

2015-16 IHSA GIRLS/BOYS CROSS COUNTRY RULES MEETING INFORMATION/BULLETIN

(Last Revised August 24, 2015)



INTRODUCTORY NOTE: This bulletin has been prepared to give you a quick study guide for the upcoming Cross Country Season. Complete information will be included in the Terms & Conditions and the Manual for Schools on the IHSA Cross Country Website. **The Following Information** deserves your special attention. If you have questions about official interpretations or recommendations for rule changes for next year, please email IHSA Assistant Executive Director Ron McGraw (rmcgraw@ihsa.org).

It is important to make sure your IHSA Schools and Officials Center is up-to-date with contact information.

Coaches: Each Cross Country coach has been issued a unique password through their High School Administration. If you are a new coach, your high school will need your valid email address to issue the password to you. If you are receiving emails and your school is not going to participate in the Cross Country State Series, this is a "Red Flag" that the IHSA believes that your school is entered and planning to participate. To avoid penalties, you must have your official representative withdraw your school by emailing tcraig@ihsa.org by the Online List of Participants deadline.

Officials: Login to the Officials Center to make sure your email address is current.

Cross Country Officials: All Cross Country Officials years of service has been updated in your Official's center. However, since IHSA began the Rules Meeting and Exam process for Cross Country for officials in 2010, IHSA can only issue credit beginning in 2010. We realize licensed track officials licenses before 2010 indicated your actual license said "Track & Cross Country", because we hired track officials to officiate cross country. We realize some officials worked both, but have no way of tracking that information from our office. Thank you in advance for your understanding.

This information is required for IHSA to effectively communicate with its coaches and officials. If you are receiving notifications from our office, please do not ignore them. You are receiving communications because you are entered into the state series and we require/expect for you to meet all deadlines to remain eligible.

NOTICES:

One Girl's Head Coach and one Boy's Head Coach per school (Teams and Schools with Individual Entries) and every Cross Country official must review the complete online rules video and follow the instructions at the conclusion of the presentation to get credit for a Rules video. Each year head coaches and officials are required to review the Rules video presentation to prevent probation or suspension status. The Online Girls & Boys Cross Country Rules Video begins August 11 and will be closed on September 15, 2015.

IHSA Track & Field Officials that wish to work as a CC Official must not only review the online rules video, but must also complete the online examination for CC officials. There are no additional fees or additional registration. As in the past, the IHSA Track & Field officiating license is the license required to work as a Track & Field AND Cross Country official. The Online Girls & Boys Cross Country Rules Exam begins August 11 and will be closed September 15.

The IHSA has committed to providing an avenue for participation for IHSA member school athletes with disabilities in cross country. The details concerning this program will be released to the IHSA Web Site as they develop.

Coaching & IHSA Member School Staff Compliance: This IHSA Schools Center staff page is very important because if any information is missing from the coaching profile, the coach (head and/or assistant) will not be able to add his/her name to their list of coaches on their List of Participants and will not be issued credentials at the State Final. This page indicates:

- a. Who has been listed as coaches for your school (School Administrator only)
- b. How each coach on your staff is certified to coach (School Administrator only)
- c. If the coach has completed the PES Exam (one time requirement) (Coach)
- d. **NEW STATE OF ILLINOIS REQUIREMENT): If the coach/athletic director has passed the Concussion Exam (every two years) (Coach/Athletic Director)**

(To make changes to this information, the School Administration should click on the "Staff Logins & Roster" link and click the name of the staff member needed to be edited and make necessary changes.)

I. 2015 Important Dates for Cross Country:

To volunteer for the IHSA Cross Country State Meet, please go to the following website prior to July 18th :
<http://officials.ureye-studio.com/>

- August 11: Online Rules Video Presentation will be available through the IHSA School & Officials Center.
- August 11: First date of Officials Online Part 1 Exam
- August 11: Coaches should review the Online Manual for Schools for instruction to be used throughout the Cross Country Season. It is located on the respective IHSA Cross Country web page.
- August 12: Cross Country Season/practice may begin
- August 24: 1st Contest Date.
- September 11: School Team/Individual Entry Deadline to participate in the State Series (Principal or Official Representative password required) through their IHSA School & Officials Center Site.
Coaches: Double Check to make sure the Official Representative or Principal from your school entered your school to participate. This is the only way your school will receive an assignment to compete in a Cross Country Regional/Sectional. If you notice your school is not listed on the Regional/Sectional assignments, it indicates your school is not entered to participate in the IHSA State Series.
If your school is listed on the Regional/Sectional Assignments and your school will not be competing in the IHSA Regional/Sectional Competitions, send an email to tcraig@ihsa.org and indicate your school needs to withdraw from Cross Country. Sometimes prior Principals or Official Representatives will enter your school before the end of the prior school year without knowing how many kids will go out for your program in the fall. Check on your IHSA status with your school representative.
- September 15: **School & Official Online Rules Presentation Deadline.** The first year of failure to redeem Rules Presentation credit will result in being placed on probation. The second year of failure to redeem will result in suspension. There will be a penalty fee of **\$50.00 payable to the IHSA Office prior to the site being re-opened.**
- September 18: Officials Assignment process begins, officials availability calendars must be updated to be considered for assignment.
- October 20: Coaches must submit their Online List of Participant by noon.
- October 24: IHSA Cross Country Regional Meets
- October 31: IHSA Cross Country Sectional Meets
- November 7: IHSA Cross Country State Meet at Detweiller Park, Peoria, IL
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- II. **PROCESS FOR RECEIVING CREDIT FOR VIEWING ONLINE RULES PRESENTATION (between August 11-September 15):** The **Boys AND Girls Head Coach** and every official must login to the IHSA Schools and Officials Center to view the Rules Presentation yearly by using their USER ID and password to access the IHSA School and Officials Center. Remember that a **password is required** to enter these secure areas. Once there, select the link to “find meeting, redeem credit.” At the end of each video, coaches and officials will automatically be given credit for watching the rules meeting video.

Schools: Failure to view and interact with the required Rules Presentation will result in no credit. Any Head Coach that does not redeem credit for the Rules Video within this time period will either be placed on Probation or Suspension. The school must pay a penalty fee to get the probation or suspension lifted. It is a requirement that **all** Head cross country coaches take the few minutes necessary to familiarize themselves with the IHSA cross country rules and procedures.

Officials: If a track and field/cross country official chooses not to participate and receive cross country credit, they will simply not be included in the list of eligible officials that will be used by member schools in the IHSA Cross Country State Series. Officials not participating will in no way affect their status this spring as a track & field official. It is our hope that **all** track & field/cross country officials will take the few minutes necessary to refresh themselves with the IHSA cross country rules and procedures.

Below are a few options to assist you in viewing the Rules Meeting presentation once you have tried and have failed.

- a) Try again on a different computer, preferably in a different location (home instead of school, etc.) Sometimes these files download badly. Going to a different computer/location is the easiest way to get a fresh start. Our software is not capable for giving credit for people using a tablet or iPad.
- b) Go back to where you clicked on the link to start the presentation, and **INSTEAD** click on the link below to view the LITE version, which has no video content. Flash video can be an issue for some computers, and the lite version takes this out of the equation.
- c) Do not use a tablet or iPad for viewing Rules Meetings. Our software is not capable for giving credit for people using a tablet or iPad.

III. IHSA/NFHS Rule Variations: These variations are well documented in the IHSA required online Rules Video. Officials, please review the online rules video prior to taking the required part I online examination.

1. **Uniform – In Illinois** the uniform and undergarments worn by cross country teams and track and field RELAY TEAMS must be SIMILAR, NOT IDENTICAL.

Undergarments do not need to be of a single, solid color and need not be unadorned. An athlete may wear multiple undergarments and those undergarments may be of different colors, For example; it would be legal to wear a red long sleeve tee shirt with a green short sleeve tee shirt over it. In cross country and on T&F relay teams only, if more than one team member chooses to wear undergarments ,then his/her undergarments must be similar in style and color. In the example above, any team member also choosing to wear undergarments would also need to wear the red long sleeve and the green short sleeve tee combination. Not all of the team members would be required to wear undergarments, but if they do, then they must match in style and be similar. COACHES, in order to guarantee that the officials interpreting your teams uniforms share your interpretation of “SIMILAR, it is highly recommended that you make certain that your cross country team members and T&F relay teams match exactly. Again, this is recommended and not required. Obviously if they match exactly there is no need for an officials interpretation.

The uniform rule in Illinois is interpreted to provide some flexibility for schools under the pressure of tight budgets. When interpreting uniforms for cross country teams and track and field relay teams consider the following: Are the uniforms being worn similar enough so that a person standing at the finish line can easily determine that the competitors running for the same school are team mates? Ultimately, this is a judgment call that will be made by the meet referee, common sense should prevail.

2. **Watches – In Illinois** it is legal to wear a watch during competition.
3. **Chips vs. Torso – In Illinois** we determine the finish order of competitors by the position of the torso and NOT the order provided by chip timing **when video is used to determine places..**
4. **Uniform DQ – In Illinois** we do not disqualify a competitor for a uniform violation after they have passed through the clerks inspection and are racing or have finished their race (unless alterations are made after the competitor passes inspection. In this case they would be disqualified for unsporting conduct).
5. **Removable Arm Sleeves –** Are legal in Illinois.
6. **Calf Sleeves –** Are legal in Illinois.
7. **Wrist Sweat Bands –** Are legal in Illinois.
8. **Jewelry –** Legal in Cross Country and Track & Field

IV. Important Procedures for Participating Schools To remain Eligible to Compete In the IHSA State Series

This following guideline is an attempt to help keep schools and/or its participants eligible to compete in the Cross Country State Series. It is not intended to replace the Terms and Conditions or the Manual for Schools. It is the coaches responsibility to check their online Activity Tracker for information and to meet all required deadlines. To be fully informed, coaches must make themselves familiar with **the Online Manual for Schools. PLEASE DO SO!**

A. What: Enter school into the Cross Country State Series

Who: Principal or Official Representative

When: By September 11

Where: IHSA.org

How: Go to www.ihsa.org

- 1) Click on IHSA Schools & Officials Center Login
- 2) Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password
- 3) Click on Sport & Activity Tracker
- 4) Click on “enter your programs”
- 5) Click all applicable sports your school will participate in for 2015-2015

Why: This data is what IHSA uses to assign schools to their Regional and/or Sectional sites.

B. What: Staff Compliance in the IHSA Schools Center

Who: Principal, Official Representative, Athletic Director

When: By September 11

Where: IHSA.org

How: Go to www.ihsa.org

- 2) Click on IHSA Schools & Officials Center Login
- 3) Enter your User ID (5 digit ID, a letter followed by 4 letters) and Official Representative or Principal password
- 4) Click on Staff Compliance

Why: This page is very important because if any information is missing from the coaching profile, the coach will not be able to add his/her name to their list of coaches on their List of Participants and will not be issued credentials at the State Final. This page indicates:

- a. Who has been listed as coaches for your school
- b. How each coach on your staff is certified to coach
- c. If the coach has completed the PES Exam (one time requirement)
- d. If the coach has passed the Concussion Exam (every two years)

(To make changes to this information you should click on the "Staff Logins & Roster" link and click the name of the person you want to edit and make necessary changes.)

C. What: Review the Online Manual for Schools

Who: Coach and/or Athletic Director

When: Mid August

Where: The Manual for Schools **will be posted on the respective IHSA Cross Country Activity Page and in the Schools and Officials Center (by logging in):**

How: Go to www.ihsa.org

1) Click on "Activity Tracker"

2) Click on Manual for Schools (If the Cross Country Manual for Schools doesn't appear, you are not listed as the coach and/or your school isn't entered to participate this year).

Why: This manual has information for coaches and athletic directors as to what is necessary in order for their athletes to participate in the Girls and/or Boys Cross Country State Series. Failure of coaches and athletic directors to become familiar with these details often results in the student athletes and/or coaches from their schools being denied the opportunity to compete.

D. What: Online Rules Video Presentation for Girls and Boys Cross Country

Who: All schools entering cross country must have each **Head Coach** view the online rules video. **By-Law 2.120 requires schools entering a sport as teams or individuals must view the online rules video**

When: Available August 11 through September 15. A \$50.00 penalty will be assessed after the deadline and placed on probation the first year and/or suspended the second year for failure of redeeming credit for online rules video.

How: Go to www.ihsa.org

1) Click on "School & Officials Center Login"

2) **Boys & Girls Head Coaches:** Enter your User ID (5 digit ID, a letter followed by 4 digits) and your boys or girls Cross Country Coaches password.

3) Click on "Rules Video" next to Girls or Boys Cross Country

4) View the online Rules Video to view, interact and receive credit.

Why: This is a yearly requirement for **EVERY HEAD BOYS AND GIRLS CROSS COUNTRY COACH** (TEAM & INDIVIDUAL ENTRIES)

E. What: Entering Participants into the State Series Meets: "Online List of Participants"—Do not wait until the last minute, you can always make changes up until the deadline.

Who: Coach

When: Deadline is Noon, October 20 - If a school does not submit their Online List of Participants by the deadline, coaches and/or participants from that school are subject to sanctions, which could include but not be limited to being ruled ineligible to compete in the State Series. Schools which do not do so and are consequently ruled ineligible for the State Final Series and must email tcraig@ihsa.org a letter indicating they are withdrawing from the Cross Country State Series by noon on the day of the Online List of Participants deadline or a \$100.00 penalty will be assessed to your school.

Where: Go to www.ihsa.org

1) Click on "School & Officials Center Login"

2) Enter your "User ID" (5 digits, a letter followed by a number) and the password issued to you by your school. All of this information was emailed to you by your school. IHSA login ID and your unique Cross Country Coaches password (Boys and Girls Coaches have different passwords), issued through your school administration through the IHSA Schools Center.

3) Click on Sport & Activity Tracker

4) Click on the "List of Participants" link

5) Type in the requested information and save your page(s).

6) **Certify & Submit your Form**

7) PRINT EACH PAGE (ctrl key+P) on your keyboard. After the deadline, you will not be able to do so.

Why: This is how the IHSA knows the names of the participants and coaches. This information will later be used in the State Final Program. It will be used as it is presented so please double check spellings for accuracy.

Reasons for the "Red Box" to appear in the Sport/Activity Tracker:

- ❖ Schools would not verify to have competed in at least 6 Contests (team honors only).
- ❖ School hasn't completed the "Certify & Submit" page.

Verification of IHSA Receiving List of Participants:

- ❖ Print a copy of your entries as stated in #7 before the deadline. This is verification of your entries to take with you to the Coaches Meeting.
- ❖ Make sure you click the "CERTIFY & SUBMIT" link, so you will not receive unnecessary reminders from our office about not receiving your List of Participants.

Once the process is complete and the deadline date approaches, the Schools Center Activity Tracker will show that the deadline has passed. This does not mean your school didn't complete it. It means the IHSA Office has imported all rosters and is in the process of preparing the files for the host of your Regional/Sectional Managers.

After Certifying & Submitting the *Online List of Participants*, print a copy of each page (ctrl key+P) on your keyboard for your records. You will not have access to this page, if you try to print it after the deadline.

F. What: Withdrawal from Cross Country after being entered

Who: Principal or Official Representative

When: Prior to Noon, October 20th

Where: IHSA Office

How: Email Tammy Craig (tcraig@ihsa.org) a letter indicating the desire to officially withdraw.

Why: Schools that fail to participate after entering and who fail to formally withdraw will be fined \$100.00 (additional penalties may apply, refer to Terms and Conditions). The fine is necessary to encourage schools to make us aware of their intent not to participate. When schools do not show up it adversely affects the balance in the numbers of teams assigned to each Regional and/or Sectional. This can create situations that are unfair to others. When you become aware that your school will not participate in the State Series, please withdraw immediately!

V. Minutes of the Boys / Girls Cross Country Advisory Committee December 5, 2014 (PLEASE LINK TO WEB ADDRESS)

To review the minutes, please go to: <http://www.ihsa.org/documents/adv%20minutes/13-14/13-cc-minutes.pdf--NEW>

VI. Officials Information

◆ **State Final Officials:**

Officials Uniform (the same for T&F)

1. A starter's sleeve must be a solid color: red, yellow or orange.
 2. White or red collared shirts, short or long sleeved.
 3. Blue, black, khaki or gray pants, no jeans or sweat pants.
 4. Blue jacket with a red, yellow, or orange sleeve customized to the coat, or a plain blue jacket with a separate starter's sleeve.
 5. Blue or red sport coat may be worn, tie is optional.
 6. If not acting as the starter or referee, wear apparel provided by the meet management or white shirt with pants as in No. 3.
 7. Officials patches must be worn according to VI-A patches in the current IHSA Sports Officials Handbook.
 8. Additional State Final Officials Patches can be purchased by logging in to the IHSA School & Officials Center. The cost is \$2.00.
- ◆ **Major officials are licensed with the IHSA. Only IHSA Athletic Officials licensed in Track and Field/Cross Country may serve member schools as major officials at boys and/or girls interscholastic cross country meets. (Major officials include the Referee, Starter, Referee-Starter).**
- ◆ **Referees are required to use the CC Referees Checklist located at <http://www.ihsa.org/documents/cc/Meet%20Referee%20Checklist.pdf>**
- ◆ **In the interest of providing a fair competition it is highly recommended that a host school NOT contract a member of their coaching staff to serve as a major official for their state series cross country meets.**
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VII. REGIONAL/SECTIONAL HOSTS, CROSS COUNTRY COACHES AND/OR ATHLETIC DIRECTORS INFORMATION

Prior to a cross country meet, the competition area, facilities and equipment must be inspected and prepared in adherence to proper safety measures that insure the safety of competitors, officials, coaches and fans.

Regional and Sectional Managers are required to use the Computer Data File supplied by the IHSA Office for use in identifying eligible competitors for these important Regional/Sectional Meets. Managers should not request participant information from schools assigned to their Regional/Sectional and schools should not respond to such a request of a Regional/Sectional Manager to provide participant information. The IHSA develops and maintains the "official entry list", and only those athletes listed are eligible to compete. Accepting athletes names from any other source will likely result in the illegal participation by an ineligible athlete. These situations are always negative, emotional and must be avoided.

Meet managers are required to contact Ron McGraw (rmcgraw@ihsa.org) to report the name(s) of the IHSA officials contracted to officiate their state series event.

Video Replay and Television Monitoring Equipment: Use of video replay or television monitoring equipment other than the official equipment approved by the IHSA (or meet manager) shall not be used to make decisions related to the state series meets. Only IHSA state meet officials, including the games committee (when called upon by the meet referee to do so), will have the authority to review official video results. It is also required for the host to have available a finish line camera for the purpose of "required official video review" at all regional and sectional meets. Video review **will** be used as the primary method of determining the outcome of all races at the regional, sectional and state final meets. The Meet Referee and IHSA officials **will** review the finish line video of each regional, sectional and state final race to facilitate accurate scoring of each race.

At regional and sectional events elaborate, multi-camera systems are not necessary. A single, well positioned camera should be satisfactory. Host schools must consult the meet referee to determine the appropriate position and angle of the finish line camera.

Regional/Sectional Video Review: The host school conducting all regional and sectional events must provide some form of video review of the finish line. This video review can be as simple as one video camera and one monitor (television or computer, etc.) or as sophisticated as the host school chooses. Placement of this camera is critical. Please consider its placement (height, angle, etc.) carefully. Meet managers must consult the Meet Referee as the decision regarding camera placement is considered. Only the video of the meet management may be used to review the finish of any race. The Meet Referee will review the video of the finish of race to facilitate accurate scoring of each race. Only the referee and meet management may view the finish line video (the games committee may also view the video, **but only if invited to do so by the meet referee**).

Meet managers are required to upload a copy of the results to the IHSA Regional/Sectional Winner Report and email Ron McGraw (rmcgraw@ihsa.org) a set of complete results of their regional and sectional meets.

Meet managers must have the following items available:

At least two (2) Licensed IHSA Track & Field/Cross Country Official are required to serve as the Meet Referee and Clerk/Starter.

- (a) stop watches or other appropriate timing system
- (b) starting device
- (c) flags to mark the course
- (d) properly designed starting line (starting boxes measuring between 4' and 6' wide)
- (e) properly designed finish line (implement the minimum 15' wide mouth chute as used at the state finals; see the IHSA Cross Country Managers Manual for diagrams).
- (f) Video camera to capture the finish (minimum of one required; limited to use by the IHSA official(s) and meet management).
- (g) Copy of the current IHSA Terms and Conditions, IHSA Managers Manual and the latest edition of the NFHS T&F/Cross Country Rule Book (it will be from the previous school year).
- (h) A reliable method of keeping track of the order of finish.

VIII. IHSA State Meet Clerking Details

The following tables present the details used by the Clerks of the Course at the IHSA State Cross Country Meet to check in competitors for the six races at the State Meet in a timely manner with a minimum of disruption to pre-race preparations.

STATE FINAL TIME SCHEDULE

	Class 1A Girls	Class 1A Boys	Class 2A Girls	Class 2A Boys	Class 3A Girls	Class 3A Boys
Tags Available	8:25	9:25	10:25	11:25	12:25	1:25
Teams Report	8:35	9:35	10:35	11:35	12:35	1:35
Final Instructions	8:55	9:55	10:55	11:55	12:55	1:55
Start	9:00	10:00	11:00	12:00	1:00	2:00

The Clerks of the Course have divided the starting boxes into five sections. The following chart lists the first box each clerking crew will check in. They will then proceed in order through each section. If competitors are assigned to the first box listed, they will be checked at the report time listed above. If your runners are not assigned to the first box listed, plan on about two or three minutes to check in each team, and be ready when the clerks reach your starting box.

FIRST BOXES

Clerking Crew	Class 1A Girls	Class 1A Boys	Class 2A Girls	Class 2A Boys	Class 3A Girls	Class 3A Boys
A	2	2	2	2	2	2
B	9	9	9	9	9	9
C	16	16	16	16	16	16
D	23	23	23	23	23	23
E	30	30	30	30	30	30

IX. SPORTSMANSHIP

1. It is important that everyone involved in the Girls and Boys High school Cross Country programs work together to teach, instill, promote and support GOOD SPORTSMANSHIP among the student-athletes, coaches, officials, athletic administrators, school administrators and spectators.
2. Showing support and cheering for your own team, as well as showing appreciation for the good performance of your opponent(s), does much to promote good sportsmanship.
3. Competing by the rules is important in establishing and maintaining good sportsmanship. Adherence to the "spirit" of the rule as well as the "letter" of the rule gives student-athletes, coaches, officials, athletic directors, school administrators and fans a "winning edge" in achieving good sportsmanship. THE RULES NEED TO BE FOLLOWED AND ENFORCED, REGARDLESS OF THE TIME OF THE SEASON AND THE SKILL LEVEL OF THE COMPETITORS.
4. (4-6-1 & 2) Sportsmanship is a priority with the Illinois High School Association and the National Federation. This rule clearly states that, "No team personnel/competitor shall act in an unsporting manner..." "Team personnel" is interpreted to include coach(es), competitors, non-competitors, lap counters, managers, etc.

Art. 1: Unsporting conduct is behavior that is unethical or dishonorable. It includes, but is not limited to, disrespectfully addressing an official, any flagrant behavior, intentional contact, taunting, criticizing or using profanity directed towards someone. This shall apply to all coaches, contestants and other team/school personnel.

Penalty: Disqualification from that event and further competition in the meet. Disqualification of a coach or other school personnel shall be from further involvement in the meet.

Art. 2: Unacceptable conduct by a competitor includes, but is not limited to, willful failure to follow the directions of a meet official, using profanity that is directed at someone or any action which could bring discredit to the individual or his/her school.

Penalty: Disqualification from the event.

a.) If a member of the "team personnel" is ejected from the competitive area for unsportsmanlike conduct, officials should make sure the ejected member of the team personnel is under the direct supervision of authorized school or security personnel. If a coach is ejected from the competitive area (or the premises) and there is no other authorized school personnel available to coach the team, the meet will be forfeited to the opponent(s). The meet referee should report the ejection of a coach from the competition area to the school principal and the IHSA Office on the **Special Report Form**.

5. **SAWA Reports:** Officials should only send in SAWA Reports in extreme positive cases of Sportsmanship. Sawa Reports should not be sent to the IHSA Office, just because a school ran a good meet, etc. Please use good judgement when sending those reports to the IHSA Office.



IHSA Cross Country Contact Information

- www.ihsa.org
- Ron McGraw, Assistant Executive Director -- rmcgraw@ihsa.org or Cheryl Lowery, Administrative Assistant -- clowery@ihsa.org
- Phone: 309-663-6377
- Fax: 309-663-7479