



**New York State
Volunteer Ambulance and Rescue
Association**

**Drill Rules and Procedures
July 2016**

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Section 1 – Drill Officials and Local Drills

1a) Drills Committee

1. The Drills Committee Chairperson will be appointed by NYSVARA. The committee chair will then select the committee members.
2. The Drill Committee shall consist of no less than three members. At least one member of the committee member must be a current NYS Certified Instructor Coordinator (CIC) to ensure the problems/scenarios shall be written according to current NYS Protocols and Operational Policy and Procedures.
3. The Drills Committee shall oversee in conjunction with the Educational Coordinators the NYSVARA State-wide Drill Challenge held at the annual Pulse Check Conference.
4. The Drill Committee will have final word on all matters concerning the drill

1b) Drills Committee Chairperson

1. The role of the Drill Committee Chairperson will be to assure all the rules are followed by all parties.
2. Teams not satisfied with the actions of the NYSVARA Drills Committee or a local Drill Committee may file a protest to and the NYSVARA who will then review if the committee should continue to run the drills for the association.

1c) Drill Evaluators

1. Evaluators must be over 18 years of age and a current NYS Certified EMT – Basic or higher.
2. Evaluators will be:
 - a) Experienced EMTs or Paramedics whom are on a regular basis engaged in teaching or instruction (e.g. EMT/Paramedic programs, CMEs, CLI training) or
 - b) Physicians experienced in EMS education, EMS medical direction and/or EMS protocol development.

3. The Drill Committee may appoint evaluators based on experience in evaluating NYS Practical Skills Examinations, prior service as an evaluator for previous competitions, and prior experience in instructing practical skills. The evaluators will be considered on a case by case basis.

1d) Field Evaluators

1. The Drills Committee will serve as Field Evaluators for the drill competition. Additional field evaluators will be provided at the discretion of the Drill Committee.
2. Field evaluators will watch the entire competition to ensure all the drill rules and procedures are met.

1e) Local Drills - The Association encourages the holding of local Drill Challenges/Competitions.

1. To be recognized by NYSVARA local drills must be registered with the NYSVARA Drills Committee at least three (3) weeks in advance along with the names and credentials of the host committee and an outline how the drill will be conducted
2. The hosting committee will provide a post Drill report including scenarios and score sheets used along with results and awards presented to the NYSVARA Drills Committee
3. The local hosting committee must be sanctioned by a local NYSVARA District or member organization
4. All applications and any required fees will be submitted to the host committee prior to the entry deadline or as specified by the hosting committee. Entry fees are non-refundable
5. Local drills shall have an entry deadline as specified by the hosting committee.
6. All drills will be announced by the hosting committee no less than two (2) weeks prior to the drill date. Additional time is encouraged so teams can prepare for the drill

Section 2 – Entries

2a) General

1. In order to register for the State Drill Competition, ALL team members must be registered for the Annual Educational Conference, Pulse Check.
2. All teams entered in the State Drill Competition must either be representing an organization which is in good standing with NYSVARA or made up of various providers from different organizations which are members in good standing with NYSVARA within a district or a region or all members of the team must be individual members of NYSVARA in good standing.
3. Entries for the State Drill Competition must be postmarked three weeks prior to the Pulse Check Drills.

2b) Youth Provider Teams

1. This division will be open to youth members of :
 - a. an organization which is in good standing with NYSVARA or
 - b. a group of organizations which are members in good standing with NYSVARA.
2. The team shall consist of a team captain, co-captain, one or two workers, and a victim for the youth provider drill.
3. All youth members must be between the ages of 13 and 18.
4. Members who reach their eighteenth birthday within the “drill year” (January 1 – December 31) may still compete on a youth team.
5. Each team will provide a letter on organizational letterhead, signed by adult officer stating name, date of birth, and membership status of each team member.
6. All persons must provide valid proof of age if requested, before, during or after the competition.

2c) Adult Provider Teams

1. This division will be open to adult members of:
 - a) an organization which is in good standing with NYSVARA or
 - b) a group of organizations which are members in good standing with NYSVARA
2. The team shall consist of a team captain, one or two workers, and a victim for the adult provider drill.
3. Teams who are representing an organization or group of organizations will provide a letter on organizational letterhead, signed by an organizational officer stating name, and membership status of each team member.
4. All persons must provide valid proof of age if requested, before, during or after the competition.

Section 3 – Competition

3a) General

Reference authority for all drills shall be the current New York State Emergency Medical Technician Basic Life Support Protocols, the New York State Emergency Medical Technician Student Reference Guide, and the most current National Standards adopted by the New York State Department of Health Bureau of EMS and Trauma.

1. All protocols, policy and procedures effective prior to January 1st of the current year will be utilized. All protocols in effect after January 1st of the current year will apply the following year.
2. Any current Emergency Medical Technician textbook may be utilized to enhance the education of the team members but will not be the reference authority.
3. Only the Drills Committee shall have access to any drill scenarios prior to the start of the drill.
4. The sealed scenarios will be opened and read at the evaluators meeting. Any questions shall be addressed by members of the Drill Committee. Any changes deemed necessary at this time.
5. Evaluators will not have contact with other persons after the scenarios have been opened.
6. Scenarios will be designed to cover a wide variety of realistic situations which the pre-hospital care provider may encounter in any real life situation.
7. The scenarios will have a written description of each situation. If moulage or any other of “treat as you find” is used, these descriptions will be provided to the team as they are discovered.
8. At the start of each problem, scenarios will be read from the floor and the teams will receive a minimum of two copies.
9. Team members may address their assigned evaluators with regards to clarification of the problem or any changes in the patient’s condition.

10. The team captain shall be designated prior to the start of the competition, or each scenario in the case of substitution.
11. No substitution may be done after the problem has been read.
12. Each team will work identical drill problems.
13. Victims are to wear shorts, tee shirts, and full laced and tied sneakers. All other team members must be dressed uniformly.
14. The working area will be a minimum of 10 foot by 10 foot square.
15. The drill area must be clear of all spectators at all times. A spectator's area will be set up whenever possible.
16. The drill committee reserves the right to halt any drill due to safety concerns.
17. Due to the possible transmission of blood-borne and air-borne pathogens; no Oxygen or ventilation mask is to be placed on the face of any drill participants.
18. No actual treatments that may cause harm to any team member shall be performed.

3b) Equipment

1. Teams must provide their own equipment as listed.
2. No equipment may be added once they have been checked and sealed.
3. All kits for the teams will be inspected prior to the start of the first scenario.
4. Any equipment in excess of the list will be removed and penalty up to a 5% from total points may be assessed as determined by the Drills Committee. No team will be penalized for lack of equipment.
5. Sizes of equipment required will be able to accommodate any member of the team.
6. Any additional equipment required for the competition will be provided by the host committee.

7. After equipment has been checked at the start of the competition, items may be re-distributed to the members of the team for use in their individual utility belts
8. Since utility belts are part of the equipment list, they must remain in the confines of the competition area at all times or the belt will be removed from the problem.

3c) Equipment List

Immobilization

1	Patient conveyance device capable of supporting patient's in the Fowlers position.
1	Full backboard or scoop stretcher
1	Vest type device or short backboard
6	Straps capable of securing a patient to a long or short back board
1	Multi-strap securing device
2	Adjustable immobilization collars OR one non-adjustable device to fit each member of the team

Splinting

4	18 inch padded board splints (at least 3/8 inches thick padding)
4	30 inch padded board splints (at least 3/8 inches thick padding)
2	60 inch padded board splints (at least 3/8 inches thick padding)
1	Tractions splinting device (Hare, Sager etc.)

Bandaging

1	Carring case for essential emergency care equipment and supplies
50	Sterile 4 x 4 gauze compresses (50 single or 25 double wrapped)
24	Triangular Bandages
9	2" Conforming roller bandage
9	4" Conforming roller bandage
9	6" Conforming roller bandage
5	Sterile universal dressings approximately 10x 30 inches
9	5"x9" inch sterile dressings
3	Bandage or EMT scissors
2	Sterile bed size burn sheets scissors
4	Eye dressings
3	Rolls of adhesive tape in two or more sizes
1	Roll of plastic or equivalent sterile occlusive dressing
1	Commercial type tourniquet (CAT etc.)

Oxygen and Suctioning

1	Manually operated self-filling adult sized bag valve mask ventilation device Capable of operating with oxygen enrichment with a mask for medium and large adult.
1	Manually operated self-filling Pediatric sized bag valve mask ventilation device capable of operating with oxygen enrichment with a mask for child and infant.
5	Oro-pharyngeal airways to accommodate adult, and pediatric patients
4	Nasal-pharyngeal airways to accommodate adult
4	Adult Non-Rebreathing masks
4	Pediatric Non-Rebreathing masks
2	Adult nasal cannulas
1	Portable suction device
2	Plastic Yankauer type wide bore pharyngeal tips, individually wrapped
1	Pocket mask
1	Oxygen tank and regulator

Other

1	Sealed Emergency Childbirth Kit
1	500 ml of normal saline in a plastic bottle within the manufacturers expiration date (or simulated)
1	500 ml of sterile water in a plastic bottle within the manufacturers expiration date (or simulated)
5	Blankets or sheets
2	Pillows with pillow cases
2	Cloth towels
2	Adult size Blood Pressure Cuffs with gauge.
2	Pediatric size Blood Pressure Cuffs with gauge.
2	Stethoscopes
4	Chemical cold packs
3-4	Communicable disease kits (one for each team member not including patient)
3	Oral glucose or equivalent
1	Bottle of Baby Aspirin (empty, expiration date simulated)
1	Simulated naloxone syringe with atomizer (added)
1	Adult Nebulizer
2	Vials of Albuterol (empty, expiration date simulated)
2	Epi-Pen or Auvi-Q trainers
50	Pairs of non-latex disposable gloves
2	Penlights
1	Battery lantern or flashlight
3-4	Watch with second hand may be worn by each teams member

3d) Time Allotments

1. Designated start times will be announced by the Drill Committee when the notice of the drill is announced.
2. All problems will be solved within a time limit set by the drill committee, not to exceed thirty minutes.
3. A team may indicate completion of their scenario before the time limit if they choose.
4. Two minutes will be given to the team to discuss the problem and will not count as the actual problem time.
5. Teams will be ready to compete at the time set by the Drill Committee.
6. Teams reporting late for the start of a competition may be penalized up to 5% of total points, and unusual or malicious circumstances regarding lateness can be complete disqualification from the competitions as decided by the Drills Committee.

Section 4- Ambulance Competition

Rules to be determined.

Section 5- Evaluating

5a) General

1. Evaluators for the competition will be determined by the Drills Committee. The drill committee will make every effort to ensure the evaluators do not have any affiliation with any of the competing teams.
2. Evaluators will be assigned to different teams for each problem. Each evaluator will give their undivided attention to the team they have been assigned in order to keep track of the team's actions throughout the problem.
3. Evaluator may not, at any time, be assigned to any team from their squad if so affiliated. If an evaluator does not divulge their department affiliation or attempts to hide their affiliation, the evaluator will be banned from the competition. Any team who knowingly conspires with any evaluator to gain an advantage will be disqualified.
4. Evaluators will be picked by a random lottery by the Drills Committee prior to each scenario.
5. The evaluators will meet following the problem and complete one final score sheet based on their notes during the problem.
6. The Drills Committee may allow team members(s) to sit with evaluators during or after the completion of the score sheet. This would be for educational purposes ONLY and not an opportunity for the team to argue with the evaluator.
7. The decision of the evaluators is final concerning the actions by the team.
8. Evaluators will sign the final score sheet attesting to the accuracy to the best of their ability.
9. Teams will only have the ability to challenge the evaluator's actions as indicated in the Protests section. Every effort will be made to ensure teams are treated in a fair manner and awarded points for their actions.

5b) Major Infractions

1. The following will be considered Major infractions:
 - a. Rough handling: defined as excessive movement of an injured part or person that may inflict additional or new injury to the patient.
 - b. Contamination: defined as an: (1) action which introduces a pathogen to a patient with an open wound or mucous membrane that would be harmful to a patient. (2) An action which would introduce a pathogen to themselves or a team member.
 - c. Victim Assistance: defined as actions of the victim to provide an unfair advantage to their teammates.
 - d. Sideline Assistance: any form of communication from the sidelines to any team member.

5c) Infractions Penalties

Based on the infraction Major infraction penalties will be assessed by the Drill Committee as a percentage of the total points. Up to a 15 percentage penalty can be assessed to a team in violation OR for particularly egregious actions a complete disqualification from the competitions may occur as decided by the Drills Committee.

5d) Scoring

1. All scoring will be based on correct answers provided during the competition including subtractions for major violations.

Section 6- Protests

1. If a team feels they were treated unfairly by the evaluators, the team must protest in writing and within one hour of the end of the competition, if they feel the evaluators missed an important action, did not provide the proper information to the team in a timely manner, or treated the team in an unfair manner. The decision of the Drills Committee will be final.
2. If a team fails to protest within one hour after the completion of the competition, no additional points will be awarded. However, the team may in writing make a complaint about the evaluators which will be reviewed to determine if the evaluators are at fault and determine if they should be allowed to evaluate again or require remediation.
3. Protest will be made first to the Drills Committee- Protests can be made in writing to the NYSVARA if the team is not satisfied with the results of their initial protest. Protests will be evaluated and a written response will be provided to the team with any actions taken.
4. Actions taken by the Drills Committee or NYSVARA may include but not be limited to removal of the evaluators or committee, change in the rules and procedures, or additional supervision to correct the situation.

Section 7- Review and Awards

7a) Review

1. Final results of the competition including total scores shall be available immediately following the presentation of awards.
2. All score sheets will be returned to the teams no later than ten days following the competition, including a copy of the correct answers to all problems.
3. A review of the problems to provide rationale on the correct answers may be completed within 24 hours after the conclusion of the competition. This will allow all teams the opportunity to have a chance to review the problem in-depth and enhance their education on the proper assessment/treatments

7b) Awards

1. A minimum of three overall place trophies and two problem trophies or certificates of award will be awarded for each division.
2. Perpetual and Leg Cup trophies must be returned each year so that it may be presented to the winner at the Awards Ceremony. Any Leg trophy that is won by the same team for three consecutive years will be retired, with the replacement for the following.
3. Novice trophies may be awarded to a team who, in their first season, has not placed for any other awards.