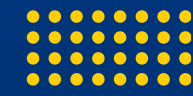


# Competition Hosting 101



Create a strong, successful and smooth UIL Competition with all the pre-planning done for you!

Templates and samples will be provided for contest hosting and campus programs.

Presented By:  
**Charlie Anderson**  
**Audestia Patton**



[charlie.anderson@huttoisd.net](mailto:charlie.anderson@huttoisd.net)  
[apatton@bisdtx.org](mailto:apatton@bisdtx.org)





# BEFORE WE GET STARTED

Register your attendance.

*Complete this form for each session you attend.*

**Session 656**



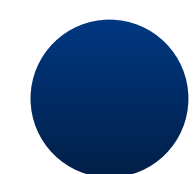
Rosters

CAP  
CON  
2024

# Charlie & Desti

Charlie and Desti have hosted several UIL Competitions over the years.

We represent a district of ten intermediate and middle schools, spanning across Bastrop, Travis and Williamson counties. We are the long-standing coordinators in our UIL district. Most of our fellow coordinators are brand new or have 2-3 years of experience year over year.



## Our Schools

### Hutto Middle School & Cedar Creek Intermediate School

Bastrop Intermediate  
Bastrop Middle  
Cedar Creek Intermediate  
Cedar Creek Middle

Decker Middle  
Elgin Middle  
Farley Middle  
Hutto Middle

Manor Middle  
Manor New Tech Middle  
\*Elgin Intermediate  
\*Gus Almquist Middle



# FIRST THINGS

**Register your school** with the state office on the UIL A+ website.

After registration, you will **receive the UIL Handbook** for the year with all of the updates and changes.

## A+ CAMPUS REGISTRATION 2024-2025

Each A+ participating school must register with the UIL state office each year. A+ Handbooks will be emailed to coordinators once their registration is processed.

[REGISTER HERE](#)



## Sample

We'll show you our documents used this past year for the 2024 Competitions, hosted by Hutto Middle School (Charlie), and how we make them work for us.

## Templates

We'll share with you each of these documents to plan and prepare for a successful competition.

A total take-and-make!

Our goal is to make sure nothing falls through the cracks!

# SECOND STEP

**Determine who is in your UIL district.** These are the schools you will compete with.

**Gather the contact information for each coordinator.** You will need it to plan your coordinators meetings.

*If you do not have contact information for a coordinator, contact the school's administration.*

It is important to have all coordinators' information by mid-August to prepare for the first meeting.



# CREATE CONTACT LIST & ROTATION SCHEDULE

Natalie Anspaugh	Manor New Tech Middle School	<a href="mailto:natalie.anspaugh@manorisd.net">natalie.anspaugh@manorisd.net</a>
Gristni Hinesley	Taylor Middle School	<a href="mailto:ehinesley@taylorisd.org">ehinesley@taylorisd.org</a>
Alyson Keller	Elgin ISD - district contact	<a href="mailto:alyson.keller@elginisd.net">alyson.keller@elginisd.net</a>
Celia Irizarry	Manor ISD - district contact	<a href="mailto:celia.irizarry@manorisd.net">celia.irizarry@manorisd.net</a>
Diane Deleon	Manor ISD - district contact	<a href="mailto:diane.deleon@manorisd.net">diane.deleon@manorisd.net</a>

Elgin Intermediate School - Misty Simpson  
[misty.simpson@elginisd.net](mailto:misty.simpson@elginisd.net)

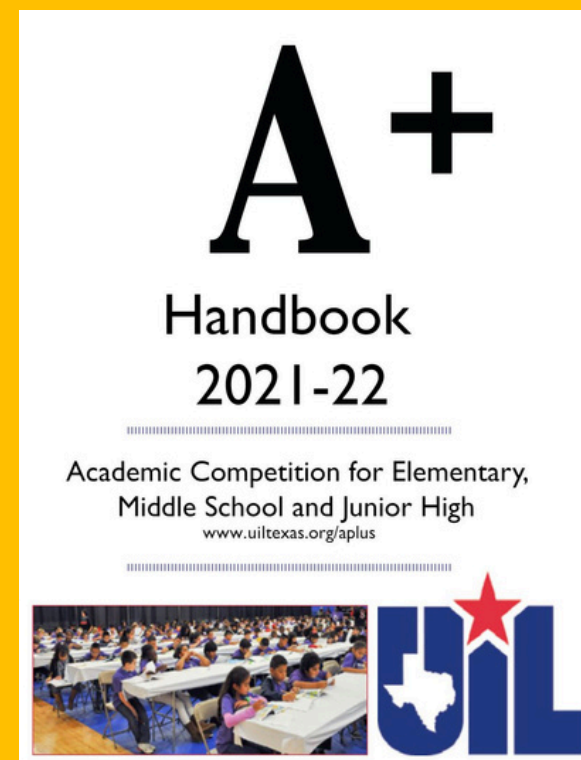
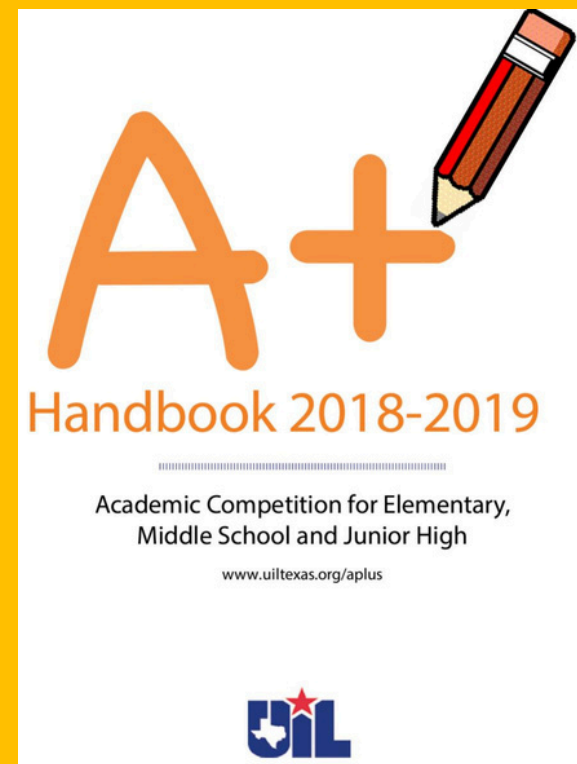
Gus Almquist Middle School - Sarah Sierzego  
[Sarah.Sierzego@huttoisd.net](mailto:Sarah.Sierzego@huttoisd.net)

## Rotation Schedule

- Taylor Middle 2014-15
- Elgin Middle 2015-16
- Bastrop Intermediate 2016-17
- Farley Middle 2017-18
- Hutto Middle 2018-19
- Manor Middle 2019-20
- Decker Middle 2020-21



# LEARN THE RULES



## »»» Latest Handbook

You are the UIL expert on your campus.

**Read the new handbook.** There are things that change for specific events and in the contest rules from time to time.

**Ensure you know how each event should be coached and proctored.**

**NEW EVENT!**  
**6th Grade Science**

# BUILD YOUR CAMPUS TEAM

It is critical to have support on your campus for a successful program and competition.

It truly makes all the difference if you have a strong campus team.

Here's how to set one up:



## Meet with Administration

**Schedule a meeting with your principal to discuss UIL during the summer or inservice.** Most aren't familiar with the needs for a campus program or as a host school. Share your goals and needs for the year. **HOST SCHOOLS:** Select competition dates that do not interfere with other campus events.



## Create a Core Team

**Select 2-5 of your UIL coaches to serve as your core support for the year.** These teachers are your right-hands, especially for hosting competitions. They become trained in mentoring other coaches, proctoring events, and preparing the school for competition.



## Recruit UIL Coaches

**Persuade teachers to coach UIL events during inservice.** Seek out those who will be strong and consistent. Ask your veteran coaches for their choices of events. Then fill remaining slots.



## Recruit Student Participants

**Start recruiting students as soon as school starts.** Contact the lower school(s) for their previous year of participants. Invite them personally to join this year. Place a huge sign-up in a central area of the school, like the cafeteria. Make daily announcements, and have core subject teachers advertise in their classrooms. Ask admin send out information campus-wide to students and parents and also share on socials.

\*It is advised that coaches only take on a maximum of three different events.



# COORDINATORS MEETING

The host school schedules the coordinators meeting and selects the competition dates.

Prepare an agenda for the meeting.

**All campus coordinators need to attend.**

This is crucial for each person to understand all of the details and ask questions.

We recommend meeting the second week in September, but definitely by the end of the third week.

Agenda should include:



## Competition Dates and Deadlines

Hosts need to receive rosters a minimum of a week in advance in order to prepare competition materials.



## Competition Day Event Proctoring

This can be decided on during the meeting, but addressing it ensures each campus does their part.



## Conflict Schedule

Thoroughly review the conflict schedule during the meeting. You can create your own - we did!



## Individuals or Teams

Coordinators need to decide if the competition will be individuals or teams. We choose not to do teams.



# DIF FER ENT

- **Students Compete in ONE Speaking Event**
  - All Speaking Events run concurrently
- **Host Speaking and Writing Events Separately**
  - Writing events conducted on home campus by coordinator
  - Speaking events hosted during the week at host school
  - Allows for participation in more events
  - Eases burden for everything in one day, especially proctors
- **Send 1-2 Coordinators/Coaches to Grade Writing**
  - On the day after the Speaking Events
- **Added 4 New Events**
  - Art Production, Challenger Mathematics, Challenger Spelling and Spanish Oral Reading
- **Created New Conflict Schedule**

# Our 23-24 Agenda & Planning Doc



Rotation Schedule		
YEAR	HOST	NOTES
2014-2015	Taylor Middle	
2015-2016	Elgin Middle	
2016-2017	Bastrop Intermediate	
2017-2018	Farley Middle	
2018-2019	Hutto Middle	
2019-2020	Manor Middle	
2020-2021	Decker Middle	
2021-2022	Cedar Creek Middle	
2022-2023	Manor New Tech	
2023-2024	Cedar Creek Intermediate	SWAP - HUTTO MIDDLE SCHOOL IS HOSTING, NOT CCIS
2024-2025	Bastrop Middle	This makes it through all 11 schools in the original district before rotations start over

# CREATE A COACHES CORNER



## Information in One Place, Always Accessible

**Create a digital space to house all of the information coaches will need to know**, like a Google Doc or Canva newsletter. Share this with them at the coaches meeting.


Coaches always have questions and usually don't realize it until it hits them that they can't recall or need clarification.

Common questions are about the competition day.

Several will ask the same questions. Give all the info in a one-stop shop they can access at any time.

# CREATE A COACHES CORNER

**COACHES CORNER** Page 1

2023-2024 UIL 

**The Basics**

- **23-24 Coaching List**
- Coach all grade levels for an event = \$800 paid in May
- Recruit students for your event. (I will help with this, too!)
- Hold practices at least once every other week
- Final grade-level teams can only be 3 - 2 alternates
- Attend the UIL Competition, proctor events, and help with grading
  - 7:45 AM - 3:00 PM -- host school provides lunch
  - We are proctoring Number Sense and Science for all grades
  - Most events require 2 proctors, but some require 3
  - You cannot proctor any event you coached

**Dates & Deadlines**



- 1/30/24 - Set 1 Rosters DUE
- 2/2/24 - Set 2 Rosters DUE
- 2/6/24 - Speaking Events
- 2/10/24 - Competition Day

**Special Dates Info**

<b>SPEAKING EVENTS</b>	The Speaking Events have their own competition night. It is the Tuesday afternoon & evening prior to Competition Day. Only speaking event coaches need to attend.
<b>ART PRODUCTION</b>	Writing Events and Art Production are not like other competitions. Art students will work all gear on their art projects. I pull the writing students in January to write and collect the artwork that week.
<b>WRITING</b>	I turn in all of these entries at the Speaking Events.

**Questions? Ask me!**

Please allow for 24 hours for a response.

-  charlie.anderson@huttoisd.net
-  (737)-327-5829



**Canva Template**



# ● COACHES MEETING

## ➤➤➤ Meet With Coaches

Know that you know the rules, established your coaches, and have the dates, it's time to ...

**Schedule a meeting with your coaches.**

**Provide each coach with their event rules** from the handbook. Let them read through and answer questions.

**Review important dates and information with coaches** and what your program will look like throughout the year.



# Top 3 Tips



## Colored Paper Is Magic

Print the different documents that will go into the proctoring and grading packets on different colors so you know what each document is in the tabulation room at a glance.

This can help cut down on confusion and feeling overwhelmed with so many documents all on copy paper.



## Set Up the Night Before

There isn't enough time the morning of competition to move everything into the right places.

Have coaches and volunteer students help move all the packets and materials to the verification room and hang the door signs.



## Don't Be An Island

You cannot do this alone and you cannot be in multiple places at the same time on competition day.

You need to delegate and assign tasks and jobs so that bases are covered, you have the support you need, and you aren't doing it alone.

# PREPARE FOR HOSTING

Hosting smooth UIL competitions is all about the planning. It is all about front-loading. Then there's nothing to worry about!

Remember to utilize your core team members in setting up. And student volunteers, too - even if you bribe with food!

We've created a timeline by month of tasks that need to be completed for a stress-free competition.





# Download Google Folder

All templates provided for both running your campus UIL program and hosting competitions.

Samples are also included.





# Student Activities Conferences

- **September 7 – Tyler Junior College, Tyler**
- **September 14 – Lone Star College – North Harris, Houston**
- **October 5 – Texas Tech University, Lubbock**
- **November 2 - University Of Texas at Austin**





# THANK YOU FOR ATTENDING

Registration link,  
presentations and handouts  
are available on the website.

*Remember to register your  
attendance for each session.*

CAP  
CON  
2024



Handouts & More

# Thank You!

Contact Us:

**Charlie Anderson, Hutto Middle**

**Audestia Patton, Cedar Creek Intermediate**



[charlie.anderson@huttoisd.net](mailto:charlie.anderson@huttoisd.net)  
[apatton@bisdtx.org](mailto:apatton@bisdtx.org)

