

Remember to register your
attendance and
complete session evaluations.

BEFORE WE GET STARTED

Session numbers
are in the program.



SCAN ME



From the Coordinator's Perspective

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Academic Coordinators Packet

Download/print here:

https://www.uiltexas.org/files/academics/AcadCoord_Memo_23-24.pdf

Recruit your coaches

- *Get a list of last year's coaches and ask if they are willing to coach the same events
- *Recruit new coaches to fill in gaps
- *Stipends
- *Treats
- *Door signs

Sign up Ideas

- *Morning announcements before the sign up days
- *Colorful hall posters
- *English classes
- *Provide contest descriptions and conflict grid

https://www.uiltexas.org/files/academics/Brief_Overview_of_High_School_Contests_2020-21.pdf

Practice Schedule

- *Talk to the coaches to see when their preferred practice times are
- *Home room or tutorial period?
- *Lunch or After school?
- *Set up a practice schedule
- *Green and Gold Schedule

Practice Meets

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

*<https://www.tabroom.com/index/index.mhtml>

District Meet

*Set UP Speechwire Account:

<https://www.speechwire.com/index.php>

*Set a deadline for coaches to get their teams to you where you have plenty of time to complete the district entry

Regional Meet

Regional Qualifiers will automatically be advanced to the Regional Meet

Regional Handbooks will be available about a month before your regional Meet here:

<https://www.uiltexas.org/academics/regional-information/>

Make hotel reservations early. Base your number of rooms on last years regional qualifiers. It is easier to cancel rooms than to get rooms.

State Meet

*Information will be available here:

<https://www.uiltexas.org/academics/state>

*Again, make travel plans and hotel reservations asap

Medical Forms

*Ask your school nurse or secretary for a binder with a copy of all of your ULL students medical forms

Academic Handbooks and Manuals

Available here:

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

*Print contests handbooks and give them to your coaches

Study Materials

*Available from the UIL Store here:

<https://store.uiltexas.org/academics/>

Travel Tips

- *Start a folder for every contest/meet/trip
- *Absence from Duty form
- *Transportation Request
- *Tournament entry PO
- *Meal PO
- *Hotel PO
- *Tournament Schedule
- *Itinerary
- *Sales and hotel tax exempt forms
- ***Credit Card Authorization form if the credit card that you use is not in your name**

Contests

- *UIL coordinators should be familiar with the basic formats for all contests
- *Talk to your coaches to make sure that they understand the basic format for the contest that they are coaching
- *Answer all questions? Don't answer all questions? Disqualifiers?
How the contest is scored.

Eligibility

*Find eligibility information here:

<https://www.uiltexas.org/policy/constitution/general/eligibility>

Questions?