



## CENTERVILLE CITY SCHOOLS Destination ImagiNation® Guidelines

### What does a Team Manager do?

#### COMMUNICATE/INFORM

- Generate student interest
- Attend Centerville Team Manager (TM) meetings
- Attend Region 12 TM Training Workshop
- Conduct parent information meetings
- Become an authority on your DI challenge, the guides and other program materials, and clarifications
- Participate in end-of-season debriefing and evaluations

#### REGISTER

- Complete Centerville City Schools Personnel paperwork
- Make sure you have the Centerville DI Parent/Team Contract and Emergency Medical Authorization Form from each parent
- Fill out and turn in Centerville Team Information forms
- When the above has been completed, get your DI Team Number
- Fill out and turn in Region 12 Registration forms
- Ask for a volunteer and an Appraiser for Region 12 Tournament (Sinclair)

#### FACILITATE

- Assist with Placement Workshops
- Work with Building Coordinator and other TMs to match team members and Challenges
- Set high standards for behavior
- Supervise students at all meetings—especially when team is using tools and equipment
- Establish calendar and schedule for team meetings
- Help team: manage time and resources; use creative problem solving techniques for challenge solution; respect others and their ideas; locate and use research materials; practice Instant Challenges
- Allow the team to make the solution its own. **Avoid Interference!**
- Participate in Centerville's Dress Rehearsal
- Make sure Challenge paperwork has been completed
- Make necessary arrangements to get team to tournament(s)
- Prepare team mentally and emotionally for tournament
- Celebrate the team's accomplishments