

**TO: BOYS/GIRLS CROSS COUNTRY COACH**  
**FROM: DOUG POHTO, MEET MANAGER**  
**SUBJECT: OHSAA DISTRICT CROSS COUNTRY MEET AT LAKELAND C.C.**

Enclosed with this letter is the pertinent information for the 2012 District X-C Championship. The meet will again be contested at Lakeland C.C. on Oct. 20th. Since Lakeland **has no involvement** with the management of this meet, do not contact L.C.C. concerning this meet. Oct. 20<sup>th</sup> is also an ACT test day. Included here are on-line entry instructions, a time schedule, Regional qualifying standards, parking instructions, directions to Lakeland C.C., and course inspection times. This letter and a map will be also be posted on Baum's Page. The list of participating schools can be found at [www.NEDAB.org](http://www.NEDAB.org), the NE Board's web site.

**PLEASE PAY CLOSE ATTENTION TO THE FOLLOWING:**

1. Remind your AD or School Rep. that they are responsible for indicating your intent to participate or not participate in the X-C tournament by Oct. 3rd. **As the meet manager, I do not have the ability to add or delete a school from the tournament. This must be done by your Athletic Director/Rep. in their account on myOHSAA.** Your AD or Rep. is also responsible for providing your PACP No. and coaching certification no. among many things to the OHSAA. Failure to declare your intentions or changing your decision after the assigned date may lead to a \$150 fine.
2. Your entry work must be done on Baum's Page. The entry window opens at 8:00 A.M., Sunday, September 16<sup>th</sup> and **will close precisely at 3:00 P.M. on Sunday, Oct. 14<sup>th</sup>.** Completing your entry work early will be greatly appreciated. **The OHSAA has a \$150 fine for late entries. Sending your eligibility list does not constitute entering the meet.** Entries **must include** name and grade. Results will be posted on Baum's Page.
3. **Your eligibility must be in my hands, on or before Friday, Oct. 12<sup>TH</sup>.** It may be e-mailed to me as an attachment at [cheryl@ncweb.com](mailto:cheryl@ncweb.com) or mailed to **126 S. Doan Ave., Painesville, Ohio, 44077.** **There is no fax number!** Your eligibility will be compared to your entries. Anyone not appearing on your eligibility list will not be eligible to compete in the meet.
4. Substitutions may be made up to **1½ hour** before your assigned race on the form that will be in your packet or you may also make a change by sending me an e-mail the week leading up to the meet with the necessary information.
5. In keeping with NEDAB policy, **there is no "open" race run** following the scheduled races.
6. With Saturday classes in session, **L.C.C. has requested that no school arrive on campus prior to 9:30 A.M..**

**7. The course will be available for inspection on Tuesday, Oct. 16<sup>th</sup> and Thursday, Oct. 18<sup>th</sup>, from 3:00 P.M. to 5:30 P.M.**

**8. There are directions to and parking instructions for L.C.C. enclosed. Please copy this page for your athletes and parents.**

**9. There are no markings permitted on the course, other than those provided by meet management. A violation of this rule will lead to a DQ of any team involved!**

**10. The area of competition will be defined as the actual course and the area surrounding the start/finish area. Coaches should remind all participants that they must abide by the OHSAA rules concerning conduct inside that defined area.**

**11. The area behind Mooreland Mansion is “off-limits” to everyone except officials, as are the varsity baseball and soccer fields.**

**12. There will be District Meet T shirts on sale and a concessions trailer for your convenience.**

If you have any questions concerning the meet, please feel free to contact me at 440-357-9051 or e-mail me at [cherylp@ncweb.com](mailto:cherylp@ncweb.com). **Again, L.C.C. has no involvement with the management of this meet, thus there is no need to contact anyone at L.C.C.!!!** This meet will involve over 350 athletes. Your diligence in this matter is greatly appreciated.

Yours Truly,

Doug Pohto,  
Meet Manager

## **TIME SCHEDULE**

- 9:30 A.M.** Site opens for teams and spectators, site is closed to everyone until then. Teams should report to the starting line 15 minutes before the start of their assigned race.
- 9:30 - 10:45** Course familiarization and packet pick up. Course should be cleared by 10:45.
- 11:00** Boys Division II Race - 12 teams assigned, at this time.
- 11:40** Boys Division I Race - 16 teams assigned, at this time.
- 12:20** Girls Division II Race - 12 teams assigned, at this time.
- 1:00** Girls Division I Race - 16 teams assigned, at this time.

## **TEAMS AND INDIVIDUALS QUALIFYING TO BOARDMAN**

### **Division I**

**Boys** (16 teams assigned) - The top 5 teams plus any competitors in the top 20 not on a qualifying team.

**Girls** (16 teams assigned) - The top 5 teams plus any competitors in the top 20 not on a qualifying team.

### **Division II**

**Boys** (12 teams assigned) - The top 4 teams plus any competitors in the top 16 not on a qualifying team.

**Girls** (12 teams assigned) - The top 4 teams plus any competitors in the top 16 not on a qualifying team.

**The number of teams assigned in each division is subject to change, depending on the teams that declare their intention to compete in the tournament by the Oct. 3<sup>rd</sup> deadline.**

## **TRAVEL DIRECTIONS TO LAKELAND**

### **FROM THE WEST**

Take Interstate 90 East. Exit at S.R. 306, Exit 193 (Mentor/Kirtland) and turn right onto S.R. 306 (south). Go 1/8 of a mile and turn left at the light onto Clocktower Dr.. At the head of Clocktower Dr., turn left towards the Athletic Facilities.

### **FROM THE EAST**

Take Interstate 90 West. Exit at S.R. 306, Exit 193 (Mentor/Kirtland) and turn left onto S.R. 306 (south). Go 1/8 of a mile and turn left at the light onto Clocktower Dr.. At the head of Clocktower Dr., turn left towards the Athletic Facilities.

## **PARKING INSTRUCTIONS**

**SCHOOL TRANSPORTATION** - After dropping off the athletes, buses are asked to park in the west end of the parking lot away from the area of competition. The exception to this would be if there is inclement weather.

**HANDICAPPED** - For those people with handicap tags, there is a lot specifically for the Handicapped to the southwest of the softball field/race course.

**SPECTATOR PARKING** - There is sufficient parking as you enter the campus. Please do not park in the areas marked "STAFF", tickets will be issued by the Lakeland's Police Dept.. The parking lot adjoining Mooreland Mansion is **not available**, there may be an event scheduled for that afternoon. **DO NOT park along a roadway, i.e. the roadway leading out of L.C.C. to Garfield Road.**

**COACHES** - Please pass this information along to your parents and followers.

# 2012 OHSAALakeland C.C. District Cross Country Tournament

## Online Entry Instructions

Entries must be submitted online at [www.baumspage.com](http://www.baumspage.com)!

The Entry Window will open at **8:00 AM, Sunday, September 16<sup>th</sup>**.

**The Entry Window will close precisely at 3:00 P.M., Sunday, October 14!**

### District Tournament Entry Procedure:

1. **Mail** a copy of the **Eligibility Certificate** to 126 S. Doan Ave., Painesville, Ohio, 44077 or **e-mail a copy** to [cheryl@ncweb.com](mailto:cheryl@ncweb.com) to Doug Pohto the Tournament Manager **on or before Friday, Oct. 12th!** **There is no fax number!**
2. Use the **Online Entry Form** at [www.baumspage.com](http://www.baumspage.com) to submit entries **before the deadline listed above!**
  - a) Late entries will not be accepted without OHSA permission and a possible \$150 Late Entry Penalty!
3. Please note: **All user accounts from 2010-2011 were retained, but the associations with the schools and teams were deleted.**
  - a) **If you already have an account for 2012**, go to [www.baumspage.com](http://www.baumspage.com) and use **Online Entries** or **Login** to access your account.
  - b) **If you do not have an account**, use **Online Entries | Apply** to create your account.
4. Use **• Coaches • | Select Teams** to select your **School**.
  - a) Click **Get available Teams** and then **Make me the Coach**. Repeat for other gender.
5. Use **My • Coaches • | Cross Country | Modify Athletes** to enter your alphabetic roster.
  - a) Use Upper and Lower Case! **Check carefully! All names import exactly as listed!**
  - b) You may enter athletes one at a time by filling in name and grade, then **Add Athlete**.
  - c) Or you **can import your complete roster by pasting them** from an Excel file. Use one row per athlete: First Name, Last Name, and Grade. Highlight and paste into textbox, then click **Import Athletes**.
6. Use **• Coaches • | Cross Country | Submit Rosters** to enter them in the tournament.
  - a) Select your team and click **Get Available Events**.
  - b) Select **the correct district** and **correct division** then click **Get Roster**.
  - c) Click on **None** and select up to 7 athletes that you intend to enter.
    - i) Click **Submit Roster** to save the entries.
    - ii) Click **Get Printable Roster** to print a copy for your records.
      - a) Only the athletes listed on the **Confirmation Form** are entered in the tournament!
  - d) If there are errors or an athlete is missing, use **Modify Athletes** to make the correction and **Submit Rosters** to submit entries again.
7. **Create your account and submit a tentative roster early! Don't wait until the deadline!**
  - a) Login anytime before the entry deadline to make changes online.
  - b) **Changes may be made at tournament check-in** as long as the athlete is included on the Eligibility Certificate!
8. **If there are any problems with the Online Form**, click the **Contact Us** link and submit a **Help Request!**
  - a) Please allow up to 8 hours for a response! \*Most responses will be in less than 4 hours.
  - b) Call Gary Baumgartner at 513-424-6201 or Terry Young at 740-753-0561 if you need immediate help!

**Entry Window closes precisely at 3:00 P.M. on  
Sunday, October 14<sup>th</sup>!**