Students on the Cary High Speech and Debate Team put hours of research and practice in preparation for just a few minutes of performance at tournaments. The purpose of this policy manual is to ensure the Booster Club contributes to their success every day during the season. The policies in this manual interpret and expand upon the Booster Club By-Laws. They will be considered at least once each fiscal year and may be revised as often as necessary. Any incident that leads to a change in policy will be remembered as a story, but the names of those involved may be forgotten.

1. Behavior Expectations
	1. Chaperones act in loco parentis at tournaments, which means they shall exhibit high standards of behavior and hold team members to high standards at all times.
	2. Chaperones may take necessary actions if team rules are broken. They will consult with the team coach before acting, if possible, and will advise the coach if prior consultation is not possible.
	3. The head coach will designate an alternate to handle challenges that arise in tournaments when the head coach is unavailable. The head coach will inform both the head chaperone and the alternate by text message when entering a round and upon completion.
2. Finances
	1. Retention of Funds: In order to cover initial expenses for the upcoming season, the club must retain a minimum of $750 in its account at the end of each season.
	2. Team Dues: Team dues for the 2019-20 season are $35 per student. Dues will be collected with Tournament Fees for the first tournament the student attends.
	3. Judge Bond: In addition to the team dues, each student will post a $100 bond for parent involvement during the season. The bond will be posted with Tournament Fees for the first tournament each individual student attends and will be returned at the end of the season if an eligible family member judges or chaperones at least three tournaments during the season. Exceptions can be made at the discretion of the head coach.
	4. Team Affiliation Dues: The board has an obligation to pay the dues to the organizations listed in Article V of the Constitution for the Speech and Debate Team. The head coach will inform the Treasurer concerning due dates and addresses regarding these organizational dues.
	5. Tournament Fees: Participation fees will be set for each tournament based on the tournament’s cost and any additional lodging costs. Fees will be due prior to the tournament. Field trip permission forms will be due with Tournament Fees. Students are responsible to pay for their participation at regular season tournaments. The cost typically ranges from $15 to $25 for one-day tournaments and between $30 and $250 for two-day tournaments (depending on whether a hotel stay is required by the distance and how many students can share a room).
	6. Determining Cost for Hotel Rooms: The student cost for hotel rooms also factors in the chaperones’ rooms, as adults will stay in rooms for free (students will stay up to four to a room, chaperones up to two to a room). The head coach will approve the final price in consultation with the treasurer. Other members of the board may volunteer to conduct research concerning hotels and prices and then advise the head coach.
	7. Cancellation Charge: When a team member drops from a tournament after the registration deadline, the team may keep the Tournament Fee.
	8. Food: Meals and beverages are available for purchase at tournaments. The team may also stop for a meal on the way back from a tournament. Students are responsible for the cost of any purchased food for the duration of a field trip involving a tournament.
	9. Financial Aid: Any student may ask for financial assistance, which may be granted at the discretion of the head coach, who must then inform the booster club treasurer of the decision.
3. National Circuit Tournaments
	1. Students may participate in national circuit tournaments as they and their families see fit. Participation in a national circuit tournament is not a school-sanctioned field trip. All risks and costs are the responsibility of the student and the student’s family.
	2. Dates and Locations of National Circuit Tournaments are online at tabroom.com or at speechwire.com
4. Post-Season Tournaments
	1. Determinations
		1. Head Coach: The head coach retains the authority to decide which, if any, of the three post-season national tournaments—Tournament of Champions, National Catholic Forensic League, or National Speech and Debate Association—members of the team may attend (assuming qualification) in any given season.
		2. Booster Club: The Booster Club will determine how to distribute financial assistance for qualifying students, their parents, and the attending coach, given the guidelines in sections 4.1.3. through 4.1.5.
		3. Coach Expenses: The Booster Club will pay for all travel and hotel expenses for the attending coach. Food will not be covered.
		4. Competitor Expenses: The Booster Club will cover as much of competitor expenses, including tournament registration, travel, and hotel expenses (but not food) as it can without violating the retention of funds clause in Section 2.1. If more than one competitor qualifies and attends, funds will be disbursed equally (by equal percentage of the costs if the head coach approves more than one post-season national tournament) to each competitor.
		5. Parent Expenses: As parents often need to travel to fill judge quotas and to chaperone, the booster club may vote to cover a portion of parent expenses.
		6. Commitment to Post-Season Tournaments
			1. Students participating in a Post-Season Tournament must make the tournament their top priority for the duration. They may not leave the tournament facility except with express consent of the coach or chaperone. Chaperones may set and enforce curfews.
			2. Coaches and chaperones have discretion to limit contact of other team members with those participating in a Post-Season Tournament.
5. Summer Camps and Scholarships
	1. Summer Camps: The board may vote to disburse money to students attending speech and debate camps in the summer, to offset a portion of their expenses in a fair and equitable manner.
	2. Scholarships: The board may vote to award one or more scholarships to graduating seniors according to fair and equitable criteria they will establish.
6. Hosted Tournaments
	1. The Annual IMPvitational: Each year (assuming the approval of the principal and the governing speech and debate leagues of the state), the team will host a one-day tournament in order to raise money for students, coaches, and chaperones to attend national-level competitions, should the students qualify. If no student qualifies in a particular season, the money can be saved for future seasons. Monies raised by the IMPvitational may not be deposited into individual student accounts sponsored by the Booster Club.
	2. Additional Tournaments Held at Cary High School: The head coach, securing the approval of the board and principal, may bid to host additional tournaments, including, but not limited to, the district qualifying tournament and the state tournament. Monies raised by additional tournaments will serve the same purpose as in Section 6.1, unless designated differently by the board.
7. Other Funding
	1. Additional Fundraisers: The board may decide to sponsor additional fundraisers that follow Wake County School Board policy.
	2. Donations, Grants, and Sponsorships: The Booster Club is a 501(c)3 nonprofit. Donations are tax deductible to the full extent of the law. Checks should be made payable to Cary High Speech and Debate Booster Club or CHSDBC. The club may seek grants, major gifts, and sponsorships as appropriate to expand opportunities for students to compete to the best of their ability.
8. Other Expenses
	1. Honor Cords: After the final tournament and before the awards banquet, the head coach will order honor cords from the National Speech and Debate Association for seniors who meet the qualifications. The head coach will present the cords to the honorees either during school or at the awards banquet.
	2. End-of-Year DeBanquet
		1. Purpose: Each year the team and board will host an end-of-season banquet to celebrate the accomplishments of the team, thank parent volunteers and the outgoing board, and to honor graduating seniors.
		2. Planning: The head coach is responsible for establishing a date and securing a venue and menu. He may ask members of the board or other parent volunteers for help, subject to his final approval.
		3. Eligibility: All current team members, board members, parent volunteers (anyone who has chaperoned during the season), and family members of seniors will be invited. The board may decide upon different eligibility requirements if seating is particularly limited.
			1. Board Expenses: The head coach will present framed certificates to graduating seniors and certificates to the coaching staff (other than himself), outgoing board members, and to parent volunteers, the cost of which will be reimbursed by the treasurer from the booster club account. If the venue charges a room fee, the board may decide to pay the expense or may include the expense as part of the fees in Section 8.2.3.2.
			2. Family Expenses: All persons in attendance will be responsible for paying for their own meals. Every effort will be made to balance elegance and affordability. Section 2.9 (on financial aid) applies.
		4. Team Resources: The board may elect to purchase briefs for debaters and scripts for interpretation competitors. The board reserves the right to purchase any other academic resources they deem directly related to and helpful to the success of the team overall or to individuals on the team.