



# ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

## 2024 INSTRUCTIONS FOR CROSS COUNTRY STATE MEET

**WHETHER YOUR SCHOOL QUALIFIED A TEAM OR AN INDIVIDUAL, A COACH MUST ACCOMPANY THE ATHLETE(S) TO THE MEET AND STAY THROUGH THEIR RACE.**

### I. Meet Schedule

- A. The schedule is posted to the IESA website at [https://www.iesa.org/activities/cc/IESA-CC\\_Schedule.pdf](https://www.iesa.org/activities/cc/IESA-CC_Schedule.pdf)
- B. A mandatory meeting for all coaches will be held prior to each class of races (boys and girls). The Meet Referee will conduct the meeting and will be held near the softball diamonds.
  - a. Class 1A meeting @ 8:30 a.m.
  - b. Class 2A meeting @ 10:05 a.m.
  - c. Class 3A meeting @ 11:35 a.m.
  - d. Class 4A meeting @ 1:05 p.m.
- C. Make sure that you review the time schedule and have your runners report to the starting line in a timely manner.

### II. Meet Information

- A. **FRIDAY PRACTICE:** The course will be open for practice on **Friday beginning at 2:30 p.m.** Remember, it is a school day for the host school. Please be respectful of the school grounds and any outdoor classroom activities. If you need to use the restrooms, please use the facilities next to the softball diamonds, the tennis courts, or the port-a-potties. **DO NOT ENTER THE SCHOOL.** Additionally, please keep the course free of trash.
  - a. Please refer to the course map for layout. A map of the course is available at the following link: [http://www.iesa.org/activities/cc/maps\\_Normal\\_MaxwellPark\\_Course.asp](http://www.iesa.org/activities/cc/maps_Normal_MaxwellPark_Course.asp)
  - b. **FRIDAY PARKING:** Teams and spectators should use the Maxwell Park or Champion Fields parking lots prior to 4:00 p.m. After 4:00 p.m., teams may use the Parkside Junior High parking lot.
  - c. **SATURDAY PRACTICE:** Course will be open for practice until 8:15 a.m.
- B. **\*NEW\* PACKET PICK-UP/CHECK-IN:** All schools that qualified runners for the state meet must pick up their packet on Saturday morning **just to the north side of Parkside JHS under the blue tents**. Inside the packet will be the bib and hip numbers assigned to your runners, safety pins, a copy of the starting box assignments (already posted online), and final instructions. Packets may only be picked up by coaches. Please do not send athletes or parents to pick up your packet.
- C. **QUALIFYING TEAMS:** Any runners listed on your Sectional Entry Form may run at state if you qualify as a team. There is no need to contact the IESA Office if a runner who ran at sectionals will not run at state.
  - a. When you check-in for the state meet on Saturday, you will receive bib and hip numbers for all 10 of your runners (or the number of team members you listed on your Sectional Entry Form). Distribute the bib/hip numbers to those seven runners running in the meet that day. **DO NOT DISTRIBUTE BIBS TO THE RUNNERS NOT RUNNING UNTIL THE MEET IS COMPLETELY OVER.**
  - b. Team members who are not running in the state meet should not be given their bib/hip number until after the meet, preferably on their way home. The possibility of a runner's tag being mistakenly picked up by the computer is greatly reduced if the non-runners do not have their tags.
- D. **QUALIFYING INDIVIDUALS:** Schools with individuals who qualified will also pick up their packet on Saturday morning **just to the north side of Parkside JHS under the blue tents**. Each individual who qualifies will have an assigned bib and hip number within the packet. If the qualified individual will not participate in the state meet, you must call the IESA Office to scratch that individual. There are no replacement runners for individual qualifiers who scratch.

- E. **PROCEDURE REGARDING WEARING OF BIB AND HIP NUMBERS:** Runners will wear the numbers on the front of their uniform top and placed high on the front center of the uniform.
  - a. You must be sure that the bib number assigned to each individual is actually being worn by that individual. Each bib will have the runner's name on it.
  - b. Instruct your runners to race through the finish line. Since the finish line is 15 ft. wide, runners can race to the finish.
  - c. **HIP NUMBERS:** Hip numbers should be placed on the athlete's **RIGHT** hip. Please make sure that the numbers are securely attached to the athlete's uniform bottom.
- F. Water will not be available at the finish line. If you want to ensure your runners have water or a sports drink when they finish, be sure to meet them outside the finish area when they exit.
- G. Mile split times will NOT be read aloud. Instead, a clock will be at the mile split for all runners to see.
- H. EMTs and athletic trainers will be on-site in case of injury or emergency. These individuals will be located at the finish line. Please understand that these individuals are for injuries or medical situations. Please bring your own tape, band-aids, etc.
- I. **CROWD CONTROL:** It is only natural that people will want to crowd the finish line. Please help us by talking to your parents about staying away from the finish line area.
- J. **COURSE MARKINGS:** The course will be marked with a double boundary. Please ensure that your athletes are familiar with this marking and aware of directional signs. Also, please talk with your parents to remind them to stay off the course and out of the way of the runners.
- K. **CLEAN-UP:** Please talk to your runners about clean-up. When you check in, garbage bags will be available. Please take one of these with you and keep your area clean. We need your help with this. Please do not discard the safety pins on the ground. Trash should be placed in the trash containers located throughout the course. If you attend the awards ceremony, please take your trash with you when you leave. This becomes important as ceremonies are run back-to-back.
- L. **PARKING:**
  - a. **PRIMARY PARKING AREAS:** The parking lot at Parkside Junior High School has limited paved space. The majority of parking will be available in the paved lot north of Maxwell Park across Gregory Street near Champion Fields. There will also be grass parking available in that area. Please encourage parents to use the Champion Field lots.
  - b. Parking is also available in the Normal West High School parking lots. Limited parking is available on the streets surrounding Maxwell Park and Parkside Junior High School. Please refer to posted street signs. The Town of Normal police will ticket cars that are illegally parked.
  - c. Parking in the grass (weather permitting) is available south of Parkside Junior High and at Parkside Elementary.
  - d. Buses will be directed to the North side of Normal West High School.
  - e. **HANDICAP PARKING:** All spaces in the Maxwell Park lot will be reserved for handicap parking, and appropriate tags will be required.

### III. Awards and Results

- A. **AWARDS:**
  - a. **INDIVIDUALS:** The top 25 individuals in each race will receive a medal.
  - b. **TEAMS:** The top 4 teams will receive a trophy for the team and 15 medals.
- B. **POSTING OF RESULTS:** The top 25 individuals in each race will be posted outside near packet pickup and on the IESA website after each race.
  - a. The top 25 individuals must report to Normal West High School's SOUTH GYMNASIUM for a group picture and awards ceremony no later than 30 minutes before the beginning of the ceremony.
  - b. Complete award ceremony instructions will be included in the packet you pick up at check-in.
  - c. Complete state results will be available on the IESA website by 5:00 p.m. on Saturday.
- B. The top four teams will each receive a trophy and medallions. The teams will be posted on the boards near packet pick-up and presented at the specific class award ceremony.

- C. All award ceremonies will be held in Normal West High School's MAIN Gymnasium, just north of Normal Parkside School on Parkside Road. The Class 1A awards ceremony will begin @ 11:30 a.m. Class 2A awards ceremony will begin @ 1:00 p.m. Class 3A awards ceremony will begin @ 2:30 p.m. Class 4A awards ceremony will begin @ 4:00 p.m.

#### IV. Tournament Extras

- A. **CUBBY HOLE: FRIDAY SALES OF MERCHANDISE/ PRE-ORDER PICK-UP:** Cubby Hole will be on site on Friday at Parkside. For those schools who go to the course on Friday to practice, Cubby Hole will be set-up by 2:00 p.m. to sell merchandise and imprint purchases. If you complete a state pre-order and will practice at the course on Friday you can also pick up your pre-order in the Parkside gym after 4:00 p.m.
- B. **CUBBY HOLE: SATURDAY SALE OF MERCHANDISE:** If you are not practicing on the course on Friday and you send in a pre-order, that pre-order can be picked up in the gymnasium inside Parkside JHS on Saturday. Merchandise purchased on Saturday, can be imprinted only at Parkside Jr. High. THERE WILL BE NO SALES OF MERCHANDISE OR IMPRINTING OF PREVIOUSLY PURCHASED MERCHANDISE AT NORMAL WEST HIGH SCHOOL DURING THE AWARDS CEREMONY. For those who are making your first trip to the IESA state meet, please heed this advice---use the pre-order form. It will save you a ton of time! **Keep in mind that the online store will close at midnight on Oct. 9<sup>th</sup>.**
- C. Link to the Cubby Hole: <https://cubbyholeonline.com/iesa/>
- D. **EVENT PRO PHOTOGRAPHY:** Representatives from Event Pro photography will take a picture of your team and/or individuals on either Friday from 2-5 p.m. (on the course near the starting line, next to the tennis courts or on the softball field) or Saturday morning (on the stage in the main gymnasium at Parkside) prior to your race. Souvenir photo plaques are then made up for all participants who wish to order one. Information regarding photos is available from the link that you were sent.