

## Livestock Exhibit Superintendents:

(Recent updates to this document shown in **RED**)

Livestock exhibit Superintendents are key volunteers at the annual Latah County Fair. Superintendents are the director and manager of the show they represent, and of the area of the fairgrounds where that show takes place, and where the respective animals are stalled. Superintendents are also the primary contact for working with exhibitors to understand and enforce contest rules. Superintendents work with members of the public to ensure a safe and educational experience for all.

Livestock Superintendent positions are an annual appointment by the Fair Board during a spring meeting and are supervised by the Fair Board.

Must have physical ability to work in inclement weather, maintain work focus, must have the ability to read, walk briskly, climb ladders, balance, grasp, kneel, crouch, reach, pull, bend, stretch, and lift 50 pounds repetitively as needed. Must also be able to supervise, assist or perform loading and unloading of animals if needed, and to move or adjust stalling or showing equipment if needed.

### Approximate Time Frame and Duties:

- **January/February/March:** Review of class list, exhibitor rules, special contests, ribbon counts, and sponsor suggestions.
- **Late March:** Mandatory Meeting with Supers and Fair Board Members review of participants and show logistics
- **April:** Review program registration lists provided by 4H and FFA, plan ahead for stalling concerns
- **August:** Facilitate **and attend** the Fair Fun Friday for your species, with assistance from Fair Board, according to the schedule set by Fair Board
- **After August 15:** Work with Fair office to review the registered animal list and make necessary stall/pen assignments. Inform the Fair office if more space is required. Check out an animal barn key from the Fair office. Retain a Show Clerk(s) to assist the judge by tracking class winners, awarding ribbons and premium money.
- **September 1-7:** Set and mark stall assignments, provide master map to the Fair Office
- **Pre-Fair Saturday:** onsite in the morning hours to facilitate supply unloading, stall decorating, stall locations and barn setup.
- **Fair Week:**
  - Monday and Tuesday of Fair Week:
    - Check the space for correct setup, and prepare for animal arrival
  - Wednesday of Fair Week
    - On site no later than 1 one hour prior to animal check-in
    - Oversight of check in process, stalling of animals, staging/storing of equipment
    - Evaluate each animal for ability to be shown/exhibited safely and for clean appearance of health, report any concerns to the Fair Veterinarian
    - Work with the 4-H office to determine class lists at the completion of weigh-in
    - Secure Barn at night
    - Retrieve show box, binder, tables, chairs and other supplies from the Events Center, plan with the office to get premium dollars and fair bucks
  - Thursday and Friday of Fair Week
    - Open barn in the morning to accommodate show/wash schedule
    - Host a meeting Thursday morning with the Judge, Clerk, and other necessary arena assistants to discuss show logistics, traffic management, photograph management, and other necessary details
    - Line up classes/participants in order provided by the 4-H office
    - Oversee the Show Clerk to assist the judge by tracking class winners, awarding ribbons and premium money

- Transmit completed awards binder to the fair office at the end of judging
- Secure show supplies and ribbon boxes in secure location or return to Fair office
- lock and secure barn at 9pm or after depending on crowds
- Saturday and Sunday
  - Open barn in the morning to accommodate show/wash schedule,
  - Line up participants in the sale in order provided by LMAS for Saturday, **manage all livestock in motion for the sale, and sale ring in/out gates and alleyways**
  - Lock and secure barns at 9pm Saturday or after depending on crowds
  - Make sure Round Robin participant and animal are ready for Sunday contest
  - For the Livestock Judging Contest, Sunday Morning
    - Pull and prepare animals per list provided by 4-H Office
    - Recruit necessary showman and ring staff for the contest
  - Sunday afternoon: Assist with enforcement of end of fair schedule, be prepared to work with LMAS committee members to identify, mark, and load animals per load out sheets at close of Fair
- Post Fair
  - Within two weeks of the Fair, provide feedback to the Fair office on how Fair went overall, including issues that need to be addressed and ideas for improving future fairs. Be prepared to attend the October Fair Board meetings.
- In addition to the above tentative schedule, each livestock superintendent is asked to attend at least one other regional fair or multispecies livestock show, to meet with their “peers” in the industry and see another Fair or event while it is being held, as a matter of professional development. A list of local and regional opportunities is available from the Fair office.

**CODE OF CONDUCT:**

Latah County Fair Superintendents are expected to comport himself/herself in a manner which does not reflect adversely upon the Latah County Fair or Latah County. Each member must recognize that those appointed by the Fair Board to serve the role as a Fair Superintendent are subject to additional public scrutiny in their public and personal lives. In order to accomplish the goals of the Latah County Fair as an annual public event, Superintendents are expected to scrupulously avoid personal behaviors which could cause unfavorable public impressions of the Latah County Fair.

Depending on the specific species and the necessary duties, the Superintendent may delegate non-primary responsibilities to other project leaders, advisors or other fair volunteers. However, if duties are delegates these duties and their assignee must be communicated to fair management.

One superintendent per barn should be on the Fairgrounds campus during the entire Fair. Please coordinate a schedule with the other superintendents in your barn for full coverage.