

SECTION 4 — HOW TO RUN THE MEET

Cross-Examination Team Debate

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

Preparing for the tournament

PLANNING MEETING

Conduct a planning meeting with the debate coaches in the district before Oct. 1. The League office urges the spring meet district director or the organizing chairperson of each spring meet district to name a chairperson for the CX debate district planning meeting. The most successful debate tournaments are those designed to meet the needs of the contestants debating. Items to be discussed at the planning meeting include the items listed below, and the detailed agenda posted on the UIL website. Delegate tasks at this meeting. A policy for how the contest director should be notified if a team cannot attend should also be established.

CONTEST DIRECTOR

If a CX contest director has not been appointed by the district director, select a knowledgeable person and submit the name to the district director for approval. Provide the League office with the name as soon as the appointment is made, and no later than Nov. 1. Include this information on the [District Meet CX Debate Information Form](#), located online on the debate page of the UIL website. If this person is a coach of debaters competing in the district, special consideration should be given in advance as to what procedures will be used for pairing debates and making judging assignments, so that all schools are in accordance.

SITE

Consider the following items in selecting a site, and coordinate with the district director to secure permission for the use of the buildings and needed rooms and to ensure the availability of facilities.

- number of rooms (one room for every two teams)
- central location
- facilities for tabulation

SCHEDULE

Consider the following items in selecting the date(s) and the time(s).

- minimum loss of school time
- adequate time to run the needed number of rounds (1-1/2 hours for each debate round)
- time for tabulation, verification, and announcement of winners

FORMAT

The following are methods (formats) which can be used in determining the district championship. The format is primarily dependent upon the number of teams entered, the time involved, and the availability of judges.

- Round robin. Each team debates every other team. This can be done over a period of time.
- Preliminary rounds (usually three) leading to an elimination bracket (quarterfinals or semifinals). All teams are guaranteed, regardless of records, to debate at least the number of preliminary rounds. The top eight or four teams are then selected for quarterfinals or semifinals.

SUBMIT NAME

of the CX district director and information form to the League office by Nov. 1. You should submit this information online via the UIL website: <http://www.uiltexas.org/speech/debate>.

DISTRICT CERTIFICATION

Confirmation of the district winners and alternates must be entered online no later than 10 calendar days after the conclusion of the district competition, or Feb. 10, whichever is sooner.

ROOMS

- Assembly room
 - 1 room per debate
 - tab room
- TIME — 90 minutes per debate**

CONTEST MATERIALS

UIL digital Link: CX debate resolution, instructions to judges, meet evaluation sheet, team summary sheet. Speechwire Tournament software provides e-ballots. Director Provides: contestant roster, contest rules, (tab room), stopwatches

PERSONNEL

- director
- timekeepers
- tab room staff

The second format (prelims leading to elims) is the preferred method. However, in districts with fewer than six teams, the round robin format may prove more desirable. Utilize the suggestions from the district debate coaches about which format best fits the needs of the district. Be sure to determine who will be involved in pairing the debaters.

BRACKETS/TABULATING RESULTS/TAB ROOM

An official vote needs to be taken on whether or not to alter (break) brackets to prevent teams from the same school from debating each other. This decision is best made during the fall planning meeting but must be made prior to the beginning of the meet. Otherwise, maintain the integrity of where the debaters earned their spot on the elimination bracket and do not break them. Also, establish the criteria for tabulating results. The suggested criteria is found later in the Tabulating Results section. Decide this prior to the beginning of the meet and whether to have an open or closed tab room.

JUDGES

A tournament is only as good as its judges. Therefore, select judges on the basis of capability and impartiality. They may be recruited from nearby colleges and universities, or from schools' coaches, faculties and/or communities. At minimum, they should be high school graduates with debate experience. The number of judges needed is dependent upon the number of teams entered and the format of the tournament. Each school may be assigned to recruit a certain number of judges or the district committee may determine other means of securing an adequate number of competent judges. Decide who is responsible for recruiting judges and what credentials will be required of judges. Set a deadline for securing and confirming judges. It is important to recruit extra judges to "stand by" in the event a judge cancels or arrives late.

AWARDS

Indicate to the district executive committee the number of medals needed for team debate.

- First place – two medals; Second place – two medals; Third place* – two medals. Recognize fourth, fifth and sixth place with medals or ribbons. Districts may order medals from any selected vendor.
- First, second and third place team schools also receive a team plaque.

INFORMATION TO SCHOOLS

As early as possible, disseminate the following information to the schools and sponsors involved: date(s), site(s), time and place to register, schedule of rounds and format, address & deadline for entries, "change in entry" procedures, judging requirements per school, information about the judges (i.e. age requirements), entry fees and/or judges fees, criteria for determining winners and hospitality and concession plans

CONTEST MATERIALS

The League office provides materials digitally via a link which will be emailed to you and posted to the UIL Debate page of the UIL website prior to the start of district meets. The official tournament management system, SpeechWire, provides electronic ballots which enhance the efficiency of running your meet. SpeechWire provides an instructional video for officials and judges on how to use these electronic ballots. The following items will be available electronically at that link:

- Instructions for judges
- Electronic Retrieval Devices Guidelines
- CX debate resolution
- CX State Meet coaches' memo (for winning coaches) with certification link, deadlines and instructions for online judging form submission
- CX State Meet information link for state qualifiers
- Meet Evaluation link

General information about debate

TIME LIMITS

Each cross-examination debate lasts approximately 1 and ½ hours. An entire debate, which is made up of several speeches, is called a round. A cross-examination debate team consists of two contestants, who will give the following continuous speeches.

BRACKETS

are not broken
at CX State Meet.

JUDGES

1 per debate, prelim
rounds
3 per debate, elim
rounds

*THIRD PLACE IS

always awarded and
given medals. Two
teams may advance to
the State Meet. Fourth,
fifth and sixth place
also receive medals
and serve as alter-
nates.

REVIEW ALL materi-

als well in advance to
make sure you have
what you need.

CONSTRUCTIVE SPEECHES

First affirmative	8 minutes
Cross-examination by negative	3 minutes
First negative	8 minutes
Cross-examination by affirmative	3 minutes
Second affirmative.....	8 minutes
Cross-examination by negative	3 minutes
Second negative.....	8 minutes
Cross-examination by affirmative.....	3 minutes

REBUTTAL SPEECHES

Negative.....	5 minutes
Affirmative	5 minutes
Negative.....	5 minutes
Affirmative	5 minutes

- Preparation time. Each team shall take no more than eight minutes elapsed time during a round.
- Roadmaps. Presenting a very brief preview of argument order before speeches, often referred to as a “roadmap,” is not considered part of the speech. However, debaters should not abuse this privilege by excessive length of the roadmap. Abuse may count against a team at the discretion of the judge(s).
- Overtime. Overtime may count against a team at the discretion of the judge.
- Abuse of time. Excessive abuse may result in the loss of the round at the discretion of the contest director.

SIDES

In so far as possible, each team should debate both the affirmative side and the negative side of the resolution during the course of the meet. In a three-preliminary round tournament, each team should debate affirmative one round, negative one round, and flip a coin or come to a mutual agreement for the third round. When a bracket is used, determine sides by the flip of a coin or by mutual consent.

SCOUTING

Debate, by its very nature, is public. Therefore, all debates in UIL district and state competition shall be open to the public with the exception of debate teams competing in that tournament. Competing debaters shall not observe rounds of district or state competition in which they are not debating. To discourage the “scouting” of a possible future opponent by either a debater, a coach, or anyone else, the penalties for note taking are explained below. The contest director makes all final decisions regarding scouting.

NOTES

- Taking of notes. With the exception of the final debate in district and state competition, only the judge and the four student participants may take notes. For example, anyone may take notes in the debate which determines first and second place, and the debate which determines third and fourth place.
- Sharing of notes. During a tournament, participants or judges may not give or accept notes taken during that tournament. For example, a judge participating in the district contest is neither allowed to give nor accept notes regarding any rounds in that tournament from anyone else during that tournament.
- Penalty for debaters. Violation by debaters of the scouting rule is grounds for disqualification of the debate team from the current competition. The contest director makes all final decisions regarding scouting. Such violations may be grounds for suspension of the school from team debate for the following year.
- Penalty for coaches. Violation by coaches of the scouting rule is grounds for disqualification of their teams from the current competition. Coaches who violate scouting rules will also be subject to the full range of penalties as outlined in Sections 27 & 29 of the C&CR, and such violations may be grounds for suspension of the school from team debate for the following year.

PROMPTING

Debaters shall receive no coaching while the debate is in progress. Viva voce or other prompting either by the speaker’s colleague or by any other person while the debater has the floor is prohibited. Time signals are not considered prompting. If prompting occurs during a round, the team in violation shall be assigned

ALL DEBATES IN UIL district and state competition shall be open to the public with the exception of debate teams competing in the tournament.

a loss in the round in which the prompting took place.

TAPING/FILMING

The UIL prohibits schools and/or individuals from recording audio and/or video of speech contests. Be sure to announce this to schools before the tournament begins.

Guidelines for use of computers

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

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

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

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

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

After entries are received

ENTRIES

Receive the online entries from the various schools. All entries must be submitted online. Do not begin pairing (matching teams together) until all the entries are in the tournament director's possession. If fewer than eight teams are entered, immediately notify each participating school that a fourth team may be entered.

**For further clarification,
FREQUENTLY ASKED
QUESTIONS are listed
on the speech page of
the UIL website.**

**FOR MORE information
on substitutions, see
C&CR, Section 903. The
Substitute Eligibility
Form can be found on
the UIL website.**

SUBSTITUTIONS

Prior to the beginning of the contest, students may be substituted for entries (names) on the official entry. Substitutes must present the contest director with a substitute eligibility form or letter from the designated administrator certifying eligibility. After the meet, submit the forms or letters to the district director to be filed. After the tournament has begun, no substitutions will be allowed. Be sure to input changes online.

PAIRINGS

The process of arranging matches in debate is called “pairing” because it brings together the pair of teams who will debate each other. An accurate and up-to-date list of entries is critical. For this reason, the pairing process seldom can begin more than a few days before the contest.

Certain constraints, regardless of which format is utilized, should be observed. When pairing preset preliminary rounds, *in so far as possible*:

- each team should debate both the affirmative and negative side of the resolution; and
- no team should debate against another team from its own school;
- no team should debate against the same team more than once;
- no school should repeatedly debate the same school.

The debate teams should be paired using the format approved by the district executive committee. The district championship may be decided by round robin or preliminary rounds leading to an elimination bracket.

- **ROUND ROBIN.** In this method of pairing, each team will debate every other team in the tournament. No team is eliminated if it loses a round, and all teams continue to debate until the stated number of rounds has been completed. Since all debaters meet all debaters other than themselves, this assumes that debaters will debate students from their own schools, if their school has multiple entries. The winner is the team with the best win-loss record, followed by the highest number of total speaker points, etc. (See “Tabulating Results” which follows.)

To conduct a round robin, first number the teams. This should be done by chance, allowing each team to draw its number, or, if representatives of teams are not present, appoint someone to draw for each team. Sides are random because numbers are drawn at random. Suppose there are seven teams. Since seven is an odd number, one team does not debate in each round. The first round is arranged by writing the numbers down in their order, 1, 2, 3, in column form and then 4, 5, 6, 7 in column form up to the left, setting 4 opposite 3, 5 opposite 2, 6 opposite 1, and 7 at the top for the team not debating. Repeat this arrangement except to drop the position of “1” down one space each time until it reaches the bottom and then move its position to the left and up to the top of left column, and the round robin schedules have been completed. If the number is listed first, the debaters are affirmative that round. If the number is listed second, the team is negative that round. The Round Robin schedule ensures that no team is uneven by sides at the end of the tournament by more than one. Teams cannot flip for sides in this scenario, since the sides work properly only if the team whose # is listed first is affirmative in each round.

7-	6-	5-	4-	3-	2-	1-
6-1	5-7	4-6	3-5	2-4	1-3	7-2
5-2	4-1	3-7	2-6	1-5	7-4	6-3
4-3	3-2	2-1	1-7	7-6	6-5	5-4

This arrangement holds good for any odd number. Keep your eye on the “1”—it revolves.

Conversely, if the number of teams is even, “1” remains stationary, and the “2” revolves, thus:

1-2	1-8	1-7	1-6	1-5	1-4	1-3
8-3	7-2	6-8	5-7	4-6	3-5	2-4
7-4	6-3	5-2	4-8	3-7	2-6	8-5
6-5	5-4	4-3	3-2	2-8	8-7	7-6

Three teams			Four teams			Five teams					Six teams				
3-	2-	1-	1-2	4-1	1-3	5-	4-	3-	2-	1-	1-2	6-1	1-5	4-1	1-3
2-1	1-3	3-2	4-3	3-2	2-4	4-1	3-5	2-4	1-3	5-2	6-3	2-5	4-6	3-5	2-4
						3-2	2-1	1-5	5-4	4-3	5-4	4-3	3-2	2-6	5-6

A POWER-MATCHED round pairs teams with equal records against one another. Visit the UIL website for additional specific details.

OF ENTRIES (District) 3 teams per school. If fewer than 8 teams in a district, each school with a full entry may enter a fourth team.

DO NOT AWARD any team more than one bye.

Choice of sides may be determined for the first round by prescribing that odd numbered teams take the affirmative and even numbered teams take the negative. It is unethical for teams to forfeit rounds to manipulate the round robin standings. All teams should debate all other teams.

- **PRELIMINARY DEBATES TO DETERMINE SEEDING IN THE SINGLE ELIMINATION BRACKET.** (quarterfinals or semifinals) All preliminary rounds may be preset (a schedule written prior to the beginning of the first round which is complete for all of the preliminary rounds) or some rounds (usually two) may be preset and the third round or any subsequent rounds may be power-matched (based on the record accumulated in the previous rounds).
 - **Preset rounds.** In the preset rounds, in so far as possible, assign each team to opponents of different strengths. For example, a team listed first by its coach on the entry form should debate teams listed first, second and third by their coaches. If possible, no team should debate against another team from its own school, debate against the same team more than once, or repeatedly debate the same school during preset preliminary rounds.
 - **Power-matched rounds.** An individual with some debate tournament administration experience is required to set the power-match round, and extra time (approximately 30 minutes after all the ballots of the first few rounds are turned in) must be built into the schedule before the round to be power-matched. Power-matching is recommended when in a 3-preliminary round tournament the number of teams is greater than 12. A power-matched round pairs teams with equal records against one another. This means that undefeated teams debate other undefeated teams, teams with one win and one loss debate teams with the same record, and teams with two losses debate other teams with two losses. This method minimizes the number of undefeated teams that may not advance into the elimination round.

Procedure for the assignment of byes in a power-matched round: If the number of contestants competing is uneven, the bye must be assigned before the beginning of power-matching. In a 3-preliminary round tournament, the bye in round 3 must be assigned to the contestant with the lowest seeding (considering win/loss record and speaker points), UNLESS that contestant has already received a bye. In that case, the bye would be assigned to the contestant with the next lowest seeding (considering win/loss record and speaker points). The same procedure would be followed in the fourth round of a 4-preliminary round tournament, except that that bye must be assigned to the lowest seeded contestant on the side (affirmative or negative) with the excess number of contestants.
 - **Power-protect rounds:** A power-protect round means that the top seeded teams in the tournament meet only lower seeded (bottom) teams in prelim rounds of the tourney. No major debate tournament, either at the college or high school level uses such a “power-protect” scheme and UIL does not endorse this structure.

BYES

If the number of teams entered is odd, one team in each round will receive a “bye” when three preliminary rounds lead to an elimination bracket. This means one team sits out of a particular round.

Adhere to these instructions for determining byes, *in so far as possible*:

- Randomly draw for byes.
- Do not assign a given team more than one bye.
- Do not assign a given school more than one bye.

These guidelines should be followed whenever possible.

Tabulating byes. A bye is tabulated as a win. Speaker points for the round in which the bye is given are determined by averaging the total number of speaker points received in all other rounds.

ROOM ASSIGNMENTS

Assign rooms to the pairings. Try to use rooms which are near one another and easily accessible. Since most debaters carry a great deal of evidence, they prefer first floor rooms. Repeating use of the same rooms helps reduce travel time between rounds, keeping the contest running smoothly.

JUDGING ASSIGNMENTS

Assign judges to the pairings, using a single judge or a panel of judges (3 or 5). The UIL recommends panels, when feasible, especially in the elimination rounds of a preliminary round tournament format. Vary judges as to gender, race, age and philosophy of debate. For example, place a lay person (non-debater) on a panel with a former debater or coach, and a university student or faculty member with debate experience. Make every effort to prevent a judge from judging a team more than once. It is important, therefore, to keep a record of which teams a judge has heard.

BALLOTS

The use of electronic ballots through Speechwire is optimal.

COPY OF PAIRINGS

Do not duplicate copies of pairings for distribution until the day of the tournament to assure accuracy.

The day of the tournament

1. Copy pairings for distribution to coaches and debaters. After all teams have registered, meet with the coaches to distribute pairings (or push out to them electronically). If the decision has not been made whether or not to alter (break) brackets to prevent teams from the same school from debating each other, meet with the coaches and decide before the tournament begins. (see discussion concerning breaking brackets on the following page)
2. Distribute ballots to judges (or push out to them electronically). If you plan to use coaches as judges, avoid having a coach judge his own team. Judges should not have access to information about a team's affiliation or record in the tournament. Judges should not discuss their decisions with other individuals or judges before completing their ballots.
3. Check to make sure that all rooms are unlocked and that the debate rounds have started.
4. Using e-ballots via Speechwire prevents problems and makes the next few steps unnecessary. Otherwise, collect and check each ballot after each round. Before releasing a judge, ballots should be checked to see that:
 - a decision has been given (affirmative or negative),
 - teams have been correctly identified as affirmative or negative,
 - Speaker points have been awarded (maximum of 30), (low point was confirmed as intentional by judge, if given)
 - Speaker ranks have been given (1, 2, 3 and 4 with no ties),
 - reasons (comments) for decision have been written, and
 - the judge has signed the ballot.
5. Distribute ballots for the next round. Be careful to avoid assigning a judge to a group of debaters they may have previously judged.
6. Begin tabulating results. Double check the recording of each round.

After preliminary rounds

TABULATING RESULTS

To determine the winners of a round robin tournament or the eight quarterfinalists or four semifinalists who will advance (break) to the elimination rounds, the following criteria are a widely accepted method of determining seeding (placement on the elimination bracket). However, the district executive committee, based on suggestions from the debate coaches, may elect to rearrange the order. UIL does not mandate a specific order of seeding criteria. The criteria should be determined before the contest begins.

- Win/Loss record. If several teams have the same record, use the next criterion.
- Adjusted speaker points. Drop both the highest and lowest points awarded to tied teams. Highest remaining point total wins. If there is a tie, use the next criterion.
- Total number of speaker points. The highest point total wins. If there is a tie, use the next criterion.
- Total number of ranks. The lowest total wins. If there is a tie, use the next criterion.
- Opponents' win/loss record. Determine the record of each of the opponents debated by the two teams tied in points. The team in the tie who debated the more difficult opponents (best record) wins. If there is a tie, use the next criterion.
- Opponents' total number of speaker points. High total wins.
- Opponents' total number of ranks. Low total wins.
- Head-to-Head competition results in prelims.

TABULATING BYES AND FORFEITS.

If a team received a bye, or was involved in a forfeit round, special attention is necessary in tabulating results. Credit the team who received either a bye or a forfeit with a win, and award the individual speakers the average of their points in the remaining rounds. For a team that is forced to forfeit a round, the director must exercise some discretion. If a team is forced to forfeit because of sudden illness, for example, the director may credit the team with a loss in the round and its average of speaker points from the remaining rounds.

INDIVIDUAL POINTS

1st place	20
2nd place	16
3rd place	12
4th place	10
5th place	8
6th place	6

SPEECH TEAM POINTS

1st place	10
2nd place	5

SPEECH TEAM POINTS

The UIL Online Entry System will calculate and award speech team points.

TIES

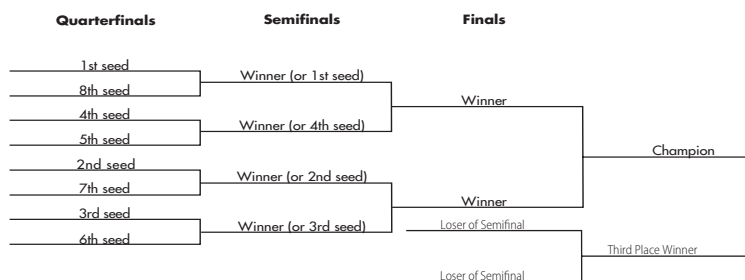
- Individual - No ties.

IF TEAMS in the elimination bracket met in prelims, opposite sides are locked for elims.

On the other hand, if a team forfeits for violation of the tournament rules, the director may credit the team with a loss in the round and award zero speaker points.

DETERMINING PLACEMENT ON THE QUARTERFINAL OR SEMIFINAL BRACKET

Given the teams who will advance based on the best records, seed the teams onto the bracket. The team receiving the loss in the third place round receives fourth place. Fifth and sixth place must also be designated within the bracket.



IF THE DECISION whether or not to break brackets has not been made before the first debate, the UIL recommends that brackets not be broken.

BRACKETS are not broken at CX State Meet.

ALTERING (BREAKING) BRACKETS

You may alter brackets so that two teams from the same school will not have to debate unless it is the final round or the debate for third place. **In the altering of brackets, the advantage must always go to the higher ranked team.** For example, if the first seed is scheduled in semifinals to debate the fourth seed, and the two teams are from the same school, one of the two teams in the bottom bracket (second seed and third seed) may be moved up to the top bracket. Because the advantage should always go to the higher ranked team (in this case the first seed), move the third seed instead of the second seed (theoretically a more difficult team) up to the top bracket to debate the first seed. In the bottom half of the bracket, the advantage also goes to the higher ranked team (the second seed) because the team is now debating the fourth seed (theoretically an easier team) instead of the third seed as in the original bracket. Alter brackets only if the coaches and/or tournament director decide to do so prior to the beginning of the tournament.

If the decision whether or not to break brackets has not been made before the first debate, the UIL recommends that brackets not be broken. Brackets are not broken at the State Meet. You are encouraged to read the justification presented in the Appendix of this manual, document A-3.

DETERMINING WINNERS WHEN TEAMS CHOOSE NOT TO DEBATE

All places (first through sixth) must be determined. It is educationally beneficial for debates to be conducted, regardless of the number of teams competing in the district meet. However, in the semifinal and finals rounds, places may be determined by other methods although no ties shall be awarded. Contact the State Director.

Ballot verification

A ballot verification period must be scheduled after all preliminary rounds are completed and after each elimination round before the teams advancing to elimination rounds or winners are officially announced. Make certain the location for ballot verification is properly publicized.

This period is for the coaches to check for errors in tabulation, not to challenge the judge's decision. Distribute ballots to the coaches, indicate the win/loss record, points, and/or ranks that it took to break into eliminations (if running a preliminary seeding tournament), the record that it took to win the tournament (if running a round robin format), and any other information the coaches need before the awards and certification to the next level. Allow approximately 15 minutes to verify preliminary round results. At the end of the verification period, results shall be read as official results.

After the tournament

CERTIFYING THE WINNERS

The CX contest director must certify the winners online within 10 calendar days after the district meet and no later than Feb 10. Make certain that online results reflect drops/no shows to help prevent mistakes in the official State Meet program. You must provide an accurate number of teams competing.

In districts with fewer than eight teams competing, second-place teams must have a minimum of eight rounds of competition during the current school year in order to advance to state competition. The certification form on the UIL website requires the verification of the principal of the second-place team, verifying that the team has competed in the required number of competitive rounds, before the school submits the form to the UIL office by the deadline. In the event the second place team is not certifiable, its school should notify the State Office in writing (email) immediately. The alternate team would then need to provide proof of certification in order to advance to State. In districts with only one school entered in the meet, first place team also must be certified. Further clarification of the certification rule can be located on the League website.

Please distribute the Certification Form link to the appropriate school representatives.

WINNERS' INFORMATION AND AWARDS

Please inform each advancing team and alternate team that winner's information is posted on the UIL website.

CX STATE MEET COACHES' INFORMATION

The coach of each advancing team and the alternate team should be given a CX State Tournament web link included in the contest materials link on the UIL website. This contains critical information, including the certification link. Make coaches aware of the judge deadline. Schools must provide a judge for a team to be eligible to compete at state, unless excused for a valid reason by the UIL CX state contest director. Judging forms must be submitted online.

MAILING RESULTS

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

EXTRA CONTEST MATERIALS

Destroy or distribute any extra contest materials.

THE DEADLINE

for submitting CX winners and the number of teams that competed to the League office is 10 days after your CX district or Feb. 10, whichever is sooner.

THE DEADLINE FOR

submitting certification forms and judging forms for the state meet is Feb. 13.

LATE FORMS

incur a \$100 fee, and may endanger qualification.

Remind winning

coaches that State Judging forms are due by Feb. 13.