

## Clallam County Fair Superintendent Handbook

Thank you for volunteering your time to be a barn superintendent at the Clallam County Fair. We are very grateful for you and your time. Please read through this handbook in its entirety to best help you prepare for, during and after the fair. However, please be aware that not all sections of this handbook will apply to your barn.

Please contact the Fair Office if you have questions by phone 360.417.2551 or email Angie Bronson at [angela.bronson@clallamcountywa.gov](mailto:angela.bronson@clallamcountywa.gov)

### **Applications:**

Applications are solicited for Superintendent positions if previous year's barn superintendents do not come back the following year. If you wish to apply to be a barn superintendent, please contact the Fair Office by phone at 360.417.2551 or by e-mail Angie Bronson [angela.bronson@clallamcountywa.gov](mailto:angela.bronson@clallamcountywa.gov). Each year the Fair Coordinator & the Superintendent Committee will review applications, meet with the applicant (if necessary) and recommend to the fair board for them to approve Superintendents for each major department.

Each appointed Superintendent may request an Assistant Superintendent. You may also choose to ask for a Co-Superintendent and/or Co-Assistant Superintendent. Please be aware of stipend amounts as listed below. Each Superintendent and Assistant Superintendent are required to complete a W-9 to issue payment.

### **Stipend Amounts:**

Superintendent: \$75.00 OR Co-Superintendents: \$37.50 (each when 2 Superintendents)

Assistant Superintendent: \$50.00 or Co-Assistant Superintendent \$25.00 (each when 2 Co-Superintendents)

(Stipend checks will be distributed by the Fair Office only after all exhibitor entry forms, ribbons, keys, I.D. badges and criteria reports are completed and returned to the fair office. In addition, each animal pen must be completely cleaned to the ground of any manure, shavings, and feed before stipend checks are distributed.)

In addition to the Superintendent Application, each new Superintendent and Assistant Superintendent is required to complete and turn in the Clallam County Volunteer Application. This volunteer application will be due yearly beginning in the early Spring. Details are available on the County's website. Please contact the Fair Office if assistance is needed.

### **Responsibilities as a Superintendent and/or Assistant Superintendent**

- Decorate your barn during the Fair. Bring out all your creativity and deck out your barn to match the theme of the Fair each year. We cannot wait to see what you come up with every year. Be prepared to fill empty space. Some years, animal or still life entries can be sparse or pre-registered entries may be cancelled at the last minute. Come prepared to fill in empty space with extra decorations or displays.
- Create educational displays about your subject area within your barn. Ex: specialty displays that can be improved upon year to year and are easy to teach/learn for Fair goers. If your barn is taking extra precautions due to a potential animal disease, include education about it i.e. what is the illness, why the public should care, what precautions the barn is taking, etc. While not required, inviting groups from the community to give demonstrations/presentations related to your barn can be a great way to engage the public and others in your department. An

example would be a weaver or spinner's guild to spin wool or local agriculture group to do a cheese making presentation. Be sure to have these presentation times posted for the public outside the barn and let the fair coordinator know the times so they can be put in the fair schedule of events.

- Fair Exhibitor Guide (depending on the time of the year and when you become a barn superintendent. If the premium book is already set, that information cannot be changed that year.) **This must be done by March 15<sup>th</sup>**. You are required to proofread your changes.
  - Update your department, including new categories, and eliminate old ones (if applicable). Keep up with the times. Review "other" or "miscellaneous" categories on entry sheets to see what types of entries for which we have no category that people keep entering in year after year. This will help you consider if new classes should be added or old eliminated.
  - Create special contests and develop mild competition to attract new exhibitors. Make them educational as well as entertaining.
  - If there is something drastically different in your barn, please let the Fair Coordinator know so they can make sure it gets advertised appropriately.
  - Contact clubs in the area within your area for suggestions and to encourage them to join the Fair.
  - It is important to realize that the Exhibitor's Guide is where the rules/regulations, governances for your department are listed, as well as what classes and activities are available for exhibitors to enter. It is important that rules and regulations are followed. Making exceptions or allowances for some individuals may create conflict among others. It is important to explore consequences carefully. If you find that an exception can and should be made, then a change request in the Exhibitor's Guide should be requested for the following year.

#### **Other responsibilities:**

Hire judges for your department. Contact the Fair Coordinator to find out what the Fair is paying. Be sure to hire someone who is qualified and is not acquainted with the exhibitors. Try to rotate judges at least every 2 years if possible. Be aware of possible conflicts of interest between judges and exhibitors. Discourage a judge from walking through the barn and viewing exhibits prior to judging. Send contact information with the agreed upon fee to the fair office so they can send the judging contract. (see section below under "March"). Below is a list of requirements to running a well organized show/exhibit.

- Create show schedules and order of activities.
- Assign stall/booth/table space for exhibits. Make sure adequate space is allotted for each exhibit **prior to the exhibitor's arrival**. Pens/bedding/or other display equipment should be in place. (see set up under August)
- Have show-order and scheduled activities posted for the exhibitors just prior to their arrival.
- Create an attractive sign with the schedule of activities posted for the public at the entrance of the barn.
- Have a list of the numbers of 4-H, FFA, Open exhibits posted at the entrance and exit of your barn.
- Be Available for questions and problem solving during the Fair. Assign someone to "man the office" so your exhibitors know where to go to get their questions answered.
- Promote your department early in the year, to ensure adequate entries. You may need to reach out to local groups. (see April)
- Be aware of what is happening in your barn area and supervise as needed. Example: "Animals are being cared for by the exhibiter", "members of the public disrupting a display".
- Make sure all volunteers sign the volunteer forms.

- Be aware of specialty shows within your department and communicate with those organizations to coordinate schedules and other accommodations. Example: Junior Livestock auction, specialty breed shows, or club shows that may be a part of your barn area and have different management.
- Communication with Exhibitors, is important before and during the fair. You may want to have an exhibitor's meeting on the day of arrival. Make sure the time and place are posted in the barn and announced. Prior to the fair, you may need to call or email exhibitors to clarify entries to avoid misunderstandings and to ensure animals or items are entered properly.

**Stall Cards and/or exhibit identification:** All Animal exhibits must have a stall card with the Animal and Owner information. These cards are available in the fair office. If an animal is being exhibited in multiple divisions such as Open, 4-H of FFA, then a stall card for each of those divisions must hang above the animal's stall. Small animals such as rabbits and poultry could have a smaller version of the card on the animal's cage. These cards are referred to by the Washington State Fair Commissioner. You may need to create these smaller version yourself or ask the Fair Coordinator if the office can supply them. Still life exhibits must have a tag on each item that includes the name of exhibitor and item description. These tags are also available in the fair office.

**Vet Check and Biosecurity:** All animals must be vet checked prior to entering the barn area. Animals are not permitted to exit their vehicle prior to direction from the Vet. The Official Fair Veterinarian will be directing all checks. The Vet will have a list of all animals expected along with the animals' tag number, date of birth, breed, and where the animal lives when not at the fairgrounds. This information is provided on animal entry forms and is kept on file at the fair office post fair according to county records retention rules. Some animal species may need to have additional precautions taken to prevent the spread of diseases, please be aware of any currently active disease affecting your species and any special precautions required for it. Please be familiar with the current requirements for your department and read all "General Rules-Animals" and "Fair Regulations".

**Prizes beyond premium points**

- If you have people or companies who donate prizes beyond what is paid out for premium money, contact them, solicit new donors, and arrange how the prizes will be distributed.
- **Make contact in writing so the Fair Office has a record of all correspondence. This will allow the Fair Office to send a tax letter to the donor**
- Advise the Fair Office on how things should be distributed to the winners and when, if the prizes are sent to the Fair Office or there is a cash donation.

**Required Paperwork:**

**Entry Forms:** After the final judging is completed, the calculations can be made on the entry forms.

1. Make sure each item that was judged has its own line on the entry form.
2. Determine how many points the item received by looking in the Exhibitor's guide under the category. For example: The item received a red ribbon from the judge and the point value for a red ribbon in that particular category is 50 points. You would write 50 in the points box next to the item on the entry form.
3. Determine the points for each item entered, then total the points on the form. When you have completed all the forms, turn them into the fair office.

**Important:** Please note that unless you turn your forms in prior to the end of the fair, your Exhibitors will not be able to collect their premium money. If your forms are completed early on during the Fair, turn them into the Fair Office so they can get an early start.

### **Class and entry information Form**

This is an important form that needs to be completed by the end of the Fair. It is helpful to start looking at this form once your exhibitors have arrived and settled in. Note that this contributes to how the Fair receives funds from the State, so it is important that it is done accurately.

1. The form wants to know how many entries in various divisions you have. These are physical counts such as: How many goats are exhibited by people living in Clallam County? How many are exhibited by people outside of Clallam County? These numbers should all add up to how many actual animals/items are in the barn.
2. The form will also ask how many classes were exhibited. This doesn't always equate to the number of items or animals. Helpful hint: If a ribbon is given or some type of an award, it is counted as a class. Example: There was 1 steer class, but after the judge placed the class, a champion was picked, that is two classes. Another example: 3 goats were entered, and each was judged in their individual class and then they qualified as the Exhibitor's best 3 females class. That is a total of 4 classes.

### **Placing Exhibits:**

There are two judging systems used at our fair. The Danish System and the American System. Most open shows use the American System and most youth shows use the Danish System. Understand which system is used for the various categories in your department.

Helpful information on understanding the Danish and American systems:

<https://www.marincounty.org/-/media/files/fair/2018/exhibits/judging-systems.pdf?la=en>

**4-H State Fair Entries:** Need to be completed by the Sunday evening of the Fair. These Fair entries are completed on <https://faireentry.com/> Families can sign in using their family 4-H online sign in credentials. The 4-H Coordinator will verify with you to ensure that entrants have earned the appropriate ribbons on the same animal before approving enrollments. Still Life entries also are entered in Fair entry. If you or the family have questions or problems, contact the 4-H Coordinator as soon as possible. Please advise intent families that the lack of cell phone and internet service near the animal barns will complicate their completing this enrollment. The entries will be approved and still life mailed on the Monday morning after the fair.

### **Camping**

Barn Superintendents need to fill out a camping application when they are made available. We highly recommend that you fill this out as soon as possible. If your application is late, we can't guarantee that you will get a spot. Superintendents and 1 assistant will be allowed an inside spot unless they request outside placement. The placement is based on the camper size.

### **Grievances**

From time-to-time decisions are made, or circumstances occur that are upsetting to exhibitors and their families. Many times, these result from a misunderstanding of the rules. As a barn superintendent you are often able to explain the rules and point those out in the premium book. If an exhibitor would like to

take their grievances further, The Fair has a process for handling grievances/disputes in the Exhibitor's guide. Currently, that rule states: "Grievances shall be submitted on the appropriate form along with a \$25 fee within twenty-four (24) hours of the incident. Fee will be refunded if grievance is found in favor of the filer."

If the exhibitor or fairgoer becomes angry and you feel threatened, please send someone to notify the office that you need immediate help or try to send the person to the Fair Office.

## Throughout the year

### September

- End of year recap: think of how things went, what could have gone better, what went great, what do you want to do or not do the following year. Different layout in the barn, etc. Start writing down things as they come to you and keep in a safe spot for the following year, so you don't forget.
- Let the Fair office know for sure if you will be returning next year.
- Submit form & receipts for stipend reimbursement no later than **September 30**. Each superintendent must submit a signed form (provided in your bin) listing supplies purchased with **original receipts** to the Fair Office. The maximum amount that can be refunded for supplies is \$50.00

### October

- Next year's Fair theme is announced! Start thinking about ways you can incorporate that into your barn.

### November

- Start looking at the Exhibitor Guide and start writing down the changes you would like to make. If you want to type up your own section, please contact the Fair Manager who can get you a copy of that document to build upon. **Helpful Hint:** do this during or at the end of the fair. The reason being is you are usually discussing this while things are happening. Keep a printed copy of the Exhibitor's guide in your office area and write changes as you think of them.

### December

### January

- Be looking for judges for your area if needed. If you are using the same judge as a different barn, please contact that barn Superintendent so you can both be on the same page. Note: most judges fill their calendars quickly, so contacting someone early is important.

### February

- Start promoting your area of the Fair in any way you can. If you have something you would like to promote on social media, please contact the fair manager to get in contact with the right people to work with.

### March

- Changes to your department in the Exhibitor Guide due to Fair Coordinator no later than March 15<sup>th</sup>! This is extremely important and not flexible. The guide takes weeks to print so it must be completed this early.
- Judge request due into the Fair Office by March 15<sup>th</sup>! The Fair Coordinator must approve judging fees and allowable expenses for each judge.

- Upon approval, contracts will be issued to said judge(s). Contracts must be signed and returned well in advance of the Fair for check to be available at the Fair Office upon completion of judging.
- For judges paid by the hour, Superintendents are to have the contract signed before judges begin judging and document their hours on the back of the contract. Checks will be mailed as soon as possible after the Fair. **Contracts MUST be signed before judging begins.**
- All judges will be required to submit a W-9 for payment to be issued payment.

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**April**

- Promote your barn in the Fair and the different items or animals that people can enter. Contact local 4-H/FFA groups about exhibiting in your barn.

**May**

- Check your building and display facilities **at least two months prior to Fair**. Perform final clean up and prepare for exhibits. If your barn is used for storage, ask the Fair Coordinator when it will be available to clean.
- Please submit a schedule of your events for the program and public address announcements no later than **June 1<sup>st</sup>**.
- Begin seeking out donations for building decorations and any other needs you may have. If your barn provides exhibitors animal feed you will need donations.

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**June**

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**July**

- Animal entry forms due into the Fair Office for exhibitors. Contact the Fair office to get your exhibitors entry forms to start creating your lists.
- If your barn is taking extra precautions due to a potential animal disease, include education about it in your barn i.e. what is the illness, why should the public care, what precautions is the barn taking, etc.

**August**

- Fair Time!!
- You can start setting up your barn any time after August 1<sup>st</sup>.
- Seeing that shavings/chips are put in the barns is the superintendent responsibility. Ask your crew to bring wheelbarrows, shovels, etc. Fairgrounds staff will help only if they have no other job commitments.
- If you are in a building that holds 4-H and FFA exhibits and/or animals remember to leave space for exhibitor posters. You can arrange to pick up your building's posters from either the 4-H barn or the WSU extension office.
- If you have 4-H'ers in your barn their State Fair entries need to be completed on the Sunday of Fair.

**Post Fair**

- Turn into Fair office your completed scoring forms as soon as all judging is done and premium points calculated.

- Clean up! Clean up help can be included as part of herdsmanship requirements. All display cases, fences, cages, etc. need to be cleaned, folded up, and returned to their holding location. The entire barn should be emptied of everything that was brought in and swept out.
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#### **Frequently asked Questions:**

- Do people helping me in the barn get in the Fair cheaper than regular gate price?
  - Yes, Worker passes are available at the Fair Office for volunteers watching exhibits and answering questions for the public. **Please submit a list of needed passes.** These passes cost \$1.00 each. Superintendents are allowed to start a tab with the Fair Office; you may return the unused passes at the end of fair and pay the balance. **No passes will be sold after the Fair starts nor will they be replaced if lost, stolen, etc.** It is your responsibility to distribute the passes before the fair begins. They cannot be left at the gate & no one will be allowed to go through the gates without a pass.
- Do 4-H & FFA members get a pass into the fairgrounds if they are showing or exhibiting?
  - Yes! Authorized 4-H & FFA members can receive a 4-day pass in the form of a bracelet for \$4.00. The 4-H WSU Extension Office and FFA Advisor will submit a list of approved members to the Fair Office no later than one week prior to the Fair. Each approved member is allowed one parent pass at the cost of \$5.00.