

Barista Champs – Volunteer Roles & Guide

Volunteers are the heart of the Barista Champs. Your time and energy make this event possible. Here's an overview of the roles, responsibilities, and how to keep the competition running smoothly and fairly.

Volunteer Positions

Emcee (Master of Ceremonies, 2+)

- Introduces each competitor and judge.
 - Reads competitors' and judges' bios.
 - Keeps the event flowing, informative, upbeat, and fun.
 - Works from running order cards with names and times.
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Timekeeper / Runner (3)

- Times each competitor's **15-minute prep time** and **competition time** with a stopwatch.
 - During **prep time**:
 - Stand near the station.
 - Start timing when the competitor begins setting up (unpacking or touching equipment).
 - Give audible cues: 10, 5, 3, 1 minute, 30 seconds remaining.
 - At 0, call "Stop!" and ensure the competitor steps away from the station.
 - Competitors may leave the station to retrieve items during their time, but no one can assist them.
 - During **competition time**:
 - Emcee will check if competitor is ready; once confirmed and judges are in place, start the stopwatch when the competitor says "yes," starts moving, or signals with "time."
 - Give cues: 10, 5, 3, 1 minute, 30 seconds remaining, **do not say "Time's up"**.
 - Competitors may request custom time warnings, read them exactly.
 - Stop timing when the competitor raises their hand or says "time"; show the recorded time to the Head Judge before resetting the stopwatch.
 - Also responsible for **clearing dishes**:
 - After judges taste drinks, on the Head Judge's signal, carefully collect cups, saucers, and spoons. (check in with the competitor prior for full instructions)
 - Keep each competitor's dishes together.
 - Do not drink competitors' beverages or let others do so.
 - Stay silent; if needed, quietly confirm with a judge before clearing.
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Station Maintenance (1)

- Must be experienced with espresso equipment.
 - Prepares each station **before the competition starts** and **between competitors**:
 - Backflush each group head (no cleaner).
 - Wash portafilter inserts.
 - Thoroughly wipe and purge steam wands.
 - Wipe down espresso machine, especially the front, and polish if needed.
 - Replace used knock box with a clean one.
 - Move grinders into place as per competitor schedule (with Stage Manager).
 - Refill water tank if <50% full; empty waste tank if >50% full.
 - Set up any additional electrical equipment listed.
 - Empty bin and leave station spotless.
 - After setup, remove cleaning items from stage.
 - Never alter competitor equipment or modify settings.
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Scorekeepers (2)

- Tally judges' scoresheets carefully.
 - Review scoring process with the coordinator beforehand.
 - Double-check scores for accuracy.
 - Fill in scores on sheets ensuring overtime and total times are noted
 - Maintain strict confidentiality until the competition ends.
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Photographer (1+)

- Captures competitors, judges, sponsors, volunteers, and the event atmosphere.
 - Follows run sheets to ensure key moments are documented.
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Music Desk (1+)

- Keeps track of each competitor's chosen music and cues.
 - Plays and stops music at the barista's signal.
 - Controls microphone levels and transitions (PowerPoint ↔ live camera feed) at the AV desk.
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Social Media (1)

- Uploads photos, videos, and updates throughout the event.
- Respects the association's social media policy.
- Avoids posting anything offensive or inappropriate.

Camera Operator (1+)

- Manages the live feed from the stage camera to the main and secondary screens.

Head Volunteer (1)

- Oversees and coordinates all volunteer tasks.
- Handles any problems or emergencies.
- Ensures that volunteers are taking breaks and eating etc.
- Ensures each volunteer is clear on their role.

Stage Manager (1)

- Makes sure competitors are ready **15 minutes before** their setup time, with carts prepped and on standby.
- Confirms stations are properly cleaned, grinders positioned, and all electrical equipment plugged in and tested before baristas start setup.
- Checks baristas have headsets on and are comfortable with their station before their performance.
- Maintains communication between competitors, judges emcee, and volunteers.

Head Barista (1)

- Oversees the public brew bar area.
- Coordinates baristas making coffee for guests.

Barista (various)

- Makes and serves coffee at the brew bar.
- Greets and chats with guests, creating a welcoming environment.

Calibration Barista

- Assists judges during calibration on the day before competition.
- Makes espresso and milk drinks to align judges' tasting notes.
- Participates in calibration exercises and homework.
- All coffee and equipment provided.

- High-level barista skills required.
 - **Important:** Should not coach competitors in the event if serving as a calibration barista.
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General Rules for All Volunteers

- Only enter backstage or competition areas when on duty.
 - Never move or handle competitors' belongings without explicit permission.
 - Do not interfere with the competition or distract baristas.
 - Stay for your entire scheduled shift, do not leave until relieved.
 - If you help a competitor outside of your role, they risk disqualification.
 - Bring questions or issues to the coordinator or Head Volunteer immediately.
 - Calibration baristas must avoid volunteering if coaching any competitor.
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Ngā mihi nui / Big thanks for your time, energy, and passion!

We're excited to have you with us. Let's make this a memorable Barista Champs together!

