

# Superintendent Training Class



# Superintendent Job Description

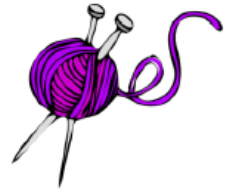
- You are a manager of your department
  - Head Supt. will have authority to make decisions as needed
  - A new class may be added if there are 5 or more exhibits

(example – Fiber Arts – Crochet – OPEN

You have 5 scarves, 3 afghans and 6 pot holders)

- 1450 Crochet – afghans and all others
- 1450a Crochet – scarves
- 1450b Crochet – pot holders
- Judge can give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> in each class

**DIV. 14 - FIBER ARTS**  
 Superintendents will separate into classes depending on entries.



*Quilter's Stash*  
 Awards (2) \$30 gift certificates to the overall best quilt in Adult and Youth divisions

4-H	OPEN	
1400	1450	Crochet
1401	1451	Knitting
1402	1452	Hand Embroidery (cross stitch, buttonhole stitch)
1403	1453	Machine Embroidery
1404	1454	Applique
1405	1455	Tatting
1406	1456	Spinning
1407	1457	Weaving
1408	1458	Macramé



# Superintendent Job Description

- Be familiar with guidelines and rules
  - In Fair Book and online rules based on State Fair
- Arrive 15 minutes prior to check-in
  - Stop by Fair Office, sign in and pick up supply box
  - Supply box should include placing record sheet, stapler, staples, scissors, tape, pens, pencils, rubber band and other helpful supplies – any additional supplies can be asked for from the Fair Office

- When checking exhibits in, make sure card is filled out properly and listed in placing record sheet
- If not pre-entered, have them fill out an exhibit card and enter in placing record sheet

2017 Hamilton County Fair

*Name*      **Jack Garcia**                      *Exhibitor #*

*Club*      Willing Workers                      *Age*      11

*Division*    10B              4-H- Int. Crafts

*Class*      1002              Painted Craft

<input type="checkbox"/> Part	<input type="checkbox"/> RG	<input type="checkbox"/> B	<i>Exhibit Description</i>
<input type="checkbox"/> OG	<input type="checkbox"/> C	<input type="checkbox"/> R	
<input type="checkbox"/> OR	<input type="checkbox"/> RC	<input type="checkbox"/> W	
<input type="checkbox"/> GC	<input type="checkbox"/> P		

*Premium*    \$ \_\_\_\_\_



<b>Club</b>	Willing Workers	<b>Age</b>	11
<b>Division</b>	10B	4-H- Int. Crafts	
<b>Class</b>	1002	Painted Craft	

<input type="checkbox"/> Part	<input type="checkbox"/> RG	<input type="checkbox"/> B	<i>Exhibit Description</i>
<input type="checkbox"/> OG	<input type="checkbox"/> C	<input type="checkbox"/> R	
<input type="checkbox"/> OR	<input type="checkbox"/> RC	<input type="checkbox"/> W	
<input type="checkbox"/> GC	<input type="checkbox"/> P		

**Premium** \$ \_\_\_\_\_

- Attach cards to exhibit so name can be read, then fold down card to cover name and tape or staple for judging and you will open again after judging

- Arrange entries by classes and age groups for easier judging.
  - Card colors
    - Green – 4-H, FFA & Cloverbuds
      - 4-H has three age groups – Jr. / Intermediate / Sr.
      - FFA are all in Senior age group
      - Cloverbuds are a separate group and only receive participation ribbon
    - Buff – Boy Scouts & Girl Scouts
    - Lavender – Open Youth
      - Open youth has four age groups – Pee-wee / Jr. / Int. / Sr.
    - White – Open Adult
    - Yellow – Open Adult Senior 65+
      - Seniors may opt to enter in Open Adult or Senior 65+
      - Please be respectful of their choice

- Check exhibits in on record placing sheet
  - If not listed, make sure you are looking at correct record sheet as they are listed by 4-H/Open and age
  - If they were not pre-entered, you will need to write them in on the correct record sheet

2017 Hamilton County Fair

*Name*     **Jack Garcia**                     *Exhibitor #*  
*Club*     Willing Workers                     *Age*     11  
*Division*   10B             4-H- Int. Crafts  
*Class*     1002             Painted Craft

___ Part	___ RG	___ B
___ OG	___ C	___ R
___ OR	___ RC	___ W
___ GC	___ P	

*Exhibit Description*

*Pren*     **Division 10B 4-H- Int. Crafts**

<i>Class #</i>	<i>Description</i>	<i>Exhib #</i>	<i>Name</i>	<i>Club</i>	<i>In</i>	<i>Out</i>	<i>Placing</i>
1002	Painted Craft		Jack Garcia	Willing Workers	✓		
1005	Leather Craft		Jack Garcia	Willing Workers			
1005	Leather Craft		Jack Garcia	Willing Workers			
1008	Duct Tape Craft		Jack Garcia	Willing Workers			

*Total # of Entries*                     0

- Prior to judging, meet with judge(s), answer any questions they may have, let them know where the restrooms and concessions are.
  - ask them to fill out mileage sheet
  - make sure they have received a meal ticket
  - bottled water is available in the Fair Office
- Go over ribbon placing with judges as to how our county awards ribbons
  - Cloverbuds only receive a participation ribbon
  - All youth receive a ribbon placing unless disqualified
  - Adult classes receive a 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> in each class



- 4-H and Open Youth Ribbon placings
  - 1<sup>st</sup> place
    - Grand Champion Trophy
    - Grand Champion Ribbon
    - State Fair Quality Purple Ribbon
    - Blue Ribbon
  - 2<sup>nd</sup> place
    - Reserve Champion Ribbon
    - State Fair Quality Purple Ribbon
    - Blue or Red Ribbon
  - 3<sup>rd</sup> place
    - Blue, Red or White Ribbon
- The judge may give as many State Fair Quality Purple, Blue, Red or White Ribbons
  - Judge may give all blues or all whites depending on what they feel the quality is
  - Judge does not have to award a Grand or Reserve if they do not feel exhibits are worthy

- Open Class Adult Ribbon placings
  - 1<sup>st</sup> place
    - Grand Champion Ribbon
    - State Fair Quality Purple Ribbon
    - Blue Ribbon
  - 2<sup>nd</sup> place
    - Reserve Champion Ribbon
    - Red Ribbon
  - 3<sup>rd</sup> place
    - White Ribbon
- Some judges may prefer to give a Grand and Reserve in each class and some judges may want to award a Grand and Reserve overall for the Division
  - There should be at least 3 exhibits in the class for the judge to give a Grand and Reserve for a class – otherwise it should be awarded as overall division Grand and Reserve
- Before judging starts go over special prizes with judge as some may be overall so the 4-H and Open Class Judges may need to work together to award prize

- As the judge gives exhibits placings, make sure to notate placing on exhibit card and also in record sheet

2017 Hamilton County Fair

**Name** Jack Garcia **Exhibitor #**  
**Club** Willing Workers **Age** 11  
**Division** 10B 4-H- Int. Crafts  
**Class** 1002 Painted Craft



<input checked="" type="checkbox"/>	Part	<input type="checkbox"/>	RG	<input checked="" type="checkbox"/>	B
<input checked="" type="checkbox"/>	OG	<input type="checkbox"/>	C	<input type="checkbox"/>	R
<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>	RC	<input type="checkbox"/>	W
<input checked="" type="checkbox"/>	GC	<input type="checkbox"/>	P		

*Exhibit Description*

*Premium \$*

The judge may award a blue in subclass then award as Grand Champion in class a and then award as Overall Grand Champion in Division

**Division 10B 4-H- Int. Crafts**

<i>Class #</i>	<i>Description</i>	<i>Exhib #</i>	<i>Name</i>	<i>Club</i>	<i>In</i>	<i>Out</i>	<i>Placing</i>
1002	Painted Craft		Jack Garcia	Willing Workers	✓		B GC OGC-SP-Bag
1005	Leather Craft		Jack Garcia	Willing Workers			
1005	Leather Craft		Jack Garcia	Willing Workers			
1008	Duct Tape Craft		Jack Garcia	Willing Workers			

*Total # of Entries* 0

- Remember the judge will judge each class and then may go back and take the top in each class and give an Overall Grand Champion – Make sure to notate Overall placings. Notate Special Prize on card and on record sheet.

- After judging is complete, send judge to office to pick up check
- Reveal the name on the exhibit card
- Place ribbons, awards, prizes on exhibits and arrange in an attractive way for view
  - Some areas may use stickers instead of actual ribbons (ex. Photography, Rabbits)
  - Some special prizes will be held in the Fair Office so it is not stolen by observers but there will be a sign you can place next to the exhibit
  - Ribbons and trophies will be located in the 4-H building so you can pick up what ribbons you need
  - Put away tables and chairs used for judging, clean up area and return supplies and superintendent box to Fair Office
- Put away tables and chairs used for judging, clean up area and return supplies and superintendent box to Fair Office

# Check-Out

- Arrive 15 minutes prior to check out time and pick up superintendent box and record sheet from Fair Office
  - Mark the items as being picked up by checking the out box
  - Let exhibitors know they can pick up ribbons (if stickers used) and Special Prizes from the Fair Office
  - Let Exhibitors know if they received a placing, they will have prize money in the Fair Office and they will need to pick it up
  - Exhibits that are not picked up by end of check out time, please bring to 4-H Building and set on tables. Please be respectful of exhibits.

***Division 10B 4-H- Int. Crafts***

<i>Class #</i>	<i>Description</i>	<i>Exhib #</i>	<i>Name</i>	<i>Club</i>	<i>In</i>	<i>Out</i>	<i>Placing</i>
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1005	Leather Craft		Jack Garcia	Willing Workers			
1008	Duct Tape Craft		Jack Garcia	Willing Workers			
<i>Total # of Entries</i>		0					

- Livestock Exhibits will have a checkout sheet that will need to be signed by Superintendent