**Team Leader Meetings**

An unofficial Team Leaders meeting is to answer the different questions regarding the arrival of the teams and the logistics of the official training. A provisional entry list should be posted at this meeting for Team Leaders to confirm their entries are correctly represented. This meeting usually does not deal with questions related to the competition itself. This meeting should be scheduled approximately 5 days prior to the commencement of competition.

Some of the information covered in this agenda could be posted on the event website or emailed directly to Team Leaders instead of being discussed at the Team Leader meeting. This would be especially relevant for information required prior to the team arriving at the venue e.g. Official Training schedule, training bib requirements.

The official Team Leaders meeting usually deals with matters related to the competition directly. The official Team Leaders meeting should be scheduled 2 days prior to the commencement of competition.

These meetings are for Team Leaders and Coaches, usually a limit of 2 per Federation.

For World Cups the Team Leaders meeting should be held in a room with a capacity for at least 60 people to sit, World Championships require capacity for 100 people. There should be a platform large enough for the Chairman of the meeting, the Jury, the Chief Judge and the Technical Organiser located at the front of the room. The room should also be equipped with a sound system with two microphones and a projector and screen. The Team Leader meeting area should be in a private location not open to non participants to witness or overhear.

The Team Leaders meeting agenda should be distributed to the team boxes at least 4 hours prior to the meeting. A sample Team Leaders meeting agenda is available at <http://www.canoeicf.com/icf/Aboutoursport/Canoe-Slalom/More-on-Canoe-Slalom/Event-Management.html>

At the Team leader meeting following the roll call there should be a calculation of the majority should a vote be required. The majority is 50% plus one. Each participating Federation would receive one vote.

**Relevant Rules**

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