



# 2012 World Coffee in Good Spirits Championship

## Official Rules and Regulations

Written and approved by the WCE Competitions Operations Committee  
Rules and Regulation Subcommittee, VERSION: 2012.09.04

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## **1.0 CONDITIONS OF PARTICIPATION**

### **1.1 PARTICIPANTS**

#### **1.1.1 National Qualifications**

The World Coffee in Good Spirits Championship (WCIGS) is open to qualified national champions as determined by a World Coffee Events (WCE) sanctioned national championship produced by the relative WCE Licensed National Body. The WCIGS is open to one (1) competitor from each nation representing a WCE Licensed National Body (hereafter referred to as "national champion". (To learn more about how to become a WCE Licensed National Body please read the WCE Ltd. Organizational Structure & Governance.)

#### **1.1.2 Age Requirement**

Competitors must be at least 18 years of age at the time of competing in any World Coffee Events (WCE) sanctioned event.

#### **1.1.3 Nationality**

Competitors must hold a valid passport of the country they represent or have 24 months of documented employment or scholastic curriculum in the country they represent. If participation is based on the 24 months of documented employment or scholastic curriculum rather than passport, a portion of this must have been in the previous 12 months prior to national competition. Competitors can only compete to represent one country per WCIGS Competition Year.

#### **1.1.4 Multiple Passports**

In case of multiple passports, the contestant must choose one country and qualify through this respective sanctioned national championship.

#### **1.1.5 Judging and Conflict of Interest**

No competitor at any level of competition (be they entered for Regional, National or International events) shall judge any other WCIGSC event (be that for Regional, National or International events). If a person has judged a WCIGSC event in the same WCIGSC year (from the conclusion of one years' event through to the conclusion of the next) they shall not be eligible for entry into the same event. Failure to comply will result in disqualification from said events.

The same rules apply for those who participate as a calibration barista for judges calibrations in the same competition. WCE is very clear on its standings regarding Conflicts of Interest and if any concerned party deems they may require some clarification then the onus is placed wholly on that affected party to query their position by emailing [info@worldcoffeeevents.org](mailto:info@worldcoffeeevents.org). Failure to pre-emptively and promptly declare a position could result in disqualification from events.

#### **1.1.6 Substitution**

If any National Champion is unable to participate in the WCIGSC, that country's licensed body may substitute an alternate competitor from its national competition in descending order of succession, beginning with its second place finisher. All requests for substitutions must be received in writing by the WCE at [info@worldcoffeeevents.org](mailto:info@worldcoffeeevents.org) and approved by its Managing Director prior to competition.

#### **1.1.7 Expenses**

Licensed National Bodies are required to pay the champion's flight and hotel accommodations to the WCIGS for the purpose of representing their country for the duration of the competition. Above and beyond this, Competitors are responsible for their own expenses related to the competition, including, but not limited to: *additional* travel and accommodation needs, local transport, and additional personnel. The WCIGS is not liable for any of the competitor's expenses. If a competitor cannot afford these expenses, it is their responsibility to find a sponsor, or outside party to cover these expenses.

## **1.2 APPLICATION**

#### **1.2.1 Competitor Registration Form**

Competitors must complete the WCIGS Competitor Registration Form online at <http://www.worldcoffeeingoodspirits.org> and email a scanned copy of their valid passport or legal documentation of 24 months of employment or scholastic curriculum in the country they represent to the WCIGS Event Manager at least six weeks prior to WCIGS Event. All approved national champions will receive a confirmation letter that will be sent to the competitor via email within two weeks of receipt of the online registration form and valid passport or legal documentation.

#### **1.2.2 Last Date to Apply**

Competitors must submit the online competitor registration form and valid passport or legal documentation six weeks prior to the WCIGS. In the event the national competition is held less than six weeks prior to WCIGS Event, national champions must submit the registration form and passport/documentation within 5 days of conclusion of their national competition. Failure to meet these requirements could result in exclusion from competing in the WCIGS.

## **1.3 COMPETITOR QUESTIONS**

All competitors are responsible for comprehensive knowledge of current WCIGS Rules & Regulations and score sheets. No exceptions or accommodations will be made for competitors who claim to not understand the WCIGS Rules & Regulations

or score sheets. All WCIGS documents may be downloaded from the WCIGS website. Questions can be directed to info@worldcoffeeevents.org. Competitors are encouraged to ask questions prior to arriving at the WCIGS. Competitors will also have the opportunity to ask questions during the official Competitors Meeting held prior to the start of the competition.

## **1.4 TERMS & CONDITIONS**

Upon submitting a WCIGS Competitor Registration Form, competitors acknowledge that they understand the following terms & conditions: (Please note that these terms and conditions include individual responsibilities and requirements of representation imposed on the winner of the WCIGS.)

- A. The winner of the World Coffee in Good Spirits Championship (WCIGS) is a representative of the World Coffee Events, Ltd., the Specialty Coffee Association of America (SCAA) and the Specialty Coffee Association of Europe (SCAE).
- B. Upon entry in the WCIGS and in exchange for the opportunity to win, each competitor in the WCIGS undertakes that they will:
  - i. Permit the WCE, SCAA and SCAE to use the competitor's name and image in any format without charge for the purpose of promotion of the WCIGS, SCAA or the SCAE.
  - ii. Without limiting the generality of clause (i), the formats referred to in clause (i) may include: photographic, video, print, Internet, or any electronic media.
  - iii. Actively work to uphold the good reputation of the WCIGS, the SCAA and the SCAE when fulfilling these terms and conditions.
- C. Each competitor must read and abide by the Competitor Code of Conduct document found on the WCIGS website.
- D. The winner of the WCIGS must read and abide by the Champion Code of Conduct found on the WCIGS website.

## **1.5 ENFORCEMENT OF RULES & REGULATIONS**

The WCIGCSC will employ these Rules & Regulations throughout the competition. If a competitor violates one or more of these Rules & Regulations, they shall be automatically disqualified from the competition, except when the Rules designate a specific enforcement or consequence. 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."

## **2.0 THE COMPETITION**

- A. The championship comprises of two separate rounds, a preliminary and a final round.
- B. Within the preliminary round competitors have 5 minutes preparation and then 8 minutes performance time to produce four drinks: two hot/warm coffee and alcohol-based designer drinks (two of the same recipe), and two cold coffee and alcohol-based designer drinks (two of the same recipe). Competitors MUST use the alcohol supplied by WCE sponsors for the current year in BOTH the Hot and Cold beverages. The alcohol sponsor for the 2012 Championship is Grand Marnier Cordon Rouge.
- C. The top-scoring six competitors will compete in the final round. In the final round competitors have 5 minutes preparation and 8 minutes performance time to produce four drinks: two Irish coffees and two hot or cold coffee and alcohol-based designer drinks.

### **2.1 NATIONAL COMPETITION**

For ease of conducting National Competitions, organizers may choose to select their champion by holding a competition based only on the Preliminary Round of the WCIGS **or** based only on the final round of the WCIGS, rather than run both.

### **2.2 PRELIMINARY ROUND**

- A. Each competitor has five (5) minutes preparation time and eight (8) minutes competition time. No clean-up time is allocated although competitors are requested to remove their personal equipment from the stage quickly after their performance.
- B. Competitors are required to make four (4) drinks in total: two (2) identical hot/warm coffee and alcohol-based designer drinks and two (2) identical cold coffee and alcohol-based designer drinks.
- C. In the World Championship, competitors MUST use the alcohol supplied by WCE sponsors for the current year in BOTH the Hot and Cold beverages. Non-compliance with this will result in a zero score being given in the drinks "Creativity" section from both the taste judges. National Body competitions are not required to use the WCE sponsored alcohol. The alcohol sponsor for the 2012 Championship is Grand Marnier Cordon Rouge.
- D. There shall be one (1) competitor performing at a time.
- E. There will be a panel of four (4) judges: two (2) taste judges, one (1) technical judge, and one (1) head judge.
- F. Competitors are free to brew coffee by any method they choose.
- G. All coffee should be brewed in the performance time.
- H. If coffee is brewed in the preparation time then this will result in the taste elements of the drink receiving a zero score. A competitor will be allowed to add a further brewed coffee element to their drink, e.g. a cold brewed coffee that is prepared in advance of their presentation as long as the MAIN brewed element of that drink is prepared in the performance time.
- I. The competitor's time will be stopped when the last drink has been served to the Judges.

## **2.3 FINAL ROUND**

- A. The six competitors with the highest scores in the preliminary round will compete in the final round. The competitors will compete in order according to their preliminary round score with the lowest-scoring competitor competing first and the highest-scoring competitor competing last.
- B. Previous scores from the preliminary round will not be carried forward into the final round.
- C. Competitors will have five (5) minutes preparation time and eight (8) minutes competition time. No cleaning time is allocated although competitors are requested to remove their personal equipment from the stage quickly after their performance.
- D. Within the final round competition time competitors are required to make four (4) drinks total: two (2) identical hot/warm or cold coffee and alcohol-based designer drinks and two (2) Irish Coffees.
- E. The designer drink is of the competitor's choice. It can either be a favored drink from the preliminary round or a completely new drink. It can either be hot or cold and does not need to be themed to the host nation.
- F. The glasses for the Irish Coffee will be provided by the WCIGS; no other glasses may be used. The glasses are 240ml and can be viewed on the WCIGS web site. The drink will score a zero from taste and visual judges if the glass used is not the official one.
- G. There shall be one (1) competitor performing at a time.
- H. There will be a panel of four (4) judges; two (2) taste judges, one (1) technical judge, and one (1) head judge
- I. Competitors are free to brew coffee by any method they choose.
- J. All coffee should be brewed in the performance time.
- K. If coffee is brewed in the preparation time then this will result in the taste elements of the drink receiving a zero score. A competitor will be allowed to add a further brewed coffee element to their drink, e.g. a cold brewed coffee that is prepared in advance of their presentation as long as the MAIN brewed element of that drink is prepared in the performance time.
- L. The competitor's time will be stopped when the last drink has been served to the judges.

## **3.0 BEVERAGE DEFINITIONS**

### **3.1 PRELIMINARY ROUND - HOT/WARM COFFEE AND ALCOHOL-BASED DESIGNER DRINKS**

- A. Competitors are responsible for providing their own ingredients, including coffee and alcohol (with the exception of the sponsored alcohol).
- B. Each competitor is free to use the coffee and method of brewing of his/her choice. While espresso and standard filter brewing equipment shall be made available, competitors shall provide their own equipment if alternative brewing methods are chosen.
- C. Competitors MUST use the alcohol supplied by WCE sponsors for the current year in BOTH the Hot and Cold beverages. The alcohol sponsor for the 2012 Championship is Grand Marnier Cordon Rouge.
- D. In addition to the sponsored alcohol, each competitor is free to use any alcoholic beverage/s within their drink. Competitors may choose to use non-alcoholic essences if alcohol violates social, religious or legal conditions; otherwise alcohol is expected in the drink.
- E. The competitor is free to use any further ingredients within their drinks.
- F. The competitor is free to use any glassware or crockery for serving the drinks.
- G. One of the set of drinks must be served hot/warm. If one of the sets of drinks is not served hot then the lowest scoring set of taste scores will be removed from each Taste Judge.
- H. Edible garnish may be used but the drink must be drinkable and not become a dessert. Taste marks will be deducted if the drink is deemed more "edible" than "drinkable", at the Head Judges discretion.
- I. It shall NOT be necessary for competitors to present photographs of their drinks (as in past years).
- J. It is necessary that each competitor details the ingredients and method for making their drink at the competitors briefing prior to the preliminary round. A standard form will be given to fill out these details at the competitors briefing. The WCE shall reserve the right to publish such drink recipes at a later stage.

### **3.2 PRELIMINARY ROUND - COLD COFFEE AND ALCOHOL-BASED DESIGNER DRINKS**

- A. Competitors are responsible for providing their own ingredients, including coffee and alcohol (with the exception of the sponsored alcohol).
- B. Each competitor is free to use the coffee and method of brewing of his/her choice. While espresso and standard filter brewing equipment shall be made available, competitors shall provide their own equipment if alternative brewing methods are chosen.
- C. Competitors MUST use the alcohol supplied by WCE sponsors for the current year in BOTH the Hot and Cold beverages. The alcohol sponsor for the 2012 Championship is Grand Marnier Cordon Rouge.
- D. In addition to the sponsored alcohol, each competitor is free to use any alcoholic beverage/s within their drink. Competitors may choose to use non-alcoholic essences if alcohol violates social, religious or legal conditions; otherwise alcohol is expected in the drink.
- E. The competitor is free to use any further ingredients within their drinks.
- F. The competitor is free to use any glassware or crockery they choose for serving the drinks.
- G. One set of drinks must be served cold. If one of the sets of drinks is not served cold then the lowest scoring set of taste scores will be removed from each Taste Judge.
- H. Edible garnish may be used but the drink must be drinkable and not become a dessert. Marks may be deducted if the drink is deemed more "edible" than "drinkable".
- I. It shall NOT be necessary for competitors to present photographs of their drinks (as in past years).

- J. It is necessary that each competitor details the ingredients and method for making their drink at the competitors briefing prior to the Preliminary round. A standard form will be given to fill out these details at the competitors briefing. The WCE shall reserve the right to publish such drink recipe at a later stage.

### **3.3 FINALS - COFFEE AND ALCOHOL-BASED DESIGNER DRINKS**

- A. Each competitor is free to use the coffee and method of brewing of his/her choice. While espresso and standard filter brewing equipment shall be made available, competitors shall provide their own equipment if alternative brewing methods are chosen.
- B. Each competitor has a free choice of the drink they want to present. This may be their favored drink from the first round or a completely new one.
- C. Edible garnish may be used but the drink must be drinkable and not become a dessert. Marks may be deducted if the drink is deemed more “edible” than “drinkable”.
- D. It shall NOT be necessary for competitors to present photographs of their drinks (as in past years).
- E. The WCE shall reserve the right to publish the drink recipe at a later stage.

### **3.4 FINALS - IRISH COFFEES**

- A. The Irish Coffees should consist of coffee, whiskey, sugar and cream only.
- B. Competitors are encouraged to achieve a balance of flavor between ingredients.
- C. Each competitor is free to use the coffee and method of brewing of his/her choice. While espresso and filter brewing equipment shall be made available, competitors shall provide their own equipment if alternative brewing methods are chosen.
- D. Each competitor is free to use the cream of his/her choice. A range of the most common creams will be made available for use. Competitors are NOT required to use the provided creams. Competitors may provide their own cream.
- E. The quantity of cream used in the drink is at the competitor's discretion to achieve a balance of flavors. There will be no required level of cream, as in previous years.
- F. Each competitor is free to use the sugar of his/her choice (honey or non-flavoured sugar syrups are also permissible). Competitors may provide their own sugar. Competitors are NOT required to use the provided sugar.
- G. Any whisky may be used regardless of nationality, brand, or age. If a sponsorship agreement is reached with a whisky manufacturer, where it is stipulated that only their whisky be used for the Irish coffee, it will be imperative that all competitors abide by this condition. The WCE shall communicate any sponsorship agreements to competitors no later than eight (8) weeks prior to the World Championship Finals. Any such decisions shall have NO bearing to the competitors' choice of whisky in their National competitions.
- H. The glasses for the Irish Coffee will be provided by the WCIGS; no other glasses may be used. The glasses are 240ml and can be viewed on the WCIGS web site.

## **4.0 COMPETITION PROCEDURE**

### **4.1 STAGE COMPETITIONS**

- A. The competition space will consist of a stage with four (4) competition stations.
- B. Each competitor will be assigned a start time and station number.
- C. Each competitor will be given the following time at their assigned station, made up of the following segments:
  - i. 5 minutes preparation time
  - ii. 8 minutes performance time
  - iii. No clean-up time is allocated
- D. The first competitor will perform judged by the first of two judging teams. Immediately after the first competitor has finished the second will be started judged by the second judging team. During the second competitor's performance the first judging team can deliberate their scores to be presented as marks out of 10 at the end of the second competitor's performance. This sequence continues back and forth for all competitors.
- E. The competitor's scores from each round will not carry over to the next round.
- F. At the conclusion of the preliminary round, there will be a ceremony where finalists are announced and all competitors will be acknowledged. All competitors are required to attend this ceremony. The six finalists will perform in reverse order of score in the preliminary round, with the lowest scoring competitor performing first.

## **5.0 MACHINERY, ACCESSORIES & RAW MATERIALS**

### **5.1 ESPRESSO MACHINE**

If espresso is brewed then competitors must use the espresso machine supplied for the WCIGS by the official WCIGS espresso machine sponsor. The WCIGS-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 bars (atmospheres).

#### **5.1.1 No Liquids or Ingredients on Machine**

No liquids or ingredients of any kind may be placed or poured on top of the espresso machine (i.e. no water in cups, no pouring or mixing liquids or ingredients, no warming ingredients). If a competitor places or pours liquid or ingredients on top of the machine, he/she will receive zero (0) points for the “Drinks prepared professionally” category on the technical score sheets.

#### **5.1.2 Disqualification**

Competitors may not change, adjust or replace any element, setting, or component of the espresso machine. Any changes or adjustments made may be grounds for disqualification (i.e. the portafilters, insert baskets, temperature, pressure, steam wand tips, etc.). Any damage to the competition equipment due to misuse or abuse is grounds for disqualification at the discretion of the presiding head judge.

### **5.2 GRINDER**

Competitors have the option of using the official WCIGS grinder provided, bringing their own grinder(s) or using both the provided grinder and their own grinder. Competitors may not use more than two grinders during their performance.

### **5.3 ADDITIONAL EQUIPMENT**

Competitors are encouraged to minimise the equipment they use for their performance. No tablecloths, napkins or decoration is required for the judges table. Trays for carrying the drinks and a menu card are permissible.

Non-required decoration may cause you to lose points in the “Hospitality Skills” section, at the Head Judges discretion.

### **5.4 PROVIDED EQUIPMENT & SUPPLIES**

Each competitor's stage station will be equipped with the following:

- Machine Table (For espresso machine, grinder and blender) L: 1,80m-2,0m W: 0,90m-1,00m H: 0,90m
- Work Table L: 2,50m-2,70m W: 0,60m H: 0,90m
- Presentation Table (Judges' table) L: 1,80m-2,0m W: 0,50m-0,60m H: 1,00m
- Espresso Machine
- Grinder
- Knock Box
- Filter brewer
- Bar blender
- Trash Can

### **5.5 RECOMMENDED EQUIPMENT & SUPPLIES**

Competitors are required to bring all additional necessary supplies for 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 WCIGS, volunteers and event staff are not responsible for the safety of items left in the competitors' preparation room or competition area.

The list of supplies the competitor may bring include the following:

- Grinder(s) (Competitors may also use WCIGS-provided grinder)
- Brewing equipment
- Tamper
- Shot glasses (for test shots and dispensing. May not be used for serving drinks in the final round.)
- Steaming pitchers
- Glassware & crockery for drinks in the preliminary round
- Any specific utensils required
- Bar towels/clean cloths (for practice and the competition)
- Cleaning supplies (counter brush, grinder brush, etc.)
- Tray(s) (for serving drinks to the judges)
- Waiter's Cart

## **6.0 COMPETITOR INSTRUCTIONS PRIOR TO PREPARATION TIME**

### **6.1 COMPETITORS' ORIENTATION MEETING**

Prior to the start of the WCIGS, a Competitors' Orientation Meeting will take place. This meeting is mandatory for all competitors. During this meeting, the WCIGS Event Manager and presiding Head Judges will make announcements, explain the competition flow, cover the competition schedule, lead a tour of the stage, and back stage areas. This will be an opportunity for competitors to ask questions to the WCIGS Event Manager and/or presiding Head Judges.

During the Competitors' Orientation Meeting, each competitor will also provide information about their drink. It is necessary that each competitor details the ingredients and method for making their drink. A standard form will be given to fill out these details. The WCE shall reserve the right to publish such drink recipe at a later stage

## **6.2 PREPARATION PRACTICE ROOM**

There will be a staging area designated as the competitors' preparation/practice room. This area will be reserved for the competitors, volunteers and any WCIGS officials. WCIGS judges, press/media, competitor's family members and supporters may not be present in this area without consent from the WCIGS Event Manager. Competitors will be able to store their equipment, accessories, ingredients, etc. in this room. Refrigerators will be provided for any ingredients that need to stay cold. This room will also include a dishwashing station for competitors to use to wash glass and barware. Competitors are responsible for cleaning their own dishes and glassware, and keeping track of these items. Runners and event staff are not responsible for breakage or loss of dishes or competitor items.

### **6.2.1 Practice Time**

The preparation/practice room will have two-group espresso machines and grinders identical to the competition equipment on stage. Each competitor will have ½ an hour of scheduled practice time. Practice times will be scheduled based on competition time (i.e. the first scheduled competitors will have the earliest scheduled practice times). Competitors will be emailed a practice schedule prior to arriving at the WCIGS. If a competitor is unable to attend his/her assigned practice time, s/he is responsible for switching with another competitor or finding an alternate time. The WCIGS does not guarantee access to practice space outside of assigned practice time slot.

## **6.3 COMPETITION MUSIC**

Competitors may bring music on one CD to be played during his/her competition time. Music may not contain profanity. Competitors must mark the CD case clearly with his/her name. It is the competitor's responsibility to give the WCIGS Event Manager or Audio Visual staff his/her CD prior to the start of the competition. It is also the competitor's responsibility to retrieve the CD from the WCIGS Event Manager or Audio Visual staff after the competition. CDs that are not retrieved will be discarded after the competition.

## **6.4 BE ON TIME**

Competitors should be in the preparation/practice room a minimum of 30 minutes prior to his/her scheduled 5 minutes of Preparation Time. Any competitor who is not onsite at the start of his/her 5 minutes of preparation time may be disqualified.

## **6.5 STATION SET-UP**

The head runner will be responsible for ensuring that each competitor's station is set as the competitor has requested prior to his/her preparation time (i.e. the head runner will make sure each competitor's grinder is placed to the right or the left of the espresso machine per the competitor's request).

### **6.5.1 Set-Up Grinder and Additional Electrical Equipment**

If a competitor has brought his/her own grinder, the competitor needs to inform the WCIGS Event Manager prior to the start of competition. The head runner will contact the competitor prior to the start of his/her Preparation Time. If the competitor would like to help the head runner take his/her own grinder to the station, this will be allowed; however, once the item(s) is in place and plugged in, the competitor will not be allowed to touch the item(s) and must leave the stage immediately. Please note: No coffee beans may be placed in the hopper until the competitor's Preparation Time.

## **6.6 SUPPORTERS/ASSISTANTS NOT ALLOWED ON STAGE**

No person(s) other than the competitor, his/her interpreter and WCIGS volunteers and officials may be on stage during the competitor's preparation, performance and clean-up time.

## **7.0 PREPARATION TIME**

### **7.1 BEGIN PREPARATION TIME**

Each competitor will have 5 minutes of preparation time. Once the prior competitor begins their competition time, the next scheduled competitor may begin his/her 5-minute preparation time upon advisement from the WCIGS Event Manager and/or the preparation timer. The purpose of the preparation time is to set up the station and prepare the bar for competition.

Once the competitor has arrived at his/her assigned station and agreed that the station is set to his/her specifications, the official preparation timekeeper will ask the competitor if he/she is ready to begin. Before the competitor is allowed to touch anything at his/her station, the competitor must press the start button on the remote control attached to the clock to begin his/her 5 minutes of preparation time. The designated official preparation timekeeper will begin a stopwatch the moment the competitor presses the start button on the remote control.

## **7.2 CART**

WCIGS does not provide a cart for competitor use. If a competitor chooses to use a cart, competitors must unload his/her supplies off the cart on his/her own. The preparation timer will wheel the cart off stage at the end of the competitor's preparation time. The waiter's cart will not be allowed on stage during the performance/competition time. Please note: If items are left on the cart after the competitor's preparation time has ended, the competitor may not remove any items off the cart. Competitors will be able to retrieve left items on the cart once his/her competition time has begun – See 9.3 Forgotten Accessories.

### **7.3 JUDGES' PRESENTATION TABLE**

The WCIGS wants to focus on the competitor's skills and minimise the expense in entering. Tablecloths, water, napkins and decoration are not required and will lose you points in the hospitality section at the discretion of the Head Judge, depending on the severity. Items involved in the construction or presentation of the actual drink are permissible. This rule is to protect competitors incurring unnecessary expense in competing.

### **7.4 PRACTICE SHOTS**

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

### **7.5 PRE-HEATED CUPS**

Cups can be preheated during the competitor's preparation time. However, no water may be present in cups at the start of the competitor's competition time. At no point may there be cups with liquid in them on top of the espresso machine (see 5.1.1. "No Liquids or Ingredients on Machine").

### **7.6 END OF PREPARATION TIME**

Competitors will not be allowed to exceed the 5 minutes of preparation time. The timer will give the competitor a four minute, and thirty second warning during his/her 5 minutes of preparation time. At 5 minutes, the official preparation timekeeper will call "time" and ask the competitor to step away from the station.

## **8.0 COMPETITION TIME**

### **8.1 INTRODUCTION BY THE MASTER OF CEREMONIES**

Once the 5 minute preparation time has elapsed and the judges are ready, the Master of Ceremonies will introduce the competitor. Each competitor will be required to wear a wireless microphone throughout his/her competition. However, the competitor will only be "live" (broadcast) during his/her performance time.

#### **8.1.1 Interpreter**

Competitors may bring their own interpreter. When speaking to the competitor the interpreter is only allowed to translate what the emcee 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.

### **8.2 BEGIN COMPETITION TIME**

The Master of Ceremonies will ask the competitor if he/she is ready to begin. Before the competitor introduces himself/herself to the judges, the competitor must press the start button on the remote control attached to the clock to begin his/her 8 minutes of performance time. The designated competition timekeeper will begin a stopwatch the moment the competitor presses the start button on the remote control. If a clock is not available then the competitor will be asked to raise their hand to indicate the start of their time.

Tracking time elapsed during the 8 minute competition/performance time is the responsibility of the competitor, though he/she may ask for a time check at any point. The competition timekeeper will give the competitor a five minute, three minute, one minute, and thirty second remaining warning during his/her 8 minutes of competition time. The timekeeper is required to give these warnings as they happen, and may be given to the competitor while s/he is speaking.

Please note: If the clock has malfunctioned for any reason, competitors may not stop his/her time. In the case that the clock has malfunctioned, the timekeeper's time is the official time for the competition. The competitor will receive the same warnings noted above.

### **8.3 SERVE REQUIRED BEVERAGES**

All drinks must be served at the judges' presentation table.

See 2.0 THE COMPETITION and 2.1 BEVERAGE DEFINITIONS.

### **8.4 RUNNERS CLEAR THE SERVED DRINKS**

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 upon the head judge's signal. If a competitor has special instructions for the runner he/she will need to explain these instructions to the WCIGS Event Manager and the runner before the start of his/her competition time. The runner will make every effort to avoid impeding the competitor but it is the competitor's responsibility to navigate his or her station successfully.

## **8.5 STATION PERIMETERS**

Competitors may only utilize the work area provided by the WCIGS: 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 (i.e., a stand, table, dumbwaiter, bench, etc.) will result in automatic disqualification. Competitors may not utilize any space under any competition tables for storage.

## **8.6 END COMPETITION TIME**

Competition time will be stopped when the competitor presents their final drink to the judges. It is the competitor's responsibility to clearly present their drinks to the judges to allow this time to be recorded accurately. This is particularly important if any final preparation is made at the judges table. The Head Judge reserves the right to enquire if the final presentation has been made if this distinction is unclear and record that time.

The maximum timeframe (without penalty) for the competition/presentation is 8 minutes. Competitors will not be penalized or rewarded for finishing early.

## **8.7 COMMUNICATION AFTER THE COMPETITION TIME**

Competitors may not continue to talk to the judges once their competition time has ended. Any conversation after the competitor's competition time will not count towards his/her total score. Competitors may continue to talk to the Master of Ceremonies after the competition time has ended; however, the judges will not consider any conversation or explanation given after the competition time.

## **8.8 OVERTIME PENALTIES**

- A. If the competitor has not finished his/her presentation during the allotted 8 minute period, he/she is allowed to proceed until the presentation is completed.
- B. One (1) point from the final score for every 2 seconds, or part of, the competitor goes over the allotted 8 minute period will be deducted from the competitor's total score.
- C. The maximum amount of points that can be deducted from a competitor's total score is 60 points.
- D. Any competitor whose performance period exceeds 10 minutes will be disqualified.

## **8.9 COACHING**

Coaching from the sidelines is not allowed at any point during the preparation and/or competition time. Doing so may result in disqualification. The WCIGS does encourage cheering from the sidelines by supporters, the audience and other team members. However, they are not allowed to assist the competitor in any way. (Please note: Coaches, supporters, friends, or family members are not allowed on stage while the competition is in progress.)

## **9.0 TECHNICAL ISSUES**

- A. During the preparation and/or competition time, if a competitor feels there is a technical problem with:
  - i. The espresso machine (including power, steam pressure, control system malfunction, lack of water or drain malfunction)
  - ii. The grinder
  - iii. Any additional electrical equipment (excluding the competition clock)
  - iv. The audio visual equipment (such as the competitor's music or microphone)...the competitor should raise his/her hand, call "technical time out" and ask for the Event Manager (during preparation time) or for the head judge (during competition time), and the time will be stopped. The official timekeeper will make note of 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.
- B. If the event 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.
- C. 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 his/her performance or stop the performance and start again at a reallocated time.
- D. If a competitor must stop his/her 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.
- E. 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.
- F. Unfamiliarity with competition equipment is not grounds for a technical timeout.
- G. Inconsistency or variation between group heads requiring adjustment is only grounds for technical timeout during preparation time.

## **9.1 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. The head judge is responsible for overseeing this and will decide how much additional time should be credited.
- 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. It is the head judge's responsibility to oversee this issue.

## **9.2 FORGOTTEN ACCESSORIES**

- A. If a competitor has forgotten some of his/her equipment and/or accessories during his/her preparation time, the competitor may exit the stage to retrieve the missing items; however his/her preparation time will not be stopped.
- B. If a competitor has forgotten some of his/her equipment and/or accessories during his/her competition time, he/she must inform the head judge that they have forgotten an item(s) offstage and then retrieve the missing item(s) himself/herself. The competition time will not be stopped.
- C. Nothing may be delivered by the runners, supporters, team members or the audience.

## **10.0 CLEAN-UP TIME**

Once a competitor has finished his/her competition time, he/she should begin cleaning up the station. A station runner will bring the waiter's cart back out on stage for the competitor to load his/her supplies on. If a competitor brought his/her own grinder and/or 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 POST COMPETITION**

### **11.1 SCOREKEEPING**

#### **11.1.1 WCIGS Official Scorekeeping**

The WCIGS official scorekeepers are responsible for adding all scores and for keeping all scores confidential.

#### **11.1.2 Competitor's Total Score**

The competitor's total score will be tallied by adding the total of the technical score sheets and the two visual score sheets, and any time penalty subtracted from the total. Please note the head judge score sheet does not count towards the competitor's total score.

#### **11.1.3 Tie Scores**

If there is a tie between two or more competitors the official scorekeepers will total all the detail points, rather than the condensed points out of 10.

## **11.2 DEBRIEFING**

Following the awards ceremony, competitors will have an opportunity to review their score sheets with the judges.

Competitors will not be allowed to keep his/her original score sheets.

Following the WCIGS, the WCIGS Event Manager will email competitors a copy of his/her score sheets.

## **12.0 COMPETITOR PROTEST AND APPEALS**

### **12.1 COMPETITOR RELATED ISSUES**

#### **12.1.1 Protest**

If a competitor has an issue or protest to make regarding the WCIGS during the competition, the competitor should contact the WCIGS Event Manager. The Event Manager will then determine whether the issue can be resolved on-site at the WCIGS, or whether the issue will require a written appeal following the WCIGS.

If the WCIGS Event Manager decides that the issue and/or protest can be solved on-site at the WCIGS, the WCIGS Event Manager will contact the involved party or parties to ensure fair representation. The competitor's issue and/or protest will be discussed and a decision will be made jointly, on-site, by the WCIGS Event Manager and the Chairs of the Training, Certification, and Rules Committees. The WCIGS Event Manager will inform the competitor of the decision.

#### **12.1.2 Appeal**

If a competitor has a complaint that cannot be resolved on-site or the competitor wishes to appeal a decision made on-site, the WCIGS Event Manager will ask the competitor to submit his/her formal complaint and/or appeal in writing to the WCE Advisory Board. The decision by the WCE Advisory Board is final.

The complaint and/or appeal letter must include the following:

- 1) Competitor name
- 2) Date
- 3) A clear and concise statement of the complaint

- 4) Date and time references (if applicable)
- 5) Competitor's comments and suggested solution
- 6) Party/Parties involved
- 7) Competitor's contact information

Any written complaints and/or appeals that do not include this information will not be considered. Competitors should submit his/her written complaint and/or appeal to the WCIGS Event Manager via email within 24 hours of the offending incident or the decision given.

#### **12.1.3 Appeals Reviewed by the WCE Advisory Board**

The WCE Advisory Board will review written complaints and appeals within 30 days of receipt. The WCE Advisory Board Chair will contact the competitor in writing via email with the final decision.

### **12.2 JUDGE/JUDGING RELATED ISSUES UPON REVIEWING SCORE SHEETS**

#### **12.2.1 Protest**

If a competitor objects to his/her scores given by one or more judges, the competitor can meet with their Head Judge during the competitor debriefing to explain his/her protest. The Head Judge will discuss the competitor's protest onsite with the judges who judged the competitor along with two representatives from the WCE Judges Committee. The WCE Judges Committee will make a decision on-site and a representative of the committee will inform the competitor of the decision.

#### **12.2.2 Appeal**

If the competitor does not agree with the decision, he/she may appeal the decision in writing to the WCE Advisory Board. The decision by the WCE Advisory Board is final.

The appeal letter must include the following:

- 1) Competitor name
- 2) Date
- 3) A clear and concise statement of the complaint
- 4) Date and time references (if applicable)
- 5) Competitor's comments and suggested solution
- 6) Party/Parties involved
- 7) Competitor's contact information

Any written protests/appeals that do not include this information will not be considered. Competitors should submit his/her written complaint or appeal to the WCIGS Event Manager via email within 24 hours of the debriefing or the decision given.

#### **12.2.3 Appeals Reviewed by the WCE Advisory Board**

The WCE Advisory Board will review written complaints and appeals within 30 days of receipt. The WCE Advisory Board Chair will contact the competitor in writing via email with the final decision.

## **13.0 JUDGING CRITERIA**

### **13.1 COMPETITION AREA**

The technical judge will evaluate the competition area for cleanliness at the beginning and end of the performance/competition time.

### **13.2 TASTE EVALUATION**

Points will be awarded for the taste of each individual drink. Competitors should strive to combine coffee with other ingredients to create a quality alcohol and coffee based beverage. Coffee may not be the dominant flavour of the final drink but must be clearly identifiable. Competitors are advised to explain verbally 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.

### **13.3 BEVERAGE PRESENTATION**

Points will be awarded based on the visual presentation of the drinks.

### **13.4 TECHNICAL SKILLS**

Points will be awarded based on the competitor's technical knowledge and skill.

### **13.5 PERFORMANCE**

Points will be awarded based on the judges' overall impression of the competitor, his/her skills, and personal and beverage presentation.

## 14.0 VISUAL EVALUATION PROCEDURE

The following is an explanation of the technical score sheet. Each competitor will be evaluated by two technical judges.

### 14.1 EVALUATION SCALE

There are two types of scores: the Yes/No Score, and numeric scores (0-6).  
The evaluation scales are the same for both taste and visual judges.

Yes = 1 No = 0

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

#### Yes/No Score

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

#### Numeric Score

Available scores range from 0 to 6. Half points are permissible. Judges are encouraged to use the full range of scores (e.g. if no visible pattern is seen a zero may be appropriate). Low numbers indicate a poorer presentation and vice versa. Certain questions may be weighted by being multiplied by 2, or 4.

### 14.2 VISUAL EVALUATION – PRELIMINARY STAGE – PART I

Please note the technical skills standards are the same for all beverages in both the Preliminary and Final Rounds (differing only by the number of drinks assessed in each round).

No technical evaluation will be made of the Preliminary Round in the Bar area.

	points	Hot Designer Drink	Cold Designer Drink	Comments:
Visual creativity	(0-6 pts)x 2			
Commercially applicable	(0-6 pts)x 2			
Overall visual appeal	(0-6 pts)x 2			
<b>TOTAL PER DRINK (0-36pts)</b>				

#### 14.2.1 Visual creativity

Judges will review only the drink presented to them. Judges should look for originality in the aesthetic presentation of the drink along with the refinement and elegance of the drink.

#### 14.2.2 Commercially applicable

Judges should assess if the method of preparing the drink, the ingredients used, and the drink's final presentation are applicable to commercial markets. Higher points should be awarded where judges believe the drink would have the widest consumer appeal and practical application.

Competitors are free to explain to the judges the market their drink is aimed at and any information on its commercial applicability.

#### 14.2.3 Overall Visual Appeal

From a visual perspective only, how enticing and appealing is the drink. Would its visual appeal lead you to wanting to buy and taste such a drink if you were in a café or bar, for example.

### 14.3 VISUAL EVALUATION – FINALS – PART I

	Points	Irish Coffee	Designer Drink	Comments:
Distinct separation of colour (coffee - cream)	(0-6 pts)x 2			
Surface appearance	(0-6 pts)x 2			
Visual creativity	(0-6 pts)x 2			
Commercially applicable	(0-6 pts)x 2			
Overall visual appeal	(0-6 pts)x 2			
<b>TOTAL PER DRINK</b>		(0-24 pts)	(0-36 pts)	

#### 14.3.1 Distinct separation of color

This point refers to the separation of the coffee and the cream on the Irish Coffee. Full marks should be awarded if there is a crisp un-blurred line between the clean white cream and the rich dark coffee. Zero should be scored if the cream has fully mixed into the coffee.

#### 14.3.2 Surface appearance

Full marks in this section should be awarded where the surface of the Irish Coffee has pure white cream with no stain from the coffee and where the cream show no bubbles and has a glossy appearance.

### 14.4 TECHNICAL EVALUATION – PRELIMINARY STAGE & FINALS – PART II

Comments:	
Workspace organised and clean at start	(0- 6 pts)
Coffee freshness evident	(0- 6 pts)
Coffee brewed professionally (understanding of coffee selected and grind texture, brewing time, brewing equipment etc)	(0- 6 pts)x 2
Professional use of ingredients (Knowledge of quality, flavour , preparation)	(0- 6 pts)
Professional performance (Service skills, confidence, flair)	(0- 6 pts)
Hospitality skills	(0- 6 pts)
General hygiene throughout presentation	(0- 6 pts)
<b>TOTAL (0-48pts)</b>	

#### 14.4.1 Workspace organized and clean at start

- A. The cleanliness and organization of the competitor's work station (work table, prep table, top of machine) will be evaluated on a scale between 0 and 6. If the area is messy, a 0 can be given.
- B. It is permissible to have a small amount of coffee grounds around the grinder. The competitors are allowed to work, therefore we do not score zero due to some coffee around the grinder.
- C. Verify the competitor's ability to organize the working area in a practical and efficient way.
- D. Competitors may have pucks in the portafilters at the start of his/her competition time. This will not count against clean area at start up.
- E. **Clean working area at end.** It is permissible to have a small amount of coffee grounds around the grinder. The competitors are allowed to work, therefore we do not score zero due to some coffee around the grinder.
- F. If an accident should occur (i.e. a competitor spills one of the drinks), the competitor should have it cleaned up by the end of his/her performance time.
- G. Cleaning while working (removing spent grounds, wiping tables) will help the competitor's score.
- H. All wares and tools (tampers, cups, trays, pitchers, etc.) are included in this evaluation including items on the espresso machine and work tables.
- I. Spent pucks are allowed to be in the portafilters at the end of performance and are not part of this score

#### 14.4.2 Coffee freshness evident

The competitor should demonstrate an understanding of coffee freshness. This may be achieved by an understanding of when the coffee was roasted, how it is stored, and when it is ground.

#### 14.4.3 Coffee brewed professionally (10pts in preliminary round, 20pts in final round)

Competitors can use any brewing method they choose and judges are expected to be familiar with standards across these methods. Judges will draw on recognised brewing standards such as WBC rules for espresso, or Gold Cup standards for brewed coffee for example, where applicable.

#### 14.4.4 Professional use of ingredients

The competitor can demonstrate their professional use of ingredients in a number of ways:

- in their choice of ingredient: its suitability to the overall flavour balance and style required
- in the specific quality or type of that ingredient they choose
- in the manner in which they prepare that ingredient

#### 14.4.5 Professional performance

The competitors performance will include how they project to the audience, and the confidence, flair and style, they display in the production of the drinks.

#### 14.4.6 Hospitality skills

Hospitality skills will include the service skills, warmth, personality, body language, professionalism and tone they exhibit in their service to the judges.

#### 14.4.7 General hygiene throughout presentation

The judge will determine this score based on the competitor's hygiene throughout their entire presentation.

### 15.0 TASTE EVALUATION PROCEDURE

The following is an explanation of the taste score sheet. Each competitor will be evaluated by two taste judges.

Judges are encouraged to taste enough of the drink to fully appreciate its flavour but due to the alcoholic nature of the drinks may limit their intake. Judges will endeavour to follow instructions on how to drink a competitor's drink although competitors are to be mindful of the judges' situation and avoid the need for consumption of large quantities of alcohol. The Head Judge reserves the right to overrule a competitors' drinking instruction if they believe it could compromise their judging capabilities.

#### 15.1 EVALUATION SCORE

There are two types of scores: the Yes/No Score, and numeric scores (0-6).

The evaluation scales are the same for both taste and visual judges.

Yes = 1 No = 0

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

##### Yes/No Score

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

##### Numeric Score

Available scores range from 0 to 6. Half points are permissible. Judges are encouraged to use the full range of scores (e.g. if no visible pattern is seen a zero may be appropriate). Low numbers indicate a poorer presentation and vice versa. Certain questions may be weighted by being multiplied by x 2, or x 4.

#### 15.2 TASTE EVALUATION – PRELIMINARY STAGE – PART I

Drinks will be evaluated using the following protocol by all taste judges. It is important that taste judges follow this protocol consistently.

	points	Hot Designer Drink	Cold Designer Drink	Comments
Pleasant drinking temperature (hot or cold)	(0-6 pts)x 2			
Quality of coffee distinctly tasted in drink	(0-6 pts)x 2			
Balance and combination of flavors	(0-6 pts)x 2			
Body /Mouthfeel of the drink	(0-6 pts)x 2			
Creativity (Choice of ingredients / methods / presentation)	(0-6 pts)x 2			
Commercially applicable	(0-6 pts)x 2			
Overall impression of the taste of the drink	(0-6 pts)x 2			
<b>TOTAL PER DRINK (0-84 pts)</b>				

##### 15.2.1 Pleasant drinking temperature (hot/cold)

The temperature of the drink should be scored appropriately to the drink presented. Chilled drinks should be served that way not left to warm, for example.

In the preliminary round one set of drinks should be served cold and the other hot/warm. The competitor is free to choose the temperature of the designer drink served in the final round.

##### 15.2.2 Quality of coffee distinctly tasted in drink

Judges are assessing two elements in scoring this section: can coffee clearly be tasted and is that coffee of a high quality. Lower scores will be given for poor quality coffee flavour or/and for lack of coffee flavour (Judges should remember that coffee does not have to be the dominant flavour within the drink but does have to be clearly identified).

#### 15.2.3 Balance and combination of flavors

Judges should decide if all flavours work well together and are balanced within the drink

#### 15.2.4 Body / Mouth feel of the drink

Judges should decide if the body / mouth feel of the drink is pleasant and that expected for that style of drink. Judges should realize that different drinks demand a different mouth feel, for example a hot toddy style drink may require a different mouth feel to a martini style.

#### 15.2.5 Creativity (Choice of ingredients / methods / presentation)

Judges should look for originality in the choice or combination of ingredients, methods and presentation.

#### 15.2.6 Overall impression of the taste of the drink

From a taste perspective only, how enjoyable is the drink. Would it be a drink you would buy again if you were in a bar or a café, for example.

### 15.3 TASTE EVALUATION – FINAL STAGE – PART I

Drinks will be evaluated using the following the same protocol as in the Taste Evaluation of the preliminary round, although creativity and commercial applicability will not be scored for the Irish Coffee.

	Points	Irish Coffee	Designer Drink	Comments
Pleasant drinking temperature (hot or cold)	(0-6 pts)x 2			
Quality of coffee distinctly tasted in drink	(0-6 pts)x 2			
Balance and combination of flavours	(0-6 pts)x 2			
Body /Mouthfeel of the drink	(0-6 pts)x 2			
Creativity (Choice of ingredients / methods / presentation)	(0-6 pts)x 2	X		
Commercially applicable	(0-6 pts)x 2			
Overall impression of the taste of the drink	(0-6 pts)x 2			
<b>TOTAL PER DRINK</b>				
		(0-60 pts)	(0-84 pts)	

### 15.4 TASTE EVALUATION – PRELIMINARY & FINAL ROUND – PART II

Competitors will be evaluated using the following protocol by all visual judges. It is important that visual judges follow this protocol consistently.

Professional performance (Service skills, confidence, flair) (0- 6 pts)x2		Comments:
Hospitality skills (0- 6 pts)x2		
<b>TOTAL (0-24pts)</b>		

#### 15.4.1 Hospitality skills

Hospitality skills will include the service skills, warmth, personality, body language, professionalism and tone they exhibit in their service to the judges.

#### 15.4.2 General hygiene throughout presentation

The judge will determine this score based on the competitor's hygiene throughout their entire presentation.

### 16.0 DISHONEST BEHAVIOR BY A WCIGS OFFICIAL

If in the unlikely event that the Head Judge or any other WCIGS personnel discovers or suspects potential dishonest behaviour by a WCIGS judge during a competitor's evaluation then the following will apply:

- The Head Judge will request the return of all the competitors score sheets from the official score keeper surrounding the suspicious evaluation.
- The Head Judge will call a meeting with the WCIGS judge(s) concerned, the WCIGS Executive Director, and the WCIGS Certification Committee Chair to evaluate the situation.
- The WCIGS Executive Director and the WCIGS Certification Committee Chair will then rule upon the matter in a closed meeting.

- D. If the matter of dishonesty is extensive, the WCIGS Certification Committee Chair has the power to rule that the WCIGS judge will be excluded from judging in any future WCIGS sanctioned competitions.

### **16.1 APPEAL**

If the WCIGS judge in question does not agree with the decision, he/she may appeal the decision in writing to the WCE Advisory Board. The decision by the WCE Advisory Board is final.

The appeal letter must include the following:

- 1) Name
- 2) Date
- 3) A clear and concise statement of the complaint
- 4) Date and time references (if applicable)
- 5) Comments and suggested solution
- 6) Party/Parties Involved
- 7) Contact Information

Any written protests/appeals, which do not include this information, will not be considered. Judges should submit his/her written complaint or appeal to the WCIGS Event Manager via email to [info@worldcoffeeevents.org](mailto:info@worldcoffeeevents.org) within 24 hours of the debriefing or the decision given.

### **16.2 APPEALS REVIEWED BY THE WCE ADVISORY BOARD**

The WCE Advisory Board will review written complaints and appeals within 30 days of receipt. The WCE Advisory Board Chair will contact the competitor or judge in writing via email with the final decision.