



# District Meet Instructions

The spring meet district director is responsible for all spring meet activities, including one-act play, track & field, tennis, golf and all academic contests. Many spring meet district directors appoint a separate person, the district academic director, to be responsible for the academic contests. The district academic director reports to the spring meet district director and the district executive committee. Authority and responsibilities should be made clear to the district academic director at the time of appointment.

It is important that authority be centralized and organized. All entries and results will be entered via the UIL Spring Meet Online Entry System. No exceptions will be allowed, and deadlines will be strictly observed.

The spring meet district director serves on the regional executive committee. Most regions invite the district director to a planning meeting in December or January. The district director's input can be invaluable to the regional director and to the district. At least one academic person and one athletic person should be sent to every planning meeting.

## Before the Meet

### PREPARATION

Review Sections 900 - 906 and the Spring Meet Plan in the current UIL *Constitution and Contest Rules*.

### PERSONNEL

Appoint a director for each event along with monitors and assistants as necessary. All contest personnel should be interested, enthusiastic and industrious. Select the most experienced personnel possible.

### MATERIALS

Photocopy or download from the UIL web site the sections of this manual related to the individual contests. Photocopy the pages of the *Constitution and Contest Rules* that pertain to each contest director. Give both the pages of the *Spring Meet Manual* and C&CR to each contest director as soon as possible to allow them adequate time to prepare for the meet. The academic spring meet district director should keep one copy of this manual intact. There will be three mailings of district contest materials. Preparation and judging materials for the district meet will be shipped by mid-March. Distribute these to the appropriate contest directors as soon as possible. Tests for the district contest will be shipped later in March, and extemporaneous speaking topics will be shipped the week of your meet.

**THE FIRST responsibility of the district executive committee is to elect a spring meet district director.**

**The second responsibility is to provide this name and contact information to the League office by Oct. 1. This should be done online on the UIL academic web site. Districts should finalize plans and set up the Academic and OAP Spring Meets online by Feb. 1.**

**SEND AT LEAST ONE academic person and one athletic person to every planning meeting.**

**INSTRUCT MEMBER schools that they must enter students into the district meet via the UIL Spring Meet Online Entry System. No exceptions will be allowed. Emphasize that deadlines will be strictly observed.**

## SCHEDULE AND CONFLICT PATTERN

Plan the contest schedule with the assistance of contest directors and perhaps district committee members using the UIL conflict pattern. If all events start and end on time, the day will run smoothly. It is important to allow sufficient time for each contest to be carefully graded and also time for a verification period to be held prior to the announcement of official results. Failure to use the UIL conflict pattern could result in students being allowed to compete in multiple contests at the district level but being unable to advance to regional or state competition due to conflicts, since the conflict pattern is followed at those levels.

## FACILITIES

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 applications and other events in which computers may be used. Contestants in calculator applications, mathematics and science need continuous writing surfaces or large single desks. Work with the individual contest directors to ensure the needs of all students are met as best as possible.

## ONLINE ENTRY FORMS

Schools must enter contestants via the UIL Spring Online Meet Entry System, which is linked through the UIL web site. Districts are urged to strictly enforce a 10-day deadline on entries. Further information regarding online entry is covered later in this manual.

## PROGRAM

A printed program is no longer necessary. All meet information shall be made available via the online entry system. The deadline to set up the district cross-examination debate meet online is Dec. 1. The deadline to set up a district academic meet and OAP contests online is Feb. 1. Full information regarding the online process, including downloadable PDF instructions, will be available on the UIL web site prior to district meet deadlines.

## PUBLICITY

Arrange for radio, television and newspaper publicity.

## CONTEST MATERIALS

Obtaining district meet material is now part of the Spring Meet Online Entry System and is completed when the district meet is set up online and a shipping address provided. Inventory contest material, except the sealed district contest packets, as soon as it is received. If materials are missing, contact the League office immediately. Distribute contest materials to contest directors well in advance of the meet. Tests and keys are shipped to arrive approximately 10 days before the date of the meet. Tests and keys are sealed in separate envelopes to ensure test security. The district should also receive a package marked "District Director's Emergency Packet" that holds spare tests and answer keys. The district director should hold this packet for emergency use. It should not be opened unless an emergency (such as omission of a testing item from a contest packet) should occur.

## JUDGES

Secure judges, graders or other assistants for all events or instruct contest directors to do this. The district organizational chart in the appendix shows how many judges/graders are needed for each event. Arrange for payment of judges as needed. Judges in speaking and writing events should have no affiliation with any participating school or competitor.

## EXTRA PERSONNEL

Hire extra judges in case a judge cancels at the last minute. Janitors may be needed throughout the day. A reception committee may be helpful, especially if registration is at a central place instead of at each contest. Get student leadership groups, parents and other community members involved when possible.

## RESULTS

All results will be posted on the UIL Spring Meet Online Entry System. The system will tabulate team scores, and it is possible to post them throughout the course of the meet.

## CHAMPIONSHIP TALLY

The Spring Meet Online Entry System will tally points for the academic championship.

## MEDALS AND PLAQUES

District executive committee members or a person designated by the district executive committee selects and purchases awards, such as plaques, certificates, ribbons or medals from the company of their choice. Set the time and method of presenting awards. The contest director usually presents the awards. After totaling up all the points from each school, declare a district champion. A trophy is in order for the champion if the district elects to award one. A list of awards is provided in the appendix.

## DISPUTES

The district executive committee should determine the method of settling disputes.

## LOCAL ARRANGEMENTS

Notify local restaurants and hotels of the number of visitors (contestants, parents and sponsors) expected.

## During the meet

If everything is well-planned, the job of the district academic director on the day of the meet is to sit back, relax and watch everything go. Usually, however, there are a number of “issues” that need to be resolved. Keep the lines of communication open with individual contest directors and be visible the entire day. Respond to problems objectively, fairly and quickly.

1. Designate persons to serve at information centers as guides or ushers.
2. Register contestants and academic coaches as they arrive. (optional)
3. Instruct contest directors to double-check all results and hold verification periods, if required, before presenting medals to contestants. Announce and post the approximate time and the location of each verification period.
4. Caution directors to pick up used and unused contest material after the event and to follow the instructions as per each contest plan for returning papers.
5. Arrange for adequate communication between various contest directors and the spring meet district director.
6. Except in speech, students may not leave the room and return to the contest room during the contest except in cases of emergency. In that event, the student must receive permission to leave the contest room and must be accompanied by a monitor while outside the contest room. Students who leave and return to the contest room without permission shall be disqualified.
7. Designate a person to collect results and deliver them to the person responsible for inputting results into the Spring Meet Online Entry System. We urge meet directors to input scores/ranks prior to verification. 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.
8. The online system will tally championship points as the meet progresses.
9. In addition to announcing winners at the contest site, post official results or scores on bulletin boards, projection screens or chalkboards. This is often done in addition to announcing winners at the contest site.

## ANSWER KEY ERROR(S)

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. See rules in individual C&CR contest plans.

## After the Meet

### DISTRICT RESULTS

Meet directors will submit all results to the regional sites via the Spring Meet Online Entry System. Make certain results are open for public review. It is not necessary to fax results to the regional meet or to the UIL State Office. District results must be submitted into the online system and posted for public review by 5 p.m. of the Monday following the second district week.

### REGIONAL FEES

Regions assess their own fees and include them in their own regional handbooks, posted on the UIL web site. They will also state their method of collecting the fees. The fee collection procedure is determined by the regional executive committee. Almost all of the regions bill the spring meet district director for a full slate of entries. The district director, in turn, bills each school in the district for its participants. When this method is used, a check from the district director should be mailed in a timely manner.

**THE DISTRICT executive committee should determine the method of settling disputes.**

**THE CONTEST director and/or a designated monitor shall be present in the contest room for the duration of the contest.**

**INSTRUCT CONTEST DIRECTORS to double-check all results and hold verification periods, if required, before presenting medals to contestants.**



**IF CONTESTANTS cannot compete in the regional meet, the district director must notify the regional director as well as the alternates so they can make arrangements to compete.**

## RECORDS

Keep a file of records and correspondence concerning administration of the meet.

## 100% CERTIFICATES

Mail or fax requests to UIL for certificates of excellence for students who had 100 percent papers in the spelling and vocabulary contest.

## ALTERNATES

If contestants cannot compete at the region meet, a representative from the contestant's school shall notify in writing the regional director and the alternate so they can make arrangements to compete. Failure to do so is a violation of the Spring Meet Code, Sec. 901 (b) of the C&CR.

## SUBSTITUTES ON TEAMS

Only accounting, CX debate, 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 substitute per team. If more than one member of a team is unable to advance, the team must forfeit, and the alternate team may advance. (Exception: 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. Should it win at region, only three members may advance to State.)

## UNCLAIMED AWARDS

Mail unclaimed awards to appropriate schools.

## FOLLOW-UP

Confer with contest directors to learn if events progressed smoothly. Solicit suggestions for improvement. Send evaluations to the UIL State Office.

## FORWARD RESULTS

The deadline for certifying and posting district results is 5 p.m. April 5. This is perhaps the most important follow-up you can do to prevent problems at regional. This is the only way a school can make certain the results and wild card qualifiers are correct. Check that contestant names are correct if substitutions have been made.

## District executive committees

The duties of the district executive committee are outlined in the spring meet plan, Sections 900 - 904 of the *Constitution and Contest Rules*. The members of the committee should also review various eligibility rules in the C&CR.

Since district executive committees consist of one representative from each school in the district, administrators should see that their academic coaches, directors and advisers are kept informed of district meet plans as organization progresses. While the district executive committee may delegate some of these duties to the spring meet district director, most executive committees will make decisions regarding the following areas.

## ORGANIZING THE DISTRICT

Districts schedule their organization meeting at different times but generally high school districts organize early in the fall. The first responsibility of the committee is to elect an overall spring meet district director, a person who will coordinate all the spring meet activities. The second responsibility is to send this name and contact information to the League office by Oct. 1. A CX debate district contest director must also be selected and reported to the League by Nov. 1. Sample forms are located in the appendix, but the information should be submitted online via the UIL web site. District meet directors must set up their CX debate district meet no later than Dec. 1, and their academic district meet (including OAP) online no later than Feb. 1.

## DECIDING ON EVENTS

Districts must offer any event listed in Section 902 that any school in that district wishes to enter.



**CX DEBATE MUST  
be held between  
Jan. 1 and  
Feb. 13.**

**POINTS CAPPED  
In the district team  
events in which four  
students are al-  
lowed to compete,  
all four students  
may place and  
receive symbolic  
awards, but the  
team's maximum  
point potential is  
capped. See point  
schedule in the  
C&CR.**

**DISTRICT DATES  
Districts may select  
one and only one  
of the two district  
weeks to hold  
events that require  
contest confidential-  
ity.**

## DETERMINING SCOPE OF MEET

Districts have many options for organizing the meet which best serve their size and location. Some of the following options may be selected by the district executive committee.

- a. high school only
- b. high school and junior high
- c. elementary
- d. junior high
- e. elementary and junior high

The C&CR provides for separate executive committees, one for high school and one for elementary and junior high school. Districts that establish only one district executive committee for all levels of competition should appoint a person to be in charge of each level. Instructions for elementary and junior high academic meets are given in the C&CR and in the *A+ Handbook* for elementary and junior high academic activities.

## SETTING THE EXACT DATES FOR THE MEET

The calendar in the *Constitution and Contest Rules* lists two weeks during which high school academic meets may be set. District meets may not be held before or after the two-week window. Districts must select one and only one of the two weeks to hold all contests that require contest confidentiality.

## SETTING THE SCHEDULE

Consult the academic conflict pattern when setting your meet schedule. The UIL recommends that districts follow one of three schedules for district meets to ensure the greatest student representation. The times indicated on the pattern are of no significance other than showing how long to allow for the event. Students make selections regarding which contests to enter by studying the conflict pattern. They understand, for instance, that a person in computer applications cannot also enter ready writing. Nor can a person in science enter informative speaking because there is a direct conflict on the pattern. The regional sites follow this conflict pattern, which means that if districts have allowed students to enter events that are in conflict and they qualify to advance, the students **MUST** choose between the two events before advancing to regional. If, because of space or judges, regions are forced to alter the schedule, they will still follow the pattern of conflicts.

## SELECTING THE SITE

Many factors are involved in selecting a site for district competition. Is the stage adequate for presenting one-act plays? How big is the auditorium? Does the site have adequate tables and plugs for computer applications? Is there adequate parking? What facilities are available for food/drink concessions? Which school has a person willing to accept the responsibility? Various events may be assigned to different sites, according to available facilities. Consider all the possible alternatives before settling on a site. Decide what to do about concessions and how funds will be used.

## BUDGET

Decide the amount of entry fee to be charged and how fees are to be collected and then plan a budget allocating funds to cover costs of all events and miscellaneous expenses.

## AWARDS

Decide whether medals, plaques, certificates or ribbons will be given and how and from whom they will be purchased. A chart is provided in the appendix. Districts will have two choices of championships (Section 902). Select the one that best suits your district and inform all schools of the decision.

- a. District Academic Championship
- b. District Spring Meet Sweepstakes

## LATE ENTRIES

The district executive committee should decide whether to accept late entries for the district academic meet. This should be done at the initial organizational meeting. For definition of a "late entry," see the *UIL Constitution and Contest Rules*, Sec. 901 (g) (C).

## DISTRICT 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.



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# PLAYING THE HOST

## Basic Tips for Academic Meet Hosts

### Invitational Meet

1. Send out invitations well in advance.
2. If you have limited space for hosting, be sure to state how many schools/teams you are capable of handling (the cutoff number).
3. You can e-mail or mail (or both) your invitations. Another option is to let an online company put your tournament and entries online.
4. If there are several UIL tournaments in your area in the A or B invitational time frames, consider ordering tests from companies that will create them for you. (Schools should avoid participating in more than one tournament offering set A materials. Students do not benefit from taking the same test over and over.)
5. Consider offering additional contests such as those offered at TFA tournaments. (Oratory, duet acting, humorous/dramatic interp, etc.)
6. Be sure your contest directors are familiar with the contest that they will be directing.
7. Ask coaches from other schools to help with some of the contest administration such as extemp draw, etc.
8. It is probably best to have your varsity students help with the contest, at least in speech.
9. Decide whether you will have an open or closed tab room.
10. Have a notebook with school entries and information to help registration go more smoothly. Have receipts and a cashbox available.
11. If you have a booster club, ask them to prepare the hospitality room for coaches and judges. Also turn the concessions over to them (profit for the booster club).

### District Meet

1. Become well acquainted with the online registration and online entry of results. Be sure you enter contests correctly. List substitutes when possible.
2. Do not announce the results until you have entered online. The computer may show a different ranking than you do, and it will tabulate team scores.
3. Keep a group email of the UIL coordinators in your district. It is also a good idea to have a group for debate coaches and for one-act play directors. This has become the easiest way to communicate.
4. Send an email or emails in the spring to remind coordinators and coaches of deadlines.
5. In your spring meeting for the next year's district meet, decide if each school will help conduct a contest. This can be a great help.
6. Many schools are now hiring an outside person to direct the speaking events, since judges are involved. This person would be in charge of obtaining the judges. This can be a real time saver for the person in charge of the district meet.



7. If your home economics teacher is willing, ask him or her to be in charge of arranging lunch and/or hospitality for the coaches and judges.
8. Again, if you have a booster club, turn the concessions over to them.
9. Put each school's materials in a large manila envelope with all the mailing information on the envelope. You can then mail the materials as soon as you reach the designated release date.
10. Make a list of things you can do to improve next year's meet.

### **Invitational and District Meets**

1. Inform teachers if their room is to be used. Ask the teachers whose rooms are to be used to leave a diagram of their room on their desk so it can be returned to its original set-up.
2. Post on each classroom door the schedule of what events are happening including time and event. (This will help people find the room and let the custodial staff know when the room is ready for cleaning.)
3. In the "Tournament Poop-Book," or information booklet, ask that **NO ONE** sit at the teacher's desk. The "Poop-Book" should include a welcome letter (host principal), school map, sweepstakes tally sheet, master schedule with room assignments, location of the tab room, coaches hospitality room, campus rules, contest directors and participating schools.
4. Post signs and building maps around the school; have signs pointing people to correct rooms.
5. If the cafeteria is the "holding room" have a microphone for announcements.
6. Order awards (trophies, medals, plaques) well in advance. Inventory as soon as they arrive and check for errors.
7. Decide who will present awards and when they will be presented.
8. If you do not have a master key, check one out from your administrator. Also get an elevator key, if your campus has elevators.
9. Determine who will be in charge of stocking and working any concession areas.
10. **MAKE LISTS. HAVE A TIME LINE.**

