

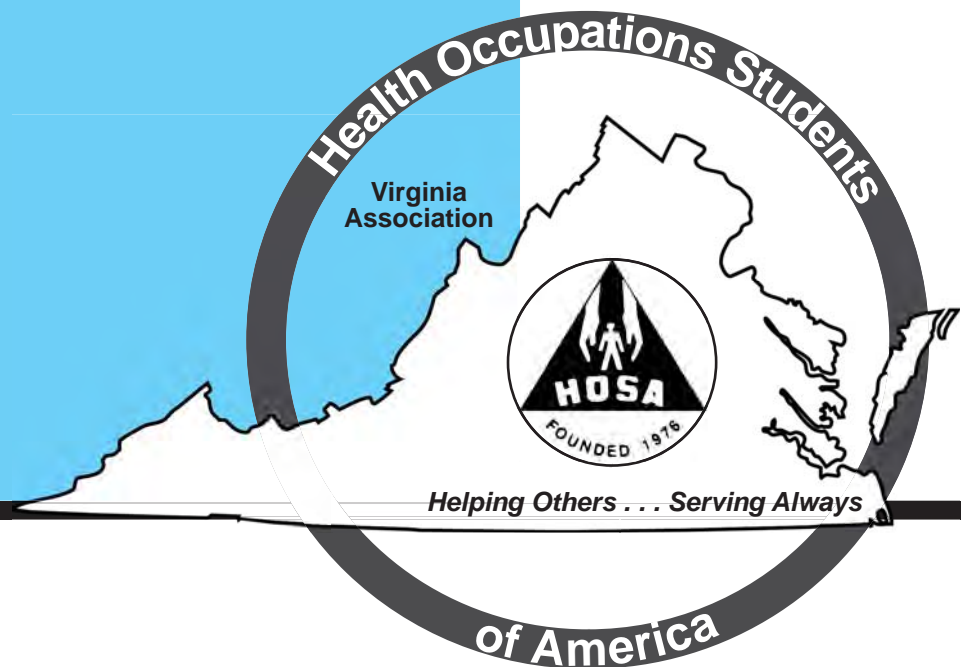
Virginia Association

HOSA

Competitive

Events

Handbook



*Virginia Association
Health Occupations
Students of America
Competitive Events
Handbook*

Commonwealth of Virginia Department of Education
Office of Career and Technical Education Services
Health and Medical Sciences
Richmond, Virginia

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National

HOSA

Competitive Events

Program Information



Overview

(Current General Rules and Regulations)

HOSA members are encouraged to take full advantage of the HOSA National Competitive Events Program, a constantly expanding and improving series of competitive events related to health care. Competition within a state is held in the spring as a means of identifying those members eligible for competition at the HOSA National Leadership Conference (NLC). Imagine the pride that members feel when their names are called and they stand on stage waiting to receive a National HOSA medallion for recognition as a first-, second-, or third-place event winner.

The purpose of the *HOSA Handbook* is to help members take advantage of one of HOSA's major membership benefits. The Competitive Events Program is designed to provide a system for recognizing the competencies developed by members through health science course instruction, related job training, and HOSA-related activities. Individual members and teams are evaluated according to set standards of performance by professionals from the health-care community appropriate to each event.

It is worth the time and effort to select an event and prepare for competition. Those who prepare for an event are developing the knowledge and skills needed as a health care professional. For example, what is learned in preparing for the Job-Seeking Skills competitive event can be used to get an entry-level position in the health-care field. Members are able to participate in district or state conferences and network with HOSA members and health-care professionals from across the state. Members who participate in the Competitive Events Program are immediately recognized as professionals in training, interested in pursuing a career in the health-care community.

Regardless of how they place in competitions, members benefit from their preparation for the events, from learning confidence, from acquiring professional skills, and from gaining a sense of pride in the state or chapter they represent. These form the truest measure of their accomplishment.

The competencies developed by members in local, district, state, and national competitions

build a foundation that will last through a lifetime of professional activities.

HOSA's Competitive Events Program is also a means of recognizing those students who are willing to pursue excellence by preparing for competition and demonstrating the determination to attend a conference and perform the competencies acquired through the health occupations program.

The competitive events management team constantly monitors the national competitive events program to

- identify existing events that should be reviewed and revised to reflect current health-care practices
- identify new events that should be added to reflect current program offerings in secondary and postsecondary institutions
- direct the development process for designing new events
- evaluate new event demonstrations and tests.

Event Preparation

Members interested in the Competitive Events Program should follow 10 steps in preparing for and participating in a competition.

1. Talk with the HOSA chapter advisor, and communicate an interest in entering a competitive event at district or state conferences.
2. Review the national competitive events program, and select the event that is consistent with the member's career objectives.
3. Visit www.HOSA.org for the current edition of the specific event guidelines, and study the guidelines of the event.
4. Study the detailed guidelines and the judge's rating sheet(s) to learn the criteria by which competitors are evaluated.
5. Thoroughly practice the event at the chapter level before competing at a district or state conference.

6. Talk with other members who participated in previous competitions to gain from their experiences.
7. Ask the chapter advisor to conduct event simulations in the classroom to allow all members to have an event experience.
8. Know all rules and procedures for the event to avoid disqualification or point deductions.
9. Enter the district or state competition, and carefully review all instructions.
10. Enjoy the competition. Regardless of one's final recognition, the real reward of participating in HOSA competitive events lies in the complete experience—from the chapter to the national stage and from event preparation to the competitive performance.

Basic Event Regulations

The following regulations should be noted by competitors.

1. Competitors must be active members of HOSA.
2. Competitors at the national level must have competed in the same event at the state level.
3. Competitors must attend or be represented at the scheduled orientation session at the national leadership conference for the event in which they are competing.
4. Competitors must not be late in arriving at the event area in order to avoid disqualification.
5. Competitors must adhere to the dress code as specified in the event guidelines. They will be awarded bonus points for being dressed appropriately.
6. Competitors must work independently, except in team events, or be disqualified for receiving assistance from judges, teachers, fellow students, or observers during competition.
7. Competitors may be disqualified for falsification of any information used in competition. This includes plagiarism in any written paper, which will result in disqualification of the paper.

Organizational Chart

for VA HOSA Competitive Events

VA HOSA Specialist

coordinates VA HOSA State Leadership Conference (SLC) by

- serving as liaison with National HOSA Competitive Events
- serving as liaison with VA HOSA Executive Council
- coordinating Competitive Events Committee meetings
- communicating competitive events information to competitive events chairpersons, category chairpersons, off-site category coordinators, event managers, and chapter advisors
- securing location, facility, room arrangements, supplies, equipment, and personnel for competitive events.

Chairpersons of Competitive Events

coordinate competitive events at SLC by

- managing competitive events headquarters (CEH)
- developing, organizing, and implementing policy and procedure for competitive events in conjunction with Competitive Events Committee
- communicating competitive events responsibilities and information to assisting category chairpersons
- validating Competitive Events Registration of local chapters
- serving as mediator for variances and conflicts related to competitive events
- serving as mediator for any inquiry
- reviewing tabulation process and validating scores with category chairpersons
- validating and approving final script for presentation of awards
- providing post-SLC critique of competitive events with category chairpersons and HOSA Specialist
- assisting the VA HOSA Specialist with recruiting event personnel.

Category Chairpersons

coordinate and supervise all competitive events for assigned categories by

- serving actively on Competitive Events Committee
- attending all Competitive Events Committee meetings
- being present and available in competitive events headquarters at posted times for duration of conference
- gathering and verifying presence of boxes, packets, secured materials, supplies, and equipment needed for each event in that category
- inspecting, critiquing, and verifying proper room arrangements for each category's events
- communicating responsibilities to event managers for that specific category of events by conducting Orientation for Event Managers; being available to answer questions; providing assistance; and distributing event boxes, packets, and secured materials to event managers
- monitoring and critiquing events in progress
- verifying with event managers the return of boxes, packets, secured materials, supplies, and equipment
- directing event inquiries to competitive events chairpersons and serving to mediate any inquiry
- verifying accuracy of *Judges' Rating Sheets*, *Competitive Event Summary* sheets, and *Competitive Event Managers' Reports* with event managers and then, competitive events chairpersons
- separating *Sign-In* sheets, *Competitive Event Analysis*, and evaluations for each event and organizing for all events in that category for packing
- removing and separating other contents of boxes and placing into appropriate storage
- participating in post-SLC critique of competitive events

- assisting the VA HOSA Specialist with recruiting event personnel.

Off-Site Category Coordinators

coordinate competitive events of specific categories that are held away from the conference site by

- serving as temporary members of Competitive Events Committee for SLC
- serving as liaison to HOSA Specialist, competitive events chairpersons, category chairpersons, and event managers at that site
- supervising and verifying arrangements of all rooms, supplies, and equipment needed for off-site competitive events
- assisting event managers as needed.

Event Managers

coordinate their specific competitive event by

- studying and becoming familiar with National HOSA guidelines for specified event prior to SLC
- studying the *Event Manager's Guide* and becoming familiar with manager's responsibilities prior to SLC
- selecting Courtesy Corps needed for event from local HOSA chapter
- obtaining boxes, packets, and secured material for specified event from competitive events headquarters and category chairpersons
- verifying availability of required personnel (e.g., judges, Courtesy Corps, pronouncers) facilities, equipment, and materials needed for the event with competitive events category chairpersons
- attending the Event Managers' Orientation session for briefing
- conducting Orientation for Competitors
- conducting the specific event exactly as outlined in the *National HOSA Competitive Events Guidelines*:
 - Conduct Orientation for Judges.
 - Use Courtesy Corps as needed.
 - Ensure the event starts on time and continues in a timely manner.
- overseeing and validating tabulation process and transfer of scores to *Competitive Event Summary* sheet by judges

- completing *Competitive Event Manager's Report*
- completing *Competitive Event Analysis*
- collecting and organizing all paperwork and taking it to competitive events headquarters, and validating results with category chairpersons
- returning all supplies, materials, and equipment used in the events to the competitive events headquarters.

Listing of Competitive Events Current Year

VA HOSA Competitive Events Program

Category I—Health Science Events

Dental Spelling
Dental Terminology
Medical Spelling
Medical Terminology
Medical Math
Knowledge Tests:
 Concepts of Health Care
 Human Growth and Development
 Nutrition
 Pathophysiology
 Pharmacology

Category II—Health Professions Events

Biotechnology
Clinical Nursing
Clinical Specialty
Dental Assisting
Home Health Aide
Medical Assisting
Medical Laboratory Assisting (pending)
Nursing Assisting
Personal Care*
Physical Therapy
Sports Medicine
Veterinary Assisting

Category IIA—Emergency Preparedness Events

Community Emergency Response Team (CERT)
CPR/First Aid
Emergency Medical Technician
Epidemiology
First Aid/Rescue Breathing*
MRC Partnership
Public Health Emergency Preparedness

Category III—Leadership Events

Extemporaneous Health Poster
Extemporaneous Speaking
Extemporaneous Writing
Interviewing Skills*
Job-Seeking Skills
Medical Photography
Prepared Speaking
Researched Persuasive Speaking
Speaking Skills*

Category IV—Teamwork Events

Biomedical Debate
Career Health Display
Community Awareness
Creative Problem Solving
Forensic Medicine
Health Education
HOSA Bowl
Medical Reading
Parliamentary Procedure
Public Service Announcement

Category V—Recognition Events

Barbara James Service Award
Chapter Newsletter
HOSA Week
Kaiser Permanente Healthcare Issues Exam
National Recognition Program
National Service Project
Outstanding Alumni Member
Outstanding HOSA Chapter
Outstanding State Leader
Talent

**Events for students with special needs*

*General Information
& Guidelines for*

Virginia Association

HOSA

Competitive

Events



Purpose

The purpose of the Competitive Events Program is to motivate HOSA members and provide a means for recognizing members as they demonstrate the skills and competencies they have acquired through Health and Medical Sciences Education, hands-on experience, and related HOSA activities.

Philosophy

The competitive events are designed to motivate HOSA members to improve their knowledge and skills. Competitive events are not “contests” that prove who is the best, but rather an opportunity for members to grow and learn as they prepare for a health-care career. HOSA provides a National Competitive Events Program in order to recognize those members who pursue excellence by attending the State Leadership Conference (SLC) and demonstrating the competencies gained through Health and Medical Sciences Education.

General Rules and Regulations

All members affiliated with the Competitive Events Program, from the HOSA Specialist down to the local advisor, will be expected to become very familiar with the General Rules and Regulations for National HOSA Competitive Events. The primary authority for the competitive events for VA HOSA is the current edition of the *National HOSA Handbook, Section B*. This handbook will be used to clarify guidelines, judging standards, and preparation for all events. When questions arise, the Competitive Events Committee of VA HOSA should be consulted, and decisions will be made for the good of all members.

The number of competitors or teams registered for specific events determines whether or not an event will continue to be offered to competitors at each conference. Numbers will also determine how many competitors or teams from each

chapter can be accommodated in specific events at the SLC.

Information for Event Managers

Note: Orientation of event managers is required.

Information not covered in this guide will be covered in the required orientation session for event managers. Please ask any questions during this session, as it is designed to assist you, the event manager, to function more efficiently and effectively; in the long-run, this affects the entire conference by keeping conflicts and problems to a minimum.

Times and places will be communicated from VA HOSA and will be listed again in the *Conference Program*. Event boxes and materials related to your event should be picked up at headquarters prior to the Event Managers' Orientation session.

Information Regarding Competitive Events

1. All competitors are defined by divisions: the secondary division is coded as SS and the postsecondary as PS. Each competitor must be registered to participate in the division of his or her home school. SS and PS students may participate in all categories of events as specified in guidelines.

2. Competitors can compete in a maximum of two events in Categories I–IV. The following restrictions apply. Competitors can compete in one event in Category I, II, or IIA. In addition, he or she can compete in one event in Category III or IV, but not in both. Competitors cannot participate in an individual event and simultaneously appear in a skill event or a team event where testing or round one takes place. **Students can participate in as many Category V events as they desire.**

3. Changes to events registration may be made online prior to SLC as long as it is done prior to the deadline specified in conference

information. Only deletions can be made after the posted registration deadline. Deletions must be submitted by e-mail to the HOSA Specialist. No other changes will be made.

4. Dress code for VA HOSA Competitive Events is very specific and has been outlined in detail in event guidelines and in conference information to advisors. Competitors will adhere to the dress code as specified in guidelines for each orientation and event. In all competitive events, five bonus points per competitor and/or team will be added once to the final score on the rating sheet if dress of the competitor and/or team is deemed by judges to be appropriate, as specified in the guidelines. For bonus points to be awarded to teams, each member must be dressed appropriately. Judges will make the decision to award these points for all events except for Category I and Category V testing events for which event managers will award points when registering competitors. No points will be added to the final score if dress is judged to be inappropriate for that specific event.

Note: Each judge is to have a copy of the dress code and the procedure for awarding points will be explained at the Orientation for the Judges.

5. The ethics of event managers should be beyond reproach. While all competitive events personnel are trusted implicitly, most prefer to avoid situations where they must make decisions about students in their home chapter. This can be avoided by contacting the HOSA Specialist, competitive events chairpersons, or category chairpersons prior to committing. Any decision pertaining to tie-breaking will be directed to the competitive events chairpersons or category chairpersons at the time scores are tabulated at SLC.

Priorities for Managing Competitive Events

Make it fun. Participation in competitive events should be fun and will embody the accomplishments from the member's year. Strive to reduce stress and anxiety for all competitors.

Expect and strive for excellence and quality in all events and from all assisting personnel. Prepare thoroughly, and follow through efficiently with all responsibilities for the event.

Be fair to all participants and competitors. This experience can have a lasting effect on students and should be positive and motivational.

Provide a positive event environment. Most competitors do not mind "not placing" if they feel they had a good experience, events were conducted fairly for all, and people were courteous to them. Assist and encourage participants whenever possible.

Follow the event guidelines. Avoid personal interpretation or deviation from the guidelines. In case of any doubt, do not trust your memory, but adhere to the guidelines placed in the event boxes or refer to the *National HOSA Handbook*.

Prevent errors by triple checking everything.

Plan in detail by knowing everyone's role and function. Be very specific and detailed with directions and instructions.

Start on time, and keep on schedule. This is accomplished by organizing and ensuring that all details are taken care of prior to the event. Use a stopwatch to time intervals of less than 10 minutes; use a wristwatch or clock to time intervals of more than 10 minutes.

Competitors who arrive late for testing will not be allowed to enter the room. No event will be delayed to allow competitors who do not bring appropriate supplies or equipment to the event to

obtain them. If a competitor's arrival at a testing event is delayed by weather or unusual circumstances and the category chairpersons or competitive events chairpersons are approached by the advisor, a time will be set for all the competitors to take the test.

Ask questions to clarify situations, gather all information that might affect decisions, and ensure the same thing does not occur again. Ask the category chairpersons for assistance at any time for anything. Competitive events staff is there for you.

If problems arise, and they will, please pick up the phone in your event room and call headquarters. Ask to speak with the appropriate category chairpersons and report problems—especially in the case of absent judges and conflicts of any nature—and ask for any assistance you might need. Do not wait until the event has been completed to call. Problems need to be addressed promptly. Please add any such incidents to the *Competitive Event Analysis*, and remind the category chairpersons about them when the event has ended.

Document clearly and accurately when completing the event forms. It is very important to complete all forms fully, according to directions on the form. The committee relies heavily on these forms when evaluating and recording all aspects of the events and relies heavily on event managers to execute the procedure correctly. Please take time to advise the category chairperson of any conflicts, situations, or inquiries regarding the event before leaving headquarters after scores are tabulated. Notes may be attached to explain and remind competitive events personnel to address the problem.

Competitors must attend orientation sessions as posted. Orientation is mandatory. Orientation is held only for the competitors who will participate in that event and to schedule them for

the event. It provides an opportunity to tell competitors of any changes or modifications and allows competitors to ask questions and clarify guidelines. Some events require testing that will be completed at the time of orientation, or the event itself may start with the scheduled orientation.

For very large events, the registration portion of orientation may be begun earlier than the announced starting time.

Scheduling conflicts for events should be avoided. Local advisors are responsible for scheduling and registering students in competitive events in order to avoid scheduling conflicts and overlapping events. Adjustments in assigned time slots can be made as long as they do not cause an unfair situation or leave time slots open. Competitors are to be scheduled at consecutive intervals with no gaps.

Follow the proxy process, if, for any reason, a competitor cannot attend an orientation. The *Proxy Form* must be properly filled out, signed, and submitted. Teams must have at least one representative at orientation in order to participate. Proxy representatives may be either a student or an advisor.

Note: Proxies are not permitted in any event when it is necessary for individual competitors or team members to be present for testing or the actual competition at the orientation session.

Disqualification of a competitor should be a last option. Unless there is definite violation of written guidelines, competitors should not be disqualified and should be allowed to compete. If competitors are not on the list of competitors at orientation, add them to the list, and allow them to compete. After the orientation session, the event manager, the competitor, and the competitor's advisor must go to headquarters to resolve the situation. Inform the category chairpersons of the violation upon returning to headquarters. Post-event decisions can be made to solve the problem. Competitors may not earn points on

rating sheets and may not be allowed to compete if they do not have the equipment required for the event.

Prohibited

Competitors may not use any communication devices including, but not limited to cell phones, pagers, and other handheld devices during HOSA orientation sessions, competitive events, or while in holding rooms. Members of the audience are not allowed to have any of these communication devices in operative status during any event. Using communication devices is a form of cheating, and offenders may be asked to leave the event. Competitors should not bring these devices into any event area. If they are brought in, they will be turned off and placed on the table in plain sight of the event manager(s) during the event. If devices make any noise or vibrate during the event, final points for the event may be affected. Judges and others assisting with events must turn off cell phones and pagers during competitive events.

No study materials, materials related to health sciences, or coaching by other competitors or advisors will be permitted in any event or holding room.

Note: The regulations above pertain to competitors and advisors. Competitors' final scores could be affected by noncompliance by advisors.

Thank You

The Competitive Events Committee relies heavily on advisors who consent to serve as event managers. The Committee truly appreciates the time and effort volunteers spend in order to make this a meaningful experience for competitors. Please know that the Committee supports its volunteers in any way it can, and feel free to approach and consult with Committee members at any time.

Reminders to Chapter Advisors

Competitors will bring a copy of guidelines to the Competitor Orientation sessions.

All judges (HOSA-affiliated or not) will report to the competitive events headquarters one hour prior to their scheduled event. Each judge will contact the committee or category chairpersons in order to

- ensure that a sufficient number of judges are present for that event
- obtain badges, ribbons, certificates of appreciation, and programs
- receive specific information regarding
 - location of event
 - meals provided
 - questions/concerns they might have.

Selection of Courtesy Corps

All advisors who consent to serve as event managers will select the Courtesy Corps for that event from his or her chapter or regional chapters prior to arriving at SLC. If this is impossible, the advisor must inform the competitive events staff prior to the advisor's arrival at the conference.

Confirming or Correcting Registration Printouts

All Competitive Events Registration e-mails and printouts sent to chapter advisors to confirm or correct event registration will be verified or adjusted by the advisors and returned to the HOSA Specialist in a timely manner and before the deadline. Changes, deletions, substitutions, or corrections will be made at this time. Only deletions will be allowed after this deadline and at the Competitive Events Registration at the SLC.

Advisors and instructors will inform, assign, orient, and obligate competitors to their events before submitting the final registration.

Note: The deadline for making changes in event registration will be posted in conference information.

Any exceptions deemed necessary will be handled on an individual basis and must be communicated to the Competitive Events Committee chairpersons or the VA HOSA Specialist prior to the SLC.

Student eligibility forms will be sent to the VA HOSA Specialist with SLC registration. These forms are required to be on file at the time of Competitive Events Registration at SLC.

Note: Advisors are required to report to Competitive Events Registration on the opening day of the SLC prior to the official start of competitive events in order to verify that their students are registered for the correct events and that deletions are noted and forwarded to category chairpersons.

Review National HOSA, Appendix D, Individual Orientation Proxy Form and Proxy Procedure. This form has been amended and will be used by VA HOSA for SLC. It is included as *Appendix C* of this handbook. The form will be completed and presented at all Competitors' Orientation sessions where a proxy is required.

Review the National HOSA, Appendix B, Competitive Events Inquiry Procedure. The associated form has been amended for use at VA HOSA SLC. It is included as *Appendix B* of this handbook and will be used for inquiries at SLC. The competitive events inquiry procedure is not intended to be used to change decisions made by judges. The rating sheets are specific for each event, and the *General Rules and Regulations (National HOSA Handbook)* states that "The decision of the judges is final." The inquiry procedure will be used by VA HOSA to examine all concerns regarding event and participant conduct. The inquiry procedure examines criteria that should be corrected to improve the event in the future. There will be no discussion regarding reversal of judges' decisions during the events, with the exception of specified events. For these special cases, infractions must be addressed immediately, and the event must be suspended until a resolution is reached.

Official HOSA Dress Code

(Amended for VA HOSA SLC)

Attire for SLC will be proper and appropriate. Dress requirements directly reflect the ethical expectations of National HOSA, VA HOSA, local HOSA chapters, schools, programs, professions, and advisors. Students or advisors who do not abide by the dress code may not be admitted until they change their dress, may be asked to leave certain activities, and may not receive competitive event points for proper attire.

Each HOSA advisor will be held responsible for the appearance of his or her students at SLC. Advisors should research the dress code and present that information to their students.

Official HOSA uniform requirements can be found at www.HOSA.com or in the *HOSA Handbook, Section A*. The basic HOSA uniform consists of

- a navy blazer with HOSA emblem
 - navy or white skirt or slacks
 - a white dress shirt or blouse
 - navy or maroon necktie (optional for females)
 - appropriate footwear (colors specified)
- and will meet the requirements in the following settings.

Business Attire

For females:

- Blouse or sweater with sleeves, jewel neckline, or turtleneck; length of top must fall below the waistline or be tucked in
- Hem of skirt or dress falling below mid-thigh
- Dress with sleeves or accompanied by a jacket or cardigan; dress must have a buttoned neckline, jewel neckline, or turtleneck
- Slacks or pants with taut waistline; no loose or low-riding pants, slacks, or jeans allowed
- Footwear to include dress shoes with open or closed toe of a color coordinated with other attire

For males:

- Dress shirt (white or tastefully colored), long or short sleeves with banded collar
- Necktie (optional)
- Full-length dress-pants or khakis, taut at waistline, with belt; no loose or low-riding pants, slacks, or jeans allowed
- Business suit (optional), sports coat/blazer, or jacket
- Footwear to include shoes that are closed-toe lace-up, slip-on, or loafers of a color coordinated with other attire

Appropriate attire for daytime HOSA activities, orientations, competitive events, Opening Session, workshops, Regional Awards Ceremony, and Sunday Awards Ceremony will be business attire or HOSA uniform.

Students who are dressed inappropriately for the Sunday Awards Ceremony will not be admitted until they are dressed appropriately.

On Friday and Saturday nights, after the Opening Ceremony and Awards Banquet, dress will be casual. This means that jeans and tennis shoes that are clean and in good shape and other tasteful, casual, and comfortable clothing may be worn to the Talent event on Friday night and to the social activities on Saturday night. Chapter members are encouraged to wear tee-shirts with chapter logos for fun nights.

Evening Attire (for the Awards Banquet on Saturday night)

For females, any of the following apply:

- Formal short or long dress
- Long skirt and top
- Dress slacks and top
- Official HOSA uniform or business attire

For males, any of the following apply:

- Formal wear
- Sports jacket and slacks
- Business suit
- Official HOSA uniform or business attire

Attire for Awards Ceremony (Sunday morning)

Attire for students and advisors during this session will consist of business attire or HOSA uniforms. Jeans, tennis shoes, sweatshirts, sweatpants, sweat suits, and jogging or athletic clothing are not acceptable; students and

advisors in violation may be asked to change clothes or not attend the session.

Prohibited Attire

The following items of clothing will not be allowed at any official SLC function:

- Blue jeans
- Capri pants
- Shorts of any type
- Tops that show midriff
- See-through articles of clothing
- Short tops/halters
- Tank tops
- Sleeveless tops
- Tops with low necklines
- Baggy/cargo/carpenter/low-riding pants
- Tee-shirts or sweatshirts with inappropriate slogans or logos
- Slogan clothing
- Tennis/athletic shoes
- Boots
- Flip-flops
- Casual sandals
- Bare feet
- Ball caps, sports caps, do-rags

Reminder

No competitor in pajamas of any kind, bedroom shoes, curlers, or with bare feet will be allowed in meal lines or anywhere outside hotel rooms.

At all times, ensure that dress is decent and tasteful. Students not conforming to these standards may be asked to change.

Remember that attitude toward SLC personnel and policy is part of the Courtesy Code, and those who do not comply will not be allowed to attend conference activities.

Checklist for Advisors

Prior to SLC deadlines:

- Make necessary changes in Event Registration, and return it to HOSA Specialist.
- Preview talent performance, and process the *Talent Submission* form (if competitor is registered for the Talent event).
- Send materials within deadline to HOSA Specialist (see: *Competitive Events Highlights*, part of conference information).

Prior to traveling to SLC, review the following with each participant:

- Code of conduct for SLC
- VA HOSA dress code—proper uniform or business attire
- Dress code for clinical events
- Copy of competitive events guidelines—should be brought to SLC events
- Supplies needed for event(s), including number-2 pencils for test taking
- Materials that must be turned in early or at orientation (see: Event guidelines and *Competitive Events Highlights*, part of conference information)

Upon arrival at SLC, advisors should do the following:

- Report to Conference Registration to obtain conference materials (e.g., programs, name badges, and meal tickets).
- Report to Competitive Events Registration to verify event status of competitors.
- Report to Orientation for event managers (if managing any event at SLC).

After the completion of the competitive events:

- Report to competitive events headquarters to collect all materials that may need to be preserved, such as notebooks, scrapbooks, portfolios, CDs, or photos.
- Pick up all competitor materials at competitive events headquarters. These materials will not be available after the close of the State Leadership Conference.
- Sign the *Check-In/Check-Out* form when retrieving materials in competitive events headquarters.
- All score sheets, answer sheets, judges' rating sheets, and other event records will be stored by the Competitive Events Committee for six months following SLC and will then be destroyed.

During the Awards Ceremony on Sunday

- Ensure that the attire of advisors and students meet the dress code for the Installation and Awards Ceremony.
- Ensure that professional behavior is exhibited by students and advisors during this ceremony (includes not talking/making noise) while awards are being distributed or while officials are presiding and/or talking during any part of the ceremony.

Virginia Association

HOSA

Category Chairperson's Guide



Responsibilities of Category Chairpersons

Prior to State Leadership Conference (SLC)

- ❑ Review guidelines for all competitive events in assigned category.
- ❑ Become familiar with personnel and equipment needed for each event.
- ❑ Develop all scenarios needed for category events.
- ❑ Become familiar with method of scoring each event.
- ❑ Review any changes from previous year.
- ❑ Gather guidelines and notes, reminders, and questions needed for SLC.
- ❑ Attend all Competitive Events Committee meetings prior to SLC.
- ❑ Review previous year's listing of event managers and judges to identify those interested in participating again.
- ❑ Recruit event managers and judges for the current year.
- ❑ Learn the schedule for the Thursday before the start of SLC.

Planning (the day before SLC)

- ❑ Plan to begin early (typically by 8:00 a.m.).
- ❑ Wear comfortable clothing and shoes. Bring a light sweater or jacket.
- ❑ Stay nourished and hydrated.
- ❑ Meet with entire Competitive Events Committee: HOSA Specialist, committee chairpersons, category chairpersons, and auxiliary personnel.
- ❑ Finalize list of event managers, judges, and other personnel.
- ❑ Refer to your guidelines, notes, reminders, and questions, and modify them as the day progresses.
- ❑ Review the schedule for the day, and organize duties.
- ❑ Obtain tentative registration printout listing competitors for each event, and make a copy

to be placed in each event box. Keep the original for reference.

- ❑ Claim a workspace in assigned room to organize competitive events boxes.
- ❑ Remove all old or outdated forms from boxes, and replace with current ones.
- ❑ Check all materials in the box against event guidelines and the list of contents of competitive events boxes. Supplies needed may include forms, information sheets, number-2 pencils, paper, index cards, calculators, stopwatches, a dictionary, and markers.
- ❑ Locate all materials, supplies, handouts, tests, and equipment that are required by the on-site or off-site event, as provided by the HOSA Specialist. If any items are missing, bring it to the attention of the competitive events chairpersons.

Note: Under no circumstances will you approve or give consent for any materials, supplies, or equipment (no matter how small) to be furnished or supplied by any personnel representing the host facility. Those can only be approved directly by the HOSA Specialist or the Competitive Events Committee Chairperson with permission from the Specialist.

- ❑ As items are placed in boxes, ensure they are in working order. (e.g., test stopwatches and calculators, sharpen pencils). Provide a list of nonfunctional items to competitive events chairpersons.
- ❑ Ensure that copies of paper materials such as forms, information sheets, tests, and rating sheets are adequate, or make additional copies.
- ❑ Any special equipment and materials that will not fit into boxes need to be collected and placed near the appropriate box. Ensure these materials are available and in working order prior to the Event Managers' Orientation.
- ❑ Ensure that areas have been designated and prepared for events in which judging requires use of media equipment. If electronic equipment is needed, ensure it is provided by the HOSA Specialist and/or brought by the

event manager and made available on Thursday.

Note: These devices will not be provided by or obtained from the host facility.

- ❑ Communicate with off-site coordinators to exchange contact information. Ensure that their event needs have been met, including any transportation or meal requirements (to be announced by HOSA Specialist).
- Note: Ensure the off-site availability of a copier, if needed for events.
- ❑ Store and protect the confidentiality of secured tests, scenarios, themes, topics, and problems for events, as provided by the HOSA Specialist and/or category chairpersons.
- ❑ After boxes have been filled, periodically re-check them during the SLC until they are given to the event managers on Friday.
- ❑ Learn the facility layout, and locate all rooms where events will take place. Inform competitive events chairpersons of concerns if rooms will not accommodate the anticipated number of competitors or will not meet the requirements for the types of events scheduled for them.
- ❑ Get a good night's sleep.

During SLC

First Day at SLC

- ❑ Stay nourished and hydrated.
- ❑ Perform a final check on the contents of all boxes.
- ❑ Plan to be organized and focused for the duration of the SLC. Keep interruptions and distractions to a minimum, and conduct the business of SLC with professionalism. Pay attention to details concerning events and work of the committee. Do not allow distractions to interfere with the effectiveness of the committee.
- ❑ Prepare and rehearse for the Event Managers' Orientation (see *Protocol—Orientation for Event Managers*).

Note: Provide sheet for each event manager to record room number and cell phone number for you and Competitive Events Committee.

Preparation for events

- ❑ Obtain registration printout of competitors for each event.
- ❑ Make competitor identification cards.

Single-competitor events should display the following sets of numbers and letters:

- two-letter designation of events
- two-letter designation of division
- five places providing consecutive numbering.

Secondary division competitors' numbers will begin with event and division letters followed by 000; that will provide consecutive numbering. For example:

- first competitor MM SS 00001
- fifth competitor MM SS 00005
- tenth competitor MM SS 00010

(Numbers for secondary competitors will begin with 0)

Postsecondary division competitors' numbers will begin with the same letter designations for event and division, but will be followed by 100; 2 numbers consisting of another 0 and 1 or 2 numbers that will provide consecutive numbering. For example:

- first competitor MM PS 10001
- fifth competitor MM PS 10005
- tenth competitor MM PS 10010

(Numbers for postsecondary competitors will begin with 1)

Team Events follow the same rules for event and division letters, but the numbers that follow will designate the number of the team as well as the individual members of that team.

Secondary division competitor teams will begin with the same event and division letters followed by "00" which designates secondary division, a single-digit or double-digit number (beginning with 1) which designates the number of the team followed by another 0 and 1, 2, 3, 4, 5, 6, or 7 depending on the number of members on that team. For example:

Team 1

- HB SS 00101
- HB SS 00102
- HB SS 00103
- HB SS 00104

Team 5

- HB SS 00501
- HB SS 00502
- HB SS 00503
- HB SS 00504
- HB SS 00505

Team 15

- HB SS 00151
- HB SS 00152
- HB SS 00153
- HB SS 00154
- HB SS 00155

Postsecondary division competitor teams will begin with the same event and division letters followed by 10, which designates postsecondary division, 0 with a single-digit number or a double-digit number alone, which designates the number of the team, followed by 1, 2, 3, 4, 5, 6, or 7 depending on the number of members on that team. For example:

Team 1

- CP PS 10011
- CP PS 10012
- CP PS 10013
- CP PS 10014
-

Team 5

- CP PS 10051
- CP PS 10052
- CP PS 10053
- CP PS 10054
-

Team 15

- CP PS 10151
- CP PS 10152
- CP PS 10153
- CP PS 10154
- CP PS 10155
- CP PS 10156

- Make changes on registration printout as they are delivered from the Competitive Event Registration site. Registration for competitive events typically begins at 10:00 a.m.
- Place copies of the *Deletions in Competitive Events Registration at SLC* form in each box with the copy of the registration printout of competitors (in both SS and PS divisions). Only deletions may be made.
- Ensure eligibility forms (e.g., IEPs located in the IEP notebook or at Competitive Events Registration site) have been submitted for necessary events.
- For events in which testing takes place, ensure tests have been obtained, counted, sealed, and are ready to be opened and counted.
- For events that require special materials or equipment that is supplied by competitive events headquarters, *Check-Out/Check-In*

forms must be initiated in order to make sure these items are provided and are then returned to headquarters when the event managers report for tabulation.

- Ensure rooms are ready for Orientation for Event Managers and the first round of testing that immediately follows the Orientation.
- Obtain off-site transportation arrangement information and schedule to share with event managers.

Orientation for event managers (see *Protocol—Orientation for Event Managers*)

- Make event boxes and materials accessible in a designated area.
- Verify that managers of events that require use of multimedia or other equipment have either brought or obtained these devices (e.g., laptops, projectors, screens) from competitive events headquarters. For equipment supplied by Events Headquarters, *Check-Out/Check-In* forms must be processed.
- When testing events are completed on Friday afternoon, boxes from those events will be returned to headquarters. Tests will be counted, confirmed, and placed back in the event box.
- Event managers for off-site events or for those events held on Saturday may keep their boxes or leave them at headquarters, but all materials must be secured at all times.
- Conduct Orientation Session for Event Managers.
- Ensure the first group of testing events are progressing.
- Contact off-site coordinators to assess preparation.

After testing events are completed

- Event managers return to competitive events headquarters to complete the tabulation process.
- Return and check in boxes to headquarters.
- Review registration printout of competitors for additions or absentees.
- Count the number of tests returned with event managers. Category chairperson and manager must count and sign to validate that count is the same as when tests were issued.

- ❑ Count number of machine-readable assessment (i.e., Scantron) sheets against number of competitors.
 - Note: A competitor who missed a test and reported to the competitive events chairperson or category chairperson will need to be scheduled at the pre-determined time to make up the test.
- ❑ Separate secondary and postsecondary machine-readable assessment sheets, if necessary.
- ❑ Ensure that machine-readable assessment sheets are coded correctly, according to instructions.
- ❑ Gather evaluations (from competitors) and other event forms and ensure they are completed, especially the *comments* section. Ensure *Personnel Sign-In* sheets and *Competitive Event Analysis* sheets (from both managers and judges) have been completed, using black ink.
- ❑ Ask event manager whether he or she would be willing to serve again in the same or similar capacity next year.
- ❑ Ensure that the *Personnel Sign-In* sheets are complete.
- ❑ Collect event boxes and ensure that all materials and equipment listed on *Check-Out/Check-In* forms are collected from event rooms and returned to headquarters.
- ❑ Thank the event managers.
- ❑ After completion, take machine-readable assessment sheets to designated person for scoring.
- ❑ Ensure that all ties were broken.
- ❑ Add test scores for each event to *Competitive Event Summary* sheet.
- ❑ Add bonus points for appropriate dress as assigned by event managers.
- ❑ For testing events in Health Sciences events and Recognition events
 - complete the *Competitive Event Manager's Report* with first-, second-, third-, fourth-, and fifth-place winners.
 - submit all confirmed and signed *Competitive Event Manager's Reports* to competitive events chairpersons, who will perform a final check and send them to the script writer.

- ❑ For other categories where testing is round one:
 - Complete only the *Competitive Event Summary* sheet,
 - placing original with machine-readable assessment sheets for each event
 - placing a copy in event boxes for event managers.
 - *Competitive Event Manager's Reports* will be completed on Saturday after the second round of the event.
 - Post seeding positions for teams competing in events, such as HOSA Bowl, outside competitive events headquarters in a timely manner.
- ❑ Attend Opening Session.

Second Day at SLC

For all other category events where testing or round one extends to Saturday (on-site or off-site) with skills, spell-downs, or team events, event managers may want to keep in their possession the boxes for their events, securing all materials, or may arrange to pick them up on Saturday morning before their events begin.

Preparing for the day

- ❑ Stay nourished and hydrated.
- ❑ Confirm transportation schedules for off-site events. Keep schedule at hand.
- ❑ Meet with event managers needing secured scenarios, problems, questions, themes, and topics.

As events are completed

- ❑ Anticipate event managers returning to competitive events headquarters to complete tabulation process.
- ❑ Verify all tabulations, forms, and processes with event managers.
- ❑ Receive boxes at competitive events headquarters.
- ❑ Check registration printout for competitors for additions or absentees.
- ❑ Review *Judges' Rating Sheets* with managers.
- ❑ Verify all calculations.
- ❑ Add bonus points as appropriate.

- ❑ Ensure that test scores from round one are counted.
- ❑ Confirm that all ties were broken.
- ❑ Ensure that scores have been transferred to *Competitive Event Summary* sheet by the event manager.
- ❑ Gather evaluations (from competitors) and other event forms, and ensure they are completed, especially the *comments* section. Ensure *Personnel Sign-In* sheets and *Competitive Event Analysis* sheets (from both managers and judges) have been completed, using black ink.
- ❑ Ask event manager whether he or she would be willing to serve again in the same or similar capacity next year.
- ❑ Ensure that the *Personnel Sign-In* sheets are complete.
- ❑ Collect event boxes, and ensure that all materials and equipment listed on *Check-Out/Check-In* forms are collected from event rooms and returned to headquarters.
- ❑ Thank the event managers.
- ❑ Transfer scores from *Competitive Event Summary* sheets to complete the *Competitive Event Manager's Report* with first-, second-, third-, fourth-, and fifth-place winners, or confirm these designations, if completed by event managers.
- ❑ Submit all confirmed and signed *Competitive Event Manager's Reports* to competitive events chairpersons, who will perform a final check, and send them to the script writer.

When all events and tabulations are completed for SLC

- ❑ Designate an area in your workspace or category headquarters to separate completed forms, using the *Packing Guide*:
 - *Personnel Sign-In*
 - *Competitive Event Analysis* (event managers and judges)
 - Evaluations
 - *Judges' Rating Sheets*
 - *Competitive Event Summary*
 - *Competitive Event Manager's Reports* for each event
- ❑ Bind forms with large clips, and stack them in order of each category. These will later be packed in boxes specific to each event and

labeled (five categories and/or five or more boxes total).

- ❑ Leave unused forms in competitive events boxes unless they are outdated. If outdated, discard.
- ❑ Clean up workspace.
- ❑ Separate, pack, and label supplies and equipment according to each event and category.
- ❑ Assist the other committee members to complete all work at headquarters.
- ❑ Attend the Banquet and Awards Ceremony.
- ❑ Return to finish what is not completed.
- ❑ Review the Awards Ceremony script if asked to do so by the competitive events chairperson.
- ❑ Attend the debriefing meeting for category chairpersons with competitive events chairpersons.

Final Day at SLC

- ❑ Offer assistance to competitive events chairpersons prior to Awards and Closing Ceremony.
- ❑ Attend Installation of Officers and Awards Ceremony.
- ❑ Offer assistance to competitive events chairpersons at headquarters one final time.
- ❑ Volunteer for the following year.

Protocol–Orientation for Event Managers

(To be used by category chairpersons to prepare event managers)

Category chairpersons will need:

- *SLC Program*
- *Competitive Events Handbook* (contains *Event Manager's Guide*)
- Competitive event guidelines for each event in the assigned category

Note: All event managers should have event boxes, materials, and equipment.

Orientation for Event Managers

- ❑ Welcome event managers.
- ❑ Thank the event managers for agreeing to serve.
- ❑ Stress importance of reading all sections of the *Event Manager's Guide*.
- ❑ Upon completion of the Orientation for Event Managers, solicit questions.
- ❑ Remind event managers to refer to *Protocol—Managing the Competitive Event* to ensure that events are properly conducted.

From General Information (see section beginning on page 11)

- ❑ Explain general rules and regulations.
- ❑ Emphasize dress code information.
- ❑ Explain information regarding competitive events.
- ❑ Explain the priorities for managing competitive events.

From Protocol—Managing the Competitive Event

- ❑ Emphasize preparation by reviewing *Event Manager's Guide* prior to SLC.
- ❑ Prepare competitors by reviewing the *Protocol—Orientation for Competitors*.
- ❑ Review responsibilities for managing a competitive event.
- ❑ Explain administration of tests for events in which testing is necessary by reviewing *Protocol—Administering Tests*.
- ❑ Explain Orientation for Judges, using *Protocol—Orientation for Judges*.

The Tabulation Process (with judges present at the event site)

- ❑ Secure all *Judges' Rating Sheets*, and ensure that they are signed.

- ❑ Confirm all calculations.
- ❑ Confirm that all ties are broken.
- ❑ Confirm that bonus points are either added or not added for dress code.
- ❑ Validate, then transfer all scores from rating sheets to *Competitive Event Summary* sheet.
- ❑ Ensure all competitors' names are checked on the registration printout or designated "absent."
- ❑ Ensure that judges complete the *Competitive Event Analysis*, using black ink, and indicate that they judged.
- ❑ Thank the judges and provide certificates and gifts when available.

The Tabulation Process (after judges leave the event site)

- ❑ Complete the Competitive Event Manager's Report.
- ❑ Group all paperwork and organize forms separately, to include for each event
 - *Personnel Sign-In*
 - *Competitive Event Analysis* (event managers and judges)
 - Evaluations
 - *Judges' Rating Sheets*
 - *Competitive Event Summary*
 - *Competitive Event Manager's Report*.
- ❑ Remind the event managers to complete their *Competitive Event Analysis* forms, using black ink.
- ❑ Remind event managers to collect all materials and supplies and return to competitive events headquarters to verify all scores with category chairpersons.

continued next page

- Remind event managers to sign the Check-Out/Check-In form to verify that all materials and equipment used in their events have been returned to competitive events headquarters.

Virginia Association

HOSA

*Event Manager's
Guide for
Competitive Events*



Protocol—Managing the Competitive Event

(To be used by event managers to manage competitive events)

Event managers will need:

- *Competitive Events Handbook* (contains *Event Manager's Guide* and all protocols)
- Event guidelines
- Event box, materials, and equipment

Preparation

- ❑ Review *Manager's Guide* prior to SLC.
- ❑ Attend Orientation for Event Managers, and ask questions specific to event (events schedule should be posted in VA HOSA information to advisors and in SLC program).
- ❑ Obtain event box, packets, and secured and required materials from your category chairpersons at Orientation for Event Managers or from competitive events headquarters.
- ❑ Know the date, time, and place of Orientation for Competitors and the time and location of the assigned competitive event.
- ❑ Review contents of the event box, and become familiar with the facilities, equipment, and materials per the event guidelines.
- ❑ Provide arrangements for Courtesy Corps (from local or regional chapter) for the event.

Conducting Orientation for Competitors

- ❑ Report to the room assigned for Orientation of Competitors for your event (see the SLC program).
- ❑ Follow the steps exactly as outlined in *Protocol—Orientation for Competitors*.
- ❑ Refer to the completed registration printout to ensure supplies in the event box are adequate for all competitors.
- ❑ Obtain any additional materials, if needed, from competitive event headquarters after orientation session.

Management of Competitive Event

Note: If problems, conflicts, or questions arise during preparation or as event progresses, please call headquarters or send the Courtesy Corps for assistance, especially if judges are missing, if rooms are uncomfortable, or if supplies or equipment are insufficient.

- ❑ Arrive at event room early enough to ensure that the setup is appropriate and that other supplies, equipment, and materials needed to conduct the event, in addition to those in the event box, are present.
- ❑ Place materials, supplies, and equipment in appropriate locations to prepare room for competition.
- ❑ Complete the year, event, and division on *Personnel Sign-In* sheet and *Competitive Event Analysis* prior to event.
Note: Ensure that personnel and event managers sign the sheet and supply the required information.
- ❑ Have judges complete *Personnel Sign-In* sheet before Judges' Orientation.
- ❑ Begin event on time, and adhere to schedule and guidelines.

For Events Where Testing Is Done

- ❑ Proceed to *Protocol—Administering Tests*, and follow the steps as outlined.
Note: Courtesy Corps may be supervised to monitor the door and distribute tests, answer sheets, and folders to write on.

For Events Where Judging Takes Place

- ❑ Conduct Orientation for Judges, using *Protocol—Orientation for Judges*.
Note: Judges should have reported to competitive events headquarters one hour prior to start of event to verify their availability to judge and to be assigned and directed to the appropriate room.

For Competitor Ribbons, Certificates of Competitive Event Participation, and Evaluations

- ❑ Competitor ribbons and *Certificates of Competitive Event Participation* will be present in the schools' packets that are picked up by advisors at SLC registration.

- ❑ Evaluations will be given to and completed by each competitor as they complete the event.
- ❑ Evaluations should be left with a member of the Courtesy Corps before exiting the event site.

Exception: Students who compete in the testing events in Categories I and V and those competing in Extemporaneous Poster in Category III will receive these items in their testing or poster event.

Using Courtesy Corps

- ❑ Courtesy Corps can bring competitors into the event room according to time schedule.
- ❑ Courtesy Corps can monitor doors and control competitor traffic flow.
- ❑ Courtesy Corps can distribute, monitor, and then collect evaluations as they are completed by competitors at the conclusion of the event.
- ❑ Assign Courtesy Corps to the event room so they can assist with arrangements, run errands, or assist with room management while you are conducting Orientation for Judges. They can also be used to role-play as patients and victims, and to serve as messengers and time-keepers.
- ❑ Members of the Courtesy Corps should be presented with individual *Certificates of Recognition* to acknowledge their service.

Conducting Event According to Event Guidelines

- ❑ Create a checklist. Place steps in chronological order to help organize and manage the event.
- ❑ Assign key people and duties, and provide copy of event guidelines to assistants or Courtesy Corps.
- ❑ Event managers will not brief or debrief competitors at any time prior to, during, or upon completion of any event.

Tabulation Process (review with judges before they leave the event area)

- ❑ Secure all *Judges' Rating Sheets* and ensure that all data is complete and that sheets are signed by judges.
- ❑ Confirm all calculations. Confirm that all ties are broken.

- ❑ Award bonus points for dress as appropriate.
- ❑ Transfer all scores from rating sheets to *Competitive Event Summary* sheet.
- ❑ Ensure competitors' names are checked on the registration printout or are designated as "absent."
- ❑ Require judges to complete the *Competitive Event Analysis*, to indicate they were judges, and to indicate whether they would be available to serve again.
- ❑ Thank judges, and present certificates and gifts, when provided.

Tabulation Process by Event Managers (after judges have left the event area)

- ❑ Complete the Competitive Events Manager's Report.
- ❑ Complete and sign the Competitive Event Analysis.
- ❑ Collect all paperwork, and organize the following forms separately, to include
 - *Personnel Sign-In*
 - *Competitive Event Analysis*
 - Evaluations
 - *Judges' Rating Sheets*
 - *Competitive Event Summary*
 - *Competitive Event Manager's Report*.
- ❑ Clip all paperwork together, and return to category chairpersons.
- ❑ Collect all other supplies, equipment, and materials, and return to category chairperson at headquarters. Validate the return of items by signing the *Check-Out/Check-In* form.
- ❑ Verify tabulation process with category chairperson before leaving headquarters.

Protocol–Orientation for Competitors

(To be used by event managers to conduct the Orientation Sessions for Competitors)

Event managers will need

- printout of event registration
 - competitor event time schedule
 - competitor identification cards and additional blank cards
 - event guidelines.
-

Orientation

- Welcome the competitors.
- Introduce self and other event-support personnel.
- Remind competitors that they will stay until the session is completed.
- Ask for proxies, then check for accuracy against registration printout. No proxies are allowed in events that include a written test or for which round one is scheduled to occur during orientation.

Registration Process

- Note on the registration printout for each competitor when his/her dress is inappropriate for orientation.
- Add points beside competitor's name on the registration printout for appropriate dress, if competitor is competing in Category I or Category V testing events.
- Check every student's name, identification number, school, chapter, and division for that event against the registration printout. Be careful to copy and record numbers clearly and correctly.
- If a name is not on the list, write the name at bottom of the list and assign an identification number consecutive to the last one on the list. The identification number will consist of the letters for the event, division, and its place in consecutive order (see *Make competitor identification cards*, pg. 22).
- If it is necessary to make changes, edit to the side of the list. Do not change an existing name, identification number, or division within the division column (SS/PS).
- Draw a line through any absent competitor.
- Ask for *Student Eligibility* forms, if they were not sent to the HOSA Specialist with SLC registration.
- Reschedule those needing any special consideration related to scheduling conflicts with another event in which they will be competing.
- Call individual competitors or teams as they are listed on the registration printout and confirm information.
 - Issue competitor identification number card. Remind the competitor that the number is to be placed over his or her name card during the event.
 - Assign a time for competitors to report for the event. Fill time slots consecutively on the *Competitive Event Schedule* without leaving gaps, when possible.

After Registration

- When registration is completed for events that require testing or preparation of posters at orientation, event managers will
 - relay information and follow instructions contained in the numbered items below except for numbers 3 and 4
 - refer to *Protocol—Administering Tests* and proceed with the testing event as outlined in protocol.
- When registration is completed for all other events that require orientation only, event managers will do the following:

1. Read aloud the guidelines for the event.
 2. Explain the significance of dress code and its relationship to points.
 3. Remind competitors of the time, place, and day of the event.
 4. Remind competitors to arrive at least 15 minutes prior to assigned event start time.
 5. **Important: Explain that the top five winners will be recognized during the Awards Ceremony. First-, second-, and third-place winners receive medallions with trophies for the school. Fourth- and fifth-place winners receive certificates only.**
 6. Remind competitors of supplies, equipment, and materials they are responsible for bringing to the event. Tell the competitors that if they do not have the necessary materials, they may not be awarded points or may not be able to complete the event.
 7. Stress that communication devices (e.g., cellular phones, personal digital assistants, pagers) are prohibited in any event room or holding room. Using communication devices is seen as a form of cheating, and offenders will be asked to leave the event and will be disqualified.
 8. Information specific to event:

 9. Answer questions from competitors.
 10. Remind competitors to fill out the evaluation after they complete event but before they leave the event area. Evaluations are to be left with the Courtesy Corps.
 11. Thank them for their attention.
- Contact the category chairpersons at headquarters to report problems.

Protocol—Administering Tests

(To be used by event managers to conduct testing events)

Event managers will need

- *Personnel Sign-In* sheets
- registration printout
- folders (place under machine-readable assessment sheets)
- tests
- machine-readable (i.e., Scantron) assessment answer sheets
- number-2 pencils
- evaluations.

General Procedures

- ❑ Complete the *Personnel Sign-In* sheet, and include anyone who helps, other than Courtesy Corps.
- ❑ Check the points for appropriate dress assigned during orientation.

Note: Competitors will not be allowed to enter the room once testing begins. If a competitor is late for a test, the advisor must contact the category chairpersons or competitive events chairpersons, and a time will be set for the competitor to take the test.
- ❑ Distribute tests, placing them face-down on the desks/tables.
- ❑ Distribute folders to place under answer sheets when marking answers.
- ❑ Distribute machine-readable assessment (i.e., Scantron) answer sheets and pencils. Explain, step-by-step, how to record competitor information on the answer sheet. following coding directions to properly complete headings.
- ❑ Direct competitors not to turn the test over or begin until they have listened to all directions.
- ❑ Distribute the evaluations.

Special Instructions

- ❑ Spelling Tests: Round One is used to qualify for Round Two and determine place of competitor for the Spell Down.
- ❑ Category II and IIA tests will qualify competitors for Round Two. A composite score of the test and skills event determines event winners.
- ❑ HOSA Bowl, Parliamentary Procedure, Medical Reading, and Creative Problem Solving: Round One team scores are used to qualify teams for Round Two.

Protocol Script (to be read aloud to competitors)

1. "I will now give you instructions for taking this test. I will not be able to answer any questions after you start to take the test, but you will be able to ask questions after I finish these instructions."
2. "This is a written test with ___ questions. There is only one best answer to each question. You need to answer all questions. There is no penalty for guessing or answering questions incorrectly."
3. "However, if you choose not to answer a question, remember to skip that space on the answer sheet. If you do not match the numbers of the questions and the spaces on the answer sheet, you may miss all of the questions."
4. "Read each question carefully, and select the best answer. You have ___ minutes to complete this test. When time has reached ___ minutes, I will notify you of the time remaining."
5. "When the time for taking the test is up, you must turn over the test and answer sheets. I will collect the tests and answer sheets while you complete your evaluation."
6. "If you should finish the test before time is called, you must fill out your evaluation. You may then bring your test, answer sheet, and evaluation to me and leave the room very quietly."
7. "You will not chew gum or make any unnecessary noise during the time you are in the testing room."
8. "Cheating on a test or using any type of communication device during the event will result in automatic disqualification."
9. "Are there any questions?" (If so, answer.)
10. "Good luck to all. You may turn over your tests and begin."

Protocol–Coding Scantron Answer Sheets

(To be used by event managers to properly complete heading on answer sheet)

Event managers will need

- Scantron answer sheets
- registration printout for event.

Competitors will need

- competitor identification card/number
- number-2 pencils.

General Procedures

- Turn sheet so that the box for competitor's ID number is located in the top-left position.
- Fill in competitor ID number as it appears on the competitor ID card placed over the name badge.
 - Place the first letter in the box on the far left, and continue placing the letters and/or numbers consecutively in the boxes moving from left to right. Do not skip any spaces.
 - Fill in the bubbles indicating the numbers in the spaces provided directly below each written number.

Note: There is no accommodation for filling in letters.

- Under "Test Form," fill in the bubble for "A."
- Supply appropriate information on the lines labeled: "Name," "Subject," and "Date" as follows:
 - Next to the word "Name," write your name (last name first, followed by the first name).
 - Next to the word "Subject," write the name of your school.
 - Nothing should be written next to the word "Date."
- You have now completed the heading on the answer sheet.
- You may proceed with test instructions (see page 35).

Protocol–Orientation for Judges

(To be used by event managers to conduct Orientation for Judges)

Event managers will need

- *Personnel Sign-In* sheet (judges are to sign this)
- event guidelines
- copy of dress code (one copy for each judge)
- secured scenarios, problems, questions, themes, or topics (one per judge)
- rating sheets (one for each competitor or team)
- *Competitive Event Summary* sheets
- *Competitive Event Analysis*.

General Procedures

- ❑ Welcome judges to event.
- ❑ Thank judges for consenting to judge.
- ❑ Have judges sign *Personnel Sign-In* sheet, using black ink, and record the division they are judging.
- ❑ Write judge's name on blank card if he or she is not wearing a badge.
- ❑ Have judges turn off all communication devices including cell phones and pagers prior to the event.
- ❑ Provide judges with event guidelines, rating sheets, scenarios or related materials, a copy of the dress code, calculators, pencils, and scrap paper for notes prior to beginning the event.
- ❑ Competitors will be judged according to the event's rating sheet. Competitors must be evaluated separately for individual events. Teams will be evaluated collectively for team events.
- ❑ List any information specific to the event.
- ❑ Judges will not treat the event as a formal teaching situation and will not brief or debrief competitors upon the completion of events.
- ❑ Every space on the event rating sheet will be marked in one way or another.
- ❑ All ties between competitors must be broken according to the specific event guidelines.
- ❑ Judges must sign each rating sheet and transfer scores from rating sheets to the *Competitive Event Summary* sheet.
- ❑ Judges and event managers must check the scores on rating sheets and the transfer of scores to the *Competitive Event Summary* sheet before judges leave
- ❑ Judges should complete the *Competitive Event Analysis*, using black ink, prior to leaving. Have them indicate on the form that they served as a judge and whether they would consider serving again.
- ❑ Present the *Certificate of Appreciation* and gift, if provided, and thank them sincerely.

Judging Procedures

- ❑ Competitors must cover their name cards in their conference badges with the identification number card so their names and schools are not visible during the event.
- ❑ *Dress Code:* Competitors must adhere to the dress code as specified in event guidelines. Points are to be awarded only if an individual competitor or all members of a team meet the criteria. If dress is inappropriate, no points will be awarded. If competitors meet the dress code, exactly five full points are awarded and should be added by the judges to the final score. (Competitors awarded dress code points receive exactly five points, never more or less.)
- ❑ Competitors will be penalized or awarded zero points if they do not bring the required supplies and equipment for their event, or if they fail to correct mistakes or use unsafe practices during skills events.

Note: Know the plan for the judges' meals.

Virginia Association

HOSA

*Criteria for Measuring
Outcomes of
Competitive Events*



Competitive Event Analysis

(To be completed by event managers and judges, using black ink)

Name _____

E-mail address _____

Event _____

Served as

Manager

Judge

In the blank provided to the right of each statement, place the number from the rating scale that best describes the planning, management, and progression of the event you managed or judged.

Poor	Fair	Good	Very Good	Excellent
1	2	3	4	5

- 1. Directions regarding managing or judging the event were made clear when you were initially contacted. _____
- 2. You were able to easily find competitive event headquarters and obtain event materials. _____
- 3. You knew about and were present at the Event Managers' Orientation or Judges' Orientation. _____
- 4. Clear instructions were given during the Event Managers' or Judges' Orientation. _____
- 5. You were given necessary supplies and materials needed to manage or judge the event. _____
- 6. The event started on time, proceeded in a timely manner, and ended on time. _____
- 7. All event personnel were organized, and event proceeded smoothly. _____
- 8. All event personnel were courteous and helpful to you. _____
- 9. You were thanked and asked whether you would consider managing or judging again. _____
- 10. You feel that adequate planning, implementation, and follow-through had been initiated to make the event successful. _____

What feelings or impressions do you have regarding this event that will help us improve future events?

Evaluation for All Testing Events

Categories I, II, IIA, IV, and V

Each student who competes in an event where testing is the actual competitive event or the first-round of an event, will complete this evaluation when the test has ended. Responses and comments will assist the Competitive Events Committee to improve that particular event in the future.

- Please complete the evaluation before you leave the event site.
- Please be honest and objective in your evaluation.

Please check the event in which you competed.

Category I

- ___ Dental Spelling
- ___ Dental Terminology
- ___ Medical Spelling
- ___ Medical Terminology
- ___ Medical Math

Knowledge Tests:

- ___ Human Growth and Development
- ___ Nutrition
- ___ Pharmacology
- ___ Pathophysiology
- ___ Concepts of Health Care

Category II

- ___ Biotechnology
- ___ Clinical Nursing
- ___ Dental Assisting
- ___ Home Health Aide
- ___ Medical Assisting
- ___ Nursing Assisting
- ___ Physical Therapy
- ___ Sports Medicine
- ___ Veterinary Assisting

Category IIA

- ___ CERT Skills
- ___ CPR/First Aid
- ___ Emergency Medical Technician
- ___ Epidemiology

Category IV

- ___ Creative Problem Solving
- ___ Forensic Medicine
- ___ HOSA Bowl
- ___ Parliamentary Procedure

Category V

- ___ Kaiser Permanente Healthcare Issues Exam

In the blank provided to the right of each statement, place the number from the rating scale below that best describes the planning, management, and progression of the event in which you participated.

Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5
-----------	-----------	-----------	----------------	----------------

1. You knew you were to participate in this testing event prior to coming to SLC. _____
2. Your chapter advisor helped you prepare for testing in this event. _____
3. Your chapter advisor reminded you to bring supplies required for taking the test. _____
4. Your chapter advisor told you the location for the test and the time to arrive for orientation. _____
5. In orientation for competitors, the event manager
 - a) read the event guidelines aloud to the group _____
 - b) clearly explained the dress code and how it affects event scores _____
 - c) carefully explained the awards given to the top five winners in this event _____

Evaluation for Non-Testing Skills Events

Health Professions, Category II

Emergency Preparedness, Category IIA

Each student who attends the orientation and competes in the skill of a non-testing Health Professions or Emergency Preparedness event is required to complete this evaluation when he/she has completed the event. Responses and comments will assist the Competitive Events Committee to improve that particular event in the future.

- Please complete the evaluation before you leave the event site.
- Please be honest and objective in your evaluation.

Please check the event in which you competed.

Category II

___ Personal Care*

___ Clinical Specialty

Category IIA

___ First Aid/Rescue Breathing*

___ MRC Partnership

___ Public Health Emergency Preparedness

In the blank provided to the right of each statement, place the number from the rating scale below that best describes the preparation and how well the event you took part in was conducted.

Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5
-----------	-----------	-----------	----------------	----------------

1. You knew you were to participate in this testing event prior to coming to SLC. _____
2. Your chapter advisor helped you prepare for this skill event. _____
3. Your chapter advisor provided you with supplies and equipment required to compete in this skill event. _____
4. During orientation for competitors, the event manager
 - a) arranged scheduling if a special time was needed to compete in this event _____
 - b) read the event guidelines aloud to the group _____
 - c) clearly explained the dress code for the skills event and how it affects event scores _____
 - d) explained the awards given to the top five winners in this event _____
 - e) told you the location of the event and time to report for the competition _____
 - f) reminded you to bring supplies and equipment needed for this event _____
 - g) stressed that all communication devices were prohibited during any event _____
 - h) answered any questions you had _____
 - i) reminded you to complete the evaluation before leaving the event site. _____

Evaluation for Skills Events

Health Professions, Category II

Emergency Preparedness, Category IIA

Each student who advances to round two to compete in actual skills in either Health Professions or Emergency Preparedness event is requested to fill out this evaluation when he/she has completed the assigned skill(s). Responses and comments will assist the Competitive Events Committee to improve that event in the future.

- Please complete the evaluation before you leave the event site.
- Please be honest and objective in your evaluation.

Please check the skills event in which you competed.

Category II

- Biotechnology
- Clinical Nursing
- Dental Assisting
- Home Health Aide
- Medical Assisting
- Nursing Assisting
- Physical Therapy
- Sports Medicine
- Veterinary Assisting

Category IIA

- CERT Skills
- CPR/First Aid
- Emergency Medical Technician
- Epidemiology

In the blank provided to the right of each statement, place the number from the rating scale below that best describes the preparation and planning, management, and progression of the event in which you competed.

Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5
-----------	-----------	-----------	----------------	----------------

1. You knew you were to participate in this testing event prior to coming to SLC. _____
2. Your chapter advisor helped you prepare for this skill event. _____
3. Your chapter advisor provided you with supplies and equipment required to compete in this skill event. _____
4. During orientation for the skills event (held just prior to taking the round-one test), the event manager
 - a) arranged scheduling if a special time was needed _____
 - b) informed you where results of the round-one test results would be posted, if it was used to limit the number of competitors advancing to the second-round skills event _____
 - c) told you the location of the event and time to report for the competition _____
 - d) reminded you to bring supplies and equipment needed for this skills event _____

Evaluation for Leadership Events

Category III

Each student who competes in a Leadership event is requested to complete this evaluation when the event has ended. Responses and comments will assist the Competitive Events Committee to improve that event in the future.

- Please complete the evaluation before you leave the event site.
- Please be honest and objective in your evaluation.

Please check the event below in which you competed.

- | | |
|---|---|
| <input type="checkbox"/> Extemporaneous Health Poster | <input type="checkbox"/> Medical Photography |
| <input type="checkbox"/> Extemporaneous Speaking | <input type="checkbox"/> Prepared Speaking |
| <input type="checkbox"/> Extemporaneous Writing | <input type="checkbox"/> Researched Persuasive Speaking |
| <input type="checkbox"/> Interviewing Skills* | <input type="checkbox"/> Speaking Skills* |
| <input type="checkbox"/> Job Seeking Skills | |

In the blank provided to the right of each statement, place the number from the rating scale below that best describes the planning, management, and progression of the event in which you participated.

Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5
-----------	-----------	-----------	----------------	----------------

1. You knew you were to participate in this testing event prior to coming to SLC. _____
2. Your chapter advisor helped you prepare to compete in this event. _____
3. Your chapter advisor provided you with supplies and equipment required to compete in this event. _____
4. During orientation for competitors, the event manager
 - a) arranged scheduling if a special time was needed to compete in this event _____
 - b) read the event guidelines aloud to the group _____
 - c) explained the dress code for the event and how it affects event scores _____
 - d) explained the awards given to the top five winners in this event _____
 - e) told you the location of the event and time to report for the competition _____
 - f) reminded you to bring supplies and equipment needed for this event _____
 - g) stressed that all communication devices were prohibited during any event _____
 - h) answered any questions you had about the event _____
 - i) reminded you to complete the evaluation when you finished the competition. _____

Evaluation for Teamwork Events

Category IV

Each student who competes in a Teamwork event is requested to complete this evaluation when the event has ended. Responses and comments will assist the Competitive Events Committee to improve that particular event in the future.

- Please complete the evaluation before you leave the event site.
- Please be honest and objective in your evaluation.

Please check the event in which you competed.

- | | |
|---|--|
| <input type="checkbox"/> Biomedical Debate | <input type="checkbox"/> Health Education |
| <input type="checkbox"/> Career Health Display | <input type="checkbox"/> HOSA Bowl |
| <input type="checkbox"/> Community Awareness | <input type="checkbox"/> Medical Reading |
| <input type="checkbox"/> Creative Problem Solving | <input type="checkbox"/> Parliamentary Procedure |
| <input type="checkbox"/> Forensic Medicine | <input type="checkbox"/> Public Service Announcement |

In the blank provided to the right of each statement, place the number from the rating scale below that best describes the preparation and planning, management, and progression of the event in which you participated.

Poor	Fair	Good	Very Good	Excellent
1	2	3	4	5

1. You knew you were to participate in this testing event prior to coming to SLC. _____
2. Your chapter advisor helped you prepare to compete in this event. _____
3. Your chapter advisor provided you with supplies and equipment required to compete in this event. _____
4. During orientation for competitors, the event manager
 - a) arranged scheduling if a special time was needed to compete in this event _____
 - b) read the event guidelines aloud to the group _____
 - c) explained the dress code for the event and how it affects event scores _____
 - d) explained the awards given to the top five winners in this event _____
 - e) informed you where and when results of the round-one test would be posted, if it was used to limit the number of competitors advancing to the second round of the event _____
 - f) told you the location of the event and time to report for the competition _____
 - g) reminded you to bring supplies and equipment needed for this event _____
 - h) stressed that all communication devices were prohibited during any event _____
 - i) answered any questions you had about the event _____

- j) reminded you to complete the evaluation when you finished the competition. _____
- 5. During the actual competitive event, the event manager
 - a) started the event on time _____
 - b) kept on schedule with times assigned at orientation _____
 - c) gave clear instructions for the event in which you were competing _____
 - d) was polite, courteous, and encouraging to all competitors. _____
- 6. Items and equipment were appropriate for the event, sufficient in amount, and in good working order. _____
- 7. Judges were courteous, attentive, and had a positive attitude toward the competitors. _____
- 8. You enjoyed competing in this event and felt you learned from the experience. _____

If anything presented a problem or concern for you, please write notes in the "Comments" space below.

Comments: _____

Competitive Events Awards for Finalists

Procedure for Awards to Competitors Placing First through Fifth in Categories

- Health Sciences Events
- Health Professions Events
- Emergency Preparedness Events
- Leadership Events
- Teamwork Events
- Recognition Events (some exceptions listed below)

First-, second-, and third-place winners are awarded

- trophy for chapter or school
- medallion
- *Finalist Certificate for Competitors.*

Medallions

- First place—Gold
- Second place—Silver
- Third place—Bronze

Fourth- and fifth-place winners are awarded only the *Finalist Certificate for Competitors.*

Procedure for Awards to Competitors in Recognition Events

Awards in the Recognition category may be subject to change and/or be different from those listed at the national level.

Barbara James Service Award

- Certificate for 50 hours of Community Service

Chapter Newsletter

- Trophy for chapter or school
- *Certificate of Excellence*
- Gold Medallion with a rating of 80 percent or higher

No first-, second-, or third-place award

HOSA Week

- *Certificate of Recognition* (Chapter)
- Trophy for chapter or school (only if publicized on radio or television)

Kaiser Permanente Healthcare Issues Exam

First-, second-, and third-place—

- trophy for the chapter or school
- medallion
- *Finalist Certificate for Competitors*

Fourth and fifth-place—

- *Finalist Certificate for Competitors*

National Recognition Program

- Trophy for chapter or school (if competitors meet requirements)
- Gold medallion
- *Finalist Certificate for Competitors*

National Service Project

Certificate of Recognition (for raising \$100 or more and/or contributing 100 hours of community service)

Certificate of Merit (for raising \$500 or more and/or contributing 500 hours of community service)

Outstanding Alumni Member

Plaque (certificate inserted)

Outstanding HOSA Chapter

- Trophy for chapter or school
- Medallion
- *Finalist Certificate for Competitors*, with a rating of 95 percent or higher (recognized as an outstanding HOSA chapter)

No first-, second-, or third-place award

Outstanding State Leader

Plaque (certificate inserted)

Talent (VA HOSA Only)

First, Second, Third Place—

- trophy for chapter or school
- medallion
- *Finalist Certificate for Competitors* (as listed above)

Fourth and Fifth Place—

- *Finalist Certificate for Competitors*

Competitive Events

Restricted to

Virginia Association

HOSA

State Leadership

Conference (SLC)



OUTSTANDING VA HOSA STATE LEADER

Purpose

This event is designed to recognize one officer from the Executive Council of VA HOSA as the Outstanding State Leader.

Description

The competitor selected will become eligible to register for this Recognition event at the HOSA National Leadership Conference (NLC) and will be honored as the Outstanding State Leader from Virginia on stage at the National Recognition Session at the NLC.

The VA HOSA Outstanding State Leader will register for the Recognition event on his or her NLC registration.

Rules and Procedures

1. There will be only one Outstanding State Leader selected at VA HOSA State Leadership Conference.
2. A state officer may earn this award one time only.
3. The competitor's advisor must grant approval for all aspects/activities required in the event.
4. The competitor must attend the SLC.
5. A portfolio must be submitted and will include
 - cover page containing competitor's name, school, office(s) held, year(s) of term, and the advisor's signature
 - table of contents with page numbers
 - letter of introduction
 - résumé
 - leadership activities
 - community service.
6. Any activity, service, letter, résumé or other portfolio component will be placed only once in the portfolio.
7. The candidate will present his or her portfolio and will be interviewed by a group of judges.
8. The candidate will take his or her portfolio to competitive events headquarters by 5:00 p.m. on the day of SLC registration. At that time, he or she will be given a time to report for the interview.

Guidelines for Portfolio

1. Materials will be placed in a white or navy, 3-ring, 1-inch notebook.
2. Pages will be printed on one side only.
3. Information must be typed using a 12 pt. serif font (e.g., Times New Roman).
4. Each portfolio component listed in the table of contents must be separated, using a divider page.
5. Titles will be used to identify each portfolio component. Title will appear at top right on the first page of each portfolio component.
6. Creativity is encouraged (e.g., use of pictures, brochures, handouts, or multimedia presentation).

Criteria for Judging Competitor

All competitors are encouraged to showcase their excellence. That excellence will reflect accomplishments while demonstrating

- values and goals of VA HOSA
- service at or above the chapter level
- leadership qualities characteristic of successful health-care workers
- community-service projects worthy of service-oriented workers
- use of technology and creativity
- verbal and written communication skills.

Specifications for Criteria in Table of Contents

1. *Letter of Introduction*: One- or two-page exposition on the following topic: "How HOSA has helped me personally to become a stronger leader and team player."
2. *Résumé*: One-page, professional résumé that includes
 - education
 - work experience
 - honors/awards
 - other activities.
3. *Leadership Activities*: Brief overview of three leadership activities that the competitor has initiated above the chapter level that have promoted growth within VA HOSA. Competitor must include the purpose, description, and result of each activity.

4. *Community Service*: Brief overview of two activities in which the competitor participated that promoted community service at or above the chapter level. Competitor must include the description, purpose, and result of each activity.

Examples of activities:

- Recruitment (members and chapters)
- Reactivation of chapters
- Local leadership training
- Community awareness of HOSA
- Professionalism in HOSA values
- Promotion of National Service Project
- State plan for disasters/emergencies
- Any other project that has a positive impact on VA HOSA

Outstanding VA HOSA State Leader Judge's Rating Sheet

Division: Secondary _____ Postsecondary _____

Competitor # _____

Judge's signature _____

Criteria Evaluated		Points Possible	Points Awarded
Completeness of cover page: Competitor name, name of school, office held, advisor's signature		5	
Letter of introduction		5	
Résumé		5	
Leadership Activities Purpose, description, and result of each	Activity #1	5	
	Activity #2	5	
	Activity #3	5	
	Quality of presentation	5	
Community Service Purpose, description, and result of each	Activity #1	10	
	Activity #2	10	
	Quality of presentation	5	
Presentation reflects	Goals and values of VA HOSA	6	
	Leadership qualities of competitor	6	
	Community service at or above chapter level	6	
	Evidence of being a team player/leader	6	
	Competence in verbal and written communication skills	6	
Proper dress code for presentation		10	
Total Score		100	

TALENT

Purpose

To encourage students to develop their personal interests and talents and to present their talents in an entertaining way.

Eligibility

1. The competition is open to all members of Virginia Association of HOSA.
2. Each local chapter may submit only one entry (single or group) for secondary or postsecondary. Group acts will be limited to only five members; failure to comply will result in a 10-point penalty. Due to increased interest, entries will be limited to the first 15 participants or groups.
3. Chapter advisors must preview the complete talent performance at the home school in order to determine if it is suitable and appropriate for presentation before a general audience at SLC. The *Talent Submission* form will then be completed and sent to the HOSA Specialist prior to the specified deadline.

Rules and Procedures

1. Students competing in this event must be enrolled in a state-approved Health and Medical Sciences course or program.
2. There will be only one entry per chapter at the state level—secondary or postsecondary. Each competitor who is part of an act must be registered for the Talent event.
3. Performance must be suitable and appropriate for general audiences.
4. Participants must provide all props and accompaniments for the act (e.g., keyboards and other musical instruments, electronic devices). No equipment will be obtained from the conference facility.
5. The act will not exceed five minutes or be less than two minutes in length.
6. The competitors must attend Competitor Orientation.
7. There are three categories in this competitive event:
 - Category I—Vocal
 - Category II—Drama/Skit
 - Category III—Instrumental
8. Procedure for awards to competitors placing first through fifth will be the same as for all other competitive events at VA HOSA SLC.
9. There will be a minimum of two judges.

Talent Submission Form

(Chapter advisor to complete and send to HOSA Specialist by
State Leadership Conference Registration Deadline)

Chapter name _____

Chapter advisor _____

Advisor e-mail address _____ Advisor phone number _____

School name _____

Category Talent:

_____ Category I—Vocal

_____ Category II—Drama/Skit

_____ Category III—Instrumental

Number of performers _____

Brief description of Talent performance
(to include music selection, if any, outfits/costumes, outline of performance)

I verify that I have previewed the talent performance and have approved the activity to represent our chapter in the Talent Competitive Event.

Signature of Advisor

Date

Category Number

Vocal = Category I

Drama/Skit = Category II

Instrumental = Category III

Talent Event
Judge's Rating Sheet (for VA HOSA SLC)

Criteria for Judging	Cat. ____ Act # _____	Cat. ____ Act # _____	Cat. ____ Act # _____	Cat. ____ Act # _____	Cat. ____ Act # _____	Cat. ____ Act # _____	Cat. ____ Act # _____	Cat. ____ Act # _____
1. Competitor's a. poise b. technical excellence c. evident preparation d. appearance (12 points)								
2. Special Effects (props and costumes) (5 points)								
3. Audience Reaction (5 points)								
4. Timing (deduct 1 point for each 30 seconds under 2 min. or over 5 min.)								
5. Judge's Overall Impression (3 Points)								
6. Total Points Scored (out of 25 possible points) Scale: Excellent 22–25 Good 17–21 Fair 11–16 Poor 0–10								

Appendices



Deletions in Competitive Events Registration

Separate form is required for each event.

This form will be completed and signed by the chapter advisor and submitted at the registration for competitive events at the State Leadership Conference. Advisors may duplicate this form as needed to account for deletions in Competitive Events Registration.

Category _____ Event _____

School _____

Advisor _____

Delete _____ Division SS PS/C
Name of Student

Delete _____ Division SS PS/C
Name of Student

Delete _____ Division SS PS/C
Name of Student

Explanation (optional)

Competitive Events Individual Orientation Proxy Form

(Amended for VA HOSA SLC)

This form will be completed prior to arrival and submitted by the competitor's representative at the specified orientation session. See: *General Rules and Regulations, National HOSA Handbook.*

Date _____

Name of competitive event _____ Event category _____

Name of competitor registered for this event _____

Name of person attending orientation to represent student competitor (fellow student, advisor, parent) _____

Title or relationship to competitor _____

Reason for competitor's absence:

____ Entry in an event in another category where time of Competitor Orientation conflicts with this one

____ Illness (must have signed verification by advisor)

____ Delayed arrival at the State Leadership Conference (must have signed verification by advisor)

____ Other (specify) _____

Signatures Required

Competitor _____

Chapter Advisor _____

Initialed by event manager _____

Competitive Events Inquiry Procedure

(Amended by VA HOSA for SLC)

The inquiry procedure will be used to review and examine any issues regarding the conduct of an event. Persons should submit this form solely for the purpose of improving future events. Rulings by judges for specific events are final. If at any time during a competitive event, a competitor or advisor feels a major rule infraction has occurred, this should be brought to the attention of the competitive event chairperson for review. This form must be filled out, signed by the advisor, and submitted to competitive event headquarters.

Event title _____

Division SS PS C

Name (person submitting) _____

Competitor _____ Advisor _____

School/Chapter _____

Address _____

City, state, zip _____

E-mail address of advisor _____

Advisor's signature _____

Narrative of issue

Competitive events chairpersons _____

