



District Academic Meet Director's Manual

for high school academic meet
directors and contest directors

University Interscholastic League
2017-2018

District Academic Meet Director's Manual

The benefits derived from interschool competition are in direct proportion to the care with which the contest is planned.

A well-administered meet promotes good will between the host institution, the schools and the community.

Each academic meet director and contest director is to be congratulated upon accepting such responsibility.

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University Interscholastic League

2017-2018 ACADEMIC CALENDAR

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

★ AUGUST 2017	★ FEBRUARY 2018
15 Academics/CX Debate/OAP: Schedule district planning meetings	1 Academics/OAP: Deadline for meet officials to set up district meets online and provide shipping information.
15 One-Act Play: First day for directors' planning meetings	1 A+ Academics: First day for spring district meets
★ SEPTEMBER 2017	3 Academics: Last day to use Set A materials at invitational meets
9 Student Activities Conference: Tyler Junior College	8 Theatrical Design Entries due
11 Congress: Deadline to submit Intent to Participate & legislation from schools to region clerk	9 Academics: First day for invitational meets using Set B materials
23 Student Activities Conference: Texas Tech University	10 CX Debate: Last day to hold district competition
25 A+ Academics: Deadline to submit fall/winter district meet organization form & material orders	12 CX Debate: District results deadline
30 Student Activities Conference: University of Houston	15 ILPC: Newspapers/Broadcasts due for rating. Newspaper/Broadcasts Individual Achievement Awards entries due
★ OCTOBER 2017	15 CX Debate: Deadline to submit required judging information for state meet without \$100 late fee
1 One-Act Play enrollment deadline	15 CX Debate: Certification deadline for advancing teams
2 CX Debate: Deadline to hold planning meetings	21 Barbara Jordan Historical & Latino History Essay Competition deadline
2 HS Spring Meet: District directors' names due	23 One-Act Play: Title entry registration due
14 Student Activities Conference: University of Texas- Austin	★ MARCH 2018
15-16 Legislative Council meeting, Austin	1 ILPC: Teacher award nominations due
★ NOVEMBER 2017	1 TILF: First day to submit scholarship applications
1 CX Debate: District director names & information due	10 Academics: Last day for invitational meets using Set B materials
1 OAP: Last day to hold directors' planning meetings	12-13 CX Debate: State Tournament, 1A, 2A, & 3A
1 A+ Academics: First day for invitational meets	16-17 CX Debate: State Tournament, 4A, 5A, & 6A
1 Congress Region: First day	19-24 Academics (one week only) & Speech: District meets
2 One-Act Play: First day to contact 2nd & 3rd judging panel members	24 One-Act Play: District and bi-district certification deadline
15 Congress Region: Last day	26-31 2nd District week for Speech (no other academic events scheduled)
15 One-Act Play: Double representation due	26-31 One-Act Play: Area meets
15 A+ Academics: Participation registration due. Deadline to submit spring district meet information & materials orders	★ APRIL 2018
★ DECEMBER 2017	1 A+ Academics: Last day for invitational meets. First day to return invitational materials to contestants
1 A+ Academics: First day for fall/winter district meets	13-14 Academics, Speech & One-Act Play: Regional meets
1 ILPC: Yearbook Individual Achievement Awards entries due. Yearbooks due for rating. Enrollment due.	16-17 One-Act Play: Region meet
1 CX Debate: Deadline to set up the district meet online	23-25 One-Act Play (4A-6A) State Meet
1 Academics: Deadline to submit orders for HS Invitational Set A materials (to be used Jan. 5–Feb. 3)	26 Theatrical Design State Meet
14 One-Act Play: Deadline to request scenic elements not permissible and to submit plays not on Approved List for consideration as contest entries	★ MAY 2018
★ JANUARY 2018	3-5 Academic State Meet (non-speech events)
2 CX Debate: First day for district competition	3-5 One-Act Play (1A-3A) State Meet
5 Academics: First day to use Set A materials at invitational meets	5-6 ILPC State Convention
6 Academics: Deadline to submit orders for Invitational Set B materials (to be used Feb. 9–March 10)	11 TILF: Last day to submit scholarship applications (except TSSEC participants)
8-10 Congress: State Meet	21-22 Speech/LD Debate State Meet
10 Film Contest: Deadline to submit entries.	26 A+Academics: Last day for spring district meets & first day to return materials to contestants
31 A+ Academics: Last day for fall/winter district meets & first day to return materials to contestants	★ JUNE 2018
	12 Leg. Council Academic, Athletic and Policy Committee meetings, Austin
	15-17 ILPC: Summer Publications Workshop, UT-Austin
	26-27 Capital Conference
	★ JULY 2018
	17-19 TILF: Scholarship notifications mailed to applicants and principals

Playing the Host

BASIC TIPS FOR ACADEMIC MEET HOSTS

Hosting an academic invitational or district meet can be a delight or a disaster for the campus or academic meet director. Successful meets do not just happen. They take planning, positive people, more planning, perseverance and even more planning. Veteran coordinators have graciously shared 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.

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 district executive committee. Although meets may provide revenue through food sales, initial funding usually comes from your school. 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.
- When the meet materials arrive, inventory your materials immediately to see that everything you ordered is included. Check your order carefully for completeness. Keep a copy. District meet materials are ordered online when you set up your district meet. The deadline to do so is Feb. 1.
- 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 parents 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.
- 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 the family consumer science class, 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.
- Post a scoreboard, either electronic or constructed from paper or fabric.
- 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 events, plus any additional invitational events, or it may include only two or three.

DURING THE MEET

- Have a central information desk monitored 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 adult 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, coaches are allowed (at times, required) to grade.
- Read online entry instructions carefully when entering results.
- 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, or rank contestants 1st - 6th in Ready Writing, Journalism and Speech events. Cancel contestants who are no-shows. 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 day following the meet.

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 district 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 district tests, keys and other test information at the end of the last contest day of the 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.

District Meet

INSTRUCTIONS

It is important that authority be centralized and organized. All entries and results will be entered via the UIL Spring Meet Online Entry System. No exceptions will be allowed, and deadlines will be strictly observed.

The spring meet district chair serves on the regional executive committee. Many spring meet district chairs appoint a separate person, the district academic director, to be responsible for the academic contests. The district academic director reports to the spring meet district chair and the district executive committee. Authority and responsibilities should be made clear to the district academic director at the time of appointment.

The district chair's input can be invaluable to the regional director and to the district.

DISTRICT SPRING MEET CHAIR

The District Spring Meet Chair is typically the DEC Chair and is responsible for all spring meet activities, including One-Act Play, track & field, tennis, golf and all academic contests. It does not mean that this person will be on-site running all of these contests. It does, however, mean that this person is responsible for overseeing that all of these activities and competitors adhere to the UIL Constitution and Contest Rules (C&CR). Duties of the Academic Meet Director are outlined in Section 903 of the C&CR.

DISTRICT ACADEMIC MEET DIRECTOR

The District Academic Meet Director is the person on-site running the district academic meet, setting up the academic meet in the UIL online system, and entering results.

DISTRICT EXECUTIVE COMMITTEES

The duties of the district executive committee are outlined in Section 903 of the UIL Constitution and Contest Rules.

Since district executive committees consist of one representative from each school in the district, administrators should see that their academic coaches, directors and advisers are kept informed of district meet plans as organization progresses. While the district executive committee may delegate some of these duties to the spring meet district chair, most executive committees will make decisions regarding the following areas.

ORGANIZING THE DISTRICT

Districts schedule their organization meeting at different times but should hold this meeting no later than Oct. 1. The first responsibility of the committee is to elect an overall spring meet district chair, a person who will coordinate all the spring meet activities. The second responsibility is to send this name and contact information to the League office by Oct. 1. A CX debate district contest director must also be selected and reported to the League by Nov. 1.

DECIDING ON EVENTS

Districts must offer any event listed in Section 902 that any school in that district wishes to enter.

DETERMINING SCOPE OF MEET

Districts have many options for organizing the meet that best serves their size and location. Some of the following options may be selected by the district executive committee:

- a. high school only
- b. high school and junior high
- c. elementary
- d. junior high
- e. elementary and junior high

The C&CR provides for separate executive committees, one for high school and one for elementary and junior high school. Districts that establish only one district executive committee for all levels of competition should appoint a person to be in charge of each level. Instructions for elementary and junior high academic meets are given in the C&CR and in the A+ Handbook for elementary and junior high academic activities.

SETTING THE EXACT DATES FOR THE MEET

The calendar on the UIL website lists dates when high school academic meets may be held. One-Act Play may be scheduled any date on or before the certification deadline.

SCHEDULE AND CONFLICT PATTERN

Plan the contest schedule with the assistance of contest directors and perhaps district committee members using the UIL conflict pattern (available on the UIL website). If all events start and end on time, the meet will run smoothly. It is important to allow sufficient time for each contest to be carefully graded and also time for a verification period to be held prior to the announcement of official results. The UIL recommends that districts follow one of three schedules for district meets to ensure the greatest student representation. The times indicated on the pattern are of no significance other than showing how long to allow for the event. Failure to use the UIL conflict pattern could result in students being allowed to compete in multiple contests at the district level but being unable to advance to regional or state competition due to conflicts, since the conflict pattern is followed at those levels.

SELECTING THE SITE

Many factors are involved in selecting a site for district competition. Is the stage adequate for presenting One-Act Plays? How big is the auditorium? Does the site have adequate tables and plugs for computer applications? Is there adequate parking? What facilities are available for food/drink concessions? Which school has a person willing to accept the responsibility? Various events may be assigned to different sites, according to available facilities. Consider all the possible alternatives before settling on a site. Decide what to do about concessions and how funds will be used.

BUDGET

Decide the amount of entry fee to be charged and how fees are to be collected and then plan a budget allocating funds to cover costs of all events and miscellaneous expenses.

AWARDS

Decide whether medals, plaques, certificates or ribbons will be given and how and from whom they will be purchased. A chart is provided in the appendix.

LATE ENTRIES

The district executive committee should decide whether to accept late entries for the district academic meet. This should be done at the initial organizational meeting. For definition of a "late entry," see the UIL Constitution and Contest Rules.

Entries submitted after the 10-day deadline require authorization of the district academic meet director.

ALLOWANCES

Allowances for late entries shall be consistent for every school within that district.

Before the Meet

PREPARATION

Review Sections 900 - 906 of the current UIL Constitution and Contest Rules.

PERSONNEL

Appoint a director for each event along with monitors and assistants as necessary. All contest personnel should be interested, enthusiastic and industrious. Select the most experienced personnel possible.

FACILITIES

Reserve necessary rooms and auditoriums. When contestants meet at one place for assignment, as in extemporaneous speaking events, the director should be sure the room is large enough. Room size is also important where an audience must be seated, as in speech events. An adequate number of tables and electrical outlets are necessary for computer applications and other events in which computers may be used. Contestants in calculator applications, mathematics and science need continuous writing surfaces or large single desks. Work with the individual contest directors to ensure the needs of all students are met as best as possible.

ONLINE ENTRY SYSTEM

District meet directors must set up the meet and schools must enter contestants via the UIL Spring Online Meet Entry System, which is linked through the UIL website. Districts are urged to strictly enforce a 10-day deadline on entries. Further information regarding online entry is covered later in this manual. All meet information shall be made available via the online entry system.

The deadline to set up the district cross-examination debate meet online is Dec. 1. The deadline to set up a district academic meet and OAP contests online is Feb. 1. Full information on the online process, including online instructions, will be available on the UIL website prior to district meet deadlines.

PUBLICITY

Arrange for publicity through online, broadcast and print media.

CONTEST MATERIALS

When the district meet is set up online with a shipping address and contest date, the request for district meet contest materials is complete. Provide a copy of the handbook related to the individual contests to each contest director as soon as possible to allow them adequate time to prepare for the meet. There will be two mailings of district contest materials. Tests and judging materials for the district meet will be shipped by mid-March to arrive approximately 10 days before the date of the meet. Extemporaneous speaking topics will be sent separately the week of your meet. Inventory contest material as soon as it is received.

If materials are missing, contact the UIL office immediately. Distribute non-confidential contest materials and contest procedures to contest directors well in advance of the meet so they can be confident in how to administer the contest. The district should also receive a disc marked "District Director's Emergency Packet" that holds a copy of tests and answer keys. The district director should hold this packet for emergency use. It should not be opened before the contest unless an emergency (such as omission of a testing item from a contest packet) should occur.

JUDGES

Secure judges, graders or other assistants for all events or instruct contest directors to do this. The district organizational chart in the appendix shows how many judges/graders are needed for each event. Arrange for payment of judges as needed. Judges in speaking and writing events should have no affiliation with any participating school or competitor. Hire extra judges in case a judge cancels at the last minute.

ADDITIONAL PERSONNEL

Janitors may be needed throughout the day. A reception committee may be helpful, especially if registration is at a central place instead of at each contest. Get student leadership groups, parents and other community members involved when possible.

RESULTS

All results will be posted on the UIL Spring Meet Online Entry System. The system will tabulate team scores, and it is possible to post them throughout the course of the meet. The Spring Meet Online Entry System will tally points for the academic championship. Sites may post results and tally championship points throughout the meet.

MEDALS AND PLAQUES

District executive committee members or a person designated by the district executive committee selects and purchases awards, such as plaques, certificates, ribbons or medals from the company of their choice. A list of awards is provided in the appendix. Set the time and method of presenting awards. The contest director usually presents the awards. After totaling up all the points from each school, declare a district champion. A trophy is in order for the champion if the district elects to award one.

DISPUTES

The district executive committee should determine the method of settling disputes.

LOCAL ARRANGEMENTS

Notify local restaurants and hotels of the number of visitors (contestants, parents and sponsors) expected.

During the Meet

If everything is well-planned, the job of the district academic director on the day of the meet is to watch everything go as planned. Usually, however, there are a number of “issues” that need to be resolved. Keep the lines of communication open with individual contest directors and be visible the entire day. Respond to problems objectively, fairly and quickly.

1. Designate persons to serve at information centers as guides or ushers.
2. Register contestants and academic coaches as they arrive. (optional).
3. Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants. Announce and post the approximate time and the location of each verification period.
4. Caution directors to pick up used and unused contest material after the event and to follow the instructions as per each contest plan for returning papers.
5. Arrange for adequate communication between various contest directors and the spring meet district chair.
6. Students may leave and return to the contest room during the contest as indicated in each contest handbook. In that event, if the contest rules allow, the student must receive permission to leave the contest room and must be accompanied by a monitor while outside the contest room. Students who leave and return to the contest room without permission, or where prohibited by the contest rules, shall be disqualified.
7. Designate a person to collect results and deliver them to the person responsible for inputting results into the Spring Meet Online Entry System. Meet directors must input scores/ranks prior to verification. This allows the system to tabulate team scores and catch possible errors, and allows coaches and contestants to verify data entry as well as scoring of contest papers. Make sure substitutes and all contest roster corrections are entered into the online system.
8. The online system will tally championship points as the meet progresses.
9. In addition to announcing winners at the contest site, post official results or scores on bulletin boards, projection screens or chalkboards. This is often done in addition to announcing winners at the contest site.

ANSWER KEY ERROR(S)

In the case of a suspected error on the answer key, the contest director should contact the UIL State Office and/or contact the state contest director as soon as possible to communicate the suspected error and to seek clarification before changing the key. Any key error confirmed by the UIL State Office or the state contest director should be corrected on the key used for grading.

After the Meet

DISTRICT RESULTS

Meet directors will submit all results to the regional sites via the Spring Meet Online Entry System. Make certain results are open for public review. District results must be submitted into the online system and posted for public review by 5 p.m. following the meet.

REGIONAL FEES

Regions assess their own fees and include them in their regional handbooks, posted on the UIL website. They will also state their method of collecting the fees. The fee collection procedure is determined by the regional executive committee. Almost all of the regions bill the spring meet district chair for a full slate of entries. When this method is used, a check from the district chair should be mailed in a timely manner.

ALTERNATES

If a qualified contestant placing first, second or third is unable to participate in the regional meet, the qualifier's designated administrator shall notify the district academic meet director in writing. The district academic meet director shall contact the regional director as well as the next lower place finisher, who shall become qualified to represent the district. Once an alternate has been designated as a contestant, the original qualifier is not eligible to be reinstated unless the alternate cannot compete. Alternates who are not taking the place of an absent qualifier shall not be allowed to participate in the competition.

SUBSTITUTES ON TEAMS

Only Accounting, CX debate, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Number Sense, Mathematics, One-Act Play, Science, Social Studies and Spelling & Vocabulary have provisions for substituting individuals on teams after the district meet. If a student cannot compete at the next highest level of competition, a school may make only one substitution per team. See the Academic Coordinator's Manual section on Late Entries/Alternates/Substitutions.

UNCLAIMED AWARDS

Arrangements may be made to mail unclaimed awards to appropriate schools. The schools are ultimately responsible for picking up their awards.

RETURNING MATERIALS

You may release test, keys and other test information at the end of the last contest day of district meet week. If the meet concludes prior to the last contest day, materials may be mailed to schools.

OFFICIAL RESULTS

The deadline for certifying and posting district results is 5 p.m. the day following the meet. This is perhaps the most important follow-up you can do to prevent problems at regional. This is the only way a school can make certain the results and wild card qualifiers are correct. Check that contestant names are correct if substitutions have been made.

DISTRICT MEET EVALUATION

If you or any of your contest directors have comments, complaints or suggestions about your meet, please contact the UIL staff. We look forward to hearing your comments and working with you to provide the highest quality meet possible.

REMINDERS

- The district executive committee is to elect a spring meet district chair.
- Provide this name and contact information to the League office by Oct. 1. This should be done online on the UIL academic website.
- Districts should submit CX District Director form by Nov. 1 and set up the CX Spring Meet online by Dec. 1, and the Academic and OAP Spring Meets online by Feb. 1.
- Send at least one academic person and one athletic person to every planning meeting.
- CX Debate meets must be held during dates specified on the official UIL calendar.
- Scheduling events prior to designated district week requires written approval. Requests should be submitted by Nov. 15.
- Instruct member schools that they must enter students into the district meet via the UIL Spring Meet Online Entry System. No exceptions will be allowed. Emphasize that deadlines will be strictly observed.
- Distribute non-confidential contest materials and contest procedures to contest directors well in advance of the meet so they can be confident in how to administer the contest.
- The district executive committee should determine the method of settling disputes.
- The contest director and/or a designated monitor shall be present in the contest room for the duration of the contest.
- Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants.

Regional Meet

INSTRUCTIONS

The regional director is ultimately responsible for all of the events even though a contest director is appointed for each contest. Centralization of authority with the regional director is crucial to running a smooth meet. The regional director's job is made much simpler if the event directors have clear instructions and adequate materials for learning how to administer the contests.

REGIONAL EXECUTIVE COMMITTEE

Each region operates under the jurisdiction of the regional executive committee. The committee consists of a regional director as the chairperson, the spring meet chair or the academics meet director from each of the districts in the region, a director of regional academic contests, One-Act Play, Speech and Journalism. In November, the League provides each regional director with a list of names and addresses of the spring meet district directors for each regional site.

Regional executive committee members will find their duties outlined in, Section 904, of the UIL Constitution and Contest Rules.

While some of these responsibilities may be delegated to the regional director, most executive committees will be making decisions regarding scheduling events and facilities, developing a budget and keeping track of all financial issues regarding the meet.

MEETING

Most regional directors hold a meeting to which all members of the regional executive committee are invited and urged to attend. The committee can be asked to give the final approval of schedules, fees and method of collecting fees. Some regions use this time to preview the regional meet handbooks prior to posting them online. This is also a good time to make plans for determining how the committee will handle protests during the meet and how judges and graders will be selected.

DATE OF MEET

The calendar on the UIL website lists dates that regional One-Act Play meets may be held and the days set aside for academic regional meets. The academic conflict pattern provides for a possible one-day, preferably a Saturday, schedule. When scheduling events, do not schedule One-Act Play competition in conflict with academic contests.

SCHEDULE & CONFLICT PATTERN

Consult the conflict pattern when setting the meet schedule. Contestants have planned their entries according to this pattern. Region meet schedules should follow the Academic Conflict Pattern even if some contests are held on different days (i.e., Speech, Computer Science). Adjustments may be made in starting times of a session of events if additional conflicts are not created. The UIL requests that regional directors provide the League office with a copy of their schedules as soon as they are set or no later than Dec. 1 and before they are posted online and/or published for schools. Consult the UIL academic director if changes in the schedule are necessary.

FACILITIES

Many factors are involved in the selection of a regional academic meet site. Are there enough rooms? Is the stage adequate for performing plays? How big is the auditorium? Is there a room with sufficient power supply for computer applications and other events which allow the use of computers? Various events may be scheduled at different sites to more adequately accommodate the requirements for the event. When this is done, close proximity of facilities is a high priority. Arrange for facilities well in advance of the date of the meet.

FEES

Decide how much to charge and how to collect fees. The best way to collect fees is to bill each district for a full slate of entries. This option is easier and simpler on both the regional sites and the schools and is used by most regional hosts.

BUDGET

Allocate funds to cover costs of all events, mailings and miscellaneous expenses for hosting the meet. Contest directors will be helpful in determining costs of their individual events. Generally, all funds including entry fees, gate receipts for track and field, tennis and golf, admission for One-Act Play and other incidentals go into one fund with expenses for all events coming from this fund.

CONCESSIONS/T-SHIRTS

Decide where concessions will be sold. This is a good source of revenue. UIL encourages regional sites to design and sell regional meet t-shirts. Regions wishing to use the UIL logo or seal as a part of the design should contact the UIL state office.

REGIONAL MEET HANDBOOK

The regional director prepares a Handbook to be posted online that lists pertinent information concerning the meet. Items such as the date(s), event schedule, names of the persons in charge including assistant event directors, method of fee collection, person to whom fees should be sent, parking, special instructions or announcements, information about how to receive unclaimed materials or awards, campus map, hotels, restaurants, etc. should be included. Samples of online handbooks from other regional meets are available from UIL upon request. Regions should send a draft copy or provide a preview of the schedule to the UIL academic director in January. Please notify the UIL when the handbook is ready to be posted online. A link will be provided to the document on the region host website on the UIL website.

CONTEST/EVENT DIRECTORS

Identify individuals to direct each event. Experience is valuable but not essential. Providing a stipend is definitely an incentive. Budget for such a stipend if at all possible. Provide a copy of pertinent pages from this handbook and a copy of appropriate handbook to each event director well in advance of the meet so they can review the procedures and be confident in how to administer the contest. It is possible and beneficial to use coaches with students attending the event.

ASSISTANTS TO THE CONTEST DIRECTORS

The UIL can appoint high school academic coaches to assist the contest director in events as requested by the regional academic spring meet director, or as needed. The assistants to the contest director may assist with monitoring, grading or judging the contest, and may be present at verification to assist with procedures and to answer questions as needed, but do not take the place of the contest director.

ADVISORY COMMITTEES

Use of an advisory committee is an excellent way to speed up the process, get added input, give focus to the problem and diffuse anger. Coaches of students should be consulted and allowed to assist with contests in any manner deemed necessary by the contest director. Regional speech advisory committees appointed by the state office may assist with pre-planning, finding judges, sectioning, tabulating results, etc. of speech events. The contest director has the authority to make decisions as long as they are within the limits of the C&CR. The advisory committee serves the contest director only in an advisory capacity. The final decision rests with the contest director.

RESERVING ROOMS

Regional directors may also consult contest directors when setting the schedule and when selecting rooms. The contest directors should know the special requirements of their events. Even though the contest director is included in selecting a room, it should be clearly established who is responsible for making arrangements to reserve the room.

SPECIAL ARRANGEMENTS

Assess the special needs of your site and arrange for any additional personnel such as janitors, security personnel, ushers, data entry personnel or information guides that seem necessary. Funds from entry fees, gate receipts, etc. should be sufficient to cover these costs. Notify local restaurants and hotels of the meet date. Media coverage is possible in some areas and can be a great public relations opportunity for the regional site.

SECURING JUDGES

Duties of the individual contest director might include presenting awards and securing judges, graders and other assistants. Both the regional director and contest director should decide how much judges and/or graders are to be paid so they don't give out conflicting information. Coaches of contestants may grade objectively scored contests, but impartial judges must be secured for speaking and writing events. UIL provides an online database of potential speech judges. At the regional level, at least one member of the journalism judging panel shall be a former or current high school journalism teacher.

MATERIALS AND MEDALS

Contest materials and medals will be mailed to the regional site without any action on the part of the regional director. Extemp oraneous speaking topics will be shipped separately the week of the contest. Both medals and the contest materials should be previewed well in advance of the meet to make certain that everything that is needed is in the packet. The contest packets should be given to the contest directors for inventory as soon as materials arrive. Getting the materials early gives the contest directors sufficient time to prepare for the event. Should extra items be needed for the event, please contact the UIL office, allowing as much time as possible for mailing. Medals will be billed to the regional site; however, there is no charge for contest materials.

PARTICIPANT LISTS

Provide contest directors with a roster of names/schools, generated from the online system. This roster will also serve as the contest results form, to be filled out and given to the person inputting results into the UIL online system.

SUBSTITUTES ON TEAMS

A school may make only one substitute per team, and substitutes are allowed only for team members, not for individual qualifiers. If more than one member of a team is unable to advance, the team must forfeit, and the alternate team may advance. (Exception: if two members of a four-member team are unable to advance, the team may drop one student, substitute one student and compete as a three-member team. Should it win at region, only three members may compete at the State Meet.)

ALTERNATES

If a qualified contestant placing first, second or third is unable to participate in the regional meet, the qualifier's designated administrator shall notify the district academic meet director in writing. The district academic meet director shall contact the regional director as well as the next lower place finisher, who shall become qualified to represent the district. Once an alternate has been designated as a contestant, the original qualifier is not eligible to be reinstated unless the alternate cannot compete. Alternates who are not taking the place of an absent qualifier shall not be allowed to participate in the competition.

ANSWER KEY ERROR(S)

In the case of a suspected error on the answer key, the contest director should contact the UIL State Office and/or contact the state contest director as soon as possible to communicate the suspected error and to seek clarification before changing the key. Any key error confirmed by the UIL State Office or the state contest director should be corrected on the key used for grading.

QUESTIONS AND PROTESTS

It is inevitable that questions will arise concerning procedures, selections, overtimes or answer keys. The UIL recommends allowing contest directors to handle questions concerning their own events. If problems arise that cannot be resolved without delaying the event, the directors should solicit input from a selected advisory group that can hear the complaint and assist the director in making a decision. Check the appropriate event's handbook, which will clarify most questions. Contest directors should notify the regional director of any major conflicts that arise or interpretations that are given. Contest directors or regional directors who need further assistance in clarifying rules or procedures should call the appropriate UIL official as indicated on the telephone referral list provided to secure needed information. Do not announce official results before all questions and challenges have been resolved.

After the Meet

SPEECH TABULATION

For speech tabulation, please use TALKTAB, a UIL computer program, for tabulating speech rankings. It should be downloaded from the speech “Tournament” page of the UIL website and reviewed prior to the meet.

ONE-ACT PLAY TABULATION

See One-Act Play Handbook for procedures. OAP contest manager’s report shall be submitted electronically to the UIL state office. The state theatre director shall be called prior to announcing results.

REGIONAL RESULTS

All results will be entered and certified via the UIL Spring Meet Online Entry System. Results must be submitted to the League office via the online system by 5 p.m. the day following the regional meets. It is essential that contest directors provide results to meet directors immediately following each contest so that results can be certified and made available to the UIL state office by the deadline.

TALLYING THE POINTS/TIES

The UIL Spring Meet Online Entry System will tabulate all points and ranks. It will also tabulate team scores as well as overall champions. Places determined by tie-breaking procedures must be manually entered into the online system. Please see individual contest rules for tie-breaking procedures and those events in which all first through sixth place ties must be broken.

ANNOUNCING THE REGIONAL ACADEMIC CHAMPIONSHIP

After the points have been adjusted to include all academic events including One-Act Play, the UIL Spring Meet Online Entry System will determine the regional academic champion. Remember that CX debate is not a part of the regional meet. If all points are reported, award the championship while students are still on campus; otherwise, send the award later and notify the schools of the winner. On the “Update Meet Information” page, make certain results are posted and available for public review.

CERTIFYING ALTERNATES

The regional results certify alternates to the State Meet. Regional directors should require school administration to provide notice in writing if a qualified contestant cannot compete at the State Meet. Coaches of contestants dropping out of the regional or State Meet are required to notify the UIL state office as well as the alternate. Failure to do so could be a violation of the Academic Contest Ethics Code.

ORDERING EXTRA MEDALS

If ties occur and extra medals, plaques or certificates are needed, the regional director should contact the UIL office as soon after the meet as possible.

Frequently Asked Questions

*** DISTRICT ENTRY DEADLINE**

A school failed to submit its district academic entries via the UIL online system 10 days prior to the district meet. Should it be allowed to compete?

Late entry procedures are included in the C&CR. The decision on whether to accept the entries rests with the district executive committee. The DEC often determines this in advance at the district planning meeting.

*** ADDING ENTRIES**

May a school add names to its original district entry form after the entry deadline? For example, may a school that entered two names in the accounting contest slot add a third contestant the day of the meet?

No, unless permission has been specifically granted by the DEC for late entry.

*** DROP & SUBSTITUTE**

Our four-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.

*** ARRIVING LATE FOR A CONTEST**

What if a student misses roll call?

If a student is not present at roll call, the contest director will call for an alternate. Once an alternate has been designated as a contestant, the original contestant is disqualified.

*** 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 Lincoln-Douglas debate?

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

*** COMPOSING ON COMPUTERS**

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

Yes. The responsibility of providing computers in journalism and Ready Writing is placed on the individual school. Contestants have the opportunity to use laptop or notebook computers from district through state. For more details, see each event's handbook.

*** ANSWER KEY ERRORS**

We think we found an error in the answer key. What do we do?

In the case of an error on the answer key of an objectively-scored contest, graders should 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 by correctness and not an incorrect answer key. Do not alter or discard a question without a ruling from the state office or respective state contest director.

*** ADDING ENTRIES**

Two students tied for fourth place in number sense. How do we award points?

Fourth place receives eight points. Fifth place receives six points. That's 14 points in all. Thus, each student will earn seven points. Remember, in the event of a two-way tie for fourth, there is no fifth place, and the next place will be sixth.

*** VERIFICATION PERIOD**

What should take place during the verification period?

The contest director or an assistant should provide the unofficial results with full scores. Contestants and coaches should be allowed to review their papers/tests/ballots, answer keys and the unofficial results. A full 15 minutes should be provided to allow errors to be found and corrected. At the end of the verification period, the results shall be final and no protests will be considered. Thus, it is essential that the appropriate steps be taken during verification. NOTE: for Ready Writing and journalism events, verification is for identification purposes only. Refer to event handbooks for specific information.

*** COMPUTER TABULATION**

How can we simplify ranking speech contestants?

When using panel judging, the most efficient method is to employ software provided by UIL. The TabTalk software is available to download from the speech page and One-Act Play on the theatre page of the UIL website. It's free, and request that you use it to avoid errors in tabulation of judges' rankings.

*** ELIGIBILITY**

A student wrote an answer that was correct but the judges said they couldn't read it and counted it wrong. What should I do?

There has been considerable discussion about ambiguous characters at all levels of competition. If the judges are unclear about an answer, they try to objectively decide what the contestant meant. If they remain unclear, it's wrong. As Calculator Applications Contest Director David Bourell said, "The critical component of any legibility question is reasonable doubt. The grader must have an honest question relative to the answer before legibility is questioned."

*** CONFLICT PATTERN**

Our district voted to schedule ready writing on the Thursday before the district contest on Friday and Saturday. If a student chooses to compete in ready writing and computer applications, may he do so even though the suggested schedule shows a conflict?

Yes. Districts are free to schedule their academic meet over two, three or four days if they like as long as they stay within the sanctioned week of competition. The conflict pattern is mandated at region and state, so if your student earns the right to advance in ready writing and computer applications, he or she will be forced to choose even if the schedule allows. The decision must be made and the district academic director and regional academic director notified no later than the end of the second school day after the meet. The school of the alternate must also be notified.

The UIL urges districts to adhere to the conflict pattern, even if the DEC votes to conduct the district academic meet over the course of several days.

May a district executive committee vote to schedule at the same time contests that do not conflict on the UIL conflict pattern? For example, may a district vote to schedule current issues & events at the same time as science?

No.

*** THREE-MEMBER TEAMS**

A first place team won at district with three members. For regional, can they add a fourth member?

No. You may advance only the number of contestants who participated in the qualifying meet.

*** TIMEKEEPERS**

Who should serve as a timekeeper?

Only a trained individual. This may be a student, a teacher or a lay person, but he or she should be fully familiar with instructions for timing, contained in the event's handbook.

*** DISMISSING JUDGES**

Why should you not dismiss judges immediately after they've turned in their ballots or results?

Because, in speech, master ballots may not match ranks in the individual evaluations. And for other contests, questions of all sorts might arise. Wait until after official results have been posted to release judges.

*** ACADEMIC TEAMS**

How do you determine the team score at district?

Schools are allowed to enter four students at district in, say, mathematics. The three highest scores will be the team score. While lowest of the four scores will not count toward the team score, the fourth student advances to the next level with the team and competes for both individual and team ranking.

*** OAP POINTS**

Do you have to count OAP points toward overall district championship?

Absolutely. All contests listed under Sec. 902 (Schedule of Points) must be counted toward the district academic championship and the overall district title.

*** REQUEST FOR ACCOMMODATION**

A coach of a competitor provided a letter from UIL stating that the student can use an enlarged test based on an accommodation for a special need. Do I have to make a special test?

Coaches may request accommodations for students with special needs. If approved, they will present a letter to the meet director well in advance of the contest. This may range from testing in a separate room, to using a computer for a contest that usually doesn't have one or accommodations for a visual impairment. In all cases, the school must provide any special equipment and assumes all responsibility for failure of that equipment. UIL will send enlarged materials or any other modification to a test in advance of the contest. If you have a specific question, do not hesitate to contact UIL staff.

*** CONTEST MATERIAL IS MISSING**

I received the contest materials, but I do not have a packet for a contest. What should I do?

Contact UIL about any missing materials. If you do not have enough answer sheets or you have materials for calculator applications in the computer applications envelope, we will get the correct materials sent to you. Your box of materials will also include an emergency disc with all the testing materials included that you may duplicate.

*** DISQUALIFICATION**

A student failed to write an essay in Social Studies. Do we have to disqualify him?

According to the rules, the student is disqualified. Any other instance requiring disqualification, such as suspected cheating, please contact the UIL staff prior to making a final determination. If a student is disqualified, he shall be canceled as a contestant on the roster in the online entry system so that student does not earn points or is not eligible to advance to the next meet.

*** CALCULATOR LIST**

What happened to the "List of Approved Calculators?"

The lists could not be kept up-to-date, and contest directors for mathematics, calculator applications, and accounting have opted to go without a list. Science has calculator restrictions. To determine which calculators may be used, check each individual contest handbook.

High School Academic Meet Director's Manual

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University Interscholastic League

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.)

Only the following contests will be held during Set 1. These contests may be scheduled at the same time:

- Current Issues & Events
- Ready Writing
- Prose prelims
- Poetry prelims
- Lincoln-Douglas debate prelims

Each of the above contests conflict with:

- Calculator Applications
- Number Sense

Calculator Applications, Number Sense and Computer Applications may not be held at the same time.

Set 2

2 1/2 hours

(i.e. 11 a.m.-1:30 p.m.)

Only the following contests will be held during Set 2. These contests may be scheduled at the same time:

- Accounting
- Informative Speaking
- Persuasive Speaking
- Science
- Spelling & Vocabulary

Each of the above contests conflict with:

- Feature Writing
- News Writing

Feature Writing and News Writing may not be held at the same time.

Set 3

2 hours

(i.e. 1:30-3:30 p.m.)

Only the following contests will be held during Set 3. These contests may be scheduled at the same time:

- Social Studies
- LD finals
- Prose finals
- Poetry finals

Each of the above contests conflict with:

- Computer Science
- Editorial Writing
- Headline Writing
- Mathematics

Editorial Writing and Headline Writing may not be held at the same time.

Computer Science and Mathematics should not be held at the same time.

Set 4

2 1/2 hours

(i.e. 3:30-6 p.m.)

Only the following contests will be held during Set 4. These contests may be scheduled at the same time:

- Computer Science
(Programming session)
- Informative finals
- Literary Criticism
- Persuasive finals
- Poetry finals

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

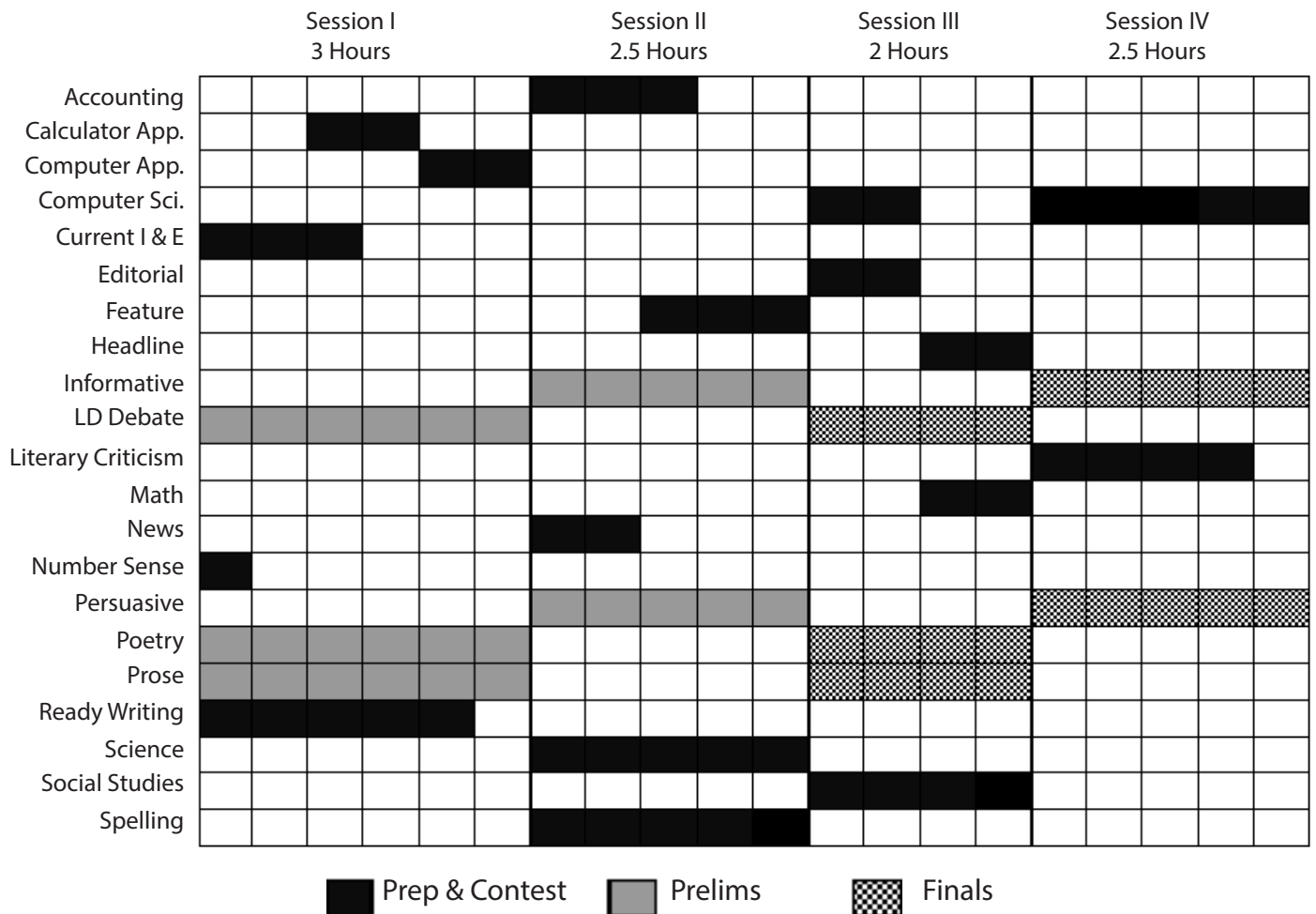
Informative Speaking.....Persuasive Speaking

Persuasive Speaking.....Informative Speaking

Congress.....No restriction on entering any other high school academic or speech event.

You may not enter these contests:

Academic Conflict Pattern



The conflict pattern is not mandated, but it will be honored at all regional and state meets. Districts are also urged to use the conflicts in setting a schedule for their meets. Regional and state 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 so long as they are set up and do not delay the start of the computer applications contest. Number sense and calculator applications conflict with current issues & events, ready writing, prose/poetry interpretation and Lincoln-Douglas debate.

SESSION II
2.5 hours The following events may begin at the same time: informative speaking, persuasive speaking, spelling & vocabulary, science and accounting. News writing* and feature writing* may not be held at the same time. Note: informative and 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
2.5 hours The following events may begin at the same time: informative speaking finals, persuasive speaking finals, literary criticism and computer science programming**. Programming is administered at all levels of competition – district, regional and state.

*- Events utilizing computers (computer applications, editorial, feature, news, and ready writing) must have at least 30 additional minutes earlier than indicated on the chart to set-up equipment. The contestant is not required to be present for equipment set-up.

** – 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.

District Meet Schedule

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.

1-DAY SCHEDULE

SET 1

8 a.m.

LD Debate prelims • Number Sense •
Ready Writing computer set-up

8:30 a.m.

Prose (prelims) • Poetry (prelims) • Current Issues &
Events • Ready Writing

9 a.m.

Calculator Applications • Computer Applications
computer set-up

10 a.m.

Computer Applications contest

SET 2

11 a.m.

Informative (prelims) • Persuasive (prelims) •
Spelling • Accounting • Science • 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 • Computer
Science Programming computer set up

SET 4

3:30 p.m.

Informative finals • Persuasive finals •
Literary Criticism • Computer Science programming

2-DAY SCHEDULE

FIRST DAY, SET 1

4 p.m.

Number Sense • Ready Writing computer set up •
Current Issues & Events

4:30 p.m.

Prose (prelims) • Poetry (prelims) •
LD Debate (prelims) • Ready Writing

4:45 p.m.

Calculator Applications • Computer Applications
set-up

5:45 p.m.

Computer Applications contest

SECOND DAY, SET 2

9 a.m.

Informative (prelims) • Persuasive (prelims) •
Spelling • Accounting • Science • 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 • Computer
Science Programming computer set-up

SECOND DAY, SET 4

1:30 p.m.

Informative finals • Persuasive finals •
Literary Criticism • Computer Science Programming

The suggested start time above includes prep and contest time. Events utilizing computers (computer applications, computer science programming, editorial, feature, news and ready writing) must have at least 30 additional minutes earlier than indicated on the chart to set-up equipment. Except for journalism events, computer set-up times are suggested on the sample schedule above.

Rooms for Academic Events

SPEECH & DEBATE

Each event requires 3 - 4 contest rooms (except LD Debate which requires 12) and an assembly room. All speech and debate events may share one tab room. Events that may be held in the same room because the contests are scheduled at different times are paired as follows.

Poetry
Informative Speaking*

Prose
Persuasive Speaking*

LD Debate†

* Informative and Persuasive also require a large prep room, which they must share.

† LD Debate may be held in the same rooms as the other speech events, depending on the schedule.

OTHER ACADEMIC EVENTS

Each event requires one contest room and one grading and verification room. Events may be held in the same room when the contests are scheduled at different times.

Number of contestants will vary in district meets depending on the number of schools assigned to the district and in region meets depending on the number of individual qualifiers on teams.

CONTEST

Computer Applications
Accounting
Ready Writing
Literary Criticism
Number Sense
Calculator Applications
Science
Social Studies
Computer Science*

CONTEST ROOM REQUIREMENTS

24+ plugs and typewriting table
40+ writing surfaces
24+ writing surfaces, plugs for laptop computers and printers
40+ writing surfaces
40+ writing surfaces
40 - 60 writing surfaces
40+ writing surfaces
40+ writing surfaces
40+ writing surfaces For hands-on programming, one additional contest room with 8+ plugs and tables appropriate for computer stations and a judging room with tables appropriate for computer stations.
40+ writing surfaces
40+ writing surfaces
24+ writing surfaces, plugs for laptop computers and printers
40+ writing surfaces

Mathematics
Current Issues & Events
Journalism (each event)
Spelling & Vocabulary

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Accounting	Calculator Applications	Computer Applications
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME — 30 TEST TIME — 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, scoring charts.</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</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head Grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — Break no ties. • Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <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</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE Top 3 individuals 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 — 30 TEST TIME — 30</p> <p>CONTEST MATERIALS UIL Packet: tests & keys.</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</p> <ul style="list-style-type: none"> • Director • 1 or more assistant(s)/monitor(s) • Head grader <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • 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. <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</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE: Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS 1 – testing* 1 – grading *Must include sufficient electric access for each contestant</p> <p>SET UP— 30 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</p> <ul style="list-style-type: none"> • Director • 1 assistant • Head grader <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — Ties broken with 5-minute tiebreaker. If the percent accuracy scores on the tie breaker are the same, then a tie exists. <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>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Computer Science	Current Issues & Events	Editorial Writing
<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>SET UP — 30 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 pens/calculators for graders, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • 1 assistant • 2-3 hands-on judges • 2-3 hands-on assistants, as needed <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — The formula for percent accuracy shall be used. Percent accuracy = number of problems correct divided by the # of problems attempted. If percent accuracy scores are the same, then a tie exists. • Team — Scores in the programming session are considered first. If a tie still exists, the scores on the written exam are considered. If a tie still exists, consider the total score of all entries from the school by adding 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. <p>GRADING/JUDGES At least 3, preferably more for the written exam, 2-3 judges for hands-on. 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</p> <p>1st team — 20 2nd team — 16 3rd team — 12</p> <p>ADVANCE: Top 3 individuals 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.</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</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • 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. <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</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. Top second place team per regional will also advance.</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</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</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three 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>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Feature Writing	Headline Writing	Informative Speaking
<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 60 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</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</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three 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>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>	<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>SET UP PREP TIME — 15 minutes TEST TIME — 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</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</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three 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>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 joint prep room w/ persuasive • 1 per section • tab room (one tab room may be used for all speech events) <p>TEST TIME — 30 prep, 7 per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form.</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • timekeepers • tab room staff • chairperson • prep room monitors (at least 2) • contest escorts (optional) <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <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</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE: Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Lincoln-Douglas Debate	Literary Criticism	Mathematics						
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 per debate • tab room (one tab room may be used for all speech events) <p>TEST TIME — 45 per debate</p> <p>CONTEST MATERIALS UIL Packet: LD debate resolution, ballots, instructions to judges.</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • timekeepers • tab room staff <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>GRADING/JUDGES 1 per debate, prelim rounds 3 per debate, elim rounds</p> <p>AWARDS Team medals 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6* 6th — 4*</p> <p>*Determined by seeding</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE: Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> 1 – testing 1 – grading <p>PREP TIME — 20 TEST TIME — 90</p> <p>CONTEST MATERIALS UIL Provides: Packet: tests, keys, answer sheets.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8.5 x 11-inch lined (preferably) paper; pencils or pens for graders, stapler; and one 8.5 x 11-inch envelope per school</p> <p>PERSONNEL Director One or more assistant(s)/monitor(s) Lead grader 3-5 tie-breaker judges</p> <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES Individual: Break all ties by judging essays. Objective scores are not altered to break ties Team: Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. Team without a fourth member forfeits.</p> <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches; however, tie-breaker judges should not participate in breaking ties involving their own contestants.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams Plaque for 1st place team</p> <p>POINTS</p> <table border="0"> <tr> <td>1st — 15</td> <td>4th — 8</td> </tr> <tr> <td>2nd — 12</td> <td>5th — 6</td> </tr> <tr> <td>3rd — 10</td> <td>6th — 4</td> </tr> </table> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE: Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	1 st — 15	4 th — 8	2 nd — 12	5 th — 6	3 rd — 10	6 th — 4	<p>ROOMS</p> <ul style="list-style-type: none"> 1 – testing 1 – grading <p>PREP TIME — 20 TEST TIME — 40</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics.</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</p> <ul style="list-style-type: none"> • Director • One assistant <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — The formula for percent accuracy shall be used to break the tie. 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. <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</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>
1 st — 15	4 th — 8							
2 nd — 12	5 th — 6							
3 rd — 10	6 th — 4							

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

News Writing	Number Sense	Persuasive Speaking
<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME — 15 TEST TIME — 45</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</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</p> <ul style="list-style-type: none"> • Director • Room monitors <p># OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three 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>Team First place team — 10 points Second place team — 5 points</p> <p>ADVANCE Top three individuals</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.</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</p> <ul style="list-style-type: none"> • director • head grader <p># OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — Break no ties. • Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <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</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE: Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • 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>TEST TIME — 30 prep, 7 per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form.</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • timekeepers • tab room staff • chairperson • prep room monitors (at least 2) • contest escorts (optional) <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <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</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE: Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Poetry Interpretation	Prose Interpretation	Ready Writing
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 prep room • 1 per section • 1 tab room (one tab room may be used for all speech events) <p>TEST TIME — approximately 10 per student in section; 7 minute performance with time for writing ballot</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form.</p> <p>UIL TalkTab software (downloadable from website)</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • timekeepers • tab room staff • chairperson <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <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</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 prep room • 1 per section • 1 tab room (one tab room may be used for all speech events) <p>TEST TIME — approximately 10 per student in section; 7 minute performance with time for writing ballot</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form.</p> <p>UIL TalkTab software (downloadable from website)</p> <p>Director Provides: contestant roster; contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • timekeepers • tab room staff • chairperson <p># OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <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</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing (can use same room as spelling) 1 – grading</p> <p>SET UP—30 PREP TIME — 20 TEST TIME — 2 hours</p> <p>CONTEST MATERIALS UIL Packet: topics, rubrics, grading suggestions</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, paper clips, stapler, scissors, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • 1 or 2 room monitors • 3 judges (minimum) <p>NUMBER OF ENTRIES (District) 3 per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <p>GRADING/JUDGES Panel 3-5. 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</p> <p>ADVANCE Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

Science	Social Studies	Spelling & Vocabulary
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME — 30 TEST TIME — 2 hours</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, 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, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL (all may be coaches)</p> <ul style="list-style-type: none"> • Director • Monitor • Head grader <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>TIES</p> <ul style="list-style-type: none"> • 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. <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</p> <p>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, top scorer in each subject area, 1st place team of four highest scoring contestants. One wild card team per regional.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME — 20 TEST TIME — 90</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks.</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</p> <ul style="list-style-type: none"> • Director • Assistant • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • 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. <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</p> <p>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 — 30 TEST TIME — 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, scoring charts.</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</p> <ul style="list-style-type: none"> • Director • 1 assistant • Head grader <p>NUMBER OF ENTRIES (District) 4 per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — Break no ties. • Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <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</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

Note: The following contests are not held at the same time as the Spring Academic Meets.

Barbara Jordan Historical Essay	Congress	CX Debate
<p>CONTEST MATERIALS UIL entry form found on the UIL website</p> <p>PURPOSE To provide students an opportunity to explore the contributions of African Americans to Texas history</p> <p>FORMAT Research paper format required. Guidelines are posted on the UIL website. Primary sources encouraged.</p> <p>DEADLINE Entries will be submitted electronically to the UIL State Office on or before the deadline published on the UIL website.</p> <p>EVALUATION All entries that meet basic requirements will be judged at the state level.</p> <p>ADVANCEMENT Judges, hired by the UIL State Office, will nominate essays to be considered state finalists. A selection committee will determine state finalists. All finalists are eligible to apply for TILF scholarships.</p> <p># OF ENTRIES There is no limit to the number of entries; additionally, students may enter both essay contests.</p> <p>POINTS (at the State level) 1st — 10 2nd — 8 3rd — 6 4th — 4 5th — 2 6th — 1</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 room per chamber • tab room <p>TEST TIME — 3 hours per session</p> <p>CONTEST MATERIALS All ballots & forms are found on the UIL website</p> <p>Director Provides: Stop watches Gavels Contestant Rosters/Seating charts contest rules legislation</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • parliamentarian • clerk • tab room staff <p># OF ENTRIES (Region) 3 students per school.</p> <p>JUDGES Minimum of 2 per chamber</p> <p>AWARDS Individual medals advancing student(s) and alternate(s) & Outstanding Presiding Officer for each conference.</p> <p>POINTS (at the State level) 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>ADVANCE: Top 3 students from each conference* *Congressional regions with more than 40 entries within a conference will advance the top candidates from each conference based on a ratio of one student advancing for every 10 entries in a given conference.</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 room per debate • tab room <p>TEST TIME — 90 minutes per debate</p> <p>CONTEST MATERIALS UIL Packet: ballots, CX debate resolution, instructions to judges, meet evaluation sheet, team summary sheet.</p> <p>Director Provides: contestant roster; contest rules, clock, pencils (tab room), stopwatches</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • director • timekeepers • tab room staff <p># OF ENTRIES (District) 3 teams per school. If fewer than 8 teams in a district, each school with a full entry may enter a fourth team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <p>JUDGES 1 per debate, prelim rounds 3 per debate, elim rounds</p> <p>AWARDS Team medals 1st through 6th</p> <p>POINTS 1st — 20 2nd — 16 3rd — 12 4th — 10 5th — 8 6th — 6</p> <p>Top overall Speech team — 10 points; Second place overall speech team — 5 points.</p> <p>ADVANCE: Top 2 teams</p>

ACADEMIC QUICK REFERENCE CHART

Note: The following contests are not held at the same time as the Spring Academic Meets.

Young Filmmakers Festival	Latino History Essay	Theatrical Design
<p>CONTEST MATERIALS UIL entry form (found on UIL website)</p> <p>Young Filmmakers Festival FAQ sheet.</p> <p># OF ENTRIES Up to 3 films per category, per school.</p> <p>The categories are: narrative, documentary, computer/digital animation, and traditional animation. Narrative and documentary films shall be 3-7 minutes in length; animation entries shall be 30 seconds to 3 minutes in length. Submitted films must be original works.</p> <p>There is no minimum or maximum number of contestants.</p> <p>DEADLINE Entries will be uploaded and submitted electronically to the UIL State Office on or before the deadline published on the UIL website.</p> <p>EVALUATION Films submitted shall be previewed, critiqued and ranked by adjudicators. Following preliminary judging rounds, those entries advancing to state in each category will be screened and ranked first through sixth at the State Festival.</p> <p>AWARDS 1st through 6th</p> <p>POINTS (at the state level) 1st — 20 2nd — 16 3rd — 12 4th — 10 5th — 8 6th — 6</p> <p>Top overall Theatre team at state — 10 points; Second place overall Theatre team — 5 points.</p>	<p>CONTEST MATERIALS UIL entry form (found on the UIL website)</p> <p>PURPOSE To provide an opportunity to research and record past and present contributions of Texas Latino communities</p> <p>FORMAT Research paper format required. Guidelines are posted on the UIL website. Primary sources encouraged.</p> <p>DEADLINE Entries will be submitted electronically to the UIL State Office on or before the deadline published on the UIL website.</p> <p>EVALUATION All entries that meet basic requirements will be judged at the state level.</p> <p>ADVANCEMENT Judges, hired by the UIL State Office, will nominate essays to be considered state finalists. A selection committee will determine state finalists. All finalists are eligible to apply for TILF scholarships.</p> <p># OF ENTRIES There is no limit to the number of entries; additionally, students may enter both essay contests.</p> <p>POINTS (at the State level) 1st — 10 2nd — 8 3rd — 6 4th — 4 5th — 2 6th — 1</p>	<p>CONTEST MATERIALS UIL entry form (found on website)</p> <p>Theatrical Design Prompt.</p> <p># OF ENTRIES Up to 2 submissions in each individual category; additionally one group design entry, per school.</p> <p>The individual categories are: Scene Design, Costume Design, Marketing, and Hair & Makeup Design. A group entry consists of four designers submitting a cohesive entry combining the design elements of each individual category.</p> <p>Designs must conform to the prompt and designated play, which change on an annual basis.</p> <p>DEADLINE Entries will be submitted to the UIL State Office on or before the deadline published on the UIL website.</p> <p>EVALUATION Entries submitted shall be previewed, critiqued and ranked by our adjudicators. Following a preliminary judging round, those entries advancing to state in each category will be displayed and ranked first through sixth at the State Theatrical Design Meet.</p> <p>AWARDS 1st through 6th</p> <p>POINTS (at the state level) INDIVIDUAL GROUP (TEAM) 15 — 1st — 20 12 — 2nd — 16 10 — 3rd — 12 8 — 4th — 10 6 — 5th — 8 4 — 6th — 6</p> <p>Top overall Theatre team at state — 10 points; Second place overall Theatre team — 5 points.</p>

UIL ACADEMIC CONTEST

SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School _____

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

SUBSTITUTIONS AND LATE ENTRIES • See Sections 903-905 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.

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 Bi-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.

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

Setting Up the Meet Online

ONLINE ENTRY SYSTEM

District meet officials must set up and open the district meet in the online entry system before individual school academic coordinators may enter their school's contestants.

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.

December 1 is the deadline for district meet officials to set up the CX Debate Meet online.

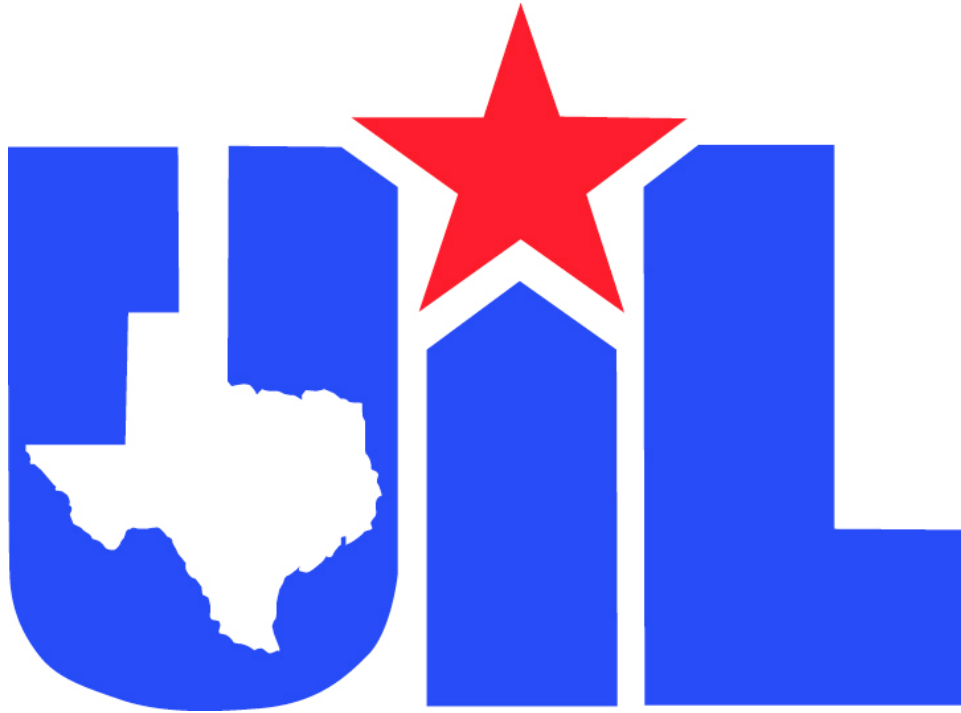
February 1 is the deadline for district meet officials to set up the Academic Meet and One-Act Play Contest online.

Complete information regarding the online entry system is located in the UIL Spring Meet Online Entry System Information and Guidebook for District Academic Meet Directors located in this manual. Regional directors will be sent a document specifically for their use.

Information is also available 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. Instructions are available for download.

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 password and keep in a secure place for future access.
- District meet directors must have their UTEIDs authorized by emailing academics@uiltexas.org (general academics), jnichols@uiltexas.org (CX) or lmunoz@uiltexas.org (OAP).
- 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.



Spring Meet
Online Entry System

Information and Guidebook

for

District Academic
Meet Directors

I. Setting Up Your District Meet

The deadline for setting up the District CX Debate Meet is DECEMBER 1 and the District Academic Meet and One-Act Play Contest is FEBRUARY 1.

Get your UT EID Authorized

Your UT EID must be authorized each year for Spring Meet Entry System.

Send your UT EID (NOT your password), and your conference and district number in order to be authorized. Send this information to academics@uilitexas.org.

If you've forgotten your UT EID or password, or need to set one up, go here:

https://idmanager.its.utexas.edu/eid_self_help/

If your email address has changed since the last time you used your UT EID or if for any reason the web link above still doesn't get you set up with your EID and password you should call their helpline and they can walk you through the process. That phone number is 512-475-9400.

Additional contest officials requesting access to the online entry system should have their own EID authorized.

Log onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

After your EID has been authorized, click the link to "logon and go straight to the UIL Meet Update Screen."

Once You Have Accessed the System

1. Select your Type of Meet (General Academics, CX Debate, One-Act Play), Conference, Level (select District) and District Number from the drop down menus. Click Go, which will take you to the "Update Meet Information" screen.
2. On the Update Meet Information, input all necessary information: dates and deadline, contact information, location and shipping (please click either residential or commercial). It is important that you include an alternate address where materials can be received with a signature during winter or spring break, if necessary. Click "Add This Meet" button at the bottom of the page to save your information.
3. To set up your individual events, click the link located towards the top of the page immediately before the line break, "To update or delete events as needed, click Meet Events." Select an event from the drop down menu and click Go. Type in the date and time. (We suggest you use setup time in events that use equipment rather than roll call so contestants will not be late.) Click the "Update this Event" button to save your changes. Then hit the "Add/Update a different meet event" to set up the next event. Continue this process for each event other than the **note** below.

4. **Please note:** Biology, Chemistry, Journalism, Physics and Speech are listed in the Events drop-down menu so that team points scored will be counted. You need to set-up these as events, but you do not need to list an event time for these five items.

Status of Meet

The Status of the Meet is a drop-down toggle located directly below the entry deadline. This controls the amount of access to the online system for the coaches and the public and will need to be set by the meet director at the designated times below.

1. After you have entered and saved the time and location for each event, return to the "Update Meet Information" page.
2. Change the "Status of Meet" from the default setting "This meet is closed" to "Schools may enter contestants/Schedule posted". Scroll to the bottom of the page and click the "Update this meet" button to save the change.

IMPORTANT: Any time you make changes on the "Update Meet Information" page click on "Update Meet" at the bottom of the page to save the changes.

Set the toggle to:

1. "This meet is closed to schools and public," and the meet director will be the only person who will be able to see the schedule. This is the default option until the meet director changes it.
2. "Schools may enter contestants/Schedule posted" when you are ready for schools to enter contestants.
3. "Meet Schedule is Posted and Available for Review" after the deadline for entering contestants in your district academic meet has passed. This will 'lock' the meet to any additional entries, but allow coaches, students and parents to still see the schedule. Any entries after this point are late entries, and must have the approval of the district executive committee to be accepted.
4. "Meet results are posted and available for review" will set the system for the public to review the results.

II. Making Corrections to Entries

Contestant names will need to be updated in the system when you are notified of changes by the school. This may include replacing dropped contestants with the alternate or substituting for a student entered in the contest.

Log onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

Substitutes & Alternates

You will need to update the system to place the alternate or substitute into the online system.

Go to the "Event Roster" link on the left hand side of the page. On the pull down menu, select the event and click go. Beside each contestant or team member name will be a "Replace/Cancel" button. Choose one of the following options for the student name that needs a correction:

- a. Replace individual contestant with the substitute from that school that is listed on the online roster.
- b. Enter the name of a new contestant according to the substitution form that was received.
- c. Cancel the entry with no replacement.

NOTE: Do not DELETE a contestant. Use only the replace/cancel option. Deleting contestants will cause problems, particularly in Science tabulation.

Reinstating a Contestant

If you accidentally cancel a contestant, you can put them back on the roster yourself. Click on the "Cancelled List" button in the left column, and click on any contestant you need to reinstate.

III. Creating Roster and Results Worksheet for Contest Directors

Log onto the System

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

Creating the Roster and Results Worksheet

1. Click on "Event Roster".
2. Click on "Printable roster and results worksheet".
3. Print and give it to each contest director no earlier than the day before the competition. This insures that the latest changes have been made online prior to the contest.
4. Names of alternates will appear on the roster sheets, but should not be called unless an original contestant is not present. Alternates can only replace a contestant from their own school. If an alternate from that school is not present, the vacant spot is not filled.
5. Please update the event rosters in the online system with all the substitutes and alternates before entering results.

Use of the Results Worksheet

1. Contest directors will fill out the results form after grading, scoring, or ranking of the event.
2. Scores shall be recorded for all contestants in the event, except for the ranks of speaking and writing events, which should only be entered indicating contestants with first through sixth place.
3. Contest directors should clearly indicate any student on the results worksheet who did not participate or who was disqualified.
4. The completed results worksheet shall be turned into the meet director.
5. The scores/places should be entered into the Spring Meet Online Entry System prior to verification of that event. If distance at your location is an issue, please request authorization for your contest director or additional staff so that this very important step may be accomplished to help prevent mistakes.

Please Note: The scores/places should be entered into the Spring Meet Online Entry System prior to verification of that event and awards being given.

IV. Entering Results

Important Instructions When Entering Scores

*Be sure roster is updated with all contestant changes before entering results.

Entering Preliminary Results Prior to Verification

The scores/places/ranks should be entered into the Spring Meet Online Entry System BEFORE verification and announcement of final results of that event. You may request EID authorization for any officials working your meet that will be entering results so that this very important step may be accomplished. No matter how important it is to get the students on the bus and back home, it is more important to have the results entered in the online system before verification in order to assist you and your contest directors from making mistakes.

Cancelling Students Who Are No Shows Or Who Are Disqualified

Enter a score for every student competing in a contest. This is critical for teams.

Contests with ranks only (Ready Writing, journalism and speaking events) should be ranked 1st-6th only.

Contestants who did not compete in the contest, or who were disqualified, should be canceled from the list of contestants on the roster. (See instructions above).

Leave no blanks and leave no 0, unless that is their score. Contestants with a blank score or 0 leaves the student as a participant eligible to advance on the team or place above students receiving a negative score.

Breaking Ties

Most contests either do not allow ties or have provisions for breaking ties. The only contests that DO NOT have a tie breaking procedure are Accounting and Number Sense. **Beware of a tie in any other contest.** Ties can NEVER exist in [Current Issues & Events](#), [Literary Criticism](#), [Ready Writing](#), [Social Studies](#), [all Journalism and speaking events](#). These events have a tie-breaking procedure that needs to be followed.

Changing Ties in the System

The system allows you to over-ride the placement in the "Individual Placement" box. For example, in Literary Criticism, if two students have an objective score of 70 and tie for third, and judges use the essay to break the tie, you must change the ranking in the "Place" box to reflect final placement, leaving one contestant third and making one fourth while the score for each remains 70. Percentages or decimals should not be entered for scores, except for essays.

Team Placement Ties

Team ties are broken with the objective score (essay points are not considered) of the fourth team member. If the fourth members of both teams have the same score, then a tie is declared. A team that does not contain a fourth member forfeits the right to participate in the tiebreaker.

Unbreakable Ties

If true ties exist, which is rare, after the tiebreaker has been implemented, please send UIL Academics (academics@uiltexas.org) an email notification of the true tie with the name of the event, district and conference.

Steps for Entering Scores Into the System

1. Update any contestant changes or substitutes per the instructions in section ["III. Creating Roster and Results Worksheets."](#)
2. Enter Conference, District and District Number on the drop down menu and click "Go".
3. Click on "Update Results".
4. Select the event from the drop down menu and click "Go".
5. Enter the score (including essay or tiebreaker, if any) or place for speaking or writing events in the box for each contestant.
6. Click "Save Scores" at the bottom of the page.
7. Click "[Individual Placement](#)" that will appear near the top of the page.
8. Confirm place rank for each contestant.
9. Manually break the ties by changing the number in the square for contests that do not allow a tie or where a tiebreaker was utilized through 6th place ONLY.
Note: Make sure all official UIL procedures are followed to break ties. Change and save the rankings to reflect ranks AFTER breaking ties.
10. Click "Save Final Placement" at the bottom of the page.
11. For events with Team Scores, click "[Verify Team Scores](#)" that will appear near the top of the page.
12. Confirm the team score.
13. Click "Verify Team Scores" at the bottom of the page.
14. Click "Team Final Placement" that will appear near the top.
15. Confirm the teams' ranks, including manually breaking any team ties (through 2nd place) by changing the number in the box to correspond to the rank.
16. Click "Save Final Placement" at the bottom of the page.
17. Click "[certify the final events results](#)" that will appear at the top of the page.

Print these preliminary results to be used during Verification.

The following statement will be at the top of the page.

Do not certify these results until they are absolutely final.

Title of Event

Check the following results to make sure they are accurate and complete before certifying.

Individual Results

18. Recommendation: Leave this window open on your computer, while verification takes place and prior to certifying the results as final. and open a new tab to enter results for another contest.

V. Official Results

Log onto the system

Access the online system at: <http://utdirect.utexas.edu/uil/meetdir.WBX>

VERY IMPORTANT: Do not announce official results until you have entered scores online and conducted the verification period for that event.

The system will help catch tabulation and grading procedure errors. Take the printout of unofficial results to verification, along with tests and keys. When verification is complete and all questions have been resolved, make any necessary changes, then certify results as final in the online system.

Certifying Results as Final

Once verification has concluded for that event:

1. Return back to your open window tab OR starting from your Update Results page click through all the results (updating any ties that were manually changed)
2. Please click all the way through to the page that was used to print preliminary results for Verification.
3. Check the box(es) near the bottom of page, if it appears, to verify that official tiebreaking procedures were followed. **Results will not certify if the box has not been checked.**
4. Click "Certify NameOfEvent Results as Final".

You should receive the following statement near the top of the page above the name of the event:

The results of this event are final and certified.

5. Click the link "Meet Summary" on the left side of the page. If the name of the event appears, then the contest has been certified as final.

VI. Finalizing the Meet

Certifying Journalism and Speech Team Points

You will need to “verify” journalism and speech TEAM points once you have entered and certified all of the events in each of those areas.

1. From the left hand menu, click “Meet Summary”.
2. Click on one of the certified results page of any speech event for speech points and any journalism event for journalism points.
3. Click the link to “Verify event Team Results” that will appear immediately above the title of that event you have selected.
4. Below the team scores and ranks, click the link to “Certify event Results as Final”.
5. Return back to your Meet Summary page and the link to the points should now appear.

Certifying Final Results

1. To see which contests have been certified, click on “Meet Summary” on the left hand column of your Meet page. This will be a list of all certified events.
2. When you are completely finished, you should have a list of 25 events, including CX Debate, One-Act Play, journalism and speech team points.

Determining Sweepstakes Champions

The “Meet Summary” page also includes a running score of points earned by schools for the overall sweepstakes championship at the top of the page. These are not in numerical order by points.

NOTE: Championship points for schools are not official until all events have been certified and the championship is announced as official by the meet director.

Changing the Status of the Meet

After the meet is over and results certified online, return to the Status of the Meet pull-down menu and change status of the meet to “Meet results are posted and available for review.”

Important - When you are ready to make results public for this meet, return to Update Meet, change Status of Meet pull down menu to “Meet results posted and available for review”, and click the update button at the bottom. See Status of the Meet in Section I of this document.

Results will only be publicly available online for this meet after this change is made.

Announcement Guide for Extemporaneous Speaking Draw

START TIMER	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.	min.

Speaker 1	Draw Topics Now	25 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now														
Speaker 2	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now												
Speaker 3	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now										
Speaker 4	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now								
Speaker 5	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now							
Speaker 6	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now						
Speaker 7	X	X	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now				
Speaker 8	X	X	X	X	X	X	X	X	X	X	X	X	X	Draw Topics Now	25 min. left	20 min. left	15 min. left	10 min. left	5 min. left	Go Speak Now

Announcement Guide

1. Start the timer when the first speaker is called to draw topics.
2. For every 5 minutes that pass on the timer, the person making announcements will read out the information under the appropriate time column.
3. Once the last speaker has reached the "Go Speak Now" point on the chart, extemp draw is complete. Make copies of this sheet as necessary. For example, when the timer reaches 10 minutes, the announcer would call out, "Speaker 1 has 20 minutes left. Speaker 2 needs to come draw topics."

Extemporaneous Speaking

Timekeeper's Record

Room # _____

_____ Informative

_____ Persuasive

*If you record a speaker over 7 minutes, place your initials in the appropriate box if they only completed their sentence after 7 minutes and did not begin a new one.

Speaker Number	Speaker Name	Time Spoken	Finished Sentence
1			*
2			*
3			*
4			*
5			*
6			*
7			*
8			*

Timekeeper's **Name**

Timekeeper's **Affiliation**

* Chairperson's **Name**

* At the end of the contest please give this sheet to the chairperson/contest director.

Oral Interpretation
Timekeeper's Record

Room # _____

_____ Prose

_____ Poetry

Speaker Number	Speaker Name	Time Spoken
1		
2		
3		
4		
5		
6		
7		
8		

Timekeeper's **Name**

Timekeeper's **Affiliation**

* Chairperson's **Name**

* At the end of the contest please give this sheet to the chairperson/contest director.

Speech

Judges' Ranking Sheet

for a panel of judges

Event: Poetry Interpretation Prose Interpretation Informative Speaking Persuasive Speaking

Conference 1A 2A 3A 4A 5A 6A

Section I II III IV Finals

Before ranking, check the following

- Topics/selections •Speaker order •Times

Signature verifies these have been checked

Criteria for determining places and breaking ties

1. Majority* (watch for the "or better" language in determining majority)
2. Lowest sum
3. Judges' preference
4. Decimal equivalents

Notes

- The TalkTab computer program should be used in tabulating multiple judge ranks. Download from the **tournament** page of the UIL **speech** website.
- Review the *Contest Rules* for a full discussion of the ranking procedure.
- Pay particular attention to the criteria for ties, which must be broken and each contestant involved receive a place before other contestants are placed.
- The lowest total does not automatically win. Follow prescribed order of criteria for each ranking.

Speaker Number	Judge 1	Judge 2	Judge 3	Totals	Preference*	Decimal Value*	Rank
1					(_____)	(_____)	
2					(_____)	(_____)	
3					(_____)	(_____)	
4					(_____)	(_____)	
5					(_____)	(_____)	
6					(_____)	(_____)	
7					(_____)	(_____)	
8					(_____)	(_____)	

*Judges' preference and decimal values are used *only* to break ties.
This form should be available for review by all coaches and contestants during ballot verification.

Academic District Awards

SPRING ACADEMIC AND ONE-ACT PLAY AWARDS

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
ACADEMIC MEET						
Overall Champion	1					
Overall Runner-up	1					
ACADEMIC EVENTS						
Accounting			1	1	1	3
Accounting Team		1	4	4		
Calculator Applications			1	1	1	3
Team Calculator Applications		1	4	4		
Computer Applications			1	1	1	3
Computer Science			1	1	1	3
Computer Science Team		1	4	4	4	
Current Issues & Events			1	1	1	3
Current Issues & Events Team		1	4	4		
Literary Criticism			1	1	1	3
Literary Criticism Team		1	4	4		
Mathematics			1	1	1	3
Mathematics Team		1	4	4		
Number Sense			1	1	1	3
Number Sense Team		1	4	4		
Ready Writing			1	1	1	3
Science			1	1	1	3
Science Top Biology Scorer			1	1		
Science Top Chemistry Scorer			1	1		
Science Top Physics Scorer			1	1		
Science Team		1	4	4		
Social Studies			1	1	1	3
Social Studies Team		1	4	4		
Spelling & Vocabulary			1	1	1	3
Spelling & Vocabulary Team		1	4	4		
JOURNALISM						
Editorial Writing			1	1	1	3
Feature Writing			1	1	1	3
News Writing			1	1	1	3
Headline Writing			1	1	1	3
Journalism Team		1				

Academic Awards

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
SPEECH & DEBATE						
Cross Examination Debate*		1	2	2	2	6
Lincoln Douglas Debate			1	1	1	3
Informative Speaking			1	1	1	3
Persuasive Speaking			1	1	1	3
Poetry Interpretation			1	1	1	3
Prose Interpretation			1	1	1	3
Speech Team		1				
ONE-ACT PLAY						
Advancing Play **		3	48			
Alternate Play		1			24	
Best Actress			1			
Best Actor			1			
All Star Cast				8		
Hon. Mention All Star Cast					8	
TOTALS	2	17	116	74	59	69

*There is no regional level CX Debate.

**Three unranked plays advance from district, bi-district and area. Two plays advance from region.

Districts and Regions with 8 finalists in speaking contests may purchase medals for seventh and eighth place.

Districts have the option of giving medals, ribbons or a combination.

Annual Finance Report

UIL Regional Spring Meet

REGIONAL SITE _____

Date _____ Conference _____ Region _____

ACCOUNT BALANCE AS OF SEPT. 1, _____ **\$** _____

I. INCOME

Academic entry fees \$ _____
One-Act Play entry fees \$ _____
Athletic entry fees \$ _____
One-Act Play ticket sales \$ _____
Athletic ticket sales \$ _____
Athletic program sales \$ _____
Other (specify) _____
_____ \$ _____
_____ \$ _____

TOTAL INCOME \$ _____

II. EXPENSES

A. Academic and Athletic

Trophies, plaques and medals \$ _____

B. Academic and One-Act Play

1. Judges* \$ _____
2. Contest directors* \$ _____
3. Other salaries (specify) _____
_____ \$ _____
4. Security \$ _____
5. Tickets and programs \$ _____
(printing, mailing, etc.)
6. Meals \$ _____
7. Equipment & supplies \$ _____
(total from back)
8. Other (specify) _____
_____ \$ _____
_____ \$ _____

C. Athletic

1. Judges and officials* \$ _____
2. Other salaries (specify) _____
_____ \$ _____
3. Security \$ _____
4. Tickets and programs \$ _____
(printing, mailing, etc.)
5. Meals \$ _____
6. Equipment & supplies \$ _____
(total from back)
7. Other (specify) _____
_____ \$ _____
_____ \$ _____

TOTAL EXPENSES \$ _____

ACCOUNT FOR UIL SPRING MEET (*Income minus expenses*) _____ **\$**

ACCOUNT BALANCE \$ _____

(September balance plus or minus balance for spring meet)

Annual Finance Report

UIL Regional Spring Meet

Academic and One-Act Play

Contest	Judges/Graders	Contest directors
Accounting	\$ _____	\$ _____
Calculator Applications	\$ _____	\$ _____
Computer Applications	\$ _____	\$ _____
Computer Science.....	\$ _____	\$ _____
Current Issues & Events	\$ _____	\$ _____
Informative/Persuasive Speaking.....	\$ _____	\$ _____
Journalism (4 events).....	\$ _____	\$ _____
Lincoln-Douglas Debate	\$ _____	\$ _____
Literary Criticism.....	\$ _____	\$ _____
Mathematics	\$ _____	\$ _____
Number Sense	\$ _____	\$ _____
One-Act Play.....	\$ _____	\$ _____
One-Act Play technicians.....	\$ _____	\$ _____
Prose/Poetry.....	\$ _____	\$ _____
Ready Writing	\$ _____	\$ _____
Science	\$ _____	\$ _____
Speech/Debate monitors, timers, tab room.....	\$ _____	\$ _____
Spelling/Vocabulary.....	\$ _____	\$ _____
Spelling/Vocabulary Pronouncer	\$ _____	\$ _____
TOTAL judges/graders and directors.....	\$ _____	\$ _____
	(Transfer to B1)	(Transfer to B2)

EQUIPMENT AND SUPPLIES FOR ACADEMIC EVENTS

Equipment/Supplies	Amount	Capital Expenses	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
TOTAL equipment/supplies.....	\$ _____	TOTAL capital expenses	\$ _____
TOTAL equipment/supplies + TOTAL capital expenses		\$ _____	
		(Transfer to B7)	

Athletic (Golf, tennis, track & field)

Event	Judge/Officials	Equipment/Supplies	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
TOTAL judges/officials	\$ _____	TOTAL equipment/supplies.....	\$ _____
	(Transfer to C1)___		(Transfer to C6)



RETURN COMPLETED FORM BY JUNE 30 TO
 Finance Department • UIL • Box 8028 • Austin, TX 78713
 fax: 512.232.6471
 e-mail: finance@uiltexas.org

FOR IMMEDIATE RELEASE

Subject: UIL District Academic Meet
Contact: local UIL academic coordinator
Date: date

(Your school) will compete (or recently competed) in the UIL district academic championship, held (date/site). Students who placed at the district meet include (list students and their events). Students who placed in the top three at district or were members of winning teams will advance to the UIL regional meet, to be held (date/site).

“These students devote countless hours preparing for UIL academic competition,” said Dr. David Stevens, UIL director of academics. “Like their athletic counterparts, they practice before, during and after school and attend invitational meets and competitions. For many schools, the UIL academics serves as the school’s best gifted and talented program. And for virtually every school in Texas, it serves as an extension to the regular classroom for highly motivated, intelligent young men and women.”

The UIL offers contests in the following events: Accounting, Calculator Applications, Computer Applications, Computer Science, Cross-Examination Debate, Current Issues & Events, Editorial Writing, Feature Writing, Headline Writing, Informative Speaking, Lincoln-Douglas Debate, Literary Criticism, Mathematics, News Writing, Number Sense, One-Act Play, Persuasive Speaking, Poetry Interpretation, Prose Interpretation, Ready Writing, Science, Social Studies and Spelling & Vocabulary.

“In its own way, each contest is intended to teach the thinking skills students will need in college and in their careers,” Stevens said. “We have tremendous anecdotal evidence from students who testify to the importance UIL academic contests played in their high school careers. We also know that employers want workers who can solve problems, speak effectively and write clearly. Each contest is designed to help students reach those goals.”

For more information regarding the UIL academic program, contact Stevens at 512/471-5883 or look on the UIL website at www.uiltexas.org. Or contact the school’s UIL academic coordinator.

Sample public service announcements

From the playing fields to the performance halls to the classrooms, the University Interscholastic League has provided (your high school here) High School a format to showcase the gifted and talented students from (your city here), Texas. Hundreds of thousands of 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.

Operating as part of The University of Texas at Austin and for the benefit of the Texas public school system, the University Interscholastic League sponsors academic, music and athletic contests for high school students. A full competitive program is also provided for elementary, middle and junior high school students. 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.

Contacts

DISTRICT MEET

Host school _____

Meet director _____

Date of meet _____

Email _____

REGIONAL MEET

Host school _____

Meet director _____

Date of meet _____

Email _____

CONTEST DIRECTORS

Accounting _____

Calculator Applications _____

Computer Applications _____

Computer Science _____

Current Issues & Events _____

Debate (LD & CX) _____

Journalism _____

Literary Criticism _____

Mathematics _____

Number Sense _____

One-Act Play _____

Informative/Persuasive Speaking _____

Poetry Interpretation _____

Prose Interpretation _____

Ready Writing _____

Science _____

Social Studies _____

Spelling & Vocabulary _____

COACHES AT YOUR SCHOOL

Accounting _____

Calculator Applications _____

Computer Applications _____

Computer Science _____

Congress _____

Current Issues & Events _____

Debate/LD & CX _____

Film _____

Journalism _____

Literary Criticism _____

Mathematics _____

Number Sense _____

One-Act Play _____

Persuasive/Informative Speaking _____

Poetry/Prose Interpretation _____

Ready Writing _____

Science _____

Social Studies _____

Spelling & Vocabulary _____

Theatrical Design _____

CONTACT INFO

UIL State Office Contacts

Most questions and interpretations about rules governing extracurricular activities are covered in the UIL Constitution and Contest Rules or in the manuals for the individual activities. Questions for which answers are not complete or not found in these sources should be referred to the local school administration in charge of the various programs. Questions that can not be resolved at the local level should be directed to specific officials in the League office, at 512-471-5883, or for Theatre/Film, 512-471-9996.

TOPIC	STAFF TO CALL
Director	Dr. Charles Breithaupt
Deputy Director.....	Dr. Jamey Harrison
Contest Rules and Information	
Academic	Dr. David Stevens
Journalism	Jeanne Acton
One-Act Play, Theatrical Design, Film Festival	Luis Muñoz
Speech, Debate, Congress	Jana Riggins
STEM, A + Academics.....	David Trussell
Athletics.....	Dr. Susan Elza, Darryl Beasley, Brian Polk, Brandy Belk
Music	Dr. Bradley Kent
Membership fees	Brenda Cerda
Orders for materials	Ben Martinez
Spring meet materials	Jason Castillo
Public information, media, logo use requests	Kate Hector, Chris Schmidt, Logan Lawrence
Report violations	Dr. Charles Breithaupt
Scholarships-Texas Interscholastic League Foundation	Dr. Bill Farney, Trudy Richards
Waivers.....	Nakita Guillory
Eligibility	Dr. Mark Cousins, Dr. Kevin Jones

CONTEST	STATE CONTEST DIRECTOR(S)
Academics	Dr. David Stevens, dstevens@uiltexas.org
Accounting.....	LaVerne Funderburk, laverne@funderburkcpa.com
Calculator Applications.....	Dr. David Bourell, dbourell@mail.utexas.edu
Computer Applications.....	Linda Tarrant, linda@hexco.com
Computer Science.....	John Owen, johnbowen@utexas.edu
Current Issues and Events.....	Bradley Wilson, bradleywilson08@gmail.com
Journalism (News, Feature, Editorial, Headline).....	Jeanne Acton, jacton@uiltexas.org
Literary Criticism.....	Mark Bernier, mbernier@blinn.edu
Math, Number Sense.....	Larry White, texasmath@centex.net
One-Act Play, Theatrical Design, Film Festival	Luis Muñoz, lmunoz@uiltexas.org
Ready Writing.....	Ruben Rodriguez, rjrodriguez1103@hotmail.com
Science (physics).....	Dr. David Bixler, David.bixler@angelo.edu
Science (biology).....	Michelle McGehee, michelle.mcgehee@blinn.edu
Science (chemistry).....	Brian Anderson, briananderson@utexas.edu
Social Studies	Andy Bates, abates@sabinepass.net
Speech, Debate, Congress.....	Jana Riggins, jriggins@uiltexas.org
Spelling & Vocabulary.....	Linda Berrey, lberrey@sbcglobal.net
Theatrical Design.....	Rachael Gomez, rachael.gomez63@gmail.com
Elementary/Jr. High Academic A+ Program.....	David Trussell, dtrussell@uiltexas.org
General UIL Academic email.....	academics@uiltexas.org
UIL WEBSITE.....	www.uiltexas.org