



Texas HOSA Handbook:

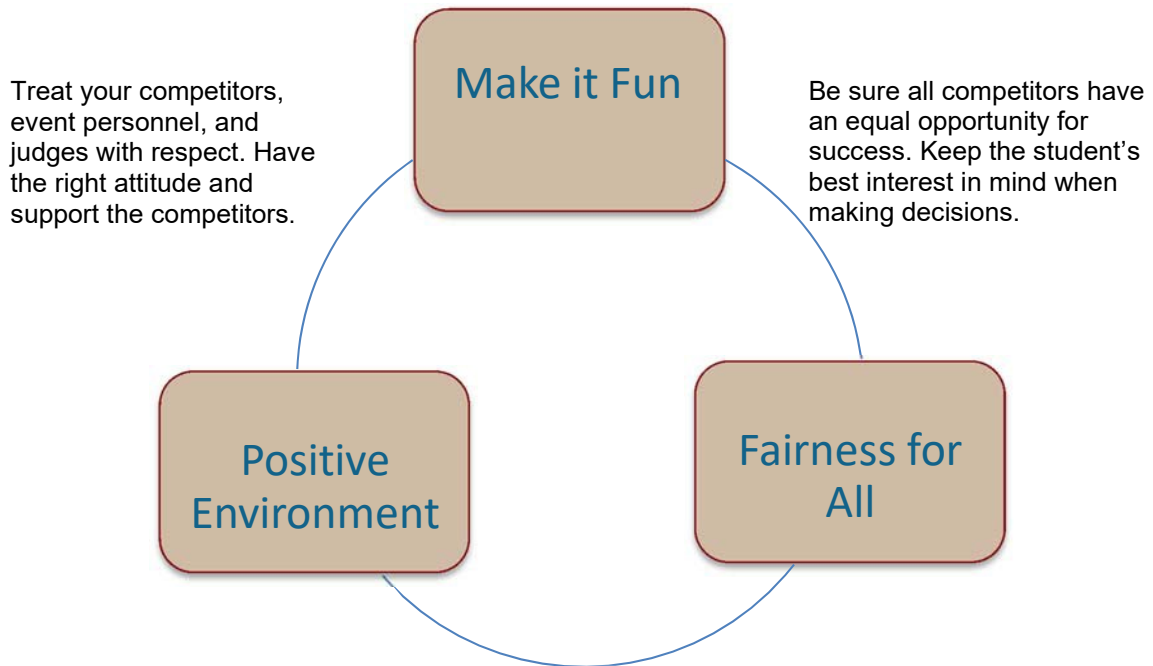
Section J: Competitive Events Management

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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 the 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 for HOSA Competitive Events - found at <http://www.hosa.org/GRR>

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

Bubble entire bubble using #2 pencil



Event Team should check each Bubble Scan for accuracy



Event Team should separate used forms from unused forms at completion of event

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.

(Skill Event Name)

Event Team Orientation (**SAMPLE**)



Area	
Number of Competitors	
Suggested Interval	
Estimated Running Time of Event	
Event Information	Event Start Time: Location: (Holding); (Event)
Skills	
Required Personnel	<p><u>A team member can have multiple roles</u></p> <ul style="list-style-type: none"> • Competitor Check-in <ul style="list-style-type: none"> ○ Must be an adult but can be assisted by a Courtesy Corps volunteer or another event team member. ○ Check in competitors • Holding Room Attendant <ul style="list-style-type: none"> ○ Must be an adult. ○ Monitor competitors in holding room (no cell phone use) ○ Work with Competitor Escort to be sure the correct competitor/team is taken to the event room for his/her/its presentation. • Competitor Escort <ul style="list-style-type: none"> ○ Can be an adult or Courtesy Corps volunteer. ○ Works with Holding Room Attendant to be sure correct team is taken to the event room. ○ Acts as an escort for the competitor/team to the event room. • Timekeeper <ul style="list-style-type: none"> ○ Usually a Courtesy Corps volunteer. ○ Times skills.
Pre-competition Instructions	<ul style="list-style-type: none"> • Event Team should proceed to event location immediately upon leaving Competitive Event Headquarters • Room Preparation <ul style="list-style-type: none"> ○ Holding Room <ul style="list-style-type: none"> ▪ Should be kept as it is unless it is necessary to move anything. Competitors can sit in chairs or desks until it is time for their presentation. ▪ Check in can be conducted using a table, desks or whatever is available. This is up to the discretion of the event team. ○ Event Room • Try to have the event room set up first so the judge orientation can be conducted while competitors are checking in at the holding room. • PLEASE RESTORE FURNITURE AND ROOM BACK TO ITS ORIGINAL STATE BEFORE LEAVING. • Event Check-in:

	<ul style="list-style-type: none"> ○ Check in each competitor using the Competitor List. Highlight each competitor's name as he/she checks in. A competitor signature is not necessary, and guidelines are no longer checked. ○ Check for photo IDs. Photo ID must be the actual ID or a ○ At the event start time, have any competitors/teams that have not been checked in enter the room and have a seat. You will no longer conduct an orientation but will answer any competitor questions about the event. After competitor questions are answered, the first team can begin the competition. While the first team is competing, the rest of the competitors/teams can be checked in. This is necessary so the event starts on time. ○ Answer any questions from the competitors. ○ If there are no questions, the event can begin. ● Judge Orientation The phone number for Judge Hospitality is: <ul style="list-style-type: none"> ○ Event manager should orient the judges using the Judge Orientation Sheet while the event team prepares rooms and begins checking in competitors ○ Event manager should go to Judge Hospitality and get judges ○ The judge orientation should be completed by the event start time. ● Event Summary Sheet <ul style="list-style-type: none"> ○ Be sure to complete the entire sheet before turning in to CE.
<p>Event Process</p>	<ul style="list-style-type: none"> ● The selected skill(s) for Round Two, in the form of a written scenario, will be presented to the competitor at the start of the skill(s) to be performed. ● One or more skills may be combined in the scenario. ● If the skills are combined in a scenario, the competitor has the total time to finish all skills. It does not matter how long the competitor takes to perform each skill as long as both are completed in the total allotted time. ● The scenario will be the same for each competitor. ● The timing for the skill will begin when the scenario is presented. Competitors will be stopped at the end of the time allowed for a selected skill(s). ● Competitors can keep the hard copy of the scenario <u>while they are competing</u> to use for reference. The scenario must be surrendered to event personnel before leaving the room after judging. ● Competitors must complete all steps of the skill listed in the guidelines even if the steps must be simulated/verbalized. Verbalization is not allowed if equipment is available or should have been brought by the competitor. ● If a student jeopardizes the patient's or his/her own safety and does not take immediate action to correct the error, the total points for the skill or specific subpart(s) of the skill will be deducted. ● The scenario is a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic until after the event has concluded. Violation of the ethics rules will be severely penalized. ● In case of a tie, the highest test score will be used to determine the rank. ● The competitor must earn a score of 70% or higher on the combined skill(s) of the event (excluding the test and ID lab equipment) in order to be recognized as an award winner

	<ul style="list-style-type: none"> • If competitors bring any materials to the holding room, they must take them out of the holding room and place them where they cannot be accessed while competing. Once a student has competed, he/she will not be allowed back into the holding room for any reason. • 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. (Be sure all competitors turn their phones off and put them away)
<p>Notes</p>	<ul style="list-style-type: none"> • One adult is required to stay in the holding room. • Please be pleasant to the competitors. They are sometimes very nervous, and you can do a lot to make them relax by being friendly. • Event personnel have the option of providing one additional minute to the skill event interval <u>prior to the scenario</u> for competitors to preview the equipment that is provided for the event. If given, the one minute allowed for equipment preview will be added to the overall skill interval and competitors will be told they have an extra minute to review the equipment. • The competitor will be introduced to the judges in order to be sure they have the correct bubble scans. <ul style="list-style-type: none"> ○ Competitors will be introduced to the judges in order to be sure they have the correct bubble scans. Use the competitor number in the upper right corner. The competitor number should be the first six numbers on the name badges. Do not go by school. Some schools have multiple teams. ○ Introduce competitors to the judges by name and competitor number. (“Judges, this is competitor number 123456, 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. This is the patient in this skill event. He/She will be part of the scenario you are to receive”.) Competitors should be introduced to and be able to clearly identify the judges, timekeepers, patients, and any other personnel. <u>Be sure the timekeeper is seated in clear view of the competitor.</u> ○ When introductions are completed, ask competitors and judges if they are ready. If all are ready, give the scenario and begin timing. • Remember, if the skills are combined in a scenario, the competitor has the total time to finish all skills. It does not matter how long the competitor takes to perform each skill as long as both are completed in the total allotted time. • <u>If necessary, be sure to reset the skill between each competitor</u> • DO NOT share skill information with Courtesy Corps. Any student acting as a patient who knows the skills should not be allowed in the holding room at any time. • Comment Cards <ul style="list-style-type: none"> ○ <u>Comments are optional.</u> Be sure judges have Competitor Comment Cards IF they want to write comments to the competitors

	<ul style="list-style-type: none"> ○ <u>Be sure the competitor name/number AND school name are on the card</u> ● Bubble Scans <ul style="list-style-type: none"> ○ Should be completed in pencil only ○ There should be no blanks ○ Judge should sign each rating sheet ○ Judges are allowed to confer ○ <u>Partial credit should not be given on rating sheets</u> <ul style="list-style-type: none"> ▪ If points possible are either a 0 or a 1, do not give a 0.5 ▪ If points possible are either a 0 or a 2, do not give a 1 ○ It is not necessary for you to add the rating sheets. Tabulations will do that. ● 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 Competitive Events Headquarters. ● If there are any issues or questions, please call a member of the CE Team to assist. ● The phone number for CE Headquarters is:
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Please organize event materials for return to CE Headquarters:

- ____ All bubble scans initialed by judge
- ____ Bubble scans separated by skill and then by judge
- ____ Completed and signed Summary Sheet
- ____ Judges’ names and cell phone number written on Summary Sheet
- ____ Completed Comment Cards grouped together
- ____ School name and competitor number on all completed Comment Cards

Rearrange furniture as needed (typically, pushing to the edges of the room) and add skill equipment such as wheelchairs, victims, manikins, etc.

Be sure to restore the room to its original condition before leaving.

(Leadership Event Name) Event Team Orientation **(SAMPLE)**



Area	
Number of Competitors	
Suggested Interval	
Estimated Running Time of Event	3 hours (suggested interval is every 10 minutes)
Event Information	Event Start Time: Location: (Event)
Required Personnel	<p><u>A team member can have multiple roles.</u></p> <ul style="list-style-type: none"> • Competitor Check-in <ul style="list-style-type: none"> ○ Must be an adult but can be assisted by a Courtesy Corps volunteer. ○ Check in competitors • Competitor Escort <ul style="list-style-type: none"> ○ Can be an adult or Courtesy Corps volunteer. ○ Works with Competitor Check-in to be sure correct competitor is taken to the event room. ○ Acts as an escort for the competitor to the event room. • Timekeeper <ul style="list-style-type: none"> ○ Usually a Courtesy Corps volunteer. ○ Times presentations.
Pre-competition Instructions	<ul style="list-style-type: none"> • Event Team should proceed to event location immediately upon leaving Competitive Event Headquarters • Room Preparation: <ul style="list-style-type: none"> ○ Event Room <ul style="list-style-type: none"> ▪ Try to have the event room set up first so the judge orientation can be conducted while competitors are checking in at the holding room. See diagram below • PLEASE RESTORE FURNITURE AND ROOM BACK TO ITS ORIGINAL STATE BEFORE LEAVING. • Competitor/Team Check-in at Appointment Time <ul style="list-style-type: none"> ○ Check in each competitor using the Competitor List (with appointment times). Highlight each competitor's name as he/she checks in. A competitor signature is not necessary, and guidelines are no longer checked. ○ Check for photo IDs. Photo ID must be the actual ID or a signed copy of the HOSA Competitor Identification Form (available on the International HOSA website) ○ Answer any questions from the competitors. ○ If there are no questions, competitor should wait in the designated area until it is time to present to the judges. • Judge Orientation The phone number for Judge Hospitality is: <ul style="list-style-type: none"> ○ Event manager should orient the judges using the Judge Orientation Sheet while the event team prepares rooms and begins checking in competitors ○ <u>Event manager should go to Judge Hospitality and get judges</u> ○ The judge orientation should be completed by the event start time.

Event Process	<p style="text-align: center;">AN EXPLANATION OF THE EVENT WILL BE PLACED HERE.</p>
Notes	<ul style="list-style-type: none"> • Please be pleasant to the competitors. They are sometimes very nervous and you can do a lot to make them relax by being friendly. • The competitor will be introduced to the judges in order to be sure they have the correct bubble scans. <ul style="list-style-type: none"> ○ Use the competitor number in the upper right corner of the bubble scan and compare to the number on the name badges. The competitor number should be the first six numbers on the name badge. Do not go by school. Some schools have multiple competitors. Double check chapter numbers of those schools with multiple competitors. ○ Introduce competitor to the judges by name and competitor number. (“Judges, this is competitor number 123456, Susie Smith.”) The judges should verify that they are using the correct rating sheet 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.) Competitors should be introduced to and be able to clearly identify the judges, timekeepers, and any other personnel. <u>Be sure the timekeeper is seated in clear view of the competitors.</u> ○ When introductions are completed, ask competitors and judges if they are ready. If all are ready, tell competitors to begin and start timing. • Comment Cards <ul style="list-style-type: none"> ○ <u>Comments are optional.</u> Be sure judges have Competitor Comment Cards IF they want to write comments to the competitors ○ <u>Be sure the competitor name/number AND school name are on the card</u> • Bubble Scans <ul style="list-style-type: none"> ○ Should be completed in pencil only ○ There should be no blanks ○ Do not use paper clips on bubble scans ○ Judge should sign each bubble scan ○ Judges are allowed to 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. ○ It is not necessary for you to add the bubble scans. Tabulations will do that. ○ <u>If applicable, in section A of the bubble scan (points for following guidelines)</u> <ul style="list-style-type: none"> ▪ Check off each item so when the competitor’s score is calculated, Tabulations will know which items are missing.

	<ul style="list-style-type: none"> • 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 Competitive Events Headquarters. • If there are any issues or questions, please call a member of the CE Team to assist. • The phone number for CE Headquarters is:
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Please organize event materials for return to CE Headquarters:

____ All bubble scans initialed by judge

____ Bubble scans separated by judge

____ Completed and signed Summary Sheet

____ Judges’ names and cell phone number written on Summary Sheet

____ Completed Comment Cards grouped together

____ School name and competitor name or number on all completed Comment Cards

TEXAS HOSA 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)

Section Leader (if applicable) _____
(Printed Name) (Cell Phone #)

Event Manager _____
(Printed Name) (Cell Phone #)

Division

- Secondary
 Post-Secondary
 Middle School
 Mixed Section

Actual Section Start Time _____ End Time _____ Running Length _____

DRESS CODE, NO PHOTO ID, OR PROCESS VIOLATIONS: List name, ID #, and specific violation, such as missed orientation, dress issue, no photo ID, etc. ALL violations must be confirmed and verified with 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 # _____

Do you have any specific recommendations for improvement of this event?

Is there anything we can do to make your life easier as a member of the event team?

Attach this form to the front of the packet containing:

- Competitor list by section (if applicable) with no-shows clearly crossed out
- Bubble Scans or Rating Sheets separated into two stacks:
 - TO BE SCANNED
 - Use no paper clips on those to be scanned
 - Any competitors/teams that were added onsite **MUST** be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID. **DO NOT** use a no-show bubble scan for an individual/team who registers onsite. Give them a blank bubble scan. On-site additions should also be listed on page 1.
 - Count the number of forms to be scanned and write it on a post-it note on top of the packet of “to be scanned” bubble scan forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
 - NOT SCORED
 - Any bubble scans of no-show competitors (marked out with an “X” across **entire** rating sheet **AND** listed in the chart on page 1.
 - Extra blank bubble scans that were not used.
- Event materials (copies of portfolios, resumes, etc.)

Section Leader Signature (if applicable) _____

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 THE CONCLUSION OF THE EVENT.

Event Title _____ Date _____

Competitor # _____

Name (Person submitting) _____
 Competitor Advisor

School/Cell _____

Narrative of Problem: (Use reverse side if necessary)

Student Signature

Advisor Signature