



## **Policies & Procedures**

**2006-2007**

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## **MEMBERSHIP**

### **MEMBERSHIP DEFINED**

CCofPA is a Pennsylvania non-profit, Tax-exempt Corporation managed and operated solely by the Board of Directors and funded by its club members and private sponsors. "Club members" do not have the legal rights of "members" as defined by the Pennsylvania Non-profit Corporation Law of 1988, as amended.

CCofPA is a Christian organization; therefore, membership shall consist of believing and practicing members of the Body of Jesus Christ, who agree with the CCofPA Statement of Faith, are in good standing in their local church, and whose applications have been approved by CCofPA Club Administrator.

### **APPLICATION DEADLINE**

A deadline will be set each season for the receipt of New Member Applications, Associate Member Applications, and Membership Renewal Applications. A late fee will be charged for those applications received after such deadline. All applicants are subject to the approval process.

### **POTENTIAL MEMBERS**

In order to establish compatibility with CCofPA and assist them in the decision-making process, potential members will be provided with documentation outlining the organization's standards and guiding principles. A New Member Packet will be provided, which contains the following:

- New Member Information Sheet
- New Member Application
- New Member Questionnaire
- CCofPA Statement of Faith
- Peacemaker's Pledge
- Parental Responsibility Agreement
- Student Member Agreement
- Emergency Medical Release
- CCofPA Club Handbook
- CCofPA Policies & Procedures Manual

All potential members will be required to undergo the New Member Application Process should they desire to apply for CCofPA membership.

### **NEW MEMBER APPLICATION PROCESS**

Potential members must complete, sign, and submit the following documentation by the stated deadline:

- New Member Application
- New Member Questionnaire
- CCofPA Statement of Faith (one per parent attending club sessions)
- Parental Responsibility Agreement
- Student Member Agreement (one per student in Competitive Tracks)
- Emergency Medical Release (one for every child attending club sessions)

New members will be accepted based on the following considerations:

- Number of Membership Renewals
- Current operational and organizational limitations
- Personal recommendations from reliable sources
- CCofPA Board of Directors' approval

## **MEMBERSHIP RENEWAL APPLICATION PROCESS**

Near the end of the competitive season, all current CCofPA members will be provided with appropriate Membership Renewal Information for the following season. Priority will be given to those Membership Renewals received on or before the stated deadline. After the stated deadline, all memberships will be considered on a first-come, first-served basis, which will include the New Member Applications.

Returning members must complete, sign, and submit the following documentation by the stated deadline:

- Membership Renewal Application
- Parental Responsibility Agreement (one per parent attending club sessions)
- Student Member Agreement (one per student in Competitive Tracks)
- Emergency Medical Release (one for every child attending club sessions)
- Partnership Agreement (as applicable)

All applications are subject to the review and approval of the CCofPA Club Administrator. Membership Renewal Applications may be denied on the basis of previous non-compliance with CCofPA policies and guidelines.

## **ASSOCIATE MEMBER APPLICATION PROCESS**

An Associate Membership is available for families who are unable to attend weekly Club sessions because of their geographical distance from CCofPA but desire to take advantage of benefits offered and academic responsibilities shared. In order to apply for an Associate Membership, the family must meet the following criteria:

- Must reside outside a 100-mile radius from the facility where weekly meetings are held.
- Must not be a member of another speech and debate club that participates in the NCFCA league, unless by mutual consent by the leadership of both clubs, and unless mutually acceptable guidelines have been implemented to protect both clubs.
- Must submit an application fee that equals one half of the Family Membership fee charged to local members for the current season.
- Must attend as many CCofPA functions as logistically possible.
- Must adhere to the same membership and partnership guidelines as all local CCofPA members, with the exception of those prohibited by geographical location.
- Must be willing to participate and share responsibilities for CCofPA hosted functions.

## **MEMBERSHIP FEES**

Membership fees will be established by calculating the anticipated operating costs, facility charges, and potential membership approvals for the upcoming season. These fees should be made available to the public by March-April of the preceding season.

The Associate Membership fee will be half the cost of the Family Membership, plus half the cost of the Track Fee for each student.

## **BOARD OF DIRECTORS MEMBERSHIP RENEWAL FEES**

Those members serving on the Board of Directors and/or volunteering a substantial amount of time on a weekly basis toward the administration of CCofPA efforts may be eligible to receive an exemption from or reduction of yearly application and/or membership fees. The exemption/reduction should be relative to the responsibility assumed.

## **POLICY CHANGES**

### **EFFECTIVE DATE**

The effective date of any general policy change will be the first club meeting of the season. Any policy or procedure changes made during the course of the season (September-May) will not become effective until the following season, unless the change involves an imminent health or safety matter.

### **SUGGESTIONS OR APPEALS**

CCofPA leadership continually evaluates its goals and the means through which such goals are obtained. To aid in this process, CCofPA Board of Directors welcomes constructive comments and suggestions for improvement. Such suggestions or comments must be made in written form and sent to all Board members for review.

If the Board determines that the written request does not involve an imminent health or safety issue and, therefore, does not warrant immediate consideration, the appeal or suggestion will be evaluated at the regularly scheduled end-of-the-season Board meeting designated specifically for that purpose. Any changes deemed appropriate by the Board will be implemented the following season.

If the Board determines that the written request involves an imminent health or safety issue, it will be immediately evaluated, and changes deemed appropriate by the Board will be implemented at that time.

The one submitting the request will be notified of the action the Board intends to take upon receipt of the request.

## HOMework

### GENERAL HOMEWORK

Homework must be completed and submitted to the proper CCofPA Coordinator on or before the date and time designated.

If a student has a legitimate reason for being unable to submit the homework assignment punctually, then the parent is responsible to communicate this information with a legitimate reason to the appropriate CCofPA Coordinator prior to the stated deadline. Grace may be granted by the Coordinator on an individual basis depending on the legitimacy of the extenuating circumstance.

The fourth time a student fails to submit homework without a legitimate reason or fails to make up the past assignments, they will be suspended from CCofPA membership until such time as homework assignments become current.

### DEBATE CLUB INFORMATION

It is an ethical violation of club confidentiality for a student to provide information about any club member's affirmative case, evidence, briefs, strategies, arguments, and so forth, to anyone outside of CCofPA membership at any time. Violation of this principle will serve to undermine CCofPA Debate Club goals, and therefore, will not be tolerated. Offenders found providing any form of individual debate information as previously stated to any non-member will be subject to the following consequences:

- The offender's membership will be terminated for the remainder of the year.
- Future Membership Renewal Applications may be submitted for consideration only if required steps of reconciliation are fulfilled. (They will not automatically be accepted if steps of reconciliation are fulfilled.)
- A public apology to the parents and students of the Debate Club will be required for violating Club confidentiality. The offender will be responsible to personally apologize to all Debate Club parents and students who are not in attendance at the time the public apology is made.
- Steps must be taken to make restitution with the particular club members who were directly affected by the violation or its consequences. (Board of Directors will determine appropriate steps for each particular circumstance.)

### DEBATE CLUB • E-MAIL EVIDENCE POOL (if applicable)

The following rules will apply to anyone who fails to submit evidence homework as required:

- The Evidence Pool for the week will be withheld from the student who fails to submit the evidence or from the student whose submission is late.
- The Evidence Pool will be eligible for receipt on a one-time basis. If a student misses receiving the Evidence Pool for any given week, they will be ineligible to receive it at a later date.
- The Evidence Pool will be withheld from the student on an ongoing basis until such time as all homework submissions are up-to-date; however, once submissions are up to date, such student will receive only the Evidence Pool for the current week and not the Evidence Pool for the prior weeks missed.
- If a student fails to submit evidence assignments three times without a legitimate reason, they will be suspended from CCofPA membership until such time as homework assignments become current.

## **DEBATE EVIDENCE EXCHANGES**

Taking evidence which belongs to club members (or should belong to club members) and giving it to an outside source will be considered as stealing from the club membership for one's own personal benefit. Additionally, receiving that which should be available to all club members through individual trades and robbing club members from the opportunity of receiving it is, likewise, considered as stealing from the club. Therefore, individual evidence exchanges will be treated as thievery.

- If a student provides personal evidence to an outside source that has not been submitted to the club, then the student is robbing the club members of information that should have been provided to them.
- If a student provides club evidence to an outside source that has been submitted to the club, then the student is bartering with evidence that no longer belongs to him/her, but that which has become the property of the club.
- If a student receives evidence from an outside source and does not share it with club members, then the student is robbing club members of evidence which should belong to them.

Due to the nature of the offense, any CCoPA club member who intentionally engages in any form of individual evidence or brief exchange without the approval of the appropriate CCoPA Coordinator or through any means other than those currently permitted by CCoPA leadership will be immediately expelled from CCoPA membership for the remainder of the year without a refund. Provisions have been made for the giving and/or receiving of evidence with non-members for the protection of all Debate Club members. These steps must be followed.

## **DISCIPLINE**

### **GUIDING PRINCIPLES**

CCofPA objectives, goals, standards, policies, and procedures have been made clear in its available documentation, as well as through verbal communication. Because it is impossible to detail every possible violation or offense and its related consequence, any action found in violation of said guiding principles is subject to disciplinary action as deemed appropriate by the Club Coordinator.

### **GENERAL MEMBERSHIP AGREEMENTS**

Members are required to adhere to the principles and standards set forth by CCofPA leadership. This would include principles and standards set forth verbally, as well as those documented in the Parental Responsibility Agreement, the Student Member Agreement, the Partnership Agreement (as applicable), the Evidence Exchange Standards (as applicable), the current CCofPA Club Handbook, CCofPA Policies & Procedures Manual, the Peacemaker's Pledge, and any other documentation CCofPA provides; this does not preclude the implementation of any additional standards or principles that CCofPA leadership finds necessary during the course of the season. Violators of such principles are subject to disciplinary action as prescribed in CCofPA Policies & Procedures in order to demonstrate repentance, seek reconciliation, and/or make restitution, which will depend on the nature of the offense or violation. The appropriate CCofPA leadership will determine disciplinary action for any offenses not covered in the Policies & Procedures Manual.

### **DRESS CODE VIOLATIONS**

Violators of the Dress Code as established in the current CCofPA Club Handbook will be sent home to change without a warning. The violator will not be allowed to participate in the club session until they are in appropriate attire. If they are unable to return home to change, they will be allowed to stay in a separate room apart from the activity of the club session. Three such violations will result in dismissal from CCofPA Club membership for the remainder of the year without a refund.

### **CLASSROOM ETIQUETTE**

Rudeness in class is not acceptable; students are expected to demonstrate proper classroom etiquette. Violators will be removed from the class setting to sit with the parent for the remainder of the club session if they must be warned more than two times in any one club session. Three such violations requiring removal of the student from the club session will result in dismissal from CCofPA Club membership for the remainder of the year without a refund.

### **GOSSIP**

Gossip will not be tolerated. Students must learn to follow Matthew 5:23-25, Matthew 18:15-17, and the Peacemakers principles to resolve relational issues. Violators will be asked to "go directly" to the other in the spirit of Matthew 18 to resolve the issue at hand. An unwillingness or inability to do so will result in third-party mediation. Failure to comply with this procedure will result in dismissal from CCofPA Club membership without a refund.

## **CONFLICT & MEDIATION**

### **MEDIATION COMMITMENT**

CCofPA leadership commits to adhere to the conflict resolution principles in Matthew 5:23-25 and Matthew 18:15-17 as they are detailed in "The Peacemaker Pledge" and in Ken Sande's book, *The Peacemaker*. All CCofPA Club members must commit to follow these principles and procedures and will be subject to third-party mediation if conflict cannot be resolved on a one-to-one basis.

### **MEDIATION PROCESS**

Depending on the area of conflict, the following authorities are responsible to lead the mediation process in the following order:

1. One or more of the following CCofPA Club Coordinators will mediate any issues or areas of conflict arising in or as a result of their weekly club sessions or any other scheduled event related to their area of responsibility, unless there is a personal conflict of interests.
  - Debate Club Coordinator
  - IE Club Coordinator
  - Extemp Club Coordinator
  - Junior Track Coordinator
  - Little Stars Coordinator
  - Nursery Coordinator
2. Club Coordinator will assist in mediation as requested by the Club Coordinators or in mediation where a personal conflict of interests exists with the particular Club Coordinator responsible.
3. Any designated Member(s) of the Board of Directors will assist in mediation as requested by the Club Coordinator or where a personal conflict of interests exists with the Club Coordinator and any Club Coordinator involved.

### **FAILURE TO COMPLY**

Failure to comply with third-party mediation will result in immediate dismissal from CCofPA Club membership without a refund.

## **IMMEDIATE DISMISSALS**

### **FAILURE TO COMPLY WITH DISCIPLINE**

Failure to comply with disciplinary procedures as a result of a standards violation will result in immediate dismissal of the violator from club membership without a refund; the violator may not return to CCoPA Club sessions or represent CCoPA at any event until proper restitution and/or reconciliation has been made.

### **FAILURE TO COMPLY WITH MEDIATION**

Failure to comply with required mediation procedures as a result of a personal conflict will result in immediate dismissal of the violator from club membership without a refund; the violator may not return to CCoPA Club sessions or represent the club at any event until the proper mediation, restitution and/or reconciliation has been made.

### **REPEAT OFFENDERS**

If disciplinary action must be repeated for a specific violation more than twice, the violator will be removed from CCoPA Club membership without a refund for the remainder of the year as determined by the Club Coordinator.

### **TOURNAMENT DISQUALIFICATION**

If a student or team is disqualified from a tournament because of unethical behavior or an unwillingness to comply with tournament rules, the student responsible for the disqualification may be removed from CCoPA Club membership without a refund.

### **VIOLATIONS OF CLUB CONFIDENTIALITY**

The revealing of any information to a non-member that is considered confidential to CCoPA is grounds for immediate termination of membership for at least the remainder of the season. Additional steps of reconciliation specifically applicable to the offense will be determined by appropriate CCoPA leadership.

The following are considered areas of club confidentiality and may not be revealed to any non-member:

- Any information or forms posted under the "Members Only" section of the CCoPA website.
- CCoPA's website password.
- Individual debate evidence without appropriate CCoPA oversight and approval; provisions have been made for the proper exchange of such information.
- Information pertaining to any fellow member's affirmative case, evidence, briefs, strategies, arguments, and so forth.
- Violations of current Evidence Standards set by CCoPA leadership.

## **PARTNERSHIPS**

### **PARTNERSHIP GUIDELINES**

Partnerships existing between two local CCoFPA members will be subject to all guidelines as outlined in the following documentation:

1. Student Member Agreement
2. Student Partnership Agreement
3. The Peacemaker's Pledge
4. Debate Partnership Survey
5. Evidence Exchange Standards
6. CCoFPA Policy & Procedures Manual
7. CCoFPA Club Handbook

### **ASSOCIATE MEMBER/LOCAL MEMBER PARTNERSHIPS**

Partnerships existing between a Local Member and an Associate Member will be subject to the same guidelines as a partnership between two local members except for those specific guidelines which are prohibited by the geographical distance of the Associate Member.

### **PARTNERSHIP DENIAL**

No partnerships may occur with any student who has been removed from or denied membership to CCoFPA for disciplinary reasons.