

DANE COUNTY FAIR

Department Chair and Superintendent Responsibilities and Expectations

Roles & Duties

The most important role of the department chair and superintendent is to make the Fair a positive and educational event for all participating as well as maintain a professional level of courtesy, respect, and objectivity in all Dane County Fair activities. Please keep this in mind during the Fair.

The Fair office appreciates your time and commitment and is here to support your role by any means necessary. Contact the Fair office if you have any questions or concerns before, during, or after the Fair.

Department Chair: The Department Chair shall be a leader in their area and knowledgeable of the many facets the project area encompasses. Recruit and coordinate superintendents to assist with the department. Provide Fair Management information as detailed herein and as requested. Work with youth exhibitors to provide an educational environment. Recruit volunteers to assist within the department. Work with Fair Management to set up project display areas. Coordinate volunteers for entry check-in, judging, and check-out days.

Superintendent: The Superintendent(s) shall be knowledgeable of their department, and work with youth exhibitors to provide an educational environment. Coordinate with the Department Chair the needs of the department. Attend the fair as coordinated by the Chair.

If a Department Chair is not designated, a Superintendent(s) will act in all capacities detailed herein.

Important Deadlines

- By September 1 – Submit budget requests for the department to the Fair Office for Board review.
- By November 1 - Return all premium book recommendations to the Dane County Fair Office.
- By November 1 - Submit recommendations for amendments of Chair or Superintendent personnel in writing for review by Fair Management, Dane County Extension and Fair Board as necessary. Youth serving as superintendents must be approved by Dane County Extension.
- By December 1- Solicit special awards and sponsors. Notify the Fair Office so items may be included in the upcoming years Premium Book.
- By December 15 - Return judge recommendations (with alternates) and specific requirements. Rank in order of preference.
- By May 1 - Submit job requests and requirements for grounds crew (i.e., chairs, tables, sound system, etc.). Be sure to note any desired changes to project layout from previous year.
- By June 1 - Request signage from the Fair Office.

In Advance of the Fair

- Solicit volunteers, clerks, judging help, check-in and check-out help.
- Department Chair will communicate with, coordinate, delegate and plan input from superintendents.
- Secure necessary tools for displaying exhibits.
- If your department covers multiple project areas, contact and coordinate appropriate superintendent to assume Chair role regarding judges, clerks, judging results, and display requirements.

During the Fair

- Check-In at the Exhibition Hall:
 - Oversee projects being checked in for your Department.
 - On check-in day, doors to the Exhibition Hall will be locked at 8:00 p.m. All exhibitors inside the Exhibition Hall need to be judged or accepted for later judging without penalty.
- Check-In at the Barns:
 - Animals – Work with vets to be sure health papers are checked, make stalling and cage assignments and arrange displays.
 - Instruct exhibitors of the proper procedure for disposal of manure and cleaning cages.
- On Judging Day:
 - Pick-up your department's judges box and report to your department area at least 30 minutes before check-in/judging. Oversee judging and turn in results within 6 hours of the completion of department judging. Turn in only one official copy of judging results.
 - Department Chair/Superintendent is encouraged to use the electronic tablet to record entry results.
 - Communicate with Judge(s) on processes of the Fair for awards and placement documentations.

- Attach ribbons and judges comment cards (as applicable) to project.
- Chairperson and Superintendent team shall organize the youth projects in a neat and attendee viewable fashion.
- Exhibit Release
 - Prepare display area and projects for exhibit release.
 - Be on-hand to assist exhibitors locate their projects.

Other General Responsibilities during the Fair

- Any entries brought-in after the check-in deadline should be referred to Fair or Extension staff.
- Responsible for the awareness of and enforcing policies of the Dane County Fair.
- Housekeeping of display area including cleaning of materials. Cleaning materials will be available during the Fair. For any special needs, please request items 4 weeks prior to the Fair.
- Education - present area for public's and participant's benefit.
- Media – all media requests, interviews, etc. need to be directed to the Fair office/staff. Do not speak to the press without Fair staff approval.
- Any other needs that arise throughout the year.

Conflict Resolution Guidelines at the Fair – NEW

- To better support Chairs and Superintendents when managing conflict, the Dane County Fair Association Board of Directors has organized a pool of Board representatives to assist the departments in conflict resolution related to a department dispute and/or Youth Animal Exhibitor Code of Practice violation. Most rule violations amongst youth exhibitors will not need a Board representative, but in the event that the department requires one, please contact the Fair office to discuss the issue at hand. The Fair office will then appoint a Board representative from the pool to mediate the situation and provide leadership insight. If you are unsure whether or not to involve a Board representative, contact the Fair office.
- In all cases, the department Chair must accompany the Superintendent as head of the department when speaking with youth exhibitors and/or immediate family members (parents, siblings, and/or grandparents).
- For situations that do not require a Board representative, all conversations should take place in a private location – either in a Pavilion office space or in the Exhibition Hall appointed room as noted below and not in the showing, stalls, aisles, etc. The conversation and outcome should also be documented by the department Chair and kept on record within the department.
- For situations that do require a Board representative, follow the steps below:
 - Contact the Fair office to request a Board representative prior to approaching the youth exhibitor and/or family.
 - The Fair office will then contact members of the pool to appoint the Board representative.
 - That Board representative will contact the Chair/Superintendent to discuss the situation at hand and plan of approach as well as schedule the meeting during the Fair.
 - Invite the youth exhibitor and/or family to meet in a private location in the Exhibition Hall by the end of the Fair.
 - All discussions with youth exhibitors and/or immediate family members (parents, siblings, and/or grandparents) must be held in the Wingra room in the Exhibition Hall on the 2nd floor with the Board representative. The Board representative will document the meeting and outcome.
 - If the conflict is not resolved, the Board representative will report the situation to the Fair office for further discussion. The Fair General Manager will then contact the Chair/Superintendent and all parties involved to discuss the situation in more detail and report back to the Executive Committee for a final decision.
 - Once a decision has been made, the Fair office will report the ruling to the Chair/Superintendent and all parties involved, and if needed, send a formal written warning or suspension letter to the youth exhibitor and/or family.
- If any other issues arise, contact the Fair office, and work with the Fair staff to settle any conflict.

I understand my responsibilities and expectations of my role as a Chair/Superintendent, and any violation of items noted above may result in termination from my position held at the Dane County Fair.

CHAIR/SUPERINTENDENT SIGNATURE: _____

PRINT NAME: _____

DEPARTMENT: _____

DATE: _____