

Contest Representative Manual

(Revised – December 26, 2016)

The FBA Representative

The FBA Reps are the individuals charged with the responsibility of seeing that the sanctioned portion of the contest runs smoothly. They work directly with contest organizers, setup the teams, supervise the judging process, enter the scores and see that all FBA rules are followed.

The Reps are responsible for ensuring that the contest is run fairly. The Reps must make sure that they treat every team and every judge in the same manner and do not appear to exhibit favoritism.

The Reps are the face of the Florida BBQ Association and should conduct themselves in a business and professional manor at all times.

An FBA rep may not be a representative or elected officer of any other BBQ organization.

Becoming a Representative

The first step to becoming an FBA Rep is to shadow our contest Reps a minimum of one sanctioned events, spending equal time observing the setup, team meetings, judge meetings and the scoring process. This will give you an idea of what a Rep is expected to accomplish at a contest. If you meet all qualifications and are approved by the Board of Directors, you enter the Representative Training Program.

FBA Representative Qualifications

- *Must be an FBA member in good standing for at least three years
- *Must take and pass application survey
- *Must speak and read English
- *Must be able to lift 30 pounds and physically able to step into and out of team trailers safely.
- *Must be computer literate and have email
- *Must be willing and able to get along with people
- *Must submit written application to the FBA Rep Training Coordinator
- *Must be recommended by the Vice President to the Board of Directors
- *Must be approved by the majority of Board of Directors to enter Rep training program
- *Must complete both pre-training assignments prior to working contests
- *Must train for a minimum of 5 sanctioned events at your own expense
- *Must complete Rep training within 1 year and receive final Board of Director approval.

FBA Representatives in Training

The Vice President, with the concurrence of the Board of Directors, shall appoint no more than two designated Rep Trainers to supervise the Rep Training Program.

- A) The Reps Committee, with the concurrence of the Board of Directors, will determine the need for additional Reps and the areas they are needed in.
- B) The Reps Committee with the concurrence of the Board of Directors will solicit the membership for those who would like to consider becoming a Rep in the areas of need. Those responding must submit a written application to the Rep Training Chairman, listing why they wish to become a Rep and their qualifications.
- C) All applicants will be given a survey of fifty questions to determine their abilities, experience, skill and knowledge. These questions are assigned point values according to the answers given or lack thereof. The answers are in essay format so the applicants can provide as much information as possible about themselves. The surveys shall be scored by the two Rep Trainers and the FBA Vice President (or their designee). Those applicants scoring eighty percent or higher will be interviewed in order by the highest score, by both the Rep Training Chairman and Assistant Chairman.
- D) The Rep Training Chairman will recommend to the Vice President those who qualify, for Board approval to start training.
- E) Once approved by the Board, the applicant will enter Pre-Training 1. This is mainly reading assignments associated with being an FBA Representative, with an open book exam of thirty questions when finished. This phase of their training will be completed on their own.
- F) When completed, the Trainee will enter Pre-Training 2 which is an extensive amount of training on every phase of the Scorecard system. This also will be completed on their own with telephone guidance. A training contest has been setup for this purpose that they can access as often as they like.
- G) When the trainee feels comfortable with Scorecard he/she will select five contests to train at. The Lead Rep at these contests will be notified by email of the trainee's participation at their contest. They will also be given a task sheet listing assignments the trainee must do as well as additional duties to be assigned at the Lead Reps discretion. The Lead Rep shall complete the task sheet and return it within seven days to the Rep Training Coordinator. The Lead Rep shall evaluate the trainee and note any additional training needed. This applies to all five training contests.

- H) The trainee will be supervised and evaluated by a Rep Training Coordinator in addition to the Lead Rep for contest five. During contest five, the trainee will have to advise the Rep Training Coordinator what needs to be done next.
- I) If at any time during the training process, the Training Coordinators feel an applicant is not a good prospect, they will advise the Board of Directors to receive authorization to remove the trainee from the program.
- J) All applicants successfully completing the training program will be recommended to the Vice President for appointment as Contest Representative. Each trainee that is declared an FBA Rep will be reimbursed \$50 per contest they worked while training to a maximum of \$250. Shadowing expenses are the responsibility of the applicant.
- K) For contest 5, the Rep Trainer who does the evaluation shall receive one-way mileage to the event and one night hotel expense will be paid by the FBA if the event is more than 50 miles away from the Rep Trainer's home and they are not already working the event as a Rep.

New Lead REPS

All Reps serving as Lead Rep for the first time shall have a seasoned Lead Rep as the second Rep for guidance and support. In addition, prior to being assigned as a Lead Rep, the Rep should act as co-Lead Rep at a contest they are regularly assigned. This training shall begin with the site inspection, if any, and continue through the contest evaluation. Upon completion of training, the Rep must be approved by the Board of Directors to be a Lead Rep.

Representatives policies

1. After the board has sanctioned a contest, consideration as to who reps the contest will be as follows. The Vice President will poll all Reps, who will have 72 hours to make their wishes known if they want to rep the contest. The Reps will then be assigned based on the following hierarchy:
 - a. If requested by the organizer the previous year's Reps will be asked first if they want to rep the contest again.
 - b. The Rep(s) closest to the contest will be given the next consideration.
 - c. Couples should be considered whenever possible.
 - d. Desires of the Lead Rep will be considered but priority will be given to keeping cost to the organizer down.
 - e. In the event of a special contest, such as a new contest in a distant state, the Vice President shall assign the most experienced, available Reps.

All Rep assignments made by the Vice President shall be approved by the Board of Directors in accordance with the FBA By-Laws.

2. A contest file will be started by the Lead Rep upon receipt of the Sanctioning Agreement. Lead Reps are to contact contest organizers immediately and continue to follow up on team counts, judge counts, and general logistics on a regular basis. Confirmation of the Reps arrival time should also be specified. NOTE: The sanctioning contract specifies that the Reps will be in place by noon on Friday

The Lead Rep shall provide the Secretary with the following documents prior to the contest:

1. Sanctioning Agreement
2. Copy of the insurance certificate. If a copy of a liability insurance certificate for at least one million dollars and with the FBA as a named insured is not received by the Secretary at least two weeks prior to the date of the contest, the Board of Directors shall withdraw the sanction for that contest with no refund of any fees paid.

Within one week of the completion of the contest, the Lead Rep shall forward a copy of the contest evaluation, any DQ paperwork, and any paperwork on judges who have cooked with a team to the Secretary. NOTE: The Secretary can recover all other required information for the contest file from the web site.

3. If full payment of the sanctioning fee is not received at least two weeks prior to the event, the Treasurer shall notify the Lead Rep. The Lead Rep will attempt to resolve the problem with the organizer. If full payment is not received at least one week prior to the event, the Board of Directors may withdraw the sanction for the contest with no refund of any fees paid.

4. Prior to the contest, the Lead Rep shall check to see if any judges are due to receive their master judge or contests judged pin. If so, the Lead Rep will arrange to have the award and the certificate on hand to be presented at the judges meeting. Remember, it may take several weeks to obtain a master judge's badge. Awards shall be presented during the judges meeting. The Lead Rep shall make sure that a photo is taken of the presentation and forwarded to the webmaster. The Lead Rep shall also ensure that each judge is current in their FBA dues.

5. For every contest, a minimum of 28 judges shall be confirmed even if there are less than 24 teams. This prevents one table from judging two or more of a single team's meat categories. If there are less than 24 teams, the Rep shall reduce the number of boxes sent to each table for each category to make things work out. A backyard contest may be judged by two or more dedicated tables at the discretion of the Lead Rep.

6. The Lead Rep should complete a "Contest Contingency Action Plan" (copy attached) prior to arriving at the contest and make any changes if needed upon arrival.

7. All Reps are to bring their gear (computer, printer, trays and supplies and etc) to each contest for backup. The Lead Reps computer will be used for PRO Division and a backup will be used for Backyard.
8. In the event you do not feel well or have personal reasons that may distract you while repping a contest, please notify the Lead Rep and step off the contest. If you are the Lead Rep implement your "Contingency Action Plan", if able or the next in command will do so, and contact the FBA President as soon as possible.
9. Contest reps are to wear Name Tags and FBA logo shirts on Friday and FBA logo polo shirts on Saturday. Shirts are to be purchased by reps at their own expense.
10. Do not modify, change, or try new policies or procedures in the field. Suggest changes to the Vice President. Once Board approved, changes will be implemented.
11. It is recommended that the Reps do not visit with certain teams exclusively. You are welcome to socialize but do not set yourself up for controversy.
12. Where you have more confirmed judges than you need for a contest and are unable to make any additional tables to accommodate them:
 - a. Judges who have arrived without confirmation will not be used.
 - b. Ask local judges to give up their seats for those who've traveled the furthest.
 - c. Ask Master Judges to give up their seats for those who've traveled the furthest.
 - d. Make every attempt to allow those who have given up their seats to volunteer to assist and award JOTY points if appropriate.
13. A Rep whose spouse or significant other is a member of a cook team may not rep a contest in which that spouse/significant other is competing as part of a cook team.
14. Alcohol consumption is to be limited to after Friday's checklist is completed. On Saturday, adult beverages may be consumed after awards are completed. If a team wishes to discuss any issue that may be even remotely controversial, and you have been drinking, do not engage in the discussion. If that requires walking away, do so.
15. Mileage is to be calculated on a round trip basis at the IRS mileage rate, tolls, and either a straight per diem rate for meals of \$25.00 per day, or actual cost of meals with receipts attached to the invoice. Normally the organizer will arrange and pay for lodging. Fill out the invoice form and hand it to the organizer on the morning of the contest so they can give you a check prior to your departure. In some cases, the organizer may mail your check.

Representative contest policies

1. All contest materials and equipment are to be kept secured in the scoring area or Rep's vehicle when not in use.
2. Team lists with secret numbers are never to be left out in view of anyone. Put it in your briefcase, notebook.
3. Make sure any unneeded paperwork is properly ripped up and disposed of off site after the contest is over.
4. Meat Inspection:
 - a. May be conducted by the event organizer or the Rep.
 - b. The head cook for each team or their representative shall sign a form stating that the meat is USDA approved. They do not need to provide labels. The meat shall appear fresh and healthy and the correct type of meat for each category.
 - c. In the event a team is going to arrive late on Friday evening, the Rep may delegate the meat inspection for that team to an experienced FBA competitor or to the organizer.
5. The cooks meeting shall be conducted on the Friday evening prior to turn in. The Rep shall read the script verbatim. The Rep shall introduce the Organizer who will cover grease and ash disposal and local information. The Rep shall point out the turn in area and point out the atomic clock and then call roll. The Rep shall ask if everyone has had their meat inspected and has a copy of the rules. At this point, the Rep shall announce: "Any first time contest teams please stay seated. Also any team who feels hearing the contest rules read to them will be beneficial please stay seated. The rest of you feel free to leave at this time, however, you shall be responsible for knowing the contest rules and following them." The Rep shall then continue reading the script as it is written.
6. All event scripts are to be read verbatim at each contest. Check with the organizer upon arrival for final details on trash pickup, ice sales, ash disposal, grease disposal and contest policy changes. Read any changes in the cook team rules that are less than 2 months old.
7. Reps shall notify the Lead Rep if they leave the judging/scoring area.
8. Turn In Procedures
 - a. The turn in location shall be out of sight of the judges.
 - b. The official turn in times are from five minutes before the hour to five minutes after the hour as governed by the official clock.
 - c. At five minutes past the hour, the official clock shall be turned face down on the table and no more entries shall be accepted. Teams standing in line will be allowed to turn in.

d. The Rep shall not accept a box directly from a cook team member but rather will require it to be placed on the turn in table by the cook team. All competition entry boxes must be placed on the turn in table with label up. Any box loaded upside down by the team may be submitted for judging. Teams are not permitted to modify the box in any way from its original configuration as provided by the contest REPS, including moving the label. Upon inspection by the Reps, if the label has been moved to the opposite side (bottom) of the box, the team will be DQ'd for modifying the box and the Judges will be instructed to score a (2) in each category for that entry. If the label is on the correct lid and the box must be turned over to have the label showing, the only score affected will be presentation. It is the responsibility of the Rep/Volunteer accepting boxes, to check for boxes not in their proper orientation (IE Lid not on top). If this occurs, the only comment to the team should be, "please place the box on the table with the label showing or you may return to your site and reload it but, the turn in time frame still applies". If the box makes turn in it should be judged as any other.

- e. Boxes shall be handled with both hands and shall not be placed on top of each other.
- f. In the event a box is dropped at any point in the procedure, the judges shall be instructed to award it a ten in presentation. If the contents of the box spill when it is dropped, the Rep shall immediately take the cook team a new box and allow them to fill it for judging.
- g. The Rep shall change the number on the box from the team number to the judging number and pass the box on for placing on a tray.
- h. The routing slip for each tray shall be used to ensure that no table judges the same cook team twice.

9. All samples are to go into the judges scoring area at the same time. Make sure assistance is given to those Table Captains who need help carrying their trays. After each category is finished, the Lead Rep may give a portion of the samples to the organizer, if requested, the remaining samples are to go to the grazing table for a period of grazing prior to bagging. This period of time is the Lead Reps decision.

10. Disqualification is to be reserved for violations of the rules. If a sample is disqualified, return all samples to the box. When a chicken entry is disqualified for failing the napkin test, the entry will be immediately returned to the cook team by any two available reps at the direction of the lead rep. As soon as any other category is completed, the Lead Rep plus one other rep or trainee shall return the disqualified entry to the team with a copy of the rules. This prevents further delays if another DQ is questioned while the Lead Rep is away. Very close calls should be decided in favor of the cook team. If the entry is disqualified for any reason other than a late turn in, the Lead Rep shall instruct the judges at that table to enter a two (2) in all three categories: appearance, taste and tenderness.

11. Do not discuss the disqualification with anyone other than the affected team. If another team has questions, refer them to the team that was disqualified.
12. Judges are not to be in team sites during judging. In the event this occurs, politely remind them of this rule. Repeated infraction of this policy will require action from the lead rep.
13. Do not enter scores by yourself. Scores should be called by a second Rep or Rep Trainee and then double-checked before you file them. Once the scores for a category are entered, you must print the score report for that category and check for zeros and ties. NOTE: Volunteers SHALL NOT be used to call scores, enter scores, or check scores.
14. The Lead Rep shall personally review the score printouts and ensure that they are accurate. Be sure to check for ties and for scores that the computer may have dropped or may not have been entered. Compare the number of zero scores on the score sheet with the number of non-turn ins, and 40 scores with the DQs and make sure they match. Note: Forty is the number that will show when all judges score the entry a two which is the DQ score.
15. If problems occur during the scoring procedure, notify the organizer to postpone the awards ceremony. DO NOT post awards if there is any doubt.
16. In the event that an error is made and it appears the FBA may be liable for financially making good the error, the Lead Rep shall immediately contact any FBA Board Member who may be present to obtain authorization for the payment(s). If there is no FBA Board Member present, the Lead Rep shall contact a Board Member, preferably the President or the Treasurer by phone. **THE LEAD REP IS NOT AUTHORIZED TO COMMIT THE FBA TO ANY FINANCIAL OBLIGATION.**
17. Scores of other teams or speculation of judges' seat numbers are not to be discussed.
18. At least one Rep is to be in the Judging Area, and the Lead Rep shall be immediately available, while the actual judging is taking place. In the event of a possible DQ, all Reps must be present for the determination.
19. No photographs may be taken in the judging area or of the turn in boxes. The Lead Rep may make exceptions to this policy for organizers and/or the media.
20. The Lead Rep shall ensure that a photo is taken of the winners of each category, the reserve champion, and the grand champion and forwarded to the webmaster along with the contest results.
21. EATING: The rep enjoys no special privileges regarding eating or saving leftover meat. Reps are expected to set an example for everyone at an event. The rep may participate in the grazing table under the same rules that govern the judges.

Cook Team Policies

1. A cook team may designate, with the Secretary of the FBA, two different individuals to be "head cooks". Such designation must be made prior to the beginning of a new cook season, which shall be designated as the first sanctioned contest following the Fun Cook on Labor Day weekend. Once two cooks have been designated as "head cooks" for that team, they may not be named "head cooks" for any other team.
2. No team shall be permitted to cook at the same contest as two separate teams using the same team name. Teams will be able to cook at different contests on the same date under the same name. However, the team must designate in advance, to the FBA Secretary, the contest for which they will receive TOTY points, and if applicable, designations to the American Royal, Jack Daniels Invitational, etc.

REP Dismissal

All Reps are to conduct themselves in a businesslike and professional manner at all times. In the event a rep regrettably can not do this and is accused of an act for which dismissal is considered, he/she will be dealt with as outlined below. Dismissing a rep will be the decision of the Board of Directors as a last resort and as the result of a fair and consistent process.

Grounds for Dismissal

(I) Immediate Dismissal (W) Warning

- Falsifying Contest Scores and Results (I)
- Insubordination at contest (W)
- Poor Performance (W)
- Violating FBA Policy (W) (I) depending on situation
- Misconduct (W)
- Rude and Insulting Remarks to Judges, Teams, or Organizers (W)
- Multiple Rep Removal request by Organizers for cause (W)
- Drunk and Disorderly (I)

Dismissal Procedure

All incidents will be addressed in the following manner.

- Any allegation must be presented to the Vice President in writing
- The Vice President will investigate all allegations thoroughly
- The Vice President will obtain rebuttal/response from rep
- The Vice President will bring the allegation and response before the BOD

The BOD will issue a written warning or immediate Dismissal

All substantiated major allegations will warrant immediate dismissal
1st minor, warning...2nd minor, final warning...3rd minor, Dismissal

Reinstating a Rep

Any Rep who has resigned of their own accord may apply for reinstatement to the Vice President by submitting a letter stating why they resigned and now wish to be reinstated. The Vice President will review the matter and present it to all active Reps and call for a vote. The Rep applying for reinstatement must receive a majority vote from active reps to proceed to the Board of Directors for final approval. A simple majority vote is needed to reinstate the rep by the Board of Directors.

Any Rep who has been dismissed for cause is not eligible for reinstatement.

Inactive Status

A Rep may be placed on inactive status:

1. At their request due to illness or a change in personal situation.
2. If they have not been a Rep for at least one event in the past year.

A Rep may return to active status at their request. A Rep requesting to return to active status must, at their own expense, work at least two events under the supervision of the Lead Rep in order to refresh themselves on current policies and procedures. This requirement may be waived by the BOD on a case-by-case basis."

Volunteers

- a. Volunteers may be provided by the organizer and/or may be judges who opted to volunteer rather than judge.
- b. Volunteers who will be handling the boxes at turn in should be given specific instructions by the Rep for handling boxes and using the routing slips. The routing slips shall be checked for accuracy by the Rep prior to any tray being released to a table captain.
- c. Volunteers shall not be used to call scores, enter scores, or check scores.

Problem Judges

The intent of this section is to give the Reps and the FBA a method for dealing with problem judges.

1. In the event that a judge is committing minor violations of the rules such as visiting the teams during judging or not being in their seats at the proper time, any Contest Rep may remind the judge of the rules.
2. In the event that a judge is scoring consistently lower than other judges at their table, a Rep may take the judge aside during a break and discuss their scoring with them. In the event that the judge continues to score low, the situation shall be brought to the attention of the Lead Rep who will discuss the matter with the judge. In the event that a Lead Rep discusses scoring with a judge (in effect, a second warning) the Lead Rep shall email the head of the judges committee with a brief summary of the event.
3. In the event that the head of the judges committee receives multiple reports regarding the same individual, they will contact the individual to arrange additional training at the individual's expense. If the individual does not cooperate at this point, the head of the judges committee shall forward a summary of the situation to the Board of Directors for further action.

APPENDIX ONE TO REP TRAINING MANUAL



New Rep Training Outline

(Revised October 2016)

A) Telephone Interview

- * Why do you want to become a Rep?
- * What leadership under stress have you had?
- * What team experience have you had?
- * What do you see as your strengths?
- * Do you have a computer and printer?
- * If selected, could you Rep two weekends per month?
- * Administer Contest Representative Application Survey.

B) Shadow for at least one contest at your own expense

Contest _____ Date _____ Lead Rep _____
Contest Reps Evaluation _____

C) Pre-Training reading assignments (Read for comprehension)

- ___ Contest Representatives Manual
- ___ Contest Organizers check list
- ___ Contest Organizers Manual
- ___ Cook Team rules
- ___ Request for Sanctioning Agreement
- ___ Judges Handbook
- ___ Contest Scripts (Judge, Table Captain and Team)
- ___ Master Judge Requirements
- ___ Open Book Test

D) Pre-Training introduction to Scorecard with Rep Training Coordinator (Telephone)

- ___ Scorecard Overview
- ___ Input / Delete Teams
- ___ Input / Delete Judges
- ___ Assign Judges to tables
- ___ Enter Scores
- ___ Trace Judge's card number to XREF Number on score packet

E) Training Contest #1 Date _____

Lead Rep _____ Contest _____

“Task to be performed and evaluated at this contest”

- ____ Observe Friday meeting with Organizer
- ____ Setup office area
- ____ Print Judge check-in sheets
- ____ Print Team check-in sheets
- ____ Print Team control numbers
- ____ Prepare turn-in boxes with labels
- ____ Print table captain script
- ____ Prepare Judge’s cards
- ____ Distribute Judge’s cards
- ____ ENTER SCORES
- ____ Choose JOTY Candidates

“Additional Task to be assigned at Lead Reps discretion”

- | | |
|--------------------------------|-----------------------------------|
| Perform meat inspections | Monitor table captain performance |
| Deliver turn-in boxes to Teams | Monitor judge’s performance |
| Setup judging area | Distribute judge’s cards |
| Perform box transfer to trays | Collate scoring packets |

***Evaluation of Trainees Performance**

***Additional Training suggested in the following areas**

F) Training Contest #2 Date _____

Lead Rep _____ Contest _____

“Task to be performed and evaluated at this contest”

- ____ Meat inspection/verify team spelling
- ____ Prepare official Clock for contest
- ____ Perform cook team Roll Call
- ____ Perform judge Check-in
- ____ Perform judge meeting Roll Call
- ____ Conduct Table Captain Meeting
- ____ Collate scoring packets
- ____ ENTER SCORES

“Additional Task to be assigned at Lead Reps discretion”

| | |
|--------------------------------|-----------------------------------|
| Perform meat inspections | Monitor table captain performance |
| Deliver turn-in boxes to Teams | Monitor judge’s performance |
| Setup judging area | Distribute judge’s cards |
| Perform box transfer to trays | Collate scoring packets |
| Print judge check-in sheets | Print team check-in sheets |
| Print team control numbers | Prepare turn-in boxes with labels |
| Print Table Captain script | Prepare judges’ cards |
| Distribute Scoring packets | Assign turn-in boxes to trays |

***Evaluation of trainee’s performance**

***Additional Training suggested in the following areas**

G) Training Contest #3 Date _____

Lead Rep _____ Contest _____

“Task to be performed and evaluated at this contest”

____ Print turn-in labels
____ Print judges labels
____ Make score packet copies
____ Prepare Site Map
____ Present Cook team Script
____ Present Judges meeting Script
____ Print Contest Cover Sheets
____ ENTER SCORES

“Additional Task to be assigned at Lead Reps discretion”

| | |
|--------------------------------|-----------------------------------|
| Perform meat inspections | Monitor table captain performance |
| Deliver turn-in boxes to Teams | Monitor judge’s performance |
| Setup judging area | Distribute judge’s cards |
| Perform box transfer to trays | Collate scoring packets |
| Print judge check-in sheets | Print team check-in sheets |
| Print team control numbers | Prepare turn-in boxes with labels |
| Print Table Captain script | Prepare judges’ cards |
| Distribute Scoring packets | Assign turn-in boxes to trays |
| Prepare official clock | Perform cook team roll call |
| Perform judge check-in | Perform judges’ roll call |

Conduct Table Captain meeting

***Evaluation of trainee's performance**

***Additional Training suggested in the following areas**

H) Training Contest #4 Date _____
Lead Rep _____ Contest _____

"Task to be performed and evaluated at this contest"

- _____ Setup turn-in area
- _____ Manage Grazing Table
- _____ Prepare Contest Awards Script
- _____ Perform Disqualification
- _____ Print/CHECK scoring reports
- _____ ENTER SCORES

"Additional Task to be assigned at Lead Reps discretion"

- | | |
|--------------------------------|-----------------------------------|
| Perform meat inspections | Monitor table captain performance |
| Deliver turn-in boxes to Teams | Monitor judge's performance |
| Setup judging area | Distribute judge's cards |
| Perform box transfer to trays | Collate scoring packets |
| Print judge check-in sheets | Print team check-in sheets |
| Print team control numbers | Prepare turn-in boxes with labels |
| Print Table Captain script | Prepare judges' cards with labels |
| Distribute Scoring packets | Assign turn-in boxes to trays |
| Prepare official clock | Perform cook team roll call |
| Perform judge check-in | Perform judges' roll call |
| Conduct Table Captain meeting | Prepare Site Map |
| Read Cook Team Script | Read judge meeting Script |
| Print contest Cover Sheets | Print scoring packet copies |
| Print Turn-in labels | Print Judges labels |

***Evaluation of trainee's performance**

***Additional Training suggested in the following areas**

I) Training Contest #5 Date _____
Lead Rep _____ Contest _____

During this contest the trainee will be supervised and evaluated by the assigned Rep Training Coordinator. Task will be assigned by the Lead Rep as needed.

“Task to be performed and evaluated at this contest”

At this contest, the trainee will advise the Training Coordinator what needs to be done next and then ask the Lead Rep if he can complete it.

“Additional Task to be assigned at Lead Reps discretion”

| | |
|--------------------------------|-----------------------------------|
| Perform meat inspections | Monitor table captain performance |
| Deliver turn-in boxes to Teams | Monitor judge’s performance |
| Setup judging area | Distribute judge’s cards |
| Perform box transfer to trays | Collate scoring packets |
| Print judge check-in sheets | Print team check-in sheets |
| Print team control numbers | Prepare turn-in boxes with labels |
| Print Table Captain script | Prepare judges’ cards with labels |
| Distribute Scoring packets | Assign turn-in boxes to trays |
| Prepare official clock | Perform cook team roll call |
| Perform judge check-in | Perform judges’ roll call |
| Conduct Table Captain meeting | Prepare Site Map |
| Read Cook Team Script | Read judge meeting Script |
| Print contest Cover Sheets | Print scoring packet copies |
| Print Turn-in labels | Print Judges labels |

“One on one session with Rep Training Coordinator”

| | |
|----------------------------------|----------------------------|
| Pre-contest file prep | Prepare contingency plan |
| Rep allowances for travel | Prepare Rep Invoice |
| Rep supply checklist | Pre-contest checklist |
| Friday contest checklist | Saturday contest checklist |
| Contest packet sent to Secretary | |

Final Evaluation and Recommendation of Rep Training Coordinator