

# New Coach Manual

## The Journey Starts Here



Persuasive  
LincolnDouglas  
Rubrics  
Tournaments  
Congress  
Process  
Categories  
Poetry  
Prose  
Informative  
Philosophy  
Team  
Judging  
CrossExamination  
Paradigms

2024-2025

## 2024 - 2025 UIL Speech and Debate At – a – Glance

<b>August 15</b>	☞	First Lincoln-Douglas Debate Topic available online (for use September through December UIL invitational meets)
<b>August 15</b>	☞	CX Debate: Schedule district planning meetings
<b>September 7</b>	☞	Student Activities Conference – Tyler Junior College - Tyler
<b>September 10</b>	☞	Congress: Deadline to submit Intent to Participate - Submit online to State Office Congress: Deadline to submit Region Legislation - Submit to Region Clerk
<b>September 14</b>	☞	Student Activities Conference – Lone Star College – North Harris, Houston
<b>October</b>	☞	National High School Activities Month – Celebrate Speech/Debate!
<b>October 1</b>	☞	CX Debate: Deadline to hold district planning meetings
<b>October</b>	☞	Round 1 Voting for 2025-2026 CX Debate Resolution
<b>October 5</b>	☞	Student Activities Conference – Texas Tech University - Lubbock
<b>October 10-12</b>	☞	Texas Speech Communication Association Convention – Amarillo
<b>October 20-21</b>	☞	UIL Legislative Council Meeting
<b>November 1</b>	☞	CX Debate: District information form due with District Director's Name-Submit online
<b>November 1-16</b>	☞	Congress Region Meets
<b>November 2</b>	☞	Student Activities Conference – University of Texas - Austin
<b>November 18</b>	☞	Congress: Deadline to submit Region Results & State Legislation
<b>December 1</b>	☞	CX Debate: Deadline for District officials to set up district meet online
<b>December 1</b>	☞	Congress: State Legislation posted
<b>December 15</b>	☞	Second UIL Lincoln-Douglas Debate Topic available online (for use January thru May including District, Region, and State)
<b>December</b>	☞	Final Voting for 2025-2026 CX Debate Resolution
<b>January 3</b>	☞	First day hosting district CX debate competition. Entries must be submitted online at least 10 calendar days prior to the district meet. Results submitted online no later than 10 calendar days after district meet. State qualifying schools should complete Required Judging Forms online immediately following their district meet.
<b>January 6-8</b>	☞	Congress State Meet
<b>January 10</b>	☞	First day for holding high school invitational meets using UIL Set A materials (Materials may be used from January 5 – February 1)
<b>February 7</b>	☞	First day for holding high school invitational meets using UIL Set B materials (Materials may be used from February 7 – March 8)
<b>February 8</b>	☞	CX Debate: Final day to hold district CX competition
<b>February 10</b>	☞	CX Debate: Final deadline to submit district results online
<b>February 13</b>	☞	CX Debate: Final deadline to submit Required Judging Information for State Meet without a \$100 late fee. Deadline to certify second place CX teams (in districts with fewer than eight participating teams) and first place CX teams (in districts with only one school participating) to the League office. Submit online.
<b>March 17-22</b>	☞	Cross-Examination Debate State Meets
<b>March 24-29</b>	☞	First Week for Speech District Meets
<b>March 31-April 5</b>	☞	Second Week for Speech District Meets
<b>April 25-26</b>	☞	Regional Academic/Speech Meets
<b>May 19-21</b>	☞	Academic/Speech State Meets
<b>June TBA</b>	☞	UIL Capital Conference

# **New Coach Manual**

**A Resource Guide for the Beginning UIL Speech/Debate Coach**

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# **CHAPTER 1**

## **An Introduction**



At a state meeting in 1910, debate teachers enthusiastically began an interscholastic forensic program to motivate their students and provide them with a practical application for the skills they were developing. Two years later, they asked the University of Texas to administer the program in such a way that it would be fair and equitable for all interested schools in the state. Since that time, the University Interscholastic League has grown into a vibrant organization not only for debate but interscholastic contests in academics, athletics, and music.

Currently, UIL membership includes over 1500 public high schools, as well as private schools meeting prescribed criteria. These schools range in student body size from 9 to almost 6,000. An elected body of school administrators representing each conference and region in the state make up the Legislative Council that governs UIL. Local schools are realigned every two years into UIL districts, which are governed by their District Executive Committee.

The UIL academic program has become the largest program of its kind in the nation and has flourished because of the support and input of the teachers whose students benefit from it.

Our purpose is to develop academic competition that provides enrichment beyond the classroom curriculum, where the best and the brightest are challenged to demonstrate mastery in a variety of academic skills. We currently sponsor 30 high school and 20 elementary/junior high contests. Our staff continually strives to correlate our contests to standardized tests such as college entrance exams, so that students have a training ground that prepares them for the rigorous academic world of higher education. Objectives outlined in the state curriculum are also strong determining factors in the design of our contests that provide advancement from district to regional to state in order to crown a state champion in all 6 conferences.

Our scholarship program is second to none, having disbursed over \$38 million since its conception in 1954. More than 22,000 Texas high school students who have competed at the UIL State Academic Meet have received scholarships to attend Texas colleges and universities. This year alone, the Texas Interscholastic League Foundation is awarding over 1.1 million dollars in scholarships.

## The Academic Conflict Pattern

Because the UIL Academic program offers a full range of contests that are an extension and enrichment of the state educational curriculum, students will have many opportunities to challenge their skillsets. In an effort to administer efficient tournaments that do not demand excessive loss of school time for the participants, UIL created an Academic Conflict Pattern that provides the blueprint for district, region and state meet tournament schedules.

As you begin to recruit students for your UIL speech events, study the conflict pattern to see which contests are to be scheduled at the same time. This will help avoid discovering you have coached a student that also is preparing for another event, perhaps in the English, math, or science areas, that the conflict pattern prevents him or her from competing in both.

The Academic Conflict Pattern is not mandated for the UIL district meet. However, districts are strongly encouraged to follow it and most of them do because the conflict pattern will be strictly observed at all region meets and at the UIL Academic and Speech State Meets. If a district decides not to adhere to the conflict pattern at the district meet and a student qualifies for region in two conflicting events, the contestant cannot advance in both and is required to choose. This is an issue that should be thoroughly discussed and determined during the local UIL district planning meeting.

Contests in a given set do not conflict with contests in any other set, with the exception of restrictions in speaking events. Refer to the restrictions discussed later in this manual. In addition, notice that speech events have preliminary rounds as well as final rounds so you must check the entire conflict pattern to be certain which academic contests conflict with speaking events. For example, Persuasive Speaking conflicts with Current Issues & Events in Set 1 as well as Literary Criticism in Set 4.

In terms of speaking events, the conflict pattern includes the individual speaking contests: Prose and Poetry, Informative and Persuasive Speaking, as well as Lincoln Douglas Debate. Congress does not appear on the Academic Conflict Pattern because it is a fall/winter contest and rules governing it determine there is no conflict with any other speaking event or academic event. Cross-Examination Debate is a team event and requires an extended tournament time schedule to administer due to multiple preliminary and elimination rounds. CX Debate qualifying meets are held separately from the individual speaking and academic events in an effort to allow debaters to compete in more than only team debate within the UIL Academic program. One-Act Play also does not appear on the conflict pattern, as it entails a team cast and crew and has qualifying levels of competition additional to district, region and state.

# 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.)	Set 2 2 1/2 hours (i.e. 11 a.m.-1:30 p.m.)	Set 3 2 hours (i.e. 1:30-3:30 p.m.)	Set 4 2 1/2 hours (i.e. 3:30-6 p.m.)
<p>Only the following contests will be held during Set 1. These contests may be scheduled at the same time:</p> <ul style="list-style-type: none"> <li>• Current Issues &amp; Events</li> <li>• Ready Writing</li> <li>• Prose prelims</li> <li>• Poetry prelims</li> <li>• Lincoln Douglas debate prelims</li> </ul>	<p>Only the following contests will be held during Set 2. These contests may be scheduled at the same time:</p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Informative Speaking</li> <li>• Persuasive Speaking</li> <li>• Science</li> <li>• Spelling &amp; Vocabulary</li> </ul>	<p>Only the following contests will be held during Set 3. These contests may be scheduled at the same time:</p> <ul style="list-style-type: none"> <li>• Social Studies</li> <li>• LD finals</li> <li>• Prose finals</li> <li>• Poetry finals</li> </ul>	<p>Only the following contests will be held during Set 4. These contests may be scheduled at the same time:</p> <ul style="list-style-type: none"> <li>• Computer Science (Programming session)</li> <li>• Informative finals</li> <li>• Literary Criticism</li> <li>• Persuasive finals</li> </ul>
<p>Each of the above contests conflicts with:</p> <ul style="list-style-type: none"> <li>• Calculator Applications</li> <li>• Number Sense</li> </ul>	<p>Each of the above contests conflicts with:</p> <ul style="list-style-type: none"> <li>• Feature Writing</li> <li>• News Writing</li> </ul>	<p>Each of the above contests conflicts with:</p> <ul style="list-style-type: none"> <li>• Computer Science (Written)</li> <li>• Editorial Writing</li> <li>• Headline Writing</li> <li>• Mathematics</li> </ul>	
<p>Calculator Applications and Number Sense may not be held at the same time.</p>	<p>Feature Writing and News Writing may not be held at the same time.</p>	<p>Editorial Writing and Headline Writing may not be held at the same time.</p>	
<p>Ready Writing and Copy Editing may not be held at the same time.</p>		<p>Computer Science and Mathematics may not be held at the same time.</p>	

<p><u>If you enter:</u></p> <p>Team Debate.....</p> <p>Lincoln Douglas Debate.....</p> <p>Prose Interpretation.....</p> <p>Poetry Interpretation.....</p> <p>Informative Speaking.....</p> <p>Persuasive Speaking.....</p>	<p><u>You may not enter these contests:</u></p> <p>Lincoln Douglas Debate</p> <p>Team Debate, Prose Interpretation, Poetry Interpretation</p> <p>Lincoln Douglas Debate, Poetry Interpretation</p> <p>Lincoln Douglas Debate, Prose Interpretation</p> <p>Persuasive Speaking</p> <p>Informative Speaking</p>
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# Academic Conflict Pattern

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

■ 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.

## UIL Speech Program

The UIL high school speech program consists of six events from three basic skill categories, plus Congress:

**Debate:**

- Lincoln-Douglas and Cross-Examination (Team Debate)

**Extemporaneous Speaking:**

- Informative and Persuasive

**Oral Interpretation:**

- Prose and Poetry

Students are permitted to enter 2 events in speech (1 from each skill category), and cross-examination debate.

\* UIL also sponsors Congress as an event. It is a fall/winter contest, so there is no restriction on entering Congress in addition to other speech or other academic events.

<u><b>If You Enter:</b></u>	<u><b>You May Not Enter These Contests:</b></u>
Team Debate (CX)	Lincoln-Douglas Debate
Lincoln-Douglas Debate	Team Debate (CX), 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

Invitational tournaments are hosted throughout the year. They are sponsored by a host school and are not specifically sanctioned by UIL, so they may or may not follow all UIL rules and procedures. Many of these are posted on the UIL website.

Tournaments sanctioned by the UIL State Office include:

**Congress Region Meet**

May be held anytime between a 2-week window.  
*November 1-16, 2024* (ESC regions select date)

**Academic District Meet**

May only be held during *March 24-29, 2025*

**Congress State Meet**

January 6-9, 2025

**Speech District Meet**

May be held during *March 24-29, 2025 (District I)*  
*March 31-April 5, 2025 (District II)*

**C-X Debate District Meet**

May be held anytime during a 6-week window  
*January 3 – February 8, 2025*  
(local UIL districts select date)

**Speech/Academic Regional Meet**

*April 25-26, 2025*

**C-X Debate State Meet**

*March 17-18, 2025 (1-2-3A)*  
*March 21-22, 2025 (4-5-6A)*

**Speech/Academic State Meet**

*May 19-21, 2025*

## Forensics in Texas: A Comparison

Prose Interpretation	UIL	NSDA	TFA
Time	7 minutes no grace	5 minutes 30 second grace period	7 minutes 30 second grace period
Synopsis	oral interpretation of prose; prepare 2 performances from 2 specified literary categories; documentation of categories required  state-qualifying event	oral interpretation of prose; prepare one performance from published works, e- books, PDF online published, or from a website approved by NSDA  supplemental event only at nationals	oral interpretation of prose; prepare one performance from published works, e-books, PDF online published, or from a website approved by NSDA  offered in even years only
Delivery	oral reading; not memorized except introduction	oral reading; not memorized except introduction	oral reading; not memorized except introduction

Poetry Interpretation	UIL	NSDA	TFA
Time	7 minutes no grace	5 minutes 30 second grace period	7 minutes 30 second grace period
Synopsis	oral interpretation of poetry; prepare 2 performances from 2 specified poetic categories; documentation of categories required  state-qualifying event	oral interpretation of poetry; prepare one performance from published works, e- books, PDF online published, or from a website approved by NSDA  supplemental event only at nationals	oral interpretation of poetry; prepare one performance from published works, e-books, PDF online published, or from a website approved by NSDA  offered in odd years only
Delivery	oral reading not memorized except introduction	oral reading not memorized except introduction	oral reading not memorized except introduction

## Forensics in Texas: A Comparison

<b>Informative*/US Extemporaneous Speaking</b>	<b>UIL</b>	<b>NSDA</b>	<b>TFA</b>
Time	7 minutes allowed to finish sentence	7 minutes 30 second grace period	7 minutes 30 second grace period
Synopsis	speaker draws 5 current event topics, chooses one to speak on after 30 minutes of preparation time; speech is informative in nature; topics cover domestic, international and Texas issues  state-qualifying event	speaker draws 3 current event topics, chooses one to speak on after 30 minutes of preparation time; final round has a two minute cross-examination period topics cover domestic issues  national qualifying event	speaker draws 3 current event topics, chooses one to speak on after 30 minutes of preparation time; final round at state has a three-minute cross-examination period; topics cover domestic issues  state-qualifying event
Delivery	1 3"X5" notecard allowed district/regional/state	notecard use prohibited	1 3"X5" notecard allowed in preliminary rounds prohibited in elimination rounds; prohibited at state tournament

<b>Persuasive* /Int'l Extemporaneous Speaking</b>	<b>UIL</b>	<b>NSDA</b>	<b>TFA</b>
Time	7 minutes allowed to finish sentence	7 minutes 30 second grace period	7 minutes 30 second grace period
Synopsis	speaker draws 5 current event topics, chooses one to speak on after 30 minutes of preparation time; speech is persuasive in nature; topics cover domestic, international and Texas issues  State qualifying event	speaker draws 3 current event topics, chooses one to speak on after 30 minutes of preparation time; final round has a two-minute cross-examination period: topics cover international issues  National qualifying event	speaker draws 3 current event topics, chooses one to speak on after 30 minutes of preparation time; final round at state tournament has a three-minute cross-examination period; topics cover international issues  State qualifying event
Delivery	1 3"X5" notecard allowed district/regional/state	notecard use is prohibited	1 3"X5" notecard allowed in preliminary rounds prohibited in elimination rounds; notecard use is prohibited at state tournament

\*Both NSDA and TFA have an Informative Speaking event, but it is not extemporaneous in nature and has its own rules and guidelines.

## Forensics in Texas: A Comparison

<b>Cross-Examination Policy Debate</b>	<b>UIL</b>	<b>NSDA</b>	<b>TFA</b>
Time	8-3-8-3-8-3-8-3-5-5-5-5 8 minute preparation	8-3-8-3-8-3-8-3-5-5-5-5 8 minute preparation	8-3-8-3-8-3-8-3-5-5-5-5 8 minute preparation
Synopsis	two-member teams debating policy question; broad national or international topic remains the same all year; released each January for the following year	two-member teams debating policy question; broad national or international topic remains the same all year; released each January for the following year	two-member teams debating policy question; broad national or international topic remains the same all year; released each January for the following year
Delivery	Extemporaneous	Extemporaneous	Extemporaneous

<b>Lincoln-Douglas Debate</b>	<b>UIL</b>	<b>NSDA</b>	<b>TFA</b>
Time	6-3-7-3-4-6-3 4 minute preparation	6-3-7-3-4-6-3 4 minute preparation	6-3-7-3-4-6-3 4 minute preparation
Synopsis	A one on one value debate; Fall topic used August — December; Spring topic used January — May; available on UIL website	A one on one value debate; NSDA topic changes every 2 months	A one on one value debate; can debate UIL or NSDA current topic based on local tournament choice
Delivery	Extemporaneous	Extemporaneous	Extemporaneous

<b>Congress</b>	<b>UIL</b>	<b>NSDA</b>	<b>TFA</b>
Time	Each session approx. 3 hours	Each session approx. 3 hours	Each session approx. 4 hours
Synopsis	Mock U.S. Congress Bills/Resolutions authored by students	Mock U.S. Congress Bills/Resolutions authored by students	Mock U.S. Congress Bills/Resolutions authored by students
Delivery	Prepared but Extemporaneously delivered	Prepared but Extemporaneously delivered	Prepared but Extemporaneously delivered



UNIVERSITY INTERSCHOLASTIC LEAGUE

## Time Limits

### Debate

<b>Cross Examination Debate</b>	
Affirmative Constructive Speech	8 minutes
Negative Cross Examines Affirmative	3 minutes
Negative Constructive Speech	8 minutes
Affirmative Cross Examines Negative	3 minutes
Affirmative Constructive Speech	8 minutes
Negative Cross Examines Affirmative	3 minutes
Negative Constructive Speech	8 minutes
Affirmative Cross Examines Negative	3 minutes
Negative Rebuttal	5 minutes
Affirmative Rebuttal	5 minutes
Negative Rebuttal	5 minutes
Affirmative Rebuttal	5 minutes
<i>Prep time, per team</i>	8 minutes

<b>Lincoln-Douglas Debate</b>	
Affirmative Constructive	6 minutes
Negative Cross Examination	3 minutes
Negative Constructive	7 minutes
Affirmative Cross Examination	3 minutes
Affirmative Rebuttal	4 minutes
Negative Rebuttal	6 minutes
Affirmative Rebuttal	3 minutes
Prep Time, per debater	4 minutes

<b>Congressional Debate – applies to each new legislation</b>	
Sponsor Speech	3 minutes
Questioning of Sponsor	2 minutes
First Negative Speech	3 minutes
Questioning of First Negative	2 minutes
<i>All subsequent speeches</i>	3 minutes/each
<i>Questioning of all subsequent speakers</i>	1 minute/each

### Speech

Event	Preparation Period	Maximum Time
<b>Extemporaneous Speaking</b>	30 minutes	7 minutes
<b>Poetry</b>		7 minutes
<b>Prose</b>		7 minutes

# CHAPTER 2

## UIL Resources

### Start Here

#### ANNUAL SPEECH COACH REGISTRATION

Should be completed at the  
beginning of each school year.

[REGISTER HERE](#)

## UIL RESOURCES TO HELP YOU

### **Constitution & Contest Rules**

Available on the UIL website; this book is absolutely essential for you to read. Contains UIL eligibility information.

### **UIL Speech Website:** [www.uiltexas.org/speech](http://www.uiltexas.org/speech)

Quickest method to get up-to-date information about UIL, including the latest news, debate topic, order forms for study materials, state judging forms, event information, rule clarifications, research links, calendar of events. It is critical to submit Speech Coach Information form from this site to receive announcements and reminders throughout the year. Practice topics for informative and persuasive speaking are posted throughout the season. You will access this website for instructions on entering contestants in the district meet. The website also communicates details of State Meets on a state tournament webpage for each of the four speaking event state meets.

### **Contest Manuals**

Step-by-step procedures for how each UIL contest should be conducted. Available for anyone to download free of charge from the UIL website. Assist students in preparing for contests. Handbooks essential for each speaking event; provide clarification of C&CR rules, theory, preparation practices and procedures for students, along with coaching techniques & tips for success. Download at the first of the school year for aid in coaching.

### **State Round Recordings**

Digital downloads and some DVDs of various years of the State Meet final rounds of Congress, Informative and Persuasive Speaking, CX and LD Debate are available from the *UIL online store*.

### **Speech Coach Mailing**

E-mailed in August to all speech coaches; includes a wealth of information pertinent to UIL Speech to get your year started off smoothly. Be sure to register as a current speech coach as early as possible to receive this and other important announcements throughout the year. <https://www.uiltexas.org/form/speech-coach/> You will want to configure your computer to accept emails from UIL so messages do not land in spam or junk folders.

### **Capital Conference**

Coaches workshop held each summer at the University of Texas; provides valuable instruction for coaching UIL speaking events. Recordings of past sessions are available on the *UIL YouTube channel*. Conference is typically held late June.

### **Student Activities Conferences**

Better known as *SuperConferences*; no cost; normally hosted at 4 regional college sites during the fall providing workshops in all events. Check the UIL website for updates. Explanation & demonstration of speaking events by successful coaches and students.

### **Regional Advisory Committee**

Experienced speech coaches selected by the State Office as advisory panels for the regional meet; great mentors for new coaches. Contact information on web: [www.uiltexas.org/speech/regional-advisory-committees](http://www.uiltexas.org/speech/regional-advisory-committees)



# Speech & Debate On The 'Net

[www.uiltexas.org/speech](http://www.uiltexas.org/speech)

## **UIL Speech & Debate Events**

- Informative & Persuasive Speaking
- Prose & Poetry Interpretation
- Cross-Examination Debate
- Lincoln-Douglas Debate
- Congress

## **New Coach Information**

- Register on Coach Database
- Resources
- Tournament Survival Tips
- Frequently Asked Questions
- New Coach Manual

## **Contest Information**

- Current UIL State Champions
- Clarification of New Rules
- Using Computers in CX and LD Debate
- CX Debate Topic Selection, Ballot & Results
- Current Topics for CX and LD Debate
- Congress Legislation Templates
- Oral Interpretation Categories
- Documentation Details, Rulings
- Practice Extemporaneous Speaking Topics
- Computer Guidelines for Electronic Retrieval Devices in Extemporaneous Speaking
- Accomodation Requests
- Online store for all contest materials

## **Contest Forms**

- Online Entry Form Submission
- Required State Judge Forms: CX & LD
- CX District Contest Director Form
- CX District Contest Material Requisition
- State final rounds in Online Store

## **Speech Judges**

- Judging Database
- Judging Criteria
- Application to Judge UIL Contests

## **Committees**

- Volunteer for Committees
- Regional Advisory Committee Contact Information

## **Web Links**

- Research Links on the Web
- Debate Topic Information
- Prose/Poetry Reference Sites
- Extemporaneous Speaking News Sources
- Contest Material Resource Links
- Lincoln-Douglas Philosophy Links
- Judge Training Courses

## **Calendar**

- Important Calendar Dates
- Capital Conference Coaches Workshop
- Registration Info
- Student Activities Conference Info
- Conference Programs

## **Tournament Instructions**

- Sites and Dates of Invitational Tournaments
- Important State Meet Information, Required forms and Submission Deadlines

## **Feedback**

- Coach Surveys
- Submission Form for LD Topic Ideas
- Submission Form for Prose/Poetry Category Ideas

# Get to Know UIL

## I. Things to Know for All UIL Contests

- *Constitution and Contest Rules* (available online)
- *Academic Coordinator's Manual* (available online)
- *TEA-UIL Side by Side* (Question & Answer format concerning State Laws, eligibility; available online)
- Speech Handbooks for all seven contests (available free of charge from UIL website)
- New Coach Training Video: <https://youtu.be/u6nfj2lq8Ys>

## II. Things to Know for CX Debate

- Topic Release – Topic announced in January and debated the following Fall;  
Find it posted on website, UIL Debate webpage
- CX Fall District Planning Meet – held prior to October 1; contact principal to secure the date and obtain permission to attend; debate coach needs to attend
- Fall Planning Meeting Agenda – all agenda items should be discussed; discussion agenda posted online at: [www.uiltexas.org/speech/agenda](http://www.uiltexas.org/speech/agenda)
- District selects CX District Director – designated district official (typically the spring meet director) should register the CX Director's name, contact info online by November 1
- District CX Meet – District Director sets up entry see instructions on speech web homepage.
- Dates for CX Debate District contest (see UIL calendar for window during Jan-Feb)
- Tournament Format: District: prelim rounds advancing to elimination rounds or round robin, determined by # of teams planning to enter the district meet
- District Entry Form – submit 10 calendar days before meet is scheduled to be held; see Debate webpage for instructions
- Winner's Packet for students; provides details about State tournament; posted online (see the State Tournament webpage of UIL Speech)
- Coaches' Packet - posted online (see the State Tournament webpage of UIL Speech)
- Judging requirement if team(s) qualify for State Meet – Deadline posted online
- Judging form completed online. There is a late fee if you miss the deadline
- *UIL A Guide to Cross-Examination Debate Handbook* (digital copies available free of charge; link is located on the UIL Debate webpage)
- Rules specific to UIL Debate. Certification of some 1<sup>st</sup> and 2<sup>nd</sup> place teams, procedures for substitutions at the State Meet; contest rules such as prompting, open c-x, scouting, use of computers are all included in the contest handbook
- CX For Beginners Video: <https://youtu.be/Q81uzyl8qdM>

## III. Things to Know for LD Debate

- Topic Release: August 15 & December 15; posted on UIL Debate webpage
- Tournament Format: District: prelim rounds, advancing to elimination rounds or round robin, determined by # of debaters planning on entering the district meet
- *LD Debate Handbook* (link to download digital copies found on UIL Debate webpage)
- Winner's Packet for students posted online (see the State Tournament webpage of UIL Speech)
- Coaches' Packet - posted online (see the State Tournament webpage of UIL Speech)
- Judging requirement if you qualify debaters for State Meet – Deadline posted online
- Intro to LD Debate Video: [https://youtu.be/vkC\\_Gw0LqDc](https://youtu.be/vkC_Gw0LqDc)

#### IV. Things to Know for Prose & Poetry Interpretation

- Contestants prepare two performances, one from Category A and one from Category B
- Categories/Category explanations: See entire chapter devoted to current categories in the *UIL Prose & Poetry Handbook*
- Documentation requirements (students don't compete w/out approval of documentation)
- UIL Prose and Poetry Handbook* (coaches are responsible for reading; access link from UIL Oral Interpretation webpage to download digital copies)
- State Office assistance is available if you have a documentation question; ask well in advance of district meet, preferably by March 1
- Research opportunities (website links)
- Contest Procedures: Sectioning, Drawing for the Category, Time Limit
- Speech IE Ranking System for Multiple Judges: TalkTab software downloadable free from UIL speech web page. (become familiar with the ranking system for UIL)
- Do's and Don'ts of Submitting Documentation Video: <https://youtu.be/kWRsYEIgrus>

#### V. Things to Know for Persuasive & Informative Speaking

- Rules in the Prep Room: what materials are allowed and not allowed
- Informative/Persuasive Handbook* (download from UIL website)
- Sources for files (website links, news sources to explore) at [www.uiltexas.org/speech/extemp-resources](http://www.uiltexas.org/speech/extemp-resources)
- Contest Procedures: No talking in prep room; Draw at 10-minute intervals, no pre-prepared outlines brought into prep, one card no larger than 3" x 5" is permissible to use when delivering speech; limitation on what can be taken out of prep room, specific guidelines for use of computers within the prep room
- Speech IE Ranking System for Multiple Judges: TalkTab software downloadable free from UIL speech web page (become familiar with the ranking system for UIL)
- Introduction to Extemp Video: <https://youtu.be/WyYDXyb7dSU>

#### VI. Things to Know for Congress

- Region Contest held November 1-16; State in January
- Intent to Participate form must be submitted online by September 10
- Regions organized by Education Service Centers rather than by traditional UIL Districts or Regions; compete with other conferences but advance contestants by conference
- See website for your Regional Clerk's contact info
- Access contest rules, structure and procedures on the UIL website and review the *UIL Congress Handbook* posted on the UIL Congress webpage.
- Contestants can submit legislation to ESC Regional clerk for consideration to be debated at the region meet; must do so by September 10
- Specific guidelines for writing and formatting legislation (UIL template for these documents) and contest guidelines for the use of computers
- Congress 101 Video: <https://youtu.be/A3RH5SludHY>

# **CHAPTER 3**

## **Your Team**

# RECRUITING IDEAS: HOW TO BUILD A UIL TEAM

1. Make creative recruitment announcements over public address system or school media channel. Hang recruitment signs in hallways.  
  
Social media: Utilize outlets of social media (i.e. Facebook, Twitter, etc.) in accordance with school policy to recruit new team members, encourage strong ties between current speech & debate team members and to foster development of the thriving program by posting successes of the team.
2. Early in the school year, put a memo in teachers' mailboxes. Include a brief description of UIL events, and request recommendations of students instructors perceive possess talent for speaking contests.
3. Once you identify these students, send them a personal invitation to join the team. Mail student invitation to home address, to the attention of their parents. Make the student feel he/she has been "selected" to be among the elite. Be sure to include information for parents about the TILF scholarship opportunities. College money often motivates!
4. Recruit from junior high feeder school(s). Contact junior high counselors for pre-registration dates (usually January or early February). Get permission to do a "showcase" of your best performers just prior to pre-registration either during an activity period for entire student body or in individual classes.
5. Get to be friends with your high school counselor and sell them on your program. (Remember: they counselor students on what courses to sign up for and they make out final student schedules. They are a strong catalyst to make it happen!)
6. Early in the school year, find out if your students do other academic UIL contests. (Study the Academic Conflict Pattern to insure events don't conflict with each other.)
7. Decorate lockers, identifying students who become part of the UIL team. Make them feel special. Get shirts made so students feel they belong to a team. Designate a UIL shirt day once a week and/or always wear when traveling.
8. Bring a busload of students to the nearest UIL Student Activities Conference (SuperConference) each fall. It's free and no registration is required. Workshops are designed for novice and varsity students. In speech, state champions/medalists provide showcase demonstrations of the different speaking/performing contests.
9. Issue each student a Squad Packet:  
Include squad rules, competition philosophy, tournament entry rules, consequences for dropping an entry, tourney dress code, curfew requirements on out-of-town trips, consequences for violation of school district policies. Most importantly, include a Medical Release Form. Get the squad packet pre-approved by your administration. Require commitment signatures from both students and parents.
10. Demonstrate you are willing to go the extra mile for your students. This will inspire your students. (Teens will only give as much as their coach does, but if they see you care to give your time to them, they will be inspired to be loyal to the program.)
11. As your team grows, go to Homeroom/Activity Periods to showcase their talent so the student body and teachers can see what forensics is all about.  
Have experienced students perform for peers.  
Schedule Extempers, L-Ders, CXers (with modified rounds) to speak for Social Study classes.  
Schedule Prose and Poetry competitors to perform in English classes.  
Work within the curriculum, using topics relevant to cross curriculum currently being studied.

12. Recognize your students = Luncheon, Assembly, Awards Night
  - Get administrative approval of a Letterman Policy (see Section 480 of the *C&CR* for award limitations)
  - Award patches at the end of the year.
  - Attend board meetings, publicize success in the newspaper (write the article yourself — make it easy for newspaper to print)
  - Contact your state legislator's office when your students qualify for UIL State.
  - Establish a squad website and Facebook page so photos and kudos can be posted.
13. Announce UIL scholarship winners in local paper – send notices to School Board, Administration, State Representative.
14. Don't forget to celebrate the small successes along the way. Make the journey fun!
15. Network with other teachers who have effective programs in your school and in neighboring schools. (Find a mentor.)
16. Don't be embarrassed to learn alongside the kids. Be honest and upfront with them.
  - Admit you are new at this but you want to be the best coach you can be.
  - Attend workshops: UIL Capital Conference in the summer, UIL SuperConferences in the fall, arrange for a successful coach or retired coach to come to your school to do a workshop. Not only will your students benefit, but you'll learn successful coaching methods.

# SQUAD PACKET

Publish a “Squad” packet pre-approved by your administration. If administration knows that you have established these regulations, their confidence in your credibility as a coach will increase and you will have laid the groundwork for their support in critical situations, if ever needed. Then give the packet to students and parents to review before students join your squad. They need to know what kind of commitment it takes to be a active member of the Speech & Debate squad. Insist on their signatures of commitment to these guidelines. A “Squad Packet” might include:

## **COVER LETTER TO PARENTS**

### **PHILOSOPHY OF COMPETITION**

Describe your commitment to the forensic program and your expectations of students who participate in the program.

### **SQUAD OBJECTIVES**

List life skills students can acquire through speech competition, scholarship opportunities

### **CRITERIA FOR PARTICIPATION**

#### **\*Tourney Preparation**

- after school workshop attendance, rehearsals (mandatory or voluntary?)
- specific days and times you are willing to commit to after school practice

#### **\*Tournament Responsibilities**

- commitment to the events the student enters (have student sign form for each tournament they commit to attend, including events they want to enter)
- consequences for “dropping” events
- dress code for competition
- behavior at tournaments

(Example: No complaining in public about judges, contestants, and the tournament: procedures to follow if there is a problem in the round, such as the coach handles it, not the student.)

- goals of the meet

(How to make every competition a “learning” experience; high level of concentration; time to arrive at rounds; support for other squad members by attending final rounds of their events to learn what makes a champion)

### **TOURNAMENT REGULATIONS**

- \*School policy concerning alcohol, tobacco, drugs
- \*Regulations concerning transportation to and from the meet
- \*Regulations concerning leaving the tourney site during the meet
- \*Regulations governing out-of-town, overnight tournaments
  - hotel room assignments, behavior, curfew, room checks, lights out policy

### **CONSEQUENCES FOR VIOLATING RULES AND REGULATIONS**

- \*Address unwritten rules
- \*Individual squad member responsibilities
- \*FORMS to be signed and kept on file
- \*Student commitment to the rules and regulations
- \*Parental commitment to the rules and regulations
- \*Medical Release

-Critical! Allow no student to travel without having this on file! Require that the form be notarized. Get your local health department or hospital to help design one that will meet regulations for emergency medical treatment. *Carry it with you on all trips. It's of no use if you leave it in your file cabinet at school!*

## Hints For New Coaches

UIL tournaments are exciting for coaches as you see the hard work of your students come to fruition. However, without careful planning, first-year coaches may find tournaments almost overwhelming. It is important to be prepared for the additional responsibilities that competition requires of you so that you can create a healthy balance between forensics and your regular classroom duties. Being organized and knowing what to expect ahead of time are keys to meeting this challenge successfully. Here are a few hints and unwritten rules you might find helpful to know as you begin the tournament circuit.

### ***Before the Tournament:***

1. Upon receiving the tournament invitation, make sure there are no major conflicts with the school calendar that might adversely affect your students or their ability to compete (i.e., stock show, football or basketball game, prom). If there are, understand that all students might not wish to participate at that time. Be flexible when you can so students can be well-rounded.
2. Post the tournament date and events early and set your own deadline for signing up that will allow you to submit entries in time to meet the tournament's deadline.
3. Arrange for transportation (bus request, etc.) well in advance, following your district's guidelines.
4. If the tournament necessitates an overnight stay, make room reservations immediately. *(This is especially important if your students qualify for UIL State. Reserve rooms well in advance of the meet. For UIL CX Debate State, reserve in early fall and then cancel reservation promptly if your team does not qualify. Do not wait until after District because hotel costs will rise dramatically.)*
5. Submit purchase orders for check requests as soon as you know how many competitors you will be entering. Most tournaments charge by the event entries rather than by the student. Know your school district policies and meet important deadlines for the central office/business department.
6. Arrange for the appropriate number of judges required, either by serving as the judge yourself, taking someone with you or paying the judging fees. Usually coaches are asked to fill one of the judging slots, so be prepared to do so. It's the best way to learn and you become a stronger coach. *(If you qualify debaters to State, you are required to provide a judge with strong experience that can adequately judge state-level rounds.)* Avoid "buying out" of your judge obligation at invitational meets so you can gain experience to serve as your judge at State.
7. Hand out tournament attendance permission slips to be signed and returned by a specific deadline, or design a google or mach form. This keeps parents aware of dates and holds students accountable for tournament attendance.
8. Pay attention to the "add/drop" deadline. Any drops made after that date usually result in an additional "drop fee". Most tournaments will not allow any additions after that date.
9. During the week before the tournament, make sure each competitor has performed for you. This not only allows you to make sure the student is prepared, but also focuses the student on the task at hand.



10. Communicate in advance to your squad what kind of attire is required for competition. Because appearance affects credibility, appropriate dress is almost as important as the performance.
11. Prepare your students mentally for performing in front of an audience since UIL rules allow for observers.

### ***Getting on the Bus***

1. Set a departure time that allows you extra time for any unforeseen difficulties in getting to the contest and hold to it. Waiting for a late student only penalizes everyone else and sets a bad precedence for the future. If necessary, assign one or two team captains to contact all entrants 30 minutes before departure to make sure everyone arrives in time for roll call.
2. Have specific travel directions and on-site parking instructions for the bus driver. Discuss with them before departing for the tourney.
3. Carry to the tournament:
  - Copy of the entry form and tournament schedule
  - All necessary checks or purchase orders
  - Medical releases and permission slips or copies of these since you might want to leave the originals in a file in your classroom
  - Specific directions to the tournament site; be sure bus driver gets a copy to review.
  - School and parent emergency telephone numbers
  - Legal pad, notebook, pens, pencils, stopwatches
  - Copies of your interpers' documentation
  - Magazine, book, papers to grade, tablet computer, etc. as there will be lots of "downtime" waiting for results
  - An "emergency" kit containing band-aids, Neosporin (or equivalent), head and stomach pain relievers, emergency toiletries, incidentals such as an extra necktie, hose, safety pins and a small sewing kit.
  - Permission slip from parents allowing you to dispense the above medications.
4. Just before leaving, have everyone show you their interp folders and documentation. SEE THEM. This can avoid surprises when you get to the tournament site.

### ***Arriving at the Tournament Site***

1. Make sure the students know where the common area is, usually the school cafeteria, where squads gather to wait for contests to begin and results to be posted. Arrange to meet them there once you get checked in at registration. Do not bring your entire team to the registration table.
2. Make sure you know where the bus will be during the tournament. The driver needs to be available for any emergency. Tournaments often provide hospitality for coaches, judges and bus drivers.
3. At the registration table, inform the tournament directors of any changes you haven't already made, including drops and replacements. There is usually no charge for replacements, but there will be an additional fee if you drop an entry. You might wish to consider instituting the policy that students are responsible for their own drop fee. Avoid dropping entries unless it is an extreme emergency. Even then, try to get another student to cover the event. Not only does changing entries at the last minute shed a negative

impression on you as a coach and your school, dropping contestants impacts sectioning and pairings your host has worked many hours to complete. Time to redo can make the tourney schedule late.

4. Make sure to check in your judges, if necessary. Make arrangements for paying the extra judging fees should any of your judges not show.
5. While at the registration table, check all entries to make sure everyone is on the appropriate list. Mistakes do happen, and it's better to catch them at the registration desk rather than when an event is about to begin. If the tournament is being run off web-based software carefully review your final entries in advance.
6. Most tournaments have a registration packet containing school maps, sectioning, event times, and other pertinent information for you and your students. This is often referred to as a "poop book." Hosts may provide a version downloadable to your smart phone and tablet. For UIL State Meets, there will be a tournament webpage where all important instructions and details will be posted.

### ***During the Tournament***

1. Immediately upon finishing registration, meet with your students in the common area. Inform them of their school code (usually a number or letter, which can be found in the tournament packet or tournament software) and each contestant's sectioning room number and time of event.
2. Arrange specific times when you will meet with the students in the common area throughout the day. Also, let the students know where they can find you should they need to do so.
3. While you don't have to accompany the students to every round, do make sure they know where they are going and when to arrive, especially if they advance to the final rounds.
4. Check in at the judges' table frequently to see if you are needed. The registration packet/software usually will have your judging assignments, but not always. You need to check, regardless, in the event you have been assigned a round. Even if you have not, stand-by judges are always appreciated. Failing to pick up your assigned ballot may result in your student(s) being disqualified so fulfilling your judging obligation is imperative.
5. Make sure you know where you can pick up contestants' ballots after a round. If the meet is using electronic ballots, know when they will be blasted to coaches for review. UIL tournaments have a verification period after the preliminary rounds; know when and where it is and be there. Otherwise, tabulation errors cannot be corrected.
6. The official verification period at UIL tourneys are a must for you to be present. This is a time to check rankings on your students' ballots and final tabulation Have your UIL contest handbook handy in verification so you are certain of the ranking procedure. Verification is not a time to dispute a judge's decision.

You should stay for the entire verification period. Results remain unofficial until it is over and those results have publicly been declared official. While verification is still underway changes can still be made if tabulation is found to be incorrect.

7. Each tournament has its own tabulation room policy – some are *open tab rooms*, where you can go in at any time to view ballots, judging assignments, etc; others are *closed tab*

rooms, where you cannot. (Most UIL district tab rooms are *open*, while most Regional and all State tab rooms are *closed*.) Should you experience a problem during the course of the tournament that requires entry to the tab room, find a tournament official.

8. Throughout the tournament, keep an eye on your students. Unruly behavior is, by far, the largest complaint at contests. Remind your students that decorum and politeness go a long way toward success. Insist they treat school facilities with respect.
9. Should you be called upon to judge, do so fairly and objectively. Bitter school rivalries have no place on a ballot. Be prompt to rounds so the tournament can stay on schedule. Fill your ballots with well-written, constructive comments; always include areas needed for improvement.
10. Should you wish to observe your students in competition, it is wise to ask them if they are comfortable with you doing so. Some students are intimidated by having their coach in the room with them; this will hinder their performance. Respect their wishes. Be careful not to “coach” during the round which is a violation of UIL rules.
11. Even if your students do not make finals, have them observe the round and learn from the “best” that day so they will see what the standards are for winning.
12. Two-day tournament sites may have an area assigned for overnight storage. Know where it is and make sure your students get their materials there prior to leaving for the night. Return early enough the next day to remove them in a timely manner. For ultimate security of materials, take them with you!

### ***At the end of the Tournament***

Once the competitive rounds are over, most tournaments have an awards assembly. If any of your students made the finals, you and your students should definitely attend. If there is no formal awards assembly scheduled (some tournaments give out the medals or trophies as soon as results are known) or if none of your students advanced, you may leave. But before you do so, do the following:

1. Collect all ballots from the tab room or hospitality room, if paper ballots are used. If they are electronic, carefully insure you have them all on your device.
2. Make sure all debate tubs, extemp files, and/or computers are loaded on the bus. Don't just take the students' word this has been done; check yourself.
3. Make sure your portion of the commons area is free of all trash and cleaned to the best of your ability. (The tournament directors will thank you, remember you, and invite you back next year!)
4. Have the students change into traveling clothes, if necessary, and require that they double check they have all their possessions with them on the bus. Having a polo shirt or t-shirt with school logo works well for traveling. It makes it easy to keep up with your students if you plan stops along the way.
5. Thank the tournament directors. It will mean more to them than you realize.
6. On the way home, use cell phones to have the students call or text their parents, giving them an approximate time of arrival. Most tournament returns are very late at night, and parents will be very appreciative if they aren't left waiting in the school parking lots for

hours. Besides, you don't want to have to wait long periods of time for students to be picked up once you get back to your home school.

7. Use social media to announce success of the squad.
8. Tell your students you are proud of them. . .because you are!

### ***The Following Week***

1. Publicize the squad's success.
  - Write up the results for school announcements.
  - Develop contacts with the school and community newspapers. Present them with an article you wrote yourself. Doing this will make it easy for them to print and the details will be correct.
  - Make use of local radio, television, and cable stations if possible.
  - Post successes on your squad webpage and Facebook page.
  
2. Analyze the Judges' ballots.
  - Screen ballots before making available to the students. Some judges may have written comments damaging to a student's self-esteem.
  - Review the ballots with your students. Afterwards, assign specific items for each student to be working on before the next competition in order to improve.
  - File ballots in the student's performance folder so they can be reviewed at different stages of the tournament season. Always use ballots as learning tools.

*\*See appendix for example form of student assessment of previous tournament*

# **CHAPTER 4**

## **Nuts and Bolts**

# Q & A

## **WHERE CAN I LOCATE THE UIL SPEECH WEB PAGE?**

[www.uiltexas.org/speech](http://www.uiltexas.org/speech)

## **I'VE NEVER COACHED SPEECH OR DEBATE BEFORE! WHERE CAN I GET HELP?**

First, study the rules for your event(s) from the appropriate UIL speech contest handbook. Then visit the UIL speech webpage for additional resources. Contact the State Director for rule clarifications rather than depending on hearsay. Ask speech teachers in your area for coaching tips. Attend conferences hosted by UIL.

## **HOW CAN I NETWORK WITH OTHER SPEECH COACHES?**

The best way is to attend teacher conferences. Spend two days of your summer in Austin at the UIL Capital Conference. You'll participate in sessions with other novice and veteran speech coaches and hear presentations from some of the best. Plus, you can get Continuing Professional Education Credit (CPE hours). Join the Texas Speech Communication Association ([www.etsca.com/home.asp](http://www.etsca.com/home.asp)) and attend their annual convention held in October which features professional development for speech teachers & coaches – not to mention fun and friendships you'll experience! Contact your UIL Regional Advisory Committee members listed on the UIL Speech homepage. They are coaches in your geographical area who can offer advice.

## **I HEAR ABOUT UIL, TFA, NSDA, and TSCA. I GET CONFUSED!**

Each is a separate organization. UIL, TFA and NSDA all host speech competitions for Texas high school students. Each has a website you can access to learn more about what makes them unique. When you go to a tournament, make sure you know which event rules are going to be followed, because UIL events and rules and LD topics differ from Texas Forensic Association and the National Speech & Debate Association. (see comparison chart included in this manual.) TSCA stands for the Texas Speech Communication Association and is the state professional organization for speech educators at the middle school, high school, as well as university level.

## **WHAT IS A TOURNAMENT "POOF" BOOK?**

It's the booklet or weblink you may receive at registration that gives you all the important information you and your squad need to know about the tournament: i.e., time schedule, room assignments, sectioning of each event, rules & procedures. Many tournaments no longer print a hard copy but include comprehensive information on their online registration site. (i.e., Speechwire)

## **HOW DO I KNOW IF MY STUDENTS ARE ELIGIBLE TO COMPETE?**

All students must meet the no pass – no play law established by the State of Texas. The TEA- UIL Side by Side manual provides answers to many of your eligibility questions. This manual can be located on the home page of the UIL website. Review it first and then consult with your Academic Coordinator and/or local administrator. If you still have questions, call the League (512-471-5883) and ask to speak specifically to an Eligibility Officer.

## **WE'VE BEEN INVITED TO A SPEECH TOURNAMENT THAT IS SCHEDULED ON A SUNDAY. CAN I TAKE MY SQUAD?**

School district personnel may accompany students to four school-sanctioned academic or fine arts competitions that do not count toward League standing if they are held on Sunday. These competitions must have prior approval of the superintendent or designated administrator.

In addition, a college or university must sponsor the competition. See the C&CR. Greater detail and explanation is provided on the Tournament page of the UIL Speech website.

## **WHAT IS SECTIONING?**

Because speech contests are oral, contestants in individual events such as extemporaneous speaking and oral interpretation are divided into sections, if numbers warrant. A UIL section consists of no more than 8 contestants. If 9 or more students are entered, preliminary and final rounds are held. Depending on the number of sections, the top 2 or 3 ranked students advance from prelims to the final round. (Sectioning is sometimes also referred to as schematics.)

## **WHO MAKES UP A JUDGING PANEL?**

Judging panels are often used in UIL speech contests. If so, there must be an odd number of judges. Commonly, 3 judges make up a panel. A round should not begin until the entire panel is in the room. Judges should not confer prior to rendering a decision and submitting their ballots.

## **HOW IMPORTANT ARE THE TIME LIMITS IN UIL INDIVIDUAL SPEAKING CONTESTS?**

Time is critical. In prose and poetry, contestants are disqualified if exceeding the time limit of seven minutes, even if only by a second or two. Extemporaneous speaking contests (informative and persuasive) also have a seven-minute limit, but since these speeches are not pre-prepared from a manuscript, a speaker is allowed to complete the sentence they are speaking when the seven-minute time limit has been reached. This will not disqualify them, although they may run over the seven-minute limit by a few seconds. However, if they start a new sentence, the time rule calls for a disqualification.

## **WHAT IS BALLOT VERIFICATION?**

It is a required contest procedure at UIL tournaments. After results are tabulated and before they are certified as "official" results and medals awarded, contest directors should announce a period of approximately 15 minutes when coaches and students have an opportunity to look at rankings and ballots.

In debate contests, the contest director announces the win-loss record it took to advance to the elimination rounds. You should check each of your debate ballots, totaling the wins, losses, as well as speaker points. Once elimination rounds begin, during verification check that your debaters are listed correctly as either affirmative or negative and the judges' decision. Speaker points do not apply in elimination rounds.

In interpretation and extemporaneous speaking contests, the contest director will make available your student(s) individual evaluation form and display the master ballot(s) that indicate how all contestants (not just your own) were ranked by each judge in the round, and/or the diagnostic sheet downloaded and printed from the software tabulation program when multiple judges were used. You should check to insure the master ballot ranking for your student(s) match what is recorded on the individual evaluation form. Study in advance the procedure on ranking when multiple judges are used so you can tabulate for yourself.

## **WHAT ARE CATEGORIES FOR UIL PROSE AND POETRY CONTESTS?**

Each contestant is required to prepare two performances. The League establishes categories each performance must meet. The categories change every 3 years.

Study the category descriptors carefully. Visit the UIL website <https://www.uil-texas.org/speech/foral-interp> and review the *UIL Prose and Poetry Handbook* for expanded explanations of the categories. The handbook can be downloaded from the UIL website.

### **WHY IS DOCUMENTATION OFTEN REQUIRED FOR THE PROSE AND POETRY CATEGORIES?**

Documentation serves to insure each student has met the guidelines required of all competitors to promote a fair and equitable contest.

### **HOW DO I KNOW IF THE DOCUMENTATION MY STUDENT FOUND FOR UIL PROSE OR POETRY IS ADEQUATE?**

Check the chapter in the *UIL Prose & Poetry Handbook* that discusses appropriate and inappropriate documentation, and the official website for recent rulings. If you still aren't sure, contact the State Speech Director. Tip: Don't wait until the week of your district meet to call the League office. Allow plenty of time for your student to polish another piece, in the event the ruling isn't in your favor.

Note: UIL Cross-Examination State Meet is conducted the entire week prior to District I week so, your State Director will be at the CX Tournament site and not be in the office that week. If you need a ruling from the State Director, request it by March 1.

### **WHAT IS THE RULE ON ENTERING BOTH LD AND CX?**

Students are limited to entering one debate event, one Interp contest and one extemp contest in addition to Congress. So, students who compete in CX cannot enter LD at the UIL district meet. They can, however, enter other speaking events and academic contests.

### **IF A CX TEAM IS ENTERED AS A DISTRICT ALTERNATE BUT DOES NOT COMPETE, ARE THOSE STUDENTS ELIGIBLE TO ENTER LD DEBATE?**

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

### **MY TEAM QUALIFIED FOR CX STATE. NOW WHAT DO I DO?**

Your district spring meet director will certify the results to the State Office so there is no registration for you to complete. However, be sure to immediately access the State Meet webpage on the UIL website. There is important information, especially the deadline for submitting your state judging forms online. These are required for your debaters to advance. Carefully read the entire State Meet page online for deadlines, procedures and required paperwork. Direct your students and their parents to the Winner's Packet posted for them online.

### **WHY DO I NEED A JUDGE FOR CX STATE?**

*Constitution & Contest Rules* require every school that qualifies a team to supply an experienced judge. The state tournament is incredibly large with over 900+ rounds to be covered by judges. Having schools bring judges, in addition to the 75 or so judges that the League hires, attempts to provide a geographically balanced judging pool.

### **WHAT IF I DON'T FEEL QUALIFIED TO JUDGE STATE ROUNDS?**

When you start the year with your debaters, realize that at least 1 of your teams just might qualify for state. Therefore, it's a good idea to watch rounds at invitational tournaments and volunteer to judge. Tournament officials will welcome a willing judge for CX! The more rounds you observe, the more confident you will feel judging. Besides, judging at tournaments makes you a better coach since you can discuss the rounds you heard with your students after the tournament. If, after judging throughout the year you still do not feel qualified, find a former debater or someone qualified to bring as your judge. You are advised to do this before the district meet, in case you have a team advance to State. NOTE: If your district waits until the last weekend of the CX window to hold their meet,



hold their meet, you will need to contact someone much earlier, in the event that your team(s) qualified, so that you meet the deadline for submission. You can also search the UIL Judge database found at <https://www.uiltexas.org/speech/speech-judges/>

### **IF I QUALIFY A CX TEAM OR LD DEBATER TO STATE, WHERE DO I GET INFORMATION?**

Check the UIL website State Tournament webpage. It is the hub for information and for the required judging forms you must submit for your students to compete at State. The forms are posted there for online submission to the State Office.

### **WHAT HAPPENS IF I MISS THE CX STATE DEADLINES?**

Not only do you risk your team not debating at State, but also your school is assessed a \$100 late fee.

### **WHEN SHOULD I MAKE TRAVEL ARRANGEMENTS FOR REGIONALS OR STATE?**

Make tentative hotel arrangements months in advance. Because CX Debate State is held during Spring Break in the Capitol City, early fall is recommended. Hotel costs will increase if you wait until February to reserve rooms. Follow your school district's policies for paperwork.

### **WHAT IF ONE OF MY CX DEBATERS QUALIFIED FOR STATE GETS SICK AND CAN'T COME?**

You are allowed to substitute ONE member of the CX team, as long as one member from the original team that qualified remains. If both debaters are unable to attend State, you are required to contact the district director so that the alternate may have the opportunity to advance. Failure to notify the State Office that your team will not attend state meet can result in sanctions by the State Executive Committee.

### **WHEN AND HOW DO I FIND OUT WHAT THE UIL LD DEBATE TOPIC WILL BE?**

UIL uses 2 topics each year – 1 for the fall semester and 1 for the spring semester. The fall topic is released in mid - August and the spring topic is released in mid - December. The quickest way to get it is to access the UIL Debate webpage where you will find it posted. (The CX Debate topic is also posted there.)

### **I QUALIFIED A LD DEBATER FOR STATE. DO I HAVE TO PROVIDE A JUDGE FOR THE MEET?**

Yes. Look on UIL website for deadlines and judging forms.

### **CAN WE FILE DEBATE BRIEFS AS RESOURCES IN OUR EXTEMP TUBS OR IN OUR EXTEMP ELECTRONIC FILES?**

No. Remember: anything that resembles an outline of a speech is not allowed in the extemporaneous speaking prep room. Read in the UIL *Informative and Persuasive Handbook* what is and isn't allowed.

### **CAN WE HIGHLIGHT OUR EXTEMP ARTICLES BEFORE FILING?**

Highlight an article in only one color.

### **WHAT IF I HAVE A QUESTION THAT IS NOT ANSWERED IN THIS MANUAL?**

Feel free to contact the UIL State Director. E-mail is the easiest and quickest way to get a response. You may also call or write:

**Jana Riggins**  
UIL Director – Speech & Debate  
University Interscholastic League  
1701 Manor Rd, Austin, TX 78722  
jriggins@uiltexas.org  
512-471-5883

# Ethics in Coaching Forensics

Competition can bring out the **best** or the **beast** in coaches and students. Although there are sometimes differences among Texans about just what is “ethical”, there is general consensus that unethical behavior occurs all too often in forensic competition. The attitude of “**win at all costs**”, “**if your squad is going to use a tactic – my students will use it too, whether it’s right or not,**” is a trap you won’t want to fall into as a beginning coach.

*What is unethical when it comes to competition? What should you avoid?*

- Unsportsman-like conduct** – Never treat judges and tournament officials disrespectfully, even if you disagree with their opinion. Your students learn by example. Teach your students sportsmanship and courtesy.

- Taking shortcuts** – Don’t resort to skipping the important steps of having students check all evidence before using it in a debate round, trying to pass off inappropriate documentation in prose and poetry contests, or illegal materials in the extemporaneous speaking preparation room. You not only risk disqualification of your student, but your credibility with your coaching colleagues.

- “Everybody else is doing it” attitude** – Never excuse unethical behavior just because it seems other coaches are doing something. There are many more coaches who are following the letter of the law.

- Looking for Loopholes** – Violating the spirit of the rule when the intent is clear by arguing the “letter” of the law is not exemplary behavior. Don’t try to skirt the rules nor teach your students to do so.

- Abuse of scholarship of the activity** – Forensics is a noble endeavor. Set high standards of decorum for yourself and your students. Using a ballot to punish students from a school you don’t like or whose coach you aren’t fond of, manipulating sectioning/pairings in the tabulation room, doing your students work for them, dropping teams without notice, berating or intimidating tournament officials, demonstrating a lack of courtesy toward other competitors, and a general disrespect for rules are not what forensics should be about.

- Conflict of Interest** – Be upfront about contestants you have a personal affiliation with or that you have professionally coached or consulted. Recuse yourself from judging them – not because you could not be unbiased but because you understand how unfair it might be perceived by other coaches and contestants. Everyone wants to feel assured all competitors were treated equally and fairly.

As speech educators, we have a responsibility to our profession as well as our students. We must ensure that the educational aspect of our activities takes precedence over the competitive aspect and we must be careful how we help students define “winning.”

Place **Integrity** over **Victory**. Be proud of your students if they have done their best. Teach your students not only the written rules, but also the unwritten rules of etiquette and ethics.

## **Section 901 C&CR– Academic Contest Ethics Code**

(a) The Academic Contest Ethics Code shall carry the force of rule. Member school districts, member schools and/or covered school district personnel who violate any of the provisions of this code shall be subject to penalty.

(1) Participate in contests in the spirit of fairness and sportsmanship, observing all rules – both in letter and in spirit.

(2) Sponsor and advise individuals and teams without resorting to unethical tactics, trickery that attempts to skirt the rules or any other unfair tactic that detracts from sound educational principles.

(3) Accept decisions of officials and judges without protest and extend protection and courtesy to officials.

(4) Regard opponents as guests or hosts while placing personal and/or team integrity above victory at any cost. Maintain grace and poise in victory or defeat. Conduct that berates, intimidates or threatens competitors has no place in interscholastic activities.

(5) Provide information or evidence regarding eligibility of any contestant or school to local school administrators or to the appropriate judicial bodies upon request.

(6) Understand and appreciate the educational values of competition and abstain from modifying or soliciting another teacher to modify grades for eligibility purposes, knowing that such behavior defeats the character-building purposes of extracurricular competition.

(7) Abstain from any practice that makes a student feel pressured to participate in non-school activities.

(8) At all times, ensure that competition is relative to a more important overall educational effort, using competition as a tool in the preparation of students for citizenship and successful adulthood.

(9) Ensure that UIL Academic district, regional and state meets receive precedence over non-qualifying contests or meets.

(10) School districts shall notify the academic regional or state meet director no later than the end of the second school day following academic district or regional competition if a student or a team knows that it will not compete at the next higher academic meet.

# Academics - Request for Accommodation Process

## Submitting a Request

The University Interscholastic League will consider requests to accommodate a student with physical or mental impairments. The school should submit the Request for Accommodation form located at the link below with the appropriate signatures ***a minimum of two weeks before the contest*** in which the accommodation is sought. Requests submitted after that time, absent extenuating circumstances, will not be granted.

## Request For Accommodation Form

[http://www.uiltexas.org/files/academics/UIIL\\_Request\\_for\\_Accommodation-9-16-posting.pdf](http://www.uiltexas.org/files/academics/UIIL_Request_for_Accommodation-9-16-posting.pdf)

The request shall adhere to the accommodations provided by the student's Sec. 504 Committee and/or A.R.D. Committee. No student records are to be submitted to UIL. The only required submission is the signed request with rationale for the accommodation. The completed form should be submitted to the UIL office, Music, Athletics or Academics, that administers the game or contest in question.

## Approval Letter

A response letter from UIL granting or denying the requested accommodation will be provided to the school. A UIL letter approving the accommodation can be submitted at any level of the competition. It is the coach's or sponsor's responsibility to notify and provide a copy of the UIL approval letter to the meet director well in advance of the competition. If the student advances to the next higher meet, it is the responsibility of the student's school to notify the region and/or state meet director immediately.

Additional costs or equipment required for accommodations are the responsibility of the school district. It is the responsibility of the host school, contest director and contestant to follow any applicable UIL ethics code or other applicable UIL rule to ensure the honesty of the competitors and the integrity of the competition.

## Approval Process

Requests are handled on a case-by-case basis. The facts matter in each case. Just as an example, accommodations have been approved for visual impairments, dyslexia, motor skill impairments and special circumstances to take the test in a separate room. Such accommodations have included the use of an enlarged test copy, a magnifying glass, colored overlay, converting a test to Braille format or use of a computer and printer. UIL, however, will not alter a contest's judging criteria as an accommodation or make other accommodations that would fundamentally alter the game or contest.

# CHAPTER 5

## Virtual Meets

With the advent of the unprecedented global pandemic, it was speech and debate coaches that problem-solved by designing a way for speech tournaments to go on in spite of the health crisis. With schools, cities, even countries under lockdown, the virtual world became the method of competing. Speech and debate contests are designed and at their optimum value as in-person competition with judges face-to-face with competitors, and rooms filled with audience members. But, the virtual world through computers and the Internet provided a way to continue the critical world of forensics for students during the crisis.

Although in-person competition is definitely preferred, our experiences in the virtual world convince us that some things we experienced were actually good and should be retained once we do find normalcy again. Some schools will continue to sponsor virtual tournaments, providing Texas students with limited travel opportunities the ability to compete against schools hundreds of miles on the other side of the state from them or even out of state, and diversity of competition is a good thing. Judges don't have to travel to a central site so recruiting a variety of judges from a wide array of geographical areas enhances the pool and provides different perspectives and feedback to competitors.

In addition, tournament hosts have new and innovative methods of administering tournaments efficiently. Electronic tournament management systems were designed out of necessity to provide electronic ballots. These make sense to continue even as tournaments revert to in-person because of their expediency, efficiency and the reduction in cost, in addition to their contribution to promoting ecology. So, in an effort to continue to embrace the virtual tournament world, in this chapter, you will find information on best practices when your students compete virtually.



## **BEST PRACTICES FOR VIRTUAL : Congress**

### **Preparation**

Prepare to enter the world of online Congress before the start of actual competition rounds by holding online practice rounds. Purchasing an ethernet cable to hardwire to the router is recommended to improve connectivity.

### **Technology Set-Up**

Technical set-up is critical to consider. Competitors should enter the chamber early to test microphone and technology in advance. Check the wi-fi connection. Turn off unnecessary devices. Try to minimize simultaneous connections to the router to improve video quality.

### **Location**

Try to secure a separate room away from noise and other people. If using a wireless connection is necessary, be as close as possible to the router. Inform others of the tournament schedule and required privacy to compete. Be aware of when to be online and show up early to the contest.

### **Competitor Positioning**

Students are encouraged to sit while competing because of the “virtual box”.

### **Speaker Tips**

Sitting heightens the need for verbal transitions when speaking since traditional speaker movement used as nonverbal transitions is hampered. Main point previews at the end of introductions are critical.

### **Placards**

Representatives should prepare a placard professional in appearance that includes their name (i.e. **REP. RODSON**) and, when appropriate, should hold it so it can be visually seen within the frame of the camera (the “virtual box”). Check the virtual mirror setting to be certain the placard can be read correctly.

### **Cameras**

Students should adjust to the web camera considering what can be seen in the “virtual box”, adjust to the room and adjust the side lighting so as not to be a dark shadow on the screen. Have a visual background free from distractions, to the extent that is possible. Simple adjustments can be made such as turning on a desk lamp for back lighting, turning off a ceiling fan to eliminate distraction, removing pets that might make noise and making sure what shows in the background is organized and uncluttered.

# Coach Notifications

## **Online Procedures**

Familiarize yourself and your students with the tournament management software. Get any necessary accounts set up ahead of time.

Be sure online registration includes your current cell phone number.

Plan in advance how to keep in contact with your students. There are apps available that do not require sharing cell phone numbers, a practice some school districts prohibit. Discuss protocols with the team regarding pre-round meetings, check-in and during the tournament.

Know how to access the specific tournament online video conferencing being used.

Be available at all times that your students are competing. Make sure you are aware of your judging obligations. Be sure you have contact information for tournament personnel.

## **Technical Difficulties**

Have a plan in place should you or your students have technical difficulties. Know what procedures to follow if the tournament video platform crashes or has a glitch.

# Judge Notifications

## **Preparation**

Judges should prepare to enter the world of online judging before the start of actual competition rounds. In order to maximize social distancing, any pre-tournament adjudication training should be digital or presented via video.

Technical set-up is important to consider. Become familiar with the tournament software. Review all instructions provided by the tournament host and ask questions well in advance of the competition. Enter the chamber early to test technology in advance. Purchasing an ethernet cable and hardwiring to the router is recommended to improve connectivity.

## **Technology**

Keep your video on but your microphone off during the contest.

Know what the tournament procedure is should there be tournament-wide tech issues.

Common tech issues:

- Lagging audio – have participant turn off video briefly to improve bandwidth
- Noise in the audio – have participant mute themselves if they are not speaking
- Video quality – have participant readjust lighting or screen angle
- Disconnection – wait a reasonable amount of time for participant to reconnect

### **Contact Info**

Be certain the tournament officials have your current cell phone number and that you know how to reach them, should problems arise.

### **Ballots**

Congress ballots will be accessed through the online platform selected by the region committee. UIL also will provide interactive ballots to Region Clerks who request them.

### **Environment and Disruptions**

Judges are being encouraged to remember that participants come from diverse backgrounds and should not be penalized for things beyond their control. This may include unanticipated interruptions, technical issues and the visual background students have available to them.



# BEST PRACTICES FOR VIRTUAL CX or LD DEBATE

## **Preparation**

Prepare before the start of actual competition rounds by using test rooms provided by the specific video platform a tournament is using. You must practice with your technology before you enter a competitive tournament so that you will be prepared to understand when you are having issues and how to diagnose those problems before they interfere with your actual competition.

## **Technology Set-Up**

Technical set-up is critical to consider in advance. Your computer should be fully charged or, preferably, plugged in. The battery is drained rapidly when using video conferencing software.

Laptop is the best option since most have a built-in microphone and web cam. Tilting the laptop screen can easily adjust the position of the webcam. Purchasing an ethernet cable to hardwire to the router is recommended to improve connectivity. This is far more stable than wi-fi.

A desktop with microphone and webcam can also work. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be tricky; a cell phone hotspot is not likely to have a fast enough connection to provide stable videoconferencing; it requires a few more steps when using Video Meeting apps; moving these devices creates a lot of movement on the screen.

If you do not have the latest and greatest technology, do not worry. Judges will not be judging you on your technical set-up but on the quality of your performance.

Competitors should enter the virtual contest early to test technology in advance. If using wi-fi, check the connection. Turn off unnecessary devices. Test the microphone. Try to minimize simultaneous connections to the router to improve video quality.

## **Location**

Try to secure a separate room away from noise and other people and one that has good lighting. If using a wireless connection is necessary, be as close as possible to the router. Inform others of the tournament schedule and required privacy to compete. Be aware of when to be online and show up early.

## **Cameras**

Adjust the web camera taking into consideration what can be seen in the “virtual box”, and adjust the side lighting so as not to be a dark shadow on the screen. Adjust the room. These adjustments might include: a visual background free from distractions, turning on a desk lamp for back lighting, turning off a ceiling fan to eliminate distraction,

removing pets that might make noise and making sure what shows in the background is organized and uncluttered.

You want your camera to be at eye level. That may mean placing your laptop on boxes. If you choose to stand when debating, avoid standing in front of a window or directly under a light fixture.

## **Audio**

Be certain you have silenced notifications for texts, emails, social media and silence your cell phone.

## **Microphones**

Debaters should mute their microphones when not speaking. Double-check it is muted before beginning prep time.

## **Technical Problems**

Technology issues should be reported immediately through a tournament help line or email. The specific “help” procedure should be communicated by tournament officials in advance of the meet.

To Improve Connectivity:

- **Wired Internet Connection**
  - Plug your computer into the router (the network device that provides Internet connection) with a network cable. The computer may need an adapter to make this possible.
- **Move closer to the router.**
  - If wired is not an option, the next best option is to place your computer in the same room as the router. The closer the device is to the router, the better the signal quality. The video/audio could freeze if the device is too far away.
- **Reboot the router.**
  - If the device has repeated connection issues, reboot the router to reset all connectivity.
- **Minimize interference.**
  - Remove any solid objects between the wi-fi antenna and the router. Avoid using appliances while online, if possible.
- **Don't crowd the router.**
  - Reduce additional Internet usage while online. (Netflix, etc. should not be streaming in the other room)

# Coach Notifications

## **Online Procedures**

Familiarize yourself and your students with the tournament management software. Get any necessary accounts or registration set up ahead of time.

Be sure online registration includes your current cell phone number and an email address that is accurately entered. If you have more than one email address, make a note of which one you have entered in the tournament management software. Cell or email is how each person will receive postings and ballots.

Carefully make sure student names registered on the team roster in the tournament management system match the student account name entered. Example: if you entered the student as “Johnny Smith”, they should not enter themselves as “Jonathan Smith.” Take the time to proof email addresses and phone numbers (if used) to confirm they were entered not only correctly but consistently.

Plan in advance how to keep in contact with your students. There are apps available that do not require sharing cell phone numbers, a practice some school districts prohibit. Discuss protocols with the team regarding pre-round meetings, check-in and during the tournament.

Know how to access the specific tournament online video conference being used. Be available at all times that your students are competing. Make sure you are aware of your judging obligations. Have contact information for tournament personnel.

# Judge Notifications

## **Preparation**

Judges should prepare to enter the world of online judging before the start of actual competition rounds. Access adjudication training presented digitally or via video.

## **Technology**

Technology set-up is important to consider. Become familiar with the tournament management system and platform. Review all instructions provided by the tournament host and ask questions well in advance of the competition.

## **Equipment**

Judges should use laptops or desktops when adjudicating rounds, not a tablet or a mobile device.

Keep your video on at all times but your microphone off while students are performing. Some judges wish to open one Chrome tab to watch the speaker and another to fill out the e-Ballot. Alternatively, you may wish to write notes on paper while observing the round and then transcribing the notes to the e-Ballot at the end of the round. Others use 2 devices. Experiment in advance to discover what works best for you.

Note: Some tournament software allows you to submit your results and add the comments afterward submitting your ranks, which allows the tab staff to access your rankings to keep the tournament on schedule.

### **Procedure to Start the Round**

Verify the student's name or code and have the contestant reply "Here". This is a quick and easy way to test the audio for each student.

### **Environment and Disruptions**

Judges are encouraged to remember that participants come from diverse backgrounds and we celebrate that we have economic diversity in our community. A student should not be penalized for things beyond their control. This may include unanticipated interruptions, technical issues or streaming quality and the visual background students have available to them. A student who cannot afford expensive equipment should be judged the same as one who can.

### **Technology Problems**

Common tech issues, if a student needs help: (avoid interrupting a debate unless the issue is so bad you can't overlook it)

- Lagging audio – participant can turn off video briefly to improve bandwidth
- Noise in the audio – participant can mute themselves if they are not speaking
- Video quality – participant can readjust light or screen angle
- Disconnection – wait a reasonable amount of time for participant to reconnect  
The Contest Director should use discretion in determining the length of time that is reasonable.

### **Contact Info**

Each tournament will have a Help Desk system that will be clearly explained before the tournament begins. Be certain the tournament officials have your current cell phone number and that you know how to reach them, should problems arise.

**Be aware of Temporary Rule Waivers and Contest Procedures when this contest is administered virtually.**

# BEST PRACTICES FOR VIRTUAL INFORMATIVE AND PERSUASIVE SPEAKING

## **Preparation**

Prepare for online Extemporaneous Speaking before the start of actual competition rounds by participating in online practice rounds. You must practice with your technology before you enter a competitive tournament so that you will be prepared to understand when you are having issues and how to diagnose those problems before they interfere with your actual competition.

## **Technology Set-Up**

Technical set-up is critical to consider in advance. Your computer should be fully charged or, preferably, plugged in. Purchasing an ethernet cable to hardwire to the router is recommended to improve connectivity. This is far more stable than wi-fi. A cell phone hotspot is not likely to have a fast enough connection to provide stable videoconferencing.

Competitors should enter the virtual contest early to test technology in advance. If using wi-fi, check the connection. Turn off unnecessary devices. Test the microphone. Try to minimize simultaneous connections to the router to improve video quality.

## **Location**

Try to secure a separate room away from noise and other people. If using a wireless connection is necessary, be as close as possible to the router. Inform others of the tournament schedule and required privacy to compete. Be aware of when to be online and show up early.

## **Cameras**

Adjust the web camera taking into consideration what can be seen in the “virtual box”, and adjust the side lighting so as not to be a dark shadow on the screen. Adjust the room. These adjustments might include: a visual background free from distractions, turning on a desk lamp for back lighting, turning off a ceiling fan to eliminate distraction, removing pets that might make noise and making sure what shows in the background is organized and uncluttered.

## **Audio**

Be certain you have silenced notifications for texts, emails, social media and silence your cell phone.

## **Technical Problems**

Technology issues should be reported immediately through a help line or email. The specific “help” procedure should be communicated by tournament officials in advance of the meet.

# Coach Notifications

## **Online Procedures**

Familiarize yourself and your students with the tournament management software. Get any necessary accounts or registration set up ahead of time.

Be sure online registration includes your current cell phone number and an email address that is accurately entered. If you have more than one email address, make a note of which one you have entered in the tournament management software.

Plan in advance how to keep in contact with your students. There are apps available that do not require sharing cell phone numbers, a practice some school districts prohibit. Discuss protocols with the team regarding pre-round meetings, check-in and during the tournament.

Know how to access the specific tournament online video conference being used.

Be available at all times that your students are competing. Make sure you are aware of your judging obligations. Have contact information for tournament personnel.

## **Reminders If Using *SpeechWire* \***

- Be sure you input your students' email addresses into *SpeechWire*.
- Judges must set up accounts as well so they can receive their assigned e-Ballots.
- Retrieve your students' ballots as a PDF and view the tabulation sheets in your team's *SpeechWire* account.

\**SpeechWire* will be used at UIL State Meet.

# Judge Notifications

## **Preparation**

Judges should prepare to enter the world of online judging before the start of actual competition rounds. Access adjudication training presented digitally or via video.

## **Technology**

Technology set-up is important to consider. Become familiar with the tournament software. Review all instructions provided by the tournament host and ask questions well in advance of the competition.

## **Equipment**

Judges should use laptops or desktops when adjudicating rounds, not a tablet or a mobile device.

Keep your video on at all times but your microphone off while students are speaking. Some judges wish to open one Chrome tab to watch the speaker and another to fill out the e-Ballot. Alternatively, you may wish to write notes on paper while observing the round and then transcribing the notes to the e-Ballot at the end of the round. Some use 2 devices. Experiment in advance to discover what works best for you. Note: *SpeechWire* allows you to submit your results and add the comments afterwards, which allows the tab staff to access your rankings to keep the tournament on schedule.

### **Procedure to Start the Round**

Verify the student's name or code and have the contestant reply "Here". This is a quick and easy way to test the audio for each student. In the comment box of the e-Ballot, it's a good idea to type the student's topic so the Tab Room can verify the student spoke on the actual topic they drew.

### **Technology Problems**

Common tech issues:

- Lagging audio – have participant turn off video briefly to improve bandwidth
- Noise in the audio – have participant mute themselves if they are not speaking
- Video quality – have participant readjust light or screen angle
- Disconnection – wait a reasonable amount of time for participant to reconnect

The Contest Director should use discretion in determining the length of time that is reasonable; due to the nature of this timed event, 5 minutes protects the integrity of the draw schedule

### **Contact Info**

Each tournament will have a Help Desk system that will be clearly explained before the tournament begins. Be certain the tournament officials have your current cell phone number and that you know how to reach them, should problems arise.

### **Environment and Disruptions**

Judges are encouraged to remember that participants come from diverse backgrounds and we celebrate that we have economic diversity in our community. A student should not be penalized for things beyond their control. This may include unanticipated interruptions, technical issues or streaming quality and the visual background a student has available to them. A student who cannot afford expensive equipment should be judged the same as one who can.

**Be aware of Temporary Rule Waivers and Contest Procedures when this contest is administered virtually.**

# BEST PRACTICES FOR VIRTUAL PROSE AND POETRY INTERPRETATION

## **Preparation**

Prepare for online Prose and Poetry Interpretation before the start of actual competition rounds by participating in online practice rounds. You must practice with your technology before you enter a competitive tournament so that you will be prepared to understand when you are having issues and how to diagnose those problems before they interfere with your actual competition.

## **Technology Set-Up**

Technical set-up is critical to consider in advance. Your computer should be fully charged or, preferably, plugged in. The battery is drained rapidly when using video conferencing software.

Laptop is the best option since most have a built-in microphone and web cam. Tilting the laptop screen can easily adjust the position of the webcam. Purchasing an ethernet cable to hardwire to the router is recommended to improve connectivity. This is far more stable than wi-fi.

A desktop with microphone and webcam can also work. Tablets and phones are the least preferred options for a few reasons: positioning the camera can be tricky; a cell phone hotspot is not likely to have a fast enough connection to provide stable videoconferencing; it requires a few more steps when using Video Meeting apps; moving these devices creates a lot of movement on the screen.

If you do not have the latest and greatest technology, do not worry. Judges will not be judging you on your technical set-up but on the quality of your performance.

Competitors should enter the virtual contest early to test technology in advance. If using wi-fi, check the connection. Turn off unnecessary devices. Test the microphone. Try to minimize simultaneous connections to the router to improve video quality.

## **Location**

Try to secure a separate room away from noise and other people and one that has good lighting. If using a wireless connection is necessary, be as close as possible to the router. Inform others of the tournament schedule and required privacy to compete. Be aware of when to be online and show up early.

## **Cameras**

Adjust the web camera taking into consideration what can be seen in the “virtual box”, and adjust the side lighting so as not to be a dark shadow on the screen. Adjust the room. These adjustments might include: a visual background free from distractions, turning on a desk lamp for back lighting, turning off a ceiling fan to eliminate distraction, removing pets that might make noise and making sure what shows in the background is organized and uncluttered.



You want your camera to be at eye level. That may mean placing your laptop on boxes. Ideally, you want the camera to show you from your knees to slightly over your head. But if the space does not allow that, at least get mid-chest and up. Once you have begun your performance, do not adjust your camera.

Performers are encouraged to stand to perform, unless a disability or space issues prohibit standing. Avoid standing in front of a window or directly under a light fixture.

## **Audio**

Be certain you have silenced notifications for texts, emails, social media and silence your cell phone.

## **Technical Problems**

Technology issues should be reported immediately through a tournament help line or email. The specific “help” procedure should be communicated by tournament officials in advance of the meet.

To Improve Connectivity:

- Wired Internet Connection
  - Plug your computer into the router (the network device that provides Internet connection) with a network cable. The computer may need an adapter to make this possible.
- Move closer to the router.
  - If wired is not an option, the next best option is to place your computer in the same room as the router. The closer the device is to the router, the better the signal quality. The video/audio could freeze if the device is too far away.
- Reboot the router.
  - If the device has repeated connection issues, reboot the router to reset all connectivity.
- Minimize interference.
  - Remove any solid objects between the wi-fi antenna and the router. Avoid using appliances while online, if possible.
- Don't crowd the router.
  - Reduce other Internet usage while online. (Netflix, etc. should not be streaming in the other room)

## **Coach Notifications**

### **Online Procedures**

Familiarize yourself and your students with the tournament management software. Get any necessary accounts or registration set up ahead of time.

Be sure online registration includes your current cell phone number and an email address that is accurately entered. If you have more than one email address, make a

note of which one you have entered in the tournament management software. Cell or email is how each person will receive postings and ballots.

Carefully make sure student names registered on the team roster in the tournament management system match the student account name entered. Example: if you entered the student as “Johnny Smith”, they should not enter themselves as “Jonathan Smith.” Take the time to proof email addresses and phone numbers (if used) to confirm they were entered not only correctly but consistently.

Plan in advance how to keep in contact with your students. There are apps available that do not require sharing cell phone numbers, a practice some school districts prohibit. Discuss protocols with the team regarding pre-round meetings, check-in and during the tournament.

Know how to access the specific tournament online video conference being used.

Be available at all times that your students are competing. Make sure you are aware of your judging obligations. Have contact information for tournament personnel.

### **Reminders If Using SpeechWire\***

- Be sure you input your students’ email addresses into *SpeechWire*.
- Judges must set up accounts as well so they can receive their assigned e-Ballots.
- Retrieve your students’ ballots as a PDF and view the tabulation sheets in your team’s *SpeechWire* account.

\***SpeechWire** is used at District, Region and State as the official UIL tournament management system.

## **Judge Notifications**

### **Preparation**

Judges should prepare to enter the world of online judging before the start of actual competition rounds. Access adjudication training presented digitally or via video.

### **Technology**

Technology set-up is important to consider. Become familiar with the tournament management system and platform. Review all instructions provided by the tournament host and ask questions well in advance of the competition.

### **Equipment**

Judges should use laptops or desktops when adjudicating rounds, not a tablet or a mobile device.

Keep your video on at all times but your microphone off while students are performing. Some judges wish to open one Chrome tab to watch the speaker and another to fill out the e-Ballot. Alternatively, you may wish to write notes on paper while observing the

round and then transcribing the notes to the e-Ballot at the end of the round. Others use 2 devices. Experiment in advance to discover what works best for you.

Note: *SpeechWire* allows you to submit your results and add the comments afterward submitting your ranks, which allows the tab staff to access your rankings to keep the tournament on schedule.

### **Procedure to Start the Round**

Verify the student's name or code and have the contestant reply "Here". This is a quick and easy way to test the audio for each student. In the comment box of the e-Ballot, type the title of the student's selection(s) so Tab officials can verify that what is performed in the round is what was submitted for documentation.

### **Environment and Disruptions**

Judges are encouraged to remember that participants come from diverse backgrounds and we celebrate that we have economic diversity in our community. A student should not be penalized for things beyond their control. This may include unanticipated interruptions, technical issues or streaming quality and the visual background students have available to them. A student who cannot afford expensive equipment should be judged the same as one who can.

### **Technology Problems**

Common tech issues, if a student needs help: (avoid interrupting a performance unless the issue is so bad you can't overlook it)

- Lagging audio – participant can turn off video briefly to improve bandwidth
- Noise in the audio – participant can mute themselves if they are not speaking
- Video quality – participant can readjust light or screen angle
- Disconnection – wait a reasonable amount of time for participant to reconnect  
The Contest Director should use discretion in determining the length of time that is reasonable.

### **Contact Info**

Each tournament will have a Help Desk system that will be clearly explained before the tournament begins. Be certain the tournament officials have your current cell phone number and that you know how to reach them, should problems arise.

**Be aware of Temporary Rule Waivers and Contest Procedures when this contest is administered virtually.**

# APPENDIX

# 2024 – 2025 UIL PROSE CATEGORIES

## PROSE CATEGORY A RESTRICTIONS

The material chosen for use in Category A of Prose Interpretation shall meet the following restrictions:

- (A) One to four selections of prose may be used.
- (B) If performing a single selection, the prose shall be published, printed material; internet material shall be prose published concurrently in hard copy.
- (C) If multiple prose selections are used, one prose selection may be unpublished, but not self-authored.
- (D) Selections from plays, screenplays, movies, and monologues shall not be used.
- (E) Speeches shall not be used in this category.
- (F) No contestant shall use the same writer in more than one category in the contest.
- (G) No contestant shall use selections from the same literary work more than one year at UIL State Meet.
- (H) Selections shall be read in the English translation; however, incidental use of foreign language words and phrases in any selection may be used as in the original.

### Category A: Recognizing Joy: Focusing on the Little Things

*The goal of this category is to recognize joy in even the simplest of things. The overall tone of the performance should be joyful.*

In this category, the contestant may read a single literary work of prose, an excerpt of a work of prose or may create a program containing no more than four literary works of prose. If a program is used, one prose selection from an unpublished source is allowed in the program but may not be self-authored. The majority of the performance must be *published* prose. The performance should evoke *an appreciation of finding joy*.

For Category A, the performance may be fiction or non-fiction. Co-authored and anonymous works of prose are permissible. The author(s) used in this category shall not be used in Category B of prose.

When using copyrighted material, each member school is responsible for obtaining permission from the publisher for their participant to use the material. UIL assumes no responsibilities for copyright permission to perform material.

The introduction and/or transitions shall include all titles and authors read and **should connect the literature to the goal of the category**. If the program is woven, it shall be stated in the introduction, and the different literary works should be distinguishable through interpretation.

### Documentation Requirements

1. If performing a single literary work, it shall be published printed prose.
2. If performing a program, all selections shall be published, printed prose, with the exception that one prose selection may be unpublished, but not self-authored.
3. The contestant shall prepare and **provide for the contest director and each judge** a hard copy of the UIL Prose A Documentation online form.
4. The contestant shall provide proof the selection(s) are published.

Examples of acceptable proof of publication include:

- the original published source
- photocopy of the copyright of the original source
- online printout of Library of Congress cataloguing information
- If a prose selection is drawn from a literary collection (anthology), the contestant shall supply the original source or a photocopy of the table of contents that designates the title of the book and proof the prose selection is included in that book
- A printout from an online source proving the selection is included in the published collection. Printouts of online documentation shall include the URL of the website downloaded in the header or footer
- If a prose selection is drawn from a book containing mixed genre, the contestant shall provide proof the selection is prose

Examples of unacceptable forms of formal documentation include:

- Social media
- Copying and pasting into a word processing document

See the *UIL Prose and Poetry Handbook* provided online and the official UIL website for expanded, detailed information about acceptable and unacceptable documentation. Students are urged, but not mandated, to take to the contest site the original published source of the selection.

# 2024-2025 UIL PROSE CATEGORIES

## PROSE CATEGORY B RESTRICTIONS

The material chosen for use in Category B of Prose Interpretation shall meet the following restrictions:

- (A) A minimum of two prose selections with a maximum of four prose selections shall be used in this program.
- (B) All selections may be published, printed material, internet material or transcribed material from literary sources, but must be prose.
- (C) No contestant shall use the same author in more than one category in the contest.
- (D) Selections from plays, screenplays, movies, and monologues shall not be used.
- (E) Songs lyrics shall not be used as selections or transitions in this performance.
- (F) Anonymous works may be used.
- (G) No contestant shall use selections from the same literary work more than one year at UIL State Meet.
- (H) Selections shall be read in the English translation; however, incidental use of foreign language words and phrases in any selection may be used as in the original.

### Category B: Inspiring Change: Striving for a Better Tomorrow

*The goal of this category is to explore developments that have enhanced our world and to celebrate the positive change over time that has led to a better future. For this reason, students should consider using prose that spans different time periods.*

In this category, the contestant shall create a program containing no fewer than two prose selections and no more than four prose selections that shines a light on how our world has evolved for the better, empowering us to move toward a better tomorrow. The program may, *but is not limited to*, examine progress in medicine, mental health, women’s suffrage, technology, family relations, science, education, societal roles.

**Students may use prose selections from one or more authors.** Prose Category B includes fiction, nonfiction, news sources, speeches, essays, letters and diaries. Co-authored and anonymous works of prose are permissible but self-authored pieces shall not be used unless published in hard copy. The author(s) used in this category shall not be used in Category A of prose.

When using copyrighted material, each member school is responsible for obtaining permission from the publisher for their participant to use the material. UIL assumes no responsibilities for copyright permission to perform material.

The introduction and/or transitions shall include all titles and authors read and **should connect the prose to the goal of the category**. If the program is woven, the contestant shall state it in the introduction, and the different prose works should be distinguishable through interpretation.

### Documentation Requirements

1. All selections may be published, printed material, online material, or transcribed material from literary sources.
2. The contestant shall prepare and **provide for the contest director and each judge** a hard copy of the UIL Prose B Documentation online form.
3. No proof of publication for Category B is required.
4. If a prose selection is drawn from a book containing mixed genre, the contestant shall provide proof the selection is prose.

See the *UIL Prose and Poetry Handbook* and the official UIL website for expanded, detailed information about acceptable and unacceptable documentation.

Students are urged, but not mandated, to take to the contest site the original source of each published selection.

# 2024 – 2025 UIL POETRY CATEGORIES

## POETRY CATEGORY A RESTRICTIONS

Material chosen for use in Category A of Poetry Interpretation shall meet the following restrictions:

- (A) One to six poems may be used.
- (B) If performing a single selection, the poem shall be published, printed material; internet material shall be poetry published concurrently in hard copy.
- (C) If multiple poems are used, one poem may be unpublished, but not self-authored.
- (D) Selections from plays or screenplays, movies, and monologues shall not be used.
- (E) Song lyrics published as music only and not as poetry may be used, but their use shall be limited to transitions between the poems.
- (F) No contestant shall use the same poet in more than one category in the contest.
- (G) No contestant shall use selections from the same literary work more than one year at UIL State Meet.
- (H) Selections shall be read in the English translation; however, incidental use of foreign language words and phrases in any selection may be used as in the original.

### Category A: Recognizing Joy: Focusing on the Little Things

*The goal of this category is to recognize joy in even the simplest of things. The overall tone of the performance should be joyful.*

In this category, the contestant may read one single poem, an excerpt of a poem or poems, or may create a program containing no more than six literary works of poetry. If a program is used, one poem from an unpublished source is allowed to be included in the program, but it may not be self-authored. The majority of the performance must be *published* poetry. The performance should evoke *an appreciation of finding joy*.

For Category A, co-authored and anonymous works are permissible. The poet(s) used in this category shall not be used in Category B of poetry.

When using copyrighted material each member school is responsible for obtaining permission from the publisher for their participant to use the material. UIL assumes no responsibilities for copyright permission to perform material.

Unless published as poetry, song lyrics may be used only as transitions between poems. Although these shall not count as poems in the six allowed in this category, lyrics used as transitions should not be excessive, with the focus placed on the poetry itself. If transitions are sung, the singing should be limited in scope.

The introduction and/or transitions shall include all titles and poets read and **should connect the literature to the goal of the category**. If the program is woven, it shall be stated in the introduction, and the different poems should be distinguishable through interpretation. If song lyrics are used as transitions between poems, it shall be stated in the introduction.

### Documentation Requirements

1. If performing a single literary work, it shall be published printed poetry.
2. If performing a program, all selections shall be published, printed poetry with the exception that one poem may be unpublished, but not self-authored.
3. The contestant shall prepare and **provide for the contest director and each judge** a hard copy of the UIL Poetry A Documentation online form.

The contestant shall provide proof the selection(s) are published. Examples of acceptable proof of published include:

- the original published source
- a photocopy of the copyright of the original source
- online printout of Library of Congress cataloging information
- If a poem is drawn from a literary collection, the contestant shall supply the original source or a photocopy of the table of contents that designates the title of the book and proof the poem is included in that book,
- A printout from an online source proving the poem is included in the published collection. Printouts of online documentation shall include the URL of the website downloaded in the header or footer
- If a poetry selection is drawn from a book containing mixed genre, the contestant shall provide proof the selection is poetry

Examples of unacceptable forms of formal documentation include:

- Social media
- Copying and pasting into a word processing document

See the *UIL Prose and Poetry Handbook* and the official UIL website for expanded, detailed information about acceptable and unacceptable documentation. Students are urged, but not mandated, to take to the contest site the original published source of the selection.

# 2024-2025 UIL POETRY CATEGORIES

## POETRY CATEGORY B RESTRICTIONS

The material chosen for use in Category B of Poetry Interpretation shall meet the following restrictions:

- (A) A minimum of two selections of poetry with a maximum of six selections of poetry shall be used in this program.
- (B) All poetry may be published, printed material, internet material or transcribed material from literary sources, but must be poetry.
- (C) No contestant shall use the same poets in more than one category in the contest.
- (D) Selections from plays or screenplays, movies, and monologues shall not be used.
- (E) Song lyrics published as music only and not as poetry may be used, but their use shall be limited to transitions between the poems.
- (F) Anonymous works may be used.
- (G) No contestant shall use selections from the same literary work more than one year at UIL State Meet.
- (H) Selections shall be read in the English translation; however, incidental use of foreign language words and phrases in any selection may be used as in the original.

### Category B: Inspiring Change: Striving for a Better Tomorrow

*The goal of this category is to explore developments that have enhanced our world and to celebrate the positive change over time that has led to a better future. For this reason, students should consider using poetry that spans different time periods.*

In this category, the contestant shall create a program containing no fewer than two poetry selections and no more than six poems that shines a light on how our world has evolved for the better, empowering us to move toward a better tomorrow. The program may, *but is not limited to*, examine progress in medicine, mental health, women's suffrage, technology, family relations, science, education, societal roles.

**Students may use poems from one or more poets.** Co-authored and anonymous works are permissible but self-authored pieces shall not be used unless published in hard copy. The poet(s) used in this category shall not be used in Category A of Poetry.

When using copyrighted material, each member school is responsible for obtaining permission from the publisher for their participant to use the material. UIL assumes no responsibilities for copyright permission to perform material.

Songs lyrics published as music only and not as poetry may be used but only as transitions between the poems. Although these shall not count as poems in the six allowed in this category, lyrics used as transitions should not be excessive, with the focus placed on the poetry itself. If transitions are sung, the singing should be limited in scope.

The introduction and/or transitions shall include all titles and poets read and **should connect the poetry to the goal of the category**. If the program is woven, it shall be stated in the introduction, and the different poems should be distinguishable through interpretation. If song lyrics are used as transitions between poems, it shall be stated in the introduction.

### Documentation Requirements

1. All poems may be published, printed material, online material or transcribed material from literary sources.
2. The contestant shall prepare and **provide for the contest director and each judge** a hard copy of the UIL Poetry B Documentation online form.
3. No proof of publication for Category B is required.
4. If a poetry selection is drawn from a book containing mixed genre, the contestant shall provide proof the selection is poetry.

See the *UIL Prose and Poetry Handbook* and the official UIL website for expanded, detailed information about acceptable and unacceptable documentation.

Students are urged, but not mandated, to take to the contest site the original source of each published selection.



## UIL STATE MEET - PROCEDURES FOR JUDGES – PROSE

The lead judge should announce, “Turn off all cell phones.” Be firm, please!

1. Access your ballot by logging in to <https://live.Speechwire.com>. Your ballot will be pushed to the email you used to set up your account. Make sure the sound on your laptop is turned down so notifications you receive will not disturb the performances.
2. Rank all contestants (1,2,3,4,5,6); double-check your decision.
3. **You may submit your ranks electronically and then go back and type in comments on each ballot.** The contestants appreciate this written feedback! Make your comments as specific as possible, balancing praise for strong points of the performance and helpful suggestions for future improvements. **Please avoid statements that reflect personal bias against selections and topics, as well as comments that could be harmful to a contestant’s morale such as their attire.**

**ORAL CRITIQUES:** The contestants will remain in the contest room for your oral critique. Offer general suggestions, praise, and insight that might be helpful to all contestants. Please avoid specific critiques of individual performers. (DO NOT DISCUSS YOUR RANKINGS.) A total of 15 minutes for the critique period, including all three judges, has been scheduled.

**QUESTIONS:** Any questions concerning your decisions should be referred to the contest director. Coaches, parents and contestants are not to confer with you at any time concerning your judgment.

**DISQUALIFICATION:** Questions that might result in disqualification should be referred to the contest director or tournament director. Your testimony on these matters may be requested. If a contestant goes overtime, please go ahead and rank the contestant. **The Contest Director is empowered to disqualify but judges are not.**

### About the Contest

Each student has prepared two prose selections for the UIL prose categories. The contest director has drawn at random for the category that all students will use in this round and documentation has been checked pre-tournament. Total presentation time, including introduction and transitions, must not exceed seven minutes. There is no grace period. An introduction is required, although its content, form, and delivery style is left to the student. The introduction (or transition, where applicable) must include the name of the writer and the selection. Performers must utilize a manuscript in the performance.

### Evaluating the Performances

Please use the judging criteria below to guide your evaluation of each student’s performance. Your written comments and suggestions for improvement will be most helpful if they offer specific reasons for the judgments you make. Statements which suggest a personal bias toward an author or selection generally are counterproductive. Please keep in mind that the best critiques *teach* and *encourage* the student.

### Ranking the Contestants

At the end of the round, you will rank the performers by number - 1st, 2nd, 3rd, etc. - according to your judgment about the quality of the performances. **Do not tie any contestants.** If you are on a panel of judges, please do not confer during the round or before you have completed your ballot. **It is not the responsibility of the judge to disqualify a student.** Any irregularity should be referred to the contest director who may request information from the judge(s) in making a decision.

*The best critiques teach and encourage the student. Please offer specific areas of improvement and positive attributes of the performance.*

### Introduction

- Did the performer prepare you to listen to the selection?
- Did the content meet the category requirements, and did delivery style of the introduction add to the overall effectiveness of the performance?

### Selection/Performance

- Was the material appropriate for the performer and the goal of the category?
- Did the performer successfully recreate the narrator, the characters and the scene?
- Did the performer demonstrate an awareness of the narrator’s purpose and audience?
- Did the performer make appropriate use of physical and vocal skills?
- Was the use of manuscript, internal pacing, pauses, and closure appropriate?

### Evaluation

- What did you like about the performance and why?
- What areas of improvement are needed?
- Did the performer adhere to the prescribed category?

THANK YOU FOR JUDGING!

## UIL STATE MEET - PROCEDURES FOR JUDGES – POETRY

The lead judge should announce, “Turn off all cell phones.” Be firm, please!

1. Access your ballot by logging in to <https://live.Speechwire.com>. Your ballot will be pushed to the email you used to set up your account. Make sure the sound on your laptop is turned down so notifications you receive will not disturb the performances.
2. Rank all contestants (1,2,3,4,5,6); double-check your decision.
3. **You may submit your ranks electronically and then go back and type in comments on each ballot.** The contestants appreciate this written feedback! Make your comments as specific as possible, balancing praise for strong points of the performance and helpful suggestions for future improvements. **Please avoid statements that reflect personal bias against selections and topics, as well as comments that could be harmful to a contestant’s morale such as their attire.**

**ORAL CRITIQUES:** The contestants will remain in the contest room for your oral critique. Offer general suggestions, praise, and insight that might be helpful to all contestants. Please avoid specific critiques of individual performers. (DO NOT DISCUSS YOUR RANKINGS.) A total of 15 minutes for the critique period, including all three judges, has been scheduled.

**QUESTIONS:** Any questions concerning your decisions should be referred to the contest director. Coaches, parents and contestants are not to confer with you at any time concerning your judgment.

**DISQUALIFICATION:** Questions that might result in disqualification should be referred to the contest director or tournament director. Your testimony on these matters may be requested. If a contestant goes overtime, please go ahead and rank the contestant. **The Contest Director is empowered to disqualify but judges are not.**

### About the Contest

Each student has prepared two performances for the UIL poetry categories. The contest director has drawn at random for the category that all students will use in this round and documentation has been checked pre-tournament. Total presentation time, including introduction and transitions, must not exceed seven minutes. **There is no grace period.** An introduction is required, although its content, form, and delivery style is left to the student. The introduction must include the name of the writer and the selection. Performers must utilize a manuscript in the performance.

### Evaluating the Performances

Please use the judging criteria below to guide your evaluation of each student’s performance. Your written comments and suggestions for improvement will be most helpful if they offer specific reasons for the judgments you make. Statements which suggest a personal bias toward an author or selection generally are counterproductive. Please keep in mind that the best critiques **teach** and **encourage** the student.

### Ranking the Contestants

At the end of the round, you will rank the performers by number - 1st, 2nd, 3rd, etc. - according to your judgment about the quality of the performances. **Do not tie any contestants.** If you are on a panel of judges, please do not confer during the round or before you have completed your ballot. **It is not the responsibility of the judge to disqualify a student.** Any irregularity should be referred to the contest director who may request information from the judge(s) in making a decision.

***The best critiques teach and encourage the student. Please offer specific areas of improvement and positive attributes of the performance.***

### Introduction

- Did the performer prepare you to listen to the selection?
- Did the content, form, and delivery style of the introduction add to the overall effectiveness of the performance?

### Selection/Performance

- Was the material appropriate for the performer?
- Did the performer successfully recreate the persona and the scene?
- Did the performer demonstrate an awareness of the persona’s purpose and audience?
- Did the performer make appropriate use of physical and vocal skills?
- Was the use of manuscript, internal pacing, pauses, and sense of closure appropriate?

### Evaluation

- What did you like about the performance and why?
- What areas of improvement are needed?
- Did the performer adhere to the prescribed category?

THANK YOU FOR JUDGING!

## UIL STATE MEET - PROCEDURES FOR JUDGES – INFORMATIVE

*The best critiques teach and encourage the student. Please offer areas of improvement and positive attributes of the speech. Be aware of your own implicit bias. Avoid comments about a student's attire*

### **Analysis and Content**

- Did the speaker answer the question?
- Was the content informative?
- Was there sufficient use of logic, facts, examples and/or expert opinion?
- Was the information adequately documented?
- Was the information pertinent to the specific topic?

### **Organization**

#### ***Introduction***

- Did the speaker get attention?
- Was the topic clearly stated?
- Did the speaker preview and give focus to the key ideas?

#### ***Body***

- Were divisions clear and appropriate to the topic?
- Did the speaker make effective use of signposting, internal summaries, and transitions?
- Was adequate time devoted to each division within the 7-minute time limit?
- Was there a logical progression of ideas?

#### ***Conclusion***

- Did the speaker tie the speech together?
- Was the answer to the question clear?
- Was there a note of finality?

### **Delivery**

#### ***Language Style***

- Was the language suitable to informing the audience?
- Was the language precise, grammatically correct and vivid?
- Was the delivery natural and spontaneous?
- Did it reinforce the ideas of the speech?

#### ***Vocal Delivery***

- Was enunciation clear?
- Was volume appropriate?
- Was there sufficient variety in rate, pause and pitch?

#### ***Physical Delivery***

- Did the speaker exhibit poise and confidence?
- Were gestures varied, movement motivated and eye contact direct?
- If note card was used, was it an unobtrusive part of the delivery?

*THANK YOU FOR JUDGING!*



**Extemporaneous Informative Speaking  
Finals – District I**

**Effective Date: April 1 - 6, 2024**  
(This copy is for the contest director.)

1. What is known about Isis-K?
2. What are positive changes that have resulted from the global pandemic?
3. What is SpaceX's Starshield?
4. What actions has the United States taken in response to the Haitian crisis?
5. What has been revealed about the origin of the Smokehouse Creek fire in the Texas Panhandle?
6. What steps are President Biden's re-election planners taking to attract young voters?
7. Why do outbreaks of violence and instability continue in western states of Africa?
8. What impact could Texas Senate Bill 4 have on U.S. immigration policy?
9. How have the volcanic eruptions in Iceland impacted their tourist industry?
10. Why did the United States classify Houthi militants as a terrorist organization?
11. What has caused delayed financial aid packages impacting prospective and current college students?
12. Why does the number of Sudanese refugees continue to grow at an alarming rate?
13. What problems are associated with the Boeing 737 Max aircraft?
14. What challenges are being addressed by the Mercy Corp in the Middle East?
15. What states are home to the highest minimum wages in the country?
16. Why is China being accused of cyberespionage campaigns?
17. What would be required to get different Palestinian factions to unite under one government?
18. What challenges currently face the countries of Central America's Northern Triangle?
19. With unemployment decreasing and the economy growing, why do many Americans believe we are in a bad economy?
20. What concerns are being faced due to the global water crisis?



**Extemporaneous Informative Speaking  
Finals – Region**

**Effective Date: April 26-27, 2024**  
(This copy is for the contest director.)

1. Which European nations currently face serious migrant issues?
2. Why is the impartiality of Texas Supreme Court Justice John Devine in question?
3. Why is northeastern Africa facing the world’s largest hunger crisis?
4. What are the major political battleground states in 2024?
5. Why is Russia reportedly engaging in disinformation campaigns?
6. Why is Ken Paxton attempting to halt the “Uplift Harris” program?
7. What is the current state of diplomatic dialogue between the United States and China?
8. What is the ongoing progress regarding the Baltimore Key Bridge disaster?
9. What sectors of the U.S. / Mexico border have the highest level of migrant traffic?
10. Why is the NCAA facing Title IX lawsuits from female athletes?
11. How is Hezbollah involved in Israel’s conflict with Hamas?
12. Why is FAFSA facing scrutiny from federal lawmakers?
13. Why is 2024 considered the “ultimate election year” for the European Parliament?
14. What infrastructure damage did Taiwan suffer from the recent earthquake?
15. What is the new AI chip recently unveiled by Meta Platforms?
16. How are Americans being affected by respiratory illnesses in 2024?
17. Why is Janet Yellen calling on China to “scale back” industrial production?
18. What price has been paid for El Salvador declaring war on gangs?
19. Why did the House of Representatives impeach Alejandro Mayorkas?
20. Why is Vladimir Putin seeking to blame Ukraine for the concert massacre?

## UIL STATE MEET - PROCEDURES FOR JUDGES – PERSUASIVE

*The best critiques teach and encourage the student. Please offer areas of improvement and positive attributes of the speech. Be aware of your own implicit bias. Avoid comments about a student's attire.*

### **Analysis and Content**

- Did the speaker answer the question?
- Was the content persuasive?
- Was there sufficient use of logic, facts, examples and/or expert opinion?
- Was the information adequately documented?
- Was the information pertinent to the specific topic?

### **Organization**

#### *Introduction*

- Did the speaker get attention?
- Was the topic clearly stated?
- Did the speaker preview and give focus to the key ideas?

#### *Body*

- Were divisions clear and appropriate to the topic?
- Did the speaker make effective use of signposting, internal summaries, and transitions?
- Was adequate time devoted to each division within the 7-minute time limit?
- Was there a logical progression of ideas?

#### *Conclusion*

- Did the speaker tie the speech together?
- Was the answer to the question clear?
- Was there a note of finality?

### **Delivery**

#### *Language Style*

- Was the language suitable to informing the audience?
- Was the language precise, grammatically correct and vivid?
- Was the delivery natural and spontaneous?
- Did it reinforce the ideas of the speech?

#### *Vocal Delivery*

- Was enunciation clear?
- Was volume appropriate?
- Was there sufficient variety in rate, pause and pitch?

#### *Physical Delivery*

- Did the speaker exhibit poise and confidence?
- Were gestures varied, movement motivated and eye contact direct?
- If note card was used, was it an unobtrusive part of the delivery?

*THANK YOU FOR JUDGING!*



**Extemporaneous Persuasive Speaking  
Finals – District II**

**Effective Date: April 8 - 13, 2024**

(This copy is for the contest director.)

1. Is Vladimir Putin’s regime vulnerable?
2. Has the Israel – Hamas war tested free speech policies on college campuses in Texas and the nation?
3. Is the economic crisis in Cuba serious?
4. Should Americans continue receiving Covid vaccinations?
5. Are conditions in Haiti continuing to deteriorate?
6. Should the U.S. federal government promote expansion of community colleges?
7. Are Joe Biden and Benjamin Netanyahu on a diplomatic collision course?
8. Will NIL and potential player salary issues in college sports impact America’s ability to field Olympic teams in the future?
9. Has Egypt become a nation in the grips of authoritarian leadership?
10. Is bird flu posing a threat to Texas agriculture?
11. Is France enacting restrictive immigration policies?
12. Is the constitutionality of President Biden’s college tuition debt forgiveness program in question?
13. Should the United States continue its support for Israeli occupation of Palestinian territory?
14. Did President Biden’s State of the Union speech prove to be a successful jumpstart to his re-election campaign?
15. Uvalde: Will any law enforcement officers at the scene of the Robb Elementary School shooting be criminally charged for inaction?
16. Is the Democratic Republic of the Congo on the verge of a major conflict with neighboring Rwanda?
17. Do health care costs need to be reduced in America?
18. Was the Moscow concert massacre the result of a massive security failure?
19. Does Mike Johnson have a high level of influence within the Republican Party?
20. Has China sided with Hamas in the current Middle East conflict in Gaza?



**Extemporaneous Persuasive Speaking  
Finals – State**

**Effective Date: May 14-15, 2024**  
(This copy is for the contest director.)

1. Has climate change had a major effect on Texas weather?
2. Will the Paris Olympic Games test the leadership of Emmanuel Macron?
3. Are American college campuses supporting too little or too much free speech?
4. Is anti-Israeli sentiment spreading throughout the Middle East?
5. Has Mayor London Breed fallen short in dealing with San Francisco’s homelessness issue?
6. Has the international community’s response to the humanitarian crisis in Sudan been sufficient?
7. Have legal federal elections become a legitimate concern?
8. Are U.S. government regulations of TikTok necessary?
9. Is progress being made in the aftermath of Baltimore’s Key Bridge collapse?
10. Was Xi Jinping’s trip to Europe successful in setting up a new global order?
11. Has the U.S. Supreme Court gone beyond the proper role of the judiciary?
12. Will the endorsement of President Biden by prominent members of the Kennedy family blunt the momentum of Robert F. Kennedy’s third-party bid?
13. Have America’s secondary school students become too reliant on technology?
14. Can Haiti’s transitional government bring peace to the streets of their country?
15. Should the Biden administration take a more “hardline” approach with respect to China?
16. Are electric vehicles too expensive for middle-class American families?
17. Is the U.S. economy enjoying sustainable economic growth?
18. Should political candidates be allowed to self-fund their campaigns?
19. Will the rising tensions between China and the Philippines spill over into open conflict?
20. Should former U.S. presidents be granted immunity from criminal and civil charges after leaving office?





## **GUIDELINES: ELECTRONIC RETRIEVAL DEVICES IN EXTEMPORANEOUS SPEAKING**

The use of laptop and tablet computers and other electronic retrieval devices by competitors in UIL Extemporaneous Persuasive and Informative Speaking is permissible for evidence retrieval so long as wired or wireless connections are disabled and remain disabled during the contest. *These rules in no way are intended to prevent or discourage contestants from utilizing traditional paper files.*

### **Use of electronic retrieval devices during the contest**

- A. Computers and other electronic retrieval devices are defined as: laptop, tablet and netbook computers, other portable electronic retrieval devices and secondary devices such as flash drives and external hard drives.
- B. Cell phones or smart phones are not allowed during the contest.
- C. Removable wireless cards (wireless network interface controllers) must be removed before the beginning of the contest. It is the responsibility of the contestant to disengage the equipment.
- D. Computers with built-in wireless capability may be used only if the wireless capability is disabled. It is the responsibility of the contestant to disable the equipment.
- E. Wired connections (Ethernet or phone) during the contest are not permitted.
- F. Computers or other electronic equipment may not be used to receive information from any sources (coaches or assistants included) inside or outside the preparation room. Internet access, use of e-mail, instant messaging or other means of receiving information from sources inside or outside the preparation room are prohibited. *This statement does not preclude the use of timing devices.*
- G. Contestants may utilize allowable devices for the purpose of accessing stored files, but shall not use them to outline their speech or otherwise organize their thoughts.
- H. The contestant shall not remove the electronic retrieval devices from the preparation area until after the contestant's speech has been delivered.

**Sanction: Contestants found to have violated provisions B-H above shall be disqualified. The contest director shall be empowered with the final decision concerning disqualification.**

- I. Devices must be muted in the preparation room during the contest. Contestants should not play games or engage in other distracting activities on their electronic devices. Tournament officials may ask a contestant to power off the device if it becomes distracting.
- J. Contestants from the same school may share computers during preparation. However, conversing among contestants is not allowed.

**Source Materials:** Contestants may consult magazines, newspapers, journals and other published source materials saved on their electronic retrieval devices if the following standards are met:

- A. There shall be no modification. Each document shall be a single, complete source in and of itself. Indexing without annotation is allowed.

- over -

- B. An article may be highlighted in only one color. Bolding, italicizing, underlining or any other manipulation of the original text of the article is prohibited.
- C. The presence of pre-written extemporaneous speeches, handbooks, briefs or outlines on electronic retrieval devices during the contest is prohibited. If the contestant also uses the device for the debate contest, debate materials including but not limited to cases, briefs, outlines and flows must be stored on a separate external retrieval device disconnected or otherwise inaccessible and shall not be accessed during the extemporaneous speaking contest.
- D. Contestants may not access audio, video or other active multi-media files during the contest.

**Logistics**

- A. Contestants electing to use computers are responsible for providing their own computers and batteries. Tournaments hosts shall not be responsible for providing computers for contestants.
- B. Power plugs or outlets may not be used in the preparation room at any time.
- C. Contestants who choose to use laptop computers accept the risk of equipment failure. Should equipment failure occur, no special considerations or accommodations, including additional preparation time or speech time, will be given by judges, contest directors or tournament hosts.
- D. Contestants accept full responsibility for the safety and security of their electronic retrieval devices throughout the entirety of all UIL tournaments. Contestants, parents and coaches should be aware that contestants are bringing and using the computers at their own risk. UIL is not responsible for lost, stolen or broken computers.

**Monitoring.** By choosing to use electronic retrieval devices in the preparation room, contestants are consenting to allow tournament officials to monitor their files. Contestants who do not wish to consent should not use electronic retrieval devices.

UNIVERSITY INTERSCHOLASTIC LEAGUE  
JUDGING LINCOLN-DOUGLAS DEBATE

**Purpose:**

Lincoln-Douglas debate, one-on-one debate of value resolutions, is excellent training for developing skills in argumentation, persuasion, research, and audience analysis. In this contest students are encouraged to develop a direct and communicative style of delivery. The debater's goal is to orally persuade the judge to accept or reject an interpretation of the resolution on the basis of analytical, argumentative, and presentational criteria.

A. Case and Analysis

1. **Defining the Values:** Did the arguments presented focus on the values implicit in the resolution?
2. **Establishing Criteria for Evaluating the Resolution:** On what basis (universal, moral, social, political, historical, legal, etc.) is one value proven by the debater to be more important than another?
3. **Weighing Importance:** Are the values advocated in support of the resolution more important than the values diminished by the resolution, or are alternative values supported by the negative enhanced by the resolution?
4. **Application of Values and Criteria:** Did the debaters apply their cases by filtering appropriate arguments through the value and criteria?

B. Argumentation

1. **Proof:**  
Did the evidence orally presented pragmatically justify the affirmative or negative stance?  
Did the reasoning orally presented philosophically justify the affirmative or negative stance?
2. **Organization:** Are the ideas presented clearly, in a logical sequence, and with appropriate emphasis?
3. **Extension, Clash, and Rebuttal:**  
Did the debaters fulfill their obligation to extend their own arguments?  
Did they appropriately refute the contentions of their opponents by exposing weaknesses or inconsistencies?

C. Presentation

1. **Expression:** Were language, tone, and emphasis appropriate to persuasive communication?
2. **Delivery:** Were gestures, movement, and eye contact audience oriented and natural components of persuasive communication?
3. **Rate:** Was rate of delivery conducive to audience understanding?

**II. Time Limits:**

A. Preparation: Each debater has a maximum of **four minutes preparation** time to be used during the course of the debate.

B. Debate:	Affirmative	6 minutes
	Cross-examination by Negative	3 minutes
	Negative	7 minutes
	Cross-examination by Affirmative	3 minutes
	Affirmative Rebuttal	4 minutes
	Negative Rebuttal	6 minutes
	Affirmative Rebuttal	3 minutes

**III. Selecting the Winner:** Putting aside personal biases and based on the analysis, argumentation, and oral presentation of the debaters, which debater was the most persuasive?

Note: Be aware of your own implicit bias. Avoid comments about a student's attire.

**THANK YOU FOR JUDGING!**

# STATE LD JUDGE SUMMARY REPORT - SCHOOL JUDGES

<b>Judge Name</b>	<input type="text"/>	<b>Work Phone</b>	<input type="text"/>	<b>Home Phone</b>	<input type="text"/>	<b>Status</b>	<b>Date &amp; Time Submitted</b> 6/20/2024 9:50:49 AM
	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="radio"/> School Obligation <input type="radio"/> UIL Hired <input type="radio"/> Not Judging	
<b>Preferred E-mail Address</b>	<input type="text"/>	<b>Cell Phone</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>		
	<input type="text"/>		<input type="text"/>		<input type="text"/>		

Judge Mobility Issues?  Yes  No

<b>School Judge Info</b>	<b>Conf Dist</b>	<b>Coach name &amp; Contact Info (if different)</b>	<b>Work Phone</b>
<input type="radio"/> Coach <input type="radio"/> Fulfilling Obligation	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>School</b>	<b>Preferred E-mail</b>	<b>Cell Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Coach Mobility Issues?  Yes  No

<b>Debater</b>	<b>Alternate E-mail</b>
<input type="text"/>	<input type="text"/>

Debater Mobility Issues?  Yes  No

<b>LD Debater in HS</b>	<b>Policy Debater in HS</b>	<b>CEDA Debater in College</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Coach LD Debate in HS</b>	<b>Policy Debater in College</b>	<b>Coach CEDA in College</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Judge Value Debate Often?  Yes # Rds. This Year  # Rounds on Topic   
Tournaments on Topic

**Comm. Skills vs. Res. of Issues**

- Communication skills are more important than resolution of substantive issues
- Resolution of substantive issues is more important than communication skills
- Communication skills and resolution of substantive issues are of equal importance

**Experience Description (school judges)**

<b>Rate of delivery</b>	
Slower	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Faster
<b>Amount of evidence</b>	
Little	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Lots
<b>Appeals</b>	
Emotional	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Factual
<b>Criteria</b>	
Unnecessary	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Essential
<b>Approach to topic</b>	
Philosophical	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Pragmatic

**Should Not Judge**

**Philosophy Statement**



## UIL Guidelines: Electronic Retrieval Devices in CX and LD Debate

Electronic retrieval devices are defined as laptop and tablet computers, netbook computers, and other portable electronic retrieval devices. The use of electronic retrieval devices by competitors in UIL Cross-Examination Debate and Lincoln Douglas Debate rounds is permissible under the conditions specified below.

- A. Internet access may be used to retrieve files, research arguments, and exchange evidence and/or arguments with the opposing team and judge.
- B. Computers or other electronic retrieval devices may neither be used to communicate nor to send or receive information to or from coaches, assistants or other individuals inside or outside the room in which the competition occurs. Examples of information that would be restricted would include *but not be limited to* coach/non-participating competitor generated arguments, advice or arguments to run, questions to ask or response answers during cross-examination period and other information not generated by the participating competitors in the round.
- C. In compliance with the UIL prompting rule, electronic retrieval devices may not be used to send messages or evidence to a debate partner while that partner is speaking or participating in cross-examination period.
- D. Availability of Evidence: Debaters have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. This may be done electronically by flash drive or email chain if the opponent and judge have the capability to view the electronic version on their own devices. In the event that an opponent or judge is not using an electronic retrieval device, a debater who presents evidence from an electronic device must provide a meaningful opportunity for that opponent or judge to review evidence. Examples of such access include providing a printed copy of the evidence and showing the evidence on a device provided by the debater. Whatever manner the evidence or access is provided, the evidence must be quickly and easily accessible by the opposing team and judge.
- E. Contestants electing to use computers are responsible for providing their own computers, internet connection, batteries, extension cords and all other necessary accessories. Tournament hosts shall not be responsible for providing wi-fi connection, computers, printers, software, paper, or extension cords for contestants or any technical assistance.
- F. Sanction: Contestants found to have violated paragraph C above shall forfeit the round of competition and receive zero points. Contestants found to have violated paragraph B above shall be disqualified from the tournament and shall forfeit all rounds. Contest Directors shall be empowered with the final decision concerning disqualification.

Contestants choosing to use laptop computers or other electronic retrieval devices defined above accept the risk of equipment failure. No special consideration or accommodations, including no additional prep time or speech time, will be given by judges, contest directors or tournament hosts should equipment failure occur.

By choosing to use these devices in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round.

Because public speaking decorum remains an important element of debate, debaters are expected to stand at the front of the room facing the judge while speaking. Laptops or other electronic retrieval devices should not be a deterrent to eye contact and other proper public speaking skills.

2024-2025



## Judging Cross-Examination Debate

1. Debate is a contest in arguing a specific resolution. Each affirmative team will interpret the resolution differently and offer a specific plan, outlining potential advantages to adopting the plan. Your task is to determine whether the affirmative proves that the adoption of its plan would be desirable.
2. Regardless of your judging philosophy, there are multiple arguments that may occur in a debate. Below are six common ones. To make your decision, you should take notes, and after the round, balance the issues. This will help you determine, *based on what the debaters actually presented in the round*, whether adopting the affirmative plan is desirable.

### Key Issues

- Topicality: Does the affirmative team offer a plan within the current resolution?
- Inherency: Has the affirmative case shown that the status quo is unable or unwilling to redress the harm?
- Impacts: If the plan is not passed, what potential harmful situation will occur? What advantage is there to the plan? How big are the impacts? Are they likely?
- Solvency: Has the affirmative case shown that the plan will solve all or a significant portion of the impacts?
- Disadvantage: The negative team may offer disadvantages explaining how the affirmative case causes its own harmful impacts. Is this impact likely? Does it outweigh the affirmative cases' impacts?
- Counterplan: The negative may propose a specific counterplan as an alternative to the affirmative plan. Does the counterplan solve for the impacts of the disadvantages or others?

3. **Making the decision:** *Depending upon your judging philosophy, you might follow the sequence below:*
  - a. **Is the affirmative plan topical?** Unless the negative disproves this, assume it is. Don't use your own bias. If the negative has shown that the plan is not topical, then most judges will vote negative (disregarding items b and c below).
  - b. **Inherency/Solvency Balancing:** If the negative has made arguments about inherency or solvency, ask how much would be gained by adopting the affirmative plan after considering these arguments. If some advantage remains, then move to item c below.
  - c. **Disadvantages Balancing:** Balance the gains expected by adopting the affirmative plan with any disadvantages the negative has proven would occur by adopting the plan. Determine if the impacts from the disadvantages are worse than the impacts from the affirmative case.
  - d. **Plan/Counterplan Balancing:** If the negative has offered a counterplan, the question is whether the counterplan offers a good reason to reject the affirmative plan or whose plan solves for more significant impacts.
4. **Speed of delivery:** Some debaters have developed an excessively rapid style of delivery that interferes with the element of communication that is basic to debate. The ballot provides an avenue for indicating to the debater that speed of delivery did or did not interfere with communication. If the speaker's speed of delivery interferes with your ability to follow the course of the debate, you should lower the speaker points.
5. **Filling out the ballot:**
  - a. Record decision (affirmative or negative)
  - b. Award points (30 points is highest; 20 is the lowest) to each debater. **Since speaker points are a crucial determinant of advancement, avoid excessively low speaker points unless truly warranted.**  
**Speaker Criteria:** Organization, Evidence, Analysis, Refutation, Oral Style, Speed of Delivery
  - c. Award ranks (1, 2, 3, 4 with 1st being awarded to the debater with the most points and so on) to debaters. Points and ranks should correspond.
  - d. Write your reasons for your decision in the space provided.
  - e. Sign your ballot.

Presenting a very brief preview of argument order before speeches, often referred to as a "roadmap," aids in clarity of the round and is not considered part of the speech. However, debaters should not abuse this privilege by excessive length of the roadmap. Abuse may count against a team at the discretion of the judge(s).

Note: Beware of your own implicit bias. Avoid comments about student's attire.

# JUDGE SUMMARY REPORT - SCHOOL JUDGES

## CONFERENCE

**Judge Name**

**Work Phone**

**Home Phone**

**Date & Time Submitted**

6/20/2024

9:49:11 AM

**Preferred E-mail Address**

**Cell Phone**

**Fax**

Coach  Fulfilling Obligation

**Judge Mobility Issues?**

Yes  No

- School Obligation
- UIL Hired
- Hired After Drop
- Not Judging

**School**

**Conf Dist**

**Coach Mobility Issues?**

Yes  No

- Judging both sessions (with differing status)

**Coach name (if different)**

- 1 for 2, guar. octas
- guar. octas only

**Debate Team**

**Debater Mobility Issues?**

&    Yes  No

**Experience/Affiliation**

If the school qualifies 2 teams but advances only 1, are you the "Designated Judge"?  Yes  No

**Policy Debater in HS**

**Policy Debate (NDT) in College**

**Year graduated**

**Policy Debate (CEDA) in College**

**Coach Policy Debate in College**

**LD Debate (NFA) in College**

**Paradigm**

- Policymaker
- Stock issues
- Tabula rasa
- Other

**Should Not Judge**

**Parli Debate (NPDA) in College**

**Coach Policy Debate in HS**

**Comm. Skills vs. Res. of Issues**

- Communication skills are more important than resolution
- Resolution of substantive issues is more important than communication skills
- Communication skills and resolution of substantive issues are of equal importance

**Judge CX Often?**  Yes  No

**# Rds. on Topic**

**# Tourn. on Topic**

**Quantity vs. Quality of Evidence**

- Quantity of evidence is more important than quality of evidence
- Quality of evidence is more important than quantity of evidence
- Quantity of evidence and quality of evidence are of equal importance

**Tourn. list**

**Philosophy Statement**

**Quantity of Arguments**  
 Limited  1  2  3  4  5 Unlimited

**Topicality**  
 Rarely vote on  1  2  3  4  5 Vote on often

**Counterplans**  
 Unacceptable  1  2  3  4  5 Acceptable

**Disadvantages**  
 Not Essential  1  2  3  4  5 Essential

**Conditional Arguments**  
 Unacceptable  1  2  3  4  5 Acceptable

**Kritiks**  
 Unacceptable  1  2  3  4  5 Acceptable

**Style & Delivery**



## **SCORING CONGRESS**

Congress is intended to emulate the U.S. Congress. In theory, the contest combines the best aspects of debate, oratory, and extemporaneous speaking within the structure of parliamentary procedure.

The parliamentarian remains the same throughout Session I and II. Individual scorers, however, will consider the results of each individual chamber session they are assigned to score.

**Important: The parliamentarian and scorers will submit scores/rankings on electronic ballots via *SpeechWire*, a web-based tournament management system.** You will need a laptop in the chamber and are required to register as a judge in advance of the tournament at *speechwire.com*. Instructional videos can be located there, if you have questions on how to register.

### **SCORING**

**A ballot should be completed for all members of Congress whether they spoke during the session or not.** Scorers shall not confer with others about their selection or reasons for ranking before submitting their decisions.

### **POINT ASSIGNMENT**

- ❖ Competitors may have **5 scored speeches** per session. They might speak more than 5 times during the session, but only their first 5 speeches should be scored. Consult the **Congressional Debate Rubric: Speaking** for criteria. NOTE: Despite the fact that *SpeechWire* will allow you to input more than 5 speech scores, you will only score the first 5. You can take the other speeches into consideration when ranking the competitors.
- ❖ Amendment speeches are scored.
- ❖ Speakers may receive up to **six points per speech**. Complete a **Speech Evaluation** form for each individual student.
- ❖ The presiding officer may receive up to six points per clock hour based on his/her ability in that capacity. Use the **Presiding Office Evaluation** form.
- ❖ Rank the students at the end of each session, unless instructed otherwise by the Clerk. Use the **Master Ballot** for the overall ranking of legislators.
- ❖ There can be no ties for placement.
- ❖ Provide as much constructive criticism as possible for each of the student's speeches.

**Scorers will rank the highest scoring participants 1 through 8 (one being the best) at the end of each session.** At the end of the second session, ties in the individual rounds will be broken by the Parliamentarian preference. *Don't forget to rank the presiding officer, as he or she warrants.*

*Note: Be aware of your own implicit bias. Avoid comments about student's attire.*





# Congressional Debate Rubric: Speaking

This table of evaluation standards may be used by any judge who would like assistance in determining scores for speeches. Each score independently (without collaborating) awards 1 to 6 points for each speech. Each speaker has up to three minutes to present argument followed by a questioning period.

	1 <b>Mediocre</b>	2-3 <b>Good</b>	4-5 <b>Excellent</b>	6 <b>Superior</b>
<b>Content: Organization, Evidence &amp; Language</b>	The speech lacked a clear thesis and organizational structure. Claims are only asserted with generalizations and no real evidence. Language use is unclear or ineffective.	While the speaker's purpose is present, the speech lacks logical organization and/or developed ideas. Analysis of evidence, if present, fails to connect its relevance to the speaker's claims. Use of language is weak.	While a clear purpose is apparent, organization may be somewhat loose (weak introduction/conclusion; no transitions between points). Diction represents a grasp of language. Much evidence is presented, but not in a persuasive or effective manner; or the speaker relies on <i>one</i> piece of evidence, but does so effectively.	Content is clearly and logically organized, and characterized by depth of thought and development of ideas, supported by a variety of credible quantitative (statistical) and qualitative (testimony) evidence analyzed effectively to draw conclusions. Compelling language, a poignant introduction and conclusion and lucid transitions clearly establish the speaker's purpose and frame the perspective of the issue's significance.
<b>Argument &amp; Refutation</b>	The speaker offers mostly unwarranted assertions, which often simply repeat/refresh previous arguments.	The speaker fails to <i>either</i> introduce new arguments (simply repeating previous arguments) <i>or</i> the speaker fails to refute previous opposing arguments; in other words, no real <i>clash</i> is present.	New ideas and response to previous arguments are offered, but in an unbalanced manner (too much refutation or too many new arguments). Questions are answered adequately.	The speaker contributes to the spontaneity of debate, effectively synthesizing response and refutation of previous ideas with new arguments. If the speaker fields questions, he/she responds with confidence and clarity.
<b>Delivery</b>	Little eye contact, gestures and/or movement are present. Vocal presentation is inarticulate due to soft volume or lack of enunciation.	Presentation is satisfactory, yet unimpressively read (perhaps monotonously) from prepared notes, with errors in pronunciation and/or minimal eye contact. Awkward gestures/movement may be distracting.	The presentation is strong, but contains a few mistakes, including problems with pronunciation and enunciation. The speech may be partially read with satisfactory fluency. Physical presence may be awkward at times.	The speaker's vocal control and physical poise are polished, deliberate, crisp and confident. Delivery should be extemporaneous, with few errors in pronunciation. Eye contact is effective and consistent.



# Congressional Debate Rubric: Presiding Officer

This table of evaluation standards is provided for any judge who would like assistance in determining scores for a presiding officer (P.O.). Each scorer independently (without collaborating) awards 2-6 points for each hour of presiding. The primary job of a presiding officer is to efficiently run the meeting with the purpose of giving students in the chamber the maximum opportunity to participate. An effective presiding officer does not draw negative attention to himself/herself and makes the smooth operation of the session as their highest priority. The position of presiding officer can be the difference between a successful productive session and a session that accomplishes very little. If you feel the Presiding Officer was one of the most effective students in your chamber, it is appropriate for scorers to take into consideration rewarding excellent or superior performance by the presiding officer with one of the highest ranks in the session.

Points	2 <b>Weak-Mediocre</b>	3-4 <b>Good</b>	5-6 <b>Excellent-Superior</b>
<b>Parliamentary Procedure</b>	The P.O.'s knowledge of parliamentary procedure is lacking, and he/she shows negligible effort to correct errors and/or consult written rules. Minimizes opportunities for others to debate by failing to adhere to time specified in a recess motion.	The P.O. demonstrates competency in procedure, but makes mistakes in determining the results of motions and votes, etc.	The P.O. has command of parliamentary procedure (motions) and uses this almost transparently to run a fair and efficient chamber, seldom consulting written rules and ruling immediately on whether motions pass or fail. Brings chamber back into session in a timely fashion following recess.
<b>Recognition</b>	Frequent errors are made in speaker recognition. Students in the chamber rise to a point of order to correct erroneous speaker recognition made by the P.O. The P.O. is slow in recognizing speakers and questioners. There are fewer than 10 speeches per hour in the chamber.	Presiding preferences are not clearly explained. Speaker recognition is somewhat inconsistent or biased. The P.O. is successful in achieving 10 speeches per hour in the chamber.	Presiding preferences are clearly explained at the beginning of the session. The P.O. is consistent in recognition distributing speeches throughout the room based on precedence. The P.O. recognizes speakers and questions in a timely manner to maximize participation. Achieving 12 or more speeches per hour in the chamber is a sign of excellence.
<b>Control</b>	The environment in the chamber does not foster participation. Allows students to abuse parliamentary procedure in place of debating legislation. Encourages frequent recesses.	Guides the chamber to remain focused on debating legislation. At times, students on the chamber floor appear to be more in control of the chamber than the P.O. during the session. Sometimes is unsure of how to rule on motions or business.	The P.O. is respected and trusted by his/her peers. Establishes a business-like environment that fosters maximum participation in the chamber. Rules on motions and business without interjecting himself/herself into the issue.
<b>Demeanor</b>	The P.O. uses their position for their own personal advantage as opposed to operating in the best interest of the chamber as a whole.	Overall, the P.O. creates a professional atmosphere although there are times where the atmosphere is less than totally professional.	The P.O. fosters a respectful, professional and collegial atmosphere. Addresses all members as Representative _____ not by just first or last name.
<b>Communication</b>	Communication between the P.O. and chamber is confusing or counterproductive. Communication from the P.O. (excessive or lack of) prevents maximum participation from members of the chamber.	The P.O. occasionally takes excessive time when explaining rulings. There are times when the members of the chamber are not sure what they are being asked to vote on. The P.O. uses debate time to admonish the members of the chamber regarding issues that the scorers are responsible for evaluating (ex., Reminding members to ask short questions and give short answers).	The P.O. dynamically displays a command and relates well to the chamber through his/her vocal and physical presence. Word choice is economical and eloquent. The P.O. clearly explains the meaning of upcoming votes. Rulings are concisely explained to keep all members of the chamber informed.



## A Bill to [Action Word] [article] [Object] to [Summarize the Solution Specifically]

1 BE IT ENACTED BY THIS UIL CONGRESS HERE ASSEMBLED THAT:

2 **SECTION 1.** State the new policy in a brief declarative sentence, or in as few  
3 sentences as possible.

4 **SECTION 2.** Define any ambiguous terms inherent in the first section.

5 **SECTION 3.** Name the government agency that will oversee the enforcement of the  
6 bill along with the specific enforcement mechanism.

7 A. Go into further details if necessary.

8 B. Go into further details if necessary.

9 **SECTION 4.** Indicate the implementation date/timeframe.

10 **SECTION 5.** All laws in conflict with this legislation are hereby declared null and void.

*Introduced for UIL Congressional Debate by \_\_\_\_\_ (school name).*

*We certify that the legislation submitted by this school for this Congress is the original work of the students of our school and its subject matter is approved by school administration.*



## A Resolution to [Action Word] [article] [Object] to [Summarize the Solution Specifically]

- 1   **WHEREAS,**    State the current problem (this needs to be accomplished in one brief  
2                    sentence); and
- 3   **WHEREAS,**    Describe the scope of the problem cited in the first whereas clause (this  
4                    clause needs to flow logically from the first) and the inherent need for a  
5                    solution; and
- 6   **WHEREAS,**    Explain the impact and harms perpetuated by the current problem (once  
7                    again, the clause needs to flow in a logical sequence); and
- 8   **WHEREAS,**    Use additional “whereas” clauses to elaborate rationale for the problem  
9                    that needs to be solved; now, therefore, be it
- 10 **RESOLVED,**    That the UIL Congress here assembled make the following  
11                    recommendation for solution (a call for action); and, be it
- 12 **FURTHER RESOLVED,** That (this is an *optional* additional recommendation; if not used,  
13                    end the previous “resolved” clause with a period).

*Introduced for UIL Congressional Debate by \_\_\_\_\_ (school name).*



## A Resolution to Amend the Constitution [to...]

1 BE IT ENACTED BY THIS UIL CONGRESS HERE ASSEMBLED THAT:

2 **RESOLVED,** By two-thirds of the UIL Congress here assembled, that the following  
3 article is proposed as an amendment to the Constitution of the United  
4 States, which shall be valid to all intents and purposes as part of the  
5 Constitution when ratified by the legislatures of three-fourths of the  
6 several states within seven years from the date of its submission by the  
7 Congress:

8 **ARTICLE --**

9 **SECTION 1:** State the first part.

10 **SECTION 2:** The UIL Congress shall have power to enforce this article by appropriate  
11 legislation.

*Introduced for UIL Congressional Debate by \_\_\_\_\_ (school name).*

*We certify that the legislation submitted by this school for this Congress is the original work of the students of our school and its subject matter is approved by administration.*

# UIL ACADEMIC CONTEST

# SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School \_\_\_\_\_

School district \_\_\_\_\_ Conference  1A  2A  3A  4A  5 A  6 A UIL District # \_\_\_\_\_

**SUBSTITUTIONS AND LATE ENTRIES** • See Section 902 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 902 for district competition or Section 903 for regional competition.

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

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

Designated administrator _____	Date _____
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# UIL ONE-ACT PLAY CONTEST

# SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

School \_\_\_\_\_ UIL District & Conference \_\_\_\_\_

Level for Substitution: (Circle) Zone District Area Region State

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

**SUBSTITUTIONS AND LATE ENTRIES** • See Section 902 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 902 for district competition or Section 903 for regional competition.

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

ORIGINAL STUDENT _____	ROLE PLAYED OR CREW OR ALTERNATE _____
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SUBSTITUTE STUDENT _____	ROLE OR CREW OR ALTERNATE _____
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**AUTHORIZATION** • As the principal or designated administrator, I certify that the above student is eligible to compete in the contest named in accordance with Subchapter M of the Constitution and Contest Rules.

Designated administrator _____	Date _____
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# STUDENT ACTIVITIES CONFERENCES

Sept. 7 / Tyler Junior College, Tyler

Sept. 14 / Lone Star College–North Harris, Houston

Oct. 5 / Texas Tech University, Lubbock

Nov. 2 / University of Texas, Austin

**Intensive sessions for students,  
coaches and coordinators on all UIL  
academic events, including theatre,  
STEM and speech and debate.**

Visit [uiltexas.org](http://uiltexas.org)  
for more information



## TILF Scholarship Opportunities

From 1959 to 2024, TILF has awarded more than 22,000 scholarships valued at over \$39 million. Amounts of scholarships range from \$500 for one year to \$24,000 over four years. Some scholarships have special requirements or restrictions such as requiring a student to select certain majors, attend specific colleges or universities, or compete in specific contests. Details of all scholarships and their requirements are listed at the TILF website.

Applications for 2025 may be submitted in March through May of that year (specific deadlines can be found online at [www.tilfoundation.org](http://www.tilfoundation.org)).

All TILF applicants must meet the following requirements:

- Must have competed at the UIL Academic State Meet, Congressional Debate State Meet, One-Act Play State Meet, or Theatrical Design State Meet **OR** must have advanced to the **octofinal round** (second day) of the Cross Examination Debate State Meet, **OR** must be a **state finalist** in the Barbara Jordan Historical Essay Competition, the Latino History Essay Competition, or the Young Filmmakers Festival **OR** must have been a member of one of the **top 10 teams** per competition group at the BEST, FIRST, or RECF-VEX state robotics contests
- Must plan to attend an accredited college or university in the state of Texas, enroll full-time in college, and maintain a 2.5 college GPA (some scholarships require a higher GPA)
- Must be graduating from high school during the current academic year

**Advancing to the state level in academic pilot contests that are not yet officially sanctioned by the UIL does not qualify a student to apply for TILF scholarships.**

Applicants who are graduating under the state of Texas three-year graduation schedule should inform TILF of that fact. Students who are entering the Texas Academy of Math and Science at the University of North Texas in Denton will apply the year they complete their high school requirements at the TAMS.

The awards committee typically meets in June and all applicants will be notified of their status by mid-July of the application year.

If you have any questions, please visit the TILF website at [www.tilfoundation.org](http://www.tilfoundation.org) or contact:

**Trudy Richards, Executive Director**  
**PO Box 151027, Austin, TX 78715**  
**512-382-0916**  
**[trichards@tilfoundation.org](mailto:trichards@tilfoundation.org)**