



HOSA, TA COMPETITIVE EVENTS MANAGEMENT

SECTION I

Revised July 2010

This section contains:

- Event Management
- Conference Registration
- Hotel Reservation
- Conference Schedules
- Conference Planning

PRIORITIES FOR COMPETITIVE EVENTS

- **MAKE IT FUN!**
- **TOTAL QUALITY MANAGEMENT**
- **FAIRNESS TO ALL**
- **CREATE A POSITIVE EVENT ENVIRONMENT**
- **FOLLOW NATIONAL COMPETITIVE EVENT GUIDELINES**
- **NO ERRORS - TRIPLE CHECK EVERYTHING!**
- **PLAN DETAILS - SOLVE PROBLEMS BEFORE THEY OCCUR**
- **TIME MANAGEMENT - RUN THE EVENT ON SCHEDULE**
- **COMMUNICATE EXPECTATIONS TO JUDGES AND STUDENTS**

STATE CATEGORY ROTATION PROCESS

2011 STATE

Health Science	Area I
Health Professions/Emergency Preparedness A	Area II
Health Professions/Emergency Preparedness B	Area III
Leadership	Area IV
Teamwork A	Area V
Teamwork B	Area VI
Recognition, Social	Area VII

2012 STATE

Health Science	Area II
Health Professions/Emergency Preparedness A	Area III
Health Professions/Emergency Preparedness B	Area IV
Leadership	Area V
Teamwork A	Area VI
Teamwork B	Area VII
Recognition, Social	Area I

2013 STATE

Health Science	Area III
Health Professions/Emergency Preparedness A	Area IV
Health Professions/Emergency Preparedness B	Area V
Leadership	Area VI
Teamwork A	Area VII
Teamwork B	Area I
Recognition, Social	Area II

2014 STATE

Health Science	Area IV
Health Professions/Emergency Preparedness A	Area V
Health Professions/Emergency Preparedness B	Area VI
Leadership	Area VII
Teamwork A	Area I
Teamwork B	Area II
Recognition, Social	Area III

*** The Board of Directors - Senior Members will designate advisors to serve as Event Chair and Event Assistants for the management of State Competitive Events. Areas responsible for the Categories, Health Professions/Emergency Preparedness and Teamwork, will divide the competitive events (A and B) to determine event assignments and responsibilities.

HOSA, TA COMPETITIVE EVENTS PROGRAM MANAGEMENT PROCESS

EXECUTIVE DIRECTOR/STATE ADVISOR

- * Plan and conduct Conference Training Session
- * Assist Conference Chairs in planning hotel arrangements, competitions, judges, and agendas
- * Provide secure items and tests
- * Manage headquarters, tabulation, and equipment

BOARD OF DIRECTORS - SENIOR MEMBER

- * Participate in pre-conference planning
- * Approve budgets and facilitate reimbursement process for chair, officers and advisors
- * Conduct conference on-site registration
- * Manage headquarters, tabulation, tie-breaking, and inquiry process
- * Check out and check in secure items and equipment to Event Managers
- * Manage Scholarship Selection Process
- * Assign and manage event assignments for the area and state conferences

BOARD OF DIRECTORS - JUNIOR MEMBER

- * Participate in pre-conference planning
- * Oversee officer candidate credentialing and assist with conference registration
- * Manage headquarters, tabulation, tie-breaking, and inquiry process
- * Check out and check in secure items and equipment to Event Manager
- * Facilitate Scholarship Selection Process

EVENT MANAGERS

- * Plan for efficient, timely management of events
- * Check out secured items and equipment prior to the event
- * Orient judges, event personnel, and competitors using Checklist
- * Facilitate running of event according to National Competitive Event Guidelines
- * Check judge's scantron sheet
- * Complete Texas HOSA Event Summary Sheet, including any significant event notes.
- * Insure that all rating sheets are filled out correctly and completely, and bundle the rating sheets in the order of competitive number and section and bind them with the Texas HOSA Event Summary Sheet form.
- * Check in secured items and equipment after the event.

EVENT ASSISTANTS

- * Prepare event site, set up equipment, and organize rating sheets for judges
- * Assure materials/personnel are ready for event management
- * Manage flow of competitors so event runs in a timely manner
- * Return competition areas to pre-conference set-up

EVENT MANAGER GUIDELINES

1. Familiarize yourself with the event guidelines prior to the conference. The guidelines are updated every year, so do not make a decision based on previous experience unless you have consulted the current guidelines. If changes have been made to an event and mailed out/posted by Nationals, then those changes are in effect!
2. Follow the Priorities For Competitive Events!
3. Pick up the event packet and written tests from the tabulation room at least 30 minutes prior to the scheduled orientation and written test time. Please follow the Competitor Orientation Checklist and the Monitor's Directions for Administering Written Examinations to orient students and administer written tests.
4. Return ALL written test materials to the tabulation room.
5. Pick up demonstration/skill event packet, necessary equipment, and secure items from the tabulation room at least ONE hour prior to the event so you can start the event on time!
6. Orient judges by the Judge Orientation Checklist while Event Assistants set up the event.
7. **Never disqualify a competitor!** Only a team composed of at least three members of the Board of Directors may disqualify a competitor.
8. No electronic devices (i.e. cell phones, headphones, CD or Ipods, computers, etc.) or study materials will be permitted in the holding areas.
9. Follow Tabulation and Event Completion Process guidelines.
10. Complete the Texas HOSA Event Summary Sheet.
11. Check in **ALL** secure items and equipment to a Board of Directors member.

HOSA, TA COMPETITIVE EVENTS PROGRAM

COMPETITOR ORIENTATION CHECKLIST

(Event Manager)

1. Welcome competitors. Introduce self.
2. Conduct competitor check-in process:
 - a. Call students from event printout and distribute competitor cards.
 - b. For a no-show, draw a line through student name and mark as no-show.
 - c. If student attends without being listed on event printout, write their name and school information on event printout. When you return to headquarters, verify that they are registered to attend/compete.
3. Explain dress code and that YOU will award bonus points for appropriate dress during the event.
4. Explain that NO study materials or electronic devices (i.e. cell phones, headphones, CD, MP3 players, computers, etc.) are allowed in any holding room or competitive areas. (Exceptions are for those events in which laptops and other materials are used during the competition.)
5. Read the event guideline rules for the event. Explain any equipment needed, such as pencils or pens, by the competitor.
6. Explain that at any time during the event, if the competitor feels a major rule infraction has occurred, the competitor should IMMEDIATELY bring this to YOUR attention for correction. **Explain that the decisions of the judges are FINAL.** If the competitor is not satisfied with the event and wishes a situation to be evaluated by the Board of Directors, the Inquiry Form may be used. The inquiry form MUST be returned within two hours after the event conclusion.
7. Assure students that you will do everything possible to make the competition fair for ALL students.
8. Explain that the top 5 competitors with at least a 70% composite score will be recognized during the awards session and that 1st, 2nd, and 3rd place winners will receive medallions and advance in competition. (Except for Recognition Events)
9. Answer questions from competitors. Thank them for their attention and wish them luck.
10. Administer written tests as appropriate.

MONITOR'S DIRECTIONS

FOR

ADMINISTERING WRITTEN EXAMINATIONS

Please read carefully and follow these guidelines when administering ANY written test for HOSA Competitive Events.

PREPARATION

1. Prior to the test, obtain the correct number of written tests, scantron sheets, and event printout from the Competitive Event Headquarters. Count all tests prior to leaving tabulation and after the exam before students leave the testing rooms to assure all tests are accounted for.
2. Be at the administration site at least 20 minutes prior to testing time. Once you arrive on site, check the room set-up and be sure there is adequate seating, good lighting, and as much freedom from noise and disturbances as possible.
3. Check-in each competitor. If competitor brings notebooks, papers, texts, purses, backpacks, electrical devices and/or cell phones have the competitor leave them in a central location at the front of the room where they may pick them up when finished with the test.
4. Once all of the competitors have been seated, distribute a test and scantron sheet to each competitor. Direct them **NOT** to open or begin the test until you have finished with the following directions.
5. Have a mechanism for informing competitors of the time remaining, e.g. chalk board or flip chart.
6. Explain that cheating is automatic disqualification from the competitive event. Writing on the test will result in a 50% reduction in the test score. Having study/reference materials or any electronic devices (including cell phones) will result in receiving a "0" on the written test.
7. Start the written test on time.
8. **Prior to the beginning of the timing, students that are late may be admitted but will not be given any of the orientation or instructions they missed prior to the test, nor will they be given additional time to complete the test. Once any student has left the testing area after completing the test, no new students will be admitted into the testing area.**

DIRECTIONS TO BE READ TO COMPETITORS PRIOR TO THE TEST

1. Your written test and scantron sheet have been distributed to you. Please put your competitor ID, test number, event name, and date on your scantron sheet. Be very careful when writing your competitor ID so it is legible and correct.
2. No writing or marks may be made on the test. **Tests will be checked for marks; any marks on the test will result in a 50% reduction in the test score.** Having **study/reference materials or any electronic devices (including cell phones) will result in receiving a "0" on the written test.**
3. I will give you directions for taking this examination. I will not be able to answer any questions after you start taking the test, so please ask any questions you have after I finish giving the directions and before we start the timing of the test.
3. The test is a ____ # question written test. There is only ONE best answer. Answer all questions. There is no penalty for answering questions incorrectly. Remember, however, if you do not answer a question, be sure and skip the corresponding answer on the scantron sheet. If appropriate, there are also ____ # questions at the end of the test. These questions will be used as tie breakers if necessary. Please follow the directions and complete all of these questions. Tie Breaker questions will be answered on the test packet.
4. Read each question carefully. Select the BEST answer and using a number 2 pencil, fill in the space completely that corresponds with the answer you have chosen. Are there any questions? (Answer any questions.)
5. Please refrain from making any unnecessary noises as determined by event personnel during the time you are in the testing room. You may not leave the room until you have completed the test. When you are finished, bring the test and scantron sheet to me and quietly leave the room.
6. Are there any questions before we start the test? (Answer any questions)
7. Read the following information, as appropriate:
 - a. **Spelling tests** Round One is used to determine place of competitor for the spell down and to reduce the Round Two to 15 competitors.
 - b. **Health Professions/Emergency Preparedness tests** count as ONE procedure for your competition and are used as an elimination process. Competitors eligible to complete the skills procedures will be posted. A composite score of ALL procedures (including the test) is used to determine winners.
 - c. **Teamwork tests** are used as a qualifier for Round Two. Written test scores are **NOT** used in the final ranking of competitors. Competitors eligible to complete in round two will be posted
 - d. **HOSA Bowl** Round One team scores are used for seeding teams in complete brackets. Team scores in round one are **NOT** used in the final ranking of competitors. Competitors eligible to complete the skills procedures will be posted.

HOSA, TA COMPETITIVE EVENTS PROGRAM

JUDGE ORIENTATION CHECKLIST

(by Event MANAGER)

- _____ 1. Welcome judges and thank them for coming. Introduce self.
- _____ 2. Distribute name badges and have judges sign name and address on judge sheet.
- _____ 3. Ask judges to turn off cell phones and/or and remind them of the importance of not taking calls while judging the event.
- _____ 4. Ask if anyone has judged this event before. Select the most experienced judge as Lead Judge.
- _____ 5. Review National guidelines, specifically those items that affect judging the procedures/event.
- _____ 6. Go over rating sheets and answer any questions.
 - a. Stress that they are NOT to omit any score.
 - b. Ask them to sign or initial each rating sheet.
 - c. Judges rate independently. After individually rating competitors, Judges MAY compare ratings before turning them in. If the point Spread is greater than 10, judges MAY discuss why they rated the way they did, and MAY choose to adjust their score, if needed.
 - d. Identify specific procedures when judge must prompt the student.
- _____ 7. Discuss time frame, number of competitors, and the necessity to run the competition in a timely manner.
- _____ 8. Explain secure items, equipment the competitor may use, critical thinking, etc.
- _____ 9. ENCOURAGE JUDGES TO GIVE CONSTRUCTIVE VERBAL FEEDBACK TO THE STUDENT **AFTER** THE STUDENT COMPLETES THE EVENT.
- _____ 10. Explain the tie-breaker process as it relates to the specific event.
- _____ 11. Answer questions the judges may have.
- _____ 12. Remind judges that their decision/score is final.
- _____ 13. Thank the judges for their participation in HOSA Competitive Events.

HOSA, TA COMPETITIVE EVENTS PROGRAM TABULATION AND EVENT COMPLETION PROCESS

1. JUDGE

- * Rates each competitor. Judge stays until the completion of the event.

2. EVENT ASSISTANTS

- * Secures all judges' rating sheets and checks each rating sheet to assure that ALL areas were rated
- * Distributes Judge Certificates
- * Collects all supplies, materials, equipment to be returned as appropriate
- * Returns site to original set-up condition

3. EVENT MANAGER

- * Completes Event Summary Sheet making any significant event notes, including denial of Dress Points
- * Turns in Event Summary Sheet, rating sheets, competition printout, and secured items to Tabulation/CE Headquarters

4. BOARD of DIRECTORS: Tabulation Room

- * Checks in secured items and equipment from Event Manager
- * The Board Member documents comments expressed by the event manager on the Event Summary Sheet and initials the notation (denied points for dress, no show etc.)
- * The Board Member binds all Event Summary Sheet and judges ratings sheets and puts the event results in the tabulation box.

TEXAS HOSA EVENT SUMMARY SHEET

Event _____ Section# _____
Date and Time Event Completed _____

To be completed by Tabulation Team
Calculations:
Health Science Events & Health Professions & Emergency Preparedness- Total possible points per event _____
Leadership & Teamwork events Top Competitors or Team score _____

Judge's Name (please print) _____

Number of Judges per skill _____

Name of Procedures Performed

Event Manager Notes:
(Please include denial of Dress points, competitor number and reason)

Event Manager _____
Event Assistant _____
Board Member _____

Attach this form to the front of the packet containing

- **Competitor list by section**
- **Judges Rating sheet**

HOSA *Event Guidelines* Recommendation Form

Is there a problem?? You could be a part of the solution!

HOSA member input is needed to improve the HOSA Competitive Event Guidelines. If you have suggestions to improve the event process, or if there are rules that are unclear, please let us know by filling out this form and returning it to:

**National HOSA Headquarters
6021 Morriss Road, Suite 111
Flower Mound, TX 75028**

OR - you can send your recommendations via e-mail to HOSA@hosa.org

Information from HOSA Member Submitting Recommendation

Name _____

Address _____ City, State, Zip _____

Phone (____) _____ e-mail _____

Information from HOSA Chapter

HOSA Chapter # _____ City, State _____

Chapter Advisor _____ Event _____

Recommendation:

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 the event Chairman 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 the Board of Directors, this inquiry form may be used.

THIS FORM MUST BE FILLED OUT AND RETURNED NO LATER THAN TWO HOURS AFTER THE CONCLUSION OF THE EVENT.

Event Title _____ Date _____

Competitor # _____ Check One: Official request for Review of Rule Infraction
 Constructive Suggestion

Name (Person submitting) _____

Competitor

Advisor

School/Address _____

Narrative of Problem: (Use reverse side if necessary)

Student Signature

Advisor Signature

Board of Directors – Comments

Board of Directors Signature/Date
