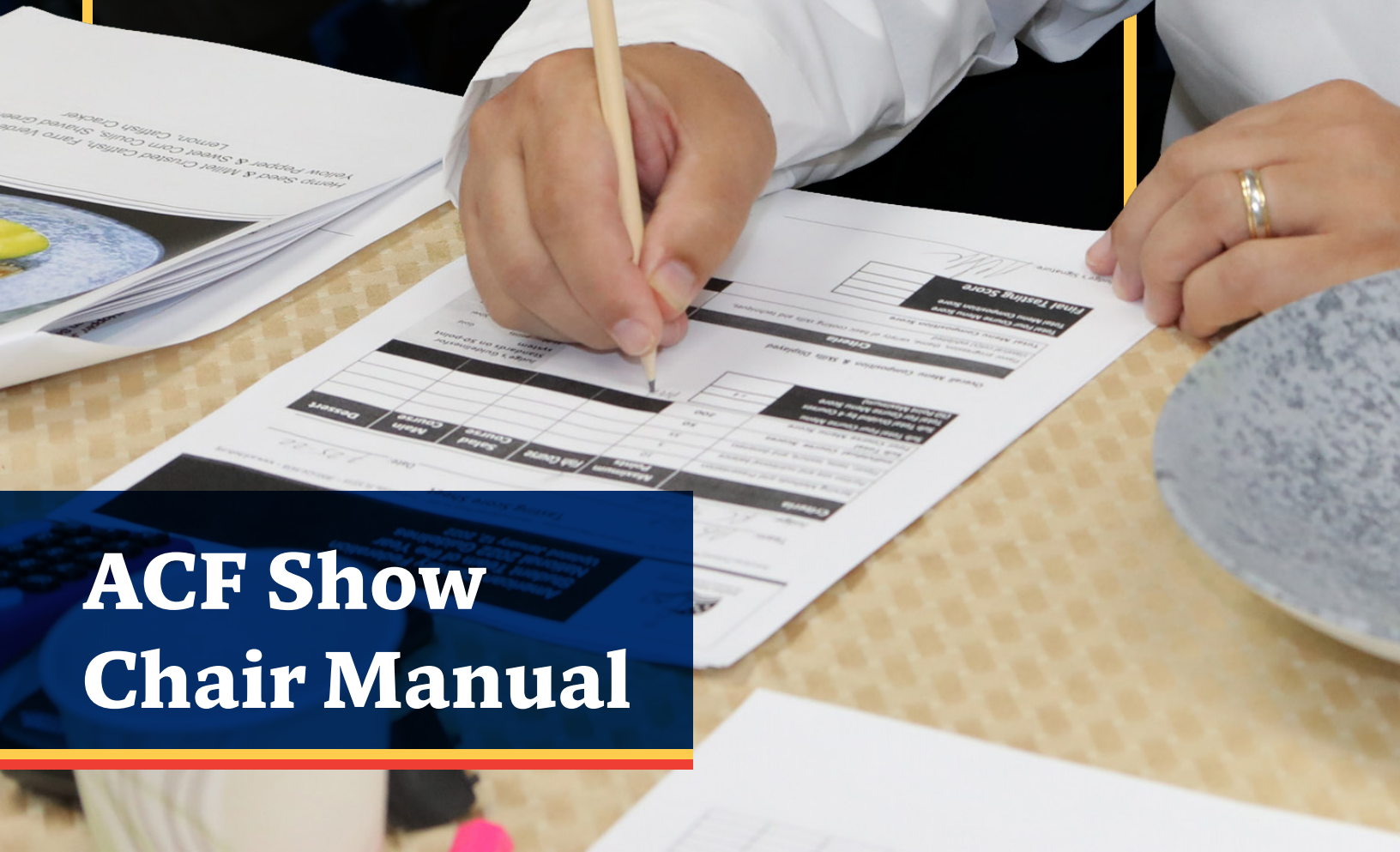




American Culinary Federation
The Standard of Excellence for Chefs



ACF Show Chair Manual

ACF Show Chair Manual

ACF approves approximately 100 culinary competitions each year, ranging from small contests with less than a dozen competitors to national shows with 100 or more competitors.

All of these shows are sponsored by local ACF chapters that may or may not have experience in organizing and conducting culinary competitions. This section of the competition manual is intended to provide local chapters and show chairs basic guidance on organizing a competition and the prerequisite administrative requirements.

For ACF to sanction a culinary competition, the nature of the competition must be assessed to ensure compliance with organizational standards. In addition, the application allows the chair of the culinary competition committee to assess the proper assignment of judges to monitor the competition.

Show chairs represent the host school/ACF Chapter the ACF Certified Judges represent the ACF national and make all decisions that impact competitors. Specifically the lead judge. Show chairs have no authority to disqualify anyone or make any decisions regarding score sheets or rules.

To have a culinary competition sanctioned by ACF, there are three basic criteria that must be met:

1. The competition must be sponsored and administered by a local ACF chapter or member in good standing.
2. The competition must adhere to the guidelines as described in this manual, including category requirements, award system and judging criteria.
3. The judge's panel must include a minimum of three ACF-certified culinary judges, one of whom must have international show experience, and one pastry chef, if necessary. The ACF now has two levels of judges and a specialty judges list, if applicable. Please see judge's levels to see what best fits your show's needs. The show may require more judge's based on categories chosen or schedule of show vs. number of categories being hosted. If judges are added beyond the ones filed with the competition, they must be approved by the culinary competition chair. Specialty categories, like ice carving, must have an expert in the field so proper feedback can be given to the competitor. Final show approval is at the discretion of the CCC.

Judge's Level I

The Level I Judge has demonstrated a high level of understanding and expertise in all areas of the judging arena.

Judge's Level II

The Level II Judge has demonstrated an expertise and achievement in hot food competitions. A Level II Judge may judge Category F, K & G and a Level I Judge must be on the panel or serve as the Lead Judge. Level II Judge may not serve as a lead judge and only judge hot food categories. The use of Level II judges must be approved by the Culinary Competition Committee Chair.

Judge's Level III Specialty

A Level III Judge has experience in one (1) major specialty and is considered a master in their craft. Competitions may use a Level III Judge only in the category of their expertise and will require a Level I judge on the panel. Level III Judge may not serve as a lead judge. The use of a Level III Judge must be approved by the Culinary Competition Committee Chair.

The specialty areas will include:

- Cake Decorating/Sculpting (including C3 and C4)
- Ice Carving
- Vegetable/Fruit Carving
- Tallow/Saltillage
- Bread Dough Centerpieces
- Pastry Centerpiece (Chocolate, Sugar, Pastillage, and Gumpaste)
- Master Baker (bread categories including C5)

There are five phases to planning and hosting a successful competition. They are:

Phase One: Pre-planning

Hosting a competition is a fun and exciting opportunity, but it takes planning and teamwork to make it happen. Here are some things your chapter needs to consider:

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- Is your chapter willing to host a competition?
 - Chapters accept all financial liability when hosting a show.
 - Create a basic budget of anticipated revenues and expenses.
 - Is there enough volunteer support?
- Decide on the type of show.
 - What facilities are available for host-site?
 - What dates is facility available?
- Determine what categories will be offered.
 - Understand the different categories.
 - Consider the space and logistical requirements for each category.
- What resources are required?
 - Financial requirements
 - Does your chapter have sponsors to help underwrite expenses?
- Task delegation.

Phase Two: Application Process

Great! Your chapter is committed to hosting a competition, now it's time to start the application process.

Step 1:

Submit completed application package to ACF's national office at least four months prior to the first day of the competition. A completed application package includes:

- Completed application form; signed by both chapter president and show chair
- Letters of commitment from three ACF-certified judges. A current list of ACF-certified judges can be found on the Web site. The culinary competition committee chair will appoint a lead judge.
- Judges protocol letter.
- Check or credit card for application fee, currently \$400 (Applications received less than 60 days prior to competition will incur an additional \$100 rush-fee.).
- Worldchefs competition sanctioning is an additional charge of \$200 and must be included at the time the ACF competition application and fee is submitted to the national office. Only if the host property selects to host a Worldchefs sanctioned competition then it is required to have at least ONE Worldchefs approved judge.

Step 2:

Once the completed package is received and verified by the national office, the competition coordinator will forward the pertinent information to the culinary competition committee chair for approval and appointment of lead judge.

If approval is granted, the show chair and lead judge will be notified and the competition will be added to ACF's Web site and The National Culinary Review (NCR). Competitions will not be posted until approval is received.

If the competition is not approved, an explanation will be communicated to the show chair and an opportunity will be provided to correct or change any problem areas.

Note: Incomplete applications or those submitted less than four months prior to competition, may not appear in NCR, and will receive limited exposure on ACF's Web site.

Phase Three: Planning and Organization Process

The Competition & Awards Administrator is your resource and will work closely with the show chair to ensure the competition is a success, from the planning stages through the awarding of medals.

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Communication:

The show chair must stay in contact with all judges, especially the lead judge. Let them know if there are any changes to competition days or times. Give them an idea of the number of competitors expected. Provide them with all logistical information regarding their participation.

Judges Protocol:

Judges should not have to pay any out-of-pocket expenses for being at your show. It is best to plan your budget and be up-front with the judges about what expenses are covered.

It is anticipated the following expenses will be covered:

- Lodging accommodations, if needed
- Meals
- Transportation
- Mileage reimbursement
- Stipends, if applicable

The protocol letter must include the following information:

- Main contact information
- What expenses are covered, be specific
- How expenses will be handled or reimbursed
- The show chair represents the chapter/host site
- Ensures that there is a private judge's room for judges only. This can be the same room where score tabulation is done. The only people that have access to this room are score tabulators, show chair and approved show administration.
- The show chair is responsible for ensuring that no person without proper access enters this room.
- The show chair does not have the authority to disqualify competitors or change scores for any reason.
- In the case of F Mystery Basket the show chair must work in advance with the lead judge who has final approval on all mystery basket items.
- The show chair is expected to be attentive and engaged with the needs of competitors and judges on the day/days of the competition.
- The number of competitors and categories will dictate the number of judges required. As a basic guideline, panels of three judges judging SK, SP, KC and KP should not exceed 20 competitors in a five hour window. For F categories, the tasting panel is dedicated to the tasting of F category food and cannot co-mingle in the kitchen judging other categories while F category competitors are cooking.

Awards Ceremony:

Decide if medals will be awarded at the show or after the fact. Chapters must order medals in advance must submit an order form and payment. If paying by credit card, a deposit of 50 percent of the total cost of medals is required. If paying by check or money order, payment in full is required. If a pre-competition medal order is placed less than two weeks before start of competition, a rush-fee will apply.

Organization:

Every event requires an organizational structure, but there is no "standard" organizational structure for culinary competitions. What works for one chapter may not work for others, depending on personalities, talent and experience available. Teamwork is usually the key to success.

The suggestions below are offered only to assist chapters in defining the structure that works best for them.

Chapter President

- Overall responsibility for conduct of the competition and actions of the chapter
- Signs application/authorizes chapter sponsorship
- Determines format and extent of competition and chapter ability to support
- Appoints/directs the show chair
- Ensures post-competition follow-up

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- Award payment/presentations
- Judges travel/per diem payments
- Facility invoices/bills paid

Show Chair

- Reports to chapter president
- Acquires judges
- Main point of contact internally and externally
- Responsible for assisting the chapter president in overall coordination and management of all details of the competition
- Appoints/directs assistants, as necessary

Kitchen Manager

- Reports to show chair
- Secures and arranges delivery of all required kitchen equipment and food products to support the competition
- Main kitchen area safety supervisor
- Arranges fire watches and other facility safety requirements
- Monitors and refreshes judges' tasting equipment and refreshments

Lead Judge

- Lead judge is chosen by CCC Chair. A Show chair can recommend but may be denied. A sitting CCC members on a judging panel will always take a priority for Lead.
- Represent the ACF CCC on competition and has the authority to make final decisions that are in the best interest of the competitors and ACF.
- It is recommended that the Potential Lead Judge have a minimum of 5 years of experience as an ACF Certified Culinary Judge.
- Conducts meetings with competitors, show chair and judges prior to competition
- Inspects the competition site before the start of the competition as for proper set-up and minimum requirements
- Makes sure that proper score sheets are used
- Critiques are conducted in the most professional manner by the judging team in minimum groups of two.
- Monitors scoring consistency and execution of competition rules
- Make sure the proper professional dress code is maintained amongst competitors, judges, show chair and assistants.
- Final tally sheets are reviewed and signed off by all judges.
- Settles disputes and clarifies any and all issues needing attention
- Designs Mystery box ingredients for category F ahead of time (in conjunction with the show chair)
- Lead judge report is prepared and sent off to ACF competition administrator within 10 days.

Protocol Manager

- Reports to show chair
- Ensures VIPs/judges are supported and cared for in a proper manner
- Transportation/pick-ups
- Adequate lodging/meals
- Per diem support
- Thank-you notes (commercial sponsors of competition should receive recognition)

Marketing and Publicity Assistant

- Reports to show chair

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- Ensures details of competition are published/distributed to target audience and competitors
- Coordinates pre- and post-competition press releases

Awards and Scoring Assistant

- Reports to show chair
- Coordinates applications/registration for show participation
- Supports judges during competition
- Assigns scorekeeping assistants, starters, timekeepers
- Provides score sheets
- Tabulates and verifies scoring
- Scores should be kept confidential until the awards ceremony, so be sure to appoint someone with discretion. Also, consider the appearance of a conflict of interest when selecting the score keeper.
- Tracks awards and ensures recipients receive them in a timely manner

Phase Four – Competition Day

The day of the competition has finally arrived, and it's time to put all your plans into action! This is also the busiest day for the show chair, so here are a few things to remember:

- On-site contact for power, gas, etc.
- Score sheets are ready.
- Score keeper
- Judges' room is set.
- Awards ceremony
- Hospitality

Note: Remember that only the Culinary Competition Committee Chair has the authority to approve a competition or category. Adding categories to your competition or changing pre-approved customized categories should not happen at or during the competition. If score sheets are submitted for categories not previously approved, no CEH credits or record of participation will be recorded for those competitors.

Phase Five – Follow-up

Finishing strong is important! Compiling a post-competition package and sending it back to the national office in 30 days or less is the best way to do so.

The following items must be included in the return package:

- Judges' summary score sheets, signed by all the judges (Do not send the individual judges' score sheets. The host chapter should retain those records for three years.)
- Unused medals and certificates (Unused medals must be returned after each competition, do not hold on to for and future competitions – each competition is required to have its own medal order.)
- Competitor information sheets
- Lead judge report
- Show chair report
- Competitor and coach critique of judge's forms if any

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Judge's Letter of Commitment

Chapter Information

Chapter Name: _____ Date: _____

Chapter Address: _____

City: _____ State: _____ ZIP: _____

Dear Chapter President/Show Chair:

By this notice, I hereby confirm that I will be available to judge your culinary competition at _____
on _____.

Should an unforeseen circumstance preclude my participation, I will do my best to notify the lead judge immediately, and I will coordinate the assignment of a qualified replacement.

Sincerely,

Signature: _____ Date: _____

Judge's Information

First Name: _____ MI: ____ Last Name: _____ ACF #: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Judge's Letter of Commitment

Please include competition name and date on all correspondence

Four months prior to competition scheduled date, the following needs to be submitted:

1. Completed application must include:

- Signature of show chair and host chapter president
- Signed letter of commitment from a minimum of three ACF-certified judges

1. _____
2. _____
3. _____

- Judges Protocol Letter (*Simply states who is responsible for judges' transportation, meals, etc. It should also include an agenda, where judges will stay, stipends, etc*)
- \$400.00 Application Fee

2. After receiving all of the above, the Competition Coordinator will submit competition to Culinary Competition Committee Chair for approval and appointment of lead judge.

3. After receiving approval and lead judge appointment, the Coordinator will notify the Show Chair and e-mail the following documents:

- Competitor Information Form (must be filled out by each participant)
- Medal Pre-competition Order Form
- Competition Score Sheets
- Show Chair/Lead Judge Evaluation Form
- Competitor/Coach Critique of Judges

4. Upon approval the competition will be added to the ACF Web site and the next issue of NCR.

5. If you would like to order Medals and Certificates of Participation before your competition, please do so at least ONE month before the competition. (*Medals are not shipped until payment is received*).

- Ordered medals and certificates
- Made 50% deposit payment.

6. **After** the competition, please submit the following to the Coordinator within **one** month:

- (a) Summary Score Sheets (*include individual's name, score and award*)
- (b) Lead Judge and Show Chair Evaluation Reports
- (c) Competitor Information Forms from each competitor
- (d) Unused medals and final payment (*if balance due*)

or

- (e) Medal order and payment - medals ordered after a competition will not be sent until we receive the above (*score sheets, evaluation reports & info forms*)

Hold Harmless Agreements - Waiver of Liability/Agreement of Indemnity

Waiver of Liability and Agreement of Indemnity

Between the Competitor: _____

and Chapter/Sponsor: _____

The undersigned acknowledges that he/she has requested and made formal application for participation in the competition hosted by _____

I understand that participation in said competition will involve the use of chain saws and other articles of equipment necessary to shape and sculpt blocks of ice weighing in excess of 400 pounds. In consideration for and as a condition of being permitted to participate for any purpose in this event, each of the undersigned, for himself or herself and personal representatives, assign, heirs, and next of kin, agrees that he or she has or will have before his or her participation in the event sponsored by _____

_____ acknowledge that he/she can fully participate in all areas the competition will encompass without restriction, that he/she is fully aware of the responsibilities his or her participation will require and the dangers wherein thereto, and does further warrant that his/her participation constitutes an acknowledgment that he or she has inspected the location where the competition is to be held and the equipment to be used and that both are safe and reasonably suited for their intended purposes.

In addition, the _____ (all sponsors/host chapter) will not be responsible for theft or damage to any personal property, tools, or equipment before, during, or after the event.

Therefore, the undersigned hereby voluntarily releases, waives, discharges, and covenant's not to sue the _____ (all sponsors) _____,

its officers, directors, employees, or agents all for purposes herein referred to as Releases, from all liability to the undersigned, his personal representative, assigns, heirs, and next of kin for all loss or damage and any claim or demands therefore, on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the Releasee or otherwise, from participation in the event referred to above.

Competitor's Signature: _____ Date: _____

ACF Chapter/Sponsor's Signature: _____ Date: _____

Competition Agreement Form

American Culinary Federation Salon Competition Agreement Form

- As the Undersigned Competitor, I agree to comply with the American Culinary Federation (“ACF”) Competition Manual, and with all applicable ACF Policies and Procedures.
- I, the Undersigned Competitor, understand that all judges have been screened and selected by ACF, and that all decisions and scoring are final and cannot be changed, altered or retracted in anyway.
- By entering this competition, I hereby agree to release, discharge, and hold harmless ACF, its officers, directors, members, agents, and employees, from any claims, losses, and damages arising out of my participation in this competition and related publicity.
- As the Undersigned Competitor, I understand, as stipulated in the ACF Competition Manual, that I have a right to file a complaint if I feel an ACF-certified judge has violated any of the rules/guidelines or an ethical or unjust decision by the Judging Panel has taken place.
- I, the Undersigned Competitor, have read this entire Agreement and I fully understand that it is my responsibility to represent myself in the Official Complaint/Grievance process.
- I, the Undersigned Competitor, understand that if I have a grievance or a complaint with the Judge’s Panel I need to first seek a resolution with the Chairman of the Judges of this Culinary Salon. If a resolution is not been reached, I understand I am required follow the proper procedure:
 1. Submit an Official Complaint to the Regional Committee Competition Chair within 15 days of the conclusion of the Culinary Salon.
- I hereby grant permission to ACF, based on adequate consideration, to publish, copyright, and otherwise use for ACF’s purposes of promoting the competition, my name, likeness, image, speech, and biographical information of and related to me in any manner or medium. I acknowledge that my participation in the competition is voluntary. I also understand that I will receive no compensation from ACF for the foregoing license.
- I have carefully read this Agreement, and I understand all of its terms. I am signing voluntarily and with full knowledge of its legal consequence.

Competitor’s Signature: _____ Date: _____

Competitor’s Printed Name: _____ ACF #: _____

* ACF member ID number must be provided to receive CEHs.

Competitor/Coach Critique of Judges

Any competitor or coach may provide constructive remarks regarding the competition event by completing this critique. This is not a forum to dispute the scoring of an individual or a team. This critique is designed for valuable feedback on the performance of the judging team and will be helpful for future adjustments by the culinary competition committee.

In addition, remarks should be balanced in relation to the current guidelines and, with thoughtfulness, provide a remedial suggestion to the issue you have in question.

Your comments should be addressed to

American Culinary Federation
Attn: Competitions & Awards Coordinator
6816 Southpoint Pkwy, Ste 400
Jacksonville, FL 32216

First Name: _____ MI: ____ Last Name: _____ ACF #: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name of Show: _____ Date of Event: _____

ACF Host Chapter: _____ Show Chair: _____

Category: _____

Judging Team:

Lead Judge: _____

Floor Judge: _____

Tasting Judge: _____

Additional Judge(s): _____

Event Facility:

Were all facilities as indicated in the competition manual provided? Yes No

Was the facility available early enough for you to set up before entering the competition area? Yes No

Floor Judge

Were you checked in and your ingredients inspected? Yes No

Did the floor judge explain to you the location of your cooking area, the time to move in, and the start and finish times for your competition slot? Yes No

Did the floor judge fully evaluate the areas outlined in the manual? Yes No

During the critique, did the floor judge provide, in a courteous and informative manner, the points that he or she thought were lacking in your performance, and did the floor judge offer suggestions or remedies for this? Yes No

Lead Judge

Was the lead judge available to answer any questions you may have had before the beginning of the competition? Yes No

Did the lead judge resolve any conflicts with regard to the setup of the competition and the facilities? Yes No

Did the tasting panel assist the floor judge with some of the duties? Yes No

Was the critique attended by all the judges? Yes No

Tasting Judges

Were the individual critiques from each judge offered in a courteous and positive manner, and did the judge acknowledge the components of the meal that were good or outstanding? Yes No

Did each judge explain why he or she thought that a particular error needed adjustment and what benefit could be achieved? Yes No

Competitor/Coach Critique of Judges

Did each or any judge offer possible remedies or ideas on how to improve the dish and take it to the next level? Yes No

Did any or all of the judges offer encouragement to the teams to keep trying and improve for future competitions? Yes No

Additional Comments:

Show Chair Evaluation Report

This report is to be filed by the chair of an ACF-Certified Culinary Show within two weeks of the close of the show.

In completing the report, the chair should be thorough, specific, and helpful with comments on the performance of the host chapter, members of the judge's panel, and the national office as well.

General Information

Show Chair: _____ ACF Host Chapter: _____

Show Site/Name: _____ Show Dates: _____

Judge's Panel

(Briefly describe the work of the members of the judges panel. You may comment on their punctuality, thoroughness during the judging, and availability for critiques.)

Host Chapter

(Briefly describe the host chapter's support in the production of the show. You may make recommendations/suggestions for other chapters, particularly in areas where your chapter was successful.)

General Comments

(Add any specific comments you have regarding this show not noted elsewhere. You may also draw on specifics about this show to illustrate a suggestion you may have for ACF certified culinary shows in general.)

Signature: _____ Date: _____

Lead Judge Evaluation Report

This report is to be filed by the head of the judges' panel of an ACF-certified culinary show within two weeks of the close of the show. In completing the report, the chair should be thorough, specific, and helpful with comments on the performance of the host chapter, the show chair, and the national office.

General Information

Lead Judge: _____ ACF Host Chapter: _____

Show Site/Name: _____ Show Dates: _____

Show Administration

Briefly describe the administration of the show, i.e., how smoothly did it run? You may comment on: the condition of the site and its suitability; how orderly was setup; were all the proper forms provided to the judges' panel; and were critiques held in an orderly fashion.

Protocol

Briefly describe the host chapter's adherence to correct protocol. You may comment on: hospitality services, including transportation, accommodations, and meals; attention to reimbursement of expenses; and assistance provided during the show.

General Comments

Add any specific comments you have regarding this show not noted elsewhere. You may also draw on specifics about this show to illustrate a suggestion you may have for ACF-certified culinary shows in general.

Signature: _____ Date: _____

- Culinary Competition Application
- Judge's Letter of Commitment
- Show Chair Competition Checklist
- Waiver of Liability–Ice Carving Only
- Competitor Agreement Form
- Competitor/Coach Critique of Judges
- Show Chair Evaluation
- Lead Judge Evaluation
- Score Sheets
- Judge's Summary Score Sheet