**SAAZ Stewarding 101**

**What is a Steward??? Stewards assist judges during homebrew competitions**

**Steward Duties**

1. Make sure required materials are on assigned table: flight sheet, score sheets, flight summary sheet, pencils, bottle opener, dump bucket, water and bread
2. Retrieve beer entries on flight pull sheet
	1. Make sure all the entries are in the box given to you
	2. Remember some beer may contain sediment-treat them gently
	3. Use ice as needed to maintain proper serving temp
	4. Number the cups with a china pencil
	5. Ask the judges for preferred order to judge, *may be different than the flight pull sheet*
3. Pour beer
	1. Don't agitate bottle, it stirs up the sentiment and can make the entry hazy, discolored, etc. unless entrant or judge asks you to rouse the beer (Hefeweizen, Wit)
	2. Tip the bottle and slowly pour in the middle, about 1 inch above cup for head buildup
	3. Pour 2-3 ounce samples
4. While the judges are judging
	1. Check the score sheets
		1. Make sure every score sheet is completed entirely – judge name, rank, comments, and rating scale *(any problems return to judge for correction)*
		2. Check for math accuracy *(any problems return to judge for correction)*
		3. Comments should reflect both the attributes and flaws but must NOT be rude or snide – any concerns, mention to head judge
		4. Second round/Mini BOS do not have score sheets
	2. Complete the flight summary sheet
	3. Replenish water, bread, cups and forms as needed
	4. Drink a sample
		1. Don’t finish off the bottle in case the judges need to revisit the beer
		2. Do not make any comments or offer opinions unless asked
5. Flight Summary Sheet
	1. Judges assign medals or decide which entries to push to second round
	2. Complete paperwork
	3. Head judge and steward sign paperwork
	4. Stamp score sheets advancing to second round
	5. Give completed/signed paperwork to head judge (Matt Backus)
6. Clean up
	1. Dump beer as directed and throw out trash
	2. Replenish water, bread, cups and forms as needed
	3. Place remaining beer in designated area for sharing with flight sheet so other know what they are sampling
	4. Refrain from making comments good or bad about what was judged – you don’t want to hurt anyone’s feelings or ruin a medal surprise
7. Tips
	1. Use pencil
	2. Ask for help if needed
	3. For more information on Judging Procedure <http://www.bjcp.org/judgeprocman.php>
	4. Beer Score Sheet <http://www.bjcp.org/docs/SCP_BeerScoreSheet.pdf>
	5. Flight Summary Sheet <http://www.bjcp.org/docs/SCP_FlightSummary.pdf>