

## TEAM MANAGER TIPS

The following are suggestions that we hope will help every Team Manager have a safe and happy trip:



1. Gather emergency information about the team and all people traveling with the team. Find out medical information including insurance coverage, allergies, and contact numbers. Put this information into something that is compact and easy to carry and keep it with you at all times.
  2. Find out if anyone has special food needs. Send that information with your room and board reservations to DIHQ. They are usually able to accommodate needs for vegetarian meals, food allergies, etc.
  3. Practice packing your props for travel early. Have an agreement with the team about what props will and will not be brought back. Shipping is expensive no matter what method is used.
  4. Don't assume that things like dry ice and helium will be available at the tournament. Usually teams need to find local suppliers and make their own arrangements.
  5. Carefully interview those wanting to chaperone. A flexible, cheerful person who does not require a great deal of sleep to function is your best bet. Remember the time change - going East is hard on some people. Be sure any parents going along understand that **YOU and the SCHOOL SPONSORS ARE IN CHARGE** and that **you** set the schedule. Also tell them not to touch anything the students are working on at any time (other than hauling props).
  6. Think about emergency repairs to props, costumes, etc. and include basic fix-it items such as duct tape, glue guns, needle and thread, touch up paint and brushes, etc. Many teams bring multiple cell phones to help with communication. Remember too, that you are probably staying in a college dorm that was just vacated for the summer. That said, shower shoes, disinfectant spray and bleach wipes may help everyone feel more comfortable. You might also pack a small blanket or warm pajamas, as dorm blankets are sometimes in short supply in the spring.
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7. Remember to have your team members budget for souvenirs, extra pins, tours, snacks, etc.
  8. Have agreements worked out ahead of time regarding behavior in airports, restaurants, shops, hotels, etc. For instance, do you want a rule that team members will always have at least one other person with them to go swimming, shopping, pin trading, etc? It is important for the chaperones and the team to know what level of supervision is expected. Too little is bad and so is too much. Try to find a happy medium.

9. **Please try to watch and support as many Illinois teams as possible.**  
The schedule is such that Illinois will likely be split over 4 days, which should make it easier to support each other. It is very exciting for teams to have an Illinois cheering section “cheering” when they perform!



10. There are events where many teams like to dress up – DI style – crazy matching hats, mustaches, wigs, and of course, duct tape shirts or pants. **Check the program of events carefully.**

11. For those who do not purchase enough pins ahead of time, Jan will be available throughout the tournament to purchase pins...call or text her @309.208.5547.

12. Just being at the Global Finals will be a thrill for team members. Remember that while winning is nice, getting out and experiencing the tournament and meeting people from around the world by trading pins or walking through prop storage areas is probably the highlight for most of the students.



Teams can LEARN SO MUCH by watching other teams from around the globe.

13. Be sure to check out the Global Finals website regularly right up until you leave for GF – go to [www.idodi.org](http://www.idodi.org) and then click on Global Finals. While you are on that site, check out the Pin Trading Guide. Team Managers: don't forget to check out The Team Manager and Officials Competition to be held Friday night. Information is included on the GF website.

Again, **congratulations** on your success at the Affiliate Tournament and good luck at the 2017 Global Finals.

Sincerely,

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