



Champion Series Standard Contest Procedures, Rules and Regulations

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1. Introduction

CompBBQUK' contest rules are designed to be flexible and usable. At CompBBQUK, our aim by providing these rules is to give the contest a consistent set of rules that provide transparency to the process and ensure the contest delivers for contestants and the event.

2. Organiser Rules

The following rules relate to the organisation of the contest and are in addition to any requirements laid out between the organiser and CompBBQUK.

2.1 Contest Area

- 2.1.1 Size
 - 2.1.1.1 The contest area should provide each entrant with an area of no less than 4 m x 5 m, recommend size is 5 m x 8 m or larger.
 - 2.1.1.2 A covered judging area should be provided within the contest area or a short distance away and should be a suitable size to accommodate the number and type of judging.
- 2.1.2 Access
 - 2.1.2.1 Contestant should have appropriate access to the contest area with vehicles. This access should allow contestant to arrive and leave in their vehicles in time frames laid out by the organiser and published to competitors. Consideration should be given to enabling access to the contest area outside of these time frames also and allowing contestants to leave vehicles within the contest area if possible.
 - 2.1.2.2 Judges should be able to access the contest site for the duration of the contest and if possible, camp on site or nearby.
- 2.1.3 Structure and Vehicles
 - 2.1.3.1 The contest may provide a covered structure for the contest area, if this is not available, the contest area must allow for gazebos and or tents to be erected by the contestants within the constraints of the team area.
 - 2.1.3.2 The judging area should be covered, either indoors or within a temporary structure such as a marquee. It should allow for a turn in table that is accessible by the teams but is not visible by the judges. It should also allow for a judge's assignment table that is not visible from the turn in table and separate from the judges' tables.
- 2.1.4 Contestant should be able to remain in or nearby their contest areas for the duration of the contest.
- 2.1.5 It is recommended that the organiser provides a source of power for the duration of the contest that each contestant can use in the contest area. If the contest will require preparation or cooking outside of daylight hours, organisers **MUST** provide a source of power.
- 2.1.6 Appropriate toilets and hand washing facilities should be provided for both the contestants and judges.
- 2.1.7 The organiser should as a minimum provide two type of refuse disposal for contestants. A general refuse and location to dispose of hot ash and charcoal.
- 2.1.8 If the organiser is also running the contest, they must provide a battery powered digital contest clock that displays the accurate time in hours minutes and seconds. This contest clock should be placed on the turn in table and all teams should be made aware of its location and role as the sole source of the time the contest runs too.

2.2 Communication

- 2.2.1 Organisers should endeavour to have regular but relevant communications with contestants and judges.
- 2.2.2 Details of location and costs should be available at the point of contestant and judges' registration.
- 2.2.3 Broad contest structure should be available at the point of contestant and judges' registration.
- 2.2.4 Availability of number of judges registrations should be staggered and released in line with contestant registrations to avoid over registration.
- 2.2.5 Details of access to site and details of contest rounds should be available and communicated to contestants and judges by six weeks prior to the contest.
- 2.2.6 Confirmed required judges should be communicated four weeks prior to the contest (further judges may be registered after this date if number of contests allows).
- 2.2.7 Full contest structure and rules should be available and communicated by four weeks prior to the contest.

2.3 Personnel

- 2.3.1 Contest Administrator
 - 2.3.1.1 The contest must have one person who is considered the Contest Administrator. Where the contest is not being managed by CompBBQUK or a Representative from CompBBQUK. For simplicity, the term "**CompBBQUK Contest Liaison**" will apply to both within these rules.
 - 2.3.1.2 This person must be on the contest site for the duration of the contest.
 - 2.3.1.3 They will be considered the arbiter of the rules, contest structure and considered to be running the contest for the duration of it.
 - 2.3.1.4 Ensures expected judges are available and organises into groups / tables ahead of the judges meeting.
 - 2.3.1.5 Organises and conducts entrants and judges meeting.
 - 2.3.1.6 All and any disqualifications must be agreed with the Contest Administrator.
 - 2.3.1.7 Must be identifiable by competitors and judges.
 - 2.3.1.8 Must be in the judging area during any round judging process.
 - 2.3.1.9 Their decision is final in all matters.
- 2.3.2 Turn in Table
 - 2.3.2.1 During the turn in window for the round, the contest must have a minimum of one volunteer, but ideally two managing and manning the turn in table.
 - 2.3.2.2 They will be responsible for accepting turn ins from the competitors, anonymising the entries, and transferring them to the judges' assignment table in accordance with the most recent version of the **Turn in Table and Judges Assignment Table Process**.
 - 2.3.2.3 The volunteers manning the turn in table must remain the same for the duration of the turn in window for the round.
 - 2.3.2.4 Ensures that contestant turn ins are within the turn in window
 - 2.3.2.5 In the event of competitors missing the turn in, the person(s) manning the turn in table will liaise with the CompBBQUK Contest Liaison on appropriate action.
 - 2.3.2.6 If possible though visual inspection, reviews turn in to confirm is conforms to contest requirements.
 - 2.3.2.6.1 Will only conduct a visual inspection if it does not require opening of containers or movement of any components.
 - 2.3.2.7 In the event of any visual inspection resulting in an assessment by the person(s) manning the turn in table that it does not meet the requirements of the contest and or the rules laid out in this document. The person(s)

- manning the turn in table will liaise with the CompBBQUK Contest Liaison on appropriate action.
- 2.3.2.8 If possible though visual inspection, reviews turn in to confirm is is not identifiable and has no marking that make it identifiable to a contestant.
 - 2.3.2.8.1 Will only conduct a visual inspection if it does not require opening of containers or movement of any componants.
 - 2.3.2.9 In the event of any visual inspection resulting in an assessment by the person(s) manning the judges' assignment table that the entry is identifiable or has markings that could make it identifiable to a specific contestant. The person(s) manning the turn in table will liaise with the CompBBQUK Contest Liaison on appropriate action.
- 2.3.3 Judges' assignment table
- 2.3.3.1 During the turn in window for the round, the contest must have a minimum of one volunteer, but ideally two manning the judges' assignment table.
 - 2.3.3.2 They will be responsible for receiving the entries from the turn in table and ensuring they are delivered to the judging tables in accordance with the most recent version of the ***Turn in Table and Judges Assignment Table Process***.
 - 2.3.3.3 The person(s) manning the judges' assignment table must remain the same for the duration of the turn in window.
 - 2.3.3.4 If possible though visual inspection, reviews turn in to confirm is conforms to contest requirements.
 - 2.3.3.4.1 Will only conduct a visual inspection if it does not require opening of containers or movement of any componants.
 - 2.3.3.5 In the event of any visual inspection resulting in an assessment by the person(s) manning the judges' assignment table that it does not meet the requirements of the contest and or the rules laid out in this document. The person(s) manning judges assignment table will liaise with the CompBBQUK Contest Liaison on appropriate action.
 - 2.3.3.6 If possible though visual inspection, reviews turn in to confirm is is not identifiable and has no marking that make it identifiable to a contestant.
 - 2.3.3.6.1 Will only conduct a visual inspection if it does not require opening of containers or movement of any componants.
 - 2.3.3.7 In the event of any visual inspection resulting in an assessment by the person(s) manning the judges' assignment table that the entry is identifiable or has markings that could make it identifiable to a specific contestant. The person(s) manning judges assignment table will liaise with the CompBBQUK Contest Liaison on appropriate action.
- 2.3.4 Table captain
- 2.3.4.1 During the judging process for the round, each judging table / group must have a person who is assigned to be the table captain.
 - 2.3.4.2 The table captain can be a volunteer who is not involved in the judging process or one of the judges from the table / group nominated as the table captain.
 - 2.3.4.3 The table captain must remain the same for the duration of judging a round but can be different for different rounds.
 - 2.3.4.4 The table captain is responsible for collecting or receiving the entries from the judges' assignment table.
 - 2.3.4.5 Ensure all judges have viewed the entry and scored for visual appeal before it is disturbed or portioned.
 - 2.3.4.6 Decide on the best way to portion an entry and support in portioning it for the judges.
 - 2.3.4.7 If they or any judge identifies an issue with an entry that contravenes any of the rules in this document or any contest requirements through the

judging process, they are responsible for raising with the CompBBQUK Contest Liaison on appropriate action.

- 2.3.4.8 If they or any judge believe they should give a DQ or a No Score (1) in either Visual Appeal or Mouth Feel, the table captain are responsible for raising with the CompBBQUK Contest Liaison on appropriate action.
- 2.3.4.9 Ensure that tables / groups have sufficient water, crackers, and paper towels.
- 2.3.4.10 Collect score cards at the end of the round and review to ensure they are fully completed meaning the table number, seat number, name and round is completed, and all team numbers and scores have been added.
- 2.3.4.11 Ensure all score cards are submitted to whoever is tallying scores.
- 2.3.4.12 Remove entries from the table following judging.

2.4 Awards

- 2.4.1 What contestants will receive as an award as a minimum must be available at point of registration.
- 2.4.2 If the contest is multiple rounds with an aggregated winner, the organiser must as a minimum provide certificates for 1st, 2nd and 3rd in each round and a trophy for the aggregated 1st and 2nd place.
 - 2.4.2.1 For aggregate awards, the 1st place will be known as the “**Grand Champion**”, and the 2nd Place will be known as the “**Reserve Grand Champion**”.
- 2.4.3 If the contest is a single round contest or multiple rounds with no aggregated winner. The organiser must as a minimum provide certificates 2nd and 3rd places and a trophy for 1st place in each round.
- 2.4.4 The expected time frame for awards following the conclusion of the contest should be communicated prior to or at the start of the contest.
- 2.4.5 Results and awards should be announced in an awards ceremony that all contestants and judges are free to attend.

3. Contestant and Judges Rules

The following rules relate to all contestants and judges at the contest and are in addition to any conditions laid out by the organiser.

3.1 Contest Area

- 3.1.1 Contestants and judges must respect the contest area and the infrastructure in it. This includes anything provided by the organiser, other competitors equipment and any other contest attendees person or possessions.
- 3.1.2 Contestants must dispose of any refuse in the provided areas.
- 3.1.3 Contestants must leave the contest area as they found it, care must be taken with hot equipment not to damage either infrastructure or the contest area.

3.2 Equipment

- 3.2.1 Contestants must provide or source all their own equipment unless previously agreed with the organiser.
- 3.2.2 All cooking should take place on cookers which generate heat through burning of natural solid fuel (wood, charcoal, wood pellets etc.). No cooking on gas or electricity is allowed with the exception of limited use for things such as gas stove to heat saucepans.
- 3.2.3 All equipment should be in a suitable hygienic condition for use.
- 3.2.4 All contestants must have in their contest area, ability to wash their hands, a small fire extinguisher, and a first aid kit.

3.3 Conduct

- 3.3.1 Quiet Time
 - 3.3.1.1 All contestants, judges and other contest attendees must adhere to the communicated quiet time.
 - 3.3.1.2 During the quiet time, noise must be kept to a minimum. Music must be turned down so is only audible near the source. Conversations must be at a low volume.
 - 3.3.1.3 Contestants, judges, and other contest attendees must respect their surrounding environment and those people within.
- 3.3.2 Judges are expected to ensure any socialisation with contestants does not result in them being able to identify a contestant's specific entry while judging.
- 3.3.3 Contestants are strictly prohibited from making judges aware prior to or during judging what their entries consist of, how they will be presented or what they may include.
- 3.3.4 Judges are strictly prohibited for discussing their scores, or sharing any conversations about entries that took place in the judging area with contestants.
- 3.3.5 At contest where the public or those not related to the contest are present, contestant must treat them with respect.
- 3.3.6 If a contestant requires to not be disturbed, place a sign visible to the public saying as such.

3.4 Schedule

- 3.4.1 There will be a single source clock for the time at the contest. All contest timings will be driven using this clock.
- 3.4.2 All schedule timings will be provided by the organiser ahead of the contest
- 3.4.3 A turn in will be considered on time if the contestant turning in is at the turn in table regardless of any queue before the single source clock ticks one second past the turn in time.

3.5 Spirit

- 3.5.1 All competitors and judges must conduct themselves in the spirit of CompBBQUK. Fairness, respect, support, and enjoyment.

4. Turn In

The turn in process is designed to ensure judges are unaware of which team has submitted which entry. It is broken down into three simple steps of turn in table and window, anonymisation and judging table assignment.

4.1 Turn In Process

- 4.1.1 Each team will be given a turn in window, this may be the same period for all teams, or it may be separate windows where one or more teams have one 10-minute window, which is different from that given to other teams.
- 4.1.2 Where possible the total window from start to finish should be no more than 40 minutes.
- 4.1.3 The window is strictly enforced, teams need to have their entry either at the turn in table or be in the queue for the turn in table before the contest clock changes to 1 second past the turn in window.
- 4.1.4 Missing the turn in window will result in disqualification from the round.
- 4.1.5 The turn in table should have a minimum of 1 person, but ideally two people manning it.
- 4.1.6 The entry should be processed by the turn in table according to the most recent version of the *Turn in Table and Judges Assignment Table Process*.
- 4.1.7 The entry should in no way be identifiable to the team submitting i.e., any markings that are a deliberate attempt to identify the entry to a team.

- 4.1.8 All entries should be turned in with the required tools to serve and/or portion. If for instance the entry requires cutting into portions, it must be supplied with a suitable knife and serving plates.
- 4.1.9 The entry should be taken from the turn in table to the judge's assignment table for judges table assignment. This table should be out of sight of the turn in table, so the person(s) manning it cannot see the teams turning in their entries and such will not know the team who submitted the turn in.

4.2 Judging Table Assignment

- 4.2.1 The judging table assignment table must be manned by a different person(s) to those manning the turn in table. A minimum of 1 person should be manning the judging table assignment table.
- 4.2.2 The entry will then be assigned to a judging table (if there is more than one) in accordance with the latest version of the *Turn in Table and Judges Assignment Table Process*.

4.3 Transfer to Judges

- 4.3.1 Entries should be transferred to the relevant judging table either individually or all of the tables' entries at once, whichever suits your judging process best.

5. Judging

5.1 Judging Process

- 5.1.1 Table and Judging Number
 - 5.1.1.1 Prior to each round, each judging group or table should be given a number. If there are three judging tables for instance, they should be numbers one, two and three. This is known as the table number (regardless of if judging is taking place on a table).
 - 5.1.1.2 In each judging group or table, each judge must be numbered. For instance, if the judging group is five judges, they will be numbered one to five. This is known as the seat number (regardless of if judging is taking place in seats).
 - 5.1.1.3 Each judge will then have a unique combination of table and judge's number.
- 5.1.2 Prior to the first entry arriving for the round at the judging table/area, each judge should add their table and seat number to their judging score card, as well as their name (first and surname) and the name of the round that is being judged.
- 5.1.3 Once the entry arrives at the judging area/table, all judges should mark the entry number on the score card.
- 5.1.4 All judges should view the entry before it is disturbed and mark a score for visual appearance according to the scoring scale.
- 5.1.5 The table captain should support the judging group/table in taking one of the entries or a portion of the entry to taste.
- 5.1.6 Judges should ensure they taste each element of the entry, and in the combination suggested of the presentation.
- 5.1.7 After tasting, judges should mark for flavour, mouth feel and eat-ability according to the scoring scale.
- 5.1.8 Judges should ensure they have completed all marking before moving on to the next entry.
- 5.1.9 Table captains should ensure there is sufficient water, crackers, and napkins available to the judges during judging.

5.2 Scoring

- 5.2.1 Scoring should be conducted in accordance with the most up to date *CompBBQUK scoring mechanism*.

5.3 Conduct

- 5.3.1 Judges should not discuss the entries from when the first one arrives at the table/area until all completed score cards have been collected.
- 5.3.2 Judges should refrain from comments, gestures or expressions that indicate an opinion on the entry, particularly if judging is being done where contestants may be able to see them.

5.4 Weighting and Final Scores

- 5.4.1 Scores will be collated and weighted in accordance with the most up to date *CompBBQUK scoring mechanism*.

6. Results

6.1 Collation

- 6.1.1 The “CompBBQUK Contest Liaison” is responsible for either directly collecting or organising collecting of the score cards and producing the scores and results.
- 6.1.2 No contestants or judges should have access to the final scores prior to the completion of the awards ceremony.
- 6.1.3 Any score cards that cannot be reasonably attributed to a judge through error or missing information should be discarded, and the average score for the table adjusted to account for less score cards. (i.e., contestant should not be penalised)
- 6.1.4 Any team numbers on score cards or scores that cannot reasonably be identified will be discarded, and the average score for the table adjusted to account for fewer scores. (i.e., contestant should not be penalised)
- 6.1.5 All individual judges scores should be kept strictly confidential. Score cards should be securely disposed of and not passed to judges or contestants. Any scores and results shared with the team should not include any judges’ names, table, or seat numbers.
- 6.1.6 Individual contestant scores should be available to them as soon as possible following the awards and show a breakdown of total round scores, and aggregated scores, but not scores at a judge level.

6.2 Aggregation

- 6.2.1 If multiple rounds are being combined to find an aggregate winner (Grand Champion), the final weighted scores of each included round should be used.

6.3 Awards

- 6.3.1 The awards should take place as soon as possible following the contest.
- 6.3.2 All teams and judges have the ability to attend if they wish.
- 6.3.3 The awards should take place with the following recognitions.
 - 6.3.3.1 For each round:
 - 6.3.3.1.1 Call – 5th and 4th place having their name read out.
 - 6.3.3.1.2 Walk – 3rd, 2nd and 1st, collecting a certificate, trophy or prize.
 - 6.3.3.2 For aggregated contest results:
 - 6.3.3.2.1 Call – 5th, 4th and 3rd place having their name read out.
 - 6.3.3.2.2 Reserve Grand Champion – 2nd place collecting a certificate, trophy, or prize.
 - 6.3.3.2.3 Grand Champion – 1st Place collecting a certificate, trophy, or prize.