

SISD Destination Imagination Team Manager Handbook

Documents

Needed for being a Team Manager

VOLUNTEER CLEARANCE FORM

In accord with SISD policy [GKG(LEGAL)], all Team Managers and Assistant Team Managers **annually must complete a Volunteer Clearance Form before forming a team.** This provision also applies to any parent or volunteers helping the Team Manager, such as regular practices or at out of town tournaments. **This form is available at individual campus offices or from the Central Office.**

- **YOU MUST DO THIS BEFORE YOU MEET WITH YOUR TEAM**

SISD DI Parent Handbook

- ALL team members and parents **MUST** read, sign & turn in **to you** by Tuesday **Oct. 17, 2017.**
- Turn them into Monica Polasek @ Central Office by Friday **4:00 Oct. 20.**

Requirements for Support – INCLUDED IN THIS DOCUMENT

- This is important – please read carefully.
- The requirements must be met.
- All Team Managers (limit two per team) **MUST** read, sign & turn into Monica Polasek @ Central Office by **4:00 Oct. 20.**
- TMs may sign together or separately.

The Rules of the Road:

- Read carefully, everything you need to know is in here.
- Monday, **October 9, 6:00 - 7:15 @ Central Office** – we will walk you through this document.

TEAM FORMATION GUIDELINES

Seguin ISD Guidelines

- A Team must be made up of participants who are **enrolled in the Seguin Independent School District.**
- **New elementary teams must be formed within individual schools.** If there are not enough children to make a team or a child that cannot find a team contact Michael Olstad. (molstad@seguin.k12.tx.us)
- A team member who moves to another SISD school may remain with his / her original team in future years.
- **Membership name must be the name of the school with the majority of team members.**
- A new team member in elementary school must come from the membership school.
- **SISD will only buy memberships for teams that have four verifiable team members. Deadline Oct. 30, 2017**

- **SISD will only financially support one team challenge per team declared before regional competition.**

SUPPORT PROVIDED BY SISD:

- Covers all registration fees.
- Provides comprehensive trainings for Team Managers.
- Covers the cost for challenge supplies & materials.
- Provides support for ALL teams - including but not limited to our IC clubs.
- Provides travel expenses, room & board for competitive teams– (State & Global Tournaments).
- Provides prop transportation for all tournaments
- Sponsors a district Rising Star Tournament.

SUPPORT GUIDELINES:

Meet ALL deadlines – they are listed in this HANDBOOK, on the district and regional calendars, **AND the SISD DI web page**
<http://www.seguin.k12.tx.us/page/studentopp.DI>

- **All Team Managers MUST attend ONE of the TM trainings provided by the district or region.**
 - **Mon. Sept. 25 – SISD CO 6:00 – 7:30**
Destination State & Beyond
 - **Will only count for TMs that have attended New or Advance TM trainings in the past**
 - **Mon. Oct. 9 – SISD CO 6:00 - 7:30**
 - TM training: Rules of the Road
 - **Will not count as attending a training**
 - **Saturday Oct. 21 - Patlan**
 - New & Intermediate TMs **8:00 –12:00**
 - Advanced TMs **12:45 – 4:00**
 - **Regional TM Training**
 - Go to the www.centraltexasdi.org for when & where they are being offered
- **Team Managers (or a team representative) must attend ALL required district TM meetings.**
 - **TM Tournament Prep:** will follow tournament prep IC Clubs – check schedule
 - **SISD DI Booster Club:** attend fundraiser meetings – there will be four, all are either pickup and drop off – dates will be available soon.
 - Disseminate all information and fundraising materials to the team
 - Return money & unsold tickets
- **Attend Instant Challenge Clubs before first tournament**
 - Competitive teams: TWO (IC Saturday is strongly encouraged)
 - Rising Star teams: ONE IC (RS Saturday Institute is strongly encourage)

- **Appraiser Name**
 - Competitive teams turn in name of an appraiser for the regional tournament with **email address & cell phone** to SISD DI Appraiser Coordinator (Michael Olstad) by **Monday Dec. 1, 2017**

CLARIFICATIONS FOR DISTRICT SUPPORT

OUTSIDE ASSISTANCE:

The team's solution is the TEAM'S ALONE. It is INTERFERENCE for the Team Managers or parents of team members to assist in any part of the solution.

RECEIPT GUIDELINES:

- **Regional Tournament:** Up to **Challenge Expense Limit plus half**
- **State Tournament:** Up to **Challenge Expense Limit**
- **Global Tournament:** Up to **1/2 Challenge Expense Limit**
PLUS cost of shipping crate - **\$100.00 per crate**, limit **three crates**

TURNING IN RECEIPTS

Only one check will be issued per team per each level of tournament.

MUST be organized in the following manner.

- **HIGHLIGHT** each item & cost that you are requesting to be reimbursed
- Organize receipts by **date of purchase** and **paper clip** together
- Include a **cost form** that models what you turn into the appraisers - follow the same **guidelines of the Challenge Cost Form** with the following categories BUT REFLECTS your actually cost
 - Clothing Items
 - Prop Items
 - Scenery / Equipment
 - Common Supplies - Miscellaneous supplies used in construction of the Team Challenge Solution
- Place receipts in an **envelope with school / Challenge / Team Manager** name(s) clearly printed on the outside.
- Turn in **only the amount allowed or less.**
- Turn into the Secretary to the Deputy Superintendent (Monica Polasek,) at Central Office according to these dates:
Regional due by March 2, 2018
State due by April 27, 2018
Global due by June 1, 2018

IMPORTANT

- **If these guidelines are not followed, the receipts will not be processed.**
- **Sales tax cannot be reimbursed.**
- **SISD will not reimburse for the cost of tools**

FUNDRAISING

- **ALL fundraising goes through the DI Booster Club.**
- Contact the DI Booster Club or one of the SISD DI Coordinators before approaching any person or business.

- **The only exception – teams may ask their MEMBERSHIP school for help**

PROPS

- Must meet the SISD size dimension requirements in order to receive district support for prop transportation.
- The props must be able to fit in the vehicle being used for transportation.
 - REGION: **SISD Truck** - Length 14' 5" / Width 7' / Height 6' 3"
 - STATE: **Budget Truck** - Length 25' 4" / Width 7' 8" / Height 7' - Rear Door: height 6'5" / width 7' 3"

TOURNAMENT TRAVEL

Rooms

- The district will book as a block for the teams.
- Family members will have to book their own rooms.

Transportation

- Vehicles secured by the district will only transport district personnel, TMs & team members.
- District personnel must drive them.
- **Parents and siblings will need to be transported in separate vehicles at all times.**

Wristbands – are the property of the district

- When TMs receive the team issued wristbands take only for actual team members and district recognized TM(s).
- Turn the rest over to the Secretary to the Deputy Superintendent (Monica Polasek,) at Central Office, or to one of the DI Program Coordinators.
- The district decides if there are district or team needs that need to be addressed.

GLOBAL TOURNAMENT GUIDELINES:

- **Team must place in the top FIVE at the State Tournament, including ties to receive district support.**
- **ALL team members and one Team Manager must follow the SISD itinerary for arrival and departure – no team members will be allowed to arrive late or leave early.**

Failure to meet any of the above guidelines means the district will not sanction the team. It will exist independently of SISD. A letter stating this will be sent to the parents of the children on the team.

PLEASE NOTE: If the guidelines are not followed after the REGIONAL TOURNAMENT the team will NOT be supported by SISD for the following school year. A letter stating this will be sent to the parents of the children on the team.

Verification of Receipt and Understanding is on the next page.

Turn into the Secretary to the Deputy Superintendent (Monica Polasek,) at Central Office @ Central Office no later then **4:00 Oct. 20**

I have read the SISD Team Manager Handbook and agree to follow the above guidelines.

Team Manager

Date

Team Manager

Date