



Presented by the Chapman University Alumni Association

Saturday, October 7, 2017

4-6 p.m.

(teams must arrive by 2 p.m. for check-in and set-up)

Aitken Arts Plaza

(in front of Musco Center for the Arts, Chapman University)

2017 Chapman University Chili Cook-Off Rules, Regulations and Timeline

The Chili Cook-off Committee is already hard at work planning for the 8th annual Chapman Chili Cook-Off. Here is all the information you will need to get your team registered and organized.

The official team registration link will be available beginning in mid-July. You may call our offices and confirm your participation prior to official registration, but you are not officially registered until the online registration is completed.

Remember that the Chili Cook-off space is limited to only 15 teams!

Please check the Chapman University Homecoming website frequently for updated information about this great event and answers to all of your burning Homecoming questions!

All contestants must abide by the rules and regulations set forth by the Chapman University Chili Cook-Off (CUCCO) and Chapman University.

REGISTRATION

Contestants must submit the following with their application:

- Official CUCCO Registration Application must be completed online by **September 22, 2017**.
- Submit a \$100 deposit by check, credit card or budget transfer by September 22, 2017. You may call our office to provide a CC number for the deposit. Your deposit will be held (not charged or deposited) until after the conclusion of the Chili Cook-Off and will be shredded after the completion of the event.
- Your deposit will be **forfeited** if your team is a no show at the cook-off.
- Once registered, there are no cancellations or refunds.
- There will be no refunds due to inclement weather.

TEAM REGISTRATION WAITLIST

The Chili Cook-Off is limited to a total of 15 teams due to space considerations. Teams will be registered on a first come, first served basis. If you are unable to register online, the teams have reached the 15 team maximum. You are welcome to contact Andi Doddridge at doddridg@chapman.edu to be placed on a waiting list. You will be notified as soon as possible if space becomes available.

INQUIRIES

For further information or inquiries, please contact:

Karlie Harstad, Chili Cook-off Co-Chair

Karlie.harstad@gmail.com

Kelly Hart, Chili Cook-off Co-Chair

Hart130@mail.chapman.edu

Andi Doddridge, Asst. Director, Events and Programs

714- 744-7679 | doddridg@chapman.edu

CHILI COOK- OFF GUIDELINES & FAQS

The CUCCO is not sanctioned or sponsored by the International Chili Society (ICS), the Chili Appreciation Society International (CASI), or any other chili cook-off organization.

CHILI QUANTITIES

Teams are asked to prepare a minimum of **5 gallons (20 quarts)** of chili for the Cook-Off. Please ensure that your booth can adequately provide samples throughout the duration of the event. Samples will be served in 3.25 oz. sampling cups and spoons provided by CUCCO.

BOOTH

- You will receive your booth location upon arrival at the cook-off. These are assigned the day of the event in no particular order.
- Each team must provide signage listing all ingredients in their chili entry. This must be viewable to all tasters on a poster board no smaller than 8 ½ x11".
- Each booth will be provided with (2) 6 ft. tables covered with a protective white vinyl table cover.
- **Your re-heating area (with your heating source) must be located at the rear of the booth structure.**
- The booth structure may not be altered or damaged in any way.
- **All themed decorations must be kept to the front of the booth- 10 feet from any open propane-fueled flame used for heating the chili.** You may attach a hanging banner with your team name on the front of your booth. **Booth décor materials must consist only of FIRE RETARDANT materials.** (These are the Fire Department rules and can be enforced without warning. Please keep everything fire safe and most importantly, safely AWAY from any heating source.)
- Since the CUCCO is a family event, booth decorations, themes, handouts, materials, and team uniforms/attire must be in good taste. Lewd or obscene themes are prohibited. Offenders will be disqualified, asked to leave the event immediately and will forfeit their deposit. Determination of what constitutes lewd or obscene material will remain with the sole judgment of the CUCCO official(s).
- Signage for the booth is the team's responsibility. Vinyl or paper signs may be hung at the front top of the booth. Booths are 10' x 10', with a tent roof and are open on four sides.
- All decorations must be removed by the team at the conclusion of the event. Items left behind will be destroyed.
- You may pick-up your People's Choice Ballot Box at Elliott Alumni House, 204 N. Olive, Orange, CA 92866 between **September 25 and October 4** in order to decorate the box to enhance your team's theme. All boxes must be returned to the Judging committee by 3:00 p.m., October 7. All ballot boxes will remain in the care of the judging committee for the remainder of the cook-off event and will be located at the front of the judges tables.

CHILI INGREDIENTS

The use of commercial ground chili powder is allowed, however complete commercial chili mixes such as “just add meat” mixes that contain pre-measured spices and/or “store-bought/canned” chilies are NOT permitted. Teams are invited to submit their best tasting chili using only safe and edible ingredients. Beans, rice, and pasta may be included as ingredients.

- **Each team must provide clear signage with a list of all ingredients contained in their chili entry.**

COOKING THE CHILI

- Chili must be cooked thoroughly **PRIOR** to the start of the event. **Teams are not permitted to cook on site.**
- Sterno/chafing dishes or propane heating units **ONLY** can be used to reheat and maintain serving temperature at the event. Teams are responsible for providing their own re-heating elements. **There are no electrical outlets on site. EACH TEAM MUST PROVIDE THEIR OWN HEATING ELEMENTS/SYSTEM.**
- All chili must reach proper food temperatures as outlined in *Attachment I – Health Care Agency Food Handling Guidelines* prior to serving to the public.

CHILI COOKING/HEATING EQUIPMENT

Teams are responsible for supplying all of their own equipment, including:

- a working food thermometer
 - propane cook stoves or sterno fuel/chafing dishes
 - serving utensils (long handled but small bowled ladles), pots, etc.
 - plastic gloves for food servers
 - hot pads, small hand towels,
 - a flat dish or basket to hold clean tasting spoons and
 - any other kitchen equipment needed
- **No butane heating elements are allowed at the event (NO EXCEPTIONS).**
 - **No ELECTRIC heating elements (crockpots or hot plates) are allowed.** There are no electrical outlets available at the cook-off site location.
 - The CUCCO will provide each team with:
 - canopy/booth enclosure
 - 2 tables with plastic covers
 - tasting cups, spoons and napkins
 - a ticket box for People’s choice tickets
 - a fire extinguisher
 - a bottle of hand sanitizer.

Hand washing stations will be available.

SANITATION

- Each team is expected to utilize safe and clean stoves and other equipment to heat their chili and maintain cleanliness of their booth.
- Frequent hand washing and sanitizing is encouraged for all food workers and servers. Hand sanitizer will be provided to each team. Additionally, there are hand washing stations located throughout the cook-off area.
- The cooking area must be maintained in a manner consistent with a safe and clean working environment.
- All teams are responsible for heating their chili in accordance with proper sanitation procedures according to the Attachment I “Recommended Food Handling Guidelines.”

TICKETS

Each team shall have at least one designated ticket taker who will be responsible for marking/crossing out the consumer/taster’s ticket for the corresponding taste of chili provided to the consumer. No free tastes of chili to consumers without tickets shall be allowed.

ONE CHILI PER TEAM

- Each team is responsible for preparing a minimum of 5 gallons (20 quarts) of chili which will be used for the tasting event. Remember that prepping more chili gives an opportunity to elicit more people's choice votes! Teams wishing to compete in the People's Choice Chili competition are encouraged to provide larger quantities of chili in order to serve more patrons.
- One sample of approximately 16 oz. will be submitted in one judging cup (supplied by CUCCO) from each team's chili entry. No more than one judging sample may be taken from any one team.
- The remainder of the chili will be served to our Chili Cook-Off patrons.
- The People's Choice tickets will be collected until 6:00 p.m., regardless if teams have exhausted their supply of chili.

PROTECT THE JUDGING CUP

The judging cups will be distributed at the required Cooks Meeting at 3:00 p.m. Once judging cups have been issued, each team is responsible for their judging cup. Teams must not remove or tamper with the numbers on the outside of the cups. Any marked or altered cup must be replaced prior to submission or it will be disqualified.

CHILI SUBMISSION

Chili will be submitted to the judges between 4:00 and 4:45 p.m. Your judging cup must be filled 3/4 full or to the level designated at the cooks' meeting. **Do not bring your sample to the judging area.** A CUCCO representative will collect your judge's cup and provide your sample to the judges.

PENALTIES

Failure to comply with the CUCCO Rules & Regulations is subject to disqualification of that entry with no refund of the registration fee. The decision of the official(s) is final. In case of disqualification, the official monitoring the cook-off must immediately notify the team and give a reason for the disqualification.

CLEANUP

Each team is responsible for its own cleanup. This includes trash removal from the booth into the trash cans provided by the CUCCO at the end of the event. Do not store any equipment onsite or adjacent for later pick-up. Your items will be thrown away if left behind.

- The only items remaining in your booth at the end of the event should be the tables, fire extinguisher and canopy/ tent provided by the CUCCO.

RULES & REGULATIONS

1. **Contestants/Teams may not sell additional food or beverages at the event.** All chili tastes must be purchased with a tasting ticket supplied by the CUCCO. The CUCCO will provide each team with tasting cups and spoons for serving their chili product to the attendees.
2. **Chili must be re-heated by Propane or Sterno heating elements only.** There are no electrical outlets available. No butane fuel is allowed. Be sure to know the difference between butane and propane.
3. Please note that the City of Orange and/or the Orange County Health Department has the right, per state regulation, to inspect all areas for proper food handling and preparation to ensure everything meets California Health and Safety Code. In order to comply with the OCHD regulations, every cooking team must follow all the requirements as outlined in *Attachment I – Health Care Agency Food Handling Guidelines*.
4. The CUCCO committee is issued a food service permit by the County of Orange. You will NOT be charged an additional licensing fee, but you must meet all health codes. Please read and follow basic sanitation rules. It is recommended that your team members working in your booth wear plastic gloves at all times or sanitize hands frequently with the hand sanitizer, as well as keep their hair tied back while inside the cooking and serving area.
5. **Signage listing all ingredients of chili entry must be clearly visible to all tasters.**
6. **NO CHILDREN UNDER THE AGE OF 18 ARE ALLOWED INSIDE THE COOKING AREA.** Children must be supervised at all times and may not enter any cooking booth for any reason. Please plan for supervision of your children OUTSIDE of the Chili cook-off booths.
7. All booth staffers MUST wear an official badge issued at the Captain's meeting. A total of 10 badges will be distributed to each team. You may substitute team members in and out of your booth, but be sure to transfer the badges to the new volunteer before he or she enters the booth cooking area. Volunteers should wash their hands before entering to cook or serve the chili.
8. Event attendees, including team participants, are prohibited from bringing any outside alcoholic beverages to the event. Doing so is a violation of Chapman University policy. **NO OUTSIDE ALCOHOLIC BEVERAGES.** All alcohol must be purchased and consumed in the officially designated Beer Garden areas ONLY. Commercial or homemade Beer may be added to the chili as an ingredient, but it MAY NOT be served to the public or consumed by the booth staff.
9. Contestants are required to conduct themselves appropriately to ensure that everyone enjoys the event.
10. FINALLY—please keep in mind the following words of wisdom: The CUCCO is an amateur chili cooking competition. **Remember that this competition is more about PRIDE than a PRIZE.** Participants are invited to submit their best tasting chili using only safe and edible ingredients. This may include beans, veggies, rice and/or pastas in the mix. The contest is meant to foster the Chapman Spirit for our campus partners, students, parents, alumni, and friends.
11. Please note all Rules & Regulations are subject to change by the CUCCO Chair and/or CUCCO Committee. Team captains will be notified of any changes.

CHILI COOK-OFF TIMELINE

2:00 p.m.: Decorations & Booth Set-Up

Pre-registered teams must arrive to set-up and decorate their booth and bring their People's Choice ballot box. Please establish your heating element before setting up any décor. Keep all decorations at least 10 feet away from any heating element. Fire Chief Mark Davis must first inspect and give your team authorization to begin heating your chili product. If modifications are required (décor too close, improper heating equipment, etc.), you'll be advised immediately by the Fire Captain.

2:30 p.m.: Safety Inspection

Your booth's propane connection and/or chafing dishes with sterno fuel must be ready for inspection by Fire Safety Chief Mark Davis no later than 2:30 p.m. Propane camping stoves or small propane heaters are highly recommended for the fastest reheating of chili. Captain Davis will be checking to make sure that all flammable materials are at least 10 (ten) feet from any heating element. Keep this in mind when decorating your booth. You will not be able to begin to heat your chili until your booth has been inspected and cleared by Fire Safety.

- There are no electrical outlets available for crock pots or similar equipment.

3:00 p.m.: Team captain or team representative is required to attend the Pre-Event Information Session to discuss Rules & Regulations and any changes/addendums to the event. Your team will be issued a judging cup and your People's Choice ballot box(if you have not already received it) at this time, so it's important to be present.

- Tasting cups and spoons will be distributed to each team. We do not provide a container for the spoons so please bring one. A flat basket or platter will work well to keep these supplies together for tasters.

4:00 p.m.: Welcome remarks from our CUCCO committee Co-Chairmen and introduction of judges followed by chili sampling. Chili must be heated and ready to serve at this time.

4:00 – 4:45 p.m.: Judging Cups will be collected by a CUCCO committee member or runner and presented to the judging area.

4:00 – 5:55 p.m.: People's Choice voting: Votes are to be placed in designated boxes at the front stage near the judges. Last call for People's Choice award will be at 5:55 p.m.

4:00 – 5:30 p.m.: Best Decorated/Most Spirited Booth--judging takes place.

6:00 p.m.: Tally begins for People's Choice Award

6:15 p.m.: Award Announcements

- Best Spirit/ Decorated Booth and Team (2015- Rinker Campus, School of Pharmacy)
- People's Choice Award presentation- the perpetual silver spook (2015- Alumni team "Mugs n Jugs")
- Grand Champion Chili Team Winners and presentation of the perpetual trophy (Alumni Red Bowl of Courage)

6:00 – 6:45 p.m.: Clean-up of Chili booths and Aitken Arts Plaza area.

AWARD CATEGORIES

GRAND CHAMPION CHILI

During the event, each team will be asked to provide one sample of their chili for the judges. The judges will be asked to select the best tasting chili from all the entries. Each chili will be judged based on the following criteria on a 5 point scale:

1. **Color** - Chili should look appetizing. A reddish brown appearance is generally traditional and expected.
2. **Aroma** - Chili should smell good. This also indicates what is in store when you taste it.
3. **Consistency** - Chili must have a good ratio between sauce and meat. It should not be dry, watery, grainy, lumpy, or greasy. Vegetarian chili (no meat) is also acceptable for entry, and will not be judged on meat content or lack thereof, but rather on overall flavor.
4. **Taste** - Taste, above all else, is the most important factor. The taste should consist of the combination of the meat, spices, etc. with no particular dominant ingredient.
5. **Aftertaste** - The aftertaste, or bite, is the heat created by the various types of spices and/or peppers. (*Note: HEAT is not a grading scale factor*)

PEOPLE'S CHOICE AWARD

- You may pick up your People's Choice ballot box early at the Elliott Alumni House between 8:30a.m.-4:00 p.m., Monday through Friday, September 25-October 4. You may decorate your box to compliment your team theme. Only one box will be issued per team.
- Your decorated ballot box must be brought to the base of the judging area no later than 3:30 p.m.
- Patrons will purchase tasting tickets on-site at central locations and through the on-line registration for the Chapman Family Homecoming Celebration. With each purchase of five (5) tastings, the taster will also receive one (1) People's Choice Award Ticket.
- Each Chili team booth will have a designated box or receptacle in which People's Choice Tickets can be submitted. All People's Choice Voting tickets must be in the boxes and submitted on the stage by 5:55 p.m. The chili booth with the most People's Choice Award tickets (only) will be awarded this award.
- The People's Choice tickets provided by the Chapman Chili Cook-Off (CUCCO) ONLY will be counted. No other tickets/ballots will be counted in the determination of the People's Choice Award.

BEST SPIRITED / DECORATED BOOTH AND TEAM:

The team that best exemplifies the spirit of the CUCCO event will be awarded the Best Spirited Team Award. To get the competitive juices flowing, each team will be asked to decorate their booth in a manner that showcases their team spirit and creativity. The team with the best team name and theme, booth design, and decorations, as selected by the designated spirit judges, will receive this award. Lewd or obscene themes are prohibited.

ATTACHMENT I

COUNTY OF ORANGE: RECOMMENDED FOOD HANDLING GUIDELINES

FOOD HANDLERS

- Wear clean clothing.
- Wash hands before handling food and at frequent intervals. Hand washing stations provided in back of the Attallah Piazza.
- Wear hat, cap, or some type of hair covering.
- Do not smoke in food booths.
- If you are ill or have sores on your hands, **DO NOT** handle food.

REFRIGERATION-COLD FOODS

- Refrigeration: dry ice or ice may be used.
- Meats, hamburger patties, sauces, cream pastries, wieners, sausages, milk and other readily perishable foods require refrigeration to 41°F or below to prevent the growth of pathogenic bacteria or the production of toxins. --- VERY IMPORTANT!
- Foods should not be kept out at room temperature in your booths if they require refrigeration.
- Thaw all frozen foods by placing them in a refrigerator, or by use of ice or dry ice. You may need 24 to 30 hours in advance to thaw food in this manner.

HOT FOODS

- Keep foods being served hot at 135°F or above to prevent the growth of pathogenic bacteria or the production of toxins. Propane heaters and Sterno heat are approved. Propane tank connections must be checked by Fire Authority prior to usage.
- Foods kept in warmers or similar devices should be heated quickly.
- All hot foods left over from the previous day should not be reused.

FOOD PROTECTION

- All open food should be protected from contamination by the public and the food booth workers.
- Keep foods covered as much as possible to protect all open foods from flies, dust, insects, and the public. Screening of booths is recommended.
- All food, food containers, and utensils should be kept a minimum of six (6) inches above the floor.
- Handle foods as little as possible. Use utensils (i.e., tongs, scoops, etc.).

UTENSILS

- Use only clean utensils.
- Use only single-use, throw-away spoons, forks, cups, etc. for serving guests (provided by CUCOO).
- Do not use galvanized or enamelware storage containers for acidic foods or juices.
- A **FOOD THERMOMETER** is required in each food booth.

INSECTICIDES

- Do not store any poisonous substances such as insecticides near foods.

CONDIMENTS

- If used, individual packages, squeeze, pour or pump-type containers are to be used.