

# Dogs Victoria

# Show Manager Guide

**Amended:  
October 2014  
July 2022**

# Show Manager Guide

The show manager is fundamentally the chief steward.

## **The Role**

The show manager is a person appointed by a committee to be responsible for, but not limited to, the following tasks:

- Arranging and coordinating an adequate team of stewards, ticket writers, VCA representative etc.
- The preparation of the committee work sheet
- The preparation of the rings, provision of place numbers, judges tables, sanitiser etc.
- The removal of the ring equipment and, if necessary, the rings at the end of the show
- The managing of the team on show day
- The managing of the judges ensuring they are judging in a timely manner
- The production of a report for the use of the club with any suggestions on how anything could have been run better

## **The Appointment**

Most shows have a show manager as their role can be very effective; it is distinct from the show secretary, whose role is the general administration and dealing with exhibitor queries. On show day both will work in unison and be communicative with each other. In communication with each other, the show secretary's office is the communication centre.

The show manager must be someone who has leadership qualities and the support of the committee. The show manager has to be obliging and observant.

The purpose of having a show manager is to have a person solely responsible for the mechanics of the show, to ensure that it runs smoothly and to time, and to give every assistance to the exhibitors, officials and spectators; show managers must ensure that everyone's needs are considered. The show manager often has to deal with personal issues.

The show manager represents the club and is usually an experienced ring steward. The show manager has to be conversant with the rules and regulations and act as a mediator if a dispute arises and if necessary must make a decision. The show manager has to be familiar with the roles and practices of stewards, ticket writers and judges. They must be familiar with their responsibility and authority. He is responsible for appointing an adequate number of stewards and ticket writers (if required) i.e. the 'show team'. The show manager also has to ensure that the team know stewarding procedures and have some experience, if not the show manager needs to be available and suitable to guide an inexperienced steward in the role.

## **Before the Show**

The show manager's role starts when the committee discusses the show schedule; his/her input can be very helpful. If the show manager is not on the committee, then the show manager should ask for an invitation to attend and should take the opportunity to meet the committee with whom he will be working.

This is also the time to discuss the timing of the refreshments breaks, the luncheon arrangements and to ensure that the show secretary has all the necessary paperwork in hand.

When the show team has been arranged, the show manager should check with the secretary and find out the number of entries in each ring, who is responsible for the catering, microphone, catalogue distribution and exhibitor cards. The show manager produces a work

sheet and sends it to the secretary for distribution. The people in each unit need to be compatible.

The show manager should try to inspect the show venue beforehand to ensure that it is in a suitable condition for holding a show and to work out any alternative arrangements for inclement weather and that all necessary equipment is available.

If necessary, the show manager should agree to a suitable layout of the rings with the committee and make sure that it is as practicable as possible for the exhibitors in split groups. It is better to keep split group rings as close as possible so that the exhibitors do not have to pack up and move. Familiarise yourself with the facilities (toilets, water, ticket writer locations etc.).

The conformation judging ring shape and size should be proportionate to the size of dogs and entry for class, but must be a minimum of 10 metres x 10 metres in area.

### **During the Show**

On show day, the show manager is responsible for any inclement weather arrangements.

The show manager must arrive early to ensure that the rings and equipment are in place and that the stewards' equipment is complete. He checks the arrival of the show team and introduces the stewards and ticket writers to their judge and, if necessary, to each other.

The show manager gives any final instructions (e.g. time of luncheon break, special classes etc.) to the show team and makes sure that the show starts on time.

Within the first half-hour, he checks with each ring to ensure that all is running smoothly and that all rings are functioning properly.

During the show, the show manager should patrol the showground and ensure that all exhibitors are positioned the correct distance from the show rings, and the parking regulations are being adhered to and that all people at the show are being considerate of others and that dogs and children are under control.

The show manager is to arrange for special messages only to be communicated over the PA system. He is to attend to the needs of the show team (assembly steward relief, lack of specific paperwork, ribbons, refreshments etc.).

The show manager then monitors the progress of each ring ensuring that those with a large number of entries are keeping up a reasonable judging rate and be available to lend a hand if required.

For an all breeds championship show, the judging rate should be at least 40 (in catalogue numbers) per hour. The judging rate is less for trainee judges. If a judge is not maintaining an acceptable rate, the show manager needs to alert the team. In the meantime, maintaining an efficient procedure of stewards and ringcraft of the judge will result in a reduction of 10 seconds per class that can result in a saving of at least 20 minutes for a large group.

This is also an opportunity for the show manager to assess any trainee stewards. Discussion with the ticket writers can indicate the quality of the stewards recording work.

The show manager makes sure that any refreshments arrive at a convenient time and that each ring breaks for lunch at the required time (specify a time and ensure that it is adhered to as an overrun on one ring can affect all rings after lunch).

If there are to be any activities at lunchtime (junior handler classes), the show manager is responsible for allocating rings and providing stewards. Also ensuring that the breed classes finish before the allocated time for the luncheon break.

Should there be no junior handler classes during the luncheon break and the group is near completion, the judge should be asked to continue until the completion of group specials before he takes a lunch break.

The time for lunch breaks should be between 30 – 45 minutes.

As each ring reaches the last breed, the show manager should arrange for the sashes and trophies to be delivered to the stewards.

Sometime during the show, the show manager should thank all of his team and ensure that they receive their just recompense for their efforts.

The show manager is not the supreme commander, but is expected to resolve any problems and deal with any matters affecting the running of the show. At all times, he must keep in contact with the president and the show secretary and involve them, if necessary, in any decisions or discussions. It is important that his duties and authority are clearly defined before the show starts. Remember that the VCA representative is available to give advice to both you and the club's committee on any problems that might arise.

### **After the Show**

The show manager should do a final check of the venue and make sure that all lights and heaters/coolers have been turned off, that the venue is secure and all equipment stowed away.

He should do some lateral thinking and see if there are any suggestions that may help the committee to improve subsequent shows, and forward them to the club secretary.

### **Conclusion**

The job of show manager can be a satisfying and rewarding experience giving people the opportunity to use their expertise, knowledge and leadership skills to help a committee run as good a show as possible and to ensure that all participants have a pleasant day.

Be conversant with the regulation applicable to procedures at exhibitions (**Regulations 3.4.6.**) and with those applicable to the replacement of a judge (**Regulations 3.4.7.21, 3.4.7.25.**)

Remember that no Judge, Show Official or Steward can suspend judging for any reason other than in accordance with the regulations (eg comfort or refreshment break) (**Regulation 3.4.7.26.**)