



2019-2020 Team Manager Youth Protection Requirements and Responsibilities

Team Manager's have specific requirements and responsibilities, to be in compliance with the DI Youth Protection Policy and Procedures (DI-YPPP) and Texas DI Child Protection Policy (TXDICPP),

The DI Youth Protection Policy and Procedures and Texas DI Child Protection Policy can be found [here](#).

REQUIRED

1	Pass background check - <i>See instructions and details below</i>	TXDICPP
2	Complete the required online DI-YPPP training - <i>See additional details below</i>	DI-YPPP page 4
3	Read, acknowledge, understand, follow and be familiar with the DI Youth Protection Policy - Procedures and Guidelines	DI-YPPP pages 4, 13
4	At least one Team Manager is 18 years or older	DI-YPPP pages 4, 13-14
5	Attends and supervises team's activities	DI-YPPP page 4
6	Adult TM is present for all meetings.	DI-YPPP page 14
7	If one TM is a non-adult assistant TM, the adult TM is responsible for ensuring that the youth and child protection policies are followed the same as for non-adult team members AND to prevent any inappropriate interactions between the younger assistants and the team members.	Di-YPPP page 14
8	Undergo training in youth protection annually.	DI-YPPP page 9
9	<p>Any adult working with DI team – Aware of a violation of the DI-YPPP or is in doubt about whether or not a behavior is appropriate – REQUIRED to immediately consult with SBB DI Regional Director or Texas DI Affiliate Director, the hosting school/organization, and law enforcement, if deemed necessary. (DI-YPPP page 10)</p> <ul style="list-style-type: none"> • SBB DI Regional Co-Director - Candy Martinez - didacourt@icloud.com • Texas DI Affiliate Director - Sue Shanks - texasad@texasdi.org 	DI-YPPP page 10

1) BACKGROUND CHECK

1. **Pass background** check (DI-YPPP pages 4, 13-14; TXDICPP)

All Team Managers and Co-Team Managers are required to pass a background check.
(DI-Youth Protection Policy - Procedures and Guidelines pages 4, 13-14; Texas DI Child Protection Policy)

DEADLINE to have background check turned in: February 18, 2020

IMPORTANT: No Background Check Submitted or Passed?

Per Texas DI, Teams may perform but WILL NOT BE SCORED and cannot move on to compete at Lone Star Finals (Texas DI State Tournament) or Global Finals.

NOTE: If a conviction may be found on the background check, communicate with Texas DI's Affiliate Director or the SBB Region Director prior to the background check.

Texas DI Affiliate Director - Sue Shanks - texasad@texasdi.org

SBBDI Regional Director - Candy Martinez – didacourt@icloud.com

Background Check Instructions: Choose 1 of the 4 options

1. Current school or district picture ID badge with your name on the badge
2. Letter on district letterhead stating that you are employed by the district
3. Letter on school/district letterhead stationery stating that you have completed and passed a background check
4. Complete the background check through Texas DI's approved vendor

*******See instructions for each option below.*******

Option1: School/District picture ID badge

Take a picture or scan your current school or district ID badge with your picture and name on the badge.
Email picture or scan of your current school or district ID badge to: didacourt@icloud.com.

Option 2: Letter on District Letterhead Stationery

Upload a letter from the district stating that you are employed by the school district.
Email letter to: didacourt@icloud.com.

Option 3: Letter on School/District Letterhead Stationery

Upload a letter from the school/district stating that you have completed and passed a background check.

See sample letter [here](#).

Email letter to: didacourt@icloud.com.

Option 4: Complete background check through Texas DI's approved vendor

To do this:

1. Email Team Manager's first and last names AND email address to didacourt@icloud.com.
2. Your name and email will be submitted to Sterling Volunteers who will then send you an email with instructions to complete the background check.
3. The Team Manager will pay \$15 for the background check, start their own login for Sterling Volunteers, and will be able to track their background check process.

2. COMPLETE REQUIRED ONLINE DI-YPPP TRAINING (DI-YPPP page 4)

1. Go to www.destinationimagination.com
2. Login or begin a login
3. Click on **Check Out Our Team Resources**
4. Go to **Team Manager Training**
5. Click on **Login Here** - if you already have a login for DI's Adobe Training
6. **OR** click on the email address to begin your login
7. Once you gain access, look at the list of options for **Keeping DI Participants Safe**
8. If it is not on the list, then click on **Explore Catalog** to find **Keeping Di Participants Safe**
9. Complete this online training

RECOMMENDED ACTIONS

- Each team has a 2nd adult as a co-Team Manager.
- One Team Manager must be 25 years or older.
- At least 2 adults who have read the DI-YPPP and passed a background check - attend and supervise the team's activities.

TO DO LIST FOR TEAM MANAGERS

- Follow all REQUIREMENTS listed earlier.
- Check your district/school/organization's youth protection policies and procedures and learn/follow standards set by your team's hosting/sponsoring district/school/organization (DI-YPPP page 3)
- If school's or organization's youth protection policies and procedures meet or exceed the DI-YPPP, the team should follow school's or organization's policies and procedures (DI-YPPP pg 3)
- Lead a Team Safety meeting at beginning of DI season –
 - See information to cover (DI-YPPP pg 9)
 - Include in the meeting all parents, guardians, team members, and adults working with the team OR have individual conversations with each, discuss in age-appropriate terms and agree to follow DI-YPPP (DI-YPPP pg 4 & 10)
 - Team members' parents/guardians are encouraged to be involved in the safety of their students as they participate in DI. (DI-YPPP pg 5)
 - Parental Consent Forms – One completed and signed for each team member when team member joins team – Maintained by one TM (DI-YPPP pg 20)
 - TMs need to provide Youth Protection information to parents, guardians, and team members. (DI-YPPP pg 9)
 - TMs need to give to all parents a copy of the DI Youth Protection Information for Parents. This information is available on the DI website - click [here](#) (DI-YPPP pg 9)
 - Review safety and interference guidelines (outlined in Rules to the Road sections VI, VII.g, and VII.H (DI-YPPP pg 13))
 - Understand guidelines & behaviors as explained in DI-YPPP & know what to do if the DI-YPPP is not followed (DI-YPPP pg 4)
 - Review your district/school/organization's youth protection policies/procedures
 - All volunteers (over the age of 18) working with DI teams are required to undergo training in youth protection when their involvement with a DI Educational Experience starts and annually thereafter. (DI-YPPP pg 9)
 - Give each team member's parent/guardian the TM(s) names and contact information (DI-YPPP pg 13)
 - Review and follow travel expectations and rules (DI-YPPP pg 16-18)

- If any adult is traveling with the team, they should undergo youth protection training and follow local laws on background check requirements (DI-YPPP pg 14)
- If anyone believes that a team member is in an unsafe environment, take action to remove the team member(s) from the situation or eliminate the source of risk, if possible. (DI-YPPP pg 12)
 - If the source of the risk may have resulted from deliberate actions or negligence, may be appropriate to report occurrence to SBBDI DI Regional Director or the Texas DI Affiliate Director, local police, school/organization hosting the team, and Director of Affiliate Relations at DI (DI-YPPP pg 12)
 - SBBDI DI Regional Director - Mary Cedio - mary.cedio@nisd.net
 - Texas DI Affiliate Director - Sue Shanks - texasad@texasdi.org
 - Director of Affiliate Relations at DI - Adam Law - alaw@dihq.org
- Reporting youth safety and protection concerns:
 - Mandatory reporter vs not a mandatory reporter:
 - Mandatory reporter - Follow state/government guidelines requiring reporting. (DI-YPPP pg 11). Find a list of mandatory reporters at <https://www.childwelfare.gov/pubPDFs/manda.pdf#page=2&view=Professionals%20required%20to%20report>
 - Not a mandatory reporter – Contact National Child Abuse Hotline 800-422-4453 (DI-YPPP pg 12)
 - If school's or organization's youth protection policies and procedures meet or exceed the DI-YPPP, the team should follow school's or organization's policies and procedures. (DI-YPPP pg 3)
 - Follow these procedures that the hosting school/organization established
 - AND notify the SBBDI DI Regional Director, Texas DI Affiliate Director, and/or DI Director of Affiliate Relations (as permitted) (DI-YPPP pg 12)
 - SBB DI Regional Co-Director - Candy Martinez - didacourt@icloud.com
 - Texas DI Affiliate Director - Sue Shanks - texasad@texasdi.org
 - Director of Affiliate Relations at DI - Adam Law - alaw@dihq.org
 - Anyone with a concern – Report concern to SBBDI DI Regional Director, Texas DI Affiliate Director, and/or DI Director of Affiliate Relations (DI-YPPP pg 13)
 - SBB DI Regional Co-Director - Candy Martinez - didacourt@icloud.com
 - Texas DI Affiliate Director - Sue Shanks - texasad@texasdi.org
 - Director of Affiliate Relations at DI - Adam Law - alaw@dihq.org
 - TMs or anyone with a concern may report the incident to a child protection agency, the police, or school/organization hosting the team. (DI-YPPP pg 13)
 - Any adult working with DI team – Aware of a violation of the DI-YPPP or is in doubt about whether or not a behavior is appropriate – REQUIRED to immediately consult with SBBDI DI Regional Director, Texas DI Affiliate Director, the hosting school/organization, and law enforcement, if deemed necessary. (DI-YPPP pg 10)
 - SBB DI Regional Co-Director - Candy Martinez - didacourt@icloud.com
 - Texas DI Affiliate Director - Sue Shanks - texasad@texasdi.org
 - Person suspecting or aware of a violation of the DI-YPPP should not conduct an investigation or confront offender. (DI-YPPP pg 11)
 - If any involved individual is not satisfied with the outcome (from reporting a violation or from a violation), the individual may contact the DI Director of Affiliate Relations and/or law enforcement as necessary. (DI-YPPP pg 10)
 - Director of Affiliate Relations at DI - Adam Law - alaw@dihq.org

- Be available and approachable if a team member, parent, guardian or anyone else connected with the team needs guidance in understanding what behaviors are appropriate or needs to report unsafe conditions or DI Youth Protection Policy violations. (DI-YPPP pg 13)
- Determine if an adult is “regularly involved” with a team and should undergo youth protection training and screening. (DI-YPPP pg 13)
- Closely direct adults who have NOT undergone training and screening. (DI-YPPP pg 13)
- Assess suitability of individuals, including team members, to participate in the team’s activities. (DI-YPPP pg 14)
- Appropriate interaction and facilities recommendations:
 - Follow the appropriate interaction guidelines and requirements in the DI-YPPP (DI-YPPP pg 14-15)
 - Follow the recommendations for meeting with teams at facilities (DI-YPPP pg 15-16)
- Exclude individuals from working with the team if they are unsuitable due to safety concerns or a disqualifying background check. (DI-YPPP pg 14)
- Other adult volunteers required to have a background check – based on the sponsoring school/district or organization requirements (DI-YPPP pg 7) or based on involvement with the team (DI-YPPP pg 14)
- Individuals who fail to adhere to the DI-YPPP may be excluded from working with DI teams or at DI events. (DI-YPPP pg 12)
- Instruct all adults helping at event, do not place themselves alone with one or more children AND out of sight of adults. (DI-YPPP pg 22)