



Heart of Texas Region Policy Manual 2017/2018

Table of Contents

1. Registration Policies
2. Appraiser Replacement Plan
3. Tournament Policies
4. State appraiser reimbursement

Registration Policies

All registrations must include a team name, manager(s) names, competition level and chosen challenge. All managers must have a manager account at TexasDI in order to be listed as a manager or co-manager of a team.

The current registration fee is \$60 for all teams except Texas Extreme teams. Their registration fee is \$125. Each team is required to supply two appraisers as follows:

Appraiser #1: Must register on the TexasDI website, attend appraiser training and be willing to be a scoring appraiser on the day of the tournament.

Appraiser#2: Must register on the TexasDI website, assume that this volunteer will be a scoring appraiser and have to attend appraiser training unless the volunteer is notified and moved to a non-scoring or a volunteer position. If the appraiser is moved then they will not have to attend appraiser training. They can express their preference (ie prefer a scoring position, prefer a non-scoring position, want to see my child perform, can't attend training...) in the "Other notes" section of Appraiser Registration.

An appraiser penalty fee of \$100 will be assessed per missing appraiser if you do not have the appraisers by the registration deadline. The team can choose to continue searching for appraisers and register with their appraisers by the late registration deadline. The late registration fee of \$100 will apply.

Each team is also asked to supply one part-time volunteer. This volunteer must register on the Heart of Texas Region website. Not all available volunteer opportunities are on the day of the tournament.

The registration fee is due on the registration deadline/late registration deadline (or must be postmarked on that day). Late fees will be incurred if the registration fee is late.

If a team chooses to register without one or both of their appraisers, pays the penalty and later finds an appraiser, they will be reimbursed for \$90 after the tournament if they make us aware that they have found an appraiser, the appraiser registers, goes to training and appraises at the tournament. After the tournament, they will need to email us to confirm their mailing address and their eligibility for reimbursement.

If an appraiser does not show up on the day of the tournament, the team will not advance until the penalty fee is paid. Appraiser “no shows” will be placed on a watch list. After two years of “no shows” , the appraiser will be ineligible to be signed up as an appraiser.

A team is not considered to be fully registered until their appraisers have registered on the TexasDI website. The appraisers must register by the Appraiser Registration Deadline. If they do not register by this date, the team will incur appraiser penalty fees.

Shortly after the first registration deadline, the Regional Director or designee will send out emails to the registered teams stating the team name, manager(s) names, School District, Campus, Challenge & Level. If any changes need to be made, the team manager needs to contact their school coordinator or district representative to make the changes. Another email will be sent after the final registration deadline. Note: After the final deadline, only the Regional Directors can make changes to registration. If any additional changes need to be made, the team manager will have to contact the Regional Director to make the changes. There will be a \$25 fee for this and must be paid before any changes are made. This includes appraisers.

Appraiser Replacement Plan

The Appraiser Replacement Plan only applies to the Appraiser#2 spot.

A TM can supply a credentialed nurse / EMT or other medical professional for the Regional Tournament. If the nurse / EMT volunteers for one shift of 4 ½ hours that would meet the requirement for providing 1 appraiser. The TM must contact the Regional Director or designee to make arrangements and must be prepared to present credentials upon request. These spots are limited and will be filled on a first come basis.

An **experienced** TM can replace 1 appraiser by attending a Team Manager Instant Challenge Workshop for training **and then** volunteering all day (All sessions offered) at a Team IC Workshop. An Experienced TM is one who has managed a team for at least 2 years. There are a limited number of spots for this volunteer opportunity. The TM must contact the Regional Training Director to make arrangements.

A TM can also provide an experienced presenter for Super Saturday to fulfill their requirement for 1 appraiser.

Tournament Policies

1. Scheduling Conflicts

If your team has any of the conflicts below on the day of the tournament, the conflict must be submitted online using this link

<http://HeartTX.txdi.org/TournSchedConflict> or click on the Tournament Scheduling Conflict Deadline Date on the Heart of Texas Region calendar and fill out the form before the deadline.

Acceptable conflicts include team manager with more than one team, team member on more than one team, UIL, school sporting events, competitions, once in a lifetime events, etc. They do not include siblings/friends on different teams, little league games, etc.

Any schedule change requests made after the deadline will be considered on a case by case basis and may incur a penalty fee of up to \$100.

2. Safety Guidelines and Restrictions:

From the Rules of the Road:

- a. Foot Coverings: All team members must wear shoes or foot coverings with a reasonably impenetrable soles at all times
- b. Lasers and Lights: Your team may not use lasers or laser pointers. Your team cannot use any type of light that produces a high intensity beam of light which may be of danger to eyes. Your team may not turn off or dim the lights.
- c. Your team may NOT use devices or substances which produce an open flame or extreme heat or cold **at any time while on campus**. Extreme heat or cold is defined as temperatures that can cause damage to bare skin. These devices are NOT allowed: lit candles, caps, combustion engines, fire extinguishers, fires, fireworks of all types, flammable fuels, 'party poppers', smoke bombs, sparklers, or substances that explode in any way.
- d. Smoke or fog machines are NOT allowed.
- e. No live animals.
- f. Only unmodified commercially available batteries are allowed. Any battery that can spill liquids or materials when tipped is prohibited.
- g. Circuits that use Direct Current (DC) cannot exceed 28VDC between any 2 exposed points in a circuit. Current limiting devices such as fuses or circuit breakers are required when a DC circuit will draw more than 10 Amps and must be placed between the power source and the devices using the power.
- h. Circuits that use alternating current (AC) cannot exceed 120VAC for any exposed connection. A Ground Fault Interrupter (GFI) must be used for all team created or modified circuits. A GFI must be used for all solutions drawing more than 1000 Watts of power. Note: GFIs are exempt from cost.

- i. Teams should be prepared to produce a Material Safety Data Sheet (MSDS) showing that items or chemicals they wish to use are safe. If the team members want to combine items or chemicals, the Team Manager must certify on the Declaration of Independence that the combined use of these items or chemicals is safe and will cause no harm.
- j. Refer to the Rules of the Roads for any additional restrictions from DI.

From Heart of Texas Region:

- k. Helium Balloons are NOT allowed
- l. Dry ice is NOT allowed
- m. No weapons of any kind, benign or otherwise, are allowed . This includes paintball guns, BB guns and air rifles.
- n. No gratuitous violence.
- o. No open containers of liquid are allowed No Silly String
- p. No aerosols (Shaving Cream, Spray paint, Hairspray, etc) can be used during your performance.
- q. No Bubble Machines can be used during your performance.

State Appraiser Reimbursement

Heart of Texas Region will reimburse their state appraisers as follows:

Hotels:

Appraisers living in the same city/town as the state tournament will not be reimbursed for the hotel (i.e. appraisers living in Pflugerville with the affiliate tournament in Pflugerville.) Appraisers who do not live in the hosting city and live less than 50 miles from the competition site will be reimbursed for Friday night only. All other appraisers will be reimbursed for Friday and Saturday night. The reimbursement is for ½ of the official hotel rate plus tax. If an appraiser chooses to room alone, they will be responsible for the other half of the room. The appraisers must submit a detailed receipt from the hotel with their name printed on it.

Travel:

The travel reimbursement for travel to and from the competition site will be determined each year dependent on the location of the Affiliate Tournament and the funds available. For Affiliate Tournaments less than 400 miles round trip from Round Rock, the reimbursement will be as follows:

\$.175 per mile if the appraiser travels alone

\$.35 per mile if the appraiser has one addition appraiser in the vehicle or 21-day advanced airfare, whichever is cheaper. Mileage will be determined using Google Maps and will be from the appraiser's residence to the main competition site. We will not reimburse for out-of-state travel.

Meals:

Each appraiser will be reimbursed up to \$15 towards dinner on Saturday night and up to \$10 for breakfast on Sunday morning in breakfast is not included in the room rate. The appraiser must submit a detailed receipt in order to be reimbursed. No reimbursement on alcoholic beverages.

Paperwork:

Reimbursement paperwork must be submitted within two weeks of the event. This includes the state reimbursement form, if the appraiser stayed in the hotel.