

Rules of Governance:

The Edge Speech and Debate Club exists to train homeschooled students to effectively communicate and to develop critical thinking skills to better serve and glorify God. To help meet this goal, The Edge requires members to affiliate with the National Christian Forensics and Communication Association (NCFCA), competes in their events, and follows their direction where provided. The Edge emphasizes parental involvement in all events. As such, at least one parent is required to participate in all club meetings with their student(s).

These rules exist so The Edge can operate smoothly.

Mission Statement

To instruct and train students in clear, courteous, true communication via competitive as well as community speaking and debating opportunities; to equip parents to help their own children as well as other students in the club; to promote a spirit of mutual encouragement among students and parents.

Administrative Board - The Edge is governed by a board appointed at the annual summer board meeting by the current board members. Board members serve a one-year term but may be appointed to serve more than once. It is preferable, when at all possible, to have parents serve in all positions. The board consists of the Club Leader, Secretary, Treasurer, the Lead Speech Coach, the Junior Speech Coach, the LD Debate Coach, the TP Debate Coach, the Extemp Coach and the Moot Court Coach. Each member of the board has an equal say in decisions made by the board. Each Coach may also hold one of the non-coaching positions on the board.

Operation and Responsibilities -The Board will meet once each summer and additionally on an as-needed basis. If an issue arises that needs action immediately, the club leader should reach the Board's officers by telephone, text, or e-mail to decide if a consensus decision can be made or if the entire Board needs to meet (in-person or virtually). In an emergency, the club leader will be responsible for making decisions for the club. Information regarding this decision shall be e-mailed to the club as soon as practicable. The club leader will organize and chair all Board meetings. The Board decides

1. How much the annual dues are
2. What expenses to cover (i.e. curriculum, video conferencing, or coach NCFCA affiliation fees)
3. Where to meet
4. When to meet
5. How to help parents handle discipline problems
6. What to post on the website
7. Who will be coaching speech, junior speech, extemp, debate, and moot court
8. Who to install as new board members
9. The meeting dates for each semester
10. Who to suggest to NCFCA officials to serve in roles during a tournament
11. Any changes to the governing documents

Job Descriptions

Parents are ultimately responsible for their children and have authority over them in all matters, including their participation in The Edge club activities. Parents are a crucial factor in the success of The Edge. The Edge parents are required to take an active role in the club; this is not a drop-off activity. First year parents must attend the classes with their students, and at least one parent from each family must always be on-site during any club activities, no matter how many years the family has participated in The Edge. Classes provide the information necessary for parents to function within the club. Parents are expected to participate in and assist with coaching, judging, decision-making, and general supervision. Parents are also expected to assist in the running of any tournaments that The Edge may sponsor. They commit to making sure their student(s) complete assignments for meetings and prepare for tournament competition.

Coaches - The Edge may have coaches for the following areas: Varsity speech, Juniors speech, LD debate, TP debate, Extemp, and Moot Court. The Varsity Speech Coach is also the lead speech coach. The Administrative Board will appoint the coaches for the upcoming school year by June 1st of the previous year if possible. Any parent interested in teaching may do so, and experienced teachers will mentor new parent-teachers. Coaches are responsible for establishing communication with their students and making sure someone manages any technology that is needed to conduct meetings.

a. Varsity Speech – This person is considered the lead speech coach and will be responsible for establishing a speech curriculum, which includes scheduling any speech classes, room assignments and instructors/coaches. Additionally, the speech coach will advise parents and students regarding standards of literature and appropriate subjects which historically have done well in NCFCA competition. The varsity speech coach will be responsible for explaining NCFCA competition rules so that student's scripts will follow the correct formats; this may include forming a script review committee.

b. Junior Speech coach – The junior speech coach will be responsible for establishing a speech curriculum and organizing a presentation event for the junior students at least once a year. Additionally, the junior speech coach will advise parents and students regarding standards of literature and appropriate subjects which historically have done well in prior events. The junior speech coach will be responsible for making sure junior students and their parents understand the NCFCA rules for junior speakers.

c. Debate - The lead debate coach(es) will be responsible for establishing a debate curriculum, which includes scheduling debate classes, room assignments and teachers; establishing evidence standards and training critical thought processes; and ensuring allowable tactics and techniques are employed by students. Additionally, the debate coaches will make recommendations regarding Team Policy team pairings, but the final decision remains with the parents.

Club leader

1. Makes sure club members have affiliated with NCFCA nationally before being admitted to The Edge
2. Makes sure someone (often the lead speech coach) is having the students sign up to lead devotions
3. Makes sure someone is the point of contact for the staff of the facility where The Edge meets
4. Makes sure someone takes care of any set up and tear down needed for meetings

5. Makes sure club members are put in contact with someone who can answer their questions about NCFCA rules and tournament registration
6. Reminds club members to read the League Handbook before tournament season starts
7. Reviews the monthly bank statement the treasurer forwards, to help look for any mistakes
8. Proposes the meeting dates for each semester
9. Serves as the point of contact for NCFCA national, Region IX, and any outside entities (unless this responsibility is delegated to another club member)
10. Makes sure that any conflict between club members is handled in a Biblical manner, and appoints a third-party mediator if needed.

Treasurer

1. Makes an in-person visit to the bank to get their name on the account
2. Deposits the membership dues that come in during August. This can be done electronically
3. Reviews and forwards the monthly electronic statement to the other board members so there is help catching any mistakes the bank may have made
4. Makes four or five payments during the year:
 - a. When requested, make the payment for our club liability insurance to Region 9
 - b. Pay the website annual fee
 - c. Pay the Zoom annual fee
 - d. Write a check to give a gift to the church at the end of the year
 - e. If necessary, reimburse a coach for the purchase of curriculum materials
5. Keeps track of the three receipts for the Zoom payment, the website payment, and possibly curriculum purchases
6. Sends the official postcard to the tax office stating we didn't take in enough money to have to fill out any tax forms.

Note: Tournament finances are handled by NCFCA national and are not the responsibility of the local club treasurer

Secretary

1. Makes sure membership applications are complete, including a receipt for affiliating with NCFCA, and files the applications for each year on the Edge Google drive
2. Makes sure club members are receiving the emails that Region 9 and NCFCA national send directly to our members
3. Makes sure someone is checking the Edge gmail at least once a week
4. Makes sure club members can contact each other by letting a club member know that another member would like contact information
5. Makes sure someone answers questions about membership, usually by connecting the person with questions to the appropriate coach(es)
6. Makes sure someone proofreads any advertisements the club sends out
7. Reviews the monthly bank statement the treasurer forwards, to help look for any mistakes
8. Makes sure that someone updates the documents on the website as needed
9. Makes sure there is a written record of any decisions at a board meeting