

KCBS TABLE CAPTAIN INSTRUCTIONS - 2007

The Table Captain's duties at a KCBS barbecue contests are very important. You are responsible for maintaining control of your judging table, keeping the flow of entries timely, and helping to prevent any violations of the KCBS rules. Your handling and direction of the judges at your table will help ensure your table's entries will be judged and treated fairly. Before judging starts, all judges will have received instructions but still may have questions. You will be their guide throughout this contest, be prepared to answer their questions. Judges have been told the scoring system is from 9 (Excellent) to 2 (Bad). All whole numbers between two and nine may be used to score an entry. 6 is the starting point. A score of one (1) is a disqualification and requires approval by a Contest Representative. You are to remind the judges of *only* these statements if they inquire about scoring. You are NOT allowed to instruct judges how to score a particular item or criteria unless specifically directed to do so by the Contest Representative. You are also not permitted to influence the judges to score the entries by your personal judging beliefs. You are responsible for the smooth and rapid flow of samples being judged at your table. As sample distribution is often rotated between judging tables, you need to be at the distribution table early before each category to avoid any delay in the delivery of samples to your table. You may, if so desired, assign those at your table specific jobs to assist you. For example, some to keep the table clean and orderly; some to keep sufficient judging supplies - including plates, scorecards, napkins, crackers, water, etc. available before each category. Before starting, see that each judge has a pencil/pen, judging plate, and scorecard. Be sure all judges understand the method of scoring and the correct marking of scorecards. Verify every Judge has marked their scorecards with the category, individual judge name and table number prior to the distribution of samples in each category.

Judging Process

After picking up your table's samples at the distribution area, arrange the samples in your carrying tray with the numbers sequentially from lowest to highest. Write the numbers on your table captain's slip for that category in that order.

Announce to the judges at your table the sample numbers they will be judging for that category. Verify each judge has written all the numbers of the samples they will be judging on their judging plate and scorecard in the proper place and rotation. Preferred sequence is: starting at the top left of the judging plate going across then on the second row start at the lower left to lower right. The score card should start at top and go down. Choose the lowest (next) number sample container, open the container and review it for legality. Verifying there are 6 or more separate and identifiable samples. Meat may be presented sliced, diced, pulled, or chopped; all are acceptable forms of presentation with the exception of pork rib which must be presented bone-in.

Look for improper garnish, illegal foreign objects, or incorrect samples. Garnish is optional. If used, it is limited to chopped, sliced, shredded or whole leaves of fresh green lettuce, curly parsley, flat leaf parsley or cilantro. Kale, endive, red tipped lettuce, lettuce cores and other vegetation are prohibited. Any sample or garnish in question will be submitted to the Contest Representative for their binding determination. Display this sample container to the judges for their scoring of APPEARANCE of the meat. Judges

KCBS TABLE CAPTAIN INSTRUCTIONS - 2007

are not allowed to touch the containers, samples, or look at the underside of samples during appearance scoring. Do not allow distribution of samples from the container at this time. Judges must permanently write their score for appearance of the meat of each entry on their scorecard before viewing/judging the next sample. After all judges have scored this entry for appearance of the meat, close and store this sample container. Continue this process for all entries until all samples have been shown and scored by the judges for appearance of the meat.

After all samples have been presented and scored for appearance, select the lowest number sample container (the first one shown for appearance). Announce the number of the sample container, open it and hand it to the first judge. Have the first judge take a sample. That judge should then pass that container to the next judge. Continue the process of opening the next lowest numbered container and passing it around the table for the judges to select their samples. Ensure each judge has all entry samples on their plate before he/she continues the judging process by scoring tenderness and taste for each entry. Judges are to evaluate and permanently write their score for tenderness and taste on their scorecard in the appropriate space for that sample before moving on with tasting, evaluating, and scoring the next sample.

As each judge completes the scoring process, have the judge(s) hand you the scorecard. Verify that scores are entered for all entries in all criteria. Verify all the scores are in the proper location, and the entries are legible. Review the cards to ensure they include the category being judged, the judge's name and the table number. Check for any score that has great deviation from other scores given at your table for the entry/criteria. If you encounter a judge whose scores you believe have deviated from the other judges, bring this to the attention of the contest representative. Do not confront the judge unless directed to do so by the contest representative. Verify you have collected all six (6) scorecards and turn the judging scorecards in to the contest representative. Repeat the preceding procedures as required to complete the judging of all categories in the contest.

GUIDELINES

- Judging should be completed in less than thirty (30) minutes for each category.
- Distribution of remaining samples is at the election of the contest organizer.
- Prevent any conversation, comments or comparisons of the entries during the judging of any category or entry. There should be adequate time for discussion after your table scorecards are turned in at the end of each judging category. Keep control of the volume at your table, other tables may still be judging.
- Judges should not leave the judging area and may not have outside visitors at any time during the judging process.
- Judges are not allowed to smoke or use tobacco products in the judging area.
- Judges are not permitted to drink anything other than water during judging.
- Judges should turn off cell phones and pagers during judging.
- Ask your judges to help police your table and area after the session is completed.

HAVE FUN!