



# ORANGE COUNTY SPEECH LEAGUE



Sarah Sherwood, President  
Gabe Rusk, 1<sup>st</sup> Vice President  
Sandra Fiene, 2<sup>nd</sup> Vice President

Charlene Dagampat, Secretary  
Chathi Anderson, Treasurer

September 15, 2018

Dear Principal,

Congratulations on your decision to support your Speech and Debate Team's participation in the Orange County Speech League. Our league serves all Orange County high schools desiring to participate in forensic competition. Our competition offerings include the qualification tournaments for California High School Speech Association's State Championships.

As one of the requisites for league participation, a director or coach of record must be appointed by the school's administration to oversee the activity of the team with regard to the Orange County Speech League (OCSL). Though there may be other valuable volunteers assisting your team, the designation of a director is important to the smooth functioning of your school's team within the OCSL.

Committed Speech and Debate directors are integral to the success of your students, team and the Orange County Speech League!

Please take a moment to review the following page and complete the short form at the bottom. This form needs to be received by the OCSL President prior to your team's participation in tournaments or league meetings. The form can be returned by mail or in person listed on this letterhead.

**Thank you for your time and support of Speech and Debate at your school! Please feel free to contact me this school year and come support your students at a speech tournament!**

Sincerely,  
Sarah Sherwood,  
President  
Orange County Speech League

### Principal's Designation Letter

The following are attributes of a director/coach of record for the OCSL. A Director of Forensics:

1. Is a member of the school's faculty, staff, or a district (board) approved designee working at the designated school. This designee must have fingerprints on file with the State of California and your district, and need to have appropriate clearance to be working with students.
1. Is responsible for receiving and sending OCSL communication for your school.
2. Is responsible for having with them completed school district permission slips for each student as required by your school district for off-campus activities.
3. Is responsible for the safety of students from your school at OCSL activities.
4. Accompanies students to all OCSL activities, arrives on time, and **is in attendance for the entire duration of the activity**. If it is impossible for a coach to go with students, another qualified adult (see Rule #1) shall accompany students and be responsible for adhering to all rules and regulations at OCSL activities. A qualified adult may substitute for a coach only if he or she presents a letter of authorization from the administration of the school represented and a copy of the written clearance from the district for a specified date, and this letter has been submitted and received by the president of the league no less than one week prior to league tournaments.
5. Represents your school at OCSL Coaches' meetings.
6. Is responsible for payment of fees, dues and obligations owed to the OCSL for school's participation. School/district check, personal check, money order, or cash may pay any fees due to OCSL.
7. Registers at each tournament with the director and provides assistance in the tab room or performs other duties as assigned by the tournament director.
8. Makes every effort to provide the minimum number of judges required for each tournament (according to the tournament invitation).
9. Sees to it that students dress and behave in accordance with rules and bylaws and code of ethics of the OCSL.
10. Helps students choose appropriate material for a speaking event.
11. Submits team entries, scripts, signatures, and necessary paperwork for all tournaments within designated timelines.
12. Maintains a professional demeanor in OCSL activities.
13. Represents, assists, and/or directs only one school.
14. Judges only if requested by the OCSL tournament director. Cannot be designated as a judge to meet a school's judging requirements.

As the Principal of \_\_\_\_\_ High School, I have read and understand the above information regarding designation of a Speech and Debate Director/Coach of Record for the Orange County Speech League. I understand that the requirements, allowances and conditions of other leagues may differ from those of the OCSL and do not necessarily meet OCSL terms of participation. Any violations of the above stated criteria may result in disqualification from OCSL tournaments. The OCSL Constitution and Code of Ethics are supplemental documents, which include coaching and team requisites. **I am aware that I, or another Administrator will be contacted during weekend tournaments by OCSL officials in the case of students attending tournaments without chaperones or in the case of a serious emergency where a coach could not be located.** I select the following person to represent our school in this capacity for the school year 2016-2017.

\_\_\_\_\_  
Name of Director/Coach

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Emergency School Administrator Weekend Contact Number: \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_ Position Title: \_\_\_\_\_

I have read and understand the above information regarding Orange County Speech League Director/Coach of Record responsibilities and accept the appointment.

\_\_\_\_\_  
Director/Coach Signature

\_\_\_\_\_  
Date

Please list the names of those adults who will assist with your team in any capacity this year but are NOT the Director/Coach of Record. Ex. Coaching, critiquing, holding practices, etc.