

## FFA Livestock Superintendent Duties – North Dakota State Fair

Below are the duties of the FFA Livestock Superintendent and Assistant Livestock Superintendents for each division. Any questions or problems that arise should be directed towards the overall FFA Livestock or FFA Assistant Livestock Superintendent, the FFA Fair Manager or FFA Assistant Fair Manager, or the FFA state staff (in that order).

### 1. General Expectations

- a. Attend FFA Livestock Superintendent meeting on Monday at 1:00 pm in FFA Hall to discuss the week.
- b. Assist other livestock division. Communicate with all superintendents about being present during the week at other shows to assist in the show ring, lining up classes or other specific show duties.
- c. Be courteous and professional to members, parents, advisors, judges, helpers, and NDSF staff.
- d. Stay calm – step back and pause, analyze the situation, visit with the team (as needed); then react.

### 2. Registration

- a. Responsible to be present and register the participants for your division and others. Work with the state office and use FairEntry.
- b. Check entry numbers, verify lots, verify FFA membership, and FFA chapter.

### 3. Show Order

- a. Must be posted for participants to view. Use FairEntry to create and print.
- b. Showmanship is first in each division.

### 4. Showmanship

- a. Top two showman from Class 61 will be selected and announced as Grand and Reserve Champion Showman to compete in the Round Robin on Saturday morning at 8 a.m.
- b. Record the animal identification of the showmanship animal used in each species showmanship to ensure the same animal is used in the Round Robin.
- c. Superintendents must be present for the Round Robin on Saturday morning at 8 a.m.
- d. Each Superintendent selects a Round Robin judge to be present on Saturday morning at 8 a.m.

### 5. Results

Work with FFA fair managers, state office and FairEntry

- a. All results & information need to be promptly entered into FairEntry/FFA office for final tabulations.
- b. Individual herdsman needs to be selected using the Herdsman Rubric.
- c. Grand and Reserve Champion lot winners need to be awarded and recorded.

### 6. Duties During the Show

- a. Announcer
  - i. Announce the name of the show. Welcome the audience; thank them for attending. Do all of this throughout the show.
  - ii. Introduce/Read the biography of the judge and thank the judge. Do this throughout the show.

- iii. Announce classes, show person and their chapter while entering the ring.
  - iv. Announce class winners and each show person, chapter, & ribbon placing after each class.
  - v. Call for the next class to prepare and be on deck.
  - vi. Announce where pictures will be taken.
- b. Show Ring Help
- i. Make sure the show ring, all gates, holding pens and the class on deck areas are covered
  - ii. Assist showman if necessary.
- c. State Officers
- i. They will be present to assist in handing out ribbons.
  - ii. Have a conversation with them prior to the show about the details – How, When and Where?
- d. Pictures
- i. A banner will be used for class and overall winners
  - ii. State officers will be in charge of taking pictures and the banner. If they are not available, please designate someone to do this.