



# **2019 World Barista Championship Official Rules and Regulations**

VERSION 2019.02.21

Written and approved by the WCE Rules  
and Regulations Committee

**2018 WORLD BARISTA CHAMPIONSHIP RULES AND REGULATIONS  
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## 1.0 CONDITIONS OF PARTICIPATION

### 1.1 PARTICIPANTS

#### 1.1.1 National Qualifications

The World Barista Championship (WBC) is a competition open to qualified National Champions of a World Coffee Events (WCE) sanctioned World Barista Championship event. One (1) competitor from each nation representing a WCE Licensed National Body may participate. (To learn more about how to become a WCE Licensed National Body please read the National Body Sanctioning Criteria and Terms, found here: <http://www.worldcoffeeeevents.org/national-bodies/>)

#### 1.1.2 Age requirement

Competitors must be at least eighteen (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 from the place they represent or documentation substantiating 24 months of residency, employment or scholastic enrolment, some portion of which must have been within 12 months preceding the qualifying national competition. Competitors may only participate for one sanctioned National Body per WCE Competition year. A competition year is relative to the World Championships for which a National Body event is qualifying a competitor to compete. (e.g. if the competitor is competing in any NB event that would qualify them for a 2019 World Championship, they must compete for that NB exclusively in any NB event that is a qualifier for any 2019 World Coffee Championship.

#### 1.1.4 Multiple Passports

In case of multiple passports, the contestant must choose one (1) country and qualify through this respective sanctioned national championship.

#### 1.1.5 Judging

Competitors may not judge in any sanctioned WBC competition (world, national, regional) in any country, including their own, prior to the conclusion of that year's WBC Event. Judges may not compete in any sanctioned WBC competition (world, national or regional) in any country, including their own, prior to the conclusion of that year's WBC Event. Baristas who participate in judge calibrations as a calibration barista may not compete in any sanctioned WBC competition (world, national, regional) prior to the conclusion of that year's WBC event. WCE encourages any potential conflicts of interest to be declared at the soonest opportunity, certainly prior to the commencement of any competition by competitor, judge and/ or event organizer. This applies to both National WCE Sanctioned events as well as the World Competition. Failure to declare a potential conflict in advance of a sanctioned event could result in disqualification from events for an individual, or WCE removing endorsement for an event and its results that do not follow these guidelines. Questions regarding conflicts of interest, or clarification of the above policy should be directed to [info@worldcoffeeeevents.org](mailto:info@worldcoffeeeevents.org)

Competitors may not select or endorse judges within their National Competition. Competitors who are involved in the management of their National Competition should declare their position via email to WCE outlining their areas of involvement. Note that this does not necessarily exclude or effect the competitor's engagement, however non-disclosure most likely will.

#### 1.1.6 Conflicts of Interest

WCE encourages any potential conflicts of interest to be declared at the soonest opportunity, certainly prior to the commencement of any competition by competitor, judge and/ or event organizer. This applies to both National WCE Sanctioned events as well as the World Competition. Failure to declare a potential conflict in advance of a sanctioned event could result in disqualification from events for an individual, or WCE removing endorsement for an event and its results that do not follow these guidelines.

#### 1.1.7 Substitutions

If any National Champion is unable to participate in the WBC, 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 WCE at [info@worldcoffeeeevents.org](mailto:info@worldcoffeeeevents.org) and approved by its Managing Director prior to competition.

### 1.1.8 Expenses

Licensed National Bodies are required to pay their National Champion's reasonable travel and accommodations expenses to, from, and for the duration of the WBC. All other expenses not explicitly listed above are the sole responsibility of the competitor. WCE shall not be liable for any competitor expenses under any circumstance.

## 1.2 APPLICATION

### 1.2.1 Competitor Registration Form

Competitors must complete the WBC Competitor Registration Form online at [www.worldbaristachampionship.com](http://www.worldbaristachampionship.com) no less than six (6) weeks prior to the WBC Event. This form includes a space to upload a scanned copy of the required valid passport or other accepted credentials (as described in Section 1.1.3 "Nationality"). Approved National Champions will receive confirmation by email in approximately two (2) weeks after receipt of all required registration documentation.

### 1.2.2 Late National Championship Registration

National Champions from competitions conducted less than six (6) weeks prior to the WBC Event must submit all registration materials **no more than five (5) days after their national event**. Failure to meet these criteria may result in denial of participation.

## 1.3 COMPETITOR QUESTIONS

All competitors are personally responsible for reading and understanding current WBC Rules & Regulations and score sheets, without exception. All WBC documents are available at <http://www.worldbaristachampionship.com>. Competitors are encouraged to ask questions prior to arriving at the WBC. If any competitor is unclear as to the intent of any of the rules and regulations it is their responsibility to clarify that position with the Rules and Regulations Committee prior to the WBC by contacting [info@worldcoffeeevents.org](mailto:info@worldcoffeeevents.org). 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

Competitors and the World Barista Champion are visible spokespeople of the World Barista Championship event and role models of the specialty coffee industry, and as such must:

- A. Permit World Coffee Events Ltd., its stakeholders, agents and representatives to use the competitor's name, image or likeness in any format without charge for any business purpose, including but not limited to marketing promotion.
- B. Read and abide by the Competitor Code of Conduct document found on the WBC website.

## 1.5 ENFORCEMENT OF RULES AND REGULATIONS

The WBC will employ these Rules & Regulations throughout the competition. If a competitor violates one or more of these Rules & Regulations, they may 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

### 2.1 SUMMARY

- A. The WBC has three (3) types of evaluation judges: sensory, technical, and head.
  - i. Round One of the World Barista Championship will be run with four (4) sensory judges, one (1) technical judge, and one (1) head judge. Non-scoring shadow judges may be present on stage.
  - ii. The Semi-Final and Final Rounds of the World Barista Championship will be run with four (4) sensory judges and one (1) head judge. Non-scoring shadow judges may be present on stage. In the absence of a technical judge, the head judge will evaluate the Station Management and cleanliness at the end of the performance/competition time.
  - iii. National Body competitions will be run with four (4) sensory judges, two (2) technical judges, and one (1) head judge.
- B. Competitors will serve one (1) beverage from all three (3) categories of drinks (espresso, milk beverage, signature beverage) to each of the four (4) sensory judges, for a total of twelve (12) drinks, during a period of fifteen (15) minutes. The head judge may drink from any beverage served to the sensory judges.
- C. The competitor decides the order in which the drink categories are served; however, any category of drinks must be completed (e.g. all four (4) single espressos are served) before a competitor may serve another category of drinks, otherwise they will be disqualified. Preparation and service of signature beverage elements are allowed at any time during the competition time.
- D. Within each category (espresso, milk beverage, and signature beverage), drinks may be served in any combination to judges (e.g. one (1) at a time, two (2) at a time, or all four (4) simultaneously). Sensory judges will begin evaluating their drink as soon as it is served, unless otherwise instructed by the competitor.
- E. All four (4) drinks within each category must be prepared using the same coffee; however, the coffee used may

change between categories. The four (4) drinks of each category must contain the same ingredients and follow the same recipe as each other. Deliberately preparing and serving varied drinks within a category will result in a score of zero (0) in Taste Balance for those drinks that deviate in recipe from the beverage that is served first.

- F. Competitors may produce as many drinks as they choose during the competition; however, only drinks served to the sensory judges will be evaluated.
- G. Team bar service is required for all competitors.
  - i. All coffee and coffee brewing tools will be provided for the competitors and the list will be communicated as soon as confirmed.
  - ii. There will be twenty (20) minutes of preparation time and forty (40) minutes of service time, and twenty (20) minutes of clean up time in each service.
  - iii. Only competitors who have attended their Team Bar shifts will be eligible for the Wild Card semi-finals slot.

## 2.2 BEVERAGE DEFINITIONS

### 2.2.1 Espresso

- A. Espresso is a one (1) fl. oz. beverage (30mL +/- 5mL) made from ground coffee, poured from one (1) side of a double portafilter in one (1) continuous extraction.
- B. Coffee is the accumulation of roasted product of the seed of the fruit of a plant of the genus *Coffea*.
- C. Coffee may not have any additives, flavorings, colorings, perfumes, aromatic substances, liquids, powders, etc. of any kind added at any point between the time the coffee is picked (as cherry) to when it is extracted into beverage. Substances utilized during growing, cultivation, and primary processing of the coffee are permitted (fertilizers, etc.).
- D. Whole bean coffee may be a blend, single-region, single-country, single-farm, etc.
- E. All judges must be served a full espresso. If the shot does not comply with the espresso definition, then taste and/or tactile scores will reflect the resulting sensory experience. Espresso may be prepared with various amounts of coffee.
- F. Espresso will be brewed on a machine with brewing temperature set to between 90.5-96 degrees Celsius (195-205 degrees Fahrenheit).
- G. The espresso machine brewing pressure will be set between 8.5 and 9.5 bars.
- H. Extraction times between two (2) pairs of espresso extractions must be within a 3.0 second variance, otherwise a "no" will be given for "Extraction time." A 20-30 second extraction time is recommended, but not mandatory.
- I. Crema should be present when espresso is served, with no break in coverage.
- J. Espresso must be served in a 60 to 90mL vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely, judges unable to execute espresso evaluation protocol. Otherwise a "no" will be given for "Functional and correct espresso vessel used."
- K. Espresso must be served to the judges with an appropriate spoon, napkin and unflavored water, otherwise the competitor will receive a reduced score in "Attention to detail."
- L. Nothing other than ground coffee and water may be placed in the portafilters, otherwise the espresso will receive zero points on all scores available on the technical and sensory score sheets in the espresso category.

### 2.2.2 Milk Beverage

- A. A milk beverage is a combination of one (1) single shot of espresso (per the definition of espresso in 2.2.1 A-K) and steamed cow's milk, which should produce a harmonious balance of rich, sweet milk and espresso, and is less than 240ml in volume.
- B. Milk beverages may be served with latte art or with a central circle of white milk. Latte art expression may take any pattern the competitor chooses.
- C. Milk beverages must be served in a vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely. Otherwise a "no" will be given for "Functional vessel used."
- D. Additional toppings, including but not limited to sugar, spices or powdered flavorings are not allowed. If used, the competitor will receive zero (0) points in the "Taste balance" category.
- E. Milk Beverages must be served to the judges with a napkin and unflavored water, otherwise the competitor will receive a reduced score in "Attention to detail."
- F. Nothing other than ground coffee and water may be placed in the portafilters, otherwise the milk beverage will receive zero (0) points on all scores available on the technical and sensory score sheets in the milk beverage category.

### 2.2.3 Signature Beverage

- A. A signature beverage demonstrates a competitor's creativity and skill to create an appealing and individual espresso-focused beverage.
- B. The signature beverage should be a liquid beverage; the judges must be able to drink it. Food may accompany the beverage, but only the beverage item will be evaluated by sensory judges.
- C. Each of the four (4) signature beverages must contain a minimum of one (1) espresso shot (per the definition of

espresso in 2.2.1 A-K), otherwise the competitor will receive a score of zero (0) points for “Taste balance” on the sensory score sheets in the signature beverage category for that corresponding beverage.

- D. Espresso used in the signature beverage must be prepared during the competitor’s performance time, otherwise the signature beverage will receive a score of zero (0) for “Taste balance” on the sensory score sheets in the signature beverage category.
- E. A predominant taste of espresso must be present, otherwise the “Taste balance” score will reflect the resulting sensory experience.
- F. The signature beverage may be served at any consumable temperature.
- G. Any ingredients may be used in the signature beverage preparation except alcohol, alcohol extracts or by-products, or controlled or illegal substances. If these substances are found in the beverage, competitors will receive zero (0) points in all categories available on the sensory score sheets in the signature beverage category.
- H. All ingredients must be disclosed upon request. Competitors must bring the original packaging of all ingredients used in their signature beverage for inspection by judges to verify ingredients. If the competitor does not provide original packaging when asked, the signature beverage will receive zero (0) points in all categories available on the sensory score sheets in the signature beverage category.
- I. Signature beverage ingredients should be prepared and assembled on-site during the competition time. The preparation of a signature beverage is captured in the “Well explained, introduced, and prepared” category on the sensory score sheet. Preparation in advance of the competition time is necessary for certain ingredients (e.g. a twenty-four (24) hour infusion) and is accepted.
- J. Nothing other than ground coffee and water may be placed in the portafilters, otherwise the signature beverage will receive zero (0) points in all categories available on the technical and sensory score sheets in the signature beverage category.

### **3.0 COMPETITION PROCEDURE**

#### **3.1 SUMMARY**

- A. The competition space will consist of a stage with at least three (3) competition stations, numbered sequentially (eg. 1, 2, 3, etc.).
- B. Each competitor will be assigned a start time and station number.
- C. Each competitor will be given forty-four (44) minutes at their assigned station, made up of the following segments:
  - i. Seven (7) min Table Set Time.
  - ii. Fifteen (15) minutes Preparation Time.
  - iii. Fifteen (15) minutes Competition/Performance Time.
  - iv. Seven (7) minutes Clean-Up Time.
- D. The competitor will be in the competition square for Table Set Time, Preparation Time, Performance Time, and Clean-Up Time.
- E. A full schedule of competition flow will be made available for competitors two (2) weeks prior to the event.
- F. The competition will consist of three (3) competition rounds: Round One (all competitors), Semi-Finals (sixteen (16) competitors) and Finals round (six (6) competitors).
- G. The WBC may, at its discretion, schedule more than one (1) competition round in a single day (e.g. Semi-Finals and Finals may be held on the same day). The WBC may, at its discretion, schedule overlapping performances in Round One.
- H. At the end of Round One, the competitors with the fifteen (15) highest scores will advance to the Semi-Finals round. The highest scoring member of the winning team who is not already advancing to the Semi-Final round will advance as the Wild Card competitor in the Semi-Finals round. At the end of the Semi-Finals round, the competitors with the six (6) highest scores will advance to the Finals. The competitor’s scores from each round will not carry over to the next round. Competitors will not receive their score sheets for review or receive their scores until they have finished advancing in the competition.
- I. At the conclusion of Round One, there will be a ceremony where the winner of the team competition will be announced as well as the sixteen (16) semi-finalists. After Finals there will be an awards ceremony where finalists will be awarded sixth through first place.

#### **3.2 OVERVIEW OF THE COMPETITION AREA**

##### **3.2.1 Station Placement**

Competitors will be able to choose from nine (9) station layouts using WBC-supplied furniture. The machine table will be set at a fixed height and location in all layouts. The additional provided tables can be adjusted to rest on different sides, giving two (2) height settings—high (~1m) or low (~0.75m)—as requested by the competitor. Competitors may also choose the judge chairs; judges may sit on low chairs, bar stools, or stand up. The competitor will be required to fill out a form at the Competitor’s Meeting,

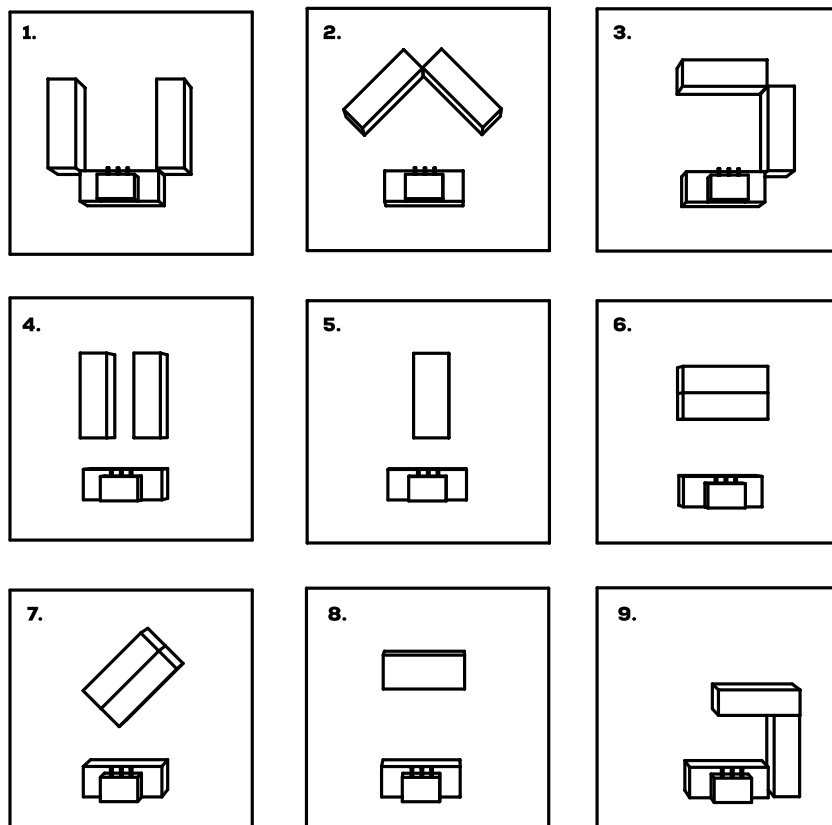
indicating their chosen station layout, table height, and judge placement. Judges may be served at any table other than the machine table. Any asymmetrical layout can be mirrored in orientation, if requested. Competitors may use a different layout for each round of competition, if they would like.

WCE will supply a full list with measurements of the furniture available for competitor use as soon as possible. The furniture will include a 2L x 0.9W x 0.9H (m) espresso machine table, and two (2) interchangeable presentation tables approximately 2.4L x 0.75W x 1.0H (m)/2.4L x 1.0W x 0.75H (m) for preparation and/or service.

The competitor will be able to create their own layout within a 7m x 7m no-media square. The competitors must be present during the Table Set time. Once their station has been set to the requested general configuration, as depicted in the rules, competitors may request additional adjustments to the table set during the Table Set Time.

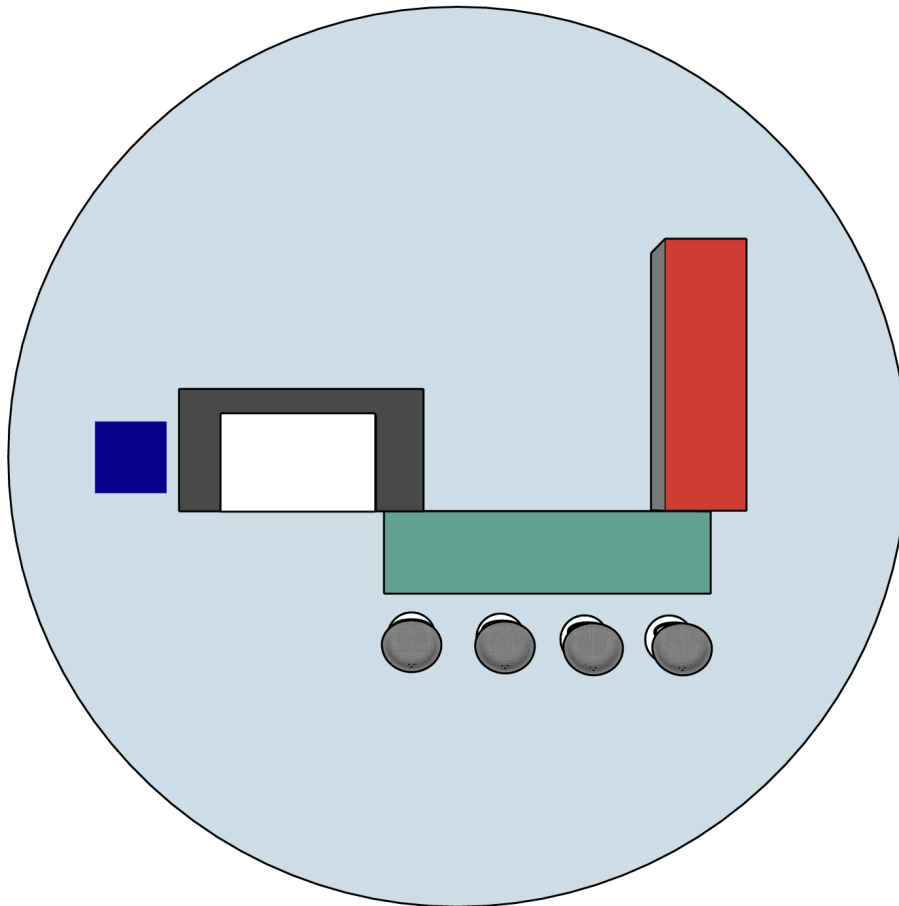
All presentation tables must be at least .3m (12 inches) from the edge of the square and the espresso machine table may not be moved.

Station Layout Options:





National Bodies are required to use a single standard station layout as shown below, with table dimensions as close as possible to the indicated ranges. A circular or square no-media area may be used as appropriate.



- Espresso Machine Table (1.8L x 0.90W x 0.75-1.00H)
- Presentation Table (1.8-2.4L x 0.60-0.75W x 0.75-1.00H)
- Work Table (1.8L x 0.60-0.75W x 0.75-1.00H)
- Garbage Bin    ■ No Media Circle or Square (7m diameter)

**Notes:**

Grinders may go on either side of the espresso machine.

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

### **4.1 ESPRESSO MACHINE**

Competitors may only use the espresso machine supplied for the WBC by the official WBC espresso machine sponsor. No other espresso machines may be used on stage.

The WBC-provided espresso machine has a fixed technical configuration for the pump pressure (between 8.5 and 9.5 bars) and cannot be altered by the competitors. The machine's brewing temperature can be set at any temperature between 90.5-96 degrees Celsius (195-205 degrees Fahrenheit). A competitor's temperature request must be given during the Competitor's Meeting and will be set and verified by a technician from the sponsored espresso machine sponsor. An updated temperature setting request may be made by the competitor to the WCE stage management staff after concluding their practice time. If no temperature is requested, the machine will be set at a midpoint between 90.5-96 degrees Celsius (195-205 degrees Fahrenheit).

### **4.2 NO LIQUIDS OR INGREDIENTS ON MACHINE**

No liquids or ingredients of any kind may be placed or poured on top of the espresso machine (e.g. 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, they will receive zero (0) points for the Station Management category.

### **4.3 DISQUALIFICATION**

Competitors may not change, adjust or replace any element, setting, or component of the espresso machine or provided sponsor grinder(s) except for requesting the change of temperature setting as allowed by the rules. Any changes or adjustments made may be grounds for disqualification (e.g. portafilters, filter baskets, pressure, steam wand tips, burrs, etc.). Any damage to the competition equipment due to misuse or abuse is grounds for disqualification.

### **4.4 GRINDER**

WBC Competitors must use one (1) of two (2) specified grinder models from the official WBC Grinder Sponsor, Mahlkönig, to prepare the espresso for each course in their competition routine. The WCE-certified grinders are the Mahlkönig Peak and the EK43/ EK43(S). Provided grinders are only to be used on-site. The grinders have a fixed technical configuration including the hopper and cannot be opened or subjected to any functional modifications by the competitors. Competitors may adjust the grind particle size and dose from the external controls. The provided grinders will be calibrated to the same specifications for each competitor. The use of a competitor's own grinder is allowed, as long as the grinder model is identical to one (1) of the two (2) acceptable Mahlkönig models. Not following these rules is grounds for disqualification.

National Bodies are not required to use the same sponsored equipment as the WBC. If an equipment sponsor is acquired by a National Body, the National Body may independently specify their equipment requirements.

Competitors may not use more than two (2) grinders total for espresso preparation during their performance, otherwise the competitor will receive zero (0) points in Station Management.

### **4.5 ADDITIONAL ELECTRICAL EQUIPMENT**

In addition to the grinder(s) competitors may use up to two (2) additional pieces of electrical equipment during their performance. Competitors must notify the WBC event organizer prior to arriving at the WBC of any electrical equipment they are bringing (e.g. hot plate, hand mixer, etc.), otherwise the competitor is at risk of their equipment not being allowed in their performance. Competitors are responsible for ensuring their electrical equipment can operate in the country where the WBC is held and for any adapters or converters necessary for operation of the equipment. WBC will not provide electrical adapters, converters, or extension cords.

### **4.6 PROVIDED EQUIPMENT & SUPPLIES**

Each competitor station will be equipped with the following: Espresso Machine, Grinders, Blender, one (1) Knock Box, Whole Milk, Trash Can, one (1) Waiter's Cart (for use during preparation and clean-up time), and Tables as outlined in section 3.2.

### **4.7 RECOMMENDED EQUIPMENT & SUPPLIES**

Competitors are required to bring all additional necessary supplies for their presentation; otherwise the competitor is at risk of not having enough equipment to complete 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. WCE, 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 includes the following:

- Coffee (for practice and the competition)
- Additional electrical equipment (maximum two items)

- Tamper
- Shot glasses
- Steaming pitchers
- Milk (option to use WBC-provided milk)
- Cups and saucers as needed
- Spoons
- Any specific utensils required
- All equipment/accessories required for the Signature Beverage
- Napkins
- Water glasses (for four (4) sensory judges)
- Water (for four (4) sensory judges)
- Bar towels/clean cloths (for practice and the competition)
- Cleaning supplies (counter brush, grinder brush, etc.)
- Tray(s) (for serving drinks to the judges)
- All accessories for judges' presentation table
- Waiter's cart (option to use WBC-provided cart)

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

### **5.1 COMPETITORS' ORIENTATION MEETING**

Prior to the start of the WBC Event, a Competitors' Orientation Meeting will take place. This meeting is mandatory for all competitors. During this meeting, the WBC stage manager and presiding head judges will make announcements, explain the competition flow, review the competition schedule, lead a tour of the stage and back stage areas. This will be an opportunity for competitors to ask questions and/or voice concerns to the WBC Stage Manager and/or presiding head judges. The competitor will be required to fill out a form at the Competitor Meeting indicating their chosen station layout and judge placement. A competitor's temperature request must be given during the Competitor's Meeting. If a competitor has not made advance plans with the WCE event organizer and does not attend the orientation meeting, they are subject to disqualification by the presiding head judges.

### **5.2 PREPARATION PRACTICE ROOM**

There will be a staging area designated as the competitors' preparation/practice room. The table layout cannot be altered in the preparation/practice room. This area will be reserved for the competitors, coaches, volunteers, and any WBC officials. Judges, press/media, competitor's family members and supporters may not be present in this area without consent from the WCE event organizers. WCE preparation/practice room access will be restricted to the competitor, one coach, and one helper/interpreter, unless otherwise communicated by the Stage Manager. Competitors will be able to store their equipment, accessories, ingredients, etc. in this room at their own risk. Refrigerators and freezers will be provided for any ingredients that need to stay cold or frozen. This room will also include a dishwashing station for competitors to use to wash glass and barware. Competitors are responsible for keeping track of and cleaning their own dishes and glassware. Runners and event staff are not responsible for breakage or loss of dishes or competitor items.

### **5.3 PRACTICE TIME**

The preparation/practice room will have at least three (3) three-group espresso machines and grinders identical to the competition equipment on stage. Each competitor may have one (1) 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 the WBC Event. If a competitor is unable to attend their assigned practice time, they are responsible for switching with another competitor or finding an alternate time. The WBC does not guarantee access to practice space outside of assigned practice time.

### **5.4 COMPETITION MUSIC**

Competitors may bring their own music on a CD, MP3 player, USB drive, or smart phone for the Semi-Final and Final rounds of competition. If a smart phone is used, it must have 3.5mm aux output (no adapters), be unlocked (no screen passcode), and be in both Airplane & Do Not Disturb mode. Music may not contain profanity, otherwise the competitor's score on "Presentation: professionalism" may be penalized on all sensory score sheets. Competitors must mark their music clearly with their name. It is the competitor's responsibility to give the WBC Stage Manager or Audio Visual staff their music prior to the start of the competition. It is also the competitor's responsibility to retrieve the music from the WBC Stage Manager or Audio Visual staff after the competition. Media that are not retrieved will be discarded after the competition.

### **5.5 BE ON TIME**

Competitors should be in the preparation/practice room a minimum of sixty (60) minutes prior to their scheduled seven (7) minutes of Table Set Time. Any competitor who is not standing-by and ready to begin immediately at the start of their seven (7) minutes of Table Set Time may be disqualified.

## **5.6 TABLE SET-UP**

A head runner will be responsible for ensuring each competitor's station is set as the competitor has requested prior to their preparation time (i.e. placement of the grinder(s), electrical equipment, and table layout). The competitor must be present for their Table Set Time. After the head runner has set up the station, the competitor is responsible to re-adjust it, if needed, within the Preparation Time. For details on the seven (7) minute Table Set Time, see section 3.1.

### **5.6.1 Grinder and Additional Electrical Equipment**

If a competitor has brought additional electrical equipment or if a competitor plans to use one (1) of the provided grinders, the competitor needs to inform the WBC Stage Manager prior to the start of competition. The head runner will contact the competitor approximately sixty (60) minutes prior to the start of their Table Set Time. If the competitor would like to help the head runner take their additional electrical equipment 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 whether attached to the grinder or being brought out separately, until the competitor's preparation time has begun.

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

Only the competitor, their designated interpreter, and WCE-authorized personnel are allowed on-stage during the allotted Table Set, Preparation, Performance and Clean-up times. Failure to comply may result in disqualification.

## **5.8 INTERPRETERS**

Competitors may bring their own interpreter. When speaking to the competitor the interpreter is only allowed to translate what the emcee, head judge, Stage Manager, or head runner 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. The competitor is judged based on the translation of the competitor, not based on the competitor's spoken words. It is the competitor and coach's responsibility to read the interpreters best practice document that is provided by WBC event organizer or available from [www.worldbaristachampionship.org](http://www.worldbaristachampionship.org). Competitor and coach will be required to sign a statement confirming that they have read and understand what is required at the orientation meeting prior to the competition.

## **5.9 WHEEL SUPPLIES ON STAGE**

One (1) waiter's cart will be provided for the competitors to transport their items to and from the competition area. Prior to the competitor's preparation time, they will load the cart with the supplies and glassware needed for competition. Each competitor will be assigned a station runner who will assist the competitor as they wheel the waiter's cart from the preparation area to their assigned station. Only the assigned station runner will be allowed to assist the competitor on stage with the cart. Once onstage, the assigned station runner will ask the competitor if the station is set to their specifications; if the competitor says "yes" the station runner will leave the stage; if the competitor says "no" the competitor will say what additional changes need to be made. The station runner and the competitor are allowed to make these adjustments together per the competitor's request. Once the station set up meets the competitor's approval the station runner will introduce the competitor to the preparation timer and leave the stage.

## **6.0 PREPARATION TIME**

### **6.1 BEGIN PREPARATION TIME**

Each competitor will have fifteen (15) minutes of preparation time. Once the prior competitor begins their performance, the next scheduled competitor may begin their fifteen (15) minute preparation time upon advisement from the WBC Stage Manager and/or the designated timekeeper. Competition and preparation timekeepers are optional at the discretion of the Stage Manager provided that one (1) independent method of timekeeping is available. Throughout the Rules and Regulations, the instructions for the competition and preparation timekeepers only apply if they are being utilized by the Stage Manager.

Once the competitor has arrived at their assigned station and agreed that the station is set to their specifications, the official preparation timekeeper will ask the competitor if they are ready to begin. The competitor must press the start button on the remote control attached to the clock to begin their fifteen (15) minutes of preparation time before touching anything at their station. The designated timekeeper will begin a stopwatch the moment the competitor presses the start button on the remote control. If competitor's preparation time is ready to begin and the competitor is not ready, their time may be started at the discretion of Stage Manager. Competitors are responsible for ensuring that they are ready prior to the start of their preparation time.

### **6.2 CART**

Competitors are responsible for the loading and unloading of supplies on the provided waiter's cart. The preparation timekeeper will remove the cart off stage at the end of the competitor's preparation time. The waiter's cart is not allowed on stage during the performance. Please note that if items are left on the cart after the competitor's preparation time has concluded, the competitor may not retrieve those items until their performance is underway. (See 8.2 "Forgotten Accessories")

### **6.3 JUDGES' PRESENTATION TABLE**

The judges' presentation table can be set during the competitor's preparation time. If a competitor does not wish to pre-set the judges' presentation table during their preparation time they can set the table at the start of their competition/performance time.

### **6.4 PRACTICE SHOTS**

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

### **6.5 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. Liquids or ingredients must not be placed on top of the machine otherwise zero (0) points will be awarded in "Station management."

### **6.6 END OF PREPARATION TIME**

Competitors may not exceed their allotted fifteen (15) minutes of preparation time. The timekeeper will give the competitor a ten (10) minute, five (5) minute, three (3) minute, one (1) minute, and thirty (30) second warning during their fifteen (15) minutes of preparation time. At fifteen (15) minutes, the official preparation timekeeper will indicate that time has expired and ask the competitor to step away from the station. Any competitor who fails to cease preparation within fifteen (15) minutes will be subject to penalties as shown in Section 7.10.

## **7.0 COMPETITION TIME**

### **7.1 MICROPHONE AND MASTER OF CEREMONIES**

Competitors are required to wear a wireless microphone during their performances; however, the microphone will only be on during the performance time. In the Semi-Final and Final rounds, the Master of Ceremonies (emcee) will introduce the competitor to the audience.

### **7.2 INTERPRETER**

Each competitor may supply one (1) interpreter of their choosing at their sole expense. During competition, the interpreter may only communicate between competitor and emcee and may not edit, embellish, or otherwise change dialogue as it is translated. No additional competition time is permitted when using an interpreter.

### **7.3 BEGIN COMPETITION TIME**

The Master of Ceremonies will ask the competitor if they are ready to begin. Before introducing themselves to the judges, the competitor must start the official clock by pressing the button located on the remote control or by using a method instructed by the Stage Manager. The designated timekeeper will begin a stopwatch the moment the competitor starts the official clock timer, to begin their fifteen (15) minutes of competition/performance time.

Tracking time elapsed during the fifteen (15) minute competition/performance time is the responsibility of the competitor, though they may ask for a time check at any point. The competition timekeeper will give the competitor a ten (10) minute, five (5) minute, three (3) minute, one (1) minute, and thirty (30) second warning during their fifteen (15) minutes of competition time. The timekeeper is required to vocalize these warnings in real-time and may interrupt a competitor while they are speaking.

If the clock malfunctions for any reason, competitors may not stop their performance. 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.

### **7.4 COMPETITOR INTRODUCTION**

At the start of the competitor's performance, they will introduce themselves to the four (4) sensory judges and the head judge. The four (4) sensory judges and head judge will be behind the judges' presentation table. The technical judge will stand towards one (1) side of the station or behind the station and will take reasonable care to not interfere with the competitor. Shadow judges may be present on stage. Shadow judges will not inhibit the competitor or stand in the judges way; they should be positioned behind sensory judges or at the end of the Judges table. Shadow judges will not score a presentation. They are present simply to take notes on a competitor's performance, which may be used for review by the judges in deliberation. Shadow judges are not mandatory.

### **7.5 SERVE REQUIRED BEVERAGES**

All drinks must be served at the judges' presentation table(s). Drinks not served at the judges' presentation table(s) will receive a score of zero (0) in Taste Balance and Accuracy of Flavor Descriptors (where applicable).

(See 2.0 The Competition and 2.2 Beverage Definitions.)

Competitors are required to serve and/or provide unflavored water to the four (4) sensory judges for each beverage course. Competitors can serve unflavored water to the judges at the start of the performance time or when the first set of drinks are served. Water glasses should be filled as needed throughout the presentation.

## **7.6 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 at the direction of the head judge. Runners will remove cups, saucers and spoons used in the previous beverage course. If a competitor has special instructions for the runner, they will need to explain these instructions to the runner, head judge, and the WBC stage manager before the start of their competition time, otherwise the standard of cups, saucers and spoons will be removed. If instructions were not given to the head judge and the WBC stage manager and if the wares the competitor wants onstage were removed by the runner, retrieval of the wares is allowed in accordance with 8.2 Forgotten Accessories. The runner will make every reasonable effort to avoid impeding the competitor, but it is the competitor's responsibility to navigate their station successfully.

## **7.7 STATION PERIMETERS**

Competitors may only utilize the work area provided by the WBC: the machine table and presentation tables. The introduction of any other furniture and/or equipment that is placed directly on or over the competition area floor (e.g., a stand, table, dumbwaiter, bench, etc.) will result in automatic disqualification. Competitors may not utilize any space under any competition tables for storage, otherwise the competitor will receive zero (0) points in the "Station management/Clean working area at end" section. The only allowed exceptions to the rule are: a free-standing knockbox; and steps or platforms as necessary for baristas to fully access the espresso machine & presentation tables.

## **7.8 END COMPETITION TIME**

Competition time will be stopped when a competitor presses the stop button on the remote control attached to the clock or raises their hand and says "time", whichever time is earliest. If the competitor chooses to call "time" without pressing the stop button on the remote control, the competitor is responsible for making their signal loud and clear to the official timekeeper and head judge. Only the time recorded by the head judge or official timekeeper will be used for scoring purposes.

The competitor may choose to end their performance at any time. For example, competitors can stop the clock once their final drink is placed on the presentation table to be served to the judges or may choose to go back to their station to clean before stopping the clock.

Competitors are allowed up to fifteen (15) minutes for completion of their performance without penalty. There is no penalty or additional incentive to complete a performance in less than fifteen (15) minutes.

## **7.9 COMMUNICATION AFTER THE COMPETITION TIME**

Competitors may not talk to the judges once their performance has ended. Any communication provided to judges after the completion of a presentation will not be considered for scoring evaluation. Competitors may continue to talk to the Master of Ceremonies after the competition time has ended; however, the judges will not be impacted by the conversation or information given after the competition time.

## **7.10 TIME PENALTIES**

- A. If the competitor has not finished their preparation or presentation during the allotted fifteen (15) minute period, they are allowed to proceed until the preparation or presentation is completed.
- B. One point shall be deducted for every second over fifteen (15) minutes from the competitor's total score up to a maximum penalty of sixty (60) points (one (1) minute).
- C. Any competitor whose preparation or performance period exceeds sixteen (16) minutes will be disqualified.

## **7.11 COACHING**

Instructions or 'coaching' may not be provided to a competitor during the time of their competition under penalty of disqualification. The WBC encourages audience participation and enthusiastic fan support that does not interfere with competition. (Please note: coaches, supporters, friends, or family members are not allowed on stage while the competition is in progress, otherwise the competitor is subject to disqualification by the presiding head judge.)

## **8.0 TECHNICAL ISSUES**

- A. A competitor may raise their hand and declare a "technical time out" in the event that they believe there is a technical problem with any of the following WBC-provided equipment:
  - 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)

Preparation or competition time will be paused by the Stage Manager (during preparation time) or by the head judge (during competition time). 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 the “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 their performance or stop the performance and start again at a reallocated time.
- D. If a competitor must stop their 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. No time credit will be issued for technical issues caused by improper use; therefore, it is the responsibility of all competitors to understand and follow the correct use of all competition equipment.
- G. A technical time out for inconsistency or variation between group heads requiring adjustment may only be declared during preparation time.

## **8.1 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 at the discretion of the head judge.
- 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 at the discretion of the head judge.

## **8.2 FORGOTTEN ACCESSORIES**

- A. If a competitor has forgotten any of their equipment and/or accessories during their preparation time, the competitor may exit the stage to retrieve the missing items; however, their preparation time will not be paused.
- B. If a competitor has forgotten any of their equipment and/or accessories during their competition time, they must inform the head judge that they have forgotten an item(s) offstage and then retrieve the missing item(s) themselves. The competition time will not be paused.
- C. Nothing may be delivered by the runners, supporters, team members, or the audience, otherwise the competitor is subject to disqualification by the presiding head judge.

## **9.0 CLEAN-UP TIME**

Once a competitor has completed their performance, they should begin cleaning up the station. A station runner will bring the waiters cart back out on stage for the competitor to load their supplies on. If a competitor brought their own 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.

## **10.0 POST COMPETITION**

### **10.1 SCOREKEEPING**

#### 10.1.1 WBC Official Scorekeeping

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

#### 10.1.2 Competitor’s Total Score

In Round One, the competitor’s total score will be tallied by adding the sum of the technical score sheet and all four (4) sensory score sheets, then deducting any time penalty. Please note the head judge score sheet does not count towards the competitor’s total score in Round One. In the Semi-Final and Final Rounds, the competitor’s total score will be tallied by adding the sum of the four (4) sensory score sheets, the Station Management and Clean Working Area at End scores from the Head Judge score sheet, then deducting any time penalty.

#### 10.1.3 Tie Scores

If there is a tie between two (2) or more competitors, the official scorekeepers will total all the involved competitor’s sensory espresso scores (Part I from all four (4) sensory score sheets). The competitor with the highest sensory espresso score will win the tie and place above any other competitor with the same total competition score.

If the tied competitors have the same sensory espresso score then the higher placement will be awarded to the competitor with

the higher total sensory milk beverage score (Part II from all four sensory score sheets).

If the tied competitors have the same sensory espresso and milk beverage scores then the higher placement will be awarded to the competitor with the higher "Total impression" score (Part V from all four sensory score sheets).

## **10.2 DEBRIEFING**

Following the awards ceremony, competitors will have an opportunity to review their score sheets with the judges on-site in accordance to the announced schedule. Competitors are allowed to keep their original score sheets after the WCE Event Manager scans the score sheets. Please be aware that your score sheets may be made public after the completion of the WBC.

## **11.0 COMPETITOR PROTEST AND APPEALS**

### **11.1 COMPETITOR RELATED ISSUES**

#### 11.1.1 Protest

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

If the WBC event organizer decides that the issue and/or protest can be solved on-site at the WBC, the WBC event organizer 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 WBC event organizer and the designated onsite representative of the WCE Competition Operations Committee. The WBC event organizer will inform the competitor of the decision.

#### 11.1.2 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 WBC event manager will ask the competitor to submit their formal complaint and/or appeal in writing to the WCE Competitions Operations Committee. All decisions made by the WCE Competitions Operations Committee are 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 must submit their written complaint and/or appeal to the WBC event organizer via email to [info@worldcoffeeeevents.org](mailto:info@worldcoffeeeevents.org) within twenty-four (24) hours of the offending incident or the decision given.

#### 11.1.3 Appeals Reviewed by the WCE Advisory Board

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

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

#### 11.2.1 Protest

If a competitor objects to their scores given by one (1) or more judges, the competitor can meet with their head judge during the competitor debriefing to explain their protest. The head judge and/or one (1) or more representatives of the WCE Competitions Operations Committee will discuss the competitor's protest on-site with the judges who judged the competitor along with one (1) more representatives of the WCE Competition Operations Committee. They will make a decision on-site and a representative of the WCE Competition Operations Committee will inform the competitor of the decision.

#### 11.2.2 Appeal

If the competitor does not agree with the decision, they may appeal the decision in writing to the WCE Competitions Operations Committee. All decisions made by the WCE Competitions Operations Committee are 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 must submit their written complaint or appeal to the WBC event organizer via email to [info@worldcoffeeeevents.org](mailto:info@worldcoffeeeevents.org) within twenty-four (24) hours of the debriefing or the decision given.

#### 11.2.3 Appeals Reviewed by the WCE Competitions Operations Committee.

The WCE Competitions Operations Committee will review written complaints and appeals within thirty (30) days of receipt. The WCE Competitions Operations Committee Chair will contact the competitor in writing via email with the final decision.

## 12.0 EVALUATION CRITERIA

### 12.1 WHAT THE JUDGES ARE LOOKING FOR IN A BARISTA CHAMPION

The judges are looking for a champion who:

- A. Has a mastery of technique, craft, and communication and service skills; and is passionate about the barista profession.
- B. Has a broad understanding of coffee knowledge beyond the twelve (12) drinks being served in the competition.
- C. Prepares and serves high quality beverages.
- D. May serve as a role model and a source of inspiration for others.

### 12.2 COMPETITION AREA

One (1) technical judge will be present in Round One of the World Barista Championship, and zero (0) technical judges will be present in the Semi-Final and Final Rounds. The technical judge will evaluate the competition area for cleanliness at the beginning and end of the performance/competition time. In the absence of a technical judge, the head judge will evaluate the cleanliness at the end of the performance/competition time. Two (2) technical judges must be present at National level competitions, for every round.

### 12.3 TASTE EVALUATION

Points will be awarded for the taste of each individual drink (i.e. espresso, milk beverage, and the signature beverage.) Consideration will be given to raw materials used and style of the beverage. Competitors should strive for a harmonious balance of sweetness, acidity and bitterness. 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.

### 12.4 BEVERAGE PRESENTATION

Points will be awarded based on the visual presentation of the drinks including cups, glasses and accessories. This includes elements such as cleanliness of cups and saucers (no spills or drips on cups), consistency of methodology, creativity, and style of presentation.

### 12.5 TECHNICAL SKILLS

Points will be awarded based on the competitor's technical knowledge and skill operating the espresso machine and grinder(s).

### 12.6 JUDGES TOTAL IMPRESSION

Points will be awarded based on, but not limited to, the judges' experience of the competitor's skills, taste of drinks, and beverage presentation.

## 13.0 TECHNICAL EVALUATION PROCEDURE

One (1) technical judge will be present in Round One of the World Barista Championship, and zero (0) technical judges will be present in the Semi-Final and Final Rounds. Two (2) technical judges will be present at National level competitions. Station Management and Clean working area at end will be captured by the Head Judge. The following is an explanation of the technical score sheet.

### 13.1 EVALUATION SCALE

The evaluation scale is the same for both technical and sensory judges. There are two types of scores: the Yes/No Score, and the Zero (0) to Six (6) Score.

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 (1) point for a score of Yes on this item, and zero (0) points for a score of No.

**Zero (0) to Six (6) Score**

Some score sheet criteria are evaluated on a scale of zero (0) to six (6), with zero (0) being the lowest score and six (6) being the highest. It is acceptable to use half point increments between 1.0 and 6.0, which are recorded using a decimal point, not a fraction. (For example, 1.5, 2.5, 3.5.) The lowest score with value is one (1). A score of 0.5 may not be used. A score of zero (0) is used when some criteria is deemed totally unacceptable. Scores of zero (0) and six (6) require the approval of the head judge.

**13.2 TECHNICAL SCORE SHEET – PART I**

**Part I - Station Evaluation At Start-Up**

0 to 6		Clean working area at start-up/Clean cloths
6	/6	

13.2.1 Clean working area at start-up/Clean cloths

- 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 one (1) and six (6). If the area is deemed messy, a one (1) will be recorded.
- B. Verify the competitor’s ability to organize the working area in a practical and efficient way.
- C. Over preparation should be marked down (e.g. milk in the pitchers, etc.)
- D. A minimum of three (3) clean cloths should be available when the performance time starts. The cloths must be clean and have a designated purpose (i.e. one (1) for the steam wand, one (1) for drying/cleaning baskets, one (1) for bar clean up. A towel on the competitor’s apron/person for one (1) of these uses is included in this count.)
- E. If there is any water in the cups on top of the espresso machine at any time, the competitor will receive a score of zero (0) for “Station management/Clean working area at end.”
- F. Competitors may have pucks (used coffee grounds) in the portafilters at the start of their competition time. This will not count against “Clean working area at start-up/Clean cloths.”

**13.3 TECHNICAL SKILLS ESPRESSO – PART II**

Please note the technical skills standards are the same for all 3 beverages. The technical score sheet is the same in Part II, III and IV.

**Part II - Espresso Evaluation**

0 to 6	Yes	No	<u>Technical Skills</u>		<u>SHOT 1</u>
			Flushes the grouphead	○	□
			Dry/clean filter basket before dosing		□ . □ g
			Acceptable spill/waste when dosing/grinding		□ . □ g
			Consistent dosing and tamping		
			Cleans portafilters (before insert)		
			Insert and immediate brew	○	□ . □ g
			Extraction time (within 3 second variance)	□	□ . □ g
<b>17</b>	/12	/5			

13.3.1 Flushes the group head

Flushing of the group head must occur in the time after removal of the portafilter and prior to each extraction. If the group head was flushed prior to the extraction of the served beverages, the judge will mark “Yes.”

13.3.2 Dry/clean filter basket before dosing

If the filter basket is completely dry and clean prior to the served beverages, the judge will mark “Yes.”

13.3.3 Acceptable spill/waste when dosing/grinding

Spill/waste is ground coffee left unused during the competition/performance time that may be found in the espresso grinder’s dosing chamber, in the knock box, on the counter, in the trash, on the floor or elsewhere. Waste created in the process of preparing beverages that are not served to judges does not count towards a competitor’s total waste evaluation. Spill/waste of up to five (5) grams of unused coffee per beverage category is considered acceptable. In order to earn a score of excellent five (5) or higher, the waste must not exceed one (1) gram of unused coffee per beverage category. Wasting more than five (5) grams of

coffee per beverage category is unacceptable and will result in zero (0) points. A reasonable amount of coffee purged is not included in waste. All coffee used for drinks must be ground during competitor's fifteen (15) minutes competition time.

13.3.4 Consistent and effective dosing and tamping

The competitor must demonstrate a consistent method for dosing and tamping. The competitor should evenly distribute the coffee grounds, followed by levelled tamping of adequate pressure. Cultural differences are taken into consideration.

13.3.5 Cleans portafilters (before insert)

Cleans basket rim and side flanges of portafilter before insert into the machine. If done, the judge will mark "Yes."

13.3.6 Insert and immediate brew

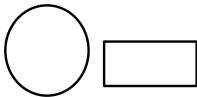
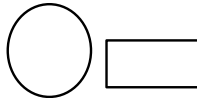
The competitor should start the extraction immediately after inserting the portafilter into the machine without any delay. If done, the judge will mark "Yes."

13.3.7 Extraction time (within 3 second variance)

Judges will time all shots extracted and determine whether shot extraction times are within a 3.0-second variance. If the extraction time is within a 3.0-second variance of each other within each category of drinks, the judge will mark "Yes." Extraction time begins when the competitor activates the machine's brew cycle. Shot times for shots that are not served will not be included in this score.

**13.4 TECHNICAL SKILLS MILK BEVERAGE – PART III**

Please note the first seven (7) evaluation areas are the same as under the Espresso Evaluation – Technical Skills.

Part III - Milk Beverage Evaluation																	
<p>0 to 6</p> <table border="1"> <tr><td>Yes</td><td>No</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Technical Skills</b></p> <p>Flushes the group head</p> <p>Dry/clean filter basket before dosing</p> <p>Acceptable spill/waste when dosing/grinding</p> <p>Consistent dosing and tamping</p> <p>Cleans portafilters (before insert)</p> <p>Insert and immediate brew</p> <p>Extraction time (within 3 second variance)</p>	 	<p><b>SHOT 1</b></p> <p>Time <input type="text"/> - <input type="text"/> g</p> <p>Waste <input type="text"/> - <input type="text"/> g</p>
	Yes	No															
	<input type="checkbox"/>	<input type="checkbox"/>															
	<input type="checkbox"/>	<input type="checkbox"/>															
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<table border="1"> <tr><td>Yes</td><td>No</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Milk</b></p> <p>Empty/clean pitcher at start</p> <p>Purges the steam wand before steaming</p> <p>Cleans steam wand after steaming</p> <p>Purges the steam wand after steaming</p> <p>Acceptable milk waste at end</p>	<p><b>SHOT 2</b></p> <p>Time <input type="text"/> - <input type="text"/> g</p> <p>Waste <input type="text"/> - <input type="text"/> g</p>	<p><b>MILK</b> <input type="text"/> ml/oz</p>		
	Yes	No															
	<input type="checkbox"/>	<input type="checkbox"/>															
	<input type="checkbox"/>	<input type="checkbox"/>															
	<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>																
<input type="checkbox"/>	<input type="checkbox"/>																
<p><b>22</b>     /12     /10</p>																	

13.4.1 Empty/clean pitcher at start

The competitor should pour cold, fresh milk into a clean pitcher, which must not have been filled during the preparation time. The pitcher should be clean on both inside and on the outside.

13.4.2 Purges the steam wand before steaming

The competitor should purge the steam wand before inserting it into the milk pitcher.

13.4.3 Cleans the steam wand after steaming

The steam wand should be cleaned with a dedicated steam wand towel.

13.4.4 Purges the steam wand after steaming

The competitor should purge the steam wand after steaming the milk.

13.4.5 Acceptable milk waste at end

The pitcher should be more or less empty after the milk beverages have been prepared. Acceptable waste is no more than 90ml/3oz in total.

**13.5 TECHNICAL SKILLS SIGNATURE BEVERAGE – PART IV**

Please note the evaluation areas are the same as under the Espresso Evaluation – Technical Skills

**13.6 TECHNICAL – PART V**

Part V - Technical Evaluation								
0 to 6		Yes	No					
<table border="1"> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> <tr> <td style="width: 40px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> </table>								Station management/Clean working area at end
				Clean portafilter spouts/ Avoided placing spouts in doser chamber				
				General hygiene throughout presentation				
				Proper usage of cloths				
<b>9</b>		/6	/3					

13.6.1 Station management/Clean working area at end

- A. Technical judge will evaluate the competitor’s overall workflow and use of tools, equipment and accessories. In the absence of a technical judge, the head judge will evaluate the Station management and cleanliness at the end of the performance/competition time.
- B. The competitor should display an understanding of the correct use and operation of the espresso machine.
- C. The competitor should display an understanding of the correct use and operation of the grinder – including the management of coffee in and through the grinder. Competitors should be grinding coffee for each shot or set of shots.
- D. The competitor should try to achieve extraction times +/- within a 3.0 second variance and shot volume of 25-35 mL (30 mL +/- 5 mL).
- E. The technical judge will evaluate the competitor’s work-flow throughout the presentation, including: the organization and placement of tools, cups and accessories; the competitor’s movement and flow in and around the work station; the cleanliness and maintenance of the station (equipment, counters, towels, pitchers); the management of coffee and ingredients (milk, signature beverage ingredients). In the absence of a technical judge, the head judge will evaluate the Station management and cleanliness at the end of the performance/competition time.
- F. Liquids or ingredients must not be placed on top of the machine; otherwise zero (0) points will be awarded in “Station management/Clean working area at end.”
- G. The cleanliness of the area is evaluated. If a spill occurs, the competitor should have it cleaned up by the end of their performance time. Cleaning while working (e.g. removing spent grounds or wiping tables) will improve the competitor’s score, as will cleaning the station before they end their performance time. All wares and tools (e.g. tampers, cups, trays, pitchers) are included in this evaluation including items on the espresso machine and work tables. Spent pucks (used coffee grounds) are allowed to be in the portafilters at the end of the performance and are not part of this score.

13.6.2 Clean portafilter spouts/Avoided placing spouts in dosing chamber

- A. The competitor needs to remove any water or grounds on the portafilter spouts by cleaning the spouts. Rinsing, using a towel, and wiping with fingers are all acceptable methods for achieving clean spouts.
- B. During distributing and leveling of coffee grounds, the competitor should not place portafilter spouts directly over the dosing chamber. (This could allow water to contaminate the dosing chamber.)
- C. If the competitor has clean portafilter spouts before each extraction and does not place the portafilter spouts over the dosing chamber, the judge will mark “Yes.”

13.6.3 General hygiene throughout presentation

The judge will determine this score based on the competitor’s sanitary practices throughout their entire presentation. If proper hygiene is used for the entire presentation, the judge will mark “Yes.”

Examples of unacceptable practices include:

- Touching hands to face, mouth, etc. and then using the hands for beverage preparation.
- Touching the floor and then using the hands for beverage preparation.

13.6.4 Proper usage of cloths

The judges will evaluate the correct and sanitary usage of the competitor’s cloths. The competitor should use one for the steam wand, one for cleaning the filter basket and one for the workstation.

Examples of unacceptable practices are:

- Using a non-dedicated cloth to clean a steam wand (using it for some other purpose other than using it to clean a steam wand.)
- Anything that is not sanitary or food safe with a cloth such as: touching it to face, mouth, etc.
- Using a cloth once it has touched the floor or dropped.

## 14.0 SENSORY EVALUATION PROCEDURE

Each competitor will be evaluated by four (4) sensory judges. The following is an explanation of the sensory score sheet.

### 14.1 EVALUATION SCORE

The evaluation scale is the same for both technical and sensory judges. There are two (2) types of scores: the Yes/No Score, and the Zero (0) to Six (6) Score.

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 (1) point for a score of Yes on this item, and zero (0) points for a score of No.

#### Zero (0) to Six (6) Score

Some score sheet criteria are evaluated on a scale of zero (0) to six (6), with zero (0) being the lowest score and six (6) being the highest. It is acceptable to use half point increments between 1.0 and 6.0, which are recorded using a decimal point, not a fraction. (For example, 1.5, 2.5, 3.5.) The lowest score with value is one. A score of 0.5 may not be used. A score of zero (0) is used when some criteria is deemed totally unacceptable. Scores of zero (0) and six (6) require the approval of the head judge.

### 14.2 ESPRESSO EVALUATION – PART I

Espressos will be evaluated using the following protocol by all sensory judges. Sensory judges will complete all steps of the evaluation before recording scores.

Sensory judges will stir the espresso three (3) times with a spoon (moving the spoon front to back) to mix the flavors within the shot, then immediately taste. Sensory judges will take at least two (2) complete sips to fully evaluate the espresso. Judges will not taste the espresso off the spoon.

Competitors may override the evaluation protocol by giving the judges specific alternative instructions on how they want the espresso evaluated. As long as the instructions are reasonable, and are not in contradiction with other rules, the judges should follow all instructions given by the competitor.

Part I - Espresso Evaluation																			
Yes No <input type="checkbox"/> <input type="checkbox"/>	Crema /1																		
0 to 6																			
= 2 x <input type="text"/>	Taste balance /12																		
<table border="0"> <tr> <td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td> </tr> <tr> <td colspan="3">SWEET</td> <td colspan="3">ACIDIC</td> <td colspan="3">BITTER</td> </tr> </table>		L	M	H	L	M	H	L	M	H	SWEET			ACIDIC			BITTER		
L	M	H	L	M	H	L	M	H											
SWEET			ACIDIC			BITTER													
= 3 x <input type="text"/>	Accuracy of Flavor Descriptors																		
= 4 x <input type="text"/>	Tactile /42																		
<table border="0"> <tr> <td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td><td>L</td><td>M</td><td>H</td> </tr> <tr> <td colspan="3">WEIGHT</td> <td colspan="3">TEXTURE</td> <td colspan="3">FINISH</td> </tr> </table>		L	M	H	L	M	H	L	M	H	WEIGHT			TEXTURE			FINISH		
L	M	H	L	M	H	L	M	H											
WEIGHT			TEXTURE			FINISH													
Yes No <input type="checkbox"/> <input type="checkbox"/>	Functional and correct espresso vessel used /1																		
<b>56</b>																			

#### 14.2.1 Crema

Judges will visually evaluate the appearance of the crema for presence in the vessel. To score a “yes” the crema must stretch across the entire surface of the espresso and not have any holes or broken spots.

#### 14.2.2 Taste Balance

Judges will evaluate the espresso based on how well the taste components (sweet, acidic, bitter) fit together and complement each other. Reference scales provided on scoresheets are solely for judge’s initial impression of intensity; equal intensity does not imply harmonious balance.

14.2.3 Accuracy of Flavor Descriptors

Judges will listen to the flavor descriptions and explanations given by the competitor and compare those with the beverage served. The flavor profile of the beverage served should support specialty coffee. Any flavor descriptors given by the competitor for their espresso will be taken into consideration under this score. This score is based on how accurately these descriptors match the flavor of the espresso. Flavor descriptors must be given or a score of zero (0) will be received in this category.

14.2.4 Tactile

Judges will listen to the tactile descriptions and explanations given by the competitor and compare those with the weight and mouthfeel and finish of the beverage served. The espresso should have body and texture that correlate with the preparation, method of extraction, and coffee beans used in the espresso. The competitor will be scored solely on any tactile descriptors they offer the judges and how accurately these descriptors match the tactile sensation of their espresso. If no descriptors are provided, the expectation will be a full-bodied, round, and smooth finish.

14.2.5 Functional and Correct Espresso Vessel Used

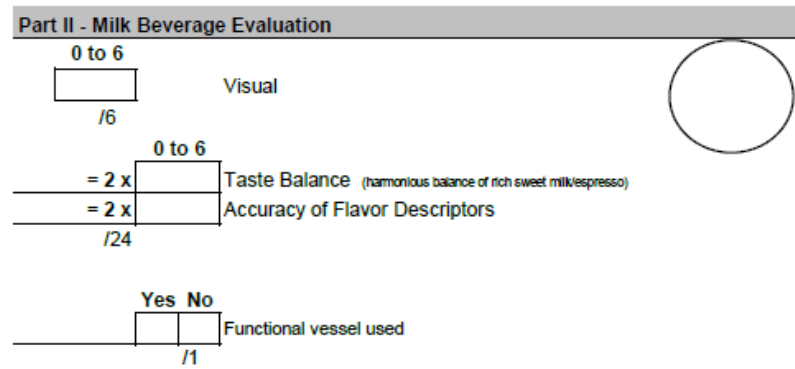
Espresso must be served in the vessel it is intended to be visually evaluated and drunk from. The vessel must be between 60 and 90ml from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely, judges unable to execute espresso evaluation protocol. If any of these requirements are not met, a “No” will be given for “Functional and Correct Espresso Vessel Used.”

**14.3 MILK BEVERAGE EVALUATION – PART II**

Milk beverages will be evaluated using the following protocol by all sensory judges. It is important that sensory judges follow this protocol consistently. Sensory judges will complete all steps of the evaluation before recording scores.

Sensory judges will first evaluate the appearance of the milk beverage. Next, they will take an initial sip from anywhere on the rim of the cup. After the initial sip, the sensory judges will revisit the milk beverage for at least one (1) additional sip from an undisturbed location on the rim of the cup.

Competitors may override the evaluation protocol by giving the judges specific alternative instructions on how they want the milk beverage evaluated. As long as the instructions are reasonable, and are not in contradiction with other rules, the judges should follow all instructions given by the competitor.



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14.3.1 Visual

Judges will evaluate the appearance of the milk beverage to determine its visual score. On the surface, the milk beverage should have a color combination of milk and coffee, with good color contrast definition, balance in the cup, symmetrical design and a smooth, and possibly glossy/glass-like sheen. (Note: It is not acceptable for milk beverages to be topped with any additional spices and/or powders. Doing so will result in a zero (0) in the “taste balance” category.)

14.3.2 Taste Balance

The milk beverage is a hot beverage that should be served at a temperature that is immediately consumable. The texture and temperature of the beverage, and the taste of the coffee and milk will be included in the balance evaluation. The milk beverage should have a harmonious balance of the sweetness of the milk and its espresso base. The flavor profile of the beverage served should support specialty coffee, with a balance created by the addition of milk.

14.3.3 Accuracy of Flavor Descriptors

Judges will listen to the flavor descriptions and explanations given by the competitor and compare those with the beverage served. The flavor profile of the beverage served should support specialty coffee. This score is based on how accurately these descriptors match the flavor of the milk beverage. Flavor descriptors must be given or a score of zero (0) will be received in this category.

#### 14.3.4 Functional vessel used

Milk beverages must be served in a vessel from which judges must be able to drink as required without any functional detriment to their ability to score accurately; this includes but is not exclusive to: vessel being too hot, unable to hold and drink from vessel safely. If any of these requirements are not met, a “no” will be given for “Functional vessel used.”

### 14.4 SIGNATURE BEVERAGE EVALUATION – PART III

See 2.2.3 for Signature Beverage Definition.

Signature beverage evaluations vary due to the variety of options presented by the competitor. Sensory judges will complete all steps of the evaluation before recording scores.

Part III - Signature Beverage Evaluation			
0 to 6			
	Yes	No	Well explained, introduced, and prepared
			Appealing presentation
			Functionality
			Creativity and synergy with coffee
/12		/2	
0 to 6			
= 2 x			Taste balance (according to content, taste of espresso)
= 2 x			Accuracy of Flavor Descriptors
/24			

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#### 14.4.1 Well explained, Introduced, and Prepared

The competitor must explain their signature beverage to the judges. In order to achieve a high score, the explanation should include factual points such as the ingredients, preparation method, and the flavors and/or aromas the judges will experience. The description should include the coffee used and the connection between the coffee and the other ingredients. Sensory judges will listen to the explanation of ingredients, preparation method, and use of coffee given by the competitor and take notes. When determining this score, judges will consider whether or not there is a strong correlation between what was described and prepared, and the actual taste and aromas of the signature beverage.

The competitor must explain to the sensory judges how to drink the beverage (smell, stir, sip, etc.). The sensory judges will listen and follow drinking instructions to the best of their ability. If no information or instructions are given, judges will individually choose how to evaluate the signature beverage. In every case, judges should take a minimum of two (2) sips of the signature beverage.

Judges will evaluate the signature beverage based on competitors’ provided explanations or other observations during the fifteen (15) minute presentation only. Any explanation given by the competitor after the completion of the presentation time (clock is stopped and/or the competitor calls “time”) will not be considered by the judges.

#### 14.4.2 Appealing Presentation

“Appealing presentation” is the evaluation of the appearance and appeal of the signature beverage, including but not limited to the vessel, the beverage itself, garnishes, accessories, etc. The vessel served should look pleasing and highlight its beverage. If the signature beverage is not appealing, including chipped or cloudy dishware, or cluttered or disorganized presentation, a “No” will be given in “Appealing presentation.”

#### 14.4.3 Functionality

“Functionality” is defined by how the signature beverage and related elements work while the drink is consumed and the barista’s instructions on how to drink it. The dishware, garnishes, accessories, or instructions should not hinder drinking the beverage. Difficulty of consumption will result in a “No” in “Functionality.”

#### 14.4.4 Creativity and Synergy with Coffee

Judges will evaluate competitors’ creativity based on the originality of their concept, and any new methods, techniques or

ingredients used in the preparation or presentation of the signature beverage. Ingredients must complement and showcase the espresso while creating an interesting taste experience. Signature beverages with a complimentary blend of creative ingredients and technique will be rewarded with a high score.

Note: "Synergy" is defined as the interaction or cooperation of two (2) or more substances to produce a combined effect greater than the sum of their separate effects

#### 14.4.5 Taste Balance

Judges will evaluate the signature beverages based on how well the taste components of the espresso (sweet, acidic, bitter) fit together and complement the other ingredients used. The espresso taste should be predominant and easy to identify in order to get high marks in this category. Judges must follow drinking instructions provided by the competitor that are not in contradiction with other rules.

#### 14.4.6 Accuracy of Flavor Descriptors

Judges will listen to the flavor descriptions and explanations given by the competitor and compare those with the beverage served. The flavor profile of the beverage served should support specialty coffee. This score is based on how accurately these descriptors match the flavor of the signature beverage. Flavor descriptors must be given or a score of zero (0) will be received in this category.

### 14.5 BARISTA EVALUATION – PART IV

#### Part IV - Barista Evaluation

0 to 6	Yes	No	<u>Customer Service Skills</u>
			Presentation: professionalism
			Attention to details/All accessories available
			Appropriate apparel
<b>13</b>	/12	/1	

#### 14.5.1 Presentation: professionalism

Professionalism is evaluated by the observed qualities relevant to the barista profession including technique, preparation and the demonstrated wider understanding of coffee beyond the preparation of the twelve (12) drinks served. Wider coffee knowledge includes the process of coffee cultivation, roasting and preparation from seed to cup as well as an implicit understanding of the correct use of the equipment, good customer service skills (e.g. politeness, accuracy, attentiveness, eye contact, etc.) and the ability to manage workflow and time. Judges will look for a strong correlation between what is explained and what is delivered. The competitor must demonstrate that they are a coffee professional who has command over their presentation and coffee.

#### 14.5.2 Attention to details/All accessories available

All accessories should be readily available and the working area well and purposefully organized. Competitors should not need to reposition equipment and accessories unnecessarily during their performance. Everything should have its own place and purpose. Judges should look for the competitor to have back-up cups and accessories in case of mistakes or spills. Refilling of judges' water glasses also demonstrates attention to detail. The espresso must be served with a spoon, napkin, and unflavored water.

#### 14.5.3 Appropriate apparel

At a minimum, the competitor must look clean, be cleanly dressed and wear a clean apron. If okay, the judge will mark "Yes." The lack of an apron or presence of inappropriate apparel (such as sandals or excessively torn or stained clothing) will result in a "No" in "Appropriate apparel."

### 14.6 JUDGES' TOTAL IMPRESSION – PART V

#### Part V - Judge's Total Impression

0 to 6	<u>Judge's Total Impression</u>
= 4 x	Total impression (overall view of barista's presence, correlation to taste scoring, and presentation)
/24	

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The Judge's Total Impression score captures two (2) primary areas:



- A. The “Total impression” score is the overall composite impression of the taste scores (e.g. Did the combination of the three (3) courses of drinks create an experience that was stronger in delivery than if just one course had been served on its own?).
- B. The judges must consider and assign points towards the passion and inspiration that the barista has displayed during their routine. They must consider (allowing for cultural and personality differences) points such as natural, clear and concise communication, display of enthusiasm and dedication toward specialty coffee, and an ability to act as a role model for the barista profession/ industry (e.g. If in a cafe/ restaurant environment, would this barista have inspired me about specialty coffee?). If the judges feel that this has been achieved, they should award high scores.

## **15.0 APPEALS AT THE WORLD BARISTA CHAMPIONSHIP**

If in the unlikely event that the head judge or any other WBC personnel discovers or suspects potential dishonest behavior by a WBC judge during a competitor’s evaluation then the following will apply:

- A. The head judge will request the return of all the competitors score sheets from the official score keeper surrounding the suspicious evaluation.
- B. The head judge will call a meeting with the WBC judge(s) concerned, the WCE Managing Director, and the WCE Competition Operations Committee Chair(s) to evaluate the situation.
- C. The WCE Managing Director and the WCE Competition Operations Committee Chair(s) will then rule upon the matter in a closed meeting.
- D. If the matter of dishonesty is extensive, the WCE Competition Operations Committee Chair(s) has the power to rule that the WBC judge will be excluded from judging in any future WBC sanctioned competitions.

### **15.1 APPEAL**

If the WBC judge in question does not agree with the decision, they may appeal the decision in writing to the WCE Advisory Board. All decisions made by the WCE Advisory Board are 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 omitting this information will not be considered. Judges must submit their written complaint or appeal to the WBC event manager via email to [info@worldcoffeeevents.org](mailto:info@worldcoffeeevents.org) within twenty-four (24) hours of the incident.

### **15.2 APPEALS REVIEWED BY THE BOARD AND COMPETITION STRATEGIC COMMITTEE**

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

## **16.0 APPEALS AT A NATIONAL BODY EVENT**

If a competitor has an issue or protest to make regarding the Barista Championship during the competition, the competitor should contact the event organizer and/or WCE Representative. The event organizer will then determine whether the issue can be resolved on-site, or whether the issue will require a written appeal following the championship.

If the event organizer decides that the issue and/or protest can be solved on-site, the event organizer 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 event organizer and the designated onsite WCE Representative. The event organizer and/or WCE Rep will inform the competitor of the decision.

### **16.1 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 event manager will ask the competitor to submit their formal complaint and/or appeal in writing to WCE. All decisions made by WCE, in consultation with the Competitions Strategic Committee and Board as necessary, are 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 must submit their written complaint and/or appeal via email to [info@worldcoffeeeevents.org](mailto:info@worldcoffeeeevents.org) within twenty-four (24) hours of the offending incident or decision.

Please note WCE will only arbitrate in instances in which a complaint is found to be due to an incorrect decision by the representatives of the National Body organizing the competition, or the WCE Rep attending. The WCE does not directly certify or manage National Body judges, or volunteers and so cannot arbitrate their actions.

## **16.2 APPEALS REVIEWED BY THE BOARD AND COMPETITIONS STRATEGIC COMMITTEE**

The WCE Advisory Board & CSC will review written complaints and appeals within thirty (30) days of receipt. The competitor will be contacted by a committee chair in writing via email with a final decision.