

## Superintendent Duties List – Livestock

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As a livestock superintendent, your responsibilities include ensuring a smooth and organized experience for exhibitors throughout the fair week. Below is a detailed list of duties:

- Assist with CKD tagging and weigh-in before the fair if needed (March – Beef/April-Small Animal)
- Attend the fair clean-up day on July 11<sup>th</sup> at 7:00 p.m. to help prepare facilities for exhibitors and livestock.
- Assign stall placements for exhibitors, ensure proper spacing and organization in the barns & hang up stall cards.
- Assist and advise during weigh-in/check-in on Tuesday of the fair.
- Approve and assist in making final decisions regarding class breaks.
- Be available throughout the week to assist agents and exhibitors, answer questions, and serve as an educational resource.
- Remind exhibitors and species members to clean their designated barn areas, remove trash, and maintain proper barn conditions.
- Be present during respective livestock shows to help line up classes, maintain organization in the show ring, and line up class winners for champion drives. At least two superintendents should be available during their respective shows.
- Assist in hanging wooden banners for winners and ensure they are collected on Friday night for return to the fair office.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula (see species lists for submission deadline).
- Secure 5-6 animals for Friday's Round Robin.
- Assist members on sale day to ensure the sale order is correct and your specie members are lined up and ready to enter the sale ring on time.
- Remind exhibitors about important responsibilities, including writing thank-you notes, submitting their intent to sell forms, and adhering to livestock release times.
- Assist during the release and load-out process on Friday night to ensure an orderly and efficient departure of livestock.

- Remove all stall cards by Sunday AM.
- Complete checkout to ensure all exhibitors have cleaned pens, barns, and surrounding areas.

## Beef Specific

- Check heifer registration papers after check-in on Tuesday.
- Covered arena prep before the Beef Show on Wednesday night.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula by Thursday at 12 PM.

## Bucket Calves

- Collect project books from each exhibitor.
- Help/assist with arena prep before respective shows.
- Bring project books to Justine's table (corner of the show ring) before the show on Wednesday night.
- Redistribute project books to members following the show.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula by Thursday at 12 PM.

## Sheep Specific

- Assess animals for health concerns (sore mount, ringworm, etc.) and report any cases to Justine.
- Help/assist with arena prep before respective shows.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula by Thursday at 12 PM.

## Goat Specific

- Assess animals for health concerns (sore mount, ringworm, etc) and report any cases to Justine.
- Help/assist with arena prep before respective shows.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula by Thursday at 12 PM.

## Swine Specific

- Set up portable hog pens & ring Tuesday night.
- Help/assist with arena prep before respective shows.
- Break down hog pens & ring Wednesday before the beef show.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula by Thursday at 12 PM.

## Horse Specific

- Check-in Tuesday morning - check horse ID papers and assess for any health & lameness
- Obtain copies of Coggins tests in 4H Horse notebook and keep them for the duration of the fair
- Help the extension agent obtain any volunteers for AM & PM horse show
  - Duties that need to be filled –
    - Gate person AM PM
    - Flagger PM
    - Hand timer PM
    - Key hole judge PM
    - Barrel person PM
    - Poles person PM
- Help set up any horse patterns (mainly help carry the bridge for Trail pattern)

- Assist announcers & agents in the crowds next during the PM show to make any calls & judgments on time, rules, and DQs.
- Complete exhibitor cards with final placings and ribbon colors, then return them to Justine or Paula by Friday at 12 PM.
  - It is preferred that morning show exhibitor cards be completed and turned in Thursday night.



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