

# NON-LIVESTOCK SUPERINTENDENT JOB DESCRIPTION

Selection of the superintendent shall be made by the Fair Board

## **RESPONSIBILITIES:**

1. Secure judges for your project area for fair week and submit the signed contract to the fair office attention Brian Cain by June 1<sup>st</sup>. A copy of the judging recommendation should be sent to the judge along with the judges' agreement.
2. Appoint adults or teens as clerks to assist with judging and provide their name, address and phone number to the fair office to the attention of Brian Cain by June 1<sup>st</sup>. If you are unable to secure a clerk let the fair office know and one will be available on judging day.
3. Attend superintendent or related meetings.
4. Assist in setting up the judging area on the Tuesday evening prior to fair at 7:00pm. Judging will be in both the Grey Building and Kardel Hall.
5. Be available on judging day to go over the judging books and the tub of information with both your judge and clerk. Answer any questions they may have. Please explain the judging process along with Top Ten and Judges Choice Awards.
6. Encourage your judges and clerks to hold back projects for consideration of the Top Ten and Judges Choice Awards to make the selection easier at the end of the day.
7. Any youth including cloverbuds showing dogs will be judged from 8:00am - 9:00am so they may get to the dog show on time.
8. All paperwork, ribbons and supplies required will be on the individual judging tables broke out by class. This will include copies of the project guideline, fair book classes, evaluation forms, and winners list of both Top Ten and Judge's Choice. If more supplies are needed a table will be set up for the additional supplies.
9. If a parent or leader is interfering with the judging, kindly ask them to stand back, etc. Use your judgment in controlling problems that may arise. If you need assistance, please contact a Fair Board Liaison.
10. Make sure the judging books are complete including the judge's signatures on the appropriate pages and return it to the fair office and pick up your judge's check so you may deliver it to them.
11. Assist in returning the Top Ten and Judge's Choice projects to the Club Booth after all judging is complete and take down your judging area.
12. Please look over your project guidelines to make sure they coincide with the fair book for the following year. Submit both fair book and guideline changes to the fair office, Attention Brian Cain.

**Time Required:** Clean up days and fair week. You must be available on judging day.

**Desirable Skills:** Knowledge of your area and the guidelines for your area.

**Resignations:** Please place your resignation in writing and send to the fair office