



Code of Conduct for Fair Officials involved in Competitive Exhibition

Delaware State Fair volunteer Livestock Superintendents and other Competitive Exhibition Officials are a very important part of the Fair. They receive no compensation for the services they provide to the exhibitors. The Fair's Board of Directors expects Livestock Superintendents and Fair Officials to represent the Fair and help conduct activities related to the Fair's competitive livestock exhibits and programs.

Livestock Superintendents and Fair Officials must work in harmony with the Competitive Exhibits Committee, its Chairperson, and ultimately the Fair's General Manager. The Chairperson of the Competitive Exhibits Committee (or his/her designee), has the overall responsibility for all departments. Therefore, all major decisions must be made at this level unless delegated by the Competitive Exhibits Committee Chairperson. In the event of a disagreement, the matters and issues may be referred to the Fair's general manager for ultimate resolution.

To many exhibitors, department superintendents are their only fair contacts. The most important obligation of any fair volunteer is to present positive public relations. Be a good listener. Help exhibitors with their problems.

Livestock Superintendents must be knowledgeable of the Livestock Department for which he/she is responsible. They must be familiar with all rules governing their department and the Fair in general.

Livestock Superintendents and Fair Officials involved in Competitive Exhibition are to promote, organize, support and insure fairness at all times. They are clerks and leaders of the show details.

Livestock Superintendents, Fair Officials, and all others who are governed by this job description shall strictly comply with all of the provisions of the Fair Officials/Volunteers' Policy Handbook and Code of Conduct (Copies are available upon request, or can be viewed on the Fair's Website).

All Superintendents and Fair Officials involved in Competitive Exhibition will be required to sign off on an acknowledgement form acknowledging their receipts and understanding of the Superintendents Job Description and the Policy Handbook and Code of Conduct.

BEFORE THE FAIR:

- 1) Review rules and regulations and entry classes early and submit changes to the fair office by deadline established by staff.
- 2) Coordinate with the Delaware State Fair's Competitive Exhibits Chairperson and/ or designated committee members the establishment of the Superintendent's Department capacity for the number of entries for the ensuing fair, a description of all classes for competition and the scheduling (as to time and place) of all shows during fair.
- 3) Encourage entries in the Fair. Inform potential exhibitors about the entry process.
- 4) Each department superintendent should utilize assistants to help carry out the duties described herein. Names of new assistants must be submitted to the General Manager for approval.
- 5) Conduct an early inspection of your department. Take an early inventory of all supplies on hand and submit request early for repairs, needed supplies and display structures. If you require any special items, submit a request to fair management or facilities department prior to the deadline established by staff.
- 6) Inventory the ribbon supply for your department. Coordinate with the Delaware State Fair's staff to arrange for tents, adequate penning, shavings, sawdust, seating and/or sound systems well in advance of fair dates. Submit all requests by the deadline established by staff.
- 7) Each Livestock Department Superintendent shall submit to the Director of Administrative Services a minimum of three names of (3) prospective Judges by the deadline indicated. This list must include accurate contact information including all available phone numbers. The Director of Administrative Services shall select the Judge from the submitted list on the basis of confirming availability and related travel costs/expenses. All names for consideration must come from the superintendents. If additional names are required by the Director of Administrative Services, such a request will be directed to the Superintendent who should respond in timely basis. In the event none of the Judges proffered by a Livestock Superintendent is available, or is unreachable, a Judge will be selected through other sources including recommendations from Livestock Associations, judging registries or other fairs. The Superintendent will not participate in the selection process beyond submission of the first three names. In submitting the initial names, the Superintendent should be sensitive to the level of familiarity that the potential judge might have with the Fair's personnel, volunteers and exhibitors in terms of social interaction, prior judging and/or raising and sale of livestock in this area.
- 8) On the dates and times for each of the department's shows during Fair, select and arrange to have a departmental clerk enter all winners' information into a Fair supplied laptop computer or PDA to ensure timely electronic submission of competitive results.

- 9) Livestock Department Superintendents will be responsible for assigning pens/stalls prior to the opening day of the fair unless this function has been delegated to Fair staff by the Competitive Exhibits Committee Chairperson in conjunction with the General Manager. Preparations shall be made to post stall/pen assignments in a conspicuous place to avoid any confusion during exhibitor check-in. A central check-in point shall be established and maintained until all entries are received.
- 10) Superintendents and Assistant Superintendents must be present during check-in. Superintendent or at least one assistant shall be available to address needs and concerns of exhibitors. All department superintendents and their assistants should plan together and divide responsibilities appropriately. A suggestion would be to create a chart showing who is to be present or available and responsible during the times an exhibit is open to the public, during check out time at the close of the fair, and for the maintenance of good housekeeping procedures throughout.
- 11) The Fair's Credentials Department shall issue passes and parking permits to all Livestock Department Superintendents. Superintendents shall be responsible for distribution of all passes and/or parking permits to all exhibitors, keeping accurate records for timely submission to the Fair's Credentials Department.
- 12) Superintendents shall be familiar with recommendations for managing public and animal contact areas and shall ensure compliance with established measures to reduce the potential for injuries or disease transmission and to increase the probability that incidents or problems identified with animal contact settings will be reported, documented, and handled appropriately.
- 13) It is the responsibility of each Superintendent to meet with the accounting department each October to establish a monetary budget for their respective department.
- 14) All Superintendents and Assistant Superintendents shall be required to attend an annual pre-fair meeting during which that year's overall livestock program is reviewed. This meeting shall be conducted by the Chairman of the Competitive Exhibits Committee. Depending upon each department's unique circumstances, attendance at additional meetings may be necessary.
- 15) Each superintendent or his/her designee shall assist in the collection of accurate entry information for the conduct of the Junior Livestock Auction (i.e. Tagging Day Form).

DURING THE FAIR:

- 1) Superintendents and Fair Officials involved in Competitive Exhibition are to interpret the Fair's rules, policies and regulations as they apply to their respective department. Superintendents should accept only those exhibits that meet the requirements set forth in the Exhibitor's On-Line Handbook. Keep a copy of the Exhibitor's On-Line Handbook handy to answer questions. It is very important that superintendents be available to answer questions at the times noted in the Exhibitor's On-Line Handbook.
- 2) Superintendents and Fair Officials including volunteers shall exercise best efforts to avoid any inappropriate contact with the show ring Judge in order to avoid the appearance of any

impropriety or conduct that maybe interpreted by the public as lacking fairness and good sportsmanship.

- 3) Post conspicuously who is on duty in your exhibit building. Superintendent or Assistant Superintendent on duty should always review the exhibit area for cleanliness, neatness and care of the animals.
- 4) Receive the exhibits, checking to see that exhibitors have properly entered their exhibit according to procedures set forth in the Exhibitor's On-Line Handbook. Work with clerks to be certain that exhibits are entered in the proper categories and that exhibitor tags or numbers are on all entries. Livestock Department Superintendents should pay special attention that all exhibited animals have been properly entered. Superintendents or designated Assistant Superintendent shall ensure that the registration papers of all animals have been checked and verified.
- 5) Plan a space for judging and set up the space with the proper equipment needed. Prior to judging, spend some time with the judges. Acquaint Judges with the system used in your department. Obtain ribbons from the Fair's Livestock office located in the Kent Building, and return the unused ribbons along with judging results as soon as judging is complete. Make sure your clerk is in place at the judging event to record winners. Double check exhibitor records to be certain there are no discrepancies.
- 6) Superintendents should encourage exhibitors to meet visitors, and to answer questions at all times during the days livestock exhibits are open to the public.
- 7) Livestock Superintendents should continuously view all animals for obvious illnesses and address any immediate concerns with the proper authority (Department of Agriculture or on site veterinarian).
- 8) When necessary, Superintendents should be in the ring to support the judge as a clerk or to clarify any issues regarding the rules and regulations of the show.
- 9) Superintendents shall ensure that all aisles are kept clean of manure and that manure and soiled bedding is removed from animal areas to designated areas restricted from public access. Superintendents shall periodically check all hand-washing stations in their respective areas to ensure an adequate supply of lotion, water and towels are available at all times. The person responsible for re-stocking these supplies should be notified immediately when stocks are low.
- 10) Upon conclusion of judging, each Superintendent is responsible for ensuring that their respective entry book (including electronic format on a laptop or PDA) shall be made available immediately for pick up by the entry department staff for processing of results for payment of premium checks.
- 11) Superintendent shall instruct Entry Department when, to whom and in what form all points information shall be forwarded as required by any sanctioned livestock show.

AFTER THE FAIR:

- 1) Work with Facilities Department, as requested, to return items to their proper places, and otherwise assist, as requested, in the process to clean up your respective department after the Fair.
- 2) Thank your judges, assistants and volunteers for their valuable time and efforts.
- 3) Make notes of any changes you wish to make in your department for the following year. Involve all those who assisted in your department for ideas and suggestions. Solicit comments and suggestions from exhibitors.

With my signature below I acknowledge receipt of the Fair's Superintendents Description and associated Fair's Official Policy Handbook & Code of Conduct. I understand and agree to be bound by all of the policies and requirements set forth therein.

Date: _____
_____ Superintendent's Signature

Name of Superintendent

Department

Revised:vrichardson_011808