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Written and approved by the WCE Rules and Regulations Committee

2012 WORLD BREWERS CUP RULES AND REGULATIONS TABLE OF CONTENTS

1.0	ORGANIZATION	4
2.0	RIGHTS	
3.0	2012 CHAMPIONSHIP	4
4.0	PARTICIPANTS	4
4.1	QUALIFICATIONS	4
5.0	APPLICATION	4
5.1	COMPETITOR REGISTRATION FORM	
5.2	LAST DATE TO APPLY	5
6.0	TERMS AND CONDITIONS	
7.0	ENFORCEMENT OF RULES AND REGULATIONS	
8.0	COMPETITION SUMMARY	
9.0	STANDARDS AND DEFINITIONS	
9.1	COMPULSORY SERVICE	
9.2	OPEN SERVICE	
9.3	WHOLE BEAN COFFEE	
9.4 9.5	THE BEVERAGEBREW WATER	
9.5 9.6	GRINDER	
9.7	BREWING DEVICE	
9.8	COFFEE PREPARATION	
9.9	SERVICE VESSEL	
9.10	TDS MEASUREMENT	
10.0	COMPETITION AREA	
10.1	COMPULSORY SERVICE STATION	
10.2 11.0	OPEN SERVICE STATION	
11.1	HOT WATER MACHINE	
11.1	WATER MACHINE	
11.3	GRINDER	
11.4	ADDITIONAL ELECTRICAL EQUIPMENT	
11.5	PROVIDED FACILITIES & EQUIPMENT	
11.6	COMPETITOR EQUIPMENT & SUPPLIES	
12.0	COMPETITOR INSTRUCTIONS PRIOR TO PREPARATION TIME	
12.1	COMPETITORS' ORIENTATION MEETINGCOMPULSORY SERVICE COFFEE & PRACTICE TIME	10
12.2 12.3	BE ON TIME	-
12.3	STATION MAINTENANCE	
13.0	ROUND ONE COMPETITION	10
13.1	SUMMARY	10
13.2	COMPULSORY SERVICE	10
14.0	FINALS ROUND COMPETITION	
14.1	SUMMARY	12
15.0	TECHNICAL ISSUES	
16.0	FORGOTTEN ACCESSORIES	
17.0	SCOREKEEPING	
17.1	OFFICIAL SCOREKEEPING	
17.2	ROUND ONE SCORING	
17.3 17.4	FINALS ROUND SCORING	
17.4	TIE SCORES	
18.0	DEBRIEFING	
19.0	WORLD BREWERS CUP JUDGING	
19.1	WHO IS CERTIFIED TO JUDGE THE BREWERS CUP	
19.2	GOALS AND PURPOSES FOR JUDGES	14
19.3	WHAT THE JUDGES ARE LOOKING FOR IN A BREWERS CUP CHAMPION	
19.4	MAIN TASKS FOR BREWERS CUP JUDGES	
19.5	WHAT THE JUDGES SHOULD EXPECT FROM THE COMPETITOR	14

19.6	JUDGES' DO'S AND DON'TS PRIOR TO JUDGING	14
19.7	JUDGES' BEHAVIOR DURING THE COMPETITION	14
19.8	GUIDELINES FOR JUDGES	
19.9	JUDGES' MORNING CALIBRATION	
20.0	EVALUATION SCALE	
21.0	COMPULSORY SERVICE EVALUATION PROCEDURE	
21.1	JUDGING PREPARATION AND PROTOCOL	15
21.2	CUP SCORE EVALUATION SCALE	16
21.3	SCORESHEETS	
21.4	CUP SCORE COMPONENTS	16
22.0	CUP EVALUATION PROTOCOL	17
23.0	OPEN SERVICE EVALUATION	17
23.1	PRESENTATION EVALUATION SCALE	18
23.2	PRESENTATION SCORESHEET SECTION	
23.3	PRESENTATION SCORESHEET COMPONENTS	18
24.0	TDS MEASUREMENT	
24.1	PURPOSE	18
24.2	FORMULAS	18
24.3	MEASUREMENT PROTOCOL	
25.0	COMPETITOR PROTEST AND APPEALS	19
25.1	PROTEST	19
25.2	APPEAL LETTER	
25.3	APPEAL DECISION	19

1.0 ORGANIZATION

The World Brewers Cup (WBrC) is a program of World Coffee Events, LTD (WCE).

2.0 RIGHTS

All intellectual property related to the World Brewers Cup, 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.

3.0 2012 CHAMPIONSHIP

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

4.0 PARTICIPANTS

4.1 QUALIFICATIONS

The World Brewers Cup is open to qualified national champions as determined by a WCE sanctioned national championship produced by the relative WCE Licensed National Body. Only one (1) competitor may represent each nation. Licensed National Bodies may <u>not</u> submit a competitor to the World Brewers Cup who was not the champion of a WCE sanctioned national championship in the preceding year, unless they receive express authorization in writing by World Coffee Events, LTD.

4.1.1 Age Requirement

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

4.1.2 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.

4.1.3 Multiple Passports

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

4.1.4 Expenses

Licensed National Bodies are required to pay the champion's flight and hotel accommodations to the World Brewers Cup for the purpose of representing their country for the duration of the competition. Above and beyond this, Competitors are responsible for their own expenses related to the competition, including, but not limited to: additional travel and accommodation needs, supplies and ingredients, local transport, and additional personnel. The 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.

4.1.5 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 Brewers Cup documents may be downloaded from the World Brewers Cup website. 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.

4.1.6 Competitors and Judging

Competitors may not judge in any sanctioned WBrC competition (world, national, regional) in any country, including their own, prior to the conclusion of that year's WBrC Event. Judges may not Compete in any sanctioned WBrC competition (world, national or regional) in any country, including their own, prior to the conclusion of that year's WBrC Event.

5.0 APPLICATION

5.1 COMPETITOR REGISTRATION FORM

Competitors must complete the World Brewers Cup Competitor Registration Form online at www.worldbrewerscup.org and submit a scanned copy of their valid passport or legal documentation of 24 months of employment or scholastic curriculum in the country they represent to the Event Manager at least six weeks prior to World Brewers Cup Event. All approved national champions will receive a confirmation letter that will be sent to the competitor via email within two weeks of receipt of the online registration form and valid passport or legal documentation.

5.2 LAST DATE TO APPLY

Competitors must submit the online competitor registration form and valid passport or legal documentation six weeks prior to the event. In the event the national competition is held less than six weeks prior to World Brewers Cup, national champions must submit the registration form and passport/documentation within 5 days of conclusion of their national competition. Failure to meet these requirements could result in exclusion from competing in the World Brewers Cup.

6.0 TERMS AND CONDITIONS

Upon submitting a World Brewers Cup Competitor Registration Form, competitors 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 World Brewers Cup.)

- A. The winner of the World Brewers Cup is a representative of the World Coffee Events, LTD., the Specialty Coffee Association of America (SCAA) and the Speciality Coffee Association of Europe (SCAE).
- B. Upon entry in the World Brewers Cup and in exchange for the opportunity to win, each competitor in the World Brewers Cup undertakes that they will:
 - 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.
- C. Each competitor must read and abide by the Competitor Code of Conduct document found on the World Brewers Cup website.
- D. The winner of the World Brewers Cup must read and abide by the Champion Code of Conduct found on the World Brewers Cup website.

7.0 ENFORCEMENT OF RULES AND REGULATIONS

The Brewers Cup 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."

8.0 COMPETITION SUMMARY

- A. The competition is divided into two rounds: Round One, and the Finals Round.
- B. Round One consists of two components called Services: the Compulsory Service, and the Open Service.
- C. The Finals Round consists of one Open Service presentation per competitor.
- D. During each competition Service, competitors will be evaluated by three (3) Judges.
- E. During each Service, competitors will prepare and serve three (3) individual and separate beverages, one for each Judge.
- F. Competitors may utilize any set of brewing devices of their choosing, so long as they qualify according to the definitions in these Rules.
- G. For each Service, competitors will have five (5) minutes of Setup Time to set up the competition area in preparation for and prior to the Service.
- H. During the Compulsory Service competitors will have 7 minutes of Competition Time to prepare and serve their Beverages, without any presentation or demonstration. Competitors will be limited to utilizing only the whole bean coffee provided by the Brewers Cup competition.
- I. In the Open Service competitors may utilize any Whole Bean Coffee of their choosing and will have 10 minutes of Competition Time to prepare and serve their beverages with an accompanying presentation.
- J. All three beverages within each competition service must be prepared using the same whole bean coffee.
- K. Competitors may choose to use the same Open Service coffee in both competition rounds, or a different coffee of their choosing without restriction.
- L. Competitors may produce as many beverages as they like during their competition time. Only the beverages served to the judges will be evaluated.
- M. TDS measurements will be taken of each served beverage (for competitor reference).
- N. An individual Beverage with a TDS measurement of over 2.00% shall be disqualified and receive no score.
- O. For National Competitions and subordinate feeder competitions (regional competitions, heats, etc.) only: At the discretion of the National Body or competition organizer, a competition may be held with a Round One that consists of only a Compulsory Service (with an Open Service in the Finals Round).

- P. Competitors may be scheduled to present their Compulsory Service and Open Service with only a short amount of time in between to prepare and reset their wares for the following service, so competitors should be aware of their scheduled times and work quickly.
- Q. National Competitions (and subordinate competitions) may choose to hold the two Round One Services concurrently (requiring two sets of judges), or consecutively.

9.0 STANDARDS AND DEFINITIONS

9.1 COMPULSORY SERVICE

- A. The Compulsory Service is one of two coffee services in the Brewers Cup competition.
- B. Competitors will be given five (5) minutes of Setup Time and seven (7) minutes of Competition Time to prepare and serve three cups of coffee, each brewed individually, to three judges.
- C. Competitors in the Compulsory Service will all use the same whole-bean coffee and the same standardized service vessels, as provided by the Brewers Cup competition.
- D. Competitors will, when their competition time begins, prepare and serve their coffees to the judges.
- E. The beverages will be evaluated by sensory evaluation only and in accordance with the World Brewers Cup judging protocols (see relevant section below).
- F. In the Compulsory Service, accompanying information (visual, verbal, sensory, etc.) will not be evaluated and should not be presented.

9.2 OPEN SERVICE

- A. The Open Service is one of two coffee services in the Brewers Cup competition.
- B. Competitors will be given five (5) minutes of Setup Time and ten (10) minutes of Competition Time to present, prepare, and serve three cups of coffee, each brewed individually, to three judges.
- C. Competitors in the Finals Round will utilize their own whole-bean coffee and serve Beverages to the judges with an accompanying presentation that enhances the coffee experience.
- D. The competitors will be evaluated by sensory and presentation evaluation in accordance with the World Brewers Cup judging protocols (see relevant section below).

9.3 WHOLE BEAN COFFEE

- A. Whole bean coffee is the accumulation of roasted product of the seed of the fruit of a plant of the genus Coffee.
- B. Coffees 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.).
- C. Coffee ground before the competition time will be allowed. The same rules regarding additives apply.
- D. Competitors are required to supply a minimum of 2.0 kg of the same whole-bean coffee they are utilizing in their presentation to the competition organizers to be bulk-brewed for the audience and to brew and serve at the World Championship Coffee Bar.
- E. The provided Compulsory Service coffee will be a medium to medium-light roasted fully-washed specialty-grade coffee (Agtron 50 to 60 Ground on 'gourmet scale'), roasted no more than seven days prior to the competition day. If more than one individual roast-batch is provided, the batches will either be labeled uniquely, or the batches will be completely blended.

9.4 THE BEVERAGE

- A. The beverage must be an extraction from particles of whole bean coffee, using water as the solvent. No other additives of any kind will be allowed, aside from those contained within the relevant definitions of whole bean coffee, brew water, brewing devices, and service vessels.
- B. The beverage must have a total dissolved solids content of less than or equal to 2.00% or 20,000 ppm (ppm). This is to limit the beverage to the realm of what is commonly referred to as "filter coffee," distinct from espresso or other categories of coffee-extracted beverage. If a beverage is served with a TDS found to be higher than 2.00%, it will be disqualified and receive no score.
- C. Competitors will prepare and serve three individual coffee beverages, one to each of the three judges.
- D. Each of the three beverages should be between 150 and 350 mL. If a beverage served is found to be less than 120 mL or more than 375 mL, that particular beverage (cup) will be disqualified and receive no score.
- E. It is not necessary to serve the entire quantity of beverage produced during the coffee preparation.

9.5 BREW WATER

- A. Competitors may utilize the water provided by the competition, or utilize their own brew water.
- B. Provided water will be calibrated to within the acceptable ranges according to section 8.0 below.

- C. If a competitor chooses to utilize their own water, the water may be analyzed to ensure that it does not contain prohibited levels of additives or chemicals. Judges may request to taste the water at both room temperature and heated, to verify that the water does not contain any flavors or characteristics not typical of clean potable water.
- D. Provided water will be available both at room temperature and heated to between 96.0 and 98.5°C.
- E. If a competitor chooses to use their own water, they must also provide their own device to heat the water to the desired temperature. Electrical power provided to power such devices will be limited to that provided by the competition.

9.6 GRINDER

- A. A grinder is a device that grinds whole bean coffee into smaller physical particles without changing the chemistry of the coffee, aside from that directly related to the grinding of the coffee (friction, heat, etc.), and does not add any additives to the coffee.
- B. Within the competition area and during competitors' competition time Competitors may NOT use any grinder other than the provided sponsored grinder. Competitors may use the grinder provided by the competition or a grinder that they have provided for themselves outside of the competition area or in advance of the competition time

9.7 BREWING DEVICE

- A. A brewing device is any item that a competitor uses during and is involved in the beverage extraction.
- B. Brewing devices must be "manual" in nature, and may not include or involve mechanical action powered by supplemental forces (i.e., electricity) other than those exceptions below:
 - Mechanical action powered by the competitor's manual action (i.e. hand and/or arm action), by gravity, or created by the act of coffee brewing itself (i.e. pressure in vacuum brewers, movement in balance brewers) is permitted.
 - ii. Heat sources are allowed (electrical, magnetic, or liquid fuel), provided they are used to heat water or the coffee beverage and not to power to any additional mechanism.
 - iii. A machine or mechanism that supplies the competitor with brew water is allowed, though if it involves any automated and/or portioning mechanism (i.e., a machine programmed to dispense a specific quantity of water), it may not be used directly on the coffee. For example, an automatic water delivery machine could dispense into a pouring vessel, but not directly to the coffee.
- C. Competitors must utilize their own brewing devices. While sponsors may make certain brewing devices available for competitor use, competitors are ultimately responsible for supplying their own brewing devices (including filtration media if applicable). The World Brewers Cup cannot be held responsible for the operational or structural integrity of the brewing devices supplied. Competitors using those devices should thoroughly test and inspect them.
- D. Competitors may utilize as many or as few brewing devices as they wish in order to produce the required three preparations within the allotted time.
- E. Brewing devices may not add any additive substances to the beverage whatsoever.

9.8 COFFEE PREPARATION

- A. The coffee preparation for the World Brewers Cup shall consist of separate and individual preparations (brews), one for each judge.
- B. A "separate and individual preparation" is defined as a single extraction directly resulting from one distinct quantity of coffee and one distinct quantity of water. Competitors may therefore NOT serve more than one judge from any distinct and individual preparation (i.e., competitors may NOT prepare a single 1 litre French press and pour it into three cups for the judges. Acceptable service would involve the use of three individual French presses).
- C. The "extraction time" is defined as the duration of time that begins the moment the brew water and coffee grounds first come into contact and ends the moment the competitor stops brewing. Brewing stops when the extracted beverage has completely separated from the coffee bed (water retained within the coffee grounds is not considered part of the "extracted beverage"), or when the barista has cut the flow of extracted beverage into the service vessel, whichever comes first. Water due to pre-wetting of filters will not be considered as "brew water".
- D. In both competition rounds beverages will be disqualified if the extraction time begins before the competition time begins or if the beverages are served after the full competition time elapses.

9.9 SERVICE VESSEL

- A. A service vessel is a cup, server, or other vessel in which the competitor serves the coffee beverage to the judges.
- B. A minimum of three service vessels are required per coffee service or presentation.
- C. Coffee beverages must be served in one complete portion for each judge (ie, they may not be served in two or more distinct portions of beverage as a "split beverage"). However, a competitor may present empty service

- vessels as accessories in their service (i.e., serve a French press containing the beverage and an empty cup for the judge to pour into).
- D. Service vessels should not impart any flavor or odors.
- E. There is no restriction on the material, shape, or size of the service vessels, though the judges should be able to pick it up and sip from it directly.
- F. The competition will supply a Standardized Service Vessel with a volume between 150 to 235 mL.
- G. During the Compulsory Service all competitors must serve their coffee in the Standardized Service Vessel.
- H. During the Open Service competitors have the option to use the Standardized Service Vessels or service vessels of their own provision.
- I. The "Aroma" score component will be evaluated as the coffee is served and from the service vessel the beverage is served in.
- J. To accelerate cooling, the coffee may be decanted into the Standardized Service Vessel after Aroma is evaluated, if the judges deem necessary. If the Beverage is decanted in this manner there will be no impact on the evaluation.

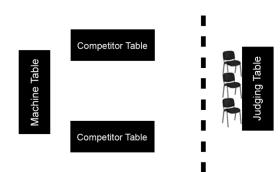
9.10 TDS MEASUREMENT

- A. A TDS measurement device will be used to measure the total dissolved solids of each brew.
- B. The TDS measurement protocol will be found in this document.
- C. TDS measurements will be recorded on each scoresheet as a percentage to two decimal places (hundredths-place, i.e. 1.15%).
- D. TDS measurements are provided for the competitor's reference only and will not be involved in the scores, other than to determine the eligibility of the Beverage (less than or equal to 2.00% TDS brew strength).

10.0 COMPETITION AREA

The full competition area for the World Brewers Cup will consist of one Compulsory Service station and two individual Open Service stations. National competitions and feeder competitions (regional competitions, heats, etc.) may utilize competition station configurations that are appropriate to their competitions.

10.1 COMPULSORY SERVICE STATION



The Compulsory Service Station consists of:

- A. Machine Table: A table will support the hot water machine, sponsored coffee grinder, cleaning accessories, and other tools and accessories. The hot water machine and grinder may not be moved by the competitors.
- B. Work table (2): Two separate surfaces will be designated as competitor preparation tables. Competitors will use their assigned table to setup their equipment and prepare their coffees.
- C. Judges table: The judges will be seated at a table, situated in such a way that obscures the judges' view of the competitors.

10.2 OPEN SERVICE STATION

The Open Service Station consists of:

- A. Judging Table: The judges will be seated side-by-side at a rectangular table (approximately 0.75 to 1.0 meters high, approximately 1.8 meters long), facing the competitor and prepared to evaluate the coffees served and competitor presentations.
- B. Machine Table: A table will support the hot water machine, the sponsored coffee grinder, cleaning accessories and other tools and accessories. The hot water machine and grinder may not be moved by the competitors.



Machine Table

11.0 MACHINERY, ACCESSORIES & RAW MATERIALS

11.1 HOT WATER MACHINE

Competitors have the option to use the sponsored hot water dispenser or to supply their own brewing water. The hot water machine will be set to dispense water between 96.0°C and 98.5°C, measured at the point of use (nozzle or spigot).

Competitors may not change, adjust or replace any element, setting, or component of the hot water machine. Any changes or adjustments made may be grounds for disqualification. Any damage to the competition equipment due to misuse or abuse is grounds for disqualification.

11.2 WATER

Competitors have the option to use the sponsored water or to supply their own brewing water.

The sponsored official hot water machine will be dispensing sponsored water only. Competitors do not have the option of using their own water with the sponsored hot water machine.

The sponsored water will be calibrated with the following standard as the target:

Odour: Clean/fresh, odour free

Colour: Clear color

Total Chlorine/Chloramine: 0 (zero) mg/L TDS: 150 mg/L (acceptable range 75-250 mg/L)

Calcium Hardness: 4 grains or 68 mg/L (acceptable range 1-5 grains or 17-85 mg/L)

Total Alkalinity: 40 mg/L (acceptable range at or near 40 mg/L)

pH: 7.0 (acceptable range 6.5 to 7.5)

Sodium: 10 mg/L (acceptable range at or near 10 mg/L)

11.3 GRINDER

A sponsored coffee grinder will be located on the equipment table for competitor use.

Competitors may use the sponsored grinder or another grinder of their choosing, however only the sponsored grinder may be used in the competition area and during the competition time. If a competitor uses a grinder of their choosing (not the sponsored grinder) it may not be used in the competition area (on stage) or during the competition time. It may not be plugged into the electrical supply of the competition stage.

11.4 ADDITIONAL ELECTRICAL EQUIPMENT

Competitors may bring up to two pieces of additional electrical equipment to be used during their coffee preparation and/or presentation. Competitors must notify the Event Manager prior to arriving at the Event of any additional electrical equipment they are bringing (i.e. hot plate, water kettle, etc.). Total power requirements for the additional electrical equipment must be accommodated by a single single-phase circuit which will be shared with the grinder(s).

It is the competitors' responsibility to ensure the provided electrical service is sufficient to power the competitor's additional equipment,. No "technical appeals" will be accepted due to excessive electrical needs for a competitor's additional equipment.

There is no restriction on additional equipment that does not require use of the provided grounded electrical service, provided such equipment is otherwise permitted by these Rules.

11.5 PROVIDED FACILITIES & EQUIPMENT

The competition area will be equipped with the following:

- Equipment Table (For hot water machine and grinder)
- Work Table(s) (for competitor use)
- Service Table (Judges' table)
- Hot water machine
- Official Coffee grinder
- Standardized Service vessels
- Cleaning brushes (for grinder and counter)
- Trash can and/or compost bin
- Bucket for discarded liquid

11.6 COMPETITOR EQUIPMENT & SUPPLIES

Competitors are required to bring all supplies necessary for 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. The World Championship, volunteers and event staff are not responsible for the safety of items left in the competition area.

Competitors MUST bring the following:

- Brewing devices
- Coffee filtration media
- Open Service coffee (minimum 2.0 kg for practice, competition, and service to attendees)

The following are optional:

- Spare brewing devices
- Additional Electrical Equipment (Maximum two items)
- · Brewing device stands
- Brewing device accessories
- Scales (for mass measurement)
- Thermometers (for temperature measurement)
- Timers (for time measurement)
- Coffee filtration medium
- Service vessels for Open Service (at least three plus spares)
- Cleaning cloths/rags

12.0 COMPETITOR INSTRUCTIONS PRIOR TO PREPARATION TIME

12.1 COMPETITORS' ORIENTATION MEETING

Prior to the start of the World Brewers Cup, a Competitor Orientation Meeting will take place. This meeting is mandatory for all competitors. During this meeting the Event Manager will make announcements, distribute the Round One practice coffee, explain the competition flow, cover the competition schedule, and lead a tour of the stage and back stage areas. This will be an opportunity for competitors to ask guestions and/or voice concerns to the Event Manager.

12.2 COMPULSORY SERVICE COFFEE & PRACTICE TIME

12.2.1 Provided Compulsory Service Coffee

At the Orientation Meeting, competitors will each receive one 350g bag of the Round One coffee. See "Standards and Definitions" for more about the provided coffee.

12.2.2 Brewers Cup Practice Time

Competitors will be able to practice brewing with the provided coffee and their own coffee during the morning of their scheduled competition day. The Event Manager will provide details of the Practice Time during the Competitors' Orientation Meeting.

12.3 BE ON TIME

Each competitor should be at the competition at least 30 minutes prior to his/her scheduled preparation time. Any competitor who is not onsite at the start of their competition time will be disqualified.

12.4 STATION MAINTENANCE

Competitors will be responsible for keeping the preparation area clean and ready for the next competitor. There will not be "station maintenance" volunteers, so competitors should clean and organize the station at the end of their competition time.

13.0 ROUND ONE COMPETITION

13.1 SUMMARY

In Round One competitors will present two coffee services: Compulsory Service and Open Service. Scores for Round One will be calculated as the sum of scores for Compulsory Service and Open Service.

Competitors will be assigned a scheduled Setup Time and Competition Time for both Compulsory Service and Open Service. Competitors who are not ready to begin their Setup and/or Competition time at their designated time will be disqualified. If the competition is delayed, competitors should still be ready to begin their setup at the scheduled time.

13.2 COMPULSORY SERVICE

13.2.1 Set-up Time

Competitors will be assigned a scheduled Setup Time for Compulsory Service.

Competitors will have five (5) minutes to setup their station and prepare all relevant items for the Competition Time. Electrical equipment may be setup and plugged in prior to the start of Setup Time, but may not be energized (turned on) until Setup Time begins.

When Setup Time concludes the competitor must cease all active preparation and manipulation of items on the Machine Table and the Competitor Table that will be involved in the coffee service until the Competition Time begins. Competitors may not be holding in their hands anything involved in the coffee service after the Setup Time concludes, with the one exception of a timer.

Competitors should account for the fact that the time between the end of Setup Time and beginning of Competition Time may and shall vary.

13.2.2 Begin Competition Time

Competitors will be scheduled on an alternating and staggered timetable. After their five (5) minutes Setup Time the competitor will start their competition time by announcing this to the timekeeper. The competitor should verify that the timekeeper is prepared to start the timer.

The competitor must begin their competition time before the brew water and coffee first come into contact or they will be disqualified (water used for the "pre-wetting" of filtration media and similarly "non-brew water" will not count toward this).

13.2.3 Competition Time

The competitor has seven (7) minutes to prepare and serve their coffees to the judges.

All competitors shall exclusively use the Compulsory Service coffee, as provided by the competition, and no other coffee (whole bean or ground).

No "presentation" should be performed whatsoever.

Competitors should endeavour to work quietly.

Competitors may not prepare their coffees at the judging table. The judging table is for the evaluation of the beverages only, and judges will not be able to observe the preparation.

Competitors have the option of grinding their coffee and preparing their brewing water during the competition time or beforehand.

Beverages must be prepared and served according to these Rules- specifically the "Standards and Definitions" section.

The competitor is to serve the beverages to the judges by placing them on the designated service tray located at the end of the preparation station. A service porter will deliver the beverages to the judges.

13.2.4 End Competition Time

Competition time ends when the competitor serves the third and final beverage, or when their competition time has elapsed, whichever occurs first. A competitor does not need to announce or otherwise indicate the end of their competition time.

Beverages not served within the competition time will receive an official score of zero. However, judges may continue to evaluate and score the beverage for the competitor's reference only.

Once the competition time is over the competitor is to return to the preparation area to clean up and quickly prepare the station for the next competitor.

13.3 OPEN SERVICE

13.3.1 Set-up Time

Competitors will be assigned a scheduled Setup Time for Open Service.

Competitors will have five (5) minutes to setup their station and prepare all relevant items for the Competition Time. Electrical equipment may be setup and plugged in prior to the start of Setup Time, but may not be energized (turned on) until Setup Time begins.

When Setup Time elapses the competitor must cease all active preparation or manipulation of items on the Machine Table or Competitor Table that will be involved in the coffee service until the Competition Time begins. Competitors may not be holding in their hands anything involved in the coffee service after the Setup Time elapses, with the exception of a timer.

Competitors should account for the fact that the time between the end of Setup Time and beginning of Competition Time may and shall vary.

13.3.2 Begin Competition Time

Competitors will be assigned a scheduled Open Service competition time. After their five (5) minutes Setup Time the competitor will start their competition time by announcing this to the timekeeper. The competitor should verify that the timekeeper is prepared to start the timer.

13.3.3 Competition Time

Competitors will have ten (10) minutes to prepare, serve, and present three individual preparations of brewed filter coffee to three judges.

Competitors will utilize whole bean (or ground) coffee of their choosing.

Competitors have the option of grinding their coffee and preparing brew water during the competition time or beforehand.

Coffee service should be accompanied by a presentation to the judges that articulates the taste-experience presented, demonstrates excellent customer service and enhances the overall coffee experience

Beverages must be prepared and served according to these Rules.

The competitor is to serve the beverages to the judges by placing them on the judging table, one in front of each judge. Competitors must actively place each beverage in front of a judge in order to for it to be deemed "served."

13.3.4 End Competition Time

Competition time ends either when the competition time has elapsed, when the competitor stops their competition time-clock, or when the competitor raises their hand and announces "time," whichever occurs first.

Beverages not served within the competition time will receive an official score of zero. However, judges may continue to evaluate and score the beverage for competitor's reference only.

The judges will not evaluate based on anything said, served, or presented before or after the competition time.

One the competition time is over the competitor is to return to the preparation area to clean up and prepare the station for the next competitor.

13.3.5 Additional Open Service Information

Competitors should present their coffees with an accompanying presentation that enhances the taste experience of the coffees and relates to exemplary service in a real-world specialty coffee experience.

The presentation will be evaluated based on how well the taste-experience matches the competitor's description.

Presentations may be creative, informative, and entertaining, but should always be focused on enhancing the judges' coffee experience.

Competitors may not serve or present any food, drink, or aromatic experience for the judges to consume, imbibe, taste, or smell, other than the coffees served. Any such service will be not be evaluated by the judges.

Competitors may not ask the judges to physically move from their judging positions.

14.0 FINALS ROUND COMPETITION

14.1 SUMMARY

The Finals Round consists of the top six scoring competitors from Round One presenting Open Service presentations to three judges. The scores from Round One do not carry over.

15.0 TECHNICAL ISSUES

- A. During the preparation and/or competition time, if a competitor feels there is a technical problem with:
 - i. The electrical power supply
 - ii. The provided Official Grinder or Official Brew Water Machine
 - iii. For Open Service only: The audio visual equipment (i.e. the competitor's microphone)
 - ...the competitor should raise his/her hand, call "technical" and ask for the Event Manager (during preparation time) or for the Head Judge (during competition time). The time will be stopped.
- B. If the Event Manager 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, if appropriate. 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 his/her performance or stop the performance and start again at a rescheduled time.
- D. If a competitor must stop his/her competition time the 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 Event Manger 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. Unfamiliarity with equipment is not grounds for a technical timeout.

16.0 FORGOTTEN ACCESSORIES

- A. If a competitor has forgotten some of his/her equipment and/or accessories during his/her competition time, he/she must inform the head judge that they have forgotten an item(s) offstage and then retrieve the missing item(s) himself/herself. The competition time will not be stopped.
- B. Nothing may be delivered by the runners, supporters, team members or the audience during the competition time.

17.0 SCOREKEEPING

17.1 OFFICIAL SCOREKEEPING

The official scorekeepers are responsible for keeping all scores confidential.

17.2 ROUND ONE SCORING

17.2.1 Compulsory Service Scoring

In order to calculate the Total Cup Score the scores for each of the seven Cup Score components are to be summed (with the scores for Flavor, Balance, and Overall being doubled).

If the TDS recorded for a beverage is greater than 2.00% that cup will be disqualified and receive a Cup Score of zero (0). The competitor's total Compulsory Service score will be tabulated by adding the total of the three scoresheets, one from each judge, and dividing the total by 3. (i.e., scores of 85.25, 91.00, and 89.50, for a combined total of 265.75 will result in a total score of 88.58).

The maximum possible Total Compulsory Service score is 100.

17.2.2 Open Service Scoring

Scores for the Total Cup Score will be tabulated as in Compulsory Service.

To calculate the Presentation Score, the three relevant scoring components will be added together, with the score for Overall Impression being doubled.

To calculate the Open Service Score for each scoresheet, the Total Cup Score shall be added to the Total Score of Presentation, and that sum shall be divided by 1.40.

To calculate the competitor's Total Open Service Score, the three Open Service Scores (one from each scoresheet) will be added together and the total divided by 3. The maximum possible Total Open Service Score is 100.

17.2.3 Round One Score

Round One Total Score is calculated by adding the Compulsory Service Score and the Open Service Score. The maximum possible Round One Score is 200.

17.3 FINALS ROUND SCORING

- A. Scores for the Total Cup Score will be tabulated as outlined in Section 17.2.1 Compulsory Service Scoring, above.
- B. To calculate the Presentation Score the three relevant scoring components will be added together (with the score for Overall Impression being doubled).
- C. To calculate the Open Service Score for each scoresheet the Total Cup Score shall be added to the Total Score of Presentation, and that sum shall be divided by 1.40.
- D. To calculate the competitor's Total Finals Score the three Finals Scores (one from each scoresheet) will be added together and the total divided by 3. The maximum possible Total Finals Score is 100.

17.4 ROUNDING

Scores shall be rounded to the nearest hundredths-place (i.e., a total score of 88.583333 will be rounded to 88.58)

17.5 TIE SCORES

In Round One: If there is a tie between two or more competitors that results in more than six (6) competitors qualifying for the Finals Round, the procedure to determine placement be the following:

- A. The competitor with the higher Total Compulsory Service score will be ranked higher.
- B. If there is still a tie the competitor with the higher sum of "Flavor" scores on the Compulsory Service scoresheets will be ranked higher.
- C. If there is still a tie the competitor with the higher sum of "Balance" scores on the Compulsory Service scoresheets will be ranked higher.
- D. If there is still a tie the competitor with the higher sum of "Overall" scores on the Compulsory Service scoresheets will be ranked higher.
- E. If the scores are still tied the Finals Round will progress with however many competitors qualify with the top six scores

In the Finals Round: If there is a tie between two or more competitors, the procedure to determine final standings will be as follows:

- E. The competitor(s) with higher sum of Finals Round Cup Scores (without the Presentation Scores) will be ranked higher.
- F. If there is still a tie the competitor with the higher sum of "Customer Service" points will be ranked higher.
- G. If there is still a tie the competitor with the higher sum of "Overall Impression" scores will be ranked higher.

18.0 DEBRIEFING

Following the awards ceremony, competitors will have an opportunity to review their scoresheets with the judges. Competitors will not be allowed to keep his/her original score sheets. Following the competition the Event Manager will email competitors a copy of his/her scoresheets.

19.0 WORLD BREWERS CUP JUDGING

19.1 WHO IS CERTIFIED TO JUDGE THE BREWERS CUP

- A. Individuals judging the World Brewers Cup must be certified by the World Coffee Events Judges Certification Committee as demonstrating a thorough understanding of these Rules and possessing the necessary skills and experience to effectively and consistently perform complete organoleptic evaluations of coffee extracts (of 2.00% strength or lower) to a standard suitable for a World Championship Event.
- B. For national competitions and feeder competitions (regional competitions, heats, etc.) it is preferable to have judges holding the Certification described above. Individuals lacking this Certification but demonstrating significant experience evaluating coffees using standardized scoresheets (SCAA, COE, etc.) may also be used as judges when necessary.
- C. Judges must watch the World Brewers Cup Judges' Presentation or undergo a suitable training before judging.
- D. Judges must participate in the morning calibration session of each competition day.

19.2 GOALS AND PURPOSES FOR JUDGES

- A. To support the barista profession.
- B. To promote specialty coffee and coffee excellence in the cup.
- C. To be neutral, fair and consistent when evaluating.
- D. To select a worthy and highly professional Brewers Cup Champion.

19.3 WHAT THE JUDGES ARE LOOKING FOR IN A BREWERS CUP CHAMPION

The judges are looking for a champion who:

- A. Prepares brewed coffee beverages of exemplary quality.
- B. Delivers outstanding customer service.
- C. Can articulate the taste experience offered by their brewed coffee beverages.
- D. Delivers an exceptional overall coffee service experience.

19.4 MAIN TASKS FOR BREWERS CUP JUDGES

Brewers Cup Judges are expected to support the competitor by:

- E. Evaluating and scoring fairly and without bias or prejudice.
- F. Demonstrating support by being constantly responsive and engaged (i.e., smiling, eye-contact, answering competitors' questions enthusiastically).
- G. Showing respect to the competitor and her/his cultural background.
- H. Writing objective and respectful comments on the scoresheets. The competitors will be given his/her scoresheets after the competition.
- Participating in the mandatory debriefing (score sheet review) with the competitors to emphasize opportunities for improvement.
- J. Being accessible to the competitor after the competition for further comments.

19.5 WHAT THE JUDGES SHOULD EXPECT FROM THE COMPETITOR

- A. Competitors will have a firm understanding of these Rules.
- B. Preparation, service, and presentation will be in accordance with these Rules.
- C. Competitors will perform within the competition time.

19.6 JUDGES' DO'S AND DON'TS PRIOR TO JUDGING

- A. Judges should refrain from communicating with the competitors regarding specifics about their service, coffee, or presentation, before and during all days of competition. Judges should always be encouraging and positive in interactions with competitors and not avoid them.
- B. Sensory judges should try to only eat bland or neutral tasting food before judging.
- C. Please do not smoke before judging.
- D. Use non-perfumed deodorant.
- E. Do not wear perfume, cologne or scented aftershave.

19.7 JUDGES' BEHAVIOR DURING THE COMPETITION

- A. All judges must be FAIR and HONEST.
- B. All judges must be POSITIVE and RESPECTFUL of the competitor at all times.
- C. Judges must listen and focus only on the competitor.

- D. Judges must be prepared for, and actively respond to any questions from the competitor.
- E. During Round One, judges shall NOT watch the competitors prepare their brews, lest their sensory evaluation be effected by what they see.

19.8 GUIDELINES FOR JUDGES

Sensory judges should:

- K. Smile and welcome the competitor when introduced.
- L. Answer direct questions from the competitor.
- M. Smile and make eye contact with the competitor when they are serving the drinks.
- N. Take care to protect your palate by preventing burns from hot coffee.
- O. Always remember the psychological power and the impact a judge has on the competitor.
- P. Never share an evaluation with another sensory judge on stage.
- Q. Never do anything that can be interpreted negatively by the competitor or audience.

19.9 JUDGES' MORNING CALIBRATION

Each competition day, before the competition, the judges pool should engage in coffee calibration.

- R. Judges shall acquire three different brewed coffee beverages of at least 150 mL each.
 - i. For Round One, the beverages should be prepared from the competitions' Provided Coffee, but with varied brew characteristics.
 - ii. For Finals Round, the beverages should each be from a different coffee.
- S. Each beverage should be divided into three portions, one for each judge, and labeled properly.
- T. Judges will taste each beverage a minimum of three times:
 - i. When the coffee beverage is served and has cooled to approximately 70°C ("hot").
 - ii. When the coffee beverage has cooled to approximately 40°C ("warm")
 - iii. When the coffee beverage has cooled to between room temperature and approximately 25°C ("cold").
- U. Judges will evaluate the beverages and record scores on a calibration scoresheet.
- V. The calibration exercise is for "priming the palate" and practicing using the scoresheets. Judges may confer during this period and ask questions at this time.

20.0 EVALUATION SCALE

The evaluation scale is the same for both Round One and Finals Round scoresheets.

Unacceptable: 0 Acceptable: 4-4.75Average: 5-5.75Good: 6-6.75Very Good: 7-7.75Excellent: 8-8.75Extraordinary: 9-10

Judges should consider the numerical score to be a code that corresponds with each descriptive word.

Intermediary scores may be utilized in 0.25 point increments, and judges may not use scoring increments smaller than 0.25 points.

A score of Unacceptable (0) is reserved for situations of clear and egregious violations of the Rules, common sense, or minimum standards of professionalism or service.

21.0 COMPULSORY SERVICE EVALUATION PROCEDURE

The following is an exposition of the World Brewers Cup Compulsory Service Judging standards and procedure.

21.1 JUDGING PREPARATION AND PROTOCOL

21.1.1 Judges Table Supply List

- Pencils
- Clipboard (one per judge)
- Judging placemats (A4 size paper with three coded position markings)
- Cupping spoon
- · Spittoons (optional)

21.1.2 Cupping Spoons and Spittoons

Judges have the option to use cupping spoons to slurp or sip the coffees from, or to slurp or sip directly from the service vessel.

Similarly, judges have the option to spit the coffees from their mouths, or to consume them.

It is recommended (but not required) that judges try to be consistent with their spoon, slurping, sipping, spitting, or swallowing through the entire competition.

21.1.3 Observing Competitors

During Compulsory Service, Judges may NOT observe or inspect the competitors and the preparation of the coffees, in order to remove bias or presumption based on what is observed. A curtain or barrier may be used to fully isolate the judges from the Compulsory Service preparations.

21.2 CUP SCORE EVALUATION SCALE

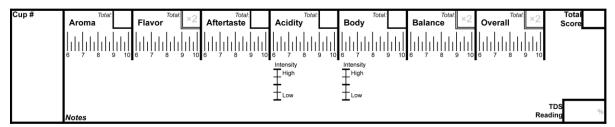
Cup scores are limited to the following range:

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.

21.3 SCORESHEETS



When served, the judge should move each cup to the evaluation placemat, and mark each placemat position with an alphanumeric code. This code will be recorded in the box marked **Cup #**.

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.

Some components are marked with vertical scales. The vertical (up and down) scales are used to rank the <u>intensity</u> of the sensory component and are marked for reference and notation, and are not included in the score.

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**.

21.4 CUP SCORE COMPONENTS

Generally speaking, the range of the coffee's aromatic *character* corresponds to the origin of coffee. In contrast, the *intensity* of aromatic character generally relates to the freshness of a coffee, as measured by the length of time between roasting and brewing and depending on the type of packaging used to provide moisture and oxygen protection for the beans.

21.4.1 Aroma

Generally speaking, the range of the coffee's aromatic *character* corresponds to the origin of coffee. In contrast, the *intensity* of aromatic character generally relates to the freshness of a coffee, as measured by the length of time between roasting and brewing and depending on the type of packaging used to provide moisture and oxygen protection for the beans.

21.4.2 Flavor

Flavor represents the coffee's principal character, the "mid-range" notes, in between the first impressions given by the coffee's first aroma and acidity to its final aftertaste. It is a combined impression of all the gustatory (taste bud) sensations and retro-nasal aromas that go from the mouth to nose. The score given for Flavor should account for the intensity, quality and complexity of its combined taste and aroma, experienced when the coffee is slurped into the mouth vigorously so as to involve the entire palate in the evaluation.

21.4.3 Aftertaste

Aftertaste is defined as the length of positive flavor (taste and aroma) qualities emanating from the back of the palate and remaining after the coffee is expectorated or swallowed. If the aftertaste were short or unpleasant, a lower score would be given.

21.4.4 Acidity

Acidity is often described as "brightness" when favourable or "sour" when unfavourable. At its best, acidity contributes to a coffee's liveliness, sweetness, and fresh fruit character and is almost immediately experienced and evaluated when the coffee is first slurped into the mouth. Acidity that is overly intense or dominating may be unpleasant, however, and excessive acidity may not be appropriate to the flavour profile of the sample. The final score marked on the horizontal tickmark scale should reflect the judge's perceived quality for the Acidity relative to the expected flavour profile based on origin characteristics and/or other factors (degree of roast, intended use, etc.). Coffees expected to be high in Acidity, such as a Kenya coffee, or coffees expected to be low in Acidity, such as a Sumatra coffee, can receive equally high preference scores although their intensity rankings will be quite different.

21.4.5 Body

The quality of Body is based upon the tactile feeling of the liquid in the mouth, especially as perceived between the tongue and roof of the mouth. Most samples with heavy Body may also receive a high score in terms of quality due to the presence of brew colloids and sucrose. Some samples with lighter Body may also have a pleasant feeling in the mouth, however. Coffees expected to be high in Body, such as a Sumatra coffee, or coffees expected to be low in Body, such as a Mexican coffee, can receive equally high preference scores although their intensity rankings will be quite different.

21.4.6 Balance

How all the various aspects of Flavour, Aftertaste, Acidity and Body of the sample work together and complement or contrast to each other is Balance. If the sample is lacking in certain aroma or taste attributes or if some attributes are overpowering, the Balance score would be reduced.

21.4.7 Overall

The "overall" scoring aspect is meant to reflect the holistically integrated rating of the sample as perceived by the individual judge. A sample with many highly pleasant aspects, but not quite "measuring up" would receive a lower rating. A coffee that met expectations as to its character and reflected particular origin flavour qualities would receive a high score. An exemplary example of preferred characteristics not fully reflected in the individual score of the individual attributes might receive an even higher score. This is the step where the judges make their personal appraisal.

22.0 CUP EVALUATION PROTOCOL

- A. As soon as the coffee beverage is served, the judge should evaluate the **Aroma** component. It is important to evaluate this as quickly as possible, because the intensity of aroma will decline as the beverage temperature declines.
- B. A small sample will be taken to measure TDS (see TDS measurement section below).
- C. The coffee beverage may, at this time, be decanted into the standardized service vessel.
- D. When the sample has cooled to 70°C, evaluation of the liquor should begin. The liquor is aspirated into the mouth, either with a spoon or directly sipping from the service vessel, in such a way as to cover as much area as possible, especially the tongue and upper palate. Because the retro nasal vapors are at their maximum intensity at these elevated temperatures, **Flavor** and **Aftertaste** are rated at this point.
- E. As the coffee continues to cool, the **Acidity**, **Body** and **Balance** are rated next. **Balance** is the cupper's assessment of how well the **Flavor**, **Aftertaste**, **Acidity**, and **Body** fit together in a synergistic combination.
- F. The judge's assessment for the different components is evaluated at three different temperatures as the sample cools:
 - i. "Hot" which is defined as approximately 70°C
 - ii. "Warm" which is defined as approximately 40°C
 - iii. "Cold" which is defined as between 25 and 30°C
- G. To rate the sample on the evaluation scale, circle the appropriate tick-mark on the cupping form. If a change is made (if a sample gains or loses some of its perceived quality due to temperature changes), re-mark the horizontal scale and draw an arrow to indicate the direction of the final score.
- H. Evaluation of the liquor should cease when the sample reaches approximately 25°C and the **Overall** score is determined by the cupper and given to the sample as "Cupper's Points" based on ALL of the combined attributes.
- Judges will record details on their sensory evaluation in the notes area provided. This is for reference and for the competitor's benefit. Judges should limit their notes and comments to those from a customer or sensory-evaluation perspective, and avoid commentary on the brew method, technique, or device. (i.e., "Sharply acidic" or "baggy" is a valid note. "Brew time too long" or "underextracted" is NOT a valid note)

23.0 OPEN SERVICE EVALUATION

Cup Evaluation scoring components and evaluation protocol will be the same as in Compulsory Service.

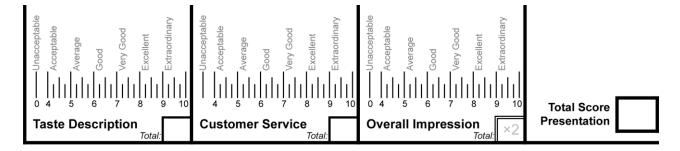
23.1 PRESENTATION EVALUATION SCALE

Presentation scores will use the full range of the Evaluation Scale.

23.2 PRESENTATION SCORESHEET SECTION

Presentation Scores range from "Acceptable" (4) to "Extraordinary" (10), with "Unacceptable" (0) reserved for situations of clear and conclusive violations of the Rules, common sense, or minimum standards of professionalism or service.

Judges will use the note area and horizontal evaluation scale "tick marks" for reference, and mark the score in the box marked **Total** after the presentation is over and your sensory evaluation is concluded.



23.3 PRESENTATION SCORESHEET COMPONENTS

23.3.1 Taste Description

Competitors will be describing details regarding the sensory experience of their coffee beverages. Judges should take detailed notes, particularly those regarding specific taste or otherwise sensory descriptions. Higher marks will be given when the competitor's description is both accurate and detailed. However, this is an evaluation of the quality, accuracy, and relevance of their descriptions, not the quantity.

23.3.2 Customer Service

Competitors should be engaging, professional, and provide an exemplary coffee service experience. Competitors will not be expected to craft complex or fine-dining type experiences, and the presentation should relate to a real-world coffee service experience. Service that positively enhances the coffee experience beyond the cups of coffee beverage will score highly.

23.3.3 Overall Impression

Overall Impression scores are an assessment of the sum experience provided by the competitor. This should NOT be an "average" of the other scores, but an overview of the total positive experience provided by the competitor.

24.0 TDS MEASUREMENT

24.1 PURPOSE

A filter coffee beverage is typically between 1.0% and 1.5% dissolved solids and approximately 99% water. The proportion that is coffee solids is often referred to as "TDS," or total dissolved solids.

Conversely, approximately 10% to 25% of the mass of the coffee will be extracted into the beverage. This solubles mass is often referred to as "solubles yield" or "extraction yield."

The SCAA and SCAE Gold Cup brewing standards, based on consumer taste studies and research, each illustrate a range of variables that achieves desirable beverage taste results. The recommended SCAA TDS range is 1.15% to 1.35%, the SCAE TDS range is 1.20% to 1.45%, and the extraction yield for both standards is 18.0-22.0%.

If the TDS is very low, the common sensory assessment is that the beverage is "weak."

If the TDS is very high, the common sensory assessment is that the beverage is "strong."

If the Extraction Yield is very low, it is generally referred to as "underextracted" or "underdeveloped."

If the Extraction Yield is too high, it is generally referred to as "overextracted."

For the World Brewers Cup, TDS measurements will be taken for each cup served for competitors to have for their own reference. Competitors are encouraged to calculate the extraction yield of their brews, based on their knowledge of the mass of coffee and brewing water that they utilized for their preparations.

Coffee beverages served with TDS measurements above 2.00% will be disqualified.

24.2 FORMULAS

To calculate extraction yield there are a few methods of varying complexity. The simplest method is to utilize a software calculator that will handle the various calculations.

To calculate extraction yield yourself, the best and simplest method is to first take three measurements:

- A. Mass of the coffee grounds
- B. Mass of the coffee beverage
- C. TDS

Extraction Yield = TDS x mass of solution ÷ mass of coffee grounds

It is possible to calculate Extraction Yield from TDS, mass of the coffee, and mass of the water used, but it is more complicated.

24.3 MEASUREMENT PROTOCOL

- A. The beverage is served to each judge. The judge will first assess the Aroma of the beverage.
- B. Immediately after Aroma assessment, a World Brewers Cup Cupping spoon will be used to stir the coffee by dipping the spoon with the concave bowl facing upwards and submerging the spoon to the bottom of the cup. Then the spoon is raised to the top of the liquid and then repeated until it has been stirred three times.
- C. Using a pipet or spoon, a sample of coffee beverage will be transferred to a small clean glass, cup, or shot glass.
- D. If the beverage appears to have suspended solids (fine coffee particles), the sample will be filtered with a paper filter or syringe filter at this point.
- E. As the coffee beverages are cooling and being evaluated, the technician will measure the TDS of the sample with a calibrated measurement device.
- F. The TDS reading will be recorded on the appropriate place on the scoresheet, to the nearest hundredths place (i.e., 1.15%).

25.0 COMPETITOR PROTEST AND APPEALS

25.1 PROTEST

- A. If a competitor wishes to appeal a scoring decision or protest any other matter that arises during the competition which affects such competitor, the competitor shall address it to the Event Manager. The Event Manager will then determine whether the issue can be resolved on-site at the competition, or whether the issue will require a written appeal following the competition.
- B. If the Event Manager decides that the issue can be resolved on-site at the competition, the Event Manger will discuss it with applicable judges or any other parties involved to enable a fair presentation of the issue. A decision will be made on-site by the Event Manager, who shall inform the competitor of the decision at that time.
- C. Possible resolutions to a competitor protest or appeal may include (but are not limited to):
 - Disgualification of another competitor,
 - ii. An opportunity for one or more competitors to perform the relevant competition service to supersede the prior scores,
 - iii. Another solution, as determined by the Event Manager.
- D. The Event Manager shall operate under the purview of the World Coffee Events, LTD management and Advisory Board.

25.2 APPEAL LETTER

If any protest described above cannot be resolved on-site or the competitor wishes to appeal a decision made by the Event Manager on-site, the Event Manager will ask the competitor to submit his/her appeal in writing (which may be by e-mail or hard copy) to the Event Manager.

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 requested resolution
- 6) Party/Parties involved
- 7) Competitor's contact information

Any written appeals, which do not include this information, will not be considered. Competitors should submit their written appeal to the Event Manager within 24 hours after the subject incident or the decision given.

25.3 APPEAL DECISION

The Event Manager will review written appeals within 30 days of receipt and contact the competitor in writing via email with the final decision.