

Milestone checklist for teams for the 2019-2020 season

Deadlines are noted in red text. Fiscal obligations are noted in green text.

- ❑ **Organize your team**
Remember that a team must be 2-7 members with at least one adult team manager
- ❑ **Purchase your membership number**
This is done through the [DI Store](#), and gives you team a membership number and access to the Rules of the Road, downloadable challenges, and other resources. **This year's fees are \$105 for the membership and a \$35 affiliate fee (total of \$140 per team).** **We recommend that team numbers be purchased by December/January if you intend to participate in the 2020 Affiliate tournament**, however, they can be purchased at any time.
- ❑ **Make sure you understand the Policies and Procedures that govern PA DI teams**
This information can be found on our website on the [Policies and Procedures](#) page.
- ❑ **Submit your Youth Protection Policy clearance documents to the tournament director**
These documents **must be submitted within 60 days of receiving the Youth Protection Policy document**, but at least 7 days before attending an official PADI event.
- ❑ **Get adult support**
Make sure your team has support of parents, family members, other teachers, etc. Each team may have additional team managers, individuals who teach skills to team members, even bring food or supplies to team meetings. Additionally, each team *must* have an adult volunteer who will serve in the role of appraiser, and each team is asked to provide an additional volunteer for the tournament.
- ❑ **Sign up for our training/workshop event (optional)**
This free event will be held in Garnet Valley, PA on Saturday, January 18. There is no cost to attend, and teams will learn skills to assist in their Team Challenge and Instant Challenge solutions. **We ask that teams participating sign up by Wednesday, January 8th.**
- ❑ **Participate in our Showcase Event (optional)**
Does your team want an opportunity to show off their challenge solution and practice what it is like to be at an actual tournament? This showcase will allow teams to experience presenting their (complete, or even incomplete) Team Challenge before some unofficial appraisers and an audience, as well as participate in an Instant Challenge. This event will be February 29th in Phoenixville, PA, and **teams will need to register by Friday, February 7th.** **There will be a \$20 per team fee, but this fee is waived if your team's appraiser comes on the 29th for their training.**
- ❑ **Register to participate in the 2020 Affiliate Tournament**
Teams participating in the tournament must [register through a 3-step process](#) (completing information in the DI Resource Area, filling out the PA Tournament Registration form, and ensuring that your appraiser and volunteer complete their registration information). **The registration system closes on February 21st,** and **the fee for participating in the tournament is \$50 per team.**
- ❑ **Make sure your appraiser completes their registration and training**
Appraisers must also fill out a [registration form](#) on our website; **this registration closes on February 28th.** Appraisers must complete online training and participate in an in-person training; one opportunity for in-person training is at the Showcase event on February 29th, the other will be announced at a later date.
- ❑ **Participate in the 2020 Affiliate Tournament**
This will be the BEST. DAY. EVER! On March 21, 2020 in Elizabethtown, PA, your team will participate in a day-long celebration of their creativity and teamwork throughout the season. The day will begin with a brief welcoming ceremony, there will be food and DI merchandise for sale, activities for team members and supporters, and of course, Team Challenges and Instant Challenges! The day will conclude with an awards ceremony.
- ❑ **Prepare for Global Finals??**
The top team from each challenge and level (per the PADI Tournament policies) will be invited to participate in the 2020 Global Finals tournament, which will be May 27-30 in Kansas City, MO. This event brings thousands of DI teams from around the world to one of the largest experiences in creative problem solving in the world. **This trip comes with a fiscal commitment**, so teams may want to start fundraising and budgeting early!