

2019-20 FEES



POWER[®]
OF THE
PEN

Power of the Pen 2019-2020 Fees Summary

Power of the Pen tournaments are a high-quality, enjoyable experience for writers, coaches, and their families when the event runs smoothly. To help ensure a well-functioning tournament, we rely on schools to bring the number of contestants and judges that they committed to in their online registration. An accurate count of participants helps us prepare both the scoring system and the site. Though we print grids after all schools have checked in on the morning of the tournament, we produce a digital preliminary grid in advance. Last-minute changes to that preliminary grid can cause delays. Fees are intended to help ensure tournament quality. This list of Power of the Pen fees is provided as a helpful tool for planning purposes. It is not a comprehensive list of fees, nor does it include all of the rules. For a complete list of Power of the Pen fees, please see pages 5-11 of this 2019-2020 Fees Manual. For rules, see the 2019-2020 Rules Manual.

Initial Entry Fee (Competitive Membership)

Please see the Registration page on powerofthepen.org or our manuals for details on the benefits of membership.

Registration Date	7th <i>or</i> 8th grade team of up to six writers	7th <i>and</i> 8th grade teams of up to six writers in each grade
Sept. 1 through Oct. 15	\$300	\$400
Oct. 16 through Nov. 30	\$350	\$450
Dec. 1 and later (space permitting)	\$400	\$500

*Fees are the same regardless of the number of writers up to six in each grade level. Payment is due December 1. Power of the Pen's W-9 form can be found in the For Coaches tab on the website. **Note: Though your school may issue a purchase order, a purchase order is NOT accepted as payment. Please immediately forward the invoice, which you receive when you register, to your school treasurer so that the school may send payment to Power of the Pen by the deadline.***

As soon as the team is registered, the coach should devote attention not only to preparing contestants, but also to recruiting and ensuring the training of judges in order to be ready to participate throughout the season. Colleagues and former coaches from the school can be encouraged to serve as judges. See the Coaches' Manual for details on judge qualifications and training.

District: Each team is required to bring one trained judge for each grade level at District, with no exceptions.

Regional: Each team is required to bring one trained judge for every three qualifying contestants at each grade level, which means that schools with four or more qualifiers in 7th grade and four or more qualifiers in 8th grade need to bring four total judges. Regional judges must be experienced District judges.

State: Each team is required to bring one trained judge for every three qualifying contestants at each grade level, which means that schools with four or more qualifiers in 7th grade and four or more qualifiers in 8th grade need to bring four total judges. State judges must have prior Power of the Pen judging experience.

District Tournament Fees

Contestant Drop	\$25
------------------------	-------------

There is a \$25 fee for each drop in the number of registered contestants that occurs less than 96 hours before the tournament, and on the day of the tournament, even if the school updates the online profile. If each missing contestant is replaced with a writer from the same school at the same grade level, it is not a drop.

Additional Contestant	\$25
------------------------------	-------------

Teams may not add another contestant less than 96 hours before the tournament or on the day of the tournament without permission of the Regional Director. If an additional contestant is approved, the fee is \$25.

Judge Drop	\$50
-------------------	-------------

The \$50 fee is charged when a registered or required judge does not report for the tournament. Note that if a judge is determined to be unqualified, the fee is \$75. (If an unqualified judge is willing to serve in the Tab Room for the day, the Regional Director or tab room supervisor is empowered to reduce the fee to \$50.). If the school brings a qualified judge to replace a missing judge, *it is not a drop*, but it must be approved by the Regional Director.

Additional Penalty for Excessive Late Drops	\$100 plus the drop fee for each contestant
----------------------------------------------------	----------------------------------------------------

If a school drops more than 50% of its registered contestants at a District tournament without notifying the Regional Director at least two weeks in advance of the event, a \$100 penalty may be assessed.

Regional Tournament Fees

Contestant Drop	\$50
------------------------	-------------

Following instructions provided after the District tournament, confirm qualifiers who are participating in the Regional tournament no later than 96 hours before the Regional tournament. Any contestant drops after that time, even if the school updates the online profile, incur a \$50 contestant drop fee.

Judge Drop	\$75
-------------------	-------------

The \$75 fee is charged when a registered or required judge does not report for the tournament or when a judge is determined to be unqualified. If the school brings a qualified judge to replace a missing judge, *it is not a drop*, but it must be approved by the Regional Director. (If an unqualified judge is willing to serve in the Tab Room for the day, the Regional Director or tab room supervisor is empowered to reduce the fee to \$50.)

Supplementary Judge/Judge Hire Fee	\$50
-------------------------------------------	-------------

For Regional, the school is required to bring one qualified judge for every three qualifiers *at each grade level*. The school must provide at least *one qualified judge for each grade level before resorting to a supplementary judge/judge hire*. The fee applies regardless of whether Power of the Pen hires outside help for the tournament. We must have an adequate number of judges and an adequate number of people helping in the Tab Room for a tournament to run smoothly. As a result, even schools that paid the judge hire fee may find one of their judges assigned to the Tab Room. Be assured that they are very much needed!

State Tournament Fees

Please Note: Participating in the State tournament involves fees that are not part of the team's Initial Entry Fee for a competitive membership. There is an entry fee for each writer, plus fees for the use of the campus, room, meals, and other activities. These fees are finalized in April or May when we know the costs of the tournament. Coaches should plan for the costs of participation in the State tournament. We will announce an estimate as early as possible, with final fees announced in April or early May.

Contestant Drop	\$50
------------------------	-------------

Following instructions provided after the Regional tournament, confirm qualifiers who are participating in the State tournament no later than the deadline specified in communication about State registration. Any contestant drops after that time will incur a \$50 contestant drop fee.

Judge Drop	\$100
-------------------	--------------

The \$100 fee is charged when a judge is required or has been registered but does not report for the tournament.

Supplementary Judge/Judge Hire Fee	\$75
-------------------------------------------	-------------

The school is required to bring one qualified judge for every three qualifiers *at each grade level*. The school must provide at least *one qualified judge per grade level and at least 50% of the total number of required judges before resorting to a supplementary judge/judge hire*. The fee applies regardless of whether Power of the Pen hires outside help for the tournament. We must have an adequate number of judges and an adequate number of people helping in the Tab Room for a tournament to run smoothly. As a result, even schools that paid the judge hire fee may find one of their judges assigned to the Tab Room. Be assured that they are very much needed!

Single Contestant without a Qualified Judge	\$150
----------------------------------------------------	--------------

Schools must provide a coach or qualified judge with their team. The exception is a school that has a single contestant at the State level. That student is permitted to come with an adult chaperone, but the school is assessed a \$150 fee if that chaperone is not a qualified judge.

Fee Schedule 2019-20 Tournament Season

Power of the Pen is incorporated as a nonprofit educational organization 501(c)(3). The FEIN number is 34-1620043 (State registration number 415-16). Power of the Pen is audited as mandated by its Board of Trustees by an independent auditing firm. For additional information, email info@powerofthepen.org.

School and contestant registration fees cover a portion of the program's costs. The remainder is made up by annual contributions from friends of the program, corporate and business gifts, and foundation support.

All checks should be made payable to Power of the Pen and sent to: Power of the Pen, Box 442, Richfield, Ohio 44286.

School Registration Fees

Initial Entry Fee

- » For schools registering teams of *both* 7th and 8th grade contestants (two grade levels), regardless of the number, the Initial Fee is \$400 for schools that register by October 15, \$450 for registrations from October 16 through November 30, and \$500 for registrations from December 1 and later, space permitting. The initial Registration fee must be paid by December 1 or a late payment fee of \$25 may be assessed.
- » For schools registering a team of *either* 7th or 8th grade contestants (one grade level), regardless of the number, the Initial Fee is \$300 for schools registering by October 15, \$350 for registrations October 16 through November 30, and \$400 for registrations December 1 and later, space permitting.
- » Coaches must have a purchase order number from the school treasurer's office before registering. This purchase order is not the payment, however. The coach must forward the invoice to the school treasurer to issue payment before the deadline.
- » Power of the Pen's W-9 form is located on the powerofthepen.org website in the For Coaches tab.

The Initial Fee provides the following benefits and services:

- » One-year School Membership in the Ohio Interscholastic Writing League
- » Networking with its membership, more than 1,000 teachers in Ohio's schools
- » Purchasing privileges of Power of the Pen's supplementary publications and supplies
- » Access to Power of the Pen's prompts and models of excellence
- » Authorization to use Power of the Pen's methods and materials in the classroom
- » Current hard copy edition of *Book of Winners*, containing prompts and models of excellence
- » District Tournament Entry

Note: The top scoring 7th and/or 8th grader from each school team qualifies to compete at the Regional level by default, regardless of the total number of Rank or Quality Points, provided the grade level school team registered a full team of 6 contestants.

- » Regional Tournament Entry

Note: there is NO additional fee for Regional participation

Withdrawals: An initial Registration is a commitment to participate, confirmed by the signature of a teacher or school Administrator, normally the School Principal. If a school must withdraw after paying the initial registration fee for the current season, that school will receive a credit in the amount of the fee to be applied to their initial registration for the following season.

Other fees that may be incurred by actively registered schools during the course of the season include:

- » State Tournament Fees (only schools with State qualifiers from Regionals)
- » Supplementary Judge Fees
- » Drop Fees, for “No-Show” Judges, Contestants, or Schools (“Drop” fees)
- » Non-Qualified Judge Penalties
- » Penalty assessments for schools that fail to meet deadlines for reporting data or paying fees

Note: Most schools use purchase orders to manage their financial operations. We advise coaches to take out an open purchase order for \$100 more than the initial entry fee. This “cushion” can then be used, if needed, to cover the costs in the course of the tournament season which could be incurred for unexpected drop fees or penalties that arise when reporting deadlines are not met. If this is not a workable arrangement at a given school, the coach is strongly advised to read the Power of the Pen manuals carefully to be fully aware of all rules that can result in a penalty fee which might then have to be paid for personally.

Membership Only Option (\$150)

Some schools – for a variety of reasons – may elect not to participate in the tournament events but wish to use Power of the Pen’s materials in the classroom to enhance writing proficiency. An example would be the school which has been fully involved but suddenly loses its Writing Team Coach. Finding a replacement may take time. Rather than face a setback in the classroom by leaving the program, a school is fully authorized to continue to use Power of the Pen’s prompts and models until full participation is once again feasible. Another example would be the school that wants to try the program out in the classroom before committing to tournament competition. Whatever the reason, a school has the option of electing Membership Only in the Ohio Interscholastic Writing League for a \$150 annual membership fee and enjoying the benefits and privileges thereof. Please note, however, that Membership Only schools may not hold or attend mini-meets, or conduct inter-school or intra-school competitive writing tournaments.

Under normal circumstances, Membership Only status cannot continue beyond one year. A school requesting a second year extension must show Power of the Pen sufficient justification. Otherwise, in the absence of any intention to move to competitive status, membership is discontinued – and legal permission to use Power of the Pen’s materials is also discontinued.

Additional Fees

State Tournament Fees: State tournament fees are published in April/May of each tournament/school year as we finalize the costs of holding the State tournament.

In past years, there have been two categories of state fees: 1) Contestant Registration Fee; and 2) Conference Fees.

The Contestant Registration Fee is applied toward writing tournament expenses. The Conference Fee covers the cost of using the campus.

Supplementary Judge/Judge Hire Fee (only if permitted)

General: The mechanics of a tournament require a predictable ratio of judges to registered student contestants. Power of the Pen recognizes that some schools, especially those with smaller staffs, may find it difficult to supply sufficient numbers of judges for their teams. Nevertheless, as a condition of participation, each school must commit to supply the following number of qualified judges:

Number of Judges Required

A detailed discussion of the number of Judges required at each of the three levels of tournament competition can be found in the Manual in the section on Judging. What follows is a summary.

District Tournaments: Each school must supply one qualified Judge for *each* participating grade level. A school unable to meet this minimum requirement should plan to enter one grade only. Schools must make every effort to supply the required number of judges at the District tournament in order to be prepared for upcoming tournaments. To be qualified to judge at Regional, a judge must have District tournament judging experience or have attended an official Power of the Pen training on holistic evaluation.

Regional Tournaments: Each school must supply, or arrange for (a) 1 qualified Judge for 1-3 student contestants **per grade level team**, or (b) 2 qualified judges for 4-6 contestants per grade level team. *Example: if a school has 5 Seventh graders and 2 Eighth graders going to Regional, it must supply 3 Judges- 2 for 7th, and 1 for 8th.*

State Tournament: The requirement is the same as the one for Regionals. Each school must supply, or arrange for (a) 1 qualified Judge for 1-3 student contestants per grade level team, or (b) 2 qualified judges for 4-6 contestants per grade level team. *Example: if a school has 5 Seventh graders and 2 Eighth graders, it must supply 3 Judges – 2 for 7th, and 1 for 8th.*

1) Every school must supply at least one Judge at each participating Grade level

To satisfy a part of its total requirements at the Regional and State levels, a school may elect to exercise a “Supplementary (‘Hire’) Judge” option. However, before doing so, it must first meet this absolute requirement of school-supplied Judges. The fee for exercising the supplementary option is \$50 (Regional) or \$75 (State) per Judge. This fee is assessed whether or not Power of the Pen does, in fact, hire outside help to grid the tournament.

2) If additional Judges are needed beyond the “One Judge per Grade Level” threshold, the school may pay a \$50 (\$75 for State) fee for each additional Judge required.

District: There is no Supplementary Judge (“Judge Hire”) option for Districts; at District competition, the school must supply the TOTAL number required – 1 or 2, depending upon the number of teams. *This is a condition of participation, and there are no exceptions. The students of schools unable to supply a Judge at either grade level cannot participate in Power of the Pen at that grade level.*

Regional: All schools must supply **at least one Judge for each participating grade level**. If the school can provide only *one* Judge, it can enroll only *one* grade level team. The Supplementary Judge option may be exercised for the *second Judge only* (a second judge is required of grade level teams numbering 4-6 contestants). *Example: in an earlier example – 5 Seventh graders, and 2 Eighth graders – the school could exercise the option of paying a fee for the second 7th grade judge. The fee for a Supplementary Judge at Regionals is \$50.*

State: All schools are routinely required to provide (a) at least one Judge from the school; and simultaneously (b) at least one half of the total requirement. (Schools with one qualifier may petition the Executive Director *in writing* to relax the absolute judge threshold requirement when this

presents a demonstrable hardship, but this prerogative is subject to strict conditions discussed in detail in the section on Judging elsewhere in the *Coaches' Manual*.) Aside from this exception, the Supplementary Judge option may be applied as long as the school actually provides *at least half of its total requirement*.

The fee for a Supplementary Judge/Judge Hire at State is \$75 per Judge. *Exception:* The Supplementary Judge/Judge Hire fee for a school permitted to send a single contestant with a parent/chaperone but without a qualified judge is \$150.

Drop Fees

General: The hallmark of Power of the Pen tournaments is their ability to generate instant results. This is made possible only by intense pre-tournament programming. This kind of preparation is based on the numbers of judges and contestants committed to attend. When a judge or contestant fails to show, *rescheduling must be done on-site*. Depending upon the number and severity of the “drops” – some of which we must accept as inevitable – the tournament experience for those who are in attendance can be seriously crippled. The amount of the penalty parallels the degree of the impact upon the tournament event.

Contestant Drop Fee: A penalty is assessed if a school fails to bring the registered number of contestants the day of the tournament.

District: Last-Minute Drops, Changes for District Tournaments: Update your team profile on powerofthepen.org and notify your Regional Director of contestant drops or changes or judge names no later than 96 hours before the tournament (for example, by 9 a.m. Tuesday for a Saturday tournament). Any contestant drops after that time, even if the school updates the online profile, will incur a \$25 contestant drop fee.

Every school is required to provide one 7th grade judge and one 8th grade judge for the District Tournament. There are no judge hires. Judge drops incur a \$50 fee.

District: Excessive Late Drops – A ruling of the State Committee in 2001 addresses the issue of a school that registers and then withdraws a large number of its contestants without providing adequate notice. *If a school drops more than 50% of its registered contestants at a District tournament without notifying Power of the Pen at least two weeks in advance of the event, a \$100 penalty may be assessed.* The severity of the penalty is to underscore the impact that a massive withdrawal imposes on the tournament experience and the jeopardy it creates for an otherwise smoothly running event. If circumstances seem to warrant, an offending school may argue its case for partial relief to the Executive Director in writing.”

Regional: Following instructions provided after the District Tournament, confirm qualifiers who are participating in the Regional tournament no later than 96 hours before the Regional tournament. Any contestant drops after that time, even if the school updates the online profile, will incur a \$50 contestant drop fee.

Also confirm required judges or judge hires no later than 96 hours before the tournament. Any judge drop or failure to provide a required judge after that time, even if the school updates the online profile, will incur a \$75 judge drop fee.

State: Confirm by the published deadline which state qualifiers will be contestants in the tournament. Contestant drops after this time will incur a \$75 fee. A judge drop after this time incurs a \$100 fee.

Judge Drop Fee: \$75/\$100. A penalty of \$75 for Regional Tournaments, and \$100 for the State Tournament, is assessed for each Judge a school registers but fails to bring on the day of interscholastic competition. Changes in Judges (who must be qualified) must be approved, in

advance of the tournament, by the Regional Director. *Note: a ruling by the State Committee in 1999 makes judging commitments binding, once filed with Power of the Pen on a school's registration form, regardless of any student drop(s) that may occur subsequently. Failure to honor the judging commitment, once made, results in a \$75 (\$100 for the State Tournament) per Judge Drop fee.*

School Drop Fee: A school which is current in all of its registration obligations to date – enrolls, pays its initial entry fees and any other fees which it might have incurred along the way, sends the State Office the names of its participants before the notification deadline – and then notifies Power of the Pen that it is unable to attend prior to (a) the 96 hours cut-off time before the day for a District tournament, (b) or 14 days before the day of a Regional tournament, is subject to a fine not to exceed forfeiture of the fee for the tournament in question, plus \$25 per grade level team. Schools that are not current in their registration particulars, or who did not notify Power of the Pen of their intention to drop prior to the cut-off dates cited above (96 hours before a District, 14 days before a Regional or State), will be treated as “Late School Drops” and their penalty will be assessed accordingly (see below).

Late School Drop Fee: At its Spring meeting in April 1996, the State Committee adopted the following policy: “Schools which fail to show up at an event, having registered with clear intent to participate, will not only forfeit fees invoiced to date with no expectation of a refund, but will be fined an additional sum not to exceed the amount of the fee for initial entry. No school will be permitted to participate in Power of the Pen in subsequent years until any outstanding fees and such fines are paid in full, or until the issue is otherwise resolved.” The precise amount of the penalty will be determined by the Executive Director after reviewing the circumstances of the school’s non-attendance. The severity of the penalty is to underscore the impact of a school’s withdrawal upon the structure of the entire tournament experience and how it jeopardizes the ability of the on-site staff to run an event smoothly for all of the others who have fulfilled their obligations in participating.

Non-Qualified Judge Penalty – District, Regional and State

A State Committee ruling (April 1993) requires all judges sign the following statement which appears on the District, Regional and State Registration Forms: “All judges provided are trained in holistic grading or are experienced POP judges. I (we) as writing team coach(es) have read the POP Rule Book.” If an unqualified judge has to be replaced at the tournament, a school will be assessed \$75. Note, however, that if an unqualified judge is willing to serve as a Tab Room volunteer for the day, the Tab Room Supervisor is empowered to reduce the penalty fee to \$50.

The non-Qualified Judge Penalty Fee is \$75.

Adding a Contestant to the Grid On-site

Adding a new contestant to the grid without explicit permission of the Regional Director is not allowed. When the Regional Director does agree to it, this addition after the deadline-for-computer-programming results – as in the analogous case of a Drop – in an add-on fee of \$25. This restriction (and penalty) does not apply to alternates who have been designated to replace contestants already coded and included in the grid. This policy applies only to District tournaments, since only students who qualified for Regional and State may be contestants at Regional and State.

Permission to Use Power of the Pen Logo & Art Fee

See the Policy Statement in Section V “Governance” and the Application Form in Section VI “Forms” of the Manual.

The Power of the Pen Logo Use Registration Fee is \$25.

Permission to hold a Pre-District Mini-Meet

See the Policy Statement in Section V “Governance” and the Application Form in Section VI “Forms” of the Manual.

The Registration Fee for holding a Pre-District Mini-Meet is \$25.

Why Do There Have to Be Penalty Fees?

Everyone who attends a Power of the Pen tournament knows what the “Grid Sheet” is. It’s the master schedule of Contestant Code numbers, Judge Code numbers, and room numbers that tells everyone where they’re supposed to be at all times during the tournament.

The tournament couldn’t run without it!

The “Grid Sheet” is actually a sophisticated planning document. It sets the tournament up in such a way that Judges never meet their own students. Contestants compete against as many different students from as many different schools as is mathematically possible. Contestants never meet contestants from their own school. And if the tournament is a small one, and they have to meet a contestant from another school more than once, it’s always with a different Judge.

It took Power of the Pen years to design a series of reliable computer programs that grid tournaments of any size – from the smallest District to the largest State tournament – and meet as many of its requirements as possible for each tournament configuration.

When even one contestant from one school fails to show, there may be a cascading series of issues with the grid, even though we now print the grids on site. Such issues could delay the tournament.

In order to produce a Grid Sheet, it’s absolutely necessary that Power of the Pen have one piece of vital information. ***How many contestants from how many schools are attending the tournament?*** When that’s done, Power of the Pen needs time to reproduce the information and get it into all of the Contestant and Judges’ folders at the tournament site.

When one contestant from one school fails to show, things that are unpleasant for others begin to happen almost at once. There is only a 17% chance that a tournament will have a full complement of 6 contestants in *all* sections. A contestant drop could very readily occur in a section that contains 5 contestants – meaning there’s got to be a shift of a contestant from another *fuller* section to the section that has been reduced to 4. There is a high degree of probability that *this (moved) contestant* will then subsequently meet one (or more) other contestants more than once in the course of the tournament he would not otherwise have met, thereby skewing the scoring *both for him and the other contestants* whom he is meeting. The single contestant drop, then, has already affected *at least 4 other contestants* at the tournament. *And this is only the beginning.*

The tournaments are set up in such a way that they can absorb a contestant drop without endangering the tournament as a whole. It will cause, at the very least, some very real and time-consuming procedural awkwardness, a delay in Registration that can affect (if the gridding reassignments are sufficiently difficult) the schedule for Orientation, some shuffling in the Tab Room – especially for the Computer Scorers, and unnecessary embarrassment for the offending School. When there is *more* than one drop, however, the problems begin to pyramid in a geometric progression. When the number of drops begins to approach – say – the magnitude of an entire school team, it can’t help but compromise the integrity of the entire tournament experience, affecting in one degree or another *everyone* in attendance.

Obviously, no one wants to see any of this happen. And it is totally unnecessary.

Power of the Pen affords what it believes to be a remarkable degree of flexibility to every school and its coach(es) whereby it can structure and restructure its Writing Teams right up to the very last minute – and even beyond – into the day of the tournament itself – *without penalty*. It is stated repeatedly throughout the *Coaches’ Manual* and the registration materials that:

(1) a Coach may update the team's online profile and notify the Power of the Pen Regional Director up until 96 hours before the tournament (for example, by 9 a.m. Tuesday preceding a Saturday tournament) and *there will be no penalty fee*;

(2) in the case of a District Tournament, a Coach may bring alternates to the tournament to fill in for no-shows, on the day of the tournament itself – again, *without incurring any penalty fee*.

Adding a new contestant to the grid without explicit permission of the Regional Director is not permitted. When the Regional Director allows it, this addition after the deadline for computer programming results – as in the parallel case of a Drop – in an add-on fee of \$25. (This restriction does not apply to alternates who have been designated to replace contestants already coded and included in the grid.)



POWER[®]
OF THE
PEN

P.O. Box 442
Richfield, Ohio 44286
937-206-1753
info@powerofthepen.org