Capital Conference presentation: Speech Survival Mode

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Timeline – the information will be presented in the form of a timeline to help you keep on track

Be sure to bookmark the UIL website on your computer and check back often – http://www.uiltexas.org/

July-August

- Find out information from your administrator
  - Budget –
    - Do you have one?
    - How much can you spend for certain items (materials, transportation, entry fees, student meals, etc.)
    - How can you obtain that money? (forms, person in charge, time lag)
    - Do you or can you have a separate “club” account?
    - Can you raise additional funds?
  - Expectations –
    - What kind of team do you want? (UIL, TFA, very competitive, just enough to get points at District, etc.)
    - How many tournaments? How active?
    - Stipend?
  - School policy –
    - Travel? (chaperones, overnight policy, etc.)
    - Missing school days?
    - Permission slips?
    - What can and can’t you require of students? (mandatory participation, reimburse entry fees, club dues, etc.)
  - District planning meeting –
    - When is it and can you come?
• Decide what you want
  o What kind of team?
    ▪ UIL or TFA or other?
    ▪ Very competitive or just district? (and variations in between)
    ▪ What kind of results? (trophies or fun)
    ▪ Reputation?
  o How much time?
    ▪ Practice?
    ▪ Tournaments?
    ▪ Priorities?
  o What kind of coach?
    ▪ How involved in the event?
    ▪ Judging? (you should)
    ▪ Professional development?
      • TSCA – Texas Speech Communication Association
        (http://www.etsca.com/)

• Get organized
  o Fill out the Speech Coaches Information Form online
    ▪ https://www.uitexas.org/form/speech-coach/
  o Team expectations
    ▪ Student contracts
    ▪ Tournament dates
    ▪ Code of conduct – dress code, behavior expectations, entry fees, etc.
  o Paperwork
    ▪ Permission slip template
    ▪ Tournament checklist
  o Binder
    ▪ Interp documentation
    ▪ List of students
    ▪ Ballots
    ▪ Forms
    ▪ Entry list
- Meet with students if possible
  - Club officers
  - Speech and debate “camp”

**September – December**

- **District planning meeting**
  - Try to go if possible –
    - Network
    - Have a say in how competition will run (judges, breaks, etc.)
  - Find out info from meeting
    - Dates
    - Contest managers
    - Procedures for speech events

- **October 1 – Spring Meet: District directors & academic coordinators names due.**

- **Student Activities Conferences!**
  - Try to get students and sponsors to go
    - Lots of information
    - Network!

- **November 1 – CX Debate: Online district info. form due w/ Dist. Director’s Name.**
  - If you do CX debate, you will need to request a UT EID
    - [http://www.uiltexas.org/academics/spring-meet-entry-system](http://www.uiltexas.org/academics/spring-meet-entry-system)

- **Invitational meets**
  - Check UIL for upcoming tournaments in your area
    - Pay attention to cost and events offered
    - Check judging requirements
    - [http://www.uiltexas.org/academics/invitational-meets](http://www.uiltexas.org/academics/invitational-meets)
  - Check Joy of tournaments for upcoming tournaments in your area
    - Pay attention to cost and events offered
    - Check judging requirements
    - [http://www.joyoftournaments.com/](http://www.joyoftournaments.com/)

- **Make hotel reservations for Region and State, esp. State CX**
  - You can cancel if you don’t use them
January – February

- **January 3 – February 8 – CX Debate District competition window**
- **February 10 – deadline for CX Debate results**
- **February 13 – deadline to submit judging info for CX State**
- Invitational meets
- Keep checking calendars for other extra-curricular dates

March

- **March 10-11; 14-14 – CX Debate State Tournament**
- **March 17-29 – District Academics window**

April – May

- Invitational meets – if you’re lucky, i.e. have kids qualify for Region **and** find an invitational during April
- **May 1-3 – Region UIL Meet**
  - Check for your location and specific dates (esp. for LD)
  - [http://www.uiltexas.org/academics/regional](http://www.uiltexas.org/academics/regional) (not available yet for this year, but check back)
- **May 19-21 – State Academic Meet**