

NATIONAL

HOMEBREW COMPETITION

VOLUNTEER HANDBOOK



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2020 UPDATES

The American Homebrewers Association Competition Subcommittee discusses rule and process changes after the conclusion of each competition year. For 2020, the AHA Competition Subcommittee has decided to implement the following changes for judging and stewarding:

JUDGING

Scoresheets

All First Round and Final Round judging will use a structured scoresheet. These are the same scoresheets used in 2019.

Scoresheet Labels (required)

All judges are required to place scoresheet labels on scoresheets **NO HAND WRITING. These are required for scoresheets!** These labels allow scoresheets to be digitally scanned and delivered through email to entrants rather than by traditional mail.

STEWARDING

Scoresheet Labels (required)

Each entry will have a set of corresponding scoresheet labels for judges to place on scoresheets. **These are required for scoresheets – do not accept scoresheets without one.** These labels will allow scoresheets to be digitally scanned and delivered through email to entrants rather than by traditional mail. It is the steward's responsibility to hand out the proper scoresheet labels to judges before judging an entry.

Tip: queue up entries by placing the corner of scoresheet label on the bottle cap.



COMPETITION INTEGRITY

The National Homebrew Competition (NHC) is organized and run with great passion and integrity. Everyone involved is dedicated to a high-quality competition that runs smoothly. Be **exact** and doing things **correctly**.

Confidentiality is an absolute expectation. Conversations about the beers and winners with judges, entrants, or friends should never take place. Please try to refrain from excessive use of cell phones during the judging sessions unless necessary.

Other points that promote a high-quality competition include:

- i. **Punctuality:** The competition only works well when everything and everyone is on time.
- ii. **Hygiene:** Please avoid perfumes, aftershaves, and scented lotions on competition day
- iii. **Courtesy:** Be respectful and considerate to everyone involved.
- iv. **Accuracy:** **Double-check everything you do to ensure accuracy.**
- v. **Moderation:** Please sample responsibly.

ALCOHOL CONSUMPTION

As an event involving alcohol, our goal is to create a safe, enjoyable environment. The following information highlights the formal program developed for restaurants and bar employees called TIPS (Training for Intervention Procedures by Servers of Alcohol):

- The average 150-pound man will exceed the “legally impaired” level of alcohol in the bloodstream (.08) by drinking four 12-ounce beers within one hour. Women will generally have a higher level of alcohol because they have a higher % of body fat vs. muscle (body fat does not absorb alcohol)
- There are many factors including rate of drinking, strength of drink, height, weight, size, stress, medication, and other drugs in the bloodstream.
- When determining whether an individual is intoxicated, look for:
 - Loss of judgment
 - Impaired reactions
 - Hampered coordination
- If a person exhibits any of the above signs:
 - Use a calm voice and suggest the individual take a break from tasting alcohol
 - Provide a reason for your action in a non-threatening and nonjudgmental way
 - Act as if you are on their side.



JUDGE RESPONSIBILITIES

Why You Are Here

Your obligations are to **1)** provide quality feedback to entrants and **2)** select entries to advance to the Final Round of the National Homebrew Competition. When filling out scoresheets, you should include the reasons why you find the entry to be exemplary of the style or lacking in style characteristics. Be as specific as possible. Do not simply say “does not exemplify style” without stating why. **About 80 percent of the entries do not advance beyond the First Round, and offering informative feedback to those brewers is critical.**

ARRIVING

Check in with the organizer. If you have been assigned to a category that you have an entry in, please notify the Competition Staff immediately. Be sure you sign-in or you will not receive your points.

WHERE TO GO

Find the table with your category. **Relax and review the categories you’re judging. Scoresheet Labels will be provided to judges to place on the scoresheet. This is required.** Judge Name ID Labels will also be provided.

ASSIGNMENTS

Ask the competition staff to change your assignment if there is a conflict of interest.

STEWARDS

Stewards are here to take care of the details to make life easier. They are also here to learn more about judging. Many of them aspire to be in your seat. Please encourage those interested stewards and make them feel welcome.

JUDGING

A competition of this size for large categories uses the two-tier (Mini-Best-Of-Table) judging system to advance entries. Multiple judge pairs concurrently judge all entries of each style. Each judge pair will select two to three of the best entries in their flight to advance to a mini-best of table (mini-BOT) round for the category.

Only entries with a score of 30 or higher are eligible to advance to the Mini-BOT and the Final Round. Since there may be only one bottle per entry, pour only half of the bottle or less for the preliminary evaluation.

Remember to record a consensus score and write on the scoresheet in the box at the top of the page. The difference between an entry’s scores must be less than five points.

DEDICATED MINI-BEST-OF-TABLE JUDGES

To improve efficiency, anonymity and judging quality, the competition has transitioned to dedicated mini-BOT judges. Reasons for this method:

1. Reduce Judge fatigue
2. Reduce time between sessions for judges.
3. Reduce lag time between end of category judging and the beginning of mini-BOT judging.
4. Eliminate judge constraints of mini-BOT finishing and next category judging starting
5. Reduces bias carry over from category judging to mini-BOT judging



AFTER JUDGING

Leave the area immediately. Don't hang around and talk, it's distracting and causes delays. Do not pour any entries until you get the go-ahead from the Competition Staff. Last minute changes may have to be made if judges are absent.

QUESTIONS?

If you have questions about something, please bring it to the Competition Staff's attention. And have fun!

COMPETITION TEAM OVERVIEW

Several teams work together for a competition of this magnitude to run smoothly and efficiently: Competition Staff, Stewards, Results Staff, and Cellar Crew.

Competition Staff: These are the overall organizers of the competition. They usually include a site organizer, a judge coordinator, and a cellar master.

Stewards: Stewards control all entries and paperwork, as well as assist judges.

Results Staff: This group proofs and verifies scoresheets, flight sheets, and any additional paper work.

Cellar Master Crew: The cellar master manages the organization, sorting, and delivery of the entries.

STEWARD INFORMATION

Many volunteers may have a limited understanding of what running a major competition entails and how their specific responsibilities fit into the competition.

In the following pages, effort was made to detail the natural progression of events from the time of entries are received through the time paperwork is returned to homebrewers after the competition.

PRIOR TO COMPETITION

Leading up the competition, entries are received, unpacked, labeled, boxed, checked-in, palletized, stored. All entries are relabeled with a unique Judging ID number to keep things "blind."

COMPETITION DAY

Check-in with the competition staff. Stewards provide judges with everything they require while judging, from setting up the table to getting whatever they need during the session and clearing the table at the end of the session. Make sure the judges at each table have the following supplies:

Judging Cups	Calculators	Dump Buckets
Documentation	Water	Water cups
Pencils	Bottle Opener	Bar Towels
Bread/crackers	Cork screws (if needed)	Tasting Stoppers
Water pitchers	Category Info placard	Judge Assignment



REQUIRED PAPERWORK

Scoresheets (beer, cider, or mead)	Scoresheet Labels (required
Flight Summary Sheet (for judge use only)	Pull sheet (official summary sheet for organizers. DO NOT LOSE)
Volunteer Waiver (required)	

Score sheets are used to document judges’ evaluations of entries. There are specific scoresheets for beer, mead, and cider because the criteria for judging each is different.

Every judge team should have a flight summary sheet for their flight of entries to keep track of entry and score information. This form is for the judges’ reference and collected after judging.

GETTING STARTED

Stewards responsible for a table will be given a packet with necessary items. Each packet will contain very important documentation.

1. Pullsheet – list of entries to be judged
2. Scoresheet Labels – labels that are placed on scoresheets for entry information
3. Mini-BOT form (optional) – form that corresponds what entries are moving on to the mini-BOT
4. Scoresheets (beer/mead/cider) – scoresheets for judges to evaluate entries
5. Flight summary sheet – documentation that records entries judged by a team.

The pullsheet serves multiple purposes including: documenting the order of entries judged, the scores, an advancement to the mini-BOT, and the place awarded. **Completion and accuracy is crucial.**

Things to do while judging is happening:

Keep water pitchers full	Empty dump buckets
Replenish bread/crackers	Act as liaison between judges and competition staff
Clear away used cups	Keep judges on time (10 minutes/entry)

Stewards will find their table based on a table number and name. The entries judged during that session will be delivered to the judging room. The entries are organized in case boxes by table. For larger categories, there may be more than one case box.

The NHC is a two-bottle competition in the first round. One is used for evaluation on the scoresheets, and the other if used for the mini-BOT.

Using the pull sheet, the steward should organize entries within the cases into pull order (the order on the pull sheet – top to bottom, left to right). Verify all entries on the pull sheet are in the case box by referencing the Judging ID. **Note: If there is a discrepancy, contact the steward coordinator.**



JUDGING

Once all entries are in pull order and the announcements have finished, judging begins. The process used for judging is called queued judging. The process:

1. The steward will pull entries from the pull sheet starting from the top and present each judge team their first entry
2. Scoresheet labels are provided. Stewards will accompany the proper scoresheet labels with the proper entry to each judge team. **Tip: stick a pair of labels to the top of the bottle cap.**
3. When a judge team finishes, the steward will pull the next beer and present it to the judge team. Remove the already judged entry.
4. This process repeats until all the entries on the pull sheet have been judged.

After an entry is judged, the steward checks the judges’ math, ensures that the first number of the position in flight has been entered, and the consensus score is included on both scoresheets. The pairs of scoresheets are collected by the steward. Scoresheets are not stapled together because they are scanned and emailed back to brewers.

PREPARING FOR THE MINI-BOT

Each judge team will pass on 2 to 3 entries in their flight to the next round. This process is called the mini-BOT. On the scoresheets and pullsheets, any entry moving on should be indicated in the designated area (top right corner). **The steward should double check the entries moving on by reading back the numbers of each entry to each judge team.**

Separate all scoresheets that accompany the mini-BOT entries (kept in pairs) and place on top of the other scoresheets. Place all flight summary sheets, remaining scoresheet labels, and pullsheets on top of all scoresheets. Take your packet of documentation to the data table unless instructed otherwise.

AFTER JUDGING

Once the mini-BOT is finished and all paperwork is completed and turned in, begin the clean-up process. This includes:

Dump all bottles/dump buckets	Refill water pitchers
Dispose empty bottles and cases	Straighten up table for next session
Restock supplies	Replenish bread/crackers/water
Check in with staff for additional needs	Retrieve next session paperwork

End of the day: return all judging supplies and unused paperwork to the competition staff.



HANDLING ENTRIES

Please be careful handling the bottle entries. Due to shipping mishaps, or other reasons, entrants may have only one bottle entered; if the bottles are mishandled or broken, everyone involved will be greatly disappointed. Be careful not to disturb sediment when handling the entries.

KILLING TIME

The first session takes a little while to get going. Instruct the judges NOT to open any beers until the Competition Staff makes an opening announcement and gives the signal for judging to commence.

During the session, you may sample beers only at the judges discretion. Do not pour beer for yourself from any bottle until the session is finished and the results have been collected.

ASK QUESTIONS

Ask if you have questions about a procedure or your duties. We're happy to answer questions.

Final Note

It takes lots of volunteers completing multiple tasks to make a competition like the National Homebrew Competition run smoothly. No team of volunteers is more important than any other. If any one of the teams were missing or underperforming, all other teams would be affected and the competition itself would grind to a halt.

Therefore, ALL OF YOU are extremely integral to the competition. Take pride in being part of this competition! Responsibilities of each team and the competition should not be taken lightly. We trust that you commit to the work and put forth your best efforts to preserve its integrity. And have fun!

Cheers!

John Moorhead



NHC Director



SCORESHEET EXAMPLE

Steward/Head Judge fills out Consensus, mini-BOT and Place (if applicable)



Beer Scoresheet
 AHA/BJCP Sanctioned Competition Program
 Structured Version

CONSENSUS SCORE
 may not be an average
 of judge's individual scores

Position in flight beer of PLACE



Judge Name
 ID Labels are
 placed here

Judge Name _____
 BJCP ID / Rank _____
 e-mail _____

Category# _____ Entry # _____
 Sub (a-f) _____
 Subcategory _____
 Special Ingredients _____

Scoresheet
 Labels are
 placed here

Scoresheet Instructions

Use the scales to indicate the intensity of the primary attribute
 Use the space provided to describe the primary attribute
 Add secondary attribute(s) intensity/description as appropriate
 For "Fermentation", consider esters, phenols, etc
 If a character is inappropriate for style, check the arrow to the right
 If a characteristic is absent, mark the box at the left of the scale
 Provide overall summary of beer and key feedback for improvement
 Assign scores for each section, then sum to determine Judge Total score
 Review with other judge(s) and agree on consensus score.
 Enter consensus score at top of sheet.

Example: How to fill in a Scoresheet

This example is from the flavor section for a Weissbier that is rather good, but a bit too bitter for style.

Flavor Malt L X M H Inappropriate
 Hops Inappropriate
 Bitterness X Inappropriate
 Fermentation X Inappropriate

Wheaty, low grainy
 OK for style
 A bit too high for style
 Banana, Low Clove

14

Flaws
 For Style
 (mark all that apply)

Acetaldehyde	
Alcoholic / Hot	
Astringent	
Brettanomyces	
Diacetyl	
DMS	
Estery	
Grassy	
Light-Struck	
Medicinal	
Metallic	
Musty	
Oxidized	
Plastic	
Solvent / Fusel	
Sour / Acidic	
Smoky	
Spicy	
Sulfur	
Vegetal	

Common Descriptors

- Malt**
 Grainy Cracker Biscuit
 Bready Toasty Crusty
 Caramel Honey Toffee
 Roast Chocolate Burnt
 Coffee Vanilla Molasses
- Hops**
 Spicy Floral Herbal
 Citrus Pine Resiny
 Earthy Herbal Minty
 Stonefruit Berry Melon
 Tropical Mango Passionfruit
 Onion Garlic Grassy
- Fermentation**
 Apple Pear Peach Apricot
 Raisin Prune Date
 Banana Rose Berry
 Leather Sweat Barnyard
 Pepper Clove Cinnamon
- Other**
 Butter Latex Paint Corn
 Cardboard Sherry Skunky
 Medicinal Smoke Solvent

Bottle Inspection ok _____

Aroma L M H Inappropriate

Malt Inappropriate

Hops Inappropriate

Fermentation Inappropriate

Other _____

12

Appearance Color L M H Inappropriate

Clarity Brilliant Hazy Opaque Other _____

Head White Ivory Beige Tan Brown Inappropriate

Retention Quick Lasting Other _____

Texture _____

3

Flavor L M H Inappropriate

Malt Inappropriate

Hops Inappropriate

Bitterness Inappropriate

Fermentation Inappropriate

Balance Hoppy Malty Inappropriate

Finish Dry Sweet Inappropriate

Other _____

20

Mouthfeel L M H Inappropriate

Body Inappropriate

Carbonation Inappropriate

Warmth Inappropriate

Other _____

5

Overall Classic Example _____ Not to Style _____

Flawless _____ Significant Flaws _____

Wonderful _____ Lifeless _____

10

Feedback Provide comments on style, balance, and brewing. Include helpful suggestions to the brewer.

Outstanding	45-50	World-class example of style.
Excellent	38-44	Exemplifies style well, requires minor fine-tuning.
Very Good	30-37	Generally within style parameters, minor flaws.
Good	21-29	Misses the mark on style and/or minor flaws.
Fair	14-20	Off flavors/aromas or major style deficiencies.
Problematic	0-13	Major off flavors and aromas dominate

Judge Total

50

**Double
 check
 math
 here!!**



PULL SHEET EXAMPLES

Table 28 Specialty Beer

Morning 2: Oreg
 Entries: 35

Indicate the judge team and pull order. Use judging number to verify all entries are present in case boxes

Record if an entry advances to the mini-BOT, the consensus score, and if an entry places after the mini-BOT

Judge Team Number	Pull Order	Judging Number	Category	Sub Category	Style	Special Ingredients	Carbonation	Sweetness	Strength	Advanced to Mini-BOT	Score	Place
		15001	31	A	Alternative Grain Beer	50% Triticale grain						
		15002	31	A	Alternative Grain Beer	Rye Weizenbock						
		15003	31	A	Alternative Grain Beer	American Porter with Rye						
		15004	31	A	Alternative Grain Beer	corn pale doppelbock						
		15005	31	A	Alternative Grain Beer	Imperial Stout made from millet, buckwheat, quinoa, and rice, aged in bourbon barrel						
		15398	31	B	Alternative Sugar Beer	Belgian Dark Strong Ale brewed with honey, turbinado sugar, dates, and figs						

Table 28: Specialty Beer

Friday Night: Maletis Beverage - Friday 6 April, 2018 at 5:30 PM

Entries: 14

Pull Order	#	Style/Sub-Style	Loc/Box	Score	Place
<input type="checkbox"/>	50500	31A Alternative Grain Beer Special Ingredients/Classic Style: A Belgian Ale made from 100% Rye. SMaSH with Fuggles, ABV of 5.5%, Abbaye yeast		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	50024	31A Alternative Grain Beer Special Ingredients/Classic Style: American Amber Ale, Gluten Free		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	50587	31A Alternative Grain Beer Special Ingredients/Classic Style: American Porter with Rye		<input type="checkbox"/>	<input type="checkbox"/>



SCORESHEET LABELS (REQUIRED)

Example of Scoresheet Labels (6 /entry, 1/scoresheet). Labels are used for scoring and mini-BOT rounds. Each label contains the NHC Table, the Subcategory, the Judge #, the name of the subcategory, and specialty ingredient:

Table: 26 Style: 32B Judge#: 15-736 Specialty Smoked Beer: Robust Porter with Cherrywood Smoked Malt and Habanero Chile Pepper	Table: 26 Style: 32B Judge#: 15-736 Specialty Smoked Beer: Robust Porter with Cherrywood Smoked Malt and Habanero Chile Pepper	Table: 26 Style: 32B Judge#: 15-736 Specialty Smoked Beer: Robust Porter with Cherrywood Smoked Malt and Habanero Chile Pepper
Table: 26 Style: 32B Judge#: 15-736 Specialty Smoked Beer: Robust Porter with Cherrywood Smoked Malt and Habanero Chile Pepper	Table: 26 Style: 32B Judge#: 15-736 Specialty Smoked Beer: Robust Porter with Cherrywood Smoked Malt and Habanero Chile Pepper	Table: 26 Style: 32B Judge#: 15-736 Specialty Smoked Beer: Robust Porter with Cherrywood Smoked Malt and Habanero Chile Pepper
Table: 26 Style: 32B Judge#: 15-738 Specialty Smoked Beer: Red Rye base with cherry wood smoke.	Table: 26 Style: 32B Judge#: 15-738 Specialty Smoked Beer: Red Rye base with cherry wood smoke.	Table: 26 Style: 32B Judge#: 15-738 Specialty Smoked Beer: Red Rye base with cherry wood smoke.
Table: 26 Style: 32B Judge#: 15-738 Specialty Smoked Beer: Red Rye base with cherry wood smoke.	Table: 26 Style: 32B Judge#: 15-738 Specialty Smoked Beer: Red Rye base with cherry wood smoke.	Table: 26 Style: 32B Judge#: 15-738 Specialty Smoked Beer: Red Rye base with cherry wood smoke.



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