

OKHOSA Competitive Events

General Rules and Regulations

All competitors must be familiar with and adhere to these General Rules and Regulations for the Oklahoma HOSA State Leadership Conference. Successful competitors will read and study these rules in addition to their event guidelines. All rules listed here are extensions of the event guidelines.

1. Chartered associations may submit the maximum number of competitors/teams per event per division in the following chart, with the exception of National Geographic Learning Academic Testing Center (NGL ATC) events.

Number of Students Allowed to Run for State Office and to Compete in State Competitive Events

Students can compete in only 1 event in Health Science, Health Professions, Emergency Preparedness, Leadership, OR Teamwork and can enroll in an unlimited number of Recognition events. They may take one ATC test free, with a charge for additional tests.

# of HOSA Members in the Chapter	State Officer Candidates Allowed to run	# of Secondary Members/Teams Allowed to compete per Event (excluding Recognition Event)	# of Adult Members/Teams Allowed to compete per Event (excluding Recognition Event)
1 – 20	unlimited	2 per event	2 per event
21 – 40	unlimited	4 per event	4 per event
41 – 60	unlimited	6 per event	6 per event
61 – 80	unlimited	8 per event	8 per event
81 – 100	unlimited	10 per event	10 per event
101 – 120	unlimited	12 per event	12 per event

2. To be eligible for competition at the SLC, a delegate must be a member of HOSA, registered on a chapter roster, no later than the closing date of the SLC registration.
 - a. Local associations may determine and publish specific competition eligibility deadlines that are prior to the state deadlines.
 - b. All participants must adhere to the eligibility requirements as specified in the individual Competitive Event Guidelines and may have additional eligibility requirements from their local schools.
 - c. Members are not eligible for competition at the SLC if they are not affiliated with HOSA-Future Health Professionals prior to their registration.
3. Competitive event participants must be registered for Oklahoma HOSA's State Leadership Conference by the state deadline.
4. **Event Maximums:**
 - a. HOSA members may enter only ONE regular competitive event at the SLC.
 - b. Competitors may participate in as many National Geographic Learning Academic Testing Center (NGL ATC) events at SLC as they wish, if the tests are paid for, and if the competitor can logistically sit to test in all events for which they are registered. (Oklahoma allows one free test, and any amount of additional tests for \$20 per test.)
 - c. In addition, competitors may participate in as many Recognition Category Events as they wish. (Example- Healthcare Issues Exam, Barbara James Service, National Service Project, Health Literacy Ambassador, Hilarity for Charity, etc.)

5. In Recognition events, each local chapter may register the following number of competitors:

- A. Healthcare Issue Exam: Unlimited
- B. HOSA Service Project: One per chapter.
- C. Barbara James Service Award: Unlimited.
- D. HOSA Happenings: One per chapter.
- E. America's Blood Centers and HOSA Blood Drive: One per chapter
- F. Health Literacy Ambassador- Unlimited
- G. Hilarity for Charity- Unlimited

6. All HOSA competitors must be active members of HOSA in good standing as established by HOSA-Future Health Professionals. In good standing means that they must have a minimum of five (5) members in their chapter, an advisor, and their affiliation and conference fees paid in full.

Divisions of Competition

7. **Definition of divisions** - The official definition for middle school, secondary and postsecondary/ collegiate members of HOSA, for the purposes of Competitive Events registration and participation, is: a.

- Middle School (MS)** - A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's/country's annual conference. They must be in grades 6-8.
- b. **Secondary (SS)** - The Secondary Division shall be composed of secondary students at the junior high (9th grade) or high school level (9th – 12th).
- c. **Postsecondary/Collegiate (PS/C)** - The Postsecondary/Collegiate Division shall be composed of undergraduate students who (a) are enrolled in a state-approved postsecondary program at a career tech, or (b) are enrolled in a collegiate chapter in pursuit of a health career pathway or degree.

Educational Accommodations or Special Medical Needs

8. HOSA members with disabilities, special needs, and non-English speaking competitors, will be reasonably accommodated in the HOSA Competitive Events Program through event accommodations.

9. All details of event accommodations, including how to request accommodation, can be found in [Appendix H](#).

10. **English Language** - All HOSA events at the state level are to be conducted in English. This includes all tests, written or recorded material that is submitted as part of the event for judging, as well as speaking and presentation events. Failure to submit materials in English for judging may result in the items not being scored. Translators may be requested, following the outlined process in [Appendix H](#) through the State Advisor. Translators may only be used to translate a test, or to translate in an event in which the competitor's speaking is not rated.

Ethics

11. **Proctored tests**- Proctors cannot be chapter advisors and must oversee testing with highest ethical standards, adhering to all testing standards. No student shall be allowed resources or notes. No students may be allowed to communicate or work together. Calculators may only be used on those tests where guidelines specifically state their use. Testers must be verified with photo ID before they are allowed to test.

12. **Confidentiality**- Professional ethics demand that competitors DO NOT discuss or reveal the secret topic, or scenario for ANY event. This also applies to test questions.

13. **Original Work**- All competitive event materials (such as presentations, projects, portfolios, etc.) must be the original work of the competitors.

14. **Ethics and Integrity** – As future health professionals, HOSA members are held to a higher standard regarding their ethical behavior as competitors. HOSA members should follow the HOSA rules and act with honor at all times. Plagiarism, copyright violation and falsification of information are prohibited. Any attempt to gain an unfair advantage will not be tolerated. Violation of the ethics rules will be severely penalized.
15. **Code of Conduct** - Any competitor who violates the HOSA Code of Conduct during HOSA's State Leadership Conference may forfeit any award won during the conference.

Team Events

16. **Substitutions** - A team event must include at least 50% of the members who were on the qualifying team at the round one testing level. Other "qualified" student members may be substituted at registration. A qualified student is one who is not already competing in another competitive event but is registered for and eligible to attend the SLC (Ex- a student who did not advance to a Round 2 competition).
17. **Minimum Team Members** - Teams may not compete with less than the minimum number of team members.
18. **Participation in Both Rounds** - If a team member misses round one of competition, and the team advances to round two, the missing team member cannot compete in round two. Only team members who participated in round one are allowed to participate in round two.

Event Content

19. **Independent Work** - Except for team events, competitors must work independently, without assistance from judges, teachers, fellow students, or observers. Any attempt to gain an unfair advantage will be considered a violation of the GRR Ethics rules.
20. **Content Selection** - Competitors should use good judgment and discretion when planning event content. Procedures, demonstrations, displays or speeches with content that could be interpreted as insensitive or of a highly personal nature should be avoided and may not be judged.
21. **Changing Event Content** – When advancing from one level of competition to the next, except where expressly prohibited, competitors are allowed to change/improve their speech, notebook, portfolio, or any other event products as a part of the competitive event. All changes must be made prior to published deadlines.
22. **Notebook Page Clarification** - When a section of a notebook or portfolio indicates a specific range of pages, and a competitor uses fewer than the maximum number of pages, they CANNOT add pages in another section.
23. **Material Submission** - Unless otherwise noted in the event guidelines, all copies and materials submitted at the State Leadership Conference as part of the HOSA Competitive Events program become the property of Oklahoma HOSA-Future Health Professionals. Submission of materials implies consent for Oklahoma HOSA and /or affiliated partners, with OKHOSA's permission, to publish materials in newsletters, websites, blog posts, social media etc. as deemed appropriate to help market and promote OKHOSA and/or its partners.
24. **Content from Year to Year** - Content for all competitive events must be unique and new each membership/school year. Content used in a previous membership year's competition may not be used again. The intent of the competition is to use new material every year. If a violation of this rule is discovered, the competitor will receive 35 penalty points. Points will be deducted in Tabulations.

Judging

25. **Rating Sheets and Test Scores** - Participant rating sheets and test scores are the property of Oklahoma HOSA and HOSA-Future Health Professionals and will NOT be returned or released.

26. **Judge Interaction** – The distribution of event samples, materials, gifts, or thank you notes to judges by competitors or advisors is NOT permitted.
27. **Materials for Judges** - During competition, only those items specified in the event guidelines may be shown to judges or used during competition (i.e.: portfolio, photographs, etc.) Showing the judges extra materials not outlined in the event guidelines may result in point deductions. Props are not allowed in any event except Public Health.
28. **Handshakes with Judges** – No handshakes are allowed with judges except in Job Seeking Skills, Interviewing Skills, and Health Career Preparation. In these events, handshakes are allowed both in the beginning and end of the event. Due to the nature of HOSA competition, there is no time to allow for handshakes between competitors and judges.
29. **Introductions** - For events with judges, competitors and teams will be introduced to the judges by the Section Leader.

Point Deductions

30. **Late Arrivals** - All competitors must be at their competitive event at the designated time and place.
 - a. For non-testing events, ten (10) penalty points may be assessed if the competitor is more than 5 minutes late to their appointed time.
 - b. For HOSA Bowl, Foundations of HOSA Bowl, and Biomedical Debate, which require a paired match-up, if a team is more than 5 minutes late to their round two appointed time, the team forfeits their right to compete.
 - c. For Medical Spelling, which is a live spelldown, if the competitor is more than 5 minutes late to round two, the spelldown will begin without them, and they may not be allowed to compete.
 - d. It is the competitor's responsibility to arrive to compete as scheduled in the SLC agenda that is in the SLC Program.. Make-up competition times or other accommodations will NOT be given for late arrivals*; missed bus, missed route; missed time; missed location; read the agenda wrong; etc. *Act of God exceptions will be considered on a case-by-case basis with the competitor, State Advisor, and HSE Management. Additionally, early competition appointment times are typically not granted - competitors must compete at the time they are assigned as listed in the SLC Program.
31. **End of Time** - If the competitor is stopped at the event time limit for any event, there is no additional penalty. However, anything presented after time is called will not be scored.
32. **General Penalty Points** - If judges feel there is a rule infraction that is not addressed in the written guidelines or processes, they may assess penalty points after consultation with OKHOSA CE Management.

Sections

33. **Number of Sections** - The number of competitors and space available will determine whether (and how many) sections will be scheduled for each Competitive Event at the OKHOSA SLC.
34. **Fairness Between Sections** - A mathematical formula – called standard deviation - will be used for multiple sections in selected events. The computer adjusts the judge's scores to account for judging differences, such that all sections are considered to be mathematically equal. Such a process provides a statistically fair method for evaluating students in multiple sections with multiple sets of judges. The formula can be found in [Appendix A](#).
35. **Sections** - Separate sections of each event shall be conducted for middle school, secondary and postsecondary/collegiate, when possible. Competitors/teams may have the same section number or may demonstrate their skills for the same judges, but the divisions will not compete against each other. Individual and team competitor numbers will be randomly assigned by the computer.

Skill Events

36. **Skill Selection** - The Competitive Events Management Team will determine which skills are to be performed for skill events, based upon criteria which include space arrangements and condition of available sites, availability of equipment and similar factors pertaining to operation of these events in a particular year.
37. **Skill Event Scenarios** – Events that require the performance of a health-related skill use a written scenario to give information to the competitor about the setting and skill to be performed. The scenario is a secret topic. Competitors MAY NOT discuss or reveal the secret topic until after the event has concluded or will face penalties per the GRRs. The scenario will be the same for each competitor (team) and will include a challenging component that will require the competitors to apply critical thinking skills. The timing of the skill performance begins when the competitor (team) is given the scenario. Competitors must read quickly and begin the skill performance promptly.
38. **Points and Time with Combined Skills** - Skills may be combined in the scenarios to provide a more real world experience for the competitors. An example of a combined scenario for Clinical Nursing would be the competitor providing an injection to a patient in isolation. The scenario would include donning & doffing PPE in addition to the injection skill. When multiple skills are used and steps in skills are duplicated on the rating sheet but not in practice, points will be awarded one time only (examples would include introducing self to patient, identifying patient, providing privacy, etc) In such cases, the amount of time allowed for the total skill may be adjusted. For example, in CPR/First Aid - If a patient has a burn and fracture, the competitor would only call 911 one time and would only receive points for that step one time.
39. **Judge Responses in Skill Events** - Judges will provide information to competitors as directed by the rating sheets. Competitors may ask questions of the judges while performing skills if the questions relate to the patient's condition. Judges will respond based on information provided in the skill scenario or judge script.
40. **Verbalization of Skills** – It is the competitor's responsibility to communicate fully and effectively with judges. For skill events, this may include “thinking out loud” so that judges are clear on why the competitors are doing what they are doing. In some event guidelines competitors may be asked to verbalize steps, but no credit will be given for verbalization when the competitor does not bring required equipment per the event guidelines. When equipment is present, competitors must perform the applicable part of the skill and will not receive points for verbalization alone.
41. **Living subjects**- For all skills, body fluids will be a simulated product. In applicable Veterinary Science events, live animals are NOT used. Patients for non-invasive skills may be live, mannequin, or simulation.

Test materials

42. **Higher-Order Thinking Skills** - Written tests will measure knowledge and understanding at the recall, application, or analysis levels. Higher order thinking skills will be incorporated as appropriate. Notes are not allowed on HOSA tests.
43. **Use of Calculators** - Competitors may NOT use calculators when taking any written test, unless permitted in the individual event guidelines.
44. **Test Security** – Tests and word lists for HOSA-Future Health Professionals competitive events are developed from the HOSA secure test bank for that event. At all levels, HOSA tests are the property of HOSA-Future Health Professionals and should never be taken, copied, or shared with HOSA members or chapter advisors. HOSA tests are provided exclusively for use by state chartered associations in good standing for their competitive events and at the ILC.

Equipment

45. **Failure to Bring Equipment in Skill Events** - Competitors who fail to bring the required material/equipment as specified in the Competitive Event guidelines for any skill used in any event will be allowed to compete but will not earn points for all or part of the skill(s) that require the missing material/equipment.

46. **Equipment Failure** - It is the competitor's responsibility to assure that the equipment they bring to the event and use as a part of the event is in good working order. Equipment failure (when the equipment is provided by the competitor) may result in an inability to judge all or part of an event that involves the use of equipment. This includes battery operated laptops/devices.
47. **Podiums** - When a podium is provided during an event, the use of the podium by the competitor(s) is optional. There is no guarantee that a podium will be available for any event. Competitors should be prepared to not need this resource.
48. **Personal Electronic Devices** - Personal electronic devices are defined as portable electronic devices that are capable of wireless communication or electronic data retrieval. Examples include but are not limited to: mobile phones, tablets, laptops, e-readers, smart watches, and MP3 players.
49. **Internet access and Flash Drive Use**- There will be no open access to the internet at the conference.
 - a. Judges will need to use their own device to score competitors. This may require the use of a hotspot to be provided by the volunteer.
 - b. **Forensic Science and Extemporaneous Writing-Health Policy** will submit their documents by downloading the documents to a provided flash drive on the day of competition. Students must know the process steps for downloading the materials from their device to the provided flash drive PRIOR to the competition. This is part of preparing for the event. Devices must remain off-line at all times.

Other

49. **Photo ID:** At SLC, all competitors must have photo identification, as outlined in [Appendix G](#), for each round of competition. If a competitor comes to competition and does not have the proper photo ID with them, then the competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations. For round 2 Biomedical Debate, HOSA Bowl, Foundations of HOSA Bowl, and Medical Spelling, which require a paired matchup or live spelldown, if a competitor does not provide a valid photo ID, they forfeit their right to compete.
50. **Inquiry Process** - Inquiries, grievances, or calls to question, for events must be made to the event manager by the student BEFORE they leave the competitive event room. Such instances can only be submitted by the student, not the advisor, as advisors are not in the room at the time of the events.
51. **Personal Articles** - Event personnel will NOT collect or hold competitors' personal articles during an event.
52. **Observers** - There will be no observers in any of the events at the SLC with the possible exception of HSE staff, photography and New First-time advisors who do not have students in competition in a section. Both should be easily identified as such. Additionally, the OKHOSA conference photographer or designated team will be allowed in event rooms, as applicable.
53. **State Chartered Association Autonomy** - State Chartered Associations are encouraged to follow the competitive event processes and event guidelines used by HOSA, but they have the discretion to do things that meet the needs of their chartered association; therefore, OKHOSA members should check for all processes and event modifications being used at the State level. **GUIDELINES ARE WRITTEN FOR THE INTERNATIONAL LEADERSHIP CONFERENCE. IT IS THE COMPETITOR'S RESPONSIBILITY TO DETERMINE DIFFERENCES THAT MAY OCCUR IN THEIR STATE CHARTERED ASSOCIATIONS. This includes due dates.**
54. **Advancement to the ILC** – Three (3) competitors/teams per division may register for the International Leadership Conference based on highest ranking (Ex. 1st-3rd place may advance, but if one or more of those does not attend, the offer may be extended in order to lower rankings).