

**Destination Imagination Team Manager Tips**  
**Northwest Virginia Regional Tournament – March 3, 2018**  
**Information on program, directions, and hotels can be found on**  
<http://www.divirginia.org/northwest/>

**Please Read Carefully!!**

1. **Opening Ceremony** will begin with a parade of teams. All teams, accompanied by one team manager, are asked to assemble at **7:45 A.M. in the secondary gym, located adjacent to the main gym**. Teams will line up alphabetically by school and are asked to bring a school banner to march behind. **Parents and other family members should proceed to the main gym bleachers**. The parade will be followed by brief welcoming speeches and 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. **Registration** for all teams is from 7:00am – 9:30am. Only one team manager is needed to register. Make sure you have all required forms needed for your challenge. **Handley High School will NOT have a photocopier available.**

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 (1 copy), Tournament Data Form (5 copies of Page 1 and 2; one copy of Page 3), Team Clarifications (if any, 1 copy) 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 available starting at 7:00am. Team Managers can review required paperwork. A tournament checklist for Teams can be found at: <https://www.destinationimagination.org/blog/tournament-checklist-for-teams-2/> 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.**

3. **Prop Storage Rooms:** Props and materials may be stored: **Maze Craze and Inside Impact:** Auxiliary Gym; **Unlikely Attraction and Drop Zone:** Wrestling Room; **Change of Tune:** 1300 Hallway. **Friends Everywhere:** 2<sup>nd</sup> Floor Commons Area.

4. All participants are encouraged to watch other teams' performances and attend the various events throughout the day. We encourage good manners, good sportsmanship, and the "Buddy System." In the team registration packets, there is a "passport" (cover page of program) for each team member. After attending a presentation, you may have the passport stamped. Attend 4 out of 7 challenges and turn it in for a prize

5. Teams are to report to the designated areas for their event at least 20 minutes prior to their scheduled time. Failure to report on time may result in exclusion from that part of the competition. **Drop Zone** must check in structure one hour ahead of challenge presentation time.

6. If you are managing more than one team and find a conflict in schedule, give the main challenge your priority. Ask a parent or assistant to take the team to the Instant Challenge.

7. 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. Please refer to Rules of the Road for Appeal Procedures.

8. **Awards Ceremony** - When your team has finished performing, have them relax and participate in the various activities. The Awards Ceremony will not begin until the scheduled time.

9. **Activities:** Join the fun with KEVA Planks, Duct Tape, Game Room and the Famous Cake Walk. Just \$1.00 per activity. **Cash Only for these activities.** There will be pins, T-shirts and other souvenirs for sale. Cash or check only.

10. **Lost and Found** – If you find or lose anything, go to the Registration Table.

11. **Inclement Weather** – In case of inclement weather, the snow date is **Sunday, March 4<sup>th</sup>**. Postponement announcements will be aired via local media and on our website.

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

**THIS IS A CLOSED SESSION.... NO SPECTATORS.**

**The team or Team Manager may not bring any devices, including but not limited to cameras, cell phones, iPads or tablets, computers or timing devices, and wrist watches into the IC room. The team can ask the Appraisers for the time remaining at any point during the Instant Challenge.**

Neither the Team Manager nor non-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! No feedback is given for IC. Students and managers are not to discuss the IC Challenge with anyone until after June 1, 2018. It is to their disadvantage to do so. Failure may result in a deduction for Interference and /or disqualification. IC Promise, in registration packet, must be signed and returned to the IC appraiser.

13. **Prop Drop Zones** – Props and scenery may be unloaded at the following locations: **Maze Craze, Inside Impact, Friends Everywhere, Unlikely Attraction, Drop Zone:** Back Gym Entrance/Access Road; **Change of Tune:** Handley Boulevard Circle. **Please see map on page 3.**

14. **Sportsmanship:** The Regional Tournament is a celebration. Winning is not the only criterion of success. Everyone is expected to set a good example by showing good sportsmanship. Unacceptable behavior by teams and/or supporters will be penalized.

15. **Cake Walk:** The Cake Walk is back. **EACH TEAM SHOULD BRING A CREATIVE BAKED GOOD** for this fun, family friendly event. Baked good may be dropped off at the Cake Walk Zone in the cafeteria. Cakes will be judged and prizes awarded. This is the event where parents and other family members may contribute with creativity! Store bought desserts are also welcomed.

16. **Concession Stand** – Food will be available throughout the day. Food, snacks, and beverages will be on sale at the concession stand in the cafeteria.

17. **First Aid** – There are first aid supplies at each Challenge site and the Registration Table.

18. **Money** – Team members may want to bring some spending money. Pins, T-shirts and other souvenirs will be available for purchase. There will be a Duct Tape Room, KEVA Planks Room, Game Room, and Cake Walk that will cost \$1 (**cash only**) each.

19. **SPECIAL NEEDS**– Any team who has a team member, manager, or visitor with special needs should immediately notify Louise Liddle at [lliddle@rockingham.k12.va.us](mailto:lliddle@rockingham.k12.va.us).

**20. Scores - Scores must be picked up no later than 30 minutes after the last presentation of their challenge.**

21. **Parking** – there are large lots near the entrance. When teams arrive they will be met by guides who will direct them to drop zones and appropriate parking areas. **NO PARKING IN DROP ZONES.**

22. **Elevator** – An elevator is available for individuals in wheelchairs or with special needs. Go to registration for assistance.

23. **Board Members** will be wearing Hawaiian shirts. If you need anything, just ask.

24. **Teams Advancing to State Tournament:** Middle and Secondary: all challenges 1<sup>st</sup> – 3<sup>rd</sup> place advance; Elementary: 1 – 9 teams competing: 1st and 2<sup>nd</sup> place advance; 10 – 19 teams competing: 1st – 3<sup>rd</sup> place advance. **Teams must meet the intent of the challenge in order to advance.**

25. **Wild Card** – The names of teams that come in 1<sup>st</sup> in a Main or Instant Challenge who are not advancing to the State Tournament will be placed in a hat...one name will be drawn. That team will go to the State Tournament. Each region will have 1 Wild Card. Drawing will be held at the end of Awards Ceremony and a team must be present to win.

**GOOD LUCK TO ALL  
ENJOY THE CELEBRATION of YOUR JOURNEY!**



**2018 Prop Drop Zone Directions for: Maze Craze - Unlikely Attraction - Drop Zone - Inside Impact - Friends Everywhere**

1. **Proceed East on Handley Blvd to Braddock St.**
2. **Turn right on S. Braddock St.**
3. **Turn right on Jefferson St.**
4. **Turn right on access road behind the school**
5. **No Parking:** unload props and proceed to general parking across from the main entrance on Handley Blvd.

