

# 2019 Superintendent "Supers" Handbook



## SUPERINTENDENT CHECKLIST

**The following list outlines the key responsibilities of each San Juan County Fair Superintendent:**

- **Secure judges for individual departments.**
- **Work with Fair Staff to obtain sponsorship for additional activities and/or awards for your department.**
- **Update the section of the premium book specific to your department**
- **Prepare the assigned area for your department.**
- **Check-in entries on Tuesday and check-out entries on Sunday.**
- **Display all entries in the most creative manner possible.**
- **Keep accurate records of exhibits, judging and awards.**
  - **Tallying exhibits, exhibitors and listing of any special award (People's Choice, Judges Awards, Best of Class, Best of Show)**
- **Confirm at least one volunteer on duty each day from 10:00am until 9:00pm during the Fair, to educate visitors about the department, answer questions and keep the entries secure.**
- **Secure volunteers to assist in the department.**
- **Keep track of all volunteer hours on the Volunteer Hours Log.**
- **Complete a department evaluation sheet at the end of the Fair.**
- **Promote the Fair in general and encourage public participation.**

# **SAN JUAN COUNTY FAIR**

## **SUPERINTENDENT HANDBOOK**

### **FAIR BOARD**

Jennifer Rigg	378-7480
Josephine Bangs	376-2769
Brad Fincher	472-0802
Kira Sable	317-5021
Barbara Bevens	378-5023
Minnie Knych	378-7040

### **STAFF**

Jennifer Allen, Fair Manager	378-4310
Matthew Waite, Buildings and Grounds	298-6032
Adrienne Bourne, Program Coordinator	378-4310

Fair Office: (360) 378-4310, FAX (360) 378-2075

E-mail address: [info@sjcfair.org](mailto:info@sjcfair.org)

Web Address: [www.sjcfair.org](http://www.sjcfair.org)

Street address: 849A Argyle Rd.

Mailing address: San Juan County Fair

P. O. Box 1094

Friday Harbor, WA 98250

## GENERAL INFORMATION

Tuesday	<b>ENTRY DAY</b> -- 9 AM - 6 PM
Wednesday - Saturday	<b>FAIR</b> -- Vendors, Barns and Exhibits open 10 AM - 9 PM Some Horse & Livestock events begin at 9AM, Livestock Barns may close early at 8pm on Saturday
Sunday	<b>EXHIBITOR PICK UP</b> – 9 AM - 12 PM  <b>* There must be someone in your department to help check out</b> <b>* The Fair is not responsible for exhibits left after Noon on Sunday.</b> <b>*No exhibits leave until Sunday (the only case would be an emergency)</b>

## TICKET SALES

Tuesday, Entry Day	10 AM - 6 PM Tickets sold at Main Gate only
Wednesday – Saturday	9 AM - 8 PM Tickets available at ALL gates

**\*NOTE: Exhibitor Tickets will be on sale at the gates on Tuesday and Wednesday ONLY, but can be picked up during the rest of the week at the Fair Office.**

## **TIMES TO NOTE**

- The CARNIVAL opens at 12 noon daily and closes at midnight or before
- KIDS DAY is Thursday & Friday – 12 noon – 5 PM.
- The FAIR OFFICE is open from 7 AM - 10 PM during the FAIR
- On Sunday, the Fair Office is open -- 9 AM - 1 PM

## **FIRST AID**

- Cuts, bruises, scrape, bee stings etc. - Have person go to the EMS station or to the fair office.
- Serious medicals – Stay with the person, remain calm and have someone call 911. Notify the fair office at 378-4310, have someone go to the office or if a staff member is near by with a radio, have them call in the medical. Be sure to give office exact location so that we can direct vehicles. Stay with the person and get vital information such as name, age, contact person and medications.
- Someone from the staff will respond ASAP.

## **SECURITY**

There is Fairgrounds security 24 HOURS a day, starting Monday, August 12 through Sunday morning, August 18. The main building is locked down by 9 PM to safe guard all department entries and vendor booths. All barns are closed by 9 PM.

If you need assistance during Fair Hours, go to the Parks & Fair Administration Office or call 378-4310 OR 378-8420

To report an emergency, call 911.

## **LOST CHILD/PARENTS**

Lost Child – The best policy is for the parent to stay in the area. If too much time passes and the parent or responsible party is uncomfortable, please contact the office so that we can radio an ALL CALL to find the child.

Lost Parent - Stay with the child in the area. Notify the office by radio or cell phone and report unattended child. Bring the child to the office after 10 or 15 minutes.

## Introduction:

As a Department Superintendent, you are at the heart of what makes the San Juan County Fair a great success every year. We are very fortunate to have a dedicated and professional group of Superintendents for the San Juan County Fair. Our experienced Superintendents know that this success comes from a clear understanding of their responsibilities as well as good preparation prior to the Fair. This part of the Superintendent Handbook is designed to assist you with the preparation needed to have a positive and successful department at the Fair. As you read through the following pages, please let the Fair Staff know if you have any questions or concerns.

## SUPERINTENDENT DUTIES

The following list outlines the key responsibilities of each Superintendent:

- Update the section of the premium book specific to your department.
- Secure judges for individual departments.
- Keep accurate records of exhibits, judging and awards.
- Check-in entries on Tuesday and check-out entries on Sunday.
- Prepare the assigned area for your department.
- Display all entries in the most creative manner possible.
- Remain on duty each day during the Fair, to educate visitors about the department, answer questions and keep the entries secure.
- Promote the Fair in general and encourage public participation in the Fair.
- Secure volunteers to assist in the department.
- Keep track of all volunteer hours, may use a sign up sheet for this.
- Complete a department evaluation sheet at the end of the Fair.
- Obtain sponsorship for additional activities and/or awards for your department.

### Premium list

- Update the categories in the Fair Premium book to keep them current.
- Rules should be concise and easily understood by all age groups.
- Listings should be fair and reasonable.

### Receiving and releasing entries

- Maintain accurate records.
- Have enough staff on hand to help with lines.
- If an item is not eligible for entry, explain carefully why it does not qualify.
- All entries should be handled with great care.

# **SUPERINTENDENT'S TIMELINE**

## **APRIL**

The annual SUPERINTENDENTS MEETING is often held in April. This is an opportunity for new and experienced superintendents to share ideas and plan for the Fair. Premium Book changes for your department are DUE by the end of April.

## **MAY**

If you haven't already done so, begin arrangements to find a Judge(s) for your department. Although many of our judges must travel from the mainland, we have a limited budget to assist them with their travel and lodging arrangements. Please help us to control this cost whenever possible.

Once you have made a selection please notify the Fair Office with the following information and they will contract directly with your judge(s).

- Judge's name
- Address
- Phone number
- Department(s) he or she will be judging.
- Any expectations or arrangements needed for the judge.

The judging in your department should in most cases be completed after entries are received by 6:00 PM on Tuesday and before the Fair opens at 10:00 AM on Wednesday. State Fair Guidelines dictate that any judging that takes place once the Fair has opened must be open to the public.

Obtain your sponsor awards now if you are going to have any.

Meet with Fair Manager for building or display renovations so they can be scheduled with the summer work crew.

## **JUNE**

You need to be resourceful and begin finding people who will help you before and during the Fair. Have a sign-up sheet on your table during entry day so



that volunteers can commit to a specific time to help out during the Fair. Another potential source of volunteers is from the lists of past exhibitors available through the Fair Manager.

Select and enlist your co-superintendent or assistant. This person should be your backup and co-coordinator and/or trained for your position if you were to resign in the future.

Determine your award and ribbon needs so that the Fair Manager can order ribbons. (For awards stated in the premium book only.)

## **JULY**

Continue to recruit volunteers. Someone must (should) be in the department during all open Fair hours! All your volunteers are eligible for a discount season pass for \$15.00. Please provide the list of names to the fair office.

The FAIR PREMIUM BOOK will be online in late June. Be prepared to answer calls from exhibitors. This is a good time to ask for help from those who call!

Notify the Fair Office of any special demonstrations or events in your department so they can be publicized in the local papers (the earlier the better!)

## **AUGUST**

This is your big month. If you ordered some renovations or physical changes to your exhibition area, drop by the Fair Office to check them out.

Pick up your supply box the second week of August from the Fair Office. Please remember to inventory the contents and return them in the same box after the Fair. Please check the clipboard notes in your box.

Set up your department the week before the Fair. Check with the Fair Office for help in moving equipment to your department's exhibition area.

## **ENTRY DAY**

People will bring their entries to your department. You may accept or reject exhibits that do not meet requirements set forth in the premium book. You interpret the Fair's rules and regulations as they apply to your Department. Keep your premium book sections handy to answer questions (there are 3 included in your Super binder).

Check each entry form for complete and legible name, mailing address and phone number. Premium Awards are sent by mail, so this mailing address is important. Remind exhibitors to mark the box on the entry form if they want their premium money donated back to the Fair.

Each entry must be tagged. Make sure that:

- tag is filled out entirely and securely attached to the entry,
- the flap is turned up to hide exhibitors' name for judging, and
- the stub is given to the entrant. This stub serves as a claim check and with this stub exhibitors are entitled to a reduced gate fee.

Entries must be received by 6 PM on Tuesday. In effort to be Fair to all exhibits, no late exhibits will be accepted, and additionally, no early exhibits will be permitted.

## **STAFFING YOUR DEPARTMENT**

Staffing needs vary in each department. In general, you will need the following:

- Two or more clerks to accept entries, receipt them and place them.
- One or more clerks to assist exhibitors with the class and lot numbers for completing their entry forms.
- Two or more clerks to assist the judge by grouping lot number items together.
- One person to record the placement on the entry form and one to record the placement on the entry tag.
- After judging is completed, each exhibit has its appropriate ribbon attached to the exhibitor tag. Do not cover the name of the exhibitor.
- You must have one or more monitors present when the department is open to the public. This person should be knowledgeable about your department to answer questions.
- **The most important part of the judging process is the recording of the results.** As the judge is in the process of placing the items he/she is judging, each exhibit must have its placement noted at the time of placement. Do not rely on memory to come back and record the results. Mark or tag each place on the exhibit form and tag. Superintendents are

- required to turn in all exhibitor forms (in the proper folder provided to you in your superintendent box) to the Fair Office so we can announce winners and begin recording placements for premiums. This must be done as soon as possible after judging is completed.
- Every one is tired but you must arrange to have your department covered so that exhibitors can pick up entries on Sunday from 9:00 AM to 12:00. The entry stub is needed to claim exhibits when the Fair is over.

## **DISPLAYING AND SHOWING YOUR DEPARTMENT**

The Superintendent, after judging, has the opportunity to arrange all the entries in the department. In addition to the educational value of your department, the creative display of exhibits determines your score in the state's evaluation!

Think about how each item can be "shown" off. Use other objects such as baskets, fabric, and lighting to bring attention to your exhibits. If you have to spread the items on a shelf or table, use something to elevate the exhibit for better showing. Meet with the Fair Manager if you need something special for your display.

Be sure that all the ribbons can be seen without covering the name of the exhibitor. Stand back and see if your display is pleasant to look at.

## **JUDGING**

**Danish System.** Used most often, the judge is comparing the exhibits not against each other but to a preconceived idea or standard that the judge knows. Each item is judged and awarded placement. First, second and third place ribbons are given for whatever level the judge feels is appropriate.

**European or Competition.** With this system, all the items entered in each lot number are judged against each other and one flat Blue Ribbon is awarded for 1<sup>st</sup> place. One flat Red Ribbon is awarded for the 2<sup>nd</sup> place in that lot. One flat White ribbon is awarded to 3<sup>rd</sup> place.

The judge may choose to not award a ribbon if he/she feels the item is not worthy of placement, but the judge cannot award additional ribbons.

**Champion or Best of Class.** Whether using the Danish or European method of judging, the second level of judging becomes competitive. The judge must select the “Best of Class” or “Champion” from the blue ribbon winners.

In non-livestock divisions, the BEST of CLASS winners are placed together so the judge may select one of them for BEST in SHOW award. Only one “Best in Show” award can be given.

In the livestock divisions only, the judge determines if a Grand Champion and Reserve Champion is to be awarded. The judge will decide if an only exhibit is of champion quality.

**People’s Choice.** As a division superintendent, you may elect to allow the public to assist in the selection of a PEOPLE’S CHOICE AWARD. This is done by having ballots available and a ballot container so the folks can mark their favorite and cast a vote for the award.

## **DON’T FORGET!**

Call the Fair Staff! The Fair Manager and Program Coordinator work year round managing the Fairgrounds year-round events and of course, planning the Fair and are willing to answer your questions and help fine-tune your department.

[info@sjcfair.org](mailto:info@sjcfair.org)

360-378-4310

Fax: 360-378-2075