



High School Academic Coordinator's Manual

for campus-level academic
coordinators, coaches and contest directors

2020-2021

University Interscholastic League



2020-2021

High School Academic Coordinator's Manual

The benefits derived from interschool competition are in direct proportion to the care with which students and academic coaches are managed. Each campus-level academic coordinator is to be congratulated upon accepting such responsibility.

This manual is a step-by-step guide for a campus coordinator.

Have a question not answered in this manual?

Submit it [here](#).

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Academic Calendar

Due to the unpredictability of the current pandemic, please check the official UIL Calendar on the website for the most updated information for deadline and contest dates.

(<https://www.uiltexas.org/calendar>)

Below are general academic deadlines to assist with planning:

SEPTEMBER

- 10 Congress Intent to Participate Deadline:
<https://www.uiltexas.org/speech/congress>

OCTOBER

- 1 Academic Coordinator Registration (must register every year):
www.uiltexas.org/academics
- 1 Spring Meet District Chair and District Academic Meet Director Contact Information:
<http://www.uiltexas.org/academics/district>
- 1 CX Debate Planning Meeting Deadline:
http://www.uiltexas.org/files/academics/speech/Debate_Fall_Planning_Meeting16_17.pdf
- 1 One-Act Play Enrollment: <http://www.uiltexas.org/theatre>
- 1 Speech & Debate Coach Registration (must register every year):
<https://www.uiltexas.org/form/speech-coach>

NOVEMBER

- 2 CX Director Information:
<https://www.uiltexas.org/machform/view.php?id=68>
- 2 Update School Information in Spring Meet Entry System
<http://www.uiltexas.org/academics/spring-meet-entry-system>
- 2 OAP Director's Planning Meeting

DECEMBER

- 1 Order Set A Invitational Materials deadline:
<https://www.uiltexas.org/academics/invitational-meets>
- 1 ILPC Membership Registration:
<https://www.uiltexas.org/journalism/ilpc>
- 14 OAP Scenic Elements and Plays Not on The Approved List Submission Deadline

JANUARY

- 8 Order Set B Invitational Materials deadline:
<https://www.uiltexas.org/academics/invitational-meets>
- 20 Young Filmmakers Festival Entry Deadline

FEBRUARY

- 12 OAP Title Entry Deadline
- 13 Theatrical Design Entry Deadline
- 15 CX State Judge and Certification Due
- 17 Barbara Jordan and Latino History Essay Contest Entry Deadline

Academic Coordinator

About Your Role

Depending on the size of the school and the school's commitment to UIL academic competition, the role of the academic coordinator varies from being involved at every juncture to delegating tasks and responsibilities to various coaches. Academic coordinators usually assist the principal in the following ways:

- List all important UIL academic dates on school's master calendar prior to the start of school.
- Provide academic coaches with rules of events.
- Order study materials from the UIL online store.
- Distribute materials and communications from the UIL office to appropriate academic staff members.
- Check the UIL academic website on a regular basis for updates and announcements.
- Ensure that all academic coaches have access to the online *Leaguer*.
- Provide an accessible, central location for filing and storage of UIL materials.
- Provide teachers and students with information on Student Activity Conferences.
- Encourage new teachers and students to become involved in UIL contests.
- Arrange for intraschool and interschool competition (Invitational meets) prior to the academic spring meet contests.
- Submit district entries online for CX debate, academics and One-Act Play by your local meet entry deadline.
- Assist with paperwork when substitutions occur at the district meet. Check results to ensure that competing substitute names and scores or ranks are posted.
- Distribute (or assist in the distribution of) articles and information regarding participation in the UIL contests to the local media. Exhibit and provide administrators with copies of articles appearing in the local media.
- Provide the community with information about the benefits of competition, the role of rules in competition and how rules are made and changed.
- Encourage state-participating students to apply for TILF scholarships.
- Assist with other UIL matters as needed.

One of the most valuable resources is this [High School Academic Coordinator's Manual](#), designed to expedite the coordination process by putting the most often-needed information, forms and materials at the coordinator's fingertips. One of the coordinator's biggest jobs is to act as a resource person for UIL materials, rules and procedures. Coordinators can (and should) photocopy or electronically distribute any of the materials in this manual to anyone that might be interested or refer them to the UIL academic website. The contest handbooks for each event provide additional valuable information to coaches and competitors.

Perhaps the most important thing for campus-level academic coordinators to remember is that they are not alone. A myriad of academic coaches and campus-level administrators are generally willing to assist in various duties at any time. The UIL academic staff is available. Take advantage of those resources.

Starting Off Right

First Steps of an Academic Coordinator

The *High School Academic Coordinator's Manual* is a step-by-step guide for a campus coordinator.

The UIL website and academics homepage contain resources and the most up-to-date information. The webpage for academic coordinators can be accessed at the following link:

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

While you are on the coordinator page, please register as an Academic Coordinator with the REGISTER link on the right-hand side of the page. We also ask you to input all of your coaches email addresses that you know at the time.

Superintendents are responsible for providing an annual orientation session on UIL rules, expectations regarding appropriate conduct during UIL contests and goals and purposes of UIL activities for students in grades nine through 12 for all directors, academic coaches, advisers and athletic coaches. The orientation session is the best time to distribute copies of the relevant sections of the [UIL Constitution and Contest Rules](#), handbooks and manuals.

Academic Coordinator Checklist

The academic coordinator is the liaison between the school community, district administration, academic coaches and the UIL. Academic coordinators assist the principal and academic coaches to provide the best opportunities for students in UIL academic competitions.

This is a suggested list of items that may need your attention as the coordinator for your campus.

BEGINNING IN THE FALL

- Download a copy of the current year's Academic Coordinator Manual and review Coordinator Resources on the UIL website.
- Register each year on the UIL website as an Academic Coordinator and submit contact information.
- Review the UIL Calendar for deadlines and contest dates throughout the year.
- Plan a detailed budget and implementation schedule.
- Recruit coaches for events and invite principal to an orientation session for all academic coaches.
- Host an information and recruitment session for students.
- Attend district planning meeting and provide input on setting the schedule to follow the conflict pattern. This meeting is typically held in August or early September, but sometimes can be held the previous spring semester.
- Ensure that all UIL academic contest dates are placed on your school's master calendar to avoid conflicts with proms, athletics, music and other activities.
- Create your own UIL calendar with deadlines for completing various tasks.
- Order study packets for contests on the UIL website.
- Prepare academic team rules, regulations and procedures. This might include everything from where to meet on the day of a trip to listing requirements for financial liability.
- Arrange for teachers and students to attend a UIL Student Activity Conference.
- Join the "UIL Academic Coordinators" Facebook page, subscribe to the UIL news feeds on the website and/or follow UIL Texas on Facebook, Twitter and Instagram.

LATE FALL INTO EARLY SPRING

- Even if your school is not hosting the district meet, download a copy of the Academic Meet Director's Manual and review it.
- All coaches, advisors and directors should be aware of the UIL Academic website and have a copy of pertinent pages of the UIL Constitution and Contest Rules and handbooks for each event they sponsor.
- Acquire new coaches as vacancies occur and continue to promote UIL Academics to the student body.
- Find ways to motivate students and coaches.
- Arrange to attend invitational tournaments or practice meets for students to attend. Arrange

intra and interschool competitions. Check eligibility before taking students to contests.

- Make travel arrangements including purchase orders, trip transportation request forms and student medical releases based on your school district's policy.

PREPARING FOR DISTRICT

- Submit academic district meet entries for CX Debate, Spring Meet and One-Act Play via UIL Spring Meet Online Entry System at least 10 days prior to the district meet or the date set by your district. Check eligibility for all entries.
- Volunteer to assist the district host with any details of the meet.
- Inform your coaches of their duties during the meet (grading, monitoring, contest directing).
- Assist in resolving conflicts in participation time at district, regional and state with other UIL events such as band, track & field, softball and baseball as well as power lifting, student council, etc.
- Remind coaches about the importance of the verification period following the grading and prior to the announcement of official results of each contest.
- Submit and assist with paperwork when substitutions occur.

ADVANCING TO UPPER LEVEL COMPETITION

- Provide or assist in providing news articles and information about your school's participation in UIL contests to the local media and school news outlets. Include a photograph if possible. Notify your administration and school communication's team.
- Check the academic regional meet and academic state meet websites for dates, locations and important information. Make transportation and lodging arrangements for regional and state competition.
- Make transportation and lodging arrangements for regional and state competition.
- Check the UIL website after district and regional meets to see if your school has a wildcard team advancing.
- Notify alternates and meet directors if any of your qualifying students will be unable to attend the next level of competition.
- Encourage seniors who have participated in the Academic State Meet at any time during their high school career to complete a TILF scholarship application prior to the deadline.

ONGOING

- Check the UIL academic website regularly for updates, notices and new information.
- Provide the community, school and administration with information about the benefits of competition, the role of rules in competition and how rules are made and changed.
- Order jackets and letters earned by academic competitors based on your school district's policy.

LATE SPRING

- Prepare a budget request for the following year based on current year's spending and future needs.
- Make plans to attend the summer Capital Conference with your event coaches.

Academic Materials

What are They and Where to Find Them

CONSTITUTION AND CONTEST RULES

UIL updates the *UIL Constitution and Contest Rules* annually. The C&CR is available on the UIL website for download.

www.uiltexas.org/policy/constitution

UIL WEBSITE

The UIL website provides academic news and updates, information on each contest's webpage and material relevant to coordinators, coaches and contestants.

www.uiltexas.org

THE LEAGUER

The *Leaguer* serves as an official notification of legal matters for or corrections needed in League publications and contest procedure interpretations from the state contest directors.

www.uiltexas.org/leaguer

TEA UIL SIDE BY SIDE MANUAL

In addition to the *UIL Constitution and Contest Rules*, one of the most valuable publications put out by the UIL is *TEA & UIL Side by Side*, a publication that covers eligibility requirements and state laws pertaining to extra-curricular events.

www.uiltexas.org/policy/tea-uil-side-by-side

CONTEST HANDBOOKS & MANUALS

The UIL publishes manuals and handbooks to provide guidelines for each UIL academic contest. Handbooks are intended for contestants, coaches and contest directors. All participants should be familiar with the contents. Most are updated every year or substantially revised every few years as needed. Coordinators can download handbooks and manuals on the UIL website.

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

DISTRICT ACADEMIC MEET DIRECTOR'S MANUAL

This book is designed primarily for those who will be responsible for administering district meets, such as the district director and contest directors. It also is helpful for contest coaches who wish to prepare their students for contest procedures and for those who wish to make their intraschool and invitational meet procedures conform to UIL district, regional and state meets. The *District Academic Meet Director's Manual* is available on the UIL website.

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

AWARDS

At invitational and district meets, the host or district meet director is responsible for ordering medals and/or awards from a merchant of the school district's or the District Executive Committee's choice. UIL does not provide awards. See the *District Academic Meet Director's Manual* for more information.

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

Academic Contest Resources

Website, Contest Handbooks & Study Materials

The Academics homepage of the UIL website contains a variety of information needed for academic programs. Each contest has a dedicated page located under a heading of the contest discipline. Check the different webpages for general contests, STEM, speech and debate, theatre, journalism and the A+ Program for current information. Most information, along with notes from the contest directors and additional study resources, are found on each page.

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

Coordinators have a dedicated page of resources and information to assist in that role. <https://www.uiltexas.org/academics/resources/coordinators>

Handbooks for contestants, coaches and contest directors for each event are available for free download at <http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>.

To purchase low-cost UIL practice and study materials, shop the UIL Online Store. Study materials, packets and manuals are available in digital, downloadable format, unless otherwise specified.

<https://www.uiltexas.org/academics/resources/study-materials>

ACCOUNTING

- The *Accounting Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- Accounting Study packet includes the prior year's tests and answer keys.

CALCULATOR APPLICATIONS

- The *Calculator Applications Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- Calculator Applications study packet includes the prior year's tests and answer keys.
- The *Calculator Applications Contest Manual* (Revised, 2010) describes the current contest format and provides a wealth of information about the types of problems included in the contest.
- *Calculator Applications Practice Manual for Stated and Geometric Problems* (revised 2010). Appendices to the companion Contest Manual include an exhaustive list of unit conversions and a formal formula set for geometry problems intended to provide the assumed knowledge foundation for future stated and geometry problems.
- *Calculator Applications Practice Manual for Numerical Problems* (revised 2010). The general wisdom in improving speed and accuracy with the number cruncher problems is simply to practice a lot. That is the purpose of this drill manual. The manual provides 26 versions of all seven pages of the contest, 910 problems in all.

COMPUTER APPLICATIONS

- The *Computer Applications Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.

- Computer Applications study packet includes the prior year's tests and answer keys.

COMPUTER SCIENCE

- The *Computer Science Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- The Computer Science study packet includes the previous year's written tests and answer keys, as well as programming materials.

CONGRESS

- The *Congress Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.

CROSS-EXAMINATION DEBATE

- The *CX Debate Handbook* provides information on the terminology of debate, how to research the resolution, affirmative and negative strategies, judge adaptation, current trends in CX, tournament procedures and UIL rules. It is available as a free download.
- The Debate Kit includes a bibliography of material on the CX Debate topic and four issues of the *Forensic Quarterly*. The 1,000 packets will be available on a first-come, first-serve basis and are available as a hard-copy only. Purchase from the UIL Online Store. The kit includes:
 - Quarterly #1: This issue provides background on the current debate topic. It offers an extensive definition-of-terms section developed on the basis of participation in the annual Topic Selection Meeting and presents a projected case list.
 - Quarterly #2: This issue contains an extensive, annotated bibliography on the current topic, including Internet sources. It provides a starting point for student research on the debate topic.
 - Quarterly #3: This issue provides affirmative case analysis on the current debate topic. The analysis provides a variety of perspectives for developing affirmative cases.
 - Quarterly #4: This issue discusses negative strategy on the current debate topic. The analysis provides alternative methods for developing negative positions.
- State rounds are available on the UIL online store DVD and some in digital download format.
- *Ways to Win*, a series of booklets that assist the debater in understanding specific skills essential to successful debating.
- Ordering information on team debate ballots is on the Invitational Meet page of the online store.

CURRENT ISSUES & EVENTS

- The *Current Issues & Events Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- Current Issues & Events study packet includes the prior year's tests and answer keys.

INFORMATIVE & PERSUASIVE SPEAKING

- Revised and expanded each year, *The Extemporaneous Informative and Persuasive Speaking Handbook* acquaints students and coaches with the values of extemporaneous speaking and covers research, filing systems, speech organization, delivery and evaluation. The guide also includes individual evaluation sheets, last year's State Meet topics and discussion of current rules. Free download.
- State rounds are available in DVD and digital download from the UIL online store.
- The UIL produces two sets of informative and persuasive topics available each year for use in Invitational Meets. Tournament topics are not released for individual use. The UIL posts practice topics periodically on the website for students and coaches to use.

JOURNALISM

- The *Journalism Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- The *Journalism Contest Manual* offers suggestions on the best ways to approach each of the contests, as well as advice on practices to avoid.
- The Journalism study packet includes packets for Copy Editing, News Writing, Feature Writing, Editorial Writing and Headline Writing. Each packet includes: 1) the previous year's district, regional and state tests for that respective contest, 2) judging criteria, 3) the previous year's State Meet winners for that respective contest.
- In addition, the Interscholastic League Press Conference has resources to assist advisers.

LINCOLN-DOUGLAS DEBATE

- The *Lincoln-Douglas Debate Handbook* provides information on researching, organizing, constructing and defending a value debate case. Chapters also include discussion on philosophies and philosophers commonly used in LD debates. Free download.
- State rounds in DVD and digital download are available for purchase from the UIL online store.

LITERARY CRITICISM

- The *Literary Criticism Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- Literary Criticism study packet includes the prior year's tests, answer keys, samples and the current reading list.

MATHEMATICS

- The Mathematics Handbook includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- Mathematics study packet includes the prior year's tests and answer keys.

NUMBER SENSE

- The *Number Sense Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- Number Sense study packet includes the prior year's tests and answer keys.

PROSE & POETRY

- Revised each year, the *UIL Prose and Poetry Interpretation Handbook* is required reading for all coaches according to the C&CR discusses preparing and presenting literature in UIL interpretation events. Chapters include ideas for finding literature, analyzing the text, cutting, weaving and preparing the manuscript and performing prose and poetry. Individual evaluation sheets, current contest categories, rules and a critical discussion on acceptable documentation also are included. Free download.
- The C&CR requires prose and poetry coaches to review contents of the latest *UIL Prose & Poetry Handbook* for clarification of documentation requirements in these contests.
- Current prose and poetry categories and documentation are discussed in the newly-revised handbook.
- To order Prose & Poetry Interpretation Individual Evaluation Sheets (ballots), visit the online store.
- Presented as a seminar, the "Essentials of Prose and Poetry Oral Interpretation" is a 50-minute "workshop" covering interpretive techniques. It provides technique pointers in such areas as selecting and cutting, use of face, use of body, use of eyes, use of voice and fine-tuning. The workshop provides specific rehearsal techniques to integrate the lesson

elements and is available in video or DVD format from TUNE IN, PO Box 141727, Austin, TX 78714-1727, 800-488-6346, tunein@elizajan.com, www.tuneinnet.com.

READY WRITING

- The *Ready Writing Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- The Ready Writing study packet contains the prior year's prompts.
- The Ready Writing study guide includes the manual and features the judging rubric, recommendations for judging and previous winning essays from each conference with judges' comments. The handbook also includes a section of notes for judges and sample judges' remarks.

SCIENCE

- The *Science Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- The Science study packet contains the prior year's tests and answer keys.

SOCIAL STUDIES

- The *Social Studies Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- The Social Studies study packet includes the prior year's tests and answer keys.

SPELLING & VOCABULARY

- The *Spelling & Vocabulary Handbook* includes a description of the current UIL contest format, rules and procedures. It is available as a free download.
- The UIL publishes Word Power yearly. It contains spelling and vocabulary words for grades 9-12 and the rules that govern the contest and can be found on the Spelling & Vocabulary contest webpage. A separate publication (the A+ Spelling List) contains the words for elementary and junior high school tests. Both are available as a free download.

THEATRE

- The UIL revises the *Handbook for One-Act Play* as needed and it is available online. Vital for all theatre directors, this handbook include procedures for entering the one-act play contest and information for judges and contest managers.
- The UIL Drama Loan Library contains approximately 43,000 volumes including most of the long and short plays of approved publishers. Any faculty member of a Texas school may borrow up to 10 plays for three weeks. For information about placing a play order, go to uiltexas.org/theatre/resources/drama-loan-library.
- Theatrical Design Guide
- Young Filmmakers Festival Guide

ADDITIONAL ACADEMIC RESOURCES

A number of outside vendors provide practice and study materials for UIL competition. This list is on the UIL website and will be updated throughout the year. UIL has no official relationship with any outside vendor and neither sanctions nor guarantees satisfaction with any product or service. www.uiltexas.org/academics/resources/additional-resources

Invitational Meets

Invitational or practice meets are opportunities for schools to participate in a practice setting for academic contest activities. Rather than going to the district meet without any formal experience in a contest, most high school students successful in academic meets attend invitational or practice meets. While the UIL does not govern such meets, most host schools utilize UIL tests and abide by UIL rules.

Host schools invite others to compete and charge entry fees to cover the costs of awards and materials. The proceeds are typically used as a fundraiser. Schools compete irrespective of UIL district and conference assignment, unless the meet divides entries by school size.

A list of invitational meets, with registration and contact information for the host, is posted on the academics webpage at www.uil texas.org/academics/invitational-meets. A formal invitation is not required to attend.

Hosting an Invitational Meet

INVITATIONAL MATERIALS

For schools that host an Invitational Meet, UIL prepares two sets of tests (Set A and Set B) that may be purchased for use during specified dates only. Schools planning to host meets on dates other than these will need to order tests from other sources. UIL will not release invitational tests for individual use or to be used solely as study materials.

The UIL coordinator whose school is hosting an Invitational Meet should inform prospective participants prior to the meet about whether Set A, Set B or other materials will be used. Include this information in the meet invitation and when you submit your Invitational Meet to be posted on the UIL website.

If an invitational host neglects to inform prospective participants of the source of contest materials, coordinators from participating schools should contact the hosting school and secure this information before entering students in the contest. Students should not participate in an invitational competition if they previously attended a meet that used the same materials.

FORMAT

Invitational test materials purchased from UIL are sent as pdf electronic documents in a zip file. Hosting schools must then print and copy the material in the quantities needed for their meets. See the UIL online store for pricing and ordering information.

The file includes tests, answer keys, scoring forms for all high school spring events except for Spelling and Vocabulary. High School events included are: Accounting, Calculator Applications, Computer Applications, Computer Science Written/Programming, Current Issues & Events, Literary Criticism, Mathematics, Number Sense, Ready Writing, Science and Social Studies. **UIL does NOT provide invitational materials for Spelling and Vocabulary.** See <https://www.uil texas.org/academics/resources/additional-resources> for vendors that provide ordering options.

SPEECH EVENTS

The file includes a printable speech ballot for individual speaking events (except CX, LD debate). Triple carbon debate ballots for CX and LD and hard copy ballots for all speaking contests may be ordered for meets scheduled anytime during the year.

The Extemporaneous Speaking Topics are included with this product and may be ordered only for Invitational A or B tournaments. If your meet includes informative and persuasive speaking, you will need to provide the name and email of the person who should receive the confidential topics. Speaking topics will be emailed in PDF format the week of the meet so they can be as current as possible.

DATES FOR SETS OF TEST MATERIALS

Check the Invitational Meet webpage for specific dates that materials may be used.

- Deadline to order Set A materials is December 1. Material may be used during specified weeks in January/February.
- Deadline to order Set B materials is January 10. Material may be used during specified dates in February/March.

ORDERING MATERIALS

Invitational Meet materials and debate ballots may be ordered from <http://store.uiltexas.org/>. If you have not received your materials at least one week prior to the date of your Invitational Meet, contact the Academics office at 512-471-5883 or academics@uiltexas.org.

Please note: These materials are not for study or practice purposes. Order only if you are hosting a meet.

ADDITIONAL FORMS

Generic forms used to host invitational meets, such as rosters, grading rubrics, answer sheets and contest results form, can be found on the website.

INVITATIONAL MEET WEBSITE

To see a listing of Invitational Meets, or to submit information for an upcoming meet you are hosting, visit www.uiltexas.org/academics/invitational-meets.

Online Store

How to Order

UIL Study Materials and Invitational Meet Materials may be ordered using the UIL Online Store at: store.uiltexas.org. The printed order forms are no longer available. Visit the [FAQ section of the Online Store](#) for information about ordering or read the information below to help guide you.

CREATE AN ACCOUNT OR PLACE AN ORDER AS A GUEST

Browse or search the store for the items you would like to purchase and place these items in your cart. Keep in mind that if you order digital items and pay by credit card, you will not be able to download digital items immediately. Instead, you will receive an email from the UIL Online Store that will direct you to create a password. Then, you will have access to those items.

PURCHASE THE ITEMS THE FOLLOWING WAYS:

- Credit card
After you have added items to your cart, select “Proceed to Checkout” and choose the “Credit Card” option. UIL accepts Visa and MasterCard.
If you created a UIL store account, you will receive immediate access to digital items. Otherwise, you will receive an email with instructions on creating a password and logging on to access those items.
Your physical items will be shipped in the order the payment was received.
- Check
After you have added items to your cart, select “Proceed to Checkout” and choose the “Pay by check or Purchase Order” option.
Make checks payable to: “The University of Texas at Austin, UIL”
Once the UIL business office has processed your check, you will receive access to digital downloads and/or your physical items will be shipped.
- School District Purchase Order
After you have added items to your cart, select “Proceed to Checkout” and choose the “Pay by check or Purchase Order” option. If you already know your PO number, enter it into the comments box. Click “Continue” and you will be taken to the order confirmation page. That page will contain instructions on how to submit a copy of your PO to the UIL.
Once the UIL Business Office has processed the Purchase Order, you will receive access to digital downloads and/or your physical items will be shipped.

USING AN INVOICE

- 1) Add the items to your cart and print your cart.
- 2) Or, you can also complete the following steps:
 - Sign in to your account.
 - Click on “View Order Status” and locate your order.
 - Click on “View Order Details”
 - On the right hand side of the page, you will find “Print Invoice” link under the “Your Order” section.

Planning is Everything

Meetings

DISTRICT ACADEMIC MEET ORGANIZATIONAL MEETING

- We urge every academic coordinator to attend the planning meeting for the district academic meet. This meeting will be held in August or early September. Most will find it more beneficial to begin planning before summer break.
- The purpose of this meeting is to recommend dates, locations and financial needs to the District Executive Committee for the district academic meet, CX district meet and district (and zone, if applicable) One-Act Play. Speech coaches, One-Act Play directors, administrators and all interested parties should be included in the initial planning.
- Every school in the district should be invited and represented in the planning phase. Make sure potential conflicts with your school's events, other UIL events, non-UIL activities, spring break, etc. are considered.
- Once UIL academic dates are set, inform everyone, especially music directors, golf, tennis, baseball and softball coaches. Make sure they know that academic students will place a high priority on the district competition.

ACADEMIC MEET PLANNING SUGGESTED AGENDA

- Refer to the [Academic Meet Director Manual](#) for a detailed agenda.
- At this meeting, determine the academic meet format. How many days? Who will serve as district academic meet director? Will the schedule follow the UIL conflict pattern? Will the host school run all events? If not, which schools will be responsible for administering which contests? It is essential that schools agree in September or earlier on the district academic meet schedule. This will avoid numerous hassles and heartaches.
- How much money will be allocated for coaches' and judges' hospitality?
- Who secures judges and timers? How much will they be paid? How many will be hired per event? Will you pay travel expenses? If so, how much? Will contest directors and assistants be paid and, if so how much?
- What is the contest entry deadline? Constitutionally, it is 10 days. Make sure all schools understand and agree on this deadline. Winter or spring breaks may cause districts to set a date even earlier than 10 days. Failure to submit entries via the UIL Spring Meet Online Entry System by the deadline may result in denial of entries, unless the District Executive Committee agrees to accept late entries.
- Who is responsible for ordering medals, plaques and ribbons? How many awards will be given per event? Will trophies be given to district overall champions and runners-up?
- Will you use a panel of judges for speech rounds? What will be the criteria for selecting judges? Will you hire an outside individual to do debate pairings, sectioning, etc. Do you break brackets in debate?
- Does the district zone OAP or not? If so, will they give awards at zone? Single OAP judge or panel? Which judges are amenable to directors? What will the judge(s) be paid? Generally, One-Act Play directors meet separately to decide this. Guidelines for this meeting are found in the *Handbook for One-Act Play*.

CX Debate

Fall Planning Meeting

Debate coaches representing all district schools should be invited to attend the fall planning meeting, which needs to be held prior to Oct. 1. Refer to the *UIL Academic Meet Director's Manual* for a detailed discussion of each item below.

SUGGESTED AGENDA

- Appoint a CX Contest Director. The name and material order should be provided to the League office no later than Nov. 1. The CX Director Information form is found on the UIL website at www.uiltexas.org/speech/debate.
- Determine whether Spring Meet Director or CX Contest Director will be responsible for setting up CX District Meet in the Spring Meet Online System by Dec 1.
- Select the contest site. Consider the number of rooms required for debating and contest tabulation.
- Set the contest date(s) and time schedule.
- Decide on the format (round robin, prelims for elimination seeding) to determine winners.
- Determine who will be involved in pairing the debates.
- Decide whether to alter or break brackets to prevent teams from the same school from debating each other. This is critical to determine at this meeting.
- Establish the criteria for tabulating results.
- Discuss who recruits judges and what judging requirements (age, credentials, experience) should be followed to secure a competent judging pool. At minimum, judges should be high school graduates.
- Set a deadline for confirming judges.
- Establish tabulation room procedures, particularly in terms of ballot verification and open/closed tab room.
- Check the number of awards needed and determine who will order them.
- Outline hospitality/concession plans.
- Confirm the date that district schools can expect to receive a copy of the finalized details of the contest.
- Remind schools of online entry deadlines and emphasize the importance of notifying contest officials in a timely manner if there are changes in the entry.
- Discuss District Executive Committee's ruling concerning late entries.
- If school representatives also coach Lincoln-Douglas debate, it is wise to discuss similar issues for the LD contest at this time (refer to Section 902(e)(4) of the C&CR for important information on LD dates).

CX DISTRICT LEVEL

- Dec. 1— Deadline to set up CX district meet online.
- Competition may be held any time during the window available and posted on the UIL website. Districts must enter results online 10 calendar days after the meet or the posted deadline, whichever is sooner.

- Refer to the UIL website for the deadline to submit required judging info for state meet without \$100 late fee.
- Certification deadline: If applicable to your district, online submission must be received no later than 5 p.m. on deadline posted on the UIL website.
- The CX Debate State Meet will be held in mid-March. Check the UIL online calendar for the date of your conference championship.

Academic Coaches

Suggestions for Coaching UIL Academic Events

Sponsoring/coaching UIL academic contests is both challenging and rewarding. Here are some suggestions that have proven successful.

FORMING A TEAM

One of the initial objectives is to recruit team members for your activity. Although you are limited on the number of entries at district competition, recruit two or more potential participants for several reasons.

- It is inevitable that someone will get too busy, lose interest or not show up the day of the meet. It is important to have back-ups that can fill in.
- Healthy competition for positions on the team is normally a good thing. Use competition to encourage each student to push harder to earn a spot on the team.

In terms of locating team members, there are several strategies. First, locate names of past participants. Inquire about what students may have participated in UIL events in elementary, middle or junior high school from the feeder campus.

Next it is always a good idea to ask teachers on your campus for the names of students who appear to have interest in the subject of the event. Look for students in your own classes as well. Sometimes a simple acknowledgement or showing interest in a student's talent will light a spark that will make that student feel special and become interested in the contest.

Finally, school-wide announcements will get the message to students who otherwise might not be aware of what the contest entails or whom to get in touch with about their interest in participating. Hold a recruiting party for those who might be interested.

PREPARING FOR THE CONTEST

With respect to preparation, there are several activities you might want to consider that tend to work well.

Regular practice sessions are a good idea. It is important to keep in mind the fact that many students who might have an interest in your activity are already committed to other activities as well. Flexibility in scheduling is suggested. If too many of your potential participants have after-school activities, then you might want to arrange practice sessions before school or during other appropriate times, such as activity periods or during the school day. Some coaches even hold duplicate sessions at different times, in order to meet with all of their team members.

When conducting practice sessions, try to always have a well-organized agenda for students in order to effectively and efficiently use the time allowed. The time you have with them will be limited; so make the best use possible.

Refer to the UIL website for contest information to understand the basis for the competition. Review the contest rules, download sample tests, review the rubric for grading essays and find recommended sites and sources.

For some contests, flash cards are a great way to prepare. Give students a flash-card assignment and then, keeping in the team spirit, request that they compare them with other team members to make sure multiple issues are covered. Write practice test questions for students and require students to bring their own questions to practice sessions to share with teammates. Construct practice tests with the questions that will resemble actual competition tests when possible.

GETTING A STEP AHEAD

Invitational Meets and scrimmage practice tournaments are great ways for students to experience the contest setting before the District Meet. Think of it as a dress rehearsal to prepare for the big performance at district competition. Practice meets are also a great way to decide which students will be top competitors for your team at district and beyond.

ADDITIONAL INFORMATION

Tips for recruiting and motivating students can be found on the Academic Coordinator Resources website (<https://www.uiltexas.org/academics/resources/coordinators>).

Hosting an Academic Meet

Invitational or District

Hosting an academic Invitational or District Meet can be a delight or a disaster for the campus or district UIL academic coordinator. Successful meets don't just happen. They take planning, positive people, perseverance and more planning. Veteran coordinators attending the administrators' session of fall Student Activities Conferences have graciously shared with other workshop participants 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 appropriate administrators. Although your invitational and district meets may provide revenue through food sales, initial funding usually comes from your school board approved activities budget. 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.
- Order study materials and invitational meet materials early. Orders are filled in the order they are received by limited personnel at the UIL office; therefore, ordering early ensures an earlier delivery. Check your order carefully for completeness and appropriate signatures. Keep a copy. Inventory your materials immediately to see that everything you ordered is included.
- When you set up your district Academic meet in the Online Entry System (the deadline is February 1), it automatically generates your order for district meet materials. Be sure to include your spring break dates and an alternate shipping address as this information is important to the UIL shipping department. UIL cannot ship to PO Box addresses; please provide a physical shipping address. District materials are shipped in at least two separate shipments (generic & confidential). Inventory your materials immediately to see that everything you ordered is included.
- 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 junior high students 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.

- Ex-speech students also may make good judges for speaking contests, especially preliminary rounds.
- 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 home economics, 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 accurate 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.
- Construct a reusable score chart of canvas or other sturdy fabric. Use Velcro numbers or dots for scores and velcro letters for school names.
- 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 23 events, plus any additional invitational events, or it may include only two or three.
- Offer a scholarship from proceeds of the tournament. This may encourage individuals and area businesses to donate.

DURING THE MEET

- Have a central information desk operated 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 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, allow — require — coaches to grade.
- Read online entry instructions carefully.

- For district meets, 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. 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 Monday following district.

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 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 tests, keys and other test information at the end of contest day on the Saturday of your district meet. If the school is close to the hosting campus, having an administrator or designated coach pick up the materials saves time and money.

Preparing a Budget

GENERAL SUPPLIES (These will not need to be purchased every year)

- Computer Applications/Journalism/Ready Writing - portable laptops, printers, software and supplies when applicable
- Computer Science (Programming) - required computer and software
- Science/Math/Accounting/Calculator Applications - calculators that are allowable
- Spelling & Vocabulary - American Heritage Dictionary of the English Language, Fifth Edition: Fiftieth Anniversary Printing (2018)

ANNUAL SUPPLIES

- Instructional and study materials - UIL Academic Study Materials and practice materials from additional resource vendors
- Literary Criticism - three paperbacks (novel, script, poems) and Handbook to Literature
- Robotics - robot kits
- Social Studies - primary text or novel
- Science - physics reading selection
- Speech & Debate - demonstration videos, magazine subscriptions, evidence handbooks, file folders, oral interpretation texts
- One-Act Play - royalty, props, costumes, scenery, makeup
- Theatrical Design - supplies

SALARIES/STIPENDS/FEES

- Stipends to coaches, academic coordinators
- Entry fees to invitational, district and post-district meet. For some districts, the budgets for an invitational meet is a separate account since the event pays for itself.

PROFESSIONAL SERVICES

- Fees paid to judges and other contest administrators and workers. Remember: much of work at invitational and district meets is voluntary. Recruit as many volunteers to assist as possible.

TRAVEL

- Student Activities Conference travel, meals.
- Capital Conference registration, travel, hotel, meals (for coaches, directors & coordinators)
- Invitational meet travel, meals, entry fees
- Travel/rooms/meals to district (if required)
- Travel/rooms/meals for regional and state meet. Most likely, the majority of travel budget will be for post-district competition
- Some school districts will pay for expenses incurred beyond the district level out of the district budget so they do not have to be included in the campus budget.

RECOGNITION/AWARDS

- Certificates
- Patches, jackets
- Awards banquet
- "Thank you" gifts for academic coaches, not to exceed the awards rule in accordance with the C&CR.

Contests

Objectives & Synopsis

ACCOUNTING

Focuses on the elementary principles and practices of accounting for sole proprietorship, partnerships and corporations, and includes bookkeeping terminology, the work sheet with adjustments, income statement, balance sheet, trial balance, account classification, journalizing, posting, bank reconciliation, payroll and other items related to the basic accounting cycle.

BARBARA JORDAN HISTORICAL ESSAY COMPETITION

Provides students an opportunity to explore the contributions of African Americans to Texas history, as well as honoring the legacy of its namesake, Barbara Jordan. The theme of the competition is "African Americans in Texas: Past and Present."

CALCULATOR APPLICATIONS

Includes calculations involving addition, subtraction, multiplication, division, roots, powers, exponentiation, logarithms, trigonometric functions, inverse trigonometric functions, iterative solutions for transcendental equations, differential and integral calculus, elementary statistics and matrix algebra. The contest also includes geometric and stated problems similar to those found in recently adopted high school algebra, geometry, trigonometry, pre-calculus and calculus textbooks, previous contests and UIL materials related to the contest.

COMPUTER APPLICATIONS

Focuses on word processing speed and accuracy, computer skills in database and spreadsheet and integration of applications. Skills tested include formatting copy, mail merge, headers/footers, editing, proofreading, spreadsheet, graphs/charts and integration of all applications.

COMPUTER SCIENCE

Challenges high school students to gain an understanding of the significance of computation as well as the details of Java programming, to be alert to new technology and information, to gain an understanding of the basic principles of computer science and to give students a start in one of the most important fields of the Information Age.

CONGRESS

Models the legislative process of democracy, the United States Congress. Within this mock legislative assembly, students draft legislation, research bills and resolutions dealing with real-world social and political policies, deliver speeches and vote to pass or defeat the measures they have examined. Parliamentary Procedure forms structure for the discourse.

COPY EDITING

Copy Editing teaches students the vital skills of proofreading and editing to create accurate, clear and succinct writing. Emphasis is placed on the ability to find and correct grammatical, spelling, punctuation, AP style and factual errors.

CROSS-EXAMINATION & DEBATE

Trains students to analyze a problem, conduct thorough and relevant research and utilize principles of argumentation and advocacy in orally presenting the most effective case for or against a given proposition. Debate provides invaluable training in critical thinking, quick responses, defending worthy ideas and attacking invalid ideas. It teaches students to tolerate other points of view. Debate exists only in democratic societies and no democratic society can exist without debate. The CX resolution is posted online.

CURRENT ISSUES & EVENTS

Focuses on a basic knowledge of current state, national and world events and issues. The content consists of 40 multiple-choice questions and an essay question that challenges all participants to understand not just what is happening in the world today but why and how it's happening and what it means to us as citizens of the US.

EDITORIAL WRITING

Teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on mechanical and stylistic precision, news judgment and the ability to think deeply, to compare and contrast and to argue or defend a point of view persuasively.

FEATURE WRITING

Teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on the same writing skills as other UIL journalism contests, as well as the ability to write descriptively.

HEADLINE WRITING

Teaches students to read critically, to digest and prioritize information quickly, and to write clearly, accurately and succinctly. Emphasis is placed on the ability to discern key facts and to write with flair and style in order to tell and sell a story.

INFORMATIVE SPEAKING

Stimulates an active interest in current affairs at the state, national and international levels, and teaches the student to present extemporaneously in a clear and impartial manner the facts about a subject as they appear in the best available sources of information. This speaking contest is an exercise in clear thinking and informing the public on the issues and concerns of the American people. The objective is to present information in an interesting way and an attempt should not be made to change the listener's mind beyond presenting the information.

JOURNALISM

Consists of five contests: News Writing, Feature Writing, Editorial Writing, Headline Writing and Copy Editing. The purpose of the League's journalism program is not so much to train students to become professional journalists but rather to stress critical reading, writing and thinking skills that will be useful in college and beyond. It also teaches the basics of communications necessary later in life to intelligently consume information provided by the media.

LATINO HISTORY ESSAY COMPETITION

Provides students an opportunity to explore the contributions of Latinos to Texas history. The theme of the competition is "Historical and Cultural Legacies of Latinos in Texas History."

LINCOLN-DOUGLAS DEBATE

Provides excellent training for development of skills in argumentation, persuasion, research and audience analysis. Students are encouraged to develop a direct and communicative style of oral delivery. LD debate is a one-on-one argumentation in which debaters attempt to convince the judge of the acceptability of their side of a value proposition. One debater shall argue the affirmative side of the resolution and one debater shall argue the negative side of the resolution in a given round. Fall and spring resolutions are posted online.

LITERARY CRITICISM

Requires knowledge of literary history and of critical terms and ability in literary criticism. Students are tested over material on the reading list, required to select the best answers involving judgment in literary criticism and to analyze literary passages not on the reading list. A tie-breaker is required in which the student must write a short essay dealing with a specified topic about a short literary passage.

MATHEMATICS

Designed to test knowledge and understanding in the areas of algebra I and II, geometry, trigonometry, math analysis, analytic geometry, pre-calculus and elementary calculus. Questions are multiple choice.

NEWS WRITING

Teaches students to read critically, to digest and prioritize information quickly and to write clearly, accurately and succinctly. Emphasis is placed on mechanical and stylistic precision, lead writing, use of direct and indirect quotes and news judgment.

NUMBER SENSE

Involves a 10-minute, 80-question mental math test covering all high school mathematics courses. Short-cuts need to be developed and practiced in order to compete and finish the test.

ONE-ACT PLAY

Fosters appreciation of good theatre—through the presentation of an 18-40 minute play—to satisfy the competitive, artistic spirit with friendly rivalry among schools; to learn to lose or win graciously; to promote interest in theatre during adult life; and to increase the number of schools which have adopted theatre arts as an academic subject in school curricula.

PERSUASIVE SPEAKING

Trains students to analyze a current issue, determine a point of view and organize and deliver extemporaneously a speech that seeks to persuade listeners. The objective is to reinforce the views of listeners who already believe as the speaker does, but even more so, to bring those of neutral or opposing views around to the speaker's beliefs or proposed course of action. This contest should especially appeal to those who have a strong argumentative urge and who wish to advocate reforms or outline solutions for current problems.

POETRY INTERPRETATION

Encourages the student to understand, experience and share poetry through the art of oral interpretation. The goals of this contest are to encourage the contestant's exploration of a variety of literary selections, and to enhance the performer's and audience's appreciation of literature through the performer's oral interpretation of the work.

PROSE INTERPRETATION

Encourages the student to understand, experience and share prose works through the art of oral interpretation. It encourages the contestant's exploration of a variety of literary selections and to enhance the performer's and audience's appreciation of literature through the performer's oral interpretation of the work.

READY WRITING

Students write expository compositions. They are given a choice between two prompts, each an excerpt from literature, publications (past and present) or speeches. Expository writing explains, proves, or explores a topic in a balanced way, allowing the argument and the evidence given to be the deciding factor in the paper. The composition is judged on interest, organization and correctness of style.

ROBOTICS

Robotics incorporates numerous STEM components that develop beneficial knowledge and skills for students, including mechanical and software engineering, computer programming and mathematics. Participation in robotics fosters creativity and innovation, while teaching students to work collaboratively and to think critically and analytically.

SCIENCE

Challenges students in the basic fundamental principles of science, to promote learning in biology, chemistry and physics, to foster a sense of enthusiasm about advanced topics and courses in the sciences and to help prepare students for the rigor of college level courses.

SOCIAL STUDIES

Students are expected to master a primary reading selection as well as specific documents. Students will also need to be familiar with general knowledge social studies concepts and terms. Each year the contest focuses on a selected topic area and a reading list is provided online.

SPELLING & VOCABULARY

Promotes precise and effective use of words. The three-part contest consists of multiple choice questions of proofreading and vocabulary and words that are written from dictation. Eighty percent of the words on the test are listed in the UIL publication *Word Power*, which is based on the *American Heritage Dictionary of the English Language*, third, fourth or fifth edition. The vocabulary-building and spelling components of the contest are important complements of the high school academic curriculum and are indicative of vocabulary words contained on standardized tests such as SAT, PSAT and ACT.

THEATRICAL DESIGN

Provides an opportunity for students to develop their skills in design and marketing. It teaches students critical thinking and analysis, creative thinking and artistic skills used to communicate an idea or concept. Theatrical Design offers contests in Set Design, Costume Design, Marketing, Makeup and Group Design.

YOUNG FILMMAKERS FESTIVAL

Provides the opportunity for student short film production of original works. Entries in narrative, documentary and animation are evaluated and ranked. Originality, cinematic storytelling and technical execution are the basis of the scoring. The top entries in each category will be screened and ranked first through third at the State Film Festival.

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</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 place team — 10 2nd place 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 • 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 – 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 place team — 10 2nd place 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 • One assistant • Head grader <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 – 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	Copy Editing	Current Issues & Events
<p>ROOMS 1 – written exam testing (with table surface) 1 – grading 1 – programming contest 1 – programming judging (rooms may be used for multiple purposes as schedule allows)</p> <p>SET UP — 30 PREP TIME — 20 written, 30 programming TEST TIME — 45 written, 2 hours programming</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer sheets, programming judging packets, programming 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 DURING CONTEST</p> <ul style="list-style-type: none"> • director • 1 assistant • 2-3 programming judges • 2-3 programming 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>GRADING/JUDGES At least 3, preferably more for the written exam, 2-3 judges for programming. Graders and judges 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 (can use one room for all journalism contests)</p> <p>PREP TIME — 15 minutes TEST TIME — 15 minutes</p> <p>CONTEST MATERIALS UIL Packet: Contest and key</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>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</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. Refer to Handbook regarding grading essay.</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 place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. Top second place team per regional will also advance.</p>

ACADEMIC QUICK REFERENCE CHART

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

Editorial Writing	Feature Writing	Headline Writing
<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>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 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 – 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>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 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 – 30 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>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

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

Informative Speaking	Lincoln-Douglas Debate	Literary Criticism
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • One joint prep room w/ persuasive • One per section • Tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 30 prep, 7 minutes per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</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>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 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>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • One per debate • Tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 45 minutes 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>NUMBER 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 Individual 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>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <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</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Lead grader • 3-5 tie-breaker judges <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 1st — 15 4th — 8 2nd — 12 5th — 6 3rd — 10 6th — 4</p> <p>1st place team — 10 2nd place 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: Grading time varies. For most events, allocate a minimum of two hours.

Mathematics	News Writing	Number Sense
<p>ROOMS 1 – testing 1 – grading</p> <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>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 – 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 place team — 10 2nd place 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 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>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>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 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>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 place team — 10 2nd place 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: Grading time varies. For most events, allocate a minimum of two hours.

Persuasive Speaking	Poetry Interpretation	Prose Interpretation
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 joint prep room w/ informative • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 30 prep, 7 minutes per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</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>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 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>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</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* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – approximately 10 minutes per student in section</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</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>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 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>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</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* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – approximately 10 minutes per student in section</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots, instructions to judges, tabulation form. UIL TalkTab software (website download)</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>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 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>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>

ACADEMIC QUICK REFERENCE CHART

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

Ready Writing	Science	Social Studies
<p>ROOMS 1 – testing* 1 – grading *Can use same room as spelling.</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 of 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>	<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>NUMBER 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 place team — 10 2nd place 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. Refer to Handbook regarding essay grading.</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 place team — 10 2nd place 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: Grading time varies. For most events, allocate a minimum of two hours.

Spelling & Vocabulary	Note: The following Essay contests are not held at the same time as the Spring Academic Meets.	
	Barbara Jordan Historical Essay	Latino History Essay
<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 • One 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 place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per regional will also advance.</p>	<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>NUMBER 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 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>NUMBER 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>

ACADEMIC QUICK REFERENCE CHART

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

Congress

ROOMS

- Assembly room
- One room per chamber
- Tab room

TEST TIME — 3 hours per session

CONTEST MATERIALS

All ballots & forms are found on the UIL website

Director Provides:

- Stopwatches
- Gavel
- Contestant Rosters/Seating Charts
- Contest Rules
- Legislation

PERSONNEL

- Parliamentarian
- Clerk
- Tab room staff

NUMBER OF ENTRIES

(Region) 3 students per school.

JUDGES (SCORERS)

Minimum of 2 per chamber

AWARDS

Individual medals

Advancing student(s) and alternate(s) &

Outstanding Presiding Officer for each conference

POINTS (at the State level)

1st — 15

2nd — 12

3rd — 10

4th — 8

5th — 6

6th — 4

SPEECH TEAM POINTS

10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. Congress points are awarded at the state meet only.

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.

*Congress is organized into Regions by Education Service Centers (ESC) rather than traditional UIL districts.

CX Debate

ROOMS

- Assembly room
- One room per debate
- Tab room

TEST TIME — 90 minutes per debate

CONTEST MATERIALS

UIL Packet: ballots, CX debate resolution, instructions to judges, meet evaluation sheet, team summary sheet.

Director Provides: contestant roster, contest rules, clock, pencils (tab room), stopwatches

PERSONNEL

- Director
- Timekeepers
- Tab room staff

NUMBER OF ENTRIES

(District) 3 teams per school. If fewer than 8 teams in a district, each school may enter a fourth team.

TIES

- Individual — No ties.

JUDGES

1 per debate, prelim rounds

3 per debate, elim rounds

AWARDS

Team medals: 1st through 6th

POINTS

1st — 20

2nd — 16

3rd — 12

4th — 10

*5th — 8

*6th — 6

*Determined by seeding

SPEECH TEAM POINTS

10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets.

ADVANCE

Top 2 teams

ACADEMIC QUICK REFERENCE CHART

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

Young Filmmakers Festival

CONTEST MATERIALS

UIL entry form (found on UIL website)

Young Filmmakers Festival FAQ sheet.

NUMBER OF ENTRIES

Up to 3 films per category, per school.

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.

There is no minimum or maximum number of contestants.

DEADLINE

Entries will be uploaded and submitted electronically to the UIL State Office on or before the deadline published on the UIL website.

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.

AWARDS

1st through 6th

POINTS (at the state level)

1st — 20
2nd — 16
3rd — 12
4th — 10
5th — 8
6th — 6

Theatrical Design

CONTEST MATERIALS

UIL entry form (found on UIL website)

Theatrical Design Prompt.

NUMBER OF ENTRIES

Up to 2 submissions in each individual category; additionally one group design entry, per school.

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.

Designs must conform to the prompt and designated play, which change on an annual basis.

DEADLINE

Entries will be submitted to the UIL State Office on or before the deadline published on the UIL website.

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.

AWARDS

1st through 6th

POINTS (at the state level)

INDIVIDUAL	GROUP (TEAM)
15 — 1 st — 20	
12 — 2 nd — 16	
10 — 3 rd — 12	
8 — 4 th — 10	
6 — 5 th — 8	
4 — 6 th — 6	

ACADEMIC QUICK REFERENCE CHART

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

Robotics BEST

COMPETITION SEASON

The BEST Division of UIL Robotics includes a single program of competition with a season that runs entirely in the fall. The BEST season kicks off in early September; progresses through a six-week build schedule, practice days and qualifier meets, and concludes with a championship event in early December.

PARTICIPATION

Participation by a UIL-member school requires registering a team with BEST Robotics and competing in the regularly scheduled qualifier meets offered through that organization.

There are no separate UIL district or regional meets for Robotics.

A school may participate in both the BEST and FIRST divisions of UIL Robotics. Individual students may participate on both BEST and FIRST robotics teams, dependent on the policies of their schools or school districts.

STATE CHAMPIONSHIPS

The UIL Robotics State Championships – BEST Division will take place in the fall following the regular BEST qualifier season. UIL Robotics State Championship events are invitational in nature.

Specific dates, locations and other information for the championship event will be posted on the Robotics page of the UIL website.

AWARDS

Awards will include a state champion and runner-up for each competition group. Additional awards based on overall placement and/or other criteria may also be presented.

POINTS (state level only)

Team points may be awarded through 3rd or 4th place, dependent on the format of the event.

TEAM

1st — 20

2nd — 16

*3rd — 12

*4th — 10

* - when applicable

ROBOTICS HANDBOOK

Refer to the current edition of the UIL Robotics Handbook for additional information on participation, advancement, awards and other program specifications.

Robotics FIRST

COMPETITION SEASON

The FIRST Division of UIL Robotics includes two programs of competition – the FIRST Tech Challenge (FTC) and the FIRST Robotics Competition (FRC).

The FTC season begins with a kickoff in September. FTC uses an open build season, with qualifier competitions occurring from November through February leading up to championship events in April.

FRC competition begins with a kickoff event in early January followed by a six-week build season. Qualifier meets occur primarily in March, also leading up to April championship events.

PARTICIPATION

Participation by a UIL-member school requires registering a team with FIRST and competing in the regularly scheduled qualifier meets offered through that organization.

There are no separate UIL district or regional meets for Robotics.

A school may participate in both the FIRST and BEST divisions of UIL Robotics. Individual students may participate on both FIRST and BEST robotics teams, dependent on the policies of their schools or school districts. (Refer to FIRST Robotics guidelines regarding same-student participation on FRC and FTC teams.)

STATE CHAMPIONSHIPS

The UIL Robotics State Championships – FIRST Division will take place in the spring following the regular qualifier meet seasons for FRC and FTC. UIL Robotics State Championship events are invitational in nature.

Specific dates, locations and other information for each championship event will be posted on the Robotics page of the UIL website.

AWARDS

Awards will include a state champion and runner-up for each competition group. Additional awards based on overall placement and/or other criteria may also be presented.

POINTS (state level only)

Team points may be awarded through 3rd or 4th place, dependent on the format of the event.

TEAM

1st — 20

2nd — 16

*3rd — 12

*4th — 10

* - when applicable

ROBOTICS HANDBOOK

Refer to the current edition of the UIL Robotics Handbook for additional information on participation, advancement, awards and other program specifications.

Academic Conflict Pattern

2020-2021

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.)

Set 2
2 1/2 hours
(i.e. 11 a.m.-1:30 p.m.)

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

Set 4
2 1/2 hours
(i.e. 3:30-6 p.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 conflicts with:

- Calculator Applications
- Number Sense

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

These contests may be scheduled at the same time:

- Computer Applications
- Copy Editing

These contests may not be scheduled at the same time:

- Ready Writing
- Copy Editing

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 conflicts with:

- Feature Writing
- News Writing

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

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 conflicts 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 shall not be held at the same time.

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

If you enter:

Team Debate.....Lincoln-Douglas Debate

Lincoln-Douglas Debate.....Team Debate, Prose Interpretation, Poetry Interpretation

Prose Interpretation.....Lincoln-Douglas Debate, Poetry Interpretation

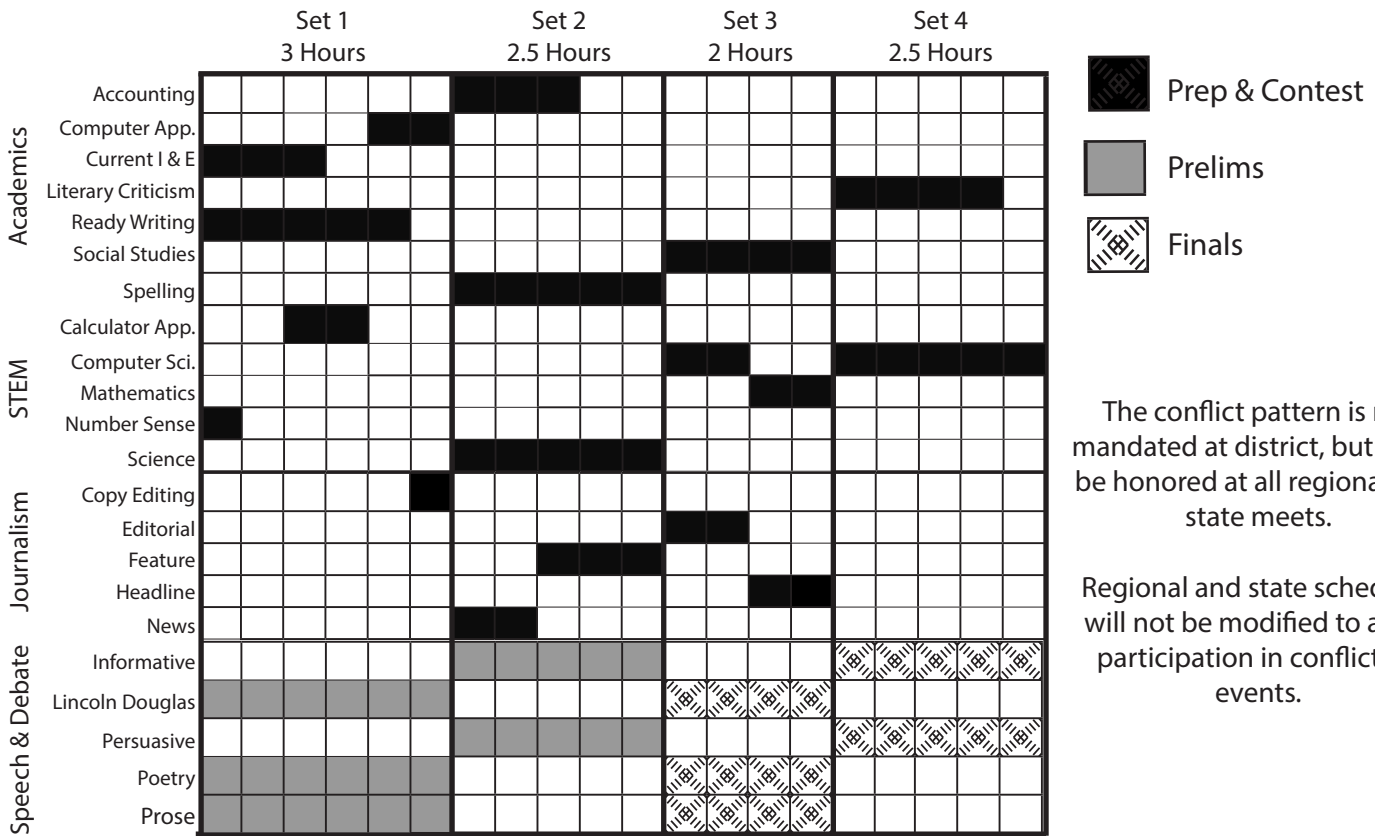
Poetry Interpretation.....Lincoln-Douglas Debate, Prose Interpretation

Informative Speaking.....Persuasive Speaking

Persuasive Speaking.....Informative Speaking

You may not enter these contests:

Academic Conflict Pattern



The conflict pattern is not mandated at district, but it will be honored at all regional and state meets.

Regional and state schedules will not be modified to allow participation in conflicting events.

SET 1
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. Ready Writing and Copy Editing may not be scheduled at same time. Computer Applications and Copy Editing may be held at same time.

SET 2
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.

SET 3
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 shall not be held at the same time.

SET 4
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.

Sample District Meet Schedule

2020-2021

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 Round I, 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,
LD Debate prelims Round II

10 a.m.

Computer Applications contest,
LD Debate prelims Round III

10:30 a.m.

Copy Editing

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 semi-finals,
Computer Science written test,
Editorial Writing, Social Studies

2:30 p.m.

Headline Writing, Mathematics, LD Debate finals,
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

8:30 a.m.

Copy Editing (from Set 1)

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 semi-finals,
Computer Science written test,
Editorial Writing, Social Studies

12:30 p.m.

Headline Writing, Mathematics, LD Debate finals,
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.

Meet Entry Procedure

Invitational Meets

A list of invitational meets is posted on the academics webpage at www.uiltexas.org/academics/invitational-meets. A formal invitation is not required to attend. Contact information for the host or registration information is available on the website.

District Meet

Schools must enter all contestants in district Cross-Examination Debate, One-Act Play and Academic meets via the online system. Failure to enter contestants by the district entry deadline is considered a late entry and could result in disqualification.

As soon as the district meet officials have set up and opened the district meet online, individual school academic coordinators may enter their school's contestants.

- Dec. 1 is the deadline for meet officials to set up the CX Debate meet online.
- Feb. 1 is the deadline for meet officials to set up the Academic meet and One-Act Play contest online.

CX, OAP and Spring Academic Meets are considered separate meets and entry systems. Initial setups by meet directors must be done independently and contestants for each must be entered independently.

NAVIGATING THE ONLINE ENTRY SYSTEM

Complete information regarding the online entry system is located on the UIL Academics webpage. 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.

SIGNING INTO THE SYSTEM

Academic coordinators entering their school's contestants need a UT EID but do not need to be authorized by our office. The site can be accessed at <http://www.uiltexas.org/academics/spring-meet-entry-system>. If you obtained an EID previously, it remains in effect. Please record your EID and password and keep in a secure place for future access.

If you do not have a UT EID or need assistance with your password, please go to UT EID Self Service Tools website at https://idmanager.its.utexas.edu/eid_self_help.

STEP 1-SCHOOL INFORMATION

All coordinators must update their contact information on your school's page, even if you have registered as a coordinator in the fall. This is how we will get in touch with you during the contest season.

STEP 2-CONTESTANT ENTRY

Toggle down for each contest to make your entry. Please make sure all names are correctly spelled, using upper/lower (title) case letters and that they are entered as last name, then first name. Case and spelling are important because this is how the name will be displayed in official records and archives. Proof for correct spelling.

- Do not type the names in all CAPS. Use normal upper/lower case (i.e. Jane Austen) for contestant names and spell correctly. Do not use initials (i.e. J. Austen) unless the student prefers initials to a name. The name you enter prior to district will be the name that is advanced from district to region to state.
- Fill in all online entry information. Whenever possible, enter substitutes in each event. List substitutes. It is easier to substitute a pre-entered contestant than to try to add a late entry.
- **Note:** Entries do not have to be finalized in a single session. Save the contestants on each page. Entries may be modified as many times as needed prior to clicking “Certify and Lock Entries.”

STEP 3-REVIEW ENTRY

Click on “Review Entries and Final Checkout” to proof your entries and print copies for your records. Review your entry, double-checking that all names are entered for ALL events. Check closely that a name or a team has not been omitted. Have academic coaches, directors and advisers review their event entries

STEP 4-FINAL CHECKOUT

This is the final step, certifying the eligibility of your contestants and accuracy of your entries. AFTER all entries have been completed and are finalized FOR ALL CONTESTS, click the “Certify and Lock Entries” button. With this final step, you are certifying the eligibility of your school’s contestants and locking your school’s entire entry against additional modifications. Do not hit “Certify and Lock Entries” before all entries for your school in all contests have been submitted.

- **Note:** locking entries for CX does not impact OAP or the general academic meet. Locking entries for OAP does not impact CX or the general academic meet.

LOCKED ENTRY

ALL entries should be certified and locked by the district entry deadline. Please email academics@uiltexas.org to request the entry be unlocked if you have locked your entry before you were not finished and it is before the entry deadline.

Region and State Meets

There is no official contest entry for region or state contests. The district and regional meet director's online results constitute a school's official entry in the contests advancing to the next qualifying meet. Individual school entry is unnecessary.

Check the academic regional meet (<https://www.uiltexas.org/academics/regional>) and academic state meet (<https://www.uiltexas.org/academics/state>) websites for dates, locations and important information.

District Late Entries

Entries submitted after the 10-day deadline require authorization of the district academic meet director. Allowances for late entries shall be consistent for every school within that district.

Late entries include the following:

- Late Online Entry. Submitting an online district meet entry form after the deadline constitutes a late entry.
- Late Entry of an Event. Entry of an event not entered by the school prior to the deadline constitutes a late entry.
- Late Entry of an Individual. Entry of an individual to fill a place left vacant on the district meet online entry form at the deadline constitutes a late entry.

If the approval for a late entry is granted, the coach or contestant shall provide the contest director, prior to the beginning of the contest, a letter signed by the superintendent or designated administrator certifying the eligibility of the student.

Alternates and Substitutes

District Substitutes

Every year schools are faced with the need to find a substitute for a person who cannot attend the district competition. UIL rules permit substitutions until the contest starts by following the instructions below.

(i) Students Whose Names Do Not Appear on Academic or One-Act Play Entry Forms. Eligible students may be substituted for names on the online entry form by providing the contest director with a substitute eligibility form or a letter signed by the designated administrator certifying the student's eligibility. The eligibility form or letter must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the certification form(s) or letter(s) to the spring meet district director to be filed with the school's original entry form.

(ii) Students Whose Names Appear on Academic or One-Act Play Entry Forms. Students who have been certified as eligible online but who are to be substituted into another event shall provide the contest director with written notification signed by the event coach or a representative from the contestant's school. Eligibility is already certified. Therefore, written notification is for the convenience of the contest director, who may not have a copy of the academic or One-Act Play forms.

After the entry deadline, substitutes are allowed only for a name on the entry. For example, if two contestants are entered in Accounting, substitutes are allowed only for the two names. Adding a third person to the district roster would be a late entry.

See Section 1001 for Further Restrictions in Cross-Examination Debate.

Post-District Meets

WITHDRAWING FROM COMPETITION

If a team or individual is unable to compete at the regional level, it is the responsibility of the school dropping a team or individual to notify the District Academic Meet Director or State Academic Meet Director. The alternate's school should be notified in writing as soon as possible prior to the contest. Failure to do so could violate the Academic Contest Ethics Code.

School districts shall notify the academic district or state meet director no later than the end of the second school day following academic district or regional competition if a student or a team knows that they will not compete at the next higher academic meet.

NO SHOWS IN DEBATE

Debate pairings must be prepared well in advance of a competition. When a debater does not show up and does not notify the meet director, it causes unnecessary delays and unplanned byes. Coaches of contestants in CX debate and LD debate must notify the contest director in writing if their contestants cannot attend. Stiff penalties are imposed for failure to fulfill this obligation. Even if there is no alternate to move up, the meet director must be notified.

ALTERNATES

After district competition, alternates replace contestants who cannot compete at regional or state. In individual contests, only fourth, fifth and sixth place finishers qualify as alternates to the next higher meet. In the Science contest, only the second place top scorer in biology, chemistry and physics may qualify as a potential alternate to the next higher meet. In team events, only the second place team may qualify as an alternate to the next higher meet. In the event that a district cannot qualify an individual or team from the district results form, then the district will not have representation in the respective contest slot.

For example, if four of a district's top six finishers in Literary Criticism are unable to advance to region, then only two students will represent the district. If both the first and second place Accounting teams cannot advance, the district will not be represented in team competition at the regional meet. For rules regarding certification of alternate Cross-Examination Debate teams, see the *CX Debate Handbook*. For One-Act Play, see the *OAP Handbook*.

ALTERNATES TO REGION

If a district 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.

ALTERNATES TO STATE

If a region contestant placing first, second or third is unable to participate in the state meet, the qualifier's designated administrator shall notify the state academic meet director in writing. The state academic meet director shall contact 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.

REGION AND STATE SUBSTITUTES

The only time the UIL permits substitutions past district is in One-Act Play, CX Debate and the team components of Accounting, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Mathematics, Number Sense, Science, Social Studies and Spelling & Vocabulary. Only one substitution per team is allowed. The substitute should be certified as eligible. The substitution eligibility form is on the UIL website. He or she need not have been listed on the original district online entry form or have competed in the district meet. It is only important that the student be certified as eligible at the time of competition.

Team Substitute Restrictions

- A school must have no fewer than three members in order to compete in the team competition. Otherwise, it must drop out and the alternate team should be called.

- A school may substitute one member onto a team. A team may not substitute more than one member onto a team.
- If two members of a four-member team cannot compete at region or state, then one member may drop out and the school may substitute for the other. In this case, the school will compete with three members.

It is the responsibility of the school making the substitution to submit the substitution form to the region or state meet director. Email the information as far in advance of the contest as possible.

Direct all notifications of substitutions at the state level to the state UIL academic office. If a team or individual is unable to compete at the state level, it is the responsibility of the school to notify the state UIL academic office and the alternate's school in writing by the second day following the regional meet or as soon as possible thereafter.

Qualifiers

Teams & Wild Cards

Four-member teams and wild cards allow hundreds of students to compete at the next level, but the success of the process requires that contest directors carefully read and follow all rules and procedures.

4-MEMBER TEAMS

- In the academic team events (Accounting, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Mathematics, Number Sense, Science, Social Studies and Spelling & Vocabulary), a school may enter four students in the district meet. In Science, a school may enter up to six contestants and the four with the highest scores are counted as team members. However, you may compete for team awards with only three students.
- The sum of the school's three highest contestant scores will determine the team score. The lowest of the four scores does not count toward the team total. The team with the highest composite score (of the top three individuals) is the overall team champion.
- All four members of the team may advance to the next level of competition and all four may compete for both individual and team honors.
- In Science, only four members of the team advance as members of the team. All six students entered in the district meet do not advance as members of the team. Only the top four scorers in the overall portion of the science contest will advance.
- If the winning team consists of three students at the district meet, then only three students may advance to region. The team may not add a fourth student at region. The same goes for region to state.
- Contestants disqualified for any reason as an individual may not advance or be substituted as a team member.

WILD CARDS

- At region, the wild card is the best second-place team score in the region. The other second place teams in the region do not advance. Only the team with the highest score among all of the second place teams in the region will advance to the region meet.
- It is essential that districts post results online by 5 p.m. the day following the meet. UIL will post a list of tentative wild card entries to region. Schools will have approximately 24 hours to notify the UIL of errors or omissions before the final list is posted. After that time, no changes will be made. No protests will be entertained.
- Regions will post results online by 5 p.m. on the Monday following the regional meet. Tentative State Meet wild card qualifiers will be posted by 5 p.m. on the Tuesday following regional meet. The final list will be posted on Wednesday after the regional meet. After that time, no changes will be made.
- **Wild card qualifiers will not be notified directly.** The list of wild card qualifiers will be posted on the UIL website. Neither the UIL nor the regional directors are responsible for sending information to wild card qualifiers. **You must check the UIL website!**

SCHOOLS WILL NOT BE DIRECTLY NOTIFIED OF WILD CARD TEAMS ADVANCING.

Verification Period

Requirement

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

THE PROCESS

The verification process is critical for catching any errors prior to announcing official results. Humans sometimes make mistakes, and this is the only time such an error can be corrected. Once official results are declared, changes cannot be made.

The verification period is an opportunity to check the accuracy of grading and recorded scores, not a time to question the decision of judges.

Unofficial results should be entered into the online system before verification so that the computer can add team scores and rank contestants. Scores should be entered for all contestants, not just those who place or score in the top half, so that team scores can be determined accurately. In speaking and writing events with ranks only, only the top six students will be ranked.

During the verification period:

- Results and scores are unofficial.
- Test papers and answer sheets will be provided to coaches and contestants.
- Papers may not be removed from the room and writing utensils should not be available.
- Copies of answer keys should be available.
- Copies of the recorded scores and unofficial rankings printed from the online entry system should be available for review. Coaches must be able to see not only that the tests were graded correctly and that the total score is correct, but also that the score on their contestant's paper is the same as that recorded on the results form.

When time has expired and all questions have been resolved, verification will be closed and results will be declared official. Only after results are official may awards be distributed.

Tips

For Region and State Qualifiers

ENTRY FORM

There is no entry required for the region or state meet. Qualifiers are advanced through the online entry system based on district or region results.

DROPPING INDIVIDUALS OR TEAMS

If you have drops, please contact the alternates through 6th place (2nd place for teams) until you find one able to attend. Then, provide the information to your district meet director who will verify and contact the region meet director.

Please let the district meet director handle all communication about drops to the region meet director. Your district meet director may be willing to assist with contact information for the alternate or contact the alternate for you, but it is your responsibility as the dropping school to assure the spot has been filled.

For drops at State, please contact the UIL academic state office directly, not the region meet director.

Failure to contact the alternate could violate the Academic Contest Ethics Code. Do not leave a seat vacant at region or state.

INDIVIDUAL ALTERNATES AND TEAM SUBSTITUTES

If you drop a 1st - 3rd place individual, the 4th - 6th places are the only alternates that are eligible to compete. A sub form is not needed since these students are already on the roster from district results.

For teams that qualify, you may substitute any eligible student from your school for one qualifying team member that cannot attend Region. A Substitute Form must be submitted to the region or state meet director for all team subs. A team substitute did not have to participate or be listed on the district or region entry.

WILDCARD QUALIFIERS

Qualifiers will be posted mid-week following the district or region meet for a 24-hour verification period. Please check UIL website. Schools will not be directly notified of wild card team advancement

REGION SCHEDULE

A region handbook and schedule can be found on the UIL website at www.uiltexas.org/academics/regional-information. Entry fees for the regional meet should be handled through your District Executive Committee and individual schools should not be giving payment to the region, other than for One-Act Play. Please review the handbooks closely for any requirements concerning providing a speech judge or documentation for Prose or Poetry. Some schedules may list roll call

time and others may list contest start time. Be early!

STATE SCHEDULE

A tentative schedule will be posted and each event will have information on the state meet webpage at <https://www.uiltexas.org/academics/state>. Please review the page about parking and alternates. There are no entry fees for state academic events.

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 Section 903 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. Late entries will only be made if approved according to Section 903 for district competition or Section 904 for regional competition.

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
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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 903 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. Late entries will only be made if approved according to Section 903 for district competition or Section 904 for regional competition.

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 *UIL Constitution and Contest Rules*.

Designated administrator	Date
--------------------------	------

Request for Accommodation

Submission Process

The University Interscholastic League will consider requests to accommodate a student with physical or mental impairments. The school should submit the [Request for Accommodation](#) form located at the link below with the appropriate signatures a minimum of two weeks before the contest in which the accommodation is sought. Requests submitted after that time, absent extenuating circumstances, will not be granted.

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

The request shall adhere to the accommodations provided by the student's Sec. 504 Committee and/or ARD Committee. No student records are to be submitted to UIL. The only required submission is the signed request with rationale for the accommodation. The completed form should be submitted to whichever UIL office (Music, Athletics or Academics) administers the game or contest in question.

APPROVAL LETTER

A response letter from UIL granting or denying the requested accommodation will be provided to the school. A UIL letter approving the accommodation can be submitted at any level of the competition. It is the coach or sponsor's responsibility to notify and provide a copy of the UIL approval letter to the meet director well in advance of the competition. If the student advances to the next higher meet, it is the responsibility of the student's school to notify the region and/or state meet director immediately.

Additional costs or equipment required for accommodations are the responsibility of the school district. It is the responsibility of the host school, contest director and contestant to follow any UIL ethics code or other applicable UIL rule to ensure the honesty of the competitors and the integrity of the competition.

APPROVAL PROCESS

Requests are handled on a case-by-case basis. The facts matter in each case. Examples of accommodations from the past include accommodations for visual impairments, dyslexia, motor skill impairments and special circumstances to take the test in a separate room. Such accommodations have included the use of an enlarged test copy, a magnifying glass, colored overlay, converting a test to Braille format or the use of a computer and printer. UIL, however, will not alter a contest's judging criteria as an accommodation or make accommodations that would fundamentally alter the game or contest.

Speech & Debate

Information

The UIL speech program consists of events divided into three basic skill categories: debate, oral interpretation and extemporaneous speaking. Students are permitted to enter two events in speech and Cross-Examination Team Debate. There is no restriction on entering Congress in addition to other speech or academic events. For details on double entries prohibited in speaking events, please refer to Section 1000 of the *UIL Constitution and Contest Rules*.

ORAL INTERPRETATION PROSE AND POETRY

In poetry interpretation and prose interpretation, the student is challenged to ascertain and communicate the ideas of an author through a literary selection, based on the student's understanding and research. Each participant school may enter three students in each contest in its district meet. The UIL staff and the Prose and Poetry Advisory Committee select two categories, identified as Category A and Category B for each event. Contestants must prepare material for both categories.

Complete contest rules and category descriptions are defined and discussed in detail in the *UIL Prose & Poetry Interpretation Handbook*, which can be downloaded free of charge from the UIL website. According to the *UIL Constitution and Contest Rules*, coaches are responsible for reviewing the handbook and should check subsequent clarification on the UIL website. Additional information is available on the oral interpretation webpage: <http://www.uiltexas.org/speech/oral-interp>

EXTEMPORANEOUS SPEAKING INFORMATIVE AND PERSUASIVE

In the extemporaneous informative speaking and extemporaneous persuasive speaking contests, contestants deliver an informative or persuasive speech from a topic based on national, international and Texas issues and derived from the speaker's background of research on current events. Each participant school may enter three students in each contest in its district meet. Speaking topics are provided at each contest level by the UIL.

Complete contest rules, information on how topics are developed and suggested resources for contest preparations are discussed in detail in the *UIL Informative and Persuasive Speaking Handbook*, which can be downloaded free of charge from the UIL website. Additional information is available on the extemporaneous speaking webpage: <http://www.uiltexas.org/speech/extemp>

CONGRESS

Congress is organized into regions according to the 20 educational service centers (ESC) designated by the Texas Education Agency. All schools, regardless of UIL conference, will compete with each other within their school's Region ESC unless conference entry numbers warrant separate chambers. Each conference in the Congressional Region will be eligible to advance a minimum of three representatives to the State Congressional competition.

Each school desiring to participate in UIL Congress should file an Intent to Participate form on the UIL website no later than date posted on UIL Congress webpage for the current school year. Each school in all conferences may enter three competitors in the Congressional Region competition. Entries shall be submitted at least 10 calendar days prior to the Congressional Region competition via the UIL website. Entries submitted after the 10-day deadline require a majority consent of the regional congress committee.

Complete contest rules are discussed in detail in the *UIL Congress Handbook*, which can be downloaded free of charge from the UIL website. Additional information is available on the congress contest webpage: <http://www.uiltexas.org/speech/congress>

DEBATE

LINCOLN-DOUGLAS

Lincoln-Douglas debate is an oral one-on-one argumentation in which debaters attempt to convince the judge of the acceptability of their side of a value proposition. Each participant school may enter three students in its district meet. Two resolutions, one for fall and one for spring, provided by UIL will be announced during the course of the school year on the UIL website. (August and December)

Complete contest rules, debate topics and information are discussed in detail in the *UIL Lincoln-Douglas Debate Handbook*, which can be downloaded free of charge from the UIL website. Additional information is available on the debate webpage:

<http://www.uil texas.org/speech/debate>

*Schools qualifying CX or LD debaters to state meet provide an experienced judge at the meet.

CX DEBATE CERTIFICATION

The CX Certification 8-round rule affects districts that have only one school participating or districts that have fewer than eight teams participating in the district competition. The rule stipulates that in districts with only one school entered in the district meet, first place advances to State only if the high school principal certifies that the team has competed in a minimum of eight competitive interschool CX debate rounds prior to the certification deadline. In districts with multiple schools but fewer than a total of eight teams competing, the second-place team advances to state competition only if the high school principal certifies that the team has competed in a minimum of eight competitive interschool CX debate rounds within the academic school year. In districts with eight teams or more competing, the second-place team advances automatically. The third-place team will serve as first alternate, the fourth-place team as second alternate.

Online Deadline

If applicable to your district, online submission must be received no later than 5 p.m. on deadline posted on the UIL website. The form can be found at: www.uil texas.edu/speech/debate

Submit the form if,

- Your first-place team competed in a district meet with ONLY one school entered.
- Your second-place team competed in a district meet with ONLY one school entered.
- Your second-place team competed in a district meet with less than EIGHT teams competing.

Do not submit the form if,

- Your first and/or second-place team competed in a district meet with EIGHT or more teams competing.
- Your first-place team competed in a district meet with more than ONE school competing.

DEBATE

CROSS-EXAMINATION

Cross-examination debate, or team policy debate, consists of two-person teams debating against each other on a policy resolution that is used throughout the year. A school may enter three, two-member teams in its district meet. In districts where less than eight teams are competing, each school with a full entry may enter a fourth team. Teams advance from district to state, with first and second place teams qualifying for the State Meet. Team certification may be required.

Complete contest rules, debate resolution and information, including the current year's resolution, are discussed in detail in the *UIL Cross-Examination Debate Handbook*, which can be downloaded free of charge from the UIL website. Additional information is available on the debate webpage:

<http://www.uil texas.org/speech/debate>

What will not meet the CX certification requirement?

- classroom debates
- practice rounds against own teammates
- non-judged festival rounds
- district rounds against your own school
- bye rounds

What will meet the CX certification requirement?

- competitive debate rounds at invitational tournaments
- two or more schools' participation in mini-tournaments where the debaters are judged by someone other than the coaches involved and a winner is declared
- district debate tournament rounds against opposing schools

NOTE: In the event a team is not certifiable, the school should notify the State Office in writing no later than the certification date. At that time, the alternate team would need to provide proof of certification in order to advance to State.

Theatre

Information

ONE-ACT PLAY

Current rules for the UIL One-Act Play Contest can be found in Sections 1033 and 1034 of the *UIL Constitution and Contest Rules* and in the current Handbook for One-Act Play. The Handbook can be downloaded from the UIL website (<http://www.uil texas.org/theatre/resources-forms>) or obtained as a digital download from the UIL online store. It is imperative that directors have copies of these two publications. Directors are responsible for knowing all UIL rules pertaining to the contest.

Schools may enroll in the Spring Meet Entry System. The enrollment deadline is October 1 of each year. The title must be submitted online by February 23 of each year. Contestants, additional directors and set and play information is submitted 10 days prior to the first contest unless the DEC has approved an earlier date.

THEATRICAL DESIGN

Current Rules for the UIL Theatrical Design Contest can be found in Section 1035 of the *UIL Constitution and Contest Rules* and in the Theatrical Design Prompt. The prompt can be downloaded from the UIL website (<http://www.uil texas.org/theatre/theatrical-design>). It is imperative that directors have copies of these two publications. Directors are responsible knowing all UIL rules pertaining to the contest.

Schools may enter contest entries via the process found on the UIL Theatrical Design webpage. The enrollment deadline varies each year. Please check the prompt.

Entries are submitted electronically, critiqued and ranked. Those receiving “Exemplary” ratings are selected for State Meet exhibition. At State, the top six entries are recognized and receive League awards.

UIL YOUNG FILMMAKERS FESTIVAL

Current Rules for The UIL Young Filmmakers Festival can be found in Section 1036 of the *UIL Constitution and Contest Rules* and in “The UIL Young Filmmakers Festival FAQ sheet.” The FAQ Sheet can be downloaded from the UIL website (<http://www.uil texas.org/film>). It is imperative that directors have copies of these two publications. Directors are responsible for knowing all UIL rules pertaining to the contest.

Schools may enter the contest entries via the process found in the UIL Young Filmmakers Festival FAQ Sheet. The enrollment deadline varies each year. Please check the website.

Entries are submitted electronically, critiqued and ranked. Those receiving advancing ranks from the semi-finals round are selected for screening at the UIL Young Filmmakers Festival Awards Night. At State, the top six entries are recognized and receive awards.

Journalism

Information

The UIL sponsors five journalism contests - Copy Editing, News Writing, Feature Writing, Editorial Writing and Headline Writing. Students compete at the district level and then the top three places advance to regionals. From regionals, the top three places advance to state competition.

The UIL offers additional journalism contests through its scholastic press organization, Interscholastic League Press Conference. ILPC offers its members yearbook, newspaper (both print and online) and broadcast competitions. ILPC also sponsors an annual two-day spring convention and a three-day intensive summer workshop. Both are held at the University of Texas at Austin.

Additional information is available on the journalism website: <http://www.uiltexas.org/journalism>

WHY JOIN ILPC?

The Interscholastic League Press Conference was created to assist journalism advisors and staffs in the production of journalistically sound Texas high school and junior high/middle school media. The program is sponsored by UIL and any high school or junior high/middle school is eligible for membership in ILPC.

1. ILPC's mission is to help improve scholastic journalism in Texas by setting the highest standards of maturity, ethics and professionalism for student newspapers, yearbooks and broadcasts. We want to help you maintain or secure its rightful place in curriculum at your school.
2. ILPC provides an evaluation service for newspaper (both print and online), yearbook and broadcast programs.
3. ILPC's spring convention is among the largest and best in the nation and the summer workshop is nationally respected. Each year, ILPC brings in the finest journalism specialists available to teach its convention and summer workshop.
4. ILPC sponsors the Edith Fox King Award for advisers who have devoted their careers to the cause of the school press. ILPC also presents the Max R. Haddick Teacher of the Year Award to a special Texas publications adviser.
5. In addition, ILPC recognizes staffs and individual staff members for outstanding work on publications through its Star awards, rating services and Certificates of Superiority.
6. You'll be part of a network of other publication staff members and advisers who understand the challenges and rewards of publications work.
7. You'll receive ILPC's Tops in Texas Individual Achievement Awards publication, which showcases the state's finest entries for newspaper and yearbook.
8. You'll receive all the emails from the ILPC office, including notification about state and national conferences and workshops, as well as upcoming events and opportunities.
9. Your students will be eligible for the ILPC college scholarship.
10. Most importantly, you'll be part of a network of other publications advisers who are working to keep journalism in the Texas school curriculum and Lone Star publications among the finest in the nation.

If you have questions, call the ILPC office at 512-471-5883 or email: jacton@uiltexas.org.

Publicity & Recognition

UIL SPONSOR EXCELLENCE AWARD

Each high school may nominate a UIL coach or sponsor for the UIL Sponsor Excellence Award. Winners receive a monetary award and trophy. For an application and submission deadline, see the UIL web page: www.uil texas.org/about/sponsor-excellence-award.

UIL SCHOLAR AWARD

The UIL presents a Scholar Award to students who graduate in the top 10 percent of their classes who have also participated in a UIL academic, music or athletic contest. The purpose of the award is to honor students whose academic and extracurricular achievements have been exemplary. In April, 10 to 45 complimentary award certificates are sent to each school. (Number sent is relative to school size.) School administrators may order additional certificates from the League office.

POSSIBILITIES FOR PUBLICITY

Most people know nothing of the relationship between the schools and the UIL, nor do they know of the goals of the activities and programs. Publicizing academic events is a good opportunity to inform them. To get sufficient publicity for your academic program, assign a specific person to be in charge of publicity. This person should send press releases before an academic meet announcing the school's participation in case the media outlet wants to attend. After the meet, this person should send out a press release announcing the results to any local television and radio stations as well as local newspapers. It's important to establish a working relationship with your local media.

Press releases are a quick and easy way to disseminate information. Every release should include the date, time and location of event, as well as students from your school who are involved. A file of interesting photographs always makes a story more worthwhile and more interesting to the reader.

Journalists and radio broadcasters are more likely to publicize your event if they have all pertinent information and receive it in a timely manner. Sample public service announcements that may be personalized to your school are included below.

School programs need the support of the community. Often the community is unaware that the activities are happening. Radio, television and newspaper coverage can certainly help. Having the material ready is often the key to getting coverage.

ADVANCE NEWS IS GOOD NEWS

Invite members of the media to your district and regional events. Send them a press release approximately two weeks before the event and follow-up with a phone call one or two days in advance. Invite them to cover students practicing for contest at any time during the day. Publicity is your responsibility.

Don't forget to send a copy of the press release to the person in charge of the principal's newsletter, the superintendent's newsletter and the district public information officer. You should also submit press releases for inclusion on the school's webpage.



UIL LOGO

The UIL logo is copyrighted and may not be reproduced on items to be sold. You may use the UIL logo for any school-related publicity. To request permission and an electronic version, contact the League office at: www.uil texas.org/media

Frequently Asked Questions

ELIGIBILITY

How can I have my eligibility questions answered?

If you have questions, see the TEA & UIL Side-by-Side document on the UIL website. You also may call the UIL office and request to speak to an eligibility officer.

GETTING STUDENTS INVOLVED

How do you get more students involved with the academic events?

The trick to student involvement is teacher involvement. If you have an enthusiastic teacher and coach, he or she will recruit enthusiastic students. So that's where to begin. Make academic competition a "high profile" activity. Recognize students for their efforts and successes. Show other students that adults value and appreciate their hard work and courage.

DISTRICT OFFICIALS

Who is the Spring Meet District Chair?

This is the individual, usually a superintendent or principal, who is officially in charge of all UIL spring meet events – possibly both athletic and academic. Many districts also appoint a separate director for athletics and for academics. The academic meet director is responsible for hosting the meet and is often an academic coordinator or coach.

FULL-TIME EMPLOYEES

Must UIL academic coaches be full-time school district employees?

An academic, speech or debate coach need not be an employee of the school, although the UIL certainly encourages school districts to use their employees as coaches. The director of the One-Act Play, Theatrical Design and Film must be a full-time employee of the school with the exception noted in the section 1033 in the C&CR.

ACADEMIC RULE CHANGES

Where can I find the latest academic rule changes? Rule changes are posted on the UIL website. Look at news items, individual event websites and *The Leaguer*.

SPONSOR EXCELLENCE AWARDS

What is the UIL Sponsor Excellence Award.

Each year, the UIL recognizes sponsors and coaches in academics, music and athletics for their contributions to scholastic competition in Texas. They receive a trophy and \$1,000. School administrators can nominate only one individual per high school. Nomination forms and deadline are available on the UIL website.

INVITATIONAL MEETS

We competed in three consecutive invitational meets, all of which used the same material. Is this legal?

The League does not govern invitational meets, except for designating limits on when UIL materials may be used. Academic coordinators and coaches should be certain that their students are not competing in multiple meets that use the same materials. Invitational meet hosts should publicize the materials to be used. If the invitation doesn't say which material, ask.

Is an invitational academic meet the same as a scrimmage?

No. An invitational or practice meet is a competition and, as such, falls under the provisions of no-pass, no-play.

AMATEUR RULE

Can I get paid by the local newspaper to write articles even though I want to compete in the UIL News Writing competition?

Yes. There is no amateur rule for academics. A student may work for a local newspaper for pay or win a prize in a local essay-writing competition and retain eligibility for all UIL academic contests. They may also perform in stock productions for pay or accept cash or prizes for competing in other academic events (Citizen's Bee, Spelling Bee, Voice of Democracy, etc.) and retain UIL eligibility.

ONLINE SPRING MEET ENTRY

Are we required to enter our contestants using the UIL Spring Meet Online Entry System?

Yes. Students will not be considered entered except through the Online Entry System. It is each school's responsibility to enter its contestants — not the district academic host or district spring meet director. For information and directions, go to UIL website, click on "Academics." See Congress webpage for separate entry instructions.

LATE ENTRY

If I omitted a student's name during online entry for the district meet, can I add him after the deadline?

Any entry submitted after the deadline for a blank spot on the original entry is a late entry. Late entries are allowed with the consent of the District Academic Meet Director. All late entries shall be consistent for every school in the district.

ACADEMIC TEAMS

How do you determine the team score at district?

You're allowed to enter four students at district in, say, mathematics. The three highest scores will be the team score. While the lowest of the four scores will not count toward the team score, the fourth student is allowed to advance to the next level with the winning team and compete for all honors. Speech and Journalism teams are awarded points for every student that places in those events. Speech and Journalism teams do not advance.

SWEEPSTAKES POINTS

Must OAP points count toward overall district championship?

Absolutely. All contests under the C&CR Schedule of Points section must be counted toward the district academic championship and the overall district title.

WILD CARD TEAMS

How do I find out if our second place district accounting team is the wild card for our region?

You must go to the UIL website and check. Schools will not be contacted directly by UIL.

TEAM SUBSTITUTES

At the time of our district meet, one of our math team members was in the hospital ill. At the meet, we had only three students compete and they won first place in the district. Can the student who missed the district competition due to illness participate as the fourth team member at regional?

No. A team may advance only as many members as competed in the qualifying meet. Thus, if the team consisted of three students at district, then it may advance only three students. The student who was ill during the district meet may substitute for one of the team members, however, if and only if another team member cannot attend.

DROP & SUBSTITUTE

Our 4-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.

REGIONAL ALTERNATES

If the first-place qualifier in number sense from our district cannot compete at the regional meet and both the fourth and fifth-place individuals are already competing as team members, does my sixth-place district winner get to advance and compete?

No, not unless two more contestants from your district drop, as well. The fourth-place at district is the first alternate and if that person is also an advancing team member, no additional alternate is eligible to advance. All team members compete as individuals, too; so the open slot has already been filled.

CONFLICT PATTERN

Our district voted to schedule Ready Writing on the Thursday before the other district contests on Friday and Saturday. If a student chooses to compete in Ready Writing and Computer Applications, may he do so even though the UIL suggested schedule shows a conflict?

Yes. Districts are free to schedule their meets over two, three or four days if they like. Remember that the conflict pattern is enforced at region and state and students may not compete in conflicting events, even if the schedule allows; so if your student earns the right to advance in Ready Writing and Computer Applications, he or she will not be allowed to compete in both at region.

ACADEMIC CONTESTS ETHICS CODE

What if our district meet takes place over several days and I have a student who qualifies for the regional meet in two conflicting events?

The student must choose between events, because the conflict pattern will be strictly enforced at regional and state meets. The Academic Contests Ethics Code requires that the school district notify the regional director and the school of the alternate if a student or a team knows that it will not compete at the next highest level.

ANSWER KEY ERROR

What if we determine the answer key contains an error at the district meet?

In the case of an error on the answer key of an objectively-scored contest, the graders or contest directors must 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 on correctness rather than an incorrect answer key.

CALCULATORS

Where can we find a list of approved calculators?

See individual contest handbooks for specific guidelines or restrictions regarding calculators.

COMPUTERS

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

Yes. Students may use computers in Ready Writing, Feature Writing, News Writing and Editorial Writing at the district, region and state level. Students who opt to compose their entries on computers accept the risk of computer or printer malfunction. Schools that plan to use computers must use laptops and provide their own portable printers. The host school should make certain enough outlets are available. Every coach should bring along an extension cord for each computer and printer.

ENTERING BOTH LD & 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 LD debate?

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

SUNDAY PARTICIPATION

We plan to attend an Invitational Meet on a Monday. Can we practice on Sunday?

Sunday practices are allowed. Sunday competition is not. However, school district personnel may instruct high school students and accompany them to no more than four school-sanctioned academic or fine arts competitions held on Sunday that do not count toward League standing. Such participation must be approved by the superintendent or designee and the contest must be sponsored by a college or university. Check the UIL website and the C&CR for further clarification.

CLASS REQUIREMENT

Does the UIL require that a student be enrolled in a particular class to participate in a UIL contest? For example, does a student have to be enrolled in journalism to compete in editorial writing?

No. Nor does the UIL require that students be a member of a club to participate.

PRACTICE CLASSES

Is it legal for a school to schedule a class or classes during which students may prepare for UIL academic contests?

Yes. The school may schedule a study hall, activity period or other class during which students may practice UIL contests. However, the class may not be used solely as a UIL contest practice period. It may be used for a variety of purposes: remediation, state test practice or enrichment.

WORKSHOPS OR CAMPS

Our school wants to sponsor several students to summer debate camp or journalism workshops. Is this legal?

Absolutely. The UIL has no rules forbidding schools from paying expenses for students to attend academic summer camps or workshops.

ACADEMIC BANQUET

Is it a violation of the awards rule to host an end-of-the-year banquet for academic students?

No. Academic competitors deserve one. Booster club or school funds may be used to pay for the banquet.

MISSING PART OF A DAY

I have severe allergies and receive a shot Friday mornings in the clinic. Our district meet is scheduled for Friday afternoon. Can I compete?

Local policy determines whether a student is required to attend school all day or any portion of the day to compete in a contest. UIL has no rules on this.

REHEARSAL RESTRICTIONS

May a student miss a regular class in order to attend a rehearsal for the One-Act Play?

No. Students may not miss other classes for the purposes for extra-curricular academic, fine arts or athletic practices or rehearsals. If a student is scheduled for a class that is directly affiliated with the activity (theatre/One-Act Play, for example), only the amount of time scheduled for that class and allowed by state law may be used for practice purposes preparing for contest.

EXTRACURRICULAR

What is considered extracurricular?

An activity would be considered extracurricular if the activity is competitive; the activity is held in conjunction with another activity that is considered extracurricular; the general public is invited; and/or an admission price is charged.

ACADEMIC DECATHLON

Is Academic Decathlon a UIL competition? Do UIL standards apply to it?

No. But it's bound by state law, i.e. no-pass, no-play. And districts may apply UIL standards to Academic Decathlon or any other contest.

SCHOLARSHIPS

How does a student qualify to apply for a scholarship through UIL competition?

Any student who competes in the UIL Academic State Meet at least once in his or her high school career may apply for a Texas Interscholastic League Foundation scholarship. Check the TILF website for complete details: www.tilfoundation.org.

I went to the State Meet in CX debate last year. However, I didn't make it past the first day. Do I still qualify for TILF scholarships?

No. Only the elimination rounds of CX debate, held the second day of the tournament, satisfy the requirement for TILF scholarships.

ELEMENTARY, MIDDLE SCHOOL, JUNIOR HIGH

Where can we find information on contests for grades 2-8?

Please refer to the A+ Handbook as well as the UIL website for contact information:
uiltexas.org/aplus

Student Activities Conferences

Free Convention for Teachers and Students

With a mini-convention format, the conferences feature lectures and presentations by UIL contest directors, college professors and high school teachers. Sessions will include discussions on contest preparation, demonstrations, performances and contest administration.

Tentative programs for each site will be posted on the UIL website and final programs will be available at each site. Conferences are scheduled to minimize conflicts with SAT and ACT tests, band contests and state conventions and to maximize participation by the finest students and teachers in Texas. Pre-registration is not required and there is no fee for attendance.

Check www.uilTEXAS.org/academics/conferences for current year's SAC schedule.

COORDINATORS & DIRECTORS

The academic staff will make a special effort to offer sessions for coordinators, district meet academic directors and contest directors. Fall is the time to begin planning for the district meet.

BUSINESS

Contest directors and coaches will provide updates on Computer Applications and Accounting competitions. In addition, they will clarify any questions about the rules, participation eligibility and testing information for these contests.

JOURNALISM

Journalism students may select from sessions on the UIL Copy Editing, News, Feature, Editorial and Headline Writing contests. Each session emphasizes preparing students and coaches for the contests. An "advisers only" session is offered at some sites.

LITERARY EVENTS

Literary competitors will hear critical reviews of the reading selections in literary criticism, have an opportunity to attend writing workshops and receive information about spelling and vocabulary words and their origins. Speakers also will review how to write successful essays in contests.

SOCIAL STUDIES

Sessions will be held for Current Issues & Events and Social Studies. Students and coaches can meet the state contest directors as well as pick up tips on information gathering and essay writing.

STEM

In the Mathematics, Number Sense, Calculator Applications and Science sessions, students will receive instruction on contest format, hear lectures and/or take sample tests. In the Computer Science sessions, students will attend lectures from computer scientists, have the opportunity to take a sample computer science test and ask questions particularly about the hands-on portion of the test. In the Robotics sessions, students learn how this activity can be an exciting opportunity for your school and how to prepare for the contest.

SPEECH AND DEBATE

In the speech and debate areas, students may choose from advanced and novice sessions in CX debate, Lincoln-Douglas debate, Congress, oral interpretation and extemporaneous speaking taught by the finest college and high school teachers in Texas. Student demonstrations are also provided.

THEATRE

Sessions will cover one-act play, film and theatrical design. Instructors will discuss everything from lighting to movement to costumes to use of the unit set. Many of the classes will take place on stage and will involve interaction from audience members.

UIL Capital Conference

For Coaches & Directors from Elementary to High School

Held each summer at The University of Texas at Austin, the UIL Capital Conference offers everything a speech coach, theatre director, academic coach or academic coordinator — high school or elementary, middle or junior high — needs to know, from eligibility rules to setting up a budget to prose and poetry selections to researching the Cross-Examination debate resolution. Featuring many of the state's most outstanding and successful academic coaches and coordinators as well as many of the League's state contest directors, the Capital Conference is the most economical and effective way to make certain your school year starts off on the right foot. Each year workshops in selected academic events are offered.

SAMPLE SESSIONS INCLUDE

- building a championship UIL academic program
- UIL eligibility and state law
- resources for the prose and poetry categories
- tips on recruiting coaches and students
- directing the one-act play contest
- building a winning academic program
- generating community support for academic competitions
- creating a strong A+ UIL program for grades 2-8
- technology and UIL contests
- tips on hosting invitational and district meets
- sessions on selected academic contests
- how to survive as a first year UIL academic coordinator or speech coach
- training speech and debate judges
- OAP contest management procedures and policies
- great ideas for speech coaches
- debate topic analysis
- and many more...

Specific classes will be offered for first-time as well as veteran coordinators/coaches for high school and elementary, middle school and junior high.

Attendees earn Continuing Professional Education (CPE) credit.

If you are interested in presenting, please contact the UIL academic staff.

ONLINE REGISTRATION

Registration required. Register online at: www.uil texas.org/academics/capital-conference.

FOR MORE INFORMATION

Call 512-471-5883 or email academics@uil texas.org for more details.

TILF

Scholarships

Participants in UIL academic state meets are eligible to apply. The Texas Interscholastic League Foundation is one of the truly unique and special aspects of UIL participation. During a typical academic year, TILF will disburse more than \$1 million to nearly 600 students attending colleges and universities throughout Texas.

Amounts of scholarships range from \$500 for one year to \$20,000 over four years. Some scholarships target specific students who select certain majors, attend specific colleges or universities or compete in specific contests. For more complete information, refer to the TILF website at tilfoundation.org.

Students who meet the following requirements are eligible to apply for TILF:

1. Compete at the state level of competition in a UIL academic contest. (Special Notes: Only Cross-Examination Debate State Meet competitors advancing to the second day elimination rounds as one of the top 16 teams may apply. For students who compete in the Barbara Jordan Historical Essay Competition, Latino History Essay Competition, and/or Young Filmmakers Festival, only students who advance to state finals are eligible to apply. For students who compete in BEST and FIRST Robotics contests, only members of the top 10 teams in each competition group are eligible to apply.)
2. Must submit a high school transcript, SAT/ACT test scores, a letter of recommendation, and IRS 1040 forms.
3. Submit an online application and supporting documentation by the deadline. If your state competition falls after the application deadline, file your application on time and then submit an update via email following state results.
4. Graduate during the current year and begin college or university by the following fall semester.
5. Attend an accredited college or university in Texas, enroll full-time, and maintain a minimum 2.5 GPA.

The Awards Committee meets in June. All applicants will be informed of the status of their application in mid-July. Refer to www.tilfoundation.org for exact deadlines.

If you have any questions, contact Trudy Richards, Executive Director at info@tilfoundation.org or (512) 382-0916.

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 cannot be resolved at the local level should be directed to specific officials at UIL 512-471-5883, or for Theatre/Film, 512-471-9996.

TOPIC	STAFF TO CALL
Executive Director	Dr. Charles Breithaupt
Deputy Director	Dr. Jamey Harrison
Contest Rules and Information	
Academics	Dr. David Stevens
A+ Academics and Essays	Lisa Parker
Journalism.....	Jeanne Acton
One-Act Play, Theatrical Design, Film Festival	Paula Rodriguez
Speech, Debate, Congress.....	Jana Riggins
STEM.....	David Trussell
Athletics	Dr. Susan Elza and
.....	Brian Polk, Brandy Belk, AJ Martinez, Joseph Garman
Music	Dr. Bradley Kent, Gabe Musella
Membership Fees	Brenda Cerda
Orders	Ben Martinez
Mailings.....	Jason Castillo
Public Information	Kate Hector, Chris Schmidt, Logan Lawrence
Report Violations	Dr. Charles Breithaupt
Scholarships-Texas Interscholastic League Foundation	Trudy Richards
Waivers	Nakita Guillory
Eligibility	Dr. Mark Cousins, Dr. Kevin Jones
Compliance.....	Darryl Beasley

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.....	David Trussell, dtrussell@uiltexas.org
Current Issues and Events	Dr. Bradley Wilson, bradleywilson08@gmail.com
Journalism (News, Feature, Editorial, Headline, Copy Editing).....	Jeanne Acton, jacton@uiltexas.org
Literary Criticism	Mark Bernier, mbernier@blinn.edu
Mathematics and Number Sense.....	Larry White, texasmath@centex.net
One-Act Play, Theatrical Design & Film Festival.....	Paula Rodriguez, prodriguez@uiltexas.org
Ready Writing.....	Ruben Rodriguez, ruben.rodriguez@austincc.edu
Science (physics)	Dr. David Bixler, David.bixler@angelo.edu
Science (biology).....	Dr. Michelle McGehee, michelle.mcgehee@blinn.edu
Science (chemistry).....	Dr. Brian Anderson, banderson@utexas.edu
Social Studies.....	Andy Bates, abates@sabinepass.net
Speech, Debate, Congress	Jana Riggins, jriggins@uiltexas.org
Spelling & Vocabulary	Linda Berrey, lberrey@sbcglobal.net
Elementary/Jr. High Academic A+ Program	Lisa Parker, lparker@uiltexas.org
General Academics.....	academics@uiltexas.org
University Interscholastic League	www.uiltexas.org