

2026 Principal/Head Master Designation Form

For: _____

(name of school)

This form must be completed, signed and submitted to **East LA District by February 1, 2026**

A copy of this form will be returned to the school principal as confirmation of receipt

This letter serves as official authorization for the individual(s) named below to act on behalf of the above listed school and supervise our students during participation in the 2026 ELA-NSDA National Qualifying Tournament(s) held at Gabrielino High School (Speech events) on Friday and Saturday March 6th and 7th, 2026 and/or at TBD (Debate events) on Saturday March 14th.

Authorized Representative (Coach) Information:

Name: _____ **Position/Title:** _____

Phone Number: _____ **Email Address:** _____

Authorized Representative (Coach) Information: (if needed)

Name: _____ **Position/Title:** _____

Phone Number: _____ **Email Address:** _____

As the principal/head of school of the above named school, I authorize the individual(s) listed above to:

1. Accompany & supervise students from our school during the speech & debate tournaments listed above.
2. Serve as the official representative of our school for the duration of the tournament(s).
3. Make reasonable decisions on behalf of the school regarding student conduct, safety, competitive decisions, and participation while at the tournament(s)
4. Seek emergency medical care for any student if necessary during the tournament, in accordance with school policy.

The individual(s) listed above has (have) completed all appropriate paperwork and/or training and/or background checks as required by our school site and/or district and is a safe individual to have around students and community members.

I understand the authorized individual(s) will be responsible for ensuring all students comply with school and tournament policies, and will act in the best interest of the students and our school.

I understand these tournaments determine qualifiers for the National High School Speech & Debate Championships in Richmond, VA this June 13-19. Should any of our students qualify for Nationals, I will work with our qualifiers and our advisor/coach on logistics for the tournament.

I understand our school is able to send at least two students, in addition to any qualifiers, to compete in supplemental events at the National Speech & Debate Championships in Richmond, VA this June 13-19. If we choose to use these spots, I will work with our students and advisor/coach on logistics for the tournament.

I understand our students will be removed from the competition if they attend either of the two local competitions without the supervision of any of the above listed adult representatives of our school.

*****If requested, our school will be able to provide a general certification of liability (including a SAM authorization) to the East Los Angeles District Committee as proof of our insurance for both local tournaments listed above.**

The above listed school representative(s) will bring any paperwork our school district requires for field trips and extra or cocurricular activities (permission forms, liability waivers, health forms) with them to the tournaments.

Should further information or verification be required, I can be reached at the contact information listed below.

Sincerely,

Principal Signature

Date _____

Principal Name: _____

Phone: _____

School: _____

Email: _____

Coach/Representative Signature

Date

Coach/Representative Name _____

Phone: _____

Email: _____

Coach/Representative Signature

Date

Coach/Representative Name _____

Phone: _____

Email: _____