

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