

CONTEST ENTRY PROCEDURES REGION 21 UIL MUSIC

General Information

ALL UIL MUSIC EVENTS WILL BE ENTERED THROUGH THE REGION 21 WEB-PAGE: www.uilforms.com/regions/21/. On the webpage, go to contest heading you are entering for an explanation, & then go to REGION "ONLINE ENTRY" to key in data.

1. **ENTRY DEADLINES ARE THIRTY (30) DAYS BEFORE THE FIRST SCHEDULED DAY OF EACH CONTEST.** Entries must be submitted to the Contest Chairman on or before the entry deadline. The deadline **is not** delayed if it falls on a Sunday or a legal holiday. **NOTE: A CHANGE OF MIDDLE SCHOOL CLASSIFICATION MUST BE REPORTED BY EITHER YOUR SUPERINTENDENT OR YOUR PRINCIPAL TO THE STATE UIL OFFICE AT LEAST SIXTY (60) DAYS PRIOR TO A CONTEST.**
2. A **SCHOOL CHECK**, or signed **PURCHASE ORDER**, along with the correct **SUMMARY FORM** must be mailed for each entry (one check can pay several events so long as all events are clearly noted). **One school check can be issued at the beginning of the year for all anticipated Organizational Events (not Solo & Ensemble).** Fees will be refunded if an organization does not enter an event. No fees, however, can be refunded after a contest has been officially entered. **Please remember to mail the appropriate Summary Form for an entry even if fees have been paid with an earlier check.**

MAKE CHECKS PAYABLE TO: REGION 21 UIL MUSIC

NOTE: Schools will not be billed or sent an invoice or statement. A copy of the **Summary Form** must be used as documentation for Purchase Orders or Requisitions.

3. **ENTRIES ARE ON-LINE VIA OUR WEB-SITE (www.uilforms.com/regions/21/).** All required forms are included. Comment sheets are printed by the Region Secretary after the entry deadline, and will be available for review at the Region Office in Nacogdoches.

NOTE: The Prescribed Music List (PLM) is included on the site and you can browse the PML and printout any event and grade level you choose to use for inventory purposes.

4. **YOU ARE RESPONSIBLE FOR FOLLOWING all applicable rules and regulations in the current U.I.L. CONSTITUTION & CONTEST RULES; the U.I.L. PRESCRIBED MUSIC LIST; all notices published in the LEAGUER; and all "Local Ground Rules" posted for Region 21 contest.** You are expected to keep abreast of all TEA rules, especially concerning eligibility. If you have any questions, consult the latest "TEA-UIL Side by Side" or request a ruling from Austin before a performance or contest! The U.I.L. CONSTITUTION & CONTEST RULES book is available from the UIL office at UT Austin, and order forms are available in your Principal's office. The U.I.L. PRESCRIBED MUSIC LIST (with current corrections) is included in the **ONLINE ENTRY** process.
5. **PERFORMANCE ORDER FOR ORGANIZATIONAL EVENTS WILL BE DETERMINED BY DRAWING.** Region 21 Music Executive Committee policy states:

"Contest performance times and playing order will be determined by drawing in advance and must be adhered to unless the school superintendent is granted permission for a change by the (Region) Executive Committee at least seven days in advance of the contest. The host school has the option of performing first, last or with the drawing order according to classification."

6. **IF YOU HAVE ANY QUESTIONS CONCERNING THESE PROCEDURES, the UIL CONSTITUTION & CONTEST RULES (C&CR), or their interpretations, please feel free to call me or the State UIL Office in Austin. "I didn't know" will not be an acceptable defense of a rule violation. The State UIL Director of Music address is**

University Interscholastic League
Attn: Richard Floyd, Music Director
Box 8028 – University Station
Austin, TX 78713-8028
(512) 471-5883 Office
(512) 232-7311 Fax
uilmusic@uts.cc.utexas.edu

7. **MAIL PAYMENT & REQUIRED FORMS TO:**

Region 21 UIL Music
Jim Hagood, Exec. Secretary
320 C.R. 208
Nacogdoches, Texas 75965
(936) 462-1314 office/Fax
jimhagood@cox-internet.com