



AGILITY DOG ASSOCIATION OF AUSTRALIA LTD

ABN 83 070 415 404

IFCS WAC SELECTION - TEAM MANAGER

Introduction:

This document sets out the process that the Agility Dog Association of Australia Ltd (ADAA) will use to select Team Australia's Team Manager for the IFCS World Agility Championships to be held each year.

Purpose:

The IFCS World Agility Championships (WAC) provides an opportunity for handlers from member countries to participate at an international level. ADAA is seeking to select the best team possible (including Team Manager and Team Coach), taking into account that handlers will be running dogs not usually domiciling in Australia for the event, to represent Australia.

Policy Statement:

ADAA is aiming to send the highest calibre of handlers available to represent Australia at each WAC. ADAA is also aiming to support the Team Handlers with a Team Manager and Team Coach. Their selection will be based on skills required to successfully support the Team.

Definitions:

ADAA Official – ADAA Board Member, Judge, volunteer, contractor and/or employee undertaking activities on behalf of ADAA

Host Country – Country hosting the IFCS WAC

Host Dog – dog, not usually domiciling in Australia, secured to run for Team Australia

IFCS – International Federation of Cynological Sports

Member – person who is a recognised under one of the categories of membership and is financial

WAC Training Squad Member – a financial Member of ADAA in good standing who has met the selection criteria and from whom the Team Handlers will be selected

Team Handler – a financial Member of ADAA in good standing who has been selected to handle/run a dog at the WAC

Team Member - term used to indicate all members of the Australian IFCS WAC Team, including Team Manager, Team Coach, Team Handlers, and any other support crew as approved by the Board of Directors

Team Pool Host Dogs – Host Dogs sourced by ADAA

Responsibilities:

Board of Directors – responsible for assessing applications and selecting Team Members and overall responsibility

Team Coach & Team Manager – jointly responsible for matching Host Dogs and Team Handlers following team arrival in Host Country.

Procedure:

1. Event details

1.1 IFCS World Agility Championships

1.1.1 The IFCS World Agility Championships (WAC) is held every year.

1.1.2 It is expected that each WAC will be held in April or May annually.

1.1.2.1 Planned schedule of dates (subject to minor changes):

1.1.2.1.1 Travel from Australia to Host Country: 9 days prior to commencement of WAC (some Team Members may need to travel earlier to train with their Host Dog)

1.1.2.1.2 Training with Host Dogs in Host Country: 4-6 days

1.1.2.1.3 Venue Set-up and Team Rest Day: 1 day

1.1.2.1.4 Check-in/Warm-up and Competition Dates: 4 days

1.1.2.1.5 Travel Host Country to Australia: 1 day

1.1.2.1.6 Minimum total days a Team Member needs to commit to is 14 days (Team Members must take into account time zone difference between Australia and Host Country and days lost/gained in flight to/from the Host Country).

1.2 Team composition

- 1.2.1 Each country may enter a maximum of 16 Team Handlers plus four (4) competitors who have been a medal winning finalist in any past IFCS Championship Event. There is no requirement for equal numbers of dogs in each height class, although consideration needs to be given to availability of dogs of different height classes in order to form teams.
- 1.2.2 ADAA aims to send a full team of eligible Handlers to each WAC (depending on the number and calibre of the response from Members). ADAA also aims to send a Team Manager and, subject to team numbers, a Team Coach.
- 1.2.3 Any incident of misconduct, harsh handling, bad sportsmanship, verbally or physically abusing a dog or fellow competitor, and/or abusing or challenging an ADAA Official by a Member from time of release of this document up to and including during the WAC will be considered by the Board (or the Team Manager and Team Coach after departure from Australia) and will result in the Member being ineligible to represent ADAA and Australia at a World Agility Championship. All Team Members will be ambassadors of ADAA and Australia and will be expected to show the highest levels of self-discipline and good sportsmanship.

2. Team Manager – Roles and Responsibilities and Selection Criteria

2.1 Position Description

- 2.1.1 The Team Manager is primarily an administrative and managerial role. The focus of the Team Manager is one of overall leadership, management, liaison and communication. The Team Manager must have previous WAC/International experience.

2.2 Roles and Responsibilities

- 2.2.1 Represent ADAA and Australia in a professional manner and not bring ADAA or Australia into disrepute. To carefully consider any communication with Host Dog owners and to ensure that any feedback cannot be construed as criticising the Host dog and/or Owner.
- 2.2.2 To display respect for all WAC competitors and officials, including during ceremonies and presentations.
- 2.2.3 In consultation with the Board of Directors, coordinate purchase of Team uniforms.
- 2.2.4 Support the Team Coach to set dates for local/remote training sessions, actively participate where appropriate and, where requested, participate in coaching and feedback to WAC Training Squad Members and Team Handlers, whether from face-to-face training or video-taped sessions.
- 2.2.5 Support the Team Coach to set and publish a date for one mandatory training session prior to departure (one weekend) with a minimum of 4 months' notice. Assist the Team Coach formulate ancillary sessions for the training session.
- 2.2.6 In collaboration with the Team Coach, determine optimum training schedule/regime following arrival in the Host Country, and implement the programme.
- 2.2.7 Plan and undertake all team arrangements, including vehicles, accommodation, ancillary supplies, and team practice venues.
- 2.2.8 Travel with the Team to the event.
- 2.2.9 Coordinate the release of press releases and team updates.
- 2.2.10 Participate in all WAC presentations/team activities.
- 2.2.11 Wear team uniform as designated.
- 2.2.12 Work closely with the IFCS President (Steve Drinkwater) to communicate to the Team all relevant decisions and information provided by the WAC organising committee.
- 2.2.13 Coordinate the Team's travel plans and manage the team during periods of travel.
- 2.2.14 Be available in the months leading up to the WAC to deal with any disputes, complaints or problems that may arise during preparation.
- 2.2.15 Provide regular updates to the ADAA Board of Directors on any such problems, and in conjunction with the Team Coach, any relevant information pertaining to the welfare of a Team Handler or their Host Dog.
- 2.2.16 Liaise directly with WAC officials as the primary representative of the Australian Team.
- 2.2.17 Read and understand all IFCS and WAC rules and regulations as soon as they are available.
- 2.2.18 Provide an empathetic and non-judgmental support role to Team Members.
- 2.2.19 Play a conflict resolution role in the event of disputes between Team Members and/or support crew.
- 2.2.20 Attend all meetings held by the WAC host organisation/committee and represent the Team with regards to dealing with officials, registering and dealing with complaints/disputes, finding out about rules, times and locations for events etc.

- 2.2.21 Liaise directly with the owners of borrowed (host) dogs to ensure that their dogs' needs are understood and met.
- 2.2.22 Interpret and communicate relevant information to the team in a timely manner on a need-to-know basis.
- 2.2.23 Work closely with the Team Coach and submit a report to the Board of Directors on or before 15 December outlining activities of the WAC Training Squad.
- 2.2.24 Work closely with the Team Coach to match the best Team Handler and Team Pool Host Dog combinations.
- 2.2.25 Work closely with the Team Coach at the WAC to choose the best Team Handlers for the 3 dog Team Events.
- 2.2.26 Respect the confidentiality of any personal information of Team Members and/or support crew.
- 2.2.27 Maintain confidentiality of appointment of any Team Members until publicly released by the Board of Directors.
- 2.2.28 Report directly to the Chairman and Board of Directors.
- 2.2.29 Represent the interests of ADAA as outlined by the Board of Directors.
- 2.2.30 The Team Manager and Team Coach must submit a report to the Board of Directors on or before 15 December each year outlining activities of the WAC Training Squad. The Board of Directors will offer Team Handler positions from the WAC Training Squad Members based on their ability to fulfil Team Handler Roles and Responsibilities.
- 2.2.31 The Team Manager and Team Coach will work together at the WAC to choose the best handler/dog combinations from the Team Pool Host Dogs made available.

2.3 Selection Criteria

- 2.3.1 The Team Manager will not handle a dog at the WAC.
- 2.3.2 The Team Manager must be a current financial Member of ADAA.
- 2.3.3 The Team Manager must have been a Member of ADAA for at least two years prior to close of the EOI.
- 2.3.4 The Team Manager must be an Adult, over the age of 18 on the first day of the WAC.
- 2.3.5 The Team Manager may or may not be a Member of the Board of Directors and/or a Judge.
- 2.3.6 The Team Manager must be able to demonstrate past experience at an IFCS World Agility Championship (WAC) in an official capacity, including one of the following:
 - 2.3.6.1 Team Coach,
 - 2.3.6.2 Team Manager,
 - 2.3.6.3 Team Handler,
 - 2.3.6.4 "other" Team position,
 - 2.3.6.5 IFCS and/or Host Country WAC official,
 - 2.3.6.6 IFCS WAC Judge,
 - 2.3.6.7 ADAA will also consider past experience in an official capacity at other major international Agility Competitions.
- 2.3.7 The Team Manager will demonstrate excellent administrative skills including organisational and coordination skills.
- 2.3.8 The Team Manager will demonstrate excellent communication skills including the ability to communicate in a courteous but firm manner with WAC officials and Team Members.
- 2.3.9 The Team Manager will demonstrate the ability to gain a rapid understanding of relevant IFCS processes for the conduct of the WAC.
- 2.3.10 The Team Manager will be available for the full period of the WAC and as needed in the months leading up to the WAC.
- 2.3.11 The Team Manager will be required to meet all pertinent requirements of this document with regards to passports and medical insurance.
- 2.3.12 The Team Manager will be required to (usually) respond to email correspondence regarding the WAC within 36 hours.
- 2.3.13 ADAA Members who wish to be considered for the role Team Manager must submit an Expression of Interest (EOI) Team Manager WAC form on or before 15 August each year (with the exception of 2014 in which case Expressions of Interest must be submitted on or before 27 September 2014). The EOI may be submitted by post, fax or email as detailed on the EOI form. Interested Members should submit an EOI advising of their interest to hold the position of Team Manager and to advise of their qualifications and state why they believe they should be appointed. Interested Members should pay due attention to the selection criteria outlined in this document.
- 2.3.14 The Team Manager will be chosen by majority vote of the Board of Directors. Candidates for the position of Team Manager are not limited to Members who submitted an EOI to the Board. The Board of Directors may also consider other suitable candidates, including a person who has not been a member of ADAA for two years. If there are more than five candidates being considered for the position, the selection of the Team Manager will be undertaken in two rounds. The first round will be to determine the final two

candidates, the second round to determine the Team Manager. In case of a split decision, in either or both rounds, the Board Chairman would be given a second vote.

- 2.3.15 If a Board Member, including the Chair has submitted an EOI for Team Manager, then they must abstain from a vote. If the Chair has submitted an EOI, then the Deputy Chair would break a split vote. If both the Chairman and Deputy Chairman have conflict of interest (submitted an EOI for Team Manager) and cannot cast a vote, then the Director Judging would be used to break the tie.
- 2.3.16 The Board of Directors will publicly announce the Team Manager on or before 31 October.

3. Expressions of Interest

3.1 Member Submissions

- 3.1.1 Members may submit an EOI for more than one position.
- 3.1.2 An EOI from any Team Member who demonstrates misconduct, harsh handling, bad sportsmanship, verbally or physically abusing a dog or fellow competitor, and/or abusing or challenging an Agility Official will be declined and/or cancelled.

4. Funding

4.1 Costs

- 4.1.1 ADAA will pay for reasonable costs for the Team Manager to attend the WAC, including airfares, accommodation, meals and team uniform/clothing, up to a maximum of \$5,000.00. Accommodation and meal expenses will only be paid by ADAA for the duration of the WAC, as stated in this document (commencing on date nominated for Team Members to arrive for team activities) but will exclude all costs associated with sightseeing. Reimbursement of expenses incurred, not previously paid by ADAA, will be made upon presentation of the relevant receipts.

4.2 Fundraising

- 4.2.1 Whilst the Team Manager is not specifically required to participate/assist in team fundraising activities, it is expected that he/she will, at the least, provide a coordination role to the Team.
- 4.2.2 All fundraising by ADAA, ADAA affiliated Clubs and/or individual ADAA Members that makes any reference to the WAC will be “pooled” and divided among Team Handlers (and Reserve Team Handlers who travel to the WAC) once the required funding has been used/allocated to cover the costs of general team expenses. Where a Team Handler sources funds from an external source (eg grant, personal donation), then this may be taken into account when determining the distribution of the balance of the fundraising “pool”.

5. General Obligations

5.1 Sportsmanship/Behaviour

- 5.1.1 This is a team sport; therefore all Team Members must show sportsmanship and team spirit (as a competitor, Team Official or spectator). Team Members are representing ADAA and Australia. Failure to meet any of these expectations is cause for dismissal from the Team. This includes blatant failure (no acceptable reason) to participate in training exercises, fundraising, Team meetings and/or Team activities.
- 5.1.2 Any known charge of misconduct, harsh handling or abusive behaviour by a Member from another sporting organisation, including other dog related organisations may be considered by the Board of Directors and may prevent a Member from being selected as a WAC Team Member and/or removed from the Team.

5.2 Eligibility to Apply

- 5.2.1 The Team Manager does not have to be an Australian citizen.
- 5.2.2 All Team Members must have a valid passport (with at least 6 months left before expiry date) no later than 1 February in the year of the WAC. ADAA will require proof and details of travel and overseas medical insurance before departure. All Team Members must be eligible for entry into the country hosting the WAC and/or must complete pre-entry visa requirements.
- 5.2.3 All Team Members must, upon request and within the deadline advised, provide photographs and/or information, requested by the WAC host country/organisation for catalogues, identification and/or any other requirements they may reasonably require.

5.3 Medical Conditions

- 5.3.1 Team Members acknowledge that the positions require a minimum level of physical fitness and an injury may affect their ability to undertake their role.

- 5.3.2 All applicants must include in their EOI any pre-existing injuries and/or conditions (physical or psychological) which may impact on their ability to undertake their role as described in this Policy. Failure to disclose any known condition will be grounds for removal from the Team. The Team Manager shall be responsible for ensuring he/she provides evidence of his/her appropriate medical clearance to the Board of Directors. ADAA reserves the right to have any, or all, Team Members undertake medical examination by a medical professional of its choosing, to confirm their “fitness” for the nominated role prior to departure.
- 5.3.3 The Team Manager must inform the Board of Directors of any medical conditions/injuries he/she may incur after accepting a Team Member position.

Stakeholders to be consulted prior to policy change:

Board of Directors

Related documents

Memorandum and Articles of Association REF-ORG-010 & REF-ORG-011

Agility Regulations 9th Edition POL-AR-001

IFCS WAC Selection – Team Handler Policy POL-MEM-040

IFCS WAC Selection – Team Coach Policy POL-MEM-044

Expression of Interest Team Manager WAC form FOR-MEM-042

Date	Action (Created/Reviewed)	Created/Reviewed by	Next review due
18 November 2012	Created	Treasurer	
23 November 2012	Approved	Board of Directors	
23 August 2014	Reviewed	Chairman	
2 September 2014	Approved	Board of Directors	