PROCESS REVIEW: INQUIRY PROCESS

The Competitive Event Inquiry Process is designed to serve a purpose IF other efforts to resolve questions and conflicts have been exhausted.

Ideally, if there are concerns raised before an event begins, those concerns should be addressed and resolved prior to the event starting if at all possible. CE Management team and HOSA Management are always available to resolve conflicts.

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring this to the attention of the event chair for immediate correction.

Once an event is completed, the decision of the judges is final. The inquiry process will NOT reverse any decision made by judges, but allows HOSA CE to examine what happened in an event from the prospective of a competitor, review how the event ran, and fix that which can be corrected.

During the event:

♦ Event Manager & Judge Manager are strongly encouraged to take the time to discuss potential areas of conflict with the Lieutenant and/or Category Chair.
♦ Make certain that good decisions are being made throughout the event.
♦ It is better to stop and evaluate a situation as it is happening rather than try to correct an error after the event has been completed.

After the event:

♦ Use the written inquiry process ONLY IF the regular event evaluation form does not meet the needs of providing feedback for the particular situation.
♦ Inquiry forms are available in CE Headquarters, or downloaded from Appendix B at http://hosa.org/appendices, and are generally filled out by a competitor with a concern and signed by the competitor's State Advisor within two hours of the competition ending.

The CE Management Team members are responsible for addressing the written inquiry, either that evening or following the ILC. Generally, the results of an inquiry review are discussed with the State Advisor, and a follow-up letter sent to the person making the inquiry as well as the State Advisor.