

# **Livestock Committee Structure**

## **Defiance County Ag Society**

### **Purpose:**

- The Livestock Committee shall be responsible for the operations related to the various livestock events held during the Defiance County Fair.
- The activities of the Livestock Committee are the responsibility of the Defiance County Senior Fairboard and therefore the Committee shall report to the Defiance County Senior Fairboard. Written minutes of committee meetings shall be kept on file with the Extension Office.

### **Membership of the Committee**

1. The Senior Fairboard Executive Committee shall appoint the Chair/Co-Chair of the Livestock Committee which must be a Senior Fairboard member.
2. The Senior Fairboard shall contract with a professional to handle all financial aspects of the Junior Fair Livestock Sale and Sale Committee.
3. The Livestock Committee will approve Barn Assistants to the committee.
4. The Fair Veterinarian and the Defiance County Extension staff are considered ex-officio members of this committee. They will correspond with committee Chairs related mandates and recommended rule changes coming from the Ohio Department of Agriculture. They will also provide educational programming as requested.

### **Assistant Barn Supervisor Qualifications:**

1. Must submit a written application.
2. Must be 21 years of age.
3. Strongly encouraged to become a member of the Defiance Co. Agricultural Society.
4. Must complete the Ohio 4-H volunteer process through the OSU Extension Office. This includes a background check,
5. Term is one year with no limit on the number of consecutive terms allowed.

### **Specific Responsibilities:**

1. Recommend rule changes related to specific department to the Board of Directors. Rule changes for both open class and junior fair livestock shows must be adopted by the Board of Directors prior to being implemented.
2. Cleaning and setting up of respective barn(s) and show areas prior to the fair. This includes both the inside and outside of the building(s).
3. Assist with the disinfecting of the barn and reporting any maintenance or improvement requests to the department Superintendent.
4. Assisting with tagging and weigh-in of market animals.
5. Provide assistance with collection of urine samples from Jr. Fair champion animals.
6. Run both the open class and junior fair livestock shows. This includes the determination of the number of classes as well as the assignment of animals to classes.
7. Assist with loading out of market animals after the livestock sale.
8. Cleaning up and closing the buildings and show areas after the fair.

These operating guidelines may be amended at any time by official action of the Defiance County Agricultural Society Board of Directors.

Revised by Committee                      2/27/19  
Approved by Senior Fairboard            3/12/19

## **General Barn Superintendent and Assistant Duties**

### **GENERAL**

Review all Junior Fair guidelines on a yearly basis and make recommendations for changes (October Mtg.)  
Secure necessary assistant barn supervisors, collect paper work and submit to Sr. Fairboard for approval  
Keep fair information for tabloid updated  
Volunteers are encouraged to purchase a Defiance County Ag Society membership and attend the annual meeting.

### **JUDGES**

Select and verbally hire judge (January - March) Extension Office will mail contracts

### **BARN & WORK DAYS**

Maintain livestock barns and work with grounds committee for necessary repairs  
Work with Jr Fairboard in getting barns ready prior to fair and cleaned up after fair. This includes communicating with the JFB Advisors specific tasks that need to be completed and making arrangements to be at Fairgrounds on specific work days.  
Notify grounds committee when your barn is to be unlocked for summer and then locked up after fair  
Be present with Jr Fairboard is working in your assigned barn  
Check pens/stalls - build more if necessary  
Maintain animal wash racks  
Other examples include setting up pens, assigning pens, trimming grass and weeds along the outside of the building, assisting with the disinfecting of the barn, reporting maintenance requests to the Senior Fairboard.

## **General Barn Superintendent and Assistant Duties**

### **ENTRIES**

Work with Extension Office in receiving entries  
Make pen/stall assignments  
Maintain a master map of pen/stall assignments  
Answer questions from exhibitors regarding classes, arrival, etc.  
Work with Jr Fair in dividing entries into classes  
Check animals in direct to proper pen, check for veterinarian, collect DUNF forms  
Provide assistance for livestock weigh-in  
Post classes for show

### **JR FAIRBOARD**

Work with Jr. Fairboard committee to maintain accurate records of show  
Check barn for cleanliness and health of animals several times per day  
Work with Jr. Fairboard to prepare show arena for show and clean up after show  
Assist Jr. Fair members lining up entries for next class so that the show runs smoothly  
Answer questions/complaints from general public

### **TAGGING**

The Livestock Sale Committee is ultimately responsible for tagging of all market animals.  
All barn supervisors are encouraged to help at tagging when their species is being tagged.  
Market Steer Tagging/Weigh-In. This is usually scheduled the 1st or 2nd Sat in Jan.  
Central Tagging: The following market animals are tagged the first Saturday in June: feeder calves, goats, sheep, swine, rabbits. All rabbits (breeding, single market, pet) are required to come to central tagging to be have a health check and tattoo. Market meat pens will be checked/tattooed at skillathon.

### **EDUCATION**

All barn supervisors and assistants are asked to attend a Quality Assurance Training on a yearly basis.  
Volunteers may work with the Extension Office to provide additional clinics for exhibitors.  
Review, understand, know, memorize all Jr. Fair Guidelines and ODA Guidelines  
Volunteers are encouraged to participate in the livestock skillathons as a facilitator or interviewer

**WEIGH-IN AT FAIR**

All market animals are weighed at the Fair. Rabbit/Poultry at check in.

Work with Livestock Sale Committee in providing assistance for your species.

Make sure destination forms are properly completed.

**LIVESTOCK SALE**

Assisting the Sale Committee with operation of Junior Fair Livestock Sale.

In conjunction with the Sale committee, loading out all market animals after the sale, with the department superintendent to be responsible for receiving and returning of all load out sheets from the sale committee.