



September 17, 2016

Dear Cross Country Coach,

This letter, travel maps, course maps, forms and other information are available on our website:
<http://www.swotfo.com/Troy/pages/dist.html>

Immediately: If your school is not going to participate in this year's meet, you must contact the O.H.S.A.A. office in Columbus and inform them immediately.

Date and Location: This year's Boys and Girls District Cross Country Meet will be held on Saturday, October 22, 2016 at the Elvin R. King Cross Country Course on the campus of Cedarville University.

State Eligibility: It is not necessary to send an eligibility list. This change reverts to what we (and you) were told in August.

Uniform Verification: OHSAA requires the signed form. **Bring it with you.** To get one, a link is on our website.

Bus Riders not on the Pass List: Each coach MUST bring a single check or exact cash to cover the cost of admission for anyone not listed on the pass list. This will be collected before you leave the bus. You are responsible for collecting the \$6 charge from each additional person coming on your bus. **Please bring exact cash or a single check made out to Cedarville University.** This will be on the honor system. Thank you for your cooperation.

Team Pass List: please fill out the team pass list and **bring it the day of the meet.** This list will be your admittance to the meet. You are permitted 15 athletes, coaches, stats, bus drivers, etc for each girls team and each boys team. So if you are entering a girls and a boys team, you are given free admission for 30 people to represent your school. You can download the pass list form from our website.

Don't Bring Balls, Drones or Pets to the District Meet. **These are not permitted by OHSAA regulations and by Cedarville University policy!! BE SURE THAT PARENTS GET THIS INFORMATION.** These items will not be permitted anywhere within the complex.

The **course** will be **available** to view Thursday, Oct 20 and Friday, Oct 21 from 4:00pm until 7:00pm.

Friendship CC Invitational for college/HS/JH athletes hosted by Cedarville University will be Saturday, September 17 if you would like your team to get on the course. A link to information for this meet is on our website.

On-line Entry Process: Once again the District will be using Baum's Page for collection of data and posting of results. The entry window and instructions from Gary Bumgartner are included at the end.

Team Packets will be available in the Media Room which is between the start and the finish lines.

Roster Change Form: Changes to your roster must be made at least 30 minutes before the start-time of the desired race. The Roster Change Form may be found on our website. They will NOT be included in your team packets. **Bring it with you** and take it to the Media Room between the start and finish lines.

FinishTiming will be timing the races and chips will be used. Results will be available online at finishtiming.com after the race results have been declared official.

Timing Chips will be in your packets. Your school will be charged for chips not returned.

Lightning: In the event of lightning, athletes will be instructed to return to their busses and spectators to their vehicles.

Concessions will be available.

Port-a-Pots: The facility will have port-a-pots available (more than in past years) but no matter how many we have, it's never enough. We are suggesting that teams stop before arriving at the meet in order to use facilities elsewhere.

Buses and Team Vans will have special parking south of the spectators' parking. See the map on our website.

Maps of the area and of the course can be found on our website.

Admission: There will be a \$6.00 per person general admission charge for the District meet. Please advise all parents and interested spectators of this admission cost. This will be collected as the spectators park.

Race Times		Qualify to Troy
10:00 A.M.	Division I Girls	Qualify: 8 teams; 32 individuals
10:45 A.M.	Division I Boys	Qualify: 8 teams; 32 individuals
11:30 A.M.	Division II Girls	Qualify; 7 teams; 28 individuals
12:15 P.M.	Division II Boys	Qualify: 7 teams; 28 individuals
1:00 P.M.	Division III Girls	Qualify: 8 teams; 32 individuals
1:45 P.M.	Division III Boys	Qualify; 9 teams; 36 individuals

If you have any questions not answered here or on our website, please contact us.

Sincerely,

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2016 OHSA District Cross Country Tournament

Online Entry Instructions

Entries must be submitted online at www.baumspage.com!

The Entry Window will open at **8:00 AM, Sunday, September 18.**

The Entry Window **will close precisely at 9:00 PM, Wednesday, October 19!**

District Tournament Entry Procedure:

1. Use the **Online Entry Form** at 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!
 - b) Please note: **All user accounts from 2015-2016 were retained, but the associations with the schools and teams were deleted. High school athletes from last season were advanced one grade level and retained. Please review your roster and delete any athlete that did not return.** Use links below **• Coaches •** for team and athlete entry.
 - c) **If you already have an account for 2016**, go to www.baumspage.com and use **Online Entries** or **Login** to access your account.
 - d) **If you do not have an account**, use **Online Entries | Apply here** to create your account.
2. Use **• Coaches • | Select Teams** to select your **School**.
 - a) Click **Get available Teams** and then **Make me the Coach**. Repeat for other gender.
3. Use **• 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**.
4. 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.
5. **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!
6. **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 513-594-6154 or Terry Young at 740-517-0195 if you need immediate help!

Entry Window closes precisely at 9:00 PM
on Wednesday, October 19th!