

Steward Guidelines

Thank you for volunteering to steward!

Please take a careful look at these instructions, especially if you have not done stewarding before.

Stewards help make the competition work by helping the judges do their job effectively.

It's a bit like being a waiter, secretary and accountant all at the same time. In a nutshell, stewards are responsible for the following things:

- Sign and turn in your Judge Registration Form
- Setup table before each flight
- Bring beer from the Cellar Masters to the lead judge
- Organize, check and file all judging paperwork
- Clean table and help setup for next flight

Before and after the flight

You MUST turn in your Judge Registration Form. After that, get the tables ready for judging. When the flight is over, help with the cleanup by emptying the dump bucket and throwing away used cups. Clear away the remaining bottles, but *only after the lead judge gives the okay.* Ask judges to help with cleanup. If you can, help set up the table for the next round of judging. Each table should have:

- bread, pitcher of water
- cups, bottle opener
- pencils, stapler, calculator if available
- style guidelines
- dump bucket, napkins/paper towels

During the flight

For each flight you will get the following:

- Flight Summary Sheet
- Cover Sheets (1 for each entry in the flight)
- Score Sheets (1 per judge per entry – make sure you have a bunch)
- There should also be a “pull sheet” to use in getting beer from the Cellar Masters.

Bring beer to the table. The lead judge will look at the flight summary sheet and tell you which beers to bring first. Then get the beer from the Cellar Masters and bring it to the table. The idea is to bring them the correct beer at the correct temperature, when they are ready for it. Treat the beer gently on the way. For big flights you may have to go to the cellar a few times. Do NOT open the bottles -- the judges must inspect it for fill level, etc. During judging keep an eye on the table's supply of cups, bread, water and score sheets and get more if necessary.

Coordinate and check paperwork. As the judging progresses, your second job is to coordinate and check the paperwork, and then hand it in when the flight is over. Make sure that the score sheets are filled in completely and check the math if you have time. Find out how judges want to handle cover sheets – some would rather fill these out themselves, others would rather you do it. Don't let the judges leave until you have all the paperwork in hand and the Lead Judge has signed off on the flight sheet. Turn in completed paperwork to the Office only. *If the score sheets are not being filled out well, let the Head Steward know.*

Help with any problems. Sometimes judges will ask for help with a problem that arises, either checking whether some information is entered right for a particular entry (was this really entered as a cider?!?) or seeking a replacement bottle for an entry that has problems. In either case, *seek out the Head Steward or Head Judge to check for you.*

Paperwork checklist for stewards

Score Sheets. One for each entry from each judge.

Check that the following is filled in:

- Judge's name, BJCP ID, qualifications & BJCP rank
- Category #, Subcategory letter, Subcategory name, Entry #
- Bottle inspection is checked or has comments
- Each section has meaningful text and score (aroma, appearance, etc.)
- Total score is correct
- Descriptor definitions have been checked (left side of form)
- Style grid been checked (bottom of form)
- For mead/cider sheets, make sure category, carbonation level, etc. are selected

Cover Sheets. One for each entry.

Check the following:

- Entry #
- Category #, Subcategory letter
- Ordinal position – i.e. 2nd beer of 10
- Final Assigned Score – must match Assigned Score from Flight Summary
- Place Awarded – must match if awarded, but may be blank for entries that don't place

Flight Summary. One for the entire flight.

Check the following:

- Competition Name is "Golden Growler"
- Location and date
- Category name and number (i.e., Cat 1, Light Lagers)
- Each judge's score for each entry must match the Score Sheets
- Total points – this can be an average of the judges' scores
- Assigned Score – may not be the same as the average, the Lead Judge can modify the score
- First place, second place, third place awarded
- Steward name – yes, write your name!
- Head Judge name and signature

IF YOU HAVE ANY PROBLEMS, LET THE HEAD STEWARD OR HEAD JUDGE KNOW.

THANKS FOR YOUR HELP!