



Gratiot County Fair for Youth Superintendent Job Description

Supervision

- Superintendents and assistants are supervised by the Gratiot County Fair for Youth (GCFFY) fair board with input from appropriate fair committees.

Eligibility

- Knowledge of the project area sufficient to ensure consistency between the project area, fair guidelines, judging and exhibition.
- Willingness and ability to work cooperatively with others. To be team players and have good communication skills with both youth and adults.
- Ability to organize a fair event.
- Must be at least 21 years and not an active exhibitor in the fair.
- Superintendents do not have to be registered 4-H leaders; however, they must agree to sign a Code of Conduct and are accountable to follow the same conduct policies that apply to 4-H members and leaders.

Job Summary

- Year-round position with appointment of November 1 to October 31, with most of the responsibilities relating to the GCFFY in July.
- Each superintendent must take part in the pre-fair activities to get their area prepared for fair week.
- Attend superintendent training meetings, and committee meetings. If for some reason superintendent is unavailable, they must find an appropriate representative to attend on their behalf.
- Coordinate all activities of project area during fair week within the policies, rules, and guidelines established in the fair book and established by the fair board.
- Supervise and update the project area and fair guidelines
- Secure clerks and recommend judges.
- Must be available during the year to answer questions from members and leaders regarding project area guidelines.
- Each Superintendent maybe asked to attend fair board meetings within the fair calendar year (November 1-October 31).
- Regularly provide project area evaluation after fair and make recommendations of changes to the rules, show, and fair book to the fair office or appropriate committee,

General Requirements/Basic Requirements

- Superintendents need to be familiar with the project area as listed in the Fairbook.
- The superintendent should be prepared for entry day by finding out the number of entries and planning accordingly.
- Superintendents need to supply the building and grounds committee with a list of what needs to be completed in their barn and/or project areas and a list of materials needed to complete the job (fair board approval is required).
- Superintendents need to coordinate volunteers to complete work that needs to be completed in their barn and/or project area before, during, and after the fair.

- Superintendents are responsible for the overall organization, coordination, and supervision of their project area, including developing consistency between projects areas objectives and fair exhibition and judging.
- Superintendents (and their committees) are responsible to make sure their project area, guidelines, workshops, publications, etc. do not discriminate against fair exhibitors.
- Submit all required paperwork on time.
- Monitor fairgrounds facilities used for the project area to ensure that buildings, grounds, and equipment are safe, secure, well-lit, working properly, adequate, clean, painted, etc. During Fair, regularly monitor the projects in your project area to be sure all are appropriately displayed for public viewing. Check for cleanliness, care, disease, spoilage, damage, wilting, etc.
- Manage conflicts that arise in the project area. When appropriate, educate the questioning person(s) why decisions were made.

Requirements for Livestock Superintendents

- Superintendents of goats, rabbits, poultry, pocket pets, dogs, cats will each serve on the Small Animal Committee.
- Superintendents of beef, sheep, swine, feeder, dairy will each serve on the Large Livestock Committee.
- Superintendents of horse will serve on the Horse Developmental Committee.
- Superintendent (or their appropriate representatives) are responsible to coordinate their livestock display area. Superintendents are responsible to fairly assign cages, pens, or stalls, issue back tags for large livestock areas and provide a diagram to illustrate those locations and assignments if necessary. Superintendent is to be present during animal check-in to check for sick, diseased and/or regulations of animals before they are penned.
- For project areas with a sale, superintendents will coordinate weigh-in (communication of the Superintendent and assistants need to ensure the proper weights are met and recorded).
- As necessary, assist with auction and sale order, load-outs and trucking of sale animals.
- The superintendent will make decision on whether the animal meets the fairbook rules for weight, horns, test papers, etc. If you have a problem and need support; find a fair board member or inform the fair office. The fair board meets regularly during fair week; however, it is best if your decision is made at weigh-in not the following day. **YOU MUST FOLLOW THE RULES IN THE FAIRBOOK.**
- Following the last weigh-in you need to divide the exhibitors into weight class and showmanship classes and post them in the appropriate specie barn and provide a copy to the fair office.
- You may need to break showmanship classes depending on the number of exhibitors. Thus having multiple classes within a division. All breaks for showmanship must be made using birthdates.
- If applicable, superintendents must find an announcer for all shows of their species. Qualified announcers should be familiar with how the show works and the requirements for the department. Superintendents should go over the names of the exhibitors with the announcer to ensure they are pronounced properly.
- Superintendents will be provided ribbons and other recognition items from the fair office. Superintendents should have their ribbons and trophies organized before the show.
- Superintendents have the authority to make decisions of what to do in case of a disagreement of where a pen/stall assignments, and questionable care of an animal by an exhibitor.
- Superintendents of the following project areas (beef, sheep, swine, and feeder) will be supplied a electronic information from the animal's pre-registration forms. This information

will include, exhibitor name, club/organization, date of birth, tag numbers, and fair id number.

- Large animal sale superintendents must turn-in their completed Sale List to the Fair Office as soon as possible after numbers are assigned. Be sure that your sale order includes names (and member numbers), weights, and tag numbers and that weights and tag numbers are accurate.
- Superintendents must have an individual assisting the photographer during the scheduled time of sale animal pictures (see fairbook for schedule). Superintendents should have a plan to discuss with the photographer in the event of inclement weather.
- Check in with the fair office after the pictures have been taken to help make sure that when the photo's come back that your species are put in the same order as the sale.
- Superintendents (or their appropriate representative) need to be present to organize pictures taken by the newspaper on Friday a.m. of Fair week.

Fair Changes

- Review and make notes of changes that may need to be made for the following fair year.
- Consult with exhibitors, 4-H leaders, parents and others for suggestions.
- When making fairbook changes or guideline changes, the following procedure must be followed:
 - Fair changes should be based on input from exhibitors, 4-H leaders, parents and others in the project area.
 - Fairbook changes should be discussed with the appropriate committee of the project before taking to the fair board.
 - Fairbook changes must be submitted in writing (electronically if possible as a Microsoft Word or Rich Text File format) on or before the first Thursday of February.

Fair Judges and Clerks

- Judges will be presented to the fair office from the Large Livestock Committee, Small Animal Committee, and Horse Developmental Committee on or before January 1. Judges must be contracted and hired by the fair office.
- Orient your fair judges to their responsibilities and to all project area guidelines and fair book rules, forms, restrictions, judging criteria, class placements, etc. before fair or prior to judging.
- Have your judging area organized and prepared before the judges arrive (trophies, ribbons, table covers, signs, tables, chairs, etc.)
- Greet your judges and clerks at the fair office and lead them to their judging area. Be sure they have all the necessary judging supplies (staplers, pencils, forms, judges sheets, ribbons, tags, etc.). Re-orient judges and clerks to their responsibilities. Review judging and clerking procedures, judging criteria, classes, placements, etc. Be sure judge's sign the judges sheet.
- Encourage judges to take and give comments on their projects when applicable.
- Be sure judges receive their check and meal ticket (if judging around a meal time) both will be available in the fair office.

Judging

- Organize appropriate classes, age groups, a sufficient number of judges and clerks, scheduling, judging times, etc. so the judging runs efficiently.
- Arrive at least 30 minutes before judging starts. You are responsible to organize your judging/showing area (tables, chairs, materials, supplies name tags, clipboards, pens, etc.). Be sure judging area is clearly marked with signs that include the division and class names and number (if appropriate).

- Be available at all times to ensure that judging is fair, efficient, and orderly.
- Deliver judging sheets signed by the judge, trophy winner sheets and all other paperwork to the fair office each day of the show or first thing the following day before 10:00 a.m.

Recognitions

- Ribbons and trophy cards will be provided by the fair office in your superintendent box. Trophy cards will include a thank you note for the trophy class sponsor, and a ¼ page card to be used for recognition in their display area. Trophies will be presented to the exhibitor when a stamped thank you note is received. Superintendents may wish to handle the exchange of trophies themselves
- Obtain award sponsors list from the fair office.
- If new award area(s) are created a list of possible sponsors must be submitted to the fair office for sponsorships.
- Make sure thank you notes are written to sponsors even if the trophy or awards are not given.
- Remind trophy winners of photo times for trophy recipients posted in the fair schedule.

Apprentice and/or Assistant Superintendent

- Apprentice and/or Assistant Superintendent must be ages 19 and up. The purpose of the position is to introduce individuals to the superintendent position and to assist the Superintendent.
- Apprentice Superintendent assist and are supervised by regular project superintendents; however, they are not permitted to make final project area decisions.

Selection Procedures

- Superintendent position vacancies will be announced in the 4-H Clover Coverage or in GCFFY mailings.

Evaluation

- Each year, the job performance of the superintendent will be evaluated. Members, leaders, parents, judges, clerks and others may submit comments and concerns in writing to the GCFFY fair board.
- Superintendents may be relieved of their responsibilities if there is supporting documentation and the Superintendent Committee and/or the GCFFY fair board is in agreement.



Gratiot County Fair for Youth Superintendent Policy Agreement

I _____ agree:

- I have read the job description for this year-round volunteer superintendent position and hereby agree to perform all duties as assigned and serve as the superintendent for this project area.
- I understand that my performance will be evaluated annually and I may be relieved of this position if I fail to perform my duties as assigned.
- I have been given a copy of the job description.
- I am willing to abide by the same conduct policies that apply to Gratiot County 4-H members, leaders and volunteers and I am willing to sign a Code of Conduct.

Superintendent Signature: _____

Superintendent Project Area: _____

Date: _____

Please list Assistant Superintendent(s):

Name _____ Phone _____

Address _____

City _____ State MI Zip Code _____

Name _____ Phone _____

Address _____

City _____ State MI Zip Code _____