|  |  |
| --- | --- |
| **Washington State 4-H Fair**  WSU Puyallup ❖ 2606 W. Pioneer ❖ Puyallup, WA 98371  Off Season (Oct 1 – Aug 15): 253-445-4630; Fax 253-445-4587  Fair Time (Aug 16-Sept 30): 253-770-5410; Fax: 253-770-5412  Email: st4hfair@wsu.edu  Website: http://extension.wsu.edu/4-h/fairs/state-4-h-fair | WASH4H |

**JOB DESCRIPTION AND PROCEDURES**

1. Title: Superintendent – Equine Section

Intermediate/Dressage Performance

Senior/Dressage Performance

Intermediate Western Games

Senior Western Games

Harness Driving

2. General Description:

Be knowledgeable of the information concerning your show in the current exhibitor guide and the Pacific Northwest Contest Guide. Use it as the official rules and schedule for your show.

Be responsible for:

-working with show personnel to assign stalls, classes and schedule

-vet check

-barn conduct

-exhibitor orientation, including preparation of orientation packets

-feed and bedding distribution

-manure disposal

-completion of show records

-department reports to 4-H fair office

-organization of fun activities

-animal release

-meeting with management for prefair planning

-other duties as arranged with the fair manager

3. Duties:

-Supervise the 4-H equine exhibit during a designated section of the State 4-H Fair.

-Work with other show personnel to coordinate stall assignments and show schedule,

including development of lots for each class..

-Assist veterinarian with the vet check when needed; recruit additional personnel to assist with

vet check.

-Orient exhibitors and be responsible for barn conduct.

-Inspect barn for proper placement and allocations of available space..

-Make sure animals are handled and treated in a responsible manner.

-Make arrangements with 4-H fair management for sound system, bedding, feed

delivery, and manure disposal. Fair management is responsible to coordinate with WSF operations department.

-Coordinate the activities of the ring clerk, ring announcer, ring steward, messengers, awards

clerk, and judges. Orient them on show procedures prior to the start of the show.

-Responsible for seeing that other volunteer workers in your department perform appropriate

duties; provide assistance whenever needed.

-Assist the groom squad and judging contest superintendents in the procurement of animals

for their contests.

-Arrange for judging of herdsmanship; orient judge, post rules, and post results.

-Organize activity day events – beautiful animal contest, etc.

-Organize and supervise the removal of exhibits.

-After show, record ribbon placing and champion and/or reserve champion on

entry form. List premium points earned for each class. Return entry forms to 4-H fair office before animal release. Please in alphabetical order by county and exhibitor.

-Submit written recommendations for next year’s premium book and supply list.

Keep and submit a diary of events, problems, observations, needs, etc.

4. Requirements:

-Have knowledge of your 4-H projects, type, breeds, and show procedures.

-Be able to exercise mature, responsible judgment with exhibitors, parents, leaders, and the

public in the operation of your department.

-Know the rules, aims and purposes of the State 4-H Fair as stated in the exhibitor guide and

the Pacific Northwest Contest Guide.

5. Relationships:

-Responsible to the board of trustees and 4-H Fair Manager.

-Maintain a friendly relationship with WSF operations staff, and with WSU Extension

personnel.

-Work closely with your volunteer workers.

6. Personal:

-Make reservations for camper space as early as possible before fair, no later

than July 15.

-Receive passes from the 4-H Fair Manager or Office Manager prior to the fair.

-Allow sufficient time at the fairgrounds before stock arrives to do paperwork and

barn layout.

7. Other:

-These are volunteer positions, which may include a small honorarium.

WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15). Concerns regarding potential discrimination may be reported through your local Extension office or directly to the WSU Office for Equal Opportunity, web: oeo.wsu.edu, email [oeo@wsu.edu](mailto:oeo@wsu.edu), phone 509-335-8288.