

## 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
- Attend superintendent and 4-H Committee meetings.
- Coordinate any winter/spring weigh-in/tag-ins for your specie.
- Fill out the “Set Up/Maintenance Requirements Form” and return to 4-H staff.
- Handle, or appoint someone to handle responsibilities at the listed times during the Youth Show.

Additionally, please check items off this list and make notes as needed for next year and for changes we need to have the committees consider making our 4-H program better!

### **General Superintendent**

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- Please read pages 2-18 of the Youth Show Book and have a strong understanding of the policies, procedures, schedules, emergency plans, etc. prior to the event.
- Know and understand rules for your area. Initial infractions of rules will be determined by the superintendent. They may then contact the 4-H staff for clarification, to set up a meeting, etc. The proper executive committee may be asked for interpretation or a decision and communicate the result. A meeting with the rules committee will be held if a **formal** complaint is filed. The due process of handling complaints is written in the fair book, on page 14.
- Provide your emergency contact information to 4-H/Youth Show Staff.
- Assist staff in making parents and leaders responsible for their behavior. If you are concerned about parent/leader behavior please notify 4-H/Youth Show Staff. Please help staff enforce policies prohibiting alcohol. If you witness individuals possessing or consuming alcohol on the grounds, please notify staff immediately.
- All exhibiting members have signed the entry form indicating they read all rules, and the behavioral code of conduct. If a member is not following the code of conduct, please notify an Extension staff person immediately.

- Be available to members during fair to answer questions and assist when needed. If you delegate supervision to another adult, please let exhibitors know who to contact while you are gone.
- Assist with other duties as assigned.

### **Animal Superintendent**

- 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, safe, and attractive throughout the week.

### **General Pre-Youth Show**

- Identify sponsors for special ribbons and awards when necessary. (Jan-Feb)
- Review list of requested ribbons and trophies with 4-H/Youth Show Staff-
- Work with 4-H/Youth Show Staff to check ribbons and trophies after order is complete.
- Attend Pre-Youth Show Meeting Tuesday before Youth Show under pavilion.
- Post any specific rules you want to have followed.

### **Animal Pre-Youth Show**

- Assign cages, pens, or stalls by set-up day coordinating with other superintendents as necessary, and be on grounds by the time setup starts to answer questions during set-up.
- Make sure any special items you need from storage are on your set up sheet or have been reviewed with WFG staff.

### **Market Animal Pre-Fair Weigh-In**

- Work with Farm Council Staff to see that appropriate arrangements for set up are made.
- Understand how to work the scale and zero out the scale regularly to ensure accuracy.
- Make sure the scale is cleaned out regularly to remove excess manure and assure accurate weights.
- Re tag animals if needed, or help families understand how to do so correctly. If market animals are assigned a new tag number, report new number to the office ASAP.
- Provide lists of youth, tag #'s and weights to 4-H Office immediately following weigh-in.
- Make sure area is cleaned up to satisfaction of Farm Council Staff.
- Set up time to enter all weigh-in data into computer system with auction committee.

### **Animal Check-In/Weigh-In at Fair**

- Understand how to work the scale and zero out the scale regularly to ensure accuracy.
- Make sure the scale is cleaned out regularly to remove excess manure and assure accurate weights.
- Check in all animals in your project area.

- Check required health papers; work with vet to check for diseased or sick animals before they are penned. Collect vet inspection cards from each family and turn in to office at end of check-in.
- Supervise any weigh-in for your species, check tags and record weights accurately.
- If weighing in a family member's animal, please have an unrelated person verify the weight as read.
- See that weight/tag information is loaded into auction program as soon as possible, print classes by weight.
- Post show schedule after all market and breeding animals are checked in. Please include the list of exhibitor names so if there are any discrepancies they can be resolved before the show starts.
- Obtain rate of gain for lambs, goats, feeders, and beef from auction program.
- Obtain stall/pen signs from auction program and distribute to members.
- Gate off dairy/beef wash rack after cattle are unloaded.
- Enter any market animal information into computers at 4-H office.

### **Before Your Show/Early Show Day**

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#### **General**

- Appoint someone to clerk judges' sheets.
- Work with assigned clubs and necessary Farm Council Grounds Staff on set-up of your show or program and areas outside area to ensure safety (and runway to ring if necessary.)
- Test the P.A. System. If one is used.
- Review and create any needed poster or chart with the classes and 4-H'ers names listed. Any problems or wrong classes will be pointed out before the start of the show.
- Pick up ribbons and trophies from the 4-H Youth Show ribbon/trophy storage area before your show. Review the fair book and supplied awards for accuracy and take to ring. Not all champions receive trophies and/or plaques.
- Be familiar with special trophy memorials and have announcer describe during the show, as well as announce donors for awards given.

#### **Animal/Livestock**

- Recruit one or two neutral ring persons to help and watch for problems developing. These persons should not try to influence the judge or make personal comments to the exhibitors.
- Recruit someone to line up the next class to enter the ring. This keeps the show moving.
- Be sure all show clerks are aware of score entry requirements to be entered in books. Have them meet with 4-H staff or register/finance work group prior to show if needed.

## **General During the Show**

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- Be sure your clerk is writing accurate placings and ratings in judging results book according to the criteria needed by the registration and finance work group.
- Work with judge:
  - Meet judge in the 4-H Youth Show office and escort directly to the ring. Ask him or her if there are any questions. Ask if they have any preference for lining up animals, etc.
  - Pick up judge's check from 4-H office, or send them to the office to pick it up.
  - Provide drinks for judge and show helpers throughout the day.
  - Provide meal ticket from 4-H office and help them find an isolated place to eat if over a meal time.
- Start the show at the scheduled time.
- Work with announcer so all memorials and trophy/ribbon donors are announced.
- Work with ambassadors/Jr. Livestock Committee to pass out awards. You will need to explain the system to the ambassador.
- Appoint someone to track points for any special awards.
- See that all ribbons and trophies are awarded and that all completed records and left over awards are turned into the 4-H Youth Show office as soon as the show is completed.

## **General After the Show**

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- See that all ribbons and trophies are awarded.
- Sign and return all pages of the correctly completed Judges sheets/book to the Youth Show Office as soon after show as is possible.
- Repack and inventory **remaining ribbons** and return to Youth Show Office.

## **Market Animal Superintendent**

- Complete sale order and turn into the office upon completion of the show (if applicable).
- Make sure Champion Signs are placed over winning animals in the barn shortly after the show (Available in 4-H Youth Show Office).
- Complete the media news release from your box for champions and turn in to the office.
- Input sale order information into auction program based on placing's.

## **Livestock Auction**

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- Assist with livestock auction if applicable, lining up all animals for the sale.

## **Showmanship Sweepstakes**

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- Distribute Showmanship Sweepstakes information from your box to the Senior Showmanship winner and turn in name of Showmanship winner to represent your species.
- Help identify animals to use for show.
- Set up area for sweepstakes and assist as needed.
- Help remind clubs to send show ring gate cleaners and power washers to wash racks immediately after show. And no animals can be removed until ring & associated gates are power washed.

## **End of Youth Show**

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- 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.
- See that exhibitors clean their pens, stalls, cages when animals are removed. Check with 4-H office and WFCG staff when barn is clean.
- Provide input for improvements for future Youth Shows and skill-building/educational events.
- Return supplied materials and superintendent box to 4-H/Youth Show Staff.
- Evaluate your area and make recommendation.

## **4-H YOUTH SHOW OBJECTIVES**

1. TO PROVIDE STIMULATING EDUCATIONAL EXPERIENCES DIFFERENT FROM THOSE USUALLY PROVIDED IN LOCAL CLUB PROGRAMS.
2. TO PROVIDE A DYNAMIC AND COMPREHENSIVE PUBLIC VIEW OF YOUTH PROGRAMS IN ACTION.
3. TO PROVIDE RECOGNITION, INSPIRATION AND FELLOWSHIP AND TO ENCOURAGE GREATER FUTURE ACHIEVEMENT AND LEADERSHIP.
4. TO PROVIDE EXPOSURES TO AND EXPLORATION OF, NEW IDEAS FOR FUTURE EFFORTS.
5. TO HELP INDIVIDUALS BROADEN THEIR RELATIONSHIPS WITH OTHERS.
6. TO INSPIRE AND SERVE AS A LABORATORY FOR LEADERSHIP DEVELOPMENT FOR YOUTH AND ADULTS.

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