

**GEORGIA FOOD
INDUSTRY
ASSOCIATION**

**2016 BEST BAGGER
CONTEST INFORMATION
MANUAL**

**OMNI ORLANDO
CHAMPIONSGATE**

**INTERNATIONAL
BALLROOM**

**ORLANDO, FLORIDA
JULY 14, 2016 8:15 P.M.**



INTRODUCTION

The proper bagging of groceries is an important part of the operation of a successful retail grocery business. The Georgia Food Industry Association, in cooperation with wholesalers and retailers, endeavors to help grocers recognize this important customer service by conducting an annual state “Best Bagger” Contest.

This brochure should provide you with the information necessary for you to conduct your own contest. Any questions regarding this contest should be directed to the Georgia Food Industry Association office at (770) 438-7744.



COME JOIN US AT OUR 2016 CONVENTION!

July 14—July 16, 2016

Omni Orlando

Championsgate

Orlando, Florida

***Sponsored By: Bunzl, Western Union and
the Georgia Food Industry
Education Foundation***

BENEFITS FROM PARTICIPATION IN THE “BEST BAGGER” CONTEST

Advantages to Retailers

- Ensures that the most qualified individual is selected to represent your company.
- Increases employee motivation and builds “team spirit” for the competition.
- Highlights customer service by showing customers the importance placed on the proper bagging of their groceries.
- Provides recognition of outstanding employees.

Advantages to Wholesalers

- Supports your retailers’ efforts to acknowledge good service.
- Encourages youth to consider a career in the food industry by promoting positive experiences.
- Increases your visibility at state conventions.
- Increases your retailers’ active involvement in your association’s programs.

Advantages to Contestants

- Awards winner with a \$2,000 scholarship from The Georgia Food Industry Association Education Foundation
- Trip to Las Vegas, NV in February to compete in the National Best Bagger Competition
- Second place receives \$1,000
- Third place receives \$500
- All other participants receive \$250

2016 “BEST BAGGER” STATE CONTEST REQUIREMENTS

Who Can Enter The Contest?

GFIA will accept one contestant from each retail member for the 2016 “Best Bagger” contest.

Entrants for the GFIA contest must be primarily employed as a bagger to be eligible to compete in the state contest.

The bagger must be a high school or college student.

The winner of the last state contest is not eligible to compete for 1 year.

Contestants Will Be Judged On The Following Criteria

- ⇒ Speed
- ⇒ Proper bag building technique
- ⇒ Distribution of weight between bags
- ⇒ Style, attitude and appearance

*** NOTE: Reusable and plastic will be judged. 2016 contestants will use three reusable bags and four plastic bags.**

Where Is The Contest?

It will be held at the Omni Orlando ChampionsGate Resort in Orlando, Florida at the annual GFIA Convention.

When Is The Contest?

The contest will be held **Thursday, July 14, 2016 at 8:15 p.m.** in the International Ballroom of the Omni Orlando ChampionsGate Resort. We will have a meeting beforehand at 5:00pm in the International Ballroom.

What Are The Prizes?

Each contestant will receive a scholarship for participating. The winner will receive a \$2,000 scholarship and a trip to the National Grocers Association Convention in Las Vegas, NV to compete in the National Bagging Contest. The 2nd place winner will receive \$1,000, the 3rd place winner will receive \$500 and the 4th place winner will receive \$250.

BRING YOUR STORE'S BEST GROCERY BAGGER TO THE 2016 GEORGIA FOOD INDUSTRY ASSOCIATION'S "BEST BAGGER" CONTEST

This state competition is the culmination of contests held throughout the state, with one champion from each retailer entered in the state event.

Good employees are one of the grocery industry's most valuable assets. Please join us in our efforts to recognize these hard workers by bringing your "Best Bagger" to Orlando, Florida to compete for the state title.



RUNNING YOUR OWN CONTEST

While it may sound like a formidable task to organize a bagging contest, GFIA hopes to make it a fun and worthwhile project for your company. With help from these instructions, and your GFIA staff who stand ready to offer any and all assistance, we think you'll want to make the bagging contest an annual event. **Please contact the GFIA office to receive a few NGA reusable bags for your event.**

HERE'S HOW YOU DO IT!

Select Your Site

Choose a location for your contest where there is ample space for the equipment, contestants, timers, judges and observers. In addition, the contest should be easily visible to the observers watching the competition. One of the goals of the bagging contest is to improve morale of all employees, not just the baggers.

Contest Time Line

A key element in planning a successful competition is allowing enough time for both preparation and execution. A sample time schedule might be:

Before The Event

Announce the competition. Included in the announcement should be the rules, the criteria for judging and an entry form so employees can participate. Also send announcements to the press. Contact local papers, radio and TV stations - you'll be pleasantly surprised by the response. This is a great opportunity to get exposure for your company—a real "All-American Event".

One month prior to the competition you should place some announcements in your store to alert customer and employees; remind the press and other media of the event.

One week prior you should send the rules and judging instructions to the judges.

The Day Of The Event

Two hours prior – brief judges and timers on procedures. Check all equipment (scales, clock, stop watches, calculators, PA system) to make sure everything is in working order. Give a description of duties to the timers along with a schematic of how groceries should be arranged on the check stands (sample enclosed). While the contestants are being briefed, have the timers arrange the groceries on the check stands. **EVERYTHING MUST BE IDENTICAL!**

One Hour Prior

Assemble all contestants and go over contest procedures with them. Remember, they will be nervous, so try to make the procedures as simple and concise as possible, and reassure them.

Contestants will be bagging in heats, so remind them that they are going for the highest individual score to make it into the finals.

Inform the contestants on how they will be started each and every time - “ready, set, go” or “ready, set, and a whistle blow” - they hear “go” or the whistle blow they start bagging.

Remind the contestants that when they raise their hands completely over their heads, their heat is over and the timer will stop the stop watch.

Show the contestants the check stand format ahead of time so they know where to stand and where the bags are.

Remind the contestants that they cannot bring the bags up or out of placement until they hear the word “go” or a whistle blow.

Inform the baggers on what they will be judged on—speed, distribution of weight between bags, proper bag building techniques, style, attitude and appearance.

MC

A Master of Ceremonies or announcer should be someone who is comfortable speaking in front of a group. An ideal candidate might be a senior official in the organization or a “celebrity”. This person will need

to explain the purpose of the contest, go over the judging criteria, introduce the contestants, give a running commentary during the contest, interview each contestant after each heat and also provide some type of entertainment between the heats. The MC would also be the perfect person to start each heat since they are announcing and have the microphone. Start each heat with a verbal, “ready, set, go” or “ready, set and a whistle blow”, most important, start each heat exactly the same, (you must ask, look and hear from each timer and contestant that they are ready before starting each heat).

Judges

The most important traits of a judge to possess are to be fair, consistent and impartial. The optimum number of judges would be two or three. Ideally, the judges should have bagging experience; although this is not essential. The person in charge of the contest should train and give each judge a sample judging criteria sheet (Best Bagger Score Sheets are included in this manual) prior to the competition so that the judges have an example of the criteria for judging the bags. Do not have a judge for each check stand; you will lose the fair, consistent and impartial judging of each contestant’s bags. The judges should start at check stand #1, complete the bagging technique section on the score sheet, then move the bags and use the scales and weigh each bag, write down the weight of each bag in the weight section of the score sheet and then hand the complete score sheet to the people that tally the scores, then move on to the next check stand and so on till done with each set of bags.

Timers

You will need one timer for each contestant in a heat. The timers will be required to arrange the groceries on the check stands as well as to time each heat. Timers should start the stop watch on the word “go” or on the blow of the whistle and should stop the watch when you see that your contestant has raised their hands above their heads. When the heat is complete, the timer should write down the time of the stop watch in the “speed time section” of the score sheet, with a permanent marker write the number of the check stand on the side of each bag used to put the score sheet on top of one of the bags. Do not move or touch the bags, let the judges take care of this part.

Staging

The contest can be as simple or sophisticated as you want it to be. The only absolute rule is that **WHATEVER YOU DO MUST BE THE SAME FOR ALL CONTESTANTS.**

The Contest Area Should Be Equipped With:

- Tables or check stands for each contestant in the heat.
- Signage acknowledging sponsors.
- A designated area for contestants to gather and wait their turn, as well as an area for the audience to observe.
- Plastic bag racks to hold bags open during plastic rounds.
- Microphone and sound/PA system for MC and for playing music.

The Area For Judging Should Be Close To, But Set Aside From, The Check Stands And Contain:

- Two draped tables and enough chairs for the judges.
- Have the person in charge of the contest print off the scoring sheets in the manual and place a scoring sheet at each check stand with name & check stand number for each heat so timers have the sheet available to write down time.
- Electronic scale for weighing groceries (with a back-up scale in case of malfunction)
- Calculator for tabulating scores.
- Stop watches for each timer (with at least one extra watch in case of malfunction).
- Index Cards on which to write contestants' names and times for their reusable/plastic rounds
- Place score sheets into one of the bags so judges already have sheets available to clip to clipboard and judge the bags right away at the check stand.

Other Essential Supplies:

- Complete set of groceries. (Determine before the contest that all the groceries can fit into **three** reusable bags and **four** plastic bags.)
- Ample supply of reusable and plastic bags.

After the Event

- ◆ Recognition of your contest, participants and winner are important.
- ◆ Be sure to contact local media with press release information- thanking the many companies and individuals for their involvement.
- ◆ Send thank-you letters to sponsors, MC, judges, timers and all helpers.
- ◆ Send the information about the winner to GFIA. The information sheet can be found at the end of this packet.
- ◆ Prepare your bagger for the State Competition on July 14th. Be sure to bring a team of supporters for your bagger to the State Competition to boost their confidence.



SAMPLE GROCERY LIST

The baggers in the GFIA State “Best Bagger” Contest will be ranked for individual style, their ability to arrange items properly, even distribution of weight between bags, the number of bags used and the speed with which they bag.

Each contestant will bag identical grocery orders consisting of no more than 30 commonly purchased items. The list provided below is similar to that used for the 2016 GFIA “Best Bagger” Contest and the breakdown on points for speed is related to this list. Feel free to use this list or make up your own – just remember that if you use it you may need different/more items to adjust points for speed (and be sure that all items can fit in three reusable bags and four plastic bags). **NO ADVANCE GROCERY LIST WILL BE AVAILABLE FOR THE 2016 “BEST BAGGER” CONTEST.** Contestants will be required to bag in the state contest as if in an everyday store situation.

40 watt Light bulbs (4 Pack)
Baked Beans (16oz)
Betty Crocker Peanut Butter Cookie Mix (17.5oz)
Box Lipton Onion Recipe Mix
Salad Dressing (2 - 12 oz)
Chef Boyardee Spaghetti & Meatballs (14.5 oz)
Ramen Noodles (3 oz)
Soup (18.8 oz.)
Cream of Celery (10 ¾ oz)
Envelope of Seasoning
Keebler Sandies Shortbread Cookies (9.5oz)
Bar-B-Que Sauce (28 oz)
Large Pitted Olives (5.75 oz)
Mt. Olive Sandwich Pickles (16 oz)
Nestle Carnation Instant Breakfast
Package Potato Chips (5 oz)
Paper Towels (2 single rolls)
Bread (16 oz)
Goldfish (6.6 oz)
Pepperidge Farm Snack Sticks (8.5 oz)
Spaghetti Sauce (1lb. 10oz.)
Soap (4 Pack)
Soup at Hand (Vegetable Beef) (10.75 oz)
Stove Top Chicken Stuffing (6 oz)
Stove Top Turkey Stuffing (6oz)
V-8 Juice (6 pack of 5.5 oz Cans)
Valley Fresh Chunk White Chicken (5 oz)
Velveeta Cheese

ITEM ARRANGEMENT FOR THE “BEST BAGGER” CONTEST

(Using sample list)

Pickles	Velveeta Cheese	Potato Chips	Goldfish		
Soup at Hand	Ragu	Carnation Breakfast	Can Chicken	Onion Mix	Cream of Celery
Cookies	Kraft BBQ Sauce	Chef Boyardee	Baked Beans	Soap	Clam Chowder
Bread	Light Bulbs	Olives	Ramen Noodles	Seasoning	Peanut Butter Cookie Mix
Fudge Sticks	V-8 Juice	Stuffing	Salad Dressing	Paper Towels	Stuffing



CRITERIA FOR CHOOSING A “BEST BAGGER” OF PLASTIC BAGS

Speed ----- **10 Points**

Contestants should bag orders significantly more quickly than the average bagger.

<u>Time</u>	<u>Points</u>
35 seconds or less	10
35.01 – 39 seconds	9
39.01 – 43 seconds	8
43.01 – 47 seconds	7
47.01 – 51 seconds	6
51.01 – 55 seconds	5
55.01 – 59 seconds	4
59.01 – 63 seconds	3
63.01 – 67 seconds	2
More than 67 seconds	1

Proper Bag Building Technique ----- **10 Points**

Contestants should be able to arrange groceries correctly within the plastic sacks. Packing should involve these steps:

1. Build the walls first by placing non-crushable items on the sides of the bags. Use items other than crushables or 2 liter bottles. Once sides are built, they should remain in place.
2. Fill out the area inside the “walls” to create a tight foundation. Use any non-crushable item for this task by placing the item on the bottom of the bag and between the sides. Be sure to fill out the bag until tight, since this will keep the bag upright.
3. Top off the bag by sliding small items into the available spaces within the walls of the bag and placing light, non-crushables on top of the bag, being careful not to block the handles.

Never try to place something between one of the walls and the bag.

4. Bag should stand on its own when full, without falling over.
5. Place all crushable items in a single bag. (Two points will automatically be deducted from a bagger’s “Building Technique” score if more than four plastic bags are used.)

Distribution of Weight Between Bags ----- **5 Points**

When bagging with plastic, the ideal order will fill four bags. Contestants should know how to distribute groceries among sacks so that the order contains one crushable bag and three non-crushable bags approximately equal in weight. The weight score will be determined by subtracting the weights of the three non-crushable bags.

Example: Do not weigh the crushable bag. The heaviest non-crushable bag weighs 15.75 pounds and the lightest non-crushable bag weighs 14.25 pounds. The weight difference between the two bags is 1.50 pounds. Subtract this difference from the total possible points (5.00-1.50=3.50) The total points to be awarded are 3.50.

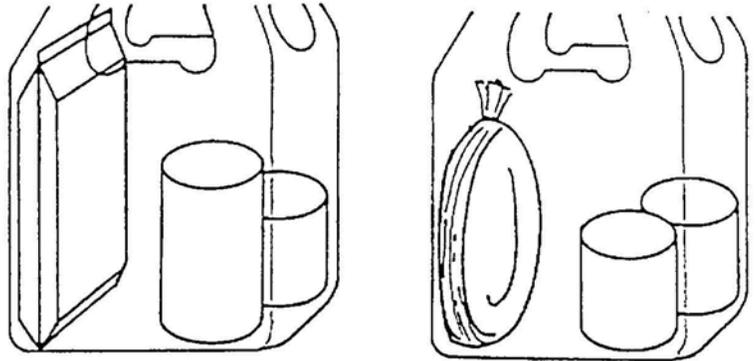
Style, Attitude and Appearance ----- **5 Points**

All contestants should present a neat appearance, be polite and convey a customer-oriented attitude. Contestants will be judged in part on their composure and self-confidence.

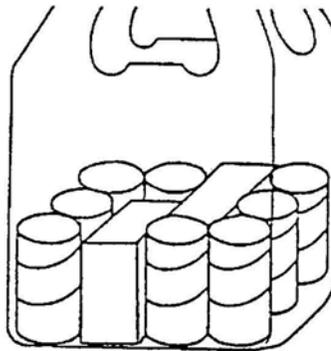
BEST POSSIBLE SCORE FOR PLASTIC HEAT ----- **30 Points**

Plastic Sacking Tips

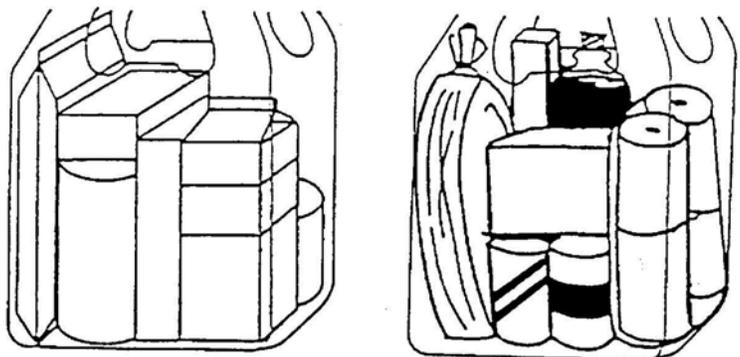
- 1.** Build sides with any item, except for crushable items. Place crushable items in a separate bag.



- 2.** Fill out the bottom of the sack by utilizing every available space. Placing items on their side will lessen capacity therefore, creating a lighter bag.



- 3.** To increase item count, place lighter items (no cans, glass, heavy-weighted items, jars, etc.) on top of the bottom layer.



NOTE: Do not tie bag handles.

CRITERIA FOR CHOOSING A “BEST BAGGER” OF REUSABLE BAGS

Speed ----- **10 Points**

Contestants should bag orders significantly more quickly than the average bagger.

Time	Points
0-49.00 seconds	10
49.01 - 53 seconds	9
53.01 – 57 seconds	8
57.01 – 61 seconds	7
61.01 – 65 seconds	6
65.01 – 69 seconds	5
69.01 – 73 seconds	4
73.01 – 77 seconds	3
77.01 – 81 seconds	2
More than 81.01 seconds	1

Proper Bag Building Technique ----- **10 Points**

Contestants should be able to arrange groceries correctly within the 3 reusable bags.

Packing should involve these steps:

1. Placing heavy cans on the bottom of the bag.
2. Framing boxed items around the bag’s walls to create a “cushion” for other items.
3. Placing crushables, such as produce and eggs, on the top.
4. Slipping small items, like packs of gum, in the spaces in the bag.
5. No glass bottles should be next to each other
6. Bottles and other glass encased items should be in the center of the bag.

Distribution of Weight Between Bags ----- **5 Points**

When bagging with reusable, the order will fill three bags. Contestants should know how to distribute groceries among sacks so that all sacks in an order are approximately equal in weight. To calculate the score, weigh each bag and record the weight. Take the heaviest bag weight, minus the lightest bag weight and subtract the difference from the total possible points.

Example: The heaviest bag weighs 15.75 pounds and the lightest bag weighs 14.25 pounds. The weight difference between the two bags is 1.50 pounds. Subtract this difference from the total possible points ($5.0 - 1.5 = 3.50$). The total points to be awarded is 3.50.

Style, Attitude and Appearance ----- **5 Points**

All contestants should present a neat appearance, be polite and convey a customer-oriented attitude. Contestants will be judged in part on their composure and self-confidence.

BEST POSSIBLE SCORE FOR REUSABLE HEAT --- **30 Points**

Principles of Bagging



1. SIZE OF THE JOB

A good bagger looks over the order and plans the load. Begin by asking the customer which bagging container he prefers (but don't overload it). He will appreciate it.



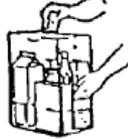
8. PACK BREAKABLES IN THE CENTER FUNNEL

Keep milk cartons or glass bottles and jars off the top of the bag. Put them in the center funnel to ensure their protection. Always tighten caps on bottles before they are placed in the bag.



2. BAG SELECTION

Without forgetting material cost, decide how many and what size bags to use. As a rule, use the smallest bag that will complete the order. Do not double-bag if not absolutely necessary, unless company policy specifically calls for it.



9. PACK IT SOLID

Fill in gaps with small merchandise. A solid pack prevents shifting and cuts down on breakage.



3. OPEN THE BAG CAREFULLY AND QUICKLY

Open the bag by putting one hand down through the center, squaring the bottom so the bag will stand upright without support. The temptation is to snap the bag open. Don't do it! It's dangerous, especially if the bag corner catches someone in the eye.



10. TOP YOUR STRUCTURE WITH CRUSHABLES AND BREAKABLES.

Put lighter breakable goods on top of more solid, heavier, non-breakables. Eggs, potato chips, soft fruits and vegetables, light bulbs and bakery goods should be placed on top where they are free from pressure. Don't stop here. Your job isn't finished.



4. BUILD A SOLID FOUNDATION

Build a square foundation and distribute the weight in the center of the bag by placing cereal boxes, sacks of flour or sugar and canned goods in it. This strong, heavy base helps the bag to stand upright and makes it easier to carry. From this point, continue to build your load from heavy to light.

Notice the word place. Never throw things into the bag. Place them with grace and speed, but never throw.



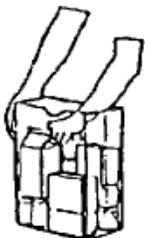
5. SPLIT THE ORDER FOR EQUAL WEIGHT

Don't overload the bag by putting the bulk of heavy merchandise in one bag. Balance the load by placing heavy items in two or three bags. The customer will appreciate this gesture, especially if the merchandise has to be carried up a flight of stairs.



6. SECOND WRAP WET ITEMS

Insulate the outer bag from moisture by second-wrapping or small bagging wet produce, cellophanned meat (it leaks) and frozen foods. Dampness can mildew reusable bags. Extra wrapping insures against mildew and protects against leakage and contamination of future uses.



7. BUILD UP THE WALLS

Makes a trim, square package by solidly packing flat packages (Cereal, soap powders), which builds up the walls, eliminates creases and gives the pack more strength. It also makes the bag easier to carry and forms a protective center funnel for breakable goods. Watch the sharp corners! Boxes should be bagged so sharp corners won't tear the bag.



SOME FOODS REQUIRE SPECIAL HANDLING

Consider the following:

- ◆ Ammonia and bleach should not be placed in bags with other food stuffs. These chemicals are poisonous and will contaminate food with which they come in contact.
- ◆ Hand-Carry and don't bag sacks of potatoes, giant boxes of soap, cartons of soft drinks and large bottles of bleach.
- ◆ Butter, yeast and meat can absorb the order of strong foods. Keep them away from garlic, onions, cheese and other merchandise emitting strong odors.
- ◆ Fancy cakes should be placed in a separate bag, bottom side down and hand carried.
- ◆ Light bulbs and other fragile items should be double-bagged before being placed in sack.
- ◆ Watermelons need not be bagged unless sliced.
- ◆ Celery and similar produce should be bagged by standing the stalk upright in the corner with no more than two to three inches showing over the top of the bag.



MAKE SURE THE ORDER IS COMPLETE

Be certain that every item in the purchase has been placed in a bag. It's easy to overlook the cash receipt and other handouts. Be sure you place them in the bag before it leaves your stand. Hand the order to the customer... don't shove it. Pick up the bag properly by placing one hand at the bottom with the other at the side and hand it over to the customer. Never lift the bag by the top sides - it's sure to rip.

2016 Best Bagger Master Score Sheet

Round # _____ Date: _____

Bagger Info		Speed Max: 10 Points	Proper Bag Building Technique	Distribution of Weight Between	Style Attitude Appearance of Bags	Reusable/Plastic Score	Total Score
Name: _____	Reusable						
Store: _____	Plastic						
Name: _____	Reusable						
Store: _____	Plastic						
Name: _____	Reusable						
Store: _____	Plastic						
Name: _____	Reusable						
Store: _____	Plastic						

The score sheet is usable for all contests, even if you exclude one of the bag types in your contest. Simply disregard or cross out the according lines.

Note: The numbers in the last two columns will be the same if you do not use both types of bags.

**GEORGIA FOOD INDUSTRY ASSOCIATION
STATEWIDE BEST BAGGER COMPETITION
2016 ENTRY FORM**

(Please print or type)

Company or Store Sponsoring Contestant

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ FAX: (_____) _____

Contest Coordinator: _____ Title: _____

Contact for correspondence: _____ Phone: (_____) _____

Email address: _____

Store Wholesaler: _____

GFIA Best Bagger Contestant: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Age: _____

Email Address: _____

Social Security Number: _____ Number of Years Bagging: _____

Year in high school or college: _____

Hobbies: _____

Some interesting information: _____

Name and address of local newspaper: _____

Please scan, mail or fax this entry no later than July 1, 2015 to: Georgia Food Industry
Association
1260 Winchester Pkwy, Suite 110 Smyrna, GA 30080 | Phone: (770) 438-7744 | Fax (770) 438-7761

NOTE: Contestants may wear their respective store's uniforms, vest or aprons at GFIA's Best Bagger Contest.

Frequently Asked Questions

Some commonly asked technical questions about the Best Bagger Championship:

Q. If a bagger drops an item during the contest, what happens?

A. A bagger must pick up any dropped item. If they have not noticed an item that has fallen to the floor, the judge may alert the bagger of the item, but the judge will not pick up the item. Time will continue to run, with one exception, until the dropped item has been bagged.

The one exception is when an item falls from the stage. In the interest of safety, we obviously do not want the bagger diving after the item! In this case an automatic two point deduction will be taken from the bag building technique score for that round.

Q. What happens if a bagger raises his/her hands because he/she thinks he/she has finished bagging, but has left an item unbagged on the checkstand?

A. The judge will alert the bagger to the item the bagger missed, and time will continue until the item has been bagged. If the timer inadvertently stops the time before all items are bagged, an automatic deduction of two points will be taken from the bagger's speed score.

Q. Will you allow contestants to open bags before the timer begins so that they don't stick?

A. Contestants will be permitted to open reusable bags before the reusable heat to verify they open correctly. They must close and replace the bags on top of the pile before the timer begins.

In the plastic heat there will be two racks dispensing the plastic bags. Contestants will be permitted to secure a bag open on each of these racks before the timer begins. Subsequent plastic bags used will have to be opened during the timing of the heat.

Q. What do you do in the case of a tie?

A. A tie score situation is relevant in two situations. The first would be when two or more contestants are tied for the finals. In this event, the total points the baggers earned for speed (a possible total of 20 points — 10 for reusable and 10 for plastic) will determine the winner. Should a tie remain at this point, the bagger with the most points for bag building technique (a possible total of 18 points — 8 for reusable and 10 for plastic) will be declared the winner. Should a tie remain at this point, the two baggers will have to bag again in a tie-breaker round for finals elimination.

The same tie-breaking criteria would hold true for second through fifth places in the finals. Should there be a tie for first place, those contestants who are tied would take part in a tiebreaker round. The tie-breaker round would include both heats, paper and plastic, with all procedures being followed as in any other round.

