

**COOS COUNTY FAIR & RODEO
SUPERINTENDENTS HANDBOOK**
Revised November 2020

Who we are:

Commissioners	A group of elected officials collectively charged with administering the county government.
Fair Board	A group of seven individuals appointed by the Commissioners to a 3-year term, charged with administering the county fair and fairgrounds. This group is also known as the Coos County Fair & Rodeo Board.
Fair Board Chairperson	A fair board member elected every January by the Fair Board who is charged with running the Fair Board meetings.
Fair Board Vice Chairperson	A fair board member elected every January by the fair board to run fair board meetings should the Chairperson be unavailable to lead a meeting.
Fair Board Superintendent Liaison	A fair board member charged with coordinating with specific superintendents.
Superintendent	A person appointed by the Fair Board to a 3-year term, charged with managing a specific fair department.
Assistant Superintendent	A person appointed by the Fair Board to a 3-year term, charged with assisting a Superintendent.
Fair Office Manager	A person hired by the Commissioners charged with running the Fair Office.
Fair Maintenance Manager	A person hired by the Commissioners charged with maintaining the fairgrounds.

Superintendents and Assistant Superintendents for the Coos County Fair are appointed by the Fair Board, from those who have submitted an interest in writing to the Fair Board. Superintendents shall serve no more than a 3-year appointment before reapplying for their current or another superintendent position. Positions are renewed in month of September. It is encouraged that the Superintendent have a working familiarity with the department in which they seek to serve. While this is a

volunteer position, each superintendent shall receive a season pass and camping spot, for their personal use.

The Fair Board expects the Superintendents to address any concerns regarding their department or the fair with the Fair Office Manager first. The Fair Office Manager may refer the issue to the Fair Board.

DUTIES AND RESPONSIBILITIES OF COOS COUNTY FAIR VOLUNTEER SUPERINTENDENTS

The Superintendent duties are a year-round commitment with most time spent just before, during and immediately after the fair. Duties are divided into categories, preparing for the Fair, during the Fair and closing the fair.

THROUGHOUT THE YEAR

1. Each Superintendent, under direction of the Fair Board, shall be responsible for the department that they are assigned to. Superintendents shall attend a minimum of three Fair Board meetings each calendar year, to discuss and review their department needs. If a Superintendent fails to participate in less than three Fair Board meetings in a calendar year, they may be removed from their appointed position.
2. The Assistant Superintendent position exists to provide help to the Superintendent. In the event that the Superintendent is unable to perform their duties, the Assistant Superintendent will temporarily assume the Superintendent role. The Superintendent is responsible to training the Assistant Superintendent and ensuring that they are ready when and if the need arises. Superintendents that do not make reasonable efforts to properly prepare their Assistant Superintendents may be removed from their appointed position.
3. Superintendents are encouraged to visit other fairs and seek out new ideas on organization and displaying. Fair passes may be available to you for neighboring fairs. Please contact the Fair Office Manager.
4. Superintendents are encouraged to contact clubs active in the area of your department for their suggestions for the department, i.e. quilt clubs in Needlework, carvers/artists in Arts and crafts. Superintendents should contact or suggest demonstrators for their area. Advise the Fair Office Manager of your plans in writing so passes and parking can be coordinated for any display demonstrations you secure.

5. Superintendents will arrange for trophies and special awards (ribbons) for their departments. Coordinate with the Fair Office Manager, before the start of fair to ensure your department has enough ribbons for each category.

6. Superintendents are responsible to acquire “special prizes” for their departments. “Special prizes” may be sought from related business donors, corporate entities, private individual sponsorships or special memorials. Superintendents can seek direction from previous premium books as to the nature of the special prizes for their department but are not limited to those prizes.

7. Throughout the year, Superintendents are encouraged to give ideas and/or articles for the different news media to the Fair Office Manager.

EXHIBITOR'S HANDBOOK

1. All deletions, revisions or additions of any classes or divisions must be approved by the Fair Board. All approved final department changes for the Exhibitor Handbook must be submitted by the Superintendents to the Fair Office Manager by the deadline of December 31 each year. Changes submitted after the December 31 deadline may be added to the handbook IF the 4-H/OSU Extension representative has time.

2. Superintendents will submit to the Exhibitor Handbook all special awards for their departments. Forms are available by contacting the Fair Office. Deadline for submitting your department's special awards information to the Fair Office Manager is December 31. . Changes submitted after the December 31 deadline may be added to the handbook IF the 4-H/OSU Extension representative has time.

3. Open Class Sponsorship prizes, awards and gift certificates must be sent to or delivered to the Fair Office, BEFORE the start of fair. These will be given to the superintendent for display during the fair.

PROCEDURE IN OBTAINING JUDGES

1. Superintendents are responsible for ensuring qualified judges within budgeted fees are secured and approved by the Fair Office Manager. You are responsible for contacting the Fair Office Manager with your suggestions whether it is a judge from the previous year or someone new. This applies to all departments. All judges that are paid for their services must have a signed contract. Superintendents are urged to make their suggestions for judges as early as possible as good judges are in demand

and must be contacted early. It is the policy to have the same judge for no more than two consecutive years. Out of county judges for static exhibits are preferable.

2. **4-H & FFA:** A list of proposed judges must be turned in for approval. Judging contracts will be issued by the Fair Office. 4-H Director and the Fair Office Manager will work together to secure judges. Whenever possible the 4-H/FFA judge should also be used to judge Open Class.

PREPARING FOR THE FAIR

1. Superintendents are required to attend the Fair Board meeting every May. Superintendents will provide the Fair Board with an update for the upcoming fair. If you are unable to attend this meeting, you must contact the Fair Board Chairperson PRIOR to the meeting date. This meeting will count as one of the three required meetings per year.

2. The Superintendent will be encouraged to see that there are educational displays and materials in their department as space provides as an opportunity to educate the public. This can be accomplished through demonstrations, special displays, etc.

3. Turn in your supply and material list for your department into the Fair Office on or before June 1. Supply forms are available at the Fair office. No purchases will be allowed without prior approval of Fair Board. Original receipts must be turned in to the Fair office before payment can be issued.

4. Superintendents will schedule with the Fair office a day and time to tour their department areas with Fair staff in May or June and to give written requests (maps, department layout, pen setup etc.) for their Department's set up and preparation. Superintendents should meet with the maintenance staff no later than four weeks before entry day to make sure their building/area is cleaned, set up and ready for entry day. Our maintenance staff will do the major cleanup and prepare the buildings for fair. However, Superintendents must oversee and organize their stalls, pens, cases, tables and/or other display areas. Superintendents are requested to turn in a map showing pen and stall assignments to the Fair Board Superintendent Liaison.

5. Superintendents will work together for an overall coordination on the use of the fair theme and create attractively decorated departments.

6. Superintendents are responsible to organize volunteers to assist as needed from entry day to release day. A list of volunteers shall be provided to the Fair Office no

less than seven days prior to the start of fair to ensure all volunteers are provided with appropriate passes.

7. Superintendents should contact the Fair Office Manager if they find any exhibit that is in their judgement objectionable or does not fit a listed class. The Fair Office Manager may refer the matter to the Fair Board. In the case of livestock, the veterinarian has the final say as to admittance in the fair. All entries accepted must be put on display and judged. Livestock entries will be limited according to space availability. All livestock entry forms will be dated when received at the Fair office.

8. Only classes listed in the Premium Book can legally receive premiums. Superintendents cannot add a class to fit an exhibit. However, making notes of such exhibits allows the addition of appropriate classes to accommodate entries for the next premium book.

9. Superintendents must be present and available in the area of their assigned department whenever the fair is open to exhibitor, to respond to questions and comments from exhibitors.

10. Superintendents will see that the exhibits are entered and arranged properly and have each class in the department grouped together and ready for the judge.

11. Superintendents must be present and available at judging times.

12. Superintendents will organize Department volunteers to act as clerks for judges, record winners, and place award stickers and or ribbons on exhibits following judging. Departments are encouraged to provide judges' comments on the back of the exhibitor's tag.

13. Superintendents will see that exhibits are arranged in an attractive and proper manner for display with tags and ribbons clearly visible.

14. Superintendents and volunteers must be aware of what to do in case of an emergency (fire, accident, problem requiring security personnel). A copy of the Disaster plan will be given to each Department.

DURING THE FAIR

1. Superintendents will schedule volunteers to staff the department during all public hours. Volunteers are there to act as official hostess/host, ensure that the exhibits are not tampered with, answer questions regarding exhibits, and know general

information on the Fair (Fair schedule, entertainment areas, bathrooms, first aid area, etc.). Volunteers shall always be courteous and helpful. Volunteers should immediately report all concerns to the Superintendent or the Fair Office Manager. Personal cleanliness and appearance are very important. Remember you are representing the Coos County Fair and meeting the public.

2. As a Superintendent, you should be easily seen by the Fairgoer for questions or information needed. All Superintendents and Volunteers need Fair identification which will be provided by the Fair office.

3. All staff are asked to read the Fair's rules and regulations in the Exhibitor's Handbook so that if complaints are made staff can refer the complainant to the specific regulation.

4. Superintendents will refer any major complaints to the Fair Board Superintendent Liaison or to any other Fair Board member.

5. Superintendents shall immediately return their exhibitors book along with all excess ribbons and stickers to the Fair Office after judging is completed. All special award winners need to be turned into the Fair office with the exhibitor's book.

6. NO EXHIBIT, including 4-H, FFA and Open Class will be removed before 8 A.M. Sunday, without prior approval of the Fair Manager. In case of a livestock situation, in which the Veterinarian requires an animal to leave, the Superintendent must notify the Fair Board Superintendent Liaison.

7. Superintendents and staff are urged to note any mistakes discovered in the Exhibitor's Handbook. A copy of the Handbooks should be marked for corrections and suggested improvements during the fair and submitted to the fair office either during fair or at the Post Fair Meeting shortly thereafter.

**PLAN FOR NEXT YEAR'S FAIR WHILE IT IS
STILL FRESH IN YOUR MIND.**

There is no better time to note and record insights for improvements. Any problems that you encountered, along with any damages to exhibits or your department, need to be reported in writing to the Fair Office.

CLOSING DOWN THE FAIR

1. Superintendents are responsible for seeing that all entries are checked out in their areas. Caution your staff to take time to double check tags to see exhibits are returned to the proper exhibitors.

2. Superintendents are responsible for returning their department area(s) to off-season condition. All exhibits, equipment, supplies, and supply boxes are removed from their area and returned to the Fair office before your departure at the end of Fair Week. Livestock Superintendents are responsible for removing all decorations, signs, sawdust, chips and manure from their areas. Any problems with exhibit removal shall be reported to the Fair Office.

AFTER THE FAIR

1. Provide a list to the fair office of individuals, businesses, and organizations that need special thank you notes sent after fair. Lists shall be delivered to the fair office no later than seven days after the fair has ended.

2. Every Superintendent is required to attend the August Fair Board meeting to evaluate the Fair, discuss problems, suggest changes in procedure, review judges' performance, and submit suggestions for changes in the premium book if not done during the fair. If you are unable to attend this meeting, you must contact the Fair Board Chairperson PRIOR to the meeting date. This meeting will count as one of the three required meetings per year.