



Coordinator Guide

This document will acquaint you with the Destination Imagination Program and provide you with the information you need to coordinate one or more teams in your school or organization. This is not a guide for Team Managers, but rather an organizational tool that will help you administer the program as the Coordinator for a school or organization.

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Table of Contents

About Destination ImagiNation, Inc.	3
The Destination ImagiNation Program	3
Affiliate Organizations.....	3
Regional Directors	4
What is Destination ImagiNation?.....	4
The Destination ImagiNation Coordinator	6
Where Do I Begin?.....	6
Communication.....	7
The School/Organization Contact Person	7
What Information Will the Contact Person Receive?	8
Newsletters	8
Forming Teams	9
Finding and Supporting Team Managers	10
Team Manager Training Workshops	11
Supporting Team Managers	11
About the Tournament	12
Budget	12
After the Tournament... Year-End Closure	13
Sample Coordinator’s Timeline for DI® Program Year	14

A product of Destination ImagiNation, Inc., a 501c3 non-profit organization.

Coordinator Guide 2009-10

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About Destination ImagiNation, Inc.

Destination ImagiNation, Inc. is located in Glassboro, New Jersey. Destination ImagiNation, Inc. is the international headquarters and provides the Destination ImagiNation, Rising Stars!, DI eXtreme®, Imagination-4-Life®, and projectOUTREACH®. The headquarters office is also responsible for receiving annual program registrations, coordinating the annual Global Finals Tournament, and publishing Clarifications and resources, including videotapes, books and kits. Destination ImagiNation, Inc. provides support to all Affiliates.

The Destination ImagiNation Program

- Destination ImagiNation is a creative problem solving program for participants from elementary through college levels. A Guide to the program can be found on the Web site at www.IDODI.org and in the *Rules of the Road*.
- The Destination ImagiNation Program develops *Team Challenges* and *Instant Challenges* each year. Five competitive *Team Challenges* are open to participants from elementary through college levels. One non-competitive *Rising Stars! Team Challenge* (for 7-9 year olds) is also developed each year. The projectOUTREACH Challenge is also available to young people in middle school, high school and college.
- Destination ImagiNation incorporates a specific creative problem solving process and tools into its training and the Challenges.

Affiliate Organizations (States and Countries)

Every state, province, or country affiliated with Destination ImagiNation is known as an **Affiliate Organization**. The director is known as an Affiliate Director (AD). Affiliate Organizations have by-laws, copies of which are kept on file in the Destination ImagiNation, Inc. office. You will find a list of the Affiliate Organizations and their Affiliate Directors and Web sites at the Destination ImagiNation, Inc. Web site at www.IDODI.org. Each Affiliate sponsors an Affiliate Finals Tournament (e.g., British Columbia Finals, Colorado State Finals, United Kingdom Finals, etc.). See "About the Tournament" for more information.



Destination ImagiNation can be used in the classroom or community organization, as an after school activity, or at home.

Regional Directors

Very often, the Affiliate organizations are large enough to need Regional Tournaments prior to their Affiliate Tournaments. The number of Regions within each Affiliate varies widely from 0 (Affiliate Finals only) to 20. Each Region has a Regional Director (RD) or Co-Directors. The Regional Director depends upon the participation and involvement of the teams within the Regional boundaries. Coordinators are important in communicating the needs Regional Tournaments have for volunteers in order for the Tournament to run smoothly for the teams. **The Coordinator is the key connection for the Team Managers and teams to the Destination ImagiNation Program at large.** The Coordinator serves as a link between Team Managers, parents and team members. See "About the Tournament" for more information.

What is Destination ImagiNation?

Destination ImagiNation is the premier provider of providing real-world experience in creativity, teamwork and problem solving for teams in preschool through college. In most Affiliates, there are Regional and Affiliate Finals Tournaments that are held between February and April of each year. The Destination ImagiNation year culminates with the Global Finals Tournament, which takes place in May of each year. However, teams do not have to take their solutions to a competition. Destination ImagiNation can be used in the classroom or community organization, as an after school activity, or at home.

The mission of Destination ImagiNation is to foster the development of teamwork, creative thinking and problem solving skills. The emphasis is on the "process," the learning that takes place all year as the teams prepare their Challenge solutions. Great minds don't necessarily think alike, and they often march to different drummers; there are no set "right" answers. Those involved with Destination ImagiNation discover that creative solutions come from teamwork, cooperation, and risk-taking.

Who Participates in Destination ImagiNation?

Teams of no more than seven members from kindergarten through college-age participate in Destination ImagiNation. All receive the same Challenge packet, which has five competitive *Team Challenges*, one non-competitive Rising Stars! *Team Challenge* and one projectOUTREACH *Team Challenge*. Teams in the “competitive” Levels – Elementary, Middle, Secondary, and University – choose any of the five competitive *Team Challenges*. The projectOUTREACH Challenge is available for Middle, Secondary and University Levels. Each team’s solution will vary greatly – not simply because of age grouping but mostly due to the innovation and imagination of the creators.

Some school-based Destination ImagiNation programs invite only their students labeled as “Gifted and Talented” to participate. **This program is not defined as a Gifted and Talented program and does not have to be school-based.** Destination ImagiNation is open to **any and all participants** who want to take part. This includes team members of every cognitive ability.

Each team has a Team Manager of Record, 18 years of age or older, who may be a parent, teacher, or other interested adult. Team Numbers are issued to individual teams, individual schools, homeschools and community-based programs. Additionally, the organization provides curriculum and other support materials for those who want to integrate Destination ImagiNation’s creative problem solving techniques into daily activities.

Team Driven Organization

Destination ImagiNation has a listserv email group on the Internet that many participants have joined to give and receive support and to have questions answered. This has been very helpful for first-year Team Managers who need to know they are on the right track and that others have had the same experiences. It has been equally helpful for veteran Team Managers to know that they are not alone and they have been doing the right thing all along. The listserv is, in effect, a community. To find information about the listserv and how to join, check out the Web site at www.IDODI.org/DISC.

As Coordinator, it is very important that you understand how important you are as a vital link in the Program for Team Managers and their teams and parents, connecting them to the Challenges, Guides, Tournament information, newsletters, and so on. If you are coordinating many other programs besides this one, it might help you and the Team Manager(s) if you designate someone else as your School/Organization Contact Person. See “School/Organization Contact Person” section in this Guide.



We are here to help!
Email us anytime:
AskDI@dihq.org

The Destination ImagiNation Coordinator

The Destination ImagiNation Coordinator wears many hats. This Guide was written to help make your Destination ImagiNation hat easier to wear.

Where Do I Begin?

1. Learn about Destination ImagiNation as an international AND a local program. Start by downloading the Destination ImagiNation Program Guide from the DI Web site at www.IDODI.org.
2. Identify the School/Organization Contact Person for your group: If you decide to participate, identify the person who will be the Destination ImagiNation Contact Person and re-read this Guide and the *Rules of the Road*. (See "The School/Organization Contact Person" on the next page.)
3. Purchase a Team Number package at www.ShopDI.org: There are two types of package available there: 1-Team Paks and 5-Team Paks. The 1-Team Pak entitles one team to all program materials, and the 5-Team Pak entitles up to five teams. Your school system or other organization may also have participated in a 30-Team Pak. In that case, you should purchase your Team Number directly from your school district or other organization. For more specific information about the types of packages, visit www.ShopDI.org.
4. Receive and/or Download Materials: Once your payment has been received and processed, a CD of program materials and, depending on the type of Team Number purchased, a book of printed materials may be mailed to you.
5. Register with your Affiliate: When you purchase your Team Number, your Affiliate will be notified of your purchase. Your Affiliate Director will contact you about how to register within your Affiliate and your Region. You will also be sent information about trainings and other Affiliate-sponsored activities.
6. Print and read the *Team Manager Guide*. This Guide will tell you all about the responsibilities of the Team Manager, something you will need to know when you begin the process of putting teams together.
7. Meet with interested prospective team members and parents. Included in this guide is a sample agenda for a Destination ImagiNation Informational Meeting.
8. Make copies of the *Team Challenges*, the *Rules of the Road*, the *Team Manager Guide*, *Instant Challenge Practice Set* and *Charting Your Course* for all Team Managers under your purview.
9. Register all of your teams for Regional and/or Affiliate Tournaments. Some Regions and Affiliates ask that you register online, others send registration forms. Contact your Regional and/or Affiliate Director for the registration requirements for your Tournament.



It is very important that each team get a full set of the DI Program Materials.

As Coordinator, there may be up to three types of Registrations that you will oversee:

- ❑ **Destination ImagiNation Start a Team:** See the Destination ImagiNation Web site at www.IDODI.org for this information.
- ❑ **Affiliate Registration and Fee (if required):** There may be a separate Affiliate fee for any team(s) under your purview, generally payable to your Affiliate organization (e.g., Maryland Creative Problem Solvers, Michigan Creativity Association, Texas Creative Problem Solving Organization, etc.). Some Affiliate registration fees are collected with your Destination ImagiNation Team Number fees and sent to your Affiliate for you by DI. See your Affiliate Web site for information.
- ❑ **Tournament Registration and Fee (if required):** There is usually a Tournament Registration Form to be filled out for each individual team participating at the Tournament, generally payable to your Affiliate or Regional Tournament organization.

Communication

The most important job of a Destination ImagiNation Coordinator is communication. ***You have the responsibility for gathering and disseminating information from Destination ImagiNation, Inc., Affiliate and Regional Directors, and sponsoring schools or organizations to Team Managers, parents, administrators, group leaders, volunteers, and teams.*** Coordinators may be responsible for organizing meeting schedules, handling the budget, ordering team T-shirts, arranging transportation to and from Regional and/or Affiliate Tournaments, and sometimes Global Finals. Duties vary depending on the structure of the sponsoring school, group or organization.

The School/Organization Contact Person

The School/Organization Contact Person (who is usually also the Coordinator) is the **ONLY** name Destination ImagiNation, Inc. and your Affiliate Director (AD) receive with the purchase of a Team Number. A Contact Person **MUST** be listed when you purchase a Team Number. All communications from Destination Imagination, Inc. and your Affiliate are sent to the attention of the listed Contact Person. **Selection of a Contact Person is critical to maintaining communication with all Team Managers and teams covered by the Team Number package!** The Contact Person may be you as the Coordinator, a Team Manager, a team parent, or school or group administrator. S/he must be known to all Team Managers who are participating under the Team Number package. The Contact Person will then be responsible to communicate all information to the Team Managers.

If you are Coordinator for a 5-Team Pak, you need to make sure that all Team Managers who are part of that package receive their unique individual Team Number. If you are listed as the Contact Person, you may be the only one who has received that information, so make sure you get the number to all of the Team Managers who are part of that 5-Team Pak.

Be sure to check www.IDODI.org web site for news and important updates.





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What Information Will the Contact Person Receive?

Destination ImagiNation Program Materials on a CD-ROM and printed materials which includes:

- Six competitive *Team Challenges*, which includes the projectOUTREACH Challenge, plus a Rising Stars!® *Team Challenge*
- *Rules of the Road* (Guide to the program and rules)
- *Team Manager Guide*
- *Charting Your Course*
- *Connecting the Standards*
- *Parent Guide*
- *Coordinator Guide*
- A set of practice *Instant Challenges*

Team Managers and teams will not receive Program Materials if the Contact Person fails to distribute them. Affiliate and Regional Directors receive numerous telephone calls each year from Team Managers who have never seen full copies of the *Team Challenges*, *Rules of the Road* (the Destination ImagiNation Program rulebook), the *Team Manager Guide*, and other support materials provided by Destination ImagiNation. Team Managers and parents seeking information are directed to their Contact Person, who is often unaware of the importance of communicating this critical information. **If your role as Coordinator includes being the Contact Person, it is very important to disperse ALL Program Materials and information!**

Newsletters

In some Affiliate organizations, the Contact Person will receive a quarterly or monthly newsletter with a paid Affiliate fee. Not all Affiliate organizations have newsletters, but most do. The frequency of publication varies. **It is the Contact Person's job** to be sure that every Team Manager receives these newsletters. Photocopies can usually be made. Team members should also have the opportunity to read the newsletters.

Forming Teams

A team consists of at least two and no more than seven members. Only those seven may work on the solution to the *Team Challenge*, may perform the solution and may participate in the *Instant Challenge* part of a Tournament.

When forming teams, keep in mind that all teams will need individuals who have talents and abilities in very diverse areas such as building, welding, soldering, sewing, designing sets, designing costumes, writing scripts, and composing and performing music, just to name a few. Teams will also need individuals who have the ability to generate ideas and those who are able to categorize, sift and choose criteria to make the solution work. They need people who can generate many ideas and options for their solution. They also need people who can focus on the many ideas generated and choose those that are considered the best, most unique and useful for their solution.

Teams should have members who are willing to commit their time and energy to the development of the solution and to each other through thick and thin. There are definitely times when things can get thick! If teams do not have the skills they need, those skills may be taught. Resources (human, books, journals, videos, etc.) may be used to help teach the skills to team members. However, the team may not be taught skills specifically tailored for application to their *Team Challenge* solution. Team members must learn the skills apart from their solution, and then apply their new skills when they work towards the development of their solution.

Team members do not have to be the same age. However, the Level in which the team will compete is determined by the age of the oldest child OR the highest grade Level. (See the *Rules of the Road* for more information.) The Presentation is based on creativity and the ability to apply knowledge, not on the age of the participants. Many teams of mixed ages have had incredible success at competition.

By using a team member profile or survey, Coordinators and Team Managers may better organize teams. A sample of items for a team member survey is below.

- | | |
|--------------------------------------|---|
| Team Member Name: | Conflicting Dates: |
| Works Best When: | Team Member Address: |
| Other Activities Involved in: | Difficulty Working When: |
| Team Member Phone: | Special Talents/Strengths/Interests: |
| Favorite Foods: | Parent/Guardian Names: |
| Personal Limitations: | Other Likes and Interests: |
| Allergies: | Works Best With: |
| Other Dislikes: | Special Needs: |
| Difficulty Working With: | Conflicting Times: |

Another great resource for discovering the “Specialties” of team members is the *Side Trip Specialties Inventory*. This fun 25-question inventory can be found on the Team Manager Resource Section of the Destination ImagiNation, Inc. Web site at www.IDODI.org.

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Finding and Supporting Team Managers

One of the most important tasks of a Destination ImagiNation Coordinator is finding enough Team Managers. Team Managers must be 18 years of age or older. Assistant Team Managers may be younger than 18, but they may not accompany the team into *Instant Challenge*. Below is a list of people who might be willing to manage a team:

- Parents
- Teachers
- Administrators
- College students
- Team member's older brother or sister
- Community members
- School paraprofessionals

Some Coordinators find Team Managers through an Informational Meeting held for parents, potential participants, administrators, teachers, and other interested people. Some have said they find Team Managers by asking parents if they would "work together with the team." It is important to give these people a list of what they can do to help the team. By working together, Team Managers feel supported and will be more willing to help next year.



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Sample Agenda:

Destination ImagiNation Informational Meeting

6:30 p.m. Welcome/Introductions

6:45 p.m. Introduction to Destination ImagiNation

(Distribute informational brochures, talk about your school's history with creative problem solving school programs.) Or, if this is the first adventure. . .

7:00 p.m. Show a video, DVD, or PowerPoint awareness presentation

Introductory videos and a DVD of actual Challenge Presentations are available for purchase through Destination ImagiNation, Inc. Visit the Web site OR have past participants, Team Managers, parents, etc. give an overview of Destination ImagiNation. Include: Competition Levels, maximum number of members per team, time commitment, Interference, Team Manager training, etc.



www.IDODI.org has an abundance of resources to help you promote the DI program.

Team Manager Training Workshops

A person who becomes a Team Manager without attending any kind of training session is at a great disadvantage. Affiliate- or Region-sponsored Team Manager Training Workshops are offered in all Affiliates. In fact, many Affiliates require all Team Managers to attend a sanctioned Training Workshop. Considering the amount of contact time the Team Manager will have with team members (generally once or twice a week for several months), training is time well spent. Check with your Affiliate and/or Regional Director for information regarding Training Workshops. The importance of these training sessions cannot be emphasized enough.

Read what past Team Managers have said about attending Team Manager training.....

- "Without the training, I think I would have been lost."
- "Although it's hard to be comfortable as a first year Team Manager, the training gave me a good starting point."
- "I loved the hands-on approach."
- "The *Team Manager Guide* I received is full of information — a good reference point."
- "The discussion of all the forms was helpful."

Supporting Team Managers

A Coordinator's responsibility includes providing a wide variety of support:

- Help organize informational meetings for Team Managers, parents, and team members.
- Copy all newsletters received from both Destination ImagiNation, Inc. and the Affiliate and/or Region and distribute to all Team Managers. Coordinators should advise Team Managers to pass the information along to parents as well as team members.
- Provide clear information about what is available in any budget for your Destination ImagiNation teams.
- Meet with the Team Managers and teams to find out what they need. Make sure you and the Team Managers are clear on the role you each hold.
- Help Team Managers by providing them with the Destination ImagiNation Challenge packet with the *Team Challenges*, the *Rules of the Road*, the *Team Manager Guide*, *Parent Guide*, the set of *Instant Challenges* and *Charting Your Course*.
- Become involved in Regional meetings.
- Invite parents and community members to watch previews of the teams' Presentations.
- Consider monthly meetings to allow Team Managers to generate ideas to help and support each other.

About the Tournament

The Regional Tournament: Most Affiliates that are states or provinces are divided into Regions headed by a Regional Director. Generally, every Region within a given Affiliate holds a Regional Tournament. Often the Regional Director is also the Tournament Director and runs that Regional Tournament with a Tournament Team of volunteers from all over the Region. How the Region and Affiliate is organized is unique to every Affiliate. Your Affiliate Director can tell you to which Region you have been assigned.

In preparation for the Regional Tournament, Regional Directors will often provide meetings to acquaint Coordinators and Team Managers with the Tournament site(s) and with the Regional organization. Don't delay in contacting your Regional Director to begin building a cooperative relationship! Just as teams for Destination ImagiNation operate using consensus-building, teamwork and cooperation, ADs, RDs, Coordinators and Team Managers also must work in the same way.

The Affiliate Tournament: Whether or not an Affiliate is divided into Regions, every Affiliate holds an Affiliate Finals Tournament. In Affiliates that hold Regional Tournaments, the Affiliate Finals Tournaments take place after all Regional Tournaments are completed. In Affiliates where there are no Regional Tournaments, the Affiliate Finals Tournament is generally the only Tournament held in that Affiliate. Affiliate Finals Tournaments are run by a "Tournament Team" that may include the Affiliate Director, members of the governing Board of that Affiliate, Regional Directors, Affiliate Challenge Masters, and others.

In order to staff these Tournaments appropriately, Affiliate Directors (ADs), Regional Directors (RDs), and/or Tournament Directors may ask that each team send at least one person to be trained as an Appraiser and/or to volunteer as a worker during the Tournament. Some of the volunteer positions include Registration, Information, Sales, Doorkeeper, Score Room, someone to monitor the *Instant Challenge* areas, someone to organize the Awards Ceremony, etc.

At any Tournament, a large number of people are needed to be *Team Challenge* and *Instant Challenge* **Appraisers**, people who will evaluate the *Team* or *Instant Challenge* solutions. Each *Team Challenge* has at least 7 Appraisers. Each *Instant Challenge* room requires two to four Appraisers, and there are generally several *Instant Challenge* rooms at a Tournament. So in order to have a well-staffed Tournament, a lot of volunteer effort is required. You can see how important it is to be ready to be involved and help the Team Managers and especially parents to understand the Level of cooperation and help that is needed!

Budget

Usually, a school's or group's Destination ImagiNation budget responsibilities are the Coordinator's responsibility. However, budget responsibilities vary by organization. Talk with your administrator or organizational leaders to find out how your Destination ImagiNation budget is administered.



Be sure to offer support to the volunteers running local Tournaments.

After the Tournament... Year-End Closure

It is very important to bring closure to a Destination ImagiNation program year once Tournaments and meetings have finished. The end of a Destination ImagiNation year can feel very sudden to the teams and Team Managers. They have spent an entire year working closely together, and suddenly it's all finished. Year-end closure activities cannot be underestimated! Here are some ideas for bringing closure to your season:

- **Have a pizza or ice cream party.** Get together with team members, Team Managers, parents, administrators, teachers, friends and schoolmates to talk about the past year, previous years, and plan for next year.
- **Create a personalized award ceremony.** Purchase or get your team(s) to make their own awards and trophies. Give awards for most energetic, most cooperative, most humorous, etc.
- **Start a journal at the very beginning of the season.** Include the calendar notes from the year's activities. Ask each team member, Team Manager, parent and volunteer to write several personal observances and experiences about the past Destination ImagiNation season. Add photographs and other memorabilia. Add to the journal each year. Use this journal to introduce new participants and parents to Destination ImagiNation each year.
- **Make a list of the names of each team member on a single sheet of paper and leave space for a sentence to be written.** Give a copy of this sheet and an envelope to seal it in to every member of the team. Each team member is to write a sentence about what he/she liked about the other team members. Then compile the results and give each person their personal sheet of comments. (The Team Manager may add his/her comments also).
- **Use a Creative Problem Solving (CPS) Tool for Closure.**
Here is an example:

ALoU stands for Advantages, Limitations (and how to Overcome them), and Unique potentials.

1. Have the team members list all of the **Advantages** there have been (or are) for being part of the Destination ImagiNation program and/or part of a team.
2. Then list some of the **Limitations**, but list them in the form of "how to..." such as, "how to find more people to help," or "how to heal hurt feelings," etc. "How to" as a stem helps the team to see the limitations as challenges or opportunities rather than problems.
3. **Unique Potentials** are listed using, for example, the stem, "wouldn't it be nice if..." All statements should be broad, brief, and beneficial. You can also think of "headline" as a form in which the statement can be made.

Resource:

Treffinger, D. J., Isaaksen, S. G., & Dorval, K. B. (2000). *Creative Problem Solving: An Introduction* (3rd Ed.). Prufrock Press: Waco, TX

Take time to celebrate the entire DI process.



Thank You! You have helped provide the DI experience - we sincerely appreciate you.



Sample Coordinator's Timeline for DI® Program Year

<p>September/ October</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase a Team Number package from Destination ImagiNation, Inc. for the Destination ImagiNation program. <input type="checkbox"/> Register with Affiliate organization. <input type="checkbox"/> Conduct a Destination ImagiNation Awareness program for Team Managers, parents, and team members. <input type="checkbox"/> Identify Team Managers. <input type="checkbox"/> Recruit participants. <input type="checkbox"/> Join Regional organization if necessary. <input type="checkbox"/> Make sure teams are in the correct Level of competition. <input type="checkbox"/> Register Team Managers for Team Manager Training Workshop and/or attend yourself.
<p>October/ November</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase a Team Number package from Destination ImagiNation, Inc. if you haven't yet. <input type="checkbox"/> Register with Affiliate organization if you haven't yet. <input type="checkbox"/> Organize your approach and support materials. <input type="checkbox"/> Organize meeting schedules. <input type="checkbox"/> Register Team Managers for Team Manager Training Workshop and/or attend yourself. <input type="checkbox"/> Pass Affiliate and/or Regional newsletters and information to teams.
<p>November/ December</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase a Team Number package from Destination ImagiNation, Inc. if you haven't yet. <input type="checkbox"/> Register with Affiliate organization if you haven't yet. <input type="checkbox"/> Register each team for the Regional or Affiliate Tournament. <input type="checkbox"/> Pass Affiliate and/or Regional newsletters and information to teams.
<p>January</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review carefully any information sent from the Affiliate office! <input type="checkbox"/> Recruit parents and volunteers for Regional Tournament. (You may need to do this earlier if your Regional is in January.)
<p>February</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check to make sure all Regional, Affiliate, and Destination ImagiNation Team Number and Tournament fees have been paid. <input type="checkbox"/> Organize transportation to Tournament.
<p>March</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Regional Tournament (some occur as early as January!)
<p>April</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for closure Celebration with team, parents, Team Managers, etc. <input type="checkbox"/> Affiliate Finals Tournament.
<p>May</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Global Finals Tournament.