

CITRUS BELT SPEECH REGION

July 28, 2025

Dear Principal,

Congratulations on your decision to support your Speech and Debate Team's participation in the Citrus Belt Speech Region.

Our league serves all San Bernardino and Riverside County high schools and Los Angeles County high schools east of Kellogg Hill. 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 Citrus Belt Speech Region (CBSR). 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 CBSR.

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 CBSR President prior to your team's participation in league tournaments. The form can be returned by mail or in person to the league President. 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,



Kenneth Park
President, Citrus Belt Speech Region

c/o Pomona Catholic High School
533 W Holt Ave
Pomona, CA 91768

kenneth32park@gmail.com

Principal's designation of Coach of Record for _____ High School

The Coach of Record:

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 **has appropriate clearance to be working with students.**
2. Is responsible for receiving and sending CBSR communication for your school.
3. Is responsible for having with them completed school district permission slips and emergency contact information for each student as required by your school district for off-campus activities.
4. Is responsible for the safety of students from your school at CBSR activities.
5. **Accompanies students to all CBSR 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 CBSR 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.
6. Represents your school at CBSR coaches' meetings.
7. Is responsible for payment of fees, or dues owed to the CBSR for school's participation.
8. Registers at each tournament with the director and provides assistance in the tab room or performs other duties as assigned by the tournament director.
9. Makes every effort to provide the minimum number of judges required for each tournament (according to the tournament invitation).
10. Sees to it that students dress and behave in accordance with rules and bylaws and code of ethics of the CBSR.
11. Helps students choose appropriate material for speaking events.
12. Submits team entries, scripts, signatures, and necessary paperwork for all tournaments within designated timelines.
13. Maintains a professional demeanor in CBSR activities.
14. Represents, assists, and/or directs only one school.
15. Judges only if requested by the CBSR 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 Citrus Belt Speech Region. I understand that the requirements, allowances and conditions of other leagues may differ from those of the CBSR and do not necessarily meet CBSR terms of participation. Any violations of the above stated criteria may result in disqualification from CBSR tournaments. The CBSR Constitution and Bylaws are supplemental documents, which include coaching and team requisites.

I select _____ as our school's Speech and Debate coach of record.
printed name of coach

I have read and understand the above information regarding Citrus Belt Speech Region Coach of Record responsibilities and accept the appointment.

coach of record signature date

As Principal, I also authorize the following person or persons to supervise our school's students and assume the responsibilities of the coach of record in his or her absence. (mark with an X if none)

name of additional person with supervision authority name of additional person with supervision authority name of additional person with supervision authority

printed name of principal signature of principal date

Email contact for principal _____