



Local Advisor Procedures and Responsibilities Regional Leadership Competitions

The HOSA State Office requires EACH local advisor who has a member competing at the Regional Leadership Competitions to **read and follow each item below**.

1. Local advisors are responsible to have each student who attends Leadership Competitions read, discuss, sign, and return the **Competitor Participant Code of Conduct** form. Each student member must then submit a completed copy of the Participant Authorization Form to their chapter advisor. Completed forms should be retained by the chapter advisor prior to the event to ensure the student has permission to attend the local competition event.
2. Local advisors are responsible to support their members competing throughout the competition process. The local advisor should establish a system through which to meet this expectation prior to and during member competition.
3. It is critical that members are aware of the competitive events policies and procedures as well as changes to the competitive event process due to all events being online. Advisors must be familiar with the resources and information necessary to support their members to compete at:
 - a. <https://www.wihosa.org/competitive-events>
 - b. <https://www.wihosa.org/regional-leadership-conferences>
 - c. All CE-related questions can be directed to contactus@wihosa.org
4. During Leadership Competitions, advisors must have a list of their students and contact information (i.e., home phone number, name(s) of parent/guardian) in the event there are questions or concerns from the State Office regarding testing, submission of materials or participation.
5. Local advisors will help to ensure members competing are indeed those individuals registered for the event.
6. Local advisors are responsible for the supervision of their student delegates in state level events and should be available to their students, as needed.

I have read and fully understand the *Regional Leadership Competitions Local Advisor Procedures and Responsibilities* and agree to comply with these.