



Table Captain's Meeting Script

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The table captain is a very important position at a FBA sanctioned BBQ contest. You are responsible for the presentation of the prepared entries at the judging table, managing the judging at the table, and making sure the rules are followed. The atmosphere and process at the judging table is largely dependent on you.

You will be given a table of six judges to manage and are responsible for making sure your judges have everything they need to judge the contest. This includes the proper supply of:

- plates
- paper towels
- water bottles. To avoid spills ask the judges to keep the bottles flat on the table
- crackers
- pencils
- judge's cards. You will be given all 24 judging cards for your table before the first meat category.

Remind the judges that there is to be no side talking or picture taking during the judging process. It is your responsibility to present the competition boxes to the judges for consideration. The cook teams depend on you to make sure their product is shown as intended. This means not putting any boxes on the floor and keep them on the tray, never stacking boxes on top of each other, making sure the boxes stay

level at all times, no sudden movements happen with the boxes and both hands are on the boxes at all times. Basically, treat each box as if it were your own.

When Table Captains are called from the sorting area, you will pick up your tray with up to six (6) entries and take them to your assigned table. Check to make sure you have the correct table's tray and the box numbers match the numbers on your routing slip. Check to make sure no box numbers have previously been used on your routing slip. Walk to your table and proceed to read the box numbers to the judges starting with the lowest number and ending with the highest. Have another judge call them back a second time to make sure that they are entering the correct box number.

Once all the numbers have been written down, start with the lowest number box. At the tray, before you take the box to your table, carefully open it and count eight portions and then check for violations. Items to watch for are:

- cups of sauce
- toothpicks
- skewers
- aluminum foil
- any other foreign object
- sculpting or marking as defined in our rules
- garnish.

If you detect or suspect a violation of the rules when inspecting each box, bring it to the attention of the FBA Representative before proceeding to have the box judged.

If none found, bring the box to the judges table to be scored.

Ask the first judge to verify the number on the top of the box, and then open it. Again, hold the box with two hands, well supported on the bottom, and keep it low enough and angled to the table so that the judges

don't have to stand to look at it.

If you drop a box, it will automatically get a 10 in Presentation. If the entry falls out, notify the FBA Representative, who will take that box back to the team for refill. Go to the next entry for scoring if that happens.

Announce "Scoring for Presentation Only" and give each judge at least 10 seconds to view the box, longer if they ask. Once all judges have entered their score for Presentation announce "Scoring for Taste and Tenderness" and present the box for each of them to take a sample to score for Taste and Tenderness. After the judges have taken their pieces, you may take a sample for yourself. Never pass the box around a second time!

When you are finished with the entry box, take the box back to the tray and fold half of the label over making sure you still can see the entry number. Pick up the next entry and repeat the process. Start each box with a different person each time.

If, while being judged, someone notices anything in the box that is against the rules, notify the FBA Rep for a ruling. Immediately take it away from the table. Do not share your concerns with the judges. Ask the judges to stop where they are in the process. Please remember neither you nor the judges are allowed to do the chicken napkin test to check for blood.

If the FBA Rep has disqualified an entry, ask the judges to enter in a 2 across the score card, turn their scorecard over and write the entry number and why it was disqualified. No scores of disqualification will be allowed at any table without the approval of the FBA Representative.

No scores can be changed after a score has been placed on the scorecard without the approval of the FBA Representative. When all boxes have been judged, collect the scorecards, and make sure they have been filled

out properly. If not, ask the judge to correctly fill out their scorecard. It is your responsibility to see that all cards are filled out correctly and are readable before handing them to the FBA Representative!

When satisfied, please have your table wait and stand by your tray to give the routing slip (the paper with the box numbers on it) and all judged cards to one of the Reps for a final review. After the Representative approves your cards, your tray will then be available to the grazing / volunteer table.

Start a quiet discussion at your table, asking the judges how they scored each particular box, what they liked or didn't like, paying special attention to any very low or very high scores. If you notice a judge that is inconsistent with the rest of the judges, please bring it to the Representative's attention.

Invite the judges to visit the grazing table. Then clean up your table and reset it for the next round of judging. Remember to:

- provide fresh plates for the next category
- Refresh the crackers
- Distribute new paper towels
- Hand out new bottles of water
- Pass out new judging cards for the next meat item.

Once done, visit the grazing table and at 15 minutes before the hour, gather the judges back to your table. Wait to be called back to the turn in table to pick up the next entries.

(If there are rules changes, please read them here.)