

TEAM MANAGER 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, Building Coordinator or District Coordinator.
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 virtual meeting preparedness.
4. Inform and work with parents to coordinate meeting times. Encourage parents to set child up in an ideal place for active participation in DI meetings (quiet, lots of space for creating, materials on hand, etc.)
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. If a student is tasked with building something or using tools at home, make sure parents are aware to supervise.

DESTINATION IMAGINATION TEAM MANAGERS RESPONSIBILITIES

1. Be completely familiar with program materials: guides, challenges, Centerville City School Destination Imagination procedures, tournament registration, etc.
2. Attend Team Manager Training session(s) via ZOOM.
3. Establish schedule for team meetings – usually once or twice a week with extra work sessions closer to tournaments.
4. Prepare team meeting agenda.
At least 1 practice Instant Challenges is recommended for all age levels at each meeting.
Most teams appreciate a small break in the middle of the meeting to release excess energy.
5. Maintain effective discipline and supervision of students at all meetings. Maintain virtual meeting rules.
6. 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.
7. 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.
8. Keep meeting minutes for younger teams so they can review their work at next meeting. (Older teams can keep their own minutes/notes).
9. 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.
10. Allow students to make the solution their own.
11. Arrange for guest speakers or demonstration of techniques if requested by team.

12. Make necessary arrangements to get team videos submitted for tournament(s). Learn how to upload videos to YouTube.
13. Work with parents to coordinate tournament agenda. Verify everyone is available on tournament dates, including Instant Challenge and Team Challenge submission dates and Awards Ceremony presentations

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 enabling students to attend virtual meetings.