



# Texas HOSA Handbook:

## Section J: Competitive Events Management

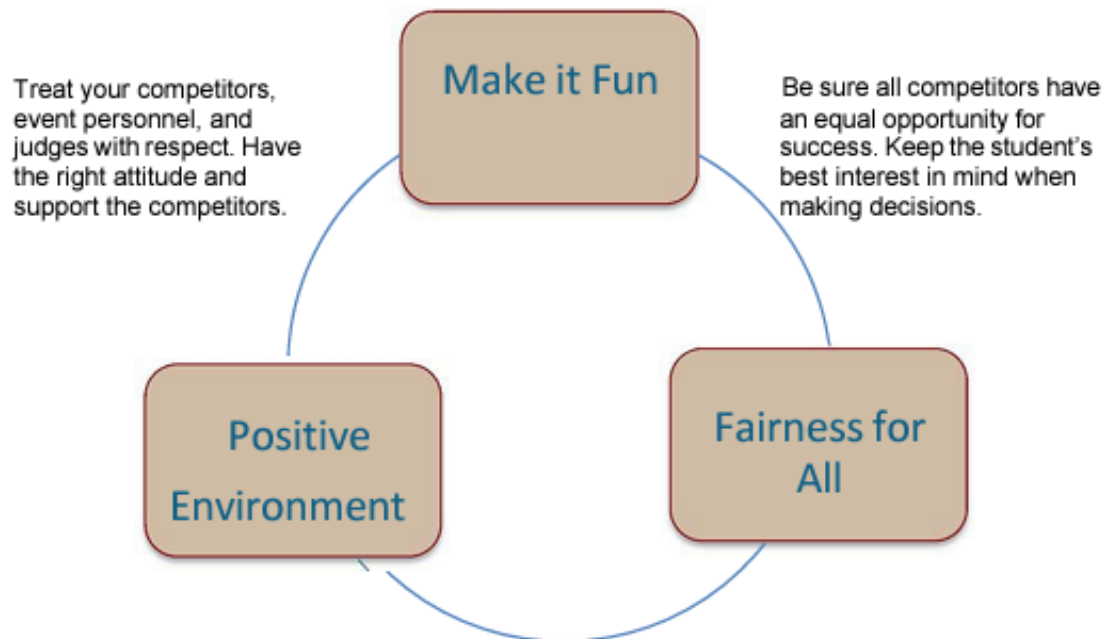
### **This section contains:**

- Priorities for Competitive Events
- The Role of the Event Manager
- Event Management Overview and Practices
- Bubble Scans
- Event 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.



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

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

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

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

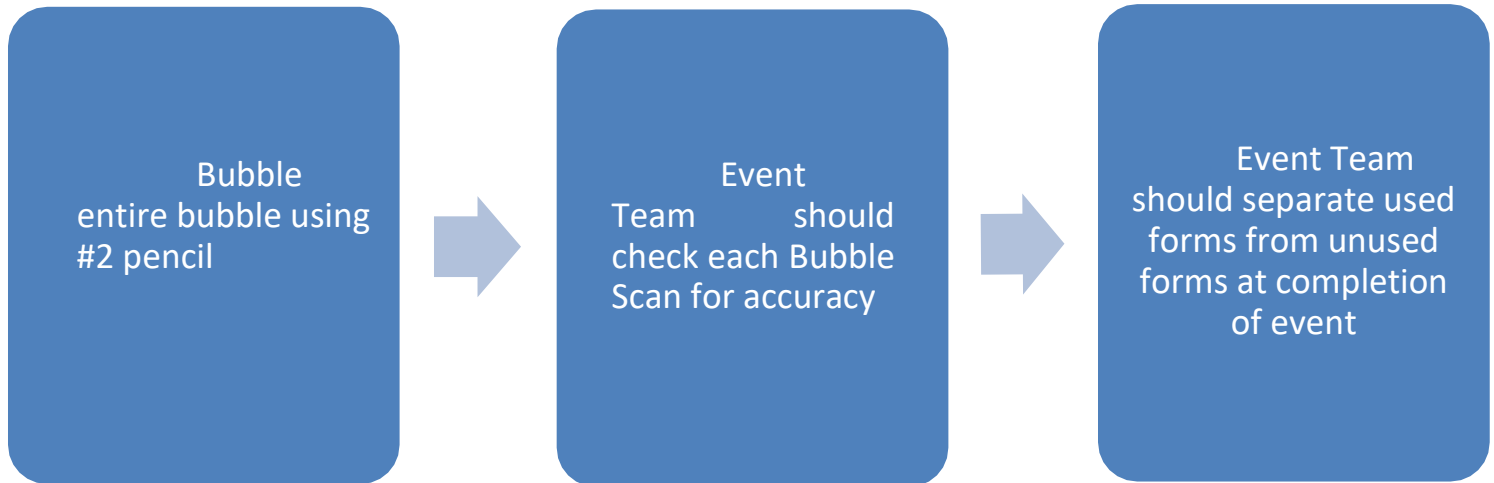


Think through your event so you know what **materials** are required to run the event smoothly. All event documents such as competitor lists, summary sheets, Bubble Scans, etc., ARE VERY IMPORTANT.

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

# BUBBLE SCANS



Texas HOSA uses pre-slugged Bubble Scan judge rating forms. When used properly, these forms greatly increase accuracy and decrease the time needed to tabulate events.

## BEFORE THE EVENT - Events with appointment times:

- ★ Group Bubble Scans by section and/or in order of competition.
- ★ Be sure you have one Bubble Scan for each judge.
- ★ Be sure the right form is being used to rate the competitor by introducing the competitor to the judges by name and school or ID #.

## JUDGES MUST:

- ★ Complete Bubble Scans in pencil
- ★ Note all scores of zero. Do not leave any blanks.
- ★ Fairly and consistently award guidelines (process) points if they are a part of the rating sheet.

## EVENT TEAM MUST:

- ★ Check each Bubble Scan for one mark per criteria and zeros
- ★ Take responsibility to assure the Bubble Scan is completed correctly
- ★ Separate scored Bubble Scans from those that were not used before turning them in to Competitive Events. You may paperclip unscored Bubble Scans together be recycled.



## TROUBLE SHOOTING

1. If you have a Bubble Scan for an unlisted competitor, they were probably deleted after the Bubble Scans were printed. Keep these separate from the others and return to CE Headquarters after the event has concluded.
2. If you are missing a Bubble Scan for a competitor, contact Competitive Events Headquarters immediately.

# 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 violations, such as dress issues, 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.
- \_\_\_\_\_ Checked that every line on bubble scans are filled in by every judge.
- \_\_\_\_\_ Check to be sure 2<sup>nd</sup> page is filled in, if applicable.
- \_\_\_\_\_ Judges have printed their name on each bubble sheet they scored at the top.
- \_\_\_\_\_ 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
- \_\_\_\_\_ Return all Texas HOSA equipment and materials.
- \_\_\_\_\_ Return all event materials given at the Event Team Orientation
- \_\_\_\_\_ Collect Judge Name Badges
- \_\_\_\_\_ Ask judges to turn their cell phones back on.

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 F O R M M U S T B E F I L L E D O U T A N D R E T U R N E D B E F O R E O R W I T H I N T W O ( 2 ) H O U R S O F T H E C O N C L U S I O N O F T H E E V E N T .**

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