

Academic Coordinator's Manual

2015-16

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

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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 by your local meet entry deadline.
- 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.

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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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.

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. Winter or spring breaks may cause districts to set a date even earlier than 10 days. Failure to submit entries via the UIL Spring Meet Online Entry System by the deadline may result in denial of entries, unless the district executive committee agrees to accept late entries. 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 from your local provider.
18. Notify media of scholarships received from the Texas Interscholastic League Foundation (TILF).

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.

STARTING OFF RIGHT

Other than for One-Act Play, the League has no rules governing who can coach UIL academic contests. If your local district approves, non-school employees may coach academic events.

Superintendents are responsible for providing an annual orientation session on League rules, expectations regarding appropriate conduct during UIL contests and goals and purposes of UIL activities for students in grades nine through 12 for all directors, academic coaches, advisers and athletic coaches. The orientation session is the best time to explain and complete the Professional Acknowledgment Form and to distribute copies of the relevant sections of the *Constitution and Contest Rules*.

PROFESSIONAL ACKNOWLEDGEMENT FORM

The UIL requires that all coaches of UIL activities (grades 9-12) sign the Professional Acknowledgment Form (page 5) at the beginning of their tenure in that position. This applies to full-time district employees as well as non-school coaches. The school administrator is responsible for seeing that all the forms are signed and kept on file. Do not mail copies to the League office. The signed form indicates the coach has read and agrees to abide by the rules. The coordinator should make copies for UIL academic coaches of all events including One-Act Play.

Coaches should have the opportunity to review the C&CR, Section 400 and their respective contest rules before signing the acknowledgment form. The UIL mails a copy of the C&CR to each school in August. Schools may order additional copies using the academic, music and athletic order forms. It is also available on the UIL website. Material from the C&CR may be photocopied.

The Professional Acknowledgment Form has no relationship to a teacher's normal classroom responsibilities. If coaches are suspended from their UIL duties because of a rule violation, they carry the suspension or any other penalty to any school they might move to for the length of time of the penalty.

WHO CAN COACH UIL ACADEMICS?

What are the requirements to be a UIL academic coach? Do you have to be a teacher or school district employee? Other than for One-Act Play, the League has no rules governing who can coach UIL academic contests. The One-Act Play director must be a full-time employee of the school which the play represents or a retired teacher or school administrator. See Section 1033(5) of the C&CR.

BASIC STUDENT ELIGIBILITY

For a review of basic eligibility as it pertains to UIL academic contests, see pages 28-31.

REGISTER ACADEMIC COORDINATOR INFO

In order for your campus' academic coordinator to receive occasional email updates from UIL Academics, be sure to register contact information through the UIL Gateway system.

Go to: www.uiltexas.org/academics/resources/coordinators and follow the links.

PROFESSIONAL ACKNOWLEDGMENT FORM

State of Texas
County of _____

§
§

BEFORE ME, the undersigned authority, on this the _____ day of _____, _____, personally appeared _____, who after being duly sworn upon his/her oath states as follows.

- (1) I am _____ of _____, Texas.
- (2) I am currently employed by the _____ Independent School District in the following capacity: _____. I am in charge of district students who participate in activities of the University Interscholastic League.
- (3) I have read and am familiar with, and will continue to read The Leaguer*, the official publication of the UIL. *(Posted on the UIL Web site at www.uiltexas.org/leaguer)
- (4) I have read and am familiar with, and will continue to read the UIL Constitution and Contest Rules, activity manuals, relevant sections of the UIL web site and other League bulletins and will keep myself informed as updated editions are received, in the contests for which I am responsible, throughout my tenure with this school district.
- (5) I understand the contents of the UIL Constitution and Contest Rules, activity manuals and relevant web sites in my activity(s) as they are applicable to me, to students in my charge, to the school to which I am assigned, and to the school district.
- (6) It is my intention to comply with all of the provisions of the UIL Constitution and Contest Rules. Further, in the event of an official rules change, or an official interpretation, I understand that I will be responsible for abiding by said rules after official notification of the change or interpretation.
- (7) It is my intention to describe to my students all applicable provisions of the UIL Constitution and Contest Rules within a UIL activity of which I am in charge. If I do not understand a provision of the UIL Constitution and Contest Rules, I shall seek a written clarification. If student, parent, or any other person requests more than a description of the UIL Constitution and Contest Rules, I will refer them to my district's superintendent or designee, or the UIL staff for opinions and explanations, and to the UIL State Executive Committee for official interpretations.
- (8) I am giving this professional acknowledgment to acknowledge the above-stated facts and the professional responsibility I freely accept with respect to my actions or omissions in activities of the UIL, and to assure my students, the parents of my students, my school, my school district, and UIL officers: (a) that I am aware of those actions and omissions that constitute violations of the UIL Constitution and Contest Rules; (b) that I am aware of the ranges of possible penalties that may be imposed following a violation; and (c) that I am aware of the persons against whom the UIL may impose penalties.
- (9) In particular, I acknowledge my understanding of the penalties that may be assessed against me should I fail to comply with the provisions of the UIL Constitution and Contest Rules.
- (10) I acknowledge that I am making this sworn statement to be filed with my superintendent.

This professional acknowledgment is made solely for the purpose set forth herein and does not waive any right nor constitute any admission.

Signed _____

Signature of Coach/Sponsor/Director

(Notary Seal)

Notary Public in and for the State of Texas
My commission expires on _____

This form is to be filled in and notarized only once, at the beginning of employment of a high school coach, sponsor and/or director. It is to be filed in the superintendent's office.

ACADEMIC MATERIALS

The UIL publishes manuals providing guidelines for many of the UIL academic contests. Most are updated every year and substantially revised every few years as needed. Coordinators can order each of the manuals on the Academic Study Materials Order Form. This form is included in the appendix of this manual and on the UIL website.

A number of outside vendors provide practice and study materials for UIL competition. This list is on the UIL website and will be updated throughout the year. The League has no official relationship with any outside vendor and neither sanctions nor guarantees satisfaction with any product or service.

CONSTITUTION AND CONTEST RULES

The UIL updates the Constitution and Contest Rules annually. Schools may order copies using the Academic Study Materials Order Form. Academic coaches may also need individual copies. The C&CR is also available on the UIL website.

THE LEAGUER

The Leaguer is posted on the UIL website and not printed. The Leaguer is vitally important not only for its news of League events, but also because it serves to notify academic coaches of corrections needed in League publications and contest procedure interpretations from the state contest directors.

ELIGIBILITY RULES

In addition to the Constitution and Contest Rules, one of the most valuable publications put out by the UIL is TEA & UIL Side by Side, a publication that covers eligibility requirements and state laws in depth. It is available on the UIL web home page.

THE ACADEMIC SPRING MEET MANUAL

The UIL also publishes the Academic Spring Meet Manual annually. This book is designed primarily for those who will be responsible for administering district and regional meets, such as the district and regional directors and contest directors. It is also helpful for contest coaches who wish to prepare their students for contest procedures and for those who wish to make their intraschool and invitational meet procedures conform to those that students will experience at the UIL district, regional and state meets. The Spring Meet Manual is available on the UIL website.

PURCHASING AWARDS

At the district level, the district director is responsible for ordering medals from a merchant of the school district's or the district executive committee's choice. School districts may purchase ribbons, plaques, medals or other awards for individual winners and for winning teams. In addition, districts may give participation awards to all contestants. The district executive committee is responsible for determining the reasonable extent of the awards. All schools in the district are responsible for dividing the costs.

UIL regional directors purchase medals through the UIL state office.

At the state level, the UIL awards medals to individual winners and to winning team members. The top scorers in biology, chemistry and physics and the top three one-act play casts also receive medals at the State Meet. Schools may order additional state event championship plaques.

INDIVIDUAL CONTEST STUDY MATERIALS

Accounting

Accounting study packet includes the prior year's tests and a schedule of accounting concepts.

Calculator Applications

- The Calculator Applications Contest Manual (Revised, 2010) describes the current contest format and provides a wealth of information about the types of problems included in the contest.
- Calculator Applications Practice Manual (Revised, 2010). Appendices to the companion Contest Manual include an exhaustive list of unit conversions and a formal formula set for geometry problems intended to provide the assumed knowledge foundation for future stated and geometry problems.

- Calculator Applications Practice Manual for Numerical Problems (Revised, 2010). The general wisdom in improving speed and accuracy with the number cruncher problems is simply to practice a lot. That is the purpose of this drill manual. The manual provides 26 versions of all seven pages of the contest, 910 problems in all.
- Calculator applications study packets include the previous year's tests.

Computer Applications

Computer applications study packets include the prior year's tests and the Computer Applications Handbook.

Computer Science

The Computer Science study packet is available in digital download format through the UIL Online Store, as well as in print. The digital download version includes the previous year's written tests and answer keys, as well as programming materials. The print version includes the written tests and answer keys ONLY.

Congress

Congress study packet includes a National Federation Preparing for Participation in Student Congress, along with a description of the current UIL contest format, rules and procedures.

Cross-Examination Debate

- The C-X Debate Handbook, authored by successful coaches W.E. Schuetz and David Gardiner, A Guide to Cross-Examination Debate provides information on the terminology of debate, how to research the resolution, affirmative and negative strategies, judge adaptation, current trends in CX, tournament procedures and UIL rules.
- The Debate Kit includes a bibliography of material on the CX Debate topic and four issues of the Forensic Quarterly. The 1,000 packets will be available on a first-come, first-serve basis.
 - Quarterly #1: This issue provides background on the current debate topic. It offers an extensive definition-of-terms section developed on the basis of participation in the annual Topic Selection Meeting and presents a projected case list.
 - Quarterly #2: This issue contains an extensive, annotated bibliography on the current topic, including Internet sources. It provides a starting point for student research on the debate topic.
 - Quarterly #3: This issue provides affirmative case analysis on the current debate topic. The analysis provides a variety of perspectives for developing affirmative cases.
 - Quarterly #4: This issue discusses negative strategy on the current debate topic. The analysis provides alternative methods for developing negative positions.
- State rounds are available from the UIL online store.
- Ways to Win, a series of booklets that assist the debater in understanding specific skills essential to successful debating.
- Ordering information on team debate ballots is included on the Invitational Meet order form posted online.

National Federation of
State High School
Associations
NFHS
PO Box 690
Indianapolis, IN 46206
toll free:
800-776-3462
317-972-6900
317.822.5700 (fax)

Current Issues & Events

Current issues & events study packets contain the prior year's CI&E tests and a copy of the CI&E Contest Manual.

Informative and Persuasive Speaking

- The UIL produces two sets of informative and persuasive topics available each year for use in invitational meets. Tournament topics are not released for individual use. The UIL posts practice topics periodically on the web for students and coaches to use.
- Revised and expanded each year by Jana Riggins, The Extemporaneous Informative and Persuasive Speaking Handbook acquaints students and coaches with the values of extemporaneous speaking and covers research, filing systems, speech organization, delivery and evaluation. The guide also includes individual evaluation sheets, last year's State Meet topics and discussion of current rules.
- State rounds are available from the UIL online store.

Journalism

- The Journalism Contest Manual offers suggestions on the best ways to approach each of the contests, as well as advice on practices to avoid.
- The journalism study packet includes packets for news writing, feature writing, editorial writing and headline writing. Each packet includes: 1) the previous year's district, regional and state tests for that respective contest, 2) judging criteria, 3) the previous year's State Meet winners for that respective contest. In addition, the Interscholastic League Press Conference has resources to assist advisers.

Lincoln-Douglas Debate

Lincoln-Douglas debate packet contains useful booklets about Lincoln-Douglas Debate.

- The Lincoln-Douglas Debate Handbook written by Larry McCarty provides information on researching, organizing, constructing and defending a value debate case.
- State rounds are available for purchase from the UIL online store.

Literary Criticism

Literary criticism study packet includes the prior year's tests as samples and the current reading list.

Mathematics

Mathematics study packet includes the prior year's tests.

Number Sense

Number Sense study materials sets includes all tests through the state level from the previous two years. Each test may be reproduced as needed for student use. Contact the Texas Math and Science Coaches Association for additional resources.

One-Act Play

The UIL revises The Handbook for One-Act Play every three years. Vital for all theatre directors, this handbook include procedures for entering the one-act play contest as well as information for judges and contest managers. The theatre department of the UIL maintains a drama loan library to assist Texas play directors in the selection of their scripts. The library contains approximately 41,000 volumes and includes most of the long and short plays of approved publishers. Any faculty member of a Texas school may borrow up to ten plays for three weeks.

To order specific titles, send a written request including the titles and \$7 for shipping and handling to:
UIL Drama Loan Library, 1701 Manor Rd, Austin TX 78722.

Prose & Poetry

- Revised each year by Jana Riggins, The Prose and Poetry Interpretation Handbook is required reading for all coaches according to the C&CR, and deals with preparing and presenting literature in UIL interpretation events. Chapters include ideas for researching, rehearsing, analyzing and performing prose and poetry. Individual evaluation sheets, current contest categories, rules and a critical discussion on acceptable documentation are also included.
- To order Prose and Poetry Interpretation Individual Evaluation Sheets, submit the Invitational Meet order form posted online.
- Presented as a seminar, the "Essentials of Prose and Poetry Oral Interpretation" is a 50-minute "workshop" covering interpretive techniques. It provides technique pointers in such areas as selecting and cutting, use of face, use of body, use of eyes, use of voice and fine tuning. The workshop provides specific rehearsal techniques to integrate the lesson elements and is available in video or DVD format from TUNE IN, PO Box 141727, Austin, TX 78714-1727, 800-488-6346, tunein@elizajan.com, www.tuneinnet.com.

Ready Writing

The Ready Writing Handbook features the judging rubric, recommendations for judging and previous winning essays from each conference with judges' comments. The handbook also includes a section of notes for judges and sample judges' remarks.

Science

The Science study packet contains the prior year's science tests and answer keys.

Social Studies Contest

The Social Studies study packet contains several items recommended for use in preparation for the current year's contest including sample questions, information pertaining to the reading list and tips on writing the social studies essay.

Spelling & Vocabulary

The UIL publishes Word Power yearly. It contains spelling and vocabulary words for grades 9-12 and the rules that govern the contest. The booklet is published in an 8 1/2 x 11" format, suitable for placing in a looseleaf notebook. A separate publication (the A+ Spelling List) contains the words for elementary and junior high school tests.

The C&CR requires prose and poetry coaches to review contents of the latest UIL Prose & Poetry Handbook for clarification of documentation requirements in these contests.

Current prose and poetry categories and documentation are discussed in the newly-revised handbook.

The Ready Writing Handbook features the judging rubric, recommendations for judging and previous winning essays from each conference with judge's comments.

IN A FEW WORDS

Objectives and synopsis of each academic contest

<p>★ Accounting Focuses on the elementary principles and practices of accounting for sole proprietorship, partnerships and corporations, and includes bookkeeping terminology, the work sheet with adjustments, income statement, balance sheet, trial balance, account classification, journalizing, posting, bank reconciliation, payroll and other items related to the basic accounting cycle.</p>	<p>to new technology and information, to gain an understanding of the basic principles of computer science, and to give students a start in one of the most important fields of the Information Age.</p>	<p>★ Ready Writing Students write expository compositions. They are given a choice between two prompts, each an excerpt from literature, publications (past and present) or speeches. Expository writing explains, proves, or explores a topic in a balanced way, allowing the argument and the evidence given to be the deciding factor in the paper. The composition is judged on interest, organization and correctness of style.</p>	<p>The vocabulary-building and spelling components of the contest are important complements of the high school academic curriculum and are indicative of vocabulary words contained on standardized tests such as SAT, PSAT and ACT.</p>
<p>★ Calculator Applications Includes calculations involving addition, subtraction, multiplication, division, roots, powers, exponentiation, logarithms, trigonometric functions, inverse trigonometric functions, iterative solutions for transcendental equations, differential and integral calculus, elementary statistics and matrix algebra. The contest also includes geometric and stated problems similar to those found in recently adopted high school algebra, geometry, trigonometry, pre-calculus and calculus textbooks, previous contests, and UIL materials related to the contest.</p>	<p>★ Current Issues & Events Focuses on a basic knowledge of current state, national and world events and issues. The content consists of 40 multiple-choice questions and an essay question that challenges all participants to understand not just what is happening in the world today, but why and how it's happening and what it means to us as citizens of the US.</p>	<p>★ Science Challenges students in the basic fundamental principles of science, to promote learning in biology, chemistry, and physics, to foster a sense of enthusiasm about advanced topics and courses in the sciences and to help prepare students for the rigor of college level courses.</p>	<p>★ Journalism Consists of four contests: News Writing, Feature Writing, Editorial Writing and Headline Writing. The purpose of the League's journalism program is not so much to train students to become professional journalists but rather to stress critical reading, writing and thinking skills that will be useful in college and beyond. It also teaches the basics of communications necessary later in life to intelligently consume information provided by the media.</p>
<p>★ Computer Applications Focuses on word processing speed and accuracy, computer skills in database and spreadsheet, and integration of applications. Skills tested include formatting copy, mail merge, headers/footers, editing, proofreading, spreadsheet, graphs/charts and integration of all applications.</p>	<p>★ Literary Criticism Requires knowledge of literary history and of critical terms, and ability in literary criticism. Students are tested over material on the reading list, required to select the best answers involving judgment in literary criticism, and to analyze literary passages not on the reading list. A tie-breaker is required in which the student must write a short essay dealing with a specified topic about a short literary passage.</p>	<p>★ Social Studies Consists of 45 objective questions and an essay. Students are expected to master a primary reading selection as well as specific documents. Students will also need to be familiar with general knowledge social studies concepts and terms. Each year the contest focuses on a selected topic area, and a reading list is provided online.</p>	<p>★ News Writing Teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on mechanical and stylistic precision, lead writing, use of direct and indirect quotes and news judgment.</p>
<p>★ Computer Science Challenges high school students to gain an understanding of the significance of computation as well as the details of Java programming, to be alert</p>	<p>★ Mathematics Consists of 60 questions designed to test knowledge and understanding in the areas of algebra I and II, geometry, trigonometry, math analysis, analytic geometry, pre-calculus and elementary calculus. Questions are multiple choice.</p>	<p>★ Spelling & Vocabulary Promotes precise and effective use of words. The three-part contest consists of multiple choice questions of proofreading and vocabulary and words that are written from dictation. Eighty percent of the words on the test are listed in the UIL publication WordPower, which is based on the American Heritage Dictionary of the English Language, third, fourth or fifth edition.</p>	<p>★ Feature Writing Teaches students to read critically, to digest and prioritize information quickly, and to write clearly, accurately and succinctly. Emphasis is placed on the same writing skills as other UIL journalism contests, as well as the ability to write descriptively.</p>
	<p>★ Number Sense Involves a 10-minute, 80 question mental math test covering all high school mathematics courses. Short-cuts need to be developed and practiced in order to compete and finish the test.</p>		<p>★ Editorial Writing Teaches students to read critically, to digest and prioritize information quickly, and to write clearly, accurately and</p>

succinctly. Emphasis is placed on mechanical and stylistic precision, news judgment, and the ability to think deeply, to compare and contrast and to argue or defend a point of view persuasively.

★ Headline Writing

Teaches students to read critically, to digest and prioritize information quickly, and to write clearly, accurately and succinctly. Emphasis is placed on the ability to discern key facts and to write with flair and style in order to tell and sell a story.

★ Barbara Jordan Historical Essay Competition

Provides students an opportunity to explore the contributions of African Americans to Texas history, as well as honoring the legacy of its namesake, Barbara Jordan. The theme of the competition is "African Americans in Texas: Past and Present."

★ Latino History Essay Competition

Provides students an opportunity to explore the contributions of Latinos to Texas history. The theme of the competition is "historical and cultural legacies of Latinos in Texas History."

★ One-Act Play

fosters appreciation of good theatre--through the presentation of an 18-40 minute play--to satisfy the competitive, artistic spirit with friendly rivalry among schools; to learn to lose or win graciously; to promote interest in theatre during adult life; and to increase the number of schools which have adopted theatre arts as an academic subject in school curricula.

★ Theatrical Design

Provides an opportunity for students to develop their skills in design and in marketing. It teaches the students critical thinking and analysis, creative thinking and artistic skills used to communicate an idea or concept. Theatrical Design offers contests in Set Design, Costume Design, Marketing, Makeup and Group Design.

★ Film Contest (pilot)

This is a pilot in student short film production of original works. Entries in narrative, documentary and animation are evaluated and ranked. Originality, cinematic storytelling and technical execution are the basis of the scoring. The top entries in each category will be screened and ranked first through third at the State Film Festival.

★ CX Debate

Trains students to analyze a problem, conduct thorough and relevant research, and utilize principles of argumentation and advocacy in orally presenting the most effective case for or against a given proposition. Debate provides invaluable training in critical thinking, quick responses, defending worthy ideas and attacking invalid ideas. It teaches students to tolerate other points of view. Debate exists only in democratic societies, and no democratic society can exist without debate. The CX resolution is posted online.

★ Lincoln-Douglas Debate

Provides excellent training for development of skills in argumentation, persuasion, research and audience analysis.

Students are encouraged to develop a direct and communicative style of oral delivery. L-D debate is a one-on-one argumentation in which debaters attempt to convince the judge of the acceptability of their side of a value proposition. One debater shall argue the affirmative side of the resolution, and one debater shall argue the negative side of the resolution in a given round. Fall and spring resolutions are posted online.

★ Informative Speaking

Stimulates an active interest in current affairs at the state, national and international levels, and teaches the student to present extemporaneously in a clear and impartial manner the facts about a subject as they appear in the best available sources of information. This speaking contest is an exercise in clear thinking and informing the public on the issues and concerns of the American people. The objective is to present information in an interesting way, and an attempt should not be made to change the listener's mind beyond presenting the information.

★ Persuasive Speaking

Trains students to analyze a current issue, determine a point of view, and organize and deliver extemporaneously a speech that seeks to persuade listeners. The objective is to reinforce the views of listeners who already believe as the speaker does, but even more so, to bring those of neutral or opposing views around to the speaker's beliefs or proposed course of action. This contest should especially appeal to those who have a strong argu-

mentative urge and who wish to advocate reforms or outline solutions for current problems.

★ Poetry Interpretation

Encourages the student to understand, experience and share poetry through the art of oral interpretation. The goals of this contest are to encourage the contestant's exploration of a variety of literary selections, and to enhance the performer's and audience's appreciation of literature through the performer's oral interpretation of the work.

★ Prose Interpretation

Encourages the student to understand, experience and share prose works through the art of oral interpretation. It encourages the contestant's exploration of a variety of literary selections and to enhance the performer's and audience's appreciation of literature through the performer's oral interpretation of the work.

★ Congress (pilot)

Models the legislative process of democracy, the United States Congress. Within this mock legislative assembly, students draft legislation, research bills and resolutions dealing with real-world social and political policies, deliver speeches and vote to pass or defeat the measures they have examined. Parliamentary Procedure forms structure for the discourse.

PLANNING IS EVERYTHING

Establish policy and settle all questions at the fall academic planning meeting

All district academic competitions which require test confidentiality must be scheduled within one and only one of the two designated district weeks. See C&CR Sec. 902(e)(4).

DISTRICT SPRING MEET ORGANIZATIONAL MEETING

- Attend the spring meet organizational meeting or express to your administrator your desires and/or concerns about the district academic meet. The meeting usually is held in late spring or early August. At this meeting, administrators decide who will host the various meets and on which dates. Refer to the current UIL calendar. Make sure they consider potential conflicts with school events, other UIL events, non-UIL activities, spring break, etc.
- Once UIL academic dates are set, inform everyone, especially music directors, golf, tennis, baseball coaches and softball coaches. Make sure they know that academic students will place a high priority on the district competition. It is a violation of the Spring Meet Code to pressure a student to miss a district contest in order to participate in an event that does not count toward League standing.

SPRING MEET PLANNING MEETING

- In late spring or early fall, hold a spring meet planning meeting. It should include UIL academic coordinators, speech coaches, one-act play directors and other interested persons.
- At this meeting, determine the academic meet format. How many days? Who will serve as district academic meet director? Will the schedule follow the UIL conflict pattern? Will the host school run all events? If not, which schools will be responsible for administering which contests? It is essential that schools agree in September or earlier on the district academic meet schedule. This will avoid numerous hassles and heartaches.
- How much money will be allocated for coaches' and judges' hospitality?
- Who secures judges and timers? How much will they be paid? How many will be hired per event? Will you pay travel expenses? If so, how much? Will contest directors and assistants be paid, and if so, how much?
- What is the contest entry deadline? Constitutionally, it is 10 days. Make sure all schools understand and agree on this deadline. Winter or spring breaks may cause districts to set a date even earlier than 10 days. Failure to submit entries via the UIL Spring Meet Online Entry System by the deadline may result in denial of entries, unless the district executive committee agrees to accept late entries.
- Who is responsible for ordering medals, plaques and ribbons? How many awards will be given per event? Will trophies be given to district overall champions and runners-up?
- Will you use a panel of judges for speech rounds? What will be the criteria for selecting judges? Will you hire an outside individual to do debate pairings, sectioning, etc. Do you break brackets in debate?
- Remember that results must be entered online by 5 p.m. Monday in order for second place teams to be eligible for regional Wild Card consideration. The district academic meet director is responsible for seeing that all academic contest results and the One-Act Play district contest results are entered and certified online.
- Does the site have a theatre? Does the district zone OAP or not? If so, will they give awards at zone? Single OAP judge or panel? Which judges are amendable to directors? What will the judge(s) be paid? Generally, one-act play directors meet separately to decide this. Guidelines for this meeting are found in the Handbook for One-Act Play.
- Make sure accurate minutes of the meeting are kept. Submit the minutes to the district executive committee for final approval. Once approved, send to each school's academic coordinator and principal as soon as possible.

DEBATE FALL PLANNING MEETING

SUGGESTED AGENDA

- Debate coaches representing all district schools should be invited to attend the fall planning meeting, which needs to be held prior to Oct. 1. Refer to the UIL Spring Meet Manual for a detailed discussion of each item below:
- Appoint a **CX Contest Director**. The name and material order should be provided to the League office no later than Nov. 1. The CX Director Information form is found on the UIL website at www.uiltexas.org/speech/debate.
- Determine whether Spring Meet Director or CX Contest Director will be responsible for setting up CX District Meet in the Spring Meet Online System by Dec 1.
- Select the **contest** site. Consider the number of rooms required for debating and contest tabulation.
- Set the **contest date(s)** and time schedule.
- Decide on the **format** (round robin, prelims for elimination seeding) to determine winners.
- Determine who will be involved in **pairing** the debates.
- Decide whether to alter or **break brackets** to prevent teams from the same school from debating each other. This is critical to determine at this meeting.
- Establish the criteria for **tabulating** results.
- Discuss who recruits **judges**, and what judging requirements (age, credentials, experience) should be followed to secure a competent judging pool. At minimum, judges should be high school graduates.
- Set a deadline for **confirming** judges.
- Establish **tabulation room** procedures, particularly in terms of ballot verification and open/closed tab room.
- Check the number of awards needed and determine who will order them.
- Outline **hospitality/concession** plans.
- Confirm the date that district schools can expect to receive a copy of the **finalized** details of the contest.
- Remind schools of **online entry deadlines** and emphasize the importance of notifying contest officials in a timely manner if there are changes in the entry.
- Discuss district executive committee's ruling concerning **late entries**.
- If school representatives also coach **Lincoln-Douglas** debate, it is wise to discuss similar issues for the LD contest at this time (refer to Section 902(e)(4) of the C&CR for important information on LD dates).

THE CX DISTRICT level of competition may be held any time between Jan. 4–Feb. 13. Districts must enter results online 10 calendar days after the meet or by Feb. 15, whichever is sooner.

Dec. 1—Deadline to set up CX district meet online.

Feb. 18 — Deadline to submit required judging info for state meet without \$100 late fee. Certification deadline.

The CX Debate State Meet will be held in mid-March. Check the UIL online calendar for the date of your conference championship.

STUDENT ACTIVITIES CONFERENCES

2015 SAC Schedule

Sept. 12
Tyler Junior
College, Tyler

Sept. 19
Texas Tech
University,
Lubbock

Oct. 31
University
of Texas at
Austin

Nov. 7
Sam Houston
State University,
Huntsville

OVERVIEW

Each conference will begin at 9 a.m. and end by 1:30 p.m. Tentative programs for each site will be posted on the UIL website, and final programs will be available at each site.

Conferences are scheduled to minimize conflicts with SAT and ACT tests, band contests and state conventions and to maximize participation by the finest students and teachers in Texas. Pre-registration is not required, and there is no fee for attendance.

With a mini-convention format, the Conferences feature lectures and presentations by UIL contest directors, college professors and high school teachers. Sessions will include discussions on contest preparation, demonstrations, performances and contest administration.

COORDINATORS AND DIRECTORS

The academic staff will make a special effort to offer sessions for coordinators, district meet academic directors and contest directors. Fall is the time to begin planning for the district meet.

BUSINESS

Contest directors and coaches will provide updates on Computer Applications and Accounting competitions. In addition, they will clarify any questions about the rules, participation eligibility and testing information for these contests.

COMPUTER SCIENCE

Students will hear lectures from computer scientists, have the opportunity to take a sample computer science test and ask questions particularly about the hands-on portion of the test.

JOURNALISM

Journalism students may select from sessions on the UIL news, feature, editorial and headline writing contests. Each session emphasizes preparing students and coaches for the contests. An "advisers only" session is offered at some sites.

LITERARY EVENTS

Literary competitors will hear professors from the various universities give critical reviews of the reading selections in literary criticism, have an opportunity to attend writing workshops, and receive information about spelling and vocabulary words and their origins. Speakers will also review how to write successful essays in contests.

MATH AND SCIENCE

In the Mathematics, Number Sense, Calculator Applications and Science sessions, students will receive instruction on contest format, hear lectures and/or take sample tests.

SOCIAL STUDIES

Sessions will be held for Current Issues & Events and Social Studies. Students and coaches can meet the state contest directors as well as pick up tips on information gathering and essay writing.

SPEECH AND DEBATE

In the speech and debate areas, students may choose from advanced and novice sessions in CX debate, Lincoln-Douglas debate, Congress, oral interpretation and extemporaneous speaking taught by the finest college and high school teachers in Texas. Student demonstrations are also provided.

THEATRE

Instructors will discuss everything from lighting to movement to costumes to use of the unit set. Many of the classes will take place on-stage and will involve interaction from audience members.

INVITATIONAL MEETS

Rather than going to the district meet without any formal experience in a contest, most high school students attend invitational or practice meets in their local area. While the UIL does not govern such meets, most host schools abide by UIL rules. A partial list of invitational meets is posted on the academics webpage. To add your school to the list of invitational meets, visit the UIL website.

FORMAT

Invitational test materials purchased from the League are now shipped on a CD that contains all the tests, keys and necessary contest forms except debate ballots and extemporaneous speaking topics. Triple carbon debate ballots will continue to be shipped. Speaking topics will be emailed in PDF format. Hosting schools must then copy the material in the quantities needed for their meets. See the UIL website for the order form and price information. UIL does not provide invitational spelling & vocabulary tests.

DIFFERENT TESTS

For schools that host an invitational meet, the League prepares two sets of tests. Schools planning to host meets on dates other than these will need to order tests from other sources. The UIL will not release invitational tests for individual use.

The UIL coordinator whose school is hosting an invitational meet should inform prospective participants prior to the meet about whether Set A, Set B or other materials will be used. Include this information in the meet invitation and if you submit your invitational meet to be posted on the UIL website.

If an invitational host neglects to inform prospective participants of the source of contest materials, coordinators from participating schools should contact the hosting school and secure this information before entering students in the contest. Students should not participate in an invitational competition if they previously attended a meet that used the same materials.

ORDERING INVITATIONAL MATERIALS

A copy of the invitational meet order form is included in the appendix of this manual and is posted online. The order requires (1) that the principal certify that the material is being ordered for an invitational meet; and (2) a check or purchase order. Orders for \$20 or less must be prepaid. The tests will be provided on a CD and host schools will copy materials as needed. The UIL accepts Visa, MasterCard and Discover but does not accept telephone orders.

Please note: these materials are not for study or practice purposes. Order ONLY IF you are hosting a meet. All confidentiality guidelines apply for materials on CD or in electronic format.

Don't forget to include the date of your invitational meet on the order form. If you have not received your materials one week prior to the date of your invitational meet, contact Jason Castillo at the League office.

NOTE: The UIL does not provide invitational tests for spelling & vocabulary. See the online resources page for possible sources for spelling materials.

Set A
Jan. 8 – Feb. 6
(order by Dec. 1)

Set B
Feb. 12 – March 12
(order by Jan. 10)

Invitational meet hosts:
When ordering invitational meet materials, don't forget to include the date of your meet on the order form.

To see a listing of invitational meets or submit information for an upcoming meet, visit www.uiltexas.org/academics/invitational-meets

LATE ENTRIES, ALTERNATES & SUBSTITUTIONS

A student misses roll call. Do you automatically DISQUALIFY THE LATE STUDENT EVEN WHEN THE ALTERNATE OR SUBSTITUTE ISN'T PRESENT?

Not necessarily. First, see if the C&CR allows for students to enter the contest late. Speech and debate have their own guidelines. And it's prohibited in number sense and calculator applications, for obvious reasons. But in the other contests, the C&CR does not mandate automatic disqualification, unless the Contest Director has determined otherwise. Thus, in some cases, the contest director may allow students to enter the room late and take the test so long as the student is allowed only the time that remains for all other contestants.

LATE ENTRIES

Entries submitted after the 10-day deadline require a majority consent of the District Executive Committee unless the committee has authorized in advance the spring meet director to make the decision. Late entries include the following:

- submitting district entries online after the 10-day deadline.
- entering an event not entered by the school prior to the 10-day deadline.
- entering an individual to fill a place left vacant on the online district meet entry at the deadline.

ALTERNATES

After district competition, alternates replace contestants who cannot compete at regional or state. In individual contests, only fourth, fifth and sixth place finishers may qualify as alternates to the next higher meet. In the Science contest, only the second place top scorer in biology, chemistry and physics may qualify as a potential alternate to the next higher meet. In team events, only the second place team may qualify as an alternate to the next higher meet. In the event that a district cannot qualify an individual or team from the district results form, then the district will not have representation in the respective contest slot. For example, if four of a district's top six finishers in Literary Criticism are unable to advance to region, then the district will be represented by two students. If both the first and second place Accounting teams cannot advance, the district will not be represented in team competition at the regional meet. See the C&CR for rules regarding certification of alternate Cross-Examination Debate teams.

SUBSTITUTIONS

The only time the UIL permits substitutions past district is in CX Debate and the team components of Accounting, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Mathematics, Number Sense, Science, Social Studies and Spelling & Vocabulary. Only one substitution per team is allowed. The substitute should be certified by a letter from a school administrator or by use of the substitution eligibility form found in the appendix of this manual. He or she need not have been listed on the original district online entry form or have competed in the district meet. It is only important that the student be certified as eligible at the time of competition.

TEAM SUBSTITUTES

- A school must have no fewer than three members in order to compete in the team competition. Otherwise, it must drop out and the alternate team should be called.
- A school may substitute one member onto a team. A team may not substitute more than one member onto a team. (See Section 903(a)(4) of the C&CR.)
- If two members of a four-member team cannot compete at region or state, then one member may drop out and the school may substitute for the other. In this case, the school will compete with three members.

It is the responsibility of the school making the substitution to contact the regional director for substitutions at the regional level. Failure to do so could violate the Spring Meet Code. To notify the regional director, fax or e-mail the information as far in advance of the contest as possible. If a team or individual is unable to compete at the regional level, it is the responsibility of the school scheduled to attend to notify the regional director and the alternate's school in writing as soon as possible prior to the contest.

Regional hosts may set their own deadlines for accepting non-emergency substitutes and drops. Direct all notifications of substitutions at the state level to the state UIL academic office. If a team or individual is unable to compete at the state level, it is the responsibility of the school to notify the state UIL academic office and the alternate's school in writing by fax or e-mail by the second day following the regional meet or as soon as possible thereafter.

TO DISTRICT & BEYOND

Most coordinators use May, June, July and August to prepare for the coming school year. Current order forms and other material are posted on the UIL website. As the school year begins, coordinators should meet with the academic coaches, and the coaches should begin recruiting students and practicing for upcoming meets. The academic coordinator is a resource person to administrators, coaches and students and should ensure that the year flows smoothly.

ACADEMIC CONFLICT PATTERN

The Academic Conflict Pattern is not mandated at the district level, but districts are strongly encouraged to adhere to it. It will be followed strictly at region and state. The UIL designed the Academic Conflict Pattern to give students, instructors and administrators prior knowledge of the conflicts in event scheduling they can expect at district, regional and state competitions. In designing the conflict pattern, two basic principles were considered: (1) that regional sites have no more than a day and a half to hold the academic contests and one-act play; and (2) that classroom space is not available during the week at most of the sites until after 4 p.m. on weekdays.

The conflict pattern is designed to respect typical combinations of interests of students, to allow for the greatest opportunity for double or triple entry, to reserve Saturday for academic events, and to allow Friday and Saturday nights for One-Act Play.

Even with the limitations of the pattern, math/science students may enter all four events, and journalism students may enter all four contests plus Current Issues & Events, Ready Writing or other contests in Session I. Speech students may enter two events, even though they have preliminary and final rounds. The conflict pattern provides opportunities for students to enter a combination of Computer Science and Headline Writing, Computer Science and Mathematics, or Editorial Writing and Mathematics.

ENTERING CONTESTANTS AT DISTRICT

The coordinator is responsible for entering students in the district meet. All schools must enter contestants via the Spring Meet Online Entry System, found on the UIL website. Entries are due to the spring meet district director at least 10 days before the meet. Keep a copy for your files.

DISTRICT SUBSTITUTES

Every year schools are faced with the need to find a substitute for a person who cannot attend the district competition. UIL rules permit substitutions until the contest starts by following the instructions below. The specific wording is from Section 902: District Meet of the Constitution and Contest Rules.

- (i) Students Whose Names Do Not Appear on Academic or One-Act Play Entry Forms. Eligible students may be substituted for names on the online entry form by providing the contest director with a substitute eligibility form found in the appendix or a letter signed by the designated administrator certifying the student's eligibility. The eligibility form or letter must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the certification form(s) or letter(s) to the spring meet district director to be filed with the school's original entry form.
- (ii) Students Whose Names Appear on Academic or One-Act Play Entry Forms. Students who have been certified as eligible online but who are to be substituted into another event shall provide the contest director with written notification signed by the event coach or a representative from the contestant's school. Eligibility is already certified. Therefore, written notification is for the convenience of the contest director, who may not have a copy of the academic or One-Act Play forms.

You may only substitute a name for a name. For example, if you only entered two contestants in Accounting, you may substitute for only the two names. Adding a third person would be a late entry. The spring meet district director must approve late entries under guidelines set by the District Executive Committee. Send a letter or a copy of the substitution form in the appendix section certifying eligibility

SHIPPING DISTRICT MATERIALS

The UIL ships contest materials in multiple boxes.

Extemp speech topics may come under separate cover the week of district.

Materials will be shipped to the person listed under "Contest Material Shipping Information" in our online system. OAP materials may be downloaded from the UIL website.

Tip: If your box of materials is missing generic contest materials (like blank contestant answer sheets, rubrics, etc.), you can always download pdfs from our website here: www.uiltdallas.org/academics/academic-contests/contest-materials

LATE ENTRIES
Entries submitted after the 10-day deadline require a majority consent of the district executive committee unless the DEC has already authorized the spring meet district director to make the decision. See Section 902 (C) of the C&CR for more information.

For additional information about special needs modifications, visit the UIL website. Requests for modification should be made to the UIL in writing at least two weeks prior to the competition.

in any case.

CROSS-EXAMINATION DEBATE

Although CX debate has been deleted from the conflict pattern, it is a spring meet contest. Two teams may qualify from district to state competition. However, in districts with fewer than eight teams competing, the second-place team must have participated in at least eight competitive debate rounds during the current year to advance. In districts with only one school entered in the meet, the first place team must also be certified. A certification form is required. See online. Schools may substitute only one member of a state-qualifying team. CX debaters may not enter LD debate.

NO SHOWS IN DEBATE

Debate pairings must be prepared well in advance of a competition. When a debater does not show up and does not notify the meet director, it causes unnecessary delays and unplanned byes. Coaches of contestants in CX debate and LD debate must notify the contest director in writing if their contestants cannot attend. Stiff penalties are imposed for failure to fulfill this obligation. Even if there is no alternate to move up, the meet director must be notified.

CONGRESS & THE UIL YOUNG FILMMAKERS FESTIVAL (PILOT CONTESTS)

Neither contest is part of the conflict pattern and entering either (or both) contest(s) does not impact a student's eligibility to enter any other UIL high school academic event. (i.e., CX Debate, LD Debate, Theatrical Design, One-Act Play, etc.)

SPECIAL NEEDS MODIFICATIONS

UIL staff members will approve some adaptations for students with special needs and 504 competitors on an individual request basis. The request must be in writing, and the conditions of the adaptations must adhere to the following criteria.

- a) the student must be able to compete at the same time as the other contestants in his or her district or region;
- b) the student who is given special consideration does not gain an advantage over other contestants; and
- c) the student who is given the special consideration does not cause the other contestants to work at a disadvantage.

Examples

The use of a Brailler or computer in writing and spelling competitions, enlarged test copy, or use of a magnifying glass may be made for a visually impaired student. However, a request to give a student an extra 15 minutes in ready writing would be denied.

The request for special needs adaptation should be made at least two weeks prior to the contest. Only one response letter is needed from UIL for the adaptation to be permitted at any level of spring meet academic competition. However, if the student advances to the next higher meet, it is the responsibility of the student's school to notify the regional or state office immediately.

The individual school district is responsible for making arrangements for tests to be typed in Braille or enlarged through the special education cooperative or other facility which services the student with the handicapping condition. The school district is also responsible for providing equipment and translators where needed to enable the adaptation. Contest directors or district directors may enlarge copy for special needs contestants upon receipt of an adaptation approval letter.

REGIONAL ASSISTANTS TO THE CONTEST DIRECTORS

Regional assistants to the contest directors will be selected on an "as needed" basis from the pool of academic coaches who have indicated they are willing to serve or as appointed by the UIL staff. The job of the regional assistant is to assist the contest director as needed. In particular, the regional assistant contest director should help keep the contest director informed about concerns from other instructors with students in the competition. This honorary position is strictly voluntary, unpaid and advisory in nature.

STATE TESTS/AP EXAM AND STATE MEET CONFLICTS

AP Exams for English and other curriculum areas may be scheduled on the same days as the UIL State Meet. Students should plan to take AP tests on another date. To make special arrangements for alternate test dates and times contact the National Advanced Placement Center, Phone: 609-771-7300, Fax: 609.530.0482, Email: apexams@info.collegeboard.org.

For information regarding the state mandated testing calendar or test date modifications, visit the Texas Education Agency website at www.tea.state.tx.us.

ACADEMIC TEAMS

AND WILD CARD QUALIFIERS

Four-member teams and wild cards allow hundreds of students to compete at the next level, but the success of the process requires that contest directors carefully read and follow all rules and procedures.

4-MEMBER TEAMS

- In the academic team events (Accounting, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Mathematics, Number Sense, Science, Social Studies and Spelling & Vocabulary), a school may enter four students in the district meet. In Science, a school may enter up to six contestants, and the four with the highest scores are counted as team members. However, you may compete for team awards with only three students.
- The sum of the school's three highest contestant scores will determine the team score. The lowest of the four scores does not count toward the team total. The team with the highest composite score (of the top three individuals) is the overall team champion.
- All four members of the team may advance to the next level of competition, and all four may compete for both individual and team honors.
- In Science, only four members of the team advance as members of the team. All six students entered in the district meet do not advance as members of the team. Only the top four scorers in the overall portion of the science contest will advance.
- If the winning team consists of three students at the district meet, then only three students may advance to region. The team may not add a fourth student at region. The same goes for region to state.
- Contestants disqualified for any reason as an individual may not advance, or be substituted, as a team member.

WILD CARDS

- At region, the wild card is the best second-place team score in the region. Not all second place teams are allowed to advance. Only the team with the highest score among all of the second place teams in the region will advance to the region meet. Only the team with the highest score among all of the second place teams in the state will advance to the state meet.
- It is essential that districts post results online by 5 p.m. of the Monday following the second district week. Following the second district week, the UIL will post a list of tentative wild card entries to region. Schools will have approximately 24 hours to notify the UIL of errors or omissions, before the final list is posted. After that time, no changes will be made. No protests will be entertained.
- Regions will post results online by 5 p.m. on the Monday following the regional meet. Tentative State Meet wild card qualifiers will be posted by 5 p.m. on the Tuesday following regional meet. The final list will be posted on Wednesday after the regional meet. After that time, no changes will be made.
- Wild card qualifiers will not be notified directly. The list of wild card qualifiers will be posted on the UIL website (www.uiltexas.org). Neither the UIL nor the regional directors are responsible for sending information to wild card qualifiers. Don't forget to check the UIL website!

SCHOOLS WILL NOT BE DIRECTLY NOTIFIED OF WILD CARD TEAMS ADVANCING.
YOU MUST CHECK THE UIL WEBSITE.

At region, the wild card is the best second-place score in the region.

Not all second place teams will advance. Only the team with the highest score among all of the second place teams in the region will advance to the region meet. Only the team with the highest score among all of the second place teams in the state will advance to the State Meet.

Wild cards will be posted on the UIL website. The UIL will not directly contact wild card qualifiers, their coaches or administrators.

HOSTING AN ACADEMIC TOURNAMENT PERFECT HOST

Hosting an academic invitational or district meet can be a delight or a disaster for the campus or district UIL academic coordinator. Successful meets don't just happen. They take planning, positive people, planning, perseverance and more planning. Veteran coordinators attending the administrators' session of fall Student Activities Conferences have graciously shared with other workshop participants several tips on what they do to make their meets both successful and fun. At the top of every list was the golden rule: plan, plan, plan.

Delegate!

You can't be everywhere. Secure faculty members to handle registration, results, awards, refreshments, etc.

Don't skimp on personnel. Recruit parent volunteers, if necessary, or ex-students home from college, and business people from the community. Have workers on hand at your meet to fill in gaps when they occur.

BEFORE THE MEET

- Make a "to do" list and stick to it.
- Plan early. In August, begin rounding up your contest directors. The success of your meet hinges on having competent and reliable contest directors.
- Prepare and present your budget early to the appropriate administrators. Although your invitational and district meets may provide revenue through food sales, initial funding usually comes from your school board approved activities budget. Think about what you need in plenty of time to submit the proposal and secure funding for contest directors, food services, travel and other personnel to work the meet.
- Order study materials and invitational meet materials early. Orders are filled in the order they are received by limited personnel at the UIL office, therefore ordering early ensures an earlier delivery. Check your order carefully for completeness and appropriate signatures. Keep a copy. Inventory your materials immediately to see that everything you ordered is included.
- When you set up your district meet in the online entry system (the deadline is February 1), it automatically generates your order for district meet materials. Be sure to include your spring break dates and an alternate shipping address as this information is important to the UIL shipping department. UIL cannot ship to PO Box addresses. District materials are shipped in at least two separate shipments (generic & confidential). Inventory your materials immediately to see that everything you ordered is included.
- Follow the UIL Conflict Pattern in setting the schedule. Allow sufficient time for competitors to get from one contest to another. Consider preparation time and verification periods when scheduling each event.
- Employ enough judges to keep your meet running on schedule. Send out confirmation letters or emails to each judge and call them the day before the contest. Have standby or extra judges available.
- Charge a judging fee to participants if judges are scarce in your area.
- Involve athletic coaches. You help them time at a track meet. They help you time a round of debate. Any partnership that can be formed among academic and athletic coaches stands to benefit both programs and enhance the importance of both.
- Get junior high students to serve as timers. Be sure to provide clear instructions and training.
- Provide a judges' workshop prior to the contest date.
- Use ex-students as contest managers or assistants. Students who have been in the contest recently may be the most qualified to run it.
- Ex-speech students may also make good judges for speaking contests, especially preliminary rounds.
- Find out before the contest whether your judges know any contestants. Avoid hiring relatives or friends of contestants.
- Provide a pick-up station for judges and contest directors to sign in and pick up contest materials on the day of the contest.
- Ask home economics, Student Council, volunteer groups, spirit groups, ROTC or parents to host a hospitality room.
- Ask organizations to sponsor concessions during the day. They can earn enough money in a day to fund a sizable project.
- Send good information to the schools attending the meet. Include information about contest material source, food services, parking, entertainment, sites in the area and maps.

- Label tables in the designated holding area for different schools attending.
- Check physical facilities and make sure they are adequate in size and that they have required items, such as pencil sharpeners and clocks or sufficient power outlets.
- Have the bell system turned off so that bells for changing classes don't ring during contests.
- Give a list of rooms to be used to custodians. Ask that rooms be opened and locked at designated times. Get a key, if possible, to use in an emergency.
- Be sure your faculty receives a memo prior to the tournament concerning the rooms being used.
- Label competition rooms.
- Walk the building before the tournament starts to make sure designated rooms to be used are open.
- Hang a banner welcoming competitors.
- Construct a reusable score chart of canvas or other sturdy fabric. Use Velcro numbers or dots for scores and Velcro letters for school names.
- Use brightly colored paper for important notices.
- Have extra supplies on hand for contest directors.
- If facilities and personnel are insufficient to host a full invitational tournament, host an abbreviated invitational meet, offering only those events you can best handle. For example, you might host a contest for just language arts writing events separately from a meet for speech or math/science contestants. A tournament may include all 23 events, plus any additional invitational events, or it may include only two or three.
- Offer a scholarship from proceeds of the tournament. This may encourage individuals and area businesses to donate.

DURING THE MEET

- Have a central information desk manned by somebody who knows what's going on and where things are. Headsets, pagers and walkie-talkies can be helpful in saving steps.
- Use monitors or "traffic directors" in halls where testing and performances are going on to keep non-competing students from disturbing.
- Have a central location near the major holding area where all events are verified.
- Provide activities for students: games, computer lab, skits, etc. Provide monitors for all activities. Some hospitality/entertainment ideas are listed below.
- Present awards before an audience, perhaps in the major holding area (cafeteria, auditorium, gym).

GRADING/JUDGING & VERIFICATION

- For subjective contests, hire the best judges possible and pay them a fair-market stipend.
- For objective contests, allow — require — coaches to grade.
- Read online entry instructions carefully.
- For district meets, enter results online before verification and announcement of final results. Make sure the scores/places entered online mirror the scores/places generated by the judging panel. Enter a score for every contestant, not just those who place. This is critical for team scores.
- Make sure verification is held for all contests.
- District meet results are due online by 5 p.m. on the Monday following the second district week.

HOSPITALITY/ENTERTAINMENT IDEAS

- Throughout the day, arrange fun contests or skits for the students who are waiting between competitions.
- Play bingo or "brain teaser" games, with prizes for the winners.
- Open the school gym and provide basketballs or volleyballs, or set up ping pong tables.
- Provide a list of area attractions, restaurants, malls, etc.
- Keep the cafeteria or a concession stand open throughout the day.
- Provide a hospitality room for coaches and judges.

AFTER THE MEET

- Provide information about the location and schedule of the regional contest to winning students, alternates and coaches.
- Remind district competitors and coaches to notify the district director if a winning student will be unable to compete. Notify the alternate's school and the regional director.
- Send thank you notes to all volunteers, as well as to those who worked for a minimal stipend.
- You may release tests, keys and other test information at the end of contest day on the Saturday of your respective district meet week. If the school is close to the hosting campus, having an administrator or designated coach pick up the materials saves time and money.

For district meets, enter results online before verification and announcement of final results. Make sure the scores/places entered online mirror the scores/places generated by the judging panel. Enter a score for every contestant, not just those who place. This is critical for team scores.

PAYING THE BILLS

Have the district establish a line-item budget for UIL athletic, music and academic expenses. This eliminates having to justify money every year if you didn't use all your budget because you didn't advance as many contestants as usual. This way you only have to budget for expenses through the district meet. The school district then sets aside a specific amount for anything above district, and if the money runs out, they have to find additional funds instead of your campus having to try to rob another account.

— Gerry Wilbanks,
UIL Academic
Coordinator

"The one lesson that I learned the hard way was not 'living inside my dream.' In her book, *Animal Dreams*, Barbara Kingsolver said that the very least a person can do with his or her life is to dream. The very most we can do is to live inside those dreams. By not living inside my dream, I came up short on cash when my One-Act Play made it to state. We had budgeted plenty of money for other academic teams to make the trip to Austin, but suddenly we needed about \$3,000 more to pay for the cast and crew of our play.

My dream is to send someone to state in all academic events in a single year. It may never happen, but if it does, I will be prepared. Every spring when I submit my UIL budget for the next school year, I ask for (and get) enough money to send our entire academic team to the regional and state meet. Of course, I have to be a good steward and have lots of money left over when we don't make it in every event." — Tim Jones, Gainesville Callisburg

GENERAL SUPPLIES

- Instructional and study materials
- Literary Criticism — Cost of three paperbacks rarely exceeds \$30. If you must purchase a Handbook to Literature, add approximately \$55
- Spelling & Vocabulary — American Heritage Dictionary of the English Language, Third, Fourth or Fifth Edition; practice spelling tapes, tests, workbooks, software
- Science/Math/Accounting/Calculator Applications — calculators (will not need to purchase every year)
- Current Issues & Events — vendor practice tests and study materials
- Social Studies — Cost of publication on the primary reading list
- Speech & Debate — DVDs, magazine subscriptions, evidence handbooks, prose/poetry books
- UIL Academic Study Materials
- One-Act Play supplies

SALARIES/STIPENDS/FEES

- Stipends to coaches, academic coordinators
- Entry fees to invitational, district and post-district meets. For some districts, the budget for an invitational meet is a separate account since the event pays for itself.

PROFESSIONAL SERVICES

- Fees paid to judges and other contest administrators, workers. Remember: much of work at invitational and district meets is voluntary. Recruit as many volunteers to assist as possible. OAP judges must be paid no later than 10 days after the contest.

TRAVEL

- Student Activities Conference travel, rooms, meals.
- Invitational meet travel, rooms, meals, entry fees.
- Travel/rooms/ meals/entry fees to district and region.
- Travel/rooms/ meals for State Meet.
- Some school districts will pay for expenses incurred beyond the district level out of the district budget so they do not have to be included in the campus budget. Coordinators should check on it. Also, even though schools are exempt from state taxes, there are some city taxes that you must pay.

RECOGNITION/AWARDS

- Patches, jackets
- Awards banquet
- "Thank you" gifts for academic coaches. Be careful not to spend more than \$500 per coach, in accordance to C&RC Sec. 481.

ACADEMIC RULE CHANGES

2015-16

The following changes have been approved by the UIL Legislative Council and Texas Commissioner of Education and take effect for the 2015-16 school year. Refer to the *Constitution & Contest Rules* for official wording.

ACADEMICS

- The UIL will begin a Robotics contest pilot program for grades nine through twelve.

SPEECH & DEBATE

- An additional tiebreaker in the high school individual speaking events will be added in the event of an unbreakable tie before defaulting to blind draw. The new sixth tiebreaking procedure total the ranks of all ballots of the tied contestants, including preliminary rounds. The contestant with the lowest sum shall be placed higher.

ONE-ACT PLAY

- Schools that violate rules listed under 1033(c) (2) will be allowed to receive individual acting awards and be required to participate in the critique like other non-advancing companies.

JOURNALISM

- The Feature Writing contest will eliminate the speaker at the state level.
- A Copy Editing contest pilot program will be added for grades nine through twelve.



Academic coordinators can get the full text of the UIL C&CR on the web at www.uiltexas.org/ policy/constitution. Coordinators can order bound copies of the C&CR from the UIL.

Want to change a UIL rule? The quickest and easiest way is to go to the UIL website. Click on Policy. You'll find a form for submitting rule change proposals.

FREQUENTLY ASKED QUESTIONS

IS AN INVITATIONAL ACADEMIC MEET THE SAME AS A SCRIMMAGE?
No. An invitational or practice meet is a competition, and as such, falls under the provisions of no-pass, no play.

MUST OAP POINTS COUNT TOWARD OVERALL DISTRICT CHAMPIONSHIP?
Absolutely. All contests listed under Sec. 901 (Schedule of Points) must be counted toward the district academic championship and the overall district title.

GETTING STUDENTS INVOLVED

How do you get more students involved with the academic events? So many are involved in athletics, band, cheerleading, drill team, etc. Do you have any ideas that could help us out?

The trick to student involvement is teacher involvement. If you have an enthusiastic teacher and coach, he or she will recruit enthusiastic students. So that's where to begin.

Second, have teachers become involved in Texas Speech Communication Association, the Texas Association of Journalism of Educators, the Texas Math/Science Coaches Association and other professional organizations.

Third, make academic competition a "high profile" activity.

Fourth, recognize students for their efforts and successes. Show other students that adults value and appreciate their hard work and courage (and yes, it requires a lot of courage to compete.)

FULL-TIME EMPLOYEES

Must UIL academic coaches be full-time school district employees?

An academic coach need not be an employee of the school although the UIL certainly encourages school districts to use their employees as coaches. The director of the One-Act Play must be a full-time employee of the school with the exception noted in the C&CR. See Section 1033 (b)(5)(A).

SPONSOR AWARDS

I've been coaching for 25 years and my principal nominated me for the UIL Sponsor Excellence Award. What is that?

Each year, the UIL recognizes sponsors and coaches in academics, fine arts and athletics for their contributions to scholastic competition in Texas. They receive a trophy and \$1,000. School administrators can obtain the nomination forms and deadline from the UIL website.

INVITATIONAL MEETS

We competed in three consecutive invitational meets, all of which used the same material. Is this legal and, if so, why am I getting all these ugly looks?

The League does not govern invitational meets, except for designating limits on when UIL materials may be used. Academic coordinators and coaches should be certain that their students are not competing in multiple meets that use the same materials. Those ready writing and journalism prompts get a lot easier the third time you've written on them. Invitational meet hosts should publicize the materials to be used. If the invitation doesn't say which material, ask. It isn't fair for students, many of whom are participating for the first time ever, to compete against students who've seen the same test twice.

AMATEUR RULE

Can I get paid by the local newspaper to write articles even though I want to compete in the UIL News Writing competition?

Yes. There is no amateur rule for academics. A student may work for a local newspaper for pay or win a prize in a local essay-writing competition and retain eligibility for all UIL academic contests. They may also perform in stock productions for pay or accept cash or prizes for competing in other academic events (Citizen's Bee, Spelling Bee, Voice of Democracy, etc.) and retain UIL eligibility.

FULL-TIME, DAY STUDENT

You said to be eligible I must be a full-time, day student. What's that?

To be considered a full-time, a student must be enrolled in at least four hours per day. The classes can be for local or state-approved credit.

COLLEGE COURSES

Do college courses count for full-time day student status?

A college course may be counted among the classes necessary for a student to be considered full-time, if the course is provided by an institution of higher learning that is accredited by a regional accrediting association and if the course earns concurrent high school/college credit. The student must receive the principal's or designee's approval, and the course for which credit is awarded must provide academic instruction beyond or greater depth than the state's essential knowledge and skills objectives.

HONORS CLASSES

I'm not doing so well in my honors course. Will this affect my eligibility?

Classes identified by the State Board of Education as honors do not affect student eligibility unless your local school board stipulates they do. The UIL does not approve or disapprove honors courses. Schools may identify additional exempt honors courses only in designated subject areas. Refer to TEA/UIL Side By Side manual for details. It's posted on the UIL website.

ATTENDANCE

How does UIL define regular attendance?

A student is considered in regular attendance if he has not been absent for more than 10 days after enrolling in school because of illness or other unavoidable reasons if the parent/guardian submits a written statement and the principal approves the absence. But a student who doesn't enroll in and attend school within the first six class days is ineligible to participate until the 15th day after enrollment and attendance. Pending local school approval, students in alternative programs under Senate Bill 1 may resume UIL participation on the first day they return to regular classes.

HOMEBOUND STUDENTS

We have a student who is currently on homebound education and under a doctor's care. She is considered enrolled and is not counted absent from her classes. Can she compete?

Full time students who are placed on "home bound status" by their school officials remain eligible provided the classes in which they are assigned work to complete at home meet for at least four hours each day at school.

INCOMPLETES

One of my students was given an "incomplete" in her art class. Can she still participate in the UIL Spelling & Vocabulary contest next week?

Students with an incomplete are ineligible at the end of the seven-day grace period unless the "incomplete" is replaced with a passing grade prior

to the end of the seven-day grace period. Students with an "incomplete" past the seven-day grace period remain ineligible until work is made up in accordance with district policy. Extra work or work turned in after the grading period may not be considered when determining eligibility except in the case of an incomplete.

GRADUATION

How does the UIL define graduation from high school?

Students are considered high school graduates if they received a diploma or other certificates signifying successful completion from a high school or other institution of equal or higher rank; participated as a graduate in graduation ceremonies; and complied with the requirements for graduation during a normal four-year program, regardless of whether they participated in graduation ceremonies.

GED

Am I a graduate if I received my GED?

Students who have received their GED are not considered high school graduates if they remain in or return to school and have not otherwise met the requirements for high school graduation.

SPRING BREAK

Are students eligible over spring break?

Yes. All students are eligible during a school holiday of a full calendar week or more. If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more, the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.

SUMMER

Can students participate in competitions during the summer?

Yes. All students are eligible during summer break.

DISTRICT OFFICIALS

Who is the Spring Meet District Chair?

This is the individual, usually a superintendent or principal, who is officially in charge of all UIL spring meet events – both athletic and academic. Many districts also appoint a separate director for athletics and for academics. The academic meet director is responsible for hosting the meet, and is often an academic coordinator or coach.

ONLINE SPRING MEET ENTRY

Are we required to enter our contestants using the UIL Spring Meet Online Entry System?

Yes. Students will not be considered entered except through the online entry system. It is each school's responsibility to enter its contestants —

CONCURRENT

CREDIT COURSES

Do concurrent high school and college courses count toward full-time student status?

Yes. Any course that receives state or local credit counts toward fulfillment of the full-time student requirement.

SUMMER

WORKSHOPS

Our school wants to sponsor several students to summer debate or journalism workshops. Is this legal?

Absolutely. The UIL has no rules forbidding schools from paying expenses for students to attend academic summer camps or workshops.

not the district academic host or district spring meet director. For information and directions, go to UIL website, click on "Academics" and follow instructions.

LATE ENTRIES

If I omitted a student's name when I completed the online entries for the district meet, can I add him after the deadline?

Only with the majority consent of the District Executive Committee, unless the Committee has previously authorized the spring meet director to make the decision. Any entry submitted after the deadline for a blank spot on the original entry is a late entry. See page 16 of this manual for details.

ACADEMIC TEAMS

How do you determine the team score at district?

You're allowed to enter four students at district in, say, mathematics. The three highest scores will be the team score. While the lowest of the four scores will not count toward the team score, the fourth student is allowed to advance to the next level with the winning team and compete for all honors. Speech and Journalism teams are awarded points for every student that places in those events. Speech and Journalism teams do not advance.

TEAM SUBSTITUTES

At the time of our district meet, one of our math team members was in the hospital ill. At the meet, we had only three students compete, and they won first place in the district. Can the student who missed the district competition due to illness participate as the fourth team member at regional?

No. A team may advance only as many members as competed in the qualifying meet. Thus, if the team consisted of three students at district, then it may advance only three students. The student who was ill during the district meet may substitute for one of the team members, however, if and only if another team member cannot attend.

DROP & SUBSTITUTE

Our 4-member team placed first at district. However, two members of the team can't compete at region because of a conflict. I know I can't sub two members onto a team. Do I need to contact the alternate team?

Not necessarily. You can drop one student and sub one, thus competing at region with a three-member team. However, if you win at region, you may advance only three students as part of the winning team. You can't add a fourth member.

WILD CARD TEAMS

How do I find out if our second place district accounting team is the wild card for our region?

You must go to the UIL website and check. Schools will not be contacted directly by UIL.

CONFLICT PATTERN

Our district voted to schedule Ready Writing on the Thursday before the other district contests on Friday and Saturday. If a student chooses to compete in Ready Writing and Computer Applications, may he do so even though the UIL suggested schedule shows a conflict?

Yes. Districts are free to schedule their meet over two, three or four days if they like. Just know that the regions will follow the conflict pattern so if your student earns the right to advance in Ready Writing and Computer Applications, he or she will not be allowed to compete in both at region.

SPRING MEET CODE

What if our district meet takes place over several days and I have a student who qualifies for the regional meet in two conflicting events?

The Spring Meet Code requires that the school district notify the regional director and the school of the alternate if a student or a team knows that it will not compete at the next highest level. The student must choose between events, because the conflict pattern will be strictly enforced at regional and state meets.

REGIONAL ALTERNATES

If the first place qualifier in number sense from our district cannot compete at the regional meet, and both the fourth and fifth place individuals are already competing as team members, does my sixth place district winner get to advance and compete?

No, not unless two more contestants from your district drop, as well. The fourth place at district is the first alternate, and if that person is also an advancing team member, no additional alternate is eligible to advance. All team members compete as individuals, too, so the open slot has already been filled.

ANSWER KEY ERROR

What if at the district meet, we determine that the answer key contains an error?

In the case of an error on the answer key of an objectively-scored contest, the graders or contest directors must notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged on correctness rather than an incorrect answer key.

COMPUTERS

We want our ready writing and journalism students to use computers at the district meet. Is that permissible?

Yes. Students may use computers in Ready Writing, Feature Writing, News Writing and Editorial Writing at the district, region and state level. Students who opt to compose their entries on computers accept the risk of computer or printer malfunction. Schools that plan to use computers must use laptops and provide their own portable printers. The host school should make certain enough outlets are available. Every coach should bring along an extension cord for each computer and printer.

PUBLISHED

Can I use a selection I found on the Internet for my poetry competition?

For prose and poetry, all selections must be published printed material. If you find a selection on the web, be sure to secure the publisher's copyright citation proving the literature has been published concurrently in hard copy or find the hard copy.

ENTERING BOTH LD AND CX

If a CX team is entered as a district alternate but does not compete, are the members of the team eligible to compete in LD debate?

Yes. The restriction against cross entering CX and LD takes effect when the students actually compete at a district meet.

SUNDAY PARTICIPATION

We plan to attend an invitational meet on a Monday. Can we practice on Sunday?

Sunday practices are allowed. Sunday competition is not. However, school district personnel may instruct high school students and accompany them to no more than two school-sanctioned academic or fine arts competitions held on Sunday that do not count toward League standing. Such participation must be approved by the superintendent or designee and the contest must be sponsored by a college or university. Check the UIL website and the Constitution for further clarification.

IN CLASS

Does the UIL require that a student be enrolled in a particular class to participate in a UIL contest? For example, does a student have to be enrolled in journalism to compete in editorial writing?

No. Nor does the UIL require that students be a member of a club to participate.

PRACTICE CLASSES

Is it legal for a school to schedule a class or classes during which students may prepare for UIL academic contests?

Yes. The school may schedule a study hall, activity period or other class during which students may

practice UIL contests. However, the class may not be used solely as a UIL contest practice period. It may be used for a variety of purposes: remediation, state test practice or enrichment.

MISSING PART OF A DAY

I have severe allergies and receive a shot every Friday morning in the allergy clinic. Our district meet is scheduled for Friday afternoon. Can I compete?

Local policy determines whether a student is required to attend school all day or any portion of the day to compete in a contest. UIL has no rules on this.

EXTRACURRICULAR

What is considered extracurricular?

An activity would be considered extracurricular if the activity is competitive; the activity is held in conjunction with another activity that is considered extracurricular; the general public is invited; and/or an admission price is charged.

ACADEMIC DECATHLON

Is Academic Decathlon a UIL competition? Do UIL standards apply to it?

No. But it's bound by state law, i.e. no-pass, no-play. And districts may apply UIL standards to Academic Decathlon or any other contest.

ACADEMIC BANQUET

Is it a violation of the awards rule to host an end-of-the-year banquet for academic students?

No. Academic competitors deserve one. Booster club or school funds may be used to pay for the banquet.

TILF

How does a student qualify to apply for a scholarship through UIL competition?

Any student who competes in the UIL Academic State Meet at least once in his or her high school career can apply for a Texas Interscholastic League Foundation scholarship. Check the TILF link on the UIL website for complete details.

SCHOLARSHIPS

I went to the State Meet in CX debate last year. However, I didn't make it past the first day. Do I still qualify for TILF scholarships?

No. Only the elimination rounds of CX debate, held the second day of the tournament, satisfy the requirement for TILF scholarships.

I placed at State Meet in a pilot contest. Do I qualify for TILF scholarships?

No. Only sanctioned events satisfy the requirement.

SCRIMMAGES

May a student who is ineligible by no-pass, no-play participate in a scrimmage or festival even if it means he or she must miss a day of regular class to do so?

YES. No-pass, no-play does not apply to scrimmages or festivals.

IN-SCHOOL

PRACTICE

May a student miss a regular class in order to attend a rehearsal for the One-Act Play?

NO. Students may not miss other classes for the purposes of practice for extra-curricular academic, fine arts or athletic activities. If a student is scheduled for a class that is directly affiliated with the activity (theatre/One-Act Play, for example), only the amount of time scheduled for that class may be used for practice purposes.

ELIGIBILITY RULES

ATTENDANCE RULE

School boards will establish how many times students may be absent and participate in extracurricular activities. State law requires that schools allow at least 10 absences for extracurricular participation but does not cap the maximum number of days that may be missed for extracurricular participation. If a student achieves a grade of 70 or above in every class but is denied credit for the semester due to the 90 percent attendance requirement, he or she is eligible to participate in extracurricular activities the next six weeks.

However, the loss of credit could cause the student not to meet the UIL requirement for eligibility during the first six weeks of the following school year.

BASICS OF NO PASS, NO PLAY

- Students may regain eligibility an unlimited number of times throughout the school year. Passing means a minimum grade of 70 on all courses (except identified advanced classes).

- School week begins at 12:01 a.m. on the first instructional day of the calendar week and ends at the close of instruction on the last instructional day of the calendar week (excluding holidays).

- Ineligible students must wait seven (7) calendar days after a three-week evaluation period and the grading period to regain eligibility.

- All students are eligible during spring break. Students lose eligibility for three-week period, which is defined as 15 class days. Exception: one but only one of the three school weeks may consist of only three or four class days, provided the school has been dismissed for a scheduled holiday period. Two class days does not constitute a school week. Exception: Thanksgiving if schools are on holiday Wednesday, Thursday and Friday.

HIGH SCHOOL STUDENTS ARE ELIGIBLE SO LONG AS THEY. . .

- are not a high school graduate;
- are a full-time day student;
- have attended class since 6th day of class of the present school year or enrolled in and in regular attendance for 15 or more calendar days before the contest;
- are eligible under no-pass, no play;
- have the required number of credits for eligibility;
- enrolled in the 9th grade no more than four years ago. Students may apply for a waiver.
- were not recruited;
- are not in violation of the awards rule.

DOES THAT INCLUDE HOMEBOUND STUDENTS?

Yes. So long as they are eligible by Sec. 400 of the UIL Constitution and Contest Rules, they could be eligible to compete.

STUDENTS ARE CONSIDERED HIGH SCHOOL GRADUATES IF THEY...

- received diploma or other certificate signifying successful completion from a high school or other institution of equal or higher rank;

- participated as a graduate in graduation ceremonies;

- complied with the requirements for graduation during a normal 4-year program, regardless whether he or she participated in graduation ceremonies.

FULL-TIME DAY STUDENT

Students must be enrolled in at least four hours of instruction per day to be considered full-time students. The classes can be for local or state-approved credit. A dual-credit college course can be counted among the classes necessary for a student to be considered as full-time provided:

- the course is provided by an institution of higher learning that is accredited by a regional accrediting association; and

- the student gets principal's or designee's approval, and the course for which credit is awarded provided advanced academic instruction beyond or in greater depth than the essential elements established by the SBOE.

BEHAVIOR MANAGEMENT

Students who are removed from class by a teacher may be prohibited from attending or participating in a school-sponsored or school-related activity under TEC 37.006 (g).

Students who are placed in a disciplinary alternative education program must be prohibited from attending or participating in a school-sponsored or school-related activity under TEC 37.006 (g).

CREDITS

Students must have the required number of credits for eligibility during the first six weeks of school.

- Grades are not applicable at the end of the school year because all students are academically eligible during the summer recess. The number of credits earned or academic promotion from the previous grade level in grades nine and below determines UIL eligibility for the first six weeks of the next school year.

To determine academic standing for the first six weeks:

- Beginning in the ninth grade, students must have been promoted from a lower grade.
- Beginning in their second year in high school, students must have earned five credits which count toward high school graduation or five credits which count toward state high school graduation during the 12 months preceding the first day of the current school year.
- Beginning in their third year in high school, students must have earned 10 credits which count toward high school graduation, or five credits which count toward state high school graduation during the 12 months preceding the first day of the current school year.
- Beginning in their fourth year in high school, students must have earned 15 credits which count toward high school graduation or five credits which count toward state high school graduation during the 12 months preceding the first day of the current school year.

• Physical Education. Students can count no more than two PE credits toward this eligibility requirement.

• Extra credit or work turned in after the grading or evaluation period has ended may not be considered when determining a student's eligibility except in the case of an "incomplete."

MISSING SCHOOL TIME

Practice. Students may not miss other classes for the purpose of on-campus practice for extracurricular activities. This is true for elementary and jr. high students as well as high school.

Missing school to participate in a scrimmage. Students may miss regular classes in order to participate in a scrimmage or festival. A student who is ineligible by no-pass, no-play may miss class and may travel to participate in a festival or scrimmage.

Participation in post-district contests. Students may miss class to participate in post-district competition.

Missing part of day. Local policy determines whether student is required to attend school all day or any portion of the day to compete in a contest.

STATE TESTING

The Commissioner of Education recommends that schools not schedule an activity to occur on the day or evening immediately preceding the day on which the state mandated tests are administered.

There are no rules prohibiting a school from competing in, for example, a debate tournament

after the state mandated tests are completed. The rules restrict competitions on nights preceding state mandated tests, but do not prohibit competing the afternoon/night following.

ENRICHMENT CLASS

Students in an "Enrichment Class" may practice for competition unless they have another 60-minute class during the school day to practice for that activity. State law allows for practice of an extracurricular activity for one period of the day, preserving the remainder of the day for academics.

Activity periods may be used for a variety of purposes: remediation, TAKS/STAAR practice or enrichment. School administrators may also schedule an enrichment class as an extension of the school day. That time may be used to enrich math, science or other academic disciplines, but cannot be used solely as a UIL contest practice period.

In-school practice class DOES NOT count toward the SBOE limits of eight hours and practice outside the school day.

LIMITATIONS ON PRACTICE

For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays. Students are limited to no more than eight (8) hours of practice and rehearsal outside the school day per school week.

SUNDAY PARTICIPATION

Sunday practices are allowed. Sunday competition is not. Exception:

- school district personnel may instruct high school students and accompany them to no more than two school-sanctioned academic or fine arts competitions held on Sunday that do not count toward League standing.

- (a) The participation of the student, coach, sponsor and/or director must be approved by superintendent or designee.

- (b) The contest must be sponsored by college or university.

Students are considered to be representing their school if they are wearing and/or using school equipment, use school funding, or are being directed or transported by a school employee or a person on behalf of school personnel. See Section 900 (b) of the C&CR.

AMATEUR RULE

The athletic amateur rule does not apply to academics or fine arts.

Students may accept any and all awards or prizes for competing in non-UIL academic and fine arts activities such as Citizen Bee, science fairs, etc.

FOUR-YEAR RULE

Students have four consecutive years of eligibility once they enter the 9th grade.

Example: A student may not compete as a freshman and sophomore, drop out for a year, return to school and compete as a junior and senior. Upon return, the student would have only one year of UIL eligibility remaining.

WHY AREN'T ALL CONTESTS AND ACTIVITIES GOVERNED BY THE UIL SUBJECT TO THE SAME RULES?

Because the UIL's philosophy is to apply rules where abuses occur. It might be easier administratively if all UIL contests were governed by the same rules, but it would be unfair and illogical. Different activities pose different challenges. Rules exist to deal with those unique challenges.

AWARDS RULE

A participant school or member school district may give an award not to exceed \$70 in value to a student during that student's high school enrollment at the same school for participation in UIL interschool competitions listed in Section 380 of the C&CR. Each year, a participant school or member school district may give one additional award per student per interschool activity listed in Section 380, not to exceed \$10 each. Schools may give the same student both the major and minor awards for the same activity during the same school year.

Students may receive a certificate, medal, trophy or other symbolic award for participating in any UIL activity that counts on League standing if it is given by the school, school district, district executive committee or entity that organized the competition.

Students may accept educational trips sponsored by the school.

RESIDENCE RULE

The League has no residence rule for academic contests. So, as long as the student is a full-time student, has been in regular attendance at your school for 15 or more calendar days before the contest and meets all other eligibility requirements under Sections 400 and 420 in the C&CR, he or she may compete for your school.

GED TESTING

A student who receives a GED certificate is not considered a high school graduate if he or she remains in or returns to school and has not otherwise met the requirements for high school graduation.

T-SHIRTS, GIFTS, OTHER VALUABLE CONSIDERATION

Students may not accept anything they can eat, wear or sell if given solely on the basis of their winning a UIL contest. This is true for junior high and high school. If a school awards a student a T-shirt because he or she won, or gives a student a meal as an award for winning or competing, then the school could be found in violation of the UIL Awards Rule.

Schools may provide academic team t-shirts, which are considered team uniforms, to all competitors. These must be returned at the end of the year or purchased by the student for their value as used apparel.

It is not a violation of the Awards Rule to feed academic participants during rehearsals, practices or meets.

Schools may purchase State Meet One-Act Play Contest tickets for students. Schools may pay students' admission into an art gallery or museum. These are considered educational field trips sponsored by the school.

The UIL Awards Rule does not affect K-6. Local districts are free to determine their own awards policies for K-6 students.

GIFTS OR AWARDS TO CONTEST SPONSOR OR COACH

Individuals who coach, direct or sponsor League activities in grades 9-12 may be suspended if:

- They accept more than \$500 in money, product or service from any source (over and above the stipend paid by the school) in recognition of or appreciation for coaching, directing or sponsoring a UIL event. The \$500 is cumulative for a calendar year and is not specific to any one particular gift.

- They accept money, product or service for entering a student in a UIL contest or activity.

- This section includes but is not limited to money, gifts, use of cars, insurance, club privileges, and any funds tendered by booster clubs for other services.

Exceptions:

- Scholarships
- Retirement
- UIL Sponsor Excellence Awards

EXTRA-CURRICULAR

Students must be eligible under no-pass, no-play. Extracurricular activities include public performances, contests, demonstrations, displays and club activities. An activity would be considered extracurricular if:

- The activity is competitive;
- The activity is held in conjunction with another activity that is considered extracurricular;
- The general public is invited;
- An admission price is charged.

Exception: If a student is enrolled in a state-approved course in which he or she must demonstrate mastery of the essential knowledge and skills in a public performance, then he or she may participate so long as the activity is not competitive, it is not held in conjunction with another activity that is competitive, and an admission price is not charged.

For example, a theatre student may participate in a non-competitive, free presentation of a one-act play in which the public is invited to attend.

Field trips are considered instructional and do not fall under the no pass, no play provisions.

HONORS CLASSES

Classes identified by SBOE as honors do not affect student eligibility unless the local school district voluntarily imposes stricter standards.

Courses that are exempt from the passing grade requirement for students to be eligible to participate in extra-curricular activities include: all Advanced Placement and International Baccalaureate courses; honors and dual credit courses in the subjects of English language arts, mathematics, science, social studies, economics, and languages other than English.

Districts may identify additional honors courses only in designated areas. See the UIL or TEA website for details.

DROPPING AN HONORS COURSE

Dropping a designated honors class with a failing grade does not cause loss of eligibility. Local school districts may have more stringent rules than state law.

Local policy determines whether a student may have more than one waiver per six weeks in honors classes. Thus, if a student fails two or three honors classes, he or she may still be eligible.

ACCELERATED CLASSES

When students are enrolled in accelerated classes that grant them the opportunity to earn credit during nine school weeks and the school is using a nine-week grading period and considers the semester to be nine-weeks long, eligibility is determined by the cumulative report grade for the nine weeks, since the nine weeks also constitutes a grading period.

Schools must decide which method they are going to use and apply it to eligibility for all students within that specific school.

DROPPING A COURSE WITH A FAILING GRADE

- A student who drops a class with a failing grade after the end of the first four school weeks will be considered ineligible at the end of the grading period in question. Student may drop after second week, third week or during the week of the fourth week and retain eligibility.

- A student who drops a class with a failing grade after the first six weeks of the school year is ineligible until seven calendar days after the end of the next three-week evaluation period in which he or she receives all passing grades.

CHANGING FAILING GRADES

- An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the school districts grading policy, as determined by the board of trustees.

- Extra credit work or work turned in after the grading or evaluation period has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "incomplete" grade.

INCOMPLETES

- A student with an incomplete is ineligible at the end of the seven-day grace period unless the "incomplete" is replaced with a passing grade prior to the end of the seven-day grace period. Students with "incomplete" past seven-day grace period remain ineligible until work is made up in accordance with district policy.

NO PASS, NO PLAY/SPRING BREAKS OR HOLIDAYS

- All students are academically eligible during a holiday of a full calendar week or more.
- A week of spring break or winter holiday CANNOT count as one week of the 3- week evaluation period. For example: if a student becomes ineligible on March 2, then the end of his three week period would normally be March 23. However, if one of the three weeks is spring break, then the end of the evaluation period would be March 30. If passing all subjects, he'd become eligible on April 6.

- If a grading period or three-week evaluation period ends on the last class day prior to a school holiday of one week or more, the seven calendar day grace period to lose eligibility and the seven calendar day period to regain eligibility begin the first day that classes resume.

- For examples, see the chart in the UIL/TEA side-by-side document posted on the UIL website.

CORRESPONDENCE COURSES

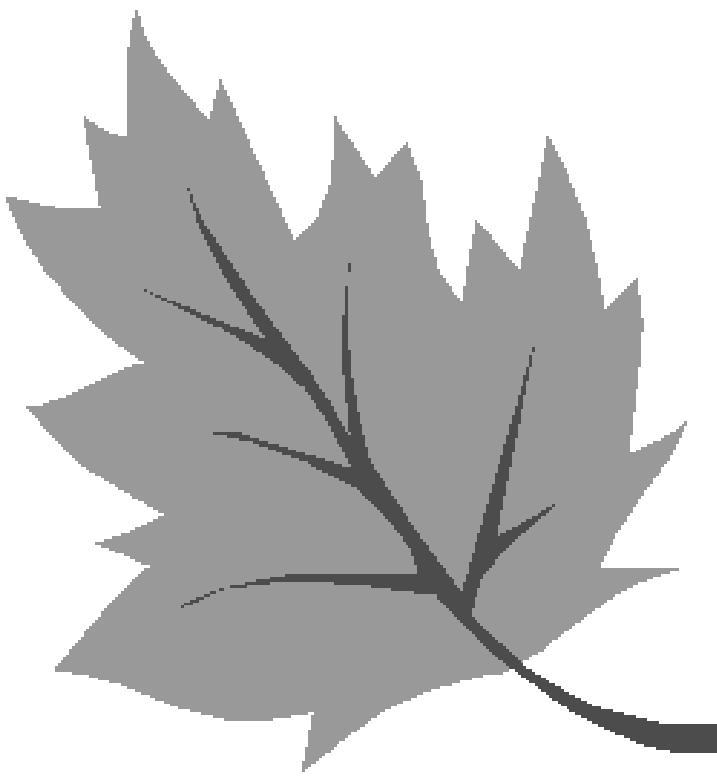
- Students can count summer and correspondence courses to meet credit requirements.

- If the correspondence course is for high school graduation requirements and not eligible for exemption as an advanced class, grades for the course must be submitted to the school at the scheduled high school grading periods and, if failing, will have an impact on academic eligibility. The grade reported could be a pass/fail indication of the student's progress at the time of the high school scheduled grading period.

- Being an office aide or taking an athletic class (i.e. baseball class) for non-credit does not count toward full-time status.

If you have questions:

- See the UIL/TEA Side-by-Side document on the UIL website.
- Call the UIL office and request to speak to an eligibility officer.



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UIL ORDER FORMS & MATERIALS

STUDY MATERIALS



Shop the UIL Online Store to purchase study materials for high school and A+ contests.

INVITATIONAL MEET MATERIALS

Materials for invitational meets are now provided on a CD for host schools to print and copy as needed, with the exception of CX and LD debate ballots. Triple carbon debate ballots will continue to be shipped. If your meet includes informative and persuasive speaking, you will need to provide the name and email of the person who should receive the confidential topics. Topics may be ordered only for Invitational A or B tournaments. They will be emailed the week of the meet so they can be as current as possible.

Hard copy ballots for all speaking contests may be ordered for meets scheduled anytime during the year.

The Invitational Meet Materials Order still requires the signature of the principal certifying that the school is hosting a meet.

The order form is available online and in this manual.

ADDITIONAL FORMS & INFORMATION

The UIL web site contains a variety of additional forms needed for academic programs, including the Professional Acknowledgement Form for all sponsors, coaches and directors of academic events and the Substitute Eligibility Form needed for contestants not listed on the original entry form for UIL meets.

The generic forms needed to host invitational meets, such as grading rubrics, answersheets and contest results form are posted, as are the Spring Meet Manual, the conflict pattern and various checklists for academic coordinators. Check the different web pages for speech and debate, theatre, and the A+ program for current information and forms specific to those contests.

HS ACADEMIC STUDY MATERIALS

ORDERING INSTRUCTIONS:

1. Orders must be accompanied by purchase order, check or credit card information.
2. Orders less than \$20 must be prepaid. No phone orders. To order online visit: www.uiltx.org/store
3. Make checks payable to: The University of Texas at Austin, UIL
4. Returns, exchanges, or discrepancies must be reported to the UIL within 30 days of the shipment date.
5. Form valid June 2015-May 2016.

BILLING ADDRESS:

School/district _____
 Address _____
 City _____ State _____ ZIP _____
 Email _____

Authorized signature _____

STOCK #	GENERAL	PRICE	QTY.	TOTAL
001	Constitution & Contest Rules (revised annually)	\$ 13.25		\$
005	Spring Meet Manual for Contest Directors (revised annually)- available online for free download	\$ 14.00		\$
006	UIL Academic Coordinator's Manual (revised annually)- available online for free download	\$ 10.00		\$
JOURNALISM				
100	Journalism Contest Manual (revised 2011)	\$ 11.00		\$
101	Editorial Writing Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
102	Feature Writing Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
103	Headline Writing Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
104	News Writing Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
LANGUAGE ARTS				
400	Ready Writing Handbook (revised 2007)	\$ 9.00		\$
401	Literary Criticism Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
402	UIL Word Power (word list for current year)	1 dozen	\$ 14.00	\$
403	UIL Word Power (word list for current year)- available online for free download	single copy	\$ 4.00	\$
 SPEECH				
500	Debate Kit on current C-X topic (revised annually)	\$ 35.00		\$
501	Ways To Win (National Federation debate pamphlets)	\$ 35.00		\$
502	Prose and Poetry Handbook (revised annually)	\$ 9.00		\$
503	Informative & Persuasive Handbook (revised annually)	\$ 9.00		\$
504	Lincoln-Douglas Debate Handbook (revised annually)	\$ 9.00		\$
505	C-X Debate Handbook (revised annually)	\$ 9.00		\$
506	Congress Packet	\$ 7.00		\$
THEATRE				
600	Handbook for One-Act Play — available online for free download	online		
BUSINESS				
700	Accounting Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
701	Computer Applications Study Packet (previous year's tests; handbook)- 50% discount for digital download	\$ 8.00		\$
MATHEMATICS, COMPUTER SCIENCE, SCIENCE				
800	Calculator Applications Contest Manual (revised 2010)	\$ 9.00		\$
801	Calculator Applications Practice Manual for Stated & Geometric Problems (revised 2010)	\$ 9.00		\$
802	Calculator Applications Practice Manual for Numerical Problems (revised 2010)	\$ 9.00		\$
803	Calculator Applications Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
804	Mathematics Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
805	Science Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
806	Computer Science Study Packet (previous year's written tests)- 50% discount for digital download, includes programming	\$ 8.00		\$
217	Developing Middle School Number Sense Skills (revised 1996)	\$ 9.00		\$
810	Number Sense Study Packet (previous year's tests)- 50% discount for digital download	\$ 8.00		\$
SOCIAL STUDIES				
900	Current Issues & Events Study Packet (previous year's tests; handbook)- 50% discount for digital download	\$ 8.00		\$
950	Social Studies Study Packet (reading list information, essay tips, sample questions)- 50% discount for digital download	\$ 8.00		\$
*50% discount for digital download. Visit www.uiltx.org/store				

CREDIT CARD (check one):

VISA _____ MC _____ DISCOVER _____

Subtotal \$ _____

Credit Card # _____

Tax ID # _____ or 8.25% sales tax \$ _____

Expiration Date _____

*A current TX sales tax exemption form must

Name of Cardholder _____

be on file with UIL. Otherwise, please attach. TOTAL \$ _____

Billing Zip Code _____

Signature _____

University Interscholastic League	SHIPPING ADDRESS (undeliverable to P.O. Box addresses)
PO Box 8028	Phone & Email _____
Austin, TX 78713-8028	School _____
Phone: 512-471-5883	Attn: _____
Fax: 512.232.6471	Street address _____
Email: finance@uiltx.org	City, State ZIP _____



High School Invitational Meet Materials Order Form 2015-16

Ordering Instructions:

1. Submit requisition by Dec 1 for Set A or Jan 10 for Set B.
2. Date of meet and principal's signature are required.
3. **Orders must be accompanied by purchase order, check or credit card information.**
4. Make checks payable to The University of Texas at Austin, UIL.
5. Returns, exchanges, or discrepancies must be reported to the UIL within 30 days of the shipment date.
6. Orders ship 1-2 weeks before meet date.

BILLING ADDRESS:

School/district _____

Address _____

City, State, Zip _____

E-mail Address _____

I certify that our district is HOSTING an invitational meet on the following date: _____

Principal's signature _____

IMPORTANT NOTICE: Invitational Meet Materials are provided in digital form on compact disc (CD). Stock Number 530/2000 allows hosting schools to order a single CD that includes digital copies of all available high school invitational materials, including tests, answer keys, scoring forms and speech ballots (except debate ballots and spelling materials). **These materials are not for study or practice purposes. Order only if you are hosting a meet. All confidentiality guidelines apply for materials**

Select One: Fall Speech Invitational Set A: Jan. 8 - Feb. 6 Set B: Feb. 12 - March 12

For shipping purposes, please specify dates of your Winter break: _____

Stock #	Available materials	Price	Qty	Total
530/2000	Invitational Materials CD (includes tests, answer keys, scoring forms, speech ballots (except CX, LD debate) for all high school events. Materials for Computer Science programming ARE included. UIL does NOT provide invitational materials for Spelling.) Extemporaneous Speaking topics needed <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, email topics PDF to (name) _____ at (email address) _____	\$175.00		
541/2011	Informative Speaking ballots (set of 60)	\$8.00		
542/2012	Persuasive Speaking ballots (set of 60)	\$8.00		
543/2013	Poetry ballots (set of 60)	\$8.00		
544/2014	Prose ballots (set of 60)	\$8.00		
545/2015	CX Debate ballots (set of 100)	\$20.00		
546/2016	LD Debate ballots (set of 100)	\$20.00		
570/2020	Extemporaneous Speaking topics for Invitational A or B speech-only meets (Topics are included with stock # 530/2000. If you order # 530/2000, you DO NOT need # 570/2020.) Email topics PDF to (name) _____ at (email address) _____ (Fall topics available online. No purchase necessary.)	\$40.00		

Credit Card Type: Visa _____ Mastercard _____ Discover _____ Credit Card # _____ Expiration Date _____ Name of Cardholder _____ Billing Zip Code _____ Authorized Signature _____	A current Texas Sales Tax Exemption Certificate must be on file with UIL. Otherwise please attach. Subtotal \$ _____ 8.25% sales tax \$ _____ or Tax ID # _____ TOTAL \$ _____
Please send completed form to: University Interscholastic League PO Box 8028 Austin, TX 78713-8028 512-471-5883 FAX 512-232-6471 E-mail: finance@uiltexas.org Visit the UIL online store at: www.uiltexas.org/store	SHIPPING ADDRESS (undeliverable to P.O. Box addresses) School _____ Attn: _____ Street _____ City, State, Zip _____ Phone _____ Email _____

CX DEBATE CERTIFICATION FORM

This form is no longer a mailed-in form. Please visit www.uitexas.edu/speech/debate to submit the CX Debate Certification Online Form.

Do I need to submit this form?

YES, if:

- Your first place team competed in a district meet with ONLY one school entered.
- Your second place team competed in a district meet with ONLY one school entered.
- Your second place team competed in a district meet with less than EIGHT teams competing.

No, if:

- Your first and/or second place team competed in a district meet with EIGHT or more teams competing.
- Your first place team competed in a district meet with more than ONE school competing.

What will meet the CX certification requirement?

- competitive debate rounds at invitational tournaments
- two or more schools' participation in mini-tournaments where the debaters are judged by someone other than the coaches involved and a winner is declared
- district debate tournament rounds against opposing schools

What will not meet the CX certification requirement?

- classroom debates
- practice rounds against own teammates
- non-judged festival rounds
- district rounds against your own school
- bye rounds

Online Deadline

- If applicable to your district, online submission must be received no later than 5 p.m. on Feb. 18.

PLEASE NOTE: In the event a team is not certifiable, their school should notify the State Office in writing no later than the certification date. At that time, the alternate team would need to provide proof of certification in order to advance to State.

UIL ACADEMIC CONTEST SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School _____

School district _____ Conference 1A 2A 3A 4A 5A 6A UIL District # _____

SUBSTITUTIONS AND LATE ENTRIES • See Section 902 in the UIL Constitution and Contest Rules. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information. Late entries will only be made if approved according to Section 902 for district competition or Section 903 for regional competition.

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

CONTEST

ORIGINAL STUDENT

SUBSTITUTE STUDENT

AUTHORIZATION • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

Designated administrator

Date

UIL ONE-ACT PLAY CONTEST SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School _____ UIL District & Conference _____

Level for Substitution: (Circle) Zone District Area Region State

Area Number _____ Region Number _____

SUBSTITUTIONS AND LATE ENTRIES • See Section 902 in the UIL Constitution and Contest Rules. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information. Late entries will only be made if approved according to Section 902 for district competition or Section 903 for regional competition.

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

ORIGINAL STUDENT

ROLE PLAYED OR CREW OR ALTERNATE

SUBSTITUTE STUDENT

ROLE OR CREW OR ALTERNATE

AUTHORIZATION • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

Designated administrator

Date

RELEASE FORM

Student's name _____

Current School _____

STUDENT'S ELIGIBILITY FOR ALL UIL CONTESTS

Subject to the other sections of the UIL Constitution & Contest Rules and state law, an individual is eligible to participate in a League varsity contest as a representative of a participant school if that individual:

- a. is not a high school graduate (see Section 402);
- b. is a full-time, day student in the participant high school the student represents (see Section 403, academic exception, Section 906 and Official Interpretations #24-26, Appendix I);
- c. has been in regular attendance at the participant school since the sixth class day of the present school year or has been in enrolled and in regular attendance for 15 or more calendar days before the contest or competition (student becomes eligible on the fifteenth day) (see Section 404 and Official Interpretation #3, Appendix 1);
- d. is in compliance with rules of the State Board of Education; (see Section 401) and state law regarding credit requirements and grades (the school shall verify a student's grades on the basis of the official grade report and independently of involvement by the student);
- e. has the required number of credits for eligibility during the first six weeks of school (see Section 409);
- f. is enrolled in a four year, normal program of high school courses (see Section 405);
- g. initially enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago (see Section 405);
- h. was not recruited (see Section 5 and Section 406);
- i. is not in violation of the Awards Rules (see Sections 480 through 482).

PARENT OR GUARDIAN'S PERMIT

I hereby give my consent for the above student to compete in University Interscholastic League-approved academic contest(s) and travel with the coach or other representative of the school on any trips.

I hereby release and discharge the school, the University Interscholastic League, and the University of Texas at Austin, its officers and employees against loss, damage or expense from any and all claims, demands, actions or causes of action that may at any time be made or brought against any or all of said parties because of an accident or occurrences while said participant is en route to or from, or participating in a UIL contest.

If, in the judgment of any representative of the school, the above student needs immediate care and treatment as a result of any injury or sickness, I do hereby request, authorize and consent to such care and treatment as may be given to said student by any physician, trainer, nurse, hospital or school representative; and I do hereby agree to indemnify and save harmless the school and any school representative from any claim by any person whomsoever on account of such care and treatment of said student.

Signature of parent or guardian _____

Insurance Company _____ Policy Number _____

Street Address _____

City/State/Zip _____

Home area code & telephone number _____

Business telephone _____

Cell telephone number _____ Date _____

UNIVERSITY INTERSCHOLASTIC LEAGUE ACADEMIC CALENDAR

For up-to-date calendar, go to the UIL web site at www.uiltexas.org/calendar

★ AUGUST 2015

- 15 Academics/CX Debate/OAP: Schedule district planning meetings
- 15 One-Act Play: First day for directors' planning meetings
- 15 Congress: Deadline to submit intent to participate

★SEPTEMBER 2015

- 12 Student Activities Conference: TJC, Tyler
- 19 Student Activities Conference: TTU, Lubbock
- 25 A+ Academics: Deadline to submit fall/winter district meet organization form & material orders

- ★ OCTOBER 2015
- 1 CX Debate: Deadline to hold planning meetings
- 1 HS Spring Meet: District directors' names due
- 1 Academic coordinators register online in UIL gateway
- 1 One-Act Play enrollment deadline
- 18-19 Legislative Council meeting, Austin
- 31 Student Activities Conference: UT at Austin

- ★ NOVEMBER 2015
- 1 CX Debate: District director names & information due
- 1 OAP: Last day to hold directors' planning meetings
- 2 A+ Academics: First day for invitational meets
- 2 Congress District: First day
- 2 One-Act Play: First day to contact 2nd & 3rd judging panel members
- 7 Student Activities Conference: SHSU, Huntsville
- 14 Congress District: Last day
- 15 One-Act Play: Double representation due
- 16 A+ Academics: Participation registration due. Deadline to submit spring district meet information & materials orders
- 16 Congress District: Results Due

- ★ DECEMBER 2015
- 1 A+ Academics: First day for fall/winter district meets
- 1 ILPC: Yearbook Individual Achievement Awards entries due. Yearbooks due for rating. Enrollment due.
- 1 CX Debate: Deadline to set up the district meet online
- 1 Academics: Deadline to submit orders for HS Invitational Set A materials (to be used Jan. 8–Feb. 6)
- 21 One-Act Play: Deadline to request scenic elements not permissible and to submit plays not on Approved List for consideration as contest entries

- ★ JANUARY 2016
- 4 CX Debate: First day for district competition
- 8 Academics: First day for invitational meets using Set A materials
- 10 Academics: Deadline to submit orders for Invitational Set B materials (to be used Feb. 12–March 12)
- 11-13 Congress: State Meet
- 18 Film Contest: Deadline to submit entries.
- 30 A+ Academics: Last day for fall/winter district meets & first day to return materials to contestants

★ FEBRUARY 2016

- 1 Academics/OAP: Deadline for meet officials to set up district meets online
- 1 ILPC: Newspapers/Broadcasts due for rating. Newspaper/Broadcasts Individual Achievement Awards entries due
- 1 A+ Academics: First day for spring district meets
- 6 Academics: Last day for invitational meets using Set A materials
- 12 Academics: First day for invitational meets using Set B materials
- 13 CX Debate: Last day to hold district competition
- 15 CX Debate: District results deadline
- 18 CX Debate: Deadline to submit required judging information for state meet without \$100 late fee
- 18 CX Debate: Certification deadline for advancing teams
- 23 One-Act Play: Title entry registration due

★ MARCH 2016

- 1 ILPC: Teacher award nominations due
- 7 TILF: First day to submit scholarship applications
mid- Barbara Jordan Historical & Latino History Essay Competition deadline
- 12 Academics: Last day for invitational meets using Set B materials
- 14-15 CX Debate: State Tournament, 1A, 2A, & 3A
- 18-19 CX Debate: State Tournament, 4A, 5A, & 6A
- 21-26 Academics: First week for academic district meets

★ APRIL 2016

- 1 A+ Academics: Last day for invitational meets. First day to return invitational materials to contestants
- 1-2 Academics: District meets continue
- 2 One-Act Play: district and bi-district certification deadline
- 4-6 Academics: Last week for academic district meets
- 7-9 One-Act Play: Area meets
- 16-17 ILPC: State Convention
- 21-23 Academics & One-Act Play: Regional meets

★ MAY 2016

- 23-25 Academics: State Meet
- 23-25 One-Act Play: 1A, 2A, 3A, 4A, 5A, 6A State Meet
- 28 A+ Academics: Last day for spring district meets & first day to return materials to contestants
- 31 TILF: Last day to submit scholarship applications (except TSSEC participants)

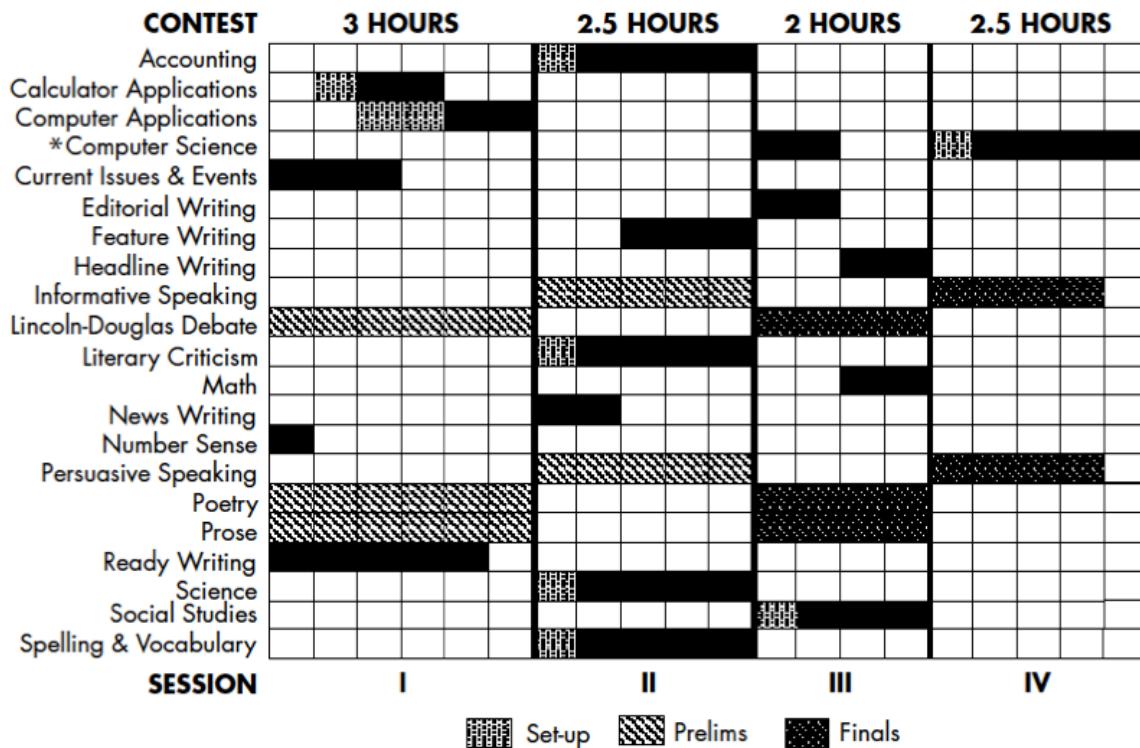
★ JUNE 2016

- 14-15 Leg. Council Academic, Athletic and Policy Committee meetings, Austin
- 24-27 ILPC: Summer Publications Workshop, UT-Austin

★ JULY 2016

- mid- TILF: Scholarship notifications mailed to applicants and principals

ACADEMIC CONFLICT PATTERN



The conflict pattern is not mandated, but it will be honored at all regional meets. Districts are also urged to use the conflicts in setting a schedule for their meets. Regional schedules will not be modified to allow participation in conflicting events.

SESSION I [3 hours]

The following events may begin at the same time: prose, poetry, Lincoln-Douglas debate, ready writing, computer applications and current issues & events. Calculator applications, number sense and computer applications may not be held at the same time. Students may also participate in both current issues & events and computer applications at district so long as they are set up and do not delay the start of the computer applications contest. CI&E and Computer Applications conflict at region and State. Number sense and calculator applications conflict with current issues & events,

SESSION II [2.5 hours]

The following events may begin at the same time: informative speaking, persuasive speaking, spelling & vocabulary, literary criticism, science and accounting. News writing and feature writing may not be held at the same time. Note: persuasive speaking finals and computer science programming may conflict.

SESSION III [2 hours]

The following events may be held at the same time: mathematics, social studies, prose, poetry and Lincoln-Douglas debate. Editorial writing and headline writing may not be held at the same time. Computer science and mathematics may not be held at the same time.

SESSION IV [2 hours]

The following events may begin at the same time: informative speaking finals, persuasive speaking finals and computer science programming. Programming is administered at all levels of competition – district, regional and state.

* – The 2.5 hour block indicated for Computer Science hands-on programming allows 30 minutes for roll call, preliminary announcements and the “dry run” practice problem, followed by a full two hours for the actual contest. NOTE: teams must also have at least 30 additional minutes earlier in the day to set up equipment. The equipment set-up may take place at any point during the contest day; all team members are not required to be present for equipment set-up.

Academic Conflict Pattern

The Academic Conflict Pattern is not mandated at district. However, districts are strongly encouraged to follow it. The conflict pattern will be strictly observed at all region meets and at the UIL Academic State Meet. Contests in a given set do not conflict with contests in any other set, with the exception of restrictions in speaking events. For example, Number Sense in Set 1 does not conflict with Accounting in Set 2 or with Social Studies in Set 3.

Set 1 3 hours (i.e. 8-11 a.m.)	Set 2 2 1/2 hours (i.e. 11 a.m.-1:30 p.m.)	Set 3 2 hours (i.e. 1:30-3:30 p.m.)	Set 4 2 1/2 hours (i.e. 3:30-6 p.m.)
Only the following contests will be held during Set 1. Because these contests conflict, they may be scheduled at the same time: <ul style="list-style-type: none">• Current Issues & Events• Ready Writing• Prose prelims• Poetry prelims• Lincoln-Douglas debate prelims Each of the above contests conflict with: <ul style="list-style-type: none">• Calculator Applications• Computer Applications• Number Sense Calculator Applications, Number Sense and Computer Applications do not conflict and therefore may not be held at the same time.	Only the following contests will be held during Set 2. Because these contests conflict, they may be scheduled at the same time: <ul style="list-style-type: none">• Accounting• Informative Speaking• Persuasive Speaking• Literary Criticism• Science• Spelling & Vocabulary Each of the above contests conflict with: <ul style="list-style-type: none">• Feature Writing• News Writing Feature Writing and News Writing do not conflict and therefore may not be held at the same time.	Only the following contests will be held during Set 3. Because these contests conflict, they may be scheduled at the same time: <ul style="list-style-type: none">• Social Studies• LD finals• Prose finals• Poetry finals Each of the above contests conflict with: <ul style="list-style-type: none">• Computer Science• Editorial Writing• Headline Writing• Mathematics Editorial Writing and Headline Writing do not conflict and therefore may not be held at the same time.	Only the following contests will be held during Set 4. Because these contests conflict, they may be scheduled at the same time: <ul style="list-style-type: none">• Computer Science (Programming session)• Informative finals• Persuasive finals• Poetry finals Computer Science and Mathematics do not conflict and should not be held at the same time.

If you enter:

- | | |
|-----------------------------|---|
| Team Debate..... | Lincoln-Douglas Debate |
| Lincoln-Douglas Debate..... | Team Debate, Prose Interpretation, Poetry Interpretation |
| Prose Interpretation..... | Lincoln-Douglas Debate, Poetry Interpretation |
| Poetry Interpretation..... | Lincoln-Douglas Debate, Prose Interpretation |
| Informative Speaking..... | Persuasive Speaking |
| Persuasive Speaking..... | Informative Speaking |
| Congress..... | Entering Congress does not restrict entering any other high school academic or speech event |

You may not enter these contests:



SAMPLE DISTRICT MEET SCHEDULES

SET IT AND STICK TO IT
The conflict pattern exists so students can be assured that they will be able to compete in the contests for which they've prepared. It is constructed in four sets of contests.

Set 1 = 3 hours
Set 2 = 2 $\frac{1}{2}$ hours
Set 3 = 2 hours
Set 4 = 2 $\frac{1}{2}$ hours

Thus, if Set 1 begins at 8 a.m., then Set 2 would begin at 11 a.m., Set 3 at 1:30 p.m. and Set 4 at 3:30 p.m.

Attend the district planning meeting and provide input on setting the schedule to follow the conflict pattern. This meeting is typically held in late spring, August or early September. Make certain spring meet schedule is approved at this meeting and that it is circulated to all schools soon afterwards.

1-DAY SCHEDULE

SET 1

8 a.m. — LD Debate prelims • Number Sense • Ready Writing computer set-up
8:30 a.m. — Prose • Poetry • Current Issues & Events • Ready Writing • Calculator Applications set-up
9 a.m. — Calculator Applications contest • Computer Applications set-up
10 a.m. — Computer Applications contest

SET 2

11 a.m. — Informative • Persuasive • Spelling • Accounting • Science • Literary Criticism
• News Writing
NOON — Feature Writing

SET 3

1:30 p.m. — Poetry finals • Prose finals • LD Debate finals • Computer Science written test
• Editorial Writing • Social Studies
2:30 p.m. — Headline Writing • Mathematics

SET 4

3:30 p.m. — Informative finals • Persuasive finals • Computer Science programming

2-DAY SCHEDULE

FIRST DAY, SET 1

4 p.m. — Number Sense • Ready Writing • Current Issues & Events
4:30 p.m. — Prose • Poetry • LD Debate (prelims)
4:45 p.m. — Calculator Applications, Computer Applications set-up
5:45 p.m. — Computer Applications

SECOND DAY, SET 2

9 a.m. — Informative • Persuasive • Spelling • Accounting • Science • Literary Criticism
• News Writing
10 a.m. — Feature Writing

SECOND DAY, SET 3

11:30 a.m. — Poetry finals • Prose finals • LD Debate finals • Computer Science written test
• Editorial Writing • Social Studies
12:30 p.m. Headline Writing • Mathematics

SECOND DAY, SET 4

1:30 p.m. — Informative finals • Persuasive finals • Computer Science programming

ACADEMIC SPRING MEET

ONLINE ENTRY SYSTEM

Schools must enter contestants into their district Cross-Examination Debate, One-Act Play and Academic meets via the online system. Paper entries are not allowed. Failure to enter contestants by the district entry deadline could result in disqualification.

Dec. 1 is the deadline for meet officials to set up the CX Debate meet online.

Feb. 1 is the deadline for meet officials to set up the Academic meet and One-Act Play contest online.

As soon as the district meet officials have set up and opened the district meet online, individual school academic coordinators may enter their school's contestants.

Complete information regarding the online entry system is located on the UIL Academics web page. Go to: www.uiltexas.org/academics/spring-meet-entry-system and find the online entry system link for Coordinators or Meet Officials. Step by step instructions are provided. Please read them carefully. Downloadable instructions are available.

Tips:

- You will need a UT electronic identification (UTEID) in order to access the system. If you obtained one previously, it remains in effect. Please record your EID and keep in a secure place for future access.
- District meet directors must have their UTEIDs authorized by either David Stevens (general academics), Jana Riggins (CX) or Luis Muñoz (OAP). Previous authorizations have been deleted, so you must be authorized each year. Again, instructions are posted online.
- Principals must have an EID and must verify OAP enrollment [if school is participating in OAP] via the Gateway system by Oct. 1.
- Academic coordinators, CX coaches and OAP directors seeking to enter students in their respective district meet do NOT need to have their UTEIDs authorized.
- CX, OAP and Spring Academic Meet are considered separate meets. Initial setups by meet directors must be done independently and contestants for each must be entered independently.
- All information must be submitted online, including the shipping address for contest materials. NOTE: We cannot ship to PO Boxes, all addresses must be an actual street address.
- Fill in all online entry information. List substitutes. It is easier to substitute a pre-entered contestant than to try to add a late entry.
- PLEASE use normal Upper/Lower case [i.e. Austen, Jane rather than austen, JANE] for contestant names and spell correctly! The name you enter prior to district will be the name that is advanced from district to region to state. If you mistype the name, it could remain mistyped in official records forever.
- Review Entries. Click on "Review Entries and Final Checkout" to proof your entries and print copies for your records. Have academic coaches, directors and advisors review their event entries.
- Final Checkout: This is the final step, certifying the eligibility of your contestants and accuracy of your entries. Be careful! Do not hit "**Certify and Lock Entries**" before all entries for your school in all contests have been submitted. Note: locking entries for CX does not impact OAP or the general academic meet. Locking entries for OAP does not impact CX or the general academic meet.
- Log-off. For security reasons, don't forget this step.

ACADEMIC QUICK REFERENCE CHART

Accounting	Calculator Applications	Computer Applications	Computer Science	Current Issues & Events
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, scoring charts, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest • director • 1 assistant</p> <p># OF ENTRIES [District] 4 per school [Region] 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5 ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading (can use same room as number sense)</p> <p>PREP TIME – 20 TEST TIME – 30</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest • director • 1 assistant • head grader</p> <p># OF ENTRIES [District] 4 per school [Region] 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5 ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 30 TIEBREAKER – 5</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest • director • 1 assistant • head grader</p> <p># OF ENTRIES [District] 3 per school [Region] 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES at least 3, preferably more. Coaches must serve as graders.</p> <p>AWARDS Individual medals 1st through 6th.</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS 1 – testing (with table surface) 1 – grading 1 – hands-on contest 1 – hands-on judging (rooms may be used for multiple purposes as schedule allows)</p> <p>PREP TIME – 20 written, 30 hands-on TEST TIME – 45 written, 2 hours hands-on</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer sheets, hands-on contestant and judging packets, hands-on problem sets, meet evaluation form.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers/pencils/calculators for graders, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest • director • 1 assistant • 2-3 hands-on judges • 2-3 hands-on assistants, as needed</p> <p># OF ENTRIES [District] 4 per school [Region] 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st, 2nd, 3rd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 20 2nd team – 16 3rd team – 12</p> <p>ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest • director • 1 assistant</p> <p># OF ENTRIES [District] 4 per school [Region] 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5 ADVANCE: Top 3 individual and 1st place team. Top second place team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

Literary Criticism	Mathematics	Number Sense	Ready Writing	Science
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • timekeepers • 3-5 tie-breaker judges </p> <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5</p> <p>ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 40</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • 1 assistant </p> <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5</p> <p>ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 10</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • head grader </p> <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5</p> <p>ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing (can use same room as spelling) 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 10</p> <p>CONTEST MATERIALS UIL Packet: topics, meet evaluation sheet, rubrics, grading suggestions</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • 1 or 2 room monitors </p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3. Judges may not be a coach of an entrant. English/language arts teachers or professional writers preferred.</p> <p>AWARDS Individual medals 1st through 6th.</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 2 hours</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet, top scorer certificates.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, scratch paper, calculators/pencils for graders, stapler, scissors, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest: director, monitor, head grader</p> <p># OF ENTRIES (District) 6 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team; first place top scorer in biology, chemistry, physics</p> <p>GRADING/JUDGES at least 3. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Top Scorers in biology, physics and chemistry</p> <p>Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5</p> <p>Top Scorer Biology – 3; Top Scorer Physics – 3; Top Scorer Chemistry – 3</p> <p>ADVANCE: Top 3 individuals, 1st place team of four highest scoring contestants. One wild card team per regional. Top scorer in each subject area.</p>

ACADEMIC QUICK REFERENCE CHART

Spelling & Vocabulary	Editorial Writing	Feature Writing	Headline Writing	News Writing
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 2 hours</p> <p>CONTEST MATERIALS UIL Packet: UIL Word Power, Part 1A and 1B, pronouncer copy, pronouncer instructions, verifier copy, verifier instructions, grader instructions, grader's key [3] answer sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, stopwatch/ clock, pencils, <i>American Heritage Dictionary of the English Language Third Edition</i>, most recent <i>Leaguer</i></p> <p>PERSONNEL <ul style="list-style-type: none"> • director • pronouncer (may not be a coach) • 2 verifiers • 2 monitors </p> <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5</p> <p>ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME – 10 TEST TIME – 45</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry), meet evaluation sheet, rubric.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • room monitors </p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES panel of 3-5 qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th.</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4</p> <p>Top overall Journalism team – 10 points; Second place overall journalism team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME – 15 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry), meet evaluation sheet, rubric.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • room monitors </p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES panel of 3-5 qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4</p> <p>Top overall Journalism team – 10 points; Second place overall journalism team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS 1 – testing (with table surface) 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME – 10 TEST TIME – 45</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry), contest roster, contest results forms, meet evaluation sheet, rubric.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • room monitors </p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES panel of 3-5 qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4</p> <p>Top overall Journalism team – 10 points; Second place overall journalism team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME – 10 TEST TIME – 45</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry), contest roster, contest results forms, meet evaluation sheet, rubric.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL during contest <ul style="list-style-type: none"> • director • room monitors </p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES panel of 3-5 qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4</p> <p>Top overall Journalism team – 10 points; Second place overall journalism team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Social Studies	Informative Speaking	Persuasive Speaking	Poetry Interpretation	Prose Interpretation
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20</p> <p>TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, meet evaluation sheet.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL during contest • director</p> <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES at least 3. Graders may be coaches.</p> <p>AWARDS Individual medals 1st through 6th. Team medals 1st and 2nd place teams</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 1st team – 10 2nd team – 5 ADVANCE: Top 3 individual and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS • Assembly room • 1 joint prep room w/ persuasive • 1 per section • tab room (one tab room may be used for all speech events)</p> <p>TEST TIME – 30 prep, 7 minute speech per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form, individual evaluation sheets.</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL during contest • director • timekeepers • tab room staff • chairperson • prep room monitors • contest escorts (recommended but optional)</p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 Top overall Speech team – 10 points; Second place overall speech team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS • Assembly room • 1 joint prep room w/ informative • 1 per section • 1 tab room (one tab room may be used for all speech events)</p> <p>TEST TIME – 30 prep, 7 minute speech per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form, individual evaluation sheets.</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL during contest • director • timekeepers • tab room staff • chairperson • prep room monitors</p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 Top overall Speech team – 10 points; Second place overall speech team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS • Assembly room • 1 prep room • 1 per section • 1 tab room (one tab room may be used for all speech events)</p> <p>TEST TIME – approximately 10 per student in section (7 minutes for each performance)</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form, individual evaluation sheets.</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL during contest • director • timekeepers • tab room staff • chairperson • prep room monitors</p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 Top overall Speech team – 10 points; Second place overall speech team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS • Assembly room • 1 prep room • 1 per section • 1 tab room (one tab room may be used for all speech events)</p> <p>TEST TIME – approximately 10 per student in section (7 minutes for each performance)</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form, individual evaluation sheets.</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL during contest • director • timekeepers • tab room staff • chairperson • prep room monitors</p> <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st – 15 2nd – 12 3rd – 10 4th – 8 5th – 6 6th – 4 Top overall Speech team – 10 points; Second place overall speech team – 5 points.</p> <p>ADVANCE: Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

CX Debate	L-D Debate
ROOMS <ul style="list-style-type: none">• Assembly room• 1 room per debate• tab room	ROOMS <ul style="list-style-type: none">• Assembly room• 1 per debate• tab room [one tab room may be used for all speech events]
TEST TIME — 90 minutes per debate	TEST TIME — 45 per debate
CONTEST MATERIALS UIL Packet: ballots, CX debate resolution, instructions to judges, meet evaluation sheet, team summary sheet.	CONTEST MATERIALS UIL Packet: LD debate resolution, ballots, instructions to judges, meet evaluation sheet
Director Provides: contestant roster, contest rules, clock, pencils (tab room), stopwatches	Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.
PERSONNEL during contest <ul style="list-style-type: none">• director• timekeepers• tab room staff• room monitors	PERSONNEL during contest <ul style="list-style-type: none">• director• timekeepers• tab room staff
# OF ENTRIES (District) 3 teams per school. If fewer than 8 teams in a district, each school may enter a fourth team.	# OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.
JUDGES 1 per round, 3 for elimination rounds	GRADING/JUDGES 1 per debate; 3 for elimination rounds
AWARDS Individual medals 1 st through 4 th .	AWARDS Individual medals 1 st through 4 th
POINTS 1 st — 20 2 nd — 16 3 rd — 12 4 th — 10	POINTS 1 st — 15 2 nd — 12 3 rd — 10 4 th — 8
Top overall Speech team — 10 points; Second place overall speech team — 5 points.	Top overall Speech team — 10 points; Second place overall speech team — 5 points.
ADVANCE: Top 2 teams	ADVANCE: Top 3 individuals

Quick Reference on Ties

ACCOUNTING

- **Individual** — Break no ties.
- **Team** — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

CALCULATOR APPLICATIONS

- **Individual** — If two or more contestants have identical raw score, the higher place shall be given to the contestant gaining the most points on stated and geometric problems. If still tied, both advance.
- **Team** — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

COMPUTER APPLICATIONS

- **Individual** — Ties broken with 5-minute tiebreaker. If the percent accuracy scores on the tie breaker are the same, then a tie exists.

COMPUTER SCIENCE

- **Individual** — In the event of tie, the formula for percent accuracy shall be used to break the tie. The formula is: percent accuracy = number of problems correct divided by the number of problems attempted. If percent accuracy scores are the same, then a tie exists.

- **Team** — Scores in the programming session will be considered first. If a tie still exists, the scores on the written exam will be considered. If a tie still exists, consider the total score of all entries from the school. In other words, add in the fourth score for four-member teams (don't add anything for three-member teams). If a tie still exists after all tiebreakers are applied, it will not be broken.

CURRENT EVENTS

- **Individual** — All ties are broken by judging the essays. Even if two essays were originally scored equally, compare one to the other to break the tie.
- **Team** — Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance.

JOURNALISM

- **Individual** — No ties.

LITERARY CRITICISM

- **Individual** — Break all ties by judging essays.
- **Team** — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

MATHEMATICS

- **Individual** — In the event of tie, the formula for percent accuracy shall be used to break the tie. The formula is: percent accuracy = number of problems correct divided by the number of problems attempted. If percent accuracy scores are the same, then a tie exists.
- **Team** — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

NUMBER SENSE

- **Individual** — Break no ties.
- **Team** — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

READY WRITING

- **Individual** — No ties.

SCIENCE

- **Overall individual** — Break ties with formula for percent accuracy. See C&CR for details.
- **Top Scorer** — Break ties with formula for percent accuracy. See C&CR for details.
- **Team** — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

SOCIAL STUDIES

- **Individual** — Break all ties by judging essays.
- **Team** — Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance.

SPEECH, DEBATE & CONGRESS

- **Individual** — No ties.

SPELLING AND VOCABULARY

- **Individual** — The score on Part III of the test shall be used to break a tie. If a tie still exists after Part III, then a tie exists and both advance.
- **Team** — The team members' scores on Part III of the test shall be used to break a tie. If a tie still exists when Parts I, II & III are totaled for each team, then a tie exists and both teams advance.

APPROVED CALCULATORS

ACCOUNTING

- (1) **Basic Four-Function Calculators Only.** Contestants may use their own cordless, silent calculators which shall not be equipped with a tape and do not require external wall plugs. Contestants shall not use programmable calculators or hand-held computers. Calculators shall not possess any built-in features that would enable pre-recorded alpha or numeric data to be brought into the contest room. Higher-level calculators such as business, financial, statistical, graphing, scientific and the like are not allowed.
- (2) **Allowed Functions.** Examples of standard, allowed functions include $+$, $-$, \times , \div , $\%$, and $\sqrt{}$ (square root). Simple memory is permitted as indicated by M+, M-, Memory Subtotal, and Memory Grand Total. Other functions considered to be standard functions (such as sales tax, markup, currency exchange, averaging, etc.) may be allowed by the contest director. If a calculator has a minimal number of keys and would be otherwise considered a basic four-function calculator, but includes a function (such as currency exchange, average, etc.) that would not be used for contest purposes, the calculator is allowed. The decision to allow or disallow a calculator rests with the contest director.



Lists of officially-approved calculators have been discontinued.

See individual contest plans for specific guidelines regarding calculators.

CALCULATOR APPLICATIONS

ALL commercially available calculators are permitted as long as they do not require auxiliary electric power and as long as they are not modified. The contest director shall enlist the aid of coaches to ensure that all data and memory programmed by the contestant are cleared. Programs that are a part of the calculator and cannot be removed or erased are permitted and may be used by the contestant. A maximum of two calculators will be permitted and may be used at any time during the contest.

MATHEMATICS

Contestants will be allowed the use of any commercially available silent hand-held calculators that do not require auxiliary electric power and as long as long as they are not modified. Each student may bring one spare calculator. Small, hand-held computers are not permitted. Memory should NOT be cleared.

SCIENCE

A simple scientific calculator with the following formulas is sufficient for the science contest: $+$, $-$, \times , \div , $\%$, $\sqrt{}$ (square root), 10^x , $\log x$, e^x , $\ln x$, y^x , \sin , \sin^{-1} , \cos , \cos^{-1} , \tan , \tan^{-1} with scientific notation and degree/radian capability. The calculator must be silent, hand-held and battery operated. The calculator cannot be a "computer," cannot have built-in or stored functionality that provides scientific information, and cannot have wireless communication capability. Graphing calculators that do not have built-in or stored functionality that provides additional scientific information are allowed. All memory must be cleared. Calculators that accept memory cards or memory sticks are not permitted. Each student may bring one spare calculator.

PROSE POETRY

CATEGORIES

PROSE

CATEGORY A: Inspiring My Journey

The goal of this category is to explore the concept of past or present heroes/heroines or survivors. The contestant shall perform a single prose selection. The selection may be fiction or non-fiction, written by one author or a single work written by two or more authors or written anonymously.

The introduction should be used to define the contestant's idea of a hero/heroine or survivor. The selection should reflect these inspirational qualities.

The literary work for this category may include but is not limited to short stories, myths, legends, folk tales, science fiction, memoirs and novels. The selection shall not include speeches or plays. The author used in this category shall not be used in category B of prose.

CATEGORY B: Expanding the Journey

The goal of this category is to develop a thematic program using different types of literature. The contestant shall read a minimum of two different types of sources by different authors but no more than four literary sources; however, the majority of the program must be prose in nature. For this category only, prose types include fiction, nonfiction, news sources, speeches and essays. In addition, for one of the sources, contestants may use a script from a movie, documentary, television show or movie, radio show, play or monologue (see limitations below). Anonymous authors are allowed.

Contestants shall not use poetry, song lyrics, musicals, jokes, commercials, blogs, plays written in verse or novels in verse. The selections may be woven. The intent of this category is not to encourage originally authored material but to give the contestant the freedom of expanding prose to include different types of literature. However, original verbal transitions may be used within the program.

The introduction and/or transitions shall state the type of literature used and include all titles and authors. Also, the thematic significance of the program should be included in the introduction or transitions. Thematic programs may include, but are not limited to: social/cultural issues, archetypes or individuals. If the program is woven, the contestant shall state it in the introduction. The authors used in this category shall not be used in Category A of Prose.

Prose and Poetry Contestants should type their titles and authors for each category and make copies to give to the Contest Director and all judges.

Complete descriptors and contest rules are in the C&CR. All categories are defined and discussed in more detail in the UIL Prose and Poetry Interpretation Handbook, which can be ordered on the Academic Study Materials Order Form. According to the C&CR, coaches are responsible for reviewing the handbook and should also check subsequent clarifications on the UIL web site.

POETRY

CATEGORY A: Journey Through Time

The goal of this category is to examine a decade(s) and/or a social/political movement. In this category, the contestant shall perform a program centered on a time period and/or movement such as but not limited to: The Roaring 20's, The Great Depression, Animal Rights, Anti-War, Apartheid, Arab Spring, Black Consciousness, Chicano Movement, Civil Rights, Human Rights or Women's Liberation.

The thematic program shall include at least two poems or excerpts of poems by two or more poets. Poems shall be published in hard copy. The program may be woven or may incorporate verbal and/or nonverbal transitions. Song lyrics may be used as transitions only, unless published as poetry. The poets used in this category shall not be used in Category B.

The introduction should be used to identify the significance of the decade, social or political movement. If the program is woven, it shall be stated in the introduction. If song lyrics are used as transitions, it shall be stated in the introduction.

CATEGORY B: Journey With Poets

The contestant shall perform a poem, multiple poems or excerpts of poems, written by one or more poets whose biography appears on the website PoetryFoundation.org. Poetry not appearing on PoetryFoundation.org may be used as long as the poems are written by the poet(s) whose biography can be found on PoetryFoundation.org. Blogs, essays, prose and other non-poetic material found on this website shall not be used.

If using multiple poems, the contestant may weave the program or may incorporate verbal and/or nonverbal transitions. If the program is woven, it shall be stated in the introduction. The poet(s) used in this category shall not be used in Category A of poetry.

CROSS EXAMINATION DEBATE RESOLUTION

RESOLVED:

The United States federal government should substantially curtail its domestic surveillance.

~ or as altered by the League ~

A+ ACADEMICS

(ELEMENTARY, MIDDLE SCHOOL & JUNIOR HIGH) CALENDAR

Spring/SummerRegister on-line to participate. Each participating campus must register each school year.

Early SeptHold district organizational meeting for Fall/Winter [Dec. 1 - Jan. 30] district meets

Sept. 25Deadline for returning District Organization Form for Fall/Winter [Dec. 1 - Jan. 30] district meets

Deadline for the district director to submit online District Meet Information and Materials Order for Fall/Winter [Dec. 1 - Jan. 30] district meets

Nov. 2First day to hold A+ invitational meets

Before Nov. 16Hold district organizational meeting for Spring district meets

Nov. 16Deadline for returning District Organization Form for Spring [Feb. 1 - May 28] district meets

Deadline for the district director to submit online District Meet Information and Materials Order for Spring [Feb. 1 - May 28] district meets

Deadline for Participation Registration

Dec. 1First day to hold A+ Fall/Winter [Dec. 1 - Jan. 30] district meets

Jan. 30First day to return A+ Fall/Winter district contest materials to participating schools

Feb. 1First day to hold A+ Spring [Feb. 1 - May 28] district meet.

April 1First day to return A+ invitational contest materials

May 28First day to return A+ Spring district contest materials to participating schools

May 31Last day to return Academic District Participation Survey

Please refer to the A+ Handbook as well as the UIL web site for additional information

www.uiltexas.org/aplus

TILF FOUNDATION SCHOLARSHIPS

**Participants in the UIL Academic State Meet
are eligible to apply.**

The Texas Interscholastic League Foundation is one of the truly unique and special aspects of UIL participation. During a typical academic year, TILF will disburse more than \$1 million to nearly 600 students attending colleges and universities throughout Texas. TILF awarded approximately 387 new and 204 renewed scholarships in 2014.

Since its inception in 1959, TILF has awarded more than 18,000 scholarships valued at approximately \$27 million. Amounts of scholarships range from \$500 for one year to \$20,000 (\$5,000 a year) for four years. Some scholarships target specific students who select certain majors, attend specific colleges or universities, or compete in specific contests. For more complete information refer to the TILF web site at tilf.uiltx.org. Scholarship information is also listed in the UIL Constitution and Contest Rules.

STUDENTS WHO MEET THE FOLLOWING REQUIREMENTS ARE ELIGIBLE TO APPLY FOR TILF:

1. Compete in one of the UIL Academic State Meet Contests, (applicants must have competed on the state level of competition). Note: only CX debaters advancing to the second day elimination rounds may apply.
2. Must submit an official high school transcript including ACT/SAT scores, size of class and rank in class.
3. Submit an on-line application and supporting documentation to the TILF office by approximately mid-May, following the UIL academic state tournament.
4. Graduate during the current year and begin college or university by the following fall semester.
5. Attend an accredited college or university in Texas, take a full time enrollment minimum course load and maintain a minimum 2.5 GPA.

THESE COLLEGES & UNIVERSITIES OFFER GRANTS TO UIL ACADEMIC COMPETITORS

Angelo State University; Blinn College; Texas Woman's University; and Tyler Junior College.

The Awards Committee meets in June. All applicants will be informed of the status of their application by late July.

Refer to the TILF web site for exact deadlines.

TEXAS INTERSCHOLASTIC LEAGUE FOUNDATION

If you have any questions, please contact:
Trudy Richards, Scholarship Coordinator

PUBLICITY AND RECOGNITION

UIL SPONSOR EXCELLENCE AWARD

Each school may nominate a UIL coach or sponsor for the UIL Sponsor Excellence Award. The winners each receive \$1,000. For an application and submission deadline, see the UIL web page: www.uiltexas.org/about/sponsor-excellence-award.

UIL SCHOLAR AWARD

The UIL presents a Scholar Award to students who graduate in the top 10 percent of their classes who have also participated in a UIL academic, music or athletic contest. The purpose of the award is to honor students whose academic and extracurricular achievements have been exemplary. During April, 10 to 45 complimentary award certificates are sent to each school. (Number sent is relative to school size.) School administrators may order additional certificates from the League office.

POSSIBILITIES FOR PUBLICITY

Most people know nothing of the relationship between the schools and the UIL, nor do they know of the goals of the activities and programs. Publicizing academic events is a good opportunity to inform them. To get sufficient publicity for your academic program, assign a specific person to be in charge of publicity. This person should send press releases before an academic meet announcing the school's participation in case the media outlet wants to attend. After the meet, this person should send out a press release announcing the results to any local television and radio stations as well as local newspapers. It's important to establish a working relationship with your local media.

Press releases are a quick and easy way to disseminate information. Every release should include the date, time and location of event, as well as students from your school who are involved. A file of interesting photographs always makes a story more worthwhile and more interesting to the reader.

Journalists and radio broadcasters are more likely to publicize your event if they have all pertinent information and receive it in a timely manner. Sample public service announcements that may be personalized to your school are included below.

School programs need the support of the community. Often the community is unaware that the activities are happening. Radio, television and newspaper coverage can certainly help. Having the material ready is often the key to getting coverage.

ADVANCE NEWS IS GOOD NEWS

Invite members of the media to your district and regional events. Send them a press release approximately two weeks before the event and follow-up with a phone call one or two days in advance. Invite them to cover students practicing for contest at any time during the day. Publicity is your responsibility.

After the contest, send press releases to all newspapers, radios and television stations that cover the schools in attendance. Include a photograph of winners with complete captions. Follow up the press release with a phone call to the most important media. Don't forget to send a copy of the press release to the person in charge of the principal's newsletter, the superintendent's newsletter and the district public information officer. You should also submit press releases for inclusion on the school's web page.



UIL Logo
The UIL logo is copyrighted and may not be reproduced on items to be sold. You may duplicate the UIL logos above and use them for any school-related publicity. To request an electronic version contact the League office at: www.uiltexas.org/media

SAMPLE PUBLIC SERVICE ANNOUNCEMENTS

#1

From the playing fields to the performance halls to the classrooms, the UIL has provided (your high school here) High School a format to showcase the gifted and talented students from (your city here), Texas. One out of every two Texas public school students will meet rigorous scholastic requirements in order to voluntarily compete in a UIL academic, fine arts or athletic event. Support these outstanding young men and women in our community.

#2

The UIL has sponsored academic, music and athletic contests for high school students since 1911. A full competitive program is also provided for elementary and junior high school students. In fact, the UIL schedules a greater variety of contests, holds larger meets, and provides services to more students and a greater school membership than any similar program in the nation. The UIL: Developing Texas' future leaders.

2016 UIL CAPITAL CONFERENCE

Held each summer at The University of Texas at Austin, the UIL Capital Conference offers everything a speech coach, theatre director, academic coach or academic coordinator — high school or elementary, middle or junior high — needs to know, from eligibility rules to setting up a budget to prose and poetry selections to researching the Cross-Examination debate resolution. Featuring many of the state's most outstanding and successful academic coaches and coordinators as well as many of the League's state contest directors, the Capital Conference is the most economical and effective way to make certain your school year kicks off on the right foot. Each year workshops in selected academic events are offered.

SAMPLE SESSIONS INCLUDE

- building a championship UIL academic program
- UIL eligibility and state law
- resources for the prose and poetry categories
- tips on recruiting coaches and students
- directing the one-act play contest
- building a winning academic program
- generating community support for academic competitions
- creating a strong A+ UIL program for grades 2-8
- Technology and UIL contests
- tips on hosting invitational and district meets
- sessions on selected academic contests
- how to survive as a first year UIL academic coordinator or speech coach
- training speech and debate judges
- OAP contest management procedures and policies
- great ideas for speech coaches
- debate topic analysis
- any many more...

Specific classes will be offered for first-time as well as veteran coordinators/coaches for high school and elementary, middle school and junior high.

Attendees may earn up to 10 hours of Continuing Professional Education (CPE) credit by attending all sessions.

If you are interested in presenting please contact the UIL academic staff.

ONLINE REGISTRATION REQUIRED

See the UIL web site for more information:

www.uiltexas.org/academics/capital-conference



PARKING

Specific parking instructions will be posted online. Attendees are urged to park in designated UT parking facilities. The UIL is not responsible for parking tickets issued during the conference.

FOR MORE INFORMATION, CONTACT

David Stevens
Director of Academics
UIL, PO Box 8028
Austin, TX 78713-8028

dstevens@uiltexas.org
www.uiltexas.org
512-471-5883
fax: 512.232.7311



Why Join ILPC?

- 1.** ILPC's mission is to help improve scholastic journalism in Texas by setting the highest standards of maturity, ethics and professionalism for student newspapers, yearbooks and broadcasts. We want to help you maintain or secure its rightful place in curriculum at your school.
 - 2.** ILPC provides an evaluation service for newspaper (both print and online), yearbook, broadcast and photography.
 - 3.** ILPC's spring convention is among the largest and best in the nation, and the summer workshop is nationally respected. Each year, ILPC brings in the finest journalism specialists available to teach its convention and summer workshop.
 - 4.** ILPC sponsors the Edith Fox King Award for advisers who have devoted their careers to the cause of the school press. ILPC also presents the Max R. Haddick Teacher of the Year Award to a special Texas publications adviser. ILPC also recognizes staffs and individual staff members for outstanding work on publications through its Star awards, rating services and Certificates of Superiority.
 - 5.** ILPC also makes available helpful booklets and pamphlets at nominal costs.
 - 6.** You'll be part of a network of other publication staff members and advisers who understand the challenges and rewards of publications work.
 - 7.** You'll receive ILPC's Tops in Texas Individual Achievement Awards publication, which showcases the state's finest entries for newspaper and yearbook.
 - 8.** You'll receive all the (e)mailings from the ILPC office, including notification about state and national conferences and workshops, as well as upcoming events and opportunities.
 - 9.** Your students will be eligible for the ILPC college scholarship.
 - 10.** Most importantly, you'll be part of a network of other publications advisers who are working to keep journalism in the Texas school curriculum and Lone Star publications among the finest in the nation.
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If you have questions, call the ILPC office at 512/471-5883
or email: jacton@utexas.org.

