

DANE COUNTY FAIR

Department Chair and Superintendent Handbook

Roles & Duties

The most important duty of the Department Chair and Superintendent is to make the Fair a positive and educational event for all participating as well as maintain a professional level of courtesy, respect, and objectivity in all Dane County Fair activities. Please keep this in mind during the Fair.

The Fair Office appreciates your time and commitment and is here to support your role by any means necessary. Contact the Fair Office (danecountyfair2900@gmail.com) if you have any questions or concerns before, during, or after the Fair.

Department Chair

- Be a leader in their area and knowledgeable of the many facets the project area encompasses.
- Recruit and coordinate superintendents to assist with the Department.
- Provide information to Fair Management as detailed herein and as requested.
- Work with youth exhibitors to provide an educational environment.
- Recruit volunteers to assist within the Department and mentor Superintendents to potentially manage the Department in the future.
- Work with Fair Management to set up project display areas.
- Coordinate volunteers for entry check-in, judging, and check-out days.
- Yearly Responsibilities for Chairs:
 - Communicate with the Fair Office on Department schedule, comments, judge suggestions, needs, rules and regulations, etc.
 - Assist youth exhibitors with Department questions pre-, during, and post-Fair.
 - Arrange for pre-Fair meetings and/or weigh-ins with Department Superintendents as/if needed.
 - Confirm Department Sponsors solicited by Department, and send to Fair Office to include in Premium Book.
 - Complete Fair Premium Book review and revisions by Fair Office deadline (by mid-March).
 - Submit Department changes for equipment and setups to Fair Office (by May 1 preferred).
 - Assign Department duties during Fair to Superintendents/Volunteers.
 - Communicate with, coordinate, delegate, and plan input from Superintendents.
 - Submit budget requests for awards, etc. to Fair Office by September 1.

Department Superintendent

- Be knowledgeable of their Department and work with youth exhibitors to provide an educational environment.
- Coordinate the needs of the Department with the Department Chair.
- Attend the Fair as coordinated by the Chair.
- Recruit volunteers to assist within the Department.

If a Department Chair is not designated, a Superintendent(s) will act in all capacities detailed herein.

Rules & Expectations

Departments

- The majority of the Department Chair/Superintendents cannot be made up of individuals from one club, chapter, or family.
- When a Chair or Superintendent role(s) becomes open within the Department, the current Department Chair/Superintendents must create a list of potential candidates to fill the open role(s). They will then decide on the chosen candidate and send the complete list and selected candidate's contact information to the Fair Office for the Board's reference.
 - If a Department does not have suggestions of people to fill the role(s), it is to let the Fair Office know, and the Board will assist with filling the position.
- It is suggested that the Chair position is voted on by the Department Superintendents every three years.

Chairs & Superintendents

- Chairs/Superintendents are encouraged to find or suggest their own replacement(s) if they decide to retire from their role(s) within the Department.
 - The Fair requests at least 6 months notice prior to the Fair if a Chair/Superintendent decides to retire from their role within the Department.
- Assist with Department duties during the Fair and other roles during the year.
- Recommend Department modifications to Premium Book.
- Recommend judges for future Fair years; Fair Staff makes the final decision on judges.
- Depending on the Department, be on-site all 4 days of the Fair to assist with protecting projects and educating attendees on the project areas.
 - If you are away from your Department and do not have another representative on-site, make sure to let the Fair Office know in case there is an issue during your absence.
- Any Chair/Superintendent may be removed from their position for inappropriate conduct or a consistent lack of completion of assignments or expectations listed. They may be removed by a majority vote of the remaining Chair/Superintendents and one Fair Board representative, providing the allegations are substantiated. If a person is removed or resigns, the position could be filled by another person willing to fulfill the requirements and unanimous consent from the remaining Chair/Superintendents. The position could be left vacant as well.

Youth Superintendents

- Assist with Department duties during the Fair.
 - Recommend Department modifications to Premium Book.
 - Recommend judges for future Fair years; Fair Staff makes the final decision on judges.
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Timeline

- **August**
 - Update contact information with the Fair Office if needed.
 - Send the Fair Office a debrief – what went well, what went wrong, how do we improve.
 - Post-Fair celebration picnic.
- **September**
 - By September 1 – Submit budget requests for the Department to the Fair Office for Board review.
 - Begin Fair Premium Book changes if needed.
 - Think of suggestions for judges.
 - Schedule any Department meetings, education events, or weigh-ins/tag pickup as necessary.
- **October**
 - Complete Fair Premium Book Change Form, and send to Fair Office by November 1.
 - Create a list of judge suggestions.
 - Schedule any Department meetings, education events, or weigh-ins/tag pickup as necessary.
- **November**
 - By November 1 – Return all Premium Book recommendations to the Fair Office.
 - By November 1 – Submit recommendations for amendments of Chair or Superintendent personnel in writing to Fair Office as necessary.
- **December**
 - By December 1 – Solicit special awards and sponsors. Notify the Fair Office so items may be included in the upcoming year's Premium Book.
 - By December 15 – Return judge recommendations (with alternates) and specific requirements. Rank in order of preference.
- **January**
 - Beef Department – Beef Weigh-in scheduled
- **February**
 - By end of month – Review final Fair Premium Book for Department from Fair Office, and make any last-minute changes.
- **March**
 - Review Department award list compared to Department Premium Book, and verify award counts and if this award is needed.
- **April**
 - Swine Department – Swine Check-in scheduled
- **May**
 - Sheep Department – Sheep Check-in scheduled
 - By May 1 – Submit Department job requests and requirements for grounds crew (e.g., chairs, tables, sound system, etc.). Be sure to note any desired changes to project layout from the previous year.
 - The Department Chair will communicate with, coordinate, delegate, and plan input from Superintendents.
 - Solicit volunteers, clerks, judging assistants, and check-in and check-out assistants.
 - If your Department covers multiple project areas, contact and coordinate an appropriate Superintendent to assume the Chair role regarding judges, clerks, judging results, and display requirements.
- **June**
 - By June 1 – Request signage from the Fair Office.
 - Review exhibitor entries once reports are sent to the Departments from the Fair Office.
 - By mid-June – Confirm Department award list and counts.
 - End of June – Pre-Fair Meeting & Pickup Fair Department Binder with Fair information and Chair/Superintendent badges and admission wristbands/passes. Departments may also have a designated Department person pickup for all Chairs/Superintendents.
 - Secure necessary tools for displaying exhibits.

- **July**

- Finalize any details for the Department, and connect with the Fair Office as needed.
 - During Fair:
 - Check-in at the Exhibition Hall (Non-animal Departments)
 - Oversee projects being checked in for your Department.
 - On check-in day, doors to the Exhibition Hall will be locked at 8:00 p.m. All exhibitors inside the Exhibition Hall need to be judged or accepted for later judging without penalty.
 - Organize the display of projects in your Department. NOTE: displays may be modified by Fair staff as needed.
 - Check-in at the Pavilions & Arena (Animal Departments)
 - Animals – Work with veterinarians to be sure health papers are checked, make stalling and cage assignments, and arrange displays.
 - Instruct exhibitors of the proper procedure for disposal of manure and cleaning cages.
 - Other General Responsibilities during the Fair
 - Any entries brought in after the check-in deadline should be referred to Fair staff.
 - Responsible for the awareness of and enforcing policies of the Dane County Fair.
 - Housekeeping of display area including cleaning of materials. Cleaning materials will be available during the Fair. For any special needs, please request items 4 weeks prior to the Fair.
 - Education – present area for public's and participant's benefit.
 - Media – all media requests, interviews, etc. need to be directed to the Fair Office/staff. Do not speak to the press without Fair staff approval.
 - Any other needs that arise throughout the year.
 - On Judging Day:
 - Pick-up your Department's judges box from the Fair Office, and report to your Department area at least 30 minutes before check-in/judging. Oversee judging, and turn in results within 6 hours of the completion of Department judging. Turn in only one official copy of judging results.
 - The Department Chair/Superintendent is encouraged to use the electronic tablet to record entry results.
 - Communicate with Judge(s) on processes of the Fair for awards and placement documentation.
 - Attach ribbons and judges comment cards (as applicable) to the project.
 - The Chair and Superintendent team must organize the youth projects in a neat and attendee viewable fashion.
 - Submit Judge's Affidavit (completed and signed by Chair/Superintendent with judging hours noted) to Fair Office soon after completion of Department judging.
 - Awards Ceremony:
 - All non-animal Departments are encouraged to have a Chair/Superintendent representative onsite for the Awards Ceremony to present the award(s) to the youth in their Department. It is typically held on the Sunday of the Fair in the afternoon.
 - Exhibit Release – Exhibition Hall, Pavilions, and Arena – Sunday evening
 - Prepare the display area and projects for exhibit release.
 - Be on hand to assist exhibitors locate their projects, and help Fair Office check-out projects.
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Conflict Resolution Guidelines at the Fair

- To better support Chairs and Superintendents when managing conflict with youth exhibitors, their family members, volunteers, Fair staff, or other Departments, the Dane County Fair Association Board of Directors has organized a pool of Board representatives to assist the Departments in conflict resolution related to a Department dispute and/or Youth Animal Exhibitor Code of Practice violation. Most rule violations amongst youth exhibitors will not need a Board representative, but in the event that the Department requires one, please contact the Fair Office to discuss the issue at hand. The Fair Office will then appoint a Board representative from the pool to mediate the situation and provide leadership insight. If you are unsure whether or not to involve a Board representative, contact the Fair Office.
 - In all cases, the Department Chair must accompany the Superintendent as head of the Department when speaking with youth exhibitors and/or immediate family members (parents, siblings, and/or grandparents).
 - For situations that do not require a Board representative, all conversations should take place in a private location, either in a Pavilion office space or in the Exhibition Hall appointed room as noted below and not in the showing, stalls, aisles, etc. The conversation and outcome should also be documented by the Department Chair and kept on record within the Department.
 - For situations that do require a Board representative, follow the steps below:
 - Contact the Fair Office to request a Board representative prior to approaching the youth exhibitor and/or family, other individual, or group.
 - The Fair Office will then contact members of the pool to appoint a Board representative.
 - That Board representative will contact the Chair/Superintendent to discuss the situation at hand and plan of approach as well as schedule the meeting during the Fair.
 - Invite the youth exhibitor and/or family, other individual, or group to meet in a private location in the Exhibition Hall by the end of the Fair.
 - All discussions with youth exhibitors and/or immediate family members (parents, siblings, and/or grandparents), other individuals or groups must be held in the Boardroom in the Exhibition Hall on the second floor with the Board representative. The Board representative will document the meeting and outcome.
 - If the conflict is not resolved, the Board representative will report the situation to the Fair Office for further discussion. The Fair General Manager will then contact the Chair/Superintendent and all parties involved to discuss the situation in more detail and report back to the Executive Committee for a final decision.
 - Once a decision has been made, the Fair Office will report the ruling to the Chair/Superintendent and all parties involved, and if needed, send a formal written warning or suspension letter to the youth exhibitor and/or family, other individual, or group.
 - If any other issues arise, contact the Fair Office, and work with Fair staff to settle any conflict.
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DANE COUNTY FAIR

Department Chair and Superintendent Rules & Expectations Commitment Form

As a volunteer Department Chair or Superintendent of the Dane County Fair, I understand my responsibilities and expectations of my role as a Chair or Superintendent as noted in the Department Chair and Superintendent Handbook. I also agree to uphold the rules and policies of the Dane County Fair Association. I recognize that any violation of the items noted above may result in termination from my position held at the Dane County Fair.

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

EMAIL: _____

CELL: _____

DATE: _____

DEPARTMENT: _____ **CHAIR** **SUPER.** **YEAR JOINED DEPT.:** _____

DEPARTMENT: _____ **CHAIR** **SUPER.** **YEAR JOINED DEPT.:** _____

DEPARTMENT: _____ **CHAIR** **SUPER.** **YEAR JOINED DEPT.:** _____