

**CENTERVILLE CITY SCHOOLS**  
**DESTINATION IMAGINATION GUIDELINES**

Beyond the instructions you will receive at the Team Manager's Training, your contract responsibilities with Centerville Board of Education include the following guidelines for successful managing:

1. Schools have many rules and regulations to cover a wide range of situations but we know that common sense and good judgement is usually the best rule. If you are uncertain of the appropriateness of an activity, contact your building principal, coordinator or District Coordinator. Each building has a handbook that will define many of the expectations for you.
2. The nature of the Destination Imagination program requires spontaneity and an informal atmosphere. However, as the adults in charge, you must expect appropriate behavior from the students. Excitement and enthusiasm are great but cannot be an excuse for rude, loud, or boisterous behavior.
3. Establish and communicate time lines to students and parents. This is particularly important for ending times and practices, etc. to allow for prompt parent pick-up. Make every effort to keep announced time lines.
4. Inform and work with parents to coordinate travel arrangements. Team managers do not have the authority from the Board of Education to transport students. Students can only be transported in a private vehicle driven by or accompanied by his or her own parent. .
5. Always insist that safety precautions be followed in the use of any equipment or tools. Students you are working with are unusually bright and often feel they "know how to..." Your adult wisdom and maturity are expected to prevail.

**DESTINATION IMAGINATION TEAM MANAGERS RESPONSIBILITIES**

1. Assist with Creative Problem Solving Workshops as scheduled in the building.
2. Attend Regional Team Manager's Training Workshop and Team meetings.
3. Conduct parent information meeting with other team managers from your school.
4. Be completely familiar with program materials: guides, challenges, Centerville City School Destination Imagination procedures, tournament registration, etc.
5. Establish schedule for team meetings – usually twice a week with extra work sessions closer to tournaments.
6. Maintain effective discipline and supervision of students at all meetings.
7. Communicate with parents early so that behavior/attitude changes can occur prior to removing a student from the team. Keep principal and DI District Coordinator apprised of any team/individual concerns.
8. Facilitate team's work by ONLY helping them: manage time and resources, brainstorm ideas for problem solution, respect others and their ideas, arrange resources necessary for researching the problem, practice instant problem solving.
9. Allow students to make the solution theirs.
10. Make necessary arrangements to get team to tournament(s). Team Managers do not have the authority from the board of education to transport students. Students can only be transported in a private vehicle driven by or accompanied by his or her own parent.

## Team Manager's Responsibilities

Because the Team Manager is not allowed to give ideas, suggestions or to help solve the problem, it will take a certain amount of finesse to lead your team through the problem-solving process.

Your involvement as Team Manager will depend on the competition level and commitment of your team. Many secondary teams will only need a Team Manager to take care of business management issues such as membership, tournament registration and liability requirements of the school/organization.

Your Responsibilities:

- Attend at least one Team Manager Training session.
- Set meeting schedule.
  - Your team needs to decide how many hours they will spend per week in the beginning. Your team may need to schedule more time as your tournament date nears.
- Coordinate with parents to determine duties and responsibilities:
  - Snacks
  - Carpooling
  - Field Trips
  - T-shirts
- Prepare team meeting agenda.
  - At least 2 practice Instant Challenges are recommended for all age levels at each meeting.
  - Most teams appreciate a small break in the middle of the meeting to release excess energy.
- Keep team focused on task at hand.
- Keep meeting minutes for younger teams so they can review their work at next meeting. (Older teams can keep their own minutes/notes).
- Make sure teams are solving their challenge within the Rules of the Road and the outline of the Team Challenge. Do not let your team pursue ideas outside the rules. Read and re-read the Challenge.
- Arrange with parents for field trips or research materials if necessary and requested by team. Team managers do not have the authority from the board of education to transport students. Students can only be transported in a private vehicle driven by or accompanied by his or her own parent.
- Arrange for guest speakers or demonstration of techniques if requested by team.
- Work with your District Coordinator to make sure memberships are paid, team is registered for tournament/special events and that t-shirt orders are submitted on time.
- Help team keep track of mandatory documents for tournament.
- Work with parents to coordinate tournament agenda including transport of scenery, meeting place/time of presentation/instant challenge locations, lunch/snacks, souvenirs and Awards Ceremony. Team Managers do not have the authority from the board of education to transport students. Students can only be transported in a private vehicle driven by or accompanied by his or her own parent.

The Team Manager is **NOT** responsible for:

- Solving the challenge, giving ideas, or doing research. (See rules of interference in the Rules of the Road.)
- Team extras such as snacks, carpooling, t-shirts or entertainment cost.
- Daycare.
  1. A volunteer Team Manager is not required to allow a team member who is continually disruptive to attend meetings although that student's name must remain on roster.
  2. Parents should respect the Team Managers' time investment by picking up team members from meetings and events at the agreed time.