

Destination ImagiNation Team Manager Tips
Northwest Virginia Regional Tournament - March 13, 2010

Program information, souvenirs, directions, hotel accommodations are listed on www.northwestvadi.org.

Read Carefully!!

1. We are very excited to announce that we will once again have an Opening Ceremony this year!! We will begin the ceremony with an opening parade of teams. All teams, accompanied by one team manager, are asked to assemble at **7:45 A.M. in the back hallway (Rooms 134 - 146)**. Teams will line up alphabetically by school and are asked to bring a school banner to march behind. Those teams who are performing early in the morning may choose not to participate in the opening parade. The parade will be followed by brief welcoming speeches that will include general information for the day's event. We hope that this ceremony will set a positive tone for a day of fun and creativity!!

2. Your team must have the following information available for the appraisers: The Declaration of Independence forms (2 copies - 1 for Instant Challenge, 1 for Main Challenge), Expense Report form, Tournament Data Form (5 copies), and the Team Identification sign. Special forms required by specific challenges and any clarifications that you have received must also be available. A Registration Table will be set up starting at 7:30 a.m. to go over any paperwork, if the TM feels it necessary to have it checked.

- Please review the [Rules of the Road](#) for specific requirements regarding number of copies of each form. Keep copies of all forms in a separate place in case your team advances to the next level of competition.
- You should also download [TravelGuide for Teams](#) from the DI website (www.destinationimagination.org).

3. **When entering the high school, refer to the maps. There are specific loading areas. The general public will enter via the main front entrances.**

4. We suggest that all teams leave their equipment in their vehicles until they are ready to set up in the prep area. You may also choose to bring a car or van around to a door near the challenge site an hour or so before the kids perform - drop off the stuff, and go re-park the vehicle. **When transporting props and scenery, please take special care to not damage the floors or walls. Please see the DI Drop Map in your registration packet or on the schedule posted on the Northwest website for further information. DI Drop Off areas will be designated with sandwich boards. (You may park at the DI Drop area for no longer than fifteen minutes.)**

5. Registration for all teams takes place from 7:30 a.m. to 9:30 a.m. in the **high school cafeteria**. Only one team manager need come to the registration site to pick up the packet.

6. Students are free to attend other events and should be **encouraged to watch other teams throughout the day**. Your students are your responsibility all day. They may view all events with or w/o you. For safety reasons, we require the "buddy system". Manners and sportsmanship required during their competition are expected **all day!!**

7. All events of the day will begin on time, if humanly possible. Teams should report to the designated areas for their events **at least 15 minutes prior to their scheduled time**. Failure to report on time (without unforeseen circumstances) will result in exclusion from that part of the competition, and no points will be given for that event.

8. If you are managing more than one team and find a conflict in the schedule (ie., main challenge for one team conflicts with Instant Challenge from another), give the main challenge your priority. Ask a parent or assistant to take the team to the designated Instant Challenge area.

9. Following the team's main challenge performance, a time will be given to return for scores. **ONLY (1) TEAM MANAGER AND (1) TEAM MEMBER** will meet with the Head Appraiser to receive scores. Refer to Rules of the Road for Appeal Procedures.

10. When your team has finished performing, have them relax, view other performances, eat or shop at the DI souvenir booth. There are activities throughout the day. **The Awards Ceremony will not begin until scheduled.**

11. Instant Challenge (IC)***Teams report 15 minutes before Scheduled time at Check -In.

- THIS IS A CLOSED SESSION...NO SPECTATORS.
- No Cameras, Videos or Cell Phones, nor any electronic devices will be allowed in the site. There is no note taking. Failure to follow these guidelines may result in a deduction for Interference.
- Neither the Team Manager nor participating team member may speak or motion in any way to the team or it will be considered Interference and a deduction may be assessed.
- IC scores are posted at the end of the day. Teams are not given feedback on this portion of the tournament.
- Students and team managers are not to discuss the IC with anyone until June 1, 2010. It is to their disadvantage to do so. Failure to do so may result in a deduction for Interference and may result in their disqualification.
- IC Promise, in registration packet, should be signed and returned to the IC appraiser.

12. You're Gonna Flip Teams: For the Live Visual Art, the following clean up supplies will be provided: wet mop, broom and dust pan, large trash bags, throw away drop clothes (tarps), and garbage bags. Teams who bring their own supplies - Per Rules of the Road page 25, 2D: Floor covering and items used for protection are exempt from the expense report. Each team will be reminded in the Prep Area that they have 2 MINUTES to clean up any mess from the live art. Moving props out is not as important. Exiting is to be done quickly, but that can take an undefined time. We want any MESS cleaned first and quickly. Supplies and clean up time is for the Northwest tournament only.

13. CAKE WALK: The cake walk is back! EACH TEAM NEEDS TO BRING A CREATIVE CAKE!!!! Drop off zone for cakes is in the auxiliary Cafeteria between 7:30 a.m. and 9:30 a.m. The cake walk will be in the auxiliary cafeteria from 11:00am until.... Cost is \$1.00 per chance. Family members may join in and not be concerned about "outside interference penalty".

14. Concession Stand - Food will be available throughout the day. Food, snacks, and beverages will be on sale at the concession stand in the main commons area. Listing of food and prices at our website.

15. Souvenir Booth - there will be a booth in main commons area that will be selling Destination ImagiNation souvenirs and other items. Inform team members so they will not be left out of purchasing a souvenir of this event. A list of items will be posted on the website. T-shirts and sweatshirts will be available for purchase.

16. TEAMS GOING TO STATE: 1 - 9 teams per challenge per level - 1st place goes to state; 10 - 19 teams per challenge per level - 1st and 2nd place goes to state.

17. RECERTIFICATION POINTS - Any educator who is a team manager will receive 40 recertification points. Certificates may be picked up at the registration table.

18. SPECIAL NEEDS- Any team who has a team member or manager with special needs should immediately notify Louise Liddle at lliddle@rockingham.k12.va.us.

19. POSTPONEMENTS AND DELAYS: In case of inclement weather, our snow date is Sunday, March 14th. Postponement announcements will be aired via your local media and on our website.

20. Sportsmanship: We can destroy the Destination ImagiNation's value if we view "winning" as the only criterion of success. Team managers as well as spectators must set an example. Teams and/or supporters who display unacceptable behavior will be penalized.

21. Photo Release Forms - Make sure a photo release form has been completed for each child and adult participating in the tournament. Photo release forms can be found at the Northwest website.

22. WILD CARD - Teams that come in 1st in a main or instant challenge who do not place 1st will be placed in a hat...one team will be pulled out to advance to the State Tournament. Drawing will be held at the end of Closing Ceremony.

Good luck to all!!!

