

# Boys' & Girls' Cross Country Running State Tournament Guidelines for Participating Schools

November 3, 2018  
St. Olaf College, Northfield

**WELCOME** to the 2018 State Boys' and Girls' Cross Country Running Meet. We wish you luck as you compete for individual and team honors. The following guidelines have been established for this year's state meet. Please take a moment to review this information with your runners and coaching staff as there are several site changes that impact the meet.

**The Tostrud Center Fieldhouse is the new location for Tournament Headquarters as well as the Team Headquarters. You can access the fieldhouse through either Door 5 (north side of building) or Door 4 (west side of building).**

## **OPTIONAL PRE-MEET COURSE PREVIEW & TEAM REGISTRATION:** **FRIDAY, NOVEMBER 2, 12:30 – 4:00 PM**

The pre-meet course preview is **OPTIONAL**. Teams that participate in the pre-meet course preview will be allowed to pick up race materials at the Tournament Information Center in the **Tostrud Fieldhouse** on Friday between the hours of 12:30—4:00 p.m. Please note that the race materials will only be distributed to coaches or a school faculty member. The materials include:

- Wristbands for Coaches – (2 Per Team/1-Per Coach of an Individual Runner)
- Parking Pass – (1 Per Team)
- Contestant Bibs and Hip Numbers
- Medical Coverage for MSHSL Tournaments
- Tournament Evaluation Form
- Souvenir Programs and Bag Tags
- Certificates

Teams that choose **NOT** to attend the pre-meet course preview may pick up race materials and turn in their uniform verification forms at the Tournament Information Center in the field house on Saturday beginning at 8:00 am.

### **RACE SCHEDULE**

Class AA Boys	10:00 a.m.	Class A Boys	1:00 p.m.
Class AA Girls	11:00 a.m.	Class A Girls	2:00 p.m.

Class AA award ceremony will be conducted approximately 30 minutes after the completion of the last race.

Class A award ceremony will be conducted approximately 30 minutes after the completion of the last race.

**TEAM HEADQUARTERS.** You may use the Tostrud Fieldhouse for your team headquarters. The roped-off areas in the field house are restricted to athletes, coaches, and meet officials. This rule will be strictly enforced. Coaches will be admitted in this area by wristband (*enclosed in registration packet*). A competitor's bib will get them in this area. Please note: **SPIKES ARE NOT ALLOWED IN THE FIELDHOUSE.** We will set up a spike zone near door 5 for athletes to put on shoes with spikes. No tents will be allowed in the fieldhouse.

**UNIFORM VERIFICATION FORM.** Coaches are required to complete a Uniform Verification Form for NFHS rules compliance. The form is located at the end of this document and must be submitted to meet officials in the Tournament Information Center during the pre-meet course preview on Friday or prior to each race on Saturday.

**DRESSING ROOMS.** Participants must come dressed in their running gear. The locker rooms at St. Olaf are **not** available. Portable restrooms are available for athletes to use.

**SCHOOL PARKING.** Schools should plan to arrive at the site early to avoid traffic delays and to obtain parking in the lot(s) nearest the race course. You must show a tournament parking pass (*included in your registration packet*) to the parking attendant to gain access into the Skoglund Athletic Complex parking lots.

**Spectator Parking & Shuttle Service.** Spectator parking is available at four remote parking lots at the southeast end of St. Olaf campus. Large red signs will direct spectators to these lots. Shuttle service to and from campus will be provided from 9:00 am to 5:00 pm on race day. The pickup and drop off points will be posted with large red "Bus Stop" signs. **Please note: Spectator parking is not allowed in any of the Skoglund Athletic Center parking lots.**

**DIRECTIONS TO ST. OLAF.** 35W south to Minnesota Highway 19, go east on 19 to Northfield and follow the Saint Olaf College signage. Alternative routes include Cedar (77) and Highway 3 out of St. Paul.

**LODGING.** Each school is responsible for their lodging. Following are a few suggested web links: <http://hotel-guides.us/minnesota/northfield-mn-hotels.html>; [www.visitfaribault.com](http://www.visitfaribault.com), [www.cannonfalls.org](http://www.cannonfalls.org). Feel free to explore additional links on you own.

## **RACE INSTRUCTIONS**

**Certified substitutions** to the roster listed in the "official" program **MUST** be made 1-hour **PRIOR** to the start of the race (*See Athletic Rules and Policies Manual*). You must report any substitutions to meet officials who are staffing the Tournament Information Center in the Tostrud fieldhouse.

### **PLEASE INSTRUCT YOUR RUNNERS:**

**UNIFORMS.** The uniform rule will be strictly enforced. Please review the 'Uniform Rule Emphasis' posted on the Coaches Clipboard.

**SHOES/SPIKES.** Each contestant must wear shoes. The use of slippers or socks does not meet the requirements of this rule. Spikes cannot be any more than one (1) inch in length. REMEMBER: spikes are not allowed in the fieldhouse. A spike zone is set up near door 5.

**CONTESTANT BIBS WITH TRANSPONDER CHIPS.** Each competitor (*including individual qualifiers*) must wear the assigned unaltered contestant bib with transponder chips. **The bibs must be securely pinned on the FRONT of the contestant's uniform top.** Sufficient pins are provided to allow four (4) pins per bib. Please remind your athletes NOT to crumble their bibs as this may negatively affect the transponder chip.

**Hip Numbers.** Three (3) hip numbers will be issued to both team and individual qualifiers and must be worn on each hip and upper left shoulder. The hip numbers will correspond with each competitor start box.

**5K RACE COURSE** for both girls and boys will be set up entirely on campus. The course will be marked with boundary white lines and shall be continuous throughout the entire length of the course, clearly designating both the inside and outside boundaries. The start/finish line will be located adjacent Tostrud Fieldhouse Center. Please note that the Prairie Loop is "off limits" to coaches and spectators (*See restricted area on course map*).

The course map is posted on the MSHSL Web site on the Cross Country Activity page and the Coaches Clipboard. Additionally, the course map will be printed in the program for your convenience.

**Starting Box Assignments.** Starting box assignments for teams and individual runners are randomly drawn. This information is posted on the MSHSL web site on the Cross Country activity page and the Coaches Clipboard. (See *Schedule and Lane Assignments*).

Starting Box 1 is always on your left as you stand behind the starting line. **Please note:** There are eight starting boxes for individual qualifiers. Each section has been assigned to a specific start box.

**STARTING POSITIONS.** All runners should report to their assigned start box for check-in with the Clerk of Course TWENTY (20) MINUTES BEFORE the start of the race. Clerks of Start have been assigned to each box and will check contestants for proper uniform, bibs, and hip numbers.

### **STARTING PROCEDURES. Visual Start With a Time Countdown Procedures with Announcements**

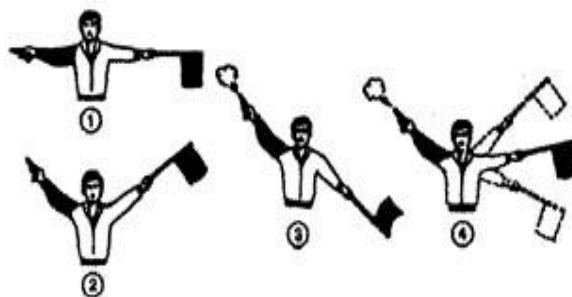
1. "Twenty (20) minutes to race start time." TEAMS and INDIVIDUALS are required to report to the starting line for clerking.
2. "Ten (10) minutes to race time." Runners are reminded to make sure that they are in compliance with the uniform rules.
3. "Five (5) minutes to race time." All NON-COMPETITORS, including coaches, are instructed to clear the starting area.
4. "Three (3) minutes to race time." ATHLETES are allowed to continue preparation for the race in front of their own alley.
5. "One (1) minute to race time." NO MORE RUN OUTS. Runners are to line up three (3) meters behind the starting line and prepare for the starter's Audio/Visual signals as described below.
6. "Thirty seconds to race time:" Last verbal announcement is made.

The **STARTER** shall be a minimum **50** meters in front of the start line for clear visibility to all competitors and the recall starters. Recall starters raise their white flags as a signal to the starter that they and the competitors are in position for the start.

The starter will hold the STARTING DEVICE and RED flag parallel to the ground and give one 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. **NOTE: During the whistle, the Recall Starters (on platforms at both ends of the start line) will raise the WHITE FLAG until all runners are motionless and not touching the line.**

7. The starter slowly raises the starting device and red flag overhead. When all runners are set and motionless and the RECALL STARTERS signal with a white flag, the starting device is fired (AUDIO) and at the same time, the RED FLAG is motioned downward (VISUAL) indicating the start of the race.

**Figure A –  
Starter's Signals**



**FINISH AREA CORRAL.** A 21-foot wide open corral area with two mats will be used at the finish. Coaches should inform runners that they must cross the mats to be properly timed.

**COACHES AND STUDENT MANAGERS** must remain outside of the finish area. A designated coaches' area is set near the finish area. This area will be policed.

**TIMING OF CONTESTANTS.** Select times will be provided at the 1600- and 3200-meter marks. Coaches, student managers or other school personnel are **NOT ALLOWED ON THE COURSE DURING THE RACE**. Anyone reading times at these or other marks may cause a contestant(s) to be disqualified (*Rule 8, Sec. 7 National Federation Track and Field and Cross Country Rules Book*).

The times for each contestant who completes the race will be automatically recorded at the finish line and included in the final meet results. It is not necessary for coaches to time their competitors. Meet results will be posted on the League web site immediately after each race.

**COMPETITORS ON COURSE.** Only competitors who are entered in the race are to be on the course during the conduct of the race, i.e., contestants in the girls' race are not to be anywhere on the course during the boys' race; and likewise, contestants from the boys' race are not to be anywhere on the course during the girls' race. Please advise your athletes to remain on the course if they find themselves in need of medical assistance.

**UNOFFICIAL POSTING OF ORDER OF FINISH.** An "unofficial" posting of team and individual results will be posted on the result's board(s) for a 30-minute period following each race. The identification of contestants will be by name, grade and numbers.

**OFFICIAL RESULTS** of all four (4) races will be posted on the League's web site immediately following each race. **Please note that we will NO LONGER SELL results at the meet. Please share this information with your fans.**

**POST-MEET WARM-DOWN** will NOT be permitted on the course.

**AWARDS CEREMONY.** A combined awards ceremony will be conducted in the Skoglund Athletic Center gymnasium following each set of races. Awards will be presented as follows:

- Trophies and medals to teams finishing in first, second and third place
- Medals to individuals finishing first through tenth place

Coaches are required to have her/his team in the Skoglund Gymnasium approximately 30-minutes after the conclusion of each set of races. Please instruct your fans to enter the gym using the front entrance of Skoglund Athletic Complex (north side of building).

**POST-RACE MEDIA INTERVIEWS.** The top three finishers of each race will be ushered to a designated area near the finish line for media interviews. MSHSL media staff will manage this undertaking.

## **GENERAL INFORMATION**

**ADMISSION CHARGE.** There is no admission charge for this meet.

**MEDICAL ASSISTANCE.** Every coach is required to review the memo on medical coverage enclosed in the state packet. The tournament medical staff will be wearing "red" jackets that say "Cross Country Medical Staff." They have been instructed to follow these guidelines throughout the tournament.

- A red and white medical tent will be set up near the finish area. Tournament physicians and trainers will be available to examine competitors and evaluate any conditions that might potentially threaten the health of the student-athlete.
- EMT's will be on site and will ride in a vehicle that will trail each race. Please advise your athletes to remain on the course if they find themselves in need of medical assistance. Other medical personnel will be stationed near the Prairie Loop as well as on the Soccer Fields.
- Ambulatory Care is also available on site.

**SPECTATORS ON COURSE.** Instruct spectators from your school to stay behind the fences in order that all runners will have a fair opportunity to do their best. ***Spectator interference may result in disqualification of a team or individual.*** Please remind your fans of the restricted course area in and near the Prairie Loop.

**VIDEO TAPING POLICY.** Parents of runners may videotape the state meet if:

- A. the tape is not for commercial use; and
- B. the camera is not obstructing the view of others and it is a hand held camera. Tripods and other camera stands will not be allowed into the meet.

**ALL-STATE CERTIFICATES.** The coaches association will distribute All-State Certificates in the gymnasium immediately following each award ceremony.

# **GOOD LUCK!**



# CROSS COUNTRY RUNNING UNIFORM VERIFICATION FORM

**Complete, sign below and return to the Team Registration Table on Friday during the pre-meet course preview or Saturday morning 1-hour before race time.**

**PLEASE PRINT**

(CIRCLE) CLASS:     A     AA

Date \_\_\_\_\_

School Name \_\_\_\_\_

Name of Coach \_\_\_\_\_

GARMENT	COLOR	
	BOYS	GIRLS
Jersey		
Running shorts		
Garment worn under jersey		
Garment worn under shorts		

1. This confirms that the runners competing in the State Cross Country Meet are in compliance with the National Federation (NF) and the Minnesota State High School League uniform rules.
2. We understand that all team members are expected to exhibit good sportsmanship throughout the competition.

Coach's signature \_\_\_\_\_

**Note:** Please see the Meet Referee if you have any questions.

**SPECIAL MENTION:**

- WATCHES WITH GPS CAPABILITIES ARE ILLEGAL.



# STATE CROSS COUNTRY RUNNING MEET

## PRONUNCIATION FORM

Complete form and give to Meet Management at the Team Registration Table

School / Team \_\_\_\_\_

Section \_\_\_\_\_

Class \_\_\_\_\_

Please **PRINT** out the phonetic spelling the runner's names that are **DIFFICULT** to pronounce. You do not need to phonetically spell the name of each runner, only those with difficult first and last names.

<u>Number</u>	<u>Name of Runner (phonetically spelled)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____