



## 2019 Organizers Guide

### **Welcome to the wonderful world of competitive steak cooking events.**

The American Competitive Steak Association (ACSA) is your go to recourse for all things competitive steak. Our goal is to provide the best experiences possible for teams, judges and the public to enjoy all the wonders that competitive cooking competitions can be.

#### **What is the ACSA?**

American Competitive Steak Association (ACSA) sanctions grilling competitions across the U.S. and promotes steak.

#### **Why do I want to organize an ACSA Sanctioned event?**

An ACSA sanctioned event is a great way to make money for your nonprofit or yourself while enjoying the comradery and fellowship that go along with competitive food cooking contests. It is also a great way to bring awareness to your organization, city, town, and just about any other cause you want to bring attention to. All while helping to promote Steak.

#### **How does ACSA sanction a STEAK competition?**

ACSA provides trained representatives along with a standardized set of rules for each contest. We also provide access to specially trained certified judges.

#### **How does someone become an ACSA member?**

Anyone can sign up online at [www.acsa.us](http://www.acsa.us) to become a member. Members enjoy numerous discounts and special offers. First year of membership is free then \$35 per individual annually.

#### **How does someone become an ACSA Certified Judge?**

Anyone can attend one of the official judging classes conducted by ACSA each year throughout the country. A list of classes can be found on the ACSA website [www.acsa.us](http://www.acsa.us).

#### **What types of food competitions does ACSA sanction?**

ACSA sanctioned events feature ribeye steaks as the main category and can include any additional category of your choice.

#### **What are my upfront costs?**

Your only upfront cost to the ACSA is the \$250.00 sanctioning fee. The per team fee and any fees for the ancillary categories and other expenses will not be due until after the event.

#### **What about the Steak?**

USDA Choice Ribeye steaks 1¼" in thickness are the official steak of the ACSA.

#### **Where is the ACSA located?**

The ACSA headquarters is located at: P.O. Box 16955 Columbus, OH 43216.



### **A sanctioned contest offers the organizer:**

- Backing of a reputable organization with years of experience in the competitive food arena
- Support staff that works to stay on top of the current trends
- Support structure of other organizers and members
- Your event listed on the ACSA website
- Defined set of standardize rules
- Judging plates and slips
- Official scoring program of the ACSA
- Two ACSA representatives to oversee the contest (organizer is responsible for Representative travel, lodging and meal expenses)

Generally, an ACSA sanctioned event runs more smoothly, has more integrity with the teams, and has a higher success rate. Sanctioning alone cannot guarantee the number of teams competing or the success of your event.

### **ACSA Timelines:**

#### **Mandatory**

- Turn-ins are 30 minutes apart
  - Ex: 4:00 PM Steak; 4:30 PM Bacon; 5:00 PM Pizza; 5:30 PM Kids-contest
- Turn in window will be from 5 minutes before the turn-in time to 5 minutes after the turn-in time
  - Ex: 5pm turn-in for steak = turn-in window open from 4:55:00 to 5:04:59
- There **MUST** be a minimum of a 2 hour time span from cooks meeting until steak turn-in

#### **Organizers Choice**

- Cooks meeting, event start times, and awards timelines are recommendations.



## **Types of cooking events:**

### **Friday Night Express events:**

Pair the sanctioned steak cooking event with any BBQ contest or other events you may have happening over the weekend. Teams are already onsite for your BBQ contest and can enjoy additional bragging rights and start the friendly competitive spirit early with a quick and easy steak competition on Friday. The Friday night event does not have to be done in conjunction with any other events and can be done as a standalone steak competition.

#### **Typical timeline for a Friday event is:**

- 4:00 pm — Steak Cooks meeting
- 6:00 pm — Judge Registration
- 6:15 pm — Judges Meeting
- 6:45 pm — seated, ready for turn-ins
- 7:00 pm — Steak Turn-In
- 8:00 pm—Awards

### **Full day steak events:**

These action packed events have the best of everything. Add 2 or 3 ancillary categories to your steak competition and have a full day of food and fun! These events are great do to on Saturday's, either make a full festival out of it or keep it a day of competitive cooking, you are sure to have a great day of events.

#### **Typical timeline for a Saturday steak event is:**

- 8:00 AM - 10:00 AM - Team arrivals
- 10:00 AM - Cooks Meeting
- 1:00 PM - 1:30 pm — Judges Registration
- 1:30 PM - Judges Meeting
- 2:00 PM - Seated, ready for turn-ins
- 2:00 PM - Steak Turn-in
- 2:30 PM - Ancillary 1 Turn-in
- 3:00 PM - Ancillary 2 Turn-in
- 4:00 PM - Awards



### **Full day steak & BBQ events:**

These great events have the best of both BBQ competitions and Steak competitions all in one day. This way you can have your steak event sanctioned by the ACSA and your BBQ event sanctioned by another organization.

### **Typical timeline for a Saturday steak & BBQ event is:**

#### Friday:

6:00 PM BBQ Team Meeting  
6:20 PM Steak Team Meeting

#### Saturday:

12:00 PM Chicken turn-in  
12:30 PM Ribs turn-in  
1:00 PM Pork butt turn-in  
1:30 PM Brisket turn-in  
2:00 PM - Short break -  
2:30 PM Steak Judges Meeting  
3:00 PM Steak Turn-in  
3:30 PM Steak Ancillary Turn-in

You may also see Judging classes held on Saturdays in conjunction with steak competitions, that timeline is generally:

11:30 AM - 12:00 PM - ACSA Judge Class Registration  
12:00 PM - 1:00 PM - Judging class

### **Backyard steak events:**

Get all the excitement of a standard ACSA event in a package that is tailored to backyard cooks.

Typical timeline will be the same as any of the standard event timelines

The difference with a backyard event:

- Only 1 steak given to competing teams
- Reduced sanctioning fee
- All other ACSA rules apply

### **Ancillary categories:**

By adding a few Ancillary categories you give the teams additional things to cook during the day and more chances to be recognized and win prize money. Ancillary categories are a great way to include all of the cook's family in the spirit of the event. Ancillaries also allow promoters to attract new sponsors to supply, donate or highlight their product in a category.

Ancillary categories include but are not limited to: Appetizers, Bacon, Burgers/Sliders, Chicken, Desserts, Kids Cook-off, One Bite Challenge, Pizza, Pork, Ribs, Sausage, Tacos, Wings and most any other food category you can think of.



### **ACSA sanctioning fees**

The ACSA sanction fee is \$250 per event. There is also a \$7 per team fee. Ancillary categories are \$25.00 each.

Team fee and ancillary categories paid at end of event.

### **Additional organizer contest expenses:**

- ACSA Representatives (reps)
  - Each rep is paid \$75.00 plus the cost of travel to & from the event (mileage is set at current government mandated rate)
  - 2 reps required for events up to 51 teams, 3 required for 51 to 75 teams and 4 reps required for events 76 teams and over.
  - The ACSA will use the reps that are closest to your event to cut down on costs.
- USDA Choice Ribeye steaks for the competition
  - 2 steaks are required per team competing plus an additional 3 steaks for teams to select from.
    - Backyard events require only 1 steak per team
  - Steaks are 1 1/4" USDA Choice boneless ribeye's
- 7" Silver disks for bottom of turn-in boxes (can be purchased from Gordon Food Service – GFS (Item Number: 195260 )
  - 1 per steak team plus a few extra
- Disposable cutting boards for steak cutters during judging (7" x 11" can be purchased from [smokymountainmokers.com](http://smokymountainmokers.com))
  - 1 per steak purchased for competition
- Plate or container for teams to put raw steaks into during steak selection process
- Prize money for competitors
  - Prize money amount is the sold decision of the organizer.
- Trophies for competitors
  - We find that teams appreciate trophies, plaques or ribbons for the top 5 to 10 places at an event.
- Fees for ancillary contests (Optional)
- 9x9 Styrofoam trays (extras for leftovers, if appropriate)
  - Minimum 1 box per team per event category
- Pencils / pens
  - enough for all judges
- Bottled Water
  - 2 per judge is a good rule of thumb
- Paper Towels or Napkins
- Forks for serving judges
  - 1 per turn-in box
- Crackers-non salted
  - 1 box per table of judges
- Trash receptacles with extra bags
- Latex/Vinyl Gloves
- Any fees associated with venue and staff
- There may be additional expenses for unforeseen items



## **Sanctioning selection of contest dates for next season**

**New Contest:** ACSA will consider the request given the existing contests. For best results we recommend a contest be sanctioned at least 100 days prior to the event. Should the date requested be in conflict with the "presumed returning contest" then sanctioning shall not be granted. If an existing contest has not submitted their application with their sanctioning fee prior to December 1<sup>st</sup> the request will be considered without taking the previously sanctioned competition into consideration (see existing contest guidelines below). If the new contest applies during the previous year of their contest and there is a scheduling conflict with an existing contest sanctioning will not be decided until after the December 1<sup>st</sup> deadline for application submission for the existing contest. (See existing contest guidelines below). This policy is not intended to change any of the policy concerning, saturation and density of cooks when considering contests in a geographical area.

If this is the first time the contest is to be sanctioned by ACSA, I agree to attend and work a contest prior to the contest listed below, and to provide ACSA with an "Organizer in training form" signed by the Contest Official/Rep a minimum of 30 days prior to the contest and/or write a detail contest plan to be submitted to and approved by the ACSA Advisory Board.

**Existing contest:** ACSA will presume that all existing contests will sanction the same weekend again next year, as the date they held this year. ACSA will hold this date as a protected date until December 1<sup>st</sup> of each year. It shall be the obligation of the organizer to send in an application for sanctioning with the appropriate fee by December 1st, in order to hold these dates, for the next season. Should an organizer not send in sanctioning by December 1st, then when the sanctioning is received, the contest will be reviewed as a first-time contest which may or may not be approved, based upon the contest sanctioning policy of ACSA.



## Official Event Sanctioning Request Form

Please complete and return this application along with \$250.00 sanctioning fee to:  
The American Competitive Steak Association

This information will be used to process your sanctioning request. All new events must be approved by the ACSA. Once we receive your completed application and the sanctioning deposit (*amount below*), we will email confirmation that application has been received and is being processed.

Contest Name: \_\_\_\_\_

Event address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Steak Contest Date: \_\_\_\_\_

Is this a new steak contest? \_\_\_ YES \_\_\_ NO

Is this a Backyard steak contest? \_\_\_ YES \_\_\_ NO

Organizer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ Email \_\_\_\_\_

Event held in conjunction with \_\_\_\_\_

Categories (check those that apply)

|                          |                         |                          |                    |                          |         |
|--------------------------|-------------------------|--------------------------|--------------------|--------------------------|---------|
| <input type="checkbox"/> | Ribeye Steak (Required) | <input type="checkbox"/> | Desserts           | <input type="checkbox"/> | Ribs    |
| <input type="checkbox"/> | Appetizers              | <input type="checkbox"/> | Kids Cook-off      | <input type="checkbox"/> | Sausage |
| <input type="checkbox"/> | Bacon                   | <input type="checkbox"/> | One Bite Challenge | <input type="checkbox"/> | Tacos   |
| <input type="checkbox"/> | Burgers/Sliders         | <input type="checkbox"/> | Pizza              | <input type="checkbox"/> | Wings   |
| <input type="checkbox"/> | Chicken                 | <input type="checkbox"/> | Pork               | <input type="checkbox"/> | Other:  |
| <input type="checkbox"/> | Other:                  | <input type="checkbox"/> | Other:             | <input type="checkbox"/> | Other:  |

### Sanctioning Fee

- Standard events: \$250.00
- Backyard Events: \$150.00

### **Additional ACSA fees: (fees paid at completion of event)**

- \$7 per competitive team
- Ancillary Category's - \$25 each



### Event Judging

ACSA manages the judging process during the event using certified judges when possible. ACSA will offer judging spots to certified judges first and if there is not enough certified judges, the organizer may use the spots as rewards for sponsors or community partners.

### Certified Judges Class information:

- \_\_\_\_\_ Yes, we would like to host an ACSA Certified Judges Class. (ACSA can hold a certified judges class at your event, usually the day before to help you get all certified judges for the event. There is no cost for the organizer to host the class as attendees pay a fee to participate. A minimum of 10 participants are required to hold the class.
- \_\_\_\_\_ No, we choose not to have a Certified Judges Class at our event.

**Please read each of the following conditions carefully as you agree to comply with them to host a sanctioned competition**

### ORGANIZER RESPONSIBILITIES

1. I agree to provide a location for awards ceremony and a sound system or PA if possible.
2. I agree to provide specific area for Judging with electricity
  - i. Tables and chairs for judges, reps and turn-ins
  - ii. NO RED TENTS (It is impossible to judge doneness in a red tent)
  - iii. Events must have good lighting (Lighting is important to judging the doneness of steaks)
  - iv. An enclosed building is preferred
3. Provide 3-4 volunteers to assist in judging area (Important)
4. Contest payout amounts must be communicated to ACSA 60 days prior to event
5. Organizer assumes all responsibility for paying guaranteed payouts. ACSA is not responsible for prize payouts. A list of all prize monies and a letter guaranteeing payment of said money must be submitted 60 days PRIOR to your event.
6. Organizer will carry insurance policy for the event in the amount of \$1 million dollars with ACSA listed as an additional covered entity by the policy for that specific cook-off. Must be submitted 60 days prior to event or ACSA reserves the right not to sanction the event & sanctioning fees will be forfeited to ACSA.
7. Winner of any ACSA event receives an invitation to ACSA Steak Championship.
8. Provide A 10 x 20 space near the judging area for ACSA merchandise vending tent and sponsors, if requested.
9. Provide steaks for the cook-off
  - i. Steak should be 1-1/4" boneless choice ribeye steaks
  - ii. Provide 2 steaks per team
    - a. Backyard events: 1 steak per team
  - iii. Must provide an extra 3 steaks to be available for the steak selection
10. Pay Contest Representative's expenses (mileage & hotel if necessary) and a \$75 fee per rep for their time and services.
  - i. Mileage is figured at current government mandated rate.
  - ii. We will try to use the Contest Representative that is closest to your event.
  - iii. Payment must be made to Contest Representative on the day of the event.



- iv. 2 reps required for events up to 51 teams, 3 required for 51 to 75 teams and 4 reps required for events 76 teams and over.
- 11. Use ACSA logos on advertising materials for the event.
- 12. ACSA does not guarantee the profitability of any event, by agreeing to provide sanctioning. Sanctioning does not guarantee the number of teams that will participate in the event.
- 13. Give payment for \$7 per team and \$25.00 per ancillary category fee to ACSA to the Contest Representative at the close of the event.
- 14. In the event of cancellation by the contest organizer, all previously paid expenses shall be non-refundable. The contest organizer will also reimburse the ACSA Representative(s) any prepaid expenses incurred by them which cannot be recouped.
- 15. The head cook of a team must be 16 years old to compete in Cook-Off, for Kids Cook-off a legal guardian for the youth must be present during the event.
- 16. Organizer is responsible for recruiting all judges and teams
  - a. See "ACSA Organizers Worksheet" for information on numbers of judges needed for contest and number of steaks needed to supply to teams.
- 17. Provide all supplies required to host the SCSA event ( list will be provided as part of your event toolkit)

**ACSA right to Merchandise and Promote Sponsors: ACSA reserves the right to display, promote and sell, ACSA products and services and that of its national sponsors at sanctioned contests. Organizer agrees to provide a space in a highly accessible area, either in the cook area or near the judging area, where ACSA may place its official merchandising tent and promote, display and sell ACSA products and that of its national sponsor. The Organizer agrees to provide free of charge a space up to 20x20 for this purpose if requested.**

**Release of Liability**

All American Competitive Steak Association (ACSA) events and rules will be enforced and the decision of the ACSA Representative is final. This event is sanctioned by American Competitive Steak Association (ACSA). In consideration of the acceptance of the right to participate; entrants, participants, and spectators release and discharge the American Competitive Steak Association (ACSA) all its directors, officers, employees, sponsors, agents, representatives from any known and unknown damages, injuries, losses, judgments, and/or claims from any cause whatsoever that may be suffered by any entrant, participant, or spectator to their person or property. Further, each entrant expressly agrees to indemnify all the foregoing entities, firms, persons and bodies of any form from all liability occasioned from the conduct of any entrant, participant or spectator. I agree to follow the directions of the event organizers and that any misconduct or refusal by me to follow any direction of the organizer can result in the disqualification and cancelation of my participation in the activities and my immediate removal from the grounds where these activities are occurring. I understand that any such non-compliance may result in injury, death and/or permanent disability as a result of my failure to comply. Any and all media taken by the ACSA related to any participant, spectator, etc. becomes the property of the American Competitive Steak Association and can be used in future promotion of ACSA events.

I/We agree to the Organizers Responsibility and the Release of Liability. Form must be notarized to be processed.

Date: \_\_\_\_\_

Name of Organization/Event: \_\_\_\_\_

Name of contest Organizer (Printed) \_\_\_\_\_

Contest Organizer Signature: \_\_\_\_\_



***Mail Pages 7, 8 and 9 along with  
sanctioning fee to:***

The American Competitive Steak Association  
P.O. Box 16955  
Columbus, OH 43216  
Questions: [info@ACSA.org](mailto:info@ACSA.org)

Please note that all contest organizers must submit 60 days  
PRIOR to contest

1. A list of all prize monies and a letter guaranteeing payment of said money.
2. A Certificate of Insurance with ACSA named as also covered by the policy with a minimum of \$1M/\$2M