

## **SUPERINTENDANT DUTIES**

Read and be familiar with all General Rules and Regulations concerning the County Fair. Read and become familiar with all Special Rules concerning your Division. Develop a work schedule for your Division and contact committee members and others to assure all responsibilities are covered. If additional help is needed the Division Superintendent may contact the Fair Association, 4-H Junior Leaders Organization or the Barton County Extension Office for additional resources.

### **Carry out the following duties -**

**Set-up:** Be present and set-up the Division Exhibit Area.

**Prior to Check-In:** 4-H Superintendents prepare Conference Judging sign-up sheets, include judging times and assist exhibitors in designating a judging time. If 4-Hers have conflicts, stress flexibility and assist the 4-H exhibitor by planning to work them in when possible.

**Check-In:** Be present to accept exhibits.

**Note:** There are two check-in times for many exhibit areas – morning and evening. Review each entry form for complete, correct information, including exhibitor name, exhibitor statements, etc. before accepting the entry. Show exhibitors where to place exhibits.

**Before Judging:** Be present before the judging begins to greet the judge(s), review division rules, placing systems, awards to be chosen, etc. with the judge(s).

**During Judging:** Assist the judge(s) during the judging of exhibits-answering questions, but not conversing with the judge about an exhibit. When possible have a committee member assigned to each judge to record written comments on the back of the exhibitor's entry form. Do not let people other than the contestant speak with the judge while judging is taking place, unless the judge prefers to talk with the group during judging. Check with the judge. Assist exhibitors in preparing for judges, including lining up livestock for the show ring.

**Selection of Champions:** Review with the judge(s), which exhibits are eligible for Champions and other honors and encourage the judge(s) to select award winners for all available rewards.

**Selection of Grand Champion and Reserve Grand Champions:** After selection of the Grand Champion has been made, the project exhibit which stands, as Reserve Champion to the now named Grand Champion will move up and compete against the remaining Champions for Reserve Grand Champion.

**After Judging:** Encourage each judge to complete all forms and record the judge's comments and ideas. Record all award winners and return all entry form copies & supplies to the fair office. Arrange exhibits for attractive display. Place ribbons and identification cards on the exhibit. Supervise the Division exhibit area and keep it neat and clean throughout the fair.

**Checkout:** Be present to supervise the release of exhibits at the scheduled 4-H checkout time. Cleanup: Tear down and clean up the division exhibit area.

It is the responsibility of the division superintendent to make sure any or all rules, regulations or requirements are followed. (See Rules of Interpretation) Each Division is

strongly encouraged to have a post-judging meeting to make suggestions for improvements to be reviewed after the fair. Please notify the Extension Office and or the Barton County Fair Association if you are unable to serve as a Superintendent.