

GETTING READY FOR A TOURNAMENT

As a Team Manager, it is your responsibility to register your team for the tournament. Each Region and Affiliate has different registration procedures, so you will need to get in touch with a Tournament Director to make sure your team is ready and scheduled for the tournament. Your Affiliate Director can direct you to the right contact person. A full list of Affiliate Directors is available at DestinationImagination.org.

Review the Travel Guide for Teams

The Travel Guide for Teams is a resource published annually to help teams prepare for tournaments. It is made available in January and can be downloaded from the Destination Imagination website. The Travel Guide for Teams provides information about tournament officials, lists Challenge-specific site procedures and offers sample rubrics that Appraisers may use at the tournament. It also provides information related to keeping your team supporters informed.

Complete the Paperwork

Your team will need to prepare and bring copies of all required forms to the tournament. At every tournament level, you will need hard copies of the following forms:

- Tournament Data Form (five copies): A three-page form found at the end of the Team Challenge.
- Declaration of Independence (two copies): One copy is for the Team Challenge Presentation and the other is for Instant Challenge. This form can be found near the end of Rules of the Road.
- Expense Report (one copy): This report verifies the cost of your Team Challenge solution. It can be found near the end of Rules of the Road. (Note: This form is not required for the Improvisational Challenge.)

Take some time to have the team fill out the forms, make copies and keep them in a safe place where you'll remember them! If the team is not able to fill out the details entirely, add a date to your team calendar to remind the team to complete their paperwork. For Elementary Level teams only: Team Managers may fill out the form, writing out the words dictated by the team.

Interactive tournament forms are available for download at DestinationImagination.org. After your team members have decided on the information to include on each form, they can enter that information into the interactive form and print it. This will ensure that tournament officials can read your information, and it will make their job much easier!

Create a Toolkit

Be aware that transportation of props, backdrops, technical elements and other Presentation materials can often cause problems. Your team should work on preparing for any potential difficulties before you travel to your tournament. For example, your team could practice disassembling and reassembling props for transport. Additionally, your team should discuss any complex elements that may cause difficulties.

Questions to ask the team: What are the potential elements of your Team Challenge solution that may fail? What tools would be required to fix those elements? What tools do you need for general upkeep and maintenance?

Many teams create travel toolkits for tournaments to help them solve problems on the road. The team can pack replacement parts, needed tools and anything else the team may need just in case they encounter any trouble.