



DOCOF Captain's Checklist

September 2016

This checklist is to aid DOCOF team captains in helping their team have a successful and enjoyable DOCOF Tournament experience. While we're sure this isn't an all inclusive list we hope it serves.

✓	ITEM	COMMENTS
<input type="checkbox"/>	January 1 st start thinking about who will be on your team.	
<input type="checkbox"/>	February 1 st Talk to your Club Delegate and ensure that DOCOF has their contact info so your group will have the latest info, forms etc.	
<input type="checkbox"/>	February 27 th or 28 th , confirm with your club that they will meet the deadline for sending in their rosters. The Roster must be mailed prior to March 1st.	The delegate or the Organizations officers are responsible for this but a gentle reminder will make a difference.
<input type="checkbox"/>	March 30 Make your hotel reservations and encourage your team to do the same.	Check Doings for hotels with discounts.
<input type="checkbox"/>	July 1 st or sooner, ensure that your team is finalized, complete and submit your team entry prior to July 31 st .	Team entry and fees must be in the hands of the event secretary on or before July 31st.
<input type="checkbox"/>	Confirm that each member of your team is on the roster submitted to DOCOF on or before March 1 st and has trained regularly with the team.	As the team captain, you are responsible for ensuring that your team meets the eligibility requirements.
<input type="checkbox"/>	Make sure you have contact information for all your team members including email, address and cell phone number.	You may need to contact them before or during the event.
<input type="checkbox"/>	Ensure that any out of state team members meet the Border States Requirements in the rules.	
<input type="checkbox"/>	Have a copy of the Rules and Regulations with you	
<input type="checkbox"/>	Check the Website and familiarize your self with the site and where to find information, FAQs, News Blog, Files, etc. Check the site regularly for news	
<input type="checkbox"/>	Join the Dog Obedience Clubs of Florida Facebook Group.	Information usually hits there first and the Yahoo site last.
<input type="checkbox"/>	Confirm with your team members that they are in good standing with their registry.	

<input type="checkbox"/>	Have a copy of your team entry form with you at the event.	It should have all accurate information on all the dogs on your team.
<input type="checkbox"/>	Confirm with your teammates that their jump heights are correct.	Do this before leaving for the event
<input type="checkbox"/>	Double check the commitment and travel plans of your stewards and volunteers.	
<input type="checkbox"/>	Share information with your team. Too much is better than not enough.	This might include all forms, seminar info, RV info etc, location, times.
<input type="checkbox"/>	Educate all team members on the rules pertaining to AKC and DOCOF rules and regs.	Such as when substitutions can occur and when conflict accommodations are allowed.
<input type="checkbox"/>	Ensure that someone in charge of getting basket ready for the raffle and that they deliver it on Saturday before the event.	
<input type="checkbox"/>	Provide each of your team members with the DOCOF Exhibitors Checklist	On the Website under files
<input type="checkbox"/>	Provide each member of the team with the information on armband numbers, Ring assignment and Group Number.	
<input type="checkbox"/>	Remind your team of the following DOCOF rule:	
	<p>Article 12 Team captains must report absences of team members for both the individual exercises and group stays. If an exhibitor is missing when the armband number is called there will be no attempt to locate the exhibitor.</p>	<p><u>Any</u> conflicts are to be reported and approved to and by the Event Secretary who will then authorize informing the table steward. A conflict can only result from one handler showing more than one dog. Missing exercises for any other reason may result in a loss of scores for the missing dog.</p>

At the Event

<input type="checkbox"/>	Confirm that your team members know their showing order	This includes where and when they will be doing their Group Exercises.
<input type="checkbox"/>	Confirm that your volunteer Ring Stewards know their schedule and ring assignments.	
<input type="checkbox"/>	As the day progresses, continue to check the score boards for accuracy.	Questions on scoring may come only from the Team Captain.
<input type="checkbox"/>	At the end of Tabulation the Team Captain is to go to the Posting Location and check team scores. This has a ten minute window so do not delay. Once finalized scores are set.	Inaccuracies or questions may be posed to the Event Secretary by the Team Captain Only.