



ACADEMIC COORDINATORS AND COACHES

GETTING STARTED

Handouts and Conference info:

<http://www.uiltexas.org/academics/capital-conference/online>



Attention All Attendees:

Thank you for registering your attendance for **EACH SESSION:**

<http://www.uiltexas.org/academics/capital-conference/online>

Electronic handouts are available there too.



ROLE OF THE ACADEMIC COORDINATOR

The academic coordinator is the liaison between

- **the school community**
- **district administration**
- **academic coaches**
- **the League office**



BASIC COORDINATOR DUTIES

Get Organized

Be a Team Leader

Communicate



GET ORGANIZED

Inventory system – who gets what?

Notebook system

Calendar with deadlines

Group email of academic coaches

Keep accurate records: travel, results, hours worked, scholarships



BE A TEAM LEADER

Be a motivator, not the only one responsible

MOTIVATOR – Delegate, but manage

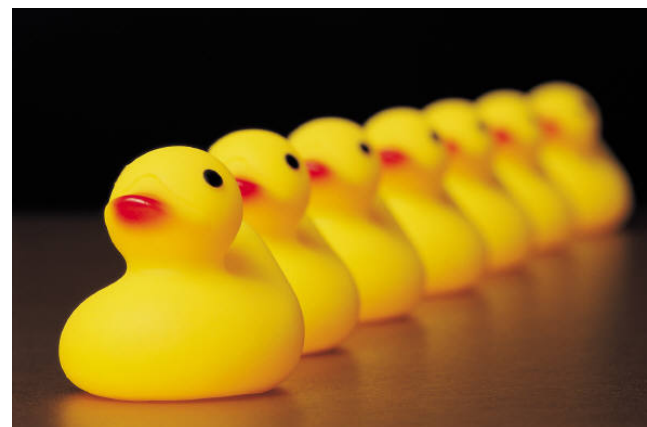
Delegate and give credit for what others accomplish

Cheerleader - small “thank you’s” are critical

Advocate for program & coaches with administrators and community

Monitor with reminders of deadlines, check eligibility

Be positive and happy!



COMMUNICATE

Administrators

Colleagues--(network, listen, ask questions)

Bond with Athletics & Music

Custodial and service personnel

Students

Parents

Community

UIL Staff





STARTING OFF RIGHT

UIL Website and Academics homepage:

<http://www.uiltexas.org/academics>

The screenshot shows the UIL Academics homepage. At the top, there is a navigation bar with links for Home, About, Calendar, Contact, Shop, and UIL Portal. Below this is the UIL logo and the text 'University Interscholastic League'. A search bar is located on the right side of the header. The main navigation menu includes tabs for ACADEMICS, ATHLETICS, MUSIC, SPIRIT, and MEDIA. The ACADEMICS tab is selected, and a dropdown menu is open, listing various categories: Academics Home, Meets, Conferences, Contests, Stem, Theatre, Journalism, Speech & Debate, A+ (Grades 2-8), Resources, TILF, and Lone Star Cup. A red arrow labeled 'TABS' points to the navigation menu. Another red arrow labeled 'Contests grouped by area' points to a red bracket that groups the 'Contests' and 'Stem' items in the dropdown menu. On the right side of the page, there is a 'Quick Links' section with several links: CAPITAL CONFERENCE REGISTRATION, UIL ESSAY COMPETITIONS, INVITATIONAL MEET LISTINGS, ACADEMIC STUDY MATERIALS, and ACADEMICS CALENDAR. A 'Contact Academics' button is located at the bottom of this section. The background of the page features a photograph of students' hands reaching up.



REGISTER AS A COORDINATOR

While on the academic homepage, please register as an Academic Coordinator.

A+ Coordinators (elem/middle school) register using the link on the A+ page.

The screenshot shows the UIL website's Academic page. The navigation menu includes ACADEMICS, ATHLETICS, MUSIC, SPIRIT, MEDIA, and POLICY. The Academic page features a sidebar menu with options like Meets, Conferences, Contests, Stem, Theatre, Journalism, Speech & Debate, A+ (Grades 2-8), Resources, TILF, and Lone Star Cup. A 'Quick Links' section lists various events and materials. A red arrow points to the 'REGISTER AS HIGH SCHOOL ACADEMIC COORDINATOR' link, which includes a sub-link for coordinators of elementary and middle schools and a 'HS REGISTER HERE' button.

HANDBOOKS & MANUALS

Available for FREE download from the website under “Resources”

These are required materials for contestants and coaches to know and learn.

<http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>





WHERE ARE THE ANSWERS

HIGH SCHOOL ACADEMIC COORDINATOR'S MANUAL

[http://www.uiltexas.org/academics/
resources/coordinators](http://www.uiltexas.org/academics/resources/coordinators)



High School
Academic Coordinator's
Manual

for campus-level academic
coordinators, coaches and contest directors

CHECKLIST IN MANUAL

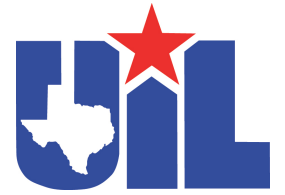
The checklist is in the Academic Coordinator's Manual

What to do as a coordinator from Fall to Spring

Suggested list of items that may need your attention as the coordinator for your campus

Can also be accessed from the Coordinator Resources webpage





RECRUITING COACHES

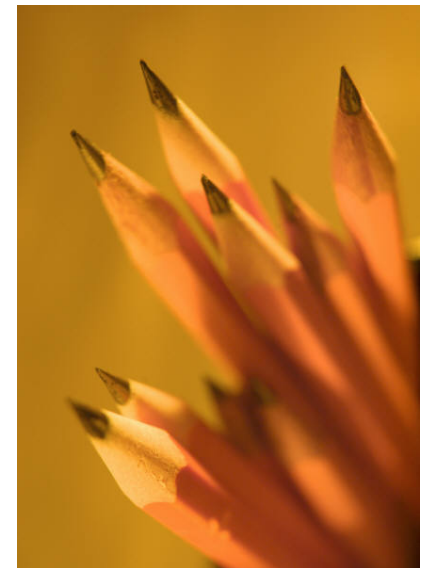
Benefits for the school

Benefits for the students

Benefits for the coaches

COACH REQUIREMENTS

- Are not required to be full-time teachers or school employees, except for one-act play. In fact, they don't have to be school employees at all
- Are not required to be CPR-certified, although it's not a bad idea and may be required by the school district
- Must have a signed and notarized Professional Acknowledgement Form on file at current school





ACADEMIC MATERIALS

Constitution and Contest Rules (C&CR)

UIL Website

The Leaguer

TEA-UIL Side-by-Side

Contest Handbooks and Manuals

District Academic Meet Director's Manual

VITAL CONTEST RESOURCES

These are the “must-haves” for UIL competition:

- Website
- Contest Handbooks
- Study Materials



© CanStockPhoto.com - csp45218152

STUDY MATERIALS

All UIL materials are available in the Online Store

- **Study materials available via Digital format ONLY**
- **Archives of previous tests**
- **Set up a cart. Can print and mail or pay with credit card.**

<http://store.uiltexas.org>





ADDITIONAL STUDY MATERIALS

Check the Additional Resource Vendors webpage.

The available materials are listed under each company's name

High School:

<http://www.uiltexas.org/academics/resources/additional-resources>

A+: <http://www.uiltexas.org/aplus/resources>

The UIL does not review nor endorse any supplemental resources. This list is for informational purposes only.



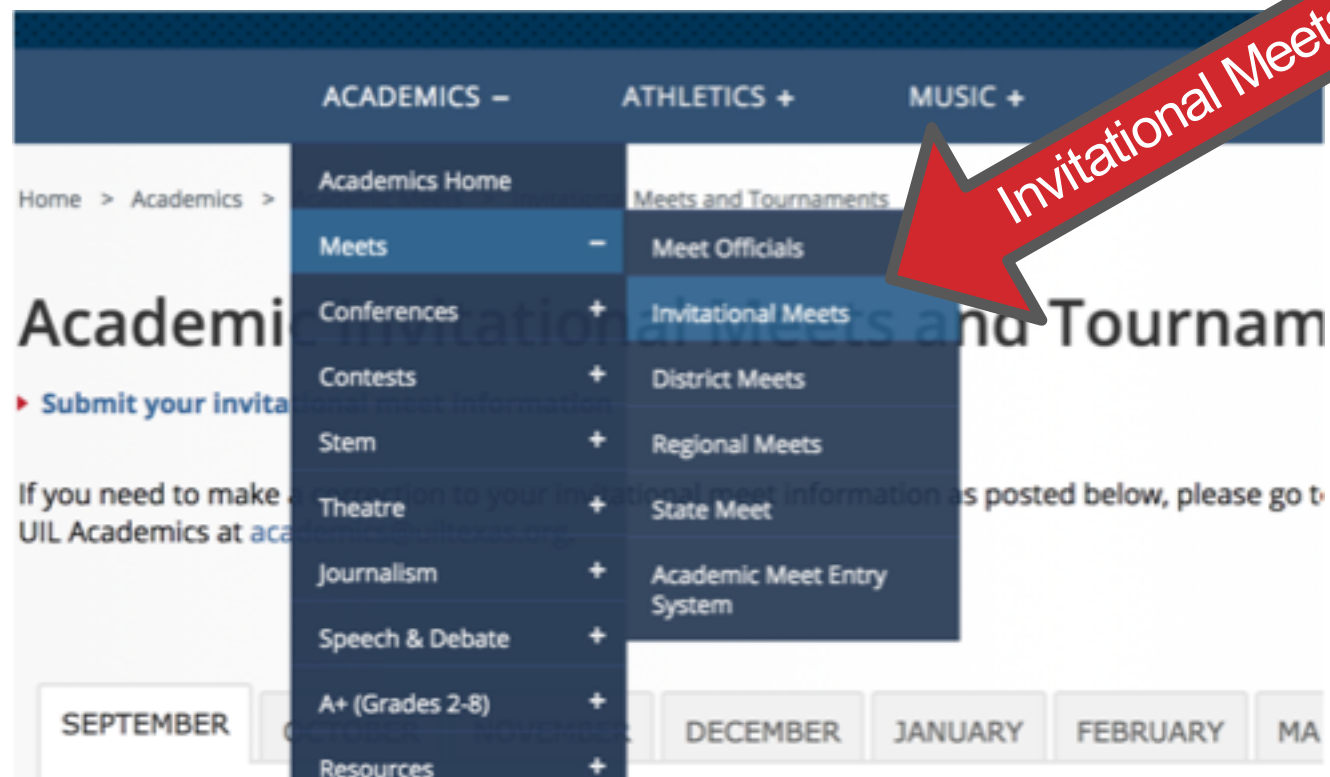
INVITATIONAL MEETS

Practice Meets for academic activities

Host schools charge entry fees

Invitational meets are posted a

<http://www.uiltexas.org/academics/invitational-meets>



PLANNING DATES AND SITES

District Organizational Meeting

- Typically Aug or Sept
- Recommend dates/locations to the District Executive Committee
- Consider conflicts, particularly with other UIL events
- ****Restrictions for OAP**



DISTRICT DATES

- Events with confidential material must be held during the one week designated.
- Speech events **MAY** be held the 2nd weekend. Informative and Persuasive included.
- One-Act Play has a certification deadline and may be held anytime before that date.





DISTRICT EXECUTIVE COMMITTEE

Your principal or superintendent is usually the voting member

The DEC ratifies the dates and information decided for the Academic events at District UIL

If you miss the planning meeting--Contest information may be obtained from your administration or other Academic Coordinators from schools in your UIL district



DISTRICT ORGANIZATION

A+ Districts are not assigned by UIL

High school now has an alignment specifically for Academics, which includes One-Act Play.

<http://www.uiltexas.org/alignments>

If your school isn't listed, contact us!

UIL		2018-19 OFFICIAL DISTRICT ALIGNMENT ACADEMICS CONFERENCE 4A					
Region 1		Region 2		Region 3		Region 4	
District 1 Clint Clint Mountain View Fabens San Elizario	District 5 Big Spring Midland Greenwood San Angelo Lake View Snyder Sweetwater	District 9 Ft Worth Acad Fine Arts Ft Worth Benbrook Ft Worth Dunbar Ft Worth Western Hills FW Diamond Hill-Jarvis Kennedale	District 13 Caddo Mills Crandall Farmersville Nevada Community Quinlan Ford Sunnysale	District 17 Alvarado Ferris Hillsboro Midlothian Heritage Venus Waxahachie Life	District 21 Cleveland Tarkington Huffman Hargrave Liberty Livingston Shepherd Splendora	District 25 El Campo Lamar Fulshear Needville Royal Sealy Stafford Wharton	District 29 Carrizo Springs Crystal City Devine Hondo Pearsall
District 2 Andrews Fort Stockton Monahans Pecos Seminole	District 6 Burkburnett Graham Iowa Park Vernon	District 10 Carrollton Ranchview Oak Cliff Faith Family Uplift North Hills Prep Uplift Summit Intl Prep	District 14 Athens Brownsboro Canton Mabank Van Wills Point	District 18 China Spring Gatesville Lorena Robinson Waco Consally Waco La Vega	District 22 Bridge City Hamshire-Fannett Hardin-Jefferson Lumberton Orange Little Cypress-Mauriceville Silsbee West Orange-Stark	District 26 Bellville Caldwell Giddings La Grange Navasota Smithville	District 30 Cuero Geronimo Navamo Gonzales La Vernia Pleasanton Poteet SA Brooks Acad Sci & Eng
District 3 Canyon Hereford Lamesa Levelland Lubbock Estacado	District 7 Brownwood Glen Rose Godley Mineral Wells Stephensville	District 11 Anna Aubrey Celina Gainesville Melissa Sanger	District 15 Paris Paris North Lamar Pittsburg Tex. Liberty-Eylau Texarkana Pleasant Grove	District 19 Fairfield Madisonville Mexia Palestine Rusk	District 23 H Kashmere H North Forest H Scarborough H Wheatley	District 27 Austin Eastside Memorial Burnet Lampasas Liberty Hill Salado	District 31 Beeville Jones Corpus Christi West Oso Ingleside Kingsville King Orange Grove Robstown
District 4 Borger Dalhart Dumas	District 8 Angyle Briarwood			District 20			

ACADEMIC CONTESTS

Check Coordinator's Manual for Contests Synopsis

Spring Meet Events

(held during the district academic meet)

Other events

**(held outside of the
district academic meet)**





ACADEMIC CONFLICT PATTERN

Restricts the number of contests in the academic meet

Mandated at Region and State, even if the schedule allows

Highly encouraged at the District level

**ACADEMIC
CONFLICT PATTERN**

	Session I 3 Hours			Session II 2.5 Hours			Session III 2 Hours			Session IV 2.5 Hours		
Accounting												
Calculator App.												
Computer App.												
Computer Sci.												
Current I & E												
Editorial												
Feature												
Headline												
Informative												
LD Debate												
Literary Criticism												
Math												
News												
Number Sense												



MEET ENTRY PROCEDURES

All district entries for spring events must go through the Academic Meet Online Entry System

Instructions for setting up your school page and entering contestants for CX Debate, One-Act Play and the other Spring Meet contests are provided

The system works but you have to read and follow instructions

Contests not part of the traditional spring events have their own entry procedures



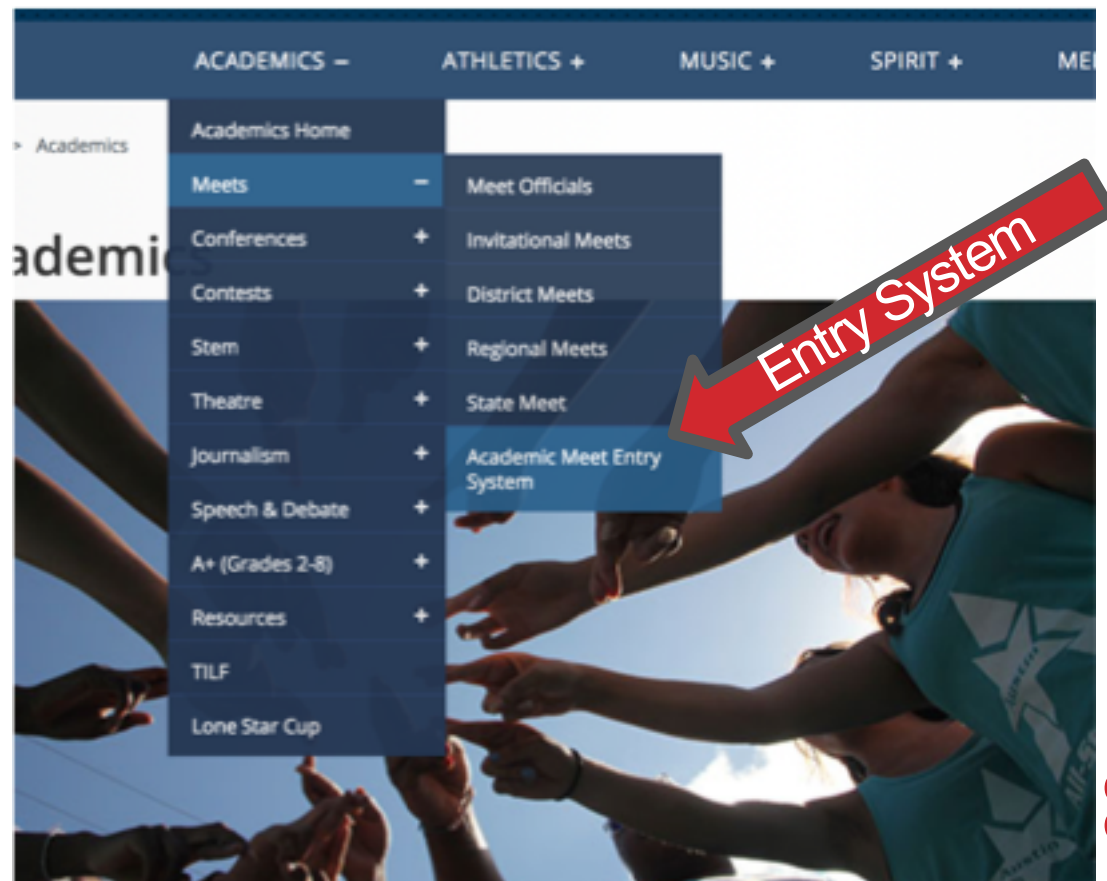
ACCESSING THE ENTRY SYSTEM

Go to the UIL Web site.
Click on “Academics”

Click the link to “Meets”

Click link to “Spring Meet Entry System”

The meet director
deadlines:
Nov. 1 (CX) and Feb. 1
(Acad).



SIGNING INTO THE SYSTEM

EID Required

Steps once signed in:

- School Information
- Contestant Entry
- Review Entry
- Final Checkout



ENTRIES FOR REGION AND STATE



- Students are advanced through the Online Entry System.
- District results constitutes the region entry.
- Region results constitutes the state entry.
- After the District Meet, individual school entry is unnecessary.





LATE ENTRIES AT DISTRICT

Late after the 10-day deadline prior to the contest

- A school's entire entry
- An event not entered
- A vacant spot in an event (adding a contestant)

Meet Director has authority to decide if late entries are accepted, **unless that authority has been retained by the DEC**

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



SUBSTITUTIONS

At District:

- **Substitutes are allowed to replace a no-show student already listed on the entry**
- **Sub can be another certified eligible student listed on the academic or one-act play eligibility**
- **Any eligible student can sub by submitting the substitution form found on the UIL website certifying student's eligibility**



SUBSTITUTIONS

At Region and State

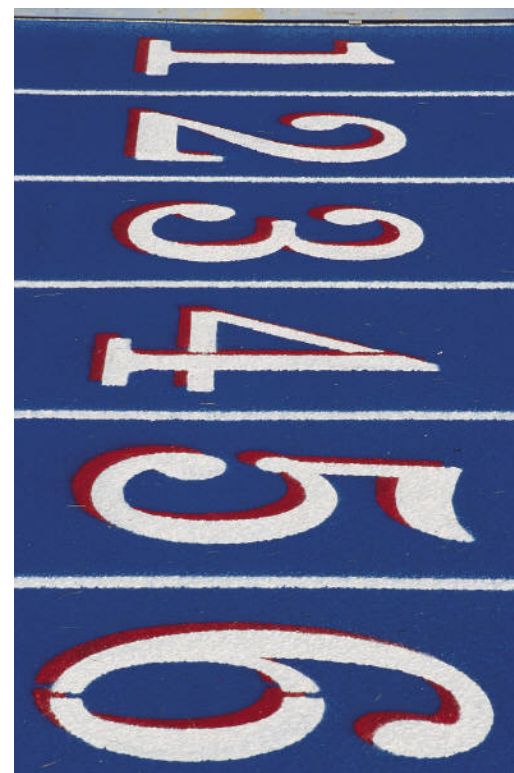
- Can be any eligible student from the school – no requirement they participated or been listed on the district entry
- Substitutions are only allowed only in team events, and only if an original qualifying contestant cannot compete.
- Must have sub form
- Only one substitute allowed per team





ALTERNATES AT REGION AND STATE

- All individual events have 1st, 2nd & 3rd alternates, which are fourth, fifth and six places.
- 7th, 8th etc. are not alternates.
- Notification must be given if a student or team knows that it will not compete at the next higher level. Failure to do so is a violation of the Academic Meet Code.



WILD CARD TEAMS

The highest scoring 2nd place team

**WILD CARD TEAMS WILL NOT BE NOTIFIED BY THE
UIL STATE OFFICE**

There are no 'alternate' wild card teams

**Check the Coordinator's Manual for details or contact
the UIL office.**



VERIFICATION AND RESULTS

All academic events shall have a verification period conducted according to the contest handbook.

CRITICAL for catching any errors prior to announcing official results

Results are tentative until following verification.

After results are declared official, awards may be distributed.



ELIGIBILITY STANDARDS FOR ALL EVENTS

- Have not graduated from high school,
- Are full-time, day students in the school, and have been in regular attendance at the school since the 6th class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
- Are in compliance with state law and rules of the Commissioner of Education, (see [TEA-UIL Side By Side](#))
- Are enrolled in a four year, normal program of high school courses, and initially enrolled in the 9th grade not more than 4 years ago nor in the 10th grade not more than 3 years ago,
- Were not recruited,
- Are not in violation of the awards rule, and
- Meet the specific eligibility requirements for academic, music and/or athletic competition.

ELIGIBILITY FOR ACADEMIC CONTESTS



- Meet all the requirements above, and
- Have not changed schools for the purpose of participating in a UIL academic contest



DO NOT APPLY

- **Athletics rules that do not apply to Academics**
 - 19 yr old age rule
 - Residency rule
 - Amateur rule





REQUEST FOR ACCOMMODATION

UIL will consider requests to accommodate a student with physical or mental impairments

Outline the modifications followed at school and how you are requesting these be implemented within the contest

Sec. 504 and/or A.R.D., or special circumstance

No student records are to be submitted to UIL

Complete the form (minimum of 2 weeks prior)

<http://www.uiltexas.org/academics/meets/request-for-accommodation>

NEW THIS YEAR

Robotics

Copy Editing

Spelling Team Tie Breaker

Medals for Film

3rd place team plaques and medals for Region (and State)





TRAINING OPPORTUNITIES

2018 Student Activities Conferences

- Sept. 8 West Texas A&M University, Canyon
- Sept. 15 University of Texas Rio Grande Valley, Edinburg
- Sept. 22 University of Texas at Arlington
- Oct. 27 University of Texas at Austin

<http://www.uiltexas.org/academics/student-activity-conferences>



TRAINING OPPORTUNITIES

2019 Capital Conference

****TENTATIVE****

Tuesday, June 25-Wednesday June 26

The University of Texas at Austin

AT&T Conference Center and Hotel

<http://www.uiltexas.org/academics/capital-conference>

TILF SCHOLARSHIPS



Who can apply?

- Must have competed at the UIL Academic State Meet **any year of their high school career** (CX debaters must have advanced to the second day of competition)
- OR must be a state finalist in the Barbara Jordan Historical Essay Competition, the Latino History Essay Competition, Film or the Theatrical Design Contest
- OR must be a team member of Robotics team placing in the top ten at the state contest

The 2019 TILF scholarship application window begins March 1. **DEADLINE is May 10.** Submitted applications may be amended until May 31.

TILF SCHOLARSHIPS



Contact Information

Trudy Richards, Executive Director

trichards@tilfoundation.org

512-382-0916

www.tilfoundation.org

IN SUMMARY



GETTING STARTED

Recruit coaches and students

Order study materials

Integrate contests into curriculum

Attend a Student Activities Conference

Attend an invitational meet

Work with athletic coaches and music directors to avoid conflicts. Give priority to contests that count toward UIL standing

Celebrate successes





KEEPING UP WITH THE RULES

Review UIL Website and check it regularly

www.uiltexas.org

Review the *Academic Coordinator's Manual*

Become familiar with the UIL Constitution & Contest Rules

Get a copy of each of the event handbooks

Network – learn from others

Ask the UIL staff

Attend Training opportunities

SACs, Invitational Meets, Capital Conference





CONTACT UIL STAFF

UIL Phone Number: 512-471-5883

David Stevens (All Events)
dstevens@uiltexas.org

Jana Riggins (Speech, Debate, Congress)
jriggins@uiltexas.org

David Trussell (Computer Science, Math, Science, Calculator, Number Sense, Robotics) **dtrussell@uiltexas.org**

Lisa Parker (Essay Contests, A+ Academics)
lparker@uiltexas.org

Jeanne Acton (Journalism-Copy Editing, Headline, Feature, News, Editorial, ILPC) **jacton@uiltexas.org**

Paula Rodriguez (One-Act Play, Theatrical Design, Film)
prodriguez@uiltexas.org



QUESTIONS

