

Muskegon County Youth Fair
Superintendent Job Description

Supervision

- Superintendents and assistants are supervised by the Livestock Committee which is a division of the Muskegon County Fair Association fair board.

Eligibility

- Knowledge of the project area sufficient to ensure consistency between the project area, fair guidelines, judging and exhibition.
- Willingness and ability to work cooperatively with others. To be team players and have good communication skills with both youth and adults.
- Ability to organize a fair event.
- Must be at least 21 years and not an active exhibitor in their division in the youth fair.
- Superintendents do not have to be registered Club leaders; however, they must allow a background check and they must agree to sign a Code of Conduct. Superintendents are accountable to follow the same conduct policies that apply to Club members and leaders.

Job Summary

- Year-round position with appointment of September 1 to August 31, with most of the responsibilities relating to the MCYF in July.
- Each superintendent must take part in the pre-fair activities to get their area prepared for fair week.
- Attend superintendent meetings and livestock committee meetings.
- Coordinate all activities of project area during fair week within the policies, rules, and guidelines established in the fair book and established by the livestock committee and fair board.
- Supervise and update the project area and fair guidelines.
- Secure clerks and judges for the show.
- Must be available during the year to answer questions from members and leaders regarding project area guidelines.
- Provide project area evaluation after fair and make recommendations of changes to the rules, show, and fair book to the livestock committee.

General Requirements/Basic Requirements

- Superintendents need to be familiar with the project area as listed in the fair book.
- The superintendent should be prepared for entry day by finding out the number of entries and planning accordingly.
- Superintendents need to supply the building and grounds committee with a list of what needs to be completed in their barn and/or project areas and a list of materials needed to complete the job (fair board approval is required).
- Superintendents need to coordinate volunteers to complete work that needs to be completed in their barn and/or project area before, during, and after the fair.
- Superintendents are responsible for the overall organization, coordination, and supervision of their project area, including developing consistency between projects areas objectives and fair exhibition and judging.
- Superintendents (and the Fair Board) are responsible to make sure the project area, guidelines, workshops, publications, etc. do not discriminate against fair exhibitors.
- Submit all required paperwork on time.
- Monitor fairgrounds facilities used for the project area to ensure that buildings, grounds, and equipment are safe, secure, well-lit, working properly, adequate, clean, painted, etc.
- During Youth Fair, regularly monitor the projects in your project area to be sure all are appropriately displayed for public viewing. Check for cleanliness, care, disease, spoilage, damage, wilting, etc.
- Manage conflicts that arise in the project area and consult with Livestock Committee members when appropriate. When appropriate, educate the questioning person(s) why decisions were made.

Requirements for Livestock Superintendents

- Superintendents of beef, sheep, swine, feeder steers, dairy, goats, rabbits, poultry, and dogs will each serve on the Livestock Committee.
- Superintendents of horses will serve on the Horse Developmental Committee.
- Superintendent (or their appropriate representatives) are responsible to coordinate their livestock display area. Superintendents are responsible to fairly assign cages, pens, or stalls, and provide a diagram to illustrate those locations and assignments if necessary. Superintendent is to be present during animal check-in to check for sick, diseased and/or that required regulations of animals are being followed before they are penned.
- For project areas with a sale, superintendents will coordinate weigh-in (communication of the Superintendent and assistants need to ensure the proper weights are met and recorded).

- As necessary, assist with auction and sale order, load-outs and trucking of sale animals.
- The superintendent will make decision on whether the animal meets the fair book rules for weight, horns, test papers, etc. If you have a problem and need support; find a livestock committee member. Decisions will be made at weigh-in - not the following day. **YOU MUST FOLLOW THE RULES IN THE FAIRBOOK.**
- Following the last weigh-in, you need to divide the exhibitors into weight class and showmanship classes and post them in the barn.
- Showmanship classes may need to be broken, depending on the number of exhibitors, thus having multiple classes within a division. All breaks for showmanship must be made using birthdates.
- If applicable, superintendents must find an announcer for all shows of their species. Qualified announcers should be familiar with how the show works and the requirements for the department. Superintendents should go over the names of the exhibitors with the announcer to ensure they are pronounced properly.
- Superintendents will be provided ribbons and other recognition items from the fair office. Superintendents should have their ribbons and trophies organized before the show.
- Superintendents have the authority to make decisions of what to do in case of a disagreement of where a pen/stall assignments, and questionable care of an animal by an exhibitor.
- Large animal sale superintendents must turn-in their completed Sale List to the Livestock Committee secretary as soon as possible after numbers are assigned. Be sure that your sale order includes exhibitor names and club names, weights, and tag numbers and that weights and tag numbers are accurate.
- Superintendents must be sure that exhibitors have a photo taken with their project animal at the appointed time during their show.

Youth Fair Changes

- Review and make notes of changes that may need to be made for the following fair year.
- When making fair book changes or guideline changes, the following procedure must be followed:
 - Fair changes should be based on input from exhibitors, club leaders, parents and others in the project area.
 - Fair book changes must be discussed and approved within the Livestock Committee before taking to the fair board for final approval.
 - Fair book changes must be submitted in writing on or before September 1st.

Fair Judges and Clerks

- Superintendents must hire and contract judges and present to the Livestock Committee by June 1st.
- Orient your fair judges to their responsibilities and to all project area guidelines and fair book rules, forms, restrictions, judging criteria, class placements, etc. before fair or prior to judging.
- **Arrive at least (1) hour prior to your event** and have your judging area organized and prepared before the judge(s) arrive (trophies, ribbons, table covers, signs, tables, chairs, etc.).
- Meet with the exhibitors at least 20 minutes prior to the show to explain what is expected and how the order will go.
- Greet your judges and clerks and lead them to their judging area. Be sure they have all the necessary judging supplies (staplers, pencils, forms, judging sheets, ribbons, tags, etc.). Re-orient judges and clerks to their responsibilities. Review judging and clerking procedures, judging criteria, classes, placements, etc. Be sure to provide water to your judge.
- Be sure judges sign the judging sheet after the show.
- Be sure judges receive their check – it will be available from Livestock Committee treasurer.
- Be available at all times to ensure that judging is fair, efficient, and orderly.
- Deliver judging sheets signed by the judge, trophy winner sheets and all other paperwork to the fairgrounds office after the show or first thing the following day before 10:00 a.m.

Apprentice and/or Assistant Superintendent

- Apprentice and/or Assistant Superintendent must be ages 19 and up. The purpose of the position is to introduce individuals to the superintendent position and to assist the Superintendent.
- Apprentice Superintendents assist and are supervised by regular project superintendents; however, they are not permitted to make final project area decisions.
- Apprentice/Assistants must sign a Code of Conduct and agree to a background check.

Evaluation

- The job performance of the superintendent will be evaluated if members, leaders, parents, judges, clerks or others submit comments/concerns in writing to the Livestock Committee or MCFA fair board.
- Superintendents may be relieved of their responsibilities if there is supporting documentation of violation of the Code of Conduct and the Livestock Committee and/or the MCFA fair board is in agreement.