



**Regional
Academic Meet
Director's Manual**
for high school

University Interscholastic League
2024-2025

Regional Academic Meet Director's Manual

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

**Have a question not
answered in this manual?**

Submit it [here](#).

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

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

*Each academic meet director
and contest director is to be
congratulated upon accepting
such responsibility.*

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University Interscholastic League

2024-2025 Academic Calendar

Please check the official UIL Calendar on the website for the most current information on deadlines and contest dates. www.uiltexas.org/calendar

Below are general academic deadlines to assist with planning:

AUGUST

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

SEPTEMBER

- 10 Congress Intent to Participate Deadline
www.uiltexas.org/speech/congress

OCTOBER

- 1 Academic Coordinator Registration (must register every year)
www.uiltexas.org/academics
- 1 Spring Meet District Chair and District Academic Meet Director Contact Information Due
www.uiltexas.org/academics/district
- 1 CX Debate Planning Meeting Deadline
www.uiltexas.org/files/academics/speech/Debate_Fall_Planning_Meeting21_22.pdf
- 1 One-Act Play Enrollment
www.uiltexas.org/theatre
- 1 Annual Speech & Debate Coach Registration (must register every year)
www.uiltexas.org/form/speech-coach

NOVEMBER

- 1 CX Director Information
www.uiltexas.org/machform/view.php?id=68
- 4 OAP Director's Planning Meeting

DECEMBER

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

JANUARY

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

FEBRUARY

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

APRIL

- 3 District & Bi-District OAP Certification Deadline

MAY

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

Playing the Host

BASIC TIPS FOR ACADEMIC MEET HOSTS

PLAN

Hosting an academic meet can be a delight or a disaster for the meet director. Successful meets do not just happen. They take planning, positive people, more planning, perseverance and even more planning. Veteran coordinators have graciously shared several tips on what they do to make their meets both successful and fun. At the top of every list was the golden rule: plan, plan, plan.

BEFORE THE MEET

- Make a “to do” list and stick to it.
- Plan early. In August, begin rounding up your contest directors. The success of your meet hinges on having competent and reliable contest directors.
- Prepare and present your budget early to the Regional Executive Committee. Although meets may provide revenue through entry fees, initial funding usually comes from your school and all finances are directed through your institution’s accounts. Think about what you need in plenty of time to submit the proposal and secure funding for contest directors, food services, travel and other personnel to work the meet.
- When the meet materials arrive, inventory your materials immediately to see that everything is included. Check your order carefully for completeness.
- Follow the UIL Conflict Pattern in setting the schedule. Allow sufficient time for competitors to get from one contest to another. Consider preparation time and verification periods when scheduling each event.
- Employ enough judges well in advance of the meet to keep your meet running on schedule. Send out confirmation letters or emails to each judge and call them the day before the contest. Have standby or extra judges available.
- Find out before the contest whether your judges know any contestants. Avoid hiring relatives or friends of contestants.
- Adjust the entry fee to participants if judges are scarce in your area.
- Get volunteers to serve as timers for speaking events. Be sure to provide clear instructions and training.
- Provide a judges’ workshop prior to the contest date.
- Provide a pick-up station for judges and contest directors to sign in and pick up contest materials on the day of the contest.
- Use college students as contest directors or assistants. Students who have been in the contest recently may be the most qualified to run it.
- Ask organizations to sponsor concessions during the day. They can earn enough money in a day to fund a sizable project.
- Provide a hospitality room for coaches and judges with light snacks and beverages. These individuals will spend hours assisting you without a break.

- Send good information to the schools attending the meet. Include information about the schedule, food services, parking, entertainment, sites in the area and maps.
- Designate a major holding area for schools attending, such as a cafeteria or student union.
- Check physical facilities and make sure they are adequate in size and that they have required items, such as paper-writing surfaces, clocks or sufficient power outlets.
- Give a list of rooms to be used for custodians. Ask that rooms be opened and locked at designated times. Get a key, if possible, to use in an emergency.
- Be sure your faculty receives a memo prior to the meet concerning the rooms being used.
- Label competition rooms.
- Walk the building before the meet starts to make sure designated rooms to be used are open.
- Hang a banner welcoming competitors.
- Post a scoreboard, either electronic or constructed from paper or fabric.
- Use brightly-colored paper for important notices, or design an electronic notification system to post important info during the meet.
- Have extra supplies on hand for contest directors.

DURING THE MEET

- Have a central information desk monitored by somebody who knows what’s going on and where things are. Provide recruitment materials. Headsets and walkie-talkies can be helpful in saving steps.
- Use monitors or “traffic directors” in halls where testing and performances are going on to keep non-competing students from disturbing.
- Have a central location near the major holding area where all events are verified.
- Provide activities for students: games, computer lab, campus tours, etc. Some hospitality/entertainment ideas are listed below.
- Present awards before an audience, perhaps in the major holding area (cafeteria, auditorium, gym).

GRADING/JUDGING/VERIFICATION

- For subjective contests, hire the best judges possible and pay them a fair-market stipend for your area.
- For objective contests, coaches are allowed (at times, required) to grade.
- Read online entry instructions carefully when entering results.
- Enter results online before verification and announcement of final results. Make sure the scores/ places entered online mirror the scores/ places generated by the judging panel. Enter a score for every contestant, not just those who place, or rank contestants 1st - 6th in Ready Writing, Journalism and speech events. Cancel contestants who are no-shows. This is critical for team scores.
- Make sure verification is held for all contests.
- Meet results are due online by 5 p.m. on the day following the meet.

HOSPITALITY/ENTERTAINMENT IDEAS

- Provide a hospitality room for coaches and judges.
- Throughout the day, arrange fun contests or skits for the students who are waiting between competitions.
- Play bingo or “brain teaser” games, with prizes for the winners.
- Open the rec area and provide basketballs or volleyballs, or set up ping-pong tables.

- Provide a list of area attractions, restaurants, malls, etc.
- Keep the food court or a concession stand open throughout the day.
- Plan campus tours or scavenger hunts.

AFTER THE MEET

- Provide information cards about the state meet to winning students, alternates and coaches.
- Remind competitors and coaches to notify the UIL state office if a qualifying student will be unable to compete at the State Meet.
- Send thank you notes to all volunteers, as well as to those who worked for a minimal stipend.
- You may release tests, keys and other test information at the end of the day on Saturday.

Regional Academic Meet

ROLES AND RESPONSIBILITIES

LEADERSHIP ROLES

Names of the regional sites and directors are posted on the UIL website. The regional director is expected to exert every effort to notify all member schools in the region of the dates and schedule of the regional meet; however, the designated administrator of each school with qualified representatives is ultimately responsible for ascertaining the dates of the meet and scheduled times for each contest or event.

REGIONAL EXECUTIVE COMMITTEE

Each regional site shall be under the charge of a Regional Executive Committee. The committee consists of a regional director as the chair and the spring meet chair and/or district academic meet director from each of the districts in the region.

Regional Executive Committee members will find their duties outlined in, Section 904, of the *UIL Constitution and Contest Rules*. (<https://www.uiltexas.org/policy/constitution/academics/meets>)

While some of these responsibilities may be delegated to the regional director, most executive committees will be making decisions regarding scheduling events and facilities, developing a budget and keeping track of all financial issues regarding the meet.

REGIONAL MEET DIRECTOR

The regional director is ultimately responsible for all of the spring events for academics (including one-act play, track and field, golf and tennis), even though a contest director is appointed for each contest. Centralization of authority with the regional director is crucial to running a smooth meet. A regional meet director may appoint an academic meet director to oversee the portions of the academic meet. The regional director's job is made much simpler if the contest directors have clear instructions and adequate materials for learning how to administer the contests.

REGIONAL ACADEMIC MEET DIRECTOR

The regional academic meet director is responsible for all academic events during the regional meet. The list of major duties includes: to secure appropriate facilities; to select or arrange for the selection of judges and directors of the contests in accordance with the individual contest plans, to update rosters with substitutes and alternates in the online entry system, to requisition and distribute to contest directors all contest materials furnished by the UIL office, to have immediate responsibility for conducting the meet in an orderly manner, and to certify results online by 5 p.m. of the day following the academic meet.

ORGANIZATIONAL MEETING

Regional directors are encouraged to hold a meeting of the Regional Executive Committee. The committee can be asked to give the final approval of schedules, fees and method of collecting fees. Some regions

use this time to preview the regional meet handbooks prior to posting them online. This is also a good time to make plans for determining how the committee will handle protests during the meet and how judges and graders will be selected.

DATE OF MEET

The calendar on the UIL website lists dates that one-act play meets may be held and the days set aside for academic regional meets. The Academic Conflict Pattern provides for a possible one-day schedule, preferably a Saturday. When scheduling events, do not schedule all one-act play performances in conflict with other academic contests.

SCHEDULE

The UIL requests that regional directors provide the UIL office with a copy of their schedules as soon as they are set or no later than Dec. 1 and before they are posted online and/or published for schools. Consult the UIL academic director if changes in the schedule are necessary.

ACADEMIC CONFLICT PATTERN

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

REGIONAL MEET HANDBOOK

The regional director prepares a handbook to post online that lists pertinent information concerning the meet. Items such as the date(s), event schedule, names of the persons in charge including assistant event directors, method of fee collection, person to whom fees should be sent, parking, special instructions or announcements, information about how to receive unclaimed materials or awards, campus map, hotels, restaurants, etc. should be included. Samples of online handbooks from other regional meets are available from UIL upon request. Regions should send a draft copy or provide a preview of the website to the UIL academic director in January. Please notify the UIL when the handbook is ready to be posted online. A link will be provided to the document or your website on the region page of the UIL website.

REGIONAL FEES

Decide how much to charge and how to collect fees. The best way to collect fees is to bill each district for a full slate of entries. This option is easier and simpler for both the regional sites and the schools and is used by most regional hosts.

BUDGET

Allocate funds to cover costs of all events, awards, mailings and miscellaneous expenses for hosting the meet. Knowledgeable contest directors will be helpful in determining costs of their individual events. Generally, all funds including entry fees, admission for one-act play and other incidentals go into one fund with expenses for all events coming from this fund.

CONCESSIONS/T-SHIRTS

Concessions and memorabilia are a good source of revenue. Regional sites may design and sell regional meet T-shirts. Regions wishing to use the UIL logo or seal as a part of the design should contact the UIL state office.

HANDBOOKS FOR EVENTS

Event handbooks are available for download from the UIL website and should be provided to each contest director well in advance of the meet (<http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>).

Academic Meet Director Duties

BEFORE THE MEET

PREPARATION

Review the Regional Academic Meet Director's Manual and Sections 900 - 906 of the current *UIL Constitution and Contest Rules*. Hold a planning meeting with the Regional Executive Committee. Plan training or an informational session with the contest directors of each event. Provide the schedule and handbook to the UIL by the deadline.

PERSONNEL

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

ASSISTANTS TO THE CONTEST DIRECTORS

The UIL encourages the use of high school academic coaches from participating schools to assist the contest director in events as needed. Most are well versed in the rules and procedures, ran contests at their district meet and are willing to help the contest directors set up, monitor/proctor the test, clear calculators, assist grading non-subjective tests, tab results, oversee verification and assist with the online system. Rely on their assistance. It will help your contest to run smoothly, and they will be able to answer many questions that may come up.

ADVISORY COMMITTEES

Use of an advisory committee is an excellent way to speed up the process, have added input, give focus to the problem and diffuse anger. Regional speech advisory committees appointed by the state office may assist with pre-planning, finding judges, sectioning, tabulating results, etc. of speech events. The contest director has the authority to make decisions as long as he/she is within the limits of the rules. The advisory committee and assistants serve the contest director only in an advisory capacity. The final decision rests with the contest director.

FACILITIES

Arrange for facilities well in advance of the date of the meet. Reserve necessary rooms and auditoriums. When contestants meet at one place for assignment, as in extemporaneous speaking events, the director should be sure the room is large enough. Room size is also important where an audience must be seated, as in speech events. An adequate number of tables and electrical outlets are necessary for Computer Science, Journalism and Ready Writing when computers and printing equipment are used. Contestants in Accounting, Calculator Applications, Mathematics and Science ideally need continuous writing surfaces or large single desks to manage the paper test, scratch paper and calculator. Work with the individual

contest directors to ensure the needs of all students are met as best as possible. Various events may be scheduled at different sites or buildings to accommodate the requirements for the event. When this is done, close proximity of facilities is a high priority, particularly in similar events.

SPECIAL ARRANGEMENTS

Assess the special needs of your site and arrange for any additional personnel such as janitors, security personnel, ushers, data entry personnel or information guides when necessary. Funds from entry fees, admission to plays, concession sales, etc. should be sufficient to cover any costs. Notify local restaurants and hotels of the meet date. Media coverage is possible in some areas and can be a great public relations opportunity for the regional site.

SECURING JUDGES

Duties of the individual contest director might include securing judges, graders and other assistants. The ultimate responsibility belongs to the meet director. Arrange for payment of judges as needed. Both the regional director and contest director should collaborate to determine how much judges and/or graders are to be paid and agree upon a maximum number to recruit so they do not give out conflicting information. Coaches of contestants may grade objectively scored contests, but impartial judges must be secured for speaking, Journalism and Ready Writing events. Judges in speaking and writing events should have no affiliation with any participating school or competitor. UIL provides an online database of potential speech judges. At the regional level, at least one member of the judging panel for journalism shall be a former or current high school journalism teacher. The Academic Quick Reference Chart in the appendix shows how many judges/graders are needed for each event. Hire extra judges in case a judge cancels at the last minute.

MATERIALS AND AWARDS

Contest materials and awards will be mailed to the regional site without any action on the part of the regional director. Extemporaneous speaking topics will be shipped separately the week of the contest. Both the contest materials and awards should be previewed well in advance of the meet to make certain that everything is received. Awards will be billed to the regional site; however, there is no charge for contest materials.

Please open and inventory your boxes to verify you have all packets. A checklist is included in the shipment. The contest packets should then be given to the contest directors for inventory to make sure there are enough tests, answer documents, ballots, prompts, etc. A list of those items are included in the event handbook located inside each contest packet. Should extra items be needed for the event, please contact the UIL office, allowing as much time as possible for mailing.

Important: The Spelling Pronouncer's packet and the Computer Science Judging packet should be given to the contest directors far in advance, at least 48 hours before the contest.

ALTERNATES

The district results certify alternates to the regional meet. If a qualified contestant placing first, second or third is unable to participate in the regional meet, the qualifier's designated administrator shall notify the district academic meet director in writing. The district academic meet director shall contact the regional director as well as the next lower place finisher, who shall become qualified to represent the district. Once an alternate has been designated as a contestant, the original qualifier is not eligible to be reinstated unless the alternate cannot compete. Alternates who are not taking the place of an absent qualifier shall not be allowed to participate in the competition.

SUBSTITUTES ON TEAMS

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

PARTICIPANT ROSTERS

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

Academic Meet Director Duties

DURING THE MEET

SOLVING ISSUES

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

PREPARING THE BUILDING

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

PARTICIPANT ROSTERS

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

CONDUCTING THE CONTEST

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

LATE ARRIVALS

Except in emergencies, UIL does not recommend allowing contestants to enter the room after a contest has begun. The decision to allow late entry rests with the meet director. Note: In some contests, it is against the rules or logistics for late entry. Consult the event's handbook for specifics.

LEAVING THE CONTEST ROOM

A contest director, monitor or assistant shall be present in the room throughout the entire contest period. Any disruptions should be attended to swiftly to avoid distracting other contestants. Instructions

are provided in each event handbook as to whether students are allowed to leave during the test, after a certain amount of time or must remain until the end of the testing period. In some events, students may turn in their paper and leave after a specified amount of time. In the case of a medical or other emergency, the student shall receive permission to leave the contest room and shall be accompanied by a monitor while outside the contest room. Students who leave and return to the contest room without permission shall be disqualified.

GRADING THE CONTEST

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

ANSWER KEY ERRORS

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

PRELIMINARY RESULTS

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

SPEECH TABULATION

See the *SpeechWire Guide for UIL Speech Events* (<https://www.uiltexas.org/academics/spring-meet-entry-system>) to for scheduling and running all round of speech and LD Debate on SpeechWire.

ONE-ACT PLAY TABULATION

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

DISQUALIFICATION

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

VERIFICATION PERIOD AND AWARDS

Unofficial results should be entered into the appropriate UIL online entry system before the verification period. In speaking contests, ranks of multiple judges should be entered into SpeechWire the TalkTab Speech Tabulation Software before the verification period, even if you choose to calculate manually. Instruct contest directors to double-check all results and hold verification periods, as required, before presenting awards to contestants. Announce and post the approximate time and the location of each verification period. Academic events shall have a verification period conducted according to the contest handbook for each event. The purpose of the verification period is to check for errors in scoring, tabulation and data entry, not to challenge a test or answer key. A student and/or coach not present for the verification period forfeits the opportunity to verify results.

QUESTIONS AND PROTESTS

It is inevitable that questions will arise concerning procedures, selections, overtimes or answer keys. The UIL recommends allowing contest directors to handle questions concerning their own events. If problems arise that cannot be resolved without delaying the event, the contest director should solicit input from a selected advisory group that can hear the complaint and assist the director in making a decision. Check the appropriate event’s handbook, which will clarify most questions. Contest directors should notify the regional director of any major conflicts that arise or interpretations that are given. Contest directors or regional directors who need further assistance in clarifying rules or procedures should call the appropriate UIL official as indicated on the telephone referral list provided to secure needed information. Do not announce official results before all questions and challenges have been resolved.

UIL ACADEMIC STAFF

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

- Jana Riggins (Speech & Debate) Cell: 512-773-7372
jriggins@uiltexas.org UIL Direct: 512-232-4928

- David Trussell (Computer Science, Math, Science, Calculator, Number Sense)
dtrussell@uiltexas.org Cell: 512-853-0015

- Alyssa Boehringer (Journalism) Cell: 214-385-7078
aboehringer@uiltexas.org

- Paula Rodriguez (One-Act Play) Cell: 210-862-7819
prodriguez@uiltexas.org UIL Direct: 512-471-4517

- David Stevens (All Events) Cell: 512-965-2386
dstevens@uiltexas.org UIL Direct: 512-232-4930

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

Academic Meet Director Duties

AFTER THE MEET

OFFICIAL RESULTS

All results shall be posted in the appropriate UIL online entry system. The online system will tabulate team scores and it is possible to post them throughout the course of the meet. It will also tabulate points for the academic championship. The deadline for certifying and posting district results is 5 p.m. the day following the meet. Make certain results are open for public review. Qualifiers to the state meet will be advanced through the system. Check that contestant names are correct if substitutions have been made and no-show students have been canceled from the roster.

Consult the SpeechWire Guide for Academic Meet Directors for specific details.

<https://www.uiltexas.org/academics/spring-meet-entry-system>

UNBREAKABLE TIES

Please email a list of any ties that were unbreakable (only through 6th place) and are posted as ties in the online system to the UIL email (academics@uiltexas.org). A tie for 7th place or after can remain a tie.

RETURNING MATERIALS

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

UNCLAIMED MATERIALS AND AWARDS

The schools are ultimately responsible for picking up their materials and awards. Arrangements may be made to mail unclaimed awards to appropriate schools, at the region director's discretion. It may be advantageous for schools to provide self-addressed, postage-paid envelopes. Region sites are not obligated to mail these items, unless the meet concludes before Saturday.

ANNOUNCING THE REGIONAL ACADEMIC CHAMPIONSHIP

After the points have been input for all academic events including one-act play, speech team and journalism team, the UIL entry system will determine the regional academic champion. Sweepstakes point totals for each school are on a meet summary page. You may award the sweepstakes trophy and runner-up only after all events have certified results. If all points are reported, award the championship while students are still on site; otherwise, send the award later and notify the schools of the winner. Make certain results are posted and available for public review.

ORDERING ADDITIONAL AWARDS

If ties occur and extra medals, plaques or certificates are needed, the regional director should contact the UIL office as soon after the meet as possible.

MEET EVALUATION

If you or any of your contest directors have comments, complaints or suggestions about your meet, please contact the UIL staff. We look forward to hearing your comments and working with you to provide the highest quality meet possible.

Frequently Asked Questions

*** DROP & SUBSTITUTE**

A four-member team placed first at district. However, two members of the team can't compete at region because of a conflict. They can't sub two members onto a team. Do they need to contact the alternate team?

Not necessarily. They can drop one student and sub one, thus competing at region with a three-member team. However, if they win at region, they may advance only three students as part of the winning team

*** ARRIVING LATE FOR A CONTEST**

What if a student misses roll call?

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

*** PROVIDING COMPUTERS**

Ready writing and journalism students want to use computers at the meet. Is that permissible?

Yes. The responsibility of providing computers for contests is placed on the individual school, not the host site. Contestants have the opportunity to use laptop or notebook computers from district through state. For more details, see each event's handbook.

*** TIED RESULTS**

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

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

*** ANSWER KEY ERRORS**

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

In the case of an error on the answer key of an objectively-scored contest, graders should notify the UIL State Office of the nature of the error and/or contact the respective state contest director to seek clarification. Papers should be judged by correctness and not an incorrect answer key. Do not alter or discard a question without a ruling from the state office or respective state contest director.

*** VERIFICATION PERIOD**

What should take place during the verification period?

The contest director or an assistant should provide the unofficial results with full scores. Contestants and coaches should be allowed to review their papers/tests/ballots, answer keys and the unofficial results. A full 15 minutes should be provided to allow errors to be found and corrected. At the end of the verification period, the results shall be final and no protests will be considered. Thus, it is essential that the appropriate steps be taken during verification. NOTE: for ready writing and journalism events, verification is for identification purposes only. Refer to event handbooks for specific information.

*** COMPUTER TABULATION**

How can we simplify ranking speech contestants and one-act play?

When using panel judging, the most efficient method is to employ software provided by UIL. Use it to avoid errors in tabulation of judges' rankings.

*** ELIGIBILITY**

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

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

*** CONFLICT PATTERN**

Does our schedule have to follow the Academic Conflict Pattern?

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

*** THREE-MEMBER TEAMS**

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

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

*** TIMEKEEPERS**

Who should serve as a timekeeper?

Only a trained individual. In one-act play, timekeepers should be adults. In all other events, this may be a student, a teacher or a lay person, but he or she should be fully familiar with instructions for timing, contained in the event's handbook.

*** DISMISSING JUDGES**

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

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

*** ACADEMIC TEAMS**

How do you determine the team score in most events?

Schools are allowed to qualify four students to region in, say, mathematics. The three highest scores will be the team score. While lowest of the four scores will not count toward the team score, the fourth student advances to the next level with the team and competes for both individual and team ranking.

*** OAP POINTS**

Do you have to count OAP points toward overall championship?

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

*** REQUEST FOR ACCOMMODATION**

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

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

*** CONTEST MATERIAL IS MISSING**

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

Contact UIL about any missing materials. If you do not have enough answer sheets or you have materials for calculator applications in the number sense package, we will get the correct materials sent to you. Your box of materials will also include an emergency disc with all the testing materials included that you may duplicate.

*** DISQUALIFICATION**

A student failed to write an essay in social studies. Do we have to disqualify the student?

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

Regional Academic Meet Director's Manual

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University Interscholastic League

Academic Conflict Pattern

The Academic Conflict Pattern is not mandated at district. However, districts are strongly encouraged to follow it. The conflict pattern will be strictly observed at all region meets and at the UIL Academic State Meet. Contests in a given set do not conflict with contests in any other set, with the exception of restrictions in speaking events. For example, Number Sense in Set 1 does not conflict with Accounting in Set 2 or with Social Studies in Set 3.

Set 1
3 hours
(i.e. 8-11 a.m.)

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.)

Only the following contests will be held during Set 1. These contests may be scheduled at the same time:

- Current Issues & Events
- Ready Writing
- Prose prelims
- Poetry prelims
- Lincoln Douglas debate prelims

Only the following contests will be held during Set 2. These contests may be scheduled at the same time:

- Accounting
- Informative Speaking
- Persuasive Speaking
- Science
- Spelling & Vocabulary

Only the following contests will be held during Set 3. These contests may be scheduled at the same time:

- Social Studies
- LD finals
- Prose finals
- Poetry finals

Only the following contests will be held during Set 4. These contests may be scheduled at the same time:

- Computer Science (Programming session)
- Informative finals
- Literary Criticism
- Persuasive finals

Each of the above contests conflicts with:

- Calculator Applications
- Number Sense

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

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

Each of the above contests conflicts with:

- Feature Writing
- News Writing

Feature Writing and News Writing may not be held at the same time.

Each of the above contests conflicts with:

- Computer Science (Written)
- Editorial Writing
- Headline Writing
- Mathematics

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

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



If you enter:

You may not enter these contests:

Team Debate.....	Lincoln Douglas Debate
Lincoln Douglas Debate.....	Team Debate, Prose Interpretation, Poetry Interpretation
Prose Interpretation.....	Lincoln Douglas Debate, Poetry Interpretation
Poetry Interpretation.....	Lincoln Douglas Debate, Prose Interpretation
Informative Speaking.....	Persuasive Speaking
Persuasive Speaking.....	Informative Speaking

Academic Conflict Pattern

		SET 1 3 HOURS					SET 2 2.5 HOURS					SET 3 2 HOURS					SET 4 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.

Regional Academic

CONTEST PERSONNEL NEEDS

I. Region Meet Director

(Director General)

- Budget and Financial Reports
- Facilities
- Staffing
- Awards
- Communications with Regional Executive Committee
- Region Handbook

II. Academic Meet Director

- Academic Meet and One-Act Play
- Schedule
- Staffing
- Contest administration
- Communications with District Academic Meet directors and schools

III. Academic Contest Directors

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

IV. Hired Judges

- Spelling and Vocabulary Pronouncer
- Journalism (five events; usually three judges can do for all five; one must be a former or current high school journalism advisor)
- Ready Writing (three judges)
- One-Act Play (assigned by UIL State office, contracted by regional host)
- *Speech and Debate
 - Informative
 - Persuasive
 - Prose
 - Poetry
 - Lincoln-Douglas Debate

*The five speech contests have 24 contestants each: preliminaries and final rounds are required and a panel of judges should be used. See Regional Speech & Debate Judges.

Regional Speech & Debate

JUDGE NEEDS

Speaking Events

Persuasive Speaking, Informative Speaking, Prose Interpretation, Poetry Interpretation

24 contestants per individual speaking event
3 preliminary sections per event (rules also allow for 4 prelim sections, if desired)
1 preliminary round, 1 final round
3 judges per section = 9 prelim judges
3 judges in finals = 3 judges

Total judges per event = 12

4 speaking events: $12 \times 4 = 48^*$

* individuals are often assigned to judge prelims of prose and then finals of poetry; prelims of informative and then finals of persuasive

Lincoln-Douglas Debate

24 debaters

1 judge per prelim round = 12 prelim judges

3 preliminary rounds (average)

12 prelim judges x 3 rounds

4 panels of 3 judges = quarters round

2 panels of 3 judges = semis round

2 panels of 3 judges = finals/trophy round

36 prelim rounds

4 rounds (12 judges)

2 rounds (6 judges)

2 rounds (6 judges)

Room Requirements

FOR ACADEMIC EVENTS

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

CONTEST

Accounting
Ready Writing
Literary Criticism
Number Sense
Calculator Applications
Science
Social Studies
Computer Science*

CONTEST ROOM REQUIREMENTS

40+ writing surfaces
24 writing surfaces, plugs for laptop computers and printers
40+ writing surfaces
40+ writing surfaces
40 - 60 writing surfaces
50+ writing surfaces
40+ writing surfaces
40+ writing surfaces.

*For hands-on programming, one additional contest room with 8+ plugs and tables appropriate for computer stations and a judging room with tables appropriate for computer stations.

Mathematics
Current Issues & Events
Journalism (each event)
Spelling & Vocabulary

40+ writing surfaces
40+ writing surfaces
24 writing surfaces, plugs for laptop computers and printers
40+ writing surfaces

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

SPEECH & DEBATE

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

Poetry
Informative Speaking*

Prose
Persuasive Speaking*

LD Debate†

* Informative and Persuasive also require a large prep room, which they must share.

† LD Debate may be held in the same rooms as the other speech events, depending on the schedule.

Academic Quick Reference Chart

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

Accounting	Calculator Applications	Computer Science
<p>ROOMS 1 – testing 1 – grading</p> <p>PREPTIME — 30 TEST TIME — 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock or timer; 8 1/2 x 11-inch scratch paper; and one large manilla envelope per school.</p> <p>PERSONNEL During contest</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head Grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team (four members) per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — Break no ties. If tie for 3rd place, both advance. • Team — Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders are encouraged to be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st team — 10 2nd team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to regional meet.</p>	<p>ROOMS 1 – testing 1 – grading* *Can use same room as Number Sense.</p> <p>PREP TIME – 30 TEST TIME – 30</p> <p>CONTEST MATERIALS UIL Packet: tests & keys.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – If two or more contestants have identical raw score, the higher place shall be given to the contestant gaining the most points on stated and geometric problems. If still tied, both advance. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>	<p>ROOMS 1 – written exam testing (with table surface) 1 – grading 1 – programming contest 1 – programming judging (rooms may be used for multiple purposes as schedule allows)</p> <p>SET UP — 30 PREP TIME — 20 written, 30 programming TEST TIME — 45 written, 2 hours programming</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer sheets, programming judging packets, programming problem sets, meet evaluation form.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red pens/calculators for graders, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL DURING CONTEST</p> <ul style="list-style-type: none"> • director • 1 assistant • 2-3 programming judges • 2-3 programming assistants, as needed <p># OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>GRADING/JUDGES At least 3, preferably more for the written exam, 2-3 judges for programming. Graders and judges may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st, 2nd, 3rd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st team — 20 2nd team — 16 3rd team — 12</p> <p>ADVANCE: Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>

Academic Quick Reference Chart

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

Copy Editing	Current Issues & Events	Editorial Writing
<p>ROOMS 1 – testing 1 – grading (can use one room for all journalism contests)</p> <p>PREP TIME — 15 minutes TEST TIME — 15 minutes</p> <p>CONTEST MATERIALS UIL Packet: Contest and key</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 60</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Head grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – All ties are broken by judging the essays. Even if two essays were originally scored equally, compare one to the other to break the tie. • Team – Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches. Refer to Handbook regarding grading essay.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. Top second place team per region will also advance to regional meet.</p>	<p>ROOMS 1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>SET UP PREP TIME – 15 minutes TEST TIME – 45 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>

Academic Quick Reference Chart

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

Feature Writing	Headline Writing	Informative Speaking
<p>ROOMS 1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>SET UP PREP TIME – 15 minutes TEST TIME – 60 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>SET UP PREP TIME – 15 minutes TEST TIME – 30 minutes</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry).</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • One joint prep room w/ persuasive • One per section • Tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 30 prep, 7 minutes per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form. SpeechWire management system (tabulates results electronically) UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson • Prep room monitors (at least 2) • Contest escorts (optional) <p>NUMBER OF ENTRIES (District) three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>

Academic Quick Reference Chart

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

Lincoln Douglas Debate	Literary Criticism	Mathematics						
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • One per debate • Tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 45 minutes per debate</p> <p>CONTEST MATERIALS UIL Packet: LD debate resolution, ballots (when requested), instructions to judges, or Speechwire. SpeechWire management system (tabulates results electronically) Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff <p>NUMBER OF ENTRIES (District) three per school If fewer than 8 debaters in a district, each school may enter a fourth debater. (Region) 1st/2nd/3rd individuals per district</p> <p>GRADING/JUDGES 1 per debate, prelim rounds 3 per debate, elim rounds</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6* 6th — 4* *Determined by seeding</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Provides: Packet: tests, keys, answer sheets.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8.5 x 11-inch lined (preferably) paper, pencils or pens for graders, stapler, and one 8.5 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One or more assistant(s)/monitor(s) • Lead grader • 3-5 tie-breaker judges <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES Individual: Break all ties by judging essays. Objective scores are not altered to break ties Team: Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. Team without a fourth member forfeits.</p> <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches; however, tie-breaker judges should not participate in breaking ties involving their own contestants.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams Plaque for 1st place team</p> <p>POINTS</p> <table border="0"> <tr> <td>1st — 15</td> <td>4th — 8</td> </tr> <tr> <td>2nd — 12</td> <td>5th — 6</td> </tr> <tr> <td>3rd — 10</td> <td>6th — 4</td> </tr> </table> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>	1 st — 15	4 th — 8	2 nd — 12	5 th — 6	3 rd — 10	6 th — 4	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 40</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, rubrics.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One assistant <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – The formula for percent accuracy shall be used to break the tie. Percent accuracy = number of problems correct divided by the number of problems attempted. If percent accuracy scores are the same, then a tie exists. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>
1 st — 15	4 th — 8							
2 nd — 12	5 th — 6							
3 rd — 10	6 th — 4							

Academic Quick Reference Chart

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

News Writing	Number Sense	Persuasive Speaking
<p style="text-align: center;">ROOMS</p> <p>1 – testing 1 – grading* *Can use one room for all journalism contests.</p> <p>PREP TIME – 15 TEST TIME – 45</p> <p>CONTEST MATERIALS UIL Packet: fact sheet, judging criteria, tips (attach one to each entry)</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, red markers, pencils, pencil sharpener, stapler and one 8 1/2 x 11-inch envelope per school</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Room monitors <p>NUMBER OF ENTRIES (District) Three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties <p>GRADING/JUDGES Panel of three qualified judges. At least one judge should be a current or former high school journalism teacher.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>Journalism Team Points. 10 points will be awarded to the school that finishes with the most overall points and five points will be awarded to the school that finishes with the second highest number of points in the five journalism contests.</p> <p>ADVANCE Top 3 individuals</p>	<p style="text-align: center;">ROOMS</p> <p>1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 10</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Head grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district 1st place team per district; wild card team</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break no ties. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>	<p style="text-align: center;">ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 joint prep room w/ informative • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – 30 prep, 7 minutes per student in section, draw at 10 minute intervals</p> <p>CONTEST MATERIALS UIL Packet: topics, ballots, instructions to judges, tabulation form. SpeechWire management system (tabulates results electronically) UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson • Prep room monitors (at least 2) • Contest escorts (optional) <p>NUMBER OF ENTRIES (District) three per school (Region) 1st/2nd/3rd individuals per district</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual — No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS</p> <p>1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE: Top 3 individuals</p>

Academic Quick Reference Chart

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

Poetry Interpretation	Prose Interpretation	Ready Writing
<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 prep room • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – approximately 10 minutes per student in section</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots (when requested), instructions to judges, tabulation form. SpeechWire management system (tabulates results electronically)</p> <p>UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson <p>NUMBER OF ENTRIES (District) three per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS</p> <ul style="list-style-type: none"> • Assembly room • 1 prep room • 1 per section • 1 tab room* <p>*One tab room may be used for all speech events.</p> <p>TEST TIME – approximately 10 minutes per student in section</p> <p>CONTEST MATERIALS UIL Packet: categories, ballots (when requested), instructions to judges, tabulation form. SpeechWire management system (tabulates results electronically)</p> <p>UIL TalkTab software (website download)</p> <p>Director Provides: contestant roster, contest stopwatches, time cards and pencils for tab room.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Timekeepers • Tab room staff • Chairperson <p>NUMBER OF ENTRIES (District) three per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES 1, 3 or 5 per section for prelims; 3 or 5 for finals</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>SPEECH TEAM POINTS 10 points will be awarded to the school that finishes with the most overall points and 5 points will be awarded to the school that finishes with the second highest number of points in speech events. No Cross-Examination Debate points are awarded at regional meets. Congress points are awarded at the state meet only.</p> <p>ADVANCE Top 3 individuals</p>	<p>ROOMS 1 – testing* 1 – grading *Can use same room as spelling.</p> <p>SET UP – 30 PREP TIME – 20 TEST TIME – 2 hours</p> <p>CONTEST MATERIALS UIL Packet: topics, rubrics, grading suggestions</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, paper clips, stapler, scissors, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • 1 or 2 room monitors • 3 judges (minimum) <p>NUMBER OF ENTRIES (District) three per school (Region) 1st/2nd/3rd individuals per district.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – No ties. <p>GRADING/JUDGES Panel of 3-5. Judges may not be a coach of an entrant. English/language arts teachers or professional writers preferred.</p> <p>AWARDS Individual medals: 1st through 6th</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>ADVANCE Top 3 individuals</p>

Academic Quick Reference Chart

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

Science	Social Studies	Spelling & Vocabulary
<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 30 TEST TIME – 2 hours</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, top scorer certificates.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, scratch paper, calculators/pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL (all may be coaches)</p> <ul style="list-style-type: none"> • Director • Monitor • Head grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team; first place top scorer in biology, chemistry, physics.</p> <p>TIES</p> <ul style="list-style-type: none"> • Overall individual—Break ties with formula for percent accuracy. See <i>C&CR</i> for details. • Top Scorer– Break ties with formula for percent accuracy. See <i>C&CR</i> for details. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Top Scorers in biology, physics and chemistry</p> <p>Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>Top Scorer Biology - 3; Top Scorer Physics - 3; Top Scorer Chemistry - 3</p> <p>ADVANCE Top 3 individuals, top scorer in each subject area, 1st place team of four highest scoring contestants. One wild card team per region will also advance to Regional meet.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 20 TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, pencils for graders, stapler, and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • Assistant • Head grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break all ties by judging essays. • Team – Break tie with fourth team member's objective score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3. Graders may be coaches. Refer to Handbook regarding essay grading.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>	<p>ROOMS 1 – testing 1 – grading</p> <p>PREP TIME – 30 TEST TIME – 90</p> <p>CONTEST MATERIALS UIL Packet: tests & keys, answer blanks, scoring charts.</p> <p>Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper, calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.</p> <p>PERSONNEL</p> <ul style="list-style-type: none"> • Director • One assistant • Head grader <p>NUMBER OF ENTRIES (District) six per school (Region) 1st/2nd/3rd individuals per district; 1st place team per district; wild card team.</p> <p>TIES</p> <ul style="list-style-type: none"> • Individual – Break no ties. • Team – Break tie with fourth team member score. If tie still exists, all teams involved in tie advance. <p>GRADING/JUDGES At least 3, preferably more. Graders may be coaches.</p> <p>AWARDS Individual medals: 1st through 6th Team medals: 1st and 2nd place teams</p> <p>POINTS 1st — 15 2nd — 12 3rd — 10 4th — 8 5th — 6 6th — 4</p> <p>1st place team — 10 2nd place team — 5</p> <p>ADVANCE Top 3 individuals and 1st place team. One wild card team per region will also advance to Regional meet.</p>

Reminders

FOR CONTEST DIRECTORS

1. **Regional is a high-stress meet.** Take your time and do not make rash decisions. Follow the event's handbook which includes the event's section from the *UIL Constitution and Contest Rules*. If there is any doubt, contact the UIL staff.
2. Event contest directors need to start and stop contests on time. Delays in start times will have a potential negative impact on many other contests and contestants. If there is a question about whether a student should participate in a written test, let the student in question begin the contest and we can make a final decision on whether that student's work will be graded.
3. Call roll from the **Roster and Results Worksheet** provided by the meet director. **The alternate from the SAME DISTRICT** as the missing contestant listed on the roster is the only alternate that can participate.
4. **If a student is late** for the contest and the contest director calls for the alternate, the alternate competes and the late student is automatically disqualified. Alternates should not be seated unless they are allowed to be a contestant.
****Again, please make sure the alternate you are seating is the alternate from the same district as the missing student.**
5. **For team entries**, a school may substitute only one member of the team, and the school must have a minimum of three members to compete as a team. Substitutes for teams should bring with them, or have sent to the meet director prior, a Substitute Certification Form signed by a school official.
6. **Do not pass out answer keys** when handing out the tests. It is an easy mistake to make and it happens more often than you might think. **Answer keys are on colored paper.**
7. **Be aware of ties.** Record all individual scores on the **Roster and Results Worksheet**. Use the tie-breaking procedure outlined for your event to break ties through 6th place. All contests have a tie-breaking procedure to follow or do not allow ties, except Number Sense and Accounting. Do not calculate team scores. The online entry system will tabulate all team scores from the individual scores. All team ties have tie-breaking procedures through 2nd place.
8. **All results must be entered into the online system before verification and awards. Verification is required.** The online system will tab team points correctly, catch many hand-tabling errors. This will allow any online input errors to be caught during verification. Double-check all results. Then check again. When grading, tabbing and entering scores, make certain numbers and places correspond correctly. Again, take your time on this.
9. Tests and papers may be returned no sooner than **the end of the day on Saturday**.

Verification Period

FOR ACADEMIC CONTESTS

INSTRUCTIONS FOR CONTEST DIRECTORS

The verification process is **CRITICAL** for catching any errors prior to announcing official results. Humans sometimes make mistakes and this is the only time such an error can be corrected. Once official results are announced and awards distributed, no changes can be made.

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

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

Remember to record and enter the scores of all contestants, not just those who place or score in the top half, so that team scores can be determined accurately. **In speaking and writing events with ranks only**, record only the top 6 places, including LD debate. For journalism events, verification is for identification purposes only. Refer to event handbooks for specific information. People doing the online entry of results should not complete the last step of Certifying Results as Final until after verification has taken place.

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

Before verification:

- Make certain that if any ties exist in 6th place, the tie-breaking procedure has been implemented and those results clearly marked so they can be manually entered into the system.
- There is a tie-breaker for **ALL TEAM** ties.
- In Number Sense and Accounting, individual ties are not broken.
- There can be no ties in speaking or journalism events or in Ready Writing.
- In Literary Criticism, Social Studies and Current Issues & Events, **ALL TIES MUST BE BROKEN** by comparing the essays of tied contestants.
- In all other events, there is a tie-breaking procedure. If a tie remains even after the tie-breaker, clearly mark that on the roster and results form you submit.

During the verification period:

- Announce that no papers may be removed from the room until the verification period is completed (approximately 15 minutes).
- Announce the “unofficial” results and scores. (Just because the information has been entered into the online system does **NOT** make those results official. They still must be verified and later certified as final.)

- Return all test papers and answer sheets to contestants or coaches.
- Have several answer keys available to check accuracy of grading.
- Have copies of the recorded scores and unofficial rankings available for review. Coaches must be able to see not only that the tests were graded correctly and that the total score is correct but also that the score on their contestant's paper is the same as that recorded on the results form.
- Explain how ties were broken or if unbreakable ties still remain.
- Ask if there are any questions and address those at this time.
- Give a verbal warning when there are five minutes remaining before official results are to be announced.
- When time has expired and all questions have been resolved, announce the official results and present the awards (or instruct people where to go to if your contest distributes awards in a central location).

Awards may be distributed only after the verification period has been declared closed.



UIL ACADEMIC/OAP CONTEST SUBSTITUTE ELIGIBILITY FORM

SEND A COPY TO EACH AFFECTED CONTEST DIRECTOR.

SUBSTITUTIONS AND LATE ENTRIES

See Section 903 in the *UIL Constitution and Contest Rules*. This form must be presented to the contest director before the contest begins. At the conclusion of the meet, the contest director must submit the substitution form or letters to the meet director to be filed with the school's original online entry information. Late entries will only be made if approved according to Section 903 for district competition or Section 904 for regional competition.

School _____

School District _____ UIL Conference _____ A UIL District # _____

Level for Substitution: Zone District Bi-District Area Region State

FOR ACADEMICS

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

CONTEST

ORIGINAL STUDENT

SUBSTITUTE STUDENT

FOR OAP

Area Number _____ Region Number _____

ORIGINAL STUDENT

ROLE PLAYED OR CREW OR ALTERNATE

SUBSTITUTE STUDENT

ROLE PLAYED OR CREW OR ALTERNATE

AUTHORIZATION

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

Designated Administrator Signature

Date

Online Entry System

REGIONAL INTRODUCTION

High school academic coordinators and meet officials use the UIL online entry system to enter school and contestant information for UIL high school academic meets. Results are entered and used to advance contestants to the next higher level of competition. The system will also tabulate team and sweepstakes points to assist the meet director in those portions of the meet.

Staff at the UIL state office will complete the process of advancing the regional qualifiers in the online system following the completion of the district Meet. Regional meet directors will be notified when they can access the System.

District meet directors are instructed to notify the region director when they learn of qualifying contestants who are not able to attend the regional meet. It will be the regional meet director's responsibility to update rosters in the online system.

Tips:

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



REGIONAL ACADEMIC AND ONE-ACT PLAY AWARDS

EVENT	Champion TROPHY 1st	Champion TROPHY 2nd	Champion TROPHY 3rd	Regional PLAQUE 1st	Regional PLAQUE 2nd	Regional PLAQUE 3rd	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
ACADEMIC MEET										
Overall Champion	1									
Overall Runner-up		1								
Overall Second Runner-up			1							
ACADEMIC EVENTS										
Accounting							1	1	1	3
Accounting Team				1	1	1	4	4	4	
Team Calculator Applications				1	1	1	4	4	4	
Computer Science							1	1	1	3
Computer Science Team				1	1	1	4	4	4	
Current Issues & Events							1	1	1	3
Current Issues & Events Team				1	1	1	4	4	4	
Literary Criticism							1	1	1	3
Literary Criticism Team				1	1	1	4	4	4	
Mathematics							1	1	1	3
Mathematics Team				1	1	1	4	4	4	
Number Sense							1	1	1	3
Number Sense Team				1	1	1	4	4	4	
Ready Writing							1	1	1	3
Science							1	1	1	3
Science Top Biology Scorer							1	1	1	
Science Top Chemistry Scorer							1	1	1	
Science Top Physics Scorer							1	1	1	
Science Team				1	1	1	4	4	4	
Social Studies							1	1	1	3
Social Studies Team				1	1	1	4	4	4	
Spelling & Vocabulary							1	1	1	3
Spelling & Vocabulary Team				1	1	1	4	4	4	
JOURNALISM										
Copy Editing							1	1	1	3
Editorial Writing							1	1	1	3
Feature Writing							1	1	1	3
News Writing							1	1	1	3
Headline Writing							1	1	1	3
Journalism Team				1	1	1				
SPEECH & DEBATE										
Lincoln Douglas Debate							1	1	1	3
Informative Speaking							1	1	1	3
Persuasive Speaking							1	1	1	3
Poetry Interpretation							1	1	1	3
Prose Interpretation							1	1	1	3
Speech Team				1	1	1				
ACADEMICS TOTAL	1	1	1	12	12	12	63	63	63	60



REGIONAL ACADEMIC AND ONE-ACT PLAY AWARDS

EVENT	Champion TROPHY 1st	Champion TROPHY 2nd	Champion TROPHY 3rd	Regional PLAQUE 1st	Regional PLAQUE 2nd	Regional PLAQUE 3rd	GOLD MEDAL	SILVER MEDAL	BRONZE MEDAL	4TH-6TH MEDALS
ONE-ACT PLAY										
Advancing Play				2			56			
Alternate Play					1				28	
Best Performer							2			
All Star Cast								8		
Hon. Mention All Star Cast									8	
OAP TOTAL				2	1		58	8	36	

Annual Finance Report

UIL Regional Spring Meet

REGIONAL SITE _____

Date _____ Conference _____ Region _____

ACCOUNT BALANCE AS OF SEPT. 1, _____ **\$** _____

I. INCOME

Academic entry fees \$ _____
One-Act Play entry fees \$ _____
Athletic entry fees \$ _____
One-Act Play ticket sales \$ _____
Athletic ticket sales \$ _____
Athletic program sales \$ _____
Other (specify) _____
_____ \$ _____
_____ \$ _____

TOTAL INCOME \$ _____

II. EXPENSES

A. Academic and Athletic

Trophies, plaques and medals \$ _____

B. Academic and One-Act Play

1. Judges* \$ _____
2. Contest directors* \$ _____
3. Other salaries (specify) _____
_____ \$ _____
4. Security \$ _____
5. Tickets and programs \$ _____
(printing, mailing, etc.)
6. Meals \$ _____
7. Equipment & supplies \$ _____
(total from back)
8. Other (specify) _____
_____ \$ _____
_____ \$ _____

C. Athletic

1. Judges and officials* \$ _____
2. Other salaries (specify) _____
_____ \$ _____
3. Security \$ _____
4. Tickets and programs \$ _____
(printing, mailing, etc.)
5. Meals \$ _____
6. Equipment & supplies \$ _____
(total from back)
7. Other (specify) _____
_____ \$ _____
_____ \$ _____

TOTAL EXPENSES \$ _____

ACCOUNT FOR UIL SPRING MEET (*Income minus expenses*) _____ **\$**

ACCOUNT BALANCE \$ _____

(September balance plus or minus balance for spring meet)

Annual Finance Report

UIL Regional Spring Meet

Academic and One-Act Play

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

EQUIPMENT AND SUPPLIES FOR ACADEMIC EVENTS

Equipment/Supplies	Amount	Capital Expenses	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
.....			
TOTAL equipment/supplies.....	\$ _____	TOTAL capital expenses	\$ _____
		\$ _____	
		(Transfer to B7)	

TOTAL equipment/supplies + TOTAL capital expenses

Athletic (Golf, tennis, track & field)

Event	Judge/Officials	Equipment/Supplies	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
.....			
TOTAL judges/officials	\$ _____	TOTAL equipment/supplies.....	\$ _____
	(Transfer to C1)___		(Transfer to C6)



RETURN COMPLETED FORM BY JUNE 30 TO
 Finance Department • UIL • 1701 Manor Rd • Austin, TX 78722
 finance@uiltexas.org

Contacts

REGIONAL MEET

Date of meet _____

Regional Director _____

Meet director _____

Email _____

CONTEST DIRECTORS

Accounting _____

Calculator Applications _____

Computer Science _____

Current Issues & Events _____

Debate (LD) _____

Journalism _____

Literary Criticism _____

Mathematics _____

Number Sense _____

One-Act Play _____

Informative/Persuasive Speaking _____

Poetry/Prose Interpretation _____

Ready Writing _____

Science _____

Social Studies _____

Spelling & Vocabulary _____

CONTACT INFO

UIL State Office Contacts

Most questions and interpretations about rules governing extracurricular activities are covered in the UIL Constitution and Contest Rules or in the manuals for the individual activities. Questions for which answers are not complete or not found in these sources should be referred to the local school administration in charge of the various programs. Questions that cannot be resolved at the local level should be directed to specific UIL officials at 512-471-5883 or for Theatre/Film 512-471-9996.

TOPIC.....STAFF TO CALL

Executive Director	Dr. Charles Breithaupt
Deputy Director.....	Dr. Jamey Harrison
Contest Rules and Information	
Academics	Dr. David Stevens
Journalism	Alyssa Boehringer
One-Act Play, Theatrical Design, Film	Paula Rodriguez
Speech, Debate, Congress	Jana Riggins
STEM.....	David Trussell
A+ Academics	Lisa Parker
Athletic Director.....	Ray Zepeda
Athletic Assistant Directors	AJ Martinez, Joseph Garmon, Grace McDowell
Music	Dr. Bradley Kent, Gabe Musella
Public information, media, logo use requests	Logan Lawrence, Julia Zachary
Report violations	Dr. Charles Breithaupt
Waivers.....	Nakita Guillory
Eligibility	Dr. Mark Cousins, Dr. Kevin Jones
Compliance.....	Darryl Beasley

CONTEST

STATE CONTEST DIRECTOR(S)

Academics	Dr. David Stevens, dstevens@uiltexas.org
Accounting.....	Kay Whitton, kaywhitton@gmail.com
Calculator Applications.....	Dr. David Bourell, dbourell@mail.utexas.edu
Computer Science.....	David Trussell, dtrussell@uiltexas.org
Current Issues and Events.....	Dr. Bradley Wilson, bradleywilson08@gmail.com
Journalism (News, Feature, Editorial, Headline, Copy Editing).....	Alyssa Boehringer, aboehringer@uiltexas.org
Literary Criticism.....	Mark Bernier, dibern@sbcglobal.net
Math.....	Cliff McCurdy, cmccurdy@argyleisd.com
Number Sense.....	Larry White, texasmath@centex.net
One-Act Play, Theatrical Design, Film Festival	Paula Rodriguez, prodriguez@uiltexas.org
Ready Writing	Ruben Rodriguez, ruben.rodriguez@austincc.edu
Science (physics).....	Dr. David Bixler, David.bixler@angelo.edu
Science (biology).....	Dr. Michelle McGehee, michelle.mcgehee@blinn.edu
Science (chemistry).....	Dr. Brian Anderson, briananderson@utexas.edu
Social Studies	Andy Bates, abates@sabinepass.net
Speech, Debate, Congress.....	Jana Riggins, jriggins@uiltexas.org
Spelling & Vocabulary.....	Linda Berrey, lberrey@sbcglobal.net
Theatrical Design.....	Rachael Gomez, rachael.gomez63@gmail.com
A+ Academics.....	Lisa Parker, lparker@uiltexas.org
General UIL Academic email.....	academics@uiltexas.org
UIL WEBSITE.....	www.uiltexas.org