CHECKLIST
FOR
TEAM CAPTAINS' MEETING

ICR ART.	*AGENDA*	*CONTROL*			*NOTES*
216/218	**1. Welcome/Introduction/Roll Call/Attendance List/Agenda**	1	2	3	FIS form
603.3.7	**2. Approval of minutes of the last meeting**				FIS form
603.3.1	**3. Technical Part**				
603.4	• Appointment of jury				603.4.9.1
605	• Appointment of course setters				WC and COC list
607	• Ratification of forerunners				
	• Classification WC and COC				FIS Office
217	• Updating of entries				Quota (WC/COC/FIS)
704	• 1st training list and others				621.7
219/621	• Drawing of lots				603.4.6/621.9
608.1	• Wearing of start numbers				630.1.4
617.2.2	• Rules for protests (15')				640
	• Start list of 2nd run				621.10
	• Report of the day by the O.C.				
210/211/230	• Report by the Technical Delegate				603.4.9/608.4
	• Report by the other members of the jury				
216/704/804	• Review of the intended programme (good or bad weather)				904/1004
	- Weather forecast				
	- Orientation of the courses in the area				
	- Inspection of the course				
	- Course preparation				603.4.6.1
	- Medical services				603.3.9
	- Training course				803.2
	• Proposal of team captains				
	• Final programme				
	- First run on lift				
	- Jury meeting at start or at finish				603.4.10
225/618	- Time and place of prizegiving				603.4.9.3
	• Distribution of radio equipment (Jury)				6034.8
	4. Administrative Part				
223/228	• Accrediting of teams, officials, press, radio, TV, etc.				
	• Lodging, meals, refreshments				WC and COC regulations
	• Issuing and returning of start numbers				
	• Official statements/notice board				
	• Re-imbursements				
	• Mailbox at the race office				
	• Clothing check				
	• Parking/lift facilities				702.4
	• Opening hours of the race office				
	• Check on radio sets (PTT)				
	• Next meeting				
	5. Miscellaneous				