2013 South Dakota 4-H Dog Project Dog Rally Rule Book, and 01-4031-2014 South Dakota 4-H Dog Project Dog Showmanship Rule Book for ring sizes and equipment needed.)
- Judge's table for each ring, three chairs for each ring
- Table and chairs for registration
- Table/display for awards
- Clipboard, stopwatch (watch with second hand), calculators, chalk, blank paper, pens/pencils, yardstick, clean-up supplies, hand wipes/disinfectant, golf tees (if the show is held outside), and electric tape for each ring.
- Score sheets for all exhibitors – completely filled out before the show. Have extra sheets on hand.
- A current copy of 01-4024-2013 South Dakota 4-H Dog Project Dog Agility Rule Book, 01-4017-2013 South Dakota 4-H Dog Project Dog Obedience Rule Book, 01-4009-2013 South Dakota 4-H Dog Project Dog Rally Rule Book, and 01-4031-2014 South Dakota 4-H Dog Project Dog Showmanship Rule Book for reference. These can be found at <http://igrow.org/4h/animals/>.
- Jumps for advanced classes in Obedience and Rally Obedience
- Showmanship table for Showmanship classes (optional)
- Agility equipment
- Poster board and markers
- Clean-up Supplies
- PA system for announcements

## **Set-Up Committee**

- Refer to a current copy of 01-4024-2013 South Dakota 4-H Dog Project Dog Agility Rule Book, 01-4017-2013 South Dakota 4-H Dog Project Dog Obedience Rule Book, 01-4009-2013 South Dakota 4-H Dog Project Dog Rally Rule Book, and 01-4031-2014 South Dakota 4-H Dog Project Dog Showmanship Rule Book for ring size, equipment needed, and how the ring is to be set up. These can be found at <http://igrow.org/4h/animals/>.
- Set up tables with supplies for each ring
- Set up registration table and awards table
- Roll out mats; in advanced classes, a center mat is also required. Handling mats correctly differs according to the materials.

**Foam and Foam/Rubber-Blend Mats**—A foam mat will lay very flat and never require taping if it has been handled correctly. Whenever possible, move mats while they are rolled. NEVER drag a mat from the end.

If it is necessary to move a foam mat which has already been unrolled, LOOSELY fold the mat in half, and then fold it at least once more, and preferably twice more to bring it down to a size that can be moved without stretching it. Pulling mats sideways from place to place by the ends (even small distances of just 4-5 feet) is what creates the big ripples along the edge of the mats. Sometimes when laying down a foam mat that has ripple damage, you can make the mat lay flat without tape by giving it a slight curve to the right or left once it is on the floor. If making a fully matted utility ring, it is sometimes possible to put the rippled edge slightly under the edge of the adjoining mat.

If it is absolutely needed to tape a foam mat, try to use as little tape as possible, just taping it at intersections and places where people need to walk over the edge of the mat. To remove the tape, never grab the end of the tape and just rip it up. When removing tape, get down on your knees and remove the tape VERY carefully, inch by inch. It is a painstaking process. It is best to SLOWLY and carefully pull up on the tape with one hand while the other hand presses the mat downward toward the floor. Even this careful tape removal sometimes takes off the surface of the mat. The ripping up of tape in one big pull often leaves a mat with a big rip or hole.

**Rubber Mats**—Rubber mats are becoming less common. They are very heavy in comparison to the newer foam mats. Rubber mats are stiff (while the foam types tend to flop when lifted). Rubber mats sometimes split or crack when handled in cold temperatures (they become quite brittle), but at room temperature are safe to handle.

Rubber mats often have ridges that are very sharp to the touch on the top of them. They are almost impossible to ruin by duct tape (so feel free to tape away as long as you are sure it is a rubber and not a foam mat). Rubber mats can take much more rough handling than a foam mat. One can move a rubber mat by pulling from the ends without doing it much harm. If you don't know for sure that you are dealing with a rubber mat, then it would be better to treat the mat as if it were made of foam.

- Have clear and separate entrance and exit to each ring if possible.
- The ring barriers should never be set right on the edge of perimeter mats! Mats should always have at least two feet of clearance to the ring barrier. The exception is that fully matted rings do not need the two foot buffer zone.
- Jumps for Obedience should NEVER be placed right next to the ring barriers. In all class levels involving jumps, the dog must have the option to walk around the jump on either side rather than going over the jump.

## **Stewards**

The judge is in sole charge of the ring until the assignment is completed. Stewards are provided for assistance, but may act only on the judge's instructions. Stewards shall not give information or instructions to the owners except as specifically instructed by the judge, and then only by making it clear the instructions are those of the judge.

### **Obedience Ring Steward Duties**

- A Chief Ring Steward should be chosen and should locate at least two stewards for each Obedience ring.
- If necessary a training or briefing session should be held with stewards.
- Keep the next dog in a staging/holding area while current exhibitor is in the ring.
- Act as "posts" for figure 8 exercises. Posts must stand still and be silent.
- Line up dogs for long sits and downs while final 2 dogs are in the ring.
- Set the jumps before the exhibitor enters the ring, if required for the class.
- Lead handlers to holding area for out-of-sight stays when required.
- Assist the judge in placing articles or gloves, if requested, in the appropriate classes.
- Assist the judge in adding the score sheets, if requested, and in recording results. Stewards should be advised that the results are confidential and may not be shown to anyone without the judge's permission. Score sheets should be left face down on the table and removed when the stewards leave their ring.

- Act as an assistant to the judge. No steward shall have the authority to make any changes or decisions independent of the judge and/or Show Committee.

### **Showmanship Steward Duties**

- Call an entire class (or part of a class if the class is too large). Line class up in catalog order. Bring class into the ring when instructed by the judge.
- Assemble the next class after the judge has completed the individual examinations of the dogs in the present class.
- Assist the judge in recording results. Stewards should be advised that the results are confidential and may not be shown to anyone without the judge's permission. Score sheets should be left face down on the table and removed when the stewards leave their ring.
- Act as an assistant to the judge. No steward shall have the authority to make any changes or decisions independent of the judge and/or Show Committee. Stewards may watch for violations of the 4-H Showmanship rules.

### **Agility Ring Steward Duties**

It takes many people to put on a successful Agility Show. Listed below are the helpers needed at each ring for the smooth operation of the Agility Show.

Judge

Gate Steward – 1

Ring Stewards – 2 to 3

Leash Runner – 1

Score Sheet Runner – 1

Scribe – 1

Timer – 1 (must be the same person for all dogs in a class)

Table Stewards – 2

The Gate Steward makes sure dogs and handlers are ready at the start line when called. This steward has the running order of the dogs and handler and calls out the names of handlers and dogs to make sure they are present and aware of when they will be going into the ring.

Hints to make the show run faster and smoother:

- Know how many dogs to keep on deck
- Know when the next dog should enter the ring
- Decide where leashes and collars are to be left
- Review procedures to follow in case of a ring conflict

The Ring Stewards reset bars for height changes or when they are knocked down. Some helpful hints:

- Know where you should be positioned
- Know your duties – to straighten the collapsed tunnel after each dog, reset any knocked down bars, reset jumps for the next height, others as necessary (straighten weave poles, etc.)
- Know special instructions for adverse weather (if necessary)

The Score Sheet Runner delivers the scribe sheet to the Table Steward. Sheets are usually taken one at a time, after each dog runs the course. While the job requires lots of walking, running is not required.

The Scribe marks on the score sheet when the judge raises his hand to identify a fault.

- The judge will explain the arm signals to be used.
- Record the time from the timekeeper's stopwatch exactly as it reads and do not convert it to seconds.
- Always watch the judge – not the dog or its handler.
- Ask any questions about the previous dog's score before the next dog runs—this will eliminate any confusion.

The Timer uses a stopwatch to time a dog during a run. This job requires one's full attention, because accurately starting and stopping the time as the dog crosses either the start or finish line is critical. One person must time an entire class. The judge will give specific instructions on timing a class before the first dog runs.

- Be very comfortable with the stopwatch and how to use it.
- At the end of each run, show the stopwatch to the scribe to copy onto the scoresheet.
- Know what to do if the stopwatch malfunctions – always check the stopwatch as soon as the dog is past the start line to verify that it is working.
- Be sure you clearly understand where the start and finish lines are and that the time begins and ends when the dog crosses the line.
- The judge will explain how he will signal that he and the scribe are ready for the dog to begin.

The Table Stewards add up marks made by the Scribe and write the score on the master score sheet.

- Take the scribe sheet from the Runner,
- Use a calculator to compute how much (if at all) the dog exceeded the course time,



- Add up the faults (they are all in multiples of 5), and determine the score.
- There should always be at least one experienced scorer to give instructions and answer questions.

### **Rally Ring Steward Duties**

Rally competitions also require multiple stewards.

Gate Stewards ensure that the next dog to be judged is immediately available when the judge is ready.

- Keep the show running smoothly by knowing how many dogs to keep on deck and when the next dog should enter the ring.
- Report any absences to the judge at the end of the class. The judge will decide if the 4-H'er is to be marked absent.
- Check in exhibitors. Ask the exhibitor's name and the name of the dog, then check the entry list. For Advanced or Excellent classes, note the jump height of the dog on the entry list. (Double-check this with the rules to be sure the dog is jumping the correct height. )
- Take the leash from each handler when the dog is brought into the ring and return it as the dog and handler complete the "Finish" sign but before they leave the ring.
- Manage any special requests the exhibitors voice, consulting the show chair as necessary.

The Table Steward assists the judge according to the directions given. The extent to which a judge uses a table steward varies greatly. Some judges prefer to do their own bookwork and do not feel it is necessary to have the steward perform many of these duties. The steward will receive specific instructions from the judge as to what will be required.

- Judges will use worksheets to communicate with the table steward. The judge may ask the table steward to prepare and have the worksheet ready for the next dog.
- Ensure that the class, proper ID Number, and breed of dog are entered correctly on the sheet.
- Double-check to see that the scores on the worksheet have been added correctly. Initial the worksheet and transfer the score and time to the judge's book. If an error is detected, bring it to the attention of the judge, and then enter the corrected score and time in the judge's book.
- Ensure that all ribbons are available at the conclusion of judging.
- If asked, assist in presenting the ribbons and awards to the exhibitors.

Ring Stewards are assigned with a minimum of one/judge. It is particularly

important for the ring steward to report to the ring at least 30 minutes prior to judging to assist in setting up the rally course and to receive specific instructions from the judge.

- During Novice classes, remain outside the ring but stay alert to any possible problems and be ready to follow whatever instructions the judge may give.
- For Advanced and Excellent classes, have a tape measure or steel rule to ensure accuracy in setting the broad jump. Arrange the jumps quickly and accurately, or much time will be wasted.
- Be familiar with the rules in order to set the jumps correctly. Refer to 01-4009-2013 South Dakota 4-H Dog Project Dog Rally Rule Book for the correct heights.

The Time Steward is necessary for the Excellent class, though not always used in the others. If two or more dogs in a class earn the same score, the tie is broken by time. The timer is positioned outside the ring in a place specified by the judge, lined up with the Start sign.

- When the judge gives the order Forward, start the stopwatch and stop it when the dog and handler cross the Finish station.
- Immediately report the time to the table steward after each dog completes the course.

## **Judges**

Judges for the State 4-H Dog Show are chosen and approved by the State 4-H Dog Project Committee Chairs for each event. The judge's decisions shall be final in all matters affecting the scoring and judging of each class. The Show Committee shall decide all other matters arising at the show.

## **Interference and Double Handling**

A judge who is aware of any assistance, interference, or attempts to control a dog from outside the ring must act promptly to stop such double handling or interference, and shall penalize the dog substantially. If, in the judge's opinion, the circumstances warrant, the dog shall be given a score of zero for the exercise during which the aid was received or the dog shall be disqualified and no ribbon awarded.

## **Explanations and Errors**

The judge is not required to explain his scoring and need not enter into any discussion with any exhibitor who appears to be dissatisfied. Any interested person who thinks that there may have been an arithmetical error or an error in identifying a dog may report the facts to one of the stewards or the Show Committee so it may be checked.

## **Compliance with Regulations**

Each person entering a 4-H show shall be familiar with the regulations listed in the 01-4024-2013 South Dakota 4-H Dog Project Dog Agility Rule Book, 01-4017-2013 South Dakota 4-H Dog Project Dog Obedience Rule Book, 01-4009-2013 South Dakota 4-H Dog Project Dog Rally Rule Book, and 01-4031-2014 South Dakota 4-H Dog Project Dog Showmanship Rule Book.

## **Misbehavior**

Any display of fear, nervousness or uncontrolled behavior by the dog such as snapping, barking or running away from the handler, whether it occurs during an exercise, between exercises, or before or after judging, may be penalized according to the seriousness of the misbehavior. The judge may disqualify the dog. All dogs must be kept on leash except when in the show ring. Dogs must be taken in and out of the ring on leash.

Dogs must be kept on leash in the ring when brought in to receive awards and when waiting before and after the group exercises. The leash shall be left on the judge's table between the individual exercises and during all exercises when off-leash work is required.

## **4-H Dog Show Safety and Etiquette**

Safety at dog shows is up to all participants. Participation at a dog show is no fun if you or your dog gets hurt. Everyone must work together to minimize the risks.

## **Basic Safety at a Dog Show**

- Keep your dog on leash at all times (except when required in the ring or at the Agility warm-up jump).
- Keep your leash short and your dog close to you.
- Be aware of your dog's actions at all times. It is very easy to be distracted while talking to people.
- Keep plenty of space between your dog and other dogs at the show. Be especially cautious in crating areas, doorways, stairways, elevators, and ring entrances.
- Never run near other dogs. Running excites the prey drive in many dogs.
- Do not make and hold direct eye contact with anyone else's dog. In dog language, you are challenging that dog to a fight.
- Be extra cautious of any dog that has food or toys (and sometimes even their human). These are all things that dogs will fight to protect.
- Always ask before touching any other person's dog, and never pat a dog on top of the head.
- Keep a close eye on small children. If it is necessary to bring a small child to the show, be sure they are closely supervised. Most dog bites occur to kids between the ages of two and nine years old.
- Learn to "read" a dog's body language. Signs of aggression may include a lifted lip, a very soft (almost inaudible) growl, a tail held higher and stiffer than normal (stiff tails sometimes shake), or the hair on the back of the neck and upper back standing up straighter than normal. Signs of a fearful dog (who may bite out of self-defense) are a head held lower, a tail between their legs (or just held down), backing away. Fearful and aggressive dogs may or may not offer a warning growl.
- Remember that you are legally and ethically responsible for your dog's behavior. This includes any damage caused by your dog to property, a human or another dog. Do carefully consider if your dog would be a safety risk before you decide to bring him to a dog show. You can be held legally responsible for any medical or veterinary costs incurred if your dog harms anyone. You can also be dismissed from the show and forfeit your opportunity to compete.
- In the case of a dogfight, never try to separate the dogs with your bare hands. Fighting dogs will not take the time to look at what they are biting. If they are on leash, use their leashes to pull them apart. If not, try throwing water on them or throwing some other object. Don't endanger yourself by getting in their way. 99.9% of the time, they will quit as soon as one of them submits (give in) to the other.
- All dog aggression incidents should be reported to the Show Committee for investigation.

## **Courtesy Near the Rings**

Good sportsmanship is one of the goals of the 4-H Dog Project. Everyone deserves a fair chance to succeed.

- Do not eat food (lunch or snacks) near the rings.
- Do not let kids play near the rings.
- Keep a few feet back from ringside while watching or waiting. Be careful that your dog doesn't have a foot or tail protruding into the ring. Encourage spectators to stay back too.
- Keep dog treats and toys well back from the edge of the ring. Squeaky toys, bells and clickers should be kept even further away.
- Do not warm up too close to the ring. Stay back at least 20 feet for warm-ups.
- Remember that training or drilling is not allowed at any time in the show building. The difference between training and warming up is a thin line. Warming up is no more than 3-4 forward and halts or 1-2 recalls, fronts, etc. done within 2-3 minutes of the time you are to enter the ring to be judged. Training would be anything in excess of that.

## **Courtesy in Crating Areas**

- Prevent urban sprawl. Stack your crates if space is limited, and limit the use of exercise pens and grooming tables. Keep chairs, coolers, etc., contained to a small area.
- Keep it clean. Grooming powders and sprays can drift to other dogs, and bother people with allergies or respiratory problems. No one likes to have empty pop cans and other litter strewn about.
- Get to know your neighbors. Know who owns the dogs in the kennels near yours and watch out for each other's dogs and belongings. There are some animal rights groups who have been known to slip poison treats to dogs, poison water, or let all of the dogs out of their kennels. Unattended belongings and dogs can be a target for thieves too.
- Keep the peace. If your dog cries, barks or digs excessively when you leave him, then please stay with him, find someone else to stay with him, or take him with you when you leave the area. Your neighbors in the crating area will be most appreciative.

## **Courtesy Outside the Building (and Motels)**

- Allow your dog to relieve itself only in designated exercise areas.
- Clean up after your dog. No one wants to step in your dog's leavings and cleaning up does help to reduce the spread of parasites. Keeping the grounds clean will also help ensure that we will be welcome to use this site again next year.

- Parents should not train, drill or do Obedience warm-ups with their child's dog.
- Abuse of dogs will not be tolerated anywhere. Any incident of hitting, kicking, yelling at, or severely disciplining a dog should be reported to the Show Committee for investigation.

### **Courtesy at the Agility Area**

- The warm-up jump is only for the use of dogs and handlers entered in Agility. It is not to be used by dogs that are not entered in Agility and not for kids to have a high-jumping contest.
- Priority at the warm-up jump is to the dog that needs to run first.
- Please be courteous enough to keep your time at the warm up jump to only 1-3 repetitions when there is a line.
- Remember that only dogs that are actually entered in Agility may be on Agility equipment. This includes any time before, after, and between classes. Anyone violating this rule should be reported to the Show Committee.

### **Courtesy at Show Time**

- It is your job to be at ringside and ready to go. It is not the responsibility of the ring steward to go looking for you or to call your name over the P.A. system. For Obedience classes, please be ready when the dog before you enters the ring. Line up for sit and down exercises when the last dog of your "group" goes into the ring for their individual judging. For Showmanship, it is time to assemble the class when the second to last dog in the class before yours is completing the group examination/gaiting For Agility, be at ringside 3 dogs before your turn.
- If you think that you might need to be in two rings at the same time, please notify the ring steward (not the judge) in both of the rings that could be in conflict as far in advance as possible. The ring steward will work with you to resolve the problem. Usually it is possible to show earlier or later within an Obedience class to accommodate the problem. If you have notified the steward of both rings, they will try to do whatever is necessary for you to be able to show. If you did not notify the steward, it may be assumed that you are absent and you may miss your opportunity to show.
- Please wait for the judge to ask you to enter the ring.
- No one other than show officials may be in the show rings before or after the show or during the breaks of a show. There is no practicing or training in the rings!

## **Why Should I Bring a Kennel to the Show?**

- Dogs are den animals. A crate trained dog will consider a kennel to be their home away from home. They will feel safer and more secure in their own space.
- A kennel gives your dog a place to rest between classes. In the excitement of a show, most dogs will spend all of their time watching everything and may be too tired to focus and perform several hours later when it is your turn to show. To further encourage your dog to rest at the show, you may want to cover the kennel with a bed sheet (temperature permitting), or move the kennel to a non-busy location.
- Keeping your dog in a kennel gives you more freedom to move around and enjoy the show without needing to keep such a close eye on what your dog is doing. It is also less likely that another dog would get into a scuffle with your dog.
- Keeping your dog in the car on a sunny day can cause brain damage or even death if the temperature in the car gets high enough. The police and humane authorities may legally break into a car to rescue a dog that appears to be in distress.
- If you don't bring a kennel, someone must be holding the end of the leash at all times. It is NOT acceptable to tie your dog to something and leave them unsupervised.

## **More Dog Show Tips**

- Be sure to label your dog kennel and other personal belongings. The information on your kennel should include, the dog's name, your name, address, phone number, county, your veterinarian's contact information, and an emergency contact. Be sure to include any special medical conditions your dog has on the card. If you prefer to not have your address and phone number visible, you may put it inside an envelope labeled "emergency information" taped to your kennel.
- Bring water from home for your dog. Water changes can sometimes cause diarrhea.
- Practicing too much on show day can tire your dog so much that he won't be able to focus when it is your turn in the ring. Nervous kids want to practice over and over but sometimes this can be too much of a good thing.
- Bring lots of plastic bags and be sure that they are with you at all times.
- Bring your rabies certificate with you to the show. The 4-H health form is on file but the legal proof of your rabies vaccination is still the certificate (not the tags or a bill from the vet). You will need this if there is any kind of bite incident in which the police, a veterinarian, or medical doctor is involved.

- You may want to bring a book, a craft project, or a game to the show with you. Sometimes show days can get long.

Smile, enjoy the day and have fun. Keep it in perspective. Remember that your partner is a dog, and the judges can only judge what they see that day. Everybody and every dog has good days and bad days. Tomorrow may have a different outcome. The real achievement in Dog Project is not the color of the ribbon, but in your relationship with your dog, and what you have learned about life and responsibility. Some members who receive red or white ribbons are the real champions because of how far they have come, or how big their challenge was. Not all dogs' talents lie in obedience. Some breeds were developed to work closely under the command of humans, and some to think and act independently of humans. Each individual child and dog has different gifts. Some handlers have personal challenges. Some don't have access to a coach with lots of experience. Some don't have a coach at all. Sometimes the ones who gained the most are not the ones with the trophies. Hold your head up and smile. If you learned something on the journey, you are a winner!





