

EXHIBIT “F” CODE OF CONDUCT FOR FAIR OFFICIALS INVOLVED IN COMPETITIVE EXHIBITION

1. Preface

- a. Delaware State Fair animal superintendents and other competitive exhibition officials are a very important part of the Fair. They receive no compensation for the services they provide to the exhibitors. The Fair’s Board of Directors expects animal superintendents and Fair officials to represent the Fair and help conduct activities related to the Fair’s competitive livestock exhibits and programs.
- b. Animal superintendents and Fair officials must work in harmony with the livestock committee, its chairperson, and ultimately the Fair’s general manager. The chairperson of the livestock committee has the overall responsibility for all animal departments. In the event of a disagreement, the matters and issues may be referred to the Fair’s general manager for ultimate resolution.
- c. To many exhibitors, department superintendents are their only Fair contacts. The most important obligation of any Fair official is to present positive public relations, be a good listener and help exhibitors with their problems.
- d. Animal superintendents must be knowledgeable of the animal department for which he/she is responsible. They must be familiar with all rules governing their department and the Fair in general.
- e. Animal superintendents and Fair officials involved in competitive exhibition are to promote, organize, support and ensure fairness at all times.
- f. Animal superintendents, Fair officials, and all others who are governed by this code shall strictly comply with all of the provisions in this code of conduct.
- g. All superintendents and Fair officials (superintendents and assistant superintendents) involved in Competitive Exhibition will be required on an annual basis, to sign off on an acknowledgement form acknowledging their receipt and understanding of the Code of Conduct for Fair Officials, Superintendents’ Job Description and The National Code of Show Ring Ethics (IAFE) Superintendents Job Description and the Policy Handbook and Code of Conduct.

2. Before the Fair

- a. Review rules and regulations and entry classes early and submit changes to the Fair office by deadline established by staff.
- b. Coordinate with the Delaware State Fair’s livestock committee chairperson and/ or designated committee members the establishment of the superintendent’s department capacity for the number of entries for the ensuing Fair, a description of all classes for competition and the scheduling (as to time and place) of all shows during Fair.
- c. Encourage entries in the Fair and inform potential exhibitors about the online entry process.
- d. Each department superintendent should utilize assistants to help carry out the duties described herein. Names of new assistants must be submitted to the general manager for approval.
- e. Conduct an early inspection of your department. Take an inventory of all supplies on hand and submit timely requests for repairs, supplies and display structures. If you require any special items, submit a request to Fair management prior to the deadline established by staff.

- f. Coordinate with the Delaware State Fair's staff to arrange for tents, adequate penning, shavings, sawdust, seating and/or sound systems. Submit all requests by the deadline established by staff.
- g. Each animal department superintendent shall submit to the Premiums Department Manager a minimum of three (3) names of prospective judges by the deadline established by the Premiums Department. All names for initial consideration should come from the superintendents. This list must include accurate contact information including all available phone numbers and email addresses. The Premiums Department Manager shall contact each recommended judge and select one from the submitted list on the combined basis of availability and cost. If none of the recommended judges is unable to be confirmed, staff may revert to other recognized sources for recommendations. As such, the Premium's Department Manager in their discretion may solicit additional names from the superintendent, or from prospective judges who declined engagement for any reason or from other sources such as other fairs and livestock shows. It is understood that time is of the essence when trying to engage quality judges so all personnel and superintendents are encouraged to meet established deadlines on a timely basis. In compliance with the Fair's Code of Ethics applicable to show officials, the superintendent should not participate in the selection process beyond the initial submission of multiple names. In submitting names, the superintendent should be sensitive to the level of familiarity that the potential judge might have with the Fair's personnel, volunteers and exhibitors in terms of social interaction, prior judging and/or raising and sale of livestock to potential exhibitors at The Delaware State Fair. Before confirming the ultimate selection of the judge, the Premium's Department Manager shall make similar direct inquiries of the prospective judge.
- h. On the dates and times for each of the department's shows during Fair, select and arrange to have a departmental clerk enter all winners' information into a Fair supplied electronic device to ensure timely electronic submission of competitive results.
- i. Livestock Department Superintendents will be exclusively responsible for assigning pens/stalls prior to the opening day of the Fair. Fair staff (full and part-time) shall not participate or assist in assigning stalls or pens or making any interpretative decisions regarding entry entitlement. These decisions are to be made solely by the Superintendents with assistance as necessary coming from the Chairman of the Competitive Exhibits Committee. Preparations shall be made to post stall/pen assignments in a conspicuous place to avoid any confusion during exhibitor check-in. A central check-in point shall be established and maintained until all entries are received. All questions from exhibitors posed about decisions made in conjunction with the entry process and pen/stall assignments if received by staff (full or part-time) shall be referred directly to the Superintendents who will be responsible for dealing directly with the exhibitor and to appropriately apprise staff of his or her decision.
- j. Superintendents and assistant superintendents must be present during check-in. Superintendent or at least one assistant shall be available to address needs and concerns of exhibitors. All department superintendents and their assistants should plan together and divide responsibilities appropriately. A suggestion would be to create a chart showing who is to be present or available and responsible during the times an exhibit is open to the public, during check out time at the close of the Fair, and for the maintenance of good housekeeping procedures throughout.
- k. Superintendents shall be familiar with recommendations for managing public and animal contact areas and shall ensure compliance with established measures to reduce the potential for injuries or disease transmission and to increase the probability that incidents or problems identified with animal contact settings will be reported, documented, and handled appropriately.

- l. It is the responsibility of each Superintendent to meet with the accounting department each October to establish a monetary budget for their respective department.
- m. All superintendents and assistant superintendents shall be required to attend an annual pre-fair meeting during which that year's overall animal program is reviewed. This meeting shall be conducted by the chairman of the livestock committee. Depending upon each department's unique circumstances, attendance at additional meetings may be necessary.

3. During the Fair

- a. The Fair's credentials department shall issue all gate passes and parking permits to all animal department superintendents. Superintendents shall be responsible for the fair and equitable distribution of all gate passes and/or parking permits to all exhibitors. Superintendents must keep accurate records of all gate passes and parking permits as to whom they are distributed. Records shall be maintained as prescribed by staff. Pass and permit issuance records must be turned in at the end of the Fair to the credentials department.
- b. On or about the time of animal check-in, the superintendent and assistant superintendents are responsible for personally reviewing all pertinent animal registration documents which each exhibitor is required to bring with them at the time of animal check-in. Registration papers are reviewed in order to determine that the animal presented meets the eligibility criteria established for the class(es) for which the animal has been entered. Additionally, as part of the check-in registration document review, the superintendent or assistant must verify that the animal presented for check-in and competition at the Fair is in fact the animal for whom registration papers have been submitted. Identification criteria to be used include non-electronic ear tags, electronic ID tags (i.e. RFID or 840 USDA FDX EID), ear notches, Scrapie ID tags, legible and healed tattoos, etc. Only after the review of the registration documents together with the physical examination of the animal shall an animal be considered "checked-in" and "confirmed to show."
- c. Each superintendent or his/her designee shall assist in the collection of accurate entry and judging information for the conduct of the junior livestock auction.
- d. Superintendents and Fair officials involved in competitive exhibition are to interpret the Fair's rules, policies and regulations as they apply to their respective department. Superintendents should accept only those exhibits that meet the requirements set forth in the General and Departmental Animal Rules. Keep a copy of the Exhibitors Handbook handy to answer questions. It is very important that superintendents be available to answer questions at the times noted in the Exhibitors Handbook.
- e. Superintendents and Fair officials, including volunteers, shall exercise best efforts to avoid any inappropriate contact with the show ring judge in order to avoid the appearance of any impropriety or conduct that may be interpreted by the public as lacking fairness and good sportsmanship.
- f. Post conspicuous persons who are on duty in your exhibit building. Superintendent or assistant superintendent on duty should always review the exhibit area for cleanliness, neatness and care of the animals.
- g. Receive the exhibits, checking to see that exhibitors have properly entered their exhibit according to procedures set forth in the General and Department Animal Rules. Work with clerks to be certain that exhibits are entered in the proper categories and that exhibitor tags or numbers are on all entries. Animal department superintendents should pay special attention

that all exhibited animals have been properly entered. Superintendents or designated assistant superintendent shall ensure that the registration and animal health papers of all animals have been checked and verified.

- h. Plan a space for judging and set up the space with the proper equipment needed. Prior to judging, spend some time with the judges. Acquaint judges with the system used in your department. Obtain ribbons from the Fair's administration office, and return the unused ribbons along with judging results as soon as judging is complete. Make sure your clerk is in place at the judging event to record winners. Double check exhibitor records to be certain there are no discrepancies.
- i. Superintendents should encourage exhibitors to meet visitors, and to answer questions at all times during the days livestock exhibits are open to the public.
- j. Animal superintendents should continuously view all animals for obvious illnesses and address any immediate concerns with the proper authority (Department of Agriculture or on site veterinarian).
- k. When necessary and without violating the Code of Conduct for Fair Officials, superintendents should be in the ring to support the judge as a clerk or to clarify any issues regarding the rules and regulations of the show.
- l. Superintendents shall ensure that all aisles are kept clean of manure and that manure and soiled bedding is removed from animal areas to designated areas restricted from public access. Superintendents shall periodically check all hand-washing stations in their respective areas to ensure an adequate supply of lotion, water and towels are available at all times. The person responsible for re-stocking these supplies should be notified immediately when stocks are low.
- m. Upon conclusion of judging, each superintendent is responsible for ensuring that the department results book and digital media is made available immediately at the conclusion of judging for pick up by the entry department staff for processing of results and payment of premiums.
- n. Superintendent shall instruct the entry department when, to whom and in what form all points information shall be forwarded as required by any sanctioned livestock show.

4. After the Fair

- a. Work with the facilities department, as requested, to return items to their proper places, and otherwise assist, as requested, in the process to clean up your respective department after the Fair.
- b. Thank your judges, assistants and volunteers for their valuable time and efforts.
- c. Make notes of any changes you wish to make in your department for the following year. Involve all those who assisted in your department for ideas and suggestions. Solicit comments and suggestions from exhibitors.
- d. Inventory the remaining ribbon supply for your department.