



Fond du Lac County

Market Livestock Sale

Fond du Lac County Fair, PO Box 1466

Fond du Lac, WI 54936

Fond du Lac County Fair Market Livestock Committee Standard Operating Procedures

1. Mission Statement of the Market Livestock Committee (MLC) is as follows:
To Be Developed

2. The organization of the Market Livestock Committee shall follow the “Market Livestock Committee Organizational Structure” as outlined in Appendix 1. This will be updated yearly to reflect changes in committee members or other changes deemed necessary by the Fond du Lac County Agricultural Society Board of Directors.
3. Exhibitors will follow the “Fond du Lac County 4-H and FFA Meat Animal Project – Project and Sales Guidelines, Entry Information” which is outlined in the “Fond du Lac County Fair – Rules and Regulations” which is printed and distributed by the Fond du Lac County Fair. (See Appendix 2) Exhibitors are also subject to all general rules, regulations and codes of conduct laid out in the rest of the “Fair Book”. This is updated biannually by the Fond du Lac County Agricultural Society.
4. For animals to be sold at the annual Meat Sale supported by the MLC, exhibitors must meet educational requirements laid out in the “Market Livestock Project Educational Requirement”. (Appendix 3) This will be updated as seen necessary by the committee. A list of the educational programs that qualify for the MLC will be maintained at the following website:
<http://fyi.uwex.edu/fdlmeat/> Educational credits accumulated by exhibitors will be available at the same site. Questions on the educational requirements or the points accumulated can be addressed to UW Extension, 920-929-3171.
5. All Animal shown at the Fond du Lac County Fair are required to have a Livestock Premise ID. (see www.wiid.org)
6. Additional Rules and Regulations:
 - a. Weigh-ins
 - i. Dates for weigh-ins will be set by the MLC.
 - ii. Animal weigh-ins will be under the supervision of the MLC. Exhibitors will be told the weight of their animal at the time of the weigh-in (initial and final).
 - iii. Exhibitors will be informed at the time of the final weigh-in if their animal does not meet the minimum weight requirements for the market livestock sale (as outline in the “Fair Book”).
 - iv. Exhibitors will be allowed to reweigh their animals if they are below the minimum sales requirement (within the posted weigh-in time frame). No drenching!!
 - v. If an exhibitor disputes the weight of an animal (at the time of weigh-in), the scale will be checked using standardized weights and the animal will be reweighed. Weight is final.

7. All livestock animals will be double-tagged at weigh-in. One tag will be the RFID tag and an additional tamper-proof tag. If an animal loses a tag, the MLC needs to be contacted to re-tag the animal. If an animal loses both tags, the animal will be disqualified from the competition.
8. All animals competing for Champion or Reserve Champion will do so with the intention of being sold. Any double champions will need to choose which animal to sell and forfeit the champion designation of the other animal. This will have the Reserve Champion move into the Champion designation and the Honorable Mention to be moved into the Reserve Champion designation.
9. Animals can be sold only once during the Livestock Sale.
10. The sale is a terminal sale. Animals sold during the sale are not to be resold, "switched" for other animals, or shown at other fairs.
11. Disputes of any kind will be handled according to procedures laid out by "Fair book".
12. It is required to turn in a stamped and addressed thank-you letter for the buyer and trophy sponsor at the time of collecting the sale proceeds check from the MLC on the Sunday of the Fair. Failure to do so will result in forfeiting the right to sell at the market sale at the Fair next year.
13. Youth may only show in the showmanship class if they have shown in a class in the same species and they must show the same animal they showed in a class.
14. These SOPs will be reviewed and updated yearly. A revised copy will be given to the Fair Board by December 1.

Document last updated: 01/2013

Appendix 1

Organizational Guidelines

1. The Committee will consist of two representatives each for beef, swine and sheep; one goat representative, a FFA advisor, 4-H leader at large, and two youth representatives. Non-voting members will include a Fair Board member, Fair livestock superintendent, and the UW Extension dairy/livestock agent. The Committee needs to establish and carry out livestock activities throughout the year. Not all positions need to be filled at all times.
2. A term will be 3 years, with the member's option to serve an additional 3-year term. After serving 2 consecutive 3-year terms, an individual must relinquish his/her committee position. A person may serve again after being off the committee for a period of 2 or more years.
3. Committee meetings are open to any member of the general public.
4. Committee positions are filled from applications completed by individuals interested in serving on the Market Livestock Committee. Application deadline is September 30 for the position(s) that are open for the coming year. The Market Livestock Committee year begins November 1 and ends October 31 of the following year.
5. If a committee member leaves before the end of their 3-year term, the Fair Board will seek a replacement to fulfill the remainder of the term.
6. Committee members are expected to attend all committee meetings and county market livestock functions. Members who miss a majority of committee meetings in a given year are subject to replacement by the Fair Board if that is the recommendation of the majority (more than half) of the other committee members. Members are also expected to co-chair and provide leadership for market livestock sub-committees (e.g. beef, swine, sheep, goats, publicity, etc.).
7. Committee elected officers will be: Chairperson, Vice-Chairperson, Secretary, and Treasurer. Officers will be elected at the November meeting. A committee member may not serve as treasurer in their 6th consecutive year (last year of second 3-year term) on the committee.
8. Committee terms begin November 1 of the current year and end October 31 of the following year.
9. Committee treasurer is required to present to the Fair Board treasurer a copy of the Market Livestock Committee's monthly bank statement and a monthly cash receipts and disbursements statement.
10. Committee needs to provide a written copy of the standard operating procedures of the Market Livestock project. This document needs to be updated annually and presented to the Fair Board for approval no later than December 1 of the current year.
11. A percentage (not to exceed 5%) of the market livestock auction should be used for maintaining equipment used during the Fair.
12. The Fair Board recommends all Market Livestock Committee members attend the Youth Orientation Program presented by the county youth agent.

Appendix 2

Fair Book (available online at <http://www.fonddulaccountyfair.com/>)