



2023 Superintendent “Supers” Handbook



OPEN CLASS DEPARTMENTS

**Baking, Beer & Wine, Cattle, Crafts & Industrial Arts, Fiber Arts,
Fine Arts, Fleece, Flowers, Food Preservation, Fruit, Goats,
Grains & Forage Plants, Horses, Island Writers, Junior Arts & Crafts,
Photography, Poultry & Eggs, Rabbits & Cavies, Scarecrow Contest, Sheep,
Swine, Textile Arts, Trashion Fashion, Trash to Treasure, Vegetables, Zucchini 500**

SUPERINTENDENT CHECKLIST

The following list outlines the key responsibilities of each San Juan County Fair Superintendent:

- Sign and return the year specific Volunteer/Superintendent Agreement and background check form
- Secure judges for individual departments.
- Work with Fair Staff to obtain sponsorship for additional activities, displays and/or awards for your department.
- Update the section of the Exhibitor Guide specific to your department
- Prepare the assigned area for your department.
- Check-in entries on Tuesday and check-out entries on Sunday.
- Display all entries in the most creative manner possible.
- Keep accurate records of exhibits, judging and awards.
- Tallying exhibits, exhibitors and listing of any special award (People's Choice, Judges Awards, Best of Class, Best of Show)
- Confirm at least one volunteer on duty each day from 10:00am until 8:00pm during the Fair, to educate visitors about the department, answer questions and keep the entries secure.
- Secure volunteers to assist in the department.
- Keep track of all volunteer hours on the Volunteer Hours Log.
- Complete a department evaluation sheet at the end of the Fair.
- Positively promote the Fair, in general, and encourage public participation.

FAIR BOARD

Barbara Bevens mrs.bevens@gmail.com
Jennifer Rigg 360-378-7480
Josephine Bangs jbangs@live.com

STAFF

Brandon Cadwell, Parks & Fair Director 360.378-4310
Shane Merritt, Asst. Fairgrounds Manager 360.378-4310
Carlene Balcomb-Bartok, Program Coordinator 360.378-4310

Fair Office Phone: (360) 378-4310

E-mail address: info@sjcfair.org

Web Address: www.sjcfair.org

Street address: 849A Argyle Ave.

Mailing address: San Juan County Parks & Fair
350 Court St. #8
Friday Harbor, WA 98250

GENERAL INFORMATION

Tuesday **ENTRY DAY -- 9 AM - 6 PM**

Wednesday – Saturday **FAIR --** Barns and Exhibits open 10 AM - 8 PM. Vendor booths are open 10am to 8pm. Some Horse & Livestock events begin at 9AM, Livestock Barns may close early at 8pm on Saturday

Sunday **EXHIBITOR PICK UP – 9 AM - 12 PM**

- * There must be someone in your department to help check out**
- * The Fair is not responsible for exhibits left after Noon on Sunday.**
- *No exhibits leave until Sunday (the only case would be an emergency)**

TICKET SALES

Tuesday, Entry Day 9 AM - 6 PM
Tickets sold at Main Gate only

Wednesday – Saturday 9 AM - 8 PM
Tickets available at Main & School gates

TIMES TO NOTE

- The CARNIVAL opens at 12 noon daily and closes at midnight or before
- Kids Carnival Wristband days Thursday & Friday – 12 noon – 5 PM.
- The FAIR OFFICE is open from 8 AM - 10 PM during the FAIR
- On Sunday, the Fair Office is open -- 9 AM - 1 PM

FIRST AID

- Cuts, bruises, scrape, bee stings etc. - Have person go to the EMS station or to the fair office.
- Serious medicals – Stay with the person, remain calm and have someone call 911. Notify the Fair office at 360-378-4310, have someone go to the office or if a staff member is nearby with a radio, have them call in the medical. Be sure to give office exact location so that we can direct vehicles. Stay with the person and get vital information such as name, age, contact person and medications. Fill out incident report form, located in the department binder.
- Someone from the staff will respond ASAP.

SECURITY

There is Fairgrounds security 24 HOURS a day, starting the Monday of Fair week through Sunday morning. Fair Staff and Board members are the primary contact during the day and night security begins every evening at 8:00pm. The San Juan County Sheriffs Guild typically has a booth on grounds, with deputies staffing it as well. The main building is locked down at 8 PM to safeguard all department entries and vendor booths. All barns are closed at 8 PM.

If you need assistance during Fair Hours, go to the Parks & Fair Administration Office or call 360-378-4310 OR 360-378-8420

To report an emergency, call 911. Then contact the Parks & Fair Administration Office.

LOST CHILD/PARENTS

Lost Child – The best policy is for the parent to stay in the area. If too much time passes and/or the parent or responsible party is uncomfortable, please contact the office so that staff can radio an ALL CALL to find the child.

Lost Parent - Stay with the child in the area. Notify the office by radio or cell phone and report unattended child. Bring the child to the office after 10 minutes.

CODE OF CONDUCT

The San Juan County Fair & Fairgrounds shall:

- Provide volunteers with a volunteer agreement specifying volunteer tasks and duties and perform background checks.
- Respect volunteers, participants, exhibitors, visitors and employees.
- Share our San Juan County Fairgrounds Mission & Vision.

- Represent the Fair in a professional demeanor at all times both on & off the job.
- Provide fair department superintendents with a Superintendent Handbook, ribbons, entry forms, exhibitor tags.
- Provide support, encouragement, assistance and constructive feedback.
- Communicate with volunteers regarding events, scheduling, layout, department rules.

San Juan County Fair Superintendents shall:

- Perform Superintendent duties in a timely and responsible manner.
- Be courteous, respectful, and exhibit good sportsmanship.
- When communicating with participants, staff and volunteers, use appropriate language to support a family friendly environment.
- Work cooperatively with Fair & Fairgrounds staff and accept supervision from Fair Administration and Fair Board.
- Represent the Fair in a professional demeanor at all times both on & off the job.
- Respect and adhere to Fair Exhibitor Guide rules, regulations & guidelines.
- Welcome participation from all San Juan County residents and promote the Fair.
- Report any serious injuries, incidents, theft or damage to Fair Administration.
- Perform other volunteer duties as outlined in Superintendent Handbook.

Introduction:

As a Department Superintendent, you are at the heart of what makes the San Juan County Fair a great success every year. We are very fortunate to have a dedicated and professional group of Superintendents for the San Juan County Fair. Our experienced Superintendents know that this success comes from a clear understanding of their responsibilities as well as good preparation prior to the Fair. This part of the Superintendent Handbook is designed to assist you with the preparation needed to have a positive and successful department at the Fair. As you read through the following pages, please let the Fair Staff know if you have any questions or concerns.

SUPERINTENDENT DUTIES

The following list outlines the key responsibilities of each Superintendent:

- Fill out, sign and return the volunteer agreement for your department.
- Update the section of the Exhibitor Guide specific to your department.
- Secure judges for individual departments.
- Keep accurate records of exhibits, judging and awards.
- Check-in entries on Tuesday and check-out entries on Sunday.
- Prepare the assigned area for your department.
- Display all entries in the most creative manner possible.
- Remain on duty each day during the Fair, to educate visitors about the department, answer questions and keep the entries secure.
- Promote the Fair in general and encourage public participation in the Fair.
- Secure volunteers to assist in the department.
- Keep track of all volunteer hours, may use a sign-up sheet for this.
- Complete a department evaluation sheet at the end of the Fair.
- Obtain sponsorship for additional activities and/or awards for your department.

Exhibitor Guide

- Update the categories in the Exhibitor Guide to keep them current.

- Rules should be concise and easily understood by all age groups.
- Listings should be fair and reasonable.

Receiving and releasing entries

- Maintain accurate records.
- Have enough staff on hand to help with lines.
- If an item is not eligible for entry, explain carefully why it does not qualify.
- All entries should be handled with great care.

SUPERINTENDENT’S TIMELINE

OCTOBER/NOVEMBER

Fair staff will be asking for Exhibitor Guide changes by the end of the month.

JANUARY/FEBRUARY

Fair Staff will also be sending out the annual Superintendent volunteer agreement for signature and background check forms. Please return these items ASAP!

Select and enlist your co-superintendent or assistant. This person should be your backup and co-coordinator and/or trained for your position if you were to resign in the future or have an emergency close to or during Fair.

Determine your award and ribbon needs so staff can order ribbons. (For awards stated in the Exhibitor Guide only.)

Set-up a meeting with Assistant Fairgrounds Manager/Staff for building or display renovations so they can be scheduled with the summer work crew as budget allows and layout can be discussed.

MARCH/APRIL

There is often a SUPERINTENDENTS MEETING held in April & May. This is an opportunity for new and experienced superintendents to share ideas, discuss department requests and plan for the Fair. There is an understanding that it is difficult for everyone to get together, so always feel free to reach out anytime of the year

MAY

If you haven’t already done so, begin arrangements to find a Judge(s) for your department. Although many of our judges volunteer, some must travel from the mainland; there is a limited budget to assist them with their travel and lodging arrangements. Please help us to control this cost whenever possible.

Once you have made a selection, please notify the Fair Office with the following information and they will contract directly with your judge(s).

- Judge’s name
- Address
- Phone number
- Department(s) he or she will be judging.
- Any expectations or arrangements needed for the judge.

The judging in your department, in most cases should, be completed after entries are received by 6:00 PM on Tuesday and before the Fair opens at 10:00 AM on Wednesday. State Fair Guidelines dictate that any judging that takes place once the Fair has opened must be open to the public.

Obtain your sponsor awards now if you are going to have any. Relay sponsor information to the Fair office so that your sponsor/s can be on the website and associated banners no later than Aug. 1st.

JUNE

Be resourceful and begin finding people who will help you before and during the Fair. A potential source of volunteers is from the lists of past exhibitors available through the Office Staff. Some departments have utilized sign-up genius and put a link on the Fair website along with local promotion. Another good idea is to have a sign-up sheet on your table during entry day so that volunteers can commit to a specific time to help during the Fair as they enter their exhibits.

Notify the Fair Office of any special demonstrations or events in your department so they can be publicized in the local papers (the earlier the better, deadlines tend to be in the beginning of July!)

JULY

Continue to recruit volunteers! Someone should be in the department during all open Fair hours! All volunteers are eligible for a discount season pass for \$20.00. Please provide the list of names to the Fair office.

The FAIR Exhibitor Guide will be online in April, be prepared to answer calls from exhibitors. This is a good time to ask for help from those who call!

AUGUST

This is your big month. If you ordered some renovations or physical changes to your exhibition area, drop by the Fair Office to check them out. This is also a good time to coordinate with grounds staff for final placement.

Your supply box and ribbon box will be ready for pick up early August. Please remember to inventory the contents and return them in the same box after the Fair. Please check the clipboard notes in your box.

Set up your department the week before the Fair. Check with the Fair Office for help in moving equipment to your department's exhibition area.

ENTRY DAY: TUESDAY of FAIR WEEK

People will bring their entries to your department. You may accept or reject exhibits that do not meet requirements set forth in the Exhibitor Guide. You interpret the Fair's rules and regulations as they apply to your Department. Keep your Exhibitor Guide sections handy to answer questions (there are three included in your Super binder).

Check each entry form for complete and legible name, mailing address and phone number. Premium Awards are sent by mail, so this mailing address is important. Remind exhibitors to mark the box on the entry form if they want their premium money donated back to the Fair.

Each entry must be tagged. Make sure that:

- tag is filled out entirely and securely attached to the entry,
- the flap is turned up to hide exhibitors' name for judging, and
- the stub is given to the entrant. This stub serves as a claim check and with this stub exhibitors are entitled to a reduced gate fee. Exhibitor will need stub when purchasing tickets.

Entries must be received by 6 PM on Tuesday. In effort to be Fair to all exhibits, no late exhibits will be accepted, and additionally, no early exhibits will be permitted. Make sure to coordinate with Fair staff if your department has exceptions.

STAFFING YOUR DEPARTMENT

Staffing needs vary in each department. In general, you will need the following:

- Two or more clerks to accept entries, receipt them and place them.
- One or more clerks to assist exhibitors with the class and lot numbers for completing their entry forms.
- Two or more clerks to assist the judge by grouping lot number items together.
- One person to record the placement on the entry form and one to record the placement on the entry tag.
- After judging is completed, each exhibit has its appropriate ribbon attached to the exhibitor tag. Do not cover the name of the exhibitor.
- You must have one or more monitors present when the department is open to the public. This person should be knowledgeable about your department to answer questions.
- **The most important part of the judging process is the recording of the results.** As the judge is in the process of placing the items he/she is judging, each exhibit must have its placement noted at the time of placement. Do not rely on memory to come back and record the results. Mark or tag each place on the exhibit form and tag. Superintendents are required to turn in all exhibitor forms (in the proper folder provided to you in your superintendent box) to the Fair Office so we can announce winners and begin recording placements for premiums. This must be done as soon as possible after judging is completed.
- Everyone is tired but you must arrange to have your department covered so that exhibitors can pick up entries on Sunday from 9:00 AM to 12:00. The entry stub is needed to claim exhibits when the Fair is over.

DISPLAYING AND SHOWING YOUR DEPARTMENT

The Superintendent, after judging, has the opportunity to arrange all the entries in the department. In addition to the educational value of your department, the creative display of exhibits determines part of your score in the state's evaluation!

Think about how each item can be "shown" off. Use other objects such as baskets, fabric, and lighting to bring attention to your exhibits. If you have to spread the items on a shelf or table, use something to elevate the exhibit for better showing. Meet with the Assistant Fairgrounds Manager if you need something special for your display.

Be sure that all the ribbons can be seen without covering the name of the exhibitor. Stand back and see if your display is pleasant to look at.

JUDGING

Danish System. Used most often, the judge is comparing the exhibits not against each other but to a preconceived idea or standard that the judge knows. Each item is judged and awarded placement. First, second and third place ribbons are given for whatever level the judge feels is appropriate.

European or Competition. With this system, all the items entered in each lot number are judged against each other and one flat Blue Ribbon is awarded for 1st place. One flat Red Ribbon is awarded for the 2nd place in that lot. One flat White ribbon is awarded to 3rd place.

The judge may choose to not award a ribbon if he/she feels the item is not worthy of placement, but the judge cannot award additional ribbons.

Champion or Best of Class. Whether using the Danish or European method of judging, the second level of judging becomes competitive. The judge must select the “Best of Class” or “Champion” from the blue-ribbon winners.

In non-livestock divisions, the BEST of CLASS winners are placed together so the judge may select one of them for BEST in SHOW award.

Only one “Best in Show” award can be given.

In the livestock divisions only, the judge determines if a Grand Champion and Reserve Champion is to be awarded. The judge will decide if an only exhibit is of champion quality.

People’s Choice. As a division superintendent, you may elect to allow the public to assist in the selection of a PEOPLE’S CHOICE AWARD. This is done by having ballots available and a ballot container so the folks can mark their favorite and cast a vote for the award.

DON’T FORGET!

Call the Fair Staff! They work year-round managing the Fairgrounds year-round events and of course, planning the Fair and are willing to answer your questions and help fine-tune departments.

info@sjcfair.org

360-378-4310

www.sjcfair.org