



# **2011 Cross Country State Meet Instructions for Participating Teams**



## 2011 CROSS COUNTRY STATE MEET INFORMATION FOR ALL ENTERING TEAMS



### STATE MEET STARTING TIMES AND ADMISSION

- ❖ State meet contestants should report to the Kentucky Horse Park, Lexington, at least one hour before starting time. A complete time schedule is located at [http://www.khsaa.org/cross\\_country/2011/statemeettimetable.pdf](http://www.khsaa.org/cross_country/2011/statemeettimetable.pdf).
- ❖ Each team entered will receive admission for one coach and one manager.
- ❖ The price of admission will be \$10.00 for all non-contestants over the age of 10 and all will be charged the admission fee.

### HOTEL INFORMATION

- ❖ The host hotel for KHSAA Cross Country State Championship athletes and coaches is the Fairfield Inn, Lexington. Overnight rates are \$85.00 per night for coaches and athletes. You can book your rooms online (go to the cross country page on the website and click on the link in hot news) using CROCROA for the discount code, or call the hotel directly 859-977-5870 using "Cross Country" as the discount code. Breakfast is included with your stay.

### COACHES AND OFFICIALS MEETING

- ❖ There will NOT be a formal coaches and officials meeting on the day of the meet. Selected meet officials will have a mandatory meeting with the Meet Director and Assistant Commissioner, and will be notified of the time and place. Coaches will be required to submit (upon registration) the Sportsmanship/Uniform Compliance Form.

### PARKING

- ❖ Parking for all vehicles will be in the grass parking lot (next to indoor arena) of the Kentucky Horse Park. Signage and personnel will direct all cars to the proper parking areas.
- ❖ There will be an unloading area for tents, etc. This will be controlled from the primary parking area and you must follow the directions of the traffic control personnel. Reloading after the meet will require patience and adherence to the directions of identified personnel.
- ❖ Bus Drivers will be granted admission. The KHSAA staff at the gate will control the admission of the bus driver at the check-in tent immediately outside the ticket booth.
- ❖ Yellow lines are tow away areas over which the Association has no control. No parking will be allowed at the Secretariat Center or Riding for Hope.

### SPORTSMANSHIP/UNIFORM VERIFICATION

- ❖ National Federation Rules require that each coach be instructed with regards to sportsmanship. This will be covered during the scratch and pre-race meetings and the verification form shall be used.
- ❖ Prior to the start of the meet, the head coach shall be responsible for verifying to the referee that his/her competitors are properly equipped (uniform, equipment, and no jewelry) in compliance with these rules. Any questions regarding legality shall be resolved prior to the start of the meet.

### SCHOOL REPRESENTATIVES DESIGNATED BY BOARD OF EDUCATION

- ❖ All coaches are reminded that KHSAA Bylaw 20 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school. Please see Bylaw 20 in the current year KHSAA Handbook or on the KHSAA web site ([http://www.khsaa.org/cross\\_country](http://www.khsaa.org/cross_country)) if you have any questions.

### WIRELESS COMMUNICATION

- ❖ The use of wireless communication devices by coaches and competitors is prohibited. This includes cell phone usage at the site between competitors and competitors, competitors and coaches, as well as coaches and coaches.

### COACHES ON THE COURSE

- ❖ Coaches will be allowed on the course during their race only. No one else will be allowed on the course during a race.

### COACH AND COMPETITOR PACKETS

- ❖ Coaches may pick up information packets including competitor numbers at the main headquarters tent beginning ninety minutes before first call.

- ❖ It is mandatory for all coaches to sign the briefing, uniform and sportsmanship enforcement provisions (XC121) when checking in team members and attendants or you will not receive the coaches' packet.
- ❖ It is mandatory that all coaches submit the required transportation form (XC108) at the time of sign-in, which designates the proper authorities to transport the team or you will not receive the coaches' packet.

#### **LOST/MISPLACED NUMBERS**

- ❖ In the case of a lost number:
  - Complete forms at the Meet Headquarters Trailer.
  - Upon verification, meet staff will sign form authorizing replacement
  - All other lost number replacements, \$10.00 charge per number.

#### **GATE ADMISSION**

- ❖ Each contestant will be issued a competitor number assigned after qualification from the regional meet and are responsible for maintaining these numbers at all times.
- ❖ All competitor admissions are issued to the Head Coach on sign-in at the main sign-in tent.
  - All participants will be given an arm band for admission purposes.
  - Numbers are for admission to the course itself. They are not for general admission at the gate.
- ❖ State meet contestants should allow plenty of time to report to the Horse Park for their race. No race start will be delayed to allow for the arrival of an athlete.
- ❖ Each team (boys or girls) qualifying one to seven athletes will be afforded a coaching pass (one) and one additional pass for a team attendance/trainer/manager.
- ❖ The price of admission will be \$10.00 for all non-contestants over the age of ten (10).
- ❖ There will be NO PETS ALLOWED in this area for this event. Please remind your fans.

#### **TROPHIES**

- ❖ Trophies will be awarded to the first four finishing teams at the state meet, as well as individual medallions to each member of the first four teams at the state meet. The first fifteen individuals to finish will receive awards at the state meet.

#### **PICTURES AT STATE MEET**

- ❖ As soon as the awards are presented, the top two teams and the top 15 individuals in each race are to report for official meet pictures.

#### **TEAM EXPENSES FOR STATE MEET**

- ❖ SCHOOLS ARE RESPONSIBLE FOR PAYING FOR THEIR OWN EXPENSES TO THE STATE TOURNAMENT.

#### **ENTRIES AND RESULTS**

- ❖ As soon as possible and practical, the regional results and state meet entries will be up on the KHSAA web site, <http://www.khsaa.org> and we will also put the results of the state meet up as soon as possible afterwards. This site is also linked to the Cross Country Coaches Association web site ([www.ktccca.org](http://www.ktccca.org))

#### **DRESSING FACILITIES**

- ❖ There are no dressing facilities at this site.

#### **NUMBERS**

- ❖ Numbers shall be worn on the front of the competitor's jersey.

#### **MEET RECORDS**

- ❖ Anyone with additional state meet record information from prior years should contact KHSAA Sports Information Director Elden May in the Media Headquarters trailer near the finish line.

#### **APPEALS**

- ❖ Appeals shall be submitted to the meet director who will present the appeal to the appropriate referee. The jury of appeals shall be the final authority. Only those issues for which the NFHS rules specify are appealable.

#### **APPEAL PROCEDURE**

- ❖ A coach should first protest to the referee. If the coach still feels that the terms and conditions of competition or the application of the rules have been misapplied or misinterpreted, a written appeal shall be made to the jury.

- ❖ Situation which are subject to appeal include, but are not limited to:
  - Misapplication of the rules, which must be filed within 10 minutes after the announcement of race results.
  - Correction of clerical or team scoring errors which may be corrected up to 48 hours after the end of the meet, unless another time period is specified in advance by the games committee or meet director.
  - Correction of meet results involving an ineligible participant which may be made at any time when discovered.
- ❖ Failure to follow a procedure contained in the terms and conditions of competition announced in advance by the games committee or meet director. This would include such items as the time schedule, the number of qualifiers to advance, number of trials, etc.
- ❖ The following are non-appealable situations
  - Any judgment decisions pertaining to violations or alleged violations of the rules.
  - A decision made by the finish judges or timers that does not involve misapplication of a rule, or the terms and conditions of competition.
  - Whether a start is fair and legal.
- ❖ If a coach wishes to appeal a cross country situation, the appeal must be put in writing and submitted immediately (within 10 minutes) after the situation occurs.
- ❖ The HEAD COACH ONLY shall submit the appeal to the Meet Headquarters Trailer where the Meet Director will process. The jury of appeals shall be the final authority.

### **FACILITY SAFETY AND GENERAL INFORMATION**

- ❖ Several areas of the facility are off limits. This includes the right half of the street as you enter the event area. We are required to keep this side of the road open and clear of pedestrians and cars for a Kentucky Riding for Hope event. It also includes the area directly behind the Kentucky Riding for Hope Center. Coaches and athletes should warm up in the event area only. There should be no runners on the streets leading to or from the event area. Areas around the Riding for Hope building are appropriate as long as the groups maintain a distance away from the buildings as to not disturb the programs in those areas. Coaches are directly responsible for athlete's adherence to these areas.
- ❖ Excessive noise, to include artificial noise makers, radios and musical instruments, will be prohibited for the duration of the State Meet.
- ❖ Athletes and school representatives may not bring implements from other sports (Frisbees, footballs, nerf balls, baseballs, soccer balls, softballs, etc.) as space is limited by the amount of athletes present and safety is minimized if these activities occur. Schools will be fined or otherwise penalized for failing to properly supervise the athletes if such implements are brought on site.
- ❖ Coaches and athletes should drink plenty of water throughout the day, particularly if it is a warm day. The Training staff will have plenty of water available.
- ❖ The Association will again use the services of the University of Kentucky Sports Medicine Department to provide trainers for the State Cross Country Meet. The tent is located near the main finish line trailer (past the finish chute). In addition, several volunteer medical professionals will also be on hand.
- ❖ Food vendors will be located in the "tent city" area. These stands will have an ample supply of items, over which the Association does not control price.
- ❖ The Association's official novelty vendor will be set up in "tent city" and will have a wide array of souvenir merchandise.
- ❖ KHSAA Policy as adopted by the Board of Control allows individuals to videotape events at the State Cross Country Meet. However, the policy expressly prohibits the use of a tripod or external power supply.

### **SEVERE WEATHER POLICY**

- ❖ The Referee or head official must delay or cancel a competition at the first sound of lightning or thunder at the site and the site should be cleared of all persons immediately by event administration. If it is anticipated that the storm will pass, the competition may be resumed following a fifteen (15) minute warm-up period, no sooner than thirty (30) minutes after the last sight of lightning or the last sound of thunder.
- ❖ If the severe weather is of great length or intensity, the Referee or lead meet official has the responsibility and authority to cancel the competition. Officials are encouraged to learn the weather forecast prior to game time. Safety of the public and participants is the most important factor in any decision of this type.

### **INCLEMENT WEATHER DECISIONS**

- ❖ While it would be ideal if all parties could meet and agree on any re-scheduling of meets necessitated by inclement weather or other natural events, this may not be practical. It is the duty of the meet manager in consultation with the participating teams to make decisions with regards to re-scheduling in the event of postponement and ensure that all teams, media outlets and schools are properly notified. In accordance with the adopted policies, after the contest has begun, the referee shall make such determination.

### **INCLEMENT WEATHER AND MEET POSTPONEMENT**

- ❖ There is always a possibility of inclement weather. In that event, be prepared to move to a place of shelter. Should it begin to rain, the meet will continue on schedule unless there are signs of lightning or the Games Committee determines that it is unsafe to continue a specific race or the meet as a whole.
- ❖ Should weather force a postponement or delay, immediately take cover upon hearing the announcement.
- ❖ Should evacuation be necessary, directions will be given by Horse Park Police and Lexington Fayette Urban County Police officers as well as meet officials.
- ❖ In any and all circumstances, use prudent judgment in determining whether or not you should remain in the area.
- ❖ Should the meet be suspended, the following procedure will be utilized for resuming the schedule:
  - When the decision is made to resume the meet, Urban County Police Officers and Horse Park Police Officers will patrol the parking lots announcing the time that the meet will be resumed.
  - When resumed, there will be a fifteen minute warm-up and waiting period prior to the first call for the first resumed race.
  - Once the first even has begun, the meet will continue on the standard basic time schedule.