

California Creativity Association Affiliate Challenge Master Policy

Version 2.1
Effective: 8/1/2020

Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. A Challenge Master at the Affiliate level is needed to coordinate and manage appraising for each aspect of the CalDI program including Team Challenge, Instant Challenge, Score Room and Rising Stars. This policy delineates all rights and responsibilities of the Affiliate Challenge Master (ACM).

Policy statement

This policy delineates the specific rights granted to ACMs and the responsibilities of all ACMs. It also explains how an ACM is appointed and retired.

Definitions

Regional Challenge Master (RCM). Person(s) responsible for a Challenge or area of responsibility within a CalDI Region. Trains the Regional Appraisal Team and oversees all Presentation Sites for the Challenge or area of responsibility during the day of the Regional Tournament. Answers to and trained by ACMs and works with Regional Directors to administer their Regional Tournament.

Affiliate Challenge Master (ACM). Person(s) responsible for a Challenge or area of responsibility within CalDI for a year. Trains the RCMs prior to Regional trainings. Oversees all Presentation Sites for the Challenge or area of responsibility during the Affiliate Tournament. Also leads RCMs in fulfilling charged responsibilities.

International Challenge Master (ICM). Person(s) responsible for a Challenge or area of responsibility within the entire DI organization for a program year. Oversees the challenge elements, documentation, forums, and challenge-specific Clarifications. Oversees all Presentation Sites for the Challenge or area of responsibility during the Global Finals Tournament.

Director of Challenges. Lead ACM responsible for communicating with and coordinating all ACMs in CalDI. Liaison between the ACMs and the Executive Director of CalDI.

Detailed policy statement

RESPONSIBILITIES OF ACMs

- For CalDI trainings and Tournaments, be the ultimate, knowledgeable authority of the rules, clarifications, and appraising techniques associated with their designated Challenge or area of responsibility.
- Participate in their Challenge's ICM-moderated DII Forum and insure all RCMs are aware of issues posted there. Encourages RCMs to participate in their

Challenge's Forum.

- Prepare training materials and conduct Affiliate-sponsored training for RCMs.
- Assure that records for RCMs and their training status are maintained.
- Communicate with Regional Directors and RCMs to assure they have the information needed for conducting a successful Regional Tournament.
- In conjunction with the Appraiser Coordinator, verify their Affiliate Appraisers are trained and ready for the Affiliate Tournament.
- Manage the Affiliate Tournament Challenge or area of responsibility site.
- Provide feedback to Regional Directors about RCM fulfillment of training.
- Designate, in consultation with the Executive Director and previous Director of Challenges, one of the ACMs to serve as the Director of Challenges to represent the group to the Executive Director.

RIGHTS OF ACMs

- Receive notice of Regional Appraiser training schedules from Regional Directors.
- Participate in any Regional Appraiser training session or Tournament.
- Be provided one Appraiser per team advancing from each Region to the Affiliate Tournament or as otherwise required by the Executive Director.
- The Instant Challenge (IC) ACM(s) control the choice of Instant Challenges used at Affiliate Tournaments.

Applicability

ACMs will be appointed by the CalDI Executive Director with Board approval. One or more acting together may hold any ACM position. All ACMs shall serve for a one-year term of office, running from time of appointment to the next summer's Board meeting. ACMs may be reappointed. If any ACM position is eliminated, that ACM will continue to serve as an ACM until the next summer Board meeting or their resignation, whichever comes first.

CalDI Executive Director/Board will strive to maintain more than one person as ACMs for each Challenge or area of responsibility to ensure continuity in case of illness or emergency and to ease transition upon retirement of an ACM.

The CalDI Executive Director with Board approval has the right to terminate any ACM who is not performing to its standards or expectations delineated in this policy. This termination will be effective immediately upon execution. If this occurs, the CalDI Executive Director may elect to replace an ACM at that time.

Contact for policy interpretation, help, and problem resolution

CalDI Executive Director or Director of Challenges.

Implementation procedures

Continue with previously implemented policy.

Related policies and references for further information

1. RCM and Appraiser Training Policy
2. Regional Director-Challenge Master Communications Guidelines
3. Reimbursement Policy

Revision History

Version	Date	Changes
Original	1/15/2000	Initial release
2011017117-1	7/11/2011	Org name changes, OM and DI terminology changes, some clarifications. Most revisions completed 10/10/2010. Minor capitalizations, spelling, "summary form" changes.
2.0	8/15/2017	Used policy template and standard element checklist to review and modify drafts. Changed the title and Purpose sections per legal requirements. Board approved version 8/12/2017, effective 9/1/2017.
2.1	8/1/2020	Policy periodic review. Minor changes during committee walkthrough and review feedback. Approved by California Creativity Board.

CERTIFICATE	
This is to certify that the foregoing is a true and correct copy of the "ACM Policy", version 2.1, of the Corporation named in the title thereto and that such Policy was duly adopted by the Board of Directors of said Corporation on 8/1/2020.	
	9/6/2020
James F. McCarthy, Secretary	