

AGFEST BARN CHAIRS DUTIES

A Barn Chair helps facilitate the Barn for a specific specie before - during - and following AgFest. 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, please help us to redefine areas that need attention so we can always make these more accurate.

BARN CHAIR DUTIES

Leading up to AgFest - September - April

- Must be a paid member in good standing with the San Joaquin Junior Show and Auction Council, Inc.
- Must attend regular monthly AgFest meetings
- Must attend all AgFest Operations meetings and work directly with the Operations chair on all issues for your specie.
- 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.
- Review the show for your specie relative to awards/pins needed and/or suggested as well as anticipated quantities needed and submit to Operations/Awards Chair/Superintendent
- Review facilities for load in and load out; health check and guidelines for check in, weigh in, and pen set up.
- Help with Operations Chair when needed for your species.
- Review Guidebook for final prior to being posted on the website for errors or duplications and submit any changes to the operation chair/superintendent

Month Prior to AgFest

- Be there for advisors and leaders for questions regarding the species, entries and check in and weigh in and help guide them through the process.
- Review listing of specie prior to entry closing to see if you see errors in exhibitors entries for your species. Notify superintendent or advisor/leader to make corrections if needed.
- Once entries close - help Superintendent review for number of entries for breeding if there are not enough to hold classes and review with superintendent to combine classes if needed.

- Review and create barn charts and report any and all issues for shows, facilities, check in, to auction, operations, facilities, parking/credentials, etc.
- 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. You may get this from the Superintendent or the Operations Chair.
- Set up Pens and review for location of check in, weigh in and what will be needed from Facilities.
- Provide a listing of all items needed from Facilities and present at least 2 weeks prior to check in a complete listing and days that items are needed including but not limited to items for check in and the ring, wash stations, health check items, spider boxes, tables, chairs, caution tape, back drops etc, items that will be needed for Auction as well for your specie.
- Review with Operations, Parking/Credentials, Facilities, Events and Auction regarding schedules and processes of schedules during agfest.
- Post Charts on the walls at AgFest and give to superintendent so they can be posted on the website.
- Have a copy of the guidebook and possible post general rules on the bulletin boards with highlights of issues that parents and exhibitors can review

AT FACILITIES / CHECK IN

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.

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.

- 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.
- If there is a Breeding show for your specie, work with clerk on checking paperwork for breeding registrations, tattoos, etc. and help with pen/stall spaces.
- Be Early and Check with the Office for Check In and if there are other things that they need your help with on check in
- Post re-weigh policies at several visible locations.
- Assist with Credentials/Parking for set up and staging for check in and help with traffic flow and parking/no parking areas.
- 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, on pen locations and any other animal issues.

- Prepare for EXHIBITOR/PARENT MEETING and review everything that pertains to your barn
 - include where to load/unload shavings
 - protocol for clipping, fitting
 - Protocol for water/feed
 - Protocol for what can be used in the showring if there are specific halters, show equipment that is permissible and what is not.
 - What is permissible for giving animals other than feed and water and what is not.
 - How and where to find you during the week - chain of command
 - Indicate where to line up for shows and how shows take place - time shows start and what shows first, etc.
 - Protocol for pulling animals for sale and when,
 - Protocol for showmanship and for master showmanship
 - Protocol for when barn is closed; safety of animals and others
 - What is and is not tolerated in your barn; consequences.
 - Review with facilities, credentials/parking, auction on what is required during the week and relay at the meeting.
- Work with the superintendent/clerks and if asked, review final weight/class breakdown.
- 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.
- Review for advanced showmanship - especially for those who were in masters in the previous year or moved up to advanced to be sure that they are in advanced this year

SHOW-TIME

- Walk the barn to be sure that all leaders/exhibitors/parents understand the rules of the barn – including Fire safety, Health protocols and fitting and clipping rules. All animals are to be clipped in/right outside the barns - no animals are to leave the barns to the RV or parking lot areas for clipping purposes. Per the guidebook rules - if fitting of animals does not follow the rules - warn the exhibitor - if it continues let the superintendent know.
- Be sure that the exhibitors / leaders in the barn areas understand when they need to be at the show ring and protocols in the show ring - ie: staying at the show ring if they win - if that is what is required or when they will return if they won their class.
- For Market Beef, Sheep, Goats and Swine - be sure the 4H and FFA Champions understand where and what time they need to be present for the Champion Drive - invite ALL Exhibitors to come and watch the FINAL DRIVE
- 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.
- 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.
- If 2nd animals are pulled from sale be sure that the exhibitors sign the intent of which animal is selling within an hour of the completion of the show
- If an animal is pulled from sale remind the exhibitor they have an hour after the completion of the show to inform the livestock office.
- Be sure that all 2nd animals leave the grounds per the schedule.
- Do a headcount on animals left to be sure that it matches the animals going through the sale on Friday morning.
- 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.
- Help keep barn areas safe for all exhibitors and animals, notify superintendent/officers of any incident that occurs with exhibitors/parents when it warrants notice.

SPECIAL EVENTS - MASTER SHOWMANSHIP - COSTUME CONTESTS ETC

- The Junior Board typically handles all of the events - but work with them for the showing and exhibitors so that the exhibitors / parents get the best possible events during AgFest
- Master Showmanship - work with superintendent to secure and move animals to the location for master showmanship and be sure that you have halters and equipment

SALE / LOAD OUT

- 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.
- Work with Auction committee on when animals will be loaded out and what paperwork, counts etc that will have to take place.
- Help coordinate for pen locations and getting animals into holding pens for load out
- Help the superintendent/clerk with any paperwork, sale order assistance and exhibitor info that is needed.
- 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.
- 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.
- 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.
- Be available to help load of animals until all animals have been accounted for and paperwork is complete.

SMALL ANIMALS: Set up check in areas and vet check areas. Work with facilities at least 2 weeks prior to be sure that your area is set up, tents, etc that will be needed. Barn chairs are responsible to set up and clean up/put in designated area tents and materials used. Work with

the Superintendent and Auction committee with how exhibitors take animals to processor and protocol for processing, delivery, handling of processed animals and completion of their project. When AgFest is over, assist with breaking down equipment that was used in your barn for return to storage, including tables, chairs and any items were given to you and your barn from facilities.

POST AGFEST

- 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.