

## **Hunterdon County 4-H & Agricultural Fair**

### *Herdsperson Duties Overnight and Daytime*

4-H Herdsperson are 4-H members in good standing, who exhibit their animals (owned or leased) at the Fair. Herdspersons make sure all animals are taken care of, fed, and safe throughout the week of the fair. They also help keep all tools and equipment put away and keep every area clean and tidy within the tack area. Herdspersons are divided into two groups, Overnight Herdspersons and Daytime Herdspersons.

#### *Overnight Herdspersons Duties*

1. What is an Overnight Herdsperson? Hunterdon County 4-H members representing a project area that sleep overnight in a tent or barn. They watch over the animals at night.
2. Overnight Herdsperson are selected in “family units”, two families per club who reside in a barn or tent. Family members must be registered in a club and on 4-H Online.
3. Aside from two family units per club, additional adult volunteers (age 21 or older) who have been through the Protection of Minors training, are also allowed to spend the nights at the fair.
4. Any individual on duty overnight shall receive, review, and sign off that they will comply with all aspects of the Hunterdon County Protecting Children Policy <http://www.hunterdoncountyfair.com/show-information/member-information> under Herdspersons Information.
5. All individuals over the age of 18 who will be staying overnight shall pass a comprehensive criminal background and Megan’s Law check and complete the Protection of Minors Training, through Rutgers University. Please contact Sharon Toth [hunterdon4h@njaes.rutgers.edu](mailto:hunterdon4h@njaes.rutgers.edu) no later than July 15<sup>th</sup> which will allow ample time for completion.
6. Family Herdsperson and additional adults must be approved by the 4-H club leader. All Herdspersons, including adults, will need to fill out Herdsperson Agreement Form. All youth enrolled in 4-H need to fill out a Permission form. Adults staying overnight must fill out the Adult Agreement Form.
7. All forms are due to the 4-H office by July 31<sup>st</sup>. No exceptions.
8. All Overnight Herdspersons are on duty from 10:00 PM to 8:00 AM.
9. All Herdspersons and adults will need to sleep in the designated barn/tent and will receive an overnight badge.
10. Security has the right to send home anyone who does not have an overnight badge.
11. Security guards will be patrolling the 4-H area all week. One leader/parent from each barn gets a walkie talkie every night: Tuesday - Saturday.  
Ranger cell number 908-507-5236; after hours call 911.
12. Overnight Herdspersons are responsible to oversee all animals in the barn/tent regardless of whom they belong to.
13. If an animal should become ill overnight, the evening Herdspersons should immediately contact the owner. There should be a veterinarian on call to contact as well. The veterinarian’s name and contact information shall be provided to overnight Herdspersons and be available at all times located in the common area of each barn.

## *Daytime Herdspersons Duties*

1. What are daytime Herdspersons? **All 4-H members who own or lease animals which are on display at the fair.** All Herdspersons should take care of their animals during the day at 8:00 AM and before they leave at night. All Herdspersons should work together to prepare the barn for the for the day's activities as well as make the barn safe for fair goers.
2. All Herdspersons should plan to return to the fair early morning at 8:00 AM to help get the barn ready for when the fair opens.
3. Keep your barn safe.
  - a. Keep electrical box blocked off and door closed.
  - b. Keep all wheel barrows, rakes and pitch forks out of aisle. Keep all grooming items and tack put away.
  - c. Watch the public; no running through the aisles and keep visitors off the hay and do not allow visitors to feed the animals.
4. Be courteous and respectful to everyone.
5. Answer questions with facts. Know your project well and be sure you are caring property for it.
6. Remember that people do not know as much about your project animal as you do; they may not understand that animal's bodies function differently than humans. You can help educate them. They may not know that some animals are on a schedule for getting water and food, as opposed to having it in front of them at all times.
7. Animal condition. Know your animals! Watch, for things that can alarm fair goers, whether they are really an unhealthy situation or not. Explain that Dairy animals like cows and goats are supposed to have some ribs showing to show "dairyness" this doesn't mean they are starving.
8. **The minute you suspect that someone represents an animal rights group politely excuse yourself and get an adult before continuing the conversation. If a protester should scream or cause disruption, call security.**
9. Barn cleanliness, clean-up is part of your job.
  - a. Hand wash Stations- maintain stations, empty them when they get full, keep soap and towels stocked.
  - b. Garbage- pick it up even if it's not yours, it will improve the look of your barn and our fair!
  - c. Show ring and bleachers- keep garbage picked up off of and around bleachers. Keep manure picked up out of show ring.
  - d. Manure- pile manure at the end of the dairy barn to help keep your animals and barn clean.
  - e. Aisle ways- keep them clean and free of clutter and/or bedding.
  - f. Follow the 4-H code of conduct you should've all signed. No cursing, smoking, etc.
  - g. Barn coverage- never leave your barn unattended, have a list of cell phone numbers to contact your club leaders/parents