



# Texas HOSA Handbook:

## Section J: Competitive Events Management

### This section contains:

- Priorities for Competitive Events
- The Role of the Event Manager
- Event Management Overview and Practices
- Bubble Scans
- Event Orientation Sample
- Judge Orientation Sheet Sample
- Event Summary Sheet
- Competitive Events Inquiry Procedure

Activities and procedures within HOSA-Future Health Professionals, Texas Association are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals, Texas Association is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations.

# PRIORITIES FOR COMPETITIVE EVENTS

Participation in HOSA competitive events should be the highlight of the member's year. Competition should be exciting, uplifting, and a great experience! Smile, wish them luck, and take time to enjoy this amazing experience.

Treat your competitors, event personnel, and judges with respect. Have the right attitude and support the competitors.

Make it Fun

Be sure all competitors have an equal opportunity for success. Keep the student's best interest in mind when making decisions.

Positive Environment

Fairness for All

When in doubt – talk it out!

Use a team approach to problem solving.

We are all here to support you!



# THE ROLE OF EVENT MANAGER

## Review Event Guidelines

As the Event Manager, you conduct and direct your competitive event. You manage details, the people, and lead the event plan.

## Determine Personnel Needs

You assure that event personnel, timekeepers, judges, and competitors are where they are supposed to be at the right time. Your actions coordinate the efforts of everyone involved in the event.

## Determine Steps of Event

Think through all the steps of the event. Visualize each step as it should happen during the actual event. If you have questions, ASK! It is your responsibility to understand the guidelines and assure that the event runs according to the event guidelines.

## Event Team Orientation

All members of the event team should arrive at Competitive Event Headquarters one hour and fifteen minutes before the event start time for a team orientation.

## Judges Orientation

Conduct the judge orientation using the given Judge Orientation Sheet while the event team prepares the rooms and begins Competitor Check-in.

## Return all items

Complete and turn in all paperwork and secured items to Competitive Events Headquarters. It is crucial that you provide immediate feedback on the success of the event, and suggestions for improving event management or the event guidelines

# EVENT MANAGEMENT OVERVIEW AND PRACTICES

## Event Guidelines

- Read the guidelines at least twice!
- Guidelines can be found at <http://www.hosa.org/node/117>
- You need to be the EXPERT!
- Your event team will support your efforts.

## General Rules And Regulations

You should be familiar with the General Rules and Regulations (GRRs) for HOSA Competitive Events

- [Texas GRRs](#)
- [International HOSA GRRs](#)

## Event Materials



Think through your event so you know what **materials** are required to run the event smoothly. All event documents such as competitor lists, summary sheets, Bubble Scans, etc., ARE VERY IMPORTANT.

Event team members must accurately and completely fill out **forms** and be sure all requested information has been recorded. Often, questions arise after the Event Managers and Event Assistants have left the event site. Documentation must be clear and logical, with notes attached to explain anything out of the ordinary. Return ALL documents to CE Headquarters.

No errors! Triple check every event document for accuracy



# Prepared Speaking Event Team Orientation



**TEXAS HOSA GENERAL RULES AND REGULATIONS AND EVENT GUIDELINES ARE IN EVENT FOLDER**

**SUGGESTED INTERVAL:** Speech every 9 minutes: 5 minutes for presentation  
2 minutes for judge rating  
2 minutes for transition

**TOPIC:** “Dare to Create”

**REQUIRED PERSONNEL** – Event Manager assigns roles. A team member may have multiple roles.

- **Competitor Check-in**
  - Should be overseen by an adult but Courtesy Corps can assist.
- **Competitor Escort/Event Room Assistant**
  - Should be an adult who escorts the competitor to the event room for the presentation.
  - Gives bubble scans to judges and introduces the competitor.
- **Timekeeper**
  - Usually, a Courtesy Corps volunteer
  - Times presentation after the competitor introduction to judges.
- **Judge(s)**
  - Evaluates competitor presentation according to event guidelines.

## **PRE-COMPETITION INSTRUCTIONS**

Event team should proceed to the event location immediately upon leaving Competitive Event Headquarters

### **ROOM PREPARATION**

- The check-in table is outside of the event room.
- Have a designated area for competitors to wait after check-in and before the presentation.
- Have the event room set up first so the judge orientation can be conducted before competitors begin checking in.

**PLEASE RESTORE FURNITURE AND ROOM BACK TO ITS ORIGINAL STATE BEFORE LEAVING.**

### **EVENT CHECK-IN**

- **There will be no holding room for this event.** An appointment time will be assigned to each competitor and will be posted in hard copy outside of Competitive Event Headquarters.
- Competitors will arrive at the event check-in table no earlier than 15 minutes prior to the appointment time.
- Check in each competitor using the Competitor List.
- Either highlight or check-off each competitor’s name as he/she checks in
- Check for photo IDs. Photo ID must be the actual ID, a photograph (digital or print) of the actual ID, or a signed copy of the HOSA Competitor Identification Form which is available as Appendix G on the International HOSA website.
- Answer questions if any from the competitor.
- Competitor will remain in the designated waiting area while awaiting presentation to judges.

- Competitors should be checking in 15 minutes before their appointment time. If a competitor comes too early, tell him/her to wait elsewhere until it is time to report. There will be some overlap, but no more than two competitors should be waiting.
- If a competitor is late, and the competitor following them is present, you can send him/her on to present and work the late competitor in as is possible. Make a note on the summary sheet as to how late the competitor was.

### JUDGE ORIENTATION

- Event manager orients judges using the Judge Orientation sheet while the event team prepares the event room and begins checking in competitors.
- **Event manager (or a designated event team member) will go to Judge Hospitality for judges.**
- Judge orientation can be held in the event room and should be completed by the event start time.

### EVENT SUMMARY SHEET

- Complete the entire sheet before turning it in at CE Headquarters

### COMBINATION OF EVENTS

- If combined with Speaking Skills, allow the Speaking skills competitors to compete first. All Speaking skills competitors should have the same judge(s).

### EVENT PROCESS – REFER TO PREPARED SPEAKING ILC EVENT GUIDELINES AT [WWW.HOSA.ORG](http://WWW.HOSA.ORG)

- Please be pleasant to the competitors. This helps them relax and relieves their nervousness.
- **Please allow judges to confer with other judges to be sure they are all rating the students at the same level. If a judge rates a student a lot harder or easier than other judges, it skews the results.**
- **Please do not give any comments to the competitors verbally other than “Thank you” or “Good Luck”. If you tell them they “did a good job” or were “excellent”, they often interpret that to mean they won the event. To avoid student disappointment, your cooperation in this area would be appreciated.**
- **There will be no holding room for this event.** An appointment time has been assigned to each competitor. The appointment time will be on the Competitor List.
- Competitors should arrive at the event room no earlier than 15 minutes before their appointment time.
- The competitor will remain in the designated waiting area until escorted to the judges for the speech presentation.
- The competitor shall be introduced to the judges by a member of the event team.
- Use of index card notes during the speech is permitted. Electronic notecards (on a tablet, smart phone, laptop, etc.) are permitted, but may not be shown to judges.
- The prepared speech shall be a maximum of five (5) minutes in length.
- The timekeeper shall **STAND AND REMAIN STANDING** and present a flash card advising the competitor when there is one (1) minute remaining.
- The competitor will be stopped when the five minutes are up and be dismissed, allowing the judges two (2) minutes to complete the bubble scan.
- All competitors shall speak on the same announced topic.
- Props may NOT be used.
- There will be no microphones used for this event.

## COMPETITOR RESPONSIBILITIES

- Competitors will report to the event room no more than 15 minutes before their appointment time.
- Competitors must provide any items listed in the “Competitors Must Provide” box found in the event guidelines.

## COMPETITOR INTRODUCTION TO JUDGES

- Competitors will be introduced to the judges to be sure they have the correct bubble scan.
  - Use the competitor number in the upper right corner of the bubble scan and compare it to the competitor’s name badges. Do not go by the school’s name. Some schools have multiple competitors.
  - Introduce competitors to the judges by name and competitor number. (“Judges, this is competitor number 12345, Susie Smith.”) The judges should verify that they are using the correct bubble scan based on the information in the competitor introduction.
  - Introduce competitors to all event personnel in the room and identify their role(s). (“This is the timekeeper for your event, he/she will tell you when to begin and stop. These are the judges.”) Competitors should be introduced to and be able to clearly identify the judges, timekeepers, patients, and any other personnel. **Be sure the timekeeper is seated in clear view of the competitor.**
  - When the introductions are completed, ask competitors and judges if they are ready. If everyone is ready, the competitor will begin speaking and timing will begin.

## COMMENT CARDS

- **Comments are optional.** Be sure judges have Competitor Comment Cards **IF** they want to write comments to the competitors.
- **Be sure the competitor’s name or number and school name are on the card.**
- Emphasize to the judges that their comments should be brief.

## BUBBLE SCANS

- Should be completed in pencil only.
- There should be no blanks.
- Do not use paper clips on bubble scans.
- Judges should sign each bubble scan.
- Judges can confer.
- **Look for perfect scores on the bubble scans. If there is more than one team awarded a perfect score, have the judges break the tie and tell the Event Manager the results. The Event Manager should write the tie breaking results on the salmon-colored Summary Sheet. Judges should NOT change scores on the bubble scan. The scores will be adjusted in Tabulations to reflect the judge(s) choices.**
- It is not necessary to add the bubble scans as that will be done in Tabulations.

## MISCELLANEOUS

- Complete the Event Summary Sheet. This is where you will list “no shows”, additions, and dress code/photo ID violations.
- Bring all HOSA event materials, papers, etc. back to CE Headquarters
- If there are any issues or questions, please call a member of the CE Team to assist.



## TEXAS HOSA CELL PHONE POLICY

- While competitors can have their cell phones, the phones must be in the off position and stored with their personal items. The competitor may not touch the device in the holding room or at any time during the event. There will be consequences for doing so. **EXCEPTION: use of cell phone for electronic note cards.**

# Prepared Speaking Judge Orientation



TEXAS HOSA GENERAL RULES AND REGULATIONS AND EVENT GUIDELINES ARE IN EVENT FOLDER

**PLEASE RETURN YOUR JUDGE'S NAME BADGE TO THE EVENT MANAGER AT THE EVENT'S CONCLUSION.**

**SUGGESTED INTERVAL:** Speech every 9 minutes: 5 minutes for presentation  
2 minutes for judge rating  
2 minutes for transition

**TOPIC: "DARE TO CREATE"**

## JUDGE ORIENTATION

- Event manager orients judges using the Judge Orientation sheet while the event team prepares the event room and begins checking in competitors.
- **Event manager (or a designated event team member) will go to Judge Hospitality for judges.**
- Judge orientation can be held in the event room and should be completed by the event start time.

## COMBINATION OF EVENTS

- If combined with Speaking Skills, allow the Speaking Skills competitors to compete first. All Speaking Skills competitors should have the same judge(s).

## EVENT PROCESS-REFER TO THE PREPARED SPEAKING ILC EVENT GUIDELINES AT [WWW.HOSA.ORG](http://WWW.HOSA.ORG)

- Please be pleasant to the competitors. This helps them relax and relieves their nervousness.
- **Please confer with other judges to be sure you are all rating the students at the same level. If a judge rates a student a lot harder or easier than other judges, it skews the results.**
- **Please do not give any comments to the competitors verbally other than "Thank you" or "Good Luck". If you tell them they "did a good job" or were "excellent", they often interpret that to mean they won the event. To avoid student disappointment, your cooperation in this area would be appreciated.**
- **There will be no holding room for this event.** An appointment time has been assigned to each competitor. The appointment time will be on the Competitor List.
- Competitors should arrive at the event room no earlier than 15 minutes before their appointment time.
- The competitor will remain in the designated waiting area until escorted to the judges for the speech presentation.
- The competitor shall be introduced to the judges by a member of the event team.
- Use of index card notes during the speech is permitted. Electronic notecards (on a tablet, smart phone, laptop, etc.) are permitted, but may not be shown to judges.
- The prepared speech shall be a maximum of five (5) minutes in length.
- The timekeeper shall **STAND AND REMAIN STANDING** and present a flash card advising the competitor when there is one (1) minute remaining.
- The competitor will be stopped when the five minutes are up and be dismissed, allowing the judges two (2) minutes to complete the bubble scan.
- All competitors shall speak on the same announced topic.
- Props may NOT be used.

- There will be no microphones used for this event.

### COMPETITOR INTRODUCTION TO JUDGES

- Competitors will be introduced to the judges to be sure they have the correct bubble scan.
  - Use the competitor number in the upper right corner of the bubble scan and compare it to the competitor's name badges. Do not go by the school's name. Some schools have multiple competitors.
  - Competitors should be introduced to the judges by name and competitor number. ("Judges, this is competitor number 12345, Susie Smith.") The judges should verify that they are using the correct bubble scan based on the information in the competitor introduction.
  - Competitors should be introduced to all event personnel in the room and identify their role(s). ("This is the timekeeper for your event, he/she will tell you when to begin and stop. These are the judges.") Competitors should be introduced to and be able to clearly identify the judges, timekeepers, patients, and any other personnel. **Be sure the timekeeper is seated in clear view of the competitor.**
  - When the introductions are completed, competitors and judges should be asked if they are ready. If everyone is ready, the competitor will begin speaking and timing will begin.

### COMMENT CARDS

- **Comments are optional.** Competitor Comment Cards should be available **IF** you want to write comments to the competitors.
- **Make comments brief and constructive!**
- **Be sure the competitor's name or number and school name are on the card**

### BUBBLE SCANS

- Should be completed in pencil only.
- There should be no blanks.
- Do not use paper clips on bubble scans.
- Judges should sign each bubble scan.
- Judges can confer.
- Please **DO NOT** give perfect scores!
  - **If more than one competitor is awarded a perfect score, judge(s) must break the tie and tell the event manager the placement order of the competitors. DO NOT change the scores on the bubble scan. The scores will be adjusted in Tabulations to reflect the choice of the judge(s).**
- It is not necessary to add the bubble scans as that will be done in Tabulations.

### TEXAS HOSA ELECTRONIC DEVICES POLICY

- While competitors can have their cell phones, smart watches, etc. with them, they must be in the off position and stored with their personal items. The competitor may not touch the devices at any time during the event. There will be consequences for doing so. Be sure to turn off your devices and put them away before entering the room. **EXCEPTION: use of cell phone for electronic note cards.**

# EVENT SUMMARY SHEET

This form is completed for every section within an event. A member of the event team should complete this and it should be reviewed by the Event Manager at the event's completion.

Event \_\_\_\_\_ Section # \_\_\_\_\_ Round 1 or Round 2  
(circle one)

Event Manager \_\_\_\_\_  
(Printed Name) (Cell Phone #)

Division  
 Secondary       Post-Secondary       Middle School       Mixed Section

Number of bubble scans to be scanned \_\_\_\_\_

**DRESS CODE, NO PHOTO ID, OR PROCESS VIOLATIONS:** List name, ID#, and specific violation, such as dress issue, no photo ID, etc. ALL violations must be confirmed and verified by the Event Manager by signing this form on page 2.

COMPETITOR/TEAM NAME(S)	SCHOOL/CHAPTER #	ID NUMBER	VIOLATION

**NO-SHOWS:** List any competitors/teams who were included on your registration list but did not show up for the event. They should also be crossed out on the registration list and their bubble scan rating sheets should be marked with a large "X" across the entire rating sheet.

COMPETITOR/TEAM NAME(S)	SCHOOL	ID NUMBER

**ADDITIONS:** Any competitors/teams added on-site who were not on your registration list should be listed here. A BLANK bubble scan must be used for these competitors. DO NOT use any preprinted bubble scans for these additions, as an ID number will need to be assigned in Tabulations after the competition.

COMPETITOR/TEAM NAME(S)	SCHOOL	CHAPTER

Number of Judges per skill or section \_\_\_\_\_

Judge Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Judge Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Judge Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Judge Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**Attach this form to the front of the packet containing:**

- \_\_\_\_\_ Competitor list by section (if applicable) with no-shows clearly crossed out.
- \_\_\_\_\_ Bubble scans for any competitors/teams that were added on site flagged with a post-it note and placed on the top of the stack to be scanned. Only blank bubble scans should be used for onsite additions.
- \_\_\_\_\_ Bubble scans of no-show competitors that will not be scored should be discarded.
- \_\_\_\_\_ All bubble scans must be initialed by the judge.
- \_\_\_\_\_ Bubble scans must be separated by skill.
- \_\_\_\_\_ Judges' names and cell phone numbers must be written on this sheet.
- \_\_\_\_\_ Summary Sheet must be completed and signed.
- \_\_\_\_\_ Completed Comment Cards grouped together and given to CE Team member.
- \_\_\_\_\_ School name and competitor name/number on all completed Comment Cards
- \_\_\_\_\_ All Texas HOSA equipment and materials
- \_\_\_\_\_ All event materials given at the Event Team Orientation
- \_\_\_\_\_ Judge Name Badges

Event Manager Signature \_\_\_\_\_

***Signatures indicate that all event processes were done correctly, and all materials are complete and attached.***

# COMPETITIVE EVENTS INQUIRY PROCEDURE

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring this to the attention of an Event Team Member for immediate correction.

Once an event is completed, the decisions of the judges are final. If the competitor is not satisfied with the event and wishes a situation to be investigated by Competitive Events, this inquiry form may be used.

**THIS FORM MUST BE FILLED OUT AND RETURNED BEFORE OR WITHIN TWO (2) HOURS OF THE CONCLUSION OF THE EVENT.**

Event Title \_\_\_\_\_ Date \_\_\_\_\_

Competitor # \_\_\_\_\_

Name (Person submitting) \_\_\_\_\_  
 Competitor  Advisor

School/Cell \_\_\_\_\_

**Narrative of Problem:** (Use reverse side if necessary)

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Student Signature

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Advisor Signature