



## Team Captain Responsibilities:

- Supply Company profile (brief paragraph describing company, 150 words or less) & company logo to Special Olympics.  
**Due January 22, 2010**
- Work with Special Olympics to accommodate additional needs of company & team, such as additional rooms or ski passes.  
**Due January 22, 2010**
- Provide Team members and guest rooming information and names to Special Olympics.  
**Due February 1, 2010**
- Confirm the company live auction donated item with a minimum value of \$1,000 to Special Olympics.  
**Due February 15, 2010**
- Secure company item to be included in Guest Welcome Bags.  
**Due February 15, 2010**
- Distribute for WinterFest information to company and company team as received from Special Olympics.  
**Ongoing**

### Winterfest Weekend

Attend the Team Captains Meeting on *Friday, March 5, 2010* at 5 pm at Hyatt Regency Lake Tahoe Resort.

Assign race order of team members. Company racers will race in spots 2-9. The celebrity will race in the 1 spot and the Special Olympics athlete in the 10 spot. *Once you assign your race order, the order cannot be switched.*

***Due at Team Captains meeting.***

On Race Day, ensure that *ALL* team members are in the staging area & ready to ski on time. If a member is late, that racer will be disqualified for that race. We suggest that teams bring 2-way radios for their team members.

Coordinate any post event communication to team members, if needed.

*Cancellation Policy: In the event of inclement weather, every attempt will be made to hold all Winterfest 2010 events during the scheduled weekend. Due to contractual obligation for the event, all fees paid to Special Olympics Northern California for Winterfest 2010 are non-refundable.*