

## Selection of All-Star Cast

Within the limits indicated on the All-Star Cast Ballot, the exact number of students to be chosen for the all-star cast will be determined by the contest manager in accordance with C&CR Section 1033 (b) (6) (B) in the current *Constitution and Contest Rules*. The total number of ASC and HMASC that may be given at a contest is based on the average size of the casts at the contest. (i.e. Four casts compete with a total of 24 actors. The maximum number of ASC and HMASC awarded shall be 6.)

## Procedures: Awards Ceremony and Critique

1. Announce the results and present awards. Do not ask the adjudicator(s) to announce or present awards. Some districts do not announce the alternate play when there are only five entries. Check with directors for their preference at the Planning Meeting.
2. At Region Contests: Present advancing directors with the envelope for the next level. It should be downloaded from the UIL website. (Theatre page, High School One-Act Play)
3. Correct mistakes immediately. Waiting will make this worse. If you misread or give awards incorrectly, stop the process before the situation becomes more complicated. Mistakes discovered during critiques should be corrected.
4. After you have presented awards, introduce the adjudicator(s) who will begin the critiques. Critiques shall be open to all. Panel Judging critiques may be given simultaneously with the consent of the participating schools. THIS IS NOT A CONTEST MANAGER OR ADJUDICATOR CHOICE. **Remember that an oral critique must be given to a company deemed ineligible for advancement or ranking.**
5. Listen to the critiques. Report any ethics violations or unsportsmanlike conduct to the State Office.
6. After each critique, give the director the written "Evaluation Form" that has been filled out and signed by the adjudicator. This is required.
7. Adjudicators should be paid after the critique is concluded unless other written arrangements have been made. If the adjudicator is not to be paid until a later date, make sure this is clear in the original written contract. Call the League if you wish clarification. Failure to pay the adjudicator(s) as per the contractual agreement may result in a complaint being filed with the UIL State Executive Committee.

## Procedures: After the Contest

1. Fill out and submit the online "[Contest Managers Contest Result and Attendance Report Form](#)" (All levels) to the League immediately. Keep the adjudicator's ballot, questionnaire and timekeeper's record. If a panel of adjudicators is used, keep all of adjudicators' ballots and the TTAO Tabulation Tool report sheet until September 1st of the following year.
2. Inform the State Theatre Director of withdrawal, failure to participate, failure to attend critique or any potential ethical violations by any school entered in your contest.
3. Provide the District Academic Meet Director with a copy of the "Contest Managers Contest Result and Attendance Report Form."
4. If designated to do this, certify the contest results online. This should be done no later than noon the day after the contest. Advancing schools will not be able to make substitutions until that is done.

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5. Substitutions and results for area and regional contests shall be faxed or e-mailed immediately to the State Theatre Director.

## **PANEL JUDGING PROCEDURES**

### **PROCEDURES FOR ZONE AND DISTRICT**

- The first panelist is selected between August 15 and November 1. This panelist will be in charge of selecting the acting awards
- The second and third panelists are selected between November 2 and February 2.
- Contracts must clearly state that this will be a panel.

### **PANEL JUDGING PROCEDURES AT ALL LEVELS AT THE DIRECTORS MEETING**

After the adjudicators make brief remarks and are asked to leave the directors meeting, a representative from each school shall select a critic through a blind draw. The critique assignments shall not be revealed to the critics until after the decisions have been rendered.

#### **AFTER THE DIRECTORS MEETING**

If space does not allow for separate rooms for each panelist, we recommend that a contest official be present in the decision room and upon entering the room they should read the following statement from the UIL OAP handbook: "Adjudicators shall not be allowed to confer or discuss the performances until after the decisions are rendered."

#### **DURING THE PERFORMANCES**

- Adjudicators will sit in separate locations. Adjudicators will be provided adequate working conditions.
- Adjudicators will not be allowed to confer or discuss the performances until after the decisions are rendered.
- Adjudicators will be given copies of the OAP Evaluation Form. The form may be downloaded from the UIL website. (Adjudication Information)

#### **AFTER THE PERFORMANCES**

- The adjudicators will rank the plays from first to last.
- The adjudicator designated to select the acting awards will select a Best Actor, Best Actress, up to 8 All-Star Cast and up to 8 Honorable-Mention All-Star Cast.
- Once the ballots are ready, the Contest Manager and another adult assistant will enter the results in the PC -Talk Tab system found on the UIL website. The assistant will call out the rank from the ballot and the contest manager shall repeat the rank as it is entered.
- The rankings shall be tabulated using the system and a hard copy produced.
- The adjudicators will be asked to verify that the ranks entered are correct.
- Adjudicators will be told what plays they are critiquing.
- IF THERE IS AN UNBREAKABLE TIE FOR THE SECOND OR THIRD ADVANCING POSITION – The contest manager shall use the ranks on the "Acting Adjudicator's" ballot to break the tie. At state, however, we could have co-champions or co-runners-up.

#### **AT THE AWARDS CEREMONY**

Only the advancing schools will be announced. An alternate will be publicly announced if more than five schools are competing. At State, the Champion and first and second runners-up will be an-

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nounced.

After awards, the contest manager shall provide each director a copy of the TTAO Tabulation Report.

#### **AT CRITIQUES**

- Schools will be critiqued in the order determined at the directors meeting. Critiques shall be public and in one location.
- The contest manager shall give the directors the signed evaluation forms filled out by the three panelists **after** the school's oral critique.

#### **AFTER THE CONTEST**

1. Fill out and submit the online "[Contest Managers Contest Result and Attendance Report Form](#)" (All levels) to the League immediately. Keep the adjudicator's ballot, questionnaire and timekeeper's record. If a panel of adjudicators is used, keep all of adjudicators' ballots and the TTAO Tabulation Tool report sheet until September 1st of the following year.
2. Inform the State Theatre Director of withdrawal, failure to participate, failure to attend critique or any potential ethical violations by any school entered in your contest.
3. Provide the District Academic Meet Director with a copy of the Contest Managers Contest Result and Attendance Report Form.
4. Results must be certified in the Spring Meet Entry System no later than Sunday at noon following the contest.
5. The appropriate Academic Chair shall enter online substitutions no later than Monday midnight following the contest.
6. Substitutions and results for area shall be faxed or e-mailed immediately to the State Theatre Director.
7. Results for region shall be called in to the State Theatre Director PRIOR to the awards assembly.

## **TTAO OAP TABULATION TOOL**

The TTAO OAP Web-Based Tabulation Tool executes the ranking procedures for multiple adjudicators based on the process found in the C&CR and this *Handbook*.

You may access this free tool by going to the link found on the UIL website. It can be found on the Theatre page under "Resources and Forms" and at every contest level page.

It is compatible for MAC and PC.

A printer is required for making hard copy sheets to send to the state office and to distribute to the directors.

Contest Managers should take time to explore and try out the software before attempting to run a contest using panel judging.

IT WILL BE AVAILABLE NOVEMBER 1, 2015. YOU WILL FIND IT UNDER CONTEST MATERIALS AT EVERY CONTEST LEVEL.