

Rusland Valley Horticultural Society

NOTES FOR STEWARDS

Thank you for agreeing to steward at the Rusland Show. The following are some guidance notes on what to do on the day, the judging and scoring procedure, and looking after your judge.

1. Check in advance that you know which classes you are stewarding for and the name of your judge. See Mandy Lane (Judges Sec.): Tel 01229 861408 Email: mand.lane@btinternet.com.
2. **Please be ready for stewarding at 09:30** (having dealt with your own exhibits beforehand).
3. Please bring your own pen (clipboards and score sheets etc. will be provided)
4. Locate the tables and the exhibits for which you are responsible and make sure that everything is laid out clearly. For example: are the classes and their entries clearly set out on the tables? Are the entry labels properly displayed - i.e. clearly associated with their entries and folded and stuck down so that no name is visible?
5. The **deadline for exhibitors bringing entries into the tent is 10.00**, when the tent is be cleared for judging.
6. Collect your clip-boards, score-sheets, prize certificates, any cup sheets and cup certificates, and steward's badge from the Secretary's tent. (The certificates are for placing with the winning entries, the score sheets and cup sheets for returning to the Secretary's tent.)
7. **Judging starts at 10.10.**
8. **Please be at the Secretary's tent just after 10.00 to meet and collect your judge.**

Judging:

9. Awarding prize certificates: As the judge decides on 1st, 2nd and 3rd prizes in each class:
 - i. place the appropriate certificate beside the entry
 - ii. open the entry label
 - iii. enter the name of the competitor on the certificate
 - iv. on the score sheet, circle the appropriate prize column against the entrant name for that class. If no prize is awarded for a class, then circle against the name 'no winner'. (Only names already printed on the score sheet are eligible - please do not add any names.)
 - v. double-check that you have marked the score sheet for the correct class !
 - vi. open the remaining entry labels

Note: Some judges are quick to award certificates and you may not have time to do all the above at once AND keep up with your judge. **The most important thing** of course is to ensure that you have awarded the correct certificates to the correct entries! One method is to slot the prize certificates carefully under the appropriate entries, open the entry labels to see the name and then write the name on the certificates. You can complete the score-sheets as soon as you get the time (but see note 11. below)
10. Cups: once the 1st, 2nd and 3rd prizes have been awarded, then ask the judge to award any cups relevant to your classes (*cup list provided*). Write the name of the winner on the cup certificates and place with the entry. On the cup sheets, write the winning entrant name against the cup.
11. Score Sheets: The score sheets and cup sheets are clearly very important as they are the means by which the prize money and total points for cups are calculated. Return the completed sheets to the Secretary's tent as soon as you are free after judging.
12. **Lastly - look after your judge!** Ensure that she/he is offered a cup of tea/coffee and biscuits when they are provided by the caterers (normally brought into the tent at around 10.45 a.m.). Ensure your judge has been given a **complementary lunch ticket**. Ensure they are happy with arrangements and thank them for coming.