

# Rules and Guidelines for 4-H Superintendents

## Superintendents will be chosen as follows:

Any person who wishes to become a 4-H Superintendent must submit the *Superintendent Nomination Form* attached to MSU Extension – Bay County. This form must be completed and returned to MSU Extension by September 1 of the current year. Superintendent nominees will be voted in by ballot at the October meeting of the prospective council by *adults* in attendance *only*. (Example: Livestock superintendent voted in at Livestock Association.) Ballots will be counted by MSU Extension staff, then destroyed. In the case of a tie, the President of the prospective council will flip a coin to determine the winner. All superintendent nominees must be present at the prospective meeting. Nominees must verbally address the group about why they want to be superintendent. See each job description for a break down of how many positions are available per year.

## Superintendent must have the following qualifications:

1. Involved in 4-H at least two years.
2. Must be at least 18 year of age, and be finished as an active member in 4-H and become a volunteer.
3. Superintendents must have knowledge in project area.
4. Must be able to commit to long hours during Fair Week, and Fair Entry Registration.
5. Must be comfortable dealing with large groups of people.
6. Must be able to complete paperwork.
7. Must be able to assist the 4-H Extension Educator with perspective project area.
8. Must be comfortable running a show/event and leading a group.
9. Must be organized, and able to work with the Fair Board Secretary before, during, and after fair.
10. Must read and agree to uphold bylaws, 4-H and Fair rules, and the code of conduct.
11. Must be willing to assist the 4-H Extension Educator in finding and securing judges for the Bay County Fair and Youth Exposition.

## **Title: 4-H Horse Superintendent**

### **Purpose:**

Understand, support and work to create a county fair experience that supports the positive growth and development of each 4-H participant. This position represents the Bay County 4-H Horse Advisory Council and its Bylaws during the Bay County Fair and Youth Exposition. If the Superintendent needs additional support to make decisions during the Bay County Fair and Youth Exposition, an emergency meeting can be called with the directors of the Bay County 4-H Horse Advisory Council and the 4-H Extension Educator.

### **Brief Description of Position:**

- Responsible for the Horse project at the Bay County Fair and Youth Exposition.
- Responsible for increasing and enriching the educational experiences available to 4-H horse exhibitors at the Bay County Fair and Youth Exposition.
- Horse representative must have knowledge or gain knowledge of the 4-H Horse and Pony rule book.
- Responsible to be available to all horse project members to assure that horse exhibitors have correct health papers and understand the policies and rules set forth in the current Bay County 4-H Fair and Youth Exposition premium book. (Most of this should be accomplished at Fair Registration.)
- Responsible for organizing the cleaning and set-up of the 4-H horse barn for the Bay County Fair and Youth Exposition. Also responsible to see that clean up of each stall has been completed after the completion of the county fair before the exhibitor is released.
- Responsible for assigning stalls to 4-H exhibitors.
- Responsible to check-in exhibitors as they arrive at the fairgrounds for the Bay County Fair and Youth Exposition. Responsible to collect appropriate health certificates (see current Bay County premium book for current requirements and details)
- Responsible for assuring a safe environment for exhibitors, horses and the general public in the barn and arena areas.
- Responsible for show set-up such as order of show, facilities and supplies are ready, checking horses in before show, and assuring all positions are filled (announcer, ring steward, gate keepers, etc.).
- Responsible for tabulating results of the horse show and getting them to the 4-H Extension Educator.
- Responsible to work with the Bay County Fair and Youth Exposition Board Horse representative to make arrangements for bedding for all horse exhibits.
- Responsible to communicate with 4-H families in the horse project for clarification of rules in regard to the fair ground traffic and use during 4-H horse shows and events.
- Responsible to coordinate with the Bay County Fair and Youth Exposition Board Horse representative about daily events, arena preparation, manure clean up, stall bedding, etc. required during the Fair.
- Responsible for working with 4-H horse exhibitors on how to answer basic horse care questions posed by the general public during the Fair.

### **Requirements:**

- Must have successfully completed the Michigan State University Volunteer Selection Process.

- Must have knowledge of the 4-H horse program and its requirements.
- Must be available during the Bay County Fair and Youth Exposition. When unavailable, a designate and contact information should be posted in the horse barn.
- Must be an active member of the Bay County 4-H Horse Advisory Council.

**Positions available:** One Superintendent

**Term:** Two year, renewable. Unless current superintendent resigns.

**Supervision:** Bay County 4-H Horse Advisory Council and 4-H Extension Educator.

**Title:** 4-H Livestock Superintendent

**Purpose:**

Understand, support and work to create a county Fair and Youth Exposition experience that supports the positive growth and development of each 4-H participant. This position represents the Bay County Livestock Association and its Bylaws during the Bay County Fair and Youth Exposition.. All livestock Superintendents are to use cooperative decision making processes. If the Superintendents need additional support to make decisions during the Bay County Fair and Youth Exposition, an emergency meeting can be called with the officers of the Bay County 4-H Livestock Association and the 4-H Extension Educator.

**Description of Duties:**

- Responsible for the livestock projects at the Bay County Fair and Youth Exposition.
- Responsible for increasing and enriching the educational experiences available to 4-H Livestock exhibitors at the Bay County Fair and Youth Exposition.
- Responsible to be available to all Livestock project members to assure that Livestock exhibitors have correct health papers and understand the policies and rules set forth in the current Bay County Fair and Youth Exposition premium book. (Most of this should be accomplished at Fair Registration.)
- Responsible to plan housing facilities for each species that will be at the Bay County Fair and Youth Exposition.
- Responsible for organizing the cleaning and set-up of the 4-H Livestock barn for the Bay County Fair and Youth Exposition. Also responsible to see that clean up has been completed at the end of the Bay County Fair and Youth Exposition.
- Responsible to check-in livestock at the Bay County Fair and Youth Exposition.
- Responsible for assuring a safe environment for exhibitors, animals, and the general public in the Livestock barn and immediate areas.
- Responsible, in an emergency situation, to follow procedures agreed upon by the Livestock Association and call an emergency meeting of the officers and the 4-H Extension Educator should a decision of that magnitude be necessary.
- Responsible for working with 4-H Livestock exhibitors on how to answer basic animal care questions posed by the general public.
- Responsible for monitoring the cleanliness of the animal stalls and general barn area. (See Bay County Livestock Bylaws for details)

- Responsible to work with the 4-H Extension Educator during showmanship and market auction to assure a successful outcome for all involved (judges, exhibitors, spectators).

**Requirements:**

- Must have successfully completed the Michigan State University Volunteer Selection Process.
- Must have knowledge of the 4H Livestock program and its requirements.
- Must be available most of the time during the Bay County Fair and Youth Exposition.
- Must be an active participant with the Bay County 4-H Livestock Association and attend their meetings as frequently as possible.

**Positions available:**

Two Large Animal Superintendents, Two Small Animal Superintendents

**Term:**

- Two year, renewable. One small animal superintendent and one large animal superintendent position open per year, unless all current superintendents resign.

**Supervision:**

- Bay County Livestock Association and Bay County 4-H Extension Educator.
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**Title:** 4-H Still Projects Superintendent

**Purpose:**

Understand, support and work to create a county Fair and Youth Exposition experience that supports the positive growth and development of each 4-H participant. This position represents the Bay County 4-H Advisory Council and its Bylaws during the Bay County Fair and Youth Exposition. If the Superintendent needs additional support to make decisions during the Bay County Fair and Youth Exposition, an emergency meeting can be called with the directors of the Bay County 4-H Advisory Council and the 4-H Extension Educator

**Description of Duties:**

- Responsible for the still projects at the Bay County Fair and Youth Exposition.
- Responsible to attend Fair Entry Registration.
- Responsible for increasing and enriching the educational experiences available to 4-H still project exhibitors at the Bay County Fair and Youth Exposition.
- Responsible to coordinate club exhibits for still project entries in the Canteen Building at the Bay County Fair and Youth Exposition.
- Responsible for organizing the cleaning and set-up of the Canteen building for the Bay County Fair and Youth Exposition. Also responsible to see that clean up has been completed at the end of the Bay County Fair and Youth Exposition.
- Responsible to make arrangements for judges and clerks for canteen exhibits in cooperation with the 4-H Extension Educator.
- Responsible to work with the 4-H Extension Educator during judging of all projects to assure a successful outcome for all involved.

- Responsible to assign duties to 4-H Still Project Assistant Superintendent(s).

**Requirements:**

- Must have successfully completed the Michigan State University Volunteer Selection Process.
- Must be able to complete paperwork in a timely manner.
- Must be available most of the time during the Bay County Fair and Youth Exposition.
- Must be a Bay County 4-H Advisory Council member in good standing.

**Positions available:**

One Superintendent

**Term:**

- Two year, renewable, unless current superintendents resigns.

**Supervision:**

- Bay County 4-H Advisory Council and Bay County 4-H Extension Educator

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# 4-H Superintendent Application Form



Project Area Nominating for:

Livestock:  Large  Small

Canteen: \_\_\_\_\_

Horse: \_\_\_\_\_

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_

How many years have you worked in this project area? \_\_\_\_\_

Why do you want to be superintendent? \_\_\_\_\_

\_\_\_\_\_

What qualifications do you have for this position? \_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# 4-H Superintendent Application Form



Livestock:  Large  Small

Canteen: \_\_\_\_\_

Horse: \_\_\_\_\_

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_

How many years have you worked in this project area? \_\_\_\_\_

Why do you want to be superintendent? \_\_\_\_\_

\_\_\_\_\_

What qualifications do you have for this position? \_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

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