

January 3, 2012

Dear UIL Coaches,

**PLEASE email me ASAP with tryout times for your UIL event so they can be posted on the info board in the cafeteria. I have put up sign-up sheets & sent recommendation forms to teachers. This year, UIL tryouts will run from 1/9 until 1/13. You MUST schedule at least two tryouts.**

Please read the following information about UIL tryouts carefully.

1. You should schedule *at least* two different times for students to audition. Your tryouts can be held before or after school, or even at lunch. It is smart to schedule tryouts at different times to encourage as much participation as possible
2. Take the teacher recommendation forms & sign up sheets (which will be delivered to you as I get them) and use the template invitation to invite students to attend your tryouts (one copy is attached for reproduction OR see Teacher Shared—UIL—2012). **It is YOUR responsibility to contact students, post signs, & submit announcements in an effort to get as many students as possible to participate in your tryouts.**
3. For tryouts, you want to simulate the actual UIL competition to gauge which students would be best for your event. If you are a new coach with a question about how your event is run, please talk with the former coach if possible or ask me for help.
4. When the tryout is over, DO NOT tell the students how they scored or whether you plan to choose them for your team. You won't know exactly who is on your team I resolve time/event conflicts with the students. Students can only compete in three events (only two speaking events), and if one student is chosen by five coaches OR if there is a time conflict, **the student must make a decision about which teams (s)he wants to join. I will take care of asking these students to choose a team and will notify you ASAP if a student you have selected chooses not to participate in your event.**
5. **The Coaches' Meeting is Tuesday Jan 17 at 4:00 in RM 210. Attendance is MANDATORY for ALL coaches!!!!**

Need help? Have questions or suggestions? Email me! Thanks so much!