**DOGS WEST STEWARDS COURSE FOR CONFORMATION SHOWS**

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The Dogs West Stewards course comprises of components

1. Attendance at a Stewards Seminar
2. Theory Examination
3. Practical Assessment

Stewards Seminar

* The Dogs West Stewards Training Working Party will conduct a minimum of one Stewards Seminar per calendar year
* Trainee Steward is expected to attend the whole seminar
* Trainee Steward is to pay the fee for seminar to the Dogs West Office

Theory Examination

* Open book examination, held at the end of the Stewards Seminar
* A pass in the theory examination will be achieved with a 75% mark
* A fail in the theory examination requires the theory examination to be repeated

Practical Assessment

* No practical assessment will be conducted until the trainee has passed the theory examination
* Trainee Steward must request a person from the stewards training working party for an assessment
* To be marked as competent in the overall practical assessment the trainee steward must
* Arrive a minimum of 30 minutes prior to the start of the event and confirm with the Chief Steward they have arrived
* Receive ‘excellent’ and/or ‘satisfactory’ in all assessment areas
* Practical assessment must be conducted at an ‘all breeds’ or ‘full group’ show with a minimum of 30 dogs

Stewards Training Working Party

* Will return theory examination paper to the Dogs West Office within 7 days of the Stewards Seminar
* Will return trainee steward practical assessment sheet within 7 days of assessment
* Will ensure that the trainee steward has received a copy of the practical assessment sheet (hard copy or electronic) within 7 days of assessment

Dogs West Office

* Will issue a certificate of completion upon the theory examination and practical assessment being completed. The first certificate is included in the price of the stewards’ course. Replacement certificates will attract a fee that is determined by Dogs West Office

Stewards Training Working Party ver1\_2020