

4-H SUPERINTENDENT/ASSISTANT RESPONSIBILITIES

Thank you for volunteering for this important role! We ask that you commit to these responsibilities as Superintendent or assistant Superintendent of your area:

- Be positive and supportive of families and youth.
- **Uphold the 4-H Guiding Principles for Positive Youth Development**
 1. Youth develop positive relationships with adults and peers.
 2. Youth are physically and emotionally safe
 3. Youth are actively engaged in their own development.
 4. Youth are considered participants rather than recipients in the learning process
 5. Youth development skills that help them succeed
 6. Youth recognize, understand and appreciate multiculturalism
 7. Youth grow and contribute as active citizens through service and leadership

General Expectations

- Please read pages 2-18 of the Youth Show Book
- Know and understand rules for your area. Initial infractions of rules will be determined by the superintendent
- Provide your emergency contact information to 4-H/Youth Show Staff.
- Attend superintendent and respective 4-H Committee meetings
- Attend Superintendent trainings
- Coordinate any spring weigh-in/tag-ins for your specie.
- Assist staff in making parents and leaders responsible for their behavior.
- Ensure all exhibiting members have signed the entry form/code of conduct.
- Be available (in-person or by posting a way to contact you) during fair.
- Assist with other duties as assigned.
- Be familiar with the Animal Health Emergency plan and understand your role in the case of possible animal health emergencies.
- Secure barns at night (or assign someone) during Youth Show.
- See that exhibitors keep area clean, notifying club leaders if needed
- Handle or Appoint helpers to handle responsibilities at the Youth show

Pre-Youth Show

- Review list of requested ribbons and trophies with 4-H/Youth Show Staff.
- Complete the Set Up handout for your barn
- Attend Pre-Youth Show Meeting to sort ribbons and trophies.
- Post/communicate any specific notices/meetings/expectations for exhibitors.
- Assign cages, pens, or stalls by set-up day, and be on grounds by the time setup starts.

Market Animal Pre-Fair Weigh-In

- Work with 4-H staff to see that arrangements for weigh in set ups are complete
- Make sure the scale is cleaned out regularly to assure accurate weights.
- Re- tag animals if needed. If market animals are assigned a new tag number, report new number to the office.
- Provide lists of youth, tag #'s and weights to 4-H Office immediately following weigh-in.

Animal Check-In/Weigh-In at Fair

- Make sure the scale is cleaned out regularly to assure accurate weights.
- Check in all animals in your project area.
- Check required health papers. Collect vet inspection cards from families and turn in to office.
- Supervise weigh-in for your species, check tags and record weights.
- If weighing in a family member's animal, please have an unrelated person verify the weight
- Collect Coggins and emergency binders for horses after check in
- See that weight/tag information is loaded fair entry
- Obtain rate of gain for lambs, goats, feeders, and beef
- Enter any market animal information into FairEntry at 4-H office
- Create class lists to post early so that problems/ wrong classes can be corrected before show day

Before Your Show/Early Show Day

- Appoint someone to clerk judges' sheets.
- Arrive early to work with Farm Council Grounds Staff for set-up of your show
- Test the P.A. System
- Pick up ribbons and trophies from the 4-H Youth Show ribbon/trophy storage area before your show.
- Be familiar with special trophy memorials and have announcer/ Jr Livestock describe during the show, as well as announce donors for awards given.
- Recruit one or two neutral ring persons to help and watch for problems, and someone to line up next class to enter the ring
- Check with board to ensure that clubs are completing assigned duties(Horse)

General During the Show

- Be sure your clerk/ Jr. Livestock is recording accurate placings
- Work with judge:
 - o Meet judge when they arrive. Explain show and ask for preferences. Meals/ water
 - o Pick up judge's check from 4-H office, or send them to the office to pick it up.

- Start the show at the scheduled time.
- Work with announcer/ Jr Livestock so all memorials and trophy/ribbon donors are announced.
- If you have conflicts over rules, placings, etc., ringside, ask any adults who are yelling or acting inappropriately to step away from the ring. Do not engage in yelling back. Remind them of the complaint procedure and if they do not stop the inappropriate behavior, please get the 4-H staff.
- Work with Jr. Livestock Committee to pass out awards.
- Appoint someone to track points for any special awards.

General After the Show

- See that all ribbons and trophies are awarded.
- Complete sale order and turn into the office ASAP upon completion of the show (if applicable).
- Assist with inputting sale order information into FairEntry based on placings.
- Sign and return all pages of the correctly completed Judges sheets/book to the Youth Show Office as soon after show as is possible.
- Horse: Please ensure that premium placings are turned into the office for input ASAP.
- Repack and inventory remaining ribbons and return to Ribbon storage
- Make sure Champion Signs are placed over winning animals in the barn after show
- Assist with livestock auction if applicable, lining up all animals for the sale.

Showmanship Sweepstakes

- Distribute Showmanship Sweepstakes information from your box to the Senior Showmanship winner and turn in name of Showmanship winner to the office
- Help identify animals to use for show.
- Help remind clubs to send show ring gate cleaners and power washers to wash racks immediately after show.

End of Youth Show

- Work with exhibitors and auction committee for load out/release of animals.
- Be present (or send a representative) to assist with load out Friday night and/or early Saturday morning.
- Return Superintendent box to 4-H/Youth Show Staff.
- Attend post Youth Show meeting

Superintendent Letter of Intent

I _____ have read and understand the superintendent/ assistant superintendent roles and responsibilities. I agree to serve as superintendent/ assistant superintendent of _____.

Name _____

Phone Number _____

Email _____

Preferred contact text call email