



# **ACADEMIC COORDINATORS AND COACHES UPDATE**

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DIRECTOR OF ACADEMICS**

# THIS SESSION





# OVERALL DUTIES OF A COORDINATOR

## Primary Role

- Liaison

## Get Organized

- Calendars, Group Emails, Folders

## Be a Team Leader

- Motivator, Cheerleader, Role Model

## Communicate

- Colleagues, Students, Community



# ACADEMIC COORDINATOR INFORMATION PACKET

The screenshot shows the UIL website's navigation menu. The top navigation bar includes: ACADEMICS - ATHLETICS + MUSIC + SPIRIT + UNIFIED +. The Academics dropdown menu is open, listing: Academics Home, Meets +, Conferences +, Contests +, STEM +, Theatre +, Journalism +, Speech & Debate +, A+ (Grades 2-8) +, Resources - (highlighted), TILF, and Lone Star Cup. The Resources sub-menu is also open, listing: General Academic Information, Handbooks & Manuals for Academic Contests, Study Materials, Academic Coordinator Resources (highlighted), Forms, and Alignments. A red diagonal banner with the text 'Acad. Coord Resources' is overlaid on the right side of the menu. The background of the website features a photo of students' hands reaching up.

The University Interscholastic League offers the most comprehensive program of academic competition in

**RESOURCES &  
FORMS**

Overview

General Academic  
InformationHandbooks & Manuals for  
Academic Contests

Study Materials

**Academic Coordinator  
Resources**

- Academic Coordinators Checklist
- Motivating Students for Academic Coordinators
- Preparing a Budget for

## Academic Coordinator Resources

[Academic Coordinator Information Packet- August 23-24](#) 

### Academic Coordinator's Manual

One of the most valuable resources is the 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 any of the materials in this manual and distribute them to anyone that might be interested.

[▶ Download the Academic Coordinator's Manual](#)

[Information packet link](#)

# REGISTER AS A COORDINATOR



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

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

The screenshot shows the UIL website interface. At the top, there is a navigation bar with links for Home, About, Calendar, Contact, Shop, and UIL Portal. Below this is the UIL logo and a search bar. A main navigation bar contains categories: ACADEMICS -, ATHLETICS +, MUSIC +, SPIRIT +, MEDIA +, and POLICY +. The Academics section is expanded, showing a list of options: Academics Home, Meets, Conferences, Contests, Stem, Theatre, Journalism, Speech & Debate, A+ (Grades 2-8), Resources, TILF, and Lone Star Cup. A red arrow points from the 'A+ (Grades 2-8)' link to a registration box. This box is titled 'REGISTER AS HIGH SCHOOL ACADEMIC COORDINATOR' and includes the text '(Coordinators for elementary and middle schools register under A+ Academics.)' and a red button labeled 'HS REGISTER HERE'. Below this box is another box for 'UIL ESSAY COMPETITIONS'. A 'Quick Links' sidebar on the right lists various resources like 'CAPITAL CONFERENCE REGISTRATION' and 'UIL ESSAY COMPETITIONS'.

# HIGH SCHOOL ACADEMIC COORDINATOR'S MANUAL



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



## High School Academic Coordinator's Manual

For campus-level academic  
coordinators, coaches and contest directors



# **CHANGES FOR 2023-24**

## **Computer Applications Phase Out**

- Last year of competition is spring 2024.

## **REC Foundation Robotics Pilot continues**

## **SpeechWire adds CX and OAP for entry**

## **Six entries for team events**

## **Scoring point change in Current Issues & Events**

## **Expanding conferences in Theatrical Design (and Film)**

**3A (1A-3A), 4A, 5A, 6A**

## **Six Entries Update**



# ENTERING SIX STUDENTS

1/3



## Four or Six

- Each school may enter as many as **SIX** individuals in the district meet, or a maximum of **FOUR** individuals with District Executive Committee approval

## Contests Impacted

- This change applies only to high school Accounting, Calculator Applications, Computer Science, Current Issues and Events, Literary Criticism, Mathematics, Number Sense, Social Studies, and Spelling and Vocabulary

## Advancement Structure

- The sum of the top three overall scores from each school constitutes the team score for the school, with the fourth highest scoring member serving as the tiebreaker.
- All four members of first place or wild card teams advance to the next level of competition.
- All team members who qualify to regional or state will also compete for individual honors.

# ENTERING SIX STUDENTS

2/3



## Advancement Structure

- The sum of the top three overall scores from each school constitutes the team score for the school, with the fourth highest scoring member serving as the tiebreaker.
- All four members of first place or wild card teams advance to the next level of competition. All team members who qualify to regional or state will also compete for individual honors.
  - For Current Issues & Events and Social Studies, the objective scores (not including the essay scores) will be used to determine the four advancing team members.
  - For Computer Science, written exam scores will be used to determine the four advancing team members. Regardless of the number of entries, exactly three team members participate in the hands-on programming session. The coach determines which three contestants from among the qualifying team members participate in programming.

# ENTERING SIX STUDENTS

3/3



## Tiebreaking Procedures for Determining Team Members

- In districts using the six-entry option, ties shall be broken in contests with existing tiebreaker procedures to determine the four team members for first- and second-place teams.
- If a tie still exists after all tiebreaking procedures have been followed, then the tie cannot be broken and those involved in the tie advance. Tiebreaking procedures are included in the handbook for each contest.
- If tiebreaking procedures were not followed, the coach will be contacted to break the tie before the next competition.



# INTERNET IN DEBATE

## Events

- Allows the use of the Internet during Cross-Examination Debate and Lincoln Douglas Debate competition rounds within the parameters set forth in the guidelines

## Details

- For evidence retrieval and sharing with opponents and judges participating in the round
- Prohibits any communication outside the round or with audience members.
- Internet connectivity would be the responsibility of the competitor and not the host site.

# **ITEMS CURRENTLY MONITORING**



**Spelling and Vocabulary Computer Use**

**Requirement for students to print a paper from a personal computer in writing events**

**Allow internet use in extemporaneous speaking**

**Expand Divisions (Conferences) for Essay Contests, and Robotics**



# **TECHNOLOGY IN ACADEMIC EVENTS**

## **Artificial Intelligence**

- ChatGPT and other forms of AI are not allowed in UIL academic events

## **WiFi/Internet**

## **Printers in contests**

## **Digital versions of contest materials**

# VITAL CONTEST RESOURCES

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

- Website
- Contest Handbooks
- Study Materials





# UIL WEBSITE AND ACADEMICS HOMEPAGE

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

The screenshot shows the UIL website's Academics homepage. At the top, there is a navigation bar with links for Home, About, Calendar, Contact, Shop, and UIL Portal. Below this is a dark blue header with the UIL logo and the text 'University Interscholastic League'. To the right of the header are social media icons for Facebook, Twitter, Instagram, RSS, and Email, along with a search bar.

The main navigation menu is located below the header and includes links for ACADEMICS, ATHLETICS, MUSIC, SPIRIT, MEDIA, and POLICY. A red arrow labeled 'TABS' points to the ACADEMICS link.

The Academics page features a breadcrumb trail 'UIL Home > Academics' and a list of categories: Academics Home, Meets, Conferences, Contests, Stem, Theatre, Journalism, Speech & Debate, A+ (Grades 2-8), Resources, TILF, and Lone Star Cup. A red arrow labeled 'Contests grouped by area' points to the 'Contests' link, which is highlighted with a red bracket.

Below the navigation menu is a large image of a group of people with their hands raised in a huddle. To the right of the image is a 'Quick Links' section with the following items:

- » CAPITAL CONFERENCE REGISTRATION
- » UIL ESSAY COMPETITIONS
- » INVITATIONAL MEET LISTINGS
- » ACADEMIC STUDY MATERIALS
- » ACADEMICS CALENDAR

At the bottom of the Quick Links section is a button labeled 'Contact Academics'.





# **IMPORTANT INFO ON EACH EVENT WEBPAGE**

## **SOCIAL STUDIES, LITERARY CRITICISM**

- Required reading lists

## **CURRENT ISSUES AND EVENTS**

- Date ranges for tests

## **SPELLING**

- Word Power

## **SCIENCE**

- Physics Novel
- Memos from the Contest Directors



# INVITATIONAL MEETS

Practice Meets for academic activities

Host schools charge entry fees

Invitational meets are posted a

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

The screenshot shows the navigation menu for the UIL Academics website. The menu is organized into three main categories: ACADEMICS, ATHLETICS, and MUSIC. Under ACADEMICS, there are links for Academics Home, Meets, Conferences, Contests, Stem, Theatre, Journalism, Speech & Debate, A+ (Grades 2-8), and Resources. Under ATHLETICS, there are links for Meets and Tournaments, Meet Officials, Invitational Meets, District Meets, Regional Meets, and State Meet. Under MUSIC, there are links for Academic Meet Entry System and State Meet. A red arrow points to the 'Invitational Meets' link in the ATHLETICS section.

ACADEMICS -	ATHLETICS +	MUSIC +
Academics Home	Meets and Tournaments	
Meets	Meet Officials	
Conferences	Invitational Meets	
Contests	District Meets	
Stem	Regional Meets	
Theatre	State Meet	
Journalism	Academic Meet Entry System	
Speech & Debate		
A+ (Grades 2-8)		
Resources		



# PLANNING MEETINGS

## District Organizational Meeting

- **Typically Aug or Sept**
- **Invite all schools and receive a response**
- **Include OAP directors and Debate coaches in planning meeting**
- **Consider OAP dates**
  - Bi-district can take place until Thursday of district week
  - Area OAP meets are held the 2nd week of district speech
- **Recommend dates and locations to the District Executive Committee**



# **ACADEMIC MEET DETERMINATIONS**

**Gather contact information for each coordinator, debate, one-act play of the schools.**

**Sign up contest directors for each event, assistants, spelling monitors, etc.**

**Determine entry deadline**

**Vote on following the Conflict Pattern**

**Determine procedure/allowance for late entries**

**Substitutes deadline**

**Spelling pronouncer be live or audio file**

**Writing judge hiring criteria and who will do that**



# **SPEECH DEBATE DETERMINATIONS**

**Hire a speech/debate director, CX director**

**Judge criteria and who will hire**

**Poetry and Prose documentation check**

**Will debate brackets be broken**

**Set CX entry deadline**

**Open or closed tab room**

# ONE-ACT PLAY DETERMINATIONS

*Location/Date*

*Contest Manager/Site Crew*

*NO Earlier than Aug. 15:*

- *Draw for performance order*
- *Contact Judges*

**Bi-District Organization and Dates**



# DISTRICT DATES

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

# **2023-24**

## **SPRING MEET DATES**

<b>April 1-6</b>	<b>Academic District Week and Speech Week 1</b>
<b>April 8-13</b>	<b>Speech Week 2 and Area OAP</b>
<b>April 24-27</b>	<b>OAP Regional</b>
<b>April 26-27</b>	<b>Academic/Speech Regional</b>
<b>May 13-15</b>	<b>Academic/Speech and OAP State</b>
<b>May 16-17</b>	<b>Theatrical Design State</b>



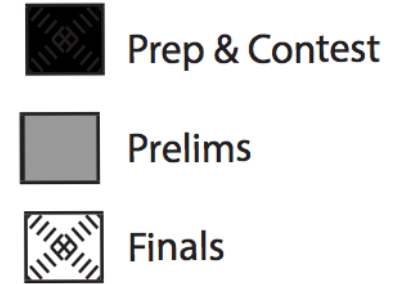
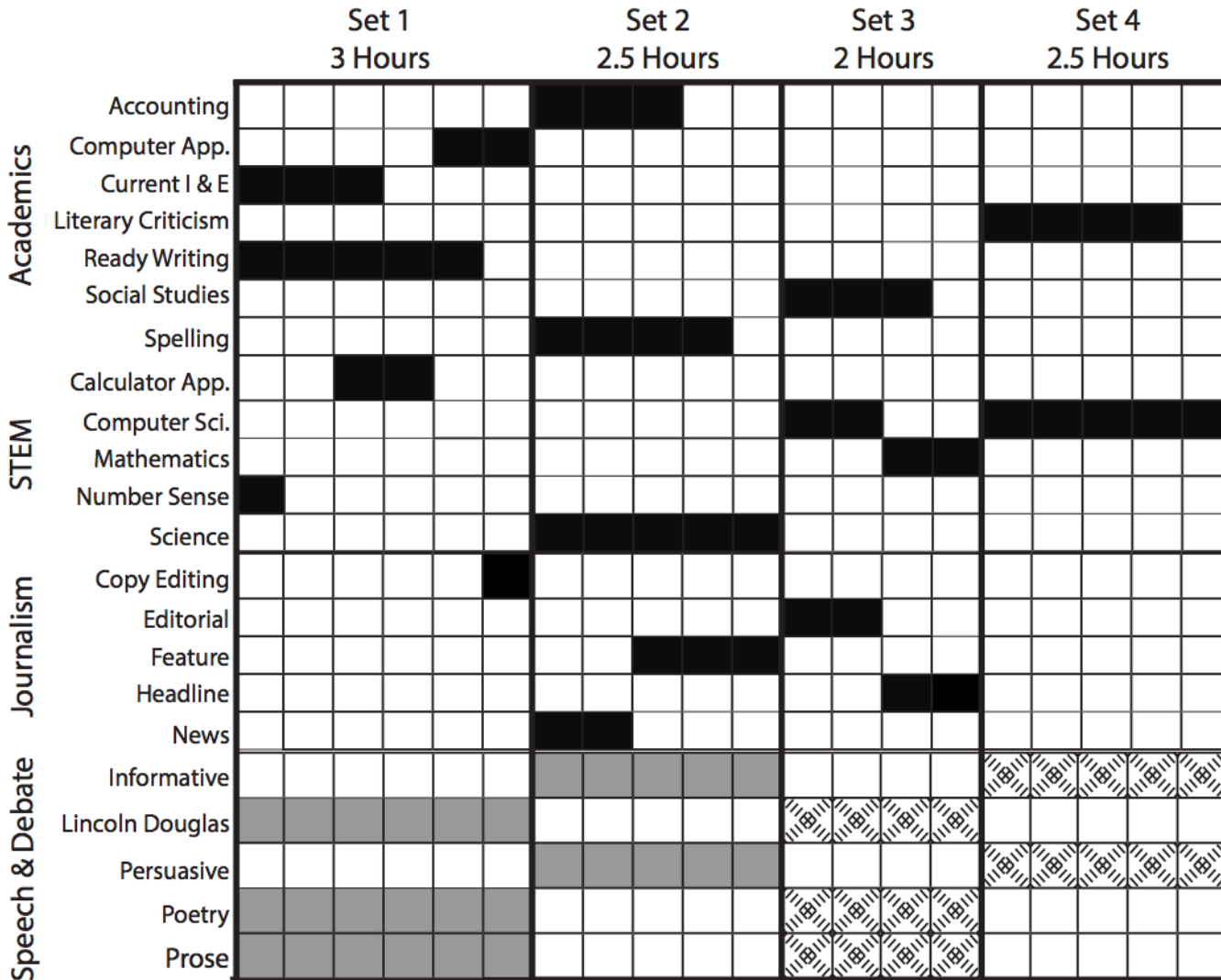


# ACADEMIC CONFLICT PATTERN

Restricts the number of contests in the academic meet  
 Mandated at Region and State, even if the schedule allows  
 Highly encouraged at the District level



# Academic Conflict Pattern



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.

# **ONLINE ENTRY SYSTEM**

**SpeechWire Update**

**Adding OAP and CX Debate**

# ENTRIES FOR REGION AND STATE



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



# **SUBSTITUTIONS**

## **At District:**

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

New Form, located on page 44 of the Academic Coordinator's Handbook.



## UIL ACADEMIC/OAP CONTEST SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

### 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.

School \_\_\_\_\_  
School District \_\_\_\_\_ UIL Conference \_\_\_\_\_ A UIL District # \_\_\_\_\_  
Level for Substitution:  Zone  District  Bi-District  Area  Region  State

### FOR ACADEMICS

In the designated contest an ORIGINAL entry will be replaced by the following SUBSTITUTE:

_____	_____	_____
CONTEST	ORIGINAL STUDENT	SUBSTITUTE STUDENT

### FOR OAP

Area Number \_\_\_\_\_ Region Number \_\_\_\_\_

_____	_____
ORIGINAL STUDENT	ROLE PLAYED OR CREW OR ALTERNATE
_____	_____
SUBSTITUTE STUDENT	ROLE PLAYED OR CREW OR ALTERNATE

### AUTHORIZATION

As the principal or designated administrator, I certify that the student above is eligible to compete in the contest named in accordance with Subchapter M of the *Constitution and Contest Rules*.

\_\_\_\_\_  
Designated Administrator Signature

\_\_\_\_\_  
Date



# SUBSTITUTIONS

## At Region and State

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



# **VERIFICATION AND RESULTS**

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

**CRITICAL for catching any errors prior to announcing official results**

**Results are tentative until following verification.**

**After results are declared official, awards may be distributed**





# TRAINING OPPORTUNITIES

## Student Activities Conferences

- September 9: UT Permian Basin, Odessa
- September 23: UT Austin
- October 21: Walnut Grove HS, Prosper ISD
- **November 4:** TAMU-Corpus Christi

## Capital Conference

- Need feedback for 2024. Survey online.



# **STAYING SUCCESSFUL**

**Keep recruiting and talking up the good stuff**

**As interest grows, fill every slot on the entry form**

**Set goals**

**Communicate, cheer, advocate**

**Continually promote and sell the program**



# TILF SCHOLARSHIPS

## Who can apply?

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

Contact: Trudy Richards, Executive Director  
[trichards@tilfoundation.org](mailto:trichards@tilfoundation.org) or [www.tilfoundation.org](http://www.tilfoundation.org)



# THE ESSENTIALS

Recruit coaches and students

Order study materials

Integrate contests into curriculum

Attend training opportunities

- SACs, Invitational Meets, Capital Conference

Work with athletic coaches, music directors and prom organizers to avoid conflicts.

Celebrate successes



# **KNOW THE RULES**

**Review UIL Website and check it regularly**

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

**Review the *Academic Coordinator's Manual***

**Become familiar with the *UIL Constitution & Contest Rules***

**Get a copy of each of the event handbooks**

**Network locally and statewide**

**Ask the UIL staff**



# CONTACT UIL STAFF

**UIL Phone Number: 512-471-5883**

**David Stevens (All Events)**

[dstevens@uiltexas.org](mailto:dstevens@uiltexas.org)

**Jana Riggins (Speech, Debate, Congress)**

[jriggins@uiltexas.org](mailto:jriggins@uiltexas.org)

**David Trussell (Computer Science, Math, Science, Calculator,  
Number Sense, Robotics)**

[dtrussell@uiltexas.org](mailto:dtrussell@uiltexas.org)

**Lisa Parker (Essay Contests, A+ Academics)**

[lparker@uiltexas.org](mailto:lparker@uiltexas.org)

**Alyssa Boehringer (Journalism-Copy Editing, Headline, Feature,  
News, Editorial, ILPC)**

[aboehringer@uiltexas.org](mailto:aboehringer@uiltexas.org)

**Paula Rodriguez (One-Act Play, Theatrical Design, Film)**

[prodriguez@uiltexas.org](mailto:prodriguez@uiltexas.org)