

OHIO KIDS FOR CREATIVITY, INC.
POLICIES AND PROCEDURES

Adopted November 2005
Revised 2013, May 2017

I. DUTIES OF OFFICERS AND DIRECTORS

Governing Board, Executive Board, Officers, Affiliate Director, and Trustees duties are defined in Article V of the Constitution of the Ohio Kids for Creativity, Inc. In addition:

A. The State Affiliate Director shall:

1. Be elected by the Executive Board for a three-year term and shall be the liaison between the selected national, creative problem-solving program office, and Ohio Kids for Creativity, Inc.
2. Represent the Ohio Kids for Creativity at meetings scheduled by the selected national creative problem-solving organization, or appoint a representative if unable to attend.
3. Communicate information from the selected national creative problem-solving organization to the OKC Governing Board through written communication, and at OKC Governing Board meetings.
4. Participate in OKC Governing Board meetings.
5. Communicate concerns, recommendations and issues from the Ohio Governing Board to the selected national creative problem-solving Affiliate Directors' Association.
6. Expedite post tournament inquiries (submitted by the Team Manager) with the State Tournament Director, the Challenge Master involved and other OKC personnel as necessary. (In addition, the Affiliate Director shall communicate results of the inquiry to the Team Manager and the regional director.)
7. Assist the treasurer in preparation of an annual budget and complete a financial report for file in the official Ohio state Affiliate File.
8. Assign memberships to appropriate regions.
9. Sign Creativity certificates.
10. Distribute the confidential IC and Challenge materials to the appropriate Challenge Masters.
11. Serve as a member of the tournament Dialogue Team.
12. Notify the OKC Governing Board when no longer able to continue the duties of State Affiliate Director.
13. Be provided compensation for transportation to Global Finals.

B. The Executive Board shall:

1. Annually evaluate the Affiliate Director.
2. Annually evaluate Webmaster.
3. Annually appoint a Tournament Director.
4. Annually appoint an Appraiser Coordinator.
5. Annually appoint a Parliamentarian.

6. Reserve site for tournament.
7. Be comprised from the following: Governing Board President, Past President, President-Elect, Secretary, Treasurer, Affiliate Director, Affiliate Tournament Director, and Affiliate Training Director.
8. Be responsible for final decision-making when needed in interpretation and administration of OKC Policies and Procedures.
9. Notify the Regional Director and/or the Regional Governing Board if a regional problem or concern is reported.
10. Investigate any State, Regional, or local volunteer who fails to abide by the spirit of the Volunteer Code of Conduct, whether s/he has signed it online or not, and then provide sanction(s) appropriate for the infraction.
11. Provide sanctions appropriate for any infraction of the Volunteer Code of Conduct.
12. Accept officers as elected by the Regional Boards.

C. The Governing Board President shall:

1. Be elected annually by the governing board.
2. Establish a schedule of meeting dates for the ensuing year.
3. Send written communication regarding each meeting.
4. Preside over OKC Executive Board and Governing Board meetings and conduct these meetings in accordance with Robert's Rules of Order.
5. Have the authority to call emergency meetings of the Governing Board with one week's notification if possible.
6. Assist in decision-making when needed in interpretation and administration of OKC Policies and Procedures.
7. Serve as a member of the Tournament Dialogue Team.
8. Ensure the OKC pins are ordered for the following year.
9. Send appreciation notes to retiring governing board members.
10. Notify the Governing Board when no longer able to continue the duties of this office.
11. Shall be provided compensation for transportation, room and board to attend sponsored program's finals.
12. Shall arrange for recognition of state Tournament Director and Appraisers coordinator.
13. Shall arrange for recognition of non-returning governing board members.

D. The President-Elect shall:

1. Be elected annually by the Governing Board.
2. Preside at OKC Governing Board meetings in the absence of the President.
3. Assist the President in planning for meetings.
4. Assist the Tournament Director in planning for the state tournament.
5. Notify the Governing Board when no longer able to continue the duties of this office.

E. The Secretary shall:

1. Be elected annually by the Governing Board.
2. Take minutes at OKC Executive Board and Governing Board meetings, and send minutes to board members within two weeks of meeting.
3. Maintain complete and proper records of meetings.
4. Maintain an up to date list of OKC Governing Board members.
5. Notify the Governing Board when no longer able to continue the duties of this office.
6. Update the OKC Policies and Procedures Document as changes are approved.
7. Pass the cumulative OKC governing board minutes to the new Secretary at the end of your term.

F. The Treasurer shall:

1. Be elected annually by the governing board.
2. Receive all moneys and securities belonging to the Ohio Kids for Creativity, Inc.
3. Pay all bills/stipends of the Ohio Kids for Creativity, Inc.
4. Keep accurate records of all financial transactions.
5. Prepare an annual budget and a complete financial statement with the assistance of the State Affiliate Director to be presented at the September meeting.
6. Reimburse the Affiliate Director's expenses as provided by the governing board.
7. Arrange to have the Ohio Kids for Creativity's financial records audited annually.
8. Notify the Governing Board when no longer able to continue the duties of this office.
9. Complete state and national IRS forms before the yearly deadline.

G. The Trustees shall:

1. Be appointed by the executive board for up to a three year term.
2. Participate in Governing Board meetings.
3. Assist with the state tournament.
4. Monitor the OKC Policies and Procedures and recommend change.
5. Be responsible for honoring the outgoing president.
6. Notify the Governing Board when no longer able to continue the duties of this office.

H. The Affiliate Training Director shall:

1. Be appointed by the executive board for up to a three year term.
2. Provide information to Regional Directors on how to be an effective trainer.
3. Provide information and framework for consistent training workshops within the OHDI Affiliate.
4. Help trainers impart an understanding of the selected creative problem solving organization.
5. Help trainers put FUN and laughter in a training workshop.

6. Teach training flexibility.
7. Provide sample training workshop agendas.
8. Collect and collate Regional appraiser certification sheets from Regional Directors.
9. Collect Regional information concerning the total number of teams by Challenge and Level from Regional directors to determine how many teams could advance to the State Tournament and therefore the site needs and scheduling intervals for that tournament.

I. The Regional Directors shall:

1. Participate in all Governing Board meetings and send a representative when unable to attend.
2. Serve as liaison between the Ohio Kids for Creativity, Inc. and the creative problem-solving members in their respective regions.
3. Communicate in written form all creative problem-solving information to members in their respective regions.
4. Establish and maintain Governing Boards in their regions to assist the Regional Director with Team Managers training, Appraiser training, and the regional tournament.
5. Provide creative problem-solving Team Managers training workshops in their regions using the official Team Managers Training Guides and materials provided by the creative problem solving program and the Affiliate Training Director.
6. Provide creative problem-solving Appraiser training workshops in their regions using Appraiser Training Guides.
7. Carry out the responsibilities of Regional Tournament Director.
8. Distribute State Registration Information to eligible teams and follow up with Team Managers to make sure each has registered his/her team with the online registration process at www.ohdi.org by the deadline identified below.
9. Identify leadership in their region to assume Regional Director's duties when they can no longer assume the duties of Regional Director.
10. Meet all deadlines set by the Ohio Kids for Creativity, Inc. Governing Board.
 - a. November 1, provide the date, time, and location of each scheduled Team Manager training session to the OKC, Inc. Webmaster.
 - b. November 1, provide the date, time, location and registration deadline of your regional Appraiser Training and Regional Tournament to the OKC, Inc. Webmaster.
 - c. January 1, provide the name and contact information for all Regional Challenge Masters by registering each person through the resource area webpage or its successor.
 - d. January 25, send the total number of teams in your region by Challenge and level to the Affiliate Training Director as a scanned attachment to an e-mail.
 - e. Within three days of your Appraiser Training meeting, send the signed copies of your Appraiser Training Certification Sheets for each Challenge and the Score Room to the Affiliate Training Director and the Affiliate Appraiser Coordinator as a scanned attachment to an e-mail.
 - f. Within three days of your tournament, send a complete list of teams that will advance to the Affiliate Tournament to the Affiliate Director, the Tournament

Director, the Webmaster and the Treasurer, by Challenge and Level. The list should include the Challenge, Level, Team Manager, Team Number, and Region. Send as an e-mail or an e-mail attachment.

- g. Ensure their regional teams competing at state competition are registered online by the deadline at www.ohdi.org.
- h. Within seven days of your tournament, send a list of the two-hour Volunteer representing each team to the Tournament Director, Affiliate Director, the Webmaster, and the Volunteer Coordinator.
- i. Make sure your region has registered the minimum number of Volunteers to serve in the following areas on the day of tournament: Registration, Concessions, the Awards Ceremony, and Challenge Sites.
- j. Within seven days of your tournament, send the list of required appraisers attached to each of the advancing teams to the Affiliate Director, the Tournament Director, the Affiliate Appraiser Coordinator, the Tournament Director, and the Webmaster. The list should be sent as an e-mail or an e-mail attachment.
- k. Ensure your Region has one certified, trained Appraiser for each team advancing to serve as Appraisers at the State Tournament.

11. Chair one of the state tournament committees.

12. Represent the Ohio Kids for Creativity at the Regional Directors meeting at the sponsored program's finals, if attending.

13. Notify the Executive Board when problems arise in the region that cannot be resolved by the Regional Director and/or Regional Governing Board.

14. Notify the Ohio Kids for Creativity, Inc. President who your replacement will be when no longer able to continue the duties of this office.

15. Make sure all Regional Volunteers have completed the current Volunteer Code of Conduct and Insurance Waiver prior to their annual Regional Tournament.

J. The Alumni Liaison-DIAL shall:

1. Be appointed by the Executive Board, subject to ratification by a majority vote of the Governing Board.
2. Participate in all Governing Board meetings and send a representative when unable to attend.
3. Serve as representative for the Ohio Kids for Creativity, Inc. and the Alumni Association.
4. Communicate in written form all OKC information to Alumni members.
5. Serve on any one of the Governing Board committees.
6. Represent the Ohio Kids for Creativity at the Alumni Association meeting at the final tournament of the sponsored program, if attending.
7. Maintain an updated list of OKC Alumni.
8. Plan and delegate responsibility for the Alumni Association at the State Tournament.
9. Notify the President when no longer able to continue on the OKC Board.
10. Provide input to the various committees as necessary.

K. The Webmaster shall:

1. Be appointed by the Executive Board for up to a three year term, subject to ratification by a majority vote of the Governing Board.

2. Maintain the Website.
3. Work with the state Tournament Director, the Affiliate Appraiser Coordinator, and the Volunteer Coordinator to administer and assist with an on-line registration system for Teams and Appraisers.
4. Post new information, received electronically or otherwise, within 48 hours.
5. Answer questions or concerns from Website users.
6. E-Mail confirmation letter and Appraisers packet to every registered Appraiser promptly after receiving registrations.
7. Post the tournament scores provided by the Score Master within 24 hours of the end of the award ceremony.
8. Content posted on the website must be submitted in the following manner:
 - a. Regional directors will forward regional information.
 - b. The executive board will forward state information.
 - c. The Webmaster may attend the Governing Board meetings if desired. If not attending meetings, the Webmaster should relay any information that needs reported to the Governing Board President prior to meetings.

L. The Kids' Connection shall:

1. Plan and execute kids' activities for State Tournament.
2. Keep a record of activities, merchandise purchased and other expenditures. Submit a report to the Board President and the Treasurer each year.
3. Know and stay within the prescribed budget.
4. T-shirt/pin designs will be chosen 1 (one) year in advance.
5. Make a slide show to be presented prior to the awards ceremony if possible.
6. Complete the current online Volunteer Code of Conduct and Insurance Waiver.

M. Officers, Directors, Challenge Masters, and Volunteers, including Team Managers and Appraisers at the Local, Regional, and State levels must complete and adhere to the current online Volunteer Code of Conduct and Insurance Waiver of the Sponsored program, which currently states:

1. I will embrace the spirit of creativity, teamwork and problem solving as the core principles of DII.
2. I will uphold the honesty, impartiality, and reputation of DII to prevent any disparagement or defamation to the organization or individuals.
3. I know the core principles on which DII does business are mutual respect, fair dealing and open communication. This is the foundation for all of our transactions and interactions.
4. I will conduct myself in a professional and sportsmanlike manner during all DII events, refraining from the use of obscene or vulgar language, and will speak to all participants in a respectful manner.
5. I will refrain from interacting with any Destination Imagination team's Challenge by providing assistance, knowledge or other action that would be deemed as Interference.
6. I will adhere to all appraisal, scoring and award procedures as outlined in official documentation and training.

7. I will adhere to all safety and security rules, set forth by the Affiliate or Tournament Director, DI staff, and the team Program Materials, for all Tournaments and events.
8. I will not use my position to seek personal gain or influence through the inappropriate use of information or abuse of my position.
9. I will not engage in any activity that might create a conflict of interest for the company or for me individually.
10. I will promptly report any illegal or unethical conduct to the appropriate authorities within DII.
11. Retaliation against employees or volunteers who come forward to raise genuine concerns will not be tolerated.
12. By participation in an event by Affiliate, Region or other gathering related to the Destination Imagination program, the participant understands and hereby voluntarily agrees to release, waive, forever discharge, hold harmless, defend and indemnify Destination Imagination Inc., and their agents, officers, boards, volunteers, and employees from any and all liability and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services, or otherwise which may arise out of the participant's participation in activities related to the Destination Imagination event, including travel to and from the event.

II. GOVERNING BOARD PROCEDURES

A. Membership Deadline

1. Currently January 15th each year. Notify the **sponsored** program's headquarters and all Governing Board members if the date is changed.
2. Deadline extensions may be granted by the AD in the event of an emergency.

B. Clarification Deadline

1. The DI team clarification deadline is currently February 15th each year. Clarifications requested by teams prior to February 15th will be in effect at the regional and state tournaments. Teams receiving individual clarifications after this date may present the clarifications on competition day.

C. Regional Competition Team Fees

1. The maximum amount for team registration at the state tournament is \$50.00. Regional tournament fees may not exceed state fees.

D. Regional Tournament Dates

1. All regional tournaments must be scheduled four weeks prior to the scheduled state tournament. Any exceptions must be approved by the Executive Board.

E. Regional Rebates

1. Each region will annually receive a rebate of \$150.00 from Ohio Kids for Creativity, when financial conditions allow, as determined by the OKC Governing Board.
2. When more money is to be allocated to the regions, meeting each one of the following requirements will result in a region being awarded 20% of any

additional regional rebate amount agreed upon by the Executive Board at the suggestion from the Treasurer.

- a. Regional Directors will attend all Affiliate Governing Board meetings (or send a substitute from their region.)
 - b. Perform one of the Tournament duties at the OKC State Competition.
 - c. Meet the deadlines for the initial required information for the website as established by the Policies and Procedures document to include:
 - i. November 1, provide the Calendar of Events, location of regional tournament, and registration deadlines as stated in the Sponsored Program License Agreement.
 - ii. November 1, provide the date, time, location, and registration deadline of your Team Manager training, your Appraiser training, the date, and the location of your Regional Tournament to the OKC, Inc. Webmaster.
 - iii. January 1, provide the name and contact information for all Regional Challenge Masters by registering each person through the resource area webpage or its successor.
 - iv. January 25, send the total number of teams in your region by Challenge and level to the Affiliate Training Director.
 - d. Meet the 3-day deadlines required for the Affiliate Competition to include:
 - i. Within three days of your Appraiser Training meeting, send the signed copies of your Appraiser Training certification sheets for each Challenge and the Score Room to the OKC, Inc. Affiliate Training Director and Affiliate Appraiser Coordinator as a scanned attachment to an e-mail.
 - ii. Within three days of your Regional Tournament, send a complete list of teams that will advance to the Affiliate Tournament to the Affiliate Director, the Tournament Director, the Webmaster and the Treasurer, by Challenge and Level. The list should include the Challenge, Level, Team Manager, Team Number, and Region.
 - e. Meet the 7-day deadlines required for the Affiliate Competition to include:
 - i. Ensure their regional teams competing at state competition are registered online by the deadline at www.ohdi.org.
 - ii. Ensure the volunteers representing each team at the Affiliate Competition are registered online by the deadline.
 - iii. Ensure the Appraisers representing each team at the Affiliate Competition are registered online by the deadline.
3. Money not awarded to Regions for not meeting one of these five criteria will be transferred to the OKC Scholarship Fund for the next competition year.

F. Training

1. The State Governing Board shall plan, organize, and carry out an annual training for State and Regional Challenge Masters.
2. Persons not attending the Regional Challenge Master training may not be Regional Challenge Masters during that competition year.
 - a. Exceptions to this policy may be granted by the Affiliate Director, Affiliate Tournament Director, and the appropriate Affiliate Challenge Master.
 - b. If the Affiliate Challenge Master is able to properly train the person and there were emergency circumstances which prevented the person from attending the group training.

G. Stipends

1. When possible, stipends will be paid each year to the following:

- a. The Governing Board shall establish the amount of stipends paid to all State Tournament Challenge Masters and Head Appraisers.
 - b. Stipends will also be paid to board members to help cover the cost of travel expenses to OKC meetings.
2. No person may receive more than one stipend per year.

H. Committees The Governing Board will have the following committees:

1. Finance—works with the treasurer to fund the tournament.
2. Policies/Procedures—edit and revise policy according to the board’s desires.
3. Kids Connection—organizes the aspect of the tournament that the “kids” will recognize.
4. Tournament—organizes the “logistic” aspects of the tournament.

I. Purchase Orders

1. Any expense in excess of \$500.00 requires prior approval from the President.

III. TOURNAMENT POLICIES/PROCEDURES

A. Eligibility

1. Teams must register and compete only within their regional boundaries as established by the OKC Board.
2. Teams will be eligible for state tournament only if they meet one of the following criteria:
 - a. First place winner at a regional tournament where more than one team is competing in a level.
 - b. Second place winner at a regional tournament if the total scaled score of the first place and second place teams are within one point of each other.
 - c. A judging or scoring error was made in a team's score. This decision will be made by the Regional Director, the Regional Challenge Master, and the State Affiliate Director.
 - d. When only one team is participating in a level, it is recommended that, prior to the regional tournament, the Regional Governing Board establish guidelines for advancing to State Tournament. Teams should be notified of these standards prior to the regional tournament. For example, the minimum Regional requirements should be:
 - i. At least 50% of the first place raw score possible must be scored in Main Challenge categories AND
 - ii. 50% of the first place Instant Challenge points scored in the next lower level of the same Challenge.
 - iii. Structure Challenge: 70% of the weight held ratio in the next lower level
3. When any challenge in any level has more than 10 teams, 1 team for each ten (10) or fraction thereof will be sent to state.
4. If there are more than 24 teams in the same Level of a Challenge, there will be two sites for that Level of the Challenge.
 - a. Each site will have teams from as many geographic regions and school districts as possible – i.e. all teams from the same region or school will not be at the same site.

B. Awards

1. Each appraiser team nominates awards with a maximum of one of each type given for every Challenge and at each level.
2. To ensure that the nominations are appropriate for the specified award, tournament officials will review all award nominations.
3. Award “review officials” will be responsible for re-assigning misplaced nominations.

C. Appeals Process

1. The Tournament Director shall utilize "Tournament Request for Dialogue" procedure if the scoring concern is one that can be sent to the Dialogue team (Unsportsmanlike Conduct, Interference, Illegal Procedure, Procedural Irregularity, or an Objective or zero score in a Team Challenge) and it cannot be resolved by the Challenge Master within 30 minutes of a team receiving the Dialogue form.
2. The Appeals Process will follow the current procedures outlined in the selected national problem-solving organization.

D. Evaluations

1. Tournament Director shall oversee a written evaluation plan for all Challenge Masters, Head Appraisers, Challenge Appraisers, and Instant Challenge Appraisers.

E. Post Tournament Inquiries

1. Unless the Team Manager used the Ohio Dialogue Process prior to the post tournament inquiry, the Team Manager may not proceed.
2. An inquiry may be initiated by the Team Manager to provide additional information regarding the outcome(s) of a Dialogue in order to resolve perceived tournament irregularities. The inquiry must be first directed to the Regional Director. Any Regional Director receiving a post tournament inquiry shall direct the Team Manager to the Affiliate Director.
3. All inquiries shall be presented to the State Affiliate Director in written form.
4. The Affiliate Director with the assistance of at least two members of the Executive Committee shall conduct any necessary investigations. This committee shall reach a consensus regarding the outcome of the inquiry.
5. The Affiliate Director shall communicate the results of the investigation in writing to the Team Manager and the Regional Director.

F. Team Managers, Assistant Team Managers, Team Volunteers, and Team Members:

1. All adults participating in the State Tournament with and for Teams will complete the online Volunteer Code of Conduct and Insurance Waiver prior to being a Tournament Appraiser.
2. All adults participating in the State Tournament with and for teams will submit the Photo Release Form if permission is not granted.
3. All Team Members will complete the Photo Release Form and the Team Manager will turn them in when s/he registers the Team if permission is not granted.

IV. TOURNAMENT PERSONNEL

A. The Tournament Director shall:

1. Be appointed annually by the Executive Committee.
2. Collaborate with the State Appraiser Coordinator and Governing Board President in appointing Challenge Masters and Head Appraisers.
3. With State Challenge Masters and State Appraiser Coordinator, develop and distribute written communication related to procedures the State Tournament will use for Central and Instant Challenges if they are different from those presented through the official DI materials.
4. Prepare registration information for the Regional Directors at the January/February Governing Board meeting and/or via the www.ohdi.org website to include:
 - a. Letter from Tournament Director will include the following:
 - i. procedure for requesting a schedule change
 - ii. the tournament fee and procedure for paying it
 - iii. registration procedures
 - iv. parking availability
 - v. prop loading/unloading/handling procedures
 - vi. score review procedures
 - vii. student behavior
 - viii. any requirements (name tags for Instant Challenge, etc.)
 - ix. where scores will be posted
 - x. note to state winners regarding world registration procedures
5. Receive and process the registrations through the online registration process.
6. Provide labels for each team as needed (scoring room, Instant Challenge Master, etc.).
7. Send generic schedule, schedule of teams participating, site map(s), schedule for the day to the Program Committee.
8. Set up a schedule of competing teams.
 - a. Schedule teams by regions according to the generic schedule (allow time for ties).
 - b. Put team information into a data base.
 - c. When possible, adjust schedule for teams with problems.
 - d. Adjust schedule to accommodate changes OK'd from the regions when approved by the Affiliate Director.
 - e. Print final schedules and send to Team Managers and person preparing the program.
 - f. Make no changes to final schedule without permission of all teams affected.
9. Assist Challenge Masters with site set-up for all Challenges including all needed equipment listed under: "Tournament Director will provide".
10. Preside on the Dialogue Team with other designated tournament Officials. The Dialogue meeting may include a team member.
11. Assign or assume duties listed on the "Tournament Committees" list.
12. Organize order of awards program/arrange for recognition of Officials and host personnel. The following protocol will be followed.
 - a. Tournament director or designee opens ceremony, introduces tournament officials and dignitaries, awards plaques, graduating seniors, the winner of the Chrissy Clouse Scholarship, special awards, and other information that needs to be communicated to the audience.
 - b. Challenge Master or their designee will distribute central challenge awards.

- c. Instant Challenge Master and/or designee will distribute all other awards.
- 13. Communicate competition results to participating teams and governing board members.
- 14. Be ultimately responsible for adequate and timely distribution of all tournament information.
- 15. Conduct final information meeting for Challenge Masters, Head Officials, and Governing Board members Friday evening before set-up.
- 16. Assemble a notebook, which will be given to the incoming Tournament Director, reporting activities completed and materials used for the current year.

B. The Affiliate Appraiser Coordinator shall:

- 1. Be appointed annually by the Executive Board.
- 2. Assign Appraisers to the current challenge to which they have been trained for that tournament year.
- 3. Collaborate with Tournament Director and Governing Board President in appointing Challenge Masters and Head Appraisers for State Tournament.
- 4. Arrange training session for State Challenge Masters; with Affiliate Training Director, State Challenge Masters and Tournament Director determine any special procedures or site specific Clarifications to be used at State Tournament.
- 5. Arrange training for regional Challenge Masters and state Head Appraisers.
- 6. Collect State Appraiser Registration forms from the online registration process and establish a database.
- 7. List all Appraisers for each Challenge. Give State Appraiser Registration information to Challenge Masters who will work with Head Appraisers to make appraising assignments.
- 8. Ensure Challenge Masters and Head Appraisers call or contact their appraising teams through e-mail or phone to clarify roles, expectations, and when and where to report on Tournament day. If using e-mail, the Challenge Master should request each Appraiser to respond to the e-mail so s/he knows the required information.
- 9. Provide a copy of job descriptions to Challenge Masters and Head Appraisers.
- 10. Provide evaluation forms for all appraising teams. Collect and assess evaluation forms with Tournament Director. Keep on file.
- 11. Notify regional directors of Appraisers who receive questionable evaluations.
- 12. Distribute Appraiser T-shirts Friday night.

C. The Scoring Room Coordinator shall:

- 1. Make a list of scoring procedures for Challenge Masters and Head Appraisers.
- 2. Explain how labels should be done and how many sets are needed for the scoring process to the Tournament Director.
- 3. Organize and copy needed number score sheets for Challenges, and Instant Challenge Appraising teams, including Dialogue request forms and Award nomination forms.
- 4. Make scoring packets for each team in each level; provide extra score sheets.
- 5. Obtain a creative problem-solving program scoring disk or online program.

6. Arrange to bring the needed computers and printers to the tournament site.
7. Arrange to have the needed number of Appraisers to assist in the scoring room.
8. Establish a schedule and procedure for having runners pick up scores and advise Challenge Masters.
9. Arrange to have copies of the final scores printed or copied; give one copy each to the Affiliate Director, the OKC President, the Tournament Director, and the Webmaster and retain one for your files.
10. Provide the webmaster with an electronic copy of the scores for posting on the www.ohdi.org website.
11. Return score sheets to the Tournament Director.

D. The Volunteer Coordinator shall:

1. Before the Affiliate tournament, review the Volunteer assignments:
 - a. During Challenge Master training meeting ask each committee what they will need for the tournament.
2. Receive registration information from the Webmaster for each Volunteer helper.
3. Contact each Volunteer helper via email with the following:
 - a. Introduction of Volunteer Coordinator with email address.
 - b. Explanation of when Volunteer will be scheduled on competition day.
 - c. Reiterate that the 2-hour time slot cannot be shared.
 - d. Description of the Volunteer helper jobs.
 - e. A link to a video that explains briefly the problem solving program.
4. Scheduling
 - a. Create a tentative job placement and job description for the ACMS and the tournament job coordinators for review.
 - b. Once the tournament schedule has been shared, create a master schedule for Volunteer helpers.
 - c. Send schedule to each ACM and each job coordinator.
 - d. Send each Volunteer helper information on the assignment for the Affiliate tournament to include the following:
 - i. Location of the Volunteer registration.
 - ii. Their job and description for the tournament.
 - iii. Volunteer time.
 - iv. Basic directions to their assigned Volunteer site.
5. Create name tags for each Volunteer helper.

E. The Site Coordinator/Liaison shall:

1. Establish communication with representative of the university/school.
2. Arrange and confirm with the university/school for the needed sites, rooms, gyms, etc. for the state tournament and for setup on Friday p.m.
3. Arrange for needed tables/chairs (and fees or rental, if any).
4. Arrange and confirm custodial, electrician, groundskeepers.
5. Arrange for speaker system(s) for awards ceremony.
6. Arrange for security personnel.

F. The Global Teams Coordinator shall:

1. Select and order merchandise for “fun stuff” for Global Teams.
2. Meet with the winning Team Managers immediately following the Award Ceremony.
3. Prepare winner's packets including:
 - a. Information sent from the National Creative Problem-solving Headquarters to state champs.
 - b. Congratulatory letter from the OKC Governing Board.
 - c. Order form for Ohio T-shirts to take to Global Finals.
 - d. Order form for pins to take to Global Finals.

G. The Challenge Masters shall:

1. Be appointed by the Affiliate Tournament Director and the Affiliate Appraiser Coordinator for each of the Central Challenges and one for Instant Challenge.
2. Be offered a stipend (amount to be established by the Governing Board.)
3. Assist and report to the Affiliate Tournament Director.
4. Have current year experience as a Challenge Master at the regional level and complete the following:
 - a. Prior to the Affiliate Tournament:
 - iv. Plan, review and assist with finalizing, recording and reporting procedures with the Tournament Director, Affiliate Appraiser Coordinator, Webmaster and Governing Board President, a plan to use for their Challenge.
 - v. Submit names of prospective Head Appraisers who must have had experience in the same Challenge at the regional level to the Affiliate Appraiser Coordinator.
 - vi. Train regional Challenge Masters at the state meeting held annually in January/February.
 - vii. Build and evaluate Appraisal teams.
 - viii. Ensure all appraisers are personally contacted.
 - ix. Attend Challenge Master meetings as scheduled.
 - x. Arrange with Head Appraisers for competition site set-up.
 - b. During the Affiliate Tournament:
 - i. Bring all materials/equipment listed as "the Tournament Director will provide" or advise the Tournament Director what you need.
 - ii. Arrive at the state competition site on Friday p.m. prior to the State Tournament
 - iii. Bring a first-aid kit.
 - iv. Keep the competition on schedule.
 - v. Post the schedule at each site.
 - vi. Resolve problems with Officials/Team Managers. If a dialogue is requested, follow established procedure for filing.
 - vii. Provide additional refreshments, if desired.
 - viii. Provide procedure for reporting raw scores to Team Managers.
 - ix. Assure that all score sheets are sent to the score room.
 - x. Check final scores. (No scores will be changed in the score room without the involvement of the Challenge Master).
 - xi. Distribute and collect all evaluation forms from appraising teams.
 - xii. Ensure the Challenge site is returned to its original condition after the competition.
 - xiii. Assist with the awards ceremony(s).

- xiv. Any remaining sticky notes and/or raw scores for Team Managers who did not pick up their scores at the Tournament should be taken to the award ceremony for the board to distribute.

H. Head Appraisers shall:

1. Be appointed by the Affiliate Tournament Director and the Affiliate Appraisers Coordinator.
2. Be offered a stipend (amount to be established by the Governing Board).
3. Report to the Challenge Master.
4. Shall participate in the Affiliate Challenge Masters Training meeting.
5. Assist Challenge Master in assigning duties of appraising teams.
6. Arrive at the competition site on Friday, p.m., prior to the Affiliate Tournament.
7. Assist in preparing the competition site.
8. Ensure the Challenge site is returned to its original condition after competition.
9. Keep challenge items on schedule.
10. Resolve problems with Officials/Team Managers.
11. Take unresolved problems to the Challenge Master. If a dialogue is required, have Team Manager complete form. Head Appraiser will follow established procedure for filing.
12. Assist the Challenge Master as needed.
13. Complete evaluation forms on appraiser team.
14. Make sure all scores in the score room before dismissing the appraising team.

I. Appraisers Shall:

1. Attend Appraiser training and be certified during the current year, in the Challenge they are to appraise.
2. Each region may send one current team manager to serve in a non-scoring appraiser position with the approval of their Regional Director and the Affiliate Appraiser Coordinator.
3. Be recommended by a Regional Director.
4. Be a post-high school adult.

V. OKC STATE TOURNAMENT COMMITTEES

A. Awards and Award Ceremony

1. Order these awards:
 - a. Team trophies: 1st, 2nd, 3rd places.
 - b. Individual medals: 1st, 2nd, 3rd places.
 - c. Order medals for special awards.
2. Arrange for tables and put awards on tables.

B. Competition Equipment

1. General Information:
 - a. Inventory list kept current by the Treasurer.

- b. Purchase new equipment when needed and approved by the Governing Board.
- c. Repair or replace damaged equipment.
- d. Arrange storage and transporting equipment to tournament site.

2. Before State Competition

- a. List the materials needed for each Challenge.
- b. Determine what the Challenge Masters are providing and arrange for a volunteer to bring anything they are not bringing.
- c. Have extras of equipment that might be breakable.
- d. Make sure Challenge Masters/Head Appraisers have people bringing stopwatches or alternate timing devices.
- e. Arrange to have the OKC (3) crusher boards/extension poles and weights transported to the site, set-up, and returned for storage.

C. Food Service

1. Arrange for lunches, snacks, and soft drinks for Appraisers, governing board members, and scoring room volunteers.
2. Arrange with volunteer coordinator for any runners needed to distribute food/beverage.
3. Arrange Friday evening food function -- before or after site setups -- for Governing Board members, Trustees, Challenge Masters, Head Appraisers.

D. Hospitality

1. Make housing places known to Governing Board members, Trustees, Challenge Masters, and Head Appraisers needing accommodations Friday night before state tournament (individuals pay for their own rooms).

E. OKC Souvenirs

1. Order creative problem-solving program souvenir items.
2. Set up tables, chairs, signs (Friday p.m.).
3. Communicate with Volunteer Coordinator the number of volunteers needed to sell merchandise.
4. Order T-shirts after the Kids Connection Committee chooses the designs for the governing board, Officials, tournament souvenir shirts.
5. Sort and distribute t-shirts Friday night before the State Tournament.
6. Make signs for promotion.

F. Program Booklet

1. Organize the layout.
2. Have program typed, printed, and collated.
3. Include the following in the program:
 - a. Maps of buildings and Challenge sites.
 - b. Overall schedule for the day.
 - c. Schedule of competition by level.
 - d. State OKC officers, trustees, regional directors, Challenge Masters, Appraisers.
 - e. What is the creative problem-solving program? (A brief summary).
 - f. Acknowledgments.
 - g. A brief summary of current creative problem-solving challenges.

- h. Emergency instructions (911).
- i. Current problem solving program disclaimer.

G. Publicity

1. Develop a news release form and send to the tournament director for the packet.
2. Contact area newspapers.
3. Contact local TV and radio stations to arrange coverage.
4. Invite state elected Officials, Ohio Dept. of Ed. administrators, and Ohio B.O.E. members.

H. Registration and Team Packets

1. Set up registration table (Friday prior to tournament).
2. Hang OKC banner.
3. Prepare packets for each competing team:
 - a. Schedule (program).
 - b. Participation certificates.
4. Large blown-up map (at registration site(s)).
5. Large blown-up schedules (at registration site(s)).
6. Staff registration table throughout the day to answer questions.
7. Lost and found.
8. Message center.

I. Signs

1. Gather signs from regions that can be reused at state tournament.
2. Make additional signs as needed.
3. Put up signs early Saturday a.m.