

## **DUTIES OF THE SUPERINTENDENT AND ASSISTANT SUPERINTENDENT**

The following information has been developed to help you and allow the Fair to run smoother. All Fair 4-H Superintendents need to contact the WSU Extension 4-H office for the Fair Superintendent position description.

### **DUTIES OF SUPERINTENDENTS**

Superintendents are very important and affect the success of the Fair not only within the Department to which they are assigned but throughout the Fair. The Fair Board appreciates that you are a volunteer, and they count on you to represent the Fair in your community as well as to help conduct the activities of the Fair. You have been identified as an individual who is knowledgeable of the Fair and your Department, possess superior leadership traits, has the time available to perform their duties and can act in the best interests of the Fair both within and outside their department. Superintendents in Open Class, FFA, 4-H, and Grange Youth are under the direction of the Fair Manager/CEO during the Fair and their performance is reviewed each year. If it is determined before, during or after the Fair that they are no longer willing, or are otherwise unable, to perform their duties or are not acting in the best interests of the Fair, the Fair Manager/CEO retains the sole authority to discharge them. Each Superintendent, under the direction of the Fair Manager/CEO, shall manage the Department to which he or she may be assigned. Exhibitors must follow the Superintendent's orders relating to placing or showing exhibits, etc. The Superintendent will direct the calling of classes for showing and judging, in accordance with the printed schedule as far as practicable. Identification badges should be always worn.

- The Superintendent has the right to request and examine certificates of registration and transfer before prizes are awarded and notify the judges that the exhibitors have complied with these requirements.
- The Superintendent should not, under any circumstances, permit any exhibitor access to display cases or space where exhibits are shown.
- It is the duty of the Superintendent or Judge to make corrections, as he/she deems necessary, if an animal or article is entered in a division or class in which it does not belong.
- The Superintendent shall see that awards are correctly entered on the entry forms, checking all numbers, and making sure each sheet is completed and returned to the Premium & Awards Office.
- No person shall be entitled to hold or occupy stalls or stables until his stock has been entered on the books of the department and arrived on the grounds and then only after all prescribed animal health inspections. This occurs under the direction of the Superintendent in charge of the Department.

### **BEFORE THE FAIR:**

1. Encourage entries in the Fair from your community. Urge exhibitors to register ahead of time. Entry forms are available on the internet – [www.clarkcofair.com](http://www.clarkcofair.com) or in the administration office at the Clark County Event Center. Entries can also be registered online at [clarkcofair@fairentry.com](mailto:clarkcofair@fairentry.com) Exhibitor numbers will be automatically assigned by the Fair Entry software as people are registered.

2. Prepare the area for exhibits. Check what space the Fair has set aside for your Department. Appointments may be made with Facilities staff up to two (2) weeks before Fair for set up. The Premium and Awards Office has many of the most commonly needed supplies. If you need special items, submit an order prior to May 1. Due date for most other forms is May 15. 4-H Superintendents must check with the WSU Extension 4-H office for deadlines and forms.
3. All requests must be submitted by the Superintendent of the department. Saturday prior to Fair has been reserved with Facilities as final set up day for exhibits. Please bring your own tools.
4. It is the Superintendent's responsibility to make arrangements for obtaining judges. When judges are selected, please complete the Judge Request Form. Any judge requiring overnight accommodations must be pre-approved by the Fair Manager if the cost of those accommodations is to be paid by the Fair. Return the request form to the administration office prior to April 1. All judges must have a signed contract, W-9 form (if necessary) and completed Judge's Pay Sheet(s) on file before payment will be made. If entries are to be judged on the Thursday prior to Fair and you anticipate that judging will go beyond 11:00 p.m., you must coordinate with the Premium and Awards office prior to the Monday before Fair to ensure adequate building access and security. Think early to get the best judges.

### **AT THE FAIR:**

1. **Follow Fair rules and regulations.** It is your responsibility to accept or reject exhibits. Keep your Fair rules available to answer questions. Division rules are listed in each division. Some departments have additional rules besides the general Fair and division rules. In the event you cannot solve a problem, refer to the Premium and Awards Superintendent Coordinators Trisha Horenstein-Sipaia (564) 397-3454 or Fair Management. General Fair rules are available on the internet, [www.clarkcofair.com](http://www.clarkcofair.com), under Exhibitor Information.
2. **Complete Judges Pay Sheet(s).** The number of exhibits, exhibitors, total number of youth and/or adult exhibitors, date, time in, time out, and hours worked must be included. This information is used to apply for next year's State funds. The Judge's Pay Sheet must be signed by both the Superintendent and the Judge after judging. Turn in completed Judge's Pay Sheet(s) to the Premium & Awards office. Payment for your judge will not be made without a fully completed Judge's Pay sheet(s).
3. **Receive exhibits.** You or the exhibitor need to fill out entry forms. Attach exhibitor's tag to the exhibit. It has been recommended that items brought in late (after deadline) not be accepted for judging but be marked "For Display Only". Arrange all entries by class for convenience in judging. **Highlight Junior Exhibits.** Emphasis is on Education in Youth area. Make sure entry forms clearly designate if the exhibit was entered by a youth or an adult exhibitor. The Fair is evaluated on our number of youth entries each year and it can affect our State funding.
4. **Plan a space for judging.** This will often call for a table and chair. Acquaint the Judge with the system of judging being used in your department - Danish or America System. Record winning and point totals with each entry form. Make sure the book with entries is taken to the Premium and Award Office as soon as possible after judging. Please do not take the book home.
5. **Acquire ribbons from the Premium and Award office.** Return unused ribbons as soon as the judging is completed. Provide (or be) a clerk for the Judge. A Press Release form

showing the Grand Prize winners list needs to go to Premium and Awards office immediately after judging.

6. **Arrange exhibits after judging is completed.** People like to see names as they go by. **Do not put addresses or ages on tags.** Display all entries in the most creative manner possible after judging so both the name and the ribbon will show. A department looks better when you use the same system throughout.
7. **Plan security for exhibits.** Securely fasten entry tags and ribbons to entries. Use scotch tape, pins, rubber bands, nails or whatever is necessary. Superintendents and assistants should plan together and divide responsibilities. Someone needs to watch exhibits, meet the public and answer questions after judging is completed. Make plans for an attendant to be present during times the exhibit is open, until the close of the Fair daily. Please maintain good housekeeping procedures and safety procedures.
8. **Release exhibits.** Superintendents must be available for release of exhibits. Still Exhibits are released the last Sunday of Fair from 10 pm to 11 pm. Remaining entries can be picked up the Monday after Fair from 9 am to noon. Plan in advance to have as much help as necessary present at the close of the Fair on the last day to help check out the exhibits. Ask for exhibitor matching claim tag(s) to identify ownership of exhibits as you release them. If claim tags are lost, items can be picked up with current ID.
9. **Report Accidents.** If you witness an accident, complete the Incident Report form with name, phone number, address of witnesses and accident victim as well as description of incident. Remember to include who, what, where, when, how, and why in your incident report. Take information to the Administration Office or the Premium and Awards office as soon as practical after the incident.
10. **Changes for next year.** As you think of changes you would like to make for the next year, make notes, ask assistants in your area for their ideas and suggestions and turn them into the Premium and Awards office. If you will be adding Divisions or Classes for next year, you will need to complete a Premiums and Awards Modification Request form which is available in the Fair Administration office or WSU 4-H Extension office.

## **AFTER THE FAIR**

1. Monday after Fair take all exhibits that have not been claimed to Exhibition Hall A at noon.