The Contest Representative Advisories are opinions rendered by the Board of Directors of Kansas City Barbeque Society, which are intended to give additional guidance and interpretation of the Rules and Judging procedure of Kansas City Barbeque Society.

Some of the advisories pertain to competition, some to judging and some to expectations of Contest Reps or Organizers.

These advisories are being provided to the members in order they may better understand the rules, judging and expectations of Contest Reps.

Carol Whitebook
Contest Rep Chairperson
Kansas City Barbeque Society

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Kids Q</td>
<td>5</td>
</tr>
<tr>
<td>4.2</td>
<td>Hair or Brush Bristle</td>
<td>5</td>
</tr>
<tr>
<td>4.3</td>
<td>Hair on Entry</td>
<td>5</td>
</tr>
<tr>
<td>4.4</td>
<td>Propane for searing meat</td>
<td>5</td>
</tr>
<tr>
<td>4.5</td>
<td>Breaded Chicken</td>
<td>6</td>
</tr>
<tr>
<td>4.6</td>
<td>Flavor Enhanced Meat</td>
<td>6</td>
</tr>
<tr>
<td>4.7</td>
<td>Bone in Pork Entry</td>
<td>6</td>
</tr>
<tr>
<td>4.8</td>
<td>Garnish on Meat</td>
<td>6</td>
</tr>
<tr>
<td>4.9</td>
<td>Boneless Rib</td>
<td>6</td>
</tr>
<tr>
<td>4.10</td>
<td>Chunky Sauce</td>
<td>6</td>
</tr>
<tr>
<td>4.11</td>
<td>Under Cooked Meat</td>
<td>7</td>
</tr>
<tr>
<td>4.12</td>
<td>Dropped Entry</td>
<td>7</td>
</tr>
<tr>
<td>4.13</td>
<td>Lettuce Outside of Turn-in Container / Sauce on Lid</td>
<td>7</td>
</tr>
<tr>
<td>4.14</td>
<td>When is Appearance Judging Over</td>
<td>8</td>
</tr>
<tr>
<td>4.15</td>
<td>Appearance Scoring</td>
<td>8</td>
</tr>
<tr>
<td>4.16</td>
<td>Foreign Object Found During Cleanup</td>
<td>8</td>
</tr>
<tr>
<td>4.17</td>
<td>Sculpting Meat &amp; Marking Containers</td>
<td>8</td>
</tr>
<tr>
<td>4.18</td>
<td>Dutch Ovens</td>
<td>9</td>
</tr>
<tr>
<td>4.19</td>
<td>Meat Inspections at Back to Back Contests</td>
<td>9</td>
</tr>
<tr>
<td>4.20</td>
<td>Cooks Meeting Not Mandatory</td>
<td>9</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>4.55</td>
<td>Contest Organizers - Selling BBQ</td>
<td></td>
</tr>
<tr>
<td>4.56</td>
<td>Contest Organizers - Judging</td>
<td></td>
</tr>
<tr>
<td>4.57</td>
<td>Judging Area - Setup</td>
<td></td>
</tr>
<tr>
<td>4.58</td>
<td>Ranking</td>
<td></td>
</tr>
<tr>
<td>4.59</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td>4.60</td>
<td>Entering Team Names in the Computer</td>
<td></td>
</tr>
<tr>
<td>4.61</td>
<td>Correcting a Scoring Entry</td>
<td></td>
</tr>
<tr>
<td>4.62</td>
<td>No Copies of Results after Awards</td>
<td></td>
</tr>
<tr>
<td>4.63</td>
<td>Contest Results Sent to KCBS</td>
<td></td>
</tr>
<tr>
<td>4.64</td>
<td>Reps Announcing Award Winners</td>
<td></td>
</tr>
<tr>
<td>4.65</td>
<td>Reps Present During Award Ceremony</td>
<td></td>
</tr>
<tr>
<td>4.66</td>
<td>Drinking Alcohol by Reps &amp; Loitering with teams</td>
<td></td>
</tr>
<tr>
<td>4.67</td>
<td>Mileage Reimburse for Reps</td>
<td></td>
</tr>
<tr>
<td>4.68</td>
<td>Under 50 Mile Statement</td>
<td></td>
</tr>
<tr>
<td>4.69</td>
<td>Meal Reimbursement Cap</td>
<td></td>
</tr>
<tr>
<td>4.70</td>
<td>Signing Certified Judges Book</td>
<td></td>
</tr>
<tr>
<td>4.71</td>
<td>Reps Expense Reports</td>
<td></td>
</tr>
<tr>
<td>4.72</td>
<td>Other Rep Questions</td>
<td></td>
</tr>
<tr>
<td>4.73</td>
<td>Writing on the Back of Judging Cards</td>
<td></td>
</tr>
<tr>
<td>4.74</td>
<td>Distribution of Turn-In Boxes</td>
<td></td>
</tr>
<tr>
<td>4.75</td>
<td>Back Yard Contests</td>
<td></td>
</tr>
<tr>
<td>4.76</td>
<td>Late Turn in due to Crossing Busy Street</td>
<td></td>
</tr>
<tr>
<td>4.77</td>
<td>Discussing Invitational Contest Rules</td>
<td></td>
</tr>
<tr>
<td>4.78</td>
<td>Scoring a Late Entry</td>
<td></td>
</tr>
<tr>
<td>4.79</td>
<td>Hearing Impaired Judge</td>
<td></td>
</tr>
<tr>
<td>4.80</td>
<td>Visually Impaired Judge</td>
<td></td>
</tr>
<tr>
<td>4.81</td>
<td>Audit Procedure</td>
<td></td>
</tr>
<tr>
<td>4.82</td>
<td>180 Pins – Stars vs. Rounds</td>
<td></td>
</tr>
<tr>
<td>4.83</td>
<td>Licensed Contests</td>
<td></td>
</tr>
<tr>
<td>4.84</td>
<td>Official Time Clock Malfunction</td>
<td></td>
</tr>
<tr>
<td>4.85</td>
<td>Garnish Rosettes</td>
<td></td>
</tr>
<tr>
<td>4.86</td>
<td>Spinach as Garnish</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 4 ~ REP Advisories

NOTE: The date at the bottom of each advisory is the date the KCBS Board of Directors approved the advisory.

4.1 Kids Q

*Question:* Do the kids need to turn in six (6) separate and identifiable pieces of meat?

*Opinion:* No! As long as there is enough meat in the container for each of the judges to taste a sample, that’s sufficient. Table Captains are allowed to cut the samples into sections, once they have been judged for appearance.

*NOTE:* Reps should make sure the Contest Organizer has cutlery available prior to judging. *February 17, 2006*

4.2 Hair or Brush Bristle

*Question:* Can a hair or brush bristle be reason for disqualification?

*Opinion:* NO. You do not know where the hair came from. It could have come from the table captain or another judge. You do not DQ an entry with a hair or bristle from a brush. *February 17, 2006*

4.3 Hair on Entry

*Question:* What should I do if a hair is on an entry and no CBJ will sample it?

*Opinion:* As we know, a hair is not a DQ as we do not know if the hair came from the cook, table captain, a judge at the table, or such. When a hair is found, the table captain should note how many samples remain and, if the effected piece is needed, ask if there is a judge that is willing to remove it, eat around it and score it fairly. Should no one volunteer, the table captain is to divide a sample so all judges can score fairly. If the sample cannot be divided, the table captain, or a willing alternate judge, is to score the entry. *September 10, 2008*

4.4 Propane for searing meat

*Question:* Should a team be disqualified if, it comes to the attention of the KCBS Rep they seared their meat with a propane torch?

*Opinion:* Yes, the team should be disqualified, from the contest, and the Rep chair should be notified of the violation and the team name. This is a violation of the rule regarding cooking with gas. *November 12, 2008*
4.5 Breaded Chicken  
*Question:* Can Chicken be breaded?  

*Opinion:* At this point there is no rule against breading. It can be a part of a rub. Also, frying is not illegal as long as the heat source is from charcoal or wood and NOT DEEP FRIED. (Rule #6 states: Parboiling and/or deep-frying competition meat is not allowed). *February 17, 2006*

4.6 Flavor Enhanced Meat  
*Question:* What flavor enhancers are permissible prior to Meat Inspection?  

*Opinion:* Many meat processors are packing their meat in saline solution, which may contain other ingredients. KCBS rules permit injected or enhanced meat products as long as they don’t contain any of the following ingredients: (included but not limited to) TERIYAKI, LEMON PEPPER OR BUTTER. *February 17, 2006*

4.7 Bone in Pork Entry  
*Question:* Is a bone allowed in a Pork entry?  

*Opinion:* Yes, as long as the bone has not been altered in any way, and is of the type that is found in the cut of meat cooked for the pork entry. *February 17, 2006*

4.8 Garnish on Meat  
*Question:* Is it legal for a contestant to chop parsley and sprinkle it on the meat?  

*Opinion:* Yes, the KCBS rules specifically state that garnish may be chopped. Since the rules don’t prohibit garnish, from being on the meat, it is perfectly legal. *February 17, 2006*

4.9 Boneless Rib  
*Question:* One of the contestants turned in boneless rib meat. Is this a legal entry or should I have disqualified it and how?  

*Opinion:* Rib entries must be turned in bone-in. Boneless rib entries will receive a one (1) in each criterion. *February 17, 2006*

4.10 Chunky Sauce  
*Question:* Is salsa with large particles of tomato and/or onions legally considered sauce?  

*Opinion:* Salsa and/or Chutney are not sauce. The bigger question is the size of the items in the sauce. Chunky sauce will be allowed. Chunks are to be no larger than a fine dice, approximately 1/8 inch cubed. As long as the chunk and complies with the 1/8 inch rule, then it shall be
considered sauce. Rules prohibit foreign objects in the turn-in container. Large chunks of tomato, onion, etc would violate that rule.  *February 17, 2006, amended February 8, 2008*

### 4.11 Under Cooked Meat

**Question:** Uncooked meat doesn’t seem to violate any rules. How do you score an entry if a judge refuses to eat their sample because it is undercooked?

**Opinion:** Under cooked meat poses a health problem and shouldn’t be eaten. A score of two (2) through nine (9) should be given for taste and tenderness by the judge(s) who refuse to eat the entry. This is not a disqualification and therefore should not be given a one (1). Assuming the entry has already been scored for appearance, do not go back and change the score given for appearance.

**NOTE:** It’s not uncommon for smoked chicken to be pink, especially near the bone. This should not be confused with undercooked meat. Use the “napkin” test (place paper towel against the meat/bone; if it comes away pink, or red, it is undercooked.)  *February 17, 2006*

### 4.12 Dropped Entry

**Question:** What happens when an entry is dropped?

**Opinion:** If an entry is dropped before being judged for Appearance all the judges are to give the entry the highest score on that table on APPEARANCE.

Generally, not every piece of meat hits the floor. Try and salvage any meat that may not have been contaminated. Divide the meat into as many pieces as necessary, so all the judges can get a sample. If the entry is dropped while the judges are passing the entry around the table, you may be able to get enough of the entry from one of the judges, who had already taken a sample. If you have a judge who refuses to sample the dropped product, ask for a volunteer from one of the other tables. As a last resort, give the entry the highest score on taste and tenderness, of all the other entries, for that category, at that table.

If all six entries are dropped and no meat is salvageable from any container; then each entry shall be given a score equal to the highest score given for that category, at that contest. Be sure to turn the Judges Slip over and explain what you did and why.  *February 17, 2006*

### 4.13 Lettuce Outside of Turn-in Container / Sauce on Lid

**Question:** At turn-in one of the containers had sauce on the lid and the garnish was sticking outside of the box. Should I disqualify the entry? If so how?

**Opinion:** If the lettuce is outside the box, the Contest Rep may caution the person turning in the sample to keep the lettuce within the boundaries of the container. It is not a disqualification unless it is in a visible pattern. If the sauce is on the inside lid, this is a legal entry (provided that the sauce is not in an identifiable pattern that might be otherwise considered marking).  *February 17, 2006*
4.14 When is Appearance Judging Over

Question: After the judges completed judging an entry for appearance, one of the judges noticed a piece of aluminum foil underneath a piece of meat. Should I go back and disqualify the entry and how?

Opinion: The KCBS rules state that “no aluminum foil, stuffing, toothpicks, skewers of foreign objects may be in a container.” Any entry with a foreign object is to be disqualified and a “1” should be given in all categories. NOTE: If the foil, or a foreign object, were discovered while passing the box, after the Appearance judging, the Contest Rep should instruct the table as to the DQ. Once the entry leaves the table a DQ for foreign object cannot occur. February 17, 2006

4.15 Appearance Scoring

Question: In appearance scoring wouldn’t it be more fair for every judge to put a score down prior to any judge Questioning the legality of an entry?

Opinion: Yes. The CD script will now read per the below rules found on the 2010 CD. During Appearance scoring, Judges are not allowed to touch the containers, samples, or look at the underside of samples. Remember, garnish is optional. Along with judging for Appearance, Judges are to review for legality. Judges are to look for unapproved garnish, illegal foreign objects, sculptured meat, marked turn-in container, pooled sauce and incorrect samples. Each contestant must submit at least six (6) portions of meat in an improved container.

Whether you believe the container is legal or not, you are asked to permanently write your score for Appearance of the entry on your scorecard as if it is legal. After all Judges have scored the entry, if you believe that there is any question of legality, bring this to the attention of your Table Captain and he/she will bring your question to the attention of a KCBS Contest Rep for his/her binding determination. February 25, 2009

4.16 Foreign Object Found During Cleanup

Question: As Table Captains were cleaning up between categories, a napkin was found under the lettuce in one of the entries. Do you now go back and disqualify that entry?

Opinion: NO. Once the entry leaves the table, the Appearance judging is over for that category. The Table Captain should report it to the Contest Reps. Reps should report the problem to the team’s chief cook and advise them not to do it in the future, as they would be disqualified is noted at the judging table. February 17, 2006

4.17 Sculpting Meat & Marking Containers

Question: Why do the rules prohibit sculpting the meat and marking the container, and how do I deal with it?

Opinion: The KCBS utilizes a blind judging system to help prevent collusion by a team and judges. The rule is to prevent cooks from making an entry so unique that a judge could easily
recognize an entry from certain identifying characteristics. Webster definition of sculpture is “(a) to form an image or representation of from solid material; (b) to carve or otherwise form into a three dimensional “work of art.”

They key words here are **UNIQUE and FORM**. Simply to arrange the meat in a container doesn’t violate any rule. To arrange the meat in a unique pattern or to form (carve) the meat into a pattern would be a violation of the rule. Entries not complying with the rule will be give a “1” for APPEARANCE, a “1” for TASTE, and a “1” for TENDERNESS/TEXTURE.

This rule calls for a subjective opinion on the part of the KCBS Rep. Any doubt about this rule should be in the favor of the cook. Rule “1” gives the KCBS Rep broad authority to interpret the rules while at any contest.  *February 17, 2006*

### 4.18 Dutch Ovens

**Question:** Are Dutch Ovens legal to use to cook in?

**Opinion:** It was decided by the Board of Directors that it is LEGAL to cook in a Dutch Oven (charcoal or wood heat only). It is also LEGAL to hold barbecue in a Dutch Oven as long as it is charcoal or wood heat source.  *February 17, 2006*

### 4.19 Meat Inspections at Back to Back Contests

**Question:** At a two day contest, when do you inspect the meat for the second day of competition?

**Opinion:** At two day contests, the meat must be inspected on the day prior to the contest. This means there must be two days of meat inspections. Meats may be trimmed but not seasoned or marinated. The rule states: “All competition meats shall be inspected by the Official Meat Inspector during the times established by the contest organizer but not prior to the day before judging.”  *June 11, 2008*

### 4.20 Cooks Meeting Not Mandatory

**Question:** Is attendance at the cook’s meeting mandatory by KCBS Rules?

**Opinion:** No. An organizer may make it mandatory. The KCBS position is that if the cook does not attend the cook’s meeting and misses any announcement, schedule change, etc., he/she has no recourse and that is punishment enough.  *February 17, 2006*

### 4.21 Accepting Entries Early

**Question:** What is the proper procedure for entries arriving early at the turn-in table?
Opinion: At the Rep’s discretion, entries may be placed on the turn-in table prior to the 10-minute window. They may even be re-labeled, but may not be released to Judges until the turn-in window is in force. February 17, 2006

4.22 Molding of Pork Entries

*Question:* For sanitary purposes, cooks are allowed to use an ice cream scoop for their pork presentation. *Can they use a plastic cup as the utensil to form their entry for turn in?*

*Opinion:* Yes. This is not considered marking.

Approved by KCBS Board of Directors, May 12, 2009

4.23 Non-Approved Containers

*Question:* At a recent contest, a team decided not to use the standard 9 x 9 Styrofoam container provided by the contest organizers. The team turned in the entry in a 12 x 12 divided Styrofoam container. The team turned the container upside down and the divided section became the lid. *How should I have handled this situation?*

*Opinion:* The KCBS rules require cooks to only use APPROVED containers provided by the contest organizer. Refuse to accept it. If discovered during judging, disqualify it and give it a one in each of the three criteria. If time allows, during the turn-in period, the team may be given a proper box and allowed to enter a legal entry. February 17, 2006

4.24 Number on Top of Turn-In Boxes

*Question:* What do you do if a contestant turns in a container with the number on the bottom?

*Opinion:* 1. The KCBS Rep should caution the contestant to turn in next time with the number on top. 2. They may advise the contestant that they have whatever time remaining on the Official Clock to correct the violation, or 3. The KCBS Rep or persons accepting samples could place a blank label over the number on the bottom and put the alternate number on the top of the box. February 17, 2006

4.25 Reps Opening Boxes

*Question:* Can a Rep or volunteer view a box before judging?

*Opinion:* A volunteer or a Rep is not allowed at any time to open a cooker’s entry box unless directed by that cook. It can only be opened at the judge’s table for appearance and passing out of samples. The only time it can be opened by a Rep is if it is to correct an error. *February 17, 2006*

4.26 CD Instructions

*Question:* Why do we always have to play the CD?
Opinion: The CDs were produced so that the meeting instructions are repeated exactly the same at every contest. Under no circumstances are KCBS Reps to deviate from the pre-recorded set of instructions. If the CD fails to work, read the instructions, word-for-word. A copy of the instructions should be available in your Contest Representative Manual (book), at KCBS.US, or on the yahoo group.

You are not to offer your personal opinions! If a question about a rule is asked, you are to answer the question to the best of your ability. Don’t offer opinions to judges on how to judge for appearance, what tenderness means, etc.

Cook’s Meeting—Following the Cook’s Meeting, anyone wanting some extra help is advised that they may stay and get some one-on-one time with the KCBS Rep. At this time, you are authorized to share your knowledge with the cooking teams. Experienced teams are encouraged to mentor new teams. *February 17, 2006*

**4.27 Clock – Covering Seconds**

*Question:* Is it permissible for a Rep to cover seconds on the contest’s official clock?

*Opinion:* The Board asks that you use the clock as it was manufactured. Most use an atomic clock (but that is not mandatory, only recommended) with or without seconds. If your clock has seconds do not cover or modify the clock. The Clock should be presented at the Cook’s meeting and must be displayed at the turn in table. Any contestant DQ’ed for time should be shown the clock and not simply told it is too late. *June 11, 2008*

**4.28 Distribution of Cook’s Critiques**

Contestant critiques are required to be provided to every team. This can be done while giving out boxes at the cook’s meeting, by personal visit with each team or at the first turn in where typically all the teams turn in (Chicken). The Contest Rep is not responsible to make certain Cooks return a completed critique. *June 11, 2008* *(After advisory publication, Reps suggested discussion w/ the organizer prior to the contest so they would include in their contestant packet. This is also acceptable.)*

**4.29 Taking labels off of entry trays**

*Question:* When can you remove labels from entry trays?

*Opinion:* It is never allowed to take a label off of a container unless the Rep is looking for a correction. Labeled containers may not leave the judges area and should not be thrown away until after the awards ceremony. *February 17, 2006*

**4.30 Judging Area - Guest & Media**

*Question:* Are guest/observers permitted in the judging area?
**Opinion:** No. The public is not to be in the judging area. Children and/or pets are not permitted in the judging area. Frequently, the media will want to take pictures of the judging process and should be allowed to do so, as long as they don’t disrupt the judging process. *February 17, 2006*

### 4.31 Taking Photos of Entries

**Question:** Is it OK for judges to take photos of an entry?

**Opinion:** Judges may not take photos of entries. Media is allowed to photograph the judging process, which may include an entry, as long as they do not impede the flow of judging. *February 17, 2006*

### 4.32 Taking Photos of Judging Process

**Question:** Can pictures be taken in the judging area?

**Opinion:** Judges may not take photos of entries, at any time that a KCBS Rep is administering a contest, whether it be the KCBS, ancillary or independent portions of the contest. Media is allowed to photograph the judging process, which may include an entry, as long as they do not impede the flow of judging. *February 17, 2006*

### 4.33 Evicting a Team

**Question:** If an altercation occurs during the contest and I’m not witness to the events, how do I deal with it?

**Opinion:** The KCBS rules prohibit contestants from fighting. That is grounds for immediate disqualification and eviction. If the Contest Rep is not on site at the time of the altercation, the Organizer and/or Security have the authority to remove the team from the property. Upon arrival back at the contest, the KCBS Rep will confer with the Organizer and/or Security. They should interview the team (if still on site) and witnesses. After conducting an investigation, the KCBS Rep may expel any or all cooks involved in the incident. Rule “1” gives the KCBS Rep broad authority to interpret the rules while at any contest. The Rep should further prepare an Incident Report and submit to the KCBS office. This document should include a factual description of the altercation, parties involved, input from the Organizer/Security, witness statements, and disposition. *February 17, 2006*

### 4.34 DQing - Reps Agree

**Question:** Can one KCBS Rep disqualify an entry or does there need to be a consensus of opinion?

**Opinion:** Each and every KCBS Rep has the authority to disqualify any entry. In many cases the DQ’ed entry is obvious (Late Turn-In). However, Reps are encouraged to confer with one another,
and reach a consensus. If the Reps cannot agree, the decision should be made in favor of the cooking team. *February 17, 2006*

### 4.35 Returning entry to cook

**Question:** *When is it too late to give a cooker their entry back?*

**Opinion:** Once the entry tray hits the judge’s table, it is then too late to give it back to the cook. Subject to the requirement of 6.36, which prevents the entry being resubmitted. *February 17, 2006 amended April 9, 2008.*

### 4.36 DQing an Entry

**Question:** *Should I wait until the judging is over to notify a team that they have been disqualified (DQ’ed)?*

**Opinion:** A Rep MUST IMMEDIATELY notify the team that their entry has been disqualified and why. In all but rare circumstances, the Rep should carry the 9 x 9 Styrofoam container out to the team as evidence. However, the team should be advised the product shown will not be returned as it can’t be resubmitted. This disqualification does not mean a fresh entry can’t be turned in during subsequent categories. Thus, a newly numbered Styrofoam should be delivered if applicable. This task should only be carried out by the KCBS Rep and not assigned to the Contest Organizer or volunteer.

**NOTE:** This may not be practical to execute in a very large contest (American Royal, Lenexa, Great American), and depends on the workload of the Contest Reps. *February 17, 2006, amended April 9, 2008*

### 4.37 Organizer View Score Cards

**Question:** *Should an Organizer be allowed to see the scorecards after judging is completed?*

**Opinion:** No. *February 17, 2006*

### 4.38 Cook’s Critiques

**Question:** *Is it sufficient to hand out a limited number of Cook’s Critiques?*

**Opinion:** No. Cook’s critiques should be made available to all cooks at a contest. This may be done while at the Cook’s meeting, at turn-in or while visiting teams. The Contest Reps should advise Cooks, that the Contest Rep will gladly send critique to the KCBS office, should the Cooks like to return the form to the Contest Rep. *February 8, 2008 (It has also been suggested to have the organizer include in information given to the cooks at check in. This is also permissible.)*
4.39 Membership Applications

*Question:* Must a Contest Rep provide membership forms at contest?

*Opinion:* KCBS membership forms should be made available to all cooks, judges or the public. Contest Reps are requested to determine which cooks and/or Judges are not members of KCBS and offer to them, membership forms. Reps may collect these forms and turn the forms, into the office with the contest materials or the forms may be mailed to the KCBS office. *February 8, 2008*

4.40 Forks for Use in Judging

*Question:* Is it okay for a judge to use a fork while judging?

*Opinion:* Forks should only be used as serving utensils for sanitary purposes. Forks should not be used as an individual judging tool. Feel free to remind judges that BBQ is a finger food and that when judging BBQ entries many senses are involved: sight, taste, texture, feel. *January 23, 2009*

4.41 Judging by Team Members

*Question:* Can team members serve as a judge if their team is entered in the contest?

*Opinion:* No. A team member may not serve as a judge. *February 17, 2006*

4.42 Selection of Judges

*Question:* Who is responsible for choosing the judges for a contest?

*Opinion:* It is the Contest Organizers responsibility to recruit the required number of judges. It seems most contests either have too few or too many judges. To solve this problem, recommend to the Contest Organizer to get ALTERNATE JUDGES. Tell the Contest Organizer to advise the Alternate Judges that they will only be used if the scheduled judges fail to show up, or need to be replaced. *February 17, 2006*

4.43 Judging in Open Area

*Question:* Is it okay for judging to take place in a glass building, open tent or a space where there is no barrier and judges can watch the teams turn in?

*Opinion:* No. Create a barrier to block the view of the judges and any table captains that are judging too (dual duty). Suggestions: If in a tent with sides keep a portion of a side down so no judge can see entries being placed, obtain a dining fly and hang *tarpaulin*, or place an awning on its side to create a wall. *Approved by KCBS Board of Directors, May 12, 2009*
4.44  Blind Judging

Question: Once the judging is over, can we reveal the names of the cooks to the judges?

Opinion: No! Under no circumstances should the names, or the team numbers of the cooks, be revealed to the judges, contest organizers (until check writing time), or volunteers. The only person besides the KCBS Rep who should have access to this information is the person entering the results into the computer. And, they are not authorized to share this information with anyone.

February 17, 2006

4.45  Scoring Too High/Low

Question: Occasionally, you will find a judge who is scoring too high or too low. How do you deal with that judge?

Opinion: Don’t wait for the problem to fix itself.

Too Low Scoring—Pull the judge aside and ask them to explain the KCBS scoring system to you. If they cannot communicate the scoring system correctly, they probably just need to be reminded. You should point out that they are scoring “out of sync” with the other judges and should be scoring higher.

Too High Scoring—The Board of Directors has approved the following statement, which should be read to the judge. This is a reminder, “if you feel like you can only judge a 9-8-7, you may artificially skew the results of this contest. Please excuse yourself from the table and we will replace you at this time.”

Any judge who is reluctant to follow your directions should be replaced immediately. Any KCBS Certified Judge not following directions should be reported to CBJ Chairperson of the Board of Directors.

February 17, 2006

4.46  Removing Judges

Question: On what grounds can a KCBS Rep remove a judge?

Opinion: Each and every KCBS Rep has the authority to remove a judge at any time. Grounds for removal include, but are not limited to the following:

1. Not following the rules after being warned
2. Talking during the judging process
3. Sickness
4. Disruptive child
5. Under the age of 16
6. Intoxicated, or under the influence of controlled substance
7. Advising other judges on how to score
8. Scoring too low or too high

February 17, 2006
4.47 Arranging Entries on Tray

**Question:** Before judging should the table captain, or person releasing trays at the turn in table, place Styrofoam containers in ascending order?

**Opinion:** The board has asked that containers no longer be arranged in ascending or descending order (lowest to highest or vice versa). The table captain, or person at the turn in table, should present the entries in the random order they were placed on the tray. Additionally, for tracking purposes, the numbers 1 through the number of entries presented should be placed from left to right across the top, then bottom, row. The below is an example of a table receiving 6 entries:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>322</td>
<td>294</td>
<td>312</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>265</td>
<td>233</td>
</tr>
</tbody>
</table>

4.48 Table Captain Tracking Slips

**Question:** Is it okay to repeat the same team number at the same table during judging of the four major categories?

**Opinion:** Table Captains must keep track of the entries they take to their table. Except in unusual cases (small contest) no team's entry should repeat at a table with a different category. The Board desires, that pre-made table assignment list for this purpose not be used, in that it requires food to sit on a tray for a period longer than is necessary. The process should get the boxes to the table as soon as possible, but not at the cost of repeating teams to the same table.

4.49 Table Captains Distracting Judges

**Question:** Can Table Captains eat or drink during the judging process?

**Opinion:** Table Captains are welcome to discreetly sample any leftovers after the Judges have been served. Table Captains (nor the Judges) should be talking until the Judges Slips have all been picked up, unless it is to answer a question about an entry. *February 17, 2006*

4.50 Staffing Turn-In Table

**Question:** Whose responsibility is it to staff the turn-in table and to apply alternate numbers?
**Opinion:** It is the organizer’s responsibility to staff the turn-in table. However, it is the KCBS’ responsibility to see that the turn-in is conducted according to the rules and the alternate number labels are applied correctly. In addition, it is the responsibility of the KCBS Rep to act as the Clock Enforcer. Only a Rep can DQ or refuse an entry. Therefore a KCBS Rep must be at the turn-in area, during the time turn-ins are being accepted. Only a Rep can DQ or refuse an entry. Therefore a KCBS Rep must be at the turn-in area, during the time turn-ins are being accepted. It is not appropriate for volunteers to be in a position to refuse a late entry. *February 17, 2006 amended May 2007*

### 4.51 Turn in Table Monitoring/Staff Conduct

**Question:** Should a contest Rep be at the turn in table during the turn in window?

**Opinion:** The Rep should be present at all times during the turn-in window. Any volunteers helping at the turn in table must be instructed they may not joke or imply the time is running out, unless you are truly counting down the seconds. Accidents have occurred as a result of this 'humor'. Please advise volunteers to not joke about turn in with contestants, in a fashion which would cause them to run with their boxes. *June 11, 2008*

### 4.52 Turn in Time

**Question:** Is it permissible for a Rep to use their discretion in accepting a late entry?

**Opinion:** While we all want to be kind and use our judgment, the rule for turn in time is clear and not subject to variation. The rule states: "The allowable turn-in time will be five (5) minutes before to five (5) minutes after the posted time with **no tolerance**. Late entries will not be accepted.” There shall be no variance. Violation of the rule is ground for discipline of the Contest Rep team. Thus, when the 5 appears, no turn in will be allowed unless the entry was in line. It is a good practice to show the clock to any late entry immediately to prevent any issue as to the time on the official clock.

### 4.53 Leftovers

**Question:** Are judges permitted to take home the leftover food?

**Opinion:** This is a decision of the Contest Organizer. Please discuss the subject with him/her prior to the judging. If necessary, announce the policy at the beginning of the Judge’s Meeting. NOTE: KCBS discourages the practice of taking home leftovers, and assumes no liability if the Organizer chooses to allow the practice. *February 17, 2006, revised February 8, 2008*

### 4.54 Alcohol Prohibited at Certain Events

**Question:** Can a Contest Organizer prohibit teams from drinking at a contest?

**Opinion:** Yes, many events are held on private or public property and the Contest Organizer or community may have rules prohibiting alcohol on the property. We are guests of the Contest Organizer and their rules governing the consumption of alcohol shall prevail. *February 17, 2006*
4.55 Contest Organizers - Selling BBQ

Question: Can the Contest Organizer sell food and/or beverage at a contest?

Opinion: The Contest Organizer may not vend (sell food and beverage) at their contest. They may have volunteers/personnel to vend, but the Organizer must be available to the teams, judges, and contest Reps. NOTE: Contest Organizers are also prohibited from competing as a contestant, or exhibiting at their event. February 17, 2006

4.56 Contest Organizers - Judging

Question: Can the Contest Organizer be a judge at his/her own contest?

Opinion: NO. The Organizer must be available to interact with teams, judges, and KCBS Reps, therefore, they cannot commit to two or more hours at a judging table. February 17, 2006

4.57 Judging Area - Setup

Question: Who is responsible for setting up the judging area?

Opinion: It’s the Contest Organizer’s job to setup the judging area. The KCBS Rep may order revision. February 17, 2006

4.58 Ranking

Question: Can ranking be used in any category?

Opinion: No. The board has ruled that ranking will no longer be allowed in any category. Each entry should be judged on its own merit without comparison of other entries. With ranking two 180 entries could be sent to the same table and choosing one over the other rather than just scoring is unfair to cooks. Judges should be told to consider texture or consistency for the type of product being judged as tenderness is not always applicable. Original Feb 17, 2006 superseded February 25, 2009

4.59 Data Entry

Question: Who is responsible for entering the contest results into the computer?

Opinion: Only a KCBS Rep should set up the contest (i.e.: enter the cooking teams’ names, alternate number, etc.). The KCBS Contest Organizers Sanctioning Packet recommends the Contest Organizer recruit one or two persons to enter the data. Some contests have volunteers from accounting firms perform this task. However, most KCBS Reps perform this task themselves. Ultimately, it’s the KCBS Reps responsibility to make sure the data is being entered correctly. February 17, 2006
4.60  Entering Team Names in the Computer

Question: When setting up the contest on the scoring system, should they be in a certain order?

Opinion: It is preferred that the teams be entered in a random order. Do not enter your favorite teams first, so they will be handed their boxes first at the Cook’s meeting. *February 17, 2006*

4.61  Correcting a Scoring Entry

Question: What is the proper procedure for correcting a scoring entry mistake that is discovered after the awards?

Opinion: If a mistake is discovered after the award ceremony, the Rep should re-enter to correct the error. If it affects category winners and/or Grand Reserve Champions, the Rep should advise the Organizer, who will want to ask the false winners to return the trophy and monies, and redistribute to the correct winners. Attempt to correct the situation; report the circumstances to the KCBS office for Board resolution. *February 17, 2006*

4.62  No Copies of Results after Awards

Question: What is the proper procedure if contest results are not available after the contest? (Computer malfunction, weather, emergency, etc.)

Opinion: If the program and computer are functional, but cannot be printed, the KCBS Rep should copy them to a paper for the top 10, along with their composite score in the category, and Overall. The Organizer can proceed with the award ceremony. Complete results and individual scores can be mailed to the contestants and/or posted on the web site as soon as they can be generated.

If there is a computer or program malfunction, and a winner cannot be determined, the KCBS Rep, along with the Organizer, should make the announcement to the teams. If an approximation of how long it would take to rectify the situation, the teams could be offered the opportunity to reconvene in ____ hours for the awards ceremony.

If no other computer, program can be obtained, the results can be tallied by hand, according to the weighting factors and dropped scores—this is a long and tedious process, and not recommended. If there is no chance of results on contest day, the KCBS Reps should (1) try to locate another computer, (2) download another copy of the program from the internet, (3) reset the contest, (4) rerun the contest, and (5) deliver to Organizer as soon as possible.

If there is a weather emergency where the contest site must be evacuated, follow the Emergency Evacuation Plan of the event and/or local law enforcement officials. Attempt to preserve computer equipment and scorecards. Safety first must prevail. The Organizer may advise as to the disposition of results when practical. *February 17, 2006*
4.63 Contest Results Sent to KCBS

Question: Where do we send the results of a contest?

Opinion: All results, including the judging slips, should be sent to:
Kansas City Barbeque Society, 11514 Hickman Mills Dr., KCMO 64134

To expedite posting results on the KCBS Website, Reps are asked to email the results to results@KCBS.US. Due to changes in websites and technology, please always follow the current instructions you have been given as Reps for reporting of results for the website. February 17, 2006

4.64 Reps Announcing Award Winners

Question: If the Contest Organizer asks, is it permissible for the KCBS Rep to announce the awards?

Opinion: It is the Contest Organizers responsibility to announce the winners. Occasionally they may ask the Rep to perform this task, and they may do so. The KCBS Rep is not obligated to accept this duty. If the KCBS Rep is announcing the awards, they should not show preferential recognition to teams with whom they may be friends. NOTE: The Board discourages the practice of Reps announcing the winners. It may be necessary occasionally. The practice of “doing whatever it takes to get the job done” prevails. February 17, 2006

4.65 Reps Present During Award Ceremony

Question: Is mandatory that Contest Reps stay though the awards ceremony.

Opinion: The purpose is to monitor and make certain there is not a mistake made in the presentation of awards, to hand out results and team details, and to answer any questions a team may have. Many problems could have been avoided if Contest Reps had been on site a few minutes after the team details were handed out to answer any team questions or concerns. June 11, 2008

4.66 Drinking Alcohol by Reps & Loitering with teams

Question: Is it OK to sit and visit with a team and drink?

Opinion: No! Actually, there are two issues here. Visiting with a particular team—sitting and visiting with one particular team gives the appearance of favoritism. Reps are encouraged to walk around the cooking area and introduce themselves to all the cooks.

Drinking on the job—The KCBS Board of Directors has voted to prohibit Drinking While Repping. The KCBS has a contractual obligation with the Contest Organizers to provide onsite supervision of the contest and the judging. Contest Organizers have invested months of planning and thousands of dollars putting together a contest. Cooks have spent years honing their skills; invested thousands of
dollars in equipment; and traveled hundreds of miles to get to a contest. As representatives of the KCBS, we have a job to fulfill and drinking alcohol impairs our ability to perform our job.

February 17, 2006

4.67 Mileage Reimburse for Reps

Question: How much are we allowed to charge for mileage?

Opinion: The current mileage allowance is based upon the current IRS advisory. The rate is periodically reviewed and changed by the KCBS Board of Directors on an as needed basis.

February 17, 2006

4.68 Under 50 Mile Statement

Question: It was noted that the contest invoice states reps are not allowed to charge for mileage if the contest is within 50 miles of their home.

Opinion: The KCBS Board has asked for the statement regarding reps not being paid for miles when within 50 miles from their home be removed from the contest invoice. Charging for miles will now always be permissible. Keep in mind, if you plan to charge for a contest where you have not charged in the past, please ensure any organizer is aware of the policy change. March 12, 2008

4.69 Meal Reimbursement Cap

Question: Should meal reimbursement be standardized?

Opinion: The BOD has approved reimbursement of meal cost for reps of up to $35 dollars each day when receipts are presented to the organizer. Note, this does not mean a Rep must charge; however, this information will be presented in the sanctioning packet so organizers can better budget, knowing these charges will never exceed the $35.00 cap. This cap was set with the below information considered.

The GSA provides a rate of $49.00 for KC, MO and $44.00 for KC, KS for a 24 hour period. The GSA provides a rate of $36.75 for KC, MO and $33.00 for KC, KS for a partial day.

April 9, 2008

4.70 Signing Certified Judges Book

Question: Are we to sign the CBJ's books for Ancillary contests?

Opinion: No. The only time you sign a CBJ's book is when they judge for the four KCBS categories. No other categories shall qualify. The goal is to improve the judge’s ability to judge BBQ, not dessert, or some other category. February 17, 2006

NOTE: You may also sign a CBJ’s book when they judge LICENSED KCBS Contests and Competitive series AND all 4 KCBS meat categories are judged under KCBS rules of judging.
A CBJ serving as Table Captain may get credit for up to ten (10) times for performing as a Table Captain. The designation “TC” should be noted on the contest line.  

4.71 Reps Expense Reports

*Question:* Where can I find the expense report forms?

*Opinion:* Both the KCBS Sanction Invoice and the KCBS Contest Rep Expense Reports can be found on the KCBS Contest Reps Yahoo groups Website:  

http://groups.yahoo.com/group/ContestReps/

On the left side of the page, click on FILES. The files are in Excel format and won’t work if you don’t have Microsoft Excel installed on your computer. Also, you may have to register with Yahoo to access this area of the KCBS Contest Reps Yahoo Groups Website. Expense reports are also available through the KCBS office.

February 17, 2006

4.72 Other Rep Questions

*Question:* Who am I to go to if I have questions not covered in an Advisory Opinion?

*Opinion:* All questions regarding Contest Reps should be submitted to the Contest Rep Committee Chairperson, (contact information at the end of this document.).

In addition, you can post your question at: contestreps@yahoogroups.com you’ll probably get a lot of replies, but the only official response can come from the Board of Directors. Often time the Rep Committee Chair may provide an opinion or temporary advisory. Or, you may submit your question in writing to: rep_chair@kcbs.us The Chairperson will request a ruling from the Board of Directors and post the answer on the yahoo group.

February 17, 2006

4.73 Writing on the Back of Judging Cards

Comments have been noted on the back of judging slips and judges taking their Master Test have stated reps have told them to write comments on the back of their cards when they give low score.

The only time the back of the card is to be written on is when the entry receives a DQ (1) which should be under the direction of the contest official (Rep). No Rep should be instructing judges to write on the back of a card unless this is the case.

Approved by KCBS Board of Directors May 12, 2009

4.74 Distribution of Turn-In Boxes

It was announced that Reps can continue to pass out turn-in boxes at their discretion. It was brought before the board to possibly mandate that the distribution be done solely at the cook's meeting; however, the board was fine with reps distributing boxes to teams site by site if they so chose.
4.75  Back Yard Contests

**Question:**  How should backyard contests be handled?

**Opinion:**
1. KCBS urges that organizers have backyard contests, turn in times, at a time separate from the KCBS contests turn in times whenever possible.
2. KCBS recognizes this is an organizer decision and should the organizer believe that the turn in times must remain the same, as the KCBS turn in times, the following policy shall apply.
3. KCBS boxes and backyard boxes shall be identified as such on turn in labels. (ie. 101B, 204B using B to designate “Backyard”)
4. KCBS boxes shall not be mixed with backyard boxes for judging and shall not go mixed to the same judging tables.
5. CBJ’s should be primarily used for KCBS judging and extra CBJ’s may then be used for backyard judging tables.
6. KCBS judging tables and Backyard judging tables should be identified, prior to the first turn in.
7. Backyard judges should be advised of any differences in the rules as pertaining to the backyard division.
8. The Judge’s CD should be played for ALL judges regardless of division.

Approved by KCBS Board of Directors August 12, 2008

4.76  Late Turn in due to Crossing Busy Street

**Question:** Can reps accept a late entry due to teams having to cross a street that sometimes has medium or heavy traffic?

**Opinion:** No. Reps are not permitted to give a waiver as to the turn in time. If cooks are required to cross a street for turn in, warn them at the cook’s meeting to allow for plenty of time. Additionally, encourage the organizer to have a crossing guard, or make other such provisions, during the turn in window. A similar practice has been used at the Royal when the turn in window gets near the end, Reps or volunteers often step into the crowd to help clear the crowd if they see teams approaching.

Approved by KCBS Board of Directors, May 12, 2009

4.77  Discussing Invitational Contest Rules

**Question:** I've had several Grand Prize winners of contests ask about the Royal. They want to know what happens once they've won a contest. Do they need to do something? Does the KCBS or the Royal notify them they've won an invitation? When will they receive notification? Is there some place they can check to make sure they're on the list?

**Opinion:** Although results are given to both the Royal and the Jack Daniel’s by KCBS we urge reps not to state the rules for being invited as the committees for the various contests change their rules on occasion and KCBS has no control over their rules. Thus, encourage grand champs to call the contest and enquire about the current rules.

Approved by KCBS Board of Directors May 12, 2009
4.78 Scoring a Late Entry

Question: It was noted that when a team turns in late they receive zeros. The lack of a team turning in could make it look like there were less teams competing than what truly showed up at the contest. What can be done to help document the true number of teams and make it more consistent with other disqualifications for an entry?

Opinion: The KCBS Board has determined that a late entry will now receive ones in every category from every judge. This will make it evident that the team was on the premises to compete; however, just turned in late, therefore the team was disqualified. The computer data entry person can enter ones across the board for that entry, or the Rep can instruct a table to document the number and record all ones. Remember to write "late entry" on the back of all judge cards.

Approved by KCBS Board of Directors August 12, 2008

4.79 Hearing Impaired Judge

Question: Ed Roith has reported that a few judges are hearing impaired and have a hard time hearing the CD.

Opinion: If you run across this problem, you can pass them the judge’s instructions to read as you play the CD.

Approved by KCBS Board of Directors May 12, 2009

4.80 Visually Impaired Judge

Question: A problem arose with a judge whose sight was impaired.

Opinion: Visual Impairments can mean a number of things (it doesn’t necessarily mean you are blind). The Rep should talk to the judge to determine the impairment. If it is determined that the judge can view the entry with help from the Table Captain by moving the box in a way that the judge can view the entry fully then, the judge can be seated. If it is determined that the judge cannot view the entry fully even with aid from the Table Captain then the Rep should give this person another job.

Approved by KCBS Board of Directors May 12, 2009

4.81 Audit Procedure

All reps are to complete an audit, described below, at each contest. The Rep Critique has been amended to evaluate if this procedure has been accomplished. This is required to insure that person entering the data is doing so, accurately.

- The Rep not entering on the computer, or a volunteer, will randomly choose a team #, in each category, and check for accuracy by pulling the cards and verifying the scores.
- If errors are found at any time, during the category audit, an entire table is to be checked in that category. If subsequent errors are found, remove the data entry person, fix and verify all scores.
- Should it come to the removal of the data entry person both the Rep Chair and the KCBS office should be notified by the following Monday.
• You should mark that you have complied with the audit procedure on the Contest Rep Critique.

4.82 180 Pins – Stars vs. Rounds
Two different types of 180 pins are available from the KCBS Headquarters. The STAR shaped pin is for teams scoring a perfect score on one of the 4 KCBS meat categories. The ROUND shaped pin is desserts, sauce, side dishes, etc. Only one pin is to be given to a team. If more than one person comes up to claim the award, give it to the head cook.

4.83 Licensed Contests
Occasionally, Reps are asked to Rep a non-sanctioned barbecue contest. This is usually a first time contest, with a first time organizer wanting to gain some experience prior to putting on a Sanctioned Contest. You may Rep a Licensed Contest, provided the following conditions have been met.

• The application and agreement for a first time licensed contest must be submitted to the KCBS a minimum of 45 days prior to the contest.
• The contest has not received a state proclamation and is not a state championship.
• The contest is not run by a professional promoter.
• As Rep, you shall receive no payment for your services (except reimbursement for travel and lodging).

4.84 Official Time Clock Malfunction
Question: What do we do if the Official Time Clock Malfunctions or becomes damaged? 
Opinion: If possible, borrow a clock from one of the teams. Also, most cell phones have a built-in clock that is synchronized to the same signal as are Atomic clocks. Notify the teams immediately. In either case, be lenient on the next subsequent category (only) while teams verify time.

4.85 Garnish Rosettes
Question: Should an entry be DQ’d for garnish formed into rosettes?
Opinion: No. There is no rule regarding how garnish can be shaped. It is not considered marking. Approved by KCBS Board of Directors, May 12, 2009

4.86 Spinach as Garnish
Question: Can a team use spinach for their garnish and what should reps do if they think it is spinach?
Opinion: No. Spinach is not an approved garnish. Confirm with the team what garnish they used. If it was spinach, DQ as inappropriate garnish and instruct all judges to give a score of 1 in appearance.
Section 6 ~ Organizer Advisories

6.1 Eco Friendly Turn in Boxes

When Bio/Eco Friendly containers are required by local, state or other governmental regulation then all teams should be notified at least 30 days in advance. This notice to all teams shall include a description of the boxes to be used. Rules need to be reviewed which may allow either foil or wax paper to help insulate the heat of the product in these Bio/Eco friendly boxes.

This is not applicable unless required by local state or other governmental regulation. For more information, check with KCBS.

6.2 Ancillary Tray Size Recommendation

The KCBS Board recommends to organizers for the purpose of safety to adopt an approximate limitation upon the size of turn in trays for ancillary categories where a 9 x 9 inch Styrofoam container was not mandated, not to exceed 18 x 24 inches and a maximum height of 18 inches.
4.11 Under Cooked Meat .................................................................................................................... 7

Question: Uncooked meat doesn’t seem to violate any rules. .......................................................... 7
How do you score an entry if a judge refuses to eat their sample because it is undercooked? .... 7

4.12 Dropped Entry ............................................................................................................................ 7

Question: What happens when an entry is dropped? ........................................................................ 7

4.13 Lettuce Outside of Turn-in Container / Sauce on Lid ................................................................. 7

4.14 When is Appearance Judging Over ............................................................................................ 8

4.15 Appearance Scoring .................................................................................................................... 8

4.16 Foreign Object Found During Cleanup ...................................................................................... 8

4.17 Sculpting Meat & Marking Containers ...................................................................................... 8

4.18 Dutch Ovens ............................................................................................................................... 9

Question: Are Dutch Ovens legal to use to cook in? ........................................................................ 9

4.19 Meat Inspections at Back to Back Contests ........................................................................... 9

Question: At a two day contest, when do you inspect the meat for the second day of competition? 9

4.20 Cooks Meeting Not Mandatory ............................................................................................... 9

Question: Is attendance at the cook’s meeting mandatory by KCBS Rules? .................................... 9

4.21 Accepting Entries Early ............................................................................................................. 9

Question: What is the proper procedure for entries arriving early at the turn-in table? .............. 9

4.22 Molding of Pork Entries ............................................................................................................. 10

4.23 Non-Approved Containers ......................................................................................................... 10

4.24 Number on Top of Turn-In Boxes ............................................................................................. 10

Question: What do you do if a contestant turns in a container with the number on the bottom? 10

4.25 Reps Opening Boxes .................................................................................................................. 10

Question: Can a Rep or volunteer view a box before judging? ....................................................... 10

4.26 CD Instructions .......................................................................................................................... 10

4.27 Clock – Covering Seconds ........................................................................................................... 11

Question: Is it permissible for a Rep to cover seconds on the contest’s official clock? ............ 11

4.28 Distribution of Cook’s Critiques ............................................................................................... 11

4.29 Taking labels off of entry trays ................................................................................................ 11

Question: When can you remove labels from entry trays? ............................................................. 11

4.30 Judging Area - Guest & Media .................................................................................................. 11

Question: Are guest/observers permitted in the judging area? ...................................................... 11

4.31 Taking Photos of Entries .......................................................................................................... 12

Question: Is it OK for judges to take photos of an entry? .............................................................. 12

4.32 Taking Photos of Judging Process ............................................................................................. 12

Question: Can pictures be taken in the judging area? ..................................................................... 12

4.33 Evicting a Team ......................................................................................................................... 12

4.34 DQing - Reps Agree .................................................................................................................... 12
4.35 Returning entry to cook

**Question:** When is it too late to give a cooker their entry back? .................................................. 13
4.36 DQing an Entry

4.37 Organizer View Score Cards

4.38 Cook’s Critiques

**Question:** Is it sufficient to hand out a limited number of Cook’s Critiques? ................................. 13
4.39 Membership Applications

**Question:** Must a Contest Rep provide membership forms at contest? ........................................... 14
4.40 Forks for Use in Judging

**Question:** Is it okay for a judge to use a fork while judging? .......................................................... 14
4.41 Judging by Team Members

**Question:** Can team members serve as a judge if their team is entered in the contest? ................. 14
**Opinion:** No. A team member may not serve as a judge.  February 17, 2006................................. 14
4.42 Selection of Judges

**Question:** Who is responsible for choosing the judges for a contest? ............................................. 14
4.43 Judging in Open Area

4.44 Blind Judging

**Question:** Once the judging is over, can we reveal the names of the cooks to the judges? ............ 15
4.45 Scoring Too High/Low

**Opinion:** Don’t wait for the problem to fix itself. ................................................................. 15
4.46 Removing Judges

**Question:** On what grounds can a KCBS Rep remove a judge? .................................................... 15
4.47 Arranging Entries on Tray

4.48 Table Captain Tracking Slips

4.49 Table Captains Distracting Judges

**Question:** Can Table Captains eat or drink during the judging process? .......................................... 16
4.50 Staffing Turn-In Table

**Question:** Whose responsibility is it to staff the turn-in table and to apply alternate numbers? .. 16
4.51 Turn in Table Monitoring/Staff Conduct

**Question:** Should a contest Rep be at the turn in table during the turn in window? ..................... 17
4.52 Turn in Time

**Question:** Is it permissible for a Rep to use their discretion in accepting a late entry? ................... 17
4.53 Leftovers

**Question:** Are judges permitted to take home the leftover food? ................................................. 17
4.54 Alcohol Prohibited at Certain Events

**Question:** Can a Contest Organizer prohibit teams from drinking at a contest? ............................... 17
4.55 Contest Organizers - Selling BBQ

**Question:** Can the Contest Organizer sell food and/or beverage at a contest? ................................. 18
4.56 Contest Organizers - Judging
Question: Can the Contest Organizer be a judge at his/her own contest? .................................. 18
4.57 Judging Area - Setup ........................................................................................................... 18

Question: Who is responsible for setting up the judging area? ............................................. 18
4.58 Ranking ................................................................................................................................ 18

Question: Can ranking be used in any category? ................................................................. 18
4.59 Data Entry ............................................................................................................................ 18

Question: Who is responsible for entering the contest results into the computer? ................. 18
4.60 Entering Team Names in the Computer ................................................................................ 19

Question: When setting up the contest on the scoring system, should they be in a certain order? 19
4.61 Correcting a Scoring Entry ................................................................................................. 19
4.62 No Copies of Results after Awards ...................................................................................... 19
4.63 Contest Results Sent to KCBS .............................................................................................. 20

Question: Where do we send the results of a contest? ............................................................ 20
4.64 Reps Announcing Award Winners ....................................................................................... 20
4.65 Reps Present During Award Ceremony ............................................................................... 20

Question: Is mandatory that Contest Reps stay though the awards ceremony? ....................... 20
4.66 Drinking Alcohol by Reps & Loitering with teams .......................................................... 20

Question: Is it OK to sit and visit with a team and drink? ........................................................ 20
4.67 Mileage Reimburse for Reps ............................................................................................... 21

Question: How much are we allowed to charge for mileage? ................................................ 21
4.68 Under 50 Mile Statement ....................................................................................................... 21
4.69 Meal Reimbursement Cap .................................................................................................... 21

Question: Should meal reimbursement be standardized? ........................................................ 21
4.70 Signing Certified Judges Book ............................................................................................. 21

Question: Are we to sign the CBJ’s books for Ancillary contests? .......................................... 21
4.71 Reps Expense Reports ......................................................................................................... 22

Question: Where can I find the expense report forms? .......................................................... 22
4.72 Other Rep Questions ............................................................................................................ 22

Question: Who am I to go to if I have questions not covered in an Advisory Opinion? ........... 22
4.73 Writing on the Back of Judging Cards .................................................................................. 22
4.74 Distribution of Turn-In Boxes ............................................................................................. 22
4.75 Back Yard Contests .............................................................................................................. 23
4.76 Late Turn in due to Crossing Busy Street ............................................................................. 23
4.77 Discussing Invitational Contest Rules .................................................................................. 23
4.78 Scoring a Late Entry ............................................................................................................. 24
4.79 Hearing Impaired Judge ...................................................................................................... 24
4.80 Visually Impaired Judge ....................................................................................................... 24
Question: A problem arose with a judge whose sight was impaired. ..........................................................24
4.81 Audit Procedure................................................................................................................................24
4.82 180 Pins – Stars vs. Rounds ..............................................................................................................25
4.83 Licensed Contests.............................................................................................................................25
4.84 Official Time Clock Malfunction ......................................................................................................25

Question: What do we do if the Official Time Clock Malfunctions or becomes damaged? ............25
4.85 Garnish Rosettes................................................................................................................................25

Question: Should an entry be DQ’d for garnish formed into rosettes? ..............................................25
4.86 Spinach as Garnish ...........................................................................................................................25