

IESA Sectional Cross Country Manager's Responsibilities/Checklist

PRE-MEET	
Communication: Send a letter to the schools assigned to your sectional and provide the following information:	
1	Date, Time Schedule and location of warm-ups, races and awards ceremony
2	Practice times when course is available
3	Special ground rules or information about irregular terrain
4	Finish/chute procedures must be sent to participating schools in advance
5	Check-in times and location
6	Parking for buses and fans
7	Location of spectator viewing areas
8	Location of merchandise
9	Availability of restrooms
10	Provide the names and phone numbers of school/meet personnel
11	Request the phone numbers, bus times, and coaches names of competing schools in case of emergency
12	Make sure you have informed coaches of the procedures for severe weather.
13	Assigned meet officials will make all official rulings in accordance with Terms and Conditions and NFHS rules
14	Remind schools of the online order procedure for merchandise.
15	Box assignments are to be randomly assigned by the host in advance of the sectional meet.

Facilities	
1	Secure all facilities to be used at the site
2	Clear parking area for event
3	Establish a Team Check-in area
4	Prepare and mark the Starting Boxes
5	Directional signs for teams, spectators, officials
6	Make arrangements for hospitality, concessions, merchandise pick-up, officials, media, and meet workers
7	Obtain and prepare signs and flags for marking the course
8	Prepare Finish/chute area for runners to finish at the "mouth" (front) of the chute

Equipment/Supplies Needed	
1	Air horn and portable hand-held speaker for starter
2	Check video equipment
3	Check computer program (if applicable)
4	Check PA system for working condition
5	Obtain appropriate pre-meet music and post-meet music, including the National Anthem if it is not being sung by an individual or group
6	Extra garbage cans in areas
7	American Flag, if available
8	Organize awards ceremony and inspect awards at least one week prior to the event to make sure they have arrived and are correct and contact Nicole Schaeftbauer at the IESA Office if there are any problems with awards.
9	IESA will assign your meet officials. IESA will send the checks to the meet officials after the meet.
10	Prepare scoring sheets and numbers for contestants. If safety pins are needed, obtain them and include them in the team packets that will be picked up at Team Check-in
11	Numbers for runners. As a reminder, bibs must be used at your meet.
12	Check Sectional Entry Forms

Signage	
1	Event signs (Check-In, etc.)
2	Course signs (Starting Box Numbers, Finish Line, etc.)
3	Rest room signs
4	Parking signs
5	Concession and merchandise signs

Sports Information	
1	Collect team rosters and other pertinent information
2	If possible, contact local media in advance of meet
3	Update meet information on the IESA website
4	Must post results at the site
5	Must report results of the sectional to the IESA Office using the on-line reporting process

Concession Stand	
1	Select an individual to coordinate workers
2	Menu
3	Cash box responsibilities
4	Garbage cans
5	Area for merchandise sales

Meet Personnel/Workers	
1	IESA will assign your Starters/referees--Contact these individuals to inform them of site, time, location, etc
2	Finish Line Judges (be sure to have sufficient numbers to pick places of the runners at the finish line.
3	Other meet personnel, you should contact schools assigned to your meet to supply additional volunteer workers to help conduct your meet
4	Get phone numbers of officials in case of emergency
5	Timer
6	Person to call mile split
7	Adequate personnel to help in chute area

Trainer	
1	Phone number of hospital and ambulance service. Have plans for emergency situations if an ambulance is needed.
2	If ambulance is not on site, it is a good idea to get some type of qualified medical help on site. A trainer, on hand is a very good idea.
3	AED available.

RACE DAY	
Course and Equipment	
1	Check course markings and the terrain (Be sure of safety. Trim any low hanging limbs off trees and shrubs, pad all poles on the course, etc.)
2	PA announcements if used
3	PA system hooked up
4	Video set up
5	Computer program set up (if applicable)

Other	
1	Make sure restroom facilities are available and operating
2	Scorer area prepared
3	Tables for concessions and merchandise
4	Concession and merchandise area prepared
5	Water for runners at finish line
6	Terms and Conditions available
7	NFHS Track and Field Rules Book available

Meet Time Schedule—(Approximate schedule) (Showing recommended Timing Sequence leading up to and through the conclusion of the event)	
<p>**A minimum of 45 minutes will be scheduled between race start times. This may be adjusted the day of the meet by the meet officials for weather situations.**</p> <p>When teams arrive to pick up team packets, substitutions may be made at that time.</p>	
Race 1	
	Participants allowed on course
	Call for Race 1 participants to report to finish line
	National Anthem
	Participants line up for identification by the starter
	Instruction from the starter
	Race begins
	Race ends
Race 2	
	Participants allowed on course
	Call for Race 2 participants to report to finish line
	Participants line up for identification by the starter
	Instruction from the starter
	Race begins
	Race ends
Hold mandatory coaches meeting prior to the start of the awards ceremony	
	Awards Ceremony

Post Race	
1	Sectional Managers must report results to the IESA Office as required by 6:00 p.m. the day of the race. See enclosed instructions for reporting results.

Duties of Sectional Cross Country Meet Officials

Make an inventory of the help needed and then proceed to organize the help. Do not hesitate to call upon other schools assigned to your meet to supply workers.

All officials and workers should be made thoroughly familiar with the duties and responsibilities.

Officials Needed On the Course	
Referee/Starter (required)---Assigned by the IESA Office	
1	Finish Judges
2	Caller
3	Checker
4	Chute Inspectors
5	Course Inspectors
6	Timers
**Note: These positions are on as needed basis and are usually done with parent volunteers.	

DUTIES OF THE MEET PERSONNEL	
Referee/Starter	
NOTE: IESA will assign a girls referee/starter and a boys referee/starter. When not acting as the referee/starter, the individual will assist.	
1	Place the teams in proper position on the starting line
2	Start the race
3	Act as referee on all decisions in the conduct of the race
4	Disqualify any runner for unsportsmanlike conduct or for any flagrant violation of the rules
5	Instruct the runners regarding the race and inspect their uniforms before the start of the race

Finish Judges	
1	Stand at the finish line and determine the proper order of contestants as they cross the finish line
2	Assist the starter in determining the order of finish

The Finish Judges and the Chute Judges are responsible in seeing fairness prevail. It can get hectic when a jam-up occurs.

Chute Inspector	
The chute inspectors gather at the Finish Line and go over all finish procedures. Nothing is left to chance -- the individuals should be experienced in their duties.	
1	Supervise the runners in the chute. Any runner after crossing the finish line is entitled to his/her position in the line
2	Assist in every way possible to see that each runner is properly checked in the order of his/her finish

Checkers	
1	Record the order of the finish as given to them by the finish judge(s). In case of a conflict in records, if two are in agreement, their records shall be recorded as official. If an agreement cannot be reached, the final decision shall be made by the referee
2	There should be at least two checkers recording the call of results

Course Inspectors	
1	Observe the conduct and course of the runners during the race
2	Record the name and school of contestants that are in violation and report the infractions to the referee/starter

Timers	
1	Time the race

Preparation of the Course

Courses for the sectional and state final meets for both the boys and girls shall be no more than 2.1 miles nor less than 1.9 miles in length. Every effort should be made to run on a two-mile course. The length of the course for the state final races will be 2.0 miles. The boys and girls will run in separate races during the state series. **The sectional host will provide the IESA with the exact length of their course.**

Flags

The course should be marked by signs or flags clearly visible for a distance of 100 feet. These flags should be at least 6 feet above the ground.

Flag Designations:

- 1 Red flag indicates a turn to the left. Runners must stay on the right side of the flag.
- 2 Yellow flag indicates a turn to the right. Runners must stay on the left side of the flag.
- 3 Blue flag indicates a course straight ahead. Runners may run on either side of the flag.

Lines

Turns and guidelines should be indicated by a line on the ground drawn with a material which is not injurious to the eyes or skin, i.e. white athletic field marker, chalk or paint. The time and effort put into the marking and placing of proper guides on the course will result in a better understanding by the coaches and runners.

Safety

It is recommended that in the interest of safety:

- 1 Use rigid poles that are padded
- 2 Place the poles near natural boundaries such as trees and bushes
- 3 Have an official stationed by the flags and poles
- 4 Protect all metal chute posts with padding or wrap
- 5 Trim all low branches that are overhead on the course and trim back bushes that extend onto or in close proximity to the course. Obstructions on the ground that might cause tripping should be removed from the path of the runners. These obstructions may result in serious fall and possible injuries.

Starting Line

The starting line should be placed so that there is a long straight-away before a turn is reached. It is recommended the beginning straightaway be at least 100 meters before any significant turns. If it is possible, there should be an opportunity for a gradual narrowing. This allows the runners to become spread out before the turn.

The straight-away at the start should be wide enough to accommodate all the teams and individual runners.

A 2-inch wide starting line marked at the beginning wide enough to accommodate all teams. It should extend a distance equal to the number of teams multiplied by a minimum of 3 feet.

Finish Line:

The finish must be at the mouth of the chute and not the neck. At the end of the course, it is recommended that the straightaway be at least 150 yards.

Diagram Of The Chute for Finish:

Please refer to the diagrams included in the NFHS Track and Field and Cross Country Rulebook.