

Job Description: Section Leader

Who Are We Looking For?

Responsible adults from the sponsoring state

Why Do We Need You?

Section Leaders police the details “inside” each specific section. That includes making sure that everyone (competitors, judges, timekeepers) follows the guidelines and does what they are supposed to do, when they are supposed to do it. They know everything that is going on in their section, keep it running on time, and record all the details on the section summary report, as well as oversee cleanup of event site after event. Section Leaders ensure the event is run fairly for all competitors.

Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices> .

Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

Talk about Time Management.

- Be sure you have a plan to ensure the event starts and stops on time. The opportunity to provide the HOSA experience for 8,200+ international competitors depends on our efficient use of space and resources.
- There is a place on the Section Summary Form to note what time the event starts and what time the event ends.

Prepping Site

You are responsible to ensure that all the planning you have done with your Event Manager is ready to be implemented. Look around you. Do you have everything you need to successfully manage your section?

- Competitor Event printout
- Rating sheets and/or Tests and/or pre-slugged Scantron forms
- Competitor ID labels (if applicable)
- Judge and event supplies
- Evaluation forms and pencils
- Proper room setup, with props
 - If there is a timekeeper who stands or holds up a time card during this event, be sure they are seated in clear view of the team.

During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

Get Competitors from Holding to the Event Room

- Take competitors in the order on the printout (unless otherwise instructed by the event Lieutenant or EM).
- Escort competitors to the place in the room they will sit or stand to compete.
- Facilitate any event materials (portfolios, resumes, etc.) that need to go to and from judges or that need to be returned to the competitor.

Introductions

- Introduce competitors to the judges by name and ID number. (“Judges, this is team number 07654, Kathy Smith and John Doe.”). The judges should verify that they are using the correct pre-slugged rating sheet based on the information in the competitor introduction.

- Introduce competitors to all event personnel in the room and identify their role(s). (“This is the timekeeper for your event, he will tell you when to begin and stop. This is the patient in this skill event. They will be part of the scenario you are to receive”.) Competitors should be introduced to and be able to clearly identify the judges, timekeepers, patients, and any other personnel. Be sure the timekeeper is seated in clear view of the competitor(s).

Timing

- Take a seat in the event section room and wait for to the timekeeper to begin the event.
- In skill events, the timing starts when the competitor is handed the scenario. In Life Support Skills and Personal Care the scenario is read aloud by the Section Leader to each competitor and then time is started.

Rating Sheets & Guidelines

- Listen to the judges to BE SURE they are following the event guidelines.
- Remind the judges:
 - Use #2 pencils
 - Bubble the entire bubble
 - Make a notation regarding any scores of zero
 - Do not write on the edges of the scantron
- After each competitor/team, collect the scantrons from the judges, and review every Scantron form to be sure that all rows have been scored, no marks are left around the edges of the page, all bubbles are filled in darkly and completely, judges have signed scantrons, and no rows have been double-bubbled. Mistakes by judges must be caught right after each competitor!
- It is your responsibility to ensure that the event is being run according to the guidelines. If you see ANYTHING that may not be right, notify your Event Manager or QA right away.
- **EVENT PERSONNEL BOX**
 - This box is to be left blank UNLESS there is a violation of the rules.
 - The Section Leader confirms the violation with the Event Manager before marking the box, and before the competitor leaves the event site. (If appropriate.)
 - The Section Leader transfers all violation information to the Section Summary form.

Challenges

- Involve the Event Manager and QA if there are any challenges or rule violations.

After the Event

Ask judges and event personnel to complete an evaluation form.

Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

Complete the HOSA Event Section Summary Form

- Transfer any notations that might affect the final results to the Section Summary Form
 - Dress Code or Process Violations (i.e. missed orientation, was wearing shorts and flip flops) (must be verified with CE Lt.)
 - No-Shows
 - Additions (changes in names/teams or new competitors who arrived but were not on original list)
- Provide your feedback and comments on the Section Summary Form.
- Sign the Section Summary Form.

Prepare Materials for Submission to Event Manager and Quality Assurance

- Competitor list by section (any no-shows clearly crossed out).
- Confirm all rating sheets have been filled out correctly and completely.
- Rating Sheets or Test Scantrons separated into two piles:
 - 1) TO BE SCANNED
 - Please do not use paper clips on those to be scanned.
 - Any teams/competitors that were added onsite **MUST** be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID #. **DO NOT** use a no-show scantron for a team/individual who registers on-site. Give them a blank scantron. On-site additions should also be listed on the section summary form.
 - Count the number of forms to be scanned and write it on a post-it note on top of the packet of “to be scanned” scantrons forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
 - 2) NOT SCORED
 - Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet AND listed in the chart above).
 - Extra blank scantrons that were not used.
- Evaluations
- Timekeeper Logs
- Any Event Materials (HOSA copies of portfolios, resumes, etc.)

Group Debrief between Each Section Leader, Quality Assurance and Event Manager

- Review the Section Summary Form with your EM and QA – they both need to sign the form before the event is considered final.
- Review the Timekeeper Log with the QA – the QA needs to sign it.
- It is crucial that you provide specific feedback on the success of the event, situations that may impact the outcome of the event standings and written suggestions for improving event management or the event guidelines.
- Turn over all paperwork you prepared and results to your Event Manager and Quality Assurance.
- Cleanup any remaining items at the event site.