



DCLAYF Superintendent Role and Responsibilities

- Attend called DCLAYF meetings related to their assigned project area and conduct a minimum of two committee meetings. Superintendents and their committees are responsible for making continual improvements to their assigned shows to ensure their current relevance, quality, and industry standards. It is the responsibility of the superintendent to email their committee members and communicate the committee meetings. In addition, meetings should be held to select judges, make rule recommendations, and plan show logistics.
- Be available to answer questions about their species shows throughout the year.
- Secure the judge for the assigned species based on the committee vote. Judges should be secured by August 31 and will be announced by mid-September each year.
- Secure volunteers and committee members to assist during the week of the fair to assist with show setup, show day, and show load out.
- Superintendents will provide leadership to the overall functions of judging, exhibition and public relations in their assigned show during fair week. It is their role to enforce the show rules and regulations.
- Superintendents will oversee show weigh-in, class breaks, work with the auction committee on sale order, work with show general show superintendent on floor animals, and load-out of floor animals. In addition, superintendents will be responsible for the reconciliation of floor animals on the truck and drug testing animals.
- Oversee the setup, workers, and cleanup of the show ring and other facility needs on their show day.
- Superintendents should greet the judge, review rules and expectations, and introduce them to ring workers assisting them. This should be done in a group setting before judging. A conversation with the judge before judging often prevents confusion and problems during the judging evaluation.
- Superintendents are also responsible for organizing the flow of judging, whether it involves creating an order of show for livestock shows or assisting with traffic flow and determining appropriate lunch breaks. In addition, superintendents must monitor for safety at all times – equipment, exhibitors, spectators, and workers.
- Superintendents are responsible for the official record of judging results. While the judge assigns the rating or award, superintendents are responsible for recording the results in a book and submitting it to the office to become an official record. These records will be used for payment of premiums, awards and recognition, and distribution of ribbons and trophies.
- Superintendents will oversee the solicitation of sponsored premium money for the breeding shows, market shows, and showmanship buckles. Superintendents will also communicate with the show superintendent on awards and ribbons needed by the general show superintendents' deadlines.
- Superintendents have roles even when their assigned species are not being judged. Superintendents should be available to answer the public's questions or monitor animals that remain on grounds or event areas daily for health, safety, regulations, and public perception.
- Superintendents must serve as positive adult role models for youth. They must strive to foster skills and behaviors in youth that extend beyond the fair and into their lives. Superintendents have many responsibilities throughout the show that ultimately ask them to take leadership for their specie area. Along the way, superintendents foster essential relationships with youth, develop a comprehensive understanding of the rules and regulations. Because leadership doesn't always mean being in charge, superintendents must learn to balance empowering volunteers and youth to take ownership for tasks to make the fair successful.