



The selection of winners at any ICS chili cook-off is extremely important. ICS sanctioned events must follow all rules and procedures outlined below. Failure to do so will result in sanction revocation.

1. VITAL VOLUNTEERS

- A. The cook-off organizer is responsible for designating a Chief Judge (CJ). The CJ is responsible for everything associated with judging and shall have the final decision on all judging matters.
- B. The organizer must also appoint a qualified person to be the Chief Scorekeeper (SK) and must ensure this person understands and follows all rules and procedures. The SK should recruit at least two additional helpers to assist with scorekeeping.
- C. No one may judge, score-keep or break ties in a category where a relative or significant other is competing. Organizers are **NOT** to be involved or present in the judging area at any time a spouses or family members of event organizers are competing.
- D. The CJ will select the remaining judges needed for the event. ICS recommends there be at least one judge for every two chili bowls or a minimum of five judges for each judging table.
- E. The judging area will also need “wranglers” (aka, people who will help with anything!). Three to five wranglers are suggested and must be completely different people from those recruited to judge or score-keep.

2. PAPERWORK

- A. ICS will **EMAIL** the organizer all ICS paperwork files including contestants’ list, judges’ roster and ballots, tally sheets and winner’s list. ICS will **MAIL** the competition cups and lids needed for the event.
- B. It is the responsibility of the organizer to use the digital files to print the adequate paperwork needed for the event. It would also be helpful to distribute the files to the appropriate person (usually the Scorekeeper) prior to the day of event.

POST-EVENT REQUIREMENTS – Winners' list and the original contestant list(s) must be returned to ICS via email within **7** days of the event or hard copies mailed to the ICS office within **10** days of the event.

3. JUDGING AREA PREPARATION

The organizer is responsible for the proper set-up of the judging area, which should be large enough to accommodate all tables needed while also positioned close to the cooking area for convenience in transporting competition cups.

Tables

- Every event should have a minimum of four tables for the following purposes: 1) Cup collection/Final Table; 2) Judging, 3) Holding of inactive cups [cups that have already been judged]; and 4) Scorekeeping.
- Any additional tables needed is determined by the largest number of contestants confirmed in any category. For categories with more than 21 contestants, ONE additional table is needed per 20 additional contestants.
- Judging tables must have enough space to place the competition cups 12 - 18 inches apart around the table

Additional Supplies:

- PALATE CLEANSERS are necessary to promote fair judging between tastings. The organizer must ensure there are palate cleansers at every judging table. We recommend flour tortillas (cut into bite-size pieces), sour cream and bottled water. Beer is prohibited in the judging area.
- DISPOSABLE SPOONS
- EMPTY CONTAINERS to collect dirty spoons

