District Academic
Meet Director's Manual for High School

2024 • 2025

District Academic Meet Director's Manual

This manual is a step-by-step guide for a District Meet Director.

Have a question not answered in this manual?

Submit it here.

The benefits derived from interschool competition are in direct proportion to the care with which the contest is planned.

A well-administered meet promotes good will between the host institution, the schools and the community.

Each academic meet director and contest director is to be congratulated

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University Interscholastic League

2024-2025
Academic Calendar

Please check the official UIL Calendar on the website for the most current information on deadlines and contest dates.   www.uiltexas.org/calendar
Below are general academic deadlines to assist with planning:

AUGUST
11   Academic/CX Deadline to schedule district planning meeting
31   OAP Deadline to submit bi-district info
31   A+ Deadline to hold organization planning meeting for Fall/Winter district meets

SEPTEMBER
10   Congress Intent to Participate Deadline
     www.uiltexas.org/speech/congress
18   A+ Deadline fall/winter district meet info

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 Due
     www.uiltexas.org/academics/district
1   CX Debate Planning Meeting Deadline
     www.uiltexas.org/speech/debate
1   One-Act Play Enrollment
     www.uiltexas.org/theatre
1   Annual Speech & Debate Coach Registration (must register every year)
     www.uiltexas.org/form/speech-coach

NOVEMBER
1   CX Director Information
     www.uiltexas.org/machform/view.php?id=68
1   OAP Director's Planning Meeting
1   A+ Frist day of Invitational Meets

DECEMBER
1   Congress State Forms Due
1   Deadline to set up CX Debate Meet online
1   Order Set A Invitational Materials Deadline
     www.uiltexas.org/academics/invitational-meets
1   ILPC Membership Registration
     www.uiltexas.org/journalism/ilpc
6   OAP Deadline to request scenic elements not permissable & to submit plays not on Approved List

JANUARY
10   Order Set B Invitational Materials Deadline
     www.uiltexas.org/academics/invitational-meets
11   Young Filmmakers Festival Entry Deadline

FEBRUARY
1   Deadline to set up Academic District Meet
10   OAP Title Entry Deadline
13   CX State Judge and Certification Due
15   Theatrical Design Entry Deadline

APRIL
3   District & Bi-District OAP Certification Deadline

MAY
23   TILF Application Deadline
30   A+ Deadline to submit participation summary

District Meet Director
Playing the Host

BASIC TIPS FOR ACADEMIC MEET HOSTS

Hosting an academic district meet can be a delight or a disaster for the campus or academic meet director. Successful meets do not just happen. They take planning, positive people, more planning, perseverance and even more planning. Veteran coordinators have graciously shared 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 district executive committee. 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.
- 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.
- Get volunteers to serve as timers for speaking events. 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.
- 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 the family consumer science class, Student Council, volunteer groups, spirit groups, ROTC or parents to host a hospitality room for coaches and judges.
- Ask organizations to sponsor concessions during the day. They can earn enough money in a day to fund a sizable project.
- Send good 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.
- Post a scoreboard, either electronic or constructed from paper or fabric.
- Use brightly-colored paper for important notices.
- Have extra supplies on hand for contest directors.

DURING THE MEET
- Have a central information desk monitored 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 adult 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 your area.
- For objective contests, coaches are allowed (at times, required) to grade.
- Read online entry instructions carefully when entering results.
- 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, or rank contestants 1st - 6th in Ready Writing, Journalism, and Speech events.
- Make sure verification is held for all contests.
- Meet results are due online by 5 p.m. on the day following the meet.

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

District Academic Meet
Getting Organized

DISTRICT STRUCTURE
Academic district assignments shall correspond to those listed in the academic alignments on the UIL website. Each school on the list should be invited and encouraged to attend to the planning meeting and notified with information regarding the district meet.

DISTRICT EXECUTIVE COMMITTEE
The district executive committee is composed of the superintendents of member schools competing in the assigned UIL playing district. The duties of the district executive committee are outlined in Section 903 of the *UIL Constitution and Contest Rules* (C&CR).

DISTRICT SPRING MEET CHAIR
The District Spring Meet Chair is typically the DEC Chair and is responsible for all spring meet activities, including one-act play, track and field, tennis, golf and all academic contests. It does not mean that this person will be on-site running all these contests. It does, however, mean that this person is responsible for overseeing that all these activities and competitors adhere to the *UIL Constitution and Contest Rules* (C&CR).

The spring meet district chair serves on the regional executive committee. The district chair's input can be invaluable to the regional director and to the district. Many spring meet district chairs appoint a separate person, the district academic director, to be proxy and responsible for the academic contests for the regional executive committee.

DISTRICT ACADEMIC MEET DIRECTOR
The District Academic Meet Director is the person on-site running the district academic meet, setting up the academic meet in the UIL online system, and entering results. Duties of the Academic Meet Director are outlined in Section 903 of the C&CR.

The UIL office shall be notified with the contact information for the district spring meet chair and the district academic meet director no later than October 1 by completing the forms on the Academic Meet Officials webpage.

The district executive committee makes decisions regarding the academic meet based on recommendations from the academic coordinators, one-act play directors, speech coaches and the academic meet director. The district academic meet director should serve as a liaison to the district executive committee providing information and recommendations from the planning meetings for the district academic meet.

DISTRICT EXECUTIVE COMMITTEE DUTIES

Recommendations can be received from the planning meetings, but final determination are the responsibility of the district executive committee. Select the site and dates for the meets in accordance with the Official Calendar by November 1. Complete arrangements for conducting the district meet. Arrange the contest and event schedule. Arrange for financing the meet. Solicit entries from each school. See that only those schools on the official list furnished by the UIL office are permitted to enter. Cooperate with the schools in organizing and promoting a district. Adjudicate disputes arising within the district subject to Subchapters E and F, and work toward making the contests worthwhile.

PLANNING SCHEDULE

Schedule all academic competitions during designated dates on the official UIL calendar. One-Act Play shall be completed prior to the certification deadline posted annually on the UIL website. The committee is urged to follow the recommended Academic Conflict Pattern on the UIL website.

EXPENSES IN ACADEMIC ACTIVITIES

The district executive committee has authority to finance its expenses. A budget should be recommended from the district meet director and expenses shared by the schools participating in the meet.

DUTIES OF THE DISTRICT ACADEMIC MEET DIRECTOR

It shall be the duty of the district Cross-Examination Debate director to set up the meet by December 1 and the academic meet director to set up the district academic meet by February 1 in the Academic Meet Online Entry System; secure appropriate facilities; select or arrange for the selection of judges and directors of the contests with the approval of the District Executive Committee and in accordance with individual contest plans; requisition and distribute to contest directors all contest materials furnished by the UIL office; have immediate responsibility for conducting the meet in an orderly manner; certify results online by 5 p.m. of the day following the academic meet; and serve on the Regional Executive Committee.

For responsibilities relating to Cross-Examination Team Debate, Refer to Section 1001 of the *UIL Constitution and Contest Rules.*

The district academic meet director is expected to notify all member schools regarding the scheduled dates of the meet, but each school has the final responsibility for ascertaining the dates and schedule.

ENTERING DISTRICT ACADEMIC EVENTS

Entries of Contestants. See each contest handbook for the number of students a school may enter and specific entry requirements. The designated administrator of a school shall be responsible for submitting via the UIL Academic Meet Online Entry System entries of contestants in the academic meet no later than 10 calendar days before the day of the meet. For each contest, all participants must compete at the same time and contest site.

Substitutions.
> (A) Students Whose Names Do Not Appear on Academic, Cross-Examination Debate or One-Act Play Online Entry Forms. Eligible students may serve as substitutes for an original entry by providing the contest director with a Substitute Eligibility Form found on the UIL website or a letter signed by the designated administrator certifying the student's eligibility. The substitution form or letter shall be presented to the contest director before the student competes. At the conclusion of the meet, the contest director shall submit all substitution forms or letters to the district academic meet director to be filed with the school's original online entry form.
> (B) Students Whose Names Appear on Academic or One-Act Play Online Entry Forms. Students who have been certified as eligible but who are to be substituted into another event shall provide the contest director with written notification signed by the event sponsor 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.
> (C) Refer to Section 1001 for Further Restrictions in Cross-Examination Debate.

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:
> (A) Late Online Entry. Submitting an online district meet entry form after the deadline constitutes a late entry.
> (B) Late Entry of an Event. Entry of an event not entered by the school prior to the deadline constitutes a late entry.
> (C) Late Entry of an Individual. Entry of an individual to fill a place left vacant on the district meet online entry form after 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 both the eligibility of the student and the fact that the District Executive Committee or the district academic meet director has approved the late entry.

CONTEST MATERIALS
The district academic meet director shall requisition contest materials necessary for conducting meets from the UIL office by setting up the meet in the Academic Meet Online Entry System and should be completed by December 1 for Cross-Examination Debate and February 1 for academics.

AWARDS
District executive committee members or a person designated by the district executive committee selects and purchases awards, such as plaques, certificates, ribbons or medals. A list of awards is provided in the appendix. Set the time and method of presenting awards. After totaling up all the points from each school, declare a district champion and award a trophy.

Meetings
Planning is Everything

DISTRICT ACADEMIC MEET ORGANIZATIONAL MEETING

- Someone in the district should take ownership and plan the initial meeting for all coordinators. This is often the meet director, but does not have to be. Information from the planning meetings should be recommended to the district executive committee for approval.
- We urge every academic coordinator to attend.This meeting should 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.
- Every school in the district should be invited and represented in planning phase. Make sure potential conflicts with schools events (UIL /non-UIL events, 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

- 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 schools agree on the district academic meet schedule in September or earlier to 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 judges keep time? Will the district secure separate timekeepers (preferred)? Will you pay travel expenses, contest directors, assistants? 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 online entry system by the deadline may result in denial of 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 criteria be 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? 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*.

Debate
Fall Planning Meeting

Debate coaches representing all district schools should be invited to attend the fall planning meeting held prior to October 1.

SUGGESTED AGENDA
- In addition to CX Debate, it is wise to discuss Congress information that has been established by the congressional region and LD Debate contest details at this time, if school representatives are in attendance. (refer to the UIL official calendar and C&CR)
- Appoint a CX Contest Director. The name and material order should be provided to the League office no later than November 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 Online System by Dec 1 as it is entered as a separate meet in from the academic meet.
- 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 order of the criteria for tabulating results.(See handbook)
- 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.Determine if judges will be required to submit paradigms.
- Set a deadline for confirming judges and sharing judge information with district coaches.
- 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.
- Collect contact information from all schools and 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 ruling concerning late entries.
- Review dates/deadlines district winners must meet to represent your district at the state meet.

One-Act Play
Sample District Planning Meeting Agenda

Directors representing all district schools should be invited to attend the fall planning meeting, held by November 2. Refer to the current edition of the *UIL One Act Play Handbook* for a sample agenda and procedures.

PLANNING
- Recommend to the District Executive Committee (DEC) a plan to finance the contest such as requiring each school to pay a contest entry fee, charging admission to performances or a combination of both plans. Entry fees sufficient to cover basic costs are usually required at bi-district, area, and regional contests.
- Select the Contest site. Use the best available site.
- See the official UIL Calendar for a range of dates to hold OAP contest. Dates shouldn't conflict with other spring contests.
- Set the time of contest.

ADJUDICATORS
- Agree upon critic adjudicators in order of preference. The planning meeting chair shall recommend to the DEC that these choices be approved and that the choices be contracted at the earliest possible date.
- All UIL OAP contests shall be adjudicated only by adjudicators selected from the certified judges on the TTAO website. www.uiltexas.org/theatre/judges or www.ttao.org/
- Judges should be contacted via the TTAO Connect link on the TTAO website.

ZONES
- Draw for zones (if applicable) and order of performance. If drawing has not been conducted, draw for order of rehearsal and performance and include all schools listed in the Spring Meet district. You may not assign zones or draw for performance order prior to August 14.
- When there are nine or more schools participating in OAP, the DEC should divide the district into zones of four or more schools. See *OAP Handbook* for information on Zones.

CONTEST
- Performance order shall be drawn annually at all levels.
- Determine local rules which may apply to your contest site. Plays shall not be made ineligible for advancement or ranking for violation of local rules unless such rules are based on the OAP contest rules.
- Arrange for a site crew to serve all entries. Site crew members may be provided by the host school or representatives may be selected from each school in the district.
- Remind directors about special needs modifications. See website for information on Request for Accommodation process. www.uiltexas.org/academics/meets/request-for-accommodation

AWARDS
- Determine awards to be presented and how and where they are to be obtained. No unofficial award, other than outstanding technician or crew may be given at a contest.

District Meet Director Duties
Before the Meet

PREPARATION
Review the *District Academic Meet Director's Manual* and Sections 900 - 906 of the current *UIL Constitution and Contest Rules*. Present a proposal to the District Executive Committee with the recommendations from the planning meeting with input from the coordinators, speech coaches, one-act play directors, administrators and all other interested parties. Plan training or an informational session with the contest directors of each event. Provide the schedule and other information to each school in your district.

PERSONNEL
Identify an individual or assign a school to serve as a contest director for each event along with monitors and assistants as necessary. Experience is valuable but not essential. It will be advantageous to hire or appoint experienced individuals to oversee all speech events, one-act play and journalism. Provide a copy of pertinent pages from this handbook and a copy of the appropriate event handbook to each contest director well in advance of the meet so he/she can review the procedures and be confident in how to administer the contest.

FACILITIES
Arrange for facilities well in advance of the date of the meet. Reserve necessary rooms, lecture halls and auditoriums. When contestants meet at one place for assignment, as in extemporaneous speaking events, the director should be sure the room is large enough. Room size is also important where an audience must be seated, as in speech events. An adequate number of tables and electrical outlets are necessary for computer science, journalism and ready writing when computers and printing equipment are used. Contestants in accounting, calculator applications, mathematics and science ideally need continuous writing surfaces or large single desks to manage the paper test, scratch paper and calculator. Work with the individual contest directors to ensure the needs of all students are met as best as possible. Various events may be scheduled at different sites or buildings to accommodate the requirements for the event. When this is done, close proximity of facilities is a high priority, particularly in similar events.

SPECIAL ARRANGEMENTS
Assess the special needs of your site and arrange for any additional personnel such as janitors, security personnel, ushers, data entry personnel or information guides when necessary. Notify local restaurants and hotels of the meet date.

ONLINE ENTRY SYSTEM
District meet directors must set up the meet and schools must enter contestants via the online meet entry system. Districts are urged to strictly enforce a 10-day deadline on entries. Further

information regarding online entry is covered later in this manual. All meet information shall be made available via the online entry system.

The deadline to set up the district cross-examination debate meet online is Dec. 1. The deadline to set up a district academic meet and one-act play contests online is Feb. 1. Full information on the online process, including online instructions, will be available on the UIL website prior to district meet deadlines.

Individuals wishing to access the online system to enter results will need to be given credentials.

PUBLICITY
Arrange for publicity through online, broadcast and print media.

CONTEST MATERIALS
When the district meet is set up online with a shipping address and contest date, the request for district meet contest materials is complete. Contest materials will be mailed to the address specified by the meet director without further action on the part of the meet director.

There will be two mailings of district contest materials. Tests and judging materials for the district meet will be shipped by mid-March to arrive approximately 10 days before the date of the meet. Extemporaneous speaking topics will be sent separately the week of your meet. Inventory contest material as soon as it is received.

Meet Directors please open and inventory your boxes to verify you have all packets and to make sure there are enough tests, answer documents, ballots, prompts, etc. ahead of the day of the contest. A checklist is included in the shipment. A list of those items are included in the event handbooks. Should extra items be needed for the event, please contact the UIL office, allowing as much time as possible for mailing.

You will be sent a link to a "District Director's Emergency Packet" that holds a copy of tests and answer keys. The district director should hold this for emergency use only. It should not be accessed unless an emergency (such as omission of a testing item from a contest packet) should occur.

Important: The Spelling Pronouncer's and the Computer Science Judge's information will be downloadable files sent to the meet director. They should be given to the contest directors far in advance, at least 48 hours before the contest.

Provide a copy of the handbook related to the individual contests to each contest director as soon as possible to allow them adequate time to prepare for the meet and be confident in how to administer the contest. To download the handbooks for free visit the contest handbooks and manuals webpage.

SECURING JUDGES
Duties of the individual contest director might include securing judges, graders and other assistants. The ultimate responsibility belongs to the meet director. The Academic Quick Reference Chart in the appendix shows how many judges/graders are needed for each event.

Arrange for payment of judges as needed. Coaches of contestants may grade objectively scored contests, but impartial judges must be secured for speaking, journalism and ready writing events. Judges in speaking and writing events should have no affiliation with any participating school or competitor. UIL provides an online database of potential speech judges. Hire extra judges in case a judge cancels at the last minute.

PARTICIPANT ROSTERS

Print the Roster and Results Worksheet that includes names/schools for each contest generated from the online system. This roster will be used for roll call before the contest and also serve as the contest results form to be filled out and given to the person inputting results into the UIL online system.

District Meet Director Duties
During the Meet

SOLVING ISSUES
The job of the academic meet director on the day of the meet is to watch everything go as planned. However, there may be issues that need to be resolved. Keep the lines of communication open with individual contest directors and be visible the entire day. Arrange for adequate communication between various contest directors and the meet director. Respond to problems objectively, fairly and quickly. If you have questions, please contact the UIL academic staff.

PREPARING THE BUILDING
Arrive early and check that the facilities have been unlocked, the temperature is adequate and you are prepared for a great meet. Placing signs on contest doors or providing maps of buildings may be helpful to visitors. Designate persons to serve at information centers as guides or ushers. You may find it useful to register contestants and academic coaches as they arrive, but this is not necessary. It may be helpful to have contest directors check in at a central location well before their designated contest time.

PARTICIPANT ROSTERS
Provide contest directors with an updated Roster and Results Worksheet with names/schools for each contest that had any last-minute changes. Prior to the completion of grading, update the Roster and Results Worksheet in the online system with substitutes, alternates and canceling any no-shows. Print an updated copy for the contest director to fill in the results after grading, which will make for easier input of results into the online system prior to verification.

CONDUCTING THE CONTEST
A copy of the event handbook will be included in the contest packet for the contest director and is available on the UIL website. Detailed instructions are included about procedures that should take place before, during and after the contest. The start time of the contest allows for preparations of calling roll, verifying calculators are approved for the contest, passing out materials and reading required instructions before the contest begins. Additional set-up time for contests with equipment is noted in the conflict pattern. Contestants shall be allowed the complete testing time as indicated in the handbook from the signal for the contest to begin. Caution directors to pick up used and unused contest material after the event. Instruct them to follow the instructions in each handbook and from the meet director for returning papers.

LATE ARRIVALS
Except in emergencies, UIL does not recommend allowing contestants to enter the room after a contest has begun. The decision to allow late entry rests with the meet director. Note: In

some contests, it is against the rules or logistics for late entry. Consult the event's handbook for specifics.

LEAVING THE CONTEST ROOM
A contest director, monitor or assistant shall be present in the room throughout the entire contest period. Any disruptions should be attended to swiftly to avoid distracting other contestants. Instructions are provided in each event handbook as to whether students are allowed to leave during the test, after a certain amount of time or must remain until the end of the testing period. In some events, students may turn in their paper and leave after a specified amount of time. In the case of a medical or other emergency, the student shall receive permission to leave the contest room and shall be accompanied by a monitor while outside the contest room. Students who leave and return to the contest room without permission shall be disqualified.

GRADING THE CONTEST
Graders for objectively scored contests should report to the grading room as soon as the contest begins. Graders may review the test and verify the official answer key according to the event handbook. Score points according to the guidelines in the handbook. Please see individual contest rules for tie-breaking procedures and those events in which all first through sixth place ties must be broken. After papers have been ranked, indicate on the answer sheet the name and school of the student that corresponds with the contestant number. This will expedite the verification process.

ANSWER KEY ERRORS
In the case of a suspected error on the answer key, the contest director should contact the UIL State Office and/or contact the state contest director as soon as possible to communicate the suspected error and to seek clarification before changing the key. Any key error confirmed by the UIL State Office or the state contest director should be corrected on the key used for grading.

PRELIMINARY RESULTS
Preliminary results should be delivered to the person responsible for inputting results into the entry system. Meet directors or their designee must input scores/ranks prior to verification. Places determined by tie-breaking procedures for first through sixth place individual or first through second place team must be manually entered into the online system. This allows the system to tabulate team scores and catch possible errors and allows coaches and contestants to verify data entry as well as scoring of contest papers. Make sure substitutes and all contest roster corrections are entered into the online system, tie-breaking procedures have been followed and ties have been manually broken in the system.

SPEECH TABULATION
For speech tabulation, please use TALKTAB, a UIL computer program, for tabulating speech rankings. It should be downloaded from the speech "Tournament" page of the UIL website and reviewed prior to the meet.

ONE-ACT PLAY TABULATION
See the One-Act Play Handbook for procedures. OAP contest manager's report shall be submitted electronically to the UIL state office. The state theatre director shall be called prior

to announcing results.

DISQUALIFICATION
Any disqualification should be reviewed closely. You must contact a UIL staff member before making the final decision on a disqualification that is the least bit questionable. Of particular concern is when a student is suspected of cheating. Contest directors should do what is possible to curtail the suspicion from moving the student, talking to him/her privately and discussing the situation with the teacher from the school.

VERIFICATION PERIOD AND AWARDS
Unofficial results should be entered into the entry system before the verification period. In speaking contests, ranks of multiple judges should be entered into the TalkTab Speech Tabulation Software before the verification period, even if you choose to calculate manually. Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants. Announce and post the approximate time and the location of each verification period.

Academic events shall have a verification period conducted according to the contest handbook for each event. The purpose of the verification period is to check for errors in scoring, tabulation and data entry, not to challenge a test or answer key. A student and/or coach not present for the verification period forfeits the opportunity to verify results.

QUESTIONS AND PROTESTS
It is inevitable that questions will arise concerning procedures, selections, overtimes or answer keys. Check the appropriate event's handbook, which will clarify most questions. Contest directors should notify the meet director of any major conflicts that arise or interpretations that are given. Contest directors or meet directors who need further assistance in clarifying rules or procedures should call the appropriate UIL official as indicated on the telephone referral list provided to secure needed information. Do not announce official results before all questions and challenges have been resolved.

UIL ACADEMIC STAFF
UIL Academic staff members and the state contest directors will be available on Friday and Saturday of regional weekend. Voicemail left on the main UIL phone line cannot be forwarded. Please use one of the direct lines below. If you get voice mail, that means we are on another line. Please leave a message and we will get back to you as quickly as possible. Do not hesitate to email or call us directly at any time during the regional contest.

- Dr. David Stevens (All Events)   E: dstevens@uiltexas.org   C: 512-965-2386   O: 512-232-4930
- Jana Riggins (Speech & Debate)   E: jriggins@uiltexas.org   C: 512-773-7372   O: 512-232-4928
- David Trussell (STEM)   E: dtrussell@uiltexas.org   C: 512-853-0015   O: 512-471-5583
- Alyssa Boehringer (Journalism)   E: aboehringer@uiltexas.org   C: 214-385-7078   O: 512-471-5583
- Paula Rodriguez (One-Act Play)   E: prodriguez@uiltexas.org   C: 210-862-7819   O: 512-471-4517
- Lisa Parker (A+ Academics)   E: lparker@uiltexas.org   O: 512-471-5583   O: 512-232-4923

All contest procedure questions should be directed to the appropriate UIL staff member above. State Contest Directors should be contacted only for questions concerning the test or answer key.

District Meet Director Duties
After the Meet

OFFICIAL RESULTS
All results will be posted on the entry system. The online system will tabulate team scores and it is possible to post them throughout the course of the meet. It will also tabulate points for the academic championship. The deadline for certifying and posting district results is 5 p.m. the day following the meet. Make certain results are open for public review. Qualifiers to the regional meet will be advanced through the system. Check that contestant names are correct if substitutions have been made and no-show students have been canceled from the roster or have no score entered so they do not appear on the results sheet.

Follow the instructions in the online entry system guide to finalize the results of your meet.

TIES
Individual Ties. Ties shall be broken through sixth place for individuals in contests with tiebreaker procedures. Tiebreaking procedures may be found in the contest handbook for each event. After applying tiebreakers, if there is a tie for first place, there is no second place. If there is a tie for second place, there is no third. If there is a tie for third place, there is no fourth place and both third place winners advance to the next higher meet.

Team Ties. Team ties shall be broken through third place in all events with a team component. If two or more teams tie for first, second or third place, or the wild card berth, the highest overall net or objective score of the fourth ranking member of the team will be used to break the tie. Should two or more contestants who are the fourth ranking member of the team have the same objective score, then a tie will be declared, and all involved in the tie shall advance. A team that does not contain a fourth member forfeits the right to participate in the tiebreaker. Refer to Section 928(d)(2) for team tiebreakers in Computer Science. Refer to the contest handbook for each event for any other exceptions..

RETURNING MATERIALS
You may release tests, keys, prompts, speaking topics, ballots and other test information at the end of Saturday of district week. If the meet concludes prior to the last contest day, materials may be mailed to schools.

ANNOUNCING THE DISTRICT ACADEMIC CHAMPIONSHIP
After the points have been input for all academic events including one-act play, speech and journalism team, the online entry system will determine the district academic champion. Sweepstakes point totals for each school are on a meet summary page. You may award the

sweepstakes trophy and runner-up only after all events have certified results. If all points are reported, award the championship while students are still on site; otherwise, send the award later and notify the schools of the winner. Make certain results are posted and available for public review.

Regional Meet
Information

REGIONAL EXECUTIVE COMMITTEE

Each region operates under the jurisdiction of the regional executive committee. The committee consists of a regional director as the chairperson, the spring meet chair or the academic meet director from each of the districts in the region, a director of regional academic contests, One-Act Play, Speech and Journalism. While some of the responsibilities may be delegated to the regional director, executive committees may be requested to make decisions regarding scheduling events and facilities, developing a budget and keeping track of all financial issues regarding the meet.

DATE AND LOCATION OF MEET

The calendar on the UIL website lists dates that regional One-Act Play meets may be held and the days set aside for academic regional meets or days indicated on the calendar. Region sites are requested to provide a tentative schedule by December 1 and a finalized Regional Meet Handbook by February 1. District Meet Directors should assist in getting this information to each of the schools in the district. The regional webpage on the UIL website will list specific information for each region by conference.

REGIONAL MEET HANDBOOK

The regional director prepares a Handbook to be posted online that lists pertinent information concerning the meet. Items such as the date(s), event schedule, names of the persons in charge including assistant event directors, method of fee collection, person to whom fees should be sent, parking, special instructions or announcements, information about how to receive unclaimed materials or awards, campus map, hotels, restaurants, etc. should be included. Find handbooks and websites for each region may be found on the region webpage.

SCHEDULE AND CONFLICT PATTERN

In planning the schedule for academic contests, the Regional Executive Committee shall follow the Academic Conflict Pattern provided on the UIL website. Region meet schedules shall follow the Academic Conflict Pattern and competitors are not allowed to compete in conflicting contests, even if the schedule allows. Adjustments may be made in starting times of a session of events and contests may be held on different days (i.e., Speech, Computer Science) as long as additional conflicts are not created. Sufficient time should be allowed for each contest to be carefully graded and for a verification period to be held prior to the announcement of official results.

ENTRY PROCEDURES
There is no official entry for region contests. The district meet directors online results constitute a school's official entry in the contest advancing to the next qualifying meet. Individual school entry is unnecessary.

ENTRY FEES
Regions assess their own fees and include them in their regional handbooks, posted on the UIL website. Almost all of the regions bill the District Executive Committee chair for a full slate of entries. The District Executive Committee will pay regional meet entry fees in one check to the regional site. One-Act Play entry fees may be invoiced and paid to each participating school, since every district may not have a school represented at the meet. Individual schools should not pay the regional site. Schools may be invoiced by their DEC for the fees.

WITHDRAWING QUALIFIERS FROM REGIONAL COMPETITION
Schools shall notify the academic meet director no later than the end of the second school day following academic district competition, or as soon as the withdrawal is known, if a student or a team knows that they will not compete at the regional meet. Coaches of contestants dropping out of the regional meet are required to follow the protocol in order to notify the alternate.

If a qualified contestant placing first, second or third, or a team placing first 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.

THE ALTERNATES
The district results certify fourth, fifth and sixth place individually or second place team as alternates to the regional meet if a contestant placing first, second or third or the first place team is unable to participate in the regional meet. Places below sixth are not considered alternates and are not eligible to participate. 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.

SUBSTITUTES ON TEAMS
For the region meet, a school may make only one substitute per team, and substitutes are allowed only for team members, not for individual qualifiers. Only Accounting, Calculator Applications, Computer Science, Current Issues & Events, Literary Criticism, Number Sense, Mathematics, One-Act Play, Science, Social Studies and Spelling & Vocabulary have provisions for substituting individuals on teams after the district meet. If a student cannot compete at the next highest level of competition, a school may make only one substitution per team. If the team has less than three members after the substitution, the team must forfeit, and the alternate team may advance. (Note: if two members of a four-member team are unable to advance, the team may drop one student, substitute one student and compete as a three-member team.) See the Academic Coordinator's Manual section on Late Entries/Alternates/Substitutions.

Frequently Asked Questions

* DISTRICT ENTRY DEADLINE

A school failed to submit its district academic entries via the UIL online system 10 days prior to the district meet. Should it be allowed to compete?

Late entry procedures are included in the C&CR. 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. The DEC often determines this in advance at the district planning meeting.

* ADDING ENTRIES

May a school add names to its original district entry form after the entry deadline? For example, may a school that entered two names in the accounting contest slot add a third contestant the day of the meet?

No, unless permission has been specifically granted for late entry.

* DROP & SUBSTITUTE

Our four-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.

* ARRIVING LATE FOR A CONTEST

What if a student misses roll call?

If a student is not present at roll call, the contest director will call for an alternate. Once an alternate has been designated as a contestant, the original contestant is disqualified.

* ENTERING BOTH LD AND 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 Lincoln-Douglas debate?

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

* COMPOSING ON COMPUTERS

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

Yes. The responsibility of providing computers in journalism and Ready Writing is placed on the individual school. Contestants have the opportunity to use laptop or notebook computers from district through state. For more details, see each event's handbook.

* ANSWER KEY ERRORS

We think we found an error in the answer key. What do we do?

In the case of an error on the answer key of an objectively-scored contest, graders should 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 by correctness and not an incorrect answer key. Do not alter or discard a question without a ruling from the state office or respective state contest director.

* AWARD POINTS FOR TIES

Two students tied for fourth place in number sense. How do we award points?

Fourth place receives eight points. Fifth place receives six points. That's 14 points in all. Thus, each student will earn seven points. Remember, in the event of a two-way tie for fourth, there is no fifth place, and the next place will be sixth.

* VERIFICATION PERIOD

What should take place during the verification period?

The contest director or an assistant should provide the unofficial results with full scores. Contestants and coaches should be allowed to review their papers/tests/ballots, answer keys and the unofficial results. The purpose of the verification period is to check for errors in scoring, tabulation and data entry, not to challenge a test or answer key. A student and/or coach not present for the verification period forfeits the opportunity to verify results. Refer to event handbooks for specific information.

* COMPUTER TABULATION

How can we simplify ranking speech contestants?

When using panel judging, the most efficient method is to employ software provided by UIL. The TabTalk software is available to download from the speech page and One-Act Play page of the UIL website. It's free; use it to avoid errors in tabulation of judges' rankings.

* ACADEMIC TEAMS

How do you determine the team score at district?

Schools are allowed to enter six students at district in, say, mathematics. The three highest scores will be the team score. The fourth highest score is used as the tiebreaker and the fourth student advances to the next level with the team and competes for both individual and team ranking.

* ELIGIBILITY

A student wrote an answer that was correct but the judges said they couldn't read it and counted it wrong. What should I do?

There has been considerable discussion about ambiguous characters at all levels of competition. If the judges are unclear about an answer, they try to objectively decide what the contestant meant. If they remain unclear, it's wrong. As Calculator Applications Contest Director David Bourell said, "The critical component of any legibility question is reasonable doubt. The grader must have an honest question relative to the answer before legibility is questioned."

* THREE-MEMBER TEAMS

A first place team won at district with three members. For regional, can they add a fourth member?

No. You may advance only the number of contestants who participated in the qualifying meet.

* CONFLICT PATTERN

Our district voted to schedule ready writing on the Thursday before the district contest on Friday and Saturday. If a student chooses to compete in Ready Writing and Number Sense, may he do so even though the suggested schedule shows a conflict?

Yes. Districts are free to schedule their academic meet over two, three or four days if they like as long as they stay within the sanctioned week of competition. The conflict pattern is mandated at region and state; so if your student earns the right to advance in Ready Writing and Number Sense, he or she will be forced to choose even if the schedule allows. The decision must be made and the district academic director and regional academic director notified no later than the end of the second school day after the meet. The school of the alternate must also be notified.

The UIL urges districts to adhere to the conflict pattern, even if the DEC votes to conduct the district academic meet over the course of several days.

May a district executive committee vote to schedule at the same time contests that do not conflict on the UIL conflict pattern? For example, may a district vote to schedule current issues & events at the same time as science?

No.

* TIMEKEEPERS

Who should serve as a timekeeper?

Only a trained individual. This may be a student, a teacher or a lay person, but he or she should be fully familiar with instructions for timing, contained in the event's handbook.

* OAP POINTS

Do you have to count OAP points toward overall district championship?

Absolutely. All contests listed under Sec. 902 (Schedule of Points) must be counted toward the district academic championship and the overall district title.

* DISMISSING JUDGES

Why should you not dismiss judges immediately after they've turned in their ballots or results?

Because, in speech, master ballots may not match ranks in the individual evaluations. And for other contests, questions of all sorts might arise. Wait until after official results have been posted to release judges.

* REQUEST FOR ACCOMMODATION

A coach of a competitor provided a letter from UIL stating that the student can use an enlarged test based on an accommodation for a special need. Do I have to make a special test?

Coaches may request accommodations for students with special needs. If approved, they will present a letter to the meet director well in advance of the contest. This may range from testing in a separate room, to using a computer for a contest that usually doesn't have one or accommodations for a visual impairment. In all cases, the school must provide any special equipment and assumes all responsibility for failure of that equipment. UIL will send enlarged materials or any other modification to a test in advance of the contest. If you have a specific question, do not hesitate to contact UIL staff.

* CONTEST MATERIAL IS MISSING

I received the contest materials, but I do not have a packet for a contest. What should I do?

Contact UIL about any missing materials. If you do not have enough answer sheets or you have materials for calculator applications in the Computer Science envelope, we will get the correct materials sent to you.

* DISQUALIFICATION

A student failed to write an essay in Social Studies. Do we have to disqualify him?

According to the rules, the student is disqualified. Any other instance requiring disqualification, such as suspected cheating, please contact the UIL staff prior to making a final determination. If a student is disqualified, he shall be canceled as a contestant on the roster in the online entry system so that student does not earn points or is not eligible to advance to the next meet.

* CALCULATOR LIST

What happened to the "List of Approved Calculators?"

The lists could not be kept up-to-date, and contest directors for mathematics, calculator applications, and accounting have opted to go without a list. Science has calculator restrictions. To determine which calculators may be used, check each individual contest handbook.

District Academic Meet
Director's Manual

Appendix

University Interscholastic League

Academic Conflict Pattern

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.)

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 and Number Sense may not be held at the same time.

Ready Writing and Copy Editing may not be held at the same time.

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

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.

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

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 (Written)
- Editorial Writing
- Headline Writing
- Mathematics

Editorial Writing and Headline Writing may not be held at the same time.

Computer Science and Mathematics may not be held at the same time.

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

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:	You may not enter these contests:
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

Updated June 2024

2024-2025 Academic Conflict Pattern

		SET 1	SET 2	SET 3	SET 4
		3 HOURS	2.5 HOURS	2 HOURS	2.5 HOURS
ACADEMICS	Accounting		Prep & Contest		
	Current I & E	Prep & Contest			
	Literary Criticism				Prep & Contest
	Ready Writing	Prep & Contest			
	Social Studies			Prep & Contest	
	Spelling		Prep & Contest		
STEM	Calculator App	Prep & Contest			
	Computer Sci			Prep & Contest	Prep & Contest
	Mathematics			Prep & Contest	
	Number Sense	Prep & Contest			
	Science		Prep & Contest		
JOURNALISM	Copy Editing	Prep & Contest			
	Editorial			Prep & Contest	
	Feature		Prep & Contest		
	Headline			Prep & Contest	
	News		Prep & Contest		
SPEECH & DEBATE	Informative		Prelims		Finals
	Lincoln Douglas	Prelims		Finals	
	Persuasive		Prelims		Finals
	Poetry	Prelims		Finals	
	Prose	Prelims		Finals	

Legend: ◼ Prep & Contest · ▨ Prelims · ▦ Finals

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* and Current Issues & Events. Calculator Applications and Number Sense may not be held at the same time. Number Sense conflicts with Current Issues & Events, Ready Writing, Prose Interpretation, Poetry Interpretation and Lincoln Douglas Debate. Ready Writing and Copy Editing may not be scheduled 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 Interpretation, Poetry Interpretation 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 (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.

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

2024-2025

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,
LD Debate prelims Round II

10 a.m.
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,

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 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.

Rooms

for Academics

Each event requires one contest room and one grading and verification room. Events may be held in the same room when the contests are scheduled at different times.

CONTEST	CONTEST ROOM REQUIREMENTS
Accounting	40+ writing surfaces
Ready Writing	24 writing surfaces, plugs for laptop computers and printers
Literary Criticism	40+ writing surfaces
Number Sense	40+ writing surfaces
Calculator Applications	40 - 60 writing surfaces
Science	50+ writing surfaces
Social Studies	40+ writing surfaces
Computer Science*	40+ writing surfaces.
	*For hands-on programming, one additional contest room with 8+ plugs and tables appropriate for computer stations and a judging room with tables appropriate for computer stations.
Mathematics	40+ writing surfaces
Current Issues & Events	40+ writing surfaces
Journalism (each event)	24 writing surfaces, plugs for laptop computers and printers
Spelling & Vocabulary	40+ writing surfaces

Number of contestants will vary depending on the number of individual qualifiers on teams.

SPEECH & DEBATE
Each event requires 3 - 4 contest rooms (except LD Debate which requires 12) and an assembly room. All speech and debate events may share one tab room. Events that may be held in the same room because the contests are scheduled at different times are paired as follows.

> Poetry
> Informative Speaking*
>
> Prose
> Persuasive Speaking*
>
> LD Debate†

* Informative and Persuasive also require a large prep room, which they must share.
† LD Debate may be held in the same rooms as the other speech events, depending on the schedule.

Contest Personnel Needs
for Academics

I. Spring Meet Chair
(Director General)
- Budget and Financial Reports
- Facilities
- Staffing
- Awards
- Communications with District
  Executive Committee

II. Academic Meet Director
- Academic Meet and One-Act Play
- Schedule
- Staffing
- Contest administration
- Communications with Regional
  Academic Meet directors and schools

III. Academic Contest Directors
- Speech events (prose, poetry,
  informative, persuasive, LD debate)
- Journalism (five contests)
- Accounting
- Computer Science
- Current Issues & Events
- Social Studies
- Literary Criticism
- Ready Writing
- Spelling and Vocabulary
- Number Sense
- Calculator Application
- Mathematics
- Science
- One-Act Play Contest Manager

IV. Hired Judges
- Spelling and Vocabulary Pronouncer
- Journalism (five events; usually three
  judges can do for all five; one must be
  a former or current high school journalism
  advisor)
- Ready Writing (three judges)
- One-Act Play
- *Speech and Debate
  - Informative
  - Persuasive
  - Prose
  - Poetry
  - Lincoln-Douglas Debate

*See contest handbooks for more information.

Academic Quick Reference Chart

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

Accounting

ROOMS
1 – testing   1 – grading

PREP TIME —30   TEST TIME — 60

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks

Director Provides: contest roster and results form (generated from online entry system), contest rules, clock or timer, 8 1/2 x 11-inch scratch paper, and one large manilla envelope per school.

PERSONNEL
During contest
• Director
• One or more assistant(s)/monitor(s)
• Head Grader

NUMBER OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district; 1st place team (four members) per district; wild card team.

TIES
• Individual — Break no ties.
If tie for 3rd place, both advance.
• Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

GRADING/JUDGES
At least 3, preferably more. Graders are encouraged to be coaches.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st team — 10
2nd team — 5

ADVANCE
Top 3 individuals and 1st place team. One wild card team per region will also advance to regional meet.

Calculator Applications

ROOMS
1 – testing
1 – grading*
*Can use same room as Number Sense.

PREP TIME – 30
TEST TIME – 30

CONTEST MATERIALS
UIL Packet: tests & keys.

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.

PERSONNEL
• Director
• One or more assistant(s)/monitor(s)
• Head grader

NUMBER OF ENTRIES
(District) six per school
(Region)1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

TIES
• 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.

GRADING/JUDGES
At least 3, preferably more. Graders may be coaches.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.

Computer Science

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)

SET UP — 30
PREP TIME — 20 written, 30 programming
TEST TIME — 45 written, 2 hours programming

CONTEST MATERIALS
UIL Packet: tests & keys, answer sheets, programming judging packets, programming problem sets, meet evaluation form.

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.

PERSONNEL DURING CONTEST
• director
• 1 assistant
• 2-3 programming judges
• 2-3 programming assistants, as needed

 # OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

GRADING/JUDGES
At least 3, preferably more for the written exam, 2-3 judges for programming. Graders and judges may be coaches.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st, 2nd,3rd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st team — 20
2nd team — 16
3rd team — 12

ADVANCE: Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.

Academic Quick Reference Chart

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

Copy Editing

ROOMS
1 – testing
1 – grading (can use one room for all journalism contests)

PREP TIME — 15 minutes
TEST TIME — 15 minutes

CONTEST MATERIALS
UIL Packet: Contest and key

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

PERSONNEL
• Director
• Room monitors

NUMBER OF ENTRIES
(District) Three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual — No ties

GRADING/JUDGES
Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.

AWARDS
Individual medals 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

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.

ADVANCE
Top 3 individuals

Current Issues & Events

ROOMS
1 – testing
1 – grading

PREP TIME – 20
TEST TIME – 60

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks, rubrics.

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.

PERSONNEL
• Director
• One or more assistant(s)/monitor(s)
• Head grader

NUMBER OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

TIES
• 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.

GRADING/JUDGES
At least 3, preferably more. Graders may be coaches. Refer to Handbook regarding grading essay.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team. Top second place team per region will also advance to regional meet.

Editorial Writing

ROOMS
1 – testing
1 – grading*
*Can use one room for all journalism contests.

SET UP
PREP TIME – 15 minutes
TEST TIME – 45 minutes

CONTEST MATERIALS
UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).

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.

PERSONNEL
• Director
• Room monitors

NUMBER OF ENTRIES
(District) Three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual – No ties

GRADING/JUDGES
Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.

AWARDS
Individual medals: 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

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.

ADVANCE
Top 3 individuals

Academic Quick Reference Chart

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

Feature Writing

ROOMS
1 – testing
1 – grading*
*Can use one room for all journalism contests.

SET UP
PREP TIME – 15 minutes
TEST TIME – 60 minutes

CONTEST MATERIALS
UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).

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.

PERSONNEL
• Director
• Room monitors

NUMBER OF ENTRIES
(District) Three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual – No ties

GRADING/JUDGES
Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.

AWARDS
Individual medals: 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

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.

ADVANCE
Top 3 individuals

Headline Writing

ROOMS
1 – testing
1 – grading*
*Can use one room for all journalism contests.

SET UP
PREP TIME – 15 minutes
TEST TIME – 30 minutes

CONTEST MATERIALS
UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).

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.

PERSONNEL
• Director
• Room monitors

NUMBER OF ENTRIES
(District) Three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual – No ties

GRADING/JUDGES
Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.

AWARDS
Individual medals: 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

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.

ADVANCE
Top 3 individuals

Informative Speaking

ROOMS
• Assembly room
• One joint prep room w/ persuasive
• One per section
• Tab room*
*One tab room may be used for all speech events.

TEST TIME – 30 prep,
7 minutes per student in section, draw at 10 minute intervals

CONTEST MATERIALS
UIL Packet: topics, ballots, instructions to judges, tabulation form.
SpeechWire management system (tabulates results electronically)
UIL TalkTab software (website download)

Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room

PERSONNEL
• Director
• Timekeepers
• Tab room staff
• Chairperson
• Prep room monitors (at least 2)
• Contest escorts (optional)

NUMBER OF ENTRIES
(District) three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual – No ties.

GRADING/JUDGES
1, 3 or 5 per section for prelims;
3 or 5 for finals

AWARDS
Individual medals: 1st through 6th

POINTS
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. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.

ADVANCE
Top 3 individuals

Academic Quick Reference Chart

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

Lincoln Douglas Debate

ROOMS
• Assembly room
• One per debate
• Tab room*
*One tab room may be used for all speech events.

TEST TIME – 45 minutes per debate

CONTEST MATERIALS
UIL Packet: LD debate resolution, ballots (when requested), instructions to judges, or Speechwire.
SpeechWire management system (tabulates results electronically)
Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.

PERSONNEL
• Director
• Timekeepers
• Tab room staff

NUMBER OF ENTRIES
(District) three per school
If fewer than 8 debaters in a district, each school may enter a fourth debater.
(Region) 1st/2nd/3rd individuals per district

GRADING/JUDGES
1 per debate, prelim rounds
3 per debate, elim rounds

AWARDS
Individual medals: 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6*
6th — 4*
*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. Congress points are awarded at the state meet only.

ADVANCE
Top 3 individuals

Literary Criticism

ROOMS
1 – testing
1 – grading

PREP TIME – 20
TEST TIME – 90

CONTEST MATERIALS
UIL Provides: Packet: tests, keys, answer sheets.

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.

PERSONNEL
• Director
• One or more assistant(s)/monitor(s)
• Lead grader
• 3-5 tie-breaker judges

NUMBER OF ENTRIES
(District) six per school
(Region)1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

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.

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.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams
Plaque for 1st place team

POINTS
1st — 15   4th — 8
2nd — 12   5th — 6
3rd — 10   6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team.
One wild card team per region will also advance to Regional meet.

Mathematics

ROOMS
1 – testing
1 – grading

PREP TIME – 20
TEST TIME – 40

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks, rubrics.

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.

PERSONNEL
• Director
• One assistant

NUMBER OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

TIES
• 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.

GRADING/JUDGES
At least 3, preferably more. Graders may be coaches.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team.
One wild card team per region will also advance to Regional meet.

Academic Quick Reference Chart

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

News Writing

ROOMS
1 – testing
1 – grading*
*Can use one room for all journalism contests.

PREP TIME – 15
TEST TIME – 45

CONTEST MATERIALS
UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)

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

PERSONNEL
• Director
• Room monitors

NUMBER OF ENTRIES
(District) Three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual – No ties

GRADING/JUDGES
Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.

AWARDS
Individual medals: 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

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.

ADVANCE
Top 3 individuals

Number Sense

ROOMS
1 – testing
1 – grading

PREP TIME – 20
TEST TIME – 10

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks.

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.

PERSONNEL
• Director
• Head grader

NUMBER OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district
1st place team per district; wild card team

TIES
• Individual – Break no ties.
• Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

GRADING/JUDGES
At least 3, preferably more. Graders may be coaches.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team.
One wild card team per region will also advance to Regional meet.

Persuasive Speaking

ROOMS
• Assembly room
• 1 joint prep room w/ informative
• 1 per section
• 1 tab room*
*One tab room may be used for all speech events.

TEST TIME – 30 prep,
7 minutes per student in section, draw at 10 minute intervals

CONTEST MATERIALS
UIL Packet: topics, ballots, instructions to judges, tabulation form.
SpeechWire management system (tabulates results electronically)
UIL TalkTab software (website download)

Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room

PERSONNEL
• Director
• Timekeepers
• Tab room staff
• Chairperson
• Prep room monitors (at least 2)
• Contest escorts (optional)

NUMBER OF ENTRIES
(District) three per school
(Region) 1st/2nd/3rd individuals per district

TIES
• Individual — No ties.

GRADING/JUDGES
1, 3 or 5 per section for prelims;
3 or 5 for finals

AWARDS
Individual medals: 1st through 6th

POINTS
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. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.

ADVANCE:
Top 3 individuals

Academic Quick Reference Chart

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

Poetry Interpretation

ROOMS
• Assembly room
• 1 prep room
• 1 per section
• 1 tab room*
*One tab room may be used for all speech events.

TEST TIME – approximately 10 minutes per student in section

CONTEST MATERIALS
UIL Packet: categories, ballots (when requested), instructions to judges, tabulation form. SpeechWire management system (tabulates results electronically)

UIL TalkTab software (website download)

Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.

PERSONNEL
• Director
• Timekeepers
• Tab room staff
• Chairperson

NUMBER OF ENTRIES
(District) three per school
(Region) 1st/2nd/3rd individuals per district.

TIES
• Individual – No ties.

GRADING/JUDGES
1, 3 or 5 per section for prelims;
3 or 5 for finals

AWARDS
Individual medals: 1st through 6th

POINTS
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. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.

ADVANCE
Top 3 individuals

Prose Interpretation

ROOMS
• Assembly room
• 1 prep room
• 1 per section
• 1 tab room*
*One tab room may be used for all speech events.

TEST TIME – approximately 10 minutes per student in section

CONTEST MATERIALS
UIL Packet: categories, ballots (when requested), instructions to judges, tabulation form. SpeechWire management system (tabulates results electronically)

UIL TalkTab software (website download)

Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.

PERSONNEL
• Director
• Timekeepers
• Tab room staff
• Chairperson

NUMBER OF ENTRIES
(District) three per school
(Region) 1st/2nd/3rd individuals per district.

TIES
• Individual – No ties.

GRADING/JUDGES
1, 3 or 5 per section for prelims;
3 or 5 for finals

AWARDS
Individual medals: 1st through 6th

POINTS
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. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.

ADVANCE
Top 3 individuals

Ready Writing

ROOMS
1 – testing*
1 – grading
*Can use same room as spelling.

SET UP – 30
PREP TIME – 20
TEST TIME – 2 hours

CONTEST MATERIALS
UIL Packet: topics, rubrics, grading suggestions

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.

PERSONNEL
• Director
• 1 or 2 room monitors
• 3 judges (minimum)

NUMBER OF ENTRIES
(District) three per school
(Region) 1st/2nd/3rd individuals per district.

TIES
• Individual – No ties.

GRADING/JUDGES
Panel of 3-5. Judges may not be a coach of an entrant. English/language arts teachers or professional writers preferred.

AWARDS
Individual medals: 1st through 6th

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

ADVANCE
Top 3 individuals

Academic Quick Reference Chart

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

Science

ROOMS
1 – testing   1 – grading

PREP TIME – 30
TEST TIME – 2 hours

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks, top scorer certificates.

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.

PERSONNEL (all may be coaches)
• Director
• Monitor
• Head grader

NUMBER OF ENTRIES
(District) six 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.

TIES
• 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.

GRADING/JUDGES
At least 3. Graders may be coaches.

AWARDS
Individual medals: 1st through 6th
Top Scorers in biology, physics and chemistry

Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

Top Scorer Biology - 3; Top Scorer Physics - 3; Top Scorer Chemistry - 3

ADVANCE
Top 3 individuals, top scorer in each subject area, 1st place team of four highest scoring contestants.One wild card team per region will also advance to Regional meet.

Social Studies

ROOMS
1 – testing
1 – grading

PREP TIME – 20
TEST TIME – 90

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks.

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.

PERSONNEL
• Director
• Assistant
• Head grader

NUMBER OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

TIES
• 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.

GRADING/JUDGES
At least 3. Graders may be coaches.Refer to Handbook regarding essay grading.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team.
One wild card team per region will also advance to Regional meet.

Spelling & Vocabulary

ROOMS
1 – testing
1 – grading

PREP TIME –30
TEST TIME – 90

CONTEST MATERIALS
UIL Packet: tests & keys, answer blanks, scoring charts.

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.

PERSONNEL
• Director
• One assistant
• Head grader

NUMBER OF ENTRIES
(District) six per school
(Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.

TIES
• Individual – Break no ties.
• Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance.

GRADING/JUDGES
At least 3, preferably more. Graders may be coaches.

AWARDS
Individual medals: 1st through 6th
Team medals: 1st and 2nd place teams

POINTS
1st — 15
2nd — 12
3rd — 10
4th — 8
5th — 6
6th — 4

1st place team — 10
2nd place team — 5

ADVANCE
Top 3 individuals and 1st place team.
One wild card team per region will also advance to Regional meet.

Academic Quick Reference Chart

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

Congress	CX Debate
ROOMS • Assembly room • One room per chamber • Tab room TEST TIME — 3 hours per session CONTEST MATERIALS All ballots (when requested) & forms are found on the UIL website Can be administered on SpeechWire. Director Provides: • Stopwatches • Gavels • Contestant Rosters/Seating Charts • Contest Rules • Legislation PERSONNEL • Parliamentarian • Clerk • Tab room staff NUMBER OF ENTRIES (Region) five 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 *Outstanding Presiding Officer- 10 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.	**ROOMS** • Assembly room • One room per debate • Tab room TEST TIME — 90 minutes per debate CONTEST MATERIALS UIL Packet: ballots (when requested), 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) three 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 in the quarter final bracket 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	Theatrical Design
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	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 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 — 1st — 20 　　12 — 2nd — 16 　　10 — 3rd — 12 　　8 — 4th — 10 　　6 — 5th — 8 　　4 — 6th — 6

Academic Quick Reference Chart

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

Robotics: Best Division

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 any or all divisions of UIL Robotics. Individual students may participate in multiple robotics divisions, 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 * - when applicable
1st — 20
2nd — 16
*3rd — 12
*4th — 10

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 Division

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 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 any or all divisions of UIL Robotics. Individual students may participate in multiple robotics divisions, 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 * - when applicable
1st — 20
2nd — 16
*3rd — 12
*4th — 10

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

RECF-VEX Robotics

COMPETITION SEASON
The RECF-VEX Division of UIL Robotics includes a single program of competition with a season that begins in the fall and continues into the spring. The RECF-VEX season kicks off in early September, with an open build schedule throughout the season. Competition begins with qualifier meets later in the fall and concludes with championship events in late winter and spring. The UIL State Championships are generally scheduled for early February.

PARTICIPATION
Participation by a UIL member school requires registering a team with the Robotics Education and Competition Foundation (RECF) and competing in the regularly scheduled VEX V5 Robotics Competition qualifier meets offered through that organization.
There are no separate UIL district or regional meets for Robotics.
A school may participate in any or all divisions of UIL Robotics. Individual students may participate in multiple robotics divisions, dependent on the policies of their schools or school districts.

STATE CHAMPIONSHIPS
The UIL Robotics State Championships – RECF-VEX Division will take place in the late winter or early spring, with advancement based on results from the VEX V5 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 at minimum 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.

Reminders
for District Academic Meet Directors

REMINDERS
- The district executive committee is to elect a spring meet district chair and district academic meet director.
- Provide this name and contact information to the League office by Oct. 1. This should be done online on the UIL academic website.
- Districts should submit CX District Director form by Nov. 1 and set up the CX Spring Meet online by Dec. 1 and the Academic and OAP Spring Meets online by Feb. 1.
- CX Debate meets must be held during dates specified on the official UIL calendar.
- Instruct member schools that they must enter students into the district meet via the UIL online entry system. No exceptions will be allowed. Emphasize that deadlines will be strictly observed.
- Distribute non-confidential contest materials and contest procedures to contest directors well in advance of the meet so they can be confident in how to administer the contest.
- The district executive committee should determine the method of settling disputes.
- The contest director and/or a designated monitor shall be present in the contest room for the duration of the contest.
- Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants.

Verification Period
Instructions for Contest Directors

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 announced and awards distributed, no changes can be made.

The verification period is to check the accuracy of grading and recorded scores, NOT a time to question the decision of judges. Contest directors may call the League if questions are raised about an answer key.

Unofficial results should be entered into the online system BEFORE verification so that the computer can add team scores and rank contestants.

Remember to record and enter the scores of 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, record only the top 6 places, including LD debate. For journalism events, verification is for identification purposes only. Refer to event handbooks for specific information. People doing the online entry of results should not complete the last step of Certifying Results as Final until after verification has taken place.

Before the contest starts, announce the time and place of verification.

Before verification period:
- Make certain that if any ties exist in 6th place, the tie-breaking procedure has been implemented and those results clearly marked so they can be manually entered into the system.
- There is a tie-breaker for ALL TEAM ties.
- In number sense and accounting, individual ties are not broken.
- There can be no ties in speaking or journalism events or in ready writing.
- In literary criticism, social studies and current issues & events, ALL TIES MUST BE BROKEN by comparing the essays of tied contestants.
- In all other events, there is a tie-breaking procedure. If a tie remains even after the tie-breaker, clearly mark that on the roster and results form you submit.

During the verification period:
- Announce that no papers may be removed from the room until the verification period is completed (approximately 15 minutes).
- Announce the "unofficial" results and scores. (Just because the information has been entered into the online system does NOT make those results official. They still must be verified and later certified as final.)
- Allow coaches and contestants to view test papers and answer sheets only from their school.
- Steps must be taken to ensure materials are confidential. No copying or cell phones allowed at verification.
- Have several answer keys available to check accuracy of grading.

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

Online Entry System
Setting up the Meet Online

District meet officials must set up and open the district meet in the online entry system before individual school academic coordinators may enter their school's contestants.

Schools must enter contestants into their district Cross-Examination Debate, One-Act Play and Academic meets via the online system. Paper entries are not allowed. Failure to enter contestants by the district entry deadline could result in disqualification.

December 1 is the deadline for district meet officials to set up the CX Debate Meet online.

February 1 is the deadline for district meet officials to set up the Academic Meet and One-Act Play Contest online.

The online entry system link for Coordinators or Meet Officials is available on the UIL Academics webpage. Step-by-step instructions are provided. Please read them carefully. Instructions are available for download.

Tips:

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

DISTRICT ACADEMIC AND ONE-ACT PLAY AWARDS

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
ACADEMIC MEET						
Overall Champion	1					
Overall Runner-up	1					
ACADEMIC EVENTS						
Accounting			1	1	1	3
Accounting Team		1	4	4		
Calculator Applications			1	1	1	3
Team Calculator Applications		1	4	4		
Computer Science			1	1	1	3
Computer Science Team		1	4	4	4	
Current Issues & Events			1	1	1	3
Current Issues & Events Team		1	4	4		
Literary Criticism			1	1	1	3
Literary Criticism Team		1	4	4		
Mathematics			1	1	1	3
Mathematics Team		1	4	4		
Number Sense			1	1	1	3
Number Sense Team		1	4	4		
Ready Writing			1	1	1	3
Science			1	1	1	3
Science Top Biology Scorer			1	1		
Science Top Chemistry Scorer			1	1		
Science Top Physics Scorer			1	1		
Science Team		1	4	4		
Social Studies			1	1	1	3
Social Studies Team		1	4	4		
Spelling & Vocabulary			1	1	1	3
Spelling & Vocaabulary Team		1	4	4		
JOURNALISM						
Copy Editing			1	1	1	3
Editorial Writing			1	1	1	3
Featurre Writing			1	1	1	3
News Writing			1	1	1	3
Headline Writing			1	1	1	3
Journalism Team		1				

EVENT	TROPHY	PLAQUES	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
SPEECH & DEBATE						
Cross Examination Debate		1	2	2	2	6
Lincoln Douglas Debate			1	1	1	3
Informative Speaking			1	1	1	3
Persuasive Speaking			1	1	1	3
Poetry Interpretation			1	1	1	3
Prose Interpretation			1	1	1	3
Speech Team		1				
ONE-ACT PLAY						
Advancing Play**		3	48			
Alternate Play		1			24	
Best Actress			1			
Best Actor			1			
All Star Cast				8		
Hon. Mention All Star Cast					8	
OAP TOTAL	2	17	117	75	60	73

** Three unranked plays advance from district.

District & Regions with 8 finalists in speaking contests may purchase medals for 7th & 8th place.

Districts have the option of giving medals, ribbons or a combination of both.

District Academic Budget Planning

SITE _____

Date_____

Conference _____ District _____

I. EXPENSES
A. Awards

Trophies, plaques and medals $ _____

B. Academic and One-Act Play

1. Judges* $ _____

2. Contest directors* $ _____

3. Other salaries (specify)
   _____ $ _____
   _____ $ _____

4. Security/Custodial $ _____

5. Tickets and programs $ _____
   (printing, mailing, etc.)

6. Meals $ _____

7. Equipment & supplies $ _____
   (total from back)

8. Other (specify)
   _____ $ _____
   _____ $ _____

TOTAL EXPENSES   **$ _____**

Annual Finance Report

UIL Regional Spring Meet

Academic and One-Act Play

Contest	Judges/Graders	Contest directors
Accounting	$ _____	$ _____
Calculator Applications	$ _____	$ _____
Computer Science	$ _____	$ _____
Current Issues & Events	$ _____	$ _____
CX Debate	$ _____	$ _____
Informative/Persuasive Speaking	$ _____	$ _____
Journalism (5 events)	$ _____	$ _____
Lincoln-Douglas Debate	$ _____	$ _____
Literary Criticism	$ _____	$ _____
Mathematics	$ _____	$ _____
Number Sense	$ _____	$ _____
One-Act Play	$ _____	$ _____
One-Act Play technicians	$ _____	$ _____
Prose/Poetry	$ _____	$ _____
Ready Writing	$ _____	$ _____
Science	$ _____	$ _____
Speech/Debate monitors, timers, tab room	$ _____	$ _____
Spelling/Vocabulary	$ _____	$ _____
Spelling/Vocabulary Pronouncer	$ _____	$ _____
TOTAL judges/graders and directors	$ _____	$ _____
	(Transfer to B1)	(Transfer to B2)

EQUIPMENT AND SUPPLIES FOR ACADEMIC EVENTS

Equipment/Supplies	Amount	Capital Expenses	Amount
_____	$_____	_____	$ _____
_____	$_____	_____	$ _____
_____	$_____	_____	$ _____
_____	$_____	_____	$ _____
TOTAL equipment/supplies	$_____	TOTAL capital expenses	$ _____

TOTAL equipment/supplies + TOTAL capital expenses $ _____
(Transfer to B7)

FOR IMMEDIATE RELEASE

Subject: UIL District Academic Meet
Contact: local UIL academic coordinator
Date: date

(Your school) will compete (or recently competed) in the UIL district academic championship, held (date/site). Students who placed at the district meet include (list students and their events). Students who placed in the top three at district or were members of winning teams will advance to the UIL regional meet, to be held (date/site).

"These students devote countless hours preparing for UIL academic competition," said Dr. David Stevens, UIL director of academics. "Like their athletic counterparts, they practice before, during and after school and attend invitational meets and competitions. For many schools, the UIL academics serves as the school's best gifted and talented program. And for virtually every school in Texas, it serves as an extension to the regular classroom for highly motivated, intelligent young men and women."

The UIL offers contests in the following events: Accounting, Calculator Applications, Computer Science, Cross-Examination Debate, Current Issues & Events, Editorial Writing, Feature Writing, Headline Writing, Informative Speaking, Lincoln-Douglas Debate, Literary Criticism, Mathematics, News Writing, Number Sense, One-Act Play, Persuasive Speaking, Poetry Interpretation, Prose Interpretation, Ready Writing, Science, Social Studies and Spelling & Vocabulary.

"In its own way, each contest is intended to teach the thinking skills students will need in college and in their careers," Stevens said. "We have tremendous anecdotal evidence from students who testify to the importance UIL academic contests played in their high school careers. We also know that employers want workers who can solve problems, speak effectively and write clearly. Each contest is designed to help students reach those goals."

For more information regarding the UIL academic program, contact Stevens at 512-471-5883 or look on the UIL website at www.uiltexas.org. Or contact the school's UIL academic coordinator.

From the playing fields to the performance halls to the classrooms, the University Interscholastic League has provided (your high school here) High School a format to showcase the gifted and talented students from (your city here), Texas. Hundreds of thousands of Texas public school students will meet rigorous scholastic requirements in order to voluntarily compete in a UIL academic, fine arts or athletic event. Support these outstanding young men and women in our community.

Operating as part of The University of Texas at Austin and for the benefit of the Texas public school system, the University Interscholastic League sponsors academic, music and athletic contests for high school students. A full competitive program is also provided for elementary, middle and junior high school students. The UIL schedules a greater variety of contests, holds larger meets, and provides services to more students and a greater school membership than any similar program in the nation. The UIL: Developing Texas' future leaders.

Contacts

DISTRICT MEET

Host school _____ Date of meet_____

Meet director _____ Email _____

REGIONAL MEET

Host school _____ Date of meet_____

Meet director _____ Email _____

CONTEST DIRECTORS   CONTACT INFO

Accounting _____   _____

Calculator Applications_____   _____

Computer Science _____   _____

Current Issues & Events _____   _____

Debate (LD & CX)_____   _____

Journalism_____   _____

Literary Criticism _____   _____

Mathematics_____   _____

Number Sense _____   _____

One-Act Play_____   _____

Informative/Persuasive Speaking _____   _____

Poetry Interpretation_____   _____

Prose Interpretation_____   _____

Ready Writing _____   _____

Science_____   _____

Social Studies _____   _____

Spelling & Vocabulary_____   _____

COACHES AT YOUR SCHOOL

Accounting _____   _____

Calculator Applications_____   _____

Computer Applications _____   _____

Computer Science _____   _____

Congress _____   _____

Current Issues & Events _____   _____

Debate/LD & CX _____   _____

Film _____   _____

Journalism_____   _____

Literary Criticism _____   _____

Mathematics_____   _____

Number Sense _____   _____

One-Act Play_____   _____

Persuasive/Informative Speaking _____   _____

Poetry/Prose Interpretation _____   _____

Ready Writing _____   _____

Science_____   _____

Social Studies _____   _____

Spelling & Vocabulary_____   _____

Theatrical Design _____   _____

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 UIL officials at 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
Journalism	Alyssa Boehringer
One-Act Play, Theatrical Design, Film Festival	Paula Rodriguez
Speech, Debate, Congress	Jana Riggins
STEM	David Trussell
A+ Academics	Lisa Parker
Orders for materials	Ben Martinez
Spring Meet materials	Jason Castillo
Public information, media, logo use requests	Logan Lawrence
Waivers	Nakita Guillory
Eligibility	Dr. Mark Cousins
Compliance	Darryl Beasley

CONTEST	STATE CONTEST DIRECTOR(S)
Academics	Dr. David Stevens, dstevens@uiltexas.org
Accounting	Kay Whitton, kaywhitton@gmail.com
Calculator Applications	Dr. David Bourell, dbourell@mail.utexas.edu
Computer Science	David Trussell, dtrussell@uiltexas.org
Current Issues and Events	Dr. Bradley Wilson, bradleywilson08@gmail.com
Journalism (News, Feature, Editorial, Headline, Copy Editing)	Alyssa Boehringer, aboehringer@uiltexas.org
Literary Criticism	Mark Bernier, dibern@sbcglobal.net
Math	Cliff McCurdy, cmccurdy@argyleisd.com
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, biomcgehee@gmail.com
Science (chemistry)	Dr. Brian Anderson, briananderson@utexas.edu
Social Studies	Andy Bates, abates@sabinepass.net
Speech, Debate, Congress	Jana Riggins, jriggins@uiltexas.org
Spelling & Vocabulary	Linda Berrey, lberrey@sbcglobal.net
Theatrical Design	Rachael Gomez, rachael.gomez63@gmail.com
A+ Academics	Lisa Parker, lparker@uiltexas.org
General UIL Academic email	academics@uiltexas.org
UIL	www.uiltexas.org