

2019
Cross Country District Tournament
Managers' Manual



Ohio High School Athletic Association
4080 Roselea Place
Columbus, Ohio 43214
(p) 614.267.2502
(f) 614.267.1677
www.ohsaa.org

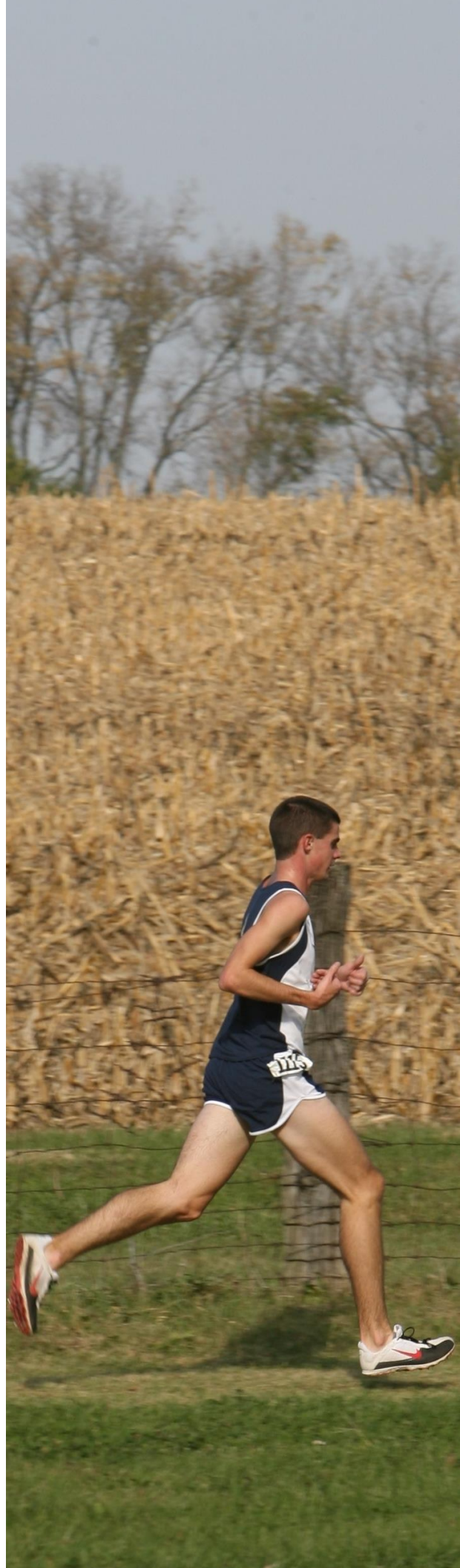


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Memo

To: District and Regional Cross Country Managers, District Athletic Board Secretaries
From: Dale Gabor, Director of OHSAA Cross Country
Date: 08/15/2019
Re: Manager Packets and Financial Reports & District Entry, Posting of Results, and Transfer of Qualifier Data for Regional/State Tournaments

Greetings to all of you who serve such an instrumental role in administering some of the best events in the Midwest! Within this packet you will find all information pertaining to the upcoming District Tournament as well as a copy of the manual that was distributed to all cross country coaches. Hopefully you have accessed the tournament information under the Cross Country tab from the OHSAA website (<https://www.ohsaa.org/sports/cc>) and are ready for a successful tournament. Thank you for your service to our member schools as we greatly appreciate it!

Important Notes:

1. Only electronic entry forms will be accepted.
2. Data submitted on the web site regarding qualifying teams and individuals should provide the necessary information.
3. Eligibility Certificates – No Longer required.
4. Complete the Financial Report online and send to the designated person within 10 days after the tournament.
5. Check the web site (www.ohsaa.org) for updated school tournament assignments daily.

Trophies will be shipped directly from Croton Craft, Box 257, Croton, Ohio 45013. Please open the shipment immediately and check to see if you have received the correct trophies and awards or if there is any damage. If an error has been made or there is damage, notify the supplier and the OHSAA office immediately. Contact: Mr. Travis Nethers at Croton Craft 1-800-947-5521.

District Entry, Posting of Results, & Transfer of Qualifier Data for Regional/State Tournaments

The purpose of this memo is to apprise you of the procedures in place for electronic entry and transfer of qualifier data and results for the 2019 OHSAA Cross Country tournament series. The following should help you to understand those procedures.

- 1) Please review and follow the **2019 Cross Country Tournament Regulations** posted on the OHSAA web site at <http://www.ohsaa.org/sports/cc/> except for the information covered in this memo.
- 2) The OHSAA requires electronic entry in lieu of a hard copy or fax of the Official OHSAA Cross Country Entry Form.
 - a) **Athletic Directors will be required to submit a Tournament Entry form through their myOHSAA account.**
 - b) **Rosters must be submitted online at www.baumspage.com before 5:00pm on Friday, October 11th, 2019** or at a later time if established by the district athletic board.
- 3) The personnel of qualifying cross country teams from District Tournaments may be changed prior to the Regional Tournament as long as all rules regarding eligibility are followed. Substitutions may not be made for individual qualifiers.
- 4) **Complete team and individual results from the District Tournaments will be posted at www.baumspage.com/cc/dist/2019.**
 - a) Either the manager or the computer support person will need to login to their account
 - b) Use • **Managers** • | **Cross Country** » | {select tournament} | click **Upload Files/Results**
 - c) On the **Upload Table** (yellow section) | click **Click here to UPLOAD on the Regional Results Page | Select Division and Race** in the dropdown menu | browse to the **FlatHTML file** | click **Upload File**
 - d) Call **Gary Baumgartner: 513-594-6154** or **Terry Young: 740-517-0195** if you need help.
- 5) All qualifier data to the next tournament **will be transmitted electronically** to the Tournament Manager's designee. **There is no need to type or manually enter any data!**
 - a) Use the **Export Advancers Option** in Hy-Tek and attach to an email and either send the file as an e-mail attachment or deliver it on disk.
 - i) Please e-mail as soon as possible after the tournament is completed.
 - b) **There is no need to mail or deliver printed results to the Regional or State Tournament manager!**
 - c) Tournament Managers at both levels should review the data posted on the web to make sure that all qualifiers are listed in the proper place.

Please direct any questions to me at the office or to Gary Baumgartner at <mailto:gb@baumspage.com> or 513-594-6154. Mr. Baumgartner has made available a "Help Page" on his web site at www.baumspage.com/cc/help for additional information.

I thank you in advance for your dedication to cross country and for your assistance with the implementation of this project.

OHSAA

DISTRICT CROSS COUNTRY MANAGERS

SUPPLY CHECKLIST

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Cross Country Tournament Participation Report-Boys | 1 for each division |
| <input type="checkbox"/> Cross Country Tournament Participation Report-Girls | 1 for each division |
| <input type="checkbox"/> Boys Cross Country Entry Form-Master | 1 (completed online) |
| <input type="checkbox"/> Girls Cross Country Entry Forms-Master | 1 (completed online) |
| <input type="checkbox"/> Financial Report Instructions | 1 (completed online) |
| <input type="checkbox"/> Regional Qualifiers Form-Boys | See electronic data info sheet |
| <input type="checkbox"/> Regional Qualifiers Form-Girls | See electronic data info sheet |
| <input type="checkbox"/> District to Regional Transfer of Qualifier Data | |
| <input type="checkbox"/> Officials Decisions and Jury of Appeal | |
| <input type="checkbox"/> Race Administration | |
| <input type="checkbox"/> Cross Country Coaches Manual | |

Notes: The Cross Country Regulations and tournament assignments are published on the OHSAA Web site www.ohsaa.org/cc

Please direct any questions to me at dgabor@ohsaa.org or 440-829-9913, or Gary Baumgartner at gb@baumspage.com or 513.424.6201. Also access the help page if there are any additional questions www.baumspage.com/cc/help.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
4080 Roselea Place, Columbus, Ohio 43214
(p) 614.267.2502 (f) 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 (i.e.legal uniforms, legal equipment) 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 this given information.

PLEASE NOTE: District Boards and the OHSAA do not sanction an "Open Race" at the conclusion of the District, Regional, or State competition tournaments. Please be advised that coaches permitting athletes from their schools to participate in such an event are financially libel for any injury that may occur. The OHSAA Catastrophic Insurance is NOT in effect for an event that is not sanctioned by contract. Please do not permit your athletes to participate in an open race that is not authorized.

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 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.**

2019 CROSS COUNTRY TOURNAMENT PARTICIPATION REPORT

The Board of Control of the OHSAA annually adopts the representation from each district based upon the number of teams (5 or more participants) participating in the cross country tournaments. Please list the school and the number of participants that actually participated in the tournament

LOCATION OF TOURNAMENT _____ DIVISION I II III
TOURNAMENT MANAGER _____ DISTRICT C E NE NW SE SW

SECTION A - SCHOOL TEAMS PARTICIPATING (5 OR MORE PARTICIPANTS)

| | <u>Number</u> | | <u>Number</u> |
|-----------|---------------|-----------|---------------|
| 1. _____ | _____ | 14. _____ | _____ |
| 2. _____ | _____ | 15. _____ | _____ |
| 3. _____ | _____ | 16. _____ | _____ |
| 4. _____ | _____ | 17. _____ | _____ |
| 5. _____ | _____ | 18. _____ | _____ |
| 6. _____ | _____ | 19. _____ | _____ |
| 7. _____ | _____ | 20. _____ | _____ |
| 8. _____ | _____ | 21. _____ | _____ |
| 9. _____ | _____ | 22. _____ | _____ |
| 10. _____ | _____ | 23. _____ | _____ |
| 11. _____ | _____ | 24. _____ | _____ |
| 12. _____ | _____ | 25. _____ | _____ |
| 13. _____ | _____ | 26. _____ | _____ |

SECTION B - SCHOOLS REPRESENTED BY INDIVIDUALS (LESS THAN 5 PARTICIPANTS)

| | <u>Number</u> | | <u>Number</u> |
|----------|---------------|----------|---------------|
| 1. _____ | _____ | 4. _____ | _____ |
| 2. _____ | _____ | 5. _____ | _____ |
| 3. _____ | _____ | 6. _____ | _____ |
| 2. _____ | _____ | 5. _____ | _____ |

SECTION C - SCHOOLS THAT DID NOT PARTICIPATE

| | | | |
|----------|-------|----------|-------|
| 1. _____ | _____ | 4. _____ | _____ |
| 2. _____ | _____ | 5. _____ | _____ |

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| 1. _____ | _____ | 4. _____ | _____ |
| 2. _____ | _____ | 5. _____ | _____ |
| 3. _____ | _____ | 6. _____ | _____ |
| 2. _____ | _____ | 5. _____ | _____ |

SECTION C - SCHOOLS THAT DID NOT PARTICIPATE

| | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

CROSS COUNTRY APPEAL FORM

DIRECTIONS FOR COMPLETING THIS FORM: Please complete all applicable blanks or circle applicable items. Present the complete form to the **REFEREE OF THE TOURNAMENT**.

DATE: _____ TOURNAMENT: District Regional State

DIVISION: I II III BOYS GIRLS

NAME OF SCHOOL _____

_____ 1) This Appeal Form is presented to appeal a rule believed to have been misapplied or misinterpreted.

_____ 2) This Appeal Form is presented to appeal the finish of one or more athletes in the race.

3) Names and Competition Numbers of all contestants involved _____

4) State all circumstances regarding the situation that is being appealed (#1 or #2 from above) Please limit this appeal to only one situation.

Certification: I certify that the information submitted above is true and correct to the best of my knowledge and belief.

Signature _____ School position: Coach Administrator

TO BE COMPLETED BY THE REFEREE

TO THE REFEREE: Explain the action taken by you in response to the above appeal including your decision and the basis for your decision. Be concise and clear writing in a readable script.

Signature of Referee: _____ OHSAA Reg# _____ Home: _____

Business: _____

Submit to OHSAA, 4080 Roselea Place, Columbus, Ohio 43214 Fax: 614.267.1677

OHSAA District to Regional Transfer of Qualifier Data

The OHSAA is utilizing the electronic transfer of data in an effort to reduce paperwork, eliminate redundant data entry, and increase efficiency and accuracy. All Districts and Regionals will use **Hy-Tek Meet Manager** and the **Import, Export, and Report** functions to generate the required files. Please contact the OHSAA if there are questions or concerns.

1. Please review and follow the **2019 Cross Country Tournament Regulations** posted on the OHSAA web site at <http://www.ohsaa.org/sports/cc/ccrglt.pdf> except for the information covered in this memo.
2. All Districts will use online entries through www.baumspage.com and **Hy-Tek Meet Manager** for the tournament.
 - a) The online entry windows for all districts will open at **8:00 AM on Sunday, September 15**
 - b) District managers, with approval of their respective district board, may set the window closing anytime after 5:00 pm on Friday, October **11th**.
 - c) Late entries will be accepted – subject to a \$50.00 Late Entry Fee! **Do not call the OHSAA for permission to allow entry**
 - i) Either the manager or event delegate may login and extend the entry window.
 - a) Please be aware that while the window is re-opened any coach will be able to login and submit changes.
 - b) Close it ASAP after the missing roster is submitted.
 - c) Download the import file again. With Hy-Tek, only the new athletes will be imported
 - ii) Please e-mail the details for all late entries to Dale Gabor at dgabor@OHSAA.org
 - d) See details below for transferring regional qualifier data to the Regional Manager/Computer Designee.
 - e) Check with Gary Baumgartner for specific details not covered in these instructions.
3. **It is essential that everyone use the School Name (Hy-Tek) as imported from the online entry data!**
 - a) Do not change any of the School Names and Abbreviations after the online entry data is imported!
 - i) School Names are abbreviated to be consistent statewide and merge with the master OHSAA database used for the State Tournament.
 - b) If all schools and abbreviations match the OHSAA database, the data will automatically convert from the abbreviated School Name to the Official School Name for the Souvenir Program.
4. **Returning qualifier data electronically eliminates errors, but places the responsibility for proofing and verifying the accuracy entirely on the tournament manager.**
 - a) Please check all data carefully to insure accuracy and consistency.
 - b) All names should be listed in both **upper and lower case**.
 - i) **Grade levels must be included with the data.** Use 9, 10, 11 or 12.
 - ii) **The OHSAA does not use middle names (unless the athlete always does), Jr., or the II or III in the official program.**
 - a) The format for athletes that go by their initials is the initials and periods with no space between: Example: G.L. Baumgartner, H.R. Block, etc.
5. **District managers are responsible for the following:**
 - a) **Providing an accurate 2019 Cross Country Tournament Participation Report.**
 - i) Although copies of the Boys and Girls Reports may be included in the manager's packet **from the OHSAA, it is acceptable to use a computer-generated** report provided all the required information is included!
 - ii) For the **Participation Reports** use the **Hy-Tek Reports** menu to generate the **Athletes/Entry Count**.
 - a) Click **Reports | Schools | School Rosters | Athletes/Entry Count** | Select Gender.
(1) Print a copy for each gender or save the files as PDF's and print later.

- (2) Either return the printed copies or the PDF's in an e-mail to Dale Gabor at dgabor@OHSAA.org or Ron Sayers at rsayers@ohsaa.org
 - b) Edit the data as necessary **to reflect only the actual numbers of athletes that participated** for each team!
6. **Complete team and individual results** from all District Tournaments will be posted on the web.
- a) District tournament results will be posted at www.baumspage.com/cc/dist/2019 .
 - b) Either the manager or the computer support person will need to login to their account
 - c) Use • **Managers** • | **Cross Country** » | {select tournament} | click **Upload Files/Results**
 - d) On the **Upload Table** (yellow section) | click **Click here to UPLOAD on the Regional Results Page** | **Select Division and Race** in the dropdown menu | browse to the **FlatHTML file** | click **Upload File**
 - e) For questions or help, call Gary Baumgartner at 513-594-6154 or Terry Young at 740-517-0195
7. **All team and individual qualifier data to the regional tournament will be transmitted electronically to the Tournament Manager's designee.**
- a) There is no need to type or manually enter any data.
 - b) There is no need to mail or deliver printed results to the Regional Tournament manager!
 - c) Please **e-mail the file/files as soon as possible** after the tournament is completed.
 - i) To simplify steps needed, send an e-mail to the designated regional computer person and CC: it to support@baumspage.com.
 - d) Use the **Export Advancers Option** in **Hy-Tek** to generate a **TCL advancer files** for each race.
 - i) See detailed **Flowchart** for **Hy-Tek** at www.baumspage.com/cc/help.
 - ii) Check with Gary Baumgartner to work out details.
8. **Coach's names are no longer needed since we can access them online.**
9. **Tournament Mangers at both levels should review the data posted on the web to make sure that all qualifiers are listed in the proper place.**

Please direct any questions about tournament operations, rules, procedures, etc. to Dale Gabor at dgabor@OHSAA.org, or 440-829-9913. For questions about online entry, data downloads, or transfer of qualifiers contact Gary Baumgartner at gb@baumspage.com or 513-594-6154 or Terry Young at terry@baumspage.com or 740-517-0195. Specific details and flowcharts are included on the CC Manager's Help Page: www.baumspage.com/cc/help/.

INSTRUCTIONS FOR COACH OF STATE QUALIFIER

1) All regulations relative to the State Tournaments are published on the OHSAA web site (www.ohsaa.org).

2) TIME SCHEDULE FOR STATE TOURNAMENTS – NOVEMBER 2, 2019

11:00 A.M. - Division III Girls

11:45 A.M. - Division II Girls

12:30 P.M. - Division I Girls

1:30 P.M. - Division III Boys

2:15 P.M. - Division II Boys

3:00 P.M. - Division I Boys

3) PARTICIPANT LISTS POSTED ON OHSAA WEB SITE

The participant lists with qualifying teams and coaches and qualifying individuals will be posted on the OHSAA web site by 1:00 PM on Sunday. Coaches are encouraged to review the data for their team and e-mail corrections to Tim Stried: tstried@ohsaa.org at the OHSAA before 12:00 Noon on Tuesday.

4) COURSE INSPECTION

National Trail Raceway has granted permission for state qualifying teams and individuals to inspect the cross country course at National Trail the Thursday and Friday only prior to the State Tournaments. The course will be open on Thursday and on Friday beginning at 10:00 A.M. National Trail will close at 5:00 P.M. each day; **therefore, the grounds must be cleared of all people by 5:00 P.M.**

On Saturday, the course is available for inspection from 8:00 A.M. to 10:30 A.M. and between races.

5) PASS GATE

School transportation should enter Gate A from Route 40. All bus riders will be asked to disembark at the Contestant Pass Gate prior to the driver parking the bus inside the National Trail Raceway facility. School vans will be directed to park just outside the Pass Gate area. Contestants and coaches, along with their meet/camp equipment, will be admitted through the Pass Gate per the following information:

- Individual Qualifiers
 - Each qualifying competitor
 - One Coach
- Team Qualifiers – 10 Total
 - 7 team members
 - 1 head coach
 - 1 assistant coach
 - 1 alternate competitor or manager

All other riders (except the driver) will be admitted through the spectator gate (\$10.00 admission) located at the same disembarking area.

6) CONTESTANT CAMP AREA

Tents and competitor camps are permitted in the open grass area inside the Pass Gate. The camp area is adjacent to the Starting Line. Contestant restrooms are available in the designated team camp area. Please clean your camp area prior to leaving the facility.

7) Competition Area

All contestants, team alternates, and coaches (maximum 10) will be issued a chest “BIB” at the Pass Gate. This “BIB” must be worn for admittance into the Competition Area. Individuals found not wearing this identification in the Competition Area will be asked to leave the Competition Area.

8) Spectators

Spectator vehicles may enter through Gate A from the East or through Gate C from the West off Route 40 for free parking. **Meet admission is \$10.00** for all school aged children through adult. Spectators may use open bleacher seating for optimal viewing of the finish line and awards area and/or may roam the grounds outside the competition area to view different areas of the course, including the starting line. Handicapped registered vehicles should enter Gate D. Concessions and restrooms are available throughout the grounds. For indoor corporate box viewing, contact **Jay Livingston**, National Trail Raceway General Manager, at 740-928-5706, Ext. 23 for pricing and other questions.

9) OHSAA Policy on Service Dogs

It is the position of the Ohio High School Athletic Association that all individuals, including those with disabilities, shall have access to OHSAA tournaments and regular season contests conducted by the member schools. This statement is designed to apprise all OHSAA member schools and tournament managers of the law relating to these accommodations for persons with disabilities and to remind the membership of obligations as it relates to this law.

According to the federal law known as the Americans with Disabilities Act, see complete reference here https://www.ada.gov/service_animals_2010 , only dogs are recognized as service animals and are defined as “dogs which are individually trained to do work or perform tasks for people with disabilities.” Under this law, as an organization which serves the public, the OHSAA and its member schools, shall allow these service animals to accompany people with disabilities in all areas of facilities where the public is normally allowed to go.

The service dog must be harnessed, leashed or tethered unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal.

When it is not obvious what service the dog provides, only limited inquiries are allowed. Staff members may ask two questions: **1) Is the dog a service animal required because of a disability? and 2) What work or task has the dog been trained to perform? Staff shall not ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog** to demonstrate its ability to perform the work or task.

We thank you in advance for making these accommodations for people who have disabilities so that they may fully enjoy the events that are sponsored by the Ohio High School Athletic Association and its member schools. If you have questions, as always, please contact a representative of your District Athletic Board for a sectional or district tournament, or the sport administrator on our staff for all other inquiries.

10) STATE EXPENSE FORM

State Expense forms are no longer needed. The OHSAA office/comptroller can secure that information from the electronic transfer of data. Congratulations upon a most successful season. Good Luck in the state competition.

Have a great season!

OFFICIALS DECISIONS AND JURY OF APPEALS

RespectSM THE GAME

1. Officials Decisions:

- a) The decisions of the Referee are final in all tournaments. Exception: The Commissioner retains the right to rule on all instances involving ineligible participants. The Games Committee will serve in an advisory capacity to the referee if the referee chooses to seek advice. The referee shall not observe any type of video device unless the device has been approved in advance (NFHS Rule 3-8-4) and when authorized only for determining order of finish.

2. Appeal Procedure:

- a) Obtain appeal form from the Tournament Manager.
- b) Complete appeal form, sign and present to the tournament referee.
- c) The tournament referee will review the appeal, reach a decision, complete and sign the referee's decision portion of the appeal form and notify the coach of the final decision.
- d) The decision of the tournament referee is final and not subject to further review except as indicated in #1.

3. Electronic Visual Devices:

- a) District, Regional and State Tournaments may use electronic visual devices to record action during a race and at the finish. The devices that are declared official must be authorized prior to the start of a race. The **Referee** may use the authorized device in making a decision. The **Referee** is prohibited from using recordings from unauthorized devices.



RACE ADMINISTRATION

Starting and Starting Line

I. Starting Line Assignments

Assignment of teams and individuals to a spot on the starting line shall be chosen by lot.

2. **Starting Line Area** shall be cleared of all coaches, managers and others except contestants and officials just prior to the start of each race. They may be no closer than 15 yards behind the line at the start.

3. Starting Procedure- District, Regional, State

3.1 Starter - The starter will be positioned well in front of the runners so the competitors can see and be able to move to the side. The clerk or clerks will serve as assistant starters for false start purposes. The Referee will be positioned at 100 meters for recall in case of a fall by competitors.

3.2 Procedure

A. Give a brief and concise review of the starting commands and procedures to be used for the start with all competitors immediately before the start.

B. The starter will hold the starting device and red flag parallel to the ground and give a long blast of the whistle. This is the signal for the runners to step up to, but not touch, the starting line and become motionless.

C. The starter slowly raises both arms overhead.

D. When all runners are set and motionless and the recall starters signal with a white flag, the starting device is fired and at the same time, the red flag is motioned downward, indicating the start of the race.

4. Numbers

Contestant numbers shall be securely fastened to the front of the jersey of each contestant. The placement should be approximately 9-12" below the shoulders, with the use of a minimum of three pins in order that the number will not flop.

5. Scoring

5.1 The scoring at each tournament level must be accurate and as efficient as possible. To this end, competent and experienced personnel must be employed.

5.2 All scoring systems shall use a double system in order that there may be a cross-check to the scoring.