



COFFEE ROASTING CHALLENGE™

**2012 Coffee Roasting Challenge
Official Rules and Regulations
Written and Approved by World Coffee Events**

Version 2012.05.07

2012 COFFEE ROASTING CHALLENGE

OFFICIAL RULES AND REGULATIONS (THE “RULES”)

1.0 ORGANIZATION

The Coffee Roasting Challenge (CRC) is a program of World Coffee Events, LTD (WCE).

1.1 RIGHTS

All intellectual property related to the Coffee Roasting Challenge, including these Official Rules and Regulations and the format of the competition, are the property of World Coffee Events, LTD. No part of this document may be used or reproduced without the expressed permission of World Coffee Events, LTD.

1.2 2012 EVENT

The 2012 Coffee Roasting Challenge will be held in conjunction with the Specialty Coffee Association of Europe's World of Coffee event in Vienna, Austria from 13-15 June 2012.

1.3 PARTICIPANTS

2012 Coffee Roasting Challenge is an exhibition event, and is scheduled as an invitational competition. Future competitions, if applicable, will be open to national champions as determined by WCE standards and procedures.

1.3.1 AGE REQUIREMENT

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

1.3.2 NATIONALITY

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

1.3.3 MULTIPLE PASSPORTS

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

1.4 EXPENSES

Competitors are responsible for her/his own expenses related to the competition, including, but not limited to: travel and accommodation needs, supplies and ingredients, local transport, and additional personnel. WCE is not liable for any of the competitor's expenses. If a competitor cannot afford these expenses, it is their responsibility to find a sponsor or outside party to cover these expenses.

1.5 COMPETITOR QUESTIONS

All competitors must thoroughly read and understand these Rules and the score sheets. No accommodation or exception will be made for competitors who claim to not understand the Rules or score sheets. All Coffee Roasting Challenge documents may be downloaded from the World Coffee Roasting website (<http://www.worldcoffeeroasting.org>). Competitors are encouraged to ask questions prior to arriving at the competition. Competitors will also have the opportunity to ask questions during the official Competitors Meeting held prior to the start of each competition.

1.6 TERMS AND CONDITIONS

Upon registering for the 2012 Coffee Roasting Challenge, participants acknowledge that they understand the following terms & conditions: (Please note that these terms and conditions include individual responsibilities and requirements of representation imposed on the winner of the Coffee Roasting Challenge.)

The winner of the Coffee Roasting Challenge is a representative of the World Coffee Events, LTD., the Specialty Coffee Association of America (SCAA) and the Specialty Coffee Association of Europe (SCAE).

Upon entry in the Coffee Roasting Challenge and in exchange for the opportunity to win, each competitor undertakes that they will:

- I. Permit WCE, SCAA and SCAE to use the competitor's name and image in any format without charge for the purpose of promotion of the WCE, SCAA or the SCAE.
- II. Without limiting the generality of clause (a), the formats referred to in clause (a) may include: photographic, video, print, Internet, or any electronic media.

- III. Actively work to uphold the good reputation of the WCE, the SCAA and the SCAE when fulfilling these terms and conditions.

1.7 ENFORCEMENT OF RULES AND REGULATIONS

The Coffee Roasting Challenge will employ these Rules & Regulations throughout the competition. If a competitor violates one or more of these Rules & Regulations, they shall be automatically disqualified from the competition, except when the Rules designate a specific enforcement or consequence. If a judge or competition organizer causes the violation of one or more of these Rules, a competitor may submit an appeal, according to the process detailed in the section "Competitor Protest and Appeals."

2.0 THE COMPETITION

2.1 COMPETITION SUMMARY

The Competition is divided into three separate competition days:

- A. Day One: Competitors will be given 2 hours to evaluate the provided green coffees for moisture, density, screen size, and defect count. Competitors will also be given 30 minutes to sample roast and will be designated time to cup the coffees for sensory evaluation (competitors may cup on Day One and/or Two).
- B. Day Two: Competitors will submit the green coffee report(s) for the coffee(s) they have selected, and the roasting plan for their intended roast. Competitors will have one hour to roast their selected coffees and submit 1.5 kilograms of roasted coffee.
- C. Day Three: All submitted coffees will be cupped 'double-blind' by judges and competitors.
- D. Total Scores are based on the judges' cupping scores, accuracy of green coffee evaluation, and how closely the roasting profiles match the roasting plans.

2.2 STANDARDS AND DEFINITIONS

- A. **Green Coffee** - All green coffee in the competition will be of the species *Coffea Arabica*, produced in various countries or regions.
- B. Green Coffees may have been processed in any number of different processing methods (i.e., washed (wet-process), natural (dry-process), semi-washed, etc.)
- C. There shall be three (3) different green coffee options made available for the competitors. Its original lot number will identify each Green Coffee offering.
- D. **Green Coffee Sample** - A 500g quantity of green coffee, one from each available option, provided to competitors on Day One. Competition Officials shall see that Green Coffee Samples will be randomly pulled from the bulk quantity of that particular green coffee option.
- E. **Green Coffee Selection** - a 9.0kg quantity of green coffee provided to the competitor on Day Two, which corresponds with the green coffee options. Competitors may request up to one (1) Green Coffee Selection from each available option. Competition Officials shall see that Green Coffee Selections are randomly pulled from the bulk quantity of that particular green coffee option.
- F. **Coffee Density** - a measurement of mass density of green coffee, calculated by the mass of coffee (in grams) divided by the volume of coffee (in liters), as measured in a container of known volume. It is not necessary to calculate for interstitial space (air between individual beans), which is treated as a constant and is ignored. The unit for coffee density is g/L (grams per liter), and shall be calculated to the nearest ones (i.e., 750 g/L).
- G. **Coffee Moisture** - a measurement of water content in green coffee, calculated as the mass of water content divided by the total original mass of green coffee. The unit for coffee moisture is a percentage (%), and shall be calculated to the nearest hundredths (i.e., 10.33%)
- H. **Screen Size** - A stack of sizing screens are used to physically separate a green coffee sample by bean size. The resulting data should be notated as one, two, or three screen-numbers (no more than three), in descending order of mass retained on that particular screen, if and only if as they occur above 10% of the total sample mass (i.e., 15/16).
- I. **Defect Count** - Green coffee defects shall be identified and counted from an industry-standard 300g sample. Competitors will weigh-out a 300g sample from their Green Coffee Sample, and identify and count the defects within from the following list: full black, partial black, full sour, partial sour.... and quakers (as counted in their 100g sample roast).
- J. **Sample Roasting Machine** - A coffee-roasting machine designed for roasting 100g samples will be provided.

- K. **Roasted Coffee Submission** - The roasted coffee product submitted by the competitor as their final product to be evaluated. Competitors will be evaluated only on the work associated with the coffee(s) included in the Roasted Coffee Submission, and no other. Roasted Coffee Submissions may be the result of one or multiple roasts; Coffee submitted for judging may be a single lot, or a blend of Green Coffee lots but must be from the selection offered by the competition officials. However, any Green Coffee Selections or roasts included in the Roasted Coffee Submission shall have the accompanying Green Coffee Reports and Roasting Plans included in the competitor's Skills Evaluation. The Roasted Coffee Submission must weigh a minimum of 1.5 kg, presented in the packaging supplied by the competition for this purpose.
- L. **Roasting Plan** - Competitors will submit a Roasting Plan which is a written log of the coffee(s) that have been selected by the competitor, proposed roast profile, and reason for selected roast profile.
- M. **Roast Profile** - A two-dimensional graph with time (in seconds) as the X-axis and the temperatures (bean temperature and air temperature, in either °C or °F) on the Y-axis. Roast Profile plots will be automatically generated by the roasting software and by competition officials.
- N. **Roasting Machine** - The two (2) Roasting Machines provided shall be solid drum propane-fueled roasters of identical make and model, of between 3-6 kg advertised capacity, installed according to local laws for safety and environmental effects.

3.0 COMPETITION EQUIPMENT AND SUPPLIES

3.1 PROVIDED FACILITIES AND EQUIPMENT

The competition area will be equipped with the following:

- Green Evaluation Work Station[†]
 - Lab Tools Station[†]: (i.e., moisture meter, density meter, sizing screens, etc.)
 - Sample Roasting Station[†]
 - Roasting Machines (2)
 - Cupping Station (i.e., grinder, water source, cupping supplies, scales, etc.)
 - Containers and accessories for competition-
- ([†] available on Day One only)

Competitors may optionally bring and utilize their own cupping spoon, apron, and note-taking implements (i.e., notebook, papers, pens).

Competitors may not use items **not** provided by the competition or listed as optional above during the Competition Time.

4.0 COMPETITOR ORIENTATION MEETING AND TUTORIAL TIME

Prior to the start of the competition, a Competitor Orientation Meeting will take place. This meeting is mandatory for all competitors. During this meeting the Event Manager will make announcements, explain the competition flow, cover the competition schedule, give competitors their assigned completion times, lead a tour of the competition areas, and provide tutorials for WRC-provided laboratory equipment (moisture meter, sizing screens, etc). This will be an opportunity for competitors to ask questions and/or voice concerns to the Event Manager and Competition Officials.

Immediately following the Competitor Orientation Meeting, Sample Roasting Time is scheduled for each competitor.

4.1.1 SAMPLE ROASTING TIME

- A. The sample roasting time is not judged.
- B. Sample roasts are for the roasters' own personal use and will not be evaluated by officials or cupping judges, however competitors are expected to working in a organized and respectful manner towards other competitors.
- C. Competitors will have 30 minutes of sample roasting time. Competitors must not start a new roast if they have less than five (5) minutes remaining for their sample roasting time. A competition official will keep time of each competitor. No extra time will be given except in case of a technical problem. Determination of a technical problem is at the discretion of the head competition official and must be raised before completion of time. Competitors will receive a time calls of 15 minutes remaining and then five (5) minutes remaining.
- D. Officials will warm up roasting machines to the appropriate temperature for a constant period of 30 minutes before the first competitor is to begin. The machines will be returned to the same warm-up temperature

before the next competitor competes.

5.0 COMPETITION PROCEDURE

- A. The competition is divided into three competition days, each with its own procedure and available facilities.
- B. During competition time, non-competitors may give no assistance to competitors.
- C. From time to time, the competition emcee may interview the competitor regarding the competition, or what the competitor is doing. Competitors should be prepared for this.
- D. Competitors should be at the competition 30 minutes prior to his/her scheduled competition times. Any competitor who is not onsite at the start of their competition time may be disqualified. If the schedule is delayed, the competitor should still be prepared at their designated time.

5.1 OPEN CUPPING TIME

- A. On Day One and/or on Day Two, competitors may examine and handle their roasted samples (grind, brew and/or cup) outside of their scheduled competition times. This will be outside of timed competition time and will not be scored or count towards final score.
- B. Competitors should work around each other and keep the stations clean and organized. If a competitor is disorganized, disruptive, or otherwise unprofessional during this time, judges may charge a point deduction. Otherwise, this activity is not judged and is purely for the competitor to be able to determine which coffee(s) they would like to use.
- C. Competitors will be notified of the Competition Area hours, and may not be in the Competition Area or handling any of the competition-related items outside of this time.
- D. Competitors may not remove any coffees used in the competition from the Competition Area.

5.2 DAY ONE

Competitors will be assigned Day One competition times for Green Evaluation, Lab Practice time, and Roasting Practice. Competitors may not have access to the competition area, the competition coffees, or equipment except during the allotted competition and practice times.

5.2.1 LAB PRACTICE

- A. Immediately prior to the competitors' scheduled Green Evaluation Competition Time, competitors are scheduled lab practice time. Competitors should use this time to familiarize themselves with the laboratory equipment.
- B. Competitors should work around each other and keep the stations clean and organized. If a competitor is disorganized, disruptive, or otherwise unprofessional during this time, judges may charge a point deduction. Otherwise, this activity is not judged and is purely for the competitor to become familiar with the laboratory equipment and area.

5.2.2 GREEN EVALUATION TIME

- A. Each competitor will be given green coffee samples (one for each green coffee option) and blank green coffee reports to complete.
- B. Participants will be issued ONLY 500grams of each the three green coffees made available by the sponsor. All green evaluations, including sample roasts, must come from the 500grams issued.
- C. Only the green coffee report(s) that correspond with the green coffee to be used in the roasted coffee submission shall be judged.
- D. Competitors are expected to demonstrate good knowledge of green coffee, its defects, and an ability to use the equipment supplied to evaluate the coffees properties.
- E. Green coffee evaluation shall occur according to Standards and Definitions as defined in Section 2.2, and following the usage guidelines explained during the Competitor Orientation Meeting.
- F. Green evaluation scoring will be based on a master sheet created by a qualified Q grader prior to commencement of the competition for all coffees.
- G. Competitors will evaluate moisture using a moisture meter provided by WCE. Competitors must show that they have the ability to measure the density of green coffee.
- H. Competitors will evaluate density using equipment supplied by WCE. Competitors must show that they have the ability to measure the density of green coffee.
- I. Screen Size will be determined using only screens supplied by the WRC and WCE, competitors should

demonstrate the ability to use the supplied screens to evaluate the screen size of the coffee, this may be up to 3 screens.

- J. Defect Count should be determined using the guidelines detailed by the SCAA Green Arabica Coffee Classification and the SCAA Defect Handbook that is based on a 350gram sample.

DEFECTS		Report counts from a 300g sample. Do not report equivalents.		3	
CATEGORY 1				Y	N
	Full Black				
	Full Sour				
	Dried Cherry				
	Fungus-Damaged Bean				
	Foreign Matter				
	Severe Insect Damage				
CATEGORY 2				Y	N
	Partial Black				
	Partial sour				
	Parchment				
	Floater				
	Broken/chipped/cut				
	Immature bean				
	withered/shriveled				
	Hull/husk				
	Slight insect damage				
From roasted sample :		Quaker		/6x4 /24	

- K. Competitors will have two hours of green evaluation time to complete green coffee reports for each of the three (3) green coffees issued by WCR. A competition official will keep time of each competitor. No extra time will be given except in case of a technical problem but this will be at the discretion of the head competition official and it must be raised before completion of competition time.

5.2.3 PRACTICE ROASTING

Competitors will be given an hour of practice time on the roasting machines, assigned at the orientation meeting. WCR will provide coffee for practice roasting. This will not be the same coffee that is supplied for competition but a 'dummy' coffee for the purpose of allowing the competitor to gain working knowledge of the machines provided.

Competitors should keep stations clean and organized. If a competitor is disorganized, disruptive, or otherwise unprofessional during this time, judges may charge a point deduction on the Overall Score Sheet. Otherwise, this activity is not judged and is purely for the competitor to become familiar with the laboratory equipment and area.

5.3 DAY TWO

Competitors will be assigned Day Two competition times for production roasting time. Competitors may not have access to the competition area, the competition coffees, or equipment except during the allotted competition time.

Competitors will have time at the beginning of Day Two to cup their sample coffees if they so choose, as indicated in Section 5.1. This will be outside of timed competition time and will not be scored or count towards final score.

5.3.1 ROASTING TIME

- A total of nine (9) kilos of green coffee will be issued to the competitor before his/her production roasting time slot. If the roaster chooses to create a blend, the roast plan must state the quantities of each coffee is required from the officials. Participants will be issued exactly the amounts they have requested for competition.
- Competitors will have an assigned Roasting Time, and be assigned one hour of time. Competitors are responsible for making sure they know when their competition time is and making sure they are there on time.
- At the beginning of the competitor's assigned Roasting Time, but before the time-clock starts, the competitor shall submit a Green Coffee Report for any coffees the competitor is planning to roast.
- The competitor shall also submit a Roasting Plan document. Competitors may submit more than one Roasting Plan if that competitor is planning to execute multiple and different roast profiles, but the competitor should explain to the Officials how they are planning to utilize the multiple Roasting Plans before their roasting time begins.

- E. Officials will warm up roasting machines to the appropriate temperature for a constant period of 30 minutes before the first competitor is to begin. Between competitors, the machines will be returned to the same warm-up temperature before the next competitor. This will be agreed on and the competitors will be informed of this during competitor orientation meeting.
- F. Competitors will receive time calls of thirty (30) minutes remaining and fifteen (15) minutes remaining. Competitors must not start a new roast if they have less than fifteen (15) minutes remaining for their competition time.
- G. Roasting Machines will have time/temperature logging systems, which will log and display real-time roasting information to the competitor, the Officials, and to the audience. The roast log information will be recorded and saved.
- H. Competitors will be given a debriefing on the time/temperature logging system prior to competition at the orientation meeting. For the 2012 Challenge the competition-logging system sponsor is Cropster.
- I. It is the responsibility of the competitor to ensure the roasting log system is ready, enabled, and logging the roast. Any roasts not logged shall be disqualified and not considered.
- J. Competitors must submit one (1) Roasted Coffee Submission to the Officials. Only a Roasted Coffee Submission presented before the end of that competitor's Roasting Time will be allowed. Competitors may call "time" to stop their Roasting Time before then end of one hour if they so choose.
- K. Roast profile will be worked out on a percentage bases, competitor will receive a point for every section of the profile that tracks accurately and then the percentage of the whole profile will be worked out from a score of 40 points.
- L. If the competitor chooses to use more than one green coffee and create a blend post roast the profiles will be scored separately then added together and the final score will be the result of an average of all profiles.

5.3.2 DEDUCTIONS

Any coffees used and incorporated into the Roasted Coffee Submission will be evaluated and judged in comparison to the corresponding Roasting Plans submitted. Significant difference between the Roasting Plan and the corresponding roast log data may result in point deduction(s) by the Judges. Time and temperature of roast will be logged and variance will result in loss of points, every 2 degrees either side of desired temperature and a point for every 2 seconds either side of desired roast time, with a maximum of 5 points lose in total.

Deductions will be made by the judges if they see any external signs of defective roasting that results in scorching, excessive spillage of beans.

5.4 DAY THREE

- A. Competitors and Judges will participate in the Final Cupping, featuring all of the coffees roasted submitted.
- B. The Final Cupping shall be double blind, meaning one official shall mark each competitor's submitted coffee with a code and keep an answer key to decode the coffees. A separate official shall create a new code from the first official's set of codes and keep a separate answer key.
- C. Two (2) cupping judges and one (1) head judge who has overseen the previous days competitions and competitors will cup together. However, competitors may not physically touch or lift the cups at any time, and only cupping judges shall 'break crusts' (stirring the cups to collapse the coffee grounds).
- D. Five (5) cups of each coffee shall be prepared to common industry cupping standards and practices, and the cupping shall proceed according to the direction and protocol by the head cupping judge. All cupping judges and competitors should listen carefully to directions from the head cupping judge and follow all directions and protocols.
- E. Only cupping judge scores shall count towards the Total Scores. Competitors will be expected to follow cupping protocols as set forth during the cupping calibration.

5.4.1 CUPPING PROCEDURES

- A. All sample will have been rested for a minimum of 8 hours,
- B. Sample should be ground immediately prior to cupping, no more than 15 minutes before infusion with water.
- C. Samples should be weighed out as WHOLE BEANS to the predetermined ratio of 8.25 grams per 150 ml of

water

- D. Grind particle size should be slightly coarser than typically used for paper filter drip brewing. At least 5 cups from each sample should be prepared to evaluate sample uniformity.
- E. Each cup of sample should be ground by running a cleansing quantity of the sample through the grinder, and then grinding each cup's batch individually into the cupping glasses or bowls, ensuring that the whole and consistent quantity of sample gets deposited into each cup.
- F. Water - Water used for cupping should be clean and odor free, but not distilled or softened. Ideal Total Dissolve Solids are 125-175 ppm, but should not be less than 100 ppm or more than 250 ppm. The water should be freshly drawn and brought to approximately 200° F (93°C) at the time it is poured onto the ground coffee.
- G. The hot water should be poured directly onto the measured grounds to the rim of the cup, making sure to wet all of the grounds. The grounds to steep undisturbed for a period of 3-5 minutes before evaluation.
- H. Scoring will be based on the a standard cupping form all coffees will be scored out of 100, the score from the cupping forms will be combined with scores from previous days scores sheets to get overall winner.

5.4.2 CUP SCORE EVALUATION SCALE

Cup #	Aroma	Flavor	Aftertaste	Acidity	Body	Balance	Overall	Total Score
	<div> <div>Total: </div> </div>	<div> <div>Total: ×2</div> </div>	<div> <div>Total: </div> </div>	<div> <div>Total: </div> <div> <div>Intensity</div> <div>High</div> <div>Low</div> </div> </div>	<div> <div>Total: </div> <div> <div>Intensity</div> <div>High</div> <div>Low</div> </div> </div>	<div> <div>Total: ×2</div> </div>	<div> <div>Total: ×2</div> </div>	<div> <div>TDS Reading</div> <div> %</div> </div>
Notes								

Cup scores are limited to the following range:

6.00 Good	7.00 Very Good	8.00 Excellent	9.00 Extraordinary
6.25	7.25	8.25	9.25
6.50	7.50	8.50	9.50
6.75	7.75	8.75	9.75 – 10.00

Judges should use the Evaluation Scale of: Good, Very Good, Excellent, and Extraordinary.

Judges may not use scores lower than 6.00. Evaluations below the description of “Good” should be given a score of 6.00.

5.4.3 CUPPING SCORESHEETS

- A. Each evaluation component is marked with a horizontal (left to right) scale, which is used to rate the judge's perception of relative quality of the particular component based upon their perception of the sample and experiential understanding of quality.
- B. Some components are marked with vertical scales. The vertical (up and down) scales are used to rank the intensity of the sensory component and are marked for reference and notation, and are not included in the score.
- C. After evaluation, the numeric score should be notated in each box marked Total. Scorekeepers will calculate the sum of the component scores to determine the Total Score.
- D. **INSERT DEFECT BOX**
- E. **DESCRIBE DEFECT BOX.**

6.0 EVALUATION SCALE

The evaluation scale will be the same for the first 2 days of the competition and the third day will be based on a standard cupping scale.

Yes = 1 No = 0

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

There are two types of scores: the Yes/No Score, and the Zero to Six Score.

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 to Six Score

Some score sheet criteria is evaluated on a scale of zero (0) to six (6), with zero being the lowest score and six 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.

7.0 TECHNICAL ISSUES

- A. During the competition, if the competitor believes there is a technical problem with any of the WRC-provided equipment, they should contact the Head Judge or WRC Event Manager immediately.
- B. If the 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 Head Judge will make the decision whether or not the competitor should wait to continue his/her competition or stop and start again at a reallocated time.
- D. If a competitor must stop his/her competition time, the competitor, along with the Head Judge and Event Manager will reschedule the competitor to compete in full again at a later time.
- E. If it is determined that the technical issue is due to competitor error, 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.

8.0 SCOREKEEPING

8.1 WRC Official Scorekeeping

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

8.2 Competitor's Total Score

The competitor's total score will be tallied by adding the sum of score sheets from all three days, then by deducting any penalties.

8.3 Tie Scores

- A. If there is a tie between two or more competitors, the official scorekeepers will total all the involved competitor's cupping score (day 3). The competitor with the highest cupping score will win the tie and place above any other competitor with the same total competition score.
- B. If the tied competitors have the same cupping score then the higher placement will be awarded to the competitor with the higher total roast profile score (day 2).
- C. If the tied competitors have the same roast profile and cupping score then the higher placement will be awarded to the competitor with the higher green evaluation score (day 1).

9.0 COMPETITOR PROTEST AND APPEALS

9.1 COMPETITOR RELATED ISSUES

9.1.1 Protest

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

If the WRC Event Manager decides that the issue and/or protest can be solved on-site at the WRC, the WRC Event Manager will contact the involved party or parties to ensure fair representation. The competitor's issue and/or protest will be discussed and a decision will be made on-site with the WRC Event Manager and the Chairs of the WCE Competition Operations Committee. The WRC Event Manager will inform the competitor of the decision.

9.1.2 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 WRC Event Manager will ask the competitor to submit his/her formal complaint and/or appeal in writing to the WCE Advisory Board. All decisions made by the WCE Advisory Board 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 should submit his/her written complaint and/or appeal to the WRC Event Manager via email to info@worldcoffeeeevents.org within 24 hours of the offending incident or the decision given.

9.1.3 Appeals Reviewed by the WCE Board of Advisors

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

10.0 DISHONEST BEHAVIOR BY A WRC OFFICIAL

If in the unlikely event that the Head Judge or any other WRC personnel discovers or suspects potential dishonest behaviour by a WRC 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 WRC judge(s) concerned, the WCE Executive Director, and the WCE Competition Operations Committee Chairs to evaluate the situation.
- C. The WCE Executive Director and the WCE Competition Operations Committee Chairs will then rule upon the matter in a closed meeting.
- D. If the matter of dishonesty is extensive, the WCE Competition Operations Committee Chairs have the power to rule that the WRC judge will be excluded from judging in any future WRC-sanctioned competitions.

10.1 APPEAL

If the WRC judge in question does not agree with the decision, he/she 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 should submit his/her written complaint or appeal to the WRC Event Manager via email to info@worldcoffeeeevents.org within 24 hours of the incident.

10.2 APPEALS REVIEWED BY THE WCE BOARD OF ADVISORS

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