

# California Creativity Association RCM and Appraiser Training Policy

Version 2.6  
Effective: 8/1/2020

## **Purpose of the policy**

California Creativity Association, DBA California Destination Imagination (CalDI), is responsible for the delivery of the Destination Imagination (DI) program to participants in California. Well trained Region Challenge Masters (RCMs) and Appraisers are crucial to providing fair and impactful tournaments for CalDI Teams. This policy lists the required training and experience for certification of RCMs and Appraisers.

## **Policy statement**

RCMs and Appraisers must be trained both in the general DI materials and their specific Team or Instant Challenge or area of responsibility. Specific training guidelines, listed below, need to be followed to rate an RCM or Appraiser as trained. Both RCMs and Appraisers must have experience and perform adequately at a Regional Tournament to be Certified. Only Certified Appraisers are eligible to appraise at the Affiliate Tournament.

## **Definitions**

**Appraiser:** Team supplied or independent volunteer who is trained to perform certain duties needed at a DI Tournament.

**Affiliate Challenge Master (ACM):** Person(s) in charge of training and running one of the Team Challenges or area of responsibility in the CalDI Program.

**Certification:** Verification of knowledge and skills in a challenge recorded in the CalDI Registration System.

**Regional Challenge Master (RCMs):** Person(s) in charge of training and running one of the Team Challenges in their CalDI Region.

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

**Executive Director (ED):** Person(s) in charge of administering the DI Program in California.

**Training:** Events and activities carried out to educate new and returning volunteers in current DI Challenges, program requirements, and tournament procedures.

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

## **Detailed policy statement**

By November 1<sup>st</sup> of each season, Region Directors (RDs) will provide a list of RCMs for all challenges to the CalDI ED. If there are open positions when delivered, the RD

will work with the respective ACMs and ED to fill the open positions. The ACMs in concert with the RD will determine the suitability of RCMs proposed.

The ACM must train and certify the RCMs in the Challenge for which they are responsible. The ACMs will provide training opportunities appropriate for the material and requirements of the program year. RCM attendance at ACM training is mandatory. If an RCM has a conflict with the training timing, she or he must work with the ACM to make alternate arrangements. ACMs must complete training of all their challenge RCMs before the first regional appraiser training. Certification of the RCM requires verification of challenge-specific training.

Appraiser training consists of 2 parts: general and Challenge-specific. RDs and/or Regional training staff will train Appraisers on general information provided in the current program year's DI Appraiser Guide and Rules of the Road. This training should include either the Appraiser Training PowerPoint developed by the statewide committee in 2016 or all the information covered in that training tool. Specific Challenge training for Appraisers must be completed by ACMs or RCMs that have been trained in the Challenge by the ACM and include all information recommended and covered in the materials provided by the ACMs and ICMs. Appraiser training is most effective in person at a dedicated training event(s).

Following training, Challenge Masters will update the CalDI Registration System records for each Appraiser to reflect the training has been completed satisfactorily and that the individual is qualified for their specific Appraiser role.

Appraising at a Regional Tournament is required for certification of experience. RCMs will manage and observe Appraisers at regional tournaments. Satisfactory performance of the Appraiser's role and responsibilities at a Regional Tournament fulfills the final requirement for an Appraiser to be considered certified. Only Certified Appraisers are eligible to serve as Appraisers at the Affiliate Tournament.

Following the Regional Tournament, the RCM will update the CalDI Registration System to reflect each Appraiser's participation and performance. Similarly, following the Affiliate Tournament, the ACM will update the CalDI Registration System to reflect each Appraiser's participation and performance.

### **Applicability and Compliance**

This RCM and Appraiser Training Policy applies to all CalDI RCMs and Appraisers. The consequence of non-compliance with the requirement of having a trained RCM and Appraisers in a Challenge at a tournament is:

- For RCMs: an RCM who is not trained by their ACM will not be able to train Appraisers nor participate in their Regional Tournament in the role of RCM.
- For Teams: Teams that do not provide an Appraiser who is trained for the Regional Tournaments and Certified for the Affiliate Tournament will not be permitted to advance to the next tournament level.
- For Appraisers: an Appraiser who is not trained for the Regional Tournament may not serve on any Appraisal team. An Appraiser not

certified for the Affiliate Tournament will not be able to serve on the Affiliate Appraisal Team.

**Contact for policy interpretation, help, and problem resolution**

The Director of Challenges is the primary contact regarding this policy. Contact information is available on the CalDI web site.

**Implementation procedures**

This RCM and Appraiser Training Policy will be posted on the CalDI web site. The policy will be addressed at RD, ACM, RCM, and Appraiser Training, as appropriate. At other trainings in the organization (e.g., for Team Managers), a briefing of this RCM and Appraiser Training Policy will be included.

**Related policies and references for further information**

1. ACM Policy
2. Appraiser Policy
3. Appraiser Training PowerPoint (2016 or later version)

**Revision History**

Version	Date	Changes
1.0	July 21, 2012	Initial release—approved by Board
2.0	September 1, 2014	Terminology updated-approved by Board 7/19/2014
2.5	Nov 6, 2017	Approved by California Creativity Board. Applied Policy Template and standard checklist. Changes for clarity.
2.6	August 1, 2020	Approved by California Creativity Board. Periodic review policy. Minor edits.

**CERTIFICATE**

This is to certify that the foregoing is a true and correct copy of the “RCM and Appraiser Training Policy”, v.2.6, 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.

*James F. McCarthy*

9/6/2020

James F. McCarthy, Secretary