

2021



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

UNIVERSITY INTERSCHOLASTIC LEAGUE

DISTRICT DIRECTOR'S HANDBOOK

2021 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

Brian Polk – State Meet Director

bpolk@uiltexas.org

512-471-5883

Susan Elza, Ed.D. – UIL Director of Athletics

selza@uiltexas.org

Hannah Higgins – Assistant Meet Director

hhiggins@uiltexas.org

512-232-4971

TABLE OF CONTENTS

UIL Guidelines	3-6
NFHS Rule Changes	3
Certification to Regional Meet	5
UIL Resources	6
Checklist for Meet Directors	7-8

IMPORTANT DATES

October 16	Last date for District Cross Country Meets
October 25-26	Regional Cross Country Meets https://www.uiltexas.org/cross-country/regional-sites
November 5-6	State Cross Country- Old Settler's Park Round Rock, TX https://www.uiltexas.org/cross-country/state

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.

Championship Structure- Varsity Division.

NFHS Cross Country Rule Changes

4-3-1: Eliminates redundant language and expands definition of foundation garments.

Rationale: This change expands the current interpretation of foundation garment to include any item worn under the uniform top and/or bottom as well as eliminate duplicate language in same rule.

4-3-2: Clarifies uniform language for relay and cross country team members.

Rationale: Slight differences in design of uniform do not negatively impact the identification of a relay or cross country team. The expectation of this rule is that all relay and cross country team members can be clearly identified as representing the same school.

8-1-1 thru 3: Clarifies legal course layout.

Rationale: Clarification of course markings.

8-3-2 thru 5: Clarifies order of finish based on torso.

Rationale: Clarifies that no matter the system used, the order of finish is based on when the torso crosses the finish line.

2019 Editorial Changes

6-2-20: Provides consistent language in the rules book, case book and officials manual.

Rationale: Consistency with wording in the rules books.

2019 Editorial Changes

4-6-5 Notes, 5-1-3, 8-6-1 thru 3, 5-2-3, 5-3-6, 6-5-1, 6-9-1

2019 Points of Emphasis

1. Uniforms
2. Wearable Technology
3. Officials Safety and Recommendations in Vertical and Horizontal Jumps

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 three 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.uil texas.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 **District Results** to the regional director no later than midnight CST, Saturday, October 16, 2021.

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.uil texas.org/cross-country/regional-sites>

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/>*

2019 NFHS Rule Changes <https://www.nfhs.org/sports-resource-content/track-field-and-cross-country-rules-changes-2019/>

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

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

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

Staffing- Assign	Completed
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>	

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

Meet Management Responsibilities (days before meet and during meet)	Completed
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	

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