

California Creativity Association
Appraiser
Policies and Procedures
Version 2.0
Effective: 11/6/2017

Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California which culminates in an Affiliate Tournament each year. A key element to a successful and fair Tournament is the participation of qualified Appraisers to evaluate each Team's Presentation.

The role of the Appraiser is important as the Appraiser will be scoring Team Presentations, providing qualitative feedback to teams, and filling roles essential to determining team placement at the tournament. Appraisers carrying out their role faithfully will make the Tournament event fair and rewarding for the participants.

The Policy should be used to develop and verify the completeness of Appraiser and Team Manager trainings.

Policy statement

CalDI relies on volunteer Appraisers to carry out the activities needed to staff the sites for a Team Challenge, Instant Challenge, or an area of responsibility such as Score Room at every Tournament. Each team recruits and provides at least one Appraiser. The Appraiser must be available and willing to be trained and to serve as an Appraiser at the tournament. In order to qualify as the team's Certified Appraiser for the CalDI Affiliate tournament, the team's designated Appraiser must meet the requirements outlined in this Appraiser Policy.

Training of Appraisers is covered in the RCM and Appraiser Training Policy.

Definitions

Appraiser: Volunteer trained to perform certain duties at a DI Tournament. An Appraiser is part of an Appraiser Team charged with observing and appraising Team Presentations or working in an assigned area of responsibility at CalDI-sponsored Tournaments.

Trained Appraiser: An Appraiser who has been trained by an RCM or an ACM on the DI program materials for the current program year. Being designated as trained in the CalDI Registration System qualifies the Appraiser to work at a Regional Tournament.

Certified Appraiser: A Trained Appraiser who has appraised at a Regional Tournament during the current program year, has fulfilled the Appraiser role and responsibilities satisfactorily at a Regional Tournament, and has been designated by RCMs and/or ACMs in the CalDI Registration System as "Trained, Experienced and Eligible for Reappointment." Only Certified Appraisers are qualified to appraise at the Affiliate Tournament.

Official: Volunteer who performs assigned duties at a DI Tournament.

Regional Challenge Master (RCM). Person(s) responsible for a Challenge or area of responsibility at the Regional level for a year. Trains the Regional Appraisal Team and oversees all Presentation Sites for their Challenge or area of responsibility during the day of the Regional Tournament. Trained by the ACM in their Challenge or area of responsibility.

Affiliate Challenge Master (ACM). Person(s) responsible for a Challenge or area of responsibility within CalDI for a year. Trains the RCMs prior to scheduled Regional Appraiser training sessions. Oversees all Presentation Sites for their Challenge or area of responsibility during the day of the Affiliate Tournament. Serves as leader and mentor for RCMs.

Regional Director (RD): Person(s) in charge of administering the DI Program in one of California's Regions.

Affiliate Appraiser Coordinator. Person responsible for tracking Affiliate Tournament Appraiser registrations and coordinating with the CalDI ACMs, RDs, Tournament Director, and Executive Director, as needed.

Detailed policy statement

Becoming an Appraiser involves attending training(s), studying program and Challenge materials, and developing the understanding and skills necessary to be an Appraiser. Basic requirements for Appraisers are given in the Rules of the Road and Appraiser Guide documents. In addition to these requirements, the California Appraiser must:

1. be over the age of 18,
2. no longer be enrolled in High School,
3. accept and sign the Volunteer Code of Conduct (www.DestinationImagination.org),
4. sign the Insurance Waiver (www.caldi.org),
5. be registered in the CalDI Registration System as an Appraiser,
6. disclose any conflicts of interest with Teams (Team Manager, Assistant Team Manager, relative of a Team member): an Appraiser may not serve on an Appraiser Team that will evaluate or score these Teams at any CalDI Tournament,
7. be trained by an RCM or ACM to appraise at a Regional Tournament,
8. be designated as a Certified Appraiser in the CalDI Registration System or a Trained and Experienced RCM.

An Appraiser may be asked to be the Team's Appraiser or the Appraiser may volunteer to be an Independent Appraiser unaffiliated with a Team. Requirements for training, certification, and participation in Tournaments is the same for Independent and Team Appraisers.

A CalDI Appraiser attends training and appraises for at least one Tournament. Expectations and responsibilities of Teams, Appraisers, and CalDI Regional and Affiliate staff are outlined below.

Team Responsibilities

1. All Teams participating in CalDI Regional Tournaments must provide Appraisers and Officials according to Regional Guidelines in order to compete in the Regional Tournament.
2. Teams advancing to the Affiliate Tournament must provide one Certified Appraiser and at least one Official.
3. Team Managers registered in the CalDI Registration System will submit the name and contact information of a person who has agreed to represent their team as an Appraiser and work at one or more Tournaments during the DI program year. The Team Manager will ensure the designated Appraiser is registered in the CalDI Registration System as a Team Appraiser for the team's Team Number before the Region's Registration Close Date.
4. All Appraisers must attend Regional Training. Being trained and designated as such in the CalDI Registration System qualifies the Appraiser to work at a Regional Tournament.
5. Only Certified Appraisers are eligible to serve as a Team's Appraiser at the Affiliate Tournament.
- 6. Teams advancing to the Affiliate Tournament must complete their team's Registration for the Affiliate Tournament within one week after their Regional Tournament.**

Regional Responsibilities

1. The Region staff will train Appraisers to CalDI standards as described in the CalDI RCM and Appraiser Training Policy.
2. Region staff will include this Appraiser Policy in communications to Appraisers, Officials, School Coordinators, and Team Managers that are registered in the CalDI Registration System. The Region is responsible for making sure the Teams and Appraisers understand their responsibilities and the consequences for not fulfilling their commitment.
3. Region staff will provide Appraiser Training, based on materials and Challenges for the current DI program year. The Challenge specific training must be provided by RCMs who have been trained by the ACMs.
4. RCMs will maintain current and accurate records for Appraisers in the CalDI Registration System and insure the Regional Appraisers' information is updated and accurate within 48 hours of the Regional Tournament. RDs will verify the updates are

made on time.

5. RCMs and RDs will help recruit trained and experienced Appraisers for the Affiliate Tournament. They will invite all qualified Appraisers to appraise at the Affiliate Tournament and provide them with instructions on how to register as an Affiliate Tournament Appraiser.
6. Prior to handing out the Affiliate Tournament Invitation, Region staff will reiterate the requirements of one Team-provided Certified Appraiser and one Team-provided Official for Teams advancing to the Affiliate Tournament.
7. RDs, or their designees, will provide a list of their RCMs to the Director of Challenges and/or the Executive Director by November 1.
8. RDs insure that each designated RCM is properly trained and attends all of the appropriate training sessions provided by the ACM(s).
9. RCMs are responsible for staying informed of current information regarding their Challenge and sharing this information with Appraisers as appropriate. This includes the Published Clarifications and appropriate information and guidance from the DI Forum for their Challenge.

Affiliate Responsibilities

Affiliate staff will:

1. enact, promote and carry out the Appraiser Policies.
2. include this Policy in Affiliate communications to Regions and Teams.
3. (ACMs) provide RCMs with appropriate training and support.
4. (ACMs) notify the RDs that their RCMs have been trained in their Challenge or area of responsibility.
5. provide appropriate levels of access for RCMs to the CalDI Registration System and to the DI Forums.
6. provide technical assistance with the CalDI Registration System to Regions as needed.

7. (ACMs) verify that the RCMs have updated the training records for their Appraisers on the CalDI Registration System following their Regional Tournaments.
8. provide Affiliate Tournament registration information for trained and experienced Appraisers to apply to appraise at the Affiliate Tournament.
9. provide the ability to “Register as an Affiliate Tournament Appraiser” on the register.caldi.org web site.
10. personally thank each of the Affiliate Tournament Appraisers for volunteering to appraise at the Affiliate Tournament.
11. pay Affiliate Appraisers as described in the Reimbursement Policy.

Applicability and Compliance

The Appraiser Policy is addressed to Teams planning their DI program year and Tournament competition requirements. It is also useful for the Appraisers who volunteer to help the Teams satisfy their commitment. This policy addresses both the Regional-level and Affiliate-level Tournament requirements for Appraisers.

If a Team does not provide a Trained Appraiser and an Official who complete their assigned roles and responsibilities at the Regional Tournament, the Team will be allowed to participate (showcase only) in the Regional Tournament. These teams will not be receive Placement and will not be permitted to advance to the Affiliate Tournament.

If a Team does not provide a Certified Appraiser and an Official who have accepted their roles and registered as such for the Affiliate Tournament in the CalDI Registration System by the 1-week deadline, the Team will be allowed to participate (showcase only) in the Affiliate Tournament. These teams will not receive Placement and will not be permitted to advance to the Global Finals Tournament. Team provided Certified Appraisers and Officials must complete their assigned roles and responsibilities at the Affiliate Tournament in order for the teams they represent to receive Placement and advance to the Global Finals Tournament.

Contact for policy interpretation, help, and problem resolution

The Affiliate Appraiser Coordinator is the primary contact regarding this policy. Contact information is available on the CalDI web site.

Implementation procedures

Information contained in this Policy will be presented to all DI Staff, Team Managers and Appraisers during trainings and communications.

Related policies and references for further information

1. Rules of the Road
2. Appraiser Training (Team Challenge-specific, 6 variations)
3. RCM and Appraiser Training Policy
4. Reimbursement Policy
5. <http://register.caldi.org>

Revision History

Version	Date	Changes
1.0	9/1/14	Initial release – Approved by California Creativity Board 7/19/14
1.1	9/19/2016	Revision to Team Responsibilities – Approved by CalDI Board 9/19/2016
2.0	11/6/2017	Approved by California Creativity Board. Policy template applied. Changed official organization name and DBA to be used for all Policies. Merged the Affiliate Tournament Team Appraiser Policy into this Policy. Terminology changes. Definition changes. Grammar, spelling, capitalization clean up.