



Sawyer County 4-H

Junior Livestock Group

and

Market Animal Sale Committee

Guidelines

Sawyer County 4-H Junior Livestock Group

Adopted March 8, 2009 Adopted/Approved April 9, 2016/Revision January 22, 2017

The Sawyer County 4-H Jr. Livestock Group consists of 4-H youth enrolled in animal projects that have completed and signed the Jr. Livestock Group contractual agreement, the parents/guardians of the youth as designated on the contract, the current certified 4-H animal project leaders and the Market Animal Sale Committee (MASC). Its purpose is to carry out the duties and mission as defined by the committees in this document. The primary goal of the Jr. Livestock Group is to encourage and support achievement in the individual animal projects and support the mission by contributing and participating in a well run Annual Jr. Livestock Auction at the Sawyer County Fair.

This group is supported and advised by the MASC.

Sawyer County 4-H Market Animal Sale Committee

The Sawyer County 4-H Market Animal Sale Committee (MASC) is a Standing Committee of the Sawyer County 4-H Clubs, Inc. The MASC members are the Chair, Secretary/Treasurer and two additional members appointed by the Sawyer County 4-H Clubs, Inc. Board of Directors on an annual basis according to the Sawyer County 4-H Clubs, Inc. By-laws. The MASC's purpose is to support and oversee the Jr. Livestock Group and their Annual Jr. Livestock Auction at the Sawyer County Fair.

MASC members will not be directly related to, or a legal guardian of, any of the youth enrolled in the Jr. Livestock Group. The MASC reports to the Sawyer County 4-H Clubs, Inc. at their meetings. The MASC receives input from the Jr. Livestock Group, Sawyer County 4-H Clubs, Inc., UWEX 4-H Youth Development Educator, and the Sawyer County Agricultural Fair Board. The goal of the MASC is to support the goals of the Jr. Livestock Group by insuring that all components and guidelines, as well as requirements to participate in the Jr. Livestock Group, are met by all the members.

Meetings - Three (3) meetings will be held annually and they include Orientation/Contract Meeting, the Pre-Auction Planning Meeting and the Post-Auction Meeting. These meeting dates will be set at the January planning meeting of the Sawyer County 4-H Clubs, Inc. in accordance with the By-laws. Attendance is required by all members. **Only in an emergency or dire situation may you appoint another person to represent your family. Communicate your situation to a MASC member.**

Quorum and Voting –

- a. A quorum shall be reached when a simple majority of the members of the Jr. Livestock Group and the MASC are present at a meeting.
- b. Voting can occur when a quorum of the members are present at a meeting. An affirmative vote will be a simple majority of voting members.

Changes to Guidelines - Changes can be made at any time in accordance with the Sawyer County 4-H Clubs, Inc. Bylaws regarding meeting notices and when a quorum is present.

Focus and Responsibilities of the Jr. Livestock Group

1. Support a first-hand experience in production agriculture with a focus on meat animals.
2. Further the interest and education of youth and their families in raising livestock for market.
3. Support youth in developing life skills, i.e. record keeping, reporting, management, responsibility, etc.
4. Engage youth in reaching meat industry standards by employing effective management practices.
5. Help youth understand marketing and profitability through project work.
6. Improve the quality of breeding-stock in Sawyer County.
7. Promote youth participation with livestock at the Sawyer County Fair.
8. Communicate with the Sawyer County Fair Board concerning the livestock departments.
9. Encourage cooperation between Sawyer County livestock producers.

All individuals, members and non-members that attend or are involved with the MASC or the Jr. Livestock Group are responsible for sharing in the following:

1. Honor and respect decisions made by the Jr. Livestock Group and MASC.
2. Assist at weigh-ins and shows.
3. Contribute to decisions made for project operation/contract.
4. Share leadership in developing and carrying out project educational activities.
5. Plan and carry out all aspects of the annual auction.
6. Make decisions relative to budget and use of funds generated.
7. Assist with project record keeping and evaluation.
8. Promote the livestock industry to consumers.
9. Promote pride in youth, the project and their livestock.
10. Support members and volunteers with good attendance at project trainings.

Jr. Livestock Group Committees

Jr. Livestock Group Committees are comprised of members of the MASC, Jr. Livestock Group, and other interested individuals. **All Jr. Livestock Group members must participate in committee work.** Chair persons of each committee will be a designated adult who has completed certified 4-H volunteer requirements or is working with a certified 4-H volunteer. Committees are:

1. **Auction:** The purpose of this committee is to incorporate all aspects of the planning and the execution of the Jr. Livestock Group Annual Auction and includes the following subcommittees:
 - a. **Advertising and Promotion:** Purpose: To promote the Jr. Livestock Group activities and educational opportunities to members and the community at large while adhering to the attached guideline and timetable. It will be necessary to work with other committees to integrate information and ideas to accomplish this goal. (**Addendum A**)
 - b. **Animal Processing:** Purpose: To secure a processing facility and arrange for hauling the animals from the fairgrounds to the facility. To ensure animals are correctly identified with metal ear tags prior to loading for processing. Generate a list of where each animal is to be processed and ensure that each animal has been directed accordingly. To have processing slips made and filled out so the processor knows what is expected and the processor has all of the necessary information of each buyer. Have the facility information to the Advertising and Promotion committee prior to printing of the bidder packets.
 - c. **Awards and Recognition:** Purpose: To recognize youth achievements, their leaders, community supporters, and the MASC members. Hand out awards the day of the auction and any other responsibilities stated in the MASC guidelines. (**Addendum C**)
 - d. **Weigh-in:** Purpose: To oversee and record the initial and final weights of auction animals and identify animals according to the Jr. Livestock Group guidelines. This includes maintaining the necessary equipment and having the necessary supplies available at the weigh-ins. (**Addendum D**)
 - e. **Day of Auction:** Purpose: To oversee all aspects of the day of auction. (**Addendum B**)
2. **Finance and Budget:** Purpose: To set the budget for the year with input from other committees. Approve educational funding applications using the Sawyer County 4-H Clubs, Inc. forms. Make recommendations for the use of Jr. Livestock Group money. Make recommendations for the percentage of the auction revenue to be collected on a yearly basis. Approve non-budgeted expenditures on an as needed basis and receive approval from the Sawyer County 4-H Clubs, Inc. for such expenditures.
3. **Policy and Procedure:** Purpose: To govern and interpret the rules as adopted by the Jr. Livestock Group. To address questions, suggestions and/or disputes from members. Review of all suggestions or discrepancies will be done according to Jr. Livestock Group Guidelines and with respect to 4-H policies, the Sawyer County 4-H Clubs, Inc. Bylaws and Standing rules. In

the case of a dispute or discrepancy that cannot be resolved by the Jr. Livestock Group, the MASC will review the existing policies and rules, review the grievance (see the SC4-H Handbook for Behavioral and Grievance Policy) and make recommendations to the Sawyer County 4-H Clubs, Inc. and the Jr. Livestock Group.

General Jr. Livestock Group Rules

1. ****REMEMBER**** Three meetings will require attendance by an adult and the youth member. They are: the Orientation/Contract Meeting, the Pre-Auction Planning Meeting and the Post- Auction Meeting. **Only in an emergency or dire situation may you appoint another person to represent your family. Communicate your situation to a MASC member.**
2. Re-enrolling 4-H members will contract at the project Orientation/Contact meeting/Beef Weigh-In. Meeting will be scheduled prior to December 30, time and place to be announced. Youth must contract for all projects at this time. They may drop a project later but they cannot enter a project after contracting has occurred.
3. **First time** 4-H members who enroll in 4-H after the Orientation/Contract Meeting must contract and must arrange for an orientation with a MASC member. Members **must be enrolled prior to Quality Assurance Training** and prior to each species weigh-in.
4. Members must meet the following 4-H member criteria to be eligible to sell their animal(s):
 - a. Achieve in their project area
 1. 6 hours of documented education in the project area for each species
 2. 6 hours of community service
 3. Submit a completed record book
 - b. Meet attendance requirements for both their 4-H club and the Jr. Livestock Group.
 - c. **ONE WEEK PRIOR TO THE FAIR.** Turn in a project book to the Project Leader for each species they are requesting permission to sell. The book should be complete with the exception of the final weight and calculations requiring auction information. The MASC will review all project books for education, community service and completeness and announce the youth's sale eligibility. After initial review the project books will be given back to the youth for completion. The youth are required to complete the project book and turn them in to their 4-H Club Leaders as outlined by the Sawyer County 4-H Clubs, Inc. Standing Rules for judging, at a time to be announced by the Sawyer County 4-H Clubs, Inc. Board.
 - d. Each exhibitor must attend the Quality Assurance Training seminars; unless they are a first year 4-H MASC member entering, showing and selling poultry and rabbits. Youth will be required to attend Quality Assurance Training seminars the following year. Obtain the instructor's signature on your records as proof of attendance. *Youth who have completed 3 consecutive years of Quality Assurance Training may be excused from training if they pass the current Quality Assurance Training test prior to the workshop. Have no restrictions from prior years.**

5. Project animals must be entered in the Sawyer County Fair by **the deadline established by the Sawyer County Fair Board and published in the Exhibitor's Handbook** or a supplement to the Exhibitor's Handbook to be eligible to sell. **Entries must be made in market class, showmanship and carcass.**
6. Judging of market animals will be scheduled by the Sawyer County Agricultural Fair Board and announced in the Sawyer County Exhibitor's Handbook or a supplement to the Exhibitor's Handbook. Members are expected to show in both market and showmanship classes. If a member is incapacitated or cannot show, a written request of substitution must be approved and signed by the MASC prior to the show.
7. Each participant will be required to serve general barn duty time as designated by the roster posted and developed by the MASC.
8. During the fair, all animals must be maintained and shown by the exhibitor. **Chores will be done by 10 a.m. daily.** All members will maintain their animal exhibits daily until lights out in the barn at 8 p.m.
9. Any animal exhibiting unruly and/or unsafe behavior may be removed from the fairgrounds and become ineligible for sale. This decision would be at the discretion of the Fair Association and supported by the MASC.
10. Proper withholding time must be observed for any drugs used on animals to be sold at the Fair. Release statements are necessary for feed additives and/or implants.
11. All animals must be in the exhibitor's possession and ownership or managerial/lease agreement must be completed and a copy given to the MASC by each species initial weigh-in.
12. Animals must be weighed on the designated livestock scale. The weigh-in committee chair and at least one additional adult and two youth members must verify weights. Weight and **ownership or managerial/lease agreement** must be recorded on forms provided by the MASC at the initial weigh-in. Youth are to be present or appoint someone to bring their animal on and off the weigh scale in an orderly fashion. An animal will be allowed only one pass over the scale.
13. Final weigh-in will be at the Fair; day and time to be decided by the MASC, and announced 14 days prior to the first day of the fair.
14. All animals for the large animal projects must be castrated males, except in hogs where gilts may be raised. Animals determined to have incomplete or late castration will not be sold.

Jr. Livestock Auction

Dress Code for Auction

Exhibitors **must** wear hard soled shoes, a white button-up shirt with a collar (full or half-sleeve is acceptable), and dark blue or black pants. No baseball caps or cowboy hats will be allowed.

Auction Rules

1. Exhibitors, their parents or guardians, and their siblings are **NOT** allowed to bid on their own animals.
2. Animals will be sold in an order determined by the MASC.
3. A 4-H member may sell a maximum of two large animals, i.e., swine, beef, or sheep provided they are of different species and the total number of large animal lots is 30 or less. Once the total number of large animal lots reaches 30, only the top ten animals for each species will be allowed to sell, and an exhibitor will only be allowed to sell one animal. If an exhibitor has an animal in two different species each placing in the top 10 the exhibitor must decide which animal is to sell and notify the auction clerk by the end of the last day of market animal judging. The exceptions to this are: the exhibitor has the reserve and/or grand champion in two different species, in which case both animals must sell, or if there are vacant lots remaining after all of the other exhibitors with single qualified animals have been placed in the vacant lots according to the following rules.

****Filling Open Large Animal Auction Lots:** If there are less than 10 animals in a species, then the remaining lots will be filled with the next highest placing animals divided equally between the remaining species until the 30 lots are filled. In case of an odd number of open lots, the last lot will be decided by a coin toss performed by the MASC Chair. Example: there are only 5 sheep to be sold but there are 18 steers and 20 hogs. The five open lots from the sheep will be filled with the next highest placing steers (2) and the next highest placing hogs (2) leaving one open lot. That lot will be filled with a hog or a steer decided by a coin toss performed by the MASC Chair, i.e., heads a steer gets the last lot or tails a hog gets the last lot.

*** Note: if there is more than one exhibitor with more than one animal, and there are still open lots after all of the single animal exhibitors animals have been used, the remaining lots will be filled according to how the second animals of the exhibitors placed, highest placing animals being used first.

4. An exhibitor may sell any two lots of either rabbits or poultry provided they are of different classes as defined by the exhibitor's handbook.
5. A **10 %** sales commission will be assessed to cover the costs incurred conducting the business of the MASC; these costs include but are not limited to: educational opportunities for members, transportation costs of sale animals to a slaughter facility decided on by the MASC, photos and frames for the buyers, buyer plaques, advertising, and the beef, swine and sheep check off payments.

6. If an animal is donated back to the seller and sold again, the seller will receive the highest bid minus the 10% fee from the highest bid; the Jr. Livestock Group will receive all other monies.
7. Buyers will incur the cost of processing their animals.
8. Buyers that wish to have their animals processed at a facility other than the one designated by the Jr. Livestock Group will incur the cost of transportation of their animals to the facility of their choice.
9. Once an animal is sold, it becomes the property of the buyer. However, the exhibitor has the responsibility of caring for said animal until it leaves the fairgrounds. Failure of the exhibitor to comply with this rule will result in being ineligible for the next year's sale.
10. Private sale of animals not qualifying for the sale cannot be negotiated until after the auction has concluded. Youth should report to the barn area to negotiate sales. For sale signs may be posted after the auction.
11. All animals will be tagged with a metal ear tag prior to being loaded for slaughter. Tags will be provided by the Jr. Livestock Group
12. Exhibitors will prepare a **thank-you card, for each buyer, on Sunday morning of the fair.** It will be turned in to the MASC secretary, be read and checked off. Members of the Jr. Livestock Group Awards committee will deliver both the thank you cards and the framed photos to the buyers. The MASC will distribute checks within 30 days of the last day of the fair, if all of the eligibility criteria have been met.

Jr. Livestock Exhibitor Rules

* **Wisconsin Department of Agriculture Trade and Consumer Protection- Division of Animal Health Rules and Regulations and the Sawyer County Agricultural Fair Association Exhibitor Handbook Rules governing health regulations concerning communicable diseases and an animal's eligibility to be shown at the Sawyer County Fair Supersede the MASC Rules. If your animal does not meet the health requirements, it will not be allowed to show which automatically disqualifies the animal for the Jr. Livestock Auction. Further information available on the internet at www.datcp.state.wi.us or by contacting the Division of Animal Health at 608-224-4872.**

Lamb Exhibitors

1. All lambs must be born after **January 1st of the sale year.**
2. All wethers must be weighed on the **second Saturday in May** at the Sawyer County Fairgrounds, time to be announced.
3. Two lambs may be weighed and registered at this time. All lambs should be handled regularly to insure safe handling at the fair.
4. All animals will be tagged at initial weigh-in with an official project tag provided by the weigh-in committee. Castrated males must be healed prior to initial weigh-in.
5. Minimum weight at the time of final weigh-in will be **110 pounds**. There will be no maximum weight for lambs but a typical ideal market weight usually ranges from 120# to 130# depending on the breed and frame of the lamb.
6. All market lambs must be slick shorn (a second shearing to within 1/8 and 1/4") by Monday of fair week.

Beef and Dairy Steer Exhibitors

1. All steers must be born after **January 1, of the year of their initial weigh-in**. The Committee suggests an initial weight of between 500# and 700# for the project. There is no maximum weight for the initial weigh-in. No horns are allowed. Scurs are acceptable, but discouraged, and not allowed if longer than 2 inches.
2. Any beef breed, crossbreed, or straight dairy steer is eligible.
3. All steers will be weighed by the 31st of December at the Sawyer County Fairgrounds. It is the owner's responsibility to have the animal(s) halter broke for weigh-in, be present to lead the animal(s) on and off the scale, and assist with tagging. All steers must be properly haltered and under control when moving in and off trailers or being led to wash racks or other designated

livestock areas at the fairgrounds. Work on handling a steer should be done throughout the project. Castrated males must be healed prior to initial weigh-in.

4. Two steers may be weighed and registered on this date.
5. All animals will be tagged at initial weigh-in with official project tags provided by the weigh-in committee.
6. All dairy steers will be shown separately from beef and crossbred steers.
7. Minimum weight at the time of the final weigh-in will be **1000 pounds**. There will be no maximum weight for steers.

Hog Exhibitors

1. Health inspection of hogs by a licensed veterinarian is required to be done **on the farm** prior to arriving at the fair but not to exceed 30 days before entry day of the fair. The Certificate of Veterinary Inspection form must be provided to the barn superintendent prior to unloading your hogs.
2. All hogs must be born after **January 1st of the sale year**. Barrows or gilts may be raised for the sale.
3. All hogs must be weighed the third Saturday in April at the Sawyer County Fairgrounds, time to be announced.
4. Two hogs, barrows or gilts, may be weighed and registered at this time. All hogs should be handled regularly to insure safe handling at the fair.
5. All animals will be tagged at initial weigh-in with official project tags provided by the weigh-in committee. Castrated males must be healed prior to initial weigh-in.
6. Minimum weight at the time of final weigh-in will be **220 pounds**. There will be a maximum weight of 320 pounds; hogs over 320 lbs. will not sell. Hogs weighing between 280 pounds and 320 pounds will be allowed to sell, but the buyer only pays for 280 pounds and the seller only receives money for 280 pounds.

Poultry Exhibitors

1. Salmonella pullorum testing is required for all sexually mature poultry. Sexually mature turkeys also require testing for Mycoplasma gallisepticum. (For a complete list of testing requirements please see DATCP s. ATCP 10.40, 10.41 and 10.42.) Test forms and or National Poultry Improvement Plan (NPIP) flock status proof must be turned into the Poultry Barn Superintendent **prior to unloading** your poultry at the fairgrounds. It is the exhibitor's responsibility to arrange for the testing. Cost for testing and identification of each bird will be covered by the Jr. Livestock Group.

2. All poultry will be weighed at the fair on entry day and must meet the following requirements:
 - a. Capons, 2 birds, each over 7 pounds
 - b. Roasters, 2 birds either sex, 5 pounds and over
 - c. Broilers, 2 young birds either sex, 21/2 to 41/2 pounds each
 - d. Young Duck 5 pounds and over
 - e. Young Goose, 7 pounds and over
 - f. Young Turkey, over 15 weeks

Rabbit Exhibitors

1. All rabbits must be tattooed prior to arriving at the fair. They will be weighed at the fair on entry day and must meet the following requirements:
 - a. Meat Pen, same breed any variety, not over 69 days old or over 5 pounds
 - b. Single Fryer, not over 69 days old or weighing over 5 pounds
 - c. Roaster rabbit, single rabbit of either sex 70 to 180 days old, 5 pounds and over
2. An exhibitor may sell any two lots of either rabbits or poultry provided they are of different classes as defined by the exhibitor's handbook.

**Sawyer County 4-H Jr. Livestock Group
1st Year MASC Member
CONTRACTUAL AGREEMENT**

NOTE: To be completed and turned in on contracting night.
You may drop a project at any time but you cannot contract for something else later.

Name _____ Age _____

Address _____ Telephone _____

City/State _____ Zip Code _____

Parent's/Guardian's Name _____

4-H Club _____

Check the project(s) you will be participating in. Be sure to enroll in the project on your annual 4-H enrollment form.

Beef _____	Dairy Steer _____	Sheep _____	Swine _____	
Rabbits: _____	Meat Pen _____	Single Fryer _____	Roaster Rabbit _____	
Poultry: _____	Capons _____	Roaster Chickens _____	Broiler Chickens _____	
	Young Duck _____	Young Goose _____	Young Turkey _____	

If completing the project with a managerial partner, identify your partner here:

I have reviewed and acknowledge the attached MASC guidelines and documents and agree to abide by the rules and fulfill my obligations as a 4-H member and 4-H parent/guardian.

4-H Member Signature

Date

4-H Parent/Guardian Signature

Sawyer County 4-H Jr. Livestock Group
MASC Member
CONTRACTUAL AGREEMENT

NOTE: To be completed and turned in on contracting night.
You may drop a project at any time but you cannot contract for something else later.

Name _____ Age _____

Address _____ Telephone _____

City/State _____ Zip Code _____

Parent's/Guardian's Name _____

4-H Club _____

Check the project(s) you will be participating in. Be sure to enroll in the project on your annual 4-H enrollment form.

Beef _____	Dairy Steer _____	Sheep _____	Swine _____	
Rabbits: _____	Meat Pen _____	Single Fryer _____	Roaster Rabbit _____	
Poultry: _____	Capons _____	Roaster Chickens _____	Broiler Chickens _____	
_____	Young Duck _____	Young Goose _____	Young Turkey _____	

If completing the project with a managerial partner, identify your partner here:

I have reviewed and acknowledge all MASC guidelines and documents and agree to abide by the rules and fulfill my obligations as a 4-H member and 4-H parent/guardian.

4-H Member Signature

Date

4-H Parent/Guardian Signature

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