



Asian Barista Championship

2010

Judge's Manual



Singapore Exhibition
Services Pte Ltd



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1. Preface

All judges must thoroughly review and understand the ABC Rules & Regulations, the score sheets and the Judge Manual to ensure that they are familiar with the criteria.

The purpose of this manual is to provide a basic introduction to the regulations for judging ABC.

1.1 Recommended Qualifications & Eligibility of Judges

- A. Previous experience as a judge in either national or international barista competitions is essential
- B. Judges must be committed to coffee quality, to the promotion of the barista profession, the ABC Competition and to coffee excellence.
- C. Judges should possess fundamental barista skills
- D. Experience in cupping, tasting, roasting or judging in other taste related profession is essential.

2. Pre – Competition

All ABC judges must review the following prior to the calibration meeting program.

- A. Have an in – depth knowledge of the ABC rules and regulations.
- B. Have an in – depth knowledge of the competition area set – up and the competition flow.
- C. Have an in – depth knowledge of the Judges’ Manual and the score sheets.
- D. Have a good understanding of various taste profiles in espresso blends, milk and other related tastes.

2.1 The Score Sheets

- 1. There are 3 types of score sheets: Head Judge, Technical Judge, and Sensory Judge.
- 2. Judges should understand all 3 score sheets.
- 3. Judges should be fair and honest, always providing positive remarks on the score sheets.
- 4. Judges must be able to write clearly as the baristas will be receiving their score sheets after the competition.

2.2 The Goals and Purpose of the Judges

- 1. To support the barista profession and all ABC Competitors.
- 2. To promote specialty coffee and coffee excellence in Asia
- 3. To be unbiased, consistent and honest when judging baristas.
- 4. To select a worthy and highly professional Asia Barista Champion.

2.3 What are the Judges Looking For In a Champion?

1. A Champion who showcase a mastery of technical skills, craftsmanship, which show great service and communication skills, and is passionate about the barista profession.
2. A Champion who possess a wide knowledge of coffee and serves high quality beverages at all time.
3. A Champion who serve as a role model and will be an inspiration to others in the Asian region.
4. A Champion who has incorporated cultural aspects into the presentation.

2.4 Main Role for Judges

Judges are expected to assist the competitor to become better by:

1. Supporting the competitor during the 15 minutes of competition time by maintaining a low profile and allowing the competitor to have a comfortable working space.
2. Participating in the competitors' debriefing session (score sheet review), at the end of the competition, to review opportunities and areas of improvement.
3. Respect each competitor and his/her cultural background.
4. Having knowledge of cultural differences in espresso preparation and presentation of beverages, but always evaluating the competitors according to the ABC Rules and Regulations and the Judges' Manual.
5. Are accessible to the competitors after the competition for further comments
6. Always write objective and respectful comments on the score sheets.

2.5. What to Expect From Competitors.

1. Competitors ought to have a firm understanding of ABC Rules & Regulations, ABC Competitors' Manual and ABC Score sheets.
2. Competitors will be in competition area at least 30 minutes prior to their competition time.
3. Presentations of drink beverages will be in accordance with the ABC Rules & Regulations.
4. Competitors will perform within the competition time of 15 minutes and will have points deducted if their performance runs over 15 minutes. The competitor will be disqualified if the performance time exceeds 16 minutes.
5. Competitors will have all small wares and accessories available.

2.6 Mandatory Judges Meeting

- A. All Judges must attended scheduled pre and post judges evaluation meeting.
- B. It is very important that the judges are on time and respectful towards each other.
- C. Judges should always respect each other's opinions and cultural differences.

3 The Competition Period

3.1 Judge Protocol During Competition

- A. In addition to the competing barista, the Master of Ceremonies, and the support staff, there will be a panel of seven (7) judges in the competition area. Therefore, there are strict rules for judges' behavior. Any judge who is in violation of the rules and regulations may be removed from the panel and the competition area.
- B. The Head Judge has the right of veto in all matters concerning the decorum of the judges. Due to the confined space, it will be necessary for all judges to work together. Judges must have trust in one another and work discreetly and quietly as a team.

At The Start of Competition

Judges must be positive and respectful of the competitor at all times. Judges should welcome the competitor when introduced. When the competitor presents him / herself to the judges, all judges should listen, focus and relate only to the competitor.

- A. Communication between the judges while the competitor is speaking is NOT allowed.
- B. Communication between the judges during the competition time should be kept minimal. It is NOT ALLOWED, unless absolutely necessary or to clarify a point with the Head Judge.
- C. Discussion about the competitor's drinks, techniques / skills, presentation and other elements of the performance is not allowed.

During taste evaluation

It is important to remember that the audience, volunteers, organizers, and most importantly, the competitor, may all be focused on the judges during the drink evaluations. Any and all movements and / or facial expressions that could be interpreted as either a positive or negative should be avoided. If you are served a beverage which you would rate as a Zero or as a Six, then the beverage should be discreetly pushed forward to the front of the table for the Head Judge to verify it and approve the score.

The following should be avoided:

- A. Making eye contact with anybody while tasting. Remember it is a normal human instinct to make a facial expression during eye contact.
- B. Laughing during the taste evaluation.
- C. Making facial expressions while tasting.
- D. Doing anything that can be interpreted negatively by the competitor or the audience.
- E. Communicating audibly with other judges and / or sharing your evaluation with other judges.
- F. Communication with the competitor (unless answering a competitor's question).
- G. Judges may communicate discreetly during the evaluation period; however, any communication must be minimal, quiet and done tactfully.
- H. All discussion, verification and questions directed to the Head Judge and/or other

judges should take place backstage after the completion of the competitor's performance.

After Competition Period (5 min calibration)

- A. Ensure that you have completed all areas on the score sheet before handing it to the Head Judge.
- B. If you need to correct an error, or change a score, clearly identify, correct, tick and circle, then initial nearby.
- C. Communication with members of the audience should not take place during a competition period. The audience and/or a competitor can interpret this negatively.
- D. No mobile phones may be used during competition rounds.
- E. Judges must attend judge meetings pre and post competition and attend the announcement of the results.
- F. Judges must attend the competitors' debriefing session (score sheet review) following the competition.

Other Do's and Don'ts

- A. Communication between judges is allowed, but must be done quietly and at an appropriate time.
- B. Communication with the competitor is also allowed, but should be limited.
- C. Always make eye contact with the competitor when they are serving drinks.
- D. Always remember the psychological impact that a judge can have on a competing barista.
- E. Do not hand drinks to audience members after tasting.
- F. Only consume bland and neutral tasting food before judging (avoid strong and pungent food and flavors that will impact tasting abilities).
- G. Never eat while judging (unless instructed to do so by a competitor).
- H. Judges must refrain from communicating with a competitor before and during the competition. Other competitors and the attendees can view this as personal coaching.
- I. Even judges who are in the audience are still judges. Be mindful of your behavior and comments as competitors are often also in the audience.
- J. Always use non – perfumed deodorant and never wear perfume, cologne or similar products with strong aromas; these scents can interfere with the sensory evaluation.
- K. Smile and be friendly to competitors.

Scorekeeping

The Scorekeepers will complete all multiplication, addition, and deduct points for any overtime penalty. No multiplication or addition needs to be done by judges. Judges should complete all score marks and turn in completed score sheets to the Head Judge who will hand off score sheets to the Scorekeeper.

3.2 Communication with the Public or Media

The ABC Organizers is responsible for all official ABC communication to the media regarding the judging of competitors. If you speak to the media as a judge, you must adhere to the

following guidelines:

- A. Be positive and supportive of the barista profession and the promotion of coffee excellence.
- B. Be neutral. Do not name a favorite competitor or beverage.
- C. In general, avoid discussing the performance of individual competitors or the beverages. Do not provide any information that could discredit a competitor (such as talking about mistakes).

3.3 Trouble Shooting

Competitor spills or does not prepare a beverage

If one (or more) sensory judge(s) does not receive any required beverage, that judge (and only that judge) is unable to evaluate the beverage. The sensory judge will score zero points in all taste sections including visual and description (for that beverage). The whole section of the sensory score sheet should reflect a 0.

Competitor violates the ABC rule and regulation

It is the Head Judge's responsibility to ensure that all competitors adhere to the ABC Rules and Regulations. The Head Judge will make a determination if a competitor violates a rule or regulation. If it is a serious violation, the Head Judge will have the ability to disqualify the competitor.

If the competitor does not agree with the decision made by the Head Judge, the competitor may follow the protest procedures in the ABC Rules and Regulation.

If the Blended Signature Beverage does not include espresso (Coffex™ Coffee) and Da Vinci Gourmet® Products

The judge will score zero in all taste and presentation scores under the signature evaluation Sensory Score Sheet – Part IV. In addition, if espresso is not produced during the competition time, the technical judges will also score zero points on the Technical Score Sheet – Part IV. Competitors can only use Greenfield's Milk if milk is an ingredient in the Blended Signature Beverage.

4. Technical Evaluation Procedure

The following is an explanation of the technical score sheet. Seven judges will evaluate each competitor, including one head judge, two technical judges, and four sensory judges. The head judge's points are not included in the competitors' total score.

4.1 Evaluation Scale

The following is an explanation of the score sheet. It is best to review this while also looking at a score sheet – technical and sensory.

The evaluation scale is the same for both technical and sensory judges.

There are two types of scores: the Yes/No score, and the Zero to Six score.

Yes = 1 No = 0

Unacceptable = 0 Acceptable = 1 Average = 2 Good = 3 Very Good = 4 Excellent = 5

Extraordinary = 6

Yes/No Score

The competitor receives one point for a score of Yes on this item, and zero points if No.

Zero to Six Score

With the zero to six score, it is acceptable to use half point increments between 1.0 and 6. The half points are written using a decimal point (not a fraction). For example, 1.5, 2.5, 3.5.

The lowest score with value is 1. (The score of 0.5 may not be used.)

A score of Zero is used only when something is totally unacceptable.

Under the ABC Rules and Regulations, it is stated that a competitor is not allowed to change anything on the competition machines (such as the dispersion screen, spout, gasket and/or the portafilter) and all competitors must only use the sponsored machines (*LaMarzocco® espresso machine, Mahlkonig Espresso Grinder and Hamilton Beach Blender*) and products (*Coffex™ Coffee Blends for all 3 category, Greenfield's Milk, Da Vinci Gourmet® Syrup & Sauce and Cafetto® Machine Cleaner*). At the start of the competition, the technical judges will verify that the equipment is in accordance with the ABC guidelines.

4.2 Technical Score Sheet - Part 1

Section 1: Evaluation at Start – Up

Competition Area

Is set – up relevant to country of origin, clean at start – up / clean cloths

Set – up relevant to country of origin, clean at start – up / clean cloths

It is permissible to have a small amount of coffee grounds around the grinder. The competitor is allowed to work, therefore we do not score zero due to some coffee around the grinder.

The cleanliness of the area should be evaluated on a scale between one and six. If the area is quite messy, a score of 1 can be given. It can be difficult to differentiate between a score of four and five. If the overall impression is very good, the competitor should be credited.

The competition area and judges' presentation table will be evaluated for cultural relevance to the competitor.

Additional aspects

- A. Evaluation of the competitor's ability to organize the items in the competition area in a practical and efficient way. If the competitor is organized, he/she should be given credit, and points should be given in the three to five range.
- B. It is possible for a competitor to over prepare. (E.g., cappuccino milk already in the steaming pitchers, ingredients in the blender, ingredients in the glasses for the signature beverage.) Over – preparation should be marked down. Competitors are encouraged to

do all drink preparation during the performance time. If a competitor is pre – preparing signature beverage ingredients, the competitor should not receive a score higher than one or two at start – up.

- C. A minimum of three cloths should be available at the start of the performance time. The cloths need to be clean and have a purpose. (E.g., one for cleaning up milk spills, one for drying baskets, one for wiping steam wand.)
- D. The cups should be warm. The competitor should warm cups during the preparation time. Cups should be placed on the machine top, preferably on the boiler side. The following is not acceptable in the performance time.
 - i. Cups placed on the work station at start – up, with the exception of Blended Signature Beverage glass / cups
 - ii. Cups in a basin with water at start – up

4.3 Technical Skills Espresso - Part 2

Note: The technical skills standards section is the same for all 3 beverages. (The technical score sheet are the same in Part II, III and IV, with the addition of shot variance within 3.0 seconds of each other.)

Section 2: Evaluation of Espresso

Technical Skills

(Please take note that competitors can only use Coffex™ Coffee)

Flushes the group head

The competitor must flush the group head prior to each extraction. (Some competitor will flush the group head just before inserting the portafilter; others flush the group upon removal.) If the group head was flushed prior to the extraction of the served beverages, mark YES.

Dry/Clean filter basket before dosing

If the filter basket was dried and cleaned prior to dosing the coffee, mark YES.

Acceptable spill/waste when dosing/grinding (max 5 grams)

Spill/waste is the definition of ground coffee that was not used during the competition/performance time. (This includes coffee that was leveled into the dosing chamber, into the knock box, onto the table, into the garbage, onto the floor, etc.) Evaluation for spill/waste will only be done for espresso that is being used or served. (Waste created by espresso that is not served does not count towards the competitor's waste.) Acceptable spill/waste is up to five grams of unused coffee per beverage category. In order to earn maximum score, the waste should not exceed one gram of unused coffee per beverage category. Wasting more than five grams of coffee per beverage category should result in a score of zero.

more than 5 grams
5 grams
4 grams
3 grams
2 grams
1 gram
0 gram

0
1
2
3
4
5
6

Correct & Consistent dosing and tamping

There are different methods for dosing coffee. Consider shot times in this evaluation. (Does the method achieve the objective of 25 – 35 ml (30 ml +/- 5 ml) of extracted coffee in 20 – 30 seconds extraction time?) with a 3 second variance or has competitor given an explanation of the reason why the shot differs from the 25 – 35 mL and timing due to cultural basis.

The competitor should be demonstrating a consistent method for dosing and tamping. The competitor should also evenly distribute the coffee grounds, followed by leveled tamping at an adequate pressure. Cultural differences should be explained.

Clean portafilter before insert (including rim, spouts etc.)

Basket rim, spouts etc. should be clean / dry before inserting portafilter into machine. If done, mark YES.

Immediate insert and brewing

Competitor should start extraction immediately after inserting the portafilter into the machine without any delay, with a time maximum of 2 seconds. (If done, mark YES.)

Extraction time (20 – 30 seconds and within 3 seconds variance)

If the extraction time is within 20 – 30 seconds, and within 3 seconds variance from each other, mark YES. Extraction time begins when the competitor activates the machine pump. Competitor must provide a cultural reasoning and explanation to judges if their extraction time is outside 20 – 30 seconds.

4.4 Technical Skills Cappuccino – Milk Frothing Part 3

Section 3: Evaluation of Cappuccino

Technical Skills

(Please take note that Competitors can only use Coffex™ Coffee & Greenfield's Milk)

PLEASE NOTE

The first seven evaluation items are the same as under the Espresso Evaluation = Technical skills.

Clean pitcher at start

The competitor should pour cold, fresh milk into a clean empty pitcher. The pitcher should be clean both inside and on the outside.

Purges the steam wand before steaming

The competitor should purge the steam wand sufficiently before inserting into milk pitcher.

Cleans steam wand after steaming

The steam wand should be wiped clean with a dedicated bar towel.

Purges the steam wand after steaming

The competitor should purge steam wand after steaming milk.

Acceptable milk waste at end 100 mL or less

The milk pitcher should almost empty after the cappuccinos have been prepared. The acceptable wastage is no more than 100 mL per steam pitcher.

4.5 Technical Skills Blended Signature Beverage – Part 4

(Please take note that Competitors must include Da Vinci Gourmet® Syrup & Sauce and Coffex™ Coffee and uses Hamilton Beach Blender as a part of the process in delivering the beverage)

PLEASE NOTE

The evaluation areas are the same as under the Cappuccino Evaluation – Technical Skills. (However there is no milk evaluation.) Blended Signature Beverage can be either a Hot / Cold Beverage with the use of the provided Official Blender. If the espresso shots are poured into the blender during the procedure of creating the beverage, the entire content of the blender must be pour into the glass / cup, which are to be served to the sensory judges. The remaining volume in the blender must not exceed 50 mL or the competitor will receive a zero for taste balance for the Blended Signature Beverage on all Sensory Judges score sheets.

4.6 Technical - Part 5**Section 5: Technical Evaluation****Technical Skills**

Technical Judge Total Impression (Attention to hygiene / cleanliness & station management)

Points will be awarded based on the judges overall view of the competitor, his/her technical skills, general hygiene and cleanliness, and station management.

- ✓ Using a non – dedicated cloth to clean a steam wand (using it for some other purpose, and then using it to clean a steam wand).
- ✓ Doing something that is not sanitary or food safe with a towel (touching it to face, mouth, etc.).
- ✓ Using a cloth once it has touched the floor or dropped.
- ✓ Using one cloth of all purposes

5 Evaluation Procedure Sensory

The following is an explanation of the sensory score sheets. Seven judges will evaluate each competitor, including one head judge, two technical judges, and four sensory judges. The head judge's points are not included in the competitors' total score. The competitors' final score will be comprised of the total of two technical and four sensory score sheets.

5.1 Evaluation Scale

The following is an explanation of the scoring sheet. It is advisable to review this document with samples of the score sheet.

The evaluation scale is the same for both technical and sensory judges.

Yes = 1 No = 0

Unacceptable = 0 Acceptable = 1 Average = 2 Good = 3 Very Good = 4 Excellent = 5

Extraordinary = 6

(See explanation of evaluation scale under EVALUATION PROCEDURE TECHNICAL.)

5.2 Espresso Evaluation – Part 1

Section 1 – Evaluation of Espresso

Taste Evaluation of Espresso

Color of crema (hazelnut, dark brown, reddish reflection)

Consistency and persistence of crema

Taste balance (Well balance of sweet / acidic / bitter)

Tactile balance (full bodied, round, smooth)

Color of Crema

The color of crema should be hazelnut, dark brown and/or have a reddish reflection. Crema that is pale and not present is unacceptable, and should result in zero points.

Consistency and persistence of crema

The crema should be dense and smooth. The crema should be long lasting with no center break – up. Crema must be present when espresso is served. Judges may stretch the crema by tilting the demitasse cup slightly to test its recovery. No spoon should be used to drag the crema or stir.

Note: Evaluation of Color and Consistency of crema needs to be done IMMEDIATELY. The taste balance is the most important score, and judges must be sure to taste espresso immediately while it is fresh.

Taste balance

There should be a correlation between coffee beans used in the espresso and its taste profile. An espresso will score high if it has a harmonious balance between sweetness, acidity and bitterness. The beverage should be drink directly straight from the cup without stirring.

Tactile balance

The tactile balance of the espresso should be full bodied, round and smooth. This score relates to the mouthfeel of the espresso.

Best Espresso Category

Under the Espresso Category, the best espresso (highest score combined from Technical & Sensory Score sheet) as rated by the judges will be awarded the Best Espresso Trophy by Coffex™ Coffee.

5.3 Cappuccino Evaluation – Part 2

Section 2 –Evaluation of Cappuccino

Best Free Pour Latte Art

Free Pour Latte Art (consistent, symmetrical)

Taste Evaluation of Cappuccino

Visually correct cappuccino

Consistency and persistence of foam

Taste balance (well balance of sweet / acidic / bitter)

Tactile balance (full – bodied, round, smooth)

Free Pour Latte Art

Under the Cappuccino Category, the competitor that scores the highest point in the Free Pour Latte Art Category will win the Best Free Pour Latte Art Trophy sponsored by Greenfield's Milk. Free Pour Latte Art on cappuccino should be consistent and symmetrical but need not be served the same for all judges. Best Free Pour Latte Art Trophy will be awarded on the highest points achieved (based on Sensory Score sheet). (Note: It is not acceptable for cappuccinos to be topped with any additional spices and/or powders or sauces.)

Visually correct cappuccino

A cappuccino is a beverage that includes ONLY a harmonious balance of espresso, steamed milk and foam. Visually correct cappuccino shall have a 1 cm ring of unbroken crema around the rim of the cup. The level should be to the rim of the cup and should have a silky sheen with tight micro – bubbles. This can either be in the form of Latte Art or traditional Monk Head. There is no

Consistency and persistence of foam

Foam should be smooth, silky and consist of only tight micro – bubbles. The depth of foam should be 1 cm greater and have tiny micro bubbles. It should be able to stand up in the cup when brought to the center to receive high scores. There should be a silky reflective screen on the foam. Judges may use a spoon to evaluate the foam. It is advisable for judges to use a spoon and in a motion from the side to the center of the cup and then lifted up to check if the foam stands a maximum of 2 times. The foam should be consistent and have a significant dept to receive high mark.

Note: It is important for judges to evaluate the visual and foam IMMEDIATELY. The Taste

Balance is the most important score and the judge should taste the cappuccino within a few seconds of being served so that it is fresh.

Taste balance

The cappuccino is a hot beverage that should be served at a temperature that is immediately consumable. The taste balance should be a harmonious blend of the sweetness of the milk and a strong espresso base. The consistency of the drink's foam is also included as the cappuccino should be smooth in texture.

5.4 Blended Signature Beverage Evaluation – Part 3

Section 3 – Evaluation of Blended Signature Beverage

Taste Evaluation of Blended Signature Beverage

Well – described and presented

Look appealing (elegant, clean, usage of cup/glass)

Creativity

Overall taste balance (according to content, taste of espresso)

Well – described and presented

The competitor should explain the blended signature drink to the judges. The explanation should include ingredients, preparation method, and the flavors and/or aromas the judges should experience as well as the temperature of the beverage is to be served, Hot / Warm / Cold.

The explanation of the blended signature beverage should happen during the competitor's performance and presentation. When determining the score, the judge should consider whether or not there is a correlation between what was described and prepared, and the actual taste and aromas of the blended signature beverage.

Any explanation given by the competitor about HOW to drink the beverage (smell, stir, sip, etc) should be followed by the judges (as much as possible).

Any explanation given by the competitor AFTER the competition time (clock is stopped and/or competitor calls time) should not be considered by the judges.

Look appealing

Judges should look for a blended signature beverage to be served in a glass or container that is appealing in appearance, and appropriate for the beverage. The toppings, accessories, garnishes should all add to the beverage's visual appearance.

Creativity

Judges should evaluate the competitor's creativity in developing and presenting the blended signature beverage. Ingredients that compliment and showcase the espresso coffee while creating an interesting experience for the judges will score high marks in this area.

Overall taste balance

Judges should look for a correlation between the ingredients used in the blended signature drink, the competitor's explanation, and the sensory experience of the drink. The espresso taste should be dominant and easy to identify in order to get high marks in this category. Judges should follow any drinking instructions provided by the competitor.

Best Blended Signature Beverage Category

Under the Blended Signature Beverage Category, the best Blended Signature Beverage (based on Sensory Score sheet) as awarded by the judges will be awarded the Best Blended Signature Beverage sponsored by Hamilton Beach & Da Vinci Gourmet®.

5.5 Barista Evaluation – Part 4

Section 4 –Evaluation of Barista / Competitor

Cultural / PR Presentation

Presentation: Professionalism/Dedication/Passion

Was Presentation representative of country of origin?

Presentation: Professionalism/Dedication/Passion

The presentation score is based on the competitor's level of professionalism, dedication and passion towards specialty coffee and barista craft. The competitor will receive high marks if the presentation is informative towards the judges and the judges feel engaged. The competitor should explain the espresso blend used and his/her reason for choosing this blend of coffee. Judges will look for a correlation between what is said and what comes through in the beverages presented. The competitor will communicate through actions, poise, and verbal communication that they are a coffee professional and have an ownership of the presentation. It should be obvious to the judges that the competitor is prepared. There should be a purpose behind everything done during the presentation.

How the beverages are presented to the judges should also be considered in this evaluation. The judges should look for professionalism and politeness while serving each beverage. The competitor should place the cups in front of each judge, while making eye contact, and give some signal to the judges that they can begin tasting.

Was Presentation representative of country of origin?

How cultural aspects have worked together with the entire presentation in terms of background music, dress, utensils, tablecloths / set – up etc.

5.6 Judges Total Impression – Part 5

Section 5: Judge's Total Impression

Judge Total Impression

The total impression should take into consideration all aspects of the competitor's performance. There is no score here but only comments from the judges.

Time Penalty

The Head Judge will receive the competition time from the Timekeeper. If the competitor has gone over the total time frame, the judges shall fill out the time overdue, by how many seconds.

Final remarks

- A. Judge should review their score sheet before handing it to Head Judge. Be sure all boxes are completed with clearly written scores. Comment should support scores.
- B. Ensure each score sheet has the Judge's name; the competitor's name and country are clearly visible and understandably written on the top of the score sheet. (This information should be filled out prior to the start of each round of competition.)
- C. If a judge needs to change a score, clearly mark the new score; circle the corrected score and initial next to the circle.
- D. Judges are encouraged to make constructive and objective comments.
- E. Please make notes in the space designated for comments (left side of score sheets) or at the back of the score sheet. This may help you remember competitors and their drinks. (Especially if judges are called upon to confirm findings.) It is also useful for the review of score sheets after the completion. For example, judges may note specific areas for improvement, areas of strengths, details of performance and drinks, etc.

6 Head Judge

The appointed ABC Head Judge has the main overall responsibility during the competition period.

6.1 Main Guidelines for the Head Judge

- A. The Head Judge has the overall responsibility during the competition.
- B. The Head Judge is responsible for making sure that the judges are professionally evaluating the competitors.
- C. The Head Judge ensures that the judges fill out the score sheets clearly and accurately.
- D. The Head Judge is responsible for the Timekeepers and ABC assistants in the competition area.
- E. The Head Judge ensures that the competitor has adequate working space.
- F. The Head Judge is responsible for making sure there are no obstructions during the competitor's performance time, including press photographers, camera crew, audience,

- volunteers and other judges.
- G. The Head Judge will evaluate both the competitor and the judges using the Head Judge Score sheet. The scores on this sheet do not count towards the competitor's total score.
 - H. The Head Judge will only taste drinks after the Sensory Judge has completed their own evaluation.
 - I. The Head Judge has the final authorization concerning critical points in the judge evaluation period.

6.2 Pre – Competition

Nominated ABC officials are responsible for creating the Judge's schedule. When the schedule is made available, the head judge is responsible to call for a meeting with the panel of judges in that judging group.

Judge meeting

The meeting should include the following:

- A. Verify that there are no Conflict of Interest situations between judges/competitors.
- B. Inform all judges to be in back stage area 30 minutes prior to their start time to prepare.
- C. Make sure all judges have score sheets and competitors' and judges' names are filled in.
- D. Make sure that all judges are properly attired.
- E. Clarify any uncertainty in regards to judging protocol.

6.3 Competition Period

The head judge should verify the following prior to starting of the competitor's time.

Before the competitor starts

- A. Verify with Technical Standard committee and/or technician that everything is ok.
- B. Verify that there is sufficient water supply.
- C. Make a visual check of the area.
- D. Make contact with Emcee and verify that everything is according to schedule, if some of the competitors will use interpreter etc.
- E. Verify with the Event Manager that everything is according to schedule. Find out if there are any videographer and/or photographers that have been granted special permission to be in the competition area. If so, make contact with them and explain the importance of not interfering with the competitor in any way, and allowing adequate working space for competitor and judges. If they do not comply, the Head Judge has the right to remove photographers, and film crews from the competition area.
- F. Confirm that all members of the judging panel have arrived and are prepared. Provide any last minute instructions or information.

Competition time

The head judge needs to be attentive and observant. The head judge's main task is to make sure that all parties in the competition area follow the 2010 updated ABC rules and regulation.

The head judge's main focus is to ensure that there are no obstructions during the competitors' performance time, including press photographers, camera crew, audience, volunteers and other judges.

Make sure that:

- A. Technical judges do not interfere in the competitors work path in the competition area and do not in any way disturb the competitor.
- B. Make sure the sensory judges listen to the competitor and do not communicate with each other unnecessarily.
- C. Ensure that sensory judges use an acceptable body language and are correctly evaluating the beverages.
- D. Make useful notes of judge behaviors, any situation that do not occur, which drink/extraction is given to which judge.
- E. Record shot times and sensory evaluation scores on the head judge score sheet. Also include any notes or other information that can be useful to the judges or competitors.
- F. As soon as the competitor is finished with his/her performance, make sure all judges leave the competition area for the 5 minute intermission and judge calibration.

The Judges 5 minute intermission / calibration

The 5 minutes given to the panel of judges should be used to clarify any uncertainties.

- A. Verify that all judges have filled out all areas of their scoring sheets.
- B. Review the technical scores with the technical judges and ensure all *YES* and *NO* marks are in agreement. Review zero to six scores for significant discrepancies.
- C. Review the sensory score sheets with the sensory judges and make sure there are no discrepancies.
- D. Hand completed score sheets to an ABC Scorekeeper or to the ABC Event Manager.
- E. Instruct the judges to all enter the competition area as one group and not walk randomly back to the competition area. Head Judge should be the last one in and should immediately signal to the Emcee that the judges are ready for the next competitor.

Repeat the steps in Section 6.3 for all competitors in that judging round.

6.4 Competition End

The Head Judge will conduct debriefing with the judging panel after the completion of the judging round.

The purposes of this debrief:

- A. To evaluate the judging and openly discuss areas for improvement.
- B. To talk through the performance of the competitors within the competitor round.
- C. Discuss and/or clarify any questions that the judges might have.