



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2018-2019 INSTRUCTIONS TO HOST SCHOOLS CROSS COUNTRY

Schools serving as a host must have signage in accordance with the Concealed Carry Act 430 ILCS 66. This includes an IESA event that is held on your school property and IESA events held off-premise (i.e. a park).

I. Meet Planning

- A. **PARKING:** Plan for team, fan, and meet personnel parking. Make sure that parking instructions are communicated to participating teams and meet personnel.
 - a. Most of the visiting teams will travel by bus or van.
- B. **INSTRUCTIONS FOR COMPETING TEAMS:** Be sure that all schools attending your meet are given adequate notice of the schedule and location of the meet. SEE SAMPLE LETTER INCLUDED.
- C. **CONCESSIONS:** Communicate to your participating teams the availability of concessions at your meet.
- D. **EMERGENCY ACTION PLAN:** Please make sure that you have an emergency action/venue plan in place for your meet.
- E. **SECTIONAL MERCHANDISE:** Sectional merchandise will be available for purchase online or on-site.
 - a. Hosts should remind all participating teams that sectional merchandise will be available online and that should be communicated to their parents.
 - b. Orders placed online prior to the sectional meet will be sent directly to the ordering school. Hosts will not have to distribute any pre-ordered merchandise other than their own.
 - c. Merchandise will also be sent to host schools for sale onsite. Please be prepared to sell this merchandise in a high-traffic area.
 - d. The Cubby Hole will be onsite at a limited number of meets. At those locations, the Cubby Hole will contact hosts regarding specific site information.

II. Meet Format and Policies

- a. Hold the sectional meet on **Saturday, October 6th**.
- b. **STARTING TIME:** Hosts may set the starting time. Please take into consideration the distances that some schools might have to travel when setting the time of your meet.
 - a. It is recommended that sectionals start at 10 a.m.
 - b. No sectional may start later than 3:00 p.m.
 - b. Please communicate your start time to the IESA Office.
- c. **RACE DISTANCE:** The distance for both the girls and boys races is 3200 meters. Conduct separate races for the girls and boys divisions.
- d. **RACE SCHEDULE:** A minimum of forty-five minutes will be scheduled between race start times at the Sectional meet. This may be adjusted the day of the meet by the meet officials for weather situations.
- e. **BIBS:** At all sectional meets, bibs are required. Bibs must be positioned high on the front of the chest. Bibs should be white with dark numerals.
- f. Conduct your sectional meet in accordance with Rule 8 of the current National Federation Track and Field Rule Book and section 4.030 of the current IESA Handbook.
 - a. Please note bylaw 4.033.
 - b. For those meets using a transponder/chip system, please refer to NFHS Rule 8-3-3. Additionally, please notify the IESA office if you are using a chip system.
- g. **FINISH LINE:** Sectional hosts that do not use a chip scoring/timing system must have their finish line in accordance with NFHS Rule 8-1-3(e)- The finish line for all races shall be at the mouth of the chute.
- h. **VIDEO BACKUP:** You must make arrangements to have a video back-up of the race. It can be as simple as a video camera on a tri-pod at the finish.

- i. **POST-RACE MEETING:** Before conducting the awards ceremony, you are required to conduct a meeting with the head coaches of all participating teams.
 - a. At the meeting, complete team and individual results must be distributed to the coaches.
 - b. Any discrepancies in the results must be reported at that time and corrections made, if necessary.
 - c. Conduct the awards ceremony after this meeting.

III. On-Line Information

- A. You will have access to the Sectional Entry Form information of the competing teams via the IESA website.
 - a. Participating teams may not make changes to their Sectional Entry Form after Oct. 3rd at noon.
- B. Host schools will be able to post their sectional meet information on-line via the IESA website.
- C. Host schools may access this information through the IESA member center log-in page. You will need your school or athletic password to complete this process.
- D. Once you have accessed your school page, click on the link for the sectional you are hosting.
- E. After clicking the appropriate link, you will be able to access the following information:
 - a. **View Sectional Rosters/Pass Gate-** Once schools have completed their rosters, you will be able to view that information from this link.
 - i. **Team rosters may consist of a total of 10 athletes.** Only those listed on the form are eligible to participate. Check to be sure that all contestants meet age requirements.
 - ii. **All schools must complete the Sectional Entry Form by 12 noon on Oct. 3rd.**
 - b. **Set Sectional Location/Time-** Host schools will enter meet information for display on-line. Meet information will consist of the location of the course. It is important that the complete address be added for the location of the meet. By entering the complete address (street address, city, zip), a map and directions will be linked to your bracket. All of this information will be available for competing teams and fans to view from the main cross country page on the IESA website. You should also enter the time of your first race.
 - c. **Download Sectional Entry Data-** You will be able to download all of the participant information for your sectional from this link.
 - d. **Email Sectional Coaches-** This will provide you with an email form that will allow you to communicate with all coaches in your sectional.
 - e. **Set Qualifying Teams and Individuals-** You will be able to set both the team and individual qualifiers for the State Meet. Please submit this information on Saturday after your meet.
- F. Take a moment after entering the information online to view the host information entered on the web and make sure that the map generated is actually giving directions to your site. If you have any problems with this process, please contact the IESA Office.
- G. Additionally, please make sure that you are posting your meet information online in a timely manner. Teams, fans, and officials readily use this information.
- H. **Email the complete results of your sectional to the IESA Office.** Please do this as soon as possible after the completion of your meet. Instructions are included with this mailing.

IV. Awards and PA's

- A. **SHIPMENT OF AWARDS:** The Sectional plaque will be sent to you from our supplier in Princeton (A&M Products).
 - a. If you have any problems receiving your plaque, contact the IESA Office as soon as possible.
 - b. Please open and inventory your awards prior to your meet.
- B. **AWARDS:** Hosts will be shipped the following awards:
 - a. Plaques: 1st, 2nd, 3rd for both boys and girls
 - b. Medals: One 1st place medal for the boys finisher and one for the girls finisher

- c. **Ribbons:** 9 individual ribbons for boys and girls; 10 ribbons each for the first, second and third place boys and girls teams.
- C. **AWARDS PRESENTATION:** Please make sure that you conduct the mandatory coaches meeting prior to the presentation of awards. Share the complete team and individual results with all coaches at this meeting. The ceremony should be conducted in the following manner:
 - 1. Girls Top 10 finishers (medal and ribbons)- call up for recognition and photos
 - 2. Girls Team places and recognition of the top three teams going to state (plaques to top three teams)- call up for recognition, photos to be taken later.
 - 3. Girls additional qualifiers- call up for recognition and photos
 - 4. Boys Top 10 finishers (medal and ribbons)- call up for recognition and photos
 - 5. Boys Team places and recognition of the top three teams going to state (plaques to top three teams)- call up for recognition, photos to be taken later.
 - 6. Boys additional qualifiers- call up for recognition and photos

*Team photos with plaques should be done after ceremony to keep things moving.

* Announce awards schedule at the beginning of the ceremony. Ask fans to not leave the awards area until the entire ceremony is completed. Remind everyone to cheer appropriately.

SEE SAMPLE OUTLINE INCLUDED IN THIS MAILING

V. Meet Official

- A. **HIRING:** The IESA Office will assign and contract the officials necessary for your meet. Contact information for the officials assigned to your meet will be sent at a later date.
- B. **PAYMENT:** A check will be sent directly to the officials from the IESA Office after the completion of your meet.
- C. **COMMUNICATION:** Contact the officials prior to your meet regarding your school location and to verify the time of your meet.

VI. Emergency Planning

- A. **Please make sure that the meet manager is introduced to teams and your officials. It is essential that the officials and teams know who this person is and can quickly locate them.**
- B. Review your school or venue emergency plan with those who will be working your meet.

VII. Weather Instructions

- A. **Contact information**
 - a. Make sure that you get an emergency phone number for each team that will be participating in your sectional tournament. This should be a number for a phone that will be travelling on the team bus.
 - b. Make sure that each team participating in your sectional has a phone number for your meet manager. This number should be for a number that will be answered after school hours.

VIII. Financial

- A. Hosts may request reimbursement of meet expenses up to \$1000. Any expense over \$1000 will not be reimbursed.
- B. Receipts must be provided for those line items that indicate this requirement.
- C. Expenditures not allowed for reimbursement are indicated on the request form.
- D. **ASSESSMENTS:** Host schools may not request reimbursement directly from participating schools for any meet expense.

IESA CROSS COUNTRY

Class 1A

TEAM AND INDIVIDUAL ADVACEMENT

TEAM: The first, second, and third-place teams will advance to state level competition.

INDIVIDUALS: Advancing from the sectional to the state final will be the first eight (8) individual finishers who are not members of an advancing team.

Additional individual runners may advance to the state final if there are more individual runners placing in the top ten than there are advancing team runners:

- For example: If an individual runner finishes in the 9th or 10th place in the individual race, and eight other individuals from non-advancing teams finish ahead of them, the respective 9th or 10th place individual finisher will also advance to the state final.

A sectional may send as few as eight (8) individual runners and as many, but not more than 10, depending on the placing of runners from advancing teams in the top 10 individual places. If eight (8) or more of the top ten runners listed in the sectional results are from advancing teams, then only the first eight individuals who are not members of advancing teams will qualify from the sectional to the state final.

Examples

Eight + 2 10 "I" Advance	Eight + 1 9 "I" Advance	Only 8 "I" Advance
1-I	1-I	1-I
2-I	2-I	2-T
3-I	3-I	3-T
4-I	4-I	4-T
5-I	5-T	5-T
6-I	6-I	6-T
7-I	7-I	7-I
8-I	8-I	8-T
9-I	9-I	9-I
10-I	10-I	10-I
		11-T
		12- I
		13- T
		14-T
		15- I
		16- T
		17- T
		18- I
		19- I

IESA CROSS COUNTRY

Class 2A, 3A

TEAM AND INDIVIDUAL ADVACEMENT

TEAM: The first, second, and third-place teams will advance to state level competition.

INDIVIDUALS: Advancing from the sectional to the state final will be the first five (5) individual finishers who are not members of an advancing team.

Additional individual runners may advance to the state final if there are more individual runners placing in the top ten than there are advancing team runners:

- For example: If an individual runner finishes in the 6th, 7th, 8th, 9th or 10th place in the individual race, and five other individuals from non-advancing teams finish ahead of them, the respective 6th, 7th, 8th, 9th or 10th place individual finisher will also advance to the state final.

A sectional may send as few as five (5) individual runners and as many, but not more than 10, depending on the placing of runners from advancing teams in the top 10 individual places. If five (5) or more of the top ten runners listed in the sectional results are from advancing teams, then only the first five individuals who are not members of advancing teams will qualify from the sectional to the state final.

Examples

Five + 5 10 "I" Advance	Five + 4 9 "I" Advance	Five + 3 8 "I" Advance	Five + 2 7 "I" Advance	Five + 1 6 "I" Advance	Only 5 "I" Advance
1-I	1-I	1-I	1-I	1-I	1-I
2-I	2-I	2-T	2-T	2-T	2-T
3-I	3-I	3-I	3-T	3-T	3-T
4-I	4-I	4-I	4-I	4-I	4-T
5-I	5-T	5-T	5-T	5-T	5-T
6-I	6-I	6-I	6-I	6-T	6-T
7-I	7-I	7-I	7-I	7-I	7-I
8-I	8-I	8-I	8-I	8-I	8-T
9-I	9-I	9-I	9-I	9-I	9-I
10-I	10-I	10-I	10-I	10-I	10-I
					11-T
					12- I

SAMPLE XC SECTIONAL HOST LETTER TO PARTICIPATING SCHOOLS

- Date: Saturday, October XX
- Time: Coaches' Meeting at Starting Line: 11:30 AM
Girls' Race 12:00 PM
Boys' Race 12:30 PM
Awards 1:30 PM
- Location: Parkside Junior High School (Maxwell Park)
101 N. Parkside Rd
Normal, IL 61761
- Schools: Bloomington Bloomington Evans Champaign Edison
Champaign Franklin Champaign Jefferson Charleston
Danville North Ridge Effingham Mahomet-Seymour
Mattoon Normal Chiddix Normal Kingsley
Normal Parkside Urbana
- Entries: Must be entered online by noon on Wednesday, October XX. Teams may not make changes to their entries after that date.
- Directions: Please refer to the IESA State Meet Information as this is the same course as state.
- Awards: The Awards Ceremony will be outside at the Starting Line. If weather is inclement, we will hold the awards in the Parkside Junior High School Gym.
Plaques: 1st, 2nd, 3rd for both boys and girls
Medals: One 1st place medal for the boys finisher and one for the girls finisher
Ribbons: Nine individual ribbons for boys and girls; 10 ribbons each for the first, second, and third place boys and girls teams
- State: The top three teams will advance to the IESA State Meet on Saturday, October XX. The top five individuals not on one of the top three teams shall advance to the state meet. In addition, any 6th, 7th, 8th, 9th, 10th place individual overall finisher not on a qualifying team shall also qualify for the state meet.
- T-Shirts: Sectional T-shirts will be on sale provided by the Cubby Hole. Please check www.CubbyHoleOnline.com for pre-order information.
- Concessions: Concessions will be available at the meet.
- Parking: Reserved parking for team buses will be located in the bus lane at Parkside Junior High School. Spectator parking is available at Parkside Junior High, Parkside Elementary, Maxwell Park, Champion Fields, and Normal Community West High School.
- Restrooms: Maxwell Park
- Check-in: Upon arrival, coaches should report to the main entrance at Parkside Junior High for packet pick-up.
- Questions: Contact Jennifer McCoy, Associate Principal/Athletic Director, at 309-XXX-XXXX
- Timing: River City Race Management

SAMPLE XCC SECTIONAL AWARDS CEREMONY OUTLINE

First, make sure all athletes are seated in front with about a 5 meter deep and 10 meter wide area in front of the awards area. Also, do not start until all the parents are seated around the back of the athletes- this way all can stand. Make announcement if necessary.

Thank You's

Event Staff	<ul style="list-style-type: none">• Volunteers• School staff
Participants	<ul style="list-style-type: none">• Coaches• Athletes• Parents
Officials	Thank the officials and allow them to say a few words, if they would like.

Order of Presentation

Presentation	<ul style="list-style-type: none">• Girls first, followed by Boys
Order	<ul style="list-style-type: none">• Top 10• Team• State Qualifying Individuals
Explanation of Qualification	<ul style="list-style-type: none">• Top 3 teams advance to the state meet• Top Individuals not associated with a team<ul style="list-style-type: none">• Class 1A- Top 8 individuals not associated with a team• Class 2A/3A- Top 5 individuals not associated with a team
Photos	<ul style="list-style-type: none">• Indicate when photos may be taken (Top 10 and Qualifying Individuals photos may be taken during the presentation, team photos to be taken after the awards ceremony).
Audience	<ul style="list-style-type: none">• Please do not leave the awards area until all presentations have concluded.
Expectations	<ul style="list-style-type: none">• Encourage all attendees to cheer politely and appropriately.

Presentation

Top 10	Call up individuals for recognition, counting down from 10 to 1. Individuals should stay up front until all have been recognized. Group picture opportunity. "In 10 th place, with a time of 12:00 from Bloomington Graham, Student Name."
Team Awards	Call up qualifying teams for recognition, counting down from 3 to 1. Present plaque and ask teams to return to their seats. Reminder that team photos may be taken after the ceremony. "Our first state qualifying team, in third place with 85 points, Bloomington Graham."
Individuals	Call up qualifying individuals for recognition, starting with the highest placed qualifier moving to the 5 th /8 th . Individuals should stay up front until all have been recognized. Group picture opportunity.

Thank everyone again and ask them to please clean up their area.

Instructions for Sectional Hosts To Report Sectional Location and Results

All state qualifiers will be reported to the IESA by the host through an on-line process. The following instructions outline this procedure for your use. You will not have to re-key any names or schools. When you receive this mailing, please complete Steps 1 and 2 immediately to set the location and time of your sectional.

When it comes time to report the sectional results on Saturday, **October 6**, you will need to repeat steps 1 and 2 to access the links to report results (Step 4 in these instructions)

STEP ONE: The host will go to the IESA Website and click on the red Member Center login button on the left hand side of the web page. This will take you to the page example below.

Log in, choose your school and enter your IESA Password to begin.

Choose your school and enter your Password here

Click Here

You have now accessed your school page. Click the "Registration & Entry Center Logins" link.


Click Here

STEP TWO: Your school page will look similar to the sample below. Click on Host Admin link next to the Cross-Country Entry Center.



Entry Centers & Host Administration	
Girls Softball	Entries - Host Admin
Boys Baseball	Entries
Cross-Country	Entries - Host Admin

Host Section ↑

If you have not already done so, **IMMEDIATELY** set the **EXACT LOCATION AND ADDRESS** of your meet as well as the time and hit Update. By entering an address, a Google map link will be added to the assignments page.

Class 1A Cross-Country Host Administration	
Entry Menu - Girls Entry Form Boys Entry Form - Host Administration	
Sectional A	Girls Sectional A Results
Email Sectional A - Coaches Administrators	FIRST Set Qualifying Teams OPEN
Sectional Host Info	Set Individual Qualifiers
Set Sectional Location/Time  Set Sectional Location/Time OPEN	Set Individual Champ
Open thru 10/6/2018	Open 10/6/2018
Download Sectional Entry Data	Boys Sectional A Results
View Sectional Rosters/Pass Gate	FIRST Set Qualifying Teams
Check Sectional Results	Set Individual Qualifiers OPEN
	Set Individual Champ
	Open 10/6/2018

STEP THREE: Follow steps below.

Class 1A Cross-Country Host Administration	
Click to view your girls entry form 	- Girls Entry Form Boys Entry Form  Click to view your boys entry form
Sectional A	Girls Sectional A Results
Email Sectional A - Coaches Administrators	Set Qualifying Teams OPEN
Sectional Host Info	Set Individual Qualifiers
Set Sectional Location OPEN	Set Individual Champ
Open thru 10/6/2018	Open 10/6/2018
Download Sectional Entry Data	Boys Sectional A Results
View Sectional Rosters	FIRST Set Qualifying Teams
Check Sectional Results	Set Individual Qualifiers OPEN
	Set Individual Champ
	Open 10/6/2018

The following items can be accessed through this step:

1. View your own school's sectional entry form.
(See Sectional Entry Form Instructions from cross-country mailing or IESA website)
2. **Download Entry Data** – If desired, from this page you can download all the sectional entry forms for your entire sectional. *This is very helpful if you are creating a program for your sectional meet, but is not required for reporting results to the IESA.*

To download Sectional data file:

- Click on Download Entry Data
- Choose **PC** or **Mac**

- Click **Get Data**
- **SAVE** the resulting file to your hard drive as an **.xls** file

3. **View Sectional Rosters:** Hosts can click on this page and each school's entry form will display.

4. **E-Mail All Coaches or Administrators:** You may choose to e-mail either coaches that have listed addresses in our database or select the "administrators" link which will give you email addresses for the contact person of that school.

STEP FOUR: Enter State Qualifiers: After your sectional meet, please follow the steps below for both the girls and boys races. Please see the detailed instructions for each step.

Girls Sectional Results

Follow these 3 steps in sequence. ➔

[FIRST Set Qualifying Teams](#)

[Set Individual Qualifiers](#)

[Set Individual Champ](#)

FIRST Set Qualifying Teams:

- Select top three teams from drop-down menu of teams.
- Enter points for each placing team.
- Click "Update" to proceed. Data will not save without clicking update.

Set Sectional A Results

Class 1A Cross-Country Host Administration		
Entry Menu - Girls Entry Form Boys Entry Form - Host Administration		
Girls Sectional A Qualifying Teams		
Click here to reach this step. ➔ GIRLS - Qualifying Teams Individual Qualifiers Individual Champ BOYS - Qualifying Teams Individual Qualifiers Individual Champ		
Choose the top three teams, enter their scores and click Update.		
Place	Team	Points
First Place	Argenta-Oreana	54
Second Place	Ashland A-C Central	53
Third Place (A)	Athens	43
In case of tie for 3rd place, enter additional 3rd place qualifier here.		
Third Place Tie (B)	None	



SECOND Set Five Individual Qualifiers (AND Any Additional Individual Qualifiers):

- Select the first five individual runners who are not on one of the top three teams. **IN ADDITION**, in the event the 6th, 7th, 8th, 9th, or 10th place individual overall finisher in the sectional is not on a qualifying team, such 6th, 7th, 8th, 9th or 10th place overall finisher in the individual race shall advance from the sectional to the state final meet. It is very possible you may not have more than five individual qualifiers.
- Click “Update” to proceed. Data will not save without clicking update.


Class 1A Cross-Country Host Administration		
Entry Menu - Girls Entry Form Boys Entry Form - Host Administration		
Girls Class 1A Sectional E Individual Qualifiers		
Click here to reach this step.		Individual Qualifiers Individual Champ Individual Qualifiers Individual Champ
1. Choose and rank the top five individual qualifiers.		
Please list the individual state final qualifiers IN THE ORDER THEY FINISHED THE RACE. Include Overall Place. List the FIRST individual qualifier in field PLACE 1, the SECOND individual qualifier in PLACE 2, etc.		
	Qualifier	Overall Place
PLACE 1	Peoria St. Jude - Stedwill, Maria	1
PLACE 2	Peoria St. Jude - Zopel, Eileen	2
PLACE 3	South Pekin - Cox, Emma	4
PLACE 4	Brimfield - Bedell, Sophie	7
PLACE 5	Princeville - Dearing, Grace	10
2. ALSO - Choose any additional individual qualifiers.		
<i>IF you have any individuals who finished in the TOP TEN, BUT are not in the top three teams, and are not one of the top five individuals, please list them here. Include Overall Place.</i>		
	Qualifier	Overall Place
PLACE 6	None Selected	
PLACE 7	None Selected	
PLACE 8	None Selected	
PLACE 9	None Selected	
PLACE 10	None Selected	
		Update

THIRD Select Individual Champ:

- Select individual champ from eligible runners.
- Click “Update” to proceed. Data will not save without clicking update.

Class 1A Cross-Country Host Administration		
Entry Menu - Girls Entry Form Boys Entry Form - Host Administration		
Girls Class 1A Sectional E Individual Champion		
GIRLS - QA BOYS - QA		Individual Champ Individual Champ
Click here to reach this step. 		
Choose the individual champion, enter time and click Update.		
Champion		Time
1	<input type="text" value="Peoria St. Jude - Stedw ill, Maria"/>	<input type="text" value="12:5"/>
Select champ here. 		<input type="button" value="Update"/>

Check Results:

Class 1A Cross-Country Host Administration	
Entry Menu - Girls Entry Form Boys Entry Form - Host Administration	
Sectional A Email Sectional A - Coaches Administrators Sectional Host Info Set Sectional Location OPEN Open thru 10/6/2018 Download Sectional Entry Data View Sectional Rosters Check Sectional Results	Girls Sectional A Results FIRST Set Qualifying Teams OPEN Set Individual Qualifiers Set Individual Champ Open 10/6/2018 Boys Sectional A Results FIRST Set Qualifying Teams Set Individual Qualifiers OPEN Set Individual Champ Open 10/6/2018
Check sectional results by clicking here on host administration page. 	

State qualifiers for your sectional will be posted on the IESA website after you submit your results.

Don't forget to provide complete sectional results to all schools that participated in your sectional.

**** State qualifiers must be sent to the IESA website using the above instructions. ****