



Regional Meet Instructions

The regional director is ultimately responsible for all of the events even though an event director is appointed for each contest. Centralization of authority with the regional director is crucial to running a smooth meet. The regional director's job is made much simpler if the event directors have clear instructions and adequate materials for learning how to administer the contests.

WILD CARD
Each region's highest scoring second place team may advance to the regional academic meet. In the event of a tie that remains after applying any tie-breaking procedures, all teams involved in the tie will advance.

The regional executive committee

Each region operates under the jurisdiction of the regional executive committee. The committee consists of a regional director as the chairperson, the spring meet district director from each of the districts in the region, a director of academic contests and the directors of golf, tennis, track and field, one-act play, speech and journalism. Other than the spring meet district directors, these persons are generally selected by the host school. In November, the League provides each regional director with a list of names and addresses of the spring meet district directors for each regional site.

Regional executive committee members will find their duties outlined in the Spring Meet Plan, Section 903 (f), of the *Constitution and Contest Rules*.

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

MEETING

Most regional directors hold a meeting to which all members of the regional executive committee are invited and urged to attend. 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 first pages of the *Constitution and Contest Rules* lists one week during which regional 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, preferably a Saturday, schedule. When scheduling events, do not schedule one-act play competition in conflict with academic contests. A one-day schedule for academic contests allows more flexibility for the one-act play competition.

Consult the conflict pattern when setting the meet schedule. Contestants have planned their entries according to this pattern. Adjustments may be made in starting times of a session of events if additional conflicts are not created. The UIL requests that regional directors provide the League office with a copy of their schedules as soon as they are set and before they are posted online and/or published for schools. Consult the UIL academic director if changes in the schedule are necessary.

FACILITIES

Many factors are involved in the selection of a regional academic meet site. Are there enough rooms? Is the stage adequate for performing plays? How big is the auditorium? Is there a room with sufficient power supply for computer applications and other events which allow the use of computers? Various events may be scheduled at different sites to more adequately accommodate the requirements for the event. When this is done, close proximity of facilities is a high priority. Arrange for facilities well in advance of the date of the meet.

FEES

Decide how much to charge and how to collect fees. One way to collect fees is to bill each district for a full slate of entries. More than half of the regions use this billing method. A second option is to instruct individuals or schools to send their own entry fees to a specific person at the regional site. The first option is easier and simpler on both the regional sites and the schools.

BUDGET

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

CONCESSIONS/T-SHIRTS

Decide where concessions will be sold. This is a good source of revenue. The League encourages regional sites to design and sell regional meet t-shirts. Regions may use the UIL logo or seal as a part of the design.

REGIONAL MEET HANDBOOK

The regional director prepares a handbook, posted online and/or printed for all schools in the region that lists pertinent information concerning the meet. Items such as 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, how to write the check, parking, special instructions or announcements, campus map, hotels, restaurants, etc. should be included. In addition, please place the quoted words from the Spring Meet Code Section 901(b) found in the current UIL *Constitution and Contest Rules*. Samples of online handbooks from other regional meets are available from the League office upon request. Regions should send a draft copy or provide a preview of the online handbook to the State Office in December. If the handbook is not posted online, then four copies should be mailed to the schools by March 15, with instructions to distribute one to the principal, two to the UIL academic coordinator, and one to the athletic director. Please notify the UIL as soon as the handbook is finalized and ready to be posted online. A link will be provided on the UIL web site to the regional host web site.

CONTEST/EVENT DIRECTORS

Identify individuals to direct each event. Experience is valuable but not essential. Providing a stipend for Saturday work is definitely an incentive. Budget for such a stipend if at all possible. Provide a copy of pertinent pages from this handbook and a copy of appropriate C&CR pages to each event director well in advance of the meet.

ASSISTANTS TO THE CONTEST DIRECTORS

The UIL will appoint a high school academic coach to assist the contest director in events as requested by the regional academic spring meet director, or as needed. The assistant to the contest director may assist with monitoring, grading or judging the contest, and may be present at verification to assist with procedures and to answer questions as needed, but does not take the place of the contest director.

SECURING JUDGES

Duties of the individual contest director might include presenting awards and securing judges, graders and other assistants. Both the regional director and contest director should decide how much judges and/

IN ORDER to be eligible as a wild card representative, district results must be posted in the online entry system no later than 5 p.m. Monday, April 5. Failure to meet the deadline or to submit correct scores disqualifies the district from advancing teams as wild card representatives.

REGION

REGIONAL HANDBOOKS
Visit the UIL web site for links to regional web sites and handbooks.

Regions should provide a draft of their handbook information to the UIL for editing/review purposes in December prior to printing or posting.



ALTERNATES to the regional meet may not compete unless a qualified contestant from their respective district fails to answer roll call and is disqualified.

THE REGIONAL DIRECTOR is responsible for certifying alternates to the State Meet.

or graders are to be paid so they don't give out conflicting information. Coaches of contestants may grade objectively scored contests, but impartial judges must be secured for speaking and writing events. The League provides a database of potential speech judges posted online.

RESERVING ROOMS

Regional directors may also consult contest directors when setting the schedule and when selecting rooms. The contest directors should know the special requirements of their events. Even though the contest director is included in selecting a room, it should be clearly established who is responsible for making arrangements to reserve the room.

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 directors should solicit input from a selected advisory group that can hear the complaint and assist the director in making a decision. Check the appropriate sections of the *Constitution and Contest Rules* which 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 can call the appropriate UIL official as indicated on the telephone referral list to secure needed information. Do not announce official results before all questions and challenges have been resolved.

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. Due to wild card teams advancing, it is critical that any test item in question be dealt with consistently across all regional meets. Do not change the key or omit a question from scoring without permission from the UIL state office or the state contest director for the event.

ALTERNATES

If contestants cannot compete at the regional meet, a representative from the contestant's school shall notify in writing the regional director and the alternate so he or she 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

A school may make only one substitute per team, and substitutes are allowed only for team members, not for individual qualifiers. 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 compete at the State Meet.)

ADVISORY COMMITTEES

Use of an advisory committee is an excellent way to speed up the process, get 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. The contest director has the authority to make decisions as long as they are within the limits of the C&CR. The advisory committee serves the contest director only in an advisory capacity. The final decision rests with the contest director.

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 that seem necessary. Funds from entry fees, gate receipts, etc. should be sufficient to cover these costs. Notify local restaurants and hotels of the meet date. Media coverage is possible in some areas and can be great public relations for the regional site.

PARTICIPANT LISTS

Provide event directors with a roster of names/schools, generated from the online system. This roster will also serve as the contest results form, to be filled out and given to the person inputting results into the UIL online system.

MATERIALS AND MEDALS

Contest materials and medals will be mailed to the regional site without any action on the part of the regional director. Extemp materials will be shipped separately the week of the contest. Both medals and the contest materials should be previewed to make certain that everything that is needed is in the packet. The contest packets should be given to the contest directors for inventory as soon as they arrive. Getting the materials early gives the contest directors sufficient time to prepare for the event. Should extra items be needed for the event, please contact the League office, allowing as much time as possible for mailing. Medals will be billed to the regional site; however, there is no charge for contest materials.

After the contests

SPEECH TABULATION

For speech tabulation, please use TALKTAB, a UIL computer program, for tabulating speech rankings.

REGIONAL RESULTS

All results will be entered and certified via the UIL Spring Meet Online Entry System. Results must be submitted to the League office via the online system by 5 p.m. of the Monday following the regional meets. It is essential that contest directors provide results to meet directors immediately following each contest so that results can be certified and made available to the UIL State Office by the deadline.

OAP contest manager's report will be faxed to the UIL State Office. The state theatre director will be called prior to announcing results.

TALLYING THE POINTS/TIES

The UIL Spring Meet Online Entry System will tabulate all points and ties. It will also tabulate team scores as well as overall champions. Places determined by tie-breaking procedures must be manually entered into the online system. Please see individual contest rules for tie-breaking procedures.

100% SPELLING CERTIFICATES

The spelling director will have a form to complete and give to the regional director to request 100% certificates. Please mail or fax these requests to the League office.

ANNOUNCING THE REGIONAL ACADEMIC CHAMPIONSHIP

After the points have been adjusted to include all academic events including one-act play, the UIL Spring Meet Entry system will determine the regional academic champion. Remember that CX debate is not a part of the regional meet. If all points are reported, award the championship while students are still on campus; otherwise, send the award later and notify the schools of the winner. On the "Update Meet Information" page, make certain results are posted and available for public review.

CERTIFYING ALTERNATES

The regional results certify alternates to the State Meet. Regional directors should require school administration to provide notice in writing if a qualified contestant cannot compete at the State Meet. Coaches of contestants dropping out of the regional or State Meet are required to notify the UIL State Office as well as the alternate. Failure to do so could be a violation of the Spring Meet Code.

ORDERING EXTRA MEDALS

The contest director will have a regional award order form to be completed and given to the regional director if ties occur and extra medals, plaques or certificates are needed. The regional director should sign the form and send it to the League office as soon after the meet as possible.

FINANCIAL REPORT

Regional directors are required to complete a regional spring meet annual financial report and to mail it to the League office by Sept. 15. The form is included in the appendix. Keep a copy for reference in setting a budget for the next year.

REGION 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.

CONFLICT PATTERN
Regions will adhere to the UIL conflict pattern without exception.

ARRIVING LATE FOR A CONTEST
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.