

PO Box 56

Cassopolis, MI 49031

Phone: 269-445-8265

Email: casscountyfair@gmail.com Website: mycasscountyfair.com

**SUPERINTENDENT GUIDELINES**

**QUALIFICATIONS:** Superintendents are selected on an ongoing basis based on the requirements and needs of the participants in the programs.

The Superintendent needs to have knowledge of livestock and judging procedures as well as guidelines and rules for the project area.

 All Superintendents are encouraged to work with staff and the Fair Board to arrange or present educational workshops and opportunities for exhibitors or leaders in their project area each year.

**RESPONSIBILITIES:**

* The Superintendent will recommend assistant superintendent(s) and committee members to the Fair Board.
* Appoint persons to assist you with check-in, monitoring area throughout week, clerking, and show day activities, auction day, Ag Olympics, showmanship sweepstakes and load out. Work with 4-H staff to secure judge(s) and provide the judge’s name, address, and telephone number to the 4-H staff no later than (90) days business days before the Fair.
* Attend Superintendent related meetings.
* Evaluate your project area and make recommendations to the Fair Board for improvements, repairs, etc.
* Be sure barn space is adequate and project display is set up properly for Fair week. See that exhibitors keep the area clean and attractive.
* Arrange for and perform livestock validation, if applicable.
* Be available to participants during the Fair to answer questions and assist when needed. Participate with 4-H Youth Office to assure timely completion of all requirements and solutions to problems as they arise.
* Check in all animals of species; collect necessary paperwork (exhibitor information, required health certificates, vet check-in cards, etc.) on entry day of Fair. Work with Auction Office to see that all necessary information for show and sale day is gathered, entered, processed, and delivered. Assign cages, pens, or stalls for Fair week. Make recommendations to the Fair Board to remove sick livestock from grounds before or during the Fair.
* Work with Auction Office on show details, number of animals to be shown per flight or group, order of show.
* Set up and clean up for the show. See that all ribbons and trophies are awarded and that the completed records are sent back to the 4-H office when required.
* Pick up your judge’s check at the MSU Office and deliver when the job is completed and judging book is signed.
* Prior to and throughout the auction, Superintendents and others should be available to prepare and take down required fencing, signs, tables, etc., line up exhibitors according to sale order, assist and encourage participants in finding and appreciating buyers. Superintendents will work closely with the Auction Office

 personnel. Meet and discuss with other Superintendents the dinner/ breakfast arrangements and arrange for food and help.

* Select a team of exhibitors to participate in the Ag Olympics. (Post sign-up sheet, draw names, deliver appropriate paperwork to exhibitor or parent, return paperwork to 4-H Office, and deliver t-shirts to exhibitors on Friday.)
* Arrange for eight (8) exhibitors to prepare their animals to be exhibited in Showmanship Sweepstakes and assist in lineup and be present during prescribed time for species.
* Attend post evaluation meetings and Superintendent Review.
* Provide written notes and instructions on specific species requirements and practices to the Fair Board for inclusion in the Fair Book.

**Presence required:** Clean up days and Fair week. Must be available for pre-Fair Superintendent meeting, show day(s) and part of each day during the Fair. This varies according to area. During the Fair someone should be on the grounds at all times who can handle emergencies, and answer questions. It is the Superintendents responsibility to select assistants and committee members (approved by the Fair Board) so that the project area is adequately staffed.

**Fair Board Liaison:** Superintendent will utilize and keep the Fair Board Liaison updated on their barns and projects daily during fair week.

**Code of Conduct and Annual Background Checks**: All Superintendents will be required to sign a code of conduct and agree to a background check. This will be done annually.

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**SUPERINTENDENT WORK ORDER**: All Superintendents that need to make purchases or repairs for their species areas must complete the Superintendent Work / Purchase Order. This Form will be on our website and must be completed and returned to the fair office for approval before any purchases or repairs can be made.

**SPONSORSHIP or FUND RAISING:** Absolutely NO one is to solicit for sponsorship or do any fund raising without prior authorization from the Cass County Fair Association.

All expenditures must be brought before the board with prior authorization before making purchases or repairs for species areas.

**COMMITMENT:**

The Cass County Fair Board accepts the services of all volunteers with the understanding that such service is at the sole direction of the board. Volunteers agree that the Fair Board may at any time, for whatever reason, decide to change the duties assigned to the volunteer, transfer the volunteer to a different assignment or terminate the volunteer’s relationship with the Board.

The Volunteer may at any time, for whatever reason, decide to sever the volunteer’s relationship with the Fair Board. Notice of this decision should be communicated as soon as possible to the Fair Board in writing.

All Superintendents and assistant superintendents agree to abide by the rules and guidelines of their respective “Committee” i.e., Horse, Draft Horse, Large Animal Livestock, and Small Animal Livestock and the Cass County Fair Board.

Having read these rules, I agree to abide by these.

I am willing to Volunteer and serve as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent/ Assist Superintendent.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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