***Clear Brook High School Speech & Debate***

***By-Laws to the Constitution***

***2019-2020***

Each student will receive a tentative schedule. Our ability to follow this schedule depends upon you. We will not enter a tournament until I know that we are ready to make Clear Brook proud of our program. In addition, there are many factors that can alter our schedule, so changes may occur throughout the year. I will notify you of each tournament with ample time to check your work, home and sports schedules. Depending on fundraising as well as total squad skill level, we may not travel to all TFA tournaments and will do our best to work in NSDA and UIL tournaments as well.

Section 1: Tournament Fees

1. The entry fees, including judging fees and transportation fees, for an average tournament can range anywhere from several hundred dollars up to $1,000.00. Our hope is that fundraising will help to pay all fees but if those efforts are not successful students may be responsible for additional fees. This is not our hope at this point in the school year. We will attempt to prevent any additional assessments through raising funds for our speech and debate team in one of three ways:
	1. Company Donations: We are looking for business donors this year. If you (or your parents) know of any company that might be interested in donating to our program, please notify one of your club officers or faculty sponsors, Mr. Rutledge or Mrs. Mayse.
	2. Student Entry Fees: Students will be required to pay a one-time variable fee (depending on rank in the club) ranging from a minimum of $60.00 (Debate I) - $200.00 (Debate II, III, ISM).  ***Any additional fees which may need to be assessed (if activity funds dictate) will be discussed at a later date and with officer / executive team approval.*** This is not anticipated at this time, however, students will need to pay for any overnight hotel fees and be prepared for all meal expenses unless otherwise notified. **Additional encumbered expenses will include any tournaments that are outside of the standard IQT meets normally attended. These may include any number of the following meets: University of Texas, Churchill, Grapevine, Colleyville, Harvard, etc. These are NOT guaranteed tournaments but are only under consideration at this time.**
	3. Fundraisers: Each year the team will participate in school fundraisers; ALL STUDENTS MUST PARTICIPATE. These fundraisers will be determined (primarily) through officer / executive team input as well as through team member input with administration approval. Individual student requirements for the fundraiser will be determined by team consensus and ALL MEMBERS MUST PARTICIPATE in the raising of funds for CBHS Speech & Debate. Our largest fundraiser is our annual TFA Individual Qualifying Tournament, which will be held November 8th and 9th but other efforts are also a part of club fundraising.
		1. Annual tournament attendance is mandatory for Debate II/III/ISM and Debate I but the number of required meets will vary based on classification of student. See Section 7 for more details.
		2. Homecoming carnival fundraising to be set for homecoming week or decided upon date for homecoming carnival.
2. Entry fees are typically disbursed from our activity fund account at least two weeks prior to a tournament, HOWEVER, once an entry form has been submitted (usually electronically) to a host school, the fees are then billed to our school/squad. Should you decide that you are unable to attend or desire to drop an event (or events) after that time, you will be responsible for the repayment of the total entry fee and **applicable** drop fees for your event(s) even when there is a valid reason. **The only exception to repayment will occur when the original student finds a QUALIFIED replacement for the entry. “Qualified” will be determined by team sponsors, Michael Rutledge and/or Katherine Mayse.** We, as a debate squad, are expected to pay these fees regardless of the reason for the drop, therefore you, individually, are likewise responsible. Our activity fund and club fees cover only the original entry fee(s).
3. Drop Fees will be the same as your entry fee. For instance, if you sign up for impromptu at a cost of $10 and do not attend the tournament you will be assessed the original $10 entry fee with an additional $10 penalty for failure to attend. **Any change made to this amount of repayment will be communicated upon the time of the drop.**
4. In the event of a disqualification (by either the host school or your school sponsor based upon behavioral infractions in round, etc), or a no-show, the student will also be held responsible for drop fees. **The only exception to this instance will be due to cross entry where the tournament director or staff is at fault (ie scheduling, lack of judges, rounds run behind, etc).**
5. If and when a tournament must be fully student funded (which is not anticipated at this time **but may apply pursuant to Section I.A.b),** entry fees will be due from students one (1) week prior to a tournament. Failure to pay these fees will result in dropping the student from the tournament with appropriate drop fees being assessed.
6. Any failure on a student’s part to repay fees of any type – Class Fees, Fundraising or Other - will result in probation from further tournaments and will cause the student to be on the campus “Not Clear List” which will impact (but may not be limited to) exemptions/prom attendance and other applicable prohibitions as warranted by CCISD policy.

Section 2: Team Meetings:

Team meetings will be held from time to time to handle team needs. Students will be notified in advance of team meetings. All Officers and Captains are REQUIRED to attend team meetings. Advanced Debate (non-officers / non-captains), members and Debate I members will only be required to attend on an as-needed basis. Again, all officer meetings must be attended by squad officers. **Captains may also be asked to attend**. For the 2019-2020 school year it has been determined that officer meetings, unless otherwise noted, will be held during class one day each month. Any change to this will be announced prior to the scheduled meeting.

Section 3: Practice Times:

Practice time, for the 2019-2020 competitive season shall be two-fold. Students are expected to be practicing and preparing IN CLASS but there will also be an outside of class component to practice on an **as-needed basis**, determined by your officers, captains and coach(es). Students will use these times to locate materials, work with others on performances, practice events, and work on extemp filing. This is not a social event, although team camaraderie should be built during this time as well. Those who fail to utilize this time for its intended purpose may be asked to leave. Students are not allowed to wander the halls during this practice time.

Class time shall be used primarily for practice sessions as well as competition preparation. Practice times are scheduled with the coach or with other student team members (including one on one with your event lead or squad officer) while coaches are present. This means that ALL practices are to be done in Room 222 or 405, the campus debate room, yearbook/journalism room or in their immediate vicinity. Mr. Rutledge and Mrs. Mayse will be at school on set days until 3:30 or later, unless otherwise noted.

Section 4: Tournament Sign-Up:

It is the student’s responsibility to sign up for a tournament. Once a tournament invitation is received it will be made available to all students for registration. Students who fail to register before the deadline (two weeks prior, according to published dates on initial hand-out of tournament schedule) will not be allowed to enter the tournament. In addition, students who sign up and drop from the tournament or who do not show up for rounds at a tournament will be assessed drop fees as noted in Section 1. Details on this can be found in Section 1, subpoints C and D.

Section 5: Clear Brook Invitational Tournament: November 8th and 9th 2019.

Your active participation in this tournament is **ESSENTIAL and will only be under consideration to waiving after discussion with your coach(es), following verification of reasons offered or for reasons including, but not limited to, lack of active participation in class, etc.** You will participate in any number of capacities – timekeeping, concessions, tabulation, runner, escort for judges/participants, or anything that is needed of you for this time period. Details will be forthcoming regarding your need to find judges for our tournament, provide food/drinks for judges and/or participants and your ability to “persuade” ☺ a parent or guardian to assist for adult capacities – ie overseeing a host room for judges, judging individual event and debate rounds, overseeing concessions (money), etc. **In the event that a student is unable to attend this tournament, expectations of judge acquisition and other elements or preparing are required to be fulfilled.**

Your participation will depend on your class. **Most Debate II and Debate III/ISM students will be expected to participate both days**. **Debate I will be expected to participate in at least one of these two days upon notification by sponsors**. A tournament grade will not be given as is customary for the attendance of tournaments because you are not competing in this tournament, unless otherwise decided by your team sponsors.

*More details will be forthcoming in a team meeting held after the beginning of the school year.*

Section 6: General Information:

1. All students planning to participate in a tournament must have a signed medical form/insurance card, text permission form, website permission form, and acknowledgement of rules (last page of this document) prior to attending any tournament. No student will be allowed to travel without all signed forms, no matter which form may be missing, nor may the student participate by providing their own transportation without the necessary forms (Alternative Travel).
2. Any Debate I, II, III, and Independent Study student is required to attend a set number of tournaments per year. Failure to meet the requirements will result in a penalized grade on a sliding scale *(explained more in section 7)* for tournament participation averaged into second and fourth nine weeks grades. **This grade will serve as a semester/final exam grade or portion thereof**. This is a co-curricular course requirement and is rarely negotiable, except under the most extreme circumstances. A singular grade (normally 100 for full participation and effort) will count for a test grade for each tournament attended, **provided that there are no incidents at a tournament which warrant a lowering of a grade.**
3. **Clear Brook Speech & Debate is a team activity. Therefore, it is mandatory that the individual members work together as a team in all respects, including (but not limited to), offering critiques and the sharing and uploading of evidence/briefs or other materials to aid the team in GROUP as well as individual successes. Failure to work together as a cohesive unit will invite penalties up to, and including, suspension from future tournaments. *Whereas in the past we have required all materials be uploaded to a central repository, this year we are requiring only that materials be uploaded to a central area where coaches can view the material and ask individuals to approach team members for help with cards or case writing to ensure that all members are competent in their own skills and are not succeeding without doing their own share of the work.***
4. While student input is welcome, final decisions will be made by the coaches and/or leadership team, as appropriate. This includes, but is not limited to, team partners, tournament schedule, tournament entry, proper dress and disciplinary matters. ***Your team OFFICERS have authority to recommend suspension to team sponsors based upon objective facts that will be taken into consideration.***
5. Decisions made by the coaches are final and will not be subject to debate.

**Section 7: Competition Requirements and Grading – Debate II, III, ISM:**

1. **Advanced Debate (II/III/ISM): Tournament Attendance during the 1st semester: It is anticipated (as of August 2019) that we will, as a squad attend 12 *regular* IQT tournaments over a 2 semester period, beginning in August. During the 1st semester it is anticipated that we will attend a total of 8 possible tournaments. As a Debate II/III/ISM student you will receive a test grade of 100 for each tournament *successfully* attended. At the end of the 1st semester your final/semester exam grade will be calculated on the following basis: *4+ tournaments attended = 100 ; 3 tournaments attended = 85 ; 2 tournaments attended = 70 ; 1 tournament attended = 50 ; 0 tournaments attended = 0. “Regular tournaments” refers to those that are open to all members.* Exceptions occur when a tournament is not open to the entire squad. Examples include district, region and state meets (2nd semester only) or limited entry tournaments where only a portion of the squad may attend for point qualifications as we near the TFA State meet. TOC meets will also be an exception to this, although it is anticipated at this time that these will be attended in conjunction with a traditional IQT to allow for tournament participation. This calculation will apply to the 1st semester only due to a disparity of tournaments in the 1st semester versus the 2nd semester. These additional/limited entry meets will count toward the total needed for the aforementioned grade for those who are qualified and selected to attend but not counted against those who cannot attend as sufficient “regular” tournaments are open to all.**
2. **Advanced Debate (II/III/ISM): Tournament Attendance during the 2nd semester: It is anticipated that we will attend 4 TFA IQT tournaments during the 2nd semester but there will also be additional ability for students to try out for and qualify to attend UIL District Academic (advancing to Region/State), UIL CX (advancing to State), NSDA District (advancing to Nationals) and TFA State. Due to the limited number of tournaments open to ALL students, a grade shall be calculated accordingly. Those students who attend 2 tournaments will receive a final/semester exam test grade of 100 ; 1 tournament attended = 70 and 0 tournaments attended = 0.**
3. Practice sessions will be held on an as-needed basis. Students will be expected to attend as determined by their captains and sponsors in order to maximize readiness for weekend competitions.
4. At the time of this re-drafting (August 9, 2019), it is anticipated that every day students in Debate I will watch a 5-10 minute clip of current events which will be streamed through to the classroom and/or be uploaded to “Its Learning” or [www.wolverinedebate.com](http://www.wolverinedebate.com) . Once each week students will be responsible for taking a quiz over these events. This will function as a daily grade worth 45% of the student’s average. *This (or a similar) provision may also apply to Debate II-ISM.*
5. Tournament participation (test grade – 50%) will be based on ***successful completion*** of competition. Any disqualifications, no-shows to rounds, etc will result in a grade of 50 as well as repayment of fees *unless the error is due to a tournament host issue (ie scheduling, flighting issues, judges, etc*).
6. Grading policy (with regard to number of tournaments, etc) *subject to change* *based on a tournament schedule, should any changes be made after the drafting of this current by-laws iteration*. Students will be informed of final number well in advance of a final grade being assessed.
7. Any student who commits himself or herself to a tournament is expected to uphold that commitment. Signing your name to or having your name signed to the entry based on student direction signifies that you will meet the responsibility of being prepared to compete. Failure to uphold this commitment will result in penalization through repayment of fees *and/or grades being adjusted.*
8. Students must preview all performances, when asked, to the coach and their respective captains and officers before attending a tournament.
9. Students who repeatedly drop from tournaments are subject to suspension from the team and will be assessed a grade that reflects this lack of participation and will repay all associated drop fees.
10. No Pass / No Play Rules DO apply to tournament competitions. **Students are expected to notify the coach immediately of difficulty in a class. A student’s first priority is school-work; thus, a student who is in danger of failing a class may not be allowed to sign up for tournaments until grades improve.** In this case, alternate assignments may be assessed but practices may still be mandatory. See Section 3. This is a decision made by the coaches.
11. Students who do not advance to higher levels of competition are required to observe elimination rounds. Failure to observe elimination rounds may result in sanctions by your coach. You may also have the option of attending rounds in which fellow squad members are competing. *See Subpoint L below:*
12. *A student will only be granted permission to leave early from a tournament if s/he has been eliminated and has attended no fewer than ONE out round of the event(s) in which s/he has competed. This will also include taking notes of performances, writing critiques and improving oneself based upon viewing of those performers who do advance. A student MAY NOT drive another student. This is a TEAM endeavor and you will support your team if you are in attendance on Saturday. Failure to do so will result in appropriate action by your coach and team leadership. Exceptions will be decided by sponsors.*
13. *While team observations will be met, pursuant to N above, students should also bring any missed homework that they have due so as to maximize their time at a tournament in between (and after) rounds.*

Section 8: Competition Requirements and Grading – Debate I:

At the time of this drafting (August 9, 2019) it has been decided that all Debate I members, as introductory members of the team, will be required to attend at least two tournaments over the course of the first semester. One of these may be for observation purposes only but the second must be for competition purposes so as to apply skills learned in class. Or both may be for competition.

* 1. ***Because second semester tournaments often eliminate the novice category for competitions, Debate I meets should ideally be confined to the 1st semester, although exceptions can be made depending on valid and approved reasons.***
	2. ***Debate I members may also travel during the second semester but will be competing in the Champion division of competition. They may also compete as Champion in the first semester, based on their coach or captain’s recommendation(s).***
	3. ***A test grade of 100 will be assigned for each successfully completed competition.***
1. Any student who commits himself or herself to a tournament is expected to uphold that commitment. Signing your name to or having your name signed to the entry (with your approval) signifies that you will meet the responsibility of being prepared to compete. Failure to uphold this commitment by competing will result in penalization through repayment of both entry and drop fees.
2. In-class debates, tournament attendance, tests and (typically) cases and other assignments announced at the time of assignment will count as test grades and will comprise 50% of a student’s grade.
3. Other assignments will include flows, rough drafts, quizzes, participation in activities done in class and other assignments assigned which will comprise 45% of a student’s grade.
4. A reading grade of 5% will be factored into a student’s grade.

Section 9: Limited Entry Tournaments:

Throughout the school year there may be a few limited entry tournaments. These are termed “limited entry” either due to limited number of entries that are accepted or because of cost (ie T.O.C.), need of limited point accumulation, etc. In this case, each member is still allowed to audition but criteria will be more stringent. Elements that will be taken into account include past and present tournament successes (**and improvements based on judge and peer critiques**), respect for coach and other administration, number of years spent competing, competition level (Novice/Champion), attitude, leadership, camp experience, and a proven willingness to put forth maximum effort to succeed.

Section 10: Tournament Behavior:

1. All students of the Clear Brook Speech & Debate Team must remember at all times that they are attending tournaments not only as individual participants, but as representatives of the other team members, their coach(es), and of Clear Brook High School and Clear Creek Independent School District. **Therefore, behavior must be exemplary. The Clear Creek Independent School District has established a reputation for being courteous, respectful, and professional. Each member is expected to uphold this reputation.**
2. Any infraction that is committed while at a tournament, such as (but NOT LIMITED TO) *cheating during a round, stealing a competitor’s competition piece, falsifying evidence or credentials,* ***failure to maintain clean workspace and environments when traveling to competition sites, etc****.* will fall under the same jurisdiction of penalty as it would if the student were on the CBHS campus. Penalties may include, but not be limited to, repayment of original entry and/or drop fees, suspension from competition for a period of time, etc.
3. There will be absolutely NO alcohol, tobacco, drugs or any other illegal substance at tournaments. Anyone found in possession of or under the influence of drugs, tobacco or alcohol will be immediately suspended from the team up to and including removal from class and face disciplinary action from school administration as stated in the CCISD Code of Conduct. This also includes engagement in vaping or related activities. A parent/guardian will be called immediately and will be expected to pick up the student from the tournament, regardless of the location and police shall be called as warranted based on the level on infraction in question.
4. Students must remain on the host school campus at all times. Any student who leaves the campus, other than with a CCISD school sponsor, chaperone or their own parent, will be suspended from tournaments for a limited time or up to the remainder of the competition year.
5. You will NEVER listen to your personal devices during a round.
6. Out of town tournaments have additional rules:
	1. Boys are not to be in girl’s rooms at any time unless a sponsor is present and vice versa. All co-ed practices at hotels will be done in lounges or coach/chaperone rooms only. **Should exceptions be made to this rule, doors will be propped open at all times and sponsors will be notified. Exceptions will be made AT SPONSOR’S DISCRETION.**
	2. Students from other schools are not permitted in your room without permission from a sponsor and, at this time, all exterior doors will remain open - both for student safety and safety of valuables in hotel rooms.
	3. You are not permitted to be in the rooms of members from other schools.
	4. There will be a curfew every night, within one hour of return to hotel or other accommodation unless specified by a team coach. After curfew, students are not permitted to leave the room for any reason, except if instructed to do so by hotel management or security or your coach/chaperone(s).
	5. Students are never to leave the hotel or tournament site without a CBHS coach or adult chaperone unless other permission is granted by an adult sponsor.
	6. Any charges that are incurred while a student is in a particular room are the *SOLE* responsibility of the student(s) in that room.
	7. Violation of CBHS rules may result in a student being ineligible to compete the next day, removal from the tournament at the parent’s expense (including any original fees and associated drop fees), suspension from the squad and appropriate associated school discipline.
	8. Infractions that require the student to be removed from the weekend in question will result in a parent having to pick up the student rather returning with the squad.
	9. **It is recognized and expected that students know what “appropriate” behavior is and that this constitution/by-laws will not (and cannot) spell out every possible infraction that “might” or “might not” occur. The squad sponsors will not debate what “appropriate” behavior is nor will they entertain dissection of these by-laws to justify a student’s behavior.**
7. Any problems encountered at tournaments should be brought to the attention of the coach immediately. Students are not to argue with tournament personnel or judges about decisions made at a tournament. Problems will be handled by the coaches, not the students. Students involved in altercations will be subject to suspension from tournaments.

Section 11: Tournament Attire:

Just as any sports activity, students must wear the appropriate outfit for competition. Students should adhere to all dress code requirements, even though they are more specific than regular school dress code. Remember, you are representing the very best of Clear Brook High School.

1. Ladies:
	1. Ladies are to wear dresses or suits (pant suits are acceptable).
	2. Ladies should not wear any distracting jewelry that may impede their performance.
	3. No jeans will be worn into competitions.
	4. Make-up and nail polish are to be conservative.
	5. Low-cut tops and short dresses are *NOT* permitted. The coach(es) will determine what constitutes “too low” or “too short”. Be mindful of all cleavage!
2. Gentlemen:
	1. Gentlemen are to wear suits, ties, belts, socks or appropriate dress apparel as approved by sponsor(s).
	2. No flip-flops, tennis shoes or sandals may be worn with suits.
	3. Khakis and a sport coat are acceptable if the student does not own a suit.
	4. Minimally, khakis or dress pants, long sleeved shirt, tie, belt, dress socks and dress shoes are permitted.
	5. Jeans/denim are not acceptable attire.
	6. Ties must be worn and must be appropriate as well as coordinated with the suit.
3. All:
	1. Students are encouraged to wear “power colors”. This includes blue, black, navy, gray, pin stripes, etc.
	2. Students will not wear loud or distracting colors.
	3. All students will wear their hair away from their faces **and hair shall be a natural color.**
	4. Students will wear dress shoes. Absolutely no sports-shoes, hiking boots, etc.
	5. Students may not have any visible body piercings (except limited earrings/nose rings for girls due to religious observance, etc) or tattoos.
	6. No distracting, offensive, or otherwise inappropriate apparel will be allowed.
	7. Clothes must fit. They are not to be too loose or baggy. Wear a BELT!
	8. Any difficulty meeting dress code should be discussed with the coaches on an individual basis.
	9. If in doubt on clothing, check with coaches/sponsors. S/he will make the final call on attire.

Section 12: Trophies, Medals, Certificates and Letter Jackets:

1. Trophies:
	1. Individual trophies are the property of Clear Brook High School. Members will be permitted to take trophies home on Saturday night; however, the student must bring the trophies back Monday morning. All trophies will be returned to the team member at the end-of-year debate banquet.
	2. Group member trophies (Group Improvisation, etc) will remain the property of Clear Brook High School.
	3. It is the responsibility of the team member to put his or her name on the bottom of all trophies earned.
	4. All sweepstakes trophies / medals (for joint competitions) are the property of Clear Brook High School.
2. Certificates:
	1. NSDA (National Speech & Debate Association) Certificates will not be eligible to be taken home until the team member’s senior year at the end-of-year debate banquet or after final exams, should the student no longer be a member of CBHS Speech & Debate.
	2. Failure to pick up certificates will result in their being destroyed.
3. Letter Jackets **(Team Policy):**
	1. Members must accumulate no fewer than 350 NSDA points in any/all debate/speaking events.
	2. Member must be in good standing with the debate program.
	3. **Letter Jackets (District Policy)**
		1. **Per District policy FMF (REGULATION) Students: Student Awards and Lettering (updated June 20, 2014) the following criteria must also be met in order to receive a letterman jacket for Speech & Debate:**
			1. **Students must participate for two years, and**
			2. **Perform in a minimum of seven speech tournaments each year**
	4. Letter jackets will be ordered when the school places their regular seasonal orders. CBHS Debate/CCISD will pay for the jacket cost ONLY.
	5. Students are responsible for any additional patches, letters or additional embellishments to their jackets.

Section 13: Transportation:

Transportation will follow district guidelines already on file. Some key points of this policy include:

1. If a student opts not to take school provided transportation (ie a school bus) an Alternative Travel Form must be filled out by a parent, signed and turned back in to Mr. Rutledge or Mrs. Mayse in order to allow for administration signature. This should be turned in a minimum of three days prior to departure.
2. All students must provide medical information, including copies of insurance cards as well as emergency contact information prior to any tournament participation.
3. Students may ONLY leave a tournament facility with a parent or guardian, coach or approved chaperone during a tournament. Upon actual departure of a tournament they may, under NO circumstances, leave with anyone other than their parent or guardian without prior approval.
4. Students who have Alternate Travel forms allowing them to drive themselves to and from a tournament may not, under any circumstance, transport another student in their vehicle.
5. Normal return time (by bus) from a tournament can be as late as 11:00 PM or later. Please inform your parents and make certain that you have transportation from school back to your home. Saturday departure times (by bus) can be as early as 6:00 AM. Failure to meet the bus or other transportation at the specified time may result in your being left behind. Failure to have a parent or guardian bring you (due to your tardiness) will result in your having to pay original and drop fees. BE ON TIME!
6. Other rules and stipulations shall apply, as are found in the district online transportation manual.

***Each student is required to return this page, which will be kept on file for the duration of this competitive season:***

I have read the above rules and regulations as well as the constitution that shall govern Clear Brook Speech & Debate for the 2019-2020 competitive season and agree to be held accountable to these provisions.

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Student Signature Date

I have read the above rules and regulations as well as the constitution that shall govern Clear Brook Speech & Debate for the 2019-2020 competitive season and agree to allow my child to be held accountable to these provisions.

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Parent Signature Date