

# AGFEST BARN CHAIRS NEEDED

Barn Chairs are needed to help AgFest run smoothly. The chain of command is: Superintendent, **Barn Chair**, advisors/leaders, exhibitors/parents. The Barn Chair is the facilitator between the Superintendent and advisors/leaders and exhibitors/parents. The general duties of a barn chair are outlined below...they may vary with more or less responsibilities depending on the specie.

## BARN CHAIR DUTIES

### ***PRIOR TO SHOW***

1. Must be a paid member in good standing with the San Joaquin Junior Show and Auction Council, Inc.
2. Must attend regular monthly AgFest meetings
3. Must attend all AgFest Operations meetings and work directly with the Operations chair on all issues for your species.
4. Review guidebook and schedule with a committee of members representing your specie to give feedback on proposed changes and quality standards for your specie and present at Operations meetings to the Operations chair.
5. Review the show for your specie relative to awards/pins needed and/or suggested as well as anticipated quantities needed and submit to Awards Chair
6. Review facilities for load in and load out; health check and guidelines for check in, weigh in, and pen set up.
7. Review and obtain listing of all 4H and FFA Specie leaders; review special pen needs for breeding animals and market animals as well as any special requirements. Give listing to Operations Chair/Superintendent.
8. Help with Operations Chair when needed for your species.

### ***AT FACILITIES / SHOWTIME***

**Please assist the Chairs for Operations, Parking/Credentials, Facilities, Events and Auction while at AgFest. They are all volunteering and their duties will overlap yours as we move forward to having a successful AgFest.**

1. Create pen assignments for barn
2. Post charts on walls at AgFest and give to superintendent so they can be posted on the website
3. Post reweigh policies at several visible locations
4. Help Facilities with set up, including pens, wash stations, health check
5. Assist with Credentials/Parking for set up and staging for check in
6. Be Available – not only for your Exhibitors but for **ALL Exhibitors** at **Check In and Weigh in** and help facilitate the processes to help exhibitors.

***Note: The superintendent will take care of clerks to assist with check-in, weigh masters, and the health inspection. Only the clerks will interact with the Health Inspection. The barn chair is only there to facilitate communications between the exhibitor/parents and health/brand inspector, clerks, and weighmaster. Barn Chair to help advise exhibitors that there is only one weight – a re-weigh will only be done for under or overweight animals.***

7. Read and understand the guidebook, so that if advisors/leaders or exhibitors/parents have questions you can refer to the guidebook first before bringing issues to the Superintendent.
8. If there is a Breeding show for your specie, work with clerk on checking paperwork for breeding registrations, tattoos, etc.
9. Work with the superintendent/clerks and if asked, review final weight/class breakdown.
10. Work with superintendent to review final showmanship posting. Work with parents/exhibitors if there are issues on breakouts/showmanship postings and bring any issues to the superintendent's office.

11. Walk the barn to be sure that all leaders/exhibitors/parents understand the rules of the barn – including Fire safety, Health protocols and especially with Covid protocols.
12. Help inform leaders/advisors and parents/exhibitors of any changes to schedules, barns, or other important information that comes down from the AgFest committee Chairs, Officers, Superintendent and other personnel.
13. Double-check awards prior to show, be present during the show, and help clerks with any awards questions or exhibit questions.

*Please note – clerks will be in charge of the show/judge when the show starts. Any questions that you have will need to go to the Show Clerk.*

14. Inform the Advanced Showmanship Winner when Master Showmanship is and help direct them to other species for practice. Be sure that they have let the office know that they will be competing in Master Showmanship and completed their Bio (not relevant for 2021 since master showmanship has been cancelled).

### **SALE / LOAD OUT**

1. Keep exhibitors/parents informed of when the sale will occur, when load in/load out takes place, and their roles. Be present to help exhibitors with releases and load outs. Help with paint branding/slap branding etc.
2. Help the superintendent/clerk with any paperwork, sale order assistance and exhibitor info that is needed.
3. When the auction is held live, assist Facilities personnel in to set up designated holding areas, inform advisors, leader, parents and exhibitors of location of holding areas after sale.
4. When the auction is held live, assist with getting volunteers to work the sale ring, getting exhibitors and their animals to staging area, and getting animals to designated holding areas.
5. Communicate to advisors/leaders and parents/exhibitors that it is the exhibitor's responsibility to clean pens prior to release and issue release slips when called upon.
6. Be available on load in day to help with unloading and loading of animals until all animals have been accounted for and loaded out.
7. When AgFest is over, assist with breaking down equipment that was used in your barn for return to storage.

### **POST AGFEST**

1. Put together lists of improvements in the Barn area that need attention and direction and note the positives that took place during the event and communicate your observations at the post-AgFest meeting.