

**2020**



**CROSS COUNTRY  
DEC Chair/Meet  
Director's Handbook**

# UNIVERSITY INTERSCHOLASTIC LEAGUE

## DISTRICT DIRECTOR'S HANDBOOK

### 2020 CROSS COUNTRY

The Cross Country District Meet Director's Handbook has been prepared and designed to provide general information in the administration of UIL cross country competition. It will serve as a guide for hosting the meet and regulations stated shall be considered official unless the directors are notified of specific changes.

We urge directors to work towards consistent administration of cross country meets according to the directions in this manual to ensure the athletes in Texas can compete and qualify under the same fair standards throughout the state. Meet information shall be made available to schools thru contacting them directly or posting information to a website.

### UIL CONTACTS

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### IMPORTANT DATES

<b>October 31</b>	Last date for District Cross Country Meets
<b>November 9-10</b>	Regional Cross Country Meets <a href="https://www.uiltexas.org/cross-country/regional-sites">https://www.uiltexas.org/cross-country/regional-sites</a>
<b>November 23-24</b>	State Cross Country- Old Settler's Park   Round Rock, TX <a href="https://www.uiltexas.org/cross-country/state">https://www.uiltexas.org/cross-country/state</a>

# UIL GUIDELINES

## Eligibility.

You will receive eligibility forms from participating cross country schools in your district. The District Executive Committee (DEC) must decide if a district meet is required. District meets shall be held in districts with more than three teams and/or ten individuals.

Districts who do not have enough entries to necessitate holding a district meet may disregard this information. When a district does not hold a meet, individual schools are responsible for sending their entry form directly to the regional chairman.

## 2020 NFHS Rule Changes.

**4-6-5g, 8-6-1e:** Clarifies that a competitor should not be penalized for helping another competitor who is distressed or injured when no advantage is gained by the competitor who is assisting.

**Rationale:** The committee believes when no advantage is gained by a competitor helping a distressed or injured competitor, the competitor assisting should not be penalized for exhibiting good sportsmanship.

**8-1-1:** Clarifies cross country course markings.

**Rationale:** The reorganization of the rule states that a course should be clearly marked with any or all of the methods listed in the rule.

**8-1-3:** Clarifies cross country course layouts.

**Rationale:** This rule change will not eliminate courses that may be used for smaller meets with limited numbers of participants. The additional language provides a recommended minimum distance for straightaways at the start of all meets.

## **2020 Editorial Changes**

5-1-5, 6-8-10d

## **2020 Points of Emphasis**

Meet Administration

Exchange Zone

Assisting Injured Athletes

## Competition Format.

The National Federation Track and Field/Cross Country Rules shall be enforced. The 1A-4A girls' race will be approximately two miles or 3200m and the 5A and 6A girls' as well as all boys' races will be approximately 5K.

There shall be boys' and girls' races for six classifications in cross country: 1A, 2A, 3A, 4A, 5A & 6A.

A minimum of five athletes shall constitute a team entry. Each school may enter one team that consists of seven boys and/or seven girls. The DEC and meet director has the discretion over any scratches or substitution guidelines for the district meet.

- A maximum of the top TWO teams and top ten individuals shall qualify from district to the regional meet.

Please visit the Cross Country District & Postseason Information page on the UIL website

(<http://www.uilTEXAS.org/cross-country/forms>) for the following:

[District Result Form](#) – must be filed by District Chair immediately to regional director

[Entry Form](#) – used when electronic entries are not available

[School Codes](#) – downloadable school names and codes

## Entries.

Entries shall be submitted to the district meet director. The UIL typeable form *or* an electronic form approved by the DEC may be utilized. School coaches must comply with DEC specific entry instructions. Substituting team members is

allowed at the discretion of the District Meet Director and DEC. UIL does NOT need a copy of the District Meet results.

When electronic timing and results are facilitating the meet, the correct names and school codes must be utilized.

### **Race Schedule.**

District racing schedules are to be determined by the DEC.

### **Racing Course.**

The course layout should be free of large debris and sharp corners, grass cut down, starting line and course line marked so that it is visually available for each race. A lead cart or bike rider is suggested to ensure the leaders follow the correct markings. Additional course markings should consist of cones and flagging.

The start line should be wide enough to accommodate no less than 3 runners per school to stand directly at the starting line. Seeding boxes could be utilized but are not required. Start clerks must check entries prior to the start of each race. Finish chute management volunteers should be utilized to accommodate a safe and fair finish area. (see NFHS Rule Changes on previous page)

### **Officials.**

Officials and school volunteers should know their duties. Schools participating may be asked to supply some responsible adults to serve as assistant officials. These individuals should not be placed in positions of making decisions involving students from their own school.

If at all possible, the officials making subjective calls and decisions should have experience in working other meets prior to the district meet. Officials and volunteers should be asked to report for a meeting with the meet director prior to the meet and be apprised of NFHS racing rules including uniform requirements for cross country teams (under relay team description).

UIL Officials should be used in the following capacities: 1) referee, 2) starter(s) and back-up starter(s), 3) start clerks and 4) course judges.

### **Awards.**

The DEC and district hosts are responsible for ordering and the expense of the awards. Districts may determine the format of awards.

Awards will be announced for the public and schools will be recognized no earlier than 30 minutes following the final results posting. Schools have a 30-minute window of time in order to protest any race result.

### **Certification to Regional Meet.**

The district chairs are required to send their **UIL District Result Form** to the regional director no later than midnight CST, Saturday, October 31, 2020.

District meet directors will certify the top three teams and ten individuals to regional. All district chairs should report their results to the Regional Director on the UIL typeable form or by an electronic form approved and accepted by the regional director.

Regional hosts have specified regional entry instructions for the District Chair and qualifying schools:

<https://www.uiltexas.org/cross-country/regional-sites>

**\*\*IMPORTANT** – Updated 2020 UIL Cross Country Operational Guidelines can be found on the following link [COVID Information](#)

## NEW-2020 CROSS COUNTRY POST SEASON STRUCTURE

District meets shall be held in districts with more than three teams and/or ten individuals entered. Each school may enter seven boys and seven girls to a district meet. **A minimum of five athletes shall constitute a team entry.**

- A maximum of the top **TWO** teams and top ten individuals shall qualify from district to regionals.
- A maximum of the top **THREE** teams and top ten individuals, **not on a qualifying team**, shall qualify from regionals to state. Each school qualifying a team may enter seven boys and/or seven girls to the regional or state meet.
- Only the teams and individuals qualifying through the district and regional meet are eligible to advance to the state meet. Teams qualify as a school and substitution of team members are allowed. Regional and state meet directors must be notified of any substitutions.
- District meet directors will certify results to the regional meet director.
- Regional meet information will be provided from a link on the UIL website. Each meet director may require specific electronic files or online entry procedures. Entry fees may apply to participation.
- Regional results will be certified to the UIL Office by the regional meet director for State. Entry fees do not apply for state meet participation.

### **District Meets**

**Deadline – October 31, 2020** – Last date allowed for district competitions. Site/race schedule/fees to be determined by the District Executive Committee. District Meets may only have one level of competitors participating on site at a given time. District Meets will continue to follow the normal entry limit of 7 (+3 alternates). Example: if Varsity Boys/Girls are running, JV would not be allowed on site until the varsity athletes have left. District Meets may exceed the 8-school limit if their district has more than 8 schools.

### **Regional Meets**

**Date – November 9-10, 2020** (Regional Meets will have 3 conferences run on Monday & three conferences run on Tuesday)

Regional sites and a list of directors may be found on the UIL website (<http://www.uilTEXAS.org/cross-country/regional-sites>). The regional director will declare the time schedule and entry fees. NOTE: Regional sites will have their own safety protocols for their meet.

### **State Meet**

**Date – Monday, November 23, 2020 & Tuesday, November 24, 2020**

**Site – Old Settlers' Park at Palm Valley, 3300 Palm Valley Blvd., Round Rock, Texas**

### **Race Schedule:**

**Monday, November 23:** 1A, 3A & 5A; Times TBD      **Tuesday, November 24** 2A, 4A & 6A; Times TBD

### **Qualifiers**

- The regional director will certify the names of the qualifying participants and the schools to the UIL office immediately following the regional meet.
- Coaches are not required to submit entries to the UIL office. For scratches or substitutions, please fill out the forms on the UIL website:
  - Team Substitutions: <https://www.uilTEXAS.org/machform/view.php?id=311305>
  - Individual Scratch: <https://www.uilTEXAS.org/machform/view.php?id=311841>
- State entries do not require a fee.
- Meet information is available on UIL website at [www.uilTEXAS.org/cross-country/state](http://www.uilTEXAS.org/cross-country/state).

## UIL RESOURCES

National Federation Track/CC Rule Book – *hard copy mailed or downloadable electronic version available on*  
<http://www.nfhs.org/articles/rules-books-and-case-books-available-as-e-books/>

2020 NFHS Rule Changes <https://www.nfhs.org/sports-resource-content/track-and-field-cross-country-rules-changes-2020/>

UIL School Code List <http://www.uiltexas.org/cross-country/school-codes>

Entry and District Reporting Forms <https://www.uiltexas.org/cross-country/forms>

District Alignments <https://www.uiltexas.org/alignments/category/align-cross-country>

District Chair Contact Information <https://www.uiltexas.org/athletics/district-chairs/cross-country>

UIL Regional Site Information <https://www.uiltexas.org/cross-country/regional-sites>

UIL State Meet Information page <https://www.uiltexas.org/cross-country/state>

UIL Logo Permission <http://www.uiltexas.org/machform/view.php?id=29>

## CHECKLIST FOR MEET DIRECTORS

<b>Meet Responsibilities (120 days out)</b>	<b>Completed</b>
Facility and Arrangements	
Conflicts with other school events	
Check facilities as to rule specifications	
Course Map	
Restrooms	

<b>Information to Participating Schools (60 days out)</b>	<b>Completed</b>
Entry Forms	
Entry Instructions and Fees	
Scratch Process	
Care of Course/Course Use	
Officials	
Timing and Results	
Concessions	
Warm-ups	
Restrooms	

<b>Staffing- Assign</b>	<b>Completed</b>
Officials	
<i>Meet Committee (Referee, Jury of Appeals, Finish Judges, Other knowledgeable persons to comprise an additional number of committee members (3-5 recommended))</i>	
<i>Clerk of Course</i>	
Workers	
<i>Results</i>	
<i>Athletic Trainers</i>	
<i>Program and Concession Sellers</i>	

<b>Equipment (14 days out)</b>	<b>Completed</b>
Public Address System/Secure Announcer	
Timing and Results System (Timing Mechanism and Start Gun/Horn)	
Check/Organize Awards	

<b>Meet Management Responsibilities (days before meet and during meet)</b>	<b>Completed</b>
Heat or seed meet if box seeding is used for start – UIL has a format if needed	
Heat sheets prepared and packets stuffed	
Double check all timing equipment	
Supplies	
<i>Gun, shells (if starter not providing own)</i>	

<i>Clip boards (for start clerk)</i>	
<i>Staple gun (for posting results)</i>	
<i>Running Bibs</i>	
Hospitality	
Officials Meeting- conducted by Meet Referee	
Coaches Meeting	
<i>Last minute scratches</i>	
<i>Meet start, finish results and state meet entry report</i>	
Restrooms	
Awards	
Scoreboard	
Post final results after each race – 30 minutes wait for official results	

<b>Post Meet Responsibilities</b> (immediately following meet)	<b>Completed</b>
Results Reported to Regional Director	
File records and results	