

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Sections 1000 and 1002 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

## Preparation for the contest

## PLANNING MEETING (DISTRICT)

Conduct a planning meeting with the debate coaches in the district well in advance of the contest. The most successful debate tournaments are those designed to meet the needs of the contestants debating. Items to be discussed at the planning meeting include the items listed below and the detailed agenda on page 2. Delegate tasks at this meeting. A policy for how the contest director should be notified if a debater cannot attend should also be established.

## REGIONAL ADVISORY COMMITTEE (REGION)

The League office appoints a committee of speech and debate coaches to advise and assist the regional contest director before, during and after the meet. A list will be sent in late fall. Conduct a planning meeting with the Regional Advisory Committee several months prior to the regional meet. Items to be discussed at the planning meeting may include the items listed below or any other decisions which need to be made.

## FACILITIES

Consider the following items in selecting the appropriate building(s) on campus to house the competition, and work with the director to secure permission for the use of the buildings and needed rooms and to ensure their availability.

- number of rooms (one room for every two debaters)
- location of the rooms (buildings) on campus in relation to one another
- facilities for tabulation


## SCHEDULE

Consider the following items in selecting a date and a time.

- minimum loss of school time
- adequate time to run the needed number of rounds ( 45 minutes for each debate round)
- time for tabulation, verification and announcement of winners

A three preliminary round tournament leading to a semifinal bracket (quarterfinal round at regionals) would require the following amount of time.

## REGION NOTE:

Because students may be competing in both LD and extemp, the time schedule must be carefully planned and followed.

TRY TO PLACE THE rooms used for LD near the rooms used for extemp since competitors may be entering both.

## The UIL provides a

 database of potential speech judges on its website.| Round 1 | 45 minutes |
| :---: | :---: |
| Round 2 | 45 minutes |
| Round 3 | .. 45 minutes |
| Tabulation. | .. 30 minutes |
| Verification. | .. 15 minutes |
| Quarterfinals | 45 minutes |
| Tabulation/Verification | 15 minutes |
| Semifinals. | 45 minutes |
| Tabulation/Verification . | .. 15 minutes |
| Finals.. | 45 minutes |
| Tabulation/Verification . | 15 minutes |
| TOTAL | 5-6 h |

Because LD debaters are allowed to enter another speaking event (informative or persuasive) or a nonconflicting academic event, it is important to devise a schedule with this consideration in mind. It is equally important to adhere to the scheduled times.

## DISTRICT FORMAT (DISTRICT)

There are two methods (formats) which can be used in determining the district championship. The format is primarily dependent upon the number of debaters entered, the time involved, and the availability of judges. The district championship may be decided by the following:

- Round robin. Each debater debates every other debater.
- Preliminary rounds (usually three) leading to a single elimination bracket (semifinals or quarterfinals). All debaters are guaranteed, regardless of records, to debate at least the number of preliminary rounds. The top four are then selected for semifinals, or the top eight for quarterfinals.

The second format (prelims leading to single elims) is preferred. However, in districts with limited schools and entries, the round robin format may prove more desirable. Use the suggestions from the district debate coaches about which format best fits the needs of the district. More information about the formats is provided later.

## REGIONAL FORMAT (REGION)

The regional championship shall be determined by preliminary rounds (usually three) leading to a single elimination bracket. All debaters are guaranteed, regardless of records, to debate at least the number of preliminary rounds. The top eight are seeded for quarterfinals. All undefeated contestants shall be placed into the elimination bracket. More information about the formats is provided later.

## JUDGES

A tournament is only as good as its judges. Therefore, judges should be selected on the basis of capability and impartiality. They may be recruited from the community, nearby colleges and universities, or from schools' coaches, faculties and/or communities. At minimum, they should be high school graduates. The number of judges needed is dependent upon the number of debaters entered and (at the DISTRICT level) the format of the tournament. A three preliminary round tournament which includes 24 debaters would require 12 judges per prelim round. Those 12 individuals could also judge Round 2 and Round 3. Each school may be assigned to recruit a certain number of judges or the district committee (at the DISTRICT level, the Regional Advisory Committee at the REGIONAL level) may determine other means of securing an adequate number of competent judges. Recruit extra judges to "stand by" in the event a judge cancels or arrives late.

## AWARDS

First, second and third place medals are awarded and all three places advance to the next level. The fourth place debater serves as the first alternate. UIL recommends that fourth place receive a medal or ribbon. See later discussion of second and third alternate positions.

## INFORMATION TO SCHOOLS

As early as possible, disseminate the following information to the schools/coaches involved.

- date
- site
- time and place to register
- schedule of rounds \& (at the DISTRICT level) format
- deadline for entries/ "change in entry" procedures
- judging requirements per school
- information about the judges (i.e., age requirements)
- entry fees and/or judges fees
- criteria for determining elimination brackets
- hospitality, concession plans


## CONTEST PACKAGE

The following are provided by the League office.

- Ballots for L-D
- Instructions for judges
- L-D debate resolution
- Computer Guidelines
- (REGION) Coaches' packets
- (REGION) State Meet information cards for state qualifiers (4)
- (REGION) "No-Show" forms
- (REGION) Meet Evaluation


## General information about debate

## TIME LIMITS

Each Lincoln-Douglas debate lasts approximately 45 minutes. Each debate, made up of several speeches, is called a round. Lincoln-Douglas debate is one-on-one debate of value propositions. The two debaters make the following sets of continuous speeches.

## CONSTRUCTIVE SPEECHES

| Affirmative | 6 minutes |
| :---: | :---: |
| Cross-examination by negative .......... | 3 minutes |
| Negative | 7 minutes |
| Cross-examination by affirmative .. | 3 minutes |
| REBUTTAL SPEECHES |  |
| Affirmative | . 4 minutes |
| Negative. | 6 minutes |
| Affirmative | . 3 minutes |

- Preparation Time. Each debater shall take no more than four minutes total elapsed time during a round of debate.
- Overtime. Overtime may count against a debater at the discretion of the judge.
- Abuse of time. Excessive abuse may result in loss of the round at the discretion of the contest director.
- Debaters should not use cell phones as timers.


## SIDES

In so far as possible, each debater should debate both the affirmative side and the negative side of the resolution during the course of the meet. In a three-preliminary round tournament, each debater should debate affirmative one round, negative one round, and then flip a coin or come to a mutual agreement for the third round. When a bracket is used, determine side by the flip of a coin or by mutual consent. During the elimination rounds (quarters, semis and finals), determine sides by the flip of a coin or by mutual consent, unless the debaters have already debated each other during the tournament. If two contestants have already debated, assign them to opposite sides than the first time they debated.

## SCOUTING

Debate, by its very nature, is public. Therefore, all debates in League district, regional, and state competition shall be open to the public with the exception of debaters competing in that tournament. To discourage the "scouting" of a possible future opponent by either a debater, a coach, or anyone else, the penalties for notetaking are explained below. The contest director makes all the final decisions regarding scouting.

## INVENTORY ALL

materials well in advance to make sure you have what you need. If neces-
sary, feel free to photocopy any of the UIL forms you may require.

THE COACHES' packets contains important forms required for the State Meet. Give one packet to schools placing first, second and third as well as the alternate.

## ALL DEBATES IN League district, regional and state competition shall be open to the public with the exception of debaters competing in that tournament.

## For further clarification, FREQUENTLY ASKED QUESTIONS

## are listed on the <br> speech page of the

 UIL website.
## NOTES

- Taking of notes. With the exception of the final debate in district, regional and state competition, only the judge and the two student participants may take notes. For example, anyone may take notes in the debate that determines first and second place, and the debate that determines third and fourth place.
- Sharing of notes. During a tournament, participants or judges may not give or accept notes taken during that tournament. For example, a judge or a debater participating in the district contest may neither give nor accept notes regarding any rounds in that tournament from anyone else during that tournament.
- Penalty for debaters. Violation by debaters of the scouting rule is grounds for disqualification of the debater from the current competition. The contest director makes all final decisions regarding scouting. Such violations may be grounds for suspension of the school from Lincoln-Douglas debate for the following year.
- Penalty for coaches. Violation by coaches of the scouting rule is grounds for disqualification of their debaters from the current competition. Coaches who violate scouting rules will also be subject to the full range of penalties as outlined in Section 700 of the C\&CR, and such violations may be grounds for suspension of the school from Lincoln-Douglas debate for the following year.


## Guidelines for use of computers

The use of laptop or tablet computers by competitors in UIL cross-examination debate rounds is permissible for flowing or evidence retrieval so long as wire or wireless connections are disabled and remain disabled while the debate is in progress. Computers are defined as laptop, tablet and netbook computers.
A. Computers equipped with removable wireless cards must have the cards removed before the beginning of any round of competition. It is the responsibility of the contestant to disengage equipment.
B. Computers with built-in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment.
C. Wired connections (Ethernet or phone) during rounds of competition are not permitted.
D. Computers or other electronic devices may not be used to receive information from any sources (coaches or assistants included) inside or outside the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other means of receiving information from sources inside or outside the competition room are prohibited. (This does not prohibit nonelectronic communication between debate partners during prep time and is not intended to supersede paragraph F , requiring that evidence be made available upon request.)
E. Sanction: Contestants found to have violated provisions $\mathrm{A}-\mathrm{C}$ above shall forfeit the round of competition and receive zero points. Contestants found to have violated provision D above shall be disqualified from the tournament and shall forfeit all rounds. Contest Directors shall be empowered with the final decision concerning disqualification.
F. Availability of Evidence: Contestants electing to use computers shall have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced in electronic form, but must be provided in a format readable and easily accessible by the opposing team and the judge.
G. Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords and all other necessary accessories. Tournament hosts shall not be responsible for providing computers, printers, software, paper, or extension cords for contestants.

Because public speaking decorum remains an important element of debate, debaters are expected to stand at the front of the room facing the judge while speaking.

Contestants choosing to use laptop computers accept the risk of equipment failure. No special consideration or accommodations, including no additional prep time or speech time, will be given by judges, contest directors or tournament hosts should equipment failure occur. By choosing to use laptop computers in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round.

For further clarification, access Frequently Asked Questions Concerning the use of Computers in Texas UIL Debate at: wrere.uiltexas.org/files/academics/speech/computers-debate-faq.pdf.

TAPING/FILMING
The UIL prohibits schools and/or individuals from recording audio and/or video of speech or debate contests.

## After entries are received

## ENTRIES

Do not begin pairing (matching debaters together) until all the entries have been submitted via the UIL on-line Spring Meet Entry System and are in the tournament director's possession.

## SUBSTITUTIONS

Prior to the beginning of the contest, students may be substituted for entries (names) on the official entry if the substitutes present the contest director with letters from the designated administrator certifying eligibility. At the conclusion of the meet, submit the letters to the district director to be filed. After the tournament has begun, no substitutions will be allowed and make sure to input changes on-line.

## PAIRINGS

One of the most complex steps in preparing for a debate tournament is the actual scheduling of contests. The process of arranging matches in debate is called "pairing" because it brings together the pair of debaters who will debate each other.

Careful attention to details is imperative in pairing. An accurate and up-to-date list of entries is critical. For this reason, the pairing process seldom can begin more than a few days before the contest.

The following requirements (constraints), regardless of which format is utilized, should be observed when pairing preset preliminary rounds, in so far as possible.

- no contestant should debate against another contestant from his own school;
- no contestant should debate against the same contestant more than once;
- each contestant should debate both affirmative and negative rounds; and
- no school should repeatedly debate the same school.

Pair the debaters using the format determined by the executive committee.
(DISTRICT) The district championship may be decided by round robin or preliminary rounds leading to a single elimination bracket.
(REGION) The regional championship must be decided by preliminary rounds leading to a single elimination bracket.

- ROUND ROBIN (DISTRICT) In this method of pairing, each debater is paired against another for a specified number of rounds. No debater is eliminated if he loses a round, and all debaters continue to debate until the stated number of rounds has been completed. The winner is the debater with the best win-loss record, followed by the highest number of total speaker points. (See "Tabulating Results" which follows for further criteria, if needed.)

To conduct a round robin, first number the debaters. This should be done by chance, allowing each debater to draw his number, or, if representatives of debaters are not present, appoint someone to draw for each debater. Suppose there are seven debaters. Since seven is an odd number, one debater does not debate in each round. The first round is arranged by writing the numbers down in their order, 1 , 2,3 , in column form and then $4,5,6,7$ in column form up to the left, setting 4 opposite 3,5 opposite 2, 6 opposite 1 , and 7 at the top for the debater not debating that round. Repeat this arrangement except to drop the position of " 1 " down one space each time until it reaches the bottom and then move its position to the left and up to the top of left column, and the round robin schedules have been completed.

| $7-$ | $6-$ | $5-$ | $4-$ | $3-$ | $2-$ | $1-$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $6-1$ | $5-7$ | $4-6$ | $3-5$ | $2-4$ | $1-3$ | $7-2$ |
| $5-2$ | $4-1$ | $3-7$ | $2-6$ | $1-5$ | $7-4$ | $6-3$ |
| $4-3$ | $3-2$ | $2-1$ | $1-7$ | $7-6$ | $6-5$ | $5-4$ |

This arrangement holds good for any odd number. Keep your eye on the " 1 "-it revolves. Conversely, if the number of debaters is even, " 1 " remains stationary, and the " 2 " revolves, thus:

| $1-2$ | $1-8$ | $1-7$ | $1-6$ | $1-5$ | $1-4$ | $1-3$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| $8-3$ | $7-2$ | $6-8$ | $5-7$ | $4-6$ | $3-5$ | $2-4$ |
| $7-4$ | $6-3$ | $5-2$ | $4-8$ | $3-7$ | $2-6$ | $8-5$ |
| $6-5$ | $5-4$ | $4-3$ | $3-2$ | $2-8$ | $8-7$ | $7-6$ |


| Three debaters |  |  | Four debaters |  |  | Five debaters |  |  |  |  | Six debaters |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3- | 2- | 1- | 1-2 | 1-4 | 1-3 | 5- | 4- | 3- | 2- | 1- | 1-2 | 1-6 | 1-5 | 1-4 | 1-3 |
| 2-1 | 1-3 | 3-2 | 4-3 | 3-2 | 2-4 | 4-1 | 3-5 | 2-4 | 1-3 | 5-2 | 6-3 | 5-2 | 4-6 | 3-5 | 2-4 |
|  |  |  |  |  |  | 3-2 | 2-1 | 1-5 | 5-4 | 4-3 | 5-4 | 4-3 | 3-2 | 2-6 | 6-5 |

In PRELIMS
of regional
competition no
contestant should
debate another
contestant from his own district.

## ADDITIONAL

## DETAILS on pairing

 debates can be found online.Choice of sides may be determined for the first round by prescribing that odd numbered debaters take the affirmative and even numbered debaters take the negative. It is unethical for debaters to forfeit rounds to manipulate the round robin standings. All debaters should debate as assigned.

- PRELIMINARY DEBATES to DETERMINE SEEDING in the SINGLE ELIMINATIONBRACKET (semifinals or quarterfinals). All preliminary rounds (usually three) may be preset (a schedule written prior to the beginning of the first round which is complete for all of the preliminary rounds) or some rounds (usually two) may be preset and the third round or any subsequent round may be power-matched (based on the record accumulated in the first two rounds).
- Preset rounds: In the preset rounds, in so far as possible, assign contestants to debate persons of different strength. For example, a student listed first by his coach on the entry form should debate persons listed first, second and third by their coaches. If possible, no contestant should debate against another person from her own school, debate against the same student more than once, or repeatedly debate the same school during preset preliminary rounds.
- Power-matched rounds: An individual with some debate tournament administration experience is required to set the power-match round and extra time (approximately 30 minutes after all the ballots of the first few rounds are turned in) must be built into the schedule before the round to be power-matched. Power-matching is recommended when, in a three-preliminary round tournament, the number of debaters is greater than 12 and/or if the number of debaters is greater than 20 and the elimination bracket is scheduled to begin at semifinals instead of quarterfinals. A powermatched round pairs teams with equal records against one another. This means that undefeated contestants debate other undefeated contestants, contestants with one win and one loss debate contestants with the same record, and contestants with two losses debate other contestants with two losses. This method, though time-consuming, helps in minimizing the number of undefeated debaters who may not advance into the elimination round.


## BYES

If the number of debaters entered is odd, one debater in each round will receive a "bye" when three preliminary rounds lead to an elimination bracket. This means one person sits out of a particular round. In a single elimination format, sufficient byes must be assigned to have brackets equal a multiple of four. (Refer to examples of single elimination brackets.)

- Determining byes.

1. Randomly draw for byes.
2. Do not assign a given debater more than one bye.
3. Do not assign a given school more than one bye.

- Tabulating byes. A bye is tabulated as a win. Speaker points for the round in which the bye is given are determined by averaging the total number of speaker points received in all other rounds.

DO NOT AWARD
any school more than one bye.

## ROOM ASSIGNMENTS

Assign rooms to the pairings. Try to use rooms which are nearby one another and easily accessible. Repeating use of the same rooms helps reduce travel time between rounds, thereby keeping the contest on time.

## JUDGING ASSIGNMENTS

Assign judges to the pairings, using a single judge or a panel of judges (3 or 5). The UIL recommends panels, when feasible, in round robin formats and the semifinals and finals of a preliminary round tournament format. Vary judges as to sex, race, age and philosophy of debate. For example, to balance a panel, one might place a lay person (non-debater) on a panel with a former debater or coach, and a university student with debate experience. Make every effort to prevent a judge from judging a debater more than once. It is important therefore, to keep a record of which debaters a judge has heard.

## BALLOTS

Contest officials may complete the top portion of the ballots before the tournament begins. If pairings are altered due to cancellations or errors, remember to correct the ballots.

## COPY OF PAIRINGS

Do not type or duplicate copies of pairings for distribution until the day of the tournament to allow for any changes.

# Sample Judge Card 

Name: Smith, John<br>School: Hometown High School

| Round | Affirmative | Negative | Win | Room |
| :---: | :---: | :---: | :---: | :---: |
| 1 | 1 A | 8 A | A | 102 |
| 2 | 2 A | 4 B | N | 106 |
| 3 | 6 B | 3 B | A | 110 |
| Quarters |  |  |  |  |
| Semis |  |  |  |  |
| Finals |  |  |  |  |

## The day of the tournament

1. Duplicate pairings for distribution to coaches and debaters. After all debaters have registered, meet with the coaches to distribute pairings. If the decision has not been made whether or not to alter (break) brackets to prevent debaters from the same school from debating prior to the last round, meet with the coaches and decide.
2. Hand out ballots to judges. If you plan to use coaches as judges, avoid having a coach judge his own debater. Judges should not have access to information about a debater's affiliation or record in the tournament. Judges should not to discuss their decisions with other individuals or judges while judging a given debate or prior to completing their ballot.
3. Check to make sure that all rooms are unlocked and that the debate rounds have started.
4. Collect and check each ballot after each round. Before releasing a judge, ballots should be checked to see that a decision has been given (affirmative or negative), debaters have been correctly identified as affirmative or negative, points have been awarded (6-25), reasons (comments) for decision have been written, and the judge has signed the ballot.
5. Distribute ballots for the next round. Be careful to avoid assigning a judge to debaters they may have previously judged.
6. Begin tabulating results. Double check the recording of each round.

## After prelim rounds

## TABULATING RESULTS

To determine the four semifinalists or the eight quarterfinalists who will advance (break) to the elimination rounds, the following criteria are a widely accepted method of determining seeding (placement on the elimination bracket following preliminary rounds). However, the district executive committee or regional director, based on suggestions from the debate coaches, may elect to rearrange the order. UIL does not endorse a specific order of seeding criteria. The criteria should be determined before the contest begins.

- Win/Loss record. If several debaters have the same record, use the next criterion.
- Adjusted speaker points. Drop both the highest and lowest points awarded to tied contestants. Highest remaining point total wins. If there is still a tie, use the next criterion.
- Total number of speaker points. The highest point total wins. If there is a tie, use the next criterion.
- Opponents' win/loss record. Determine the record of each of the opponents debated by the two contestants tied in points. The student in the tie who debated the more difficult opponents (best record) wins. If there is a tie, use the next criterion.
- Opponents' total number of speaker points. High total wins.


## TABULATING BYES AND FORFEITS

## THIS CRITERIA

If a debater received a bye, or was involved in a forfeit round, special attention is necessary in tabulating results. Credit the debater who received either a bye or a forfeit with a win, and award the individual speaker the average of his points in all other rounds. For a debater that is forced to forfeit a round, the director must exercise some discretion. If a debater is forced to forfeit because of sudden illness, for example, the director may credit the debater with a loss in the round and his average of speaker points from the other rounds. On the other hand, if a debater forfeits for violation of the tournament rules, the director may credit the debater with a loss in the round and award zero speaker points.







EXAMPLE: Round 1-23 points

Round 2 - Bye
Round 3-19 points
$\mathbf{2 3}+\mathbf{1 9}=\mathbf{4 2} \div \mathbf{2}=\mathbf{2 1}$
21 points for
Round 2

## IN THE ALTERING

 of quarterfinal or semifinal brackets, the advantage must always go to the higher ranked debater.IF THE DECISION
whether or not to
break brackets has not been made before the first debate, it is recommended that brackets not be broken.

## BRACKETS ARE NOT

## broken at the State

Meet.

DETERMINING PLACEMENT ON THE BRACKET
Given the debaters who will advance based on the best records, seed the debaters onto the bracket as follows:
(Optional) Quarterfinals


## ALTERING (BREAKING) BRACKETS

You may alter brackets so that two debaters from the same school will not have to debate early in the bracket. In the altering of quarterfinal or semifinal brackets, the advantage must always go to the higher ranked debater. For example, if the first seed is scheduled in semifinals to debate the fourth seed, and the two debaters are from the same school, one of the two debaters in the bottom bracket (second seed and third seed) may be moved up to the top bracket. Because the advantage should always go to the higher ranked debater (in this case the first seed), move the third seed instead of the second seed (theoretically a more difficult debater) to the top bracket to debate the first seed. In the bottom half of the bracket, the advantage also goes to the higher ranked debater (the second seed) because the debater is now debating the fourth seed (theoretically an easier debate) instead of the third seed as in the original bracket. If the decision whether or not to break brackets has not been made before the first debate, it is recommended that brackets not be broken.

## ALTERING (BREAKING) BRACKETS AT REGION

The integrity of the brackets is maintained at the State Meet, and therefore, brackets are not broken. If a region selects to break brackets, the bracket should be broken only to prevent the same school from debating itself, not to prevent two schools from the same district from debating themselves.

## WHEN DEBATERS CHOOSE NOT TO DEBATE

All places (first, second, third) must be determined. However, debaters are not required to actually debate to determine winners. Wins in the semifinal or final rounds may be determined by coin toss or by coaches/ debaters agreeing for places.

## DETERMINING SECOND AND THIRD ALTERNATES

(DISTRICT) Fourth place shall be designated as first alternate. The highest seeds eliminated in the quarterfinal round, or the fifth and sixth seeds after preliminary competition (depending on the tournament format determined by the district executive committee), shall be designated as second and third alternates.
(REGION) Fourth place shall be designated as first alternate. The highest seeds eliminated in the quarterfinal round shall be designated as second and third alternates.

Determination of second and third alternates is for advancement purposes only. Second and third alternates shall receive no points, ranks or medals.

## Ballot verification

A ballot verification period must be scheduled after all preliminary rounds and after each elimination round before the winners are announced. This period is for the coaches to check for errors in tabulation, not to challenge the judge's decision. Distribute ballots to the coaches, indicate the win/loss record and points that it took to break into eliminations (if running a preliminary seeding tournament), the record that it took to win the tournament (if running a round robin format), and any other information the coaches need before the awards and certification to the next level. When the ballot verification period is over, official results may be announced. These results are official and are not subject to change. Ballots may be returned the day of the meet.

## After the tournament

## REPORT TO DIRECTOR

(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the online system and made available for public review by 5 p.m. on the Monday following the second district week. (REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals' places.

WINNERS' PACKETS AND AWARDS
Present the medals to the winners. Please inform each advancing debater and alternates that winners' information is posted on the UIL website.

## DISTRIBUTING LD STATE MEET COACHES' PACKETS

The coach of each advancing debater and alternate should be given an LD State Meet Coaches' Packet. This packet contains critical information. Make coaches aware of the judge deadline. Schools must provide a judge to be eligible to compete at state. Judge forms must be submitted online.

## DISTRICT DEBATE NO-SHOWS

Compile a list of debaters (and their schools) who did not compete. Forward this to the District Executive Committee.

## REGIONAL DEBATE NO-SHOW FORMS (REGION)

Complete a regional Debate No-Show Form for any debater who did not compete and failed to notify the regional contest director in advance. Give these completed forms to the regional director along with the contest results from. Fax a copy of each form to the UIL state office, to the attention of Jana Riggins.

## MAILING RESULTS

Mailing full meet results to participating schools is optional since results will be posted online.

## EXTRA CONTEST MATERIALS

Destroy or distribute any extra contest materials.

INDIVIDUAL
POINTS
1st place.......................... 15
2nd place......................... 12
3rd place ........................ 10
4th place.......................... 8
Points are awarded only through fourth place in LD debate.

## SPEECH TEAM POINTS

1st place
2nd place. .. 5

## SPEECH

TEAM POINTS
The UIL Spring Meet Online Entry System will calculate and award speech team points.

ONLINE NOTE:
If this is your final
speech event to
certify ranks, be
sure to click on
"Verify speech
team results" to
calculate speech team points.

