



Academic Coordinator's Manual

2011-12

The benefits derived from interschool competition are in direct proportion to the care with which students and academic coaches are managed. Each campus-level academic coordinator is to be congratulated upon accepting such responsibility.



University Interscholastic League
Making a World of Difference

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ROLE OF THE ACADEMIC COORDINATOR

Depending on the size of the school and the school's commitment to UIL academic competition, the role of the academic coordinator varies from being involved at every juncture to delegating tasks and responsibilities to various coaches. In any case, the academic coordinator is the liaison between the school and school district administration and the academic coaches. Academic coordinators usually assist the principal in the following ways:

- List all important UIL academic dates on school's master calendar prior to the start of school.
- Provide the principal with copies of the Professional Acknowledgment Form signed by all UIL academic coaches. Discuss the form and the importance of professional responsibilities academic coaches have accepted.
- Provide academic coaches with rules of events.
- Order study materials from the League office.
- Distribute materials and communications from the UIL office to appropriate academic staff members.
- Check the UIL academic website on a regular basis for updates and announcements.
- Ensure that all academic coaches have access to the online *Leaguer*.
- Provide an accessible, central location for filing and storage of UIL materials.
- Provide teachers and students with information on Student Activity Conferences.
- Encourage new teachers and students to become involved in UIL contests.
- Arrange for intraschool and interschool competition prior to the academic spring meet contests.
- Submit online the CX district debate entries and the academic district meet entries no later than 10 days prior to each contest.
- Assist with paperwork when substitutions occur at the district meet. Check results to ensure that competing substitute names and scores or ranks are posted.
- Distribute (or assist in the distribution of) articles and information regarding participation in the UIL contests to the local media. Exhibit and provide administrators with copies of articles appearing in the local media.
- Provide the community with information about the benefits of competition, the role of rules in competition and how rules are made and changed.
- Encourage state-participating students to apply for TILF scholarships.
- Assist with other UIL matters as needed.

Whew. It sounds daunting. And it can be. However, watching students benefit from academic competition can also be extremely rewarding. Perhaps the most important thing for campus-level academic coordinators to remember is that they are not alone. A myriad of academic coaches and campus-level administrators are generally willing to assist in various duties at any time. Take advantage of those resources.

One of the most valuable resources is this *Academic Coordinator's Manual*, designed to expedite the coordination process by putting the most-often-needed information, forms and materials at the coordinator's fingertips. One of the coordinator's biggest jobs is to act as a resource person for UIL materials, rules and procedures. Coordinators can (and should) photocopy any of the materials in this manual and distribute them to anyone that might be interested, or refer them to the copy posted on the UIL academic website. The manual provides additional valuable information beyond that found in the *Constitution and Contest Rules* and the online *Leaguer*.

The full text of the *UIL Constitution and Contest Rules* is available on the web at www.uiltexas.org/policy/constitution. Academic coordinators can also purchase copies from the UIL. See *Academic Order Form*.

Academic Coordinator's Manual

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COORDINATOR'S CHECKLIST

1. Plan a detailed budget and implementation schedule. Insure that all UIL academic contest dates are placed on your school's master calendar to avoid conflicts with proms, athletics, band, etc. Order study packets for contests using the Academic Order Form or the UIL online store.
2. Attend district planning meeting and provide input on setting the schedule to follow the conflict pattern. This meeting is typically held in August or early September, but is sometimes held the previous spring semester. Make certain the spring meet schedule is approved at this meeting, and that it is disseminated to all schools immediately afterwards.
3. Check the UIL web periodically for new *Leaguer* articles and other information. Notify coaches when an article or notice pertains to their event(s).
4. Prepare academic team rules, regulations and procedures. This might include everything from where to meet on the day of a trip to listing requirements for financial liability. Even if your school is not hosting the district meet, order or download from the UIL web a copy of the Spring Meet Handbook and review it. Assist principal with orientation session for all academic coaches.
5. Prepare Professional Acknowledgment Forms for all academic coaches, making sure that they are notarized and returned to the superintendent or designee.
6. Distribute the UIL *Constitution & Contest Rules* and calendars. All academic coaches should have a C&CR or a copy of pertinent pages, which may be downloaded from the web.
7. Acquire new coaches as vacancies occur. Find ways to motivate students and coaches.
8. Make arrangements for coaches and students to attend a UIL Student Activities Conference.
9. Find tournaments or practice meets for students to attend. Check the UIL website for meets. Remind academic coaches to check eligibility before taking students to contests.
10. Make travel arrangements including purchase orders, trip transportation request forms and student medical releases.
11. Submit academic district meet entries via UIL online spring meet entry system at least 10 days prior to the district meet. Check eligibility for all entries.(March)
12. Report district winners' names to news media. Include a photograph if possible.
13. Assist in resolving conflicts in participation time at regional with other UIL events such as band, track & field, softball and baseball as well as power lifting, student council, prom, etc.
14. Make sure seniors who have participated in the Academic State Meet get the TILF scholarship application online.
15. Make transportation and lodging arrangements for regional and state competition.
16. Notify news media when students advance. Type a properly formatted press release with the names of each student, what contest they competed in and how they placed. Quotations from students will also prove useful.
17. Measure students for letter jackets. Order jackets and letters earned by academic competitors.
18. Notify media of scholarships received from the Texas Interscholastic League Foundation (TILF).
19. Prepare budget request for next year.
20. Attend Capital Conference at University of Texas at Austin. (July)

Create your own UIL calendar with deadlines for completing various tasks.

Read "A Blueprint for Building a Strong UIL Academic Program" posted on the web.



