



DOCOF Captain's Checklist

Prior to Event

Check Box	ITEM	COMMENTS
___	Jan. 1 st – Start thinking who will be on your team.	
___	Feb. 1 st – Be sure your Club Delegate has provided DOCOF with their contact information so your team has the latest information & forms.	
___	Feb. 28 th – confirm with your Club/Team that they will meet the deadline for sending in their roster. The roster must be mailed prior to June 1st.	The Delegate is responsible for this, a gentle reminder will make a difference.
___	Confirm each member of your team is on the roster Submitted to DOCOF & has trained regularly with The team.	The Team Captain is responsible for this requirement.
___	March 30 th . – Be sure hotel reservation are made.	Check DOINGS for a possible list of hotels.
___	July 1 st . – Ensure your team is finalized and submit your team entry prior to 6-week deadline.	Check the Premium for the exact date.
___	Be sure you have contact information for all your Team members. Such as email, & cell phone number.	You may need to contact them before or during the event.
___	Be sure out of state team members meet the Border States Requirements in the rules.	
___	Check the website (www.docof.org) & familiarize yourself with the information available.	Don't forget the Special Event Trial allows exhibitors to earn AKC legs and titles.

Check Box	ITEM	COMMENTS
___	Join the DOCOF Facebook Group.	Information usually found here first.
___	Be sure your team members are in good Standing with their registry.	
___	Confirm your team members jump height.	Do this before sending in your team entries.
___	Double check commitment of your Stewards & volunteers.	Send list of Stewards to DOCOF's Chief Steward.
___	Share information with your Team. Too much is better than not enough.	This might include seminars, hotels, dinner arrangements.
___	Educate team members on Rules & Regs. For DOCOF & the Special Event Trial (SET).	Such as when substitutions & conflicts are allowed.
___	Be sure someone is in charge of getting your team's Raffle basket ready & it is delivered on Saturday.	One basket per team entered.
___	Provide team members with armband numbers and Ring assignments.	
___	Article 12: Team Captains must report absences of Team members for both individual and group stays. If an exhibitor is missing there will be no attempt to locate the exhibitor.	Any conflicts are to be reported to and approved by the Event Secretray, who will then authorize informing the Table Steward. A conflict can only result from an exhibitor showing more than 1 dog. Missing an exercise for any other reason may result in loss of score.

AT THE EVENT

—	Confirm your team members know their showing order.	This includes Group Stays.
—	Be sure your Stewards check in with the DOCOF Chief Ring Steward.	
—	Be prepared to break for Team lunch at 11:00 am.	Rings will resume at Noon. Check the board at ringside.
—	Check the scores and placements when they are posted.	These will be posted at the conclusion of each class.
—	Be sure your team stays to help clean up!	Each Team is responsible to clean their “team area” at the end of event.
—	Have fun and enjoy the day!	