

# FFA Horticultural Superintendent Duties – North Dakota State Fair

Below are the duties of the FFA Horticulture Superintendent and Assistant Horticulture Superintendents. Any questions or problems that arise should be directed towards the FFA Fair Manager or FFA Assistant Fair Manager, or the FFA State Staff (in that order).

1. General Expectations
  - a. Be Courteous and Professional to members, parents, advisors, judges, helpers, & NDSF staff.
  - b. Stay calm – Step back and pause, analyze the situation, visit with the team (as needed); then react.
  - c. Answer all class questions and assign workers to duties.
2. Days at the North Dakota State Fair
  - a. Your assistance is required at the NDSF from Wednesday at 10:00 am until all awards have been given and the final tabulations have been entered into FairEntry and the FFA Office.
  - b. Wednesday:
    - i. Assist with the organizing of classes as exhibits arrive to ease the judging process.
    - ii. Table set-up for the flats of plants and small pots.
    - iii. Quality checking of plants. Plants must meet the standards in the ND FFA Activities & Premium List. If standards are not meet, they will be disqualified, disposed of, or sent home prior to the start of the NDSF.
  - c. Thursday:
    - i. Welcome judges. Assign them to an area and provide an overview of judging format.
    - ii. All workers need to be instructed to help with plants, moving, judging, scanning tags, organizing, and displaying. Scanning of exhibit tags can begin after judging is completed.
    - iii. Follow entry requirements ensuring exhibits are in the correct class prior to the start of judging, stay strong and keep your team motivated.
  - d. Friday:
    - i. Finish tabulations if required.
    - ii. Make sure plant displays are appropriate. Leave aisles open for viewing & walking.
    - iii. Be sure plants are watered and watering arrangements are made for the week.
3. Results: Work with FFA Fair Managers, State Office and FairEntry
  - a. Grand and Reserve Champion Class and Overall Grand and Reserve Champions need to be awarded and recorded on the designated form.
  - b. All results and information must be entered in FairEntry and returned to the FFA Office.
4. Judging
  - a. Group classes together for ease of judging and make sure exhibits are in the correct class.
  - b. Inform your judges on what they are looking at, rules to be in that class, and general expectations from projects. Reference the FFA Activities & Premium List.
  - c. Each judge must write B, R, W, or DQ on the exhibit tag or place a B, R, or W sticker on the card as they judge. Both should be recorded below and to the right of the exhibitor's name and above the chapter name. **DO NOT** cover anything on the exhibit card/tag. The judge can also circle the BLU, RED, or WHT as long as they **DO NOT** touch the barcode. If the judge writes and does not sticker, a person should follow to sticker.
  - d. Scanning of exhibit tags will occur after judging is completed.
5. Display projects
  - a. Consider visual viewing and appearance of quality.
  - b. Leave an open aisle (T) on stands for people to walk up and water plants.
  - c. Keep safety considerations in mind.
  - d. Grand and Reserve Champions need to be moved to the designated location.