Editorial Writing

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 1023 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

Before the meet

ROOM
Secure a room of adequate size for the number of contestants expected. The room should have chairs and desks or tables of proper height and a continuous writing surface. Sufficient electrical outlets must be available.

MATERIALS AND EQUIPMENT
The contest director will provide the following.
• A copy of the rules from the Constitution and Contest Rules
• Accurate clock for timing, preferably one that contestants can see during the contest
• Paper clips
• Stapler
• White paper
• (DISTRICT) One 8 1/2 x 11 envelope per school (8-12 envelopes)

CONTEST PACKET
The League office will provide the following.
• Copies of the contest in a sealed envelope. (Do not open the sealed district test packet until just prior to the beginning of the contest. The district or regional director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.)
• Spring meet journalism contest judging criteria
• Editorial writing contest tips and sample editorial (Give one to each judge before judging and attach one to each entry after judging)
• Statement to the contestants
• Statement to the judges
• Contest score sheet
• Contest Evaluation Form
• (REGION) State Meet information cards for state meet qualifiers (5)
• (REGION) “No Show” report form
PERSONNEL
• Contest Director. The contest director may be a coach of a contestant.
• Assistant to the contest director. (REGION) The UIL staff may appoint an assistant to the contest director from one of the high school campuses in the region, if requested. This individual will serve as a support person for the contest director and may be on hand before, during, and after the meet to answer questions which may arise concerning the contest. Coaches of competitors may serve as assistants to the director.
• Judges. Select properly qualified and impartial judges. A minimum of three judges is recommended. Judging panels should consist of at least one journalism educator, current or retired. The remaining judges may be professional reporters and editors, and/or other persons with writing/editing backgrounds. At the regional level, journalism coaches may volunteer to judge an event in which their student is not a contestant.

TIME
• Allot one hour for the contest: the first 15 minutes for roll call and opening remarks and 45 minutes for the test. It is critical to stay on schedule as some students may need to go to other events.
• Allow at least two hours to judge the entries.
• Arrange for and announce, during the opening remarks and if possible in the program, the time and place of verification and the announcement of official results.

CONTEST ROSTER & RESULTS SHEET
(DISTRICT & REGION) Your meet district director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school and their contestant numbers. You may record results on the contest roster to give to the contest director, who will then enter the results into the online system.

SUBSTITUTIONS
(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.
• Students whose names were never entered into the online entry system may substitute so long as they provide the contest director before the contest begins with a substitute eligibility form (found on the UIL website and in the appendix) or a letter signed by a designated school official certifying the student’s eligibility.
• Students whose names were entered into the online entry system and hence certified as eligible are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or 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 other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school’s original entry (see C&CR, Section 902 (g) (B)).

ALTERNATES (REGION)
Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

SORTING ENVELOPES (DISTRICT)
Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. After judging is complete, place contestants’ stories, contest prompts, sample story and writing contest tips in the appropriate envelope for return to the editorial writing coach at each school no sooner than Saturday of the respective district week.

COMPUTER USE
For guidelines on use of laptop computers in the Editorial Writing Contest, see page 60 of this manual or the UIL website.
During the contest
1. Seat contestants sparsely around the room.
2. Read aloud the following statement: “Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the Academic Spring Meet Code and subject to penalties as outlined in Section 700 of the C&CR.”
3. During the contest, exclude all from the room except contestants, the director and any appointed assistant.
4. Call roll from the roster.
5. Instruct contestants to place their assigned number in the upper right-hand corner of all pages.
6. Check all contests to ensure that all pages are printed clearly and completely. Distribute the editorial writing fact sheets to the students. Do not distribute the contest tips or sample editorial. Contestants may use a dictionary, thesaurus and AP Stylebook during the contest.
7. Prevent any communication between contestants, or any reference on the part of contestants to notes or books other than those listed above. Except in an emergency situation, do not allow contestants to leave the room prior to turning in their paper. Keep time for the contest. Give a 15 minute warning of the time limit, even if the contest is held in a room where a clock is clearly visible to the contestants. When 45 minutes have elapsed from the time the contestants have been given the fact sheet, collect all entries.
8. Gather all of the entries and the fact sheets for the contest so that none are retained by the contestants, coaches or other interested parties.

Judging the contest
• Exclude contestants and coaches from room when judging. Allow sufficient time for careful judging.
• Make available the journalism contest judging criteria to the judges.
• Review contest rules in C&CR:
  Length. There is no minimum or maximum length requirement though the paper should sufficiently cover the topic.
  Ties. There are no ties in the editorial writing contest.
• Constructive criticism must be prepared for each paper. Have the judges write their comments directly on the contest entries or on the Editorial Writing Evaluation Sheet. Attach a copy of the editorial contest tips and sample editorial to each entry after judging.
• Judges must select first through sixth places.

After the contest
VERIFICATION PERIOD AND UNOFFICIAL RESULTS
A verification period is required solely to identify contestant entries accurately with individual contestants and official rankings. The judges’ decision and ranking of contestants may not be questioned. The contest director should take special care to guarantee that the results are accurate.

OFFICIAL RESULTS
The contest director should announce the results as official. Once the results are announced as official, changes are not to be made.

CRITIQUES AND WRITTEN CRITICISMS
Oral critiques are not required, but written comments are required. Comments may be written on the entries themselves or judges may use the Editorial Writing Evaluation Sheet. If used, the evaluation sheet should be stapled to each entry.

POSTING RESULTS DURING THE MEET
Announce or post the names, schools and ranks of the persons placing first through sixth place. When all journalism contests are completed, announce the names and school of the first and second place journalism teams.
RETURNING PAPERS
(DISTRICT) If results are final and all questions resolved, entries may be returned no sooner than the end of the meet on the Saturday of the respective district week.
(REGION) If all questions are resolved and if the meet is held on Saturday, the test, judges’ comments and sample editorial should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR
(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the UIL online system and made available for public review by 5 p.m. on the Monday following the second district week.
(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals’ places.

MAILING RESULTS
Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS
(DISTRICT) Destroy all extra materials on the Monday following the second district week.
(REGION) Destroy all extra materials on the Monday following the regional meet.
Feature Writing

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 1023 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

Before the meet

ROOM
Secure a room of adequate size for the number of contestants expected. The room should have chairs and desks or tables of proper height. Tables with continuous writing surfaces are preferred. Sufficient electrical outlets must be available.

MATERIALS AND EQUIPMENT
The contest director will provide the following:
• A copy of the rules from the Constitution and Contest Rules
• Accurate clock for timing, preferably one that contestants can see during the contest
• Paper clips
• Stapler
• White paper
• (DISTRICT) One 8 1/2 x 11 envelope per school (8-12 envelopes)

CONTEST PACKET
The League office will provide the following:
• Copies of the contest in a sealed envelope. (Do not open the sealed district test packet until just prior to the beginning of the contest. The district or regional director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.)
• Spring meet journalism contest judging criteria
• Feature writing contest tips and sample story (Give one to each judge before judging and attach one to each entry after judging.)
• Statement to the contestants
• Statement to the judges
• Contest score sheet
• Contest Evaluation Form
• (REGION) State Meet information cards for state meet qualifiers (5)
• (REGION) “No Show” report form

PERSONNEL
• Contest Director. A coach of a contestant may serve as contest director.
• Assistant to the contest director. (REGION) The UIL staff may appoint an assistant to the contest
director from one of the high school campuses in the region, if requested. This individual will serve as a support person for the contest director and may be on hand before, during and after the meet to answer questions which may arise concerning the contest. Coaches of competitors may serve as assistants to the director.

- Judges. Select three properly qualified and impartial judges. A minimum of three judges is recommended. Judging panels should consist of at least one journalism educator, current or retired. The remaining judges may be professional reporters and editors, and/or other persons with writing/editing backgrounds. At the regional level, journalism coaches may volunteer to judge an event in which their student is not a contestant.

TIME
- Allot 75 minutes for the contest, the first 15 minutes for roll call and opening remarks, and 60 minutes for the test. It is critical to stay on schedule as some students may need to go to other events.
- Allow at least two hours to judge the entries.
- Arrange for and announce, during the opening remarks and if possible in the program, the time and place of verification and the announcement of official results.

CONTEST ROSTER & RESULTS SHEET
(DISTRICT & REGION) Your meet district director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school and their contestant numbers. You may record results on the contest roster to give to the meet director, who will then enter the results into the online system.

SUBSTITUTIONS
(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.

- Students whose names were never entered into the online entry system may substitute so long as they provide the contest director before the contest begins with a substitute eligibility form (found on the UIL website and in the appendix) or a letter signed by a designated school official certifying the student’s eligibility.
- Students whose names were entered into the online entry system and hence certified as eligible are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or 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 other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school’s original entry (see C&CR, Section 902 (g) (B)).

ALTERNATES (REGION)
Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

SORTING ENVELOPES (DISTRICT)
Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. After judging is complete, place contestants’ essays, contest prompts, sample story and writing contest tips in the appropriate envelope for return to the feature writing coach at each school returned no sooner than the end of the contest on the Saturday of the respective district week.

COMPUTER USE
For guidelines on use of laptop computers in the Feature Writing Contest see page 60 of this manual or the UIL website.
During the contest
1. Seat contestants sparsely around the room.
2. Read aloud the following statement: “Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the Academic Spring Meet Code and subject to penalties as outlined in Section 700 of the C&CR.”
3. During the contest, exclude all from the room except contestants, the director and any appointed assistant.
4. Call roll from the roster.
5. Instruct contestants to place their assigned number in the upper right-hand corner of all pages.
6. Check all contests to ensure that all pages are printed clearly and completely. Distribute the feature writing fact sheets to the students. Do not distribute the contest tips or sample feature story. Contestants may use a dictionary, thesaurus and AP Stylebook during the contest.
7. Prevent any communication between contestants, or any reference on the part of contestants to notes or books other than those listed above. Except in an emergency situation, do not allow contestants to leave the room prior to turning in their paper. Keep time for the contest. Give a 15 minute warning of the time limit, even if the contest is held in a room where a clock is clearly visible to the contestants. When 60 minutes have elapsed from the time the contestants have been given the fact sheet, collect all entries.
8. Gather all of the entries and the fact sheets for the contest so that none are retained by the contestants, coaches or other interested parties.

Judging the contest
- Exclude contestants and coaches from room when judging. Allow sufficient time for careful judging.
- Make available the journalism contest judging criteria, and the clarifications for the feature writing contests to the judges. Read aloud the “statement to the judges.”
- Review the rules in the C&CR:
  - Length. There is no minimum or maximum length requirement though the paper should sufficiently cover the topic.
  - Ties. There are no ties in the feature writing contest.
- Constructive criticism must be prepared for each paper. Have the judges write their comments directly on the contest entries or on the Feature Writing Evaluation Sheet. Attach sample story and one copy of the “feature writing contest tips” to each entry after judging.
- Judges must select first through sixth places.

VERIFICATION PERIOD AND UNOFFICIAL RESULTS
A verification period is required solely to identify contestant entries accurately with individual contestants and official rankings. The judges’ decision and ranking of contestants may not be questioned. The contest director should take special care to guarantee that the results are accurate.

OFFICIAL RESULTS
The contest director should announce the results as official. Once the results are announced as official, changes are not to be made.

CRITIQUES AND WRITTEN CRITICISMS
Oral critiques are not required, but written comments are required. Comments may be written on the entries themselves or judges may use the Feature Writing Evaluation Sheet. If used, the evaluation sheet should be stapled to each entry.

POSTING RESULTS DURING THE MEET
Announce or post the names, schools and ranks of the persons placing first through sixth place. When all journalism contests are completed, announce the names and school of the first and second place journalism teams.
RETURNING PAPERS
(DISTRICT) If results are final and all questions resolved, entries may be returned no sooner than the end of the meet on the Saturday of the respective district week.
(REGION) If all questions are resolved and if the meet is held on Saturday, the test, judges’ comments and sample story should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR
(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest. The district contest director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the UIL online system and made available for public review by 5 p.m. on the Saturday of the second district meet.
(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional contest director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals’ places.

MAILING RESULTS
Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS
(DISTRICT) Destroy all extra materials on the Monday following the second district week.
(REGION) Destroy all extra materials on the Monday following the regional meet.
Headline Writing

These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 1023 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

Before the meet

ROOM
Secure a room of adequate size for the number of contestants expected. The room should have chairs and desks or tables of proper height. Tables with continuous writing surfaces are preferred.

MATERIALS AND EQUIPMENT
The contest director will provide the following:
• A copy of the rules from the Constitution and Contest Rules
• Accurate clock for timing, preferably one that contestants can see during the contest
• Paper clips
• Stapler
• White paper
• (DISTRICT) One 8 1/2 x 11 envelope per school (8-12 envelopes)

CONTEST PACKET
The League office will provide the following.
• Copies of the contest and contest answer form in a sealed envelope. (Do not open the sealed district test packet until just prior to the beginning of the contest. The district or regional director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.)
• Spring meet journalism contest judging criteria
• Statement to the contestants
• Statement to the judges
• Contest score sheet
• Contest Evaluation Form
• Headline writing contest tips and sample headlines (Give one to each judge before judging and attach one to each entry after judging.)
• (REGION) State Meet information cards for state meet qualifiers (5)
• (REGION) “No Show” report form

PERSONNEL
• Contest Director. A coach of a contestant may serve as contest director.
• Assistant to the contest director. (REGION) The UIL staff may select an assistant to the contest director from one of the high school campuses in the region. This person will serve as a support person for the contest director and may be on hand before, during and after the meet to answer questions which may arise concerning the contest. Coaches of competitors may serve as assistants to the director.
• Judges. Select properly qualified and impartial judges. A minimum of three judges is recommended. Judging panels should consist of at least one journalism educator, current or retired. The remaining
judges may be professional reporters and editors, and/or other persons with writing/editing backgrounds. At the regional level, journalism coaches may volunteer to judge an event in which their student is not a contestant.

TIME
• Allow one hour for the contest, the first 15 minutes for roll call and opening remarks, and 45 minutes for the test. It is critical to stay on schedule as some students may need to go to other events.
• Allow at least two hours for grading the entries.

CONTEST ROSTER & RESULTS SHEET
(DISTRICT & REGION) Your meet district director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school and their contestant numbers. You may record results on the contest roster to give to the meet director, who will then enter the results into the online system.

SUBSTITUTIONS
(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.
• Students whose names were never entered into the online entry system may substitute so long as they provide the contest director before the contest begins with a substitute eligibility form (found on the UIL website and in the appendix) or a letter signed by a designated school official certifying the student’s eligibility.
• Students whose names were entered into the online entry system and hence certified as eligible are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or 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 other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school’s original entry (see C&CR, Section 902 (g) (B)).

ALTERNATES (REGION)
Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

SORTING ENVELOPES (DISTRICT)
Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. After judging is complete, place contestant entries and contest tips in the appropriate envelope for return to the headline writing coach at each school no sooner than Saturday of the respective district week.

During the contest
1. Seat contestants sparsely around the room.
2. Read aloud the following statement: “Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the Academic Spring Meet Code and subject to penalties as outlined in Section 700 of the C&CR.”
3. During the contest, exclude all from the room except contestants, the director and any appointed assistant.
4. Call roll from the roster.
5. Instruct contestants to place their assigned number in the upper right-hand corner of all pages.
6. Check all contests to ensure that all pages are printed clearly and completely. Distribute contest sheets to the students. **Do not distribute the contest tips or sample headlines.** Contestants may use a dictionary, thesaurus and AP Stylebook during the contest.
7. Prevent any communication between contestants, or any reference on the part of contestants to notes or books other than those listed above. Except in an emergency situation, do not allow contestants to leave the room prior to turning in their paper. **Keep time for the contest.** Give a 15 minute warning of the time limit, even if the contest is held in a room where a clock is clearly visible to the contestants. When 45 minutes have elapsed from the time contestants were given the fact sheet, collect all entries.
8. Gather all of the entries and the fact sheets for the contest so that none are retained by the contestants, coaches or other interested parties.

FOR MORE information on substitution, see C&CR, Section 902 (g) (B).
Judging the contest

- Exclude contestants and coaches from room when judging. Allow sufficient time for careful judging.
- Make available to the judges the journalism contest judging criteria, the headline writing contest tips and sample headlines. Read aloud the “statement to the judges.”
- Check the wording in the rules:
  Length. Headlines either longer or shorter than the proscribed count shall be disqualified. All characters (uppercase and lower case letters, numerals, spaces, punctuation marks and symbols will count as one).
- Do not penalize contestants for writing in block letters or variations of upstyle or downstyle.
- Ties. There are no ties in the headline writing contest.
- Constructive criticism must be prepared for each paper. These comments should be made on the contest entries. Attach a copy of the “headline writing contest tips” to each entry after judging.
- Judges must select first through sixth places.

After the contest

VERIFICATION PERIOD AND UNOFFICIAL RESULTS
There is a mandated verification period for headline writing. The verification period is solely to identify contestant entries accurately with individual contestants and official rankings. The judges decision and ranking of contestants may not be questioned. The contest director should take special care to guarantee that the results are accurate.

OFFICIAL RESULTS
The contest director should announce the results as official. Once the results are announced as official, changes are not to be made.

POSTING RESULTS DURING THE MEET
Announce or post the names, schools and ranks of the persons placing first through sixth place. When all journalism contests are completed, announce the names and school of the first and second place journalism teams.

RETURNING PAPERS
(DISTRICT) If results are final and all test questions resolved, entries may be returned no sooner than the end of the meet on the Saturday of the respective district week.
(REGION) If all questions are resolved and if the meet is held on Saturday, the test, judges’ comments and sample headlines should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR
(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry System. District results must be submitted into the online system and made available for public review by 5 p.m. on the Monday following the second district week.
(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry System and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals’ places.

MAILING RESULTS
Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS
(DISTRICT) Destroy all extra materials on the Monday following the second district week.
(REGION) Destroy all extra materials on the Monday following the regional meet.
Regarding laptops...

Rules governing contestant laptop computer use in the News, Feature, Editorial and Ready Writing contests

☐ Contestants may choose to use their own laptop computers in the Ready Writing, News, Feature or Editorial Writing contests.

☐ Contestants must also bring a portable printer, paper, software and other necessary accessories such as extension cords.

☐ Computer spell-check, thesaurus and Associated Press stylebook programs may be used if available.

☐ Typed entries should be single-sided and double-spaced, using any standard 12-point font and 1-inch margins on regular 8 1/2 x 11-inch white paper.

☐ The print command must be entered prior to the time the contest time expires.

☐ Once time has expired, participants and coaches shall not disconnect or connect computer equipment or enter new commands in an effort to print.

☐ Contestants accept all risks associated with use of computers. In the event of a computer malfunction, contestants may use remaining time to compose their entry by hand or on another computer (if available). However, time limits remain in effect.

☐ Districts and regions may decide to provide computers for contestants but are not expected to make those provisions. Students accept all risks associated with the provided computers. Students may choose to handwrite their entries or may use their own laptop and portable printer. Computers will not be provided at the State Meet, but contestants may use their own laptop computers and portable printers.
These directions expand upon but do not replace the information in the UIL Constitution and Contest Rules. The contest director should read Section 1023 of the Constitution, then read these guidelines for additional details. See also the Academic Quick Reference Chart, found in the appendix and on the UIL website.

Before the meet

ROOM
Secure a room of adequate size for the number of contestants expected. The room should have chairs and desks or tables of proper height. Tables with continuous writing surfaces are preferred. Sufficient electrical outlets should be available.

MATERIALS AND EQUIPMENT
The contest director will provide the following:
- A copy of the rules from the Constitution and Contest Rules
- Accurate clock for timing, preferably one that contestants can see during the contest
- Paper clips
- Stapler
- White paper
- (DISTRICT) One 8 1/2 x 11 envelope per school (8-12 envelopes)

CONTEST PACKET
The League office will provide the following:
- Instructions
- Copies of the contest in a sealed envelope (Do not open the sealed district test packet until just prior to the beginning of the contest. The district or regional director may schedule a specific time and place for contest directors to pick up these packets on the day of the event.)
- Spring meet journalism contest judging criteria
- News writing contest tips and sample story (Give one to each judge before judging, and attach one to each entry after judging.)
- Statement to the contestants
- Statement to the judges
- Contest score sheet
- Contest Evaluation Form
- (REGION) State Meet information cards for state meet qualifiers (5)
- (REGION) “No Show” report form

CONTESTANTS MAY write on lined or unlined paper, as long as the paper is blank at the time the contest begins.

INVENTORY ALL materials except the sealed test packet well in advance. Notify UIL of shortages. If necessary, photocopy needed UIL forms.
PERSONNEL

- Contest Director. A coach of a contestant may serve as contest director.
- Assistant to the contest director. (REGION) The UIL staff may select an assistant to the contest director from one of the high school campuses in the region. This person will serve as a support person for the contest director and may be on hand before, during and after the meet to answer questions which may arise concerning the contest. Coaches of competitors may serve as assistants to the director.
- Judges. Select properly qualified and impartial judges. A minimum of three judges is recommended. Judging panels should consist of at least one journalism educator, current or retired. The remaining judges may be professional reporters and editors, and/or other persons with writing/editing backgrounds.

At the regional level, journalism coaches may volunteer to judge an event in which their student is not a contestant.

TIME

- Allot one hour for the contest, the first 15 minutes for roll call and opening remarks, and 45 minutes for the test. It is critical to stay on schedule as some contestants may need to go to other events.
- Allow at least two hours for judging the entries.
- Arrange for and announce, during the opening remarks and if possible in the program, the time and place of the announcement of official results.

CONTEST ROSTER & RESULTS SHEET

(DISTRICT & REGION) Your meet district director will provide to you a contest roster, generated from the UIL Spring Meet Online Entry System. It will list the contestants and alternates from each school and their contestant numbers. You may record results on the contest roster to give to the meet director, who will then enter the results into the online system.

SUBSTITUTIONS

(DISTRICT) Schools may replace contestants on the official district meet roster with substitutes so long as the substitutes present the contest directors with the appropriate documentation.

- Students whose names were never entered into the online entry system may substitute so long as they provide the contest director before the contest begins with a substitute eligibility form (found in the appendix and on the UIL website) or a letter signed by a designated school official certifying the student’s eligibility.

- Students whose names were entered into the online entry system and hence certified as eligible are eligible to substitute for a contestant so long as they provide the contest director with written notification (either the substitute form or a letter) signed by the event coach or 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 other contest rosters.

At the conclusion of the meet, submit the substitution forms/letters to the spring meet district director to be filed with the school’s original entry (see C&CR, Section 902 (g) (B)).

ALTERNATES (REGION)

Alternates may compete only in the absence of an individual who won first, second or third place in the same district competition. Contest directors should delay calling for alternates until immediately prior to the beginning of the contest.

SORTING ENVELOPES (DISTRICT)

Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. After judging is complete, place contestants’ stories, contest prompts, sample story and writing contest tips in the appropriate envelope for return to the news writing coach at each school no sooner than Saturday of the second district week.

COMPUTER USE

For guidelines on use of laptop computers in the News Writing Contest at the district and region level, see page 60 of this manual or the UIL website.
During the contest

1. Seat contestants sparsely around the room.
2. Read aloud the following statement: “Coaches, contest directors and contestants are responsible for maintaining confidentiality of contest material. Transfer of information relative to the test shall be considered a violation of the Academic Spring Meet Code and subject to penalties as outlined in Section 700 of the C&CR.”
3. During the contest, exclude all from the room except contestants, the director and any appointed assistant.
4. Call roll from the roster.
5. Instruct contestants to place their assigned number in the upper right-hand corner of all pages.
6. Check all contests to ensure that all pages are printed clearly and completely. Distribute the news writing fact sheets to the students. Do not distribute the contest tips or sample news story. Contestants may use a dictionary, thesaurus and AP Stylebook during the contest.
7. Prevent any communication between contestants, or any reference on the part of contestants to notes or books other than those listed above.除外，当紧急情况发生时，不允许参加者离开房间，在规定的时间内交卷。保持时间用于考试。给参赛者一个15分钟的警告，即便在一个可以清楚看到时钟的房间内。当45分钟后所有参赛者都被给与了事实材料，收集所有的参赛者。
8. Gather all of the entries and the fact sheets for the test so that none are retained by the contestants, coaches or other interested parties.

Judging the contest

• Exclude contestants and coaches from room when judging. Allow sufficient time for careful judging.
• Make available to the judges the journalism contest judging criteria and one copy each of the news writing contest tips. Read aloud the “statement to the judges.”
• Check the wording in the rules:
  - Length. There is no minimum or maximum length requirement though the paper should sufficiently cover the topic.
  - Ties. There are no ties in the news writing contest.
• Prepare constructive criticism for each paper on the sheet. Write these comments directly on the contest entries or fill out the News Writing Evaluation Sheet. Attach one copy of the “news writing contest tips” and sample story to each entry.
• Judges must select first through sixth places.

After the contest

VERIFICATION PERIOD AND UNOFFICIAL RESULTS
A verification period is required solely to identify contestant entries accurately with individual contestants and official rankings. The judges’ decision and ranking of contestants may not be questioned. The contest director should take special care to guarantee that the results are accurate.

OFFICIAL RESULTS
Announce or post the results. These results, once announced as official, shall be final.

CRITIQUES AND WRITTEN CRITICISMS
Oral critiques are not required, but written comments are required. Comments may be written on the entries themselves or judges may use the News Writing Evaluation Sheet. If used, the evaluation sheet should be stapled to each entry.

POSTING RESULTS DURING THE MEET
Announce or post the names, schools and ranks of the persons placing first through sixth place. When all journalism contests are completed, announce the names and school of the first and second place journalism teams.
RETURNING PAPERS
(DISTRICT) If results are final and all questions resolved, entries may be returned no sooner than the end of the meet on the Saturday of the respective district week.
(REGION) If all questions are resolved and if the meet is held on Saturday, the test, judges’ comments and sample story should be returned to the contestants the day of the meet.

REPORT TO DIRECTOR
(DISTRICT) Individual contest directors shall give the contest roster/results form and sorting envelopes to the district director immediately after the contest. The district meet director is responsible for entering results into the UIL Spring Meet Online Entry system. District results must be submitted through the UIL online system and made available for public review by 5 p.m. on the Monday following the second district week.
(REGION) Individual contest directors shall give the contest roster/results form and sorting envelopes to the regional director immediately after the contest. The regional meet director is responsible for entering results into the UIL Spring Meet Online Entry system and making them available for public review by 5 p.m. of the Monday following the regional meet. Regional directors shall also provide a list of contestant absentees if alternates were not present to take these individuals’ places.

MAILING RESULTS
Mailing full meet results to participating schools is optional since results will be posted online.

EXTRA CONTEST MATERIALS
(DISTRICT) Destroy all extra materials on the Monday following the second district week.
(REGION) Destroy all extra materials on the Monday following the regional meet.