

Minnesota State Fair 4-H Dairy Judging Contest 2006

Please contact Barry & Shannon Visser (320-587-4885) if you have any questions or concerns about the contest

<i>State Staff Roles & Responsibilities</i>		
<u>Role</u>	<u>Who</u>	<u>Responsibility</u>
Head Honcho	Brad Rugg	<ul style="list-style-type: none"> • Has overall responsibility for the entire dairy judging program • Makes final decision on all programmatic and budgetary issues.
Contest Assistant	Pam Uhlenkamp	<ul style="list-style-type: none"> • Does the bulk of the work for the contest. This position is the key to a successful contest! • Take in team registrations at the Center for 4-H Youth Development • Schedule use of Livestock Judging Arena: drag arena, clean up garbage, bring towels to wipe off stands, three 8-foot tables for breakfast, microphone, and lights on. • Schedule photographer to take team pictures. Ensure photo backdrop is there with team name signs. • Schedule use of golf cart if needed to transport anyone to campus. • Schedule breakfast to arrive at the same time as registration starts. Make sure Caf Staff knows the meal count. • Schedule 3 State Ambassadors (casual dress) for help from 6:30-11:00 am. • Compile a 3-ring binder: copies of all team registrations in alphabetical order, divide into senior and intermediate age divisions, copy any pertinent pages in the premium book. • Bring to registration by 6:15 am: 3-ring binder, senior packets of cards, intermediate packets of cards, 35 each of letters A-F, 100 rubberbands, 20 pens, extra judging cards, stapler, staples, 4 tablets, scissors. • Bring the four sets of 1-4 numbers for holders. • Need 1st-10th place ribbons for awards ceremony. • Develop and copy 250 copies of the awards ceremony program. • Bring awards, ribbons, programs, and results packets to the awards ceremony. • Help make copies of contest results for handout at awards ceremony. • Accept any premium book changes from coaches meeting and get them to Brad for inclusion in the next years premium book. • Keep and file one copy of all results for the state office.

Awards Coordinator	Vanessa Magnus	<ul style="list-style-type: none"> • Send letter to sponsors confirming their continued support. • Once sponsors confirm, send copy of awards and sponsors list to committee awards person to confirm correct awards • Order awards • Notify committee awards person asap if any sponsors decline
U of MN	Les Hansen	<ul style="list-style-type: none"> • Prepare National Contest Packts: copies of registration forms, copies of letter from prior coaches, copies of all printed material available for each contest, include how much money is available to each team from MSF and the MN 4-H Foundation. • Works with the officials and reasons takers the day of the contest. • As U of MN dairy judging coach, works directly with winning teams' coaches to coordinate travel and on-the-road practice sessions for all three national contests. • Lines up MN DHIA notebooks and pens for all participants. • Emcees the awards ceremony.
U of MN	Tony Seykora	<ul style="list-style-type: none"> • Selects the cattle for the classes. • Brings the ring ropes and ID tags for the cattle. • Works directly with the holders committee chair to get cattle to and from the arena. • Lines up past U of MN dairy judges to official the contest. • Lines up past U of MN dairy judges to listen to reasons. • Prepares expense reports for all judges and reasons takers to complete; process them and ensure they get paid. • Prepares and distributes "how-to score reasons" handout to reasons takers. • Handles the holders sign-up procedure; works with the holders committee. • Lines up 4 computers and printers for the contest. • Lines up the programmer to be on hand to troubleshoot the program. • Reserves the rooms for reasons and the awards ceremony. • Coordinates the Gopher Dairy Club efforts to provide refreshments during reasons. • Invites special guests: Princess Kay, U of MN Scholarship Representative.
Programmer	Brad Heins	<ul style="list-style-type: none"> • On hand to troubleshoot the computer program

<i>Volunteer Roles & Responsibilities</i>			
<u>Role</u>	<u>Responsibilities</u>	<u># People Needed</u>	<u>County (Chair*)</u>
Chair	<ul style="list-style-type: none"> • Primary contact with state office. • Responsible for all pre and post-contest volunteer management • Manage appropriate correspondence with coaches. • Identify issues coming from county coaches. • Send out pre-contest letters to counties. • Maintain address and e-mail list of county coaches. • Maintain contest documentation. • Confirm with state staff to verify eligibility of national contestants. • See attached checklist for complete list of responsibilities. • Holds evaluation meeting with coaches as well as state staff after contest. 	1-2	1. Barry & Shannon Visser*
Vice Chair	<ul style="list-style-type: none"> • Assist chair and assume Chairmanship for upcoming year. • Primary responsibility: managing the awards program (make sure the awards are ordered, are present for the program, and the program is designed and printed). • Emcee the contest: review the contest rules, card system, class names, reasons classes, ring procedure, introduce official judges, etc. • Work with any sub-committees. 	1-2	1. Monte Bany*
Holders	<ul style="list-style-type: none"> • Check the holders in. • Work with Tony Seykora to ensure there are enough holders for the contest. • Help Tony Seykora get the cattle to and from the judging arena 	3	1. Rice: 2. Brown: 3. Carver: 4. Pope:
Group Leaders	<ul style="list-style-type: none"> • Primary responsibilities: make sure the rings flow smoothly and correctly, cattle enter the correct way, circle and stand the correct way, exit in a timely manner, pick up manure, recognize when a holder is having trouble with an animal and switch holders, lead cattle if necessary AND take care of the kids from beginning to the end of the contest. • Maintain contestant protocol: no talking, etc. • Lead contestants to Haecker Hall (seniors) and the Meat Lab (intermediates) for reasons. • Keep 1 person in the holding room at all times, put one person in the halls to monitor hall traffic. 	11	1. Fillmore: 2. Goodhue: 3. Dakota: 4. Sibley: 5. Mower: 6. Nicollet: 7. Steele: 8. Pipestone: 9. Scott: 10. Swift:

<p>Tabulation</p>	<ul style="list-style-type: none"> • Primary responsibility: handle the flow of cards from collection in the rings to collection from reasons takers to the computer lab for input. • Have 4 people per ring (2 for senior cards, 2 for intermediate cards) collect cards. • Have several people start sorting cards and cart the first batches (plus official placings and cuts cards) to Haecker Hall. • Assign 8 people to Haecker to input scores (2 typists and 2 readers for the seniors: 2 typists and 2 readers for the intermediates) Rel Seykora and Betty McAndrews will be in charge of inputting. • Assign 2 people per building to collect reasons cards and deliver them to Haecker. • Package all cards from Haecker and make sure of proper disposal • Proof the computer printouts: print SHORT FORM first compare BOTH team and individual totals. Confirm the veracity of the final results; prepare the printed copy of the awards program for Les and the chair's official book. • Post results at the 4-H Building and Cattle Barn • Prepare each county's packet and distribute them after the awards ceremony. 	<p>12</p>	<ol style="list-style-type: none"> 1. Aitkin: 2. Houston: 3. Kandiyohi: 4. LeSeuer: 5. Stearns: 6. Meeker: 7. Wright 8. Winona: 9. Wabasha: 10. Olmstead: 11. Washington: 12. Todd: 13. Sherburne:
<p>Registration</p>	<ul style="list-style-type: none"> • Primary Responsibility: get all kids and teams registered accurately and on time for the contest. • Be at the registration table 15 minutes before registration begins to review packets and the registration procedure. • Currently, this is how we register: for both seniors and intermediates; as teams come to the table, just start numbering each kid consecutively from #1. (an easy way to make this process go faster is to start one tablet for 1-50 and start another tablet at 51. Then two people can register for each division). The number goes with the kid, there are no team numbers. Example: Brown county arrives first with six kids: they get numbered 1-6, with 5 & 6 noted as individuals. Then Fillmore county arrives with 8 kids; they get numbered 7-14. Etc. BOTH seniors and intermediates get numbered starting 1. INDIVIDUALS must be noted as such on the tablet, but they should be included in the consecutive numbering. • Since both seniors and intermediates get numbered the same; it's crucial that intermediate cards get a corner snipped off so we can distinguish senior cards from intermediate cards. • Follow up with the chair if you have not received the registration procedures. 	<p>4</p>	<ol style="list-style-type: none"> 1. Dakota: 2. Otter Tail: 3. Douglas: 4. Kanabec:

Publicity	<ul style="list-style-type: none"> • Primary responsibilities: make sure team pictures have been taken prior to the contest and winners pictures taken during the awards ceremony. • Arrange to have 4-H photographer to take team pictures between 6:30 – 7:15 am in the judging arena and again at 3 pm in COB for the awards ceremony. • Arrange to have 4-H back drops both places and county name signs for the morning shots. 	2	<ol style="list-style-type: none"> 1. Doris Mold: 2. Fillmore:
Awards	<ul style="list-style-type: none"> • Work with state staff to make sure the correct awards are ordered and arrive on time. • Set out all the awards and ribbons on the table in COB for the awards ceremony. 	2	<ol style="list-style-type: none"> 1. Olmstead: 2. Mille Lacs:
Last Year's Winning Coaches	<ul style="list-style-type: none"> • Primary responsibility: transfer what you learned during last year's national contest to the coach of this year's winning team. • Prepare a written report of your trip last year and send copies to Brad Rugg and the chair by Feb 1st. (the chair will ensure a copy gets put in the packer for next year's winning coaches) • Stay an additional 20 min at the conclusion of the awards ceremony to visit with the coach, exchange phone numbers and e-mail addresses, etc. 	3.	<ol style="list-style-type: none"> 1. Madison: 2. Harrisburg: 3. Louisville: