



TO: Beachwood, Berkshire, Brooklyn, Cardinal, Chagrin Falls, Crestwood, Cuyahoga Heights, Edgewood, Geneva, Grand Valley, Harvey, Hawken, Independence, Kirtland, Lakeside, Lutheran West, Orange, Perry, Richmond Heights, Trinity, West Geauga, Wickliffe

FROM: Jim Doyle, Athletic Director, Hawken School

DATE: October 8, 2020

SUBJECT: Chagrin Valley Conference Cross Country Championship

The following contains information for to the 2020 Chagrin Valley Conference Cross Country Meet at the Hawken School Gates Mills Campus on **Saturday, October 17, 2020.**

Please read all the information, paying particular attention to the instructions relating to on-line registration, admission, Covid standards, and parking at the site. I need your complete cooperation to insure we do not have any race day administration problems.

Please make any race day changes to your roster at least ½ hour prior to the start of the race. You are required to make these changes to the scoring official located in the “Finish” area!

If you have further questions, or if you need clarification on any matter relating to this event, please feel free to contact Christopher Farroni – Girls Cross Country Coach at 216.346.1583 or cfarr@hawken.edu.

CVC Cross Country Divisions:

- Chagrin – Beachwood, Chagrin Falls, Crestwood, Edgewood, Geneva, Harvey, Hawken, Lakeside, Orange, Perry, West Geauga
- Valley – Berkshire, Brooklyn, Cardinal, Cuyahoga Heights, Grand Valley, Independence, Kirtland, Lutheran West, Richmond Heights, Trinity, Wickliffe

Chagrin Valley Conference Cross Country Championship
Saturday, October 17, 2020

Hawken School – Upper Campus 12465 County Line Road, Chesterland, OH 44026

Spectators:

- Limited spectators will be permitted admission to the meet.
- Admission is \$6.00, plus ticketing fee per person. Tickets must be purchased in advance at: www.hawken.edu/tickets
- Teams will be allotted a total number of admissions equal to the number of runners x 2. See final page for team admission allowances. If the number listed is not accurate, please contact Chris Farroni - cfarr@hawken.edu.
- In order to purchase tickets, teams must provide spectators with assigned ticketing code. **Codes will be sent to individual schools through each Athletic Office.**
- Spectators will be required to show their ticket email receipt in order to gain access to the campus. No ticket means no access!
- If participating athletes are arriving with parents, they must be in uniform! Otherwise they need a ticket.
- Spectators must wear masks and maintain social distancing throughout the meet.
- Spectators are asked to wait in their car until on hour prior to the start of races and return to their cars immediately after races have completed.
- Spectators are restricted from entering the team camp area, warm-up area, starting line area and track level.

Starting Line:

- Teams will be assigned a starting area that will have dots painted on the ground. Runners are to start from a dot.
- Athletes are to wear a mask in the starting area until instructed to remove them by the meet official. This will happen roughly 1 minute prior to the start of the race.
- Teams are not to report to the starting line until 5 minutes prior to the start of the race.
- No run-outs or group cheers are permitted in the starting area. Please do your strides, etc. in your assigned warm-up area.

Finish Area:

- Only athletes, officials and coaches are permitted in the finish area.
- Coaches and Officials must wear mask throughout the meet as well as in the finish area.
- Once athletes finish the race, they must put their mask on as soon as possible and return to the designated team area.

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Time Schedule

8:00am	Site opens for teams
8:00-9:45am	Pick-up race day packet and course walking (see map for location)
9:00am	Site opens for spectators. We ask spectators to wait in their cars until 15 minutes prior to the start of the race and return to their cars 15 minutes after the conclusion of the race
9:30am	Roster changes due at finish line area
10:00am	Boys Team Race
10:45am	Girls Team Race
11:30am	Boys Open Race
12:15pm	Girls Open Race, if needed.
1:00pm	Announcement of CVC Championship Results and Team Honors
1:20pm	Coach Meeting at finish line – Submit Honorable Mentions/Nomination for Coach of the Year.

Team Entries:

- Each Team can enter a maximum of seven (7) runners in the Team Race. Teams need to declare the 7 runners at the time of entry. Modifications can be made up to 30 minutes prior to team races.
- If a school has less than 5 total athletes on the team, those athletes can run in the team race in order to be eligible for conference honors. They will be removed from the team score calculations.
- The Open Race is for those runners that did not compete in the team races. Boys & Girls will run in separate races. If there are fewer than 150 total girls participating, all girls may be combined and run in the team race.
- **ALL ENTRIES MUST BE SUBMITTED ELECTRONICALLY, PLEASE FOLLOW THE INSTRUCTIONS INCLUDED IN THIS PACKET. THE DEADLINE FOR ON-LINE ENTRY IS 8:00 PM ON OCTOBER 14, 2020. www.baumspage.com**
- Team Race Entries must be submitted in the “Chagrin Valley Conference Chagrin Varsity or Valley Varsity” Event.
- Open Race Entries must be submitted in the “Chagrin Valley Conference Chagrin Open or Valley Open” Event.

Race Day Check-in:

- When you arrive at the meet, please go to the Check-in area to obtain your team packet.
- Coaches must submit the OHSAA Verification Form and Covid Compliance Form at the time of check-in. Forms are available on www.baumspage.com
- A Team Representative must submit a complete Check-in Form to officials at the starting line no later than 15 minutes prior to the race.

- Teams are not to report to the starting line until 5 minutes prior to the starting time of the race. Athletes and coaches must wear masks to the starting line and keep them on until directed to remove them by the meet referee (1 minute prior to race).

Course Marking and Area of Competition:

- There are no markings permitted on the course, other than those provided by meet management. The course will be marked at the 1 mile, 2 mile and each kilometer. A violation of this rule will lead to a DQ of any team involved!
- 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.

Restrooms:

- Restrooms are available in the red building to the right of the water tower and in the Sports Center Lobby. Portable toilets are located near the red building and in the parking lot.

Team Camps:

- See campus map for location of camps. Tents or enclosed areas are not permitted for teams.

All-Conference Awards:

- The top finisher in both team divisional races (Chagrin & Valley) will be declared Most Valuable Runner.
- Positions 1-10 in each division will be designated All-CVC first team.
- Positions 11-20 in each division will be designated as CVC second team.
- Teams can submit two boys and two girls names for CVC Honorable Mention. Submit via the following to be submitted at the post meet Coach Meeting.
- Awards presented to Champion and Runner-up Teams and First & Second Team Athletes.
- Coach of the Year Nominations - Submit via the following to be discussed at post meet Coach Meeting.

Meet Day Parking:

- Please reference the facility layout for parking details.
- BUSES should enter via the County Line Road Entrance to drop off athletes. Buses will then be directed to park in P2, near the Sports Center
- SPECTATORS can enter via Sherman Road or Country Line Road.
- By 9:30am the roadway behind the stadium will be closed to traffic. Spectators arriving after that time will need to enter via the Sherman Road gate to access P1.
- The course crosses the roadways in multiple places, Drivers will need to follow the direction of course umpires before, during and after the races.
- Please feel free to duplicate the attached parking information for your team members and bus drivers. We would appreciate this information getting to parents and spectators.
- Please ask your parents to leave their dogs at home

Chagrin Valley Conference Championships Hawken School

October 17, 2020 - 10:00 AM
Online Entry Instructions
The Entry Window is already open.

Entry Window will close precisely at 8:00 PM on Wednesday, October 14.

1. **Rosters must be submitted through Baum's Page Online Entry System before the entry deadline.**
 - a. Late entries will not be accepted! Or if accepted, they will be subject to a Late Entry Penalty.
2. Go to **www.baumspage.com**, browse to **Cross Country**, the specific meet, and the **Online Entry Form**.
 - a. Click the **Help** link and print **Online Entry Instructions for CC** if you need detailed instructions.
 - b. **All User Accounts were deleted in June so everyone will need to Apply/Re-Apply for an account for the 2020-21 school year.**
 - c. Use **Apply** to create your account. Select **School** and one **Sport** from the drop-down menus.
 - d. Use **Add/Drop Teams** after login to add additional teams to the same account.
3. Use **Add/Modify Athletes** to enter your athletes and **Submit Event Rosters** to enter them in a meet.
 - a. Team Race Entries must be submitted via the CVC Team Championship Meet.
 - b. Open Race Entries must be submitted via the CVC Open Race Meet.
 - c. **Include everybody that could possibly compete!** Submit a complete roster before entry deadline!!
 - d. If an athlete on your roster is definitely going to miss the meet, check the **Not Participating** box before you submit.
 - e. Click **Save/Submit and Print Roster** to save entries and **Printable Roster and Confirmation Form** button to print a copy for you records. *Only the athletes listed are entered in the event!
4. **If there are any problems with the Online Form**, click the **Help** link and submit a **Help Request**.
 - a. Please allow up to 24 hours for a response! * Most responses will be in less than 8 hours.
 - b. Send e-mail to help@baumspage.com or call Gary Baumgartner at 513-424-6201 if you need immediate help.

**Create your account early and submit a
complete roster online before 8:00 PM on
Wednesday, October 14th
Please enter your entire Roster!**

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Cross Country Championship
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HONORABLE MENTION and COACH OF THE YEAR SUBMISSION

TEAM NAME: _____

COACH NAME: _____

PLEASE PRINT CLEARLY!

GIRLS - Honorable Mention

NAME

GRADE

BOYS - Honorable Mention

NAME

GRADE

GIRLS - Coach of the Year Nomination

NAME

TEAM

BOYS - Coach of the Year Nomination

NAME

TEAM

**Chagrin Valley Conference
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OPEN RACE CHECK-IN FORM

Please turn into Clerking Official - 15 minutes prior to race time.

TEAM NAME: _____

COACH NAME: _____

STARTING LINE ASSIGNMENT: _____

DIVISION(Circle): CHAGRIN VALLEY

GENDER(Circle): BOYS GIRLS

NUMBER OF RUNNERS PARTICIPATING IN OPEN RACE: _____

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 Roselea Place, Columbus, Ohio 43214
Ph: 614-267-2502 Fax: 614-267-1677
Web site: www.ohsaa.org

**OHSAA CROSS COUNTRY COACH'S VERIFICATION OF SPORTING
CONDUCT/LEGAL EQUIPMENT AND UNIFORMS
FOR USE IN REGULAR SEASON AND OHSAA TOURNAMENT COMPETITION**

SCHOOL NAME _____

DIVISION _____ **BOYS** _____ **GIRLS** _____

HEAD COACH'S NAME _____

OHSAA standards require contest officials to enforce all NFHS rules relating to sporting conduct, ethical behavior and legal uniforms and equipment. Acts that intend to demean opposing competitors, team members, spectators and officials are not in keeping with the ideals of interscholastic athletics and will not be tolerated. Let this competition reflect mutual respect!

NFHS track and field and cross-country rules require the referee to meet with the head coach and captains to explain the expectations of good sportsmanship throughout this competition. In addition, the head coach is responsible for verifying to the referee/starter that all competitors are properly equipped (legal uniforms, legal equipment and no jewelry) in compliance with NFHS rules.

In all OHSAA tournament competition and in any multi-team or invitational competition that would make it difficult for the referee to meet personally with all coaches and captains, all coaches shall agree to the following:

COACH'S VERIFICATION

I certify to the tournament referee that all contestants under my supervision are legally equipped, attired in legal uniforms, including the required number on the back of the uniform, and free of all jewelry in accordance with NFHS rules. I further certify that all student-athletes and other team personnel have been advised of their responsibilities relative to good sporting conduct during this competition.

Coach's Signature _____ Date: _____

**PLEASE RETURN THIS FORM TO TOURNAMENT PERSONNEL AT THE TIME OF
PACKET PICK-UP.**

SAMPLE COACH'S COVID VERIFICATION FORM

COMPETITION NAME: _____ **COMPETITION DATE:** _____

PARTICIPATING SCHOOL NAME: _____

DIVISION _____ **BOYS** _____ **GIRLS** _____

HEAD COACH'S NAME: _____

The Office of the State of Ohio Governor, the Ohio Department of Health, the Ohio High School Athletic Association, along with local authorities and meet management, recognize the immediate action necessary to mitigate the danger that COVID-19 presents to the residents of the State of Ohio. Therefore, let it be known that all current orders, guidelines and recommendations that are in effect at the time of the above indicated competition are to be followed as applicable.

In addition to any current orders, guidelines and recommendations that are in effect at the time of the above indicated competition, all coaches, student-athletes and school representatives of the above-indicated participant school team(s) are expected to: 1) Conduct symptom self-assessment prior to traveling to the competition venue, 2) Answer the following questions and do a temperature check BEFORE departing for the competition site: a) Do I have a fever of 100.4 degrees Fahrenheit or higher?, b) Do I have a cough?, c) Do I have a sore throat?, d) Do I have shortness of breath?, e) Have I been in contact with anyone with a confirmed case of COVID-19 in the past 2 weeks?, 3) Stay home and not enter the competition area if answering YES to any of the questions above, 4) Wear a face covering at ALL times while not engaged in physical exercise, and 5) Be respectful of all event staff and follow their directives.

Furthermore, coaches are expected to make the effort to educate spectators affiliated with the above-indicated participant school team(s) to be responsible before departing for the competition site and while at the site understanding that spectators ultimately are responsible for their own actions. Coaches are expected to make the effort to educate and encourage spectators: 1) to conduct a symptom self-assessment prior to departing for the competition site, 2) to not attend the competition if they answer YES to any of the self-assessment questions, 3) to properly conduct themselves while at the competition site by maintaining social distancing of at least 6 feet at all times unless they are from the same household, 4) to not congregate together except if from the same household, 5) to not smoke or vape anywhere at the competition venue including parking areas, and 6) to be respectful of all event staff and follow their directives.

During the competition that would make it difficult for the meet management and event staff to meet personally with all coaches and captains, all coaches shall agree to the following:

I certify to the meet management that to the best of my knowledge, all contestants and coaching staff members under my supervision are in compliance with any current orders, guidelines and recommendations that are in effect at the time of the above indicated competition including, but not limited to, passing the COVID-19 symptom assessment and are equipped to wear a face covering while not engaging in physical activity. Furthermore, I have made every effort to educate the spectators affiliated with our team(s) about how to properly conduct themselves in compliance with all current orders, guidelines and recommendations associated with the efforts to mitigate the spread of COVID-19 understanding that spectators ultimately are responsible for their own actions.

Coach's Signature: _____

Date: _____

PLEASE RETURN THIS FORM TO THE AREA AS DIRECTED BY MEET PERSONNEL.

CVC Cross Country Team Counts

Name	Division	Submitted Runner Count		Admission Tickets Available for	
		Boys	Girls	Boys Team	Girls Team
Beachwood	Chagrin	14	8	28	16
Berkshire	Valley	7	7	14	14
Brooklyn	Valley	0	0	0	0
Cardinal	Valley	3	3	6	6
Chagrin Falls	Chagrin	41	26	82	52
Crestwood	Chagrin	9	8	18	16
Cuyahoga Hts	Valley	12	7	24	14
Edgewood	Chagrin	8	7	16	14
Geneva	Chagrin	19	15	38	30
Grand Valley	Valley	2	2	4	4
Harvey	Chagrin	1	0	2	0
Hawken	Chagrin	32	14	64	28
Independence	Valley	11	7	22	14
Kirtland	Valley	10	18	20	36
Lakeside	Chagrin	7	5	14	10
Lutheran West	Valley	9	6	18	12
Orange	Chagrin	19	5	38	10
Perry	Chagrin	12	19	24	38
Richmond Heights	Valley	7	0	14	0
Trinity	Valley	9	2	18	4
West Geauga	Chagrin	20	7	40	14
Wickliffe	Valley	10	3	20	6