



Superintendent Guidelines and Expectations



Position: Montcalm County Fair Association Project Area Superintendent
(divisions include Sheep, Beef, Swine, Dairy, Horse, Rabbits & Cavies, Poultry, Goats, Dog, Llama & Alpaca, Showmanship Sweepstakes, Still Exhibits, Style Review, Herdsmanship, pocket pets and Record Books)

Length of Commitment: 1 Year Term (annual review)

Time & Place: Each division Superintendent is responsible for their respective division in preparation of fair and during the 8 days of the Montcalm County Fair. Superintendents are to take an active role in the developmental committee for their respective divisions to prepare for the fair event.

Qualifications:

All Superintendents must:

1. have two (2) years of project experience as an active volunteer in the designated project area in Montcalm County. (Active volunteers are defined as volunteers who have attended five (5) project related meetings per year and actively participated in designated project developmental committee meetings)
2. re-enroll in 4HOnline each year and sign the 4-H Volunteer Code of Conduct
3. update required volunteer level requirements in Volunteer Central, to include background check annual authorization
4. have time to complete all responsibilities by their expected due dates
5. have prior knowledge and experience of project outside of being a leader in 4-H
6. have an understanding of youth/adult partnerships and value the perspective and growth of youth

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1. Superintendents should attend and actively participate in more than half of their project's developmental committee meetings.
2. Superintendents should conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and respect and enforce all fair rules.
3. If a Superintendent resigns or is asked to step down, the newly selected Superintendent must fulfill the current term limit before re-applying for another full term.
4. 4-H Program Coordinator, who is responsible for the Gold-Level Volunteer interview/application process will assist with the Superintendent evaluations during the following year's Fair.



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5. Superintendents must also be available to meet as a committee during the fair if any problems arise.
6. Superintendents must attend the “Surviving Fair” workshop held prior to fair, hosted by the Montcalm County Fair Association Board of Directors. This will occur sometime in May or June before each years’ fair.
7. Superintendents will be up for reevaluation every year (September through August) unless the individual decides to step down or is removed from their position. A superintendent may be considered for removal from their position at any time on the recommendation of a member of the Montcalm County Fair Association Board of Directors and/or the appropriate project area committee member. It is the recommender’s responsibility to bring their concerns to the Board of Directors and appropriate committee as soon as possible. At the end of the term, the current Superintendent may re-apply along with other interested people.
 - a. Superintendent recommendations are made by the following Committees:

Horse	4-H Horse Leaders Committee
Sheep	Livestock Committee
Beef	Livestock Committee
Swine	Livestock Committee
Dairy	4-H Dairy Committee
Rabbits/Cavies	4-H Small Animal Committee
Poultry	4-H Small Animal Committee
Goats	4-H Small Animal Committee
Dog	4-H Dog Committee
Llama/alpaca	Livestock Committee
Pocket Pets	4-H Small Animal Committee
Sweepstakes	4-H Advisory Council
Still Exhibits	4-H Advisory Council
Style Review	4-H Advisory Council
Record Book	4-H Advisory Council

Review Process:

1. Within one (1) month after the completion of the fair, the 4-H Program Coordinator will host a fair wrap up meeting invite to each Superintendent to review and evaluate fair matters. This meeting will consist of at least one Fairboard member, at least one project area committee member, the Superintendents, and the 4-H PC. This is a time of reflection and brainstorming on the positive activities and to address any challenges that may have occurred.
2. Upon completion of the Superintendent’s term, with a positive evaluation, and if



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no other volunteers' express interest in applying, the Superintendent can continue serving another term. An updated application and MOU will be signed at that time.

Responsibilities:

1. Provide for the security and safety of exhibitors, fair visitors, and animals.
2. Fair Preparation: As Superintendent, you are responsible for submitting a **Needs List** to the Montcalm County Fair Board by **May 1** for all supplies you will need for your project area activities. (Examples: Tables, chairs, water, paper, pens/pencils, clip boards, calculators, PA system, etc.). You will be responsible for coordinating pick up of your supply box with the Board of Directors or 4-H PC and ribbons from the Livestock Office in a timely manner.
3. By the date published by the Judges Committee, you must have sent at least 3 potential judges and their contact information to the Judges Committee Chair on the Fair board.
4. Make pen/stall assignments on or before the Wednesday prior to the fair.
5. Give input on registration forms, reports, and fair week classes.
6. At the fair, please greet the Judge(s) and identify yourself when he/she arrives.
 - a. Make sure to have the proper number of helpers during your event: this includes clerks, ring stewards, ring masters, a person to distribute awards, etc.
 - b. Judging Sheets: Judging sheets must be turned in to the **Montcalm County Fair Livestock Office** as soon as possible after your event has taken place. The Judge and clerk do not need to sign each individual sheet. They need to sign only the first sheet.
 - c. Evaluations: Under the evaluation folder in the superintendents' box, there are two different forms, one for the judge's evaluation and one for Superintendents, leaders, members, and parents. Please ask each judge to fill out an evaluation. Please fill out an evaluation yourself, and have the other helpers fill them out as well.
 - d. Submit recommended edits of the appropriate section of the fair book to the project area committee during their September meeting.
 - e. Ribbons: You will pick up your necessary number of ribbons before your show from the Montcalm County Fair Livestock Office.
 - f. Class Lists: A list of youth who are entered in each class in your department will be made available by the ShowWorks Committee. Superintendents are responsible for ensuring they receive these prior to their show date. Please review your class lists to make sure they are correct. Please contact the ShoWorks Committee immediately if you notice an error.



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- i. Animal Rights: Please review the materials included in your box on animal rights. If you or a member of your department is approached by an animal rights activist, give them the approved statement from your box and contact the fair board as soon as possible. As far as the rights of the animals within your department, it is the 4-H members' responsibility to take excellent care of their own animals and to treat them with humanity and respect. If you know or suspect inappropriate treatment of an animal, please make a point of reviewing the appropriate care with the youth, if this should continue, please contact the Montcalm County Fairboard.
- g. Work with Junior Superintendents to train them in the role of a superintendent and give them responsibilities of their own. Work with them to complete information required for ShoWorks data entry.
- h. Coordinate youth lineup order during species portion of sale on auction day.
- i. Coordinate animal departure (checking animals out, making sure each goes where it is supposed to) and barn clean-up.
- j. Work with other superintendents on livestock issues (animal health concerns, resolving grievances, rules and policies, and space issues)
 - i. As a Superintendent, you must listen carefully to both sides of the issue and try to get all the facts. If a grievance occurs, it must be documented in writing and turned into the respective superintendent. The superintendent will then hold a meeting with all other superintendents of the same committee, a fair board member, and the 4-H Program Coordinator and decide on the issue. The respective superintendent will discuss the decision with the complainant, youth, and their parent/guardian.

I, _____, have read, understand, and agree to the above listed guidelines and expectations set forth before me. I understand that my signature below acknowledges my acceptance of the guidelines and expectations.

Signature

Date

Designated Superintendent Project Area