



Eau Claire County Fair Sheep Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Sheep Superintendent(s)

- Assist Livestock Project Leadership with the initial weigh in, in April. This would include assisting with finding a location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting before the sheep show at the fair
- Have assigned stalls by Monday at 5pm the week of the fair before animals are unloaded
- Check in exhibits
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Be at the scale and in the barn area during your department weigh-in
 - Superintendent or assistant
- Check in all other classes (breeding / open class)
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and weight classes prior to show
 - Post show order in the barn and announce at your exhibitor meeting
- Ring Set up if applicable
- Ring Tear down if applicable
- Get ribbons, department binder, and paperwork needed from the Fair office.
- Make sure special awards/prizes are at announcer table before start of show.
- If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep Track of participation and enforce education requirements
- Collect and submit to the Fair's Office by noon on Thursday
 - Animal ID Check Information
 - Market Drug History
- Cost of Production for all exhibitors in the market project to be turned in to Livestock Secretary by noon on Thursday.
- Assist with your department during the sale
- Enforce herdsmanship to make sure barns look clean and professional
- Assist with your department for load out

- Final destination spreadsheet will be in your possession by Noon on Sunday
- ● Herdsmanship Awards for your department
- ● Report on the department at the Eau Claire County Fair Committee's end of the year ● Annual Meeting
- ● Enforce Ethics Rules, General Rules and Department Rules
- ● Attend Superintendents orientation meeting
- ● Help work through conflicts or differences of opinion
- ● Encourage new exhibitors in your department
- ● Provide an educational display (optional)
 - Organize Sheep Safety and health workshop
 - Organize Sheep Fitting Clinic
 - Organize Sheep Showing Clinic
- ● Supervise Fair Set-up the Sunday before the Fair
- ● Supervise Fair Clean-up the Sunday after the Fair
- ● Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

As Superintendent of your department(s), you are a representative of the Eau Claire County Fair and Friends of the Fair. We ask that you interact with exhibitors and fair attendees in a welcoming, friendly, respectful & professional manner.

You are the face of our Fair and your respective project. We hold you to a very high expectation to encourage a friendly and learning environment, always.