

Destination Imagination Virginia
Policies and Procedures
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Article I: Appointed Director Positions

The Board of Directors may elect an individual to one or more of the following Director positions. Alternatively, the duties of any Director position listed below may be assigned to another Director as the Board sees fit. The duties of any Director position listed below (except for those positions defined in the bylaws) may be assigned to a non-board member.

Section 1: Duties of all Directors

Note: The duties listed here supplement those listed in the Bylaws in Article V, Section 2, Sub-section II. This list does not replace or supersede the Bylaws.

- Attend all DI Virginia Board meetings or send a representative
- Assume duties/roles assigned as part of the Board of Directors
- Assist in recruiting Appraisers for the affiliate tournament
- Notify media with press releases in advance of the tournament for public service announcements.
- Set up affiliate tournament site on Friday--come as soon as possible to the time the Tournament Director determines.
- Assist with the awards ceremony
- Stay after the tournament until the tournament site has been completely cleaned up.
- Assist with cleanup and loading supplies in Directors' vehicles
- Read all emails.
- Have fun together!
- Strongly encouraged to participate on at least one committee

Section 2: Affiliate Director

Definition:

The Affiliate Director position is defined in the Bylaws of Destination Imagination Virginia.

Qualifications:

- Be familiar with the selected creative process education program and tournament organization
- Must have experience working with a creative process education program in an administrative capacity
- Must have attended at least one state or national level competition
- Must possess organizational and written and verbal communication skills

Duties:

- Attend meetings with other Affiliate Directors and other national organizational meetings
- Preside at all Board of Directors meetings
- Develop an agenda for all Board of Directors' meetings
- Disseminate necessary information to the Board of Directors
- Serve as liaison between the national organization, the state Board, and the Regional Operating Committees
- Work in collaboration with the affiliate tournament Director to ensure success of affiliate tournament
- Create certificates for recertification
- Create team participation certificates
- Create tournament schedule and coordinate with relevant Directors (Instant Challenge Affiliate Challenge Master, score room, and program creator)

- Opening and awards ceremonies
- Make arrangements for the affiliate tournament, including arranging for local hotel rooms to be available for teams and the Board of Directors
- Work with appropriate directors to revise the online team registration form, Appraiser registration form, support volunteer registration form, and Globals pin and t-shirt order forms
- Coordinate and communicate with Global Finals teams
- Act as a liaison between the Pin and T-Shirt Committee and the Pin and T-Shirt production companies.
- Order t-shirts for Global Finals teams.
- Arrange for any necessary statewide trainings
- Assist new Regional Operating Committees by providing start-up materials and organizational instructions
- Prepare informational packets for advancing teams
- Yearly taxes
- Member of the Finance and Budget Committee
- Inform Directors of meeting times and places as required by Article V Section 9 of the bylaws.

Section 3: Vice Chair

Definition:

The Vice Chair position is defined in the Bylaws of Destination Imagination Virginia.

Duties:

- Preside at all Board of Directors meetings when the Affiliate Director is not able to preside.
- Assume all duties of the Affiliate Director if the Affiliate Director is not able or until such time that the Affiliate Director is able or a new Affiliate Director is elected.

Section 4: Treasurer

Definition:

The Treasurer position is defined in the Bylaws of Destination Imagination Virginia.

Duties:

- Be a member of the Finance and Budget Committee.
- Pay all accounts payable and ensuring payment of all accounts receivable
- Communicate with all Affiliate Challenge Masters, Directors, and other parties who are allocated money in the annual budget for the affiliate tournament
- Collect financial information from the treasurer of each Regional Operating Committee.
- Manage the BB&T online user accounts. Authorize changes to the regional accounts when needed.
- Collect and digitally archive all the tax records from the regions and the affiliate.
- Annually coordinate the filing of the DI Virginia federal tax return. The return should be completed by the Treasurer, at least one Affiliate Director and one other volunteer that is not part of the DI Virginia Board.
- Maintain a regional checking account with a BB&T bank branch under the DI Virginia tax ID # 54-1644861.
- Oversee accounts payable/receivable and bank deposits for this account and PayPal and/or Stripe accounts used by the region for online team registrations.

- Be knowledgeable of who has access to the organization's funds and any outstanding bills or debits owed.
- Maintain adequate and accurate accounts of all the organization's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses
- Maintain at least 2 signatories on the BB&T checking account. One should be the Treasurer and the other should be a Regional Director. The 2 signatories must not have financial ties to each other.
- Retain receipts for all payments made and deposit slips for all money received. Bundle these by year and keep them safe for at least 7 years.
- Digitally archive all receipts, deposits and bank statements each summer after June 30th, the end of our fiscal year.
- Present an updated and organized account of all transactions and current budget at each board meeting
- Report to the Board of Directors updates and/or bank reports that compare actual revenue & expenses from year to year. These reports should be reviewed and approved by the Board of Directors at all meetings.

Section 5: Secretary

Definition:

The Secretary position is defined in the Bylaws of Destination Imagination Virginia.

Duties:

- Keep a copy the following documents:
 - Articles or restated Articles of Incorporation and all amendments to them currently in effect;
 - Bylaws or restated Bylaws and all amendments to them currently in effect;
 - Resolutions adopted by the Board of Directors creating one or more classes of members, and fixing their relative rights, preferences, and limitations;
 - The minutes of all Directors' meetings, and records of all action taken by Directors without a meeting, for the past three years;
 - All formal written communications to Directors generally within the past three years
 - A list of the names and business addresses of the current directors and officers;
 - Most recent annual report delivered to the Commission under 13.1-936.
- Maintain a list of current Directors and their positions on the board, including committee memberships and terms of office.
- Record minutes of Board of Directors meetings and disseminate physical or electronic copies to all Directors. These minutes should include the time and place of the meeting, the names of those present or represented, and the proceedings thereof.

Section 6: Regional Director

Definition:

The Regional Director position is defined in the Bylaws of Destination Imagination Virginia.

Duties:

I. Administrative

- Register regional winners for affiliate tournament

- Assist in the organization of a regional tournament, as required by the respective Regional Operating Committee.
- Recruit and maintain relationships with Regional Operating Committee members and Challenge Masters
- Continually monitor Regional Operating Committee's participation to ensure each member helps to prepare, set up, and facilitate a successful tournament
- Create an agenda for Regional Operating Committee meetings
- Develop and disseminate general logistical memos to Regional Operating Committees.
- Serve as a liaison between the Board of Directors and Regional Operating Committees
- Communicate with advancing teams and the Affiliate Director about moving on to the affiliate tournament
- Proofread the affiliate tournament schedule
- Read and disseminate all communications from the Affiliate Director to Regional Operating Committee members, Team Managers, and Appraisers within their region as appropriate.
- Assume all other responsibilities for communicating within their region
- Attend the state Board of Directors meetings

II. Tournaments

Identify and ensure that Regional Operating Committees carry out all elements of the tournament as required by the current creative process education program to include but not limited to: team registration, site, date, schedule, program, Appraisers, hospitality, recruiting, participation certificates and awards.

III. Trainings

May include but are not limited to:

- Team Manager training workshops
- Appraiser training workshops
- Instant Challenge training
- Challenge read-throughs

Section 7: Challenge Master Representative

Definition:

The Challenge Master Representative serves as a liaison between the state Board of Directors and the Affiliate Challenge Masters.

Qualifications:

- Prior experience as an Affiliate Challenge Master
- Must be a current Affiliate Challenge Master in Virginia

Duties:

- Maintain an open line of communication with the Affiliate Challenge Masters and assist them with resolving questions and concerns.
- Regularly communicate policies of the state board to the Affiliate Challenge Masters.
- Bring questions and concerns of the Affiliate Challenge Masters to the state board.
- Attend all state Board meetings.
- Report at each Board meeting on the concerns of the Affiliate Challenge Masters.
- Represent the Affiliate Challenge Masters in all matters as a voting member of the Board of Directors.

Section 8: Alumni Representative:

Definition:

The Alumni Representative shall act as a spokesperson and recruiter for all alumni of the creative process education program within Virginia.

Qualifications:

The Alumni Representative must meet the following requirements:

- Must have been a team member in a creative process education program
- Either lives in Virginia or was a team member in Virginia.
- Must be currently active in a creative process education program in some capacity (Team Manager, Appraiser, etc.)

Duties:

- Represent the alumni and current team members in all matters as a voting member of the Board of Directors
- Keep a contact list of past and upcoming alumni
- If applicable, serve as liaison between the national alumni organization and the state alumni organization
- Serve on the Scholarship Committee
- Encourage alumni to continue their involvement by volunteering
- Actively engage and recruit future alumni.
- Attend all state Board meetings
- Report at each state Board meeting on alumni-related concerns

Section 9: Affiliate Training Director

Definition:

The Affiliate Training Director oversees the training of Affiliate and Regional Challenge Masters, and recommends best practices to the state board that will help the tournament run smoothly.

Duties:

- Communicate state policies that are relevant to the training of tournament officials.
- Coordinate trainings with all Regional Training Directors.
- Communicate with all Affiliate Challenge Masters
- Conduct Challenge Master training.
- Conduct affiliate Appraiser training.

Section 10: Marketing Director

Definition:

The Marketing Director helps promote the state organization by increasing public awareness of the program and securing funding from external sources.

Duties:

- Reach out to organizations to come to tournament for additional events.
- Write grants, if possible.
- Create public service announcements about the program for local news organizations.
- Promote and encourage the formation of teams throughout the state.

Section 11: Officials Hospitality Coordinator

Definition:

The Officials Hospitality Coordinator is responsible for arranging for breakfast and lunch to be served to Appraisers in the Officials Hospitality room, as well as maintaining and securing the hospitality room throughout the day.

Duties:

- Morning refreshments for Appraisers and other tournament officials.
- Tournament lunch for Appraisers and other tournament officials.
- Coordinate with the Tournament Director for Friday night dinner at tournament site set up
- Coordinate with Support Volunteer Coordinator to have volunteers helping with tournament official hospitality on the day of the tournament.

Section 12: Support Volunteer Coordinator

Definition:

The Support Volunteer Coordinator is responsible for communicating with support volunteers and scheduling them for shifts at the affiliate tournament.

Duties:

- Communicate with Challenge Masters and Directors to determine how the support volunteer shifts will be distributed throughout the tournament.
- Assign support volunteers to shifts as they are needed by the various Challenge Masters and Directors.
- Communicate with support volunteers after they register to let them know when and where their assignment is.
- Create nametags for support volunteers.

Section 13: Merchandising Coordinator

Definition:

The Merchandising Coordinator shall be responsible for the promotion and sales of merchandise.

Duties:

- Approve and order all merchandise for affiliate tournament
- Set up and run sales at affiliate tournament, with the assistance of team-provided support volunteers
- Organize all team preorders for t-shirts, pins, and lunches.
- Order all items to be sold at the tournament.
- Maintain an inventory of sales items.
- Accounting of items ordered, sales receipts, etc. from state sales
- Prepare water, sodas, and snacks for the Appraisers and other tournament officials at the affiliate tournament
- Report on the money earned from the sales table at the post-tournament board meeting

Section 14: Appraiser Coordinator

Definition:

The Appraiser Coordinator is responsible for recruiting Appraisers for the affiliate tournament from all regions, facilitating the registration of these Appraisers, and assigning roles to these Appraisers for tournament day.

Duties:

- Keep in close contact with Regional Directors in finding at least the same number of Appraisers as teams advancing
- Create a list of appraisal teams and assign Appraisers in a balanced fashion throughout the tournament.
- Send a letter to all Appraisers with all information necessary about the affiliate tournament including the challenge they will be appraising, meeting times, Challenge Master contact information, hotel accommodations, etc.
- Send appraisal team names and contact information to each Challenge Master
- Send Appraiser names to program creator to place names in program
- After tournament, send all Appraisers thank you letters inviting them back to appraise again next year
- Keep updated database of all past and current Appraisers for future contacts

Section 15: Tournament Director

Definition:

The Tournament Director is responsible for ensuring the site is setup and run according to the rules specified by the current creative process education program. This person does not need to be on the Board of Directors, but must be familiar with the tournament site.

Duties:

- Plan competition sites
- Assign student guides, score runners
- Arrange for custodial and security assistance
- Setup the hospitality room for Appraisers
- Generate publicity for tournament within the area
- Submit map of the tournament site to the program creator
- Arrange for the sound system for ceremonies
- Generate a site map to be placed on website
- Create signs for tournament
- Coordinate Saturday night dinner for Board of Directors
- Coordinate Friday night dinner for tournament set up at school
- Determine the earliest time that Directors should arrive the tournament site on Friday to begin setup

Section 16: Webmaster

Definition:

The webmaster shall be responsible for keeping the www.divirginia.org website up-to-date

Duties:

- Keep in contact with each Regional Director to obtain up-to-date information on tournament and training dates, and all contact information
- Keep up-to-date with the national program links
- Check links periodically to ensure all are working
- Create online registration forms for teams, Appraisers, and support volunteers.

Section 17: Social Media Coordinator

Definition:

The Social Media Coordinator shall be responsible for keeping the DI Virginia social media platforms up-to-date.

Duties:

- Engage with program participants through the use of various social media platforms
- Maintain a current record of all social media login information for the board.
- Use these social media platforms to keep followers up-to date on policies, deadlines, news, and tournament logistics as required by the state board.
- Be aware of emerging social media platforms and proactive in creating a presence for Destination Imagination Virginia on those platforms.
- Interact with other regional, state, and global social media presences for the creative process education program(s) being offered.

Section 18: Affiliate Growth Director

Definition:

The Affiliate Growth Director shall be responsible for expanding the growth of the organization throughout Virginia.

Duties:

- Draft an Affiliate Strategic Growth Plan annually.
- Reach out to schools and other organizations to increase participation state-wide.
- Serve as a liaison with the national organization's Director of Global Affiliate Strategy.
- Communicate with other Affiliate Growth Directors to determine new modes for growth.

Section 19: Team Manager Representative

Definition:

The Team Manager Representative shall act as a spokesperson for all Team Managers of the creative process education program within Virginia.

Qualifications:

The Team Manager Representative must meet the following requirements:

- Must have been a team manager in a creative process education program
- May be a current Team Manager in a creative process education program
- Either lives in Virginia or was a team manager in Virginia.

Duties:

- Represent the current team managers in all matters as a voting member of the Board of Directors
- Serve on the Affiliate Training Committee
- Support and serve as a resource for current Team Managers
- Attend all state Board meetings
- Report at each state Board meeting on Team Manager-related concerns

Section 20: Other Duties

These duties may be assigned to various members of the Board of Directors:

- Create program for the tournament.
- Compile registration packets

- Run the registration/information table at affiliate tournament
- Print participation certificates
- Order medals and trophies
- Organize fun activities for teams at the affiliate tournament
- Oversee and organize placement of signs for tournament
- Create labels for Appraiser score sheets
- Copy Appraiser score sheets
- Create nametags for Appraisers

Article II: Committees

Section 1: Regional Operating Committee

I. Purpose

Regional Operating Committees are formed to conduct state-sanctioned regional tournaments and trainings. In addition, Regional Operating Committees are responsible for recruiting teams and marketing the program.

II. Organization

- Regional Operating Committees may recruit members to fill operational roles as they see fit.
- Voting procedures and election processes will be determined by the individual operating committees. Each Regional Operating Committee must have a Treasurer, who may not be the same person as the Regional Director.
- Each Regional Operating Committee may have other members and subcommittees as necessary to administer the creative process education program in the assigned area.
- In the event that no Regional Operating Committee is formed, the state Board of Directors will either administer the creative process education program within that region or make regional boundary adjustments accordingly.

III. Regional Director

The Regional Operating Committee is responsible for nominating one or more Regional Directors to sit on the Virginia Board of Directors. Each Regional Director has a term length of three (3) years. The Virginia Board of Directors will vote to confirm this nomination.

IV. Duties

- Conduct and/or coordinate training for new Team Managers, advanced Team Managers, Appraisers, and other training workshops as so designated by the Board of Directors.
- Conduct and/or coordinate tournament(s) for teams within the region.
- Identify, obtain and coordinate the site, Appraisers, Regional Challenge Masters, support volunteers, and awards.
- Schedule a regional tournament, to be coordinated through both the Regional Director and the Board of Directors.
- Conduct the regional tournament in a financially sound manner.
- Communicate the logistics to the teams advancing to the affiliate tournament after the regional tournament.

V. Finances

- Funds held by each Regional Operating Committee are held for the benefit of DI Virginia and are funds of DI Virginia.
- Regional Treasurer duties are listed in Article IV, Section 11 below.

Section 2: Scholarship Committee

The Scholarship Committee is responsible for creating applications and rubrics for all available scholarships from the DI Virginia board. These applications will be posted on the affiliate website in the fall. After the applications are due, the Scholarship Committee is responsible for selecting the applicants to award the scholarship money to. If the quality of all applications is too low, the Scholarship Committee may elect not to award the scholarship to any applicant. If a member of the Scholarship Committee knows one or more of the applicants personally, they may not participate in the selection process for that scholarship. In this case, another Director of the Board may be appointed by the Affiliate Director to participate in the selection of the scholarship winner. The current Alumni Representative will be a member of the Scholarship Committee.

Current members of the Scholarship Committee will be listed in a document maintained by the Secretary.

Section 3: Pin and T-Shirt Committee

The Pin and T-shirt Committee is responsible for designing the Pins and T-shirts to be produced and sold at the affiliate tournament. The design may be produced by the committee or it may be contracted to an external company. Concepts of possible pin and T-shirt themes will be discussed at the first Affiliate Board meeting of the fiscal year. The committee will work with the manufacturing companies to create a design that is within the budget and possible to manufacture.

Current members of the Pin and T-Shirt Committee will be listed in a document maintained by the Secretary.

Section 4: Finance and Budget Committee

The current Affiliate Director and Treasurer will be members of the Finance and Budget Committee. The Finance and Budget Committee will create an annual budget. This budget will be delivered at the first meeting of the fiscal year. Additional financial reports will be provided as necessary at board meetings. The Finance and Budget Committee will also be responsible for preparing taxes annually. The Finance and Budget Committee can review financial guidelines and make suggestions for expenditures (pins, sales, etc.)

Current members of the Finance and Budget Committee will be listed in a document maintained by the Secretary.

Section 5: Governance Committee

The Governance Committee is responsible for reviewing the Bylaws and Policies and Procedures documents annually to keep them up-to-date. From time to time, the Governance Committee may draft revisions of the Bylaws to be voted upon by the Board of Directors. The Governance Committee may seek external legal advice as the Board of Directors sees fit.

The Governance Committee is also responsible for creating an application process for individuals to receive funding from Destination Imagination Virginia to attend the annual Ignite Conference.

Current members of the Governance Committee will be listed in a document maintained by the Secretary.

Article III: Regions

The current regions in Virginia are as follows:

Jefferson

Albemarle Co., Amherst Co., Appomattox Co., Augusta Co., Bath Co., Buckingham Co., Buena Vista, Charlottesville, Cumberland, Fluvanna Co., Greene Co., Highland Co., Lexington, Louisa Co., Madison Co., Nelson Co., Orange Co., Rockbridge Co., Staunton, and Waynesboro

Northwest

Clarke Co., Culpeper Co., Fauquier Co., Frederick Co., Harrisonburg, Northern VA, Page Co., Rappahannock Co., Rockingham Co., Shenandoah Co., Warren Co., and Winchester

Northern Virginia

Alexandria, Arlington Co., Colonial Beach Co., Fairfax Co., Falls Church, Fredericksburg, Loudoun Co., Manassas Co., Manassas Park Co., King George Co., Prince William Co., Spotsylvania Co., Stafford Co.

Southwest

Alleghany Co., Bedford Co., Bland Co., Botetourt Co., Bristol, Buchanan Co., Campbell Co., Carroll Co., Charlotte Co., Covington, Craig Co., Danville Co., Dickenson Co., Floyd Co., Franklin Co., Galax, Giles Co., Halifax Co., Henry Co., Lynchburg, Martinsville Co., Mecklenburg Co., Montgomery Co., Patrick Co., Pittsylvania Co., Grayson Co., Lee Co., Norton, Pulaski Co., Radford, Roanoke City, Roanoke Co., Russell Co., Salem, Scott Co., Smyth Co., Tazewell Co., Washington Co., Wise Co., and Wythe Co.

Central

Amelia Co., Brunswick Co., Caroline Co., Charles City Co., Chesterfield Co., Colonial Heights, Dinwiddie Co., Emporia Co., Essex Co., Goochland Co., Greenville Co., Hanover Co., Henrico Co., Hopewell, King and Queen Co., King William Co., Lunenburg Co., New Kent Co., Nottoway Co., Petersburg, Prince George Co., Powhatan Co., Prince Edward Co., Richmond, Richmond Co, Surry Co., Sussex Co., West Point Co., and Westmoreland Co.

Tidewater

Accomack Co., Chesapeake, Franklin, Gloucester Co., Hampton, Isle of Wight Co., James City Co., Lancaster Co., Mathews Co., Middlesex Co., Newport News, Norfolk, Northampton Co., Northumberland Co., Poquoson, Portsmouth, Southampton Co., Suffolk, Williamsburg, Williamsburg-James City Co., Virginia Beach, and York Co.

Article IV: Miscellaneous Policies and Procedures

Section 1: Awards and Advancing Teams

- I. Teams will advance from the regional tournament to the affiliate tournament based on the following numbers of teams in each level competing at each site for a particular challenge:

Elementary Level:

1-9 teams: 1st and 2nd places advance

10-19 teams: 1st, 2nd, and 3rd places advance

20+ teams at one site: 1st, 2nd, 3rd, and 4th places advance

Middle/Secondary Levels:

1-9 teams: 1st and 2nd, and 3rd places advance

10-19 teams: 1st, 2nd, 3rd, and 4th places advance

20+ teams at one site: 1st, 2nd, 3rd, 4th, and 5th places advance

If an advancing team indicates that they will not to attend the affiliate tournament, the next-highest-placed team in that challenge/level may advance.

In addition, any team that presents in any challenge at any international invitational tournament prior to the affiliate tournament may advance to the affiliate tournament. In this case, the Affiliate Director must receive confirmation that the team has presented.

- II. In addition, each Region may select one Wild Card team to advance to the affiliate tournament.
 - a. The Wild Card team will be drawn at random from the teams at a tournament who are NOT advancing, but have placed first in their division in either Central Challenge or Instant Challenge.
 - b. In the event that there are more Wild Card slots available than teams that qualify for the Wild Card, all teams who qualify under the above criteria should be advanced. Any remaining slots shall be filled by a random drawing from the highest placed team from each challenge/level that did not initially qualify to advance.
- III. Any Wild Card teams permitted by the national organization to advance to Global Finals will be selected using the same criteria as the Wild Card teams advancing to the affiliate tournament from regionals.
- IV. At the affiliate tournament, each team who places first in Instant Challenge in their division will receive a special Instant Challenge Award. This award by itself does not entitle a team to advance to the next level tournament. Regions may give similar awards at the discretion of each Regional Operating Committee.
- V. Teams from Elementary Level through Secondary Level must compete in a prior tournament in the same competition season in order to advance to the affiliate tournament. While this is usually the regional tournament, teams competing in an international invitational tournament may provide evidence of their competition to the Affiliate Director to satisfy this requirement. This requirement does not apply to Early Learners or University Level teams

Section 2: Guest Teams

Extreme weather conditions shall be the only factor considered in the decision to allow teams to compete outside their region. If a team competes in a different region, they will be required to pay the registration fee and provide Appraiser(s) and/or support volunteers as required by that different region's policies. If the team places high enough to advance to the affiliate tournament, the team that would have advanced had the guest team not competed will also advance to the affiliate tournament. The guest team does not advance to the affiliate tournament unless they place highly enough as defined in Article IV Section I of these Policies and Procedures.

Section 3: Spending Procedure

- I. In the fall, each person that the Finance and Budget Committee anticipates it will be authorizing to purchase on behalf of this organization for the current year will receive an email showing the amount that has been budgeted for their purchase(s). This email will be sent by the Treasurer or a designee from the Finance and Budget Committee. Each purchaser must have prior approval from the treasurer for all purchases.

- II. Each purchaser must send an email to the treasurer with the following information:
- What is being purchased
 - Who it is being purchased from
 - Estimated amount to be spent
 - When the treasurer can expect the bill to be submitted
- A reply email will be sent to confirm that the information has been received.
- III. The receipt should be sent to the treasurer within 30 days. Bills will be paid ASAP. Bills cannot be paid without a receipt.
- IV. If a purchaser pays the bill and needs to be reimbursed (once the purchase is approved by the Treasurer), receipts must also be sent to the Treasurer. Reimbursements can only be paid if the Treasurer receives the receipt.
- V. If a purchase is over budget or something that was not preauthorized, it may not get paid.

Section 4: Large Checks

Any check written in an amount of \$2,500 or more requires approval from the Finance and Budget Committee if that expense has not already been included in the current budget.

Section 5: Final Score Publishing Policy

The scores posted online after any regional tournament, or after the Virginia affiliate tournament, will include all numbers output by the current scoring program. No effort will be made to conceal or withhold any of these scores.

Section 6: Alumni Volunteer Policy

The Alumni Representative will encourage and recruit individuals who meet ALL of the following requirements to volunteer in non-scoring positions* at future Destination Imagination Virginia regional and affiliate tournaments:

- Must have competed in the creative process education program(s) being offered at least once
- Must be a senior in high school
- Must attend that year's Appraiser training day in any Destination Imagination Virginia region
- May ONLY volunteer in a position which the Challenge Master feels appropriate, given the skills and experience of the alumnus
- May NOT be competing in the creative process education program(s) being offered during this tournament season

*The following are the non-scoring volunteer positions to be considered

- Timekeeper/Announcer (Central Challenge or Instant Challenge)
- Check-in volunteer
- Prep area volunteer
- Appraisal team organizer
- Number cruncher

- Chill out volunteer
- Holding room volunteer
- Checker table volunteer
- Structure check-in volunteer (Only if the current Challenge Master Guide specifies this as a non-scoring role)
- Support volunteer (2-hour shift; excluding doorkeepers)

Section 7: Team-Provided Appraiser Policy

If teams are required to provide an Appraiser for the affiliate tournament, that individual may not be a member of the Destination Imagination Virginia Board of Directors.

Section 8: Support Volunteer Policies

Two people could split a support volunteer shift if necessary. All support volunteers must be at least 18 years old. Exceptions to this requirement will be made on an individual basis.

Section 9: Budget Modification Policy

After the initial budget for a fiscal year is approved, any proposed modifications to that budget in excess of \$1000 require one week of notice before voting on the proposed modification may begin.

Section 10: Regional Logo Use Policy

Regional Operating Committees are authorized to use the Destination Imagination logo and name on pins, t-shirts and other marketing materials pursuant to the Graphics Use Policy from Destination Imagination Inc.

Section 11: Regional Treasurer Policies

Regional Treasurers are responsible for the following:

- Maintain a regional checking account with a BB&T bank branch under the DI Virginia tax ID # 54-1644861.
- Oversee accounts payable/receivable and bank deposits for this account and digital accounts used by the region for online team registrations.
- Be knowledgeable of who has access to the organization's funds and any outstanding bills or debits owed.
- Maintain at least 2 signatories on the BB&T checking account. One should be the Treasurer and the other should be a Regional Director. The 2 signatories must not have financial ties to each other.
- Retain receipts for all payments made and deposit slips for all money received. Bundle these by year and keep them safe for at least 7 years.
- Digitally archive all receipts, deposits and bank statements and then upload them to DI Virginia, along with a completed tax worksheet, each summer after June 30th, the end of our fiscal year. This must be completed by July 31st.
- Report to your Regional Operating Committee updates and/or bank reports that compare actual revenue & expenses from year to year. These reports should be reviewed and approved by the Regional Committee at all meetings.
- Submit a regional budget to the state Treasurer including beginning and ending balances as well as:

- Revenue – tournament fees, donations, gross sales, cost of goods sold, interest from bank accounts.
- Expenses – salaries, wages, and stipends; cost of occupancy of tournament site, printing costs, shipping costs, training costs, bank fees.

The following items are available to each Regional Treasurer:

- A checkbook with the region’s Destination Imagination name and the Treasurer’s (or another signatory) address at the top. This needs approval by one signatory on the regional account.
- Online monitoring of the checking account for up to 2 persons per region. One should be view only. Paper statements are also available. This needs to be authorized by the DI Virginia Treasurer.
- Debit cards to any person that is a signatory on the regional account with written regional committee approval. The debit card must have the person’s name on it. BB&T offers 3 levels of spending limits that may be put on any debit card. Actual regional debit spending limits should be agreed upon by the Regional Committee and put in writing (in the meeting minutes). This needs to be authorized by the DI Virginia Treasurer.
- The spending procedure adopted by DI Virginia and in Article IV Section 3 above. This procedure should be reviewed and adopted by each Regional Operating Committee.

Article V: Conflict of Interest Policy

Section 1: Reason for Statement

Destination Imagination Virginia, as a nonprofit, tax-exempt organization, depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the operations of Destination Imagination Virginia first must fulfill all legal requirements. They also depend on the public trust and thus are subject to scrutiny by and accountability to both governmental authorities and members of the public. Consequently, there exists between Destination Imagination Virginia and its Directors, officers, and any employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and any employees have the responsibility of administering the affairs of Destination Imagination Virginia honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Destination Imagination Virginia. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Destination Imagination Virginia or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

Section 2: Persons Concerned

This statement is directed to Directors, officers and any employees who can influence the actions of Destination Imagination Virginia. For example, this includes all who make purchasing decisions, all other persons who manage programs/events, and all who have proprietary information concerning Destination Imagination Virginia.

Section 3: Key Areas in Which Conflict May Arise

Conflicts of interest may arise in the relations of Directors, officers, and any employees with any of the following third parties:

- Persons and firms supplying goods and services to Destination Imagination Virginia
- Persons and firms from whom Destination Imagination Virginia leases property and equipment

- Competing or affinity organizations
- Donors and others supporting Destination Imagination Virginia
- Agencies, organizations, and associations that affect the operations of Destination Imagination Virginia
- Family members and friends

Section 4: Key Areas Mandated by Destination Imagination Virginia’s Policies and Procedures

Not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. For purposes of this Section, “interested persons” means either:

- Any person currently being compensated by Destination Imagination Virginia for services rendered it within the previous twelve (12) months, whether as a full-time or part-time officer or employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director as Director; or
- Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Section 5: Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in both the Key Areas in which conflict may arise and the Key Areas Mandated by Destination Imagination Virginia Policies and Procedures. Such an interest might arise, for example, through

1. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party having financial dealings with Destination Imagination Virginia
2. Receiving remuneration for services with respect to individual transactions involving Destination Imagination Virginia
3. Using Destination Imagination Virginia’s time, personnel, equipment, supplies, or good will other than for approved Destination Imagination Virginia’s activities, programs, and purposes
4. Receiving personal gifts or loans from third parties dealing with Destination Imagination Virginia.

Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.

Section 6: Interpretation of This Statement of Policy

The areas of conflicting interest listed above and the relations in those areas that may give rise to conflict are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the trustees, officers, and any employees will recognize such areas and relation by analogy. The fact that one of the interests described above exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of Destination Imagination Virginia.

However, it is the policy of the board that the existence of any of the interests described above shall be disclosed on a timely basis and always before any transaction is consummated. It shall be the continuing responsibility of board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Section 7: Disclosure Policy and Procedure

Disclosure should be made to the Destination Imagination Virginia Board of Directors. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The related party is excluded from the discussion and approval of such transaction;
3. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization (i.e. a competitive bid or comparable valuation).

The Board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Destination Imagination Virginia. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of Destination Imagination Virginia and the advancement of its purpose.

Section 8: Annual Disclosure Statement

At the beginning of each fiscal year, each Director will sign a disclosure statement acknowledging this Conflict of Interest Policy and listing all potential conflicts of interest they have, if any. The physical disclosure statements will be maintained by the Secretary.

Article VI: Participant Safeguarding Policy

The DIVA Safeguarding Policy recognizes that the welfare and interests of youth participants are paramount in all circumstances.

Because of the decentralized nature of team meetings, DIVA cannot ensure, and makes no representation as to, the safety of children at any team meeting or Destination Imagination event outside of those organized by DIVA and/or its regional boards. Parents are encouraged to take all appropriate steps to ensure the safety of their children at team meetings and any other events.

The following DIVA policies apply to all events organized by DIVA and/or its regional boards, to include tournaments and workshops.

DIVA will make every reasonable attempt to ensure that, regardless of age, ability or disability, gender identity, race, religion, belief, sex, sexual orientation, or socio-economic background, all participants:

- have a positive and enjoyable experience at all events organized by DIVA and/or its regional boards
- are in a safe and youth-centered environment at all events organized by DIVA and/or its regional boards
- are protected from abuse whilst participating in events organized by DIVA and/or its regional boards

DIVA further acknowledges that some youth, including less educated children, disabled children, younger children, or those from ethnic minority communities, can be particularly vulnerable to abuse.

As part of our safeguarding policy DIVA will

- promote and prioritize the safety and well-being of all youth participating in the program.
- encourage all youth participants to use the 2 or more participant "buddy system" at all times while attending events organized by DIVA and/or its regional boards
- ensure that participants are never discouraged from reporting anything that makes them feel uncomfortable with regards to the actions of any other participant or volunteer of DIVA
- ensure appropriate action is taken in the event of incidents/concerns of abuse and provide support to the individual(s) who raise or disclose the concern
- ensure that any incident reported by a DIVA participant will be brought to the DIVA Board's attention and their response or action will be noted in the permanent records of DIVA
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are preserved, maintained, and securely stored for a period of seven years or as prescribed by Virginia Statutes
- avoid the employment or participation of unsuitable individuals.

- assume that any accused participant, volunteer or employee of DIVA is innocent until determined otherwise. However, during the investigation process DIVA will not allow any individual(s) involved in a reported incident to participate in any DIVA function until they have passed an appropriate background check AND received permission of the DIVA Board to return as a participant, or volunteer.
- ensure appropriate and robust safeguarding arrangements and procedures are in operation when needed

The above policy and procedures will be widely promoted and are mandatory for everyone involved in events organized by DIVA and/or its regional boards

The DIVA Board requires this policy to be adopted by all Regional DIVA Boards without change or alteration.

Failure to comply with the Safeguarding Policy and any associated procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization.

The policy will be reviewed by the DIVA Board a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by circumstances
- as a result of any other significant change or event.

(Last reviewed Jan 2018)