



## **National Barista Championship Sanctioning Criteria & Forms**

### **WORLD BARISTA CHAMPIONSHIP**

**Sanctioning Criteria and National Barista Championship Sanctioning Form.**

**Please read this information, complete the forms and payment and return to your Regional Coordinator.**

**For questions or further information please contact your Regional Coordinator.**

Written and approved by:  
WBC Regional Co-ordination Committee  
Revised: August 24<sup>th</sup>, 2008



## **National Barista Championship Sanctioning Criteria & Forms**

The World Barista Championship Board (WBC) of the SCAA & SCAE has developed the following criteria for National Competitions. This is for the sole purpose of providing guidelines and a standardization of the event that will enhance the partnership of the National Body and the WBC in producing a successful and meaningful event.

- The National Body (NB) is the approved organization or association of each country that agrees to conduct competitions following the same protocol as the WBC.
- The National Body will be licensed by WBC on behalf of WBC owners after successful license application.
- The license will be granted on an ongoing basis which is reviewed annually by the regional coordinator and the WBC Board of Directors.

The National Barista Championship (National BC) is the operation of the competition itself. It will be sanctioned by WBC on behalf of WBC owners annually after successful sanctioning application has been received, fees paid and approved by the Regional Coordinator or WBC Board of Directors.

### **1. THE COMPETITION NAMING:**

The (National Body) presents the (Nation) Barista Championship...  
Hosted by... or ... Sponsored by (Sponsors from each nation).

### **2. THE NATIONAL BODY RESPONSIBILITIES FOR NATIONAL BARISTA CHAMPIONSHIP**

#### **2.1 Application**

- A. Contact the WBC Regional Coordinator for a Licensing Application if needed.
- B. Complete annual sanctioning form and return to the Regional Coordinator with payment of registration fees prior to the competition beginning.
- C. Conduct the competition using the WBC Rules and Regulations and competition standards.

#### **2.2 Post Approval**

- A. The National Body will be responsible for registering competitors, and sending out a confirmation letter and additional informative materials to all competitors.
- B. The National Body will keep all registration fees collected from competitors to pay for incidental costs.
- C. The National Body will own the competitors' original score sheets after the completion of the competition.
- D. The National Body will mail the competitors a copy of their score sheets within one month following the competition.

### **3. EVENT PRODUCTION**

The National Body will be responsible for facilitating the event. Assistance is available through the Regional Coordinators and the WBC. When needed, the Regional Coordinators or their representatives are available to attend the competition. This will be done for their travel and expenses only to be paid by the National Body.

#### **3.1 Responsibilities**

- A. Contacting several certified and potential judges to attend the competition.
- B. Gathering volunteers to work as station maintenance, runners, dishwashers and scorekeepers.
- C. Planning and coordinating the equipment and location set-up of event.
- D. Following the WBC Competitors' Competition Schedule.
- E. Contacting one or several emcees for the competition.
- F. Responsibility for marketing the competition.
- G. Responsibility for providing trophies/awards or certificates for the first, second and third, fourth, fifth and sixth place winners.

### **4. JUDGES CERTIFICATION**

The National Body must plan a judges' certification workshop immediately preceding the competition. Equipment and supplies are necessary. A minimum of one full day (8 hours) is required for this training. Any judges' certification will only produce "nationally" certified judges. Additional certifications are necessary to gain WBC certified judge status.



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### **5. SPONSORSHIP OPPORTUNITIES**

The National Body is responsible for all National Barista Championship sponsorships.

### **6. BARISTA RECEPTION/MEETING**

The National Body is responsible for inviting and planning a reception/meeting for the Baristas – this may take the form of a welcome meeting and rules explanation, a social gathering or a formal introduction.

### **7. PLANNING**

Accountability to WBC/Meeting Timelines

It is recommended that the NB will email a brief document to the regional coordinator with the following information:

- A. The dates of the competition.
- B. The date to begin registering competitors.
- C. The calendar for participation of all judges and volunteers.
- D. The agenda for the judges' certification workshop.
- E. Meet budgetary guidelines

### **8. WBC MARKETING/PR/LOGO**

WBC Logo - The National Body must submit previews of marketing materials to the Regional Coordinator and receive approval for each use of the WBC logo. If a National Body intends to use the WBC logo on any printed or promotional material written permission must be granted by the regional coordinator before the logo or material can be used.

### **9. THE VENUE CRITERIA**

#### **9.1 Independent and Public Location**

- A. It is recommended that the event take place at an independent location. Potential for "commercial" conflicts of interest should be avoided.
- B. Suggested locations: Culinary Institutes, Conventions, Wine and Food events already scheduled, in conjunction with public events in the community.
- C. The location needs to be large enough to accommodate a competition stage with 3 competition stations and 3 judging stations, a (backstage) competitor's prep area, a dishwashing station, an audience area, and a private room for score keeping, and a judges' calibration area.
- D. The location should be accessible to the public, with no physical restrictions as to who can enter the event.
- E. The competition area should accommodate a minimum audience of 50 people.
- F. There should be public transportation within a two miles radius of the event facility.
- G. There should be a minimum of two restroom facilities located on site.

#### **9.2 AUDIO VISUAL STANDARDS**

Audio is necessary for the competition.

- A. Each competitor should have a head-set or lapel microphone during their competition time.
- B. A minimum of 3 microphones will be required to accommodate the competitors at all 3 competition stations.
- C. A CD player on a speaker system is required for the competitors' music to be played during their competition time.
- D. One wireless, handheld or lapel microphone, on a speaker system, is needed for the Master of Ceremonies (emcee).
- E. Visual equipment is optional for National Competitions, but required for the World Competition. This would include a camera system to view competition stations up-close, and large screens to project the view to the audience.

### **10. EQUIPMENT STANDARDS**

Equipment should meet the standards of the WBC's Technical Standards Committee. Espresso equipment at National Competitions should, when possible, be of the same make and model as used by the World Barista Championship Competition. Any questions or concerns should be discussed with the Regional Coordinator.

### **11. COMPETITION AND PREPARATION AREAS**

It is recommended that there are three competition stations, each a minimum of 6 feet long. (A minimum of two competition stations should be used.)



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Each of these stations will require:

- A. An espresso machine
- B. A grinder
- C. A knock box
- D. A large trash can/garbage bin
- E. A stable, "utility table".
- F. Optional, but optimal would be a mini refrigerator

Adjacent to each competition station tall tables should be used for the competitor to present beverages to the judges.

The (backstage) Competitors preparation area should have:

- A. A minimum of three large trash cans/garbage bins for prep and dishwashing area.
- B. At least one full size refrigerator/freezer (to hold milk, ice and any additional refrigerated items the competitors might bring for their performance).
- C. Large tables or countertops should be available backstage for the competitors to prepare their supplies.
- D. A minimum of 3 utility carts for the competitors to wheel out supplies during their competition time.
- E. A dishwashing station must be available to wash all dishware.
- F. A minimum of two tables and twelve chairs in a nearby, private room for the judges and score keepers.

### 12. SUPPLY STANDARDS

#### 12.1 General Supplies

The location should have:

- A. Whole milk and ice for the competitors to use throughout their practice and competition time.
- B. Paper cups for competitors to use during their practice sessions.
- C. Bottled water for the competitors, judges, and volunteers. (Allow four bottles of water per person per day)
- D. Bar towels and paper towels on hand for all competitors, runners, and dishwashers to use throughout the competition
- E. Dish soap for the dishwashing station.
- F. A minimum of three bus tubs/slops buckets must be provided for the runners.

#### 12.2 Judges' Supplies

- A. A minimum of a dozen demitasse spoons on hand for the judges' use.
- B. Eight stopwatches. One for each of the two technical judges on stage, one for the emcee/timekeeper, one for the prep-time keeper and one for the head judge, plus extras.
- C. Eight clipboards for judges.
- D. Multiple copies of the score sheets, several copies of the current WBC rules to keep in the score keeping room and the competitor preparation area.
- E. Office supplies, such as: pencils, pencil sharpener, blue or black pens, stapler, staples, lined notepads, two tape calculators, and extra calculator tape.
- F. Facility Standards (Plumbing, Electrical, Food, Restrooms, etc.)
- G. The competition facility must be equipped to handle the electrical and plumbing needs.

### 13. LEGAL STANDARDS

The host is legally responsible for the production of the entire competition including insurances.

### 14. THE COMPETITION CRITERIA

- A. Follow Competition Time Line
- B. Multi-round competition: example, Round One: 30 Competitors, Semi-Finals: 12 Competitors, Finals: 6 Competitors or simply heats and a finals round.
- C. Follow Current WBC Rules
- D. Use Current WBC Score Sheets
- E. The National Body must qualify and receive a WBC Sanctioning letter from their regional coordinator.



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### **15. THE SANCTIONING PROCESS**

- A. Fulfill National Body Responsibilities in relation to this document, and the WBC Rules and Regulations and General Structure documents.
- B. Complete competition sanctioning form and submit to the Regional Coordinator as well as depositing into the WBC bank account USD\$250 plus bank fees prior to the national competition.
- C. Meet Venue Criteria
- D. Meet Competition Criteria
- E. Complete post competition report and submit to Regional Coordinator
- F. Complete the national barista competition and register competitor no less than six (6) weeks prior to the World Barista Championship. (unless otherwise agreed with your Regional Coordinator.)

**CONTINUE ON FOR SANCTIONING FORM AND PAYMENT FORM**

**Please detach and compete the following pages.**



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## COMPETITION SANCTIONING FORM

Country:			
National Body:			
Name of competition:			
Event Organizer (Association):			
Main Contact:			
Event Coordinator (if other):			
Email:		Phone:	
Address:			
Dates of Competition:			

### Equipment Information (National Finals only)

Espresso Machine Make and Model	
Grinder make and model	

I/we, \_\_\_\_\_ on behalf of the abovementioned association, competition and national body commit to the following terms and conditions in relation to the running of the national barista championship:

I/we commit to having reviewed and read the World Barista Championship rules and regulations document(s), I/we commit to complying with the National Body sanctioning criteria, I/we commit to conducting the national barista championship in accordance with the World Barista Championship rules and regulations, I/we commit to covering the travel expenses (flights and accommodation) for the national champion to attend the World Barista Championship, I/we commit to holding a national Judges training and certification for the competition judges, I/we commit to inviting and covering travel expenses (flights and accommodation) for a WBC committee member, sanctioned judge or Regional Coordinator to attend the event. I/we commit to paying the sanctioning fee of USD\$250 plus banking fees to the WBC prior to the national competition.

I/we understand that if we fail to meet the commitments as listed above, the National Barista Championship of \_\_\_\_\_ may be seen as invalid, and the competitor disqualified or ineligible to compete at the World Barista Championship.

\_\_\_\_\_  
Print Name, Signature & Date

\_\_\_\_\_  
Position Held in Organization



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### SANCTIONING PAYMENT FORM

The WBC can only collect sanctioning fees via bank transfer. To process your payment of the US \$250.00 Sanctioning Fee, please fill out the information below and email or fax it to Michael Wheeler, [mwheeler@scae.com](mailto:mwheeler@scae.com), You will receive WBC bank routing information after this form is submitted.

<b>Country</b>		
<b>National Body Information</b>	Name	
	Finance Contact	
	Address	
	Post Code, City	
	E-mail	
	Phone (business)	
<b>Banking Information</b>	Bank Name	
	Bank Address	
	Reference Number	

What were the dates of the competition you are paying the sanctioning fees for?

What is the expected transaction date on the bank transfer?

*Please note* – Any additional service charges or banking fees will be payable by the NB. Be sure to transfer the correct amount to cover the service charges. A late fee will apply if payments are not made 30 days prior to the annual competition.

If you have any questions regarding your payment processing please contact:

Michael Wheeler  
Executive Director  
S.C.A.E.  
Oak Lodge Farm,  
Leighams Road,  
Bicknacre,  
Chelmsford,  
Essex. CM3 4HF  
UK

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