

# Team Singapore: EO & AWC Team Leader Framework

## Roles & Responsibilities

### 17 Pre-Event Responsibilities

- Confirm event entry/registration details for all handlers (class entries, dog info, pedigree or pedigree-equivalent vetting) per Fédération Cynologique Internationale (FCI) rules applicable to the championship.
- Collect and verify each handler's travel plans, arrival/departure dates, flight times — to coordinate shared transport or crate-sharing if needed.
- Ensure all required documentation is in order: dog health certificates, vaccinations, travel/import/export docs (if relevant), accreditation/entry passes. As seen in other national-team protocols.
- Circulate a “team information pack” to everyone — including venue maps, ring layout (if available), walk-through times (if pre-published), code of conduct (if you wish to set one), contact list (vet, local emergency, transport), and a team-shared resource inventory (shared crates, shade tents, power strips, etc.). This mirrors what national teams do to ensure smooth coordination.
- Organise/trial shared logistics where possible (e.g. crating layout, shared gear, group transport, shared accommodation or nearby hotels).
- Clarify roles — if any handler will step up to support TL (e.g. assistant TL, ring-runner, vet-liaison, results recorder) in advance so everyone's clear. This is similar to support-staff roles defined by national teams.

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### During Event Responsibilities

- Act as the **single point of contact** for the team in dealings with officials, organisers, judges, ring managers — especially for running-order issues, timing disputes, vet checks, or last-minute official updates. This model aligns with how “Team Manager / Leader” functions in national agility teams.
- Distribute official announcements, schedule changes, heat/ring assignments, walk-through times and ring maps to all handlers. Keep information flow consistent and timely.
- Oversee logistics on-ground: crating allocations, sharing resources (shade, water, gear), coordinating group transport or shared shuttles if needed, ensuring all handlers/dogs are accounted for at key times (vet checks, ring calls).
- Manage vet check scheduling if mandatory (pre-run, post-run or pre-departure)—ensure all documents & certificates are ready. Many national teams include vet-liaison as part of TL duties.

- Collect and double-check official results, times, and any notices (e.g. penalties, corrections). If there are discrepancies, TL liaises with officials to clarify or lodge appeals if needed. National-team leaders often carry this responsibility.
- Handle any ad-hoc issues: equipment problems, last-minute withdrawals, replacements or schedule adjustments. For instance, if a handler withdraws, TL coordinates with reserve/alternate (if applicable). This echoes contingency planning described in some national team documents.

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### **Post-Event & Wrap-Up Responsibilities**

- Organise any final vet checks / health certificates required for return travel (especially if there are import-export or biosecurity regulations) — coordinate among handlers who need assistance. Many national-team TLs manage post-event travel compliance.
- Archive and distribute a “team debrief pack”: final results, score sheets, race/video footages (if recorded), shared incident notes (if any dogs had issues), contact lists, costs shared (if any). This helps with data transparency and future reference.
- Collect feedback from handlers — logistical pain points, what worked/didn't, suggestions for the next event. Use this to refine operations for future competitions.
- Return or redistribute shared gear/resources, manage reimbursements or cost-sharing if applicable.
- Confirm that all paperwork, travel clearances, health certificates are valid for home entry.