

Head Judge responsibilities, stage and deliberation all Judges.

Head Judge Role Overview:

The role of the **Head Judge** is to support and guide the judging team, ensuring a positive, collaborative, and consistent judging experience.

Their main focus is to foster a judging environment where the team feels comfortable, confident, and cohesive. We understand that nerves and varying levels of experience can affect performance—Head Judges are there to help bridge those gaps and encourage alignment across the team.

As experienced judges themselves, Head Judges play a key **supporting role**. They are responsible for overseeing that all judges are accurately and clearly documenting their observations and reasoning in written form to justify the scores given to each Barista.

Judging Expectations

We ask all judges to remain fully **present and engaged** throughout each performance by:

Recording with Purpose

Capture your **sensory, technical, and visual impressions** clearly and accurately, following the current **WBC Rules & Regulations**.

- Use the appropriate sections of the score sheet to provide **legible, specific, and relevant comments** that support the scores you assign.
- Follow a consistent plan to ensure all key aspects of the performance are documented.

Staying Focused

Maintain complete focus while observing each performance.

- Be mindful of your scoring and notes in real-time.
- Stay connected to the barista's presentation from start to finish to ensure a fair and thorough evaluation.

Judge Competencies Guide

Required Competencies for All Score Sheets:

- **Rule-Based Comments:**
Provide **rule-based written comments** that align with WBC standards, ensuring that all feedback is grounded in established criteria.
 - **Support Scores with Comments:**
Ensure that comments **clearly support** the scores awarded, providing meaningful context to justify decisions.
 - **Appropriate Use of Scoring System:**
Demonstrate the **ability to use the full range** of the scoring system, ensuring that scores reflect the full spectrum of performance.
 - **Legibility and Organization:**
Maintain **legible handwriting** and **well-organized**, structured comments that are easy to follow.
 - **Accurate Use of Score Sheet Sections:**
Write feedback in the **correct sections** of the score sheet, ensuring that all comments are appropriately placed and relevant.
 - **Adequate Justification:**
Include an **adequate number of comments** to clearly justify scoring decisions, ensuring transparency and consistency.
 - **Collaboration and Calibration:**
Show a **willingness to collaborate** with other judges and actively engage in **calibration discussions** to align on scoring and feedback.
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Basic Judge Competencies:

- **Follow On-Stage Protocols:**
Adhere to all **on-stage protocols** and **listen carefully to competitor instructions** to ensure a fair and smooth judging process.
- **Stay Focused:**
Stay **focused and fully present** throughout the entire performance, ensuring accurate evaluation and scoring.
- **Note-Taking Techniques:**
Apply **appropriate note-taking techniques** to record relevant observations that will support your scoring decisions.
- **Capture Key Information:**
Accurately **capture key information** from the competitor's performance to ensure a fair and thorough assessment.
- **Complete Scores and Comments:**
Ensure that all **scores and written feedback** are completed **before leaving the stage**, ensuring timely and accurate documentation.
- **Professional Stage Behaviour:**
Demonstrate **professional and consistent stage behaviour** that aligns with expectations for all judges.

Judge Competencies (Continued)

Stage Behaviour

- **Follow Evaluation Protocols:**
Adhere to **evaluation protocols** and follow **competitor instructions** closely to ensure clarity and fairness in judging.
 - **Capture Key Information:**
Accurately **capture key information** during the performance that directly relates to scoring.
 - **Complete Scores Before Leaving:**
Complete the score sheet and assign scores before leaving the stage, ensuring no details are missed.
 - **Preparation:**
Arrive prepared and ready to judge, with all necessary materials in hand, to avoid delays or confusion.
 - **Maintain Focus Throughout:**
Maintain focus and attentiveness throughout the competitor's presentation, ensuring every detail is observed and recorded.
 - **Appropriate Timing and Attentiveness:**
Demonstrate **appropriate timing** and **attentiveness** to the competitor's performance, ensuring that no aspect is overlooked.
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Head Judge Guide

Role Overview:

The **Head Judge** plays a critical role in overseeing the judging process, ensuring consistency, fostering collaboration, and maintaining a fair and organized environment for all judges. The Head Judge's responsibility is to guide the panel, support judges, and ensure the integrity of the competition.

Head Judge Responsibilities:

- **Lead the Judging Panel:**
 - Ensure all judges are present and prepared before stage performances begin.
 - Facilitate group calibration at the start of the day to align judging standards and ensure consistency across the panel.
 - Confirm that all judges and volunteers are positioned correctly before connecting with the barista.
- **Communicate with the Barista:**
 - Check with the barista to ensure they are mic'd up and sound is functional.
 - Ask if they are comfortable to begin and clarify any routine requirements or clearances needed.
 - Instruct the barista to raise their hand and start timing when ready. Remind them to call time clearly at the end of their performance.
- **Manage Performance Timing:**
 - Keep track of the competitor's overall performance time to ensure accurate record-keeping.
- **Ensure Familiarity with Sensory & Technical Aspects:**
 - Be familiar with both sensory and technical evaluation criteria.

- Taste sensory judges' drinks to understand the flavour range and observe scoring consistency, but note that the Head Judge cannot dictate or fully control scores, as they have not tasted the drinks in their entirety.
 - Oversee judging on all cups and technical aspects of the barista's performance.
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Deliberation Process:

- **Initial Approach:**
 - The Head Judge will prompt judges with **“What do you have written down?”** to refer to their notes, not their thoughts or impressions. If a judge has not yet written anything, they are encouraged to say, **“I don't have anything yet.”**
 - The Head Judge listens for how each judge's language supports the score assigned, ensuring that feedback is consistent with the judging criteria.
 - **Facilitating Discussion:**
 - Ask **open-ended questions** to encourage rule-based comments and ensure judges' feedback aligns with their scores.
 - Guide the panel to **reach consensus** by leading with their own perceptions and encouraging discussion to find common ground.
 - Ensure judges **stay calibrated** by referencing previous scores and ensuring consistency with initial benchmarks.
 - **Managing Time and Feedback:**
 - Encourage active participation from all judges, while identifying when a consensus has been reached. If a discussion stalls or becomes repetitive, the Head Judge should move the conversation forward.
 - Prioritize **relevant feedback** that directly influences scoring, deflecting unrelated commentary.
 - If time allows, provide **immediate active coaching** to judges, ensuring their growth and alignment with the judging criteria.
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Competencies Required for All Judges During Deliberation:

- **Flexibility:**
 - Willingness to adjust scores in collaboration with the Head Judge, when appropriate.
- **Rule Knowledge:**
 - Strong understanding of **WCC rules** and how to apply them during the competition.
- **Preparation:**
 - Ensure all **scoresheets are completed** before deliberation begins to facilitate accurate feedback and discussions.
- **Clarity and Focus:**
 - Demonstrate **clarity** when addressed by the Head Judge. Judges should know exactly which area, scale, or comments need to be discussed and be attentive and concise in their responses.
- **Proper Deliberation Room Behaviour:**
 - Judges should **listen actively** to others, **defend their scores** when appropriate, and ask **clarifying questions** to ensure a clear understanding of the scoring rationale.

Key Guidelines for Head Judges During Deliberation:

- **Encourage Open Discussion:**
 - The Head Judge should **ask open questions** to all judges to open up for discussion, recognizing that judges may have a wide range of experiences.
- **Drive Consensus:**
 - Lead discussions by sharing their own perceptions and guiding the panel to find **common ground** in scoring decisions.
- **Mix Approaches:**
 - Occasionally ask one judge for their opinion, and then drive engagement with others to ensure a balanced discussion.
- **Use Previous Scores for Calibration:**
 - Reference **previous scores** to ensure that judges are staying consistent with their starting point and maintaining calibration throughout deliberation.
- **Avoid Bartering:**
 - **Never barter** or negotiate scores. The Head Judge should guide the panel toward consensus based on the rules and fairness