



# 2020 U.S. Barista Championship Official Rules and Regulations

Written and approved by the U.S. Competitions Committee  
VERSION 2020.2.11

- [1.0 ORGANIZATION](#)
- [2.0 RIGHTS](#)
- [3.0 2020 U.S. BARISTA CHAMPIONSHIP](#)
- [4.0 COMPETITION SUMMARY](#)
- [5.0 STANDARDS AND DEFINITIONS](#)
- [6.0 COMPETITION OVERVIEW](#)
- [7.0 MACHINERY, ACCESSORIES, & RAW MATERIALS](#)
- [8.0 COMPETITOR INSTRUCTION PRIOR TO PREPARATION TIME](#)
- [9.0 PREPARATION TIME](#)
- [10.0 COMPETITION TIME](#)
- [11.0 TECHNICAL ISSUES](#)
- [12.0 POST-COMPETITION](#)
- [13.0 EVALUATION CRITERIA](#)
- [14.0 TECHNICAL EVALUATION PROCEDURE](#)
- [15.0 SENSORY EVALUATION PROCEDURE](#)
- [16.0 COMPETITOR PROTEST AND APPEALS](#)

## 1.0 ORGANIZATION

- a. The U.S. Barista Championship (“USBC”) is a program of the Specialty Coffee Association (“SCA”) U.S. Chapter and the U.S. Coffee Championships (“USCC”).

## 2.0 RIGHTS

- a. All intellectual property related to all U.S. Coffee Championships (“USCC”) competitions, including these Official Rules and Regulations and the format of the competition, are the property of the Specialty Coffee Association U.S. Chapter. No part of this document may be used or reproduced without the expressed permission of the Specialty Coffee Association.

## 3.0 2020 U.S. BARISTA CHAMPIONSHIP

### 3.1 PARTICIPATION

#### 3.1.1 Qualification

- a. USCC Barista Preliminaries (“Preliminaries”)
  - i. Each of the Preliminaries will be open to up to 24 competitors. Registration will be on a first-come, first-served basis, and is created by the Preliminaries Host. A competitor may register for any of the Preliminaries, regardless of where they live.
  - ii. The Top 6 competitors from each of the Preliminaries will be awarded a reserved spot at one of the Qualifiers. Competitors may choose at which Qualifier they would like to compete during registration. These spots are only reserved, registration costs are not covered, unless otherwise noted by the Host. Competitors who do not place in the Top 6 may register for a Qualifier via the Open Registration spots.
  - iii. Competitors may compete at as many of the Preliminaries as they wish. Competitors will only be awarded 1 spot at the Qualifiers. If a competitor places in the top 6 at more than 1 of the Preliminaries, then their spot will be given to the next person in ranking order.
  - iv. For the Preliminaries, no waitlist will be maintained, if a Top 6 competitor passes on their reserved spot at the Qualifiers the spot will be released back to Open Registration.
  - v. All Competitors and Judges are required to attend 1 Online Learning Session in order to participate at the Preliminaries.
- b. USCC Barista Qualifiers (“Qualifiers”)
  - i. The Qualifiers are open to up to 130 competitors. There will be up to 65 competitors at each of the 2 competitions, held at separate times and places. Baristas may compete at either competition regardless of company or geographic location. Competitors may only register to compete in 1 Barista Qualifier.
  - ii. The Top 6 competitors from each of the Preliminaries will be awarded a reserved spot at one of the Qualifiers.
  - iii. The Top 6 finalists from the 2019 USBC will receive a reserved spot at 1 of the Qualifiers.
  - iv. All remaining spots will be available for Open Registration.
  - v. For the Qualifiers, a waitlist will be kept based on the chronological order of registration of each registrant who was not initially assigned a competition registration confirmation. The waitlist will be used to replace each confirmed competitor who cancels or cannot otherwise participate at their Qualifier. The participant(s) will be selected from the waitlist based on the chronological order of their registration. This waitlist will be maintained until 3 weeks prior to the Qualifier.
  - vi. At their conclusions, the Top 6 competitors from each of the 2 Qualifiers will be invited to receive a “bye” to bypass the Round One of the USBC and automatically advance to the Semi-Finals Round.
  - vii. The next 12 highest scoring baristas (i.e., ranks 7 through 18) from each Qualifier will advance to USBC and start in Round One.
  - viii. The single highest scoring competitor from each Qualifier will be given a travel and accommodations stipend to United States Barista Championship plus free registration.
  - ix. All Competitors and Judges are required to attend 1 Online Learning Session in order to participate at the Qualifiers.
  - x. Competitors may only compete once in each competition within the season at the Qualifying level. For example, if a competitor competes in the first Barista Qualifier, that same competitor may not compete in the second Barista Qualifiers. They may, however, compete in another competition (i.e., Brewers Cup, Coffee in Good Spirits, Cup Tasters, or Roaster) at a Qualifier.
- c. United States Barista Championship (“USBC”)

- i. The positions to compete at the USBC will be guaranteed until an invited competitor turns down their spot or fails to register for USBC within the designated registration window. Any unclaimed position(s) will be offered to the next highest scoring barista(s) from the Qualifier in which the unclaimed position(s) came from. Positions will be offered in descending sequence until all positions are filled. This waitlist will be maintained until 2 weeks prior to USBC.
  - ii. All Competitors must compete in 1 of the 2020 Qualifiers to be eligible to compete in the 2020 USBC.
  - iii. All Competitors and Judges are required to attend 1 Online Learning Session and the Competitor Meeting in order to participate at the USBC.
- d. Any dispute relevant to the qualifications or eligibility of a competitor will be reviewed and resolved by the U.S. Competitions Committees or the Competitions Manager.

#### 3.1.2 Age Requirement

- a. Competitors and judges must be at least 18 years of age at the time of any USBC event.

#### 3.1.3 Nationality

- a. Competitors must hold a valid U.S. Passport, U.S. Green Card, or have 24 months of documented employment or scholastic curriculum in the United States of America.

#### 3.1.4 Competitor Registration and Fees

- a. Registration information for USBC will be emailed to qualified competitors by the Competitions Manager (competitions@sca.coffee). Competitors must register and pay any registration fee to the SCA via the Internet. Once an entry form has been received, a confirmation letter will be sent to the competitor via email.
- b. Competitor registration is not complete until the competitor has paid for their registration fee and filled out the registration form.
- c. Competitor registration belongs to the competitor listed on the registration form.
- d. **All registrations are non-refundable and non-transferable.**

#### 3.1.5 Expenses

- a. Competitors are fully responsible for any and all expenses personally incurred that are related to the competition including, but not limited to, travel, accommodations, and supplies needed for the competition. The USCC, SCA, the U.S. Chapter, or Hosts are not responsible or liable for any of the competitor's expenses. If a competitor cannot afford the aforementioned expenses, it is their responsibility to see that their company or other outside parties cover these expenses.

#### 3.1.6 Judging

- a. It is not possible to compete and judge in the same competition, in the same season. Competitors from the Preliminaries may not judge at the Qualifiers, USBC, or World Barista Championship ("WBC"), even if they do not advance. Competitors from the Qualifiers may not judge at USBC or WBC, even if they do not advance. Additionally, competitors may not judge at any World Coffee Events (WCE) sanctioned WBC (world, national, regional) in any country, prior to the conclusion of that season's WBC.

#### 3.1.7 Conflicts of Interest

- a. Judges and competitors are encouraged to let their head judges or the Competitions Manager know of any potential conflicts of interest at the soonest opportunity, and prior to the commencement of any competitions by competitor, judges, and/or event organizer. Failure to declare a potential conflict in advance of the competition could result in disqualification. Questions regarding conflicts of interest or clarification of the above policy should be directed to [competitions@sca.coffee](mailto:competitions@sca.coffee).

### 3.2 COMPETITOR QUESTIONS

- a. All competitors must thoroughly read and understand the USBC Rules & Regulations and scoresheets without exception. All Barista documents may be downloaded from the competition website at [www.uscoffeechampionships.org](http://www.uscoffeechampionships.org)
- b. Competitors are encouraged to direct any questions to the Competitions Manager prior to arriving at the competition. If any competitor is unclear as to the intent of any of the Rules and Regulations, it is the competitor's responsibility to clarify that position

with the Competitions Manager prior to the competitions by contacting [competitions@sca.coffee](mailto:competitions@sca.coffee) Competitors will also have the opportunity to ask questions during the required Online Learning Session. Please see [www.uscoffeetchampionships.org](http://www.uscoffeetchampionships.org) for the dates/time of these Online Learning Sessions.

### 3.3 TERMS AND CONDITIONS

- a. Competitors and the winners of the U.S. Coffee Championships are representatives of the Specialty Coffee Association (SCA), the U.S. Chapter, and United States Coffee Championships (USCC).
  - i. Fully abide by the SCA's Code of Conduct, found here: [sca.coffee/code-of-conduct](http://sca.coffee/code-of-conduct)
  - ii. Upon entry into any USCC competition and in exchange for the opportunity to win, each competitor undertakes that they will:
    1. Permit the SCA, the U.S. Chapter, and USCC to use the competitor's name and image in any format without charge for the purpose of promotion of the SCA, the U.S. Chapter, USCC, or any USCC competition.
    2. Without limiting the generality of clause (i), the formats referred to in clause (a) may include: photographic, video, print, Internet, and any electronic media.
    3. With fulfilling these terms and conditions, actively work to uphold the good reputation of the SCA, the U.S. Chapter, USCC, and any USCC competition.
  - iii. Upon entry into any USCC competition and in exchange for the opportunity to win, each competitor undertakes that, should they win or place in the top ranking positions, they will:
    1. For the Preliminaries, make themselves available to travel to compete in the USCC Qualifiers.
    2. For the Qualifying Competitions, make themselves available to travel to compete at the U.S. Coffee Championships.
    3. Include the name "Specialty Coffee Association U.S. Chapter", "SCA U.S. Chapter", "U.S. Coffee Championships", or "USCC" immediately before the name of the competition title (e.g., "U.S. Barista Championship", "U.S. Brewers Cup", "U.S. Coffee in Good Spirits Qualifiers", "USCC Barista Preliminary", etc.) in each instance when the competition title is used.
    4. Without limiting the generality of clauses (i) or (ii), the instances referred to in clauses (i) and (ii) include mention verbally, in print or via any electronic medium.
    5. Promote the Specialty Coffee Association U.S. Chapter and U.S. Coffee Championships at every opportunity without charge to the SCA.
    6. Promote the relevant Preliminaries as the pathway to the USCC Qualifiers at every opportunity without charge to the SCA U.S. Chapter or USCC.
    7. Promote the relevant Qualifiers as the pathway to the U.S. Coffee Championships at every opportunity without charge to the SCA U.S. Chapter or USCC.
  - iv. Upon entry into any USCC competition and in exchange for the opportunity to win, each competitor undertakes that, should they win, they will:
    1. Fully abide by the USCC Champion's Code of Conduct.
    2. Make themselves available to travel to represent the U.S. at the World Coffee Championships.

### 3.4 ENFORCEMENT OF RULES AND REGULATIONS

- a. The U.S. Barista Championship will employ these Rules & Regulations throughout the competition.
- b. If a competitor violates one or more of the Rules & Regulations, they shall be automatically disqualified from the competition, except when the Rules designate a specific enforcement or consequence.
- c. If a judge or competition organizer causes the violation of one or more of these Rules, a competitor may submit an appeal, according to the process detailed in the section "Competitor Protest and Appeals."

### 4.0 COMPETITION SUMMARY

- a. The USBC is divided into 3 rounds: Round One, Semi-Finals, and Finals. Competitors are required to participate in an Audience Service which will not be scored.
- b. The competitors' performances will be evaluated by 3 types of judges: sensory, technical, and head.
  - i. The panel will consist of 4 sensory judges, 2 technical judges, and 1 head judge.
- c. Competitors will serve 1 beverage from each of the 3 drink categories (espresso, milk beverage, and signature beverage) to each of the sensory judges, for a total of 12 drinks during a period of 15 minutes. The head judge may drink from any beverage served to

the sensory judges.

- d. The competitor decides the order in which the drink categories are served; however, any category of drinks must be completed (e.g. all single espressos are served) before a competitor may serve another category of drinks, otherwise they will be disqualified. Preparation and service of signature beverage elements are allowed at any time during the competition time.
- e. Within each category (espresso, milk beverage, and signature drink), drinks may be served in any combination to judges (e.g. 1 at a time, 2 at a time, all at once). Sensory judges will begin evaluating each drink as soon as it is served, unless otherwise instructed by the competitor.
- f. All 4 drinks within each category must be prepared using the same coffee; however, the coffee used may change between categories. The 4 drinks of each category must contain the same ingredients and follow the same recipe as each other. Deliberately preparing and serving varied drinks within a category will result in a score of 0 in Taste Balance for the drink that deviated in recipe from the beverage that is served first.
- g. Competitors may produce as many drinks as they choose during the competition; however, only drinks served to the sensory judges will be evaluated.

## 5.0 STANDARDS AND DEFINITIONS

### 5.1 BEVERAGE DEFINITIONS

#### 5.1.1 Espresso

- a. Espresso is a 1 fl. oz. beverage (30mL +/- 5mL) made from ground coffee, poured from 1 side of a double portafilter in 1 continuous extraction.
- b. Coffee is the accumulation of roasted product of the seed of the fruit of a plant of the genus *Coffea*.
- c. Coffee may not have any additives, flavorings, colorings, perfumes, aromatic substances, liquids, powders, etc. of any kind added at any point between the time the coffee is picked (as cherry) to when it is extracted into a beverage. Substances utilized during growing, cultivation, and primary processing of the coffee are permitted (fertilizers, etc.).
- d. Whole bean coffee may be a blend, single-region, single-country, single-farm, etc.
- e. All judges must be served a full espresso. If the shot does not comply with the espresso definition, then taste and/or tactile scores will reflect the resulting sensory experience. Espresso may be prepared with various amounts of coffee.
- f. Espresso will be brewed at a temperature between 90.5-96 degrees Celsius (195-205 degrees Fahrenheit).
- g. The espresso machine brewing pressure will be set between 8.5 and 9.5 bar
- h. Extraction times between 2 pairs of espresso extractions must be within a 3.0 second variance, otherwise a "no" will be given for "Extraction time". A 20-30 second extraction time is recommended but is not mandatory.
- i. Crema with no break in coverage should be present when espresso is served.
- j. Espresso must be served in a 60 to 90 mL vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely, judges unable to execute espresso evaluation protocol. If any of these types of conditions are present, a "no" will be given for "Functional and correct espresso vessel used".
- k. Espresso must be served to the judges with an appropriate spoon, napkin, and unflavored water, otherwise the competitor will receive a reduced score in "Attention to detail".
- l. Nothing other than ground coffee and water may be placed in the portafilters; otherwise the espresso will receive 0 points on all scores available on the technical and sensory scoresheets in the espresso category.

#### 5.1.2 Milk Beverage

- a. A milk beverage is a combination of 1 single shot of espresso (per the definition of espresso in 5.1.1) and steamed cow's milk, which should produce a harmonious balance of rich, sweet milk and espresso, and is less than 240 ml in volume.
- b. Milk beverages may be served with latte art or with a central circle of white milk. Latte art expression may take any pattern the competitor chooses.
- c. Milk beverage must be served in a vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely. Otherwise a "no" will be given for "Functional vessel used."
- d. Additional toppings, including but not limited to sugar, spices or powdered flavorings are not allowed. If used, the competitor will receive 0 points in the "Taste balance" category.
- e. Milk Beverages must be served to the judges with a napkin and unflavored water, otherwise the competitor will receive a reduced

score in “Attention to detail.”

- f. Nothing other than ground coffee and water may be placed in the portafilters, otherwise the milk beverage will receive 0 points on all scores available on the technical and sensory scoresheets in the milk beverage category.

### 5.1.3 Signature Beverage

- a. A signature beverage demonstrates a competitor’s creativity and skill to create an appealing and individual espresso-focused beverage.
- b. The signature beverage should be a liquid beverage; the judges must be able to drink it. Food may accompany the beverage, but only the beverage item will be evaluated and scored.
- c. Each of the 4 signature beverages must contain a minimum of 1 espresso shot (per the definition of espresso in 5.1.1), otherwise the competitor will receive a score of 0 points for “Taste balance” on the sensory scoresheets in the signature beverage category for that corresponding beverage.
- d. Espresso used in the signature beverage must be prepared during the competitor’s performance time, otherwise the signature beverage will receive a score of 0 for “Taste balance” on all the sensory scoresheets in the signature beverage category.
- e. The signature beverage may be served at any consumable temperature. Competitors are encouraged to explain the reason for serving the signature beverage at the chosen temperature.
- f. Any ingredients may be used in signature beverage preparation except alcohol, alcohol extracts or by-products, and controlled or illegal substances (the use of red wine, white wine, or champagne vinegar is permitted). If these substances are found in the beverage, competitors will receive 0 points in all categories available on the sensory scoresheets in the signature beverage category.
- g. All ingredients must be disclosed upon request. Competitors must bring the original packaging of all ingredients used in their signature beverage for inspection by judges to verify ingredients. If the competitor does not provide original packaging when asked, the signature beverage will receive 0 points in all categories available on the sensory scoresheets in the signature beverage category.
- h. The preparation of a signature beverage is captured in the “Well explained, introduced, and prepared” category on the sensory scoresheet. Signature beverage ingredients should be prepared and assembled on-site during the competition time. Advanced preparation of ingredients is accepted when necessary (e.g. a 24-hour infusion).
- i. Nothing other than ground coffee and water may be placed in the portafilters, otherwise the signature beverage will receive 0 points in all categories available on the technical and sensory scoresheets in the signature beverage category.

## 5.2 AUDIENCE SERVICE

- a. Competitors will be scheduled to provide sample sized espresso beverages to USCC attendees.
- b. 20-60 minute service time slots will be scheduled for each competitor on Friday (Round One), Saturday (Sem-Finals), or Sunday (Finals). Attendance during the time slot is mandatory. Competitors who do not participate in this service will be disqualified.
- c. Espresso machine, grinders, non-dairy milks, tampers, knockboxes, scales, cleaning supplies, and service cups will be provided, but competitors should be prepared with coffee and any other materials they may need for service.
- d. Competitors may present their espresso in any manner they choose with any accompanying presentation or materials they choose. The format of this time is entirely up to the competitor. It is time allotted for each competitor to engage with attendees and let people taste their coffee. 1 coach or helper may assist competitors during their Audience Service time.
- e. Competitors may hand out free items to audience members, if they wish (e.g., whole bean coffee samples, stickers, pins, etc.)
- f. Competitors are not required to serve their competition coffee during Audience Service.

## 6.0 COMPETITION OVERVIEW

### 6.1 SUMMARY

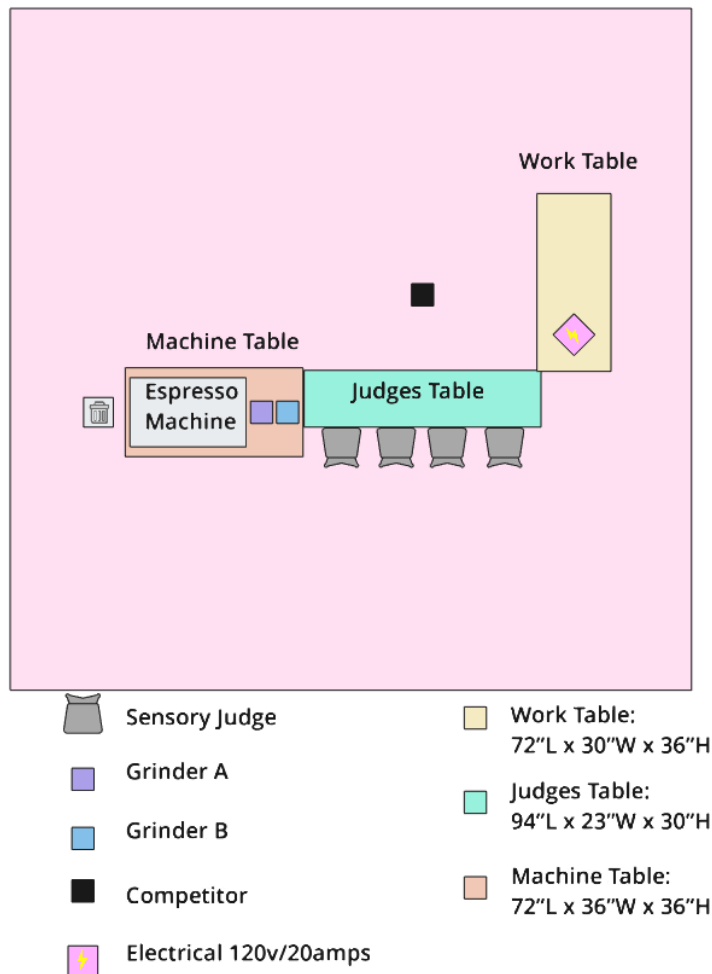
- a. The competition space will consist of a stage with 3 competition stations, numbered 1, 2, and 3.
- b. Each competitor will be assigned a start time and station number.
- c. USBC will consist of 3 rounds of competition: Round One, Semi-Finals, and Finals.
- d. Each competitor will be given 37 minutes at their assigned station, made up of the following segments:
  - i. 15 minutes Preparation Time
  - ii. 15 minutes Competition/Performance Time
  - iii. 7 minutes Clean-Up Time

- e. Competitors, with their cart, will be brought to the stage area 15 minutes prior to the start of their Preparation Time by the Stage Manager, Asst. Stage Manager, or Head Runner. This will be indicated on the schedule as “Cart to Stage.” During this time competitors will be mic’d, equipment will be adjusted on the machine table, and the competitor’s cart will be placed inside the station area. Competitors not ready at their “Cart to Stage” time may be disqualified.
- f. A full schedule of competition flow will be made available for competitors 2 weeks prior to the event.
- g. There will be 24 competitors in Round One.
- h. At the end of Round One, the competitors with the 6 highest scores will advance to the Semi-Finals round and join the 12 competitors who earned a “buy” from Qualifiers. There will be 18 competitors in Semi-Finals.
- i. At the end of Semi-Finals, the competitors with the 6 highest scores will advance to the Finals round.
- j. At the conclusion of each round (Round One; Semi-Finals; and Finals), there will be a ceremony where placements are announced and all competitors will be acknowledged. Competitors are required to attend these ceremonies. Competitors who cannot attend the awards ceremony must tell the Competitions Manager prior to the start of USBC.
- k. The competition flow and schedule will follow the process outlined in the following chart (times are for example only)

Comp. #	Name	Time	Station 1	Station 2	Station 3
1		7:00 AM	Practice		
		8:45 AM	Cart to Stage		
		9:00 AM	Set-Up		
		9:15 AM	Performance		
		9:30 AM	Clean-Up		
2		7:00 AM		Practice	
		9:04 AM		Cart to Stage	
		9:19 AM		Set-up	
		9:34 AM		Performance	
		9:49 AM		Clean-up	
3		7:00 AM			Practice
		9:23 AM			Cart to Stage
		9:38 AM			Set-up
		9:53 AM			Performance
		10:08 AM			Clean-up
4		8:00 AM	Practice		
		9:42 AM	Cart to Stage		
		9:57 AM	Set-Up		
		10:12 AM	Performance		
		10:27 AM	Clean-Up		
5		8:00 AM		Practice	
		10:01 AM		Cart to Stage	
		10:16 AM		Set-up	
		10:31 AM		Performance	
		10:46 AM		Clean-up	
6		8:00 AM			Practice
		10:20 AM			Cart to Stage
		10:35 AM			Set-up
		10:50 AM			Performance
		11:05 AM			Clean-up

## 6.2 STATION LAYOUT

- a. Individual stations will be organized as shown below, however the stations may be placed in a way that will best suit the space and constraints of the competition venue keeping in mind the ease of use, the route from the barista's preparation area to the stations, the vantage points for the spectators, and any camera positions that may be present.



## 7.0 MACHINERY, ACCESSORIES, & RAW MATERIALS

### 7.1 ESPRESSO MACHINE

- Competitors may only use the espresso machine supplied for USBC by the official espresso machine sponsor. No other espresso machines may be used on stage.
- The provided espresso machine has a fixed technical configuration and cannot be altered by the competitors. The espresso machine will be calibrated to the following specifications: The temperature will be set between 90.5-96 degrees Celsius (195-205 degrees Fahrenheit), and the pump pressure set between 8.5 and 9.5 bar. Timers on the espresso machine will be disabled.

### 7.2 NO LIQUIDS OR INGREDIENTS ON MACHINE

- No liquids or ingredients of any kind may be placed or poured on top of the espresso machine (e.g. no water in cups, no pouring or mixing liquids or ingredients, no warming ingredients). If a competitor places or pours liquids, containers or cups with liquids, or ingredients on top of the machine at any time, they will receive 0 points for the Station Management category.

### 7.3 GRINDER

- USBC competitors must only use 1-2 of the specified grinder models from the official USBC Grinder Sponsor, Mahlkonig, to prepare the espresso for each course in their competition routine.
- The USBC sponsored grinders are the Mahlkonig Peak, Mahlkonig E65S, and the Mahlkonig EK43s.
- Provided grinders are only to be used onsite.
- The grinders have a fixed technical configuration and cannot be opened or subjected to **any** functional modifications by the competitions (e.g., aftermarket hoppers, modified burrs, Turkish burrs, temperature probe, etc.) The provided grinders will be



calibrated to the same specifications for each competitor.

- e. The use of a competitor's own grinder is allowed, as long as the grinder model is **identical** to the acceptable Mahlkonig models. Competitor's grinders may not have any functional modifications (e.g. aftermarket hoppers, modified burrs, Turkish burrs, temperature probe, etc.), otherwise the competitor will receive a "0" in Station Management.
- f. Competitors may use any hopper manufactured by Mahlkonig. Use of an aftermarket (non-OEM) hopper will result in a "0" in Station Management.
- g. USBC will provide competitors with **up to 2 different** grinders, per their request on the registration form.
- h. Competitors who wish to use 2 of the same model grinder (e.g., 2 Peak grinders) **must** supply the second grinder of that model.
- i. Competitors may not use more than 2 grinders total for espresso preparation during their performance, otherwise the competitor will receive a "0" in Station Management.

#### 7.4 DISQUALIFICATION FOR ALTERATIONS OR DAMAGE TO EQUIPMENT

- a. Except for usage of the external controls, competitors may not change, adjust, or alter any component of the competition grinders. Competitors may not change, adjust, or replace any element, setting, or component of the espresso machines including portafilters, insert baskets, temperature, pressure, steam wand tips, etc. Any changes or adjustments made may be grounds for disqualification. Any damage to the competition equipment due to misuse or abuse is grounds for disqualification at the discretion of the presiding head judge.

#### 7.5 ADDITIONAL ELECTRICAL EQUIPMENT

- a. In addition to the provided grinder(s), competitors may also use up to 2 pieces of electrical equipment during their performance provided that their combined draw is not more than 20 amps. 2 120v outlets will be provided at the work table. Competitors must notify the Competitions Managers of any electrical equipment they are bringing (e.g. hot plate, hand mixer, etc.), on the Competitor Information Form, otherwise the competitor is at risk of their equipment not being allowed in their performance. The competitor is responsible for ensuring that their equipment does not exceed the 20 amp maximum allowance.
- b. There are 2 outlets on the machine table intended for grinders and 2 outlets on the work table intended for additional electrical items. If a competitor wishes to place their espresso grinder(s) on the work table, that is permissible. However, no more than 2 electrical items total may be plugged in at the prep table.
- c. Extension cords are not provided by USBC.

#### 7.6 PROVIDED EQUIPMENT & SUPPLIES

- a. Each competitor will be equipped with the following:
  - Machine Table, Work Table, and Presentation Table (Judges' table)
  - Espresso Machine, Grinder(s), trash can, and 1 waiter's cart (for use during preparation and clean-up time)

#### 7.7 RECOMMENDED EQUIPMENT & SUPPLIES

- a. Competitors are required to bring all additional necessary supplies for their presentation; otherwise the competitor is at risk of not having enough equipment to complete their presentation. Competitors should make allowances for breakage during travel and/or during the competition. Competitors are responsible for and in charge of their own equipment and accessories while at the competition. The USBC, volunteers, and event staff are not responsible for the safety of items left in the competitors' preparation room or competition area.

The list of recommended supplies the competitor may bring includes the following:

- Coffee (for both practice and competition)
- Additional electrical equipment (maximum 2 items)
- Tamper
- Knockboxes
- Shot glasses
- Steaming pitchers
- Cow's milk

- Cups and saucers as needed
- Spoons
- Any specific utensils required
- All equipment/accessories required for the Signature Beverage
- Napkins
- Water glasses (for 4 sensory judges)
- Water (for 4 sensory judges)
- Bar towels/clean cloths (for both practice and competition)
- Cleaning supplies (counter brush, grinder brush, etc.)
- Tray(s) (for serving drinks to the judges)
- All accessories for judges' presentation table
- Waiter's cart (option to use USBC-provided cart)
- Scales (input/dosing & output/drip tray)
- Polishing cloths
- Gloves to wear while polishing dishes

## 7.8 WATER

- a. The sponsored official espresso machine will be dispensing sponsored water only. Competitors do not have the option of using their own water with the sponsored espresso machine.
- b. The sponsored water will be calibrated with the following standard as the target:
  - i. Odor: Clean/fresh, odor free
  - ii. Color: Clear color
  - iii. Total Chlorine/Chloramine: 0 mg/L
  - iv. TDS: 85 mg/L (acceptable range 50-125 mg/L)
  - v. Calcium Hardness: 3 grains or 51 mg/L (acceptable range 1-5 grains or 17-85 mg/L)
  - vi. Total Alkalinity: 40 mg/L (acceptable range at or near 40 mg/L)
  - vii. pH: 7.0 (acceptable range 6.5 to 7.5)
  - viii. Sodium: 10 mg/L (acceptable range at or near 10 mg/L)

## 8.0 COMPETITOR INSTRUCTION PRIOR TO PREPARATION TIME

### 8.1 ONLINE LEARNING SESSIONS

- a. Prior to USBC, Online Learning Sessions will take place. Taking part in 1 of these sessions is **mandatory** for all competitors. Any important onsite information will be given to you in the Online Learning Session or via email before the competition. The Competitions Manager, Stage Manager, Asst. Stage Manager, and/or head judges will also be able to assist you with onsite event questions during the competition.

### 8.2 COMPETITOR MEETING

- a. On Thursday February 20th, prior to the start of the USBC, a Competitor Meeting will take place. This meeting is **mandatory** for all competitors. During this meeting the Competitions Manager, event staff, head judges, and Stage Managers will make announcements, explain the competition flow, discuss the competition schedule, and cover onsite logistics. This will be an opportunity for competitors to ask questions of the event staff and head judges. If a competitor does not make advanced plans with the Competitions Manager and does not attend the orientation meeting, they are subject to disqualification by the presiding head judges.

### 8.3 INTERPRETERS

- a. Competitors may bring their own interpreter. When speaking to the competitor the interpreter is only allowed to translate what the emcee or head judge has said. When a competitor speaks, the interpreter is only allowed to translate exactly what the competitor has said. No additional competition time will be allotted with the use of an interpreter. It is the competitor and coach's responsibility to read the interpreters best practices document that is available from <https://worldbaristachampionship.org/>. Competitor and coach will be required to sign a statement confirming they have read and understood what is required at the

Competitor Meeting prior to the competition.

#### 8.4 ADDITIONAL ELECTRICAL EQUIPMENT

- a. If a competitor has brought additional electrical equipment, they need to inform the Stage Manager or Asst. Stage Manager prior to the start of competition. Each competitor is also responsible for ensuring that their additional electrical equipment is present at the correct station before the start of competition. Maximum 120v/20 amp draw combined for the 2 pieces of additional electrical equipment.

#### 8.5 PREPARATION ROOM

- a. There will be a staging area designated as the competitors' preparation room. The table layout cannot be altered in the preparation room.
- b. Load-in to the preparation room will be as follows:
  - i. All Round One and Semi-Finalists Competitors may load in starting Thursday afternoon between 3:00pm-5:00pm
  - ii. After that, all competitors may load-in starting at 6:30am on Friday morning
- c. Power is not provided for competitor use in the preparation room.
- d. This area will be reserved for the competitors, coaches, volunteers, and any USBC officials.
- e. Press/media and family members and supporters may not be present in this area without consent from the USBC event organizers or the Stage Manager.
- f. Preparation room access will be restricted to the **competitor and 2 coaches**, unless otherwise communicated by the Stage Manager.
- g. Competitors will be able to store their equipment, accessories, ingredients, etc. in this room at their own risk.
- h. Refrigerators and freezers will be provided for any ingredients that need to stay cold or frozen. All items stored in the provided refrigerators and freezers **must** be labelled with the competitor's name.
- i. This room will also include a dishwashing station for competitors to use to wash glasses and barware. Competitors are responsible for keeping track of and cleaning their own dishes and glassware. Runners and event staff are not responsible for breakage or loss of dishes or competitor items.
- j. Judges and head judges are not permitted in the preparation room **at any time**.

#### 8.6 PRACTICE TIME

- a. The preparation/practice room will have at least 3 three-group espresso machines and grinders identical to the competition equipment on stage. Each competitor will have 1 hour of scheduled practice time. Practice times will be scheduled based on competition time (e.g., the first scheduled competitors will have the earliest scheduled practice times). Competitors will be emailed a practice schedule prior to USBC. If a competitor is unable to attend their assigned practice time, they are responsible for switching with another competitor or finding an alternate time. If a competitor misses, or is late for, their practice time they will not be given a new practice time. USBC does not guarantee access to practice space outside of assigned practice time.
- b. Practice time is run by the clock, if a competitor is late to their practice time they will not be given additional time (For example, a competitor's practice time starts at 7:00am and they arrive at 7:15am, they will only have 45 minutes of practice time.)
- c. Competitors must be cleaned up & off their station prior to the end of the practice time. Competitors should be near the practice station & ready to start as soon as their practice time begins.

#### 8.7 EVENT AUDIO SYSTEM/COMPETITION MUSIC

- a. Competitors may bring music - formatting information forthcoming from the Competitions Manager.
- b. Music may not contain profanity, otherwise the competitor's score on "Presentation and Professionalism" may be penalized on the sensory judge scoresheets. Competitors must mark their music clearly with their name and competitor number.
- c. It is the competitor's responsibility to give the Stage Manager, Asst. Stage Manager, or Audio-Visual staff their music prior to the start of the preparation time. It is also the competitor's responsibility to retrieve the music from the Stage Manager or Audio-Visual staff after the competition. Music that is not retrieved will be discarded after the competition.

## 8.8 BE ON TIME

- a. Competitors must be in the preparation/practice room a minimum of 60 minutes prior to their scheduled Cart to Stage time and check in with their Stage Manager or Asst. Stage Manager.
- b. Competitors must have their carts ready to be wheeled out to the stage at their Cart to Stage time indicated on the competition schedule. Any competitor who is not standing by and ready to be wheeled out immediately at their Cart to Stage time may be disqualified.

## 8.9 STATION SETUP

- a. The Head Runner or Asst. Stage Manager will be responsible for ensuring that each competitor's station is set as the competitor has requested prior to their preparation time (e.g., the Head Runner or Asst. Stage Manager will make sure each competitor's electrical equipment are placed per the competitor's request).
- b. If a competitor has brought additional electrical equipment, the competitor needs to inform the Stage Manager prior to the start of competition. The Head Runner or Asst. Stage Manager will contact the competitor prior to their Cart to Stage time. If the competitor or the competitor's coach would like to help the Head Runner or Asst. Stage Manager take their additional electrical equipment to the station, this will be allowed; however, once the items are in place, plugged in, and tested to ensure they power on, the competitor or coach will not be allowed to touch the items and must leave the stage immediately.

## 8.10 SUPPORTERS / ASSISTANTS NOT ALLOWED ON STAGE

- a. No one other than the competitor, authorized event personnel, and designated volunteers are allowed on stage during the allotted preparation, performance, or clean-up time. Failure to comply may result in disqualification.

## 8.11 CART TO STAGE

- a. 1 waiter's cart will be available for the competitor to transport their items to and from the competition area. Prior to the competitor's preparation time, they will load the cart with the supplies and glassware needed for competition. The Head Runner or an Asst. Stage Manager will assist the competitor as they wheel the waiter's cart from the preparation area to their assigned station. Only the Head Runner or an Asst. Stage Manager will be allowed to assist the competitor on stage with the cart.
- b. Once on stage, the Head Runner or an Asst. Stage Manager will ask the competitor if the station is set to their specifications; if the competitor says "yes" the Head Runner or an Asst. Stage Manager will leave the stage; if the competitor says "no" the competitor will say what additional changes need to be made.
- c. The Head Runner or an Asst. Stage Manager and the competitor are allowed to make these adjustments together per the competitor's request. Once the station setup meets the competitor's approval the Head Runner or an Asst. Stage Manager will introduce the competitor to the preparation timer and leave the stage.
- d. Please note: no coffee beans may be placed in hoppers until the competitor's preparation time has begun.

## 9.0 PREPARATION TIME

### 9.1 BEGIN PREPARATION TIME

- a. Each competitor will have 15 minutes of preparation time. Once the prior competitor begins their performance, the next scheduled competitor may begin their 15 minute preparation time upon advisement from the Stage Manager and/or the designated timekeeper. Competition and preparation timekeepers are optional at the discretion of the Stage Manager provided that 1 independent method of timekeeping is available. Throughout these Rules and Regulations, the instructions for the competition and preparation timekeepers only apply if they are being utilized by the Stage Manager.
- b. Once the competitor has arrived at their assigned station and agreed that the station is set to their specifications, the official preparation timekeeper will ask the competitor if they are ready to begin. The competitor must raise their hand and say "time" to begin their 15 minutes of preparation time before touching anything at their station. The designated timekeeper will begin a stopwatch at that moment. If a competitor's preparation time is ready to begin and the competitor is not ready, their time may be started at the discretion of Stage Manager. Competitors are responsible for ensuring that they are ready prior to the start of their preparation time.

## 9.2 CART

- a. Competitors are responsible for the loading and unloading of supplies on the provided waiter's cart. The preparation timer will remove the cart from the stage at the end of the competitor's preparation time. The waiter's cart is not allowed on stage during the performance. Please note that if items are left on the cart after the competitor's preparation time has concluded, the competitor may not retrieve those items until their performance is underway. (See "Forgotten Accessories")

## 9.3 JUDGE' PRESENTATION TABLE

- a. The judges' presentation table can be set during the competitor's preparation time. If a competitor does not wish to preset the judges' presentation table during their preparation time they can set the table at the start of their competition/performance time.

## 9.4 PRACTICE SHOTS

- a. Competitors are allowed and encouraged to pull practice shots during their preparation time. "Pucks" (also known as "cakes") may remain in the portafilters at the start of the competitor's competition time.

## 9.5 PRE-HEATED CUPS

- a. Cups can be preheated during the competitor's preparation time, but no water may be present in cups at the start of the competitor's competition time. Liquids or ingredients must not be placed on top of the machine otherwise 0 points will be awarded in "Station management".

## 9.6 END OF PREPARATION TIME

- a. Competitors may not exceed their allotted 15 minutes of preparation time. The timekeeper will give the competitor a 10 minute, 5 minute, 3 minute, 1 minute, and 30 second warning during their 15 minutes of preparation time. At 15 minutes, the official preparation timekeeper will indicate that time has expired and ask the competitor to step away from the station. Any competitor who fails to cease preparation within 15 minutes will be subject to the time penalties as shown in Section 10.9

## 10.0 COMPETITION TIME

### 10.1 INTRODUCTION BY THE MASTER OF CEREMONIES

- a. Immediately prior to beginning their presentation, the Master of Ceremonies (emcee) will introduce the competitor to the audience. Competitors are required to wear a wireless microphone; however, the microphone will only be on during the performance time.

### 10.2 BEGIN COMPETITION TIME

- a. The Master of Ceremonies will ask the competitor if they are ready to begin. Before introducing themselves to the judges, the competitor must start their official time by raising their hand and saying "time". The designated timekeeper will begin a stopwatch at that moment to begin their 15 minutes of competition/performance time.
- b. Tracking time elapsed during the performance is the responsibility of the competitor, though they may ask for a time check at any point. The competition timekeeper will give the competitor a 10 minute, 5 minute, 3 minute, 1 minute, and 30 second warning during their 15 minutes of competition time. The timekeeper is required to vocalize these warnings in real-time and may interrupt a competitor while they are speaking.
- c. The official time will be read from the timekeeper's watch. A small timer will be available to attach to the front of the espresso machine for the competitor's reference. A malfunction of the competitor's timer will not be grounds for a technical time out per Section 11.0

### 10.3 COMPETITOR INTRODUCTION

- a. At the start of the competitor's performance, they will introduce themselves to the sensory judges and the head judge. The sensory judges and head judge will be behind the judges' presentation table. The technical judges will stand towards one side of the station or behind the station and will take reasonable care to not interfere with the competitor. Shadow judges may be present on stage. Shadow judges will not inhibit the competitor or stand in the judges' way; they should be positioned behind sensory judges or at the end of the judges' table. Shadow judges will not score a presentation; they are present only to take notes on a competitor's performance which may be used for review by the judges during deliberation. Shadow judges are not mandatory.

### 10.4 SERVE REQUIRED BEVERAGES

- a. All drinks must be served at the judges' presentation table. Drinks not served at the judges' presentation table will receive 0 points for all scores available on the sensory scoresheets in the drink's corresponding category.
- b. Competitors are required to serve unflavored water to the 4 sensory judges for each beverage course. Competitors can serve unflavored water to the judges at the start of the performance time or when the first set of drinks are served. The competitor should refill water glasses as needed throughout the presentation.

### 10.5 RUNNERS CLEAR THE SERVED DRINKS

- a. After each set of drinks has been served to and evaluated by the judges, a runner will clear the drinks from the judges' presentation table at the direction of the head judge. Runners will remove cups, saucers, and spoons used in the previous beverage course. If a competitor has special instructions for the runners they will need to explain these instructions to the Stage Manager, the head judge, and the runner before the start of their competition time, otherwise the standard of cups, saucers, and spoons will be removed. If instructions were not given to the Stage Manager and if the wares the competitor wants onstage were removed by the runner, retrieval of the wares is allowed in accordance with "Forgotten Accessories". The runner will make every reasonable effort to avoid impeding the competitor but it is the competitor's responsibility to navigate their station successfully.

### 10.6 STATION PERIMETERS

- a. Competitors may only utilize the work area provided: the machine table, work table, and presentation table. The introduction of any other furniture and/or equipment that is placed directly on or over the competition area floor (e.g., a stand, table, dumbwaiter, bench, etc.) will result in disqualification. Competitors may not utilize any space under any competition tables for storage, otherwise the competitor will receive 0 points in the "Station management/Clean working area at end" section on the technical scoresheets. The only exception to this is the allowance of a free-standing knockbox.

### 10.7 END COMPETITION TIME

- a. Competition time will be stopped when the competitor raises their hand and says "time". The competitor is responsible to make their signal loud and clear to the official timekeeper and head judge.
- b. The competitor may choose to end their performance at any time. For example, competitors can stop their time once their final drink is served to the judges on the presentation table or may choose to go back to their station to clean before stopping. Only the time recorded by the competition scorekeeper or head judge will be used for scoring purposes.
- c. Competitors are allowed up to 15 minutes for completion of their performance without penalty. There is no penalty or additional incentive to complete a performance in less than 15 minutes.

### 10.8 COMMUNICATION AFTER THE COMPETITION TIME

- a. Competitors may not talk to the judges once their performance has ended. Any communication provided to judges after the completion of a presentation will not be considered for scoring evaluation. Competitors may continue to talk to the Master of Ceremonies after the competition time has ended; however, the judges will not be impacted by the conversation or information given after the competition time has ended.

## 10.9 TIME PENALTIES

- a. If the competitor has not finished their preparation or presentation during the allotted 15 minute periods, they are allowed to proceed until the preparation or presentation is completed.
- b. One point shall be deducted for every second over 15 minutes from the competitor's total score up to a maximum penalty of 60 points (1 minute).
- c. Any competitor whose preparation or performance period exceeds 16 minutes will be disqualified.

## 10.10 COACHING

- a. Instructions or 'coaching' may not be provided to a competitor during the time of their competition under penalty of disqualification. The USBC encourages audience participation and enthusiastic fan support that does not interfere with the competition. (Please note: coaches, supporters, friends, or family members are not allowed on stage while the competition is in progress, otherwise the competitor is subject to disqualification by the presiding head judge.)

## 10.11 CLEAN-UP TIME

- a. Once a competitor has completed their performance, they should begin cleaning up the station. A station runner will bring the waiters cart back on stage for the competitor to load their supplies on. If a competitor brought their own electrical equipment, the station runner can help the competitor remove these items from the station. Competitors are expected to remove all their personal equipment and supplies and thoroughly wipe down their station. The judges do not evaluate the clean-up time.

## 11.0 TECHNICAL ISSUES

- a. A competitor may raise their hand and declare a "technical time out" in the event that they believe there is a technical problem with any of the following USBC-provided equipment:
  - i. The espresso machine (including power, control system malfunction, lack of water, or drain malfunction)
  - ii. The provided sponsor grinder(s)
  - iii. The audio-visual equipment or the competitor's microphone
- b. Preparation or competition time will be paused by the Stage Manager (during preparation time) or by the head judge (during competition time). The official timekeeper will make note of the time when "technical time out" is called. It is the competitor's responsibility to ensure the timekeeper is aware of making note of "technical time out" being called.
- c. If the Stage Manager/head judge agrees there is a technical problem that can be easily resolved, they will decide the appropriate amount of time for the competitor to be credited. Once the technician has fixed the problem, the competitor's time will resume.
- d. If the technical problem cannot be solved in a timely manner, the event manager/head judge will make the decision whether or not the competitor should wait to continue their performance or stop the performance and start again at a reallocated time.
- e. If a competitor must stop their competition time, the competitor along with the head judge and event manager will reschedule the competitor to compete in full again at a later time.
- f. If it is determined that the technical issue is due to competitor error or the competitor's personal equipment, the head judge may determine that no additional time will be given to the competitor, and the preparation or competition time will resume without time being credited.
- g. No time credit will be issued for technical issues caused by improper use; therefore it is the responsibility of all competitors to understand and follow the correct use of all competition equipment.
- h. A technical time out for inconsistency or variation between group heads requiring adjustment may only be declared during preparation time.

## 11.1 OBSTRUCTIONS

- a. If any individual, such as volunteers, judges, audience members, or photographers are of an obvious hindrance to a competitor, then the competitor will be given additional time at the discretion of the head judge.
- b. If the judges' presentation table has not been cleared within a reasonable amount of time after each set of drinks has been served, then the competitor will be credited time for the delay this error has caused at the discretion of the head judge.

## 11.2 FORGOTTEN ACCESSORIES

- a. If a competitor has forgotten any of their equipment and/or accessories during their preparation time, the competitor may exit the stage to retrieve the missing items; however, their preparation time will not be paused.
- b. If a competitor has forgotten any of their equipment and/or accessories during their competition time, they must inform the head judge that they have forgotten an item(s) offstage and then retrieve the missing item(s) themselves. The competition time will not be paused.
- c. Nothing may be delivered by the runners, supporters, team members, or the audience, otherwise the competitor is subject to disqualification by the presiding head judge.

## 12.0 POST-COMPETITION

### 12.1 SCOREKEEPING

#### 12.1.1 Official Scorekeeping

- a. The USBC official scorekeepers are responsible for adding all scores and for keeping all scores confidential.

#### 12.1.2 Total Score

- a. The competitor's total score will be tallied by adding the sum of the 2 technical scoresheets and the 4 scoresheets of the sensory judges then deducting any time penalties. Please note the head judge and shadow judge scoresheets do not count towards the competitor's total score.

#### 12.1.3 Tie Breaking

- a. If there is a tie between 2 or more competitors, the official scorekeepers will total all the involved competitor's sensory espresso scores (Part I from the sensory scoresheets). The competitor with the highest sensory espresso score (Part I from all 4 sensory judges) will win the tie and place above any other competitor with the same total competition score.
- b. If the tied competitors have the same sensory espresso scores, then the higher placement will be awarded to the competitor with the higher "Total impression" score.

### 12.2 COMPETITOR SCORESHEET DEBRIEF

- a. Following the awards ceremony, competitors will have an opportunity to review their scoresheets with the judges on-site in accordance with the announced schedule. Competitors are allowed to keep their original scoresheets only if the Scorekeeper and Competition Manager have scanned the scoresheets.
- b. Digital copies are available to competitors upon request starting 30 days after the conclusion of the USBC by emailing the Competitions Manager [competitions@sca.coffee](mailto:competitions@sca.coffee). Only competitors may request digital copies and only of their own scoresheets.
- c. If a competitor objects to their scores given by one or more judges, the competitor can meet with their head judge during the competitor debriefing to explain their protest. The head judge and/or one or more representatives of the U.S. Competitions Committee along with the Competitions Manager will discuss the competitor's protest on-site with the judges who judged the competitor. They will make a decision on-site and a representative of the U.S. Competitions Committee or the Competitions Manager will inform the competitor of the decision.

## 13.0 EVALUATION CRITERIA

### 13.1 WHO IS CERTIFIED TO JUDGE

- a. Individuals judging the U.S. Barista Championship must be certified by the U.S. Competitions Committee as demonstrating a thorough understanding of these Rules.
- b. Judges must attend 1 of the scheduled U.S. Barista Championship Online Learning Sessions and attend and pass the Judges Certification Workshop scheduled just prior to USBC. Judges must also participate in the morning calibration session of each



competition day.

- c. Judges will be invited to USBC by the U.S. Competitions Committee. USBC Judges must have 1 or more of the following qualifications:
  - a. Judged at 1 or both of the 2020 USCC Qualifiers.
  - b. Hold a current World Barista Championship judge certification.
- d. Head judges will be designated by the U.S. Competitions Committee (based on judging and professional experience). The head judges will take notes of the taste description given by the competitors for reference.

### 13.2 WHAT THE JUDGES ARE LOOKING FOR IN A BARISTA CHAMPION

- a. The judges are looking for baristas who:
  - i. Have a mastery of technical skills, craftspersonship, communication skills, and service skills and are passionate about the barista profession
  - ii. Have a broad understanding of coffee knowledge beyond the drinks being served in the competition
  - iii. Prepare and serve high quality beverages; and
  - iv. May serve as role models and a source of inspiration for others

### 13.3 COMPETITION AREA

- a. The technical judges will evaluate the competition area for cleanliness and organization at the beginning and end of the performance/competition time.

### 13.4 TASTE EVALUATION

- a. Points will be awarded for the taste of each individual drink. Consideration will be given to raw materials used and style of the beverages. Competitors should strive for a harmonious balance of sweetness, acidity, and bitterness and are advised to verbally explain to the judges why they chose their particular coffee, the basic roast profile, the espresso constituent structure, the major taste elements, the ingredients used in the signature beverage, and the philosophy behind the drinks served.

### 13.5 BEVERAGE PRESENTATION

- a. Points will be awarded based on the visual presentation of the drinks including cups, glasses, and accessories. This includes elements such as cleanliness of cups and saucers (no spills or drips on cups), consistency of methodology, creativity, and style of presentation.

### 13.6 TECHNICAL SKILLS AND WORKFLOW

- a. Points will be awarded based on how fluidly the competitor arranges and navigates their station, the competitor's technical knowledge, and skill operating the espresso machine, grinder, and any other equipment.

### 13.7 JUDGES TOTAL IMPRESSION

- a. Points will be awarded based on the judges' overall impression of the competitor, their skills, taste of drinks, and personal and beverage presentation.

### 13.8 PRIOR TO JUDGING

- a. Judges should refrain from communicating with the competitors regarding specifics about their service, coffee, or presentation, before and during all days of competition. Judges should always be encouraging and positive in interactions with competitors and not avoid them.
- b. Sensory judges should try to only eat bland or neutral tasting food before judging.
- c. Do not smoke before judging.
- d. Use non-perfumed deodorant.

- e. Do not wear perfume, cologne, or scented aftershave.

## 14.0 TECHNICAL EVALUATION PROCEDURE

- a. Each competitor will be evaluated by 2 technical judges. The following is an explanation of the technical scoresheet.

### 14.1 EVALUATION SCALE

- a. The evaluation scale is the same for both technical and sensory judges. There are 2 types of scores: the Yes/No Score, and the 0 to 6 Score.

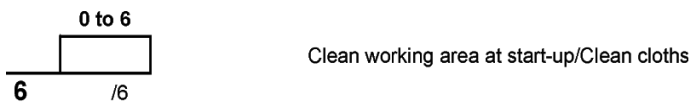
**Yes = 1 No = 0**

**Unacceptable = 0 Acceptable = 1 Average = 2 Good = 3 Very Good = 4 Excellent = 5 Extraordinary = 6**

- b. Yes/No Score:
  - i. The competitor receives 1 point for a score of Yes on these items and 0 points for a score of No.
- c. 0 to 6 Score
  - i. Some scoresheet criteria are evaluated on a scale of 0 to 6 with 0 being the lowest score and 6 being the highest. It is acceptable to use half point increments between 1.0 and 6.0, which are recorded using a decimal point, not a fraction. (For example, 1.5, 2.5, 3.5.) The lowest score with value is 1. A score of 0.5 may not be used. A score of 0 is used when a scoring element is deemed totally unacceptable. Scores of 0 and 6 require the approval of the head judge.

### 14.2 TECHNICAL SCORESHEET - PART I

#### Part I - Station Evaluation At Start-Up



#### 14.2.1 Clean working area at start-up/Clean cloths

- a. The cleanliness and organization of the competitor's workstation (work table, prep table, top of machine) will be evaluated on a scale between 1 and 6. If the area is deemed messy, a "1" will be recorded.
- b. Verify the competitor's ability to organize the working area in a practical and efficient way.
- c. Over-preparation should be marked down (e.g., milk in the pitchers, etc.)
- d. A minimum of 3 clean cloths should be available when the performance time starts. The cloths must be clean and have a designated purpose (e.g., 1 for drying/cleaning baskets, 1 for bar clean up, 1 for steam wand. A towel on the competitor's apron/person for 1 of these uses is included in this count.)
- e. There should be no water in the cups at the start of the competitor's competition time. If there is any liquid on top of the espresso machine at any time, the competitor will receive a score of 0 for "Station management/Clean working area at end" on each of the 2 technical scoresheets.
- f. Competitors may have pucks (used coffee grounds) in the portafilters at the start of their competition time. This will not count against "Clean working area at start-up/Clean cloths".

### 14.3 TECHNICAL SCORESHEET - PART II

- a. Please note the technical skills standards are the same for all 3 beverage categories; the technical scoresheet is the same in Parts II, III, and IV.

## Part II - Espresso Evaluation

0 to 6		Yes	No	<b>Technical Skills</b>				<b>SHOT 1</b>	
				Flashes the grouphead	<input type="checkbox"/>	<input type="checkbox"/>		Time	<input type="text"/> . <input type="text"/>
				Dry/clean filter basket before dosing	<input type="checkbox"/>	<input type="checkbox"/>		Waste	<input type="text"/> . <input type="text"/> g
				Acceptable spill/waste when dosing/grinding	<input type="checkbox"/>	<input type="checkbox"/>			
				Consistent dosing and tamping	<input type="checkbox"/>	<input type="checkbox"/>			
				Cleans portafilters (before insert)	<input type="checkbox"/>	<input type="checkbox"/>			
				Insert and immediate brew	<input type="checkbox"/>	<input type="checkbox"/>			
				Extraction time (within 3 second variance)	<input type="checkbox"/>	<input type="checkbox"/>		<b>SHOT 2</b>	
<b>17</b>		<b>12</b>	<b>15</b>		<input type="checkbox"/>	<input type="checkbox"/>		Time	<input type="text"/> . <input type="text"/>
					<input type="checkbox"/>	<input type="checkbox"/>		Waste	<input type="text"/> . <input type="text"/> g

### 14.3.1 Flushes the group head

- Flushing of the group head must occur in the time after removal of the portafilter and prior to each extraction. If the group head was flushed prior to the extraction of the served beverages, the judge will mark "Yes".

### 14.3.2 Dry/clean filter basket before dosing

- If the filter basket is completely dry and clean prior to dosing the coffee for the served beverages, the judge will mark "Yes".

### 14.3.3 Acceptable spill/waste when dosing/grinding

- Spill/waste is ground coffee left unused during the competition/performance time that may be found on the espresso grinder, in the knock box, on the counter, in the trash, on the floor, or elsewhere. Waste created in the process of preparing beverages that are not served to judges does not count towards a competitor's total waste evaluation. Spill/waste of up to 5 grams of unused coffee per beverage category is considered acceptable.
- In order to earn a score of excellent (5) or higher, the waste must not exceed 1 gram of unused coffee per beverage category. Wasting more than 5 grams of coffee per beverage category is unacceptable and will result in 0 points. A reasonable amount of coffee purged is not included in waste. All coffee used for drinks must be ground during the competitor's 15 minutes of competition time.

### 14.3.4 Consistent dosing and tamping

- The competitor must demonstrate an acceptable method for dosing and tamping. The competitor should evenly distribute the coffee grounds, followed by levelled tamping of adequate pressure. Cultural differences are taken into consideration.

### 14.3.5 Cleans portafilters (before insert)

- Cleans basket rim and side flanges of portafilter before insert into the machine. If done, the judge will mark "Yes".

### 14.3.6 Insert and immediate brew

- The competitor should start the extraction immediately after inserting the portafilter into the machine without any delay. If done, the judge will mark "Yes".

### 14.3.7 Extraction time (within 3.0 second variance)

- Judges will time all shots extracted and determine whether shot extraction times are within a 3.0-second variance. If the extraction time is within a 3.0-second variance of each other within each category of drinks, the judge will mark "Yes." Extraction time begins when the competitor activates the machine's brew cycle. Shot times for shots that are not served will not be included in this score.

## 14.4 TECHNICAL SCORESHEET - MILK BEVERAGE - PART III

- Please note the first 7 evaluation areas are the same as under the Espresso Evaluation –Technical Skills.



- d. The competitor should try to achieve extraction times within a 3.0 second variance and shot volume of 25-35 mL(30 mL +/-5 mL).
- e. The technical judge will evaluate the competitor's work-flow throughout the presentation, including: the organization and placement of tools, cups and accessories; the competitor's movement and flow in and around the workstation; the cleanliness and maintenance of the station (equipment, counters, towels, pitchers); the management of coffee and ingredients (milk, signature beverage ingredients). In the absence of a technical judge, the head judge will evaluate the Station management and cleanliness at the end of the performance/competition time.
- f. Liquids or ingredients must not be placed on top of the machine; otherwise 0 points will be awarded in "Station management/Clean working area at end".
- g. The cleanliness of the area is evaluated. If a spill occurs, the competitor should have it cleaned up by the end of their performance time. Cleaning while working (e.g., removing spent grounds or wiping tables) will improve the competitor's score, as will cleaning the station before they end their performance time. All wares and tools (e.g., tampers, cups, trays, pitchers) are included in this evaluation including items on the espresso machine and work tables. Spent pucks (used coffee grounds) are allowed to be in the portafilters at the end of the performance and are not part of this score

#### 14.6.2 Clean portafilter spouts/Avoided placing spouts in doser chamber

- a. The competitor needs to remove any water or grounds on the portafilter spouts by cleaning them. Rinsing, using a towel, and wiping with fingers are all acceptable methods for achieving clean spouts.
- b. During distributing and leveling of coffee grounds, the competitor should not place portafilter spouts directly over the dosing chamber. (This could allow water to contaminate the dosing chamber.)
- c. If the competitor has clean portafilter spouts before each extraction and does not place the portafilter spouts over the dosing chamber, the judge will mark "Yes".

#### 14.6.3 General hygiene throughout presentation

- a. The judge will determine this score based on the competitor's sanitary practices throughout their entire presentation. If proper hygiene is used for the entire presentation, the judge will mark "Yes".
- b. Examples of unacceptable practices include:
  - Touching hands to face, mouth, etc. and then using the hands for beverage preparation.
  - Touching the floor and then using the hands for beverage preparation.

#### 14.6.4 Proper usage of cloths

- a. The judges will evaluate the correct and sanitary usage of the competitor's cloths. The competitor should use dedicated cloths for cleaning the filter basket and cleaning the workstation.
- b. Examples of unacceptable practices are:
  - Anything that is not sanitary or food safe with a cloth such as touching it to face, mouth, etc.
  - Using a cloth once it has touched the floor or dropped.
  - Using a non-dedicated cloth to clean a steam wand (using it for some other purpose other than using it to clean a steam wand).

### 15.0 SENSORY EVALUATION PROCEDURE

- a. Each competitor will be scored by 4 sensory judges. The following is an explanation of the sensory scoresheet.

#### 15.1 EVALUATION SCALE

- a. The evaluation scale is the same for both technical and sensory judges. There are 2 types of scores: the Yes/No Score, and the 0 to 6 Score.

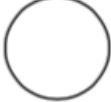
**Yes = 1 No = 0**

**Unacceptable = 0 Acceptable = 1 Average = 2 Good = 3 Very Good = 4 Excellent = 5 Extraordinary = 6**

- b. Yes/No Score:
  - ii. The competitor receives 1 point for a score of Yes on these items and 0 points for a score of No.
- d. 0 to 6 Score
  - i. Some scoresheet criteria are evaluated on a scale of 0 to 6 with 0 being the lowest score and 6 being the highest. It is acceptable to use half point increments between 1.0 and 6.0, which are recorded using a decimal point, not a fraction. (For example, 1.5, 2.5, 3.5.) The lowest score with value is 1. A score of 0.5 may not be used. A score of 0 is used when a scoring element is deemed totally unacceptable. Scores of 0 and 6 require the approval of the head judge.

15.2 ESPRESSO EVALUATION - PART I

- a. See 5.1.1 for Espresso Definition.
- b. espressos will be evaluated using the following protocol by all sensory judges. Sensory judges will complete all steps of the evaluation before recording scores.
- c. Sensory judges will stir the espresso 3 times with a spoon (moving the spoon front to back) to mix the flavors within the shot, then immediately taste. Sensory judges will take at least 2 complete sips to fully evaluate the espresso. Judges will not taste the espresso off the spoon.
- d. Competitors may override the evaluation protocol by giving the judges specific alternative instructions on how they want the espresso evaluated. As long as the instructions are reasonable, and are not in contradiction with other Rules, the judges should follow all instructions given by the competitor.

Part I - Espresso Evaluation		Flavor Information:																										
Yes No	<input type="checkbox"/> <input type="checkbox"/>																											
	Crema /1																											
0 to 6	= 2 x <input type="text"/>																											
	Taste balance /12																											
	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="3">SWEET</td> <td colspan="3">ACIDIC</td> <td colspan="3">BITTER</td> </tr> </table>		L	M	H	L	M	H	L	M	H										SWEET			ACIDIC			BITTER	
L	M	H	L	M	H	L	M	H																				
SWEET			ACIDIC			BITTER																						
	= 3 x <input type="text"/>																											
	Accuracy of Flavor Descriptors																											
	= 4 x <input type="text"/>																											
	Tactile /42																											
	<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="3">WEIGHT</td> <td colspan="3">TEXTURE</td> <td colspan="3">FINISH</td> </tr> </table>	L	M	H	L	M	H	L	M	H										WEIGHT			TEXTURE			FINISH		
L	M	H	L	M	H	L	M	H																				
WEIGHT			TEXTURE			FINISH																						
Yes No	<input type="checkbox"/> <input type="checkbox"/>																											
	Functional and correct espresso vessel used /1																											
<b>56</b>																												

15.2.1 Crema

- a. Judges will visually evaluate the appearance of the crema in the vessel. To score a “yes” the crema must stretch across the entire surface of the espresso and not have any holes or broken spots.

15.2.2 Taste Balance

- a. Judges will evaluate the espresso based on how well the taste components (sweet, acidic, bitter) fit together and complement each other. Reference scales provided on scoresheets are solely for judge’s initial impression of intensity; equal intensity does not imply harmonious balance.

15.2.3 Accuracy of Flavor Descriptors

- a. Judges will listen to the flavor descriptions and explanations given by the competitor and compare those with the beverage served. The flavor profile of the beverage served should support specialty coffee. All flavor descriptors given by the competitor for their espresso will be taken into consideration under this score. This score is based on how accurately these descriptors match the flavor of the espresso. Flavor descriptors must be given or a score of 0 will be given in this category.

15.2.4 Tactile

- a. Judges will listen to the tactile descriptions and explanations given by the competitor and compare those with the weight, mouthfeel, and finish of the beverage served. The espresso should have a body and texture that correlates with the preparation, method of extraction, and coffee beans used in the espresso. The competitor will be scored solely on any tactile descriptors they

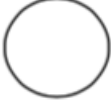
offer the judges, how accurately these descriptors match the tactile sensation of the espresso, and the quality of these elements. If no descriptors are provided, the expectation will be a full-body, round mouthfeel, and a smooth finish.

#### 15.2.5 Functional and Correct Espresso Vessel Used

- a. Espresso must be served in a 60 to 90 mL vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely, judges unable to execute espresso evaluation protocol. If any of these types of conditions are present, a “no” will be given for “Functional and correct espresso vessel used”.

### 15.3 MILK BEVERAGE EVALUATION - PART II

- a. Milk beverages will be evaluated using the following protocol by all sensory judges. It is important that sensory judges follow this protocol consistently. Sensory judges will complete all steps of the evaluation before recording scores.
- b. Sensory judges will first evaluate the appearance of the milk beverage. Next, they will take an initial sip from anywhere on the rim of the cup. After the initial sip, the sensory judges will revisit the milk beverage for at least 1 additional sip from an undisturbed location on the rim of the cup.
- c. Competitors may override the evaluation protocol by giving the judges specific alternative instructions on how they want the milk beverage evaluated. As long as the instructions are reasonable, and are not in contradiction with other Rules, the judges should follow all instructions given by the competitor.

Part II - Milk Beverage Evaluation		Flavor Information:
0 to 6	Visual	
<input style="width: 100%;" type="text"/>	/6	
0 to 6	Taste Balance <small>(harmonious balance of rich sweet milk/espresso)</small>	
= 2 x <input style="width: 100%;" type="text"/>	Accuracy of Flavor Descriptors	
= 2 x <input style="width: 100%;" type="text"/>	/24	
Yes No	Functional vessel used	
<input style="width: 50%;" type="checkbox"/> <input style="width: 50%;" type="checkbox"/>	/1	

#### 15.3.1 Visual

- a. Judges will evaluate the appearance of the milk beverage to determine its visual score. On the surface, the milk beverage should have a color combination of milk and coffee, with good color contrast definition, balance in the cup, symmetrical design and a smooth, and possibly glossy/glass-like sheen. (Note: It is not acceptable for milk beverages to be topped with any additional spices and/or powders. Doing so will result in a 0 in the “Taste Balance” category.)

#### 15.3.2 Taste Balance

- a. The milk beverage is a hot beverage that should be served at a temperature that is immediately consumable. The texture and temperature of the beverage, and the taste of the coffee and milk will be included in the balance evaluation. The milk beverage should have a harmonious balance of the sweetness of the milk and its espresso base. The flavor profile of the beverage served should support specialty coffee, with a balance created by the addition of cow’s milk.

#### 15.3.3 Accuracy of Flavor Descriptors

- a. Judges will listen to the flavor descriptions and explanations given by the competitor and compare those with the beverage served. The flavor profile of the beverage served should support specialty coffee. This score is based on how accurately these descriptors match the flavor of the milk beverage. Flavor descriptors must be given or a score of 0 will be received in this category.

#### 15.3.4 Functional vessel used

- a. Milk beverages must be served in a vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel

safely. If any of these requirements are not met, a “no” will be given for “Functional vessel used.”

#### 15.4 SIGNATURE BEVERAGE EVALUATION - PART III

- a. See 5.1.2 for Signature Drink Definition
- b. Signature beverage evaluations vary due to the variety of options presented by competitors. Sensory judges will complete all steps of the evaluation before recording scores.

Part III - Signature Beverage Evaluation			
0 to 6		Yes No	
[ ]			Well explained, introduced, and prepared
[ ]			Appealing presentation
[ ]			Functionality
[ ]			Creativity and synergy with coffee
/12		/2	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>0 to 6</p> <p>= 2 x [ ] Taste balance (according to content, taste of espresso)</p> <p>= 2 x [ ] Accuracy of Flavor Descriptors</p> <p>/24</p> </div> <div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto;"></div> <div style="text-align: right;"> <p>Flavor Information:</p> <p>Ingredients &amp; Quantities:</p> </div> </div>			

##### 15.4.1 Well Explained, Introduced, and Prepared

- a. The competitor must explain their signature drink to the judges. In order to achieve a high score, the explanation should include factual points such as the ingredients, preparation method, and the flavors and/or aromas the judges will experience. The description should include the coffee used and the connection between the coffee and the other ingredients.
- b. Sensory judges will listen to the explanation of ingredients, preparation method, and use of coffee given by the competitor and take notes. When determining this score, judges will consider whether or not there is a strong correlation between what was described and prepared and the actual taste and aromas of the signature beverage.
- c. The competitor must explain to the sensory judges how to drink the beverage (smell, stir, sip, etc.). The sensory judges will listen and follow drinking instructions to the best of their ability. If no information or instructions are given, judges will individually choose how to evaluate the signature beverage. In every case, judges should take a minimum of 2 sips of the signature beverage.
- d. Judges will evaluate the signature beverage based on competitors’ provided explanations and other observations made during the 15 minute presentation only. Any explanation given by the competitor after the completion of the presentation time, (clock is stopped and/or the competitor calls “time”) will not be considered by the judges.

##### 15.4.2 Appealing presentation

- a. “Appealing presentation” is the evaluation of the appearance and appeal of the signature beverage, including but not limited to the vessel, the beverage itself, garnishes, accessories, etc. The vessel served should look pleasing and highlight its beverage. If the signature beverage is not appealing, includes chipped or cloudy dishware, or a has a cluttered or disorganized presentation, a “No” will be given in “Appealing presentation”.

##### 15.4.3 Functionality

- a. “Functionality” is defined by how the signature beverage and related elements work while the drink is being consumed determined by the barista’s instructions on how to drink it. The dishware, garnishes, accessories, or instructions should not be a hindrance to drinking the beverage. Difficulty of consumption or confusing instructions may result in a “No” being given for “Functionality”.

##### 15.4.4 Creativity and Synergy with Coffee

- a. Judges will evaluate competitors’ creativity based on the originality of their concept, and any new methods, techniques or ingredients used in the preparation or presentation of the signature beverage. Ingredients must complement and showcase the espresso while creating an interesting taste experience. Signature beverages with a complementary blend of creative ingredients and technique will be rewarded with a high score.
- b. Note: “Synergy” is defined as the interaction or cooperation of 2 or more elements to produce a combined effect greater than the sum of their separate parts.



15.4.5 Taste Balance

- a. Judges will evaluate the signature beverage based on how well the taste components of the espresso (sweet, acidic, bitter) fit together and complement the other ingredients used. Judges must follow drinking instructions provided by the competitor that are not in contradiction with other rules.

15.4.6 Accuracy of Flavor Descriptors

- a. Judges will listen to the flavor descriptions and explanations given by the competitor and compare those with the beverage served. The flavor profile of the beverage served should support specialty coffee. This score is based on how accurately these descriptors match the flavor of the signature beverage. Flavor descriptors must be given or a score of 0 will be received in this category.

15.5 BARISTA EVALUATION - PART IV

Part IV - Barista Evaluation	
<b>Customer Service Skills</b>	
<b>0 to 6</b>	
[ ]	Presentation: professionalism
[ ]	Attention to details/All accessories available
/12	
<b>Yes    No</b>	
[ ]	[ ]
Appropriate apparel	
/1	
<b>13</b>	

15.5.1 Presentation: professionalism

- a. Professionalism is evaluated by observed qualities relevant to the barista profession including technique, preparation, and the demonstrated wider understanding of coffee beyond the preparation of the drinks served to the judges. Wider coffee knowledge includes the process of coffee cultivation, roasting, and preparation from seed to cup as well as an implicit understanding of the correct use of the equipment, good customer service skills (e.g., politeness, accuracy, attentiveness, eye contact, etc.), and the ability to manage workflow and time. Judges will look for a strong correlation between what is explained and what is delivered. The competitor must demonstrate that they are a coffee professional who has command over their presentation and their coffee.

15.5.2 Attention to details/All accessories available

- a. All accessories should be readily available and the working area well and purposefully organized. Competitors should not need to reposition equipment and accessories unnecessarily during their performance. Everything should have its own place and purpose. Judges should look for the competitor to have back-up cups and accessories in case of mistakes or spills. Refilling of judges' water glasses also demonstrates attention to detail. The espresso and milk beverage must be served with a spoon, napkin, and unflavored water or the competitor will receive a reduced score in this category.

15.5.4 Appropriate apparel

- a. At a minimum, the competitor must look clean, be neatly dressed, and wear a clean apron. If OK, the judge will mark "Yes". The lack of an apron or presence of inappropriate apparel (such as sandals or excessively torn or stained clothing) will result in a "No" in "Appropriate apparel".

15.6 JUDGE'S TOTAL IMPRESSION - PART V

Part V - Judge's Total Impression	
<b>0 to 6</b>	
4 x [ ]	Total impression (overall view of barista's presence, correlation to taste scoring, and presentation)
/24	

- a. The Judge's Total Impression score captures 2 primary areas:
  - i. The "Total impression" score is the overall composite impression of the taste scores (e.g., Did the combination of the 3 courses of drinks create an experience that was stronger in delivery than if just 1 course had been served on its own?).
  - ii. The judges must consider and assign points towards the passion and inspiration that the barista has displayed during their routine. They must consider (allowing for cultural and personality differences) points such as natural, clear and concise communication, display of enthusiasm and dedication toward specialty coffee, and an ability to act as a role model for the barista profession and industry (e.g., If in a cafe/restaurant environment, would this barista have inspired me about specialty coffee?). If the judges feel that this has been achieved, they should award high scores.

## 16.0 COMPETITOR PROTEST AND APPEALS

### 16.1 PROTEST

- a. If a competitor wishes to appeal a scoring decision or protest any other matter that arises during the competition which affects such competitor, the competitor shall address it to the Competitions Manager. The Competitions Manager will then determine whether the issue can be resolved onsite at the competition, or whether the issue will require a written appeal following the competition.
- b. If the Competitions Manager decides that the issue can be resolved onsite at the competition, the Competitions Manager will discuss it with applicable judges or any other parties involved to enable a fair presentation of the issue. A decision will be made onsite by the Competitions Manager, who shall inform the competitor of the decision at that time.
- c. Possible resolutions to a competitor protest or appeal may include (but are not limited to):
  - i. Disqualification of another competitor
  - ii. An opportunity for 1 or more competitors to perform the relevant competition service to supersede the prior scores,
  - iii. Another solution, as determined by the Competitions Manager
- d. The Competitions Manager shall operate under the purview of the Specialty Coffee Association management and Advisory Board.

### 16.2 APPEAL LETTER

- a. If any protest described above cannot be resolved onsite or the competitor wishes to appeal a decision made by the Competitions Manager onsite, the Competitions Manager will ask the competitor to submit their appeal in writing (which may be by email or hard copy) to the Competitions Manager.
- b. The appeal letter must include the following:
  - i. competitor name
  - ii. date
  - iii. a clear and concise statement of the complaint
  - iv. date and time references (if applicable)
  - v. competitor's comments and requested resolution
  - vi. party/parties involved
  - vii. competitor's contact information
- c. Any written appeals, which do not include this information, will not be considered. Competitors must submit their written appeal to the Competition Manager within 24 hours after the subject incident.

### 16.3 APPEAL DECISION

- a. The Competitions Manager will review written appeals within 30 days of receipt and contact the competitor in writing via email with the final decision.
  - i. Disqualification of another competitor
  - ii. An opportunity for 1 or more competitors to perform the relevant competition service to supersede the prior scores,
  - iii. Another solution, as determined by the Competitions Manager
- b. The Competitions Manager shall operate under the purview of the Specialty Coffee Association management and U.S. Competition Committee.