



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2021 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 9th**.
- 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 2 miles. 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. The Sectional course should be made available to participating schools no less than one hour prior to the designated start time of the first race.
- 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. **BOX ASSIGNMENTS:** Box assignments must be randomly assigned by the host in advance of the sectional meet.
 - a. Please make sure that you have a copy of the box assignments prepared for your meet officials.
- b. 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 8-3-4. Additionally, please notify the IESA office if you are using a chip system.

- c. **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- The finish line for all races shall be at the mouth of the chute.
- d. **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.
- e. **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. 6th 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. 6th.**
 - 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 the box assignments.** Box assignments should be randomly assigned prior to the sectional meet.
 - f. **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:** Medals will be included for the top 10 individual finishers for the boys division and for the girls division.
- 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 (medals)- 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 (medals)- 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 will be sent a check for \$1000 for meet expenses prior to your meet. Any expense over \$1000 will not be reimbursed.
- B. You must return your completed Financial Form within 10 days of your meet.
- C. Receipts must be provided for those line items that indicate this requirement.
- C. Expenditures not allowed are indicated on the request form.

D. ASSESSMENTS: Host schools may not request reimbursement directly from participating schools for any meet expense.