

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.

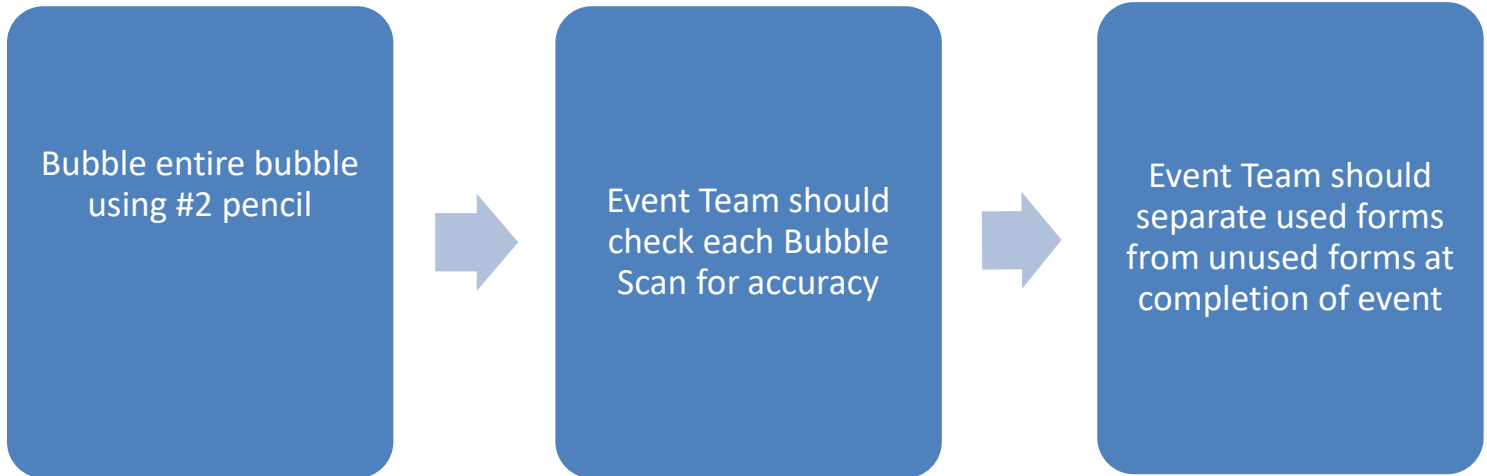
Judges Orientation

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

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 to 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.

Prepared Speaking Event Team Orientation



IT IS THE RESPONSIBILITY OF THE COMPETITOR TO KNOW AND FOLLOW THE EVENT GUIDELINES AND THE [TEXAS HOSA GENERAL RULES AND REGULATIONS](#).

FOR COMPLETE GUIDELINES, REFER TO WWW.HOSA.ORG

GENERAL RULES AND REGULATIONS FOR TEXAS HOSA ARE IN EVENT FOLDER

NUMBER OF COMPETITORS: _____

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

EVENT INFORMATION: This event uses appointment times
Location: _____ Start Time: _____

TOPIC: "Beyond All Limits"

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
 - Check-in competitors at their appointment time
- Competitor Escort
 - An adult who escorts competitors to event room for the presentation
 - Gives bubble scans to judges and introduces the competitor.
- Event Room Assistant
 - An adult although Courtesy Corps can assist
 - Collects and organized bubble scans and assists judges when needed
- Timekeeper
 - Usually, Courtesy Corps
 - Times the speech
- Judge(s)
 - Evaluates competitor’s speech according to the event guidelines.

PRE-COMPETITION INSTRUCTIONS – Event team should proceed to the event location immediately upon

leaving Competitive Event Headquarters

ROOM PREPARATION

- Check-in table is outside of the event room

- Designate an area for competitors to wait after check-in and before presenting their speech
- Set up the event room first so the judges' orientation can take place in the room before the event
- **PLEASE RESTORE FURNITURE AND ROOM BACK TO ITS ORIGINAL STATE BEFORE LEAVING**

EVENT CHECK-IN

- There is no holding room. Each competitor has been assigned an appointment time which is posted outside Competitive Event Headquarters and should arrive no more than 15 minutes early
- Use the Competitor List to check in each competitor, either highlighting or checking off the competitor's name as he/she checks in
- Check the photo ID. The competitor must present either the actual ID, a digital picture of the actual ID, or a completed copy of the HOSA Competitor Identification Form (available on the International HOSA website)

JUDGE ORIENTATION

- Event manager orients the judges using the Judge Orientation Sheet while the event team prepares the event room and begins checking in the first competitor.
- The event manager or designee should go to Judges' Hospitality to retrieve the 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

EVENT PROCESS – REFER TO PREPARED SPEAKING EVENT GUIDELINES AT WWW.HOSA.ORG

- Please be pleasant to the competitors. They are nervous and you can do a lot to make them relax by being friendly
- After checking-in, the competitor should remain in the designated waiting area until escorted to the judges for the presentation.
- The competitor should be introduced to the judges by a member of the event team.
 - **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 to the competitor's name badges. The competitor number should be the five (5) numbers on the name badge. Do not go by school. 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). 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 introductions are completed, ask competitors and judges if they are ready. If all are ready, the speech and timing can begin.
- 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 should **STAND AND REMAIN STANDING** to present a flash card advising the competitor when there is one (1) minute remaining.
- The competitor will be stopped when the five (5) minutes are up and be dismissed, allowing the judges two (2) minutes to complete the rating sheet
- All competitors will speak on the same announced topic
- Props may NOT be used
- There will be no microphones for this event.

COMPETITOR RESPONSIBILITIES

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

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.

COMMENT CARDS

- Comments from the judges 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.

BUBBLE SCANS

- Pencil only
- No blanks
- No paper clips
- Judges should sign or initial each bubble scan
- Judges can confer
- **Look for perfect scores on the bubble scans. If there is more than one competitor 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 Summary Sheet. Judges should not change the scores on the bubble scans but should tell the Event Manager the finishing order of the competitors.**
- 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.**

EVENT MATERIALS ORGANIZATION FOR RETURN TO CE HEADQUARTERS

_____ All bubble scans initialed by judge.

_____ Completed and signed Summary Sheet

_____ Judges’ names and cell phone number written on Summary Sheet.

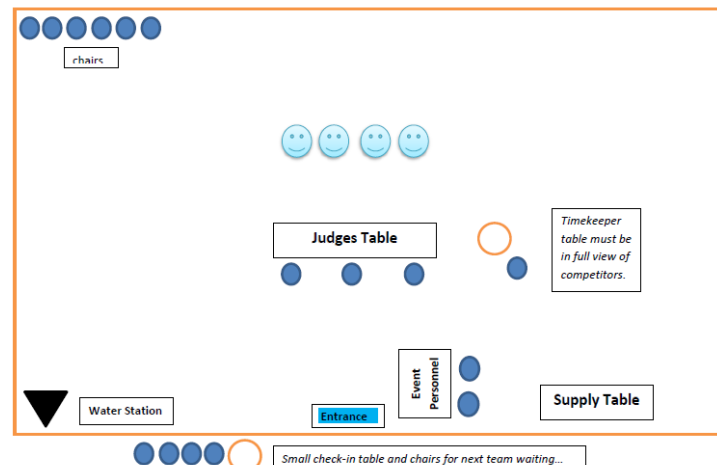
_____ Any perfect score ties broken, and judges’ preference written on summary sheet.

_____ Completed Comment Cards grouped together.

_____ School name and competitor name/number on all completed Comment Cards

BASIC EVENT Set

#2



- Competitors should be introduced to all event personnel in the room and informed of 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, patients, and any other personnel. **Be sure the timekeeper is seated in clear view of the competitor.**
 - When introductions are completed, competitors and judges should be asked if they are ready. If all are ready, the speech and timing can begin.
- 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.
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- Props may NOT be used
- There will be no microphones for this event.

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.

COMMENT CARDS

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

BUBBLE SCANS

- Pencil only
- No blanks
- No paper clips
- Judges should sign or initial each bubble scan
- Judges can confer
- **Look for perfect scores on the bubble scans. If there is more than one competitor awarded a perfect score, judge(s) should break the tie and tell the Event Manager the results. The Event Manager should write the tie breaking results on the Summary Sheet. Judges should not change the scores on the bubble scans but should tell the Event Manager the finishing order of the competitors.**
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SAMPLE

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 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)

Student Signature

Advisor Signature