



**KANSAS CITY
BARBEQUE
★ SOCIETY ★**

2022

*Certified Barbeque
Judging & Table
Captain Class
Organizer's Guide*



Updated 5.25.22

Hosting a CBJ and/or Table Captain Class

The Basics

1. Read this packet carefully before submitting application.
2. Select two dates (if possible).
3. Call the KCBS office 800-963-5227 or email to membership@KCBS.us with questions or for clarification before submitting application.
4. Submit application to KCBS Office for approval and CBJ KCBS Instructor Assignment.
5. KCBS will notify you when class is confirmed, along with KCBS Instructor Assignment.
6. Provide information for class website posting (i.e., location, pricing, contacts) to KCBS coordinator.
7. Start Promoting your Class.

LET'S GET STARTED

When an organizer or individual calls KCBS inquiring about hosting a Certified Barbeque Judge's Class and/or a Table Captain Class the first question is **“What do I need to do and where do I start?”** The most successful classes happen when the organizer is prepared and promotes it well ahead of the scheduled class date.

Included in this guide are items to help you get started in hosting a Certified Barbeque Judge's Class and/or a Table Captain Class. Here are a few items that this guide will help you with:

- FEES, SUPPLIES AND GUIDELINES
- CLASS SET UP & REGISTRATION PROCESS
- DAY OF CLASS OUTLINE
- CBJ & TABLE CAPTAIN BADGE GUIDELINES
- CBJ & TABLE CAPTAIN APPLICATION FORMS

Your assigned KCBS INSTRUCTOR is a huge asset to you and your class. It is vital to the success of your class to maintain contact with them. Advise your KCBS INSTRUCTOR and/or KCBS Class Coordinator of any updates and changes that will affect your class.

Please note if you are hosting class as part of your contest. We recommend you advise students you may / may not have space for them to judge your event. Have a sign-up sheet available if you can accommodate or have a wait list (have them include email contact info).

Let's get started and go through some of the things you will need whether you are hosting a Certified Barbeque Judge's Class and/or a Table Captain Class.

KCBS CERTIFIED BARBEQUE JUDGE AND/OR TABLE CAPTAIN CLASS FEES AND GUIDELINES

Class Fees Paid to KCBS

****CLASS ATTENDEES MUST BE KCBS MEMBERS PRIOR TO TAKING THE CLASS. SIGNING UP FOR THE CLASS DOES NOT GENERATE OR RENEW ONE'S KCBS MEMBERSHIP****

NOTE: The class is not intended to be a fundraiser for the organizer, nor is the organizer expected to incur a loss. Expenses such as facility rental, meat, cook and KCBS Instructors' travel, etc. may be covered by adding additional fees to the KCBS standard fee stated below.*

The Organizer is responsible to pay the following fees to KCBS:

- \$25.00 for an active KCBS member for a Certified Barbeque Judge
- \$25.00 for an active KCBS member for a Table Captain

Please note, as an Organizer, you may want to charge each participant \$25 or more to cover the KCBS fee plus any of your additional fees. This discount rate only applies to classes held at the VFW.

When a student reaches out to you, the following need to be a part of the registration process:

- Must verify student is an active member of KCBS or has registered as a KCBS Member. If not, they need to go to www.kcbs.us and join KCBS as a Member prior to registering for the CBJ and/or Table Captain Class.
- Student must provide you with their KCBS Membership Number (this is a unique number that they can find on their membership card and/or membership profile at www.kcbs.us. The same number shouldn't appear for multiple people.
- Student must pay class fee and provide contact information prior to the class.

Payment to KCBS - All monies will be paid by Organizer to KCBS at the completion of the class. Payment options include:

- Check made out to KCBS
- PayPal sent to shawkins@kcbs.us.
- Credit Card payment over the phone with the KCBS office staff.

Please note that if paying via PayPal or via credit card, there will be a 3.5% service charge included to your invoice.

Other Notes Regarding Class Fees/Sign Ups

- The fee to KCBS is \$25 per student. If there are multiple family members or team members attending the class, the Organizer still is responsible to KCBS for \$25 per student. If an Organizer chooses to offer a discount on the total class amount to a family or team, that is up to the Organizer, but the fee per student to KCBS remains \$25.
- Any Media or KCBS member who is a previously certified CBJ may audit the class at no charge.
- KCBS will list the class in the KCBS digital BullSheet, KCBS social channel and on the KCBS website through the month of the class for no additional charge.

Class Size Requirement for Classes

- Minimum Certified Barbeque Judging Class size is 24 students when a class is NOT held in conjunction with a KCBS sanctioned contest.
- Minimum Certified Barbeque Judging Class size is 18 students when a class is held in conjunction with any KCBS sanctioned contest.
- If the 24 or 18 minimum is not met for the Certified Barbeque Judging Class, the Organizer will make up the shortage of students by paying \$25.00 per student.
- Minimum class size for a Table Captain Class is 10 students. If the minimum is not met for the Table Captain Class, the Organizer will make up the shortage of students by paying \$25.00 per student.

Here are the steps needed by **KCBS Organizer**, regarding their PayPal account prior to providing it to KCBS Staff.

- 1) First the KCBS Organizer must confirm their PayPal Settings are correct to allow for 3rd party transaction. Please note, it is preferred the KCBS Organizer have a PayPal Business Pro Account vs an individual account based upon PayPal settings.
- 2) KCBS Organizers must enable their PayPal account to receive IPN message and enable using the KCBS address: <https://www.memberleap2.com/members/ipn.php>
- 3) Once that is complete then they can provide their email address to KCBS to upload into the Event Registration of the KCBS Website.

IPN Configuration in PayPal (this can be sent to the KCBS Organizer that has a Business Profile already)

1. Logon to Paypal,
2. In account settings: > Business Profile > Notifications
3. Enable IPN or "Integrate PayPal Notifications"
4. Add the KCBS URL: <https://www.memberleap2.com/members/ipn.php>

Again, a reminder that only PayPal format is acceptable in the KCBS Website's Event Registration Portal.

ADDITIONAL VIDEO RESOURCE FOR SETUP: <https://www.jotform.com/help/276-how-to-enable-ipn-on-your-paypal-account/>

KCBS Instructor-Organizers Correspondence and Information

We recommend a cut-off date for your class registration of one (1) **week** before the class to ensure:

- All participants have pre-paid and are valid KCBS Members.
- The Organizer has collected the fees and has monies ready for payment (This ensures Organizers are fully paid by class attendees and avoid no-shows from non-paying participants).
- The KCBS Instructor can be informed of how many students will be attending to ensure appropriate quantity supplies needed for the class.
- The Organizer can work with their cook on the appropriate quantities of meat and supplies needed for the class.

The KCBS fees will cover the KCBS Instructor, KCBS Instructor's Assistant, CBJ Badge, Plates, Judging Slips, Comment Cards, CBJ/CTC Pin and CBJ Lanyard.

The Organizer is responsible for meat, hiring/providing a cook, facility, volunteers, KCBS Instructor's travel expenses and class supplies (i.e., water, crackers, clamshells, paper towels, gloves, pens). We recommend you partner with local vendors on seeking donations. Additionally, you may want to consider offering a cook a reduced/free entry in your contest if they provide their time to cook for the class.

We have a NEW digital CBJ and Table Captain Manual for use in the class. It does require a small handout to be printed either by student or by organizer for the class. This handout will be no more than 10 pages and can be printed on both sides of the paper and in black and white. The KCBS office will provide you with the document once the class has been scheduled to email to all students ahead of class.

*****IMPORTANT NOTE*****

Prime meats (i.e. Prime pork, wagyu beef) are not necessary and should not be used for the purpose of this class. Any direct cost incurred by the individual cooking for the class is the responsibility of the Organizer.

KCBS CERTIFIED BARBEQUE JUDGE AND/OR TABLE CAPTAIN CLASS SUPPLIES CHECK LIST

Volunteers

- Volunteer(s) at sign in table when students arrive
- Assistant **Some KCBS Instructors have their assistant already.** (They cut meat and build boxes)
- Person to cook the Meat for the class or purchase meat
 - *If you already have a cook in mind and have the meat being donated, great. If you are unsure about a cook and meat quantities (see page 6), then please feel free to reach out to your KCBS Instructor and/or the KCBS office for recommendations.*
- Table Captains (volunteers to present box at the table during sampling) **1 table captain per table**
- Volunteers (to help set up, tear down, clear tables between samples)

Supplies Needed for Class

- Audio visual equipment is needed for the KCBS Instructors. A projector, screen and microphone are needed for use by the KCBS Instructors.
- Tables (rectangular 8ft folding tables preferred). One (1) table per six (6) students, 1-2 tables for trays of boxes while waiting for presentation of sampling, one (1) table for KCBS Instructor
- Chairs - One (1) chair for each participant plus extras in case walk-ins are accepted, sign in table, etc.
- CBJ and/or Table Captain Manual(s) and Application Form(s) – One (1) per student. KCBS Instructor will supply these. They will either be brought with them or shipped to you. Please coordinate with your KCBS Instructor ahead of time.
- Trash bags & Trash Containers (several will be needed for disposal of plates, any trash) several for class area and kitchen use
- Bottled water, coolers and ice. Approximately two (2) bottles of water per student plus extra for volunteers, KCBS Instructor & assistants in kitchen.
- Crackers (will need two (2) sleeves per table)
- Paper Towels/napkins (enough for two (2) rolls per table, three (3) for kitchen use)
- 32-Single compartment Styrofoam carryout containers -9 X 9- in size. If you have a class larger than 24 students, additional containers will be needed, so please coordinator with your KCBS Instructor.
- Disposable Gloves – recommend at least one (1) box
- Several Sharpie Black Markers (for kitchen use)
- Pens and Name Tags

Meat and Misc. Needs – Please work with KCBS Instructor and Cook

- Pork Ribs: 6 Slabs of Back Ribs or St. Louis Style
- Chicken: 14 Half Breasts & 28 Thighs
- Pork Butts: 2 Large (8lbs) or 3 Small (5lbs) size - uncooked weight
- Brisket: 2 Large (prefer whole brisket), if using flats prepare 3
- Garnish: 2 heads of lettuce
1 bundle parsley
1 bundle cilantro
1 bundle kale

These are recommendations based upon 24 class size. If larger class work with your KCBS Instructor to adjust accordingly. Please keep in mind you will also need to provide sauce and garnish for the boxes too.

Facility for Class

- Banquet Hall, Conference Room, Community Center large enough to hold the total number of participants that have paid
- Kitchen facilities close for food preparation that includes a sink and area for prepping meat and building boxes

Travel and KCBS Instructor Expenses - *Please coordinate with KCBS Instructor*

- All Transportation – mileage reimbursement, rental car, airline ticket, etc.
- Hotel/Motel accommodations, if needed
- Meals

Forms and Paperwork

- Once class is confirmed, you will be provided with a google sheet to use for registration. This sheet will be shared with both your KCBS Instructor and KCBS office to assist with any registration issues (i.e., KCBS member validation).
- CBJ and/or Table Captain Application form for each student to be turned into KCBS
 - **Stress for LEGIBLE print on the forms. KCBS is not responsible for any incorrect names on badges that we can't read.**
 - **If the student takes both a CBJ Class & a Table Captain Class, they will only receive one (1) badge with both certifications listed on the badge.**
- Check for all monies made out to KCBS at the end of the class. Your KCBS Instructor will provide you with invoice for their travel and KCBS fees.

PLEASE MAKE SURE YOUR REGISTRATION IS UP-TO-DATE AT LEAST ONE WEEK PRIOR TO CLASS. THIS ALLOWS KCBS OFFICE, KCBS INSTRUCTOR & COOK TO MAKE ANY NECESSARY ADJUSTMENTS.

KCBS CERTIFIED BARBEQUE JUDGE AND/OR TABLE CAPTAIN CLASS SET UP

Facility for Class

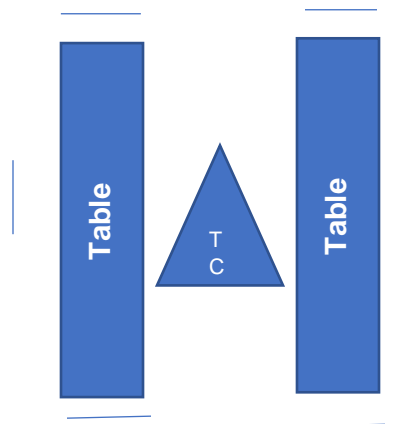
The KCBS Instructor will need:

- ✓ Projector screen or flat blank white wall to project images onto (If available)
- ✓ Electrical Outlets
- ✓ Microphone or speaker system (if necessary)
- ✓ Extension Cord, Power Strips
- ✓ Table for KCBS Instructor to place projector, notes, and other items
- ✓ Trash container with trash bags (several close by for easy access)
- ✓ Two (2) tables depending on length off to the side or back of the classroom to serve as a holding space for the sample boxes until the KCBS Instructor is ready for the Table Captains to present the boxes.

There are two (2) options for class set up, depending upon facility space:

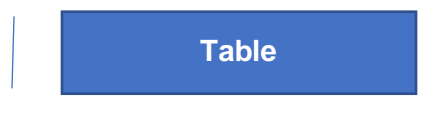
Option 1 – If space permits and tables, then set up parallel tables with Table Captain able to work both sides of the table. This permits three (3) people to be at each table, but yet six (6) still assigned to the same section with assigned Table Captain.

Table set up in the following manner:



Option 2 – Limited space (one table for 6 judges)

Set up tables (8' rectangular tables preferred) with one (1) chair at each end and the remaining four (4) chairs along the same side facing the KCBS Instructor so there are six (6) students at each table to resemble judging a contest.



Note: If COVID procedures are still in place in your area, please follow local procedures.

Table Needs

Items needed on each table:

- ✓ CBJ and/or Table Captain Manual(s), CBJ and/or Table Captain Application(s),
- ✓ Judging plate, score card, comment cards, pens
- ✓ A bottle of water, napkins/paper towels, gloves and crackers placed in the middle of the table.

Kitchen Facility

Away from the class view will need:

- ✓ Knives, cutting boards, box of nitrile gloves
- ✓ Paper towels, dish soap, dish cloth or sponge
- ✓ Sink with hot/cold running water for vegetable washing and sanitizing utensils between boxing for presentation of categories.
- ✓ Table or counter to lay out and build boxes and place on tray for presentation.
- ✓ Trash Container with several Trash Bags readily available

KCBS CERTIFIED BARBEQUE JUDGE CLASS AND/OR TABLE CAPTAIN
DAY OF CLASS OUTLINE

ONE (1) WEEK FROM CLASS

- Make sure KCBS Registration Google Sheet is up-to-date
- Confirm with KCBS Coordinator and KCBS Instructor no outstanding issues
- Confirm with Cook that meat is prepared and final count on participants
- Confirm with all volunteers they know their assignments for the event
- Make sure all students have received the digital handout and/or printed for the class.

DAY OF CLASS – *Please coordinate with KCBS Instructor on set-up time*

- Print out list of pre-paid students for sign in and set up check in area.
- Put bottled water in coolers if serving cold (not required, room temp is acceptable)
- Have volunteers help set up room before the starting time of the class with all necessary table supplies (see Page 7)
- Assign volunteers to Table Captain duties
- Set up tables with needed supplies for the participants

CLASS TIME

Approximately 3-4 hours depending on size of class and speed of the KCBS Instructor

- Sign in participants as they arrive
- Once everyone is seated, welcome attendees and provide any announcements, then introduce the KCBS Instructor
- The KCBS Instructor gives a brief bio, may ask attendees to introduce themselves, where they are from and what they hope to gain. Then will start a power point presentation and go into detail on what is expected from CBJ's and judging at a contest
- Samples will be presented at each table by a Table Captain
- KCBS Instructor will walk through the process of judging
- Chicken is first, then Ribs, then Pork and finish with Brisket
- Judging MP3 may be played and KCBS Instructor thanks organizer and introduces cook and assistants.
- Then final wrap up with the KCBS Instructor with the CBJ Oath and answering any questions
- If a Table Captain Class is also being held, provide the students and KCBS Instructor with a short break before resuming the Table Captain Class. Please keep in mind that a Table Captain Class will take 1-2 hours depending upon the number of participants.

AFTER CLASS

- KCBS Instructor will provide you with travel invoice and KCBS invoice. Pay all monies due at conclusion of the event.
- *Checks should be made out to KCBS for class fees or send PayPal to SHawkins@kcbs.us. Please note there will be a 3.5% service charged added to your invoice if paying via credit card or PayPal.*
- Clean up trash, room and any other items needed or required for use of facility.

KCBS CERTIFIED BARBEQUE JUDGE BADGE AND/OR TABLE CAPTAIN GUIDELINES FOR STUDENT APPLICATION

- ALL name badges will be ordered in CAPTIAL letters to keep it uniform
- Only proper names will be used on badges. NO NICKNAMES
(If a name has legally been changed proof may be requested by the Membership Manager. The badge will not be ordered until approval from the Membership Manager is received)
- If a person wishes to use an abbreviated name that is a shortened version of the proper name it will be shown on all paperwork and badge.
- Mr., Mrs., Ms., Dr, or any extra abbreviations WILL NOT be listed on badge
- Sr, Jr, the third (III) CAN BE used to distinguish between family members
- NO profanity, vulgar, derogatory or insulting names or abbreviations will be used
- This application form will be used to process information and to order your CBJ badge.
- If a student takes a Certified Barbeque Judge's Class and the Table Captain Class, they will only receive one (1) badge with both listed on the same badge. If students wish to have two (2) separate badges, they can contact the KCBS office and order for an additional fee.

Once paperwork from the class is received in the office and entered into the database, badges will be ordered. It usually takes approximately 3-4 weeks for the badges to ship to the student's home address. Please notify participants they WILL NOT immediately see the CBJ/Table Captain notification on their membership profile. It could take up to 72 hours before it will appear. If they want to sign up to judge any event, they will notify the events' judges coordinator and register directly. They will be emailed by the KCBS office when their membership profile is updated.



Official KCBS Certified Barbeque Judge and/or Table Captain Application Form

Class Location: _____ Class Date: _____

PRINT CLEARLY as this is how your name will appear on all of your documents and your badge. Nicknames cannot be accepted. KCBS is not responsible for badges that are printed incorrectly due to information that is illegible. If KCBS can't read your form, it may delay when you receive your CBJ/TC Badge and CBJ/TC Certification on your member profile.

Attended (please check one): CBJ Only Table Captain Only Both CBJ & TC

Name: _____
Print First Name *Print Last Name*

Cook Team Name: _____
(Optional)

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ - _____ Email: _____

Amount Paid for this CBJ Class Only: \$ _____

Current Members of KCBS, please provide your membership number: _____
(Must have own unique KCBS number and be a member in good standing)

KCBS JUDGES CODE OF CONDUCT

1. I will treat table captains, other judges, contest official, contestants, KCBS officials and the general public with respect, and will by my conduct, bring honor to KCBS and the office of Certified Judge.
2. I will not consume alcohol or other mind-altering substances prior to or during judging.
3. I will judge each entry on its own merits in keeping with the KCBS standards.
4. I will remain silent and maintain a neutral body language while I and others at my table are judging. Only after all judging ballots are completed and given to the table captain will I discuss the entries just judged if I or others choose to do so.
5. I will be true to my own taste and will not attempt to impose my personal taste preferences on other judges.
6. I have read and understand KCBS's Policy on Anti-Discrimination and Anti-Harassment, and I promise to fully comply with the Policy, as well as any other rules and regulations promulgated by KCBS.

I understand the information above is to my knowledge correct and complete. I also understand that strict adherence to the Code of Conduct is necessary to maintain my certification and to qualify me for judging in KCBS Sanctioned contests.

Signature of Certified Barbeque Judge (CBJ) Applicant

Date