



**SKI &
SNOWBOARD**

RA Update: Team Captains Meeting Minutes

The Team Captains' Meeting may be held either in person or online. This meeting is where Team Captains (coaches), verify entries, observe the draw, review the schedule, are notified of special Jury instructions as well as any penalties that may be assessed for violations, are notified of area regulations, review the “Event Medical Plan” and the location of first aid services, are advised of future meeting schedules, hear the weather forecast, and are able to express their concerns.

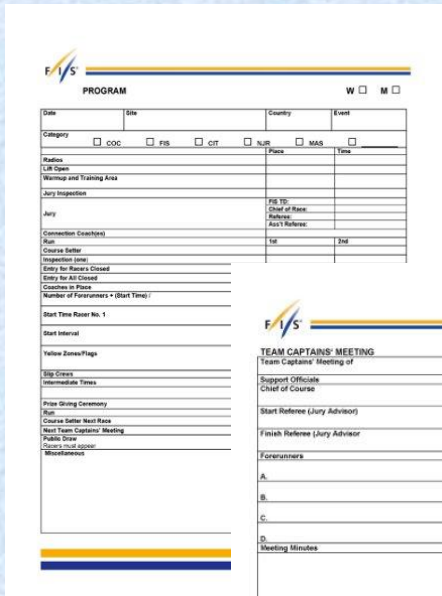
RA Update: Team Captains Meeting Minutes

- › Team Captains' Meeting Minutes must be generated for each race and must be included in the submitted event document packet.
- › Attendance must be kept.
- › Program & TCM Minutes: FIS and non-FIS



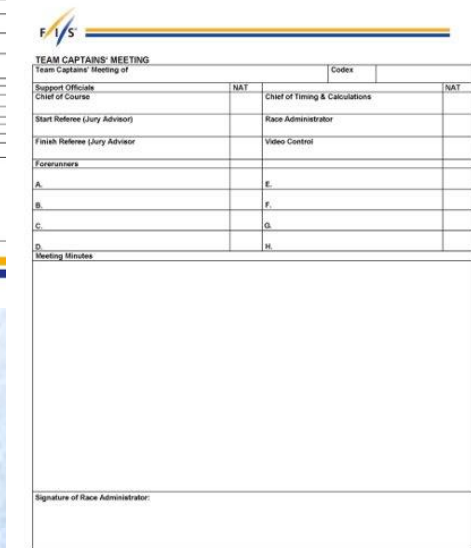
RA Update: Team Captains Meeting Minutes

> Program & TCM Minutes: FIS and non-FIS



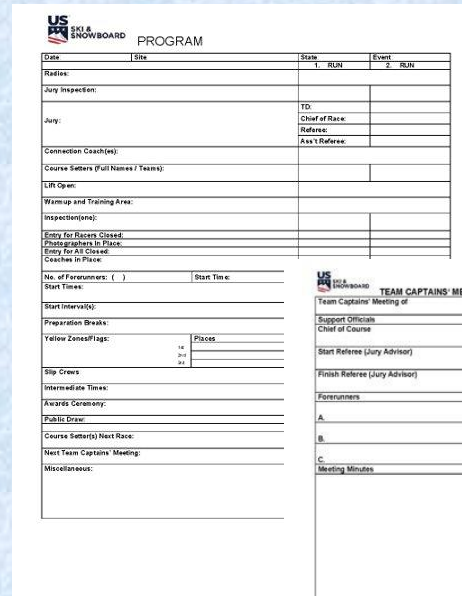
FIS PROGRAM W M

Date	Site	Country	Event
Category	<input type="checkbox"/> COC <input type="checkbox"/> FIS <input type="checkbox"/> CIT <input type="checkbox"/> NUR <input type="checkbox"/> MAS <input type="checkbox"/>		
Place	Time		
Races	Lift Open		
Warmup and Training Area	Jury Inspection		
Jury	FIS TC: _____ Chief of Race: _____ Referee: _____ Asst Referee: _____		
Connection Coach(es)	Race		
Course Setter	1st _____ 2nd _____		
Inspection Area	Entry for Race Closed		
Entry for All Closed	Coaches in Place		
Number of Forerunners (Start Time)	Start Time Race No. 1		
Start Interval	Yellow Zones/Flags		
Slip Crew	Intermediate Times		
Photo Timing Ceremony	Race		
Course Setter Next Race	Next Team Captains Meeting		
Public Sign	Races in Color		
Miscellaneous			



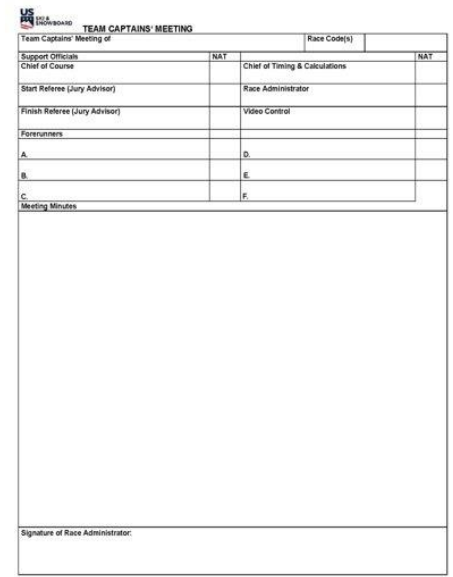
TEAM CAPTAINS MEETING

Team Captains Meeting of	Code(s)	
Support Official	NAT	Chief of Timing & Calculations
Chief of Course		Race Administrator
Start Referee (Jury Advisor)		Video Control
Finish Referee (Jury Advisor)		
Forerunners		
A.	E.	
B.	F.	
C.	G.	
D.	H.	
Meeting Minutes		
Signature of Race Administrator:		



USPSKI & SNOWBOARD PROGRAM

Date	Site	State	Event
Races	1. RUN	2. RUN	
Jury Inspection:	YD: _____		
Jury:	Referee: _____		
Connection Coach(es)	Asst Referee: _____		
Course Setters (Full Names / Teams)	Lift Open:		
Warmup and Training Area:	Inspection(s):		
Entry for Race(s) Closed:	Coaches in Place:		
Coaches in Place:	No. of Forerunners: () Start Time:		
Start Interval(s):	Preparation Breaks:		
Yellow Zones/Flags:	1st _____ 2nd _____	Place(s):	
Slip Crew	Intermediate Times:		
Photo Timing Ceremony:	Public Sign:		
Course Setters Next Race:	Next Team Captains Meeting:		
Miscellaneous:			



TEAM CAPTAINS MEETING

Team Captains Meeting of	Race Code(s)	
Support Official	NAT	Chief of Timing & Calculations
Chief of Course		Race Administrator
Start Referee (Jury Advisor)		Video Control
Finish Referee (Jury Advisor)		
Forerunners		
A.	D.	
B.	E.	
C.	F.	
Meeting Minutes		
Signature of Race Administrator:		



RA Update: Team Captains Meeting Minutes

- Minutes of Team Captains' Meetings are required, and a second page has been added to the Program form to aid in this documentation. This form should be used along with the Attendance List. The Race Administrator must sign the Minutes.



RA Update: Team Captains Meeting Minutes

- The summary of discussion items on the Minutes of Team Captains' Meeting should note whether a roll call of competitors and/or nations is conducted, and whether or not unrepresented competitors are removed from the Board. If competitors who are not represented are left on the Board, a reason should be stated.



RA Update: Team Captains Meeting Minutes

- Summary should also note that the race day schedule (program) and the event Medical Plan were discussed. If available, the summary should include location(s) of “Stop the Bleed” packs. It is recommended, if required by conditions, presentation of an Avalanche Control Report be noted.



RA Update: Team Captains Meeting Minutes

- The summary should also include any rule interpretations; that the Board was accepted as set; what rules were used to set the Board (e.g., series standings or Continental Cup, etc.), the validity date of the applicable Points List, and the procedure used for the draw - whether “double draw” or computer-generated draw.
- For events where quotas are in effect, this should also be noted. If quotas are expanded, the Minutes must note the date of the request for quota expansion (when applicable), as well as the name and title of the individual(s) who approved the request.



RA Update: Team Captains Meeting Minutes

- The Program/Minutes forms are required documents and must be included in the event document packet submitted to U.S. Ski & Snowboard.
 - *The Attendance list should be used for all events but is not included in the event document packet submitted to U.S. Ski & Snowboard; it is filed in the Organizer's event document file.*
- › **MINUTES MUST NOT INCLUDE OPINIONS AND MUST BE SIGNED BY THE RACE ADMINISTRATOR!**



RA Update: Team Captains Meeting Minutes

› Example #1: FIS Program

Meeting Minutes

Will Brandenburg, Chief of Race: Welcome; event discussed; great race and a great surface; winners congratulated. Roll call of competitors; all represented. Course preparation discussed; surface is in good condition. Program discussed; questions and comments requested; none offered. Location of yellow flag zones clarified; will be visible during competitors' course inspection. Men's Giant Slalom injury report requested; competitor wished speedy recovery. Bib distribution discussed; bibs 66-71 need to be returned; may be required for Slalom.

Jean-Francoys Brousseau, FIS Technical Delegate: Thank you for another good day.

Tom Johnston, U.S. Ski & Snowboard Technical Advisor and Referee: Event discussed; efforts of course crew commended. Injury discussed; medical protocol worked; assistance appreciated, but coaches and service personnel must not respond. Course preparation discussed; adjustments will be made, if required. Women's Giant Slalom Course Setters introduced; course setting schedule confirmed.

Tess Alphas, Sun Valley Resort Ski Patrol: Weather report delivered; light precipitation possible; modules not stable.

Wally Rothgeb, Sun Valley Race Department Manager and Organizing Committee Chair: Event discussed; phenomenal effort. Athletes' conduct commended; efforts commended.

Boards accepted as set in accordance with FIS Points List valid 14 March 2024; all quotas respected. Pick and Draw conducted in accordance with current rules for Championship technical events. Comments requested; none offered.

Adjourned 16:40.

Signature of Race Administrator:

Thelma Hoessler (USA)



INTERNATIONAL
SKI AND SNOWBOARD
FEDERATION



RA Update: Team Captains Meeting Minutes

> Example #2: FIS Program

Meeting Minutes
Call to order 19:42
Jury Appointment
Ski Area Comments
Avalanche Report – Not reported in MN
Roll Call
Board Accepted – Using FIS Ranking List 1624
Computer Draw will be used
Weather – All athletes are required to help with a final slip at the end of the day because we are not going to groom and we will use in and out slipping
Bibs will be on the bib tree on in Bear Paw Chalet
Event Medical Plan
Connection Coaches – James Jensen
Program
WhatsApp will be the official posting board
All Team Captains and Coaches are invited to join the Jury for their inspection of the course and on-hill security measures. Any coaches who choose to not attend or bring forth comments during this inspection are giving their implied consent with the Jury's decision.
Team Captains' Questions/Comments
Signature of Race Administrator:



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RA Update: Team Captains Meeting Minutes

› Example #3: National Program

Meeting Minutes

4:30 Roll Call, · a roll call of competitors and/or nations was conducted; all athletes/teams were represented

Introductions:

- Troy Price - TD
- Fletcher White - COR
- Becky Stone - RA
- James Garrison - COT
- Tony Ferlisi - MTN Management

Athlete list reviewed, U14 WR Seeding reviewed and approved.

Jury matrix reviewed, course setters reviewed, shared via Whatsapp, approved

Medical Plan accepted, shared via Whatsapp, includes locations of stop-the-bleed kits

Clean Hill reminders

Weather and Avy report shared via Whatsapp

Program confirmed, shared via Whatsapp

Hill has 3 features:

- Roll 3-4 turns from the start
- Jump into thunder, 3-4 feet
- compression in the idle
- Palmers raceway has a 2 ft jump

RCR North for regsitration, coaches and officials need credentials for 7:30 load

Tony - relayed route to race, welcome to teams

Bib Toss

Fletcher - meeting adjorned

Signature of Race Administrator:



RA Update: Team Captains Meeting Minutes

> Example #4: Announcement Section on Front Page of Program

Miscellaneous: Venue access via Exhibition Chair
Vertical Slip requested, especially on the pitches.
Parents need to stage west side of the finish coral finish coral for viewing.
Clean Hill initiative will be adhered to.
Rack your skis, free skiing in control on public runs.
WEEKEND PARKING RESERVATIONS ARE IN EFFECT
Lost bib fee is \$50. Returned at the end of the race series, or final race for the athlete.

Meeting Minutes

Nick Lewis, Chair of the Organizing Committee for Palisades Tahoe: welcome and thank you for attending. Review of officials; update of ref and setting grid.

Medical plan reviewed and accepted; program reviewed - questions requested and none presented. Venue access and venue preparation reviewed. 27m gates, make sure coaches have correct bit. Vertical slip for inspection.

Weather reviewed for all three days. Requested a quick TCM meeting post race day to review weather plan. Communications of DSQ's via What's App and protests.

Lucy Conklin, Race Administrator: Team Roll Call, all represented. Roll call of athletes for each day completed, all represented. Draw completed based on points list 15 valid Jan 18, 2024.

Christopher Armstrong, Technical Delegate: reviewed the venue and surface. Request any issues be addressed to a jury member versus waiting until the end of the day. See something, say something.

Meeting adjourned 5:45

Team Captains Minutes on a
back side of page

Signature of Race Administrator:

Lucretia K Conklin

