

FBA Table Captain Instruction

The Table Captain is one of the more important aspects of an FBA Sanctioned Contest. Somewhere, at a contest you have been invited to, you will be asked to be a table captain. Please accept this duty as an honor and not with the feelings of "I really have to" Or, "Can't someone else do it?"

If chosen you will be the inspector, the server, the police department, and the janitor of your table. It will be your responsibility to pick up the entries from the check-in table, deliver them to your assigned table and proceed with the FBA order of judging.

Collect the scorecards and inspect each card to confirm that they are completely and properly filled out. Then turn them over to the FBA representative.

If the organizer does not have volunteers to help clear the tables between categories, it is your duty to clear the table of trash, provide water, and pass out new plates and scorecards. You may ask someone at your table to assist you in these duties.

Here is a more detailed list of the Table Captain's duties:

1. When TC's are called, go to the turn in area and find the tray for your table
2. Verify numbers on the boxes and TC sheet match.
3. Take the tray to your serving table.
4. Read the box numbers to your judges and have verification from one of the judges
5. Check first box and verify minimum 8 portions and no rules violations
6. Announce "For presentation only", and have first judge verify box number
7. Show box to each judge until they nod or say OK.
8. After each judge has scored, announce "For taste and tenderness"
9. Serve each judge and yourself
10. Place box back on tray and pull label halfway up and bend back
11. After each judge has scored, repeat steps 5 - 10 with the rest of boxes, starting with the next judge
12. After all boxes are scored collect the completed score cards and verify all are properly completed, if any 7's, comments on back of card and if all scores are within 1 - 1 1/2 points of each other. If a judge is scoring too high or too low, take the judge aside and ask them why they gave those scores. If the problem persists, point it out to a Rep. .
Make sure there are no zeros after the scores.
13. Turn in the scoring cards to a Rep
14. Start discussion of best samples, scores and reasons for any low scores.
15. Set up table for next category
16. Repeat process for the next three categories

After all scoring is completed assist cleaning up your table.