

2023



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

UNIVERSITY INTERSCHOLASTIC LEAGUE

DISTRICT DIRECTOR'S HANDBOOK

2023 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

October 14	Last date for District Cross Country Meets
October 23-24	Regional Cross Country Meets https://www.uiltexas.org/cross-country/regional-sites
November 3-4	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

4-3-1b5: Clarifies that garments with logos completely around the waistband on uniform bottoms are legal.

Rationale: The change would minimize issues related to logo/trademark reference on uniform bottoms. In the sport of track and field uniform bottoms are increasingly being purchased by the athlete and not school issued. It is becoming more difficult to purchase some garments without the logo completely around the waistband. Allowing larger logos around the waistband has no bearing or impact on the race or event.

4-3-1b 8 (NEW): Clarifies that religious headwear is not considered a hair device.

Rationale: The NFHS Track and Field Rules Committee added this rule to clarify there is no need for prior authorization from the state association for religious headwear.

8-1-1a (NEW NOTE): Clarifies cross country course markings.

Rationale: The change states that other methods of marking a course should be used with a single wide line to help identify the turns and route of the course as a single wide line may not be the shortest route.

2022 Editorial Changes

2-2-4, 3-2-3h, Rule 6, 6-5-1 Note, 6-9-1 Note (NEW) 2023

Points of Emphasis

- Exchange Zones
- Use of Electronic Devices
- Adapted 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 have 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 and sent immediately to regional director (Please note each Regional Director may have their own process for receiving District Results)

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

[School Codes](#) – **Schools must use their assigned school name and code!**

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 14, 2023.

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>

2023-2024 POST SEASON VIDEO BROADCAST INFORMATION

Live or tape-delayed video broadcasts of a postseason contest require approval from the UIL. The UIL retains all broadcast rights to postseason contests and has granted rights to its broadcast partners, who have first rights to all postseason activities. The UIL's broadcast partners are the NFHS Network and Bally Sports Southwest. Please see below for more information. Any questions should be directed to the UIL Media Department: pr@uiltexas.org

Broadcast Opportunities for UIL Member Schools:

1. Non-Commercial Academic Video Broadcasts

Schools interested in doing a non-commercial Academic Video Broadcast must submit this form by noon the business day prior to the event: [UIL Member School Playoff Broadcast Request](#). There are no fees to do an academic broadcast.

The UIL defines an Academic Broadcast as a broadcast with an educational purpose that is produced solely by a UIL-member school and/or school district primarily using school facilities, equipment, staff and students without any commercial relationship for the financial benefit of another party.

Any use of professional broadcasters should be limited and on a non-paid, volunteer basis. Schools cannot carry commercial obligations over to postseason academic broadcasts. Schools may air postseason broadcasts LIVE if approved by UIL. Additionally, schools may distribute the broadcast via their school or district website or via their official school-affiliated social media or YouTube channels. Other commercial .com websites are prohibited. The web page where the broadcast is to appear should be free of sponsor logos.

Failure to comply with the above may result in future prohibition of academic broadcasts.

2. NFHS School Broadcast Program Webcast

Schools who are members of the NFHS Network School Broadcast Program (SBP) and wish to broadcast an event on the network must submit this form by noon the business day prior to the event: [UIL Member School Playoff Broadcast Request](#). There are no fees to do an NFHS School Broadcast Program webcast.

WHAT IS THE NFHS SCHOOL BROADCAST PROGRAM?

The School Broadcast Program (or SBP) lets high schools produce and broadcast their own games, pep rallies, news shows, and any other event live on the NFHS Network. The NFHS Network has a dedicated support team and account managers to assist these schools with using the platform to stream their events. Most of these events are done by the actual students, and it is a great way for them to get real world experience and exposure to an always evolving technology platform. To learn more about SBP, please visit: <https://www.nfhsnetwork.com/sbp>

Media Outlets

Media outlets and third party, non-school affiliated broadcast entities interested in video broadcasting a postseason contest have two options, abbreviated below. Full information can be found online, [linked here](#).

1. NFHS Production Partner

Media outlets may enter into an agreement with Sports in Action on behalf of the NFHS Network to produce and distribute one or more postseason contests exclusively on the NFHS Network. Outlets interested in participating should contact Sports in Action at sublicense@sportsinaction.com to be set up as an NFHS Production Partner.

2. Sublicense Video Rights

In the occurrence the contest is not being produced by UIL broadcast partners, the contest may be sublicensed to interested media outlets. Media outlets must complete this form by noon the business day prior to the event: [Playoff Video Broadcast Request form](#) and receive an approval email from Sports In Action.

The approved broadcaster is responsible for communication with the schools for selected broadcasts. The approved broadcaster will schedule the set-up and tear-down times for equipment with the schools and the venues. The approved broadcaster is responsible for any expenses associated with the broadcast. UIL approval does not guarantee preferred placement, accommodations are at the discretion of the host venue.

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/>*

2023 NFHS Rule Changes <https://www.nfhs.org/sports-resource-content/track-and-field-rules-changes-2023/>

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	