

IHSA CROSS COUNTRY REGIONAL/SECTIONAL

MEET REFEREE CHECKLIST

This checklist will serve as a working tool to help in the execution of the Meet Referee duties. Please use it as such. Discussions with Meet Management and the Timing System Operator should take place as early as feasible to help in your preparation.

PRE-MEET (Discussions with the Meet Manager and Timing System Operator)

As the Meet Referee, prior to making these contacts, you should review the IHSA Terms and Conditions for Cross Country and the Manual for Managers, both found on the IHSA website.

Meet Manager

1	Ask if the Meet Manager has read the Manual for Managers, and answer any questions. If you are unable to answer a question, refer them to the IHSA Assistant Executive Director for Cross Country, or pursue the response for them.	Comments:
2	Exchange contact information, especially cell phone numbers.	Cell #:
3	Request to be copied on all correspondence from the host school to participating schools.	Comments:
4	Ask what times the races are scheduled to start. <i>T&C's require 60 minutes between the girls and boys races. Even with this amount of time, you may not be able to complete the girls race video review prior to starting the boys race.</i>	<u>Start Times</u> Girls: Boys:
5	Discuss the IHSA team and individual advancement criteria. <i>They may differ advancing from a Regional to a Sectional vs a Sectional to the State Championship.</i>	Comments:
6	Discuss the need for the host school to establish a Games Committee used primarily for course and weather related decisions. <i>Although there is not a recommended number for the Committee, it is suggested the committee be comprised of the Meet Manager and two other coaches, providing an odd number in case a vote is required.</i>	Comments:
7	Assure the start line is positioned so there is a minimum of 300 yards with a gradual narrowing prior to the first turn.	Comments:
8	Assure the course length meets the IHSA requirement (no less than 2.75 miles and no more than 3.12 miles). <i>Every effort should be made to run on a 3mile course.</i>	Length:

9	Assure adequate and correct markings will be used on the course. Inquire as to if there are locations where pennants/ropes should be used to prevent inadvertent straying from the course or to prevent spectators from blocking the course. Assure key areas, such as the start, finish and TSO base are adequately "protected". Ask if course monitors (volunteers) be used to control spectators?	Comments:						
10	How will course maps be provided; in advance (e-mail), coaches' packets, or another way?	How:						
11	How many Starting Boxes will be required? What are the dimensions, and how will they be marked? <i>You should know the number of boxes based on team/individual entry information provided on the IHSA website. The IHSA guideline for box width is 4-6 feet.</i>	Qty. of Boxes Girls: Boys:						
12	Assure the finish line will be a "wide mouth" chute, and clearly marked. <i>The minimum width required is 15 feet. The depth of the chute is recommended at 15–25 feet. Refer meet management to the Manual for Managers for details on chute preparation.</i>	Comments:						
13	Review the IHSA Severe Weather Safety Guidelines. Establish the procedure which will be used to advise runners and spectators to clear the course and venue, the safe location (building, buses, etc.) and how update announcements will be made.	Procedure:						
14	What medical support will be provided (EMT, athletic trainer, ambulance, shelter, etc.)? What is the method of transportation to/from a down runner? Will a water station be provided?	Medical Support: Transport: Water:						
15	Will there be a sound system or megaphone on site to provide critical meet advisements and final instructions? Who will be responsible for making announcements?	PA/Sound System: Who:						
16	Will a ladder be provided for the Starter? <i>It is expected that starts be conducted from behind the boxes to acclimate runners to the State Championship procedure.</i>	Ladder:						
17	How many IHSA registered officials have been hired, in what capacity, and what are their names? <i>The IHSA reimburses the host school for two officials. Three to four officials are recommended to conduct the meet efficiently and safely.</i>	<table border="1"> <thead> <tr> <th colspan="2"><u>Officials</u></th> </tr> <tr> <th><u>Names</u></th> <th><u>Positions</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Officials</u>		<u>Names</u>	<u>Positions</u>		
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<u>Names</u>	<u>Positions</u>							
18	Based on the number of entries, determine how many Clerks are required. Will they be IHSA Officials or volunteers? If volunteers, establish a time you will provide training. <i>Dependent on the level of experience, allowable check-in time and weather conditions, one Clerk with the proper documentation (Check-in Sheets & Rosters) should be able to manage 8-9 boxes.</i>	# of Clerks: IHSA or Vol: Training Time:						

19	Assure the host school will conduct a random draw for box assignments, and advise you of the results. <i>It is not uncommon, if the host school is competing, for them to request the Meet Referee conduct the draw to remove potential conflict of interest. You need the information in advance to complete Clerk check-in sheets and note box assignments on rosters.</i>
20	Ask for a description of the bib numbers, and how they will be distributed? <i>T&C's require use of a standard bib. It is recommended the bibs have black numbers on a white background for effective video review, and be included in the coaches' packets.</i>
21	Advise the Meet Manager of his/her role in the pre-meet coaches' meeting. <i>Typically the Meet Manager opens the meeting and provides information deemed pertinent regarding changes to previous communications, awards procedures and IHSA advancement criteria.</i>
22	Request the company name and contact information for the Timing System Operator.

Box Draw:
Description/Distribution:
Comments:
TSO:

Timing System Operator

23	Who is the specific individual(s) scheduled to be on-site. Ask for a contact phone.
24	Who will provide the team/individual rosters (for clerking)? How and when will you receive them? <i>Most often they are provided by the TSO.</i>
25	What is the method for determining a runner's finish time; manual timing or transponders (computer chips)? <i>As the Meet Referee you should have a good understanding for the timing and scoring procedures.</i> What are the primary and back-up systems?
26	If transponders are used, are they affixed to the bibs or in a shoe tag?
27	How will the transponders be distributed to runners; in the coaches' packets or at check-in? <i>You may have already answered this question with the Meet Manager, if transponders are affixed to the bibs.</i>
28	What is the video review procedure? Assure the TSO (or host school) will provide a primary and a backup camera. <i>Understand how video will be reviewed following a race. It is recommended the TSO have a monitor (PC) into which the camera image can be projected.</i>
29	Will the operators have shelter (tent, trailer, etc.), especially for conducting video review. <i>It is recommended the TSO location be sectioned off as a restricted area.</i>

Contact:
Who:
Method: Primary & Backup Systems:
Bibs or Shoes:
How:
Procedure:
Shelter:

Other

30	Although not required, it is recommended you provide a Pre-Meet Instructions document. It can be e-mailed from the host school in advance, or distributed in the coaches' packets. <i>See attached Pre-Meet Instructions example.</i>	PMI's:
31	Although not required, it is highly recommended you create the Clerks' Check-in Sheets. <i>See attached Clerk Check-in Sheet example.</i>	Comments:
32	Contact the other official(s) to discuss responsibilities, arrival times, meet details, etc. Share pertinent documents in advance.	Comments:

DAY OF THE MEET (Meet Referee responsibilities)

33	Meet with the Meet Manager to know if there have been any changes since your most recent discussion and if there are any concerns or questions to address. Request the names of the Games Committee members if you have not already been advised.	Games Committee:
34	Assure the course is properly marked and free of illegal obstacles. <i>It is recommended to walk or ride the course.</i> Determine if there are any issues which are cause for concern? Rectify any issues with meet management.	Issues:
35	Meet with the TSO crew to assure all is ready for timing, video review and scoring. Assure proper positioning and function of cameras (be cognizant of sun/shade issues, and obstruction-free positioning). Determine the individual to find to assure they are ready immediately prior to the start of the race.	Comments:
36	Meet with your officials to review specific instructions and provide documentation for check-in. Secure compensation from the Meet Manager if required.	Comments:
37	Meet with any volunteers assisting officials (clerks, chute workers, etc.) to provide specific instructions as required. Provide specific guidance to course marshals regarding crowd control, especially if there are areas of concern.	Comments:
38	Assure medical support is on site and understand procedures for a down runner.	Comments:
39	If transponder chips are not used, meet with "tag pullers" to provide specific instruction, and assure tag rings are ready.	Comments:

40	Co-lead the coaches' meeting with the Meet Manager. Answer all questions and sort out any abnormalities. <i>See attached Coaches' Meeting Suggested Points of Emphasis.</i>	Comments:
41	If it is indicated the race contains a hearing impaired runner(s), assure you have your starter's flag available and review with other officials how that task will be executed.	Comments:
42	Provide Final Instructions to runners prior to each race. <i>See attached Suggested Final Instructions.</i>	Comments:
43	With the clerks, confirm the number of participants at the starting line to reconcile with the number of finishers and DNFs at race completion.	Girls Qty: Boys Qty:
44	Prior to the finish of each race, assure cameras and timing equipment are functioning correctly.	Comments:
45	To the best degree possible, serve as the Finish Line Judge. <i>If you are tending to another issue, it is recommended to interrupt that task to observe the finish.</i>	Comments:
46	After the completion of a race conduct a full video review in accordance with IHSA guidelines. <i>A full video review is defined as watching the results from the first to the last runner to assure accurate placement.</i> Make adjustments with the TSO as required. Review the final scoring results. Determine advancing teams and individuals. Sign off on the results with a "time stamp" before they are posted.	Comments:
47	Call on the Games Committee if required.	Comments:
48	Contact the Kraig Garber, IHSA Assistant Executive Director for Cross Country during business hours, if needed. Office: 309-663-6377 or email kgarber@ihsa.org after business hours.	Comments:

POST RACE/MEET (Meet Referee responsibilities)

49	Allow 30 minutes following the final posting of results for appeals. Address any appeals.	Comments:
50	Remind the meet manager to attach a PDF of the complete results in their online winners report as required in the Terms and Conditions.	Comments:
51	Prior to departure, request input from the officials and meet management as an evaluation of the day.	Comments:
52	Within 48 hours complete a Meet Summary Report (e-mail) and provide it to the IHSA Assistant Executive Director for CC, Kraig Garber. His e-mail is kgarber@ihsa.org . <i>See attached suggested list of major topics for the Summary Report.</i>	Comments:

Keep for one week copies of the check-in sheets and rosters, the initial placement results with reversals indicated, the final (posted) team and individual results, and any other meet documents which may be helpful if questions arise.

Comments:

Attachment from Meet Referee Checklist Point 30

(This example would indicate transponders are affixed to the bibs)

IHSA Cross Country Sectional Meet

PRE-MEET INSTRUCTIONS

There is a mandatory coaches meeting for all Head Coaches (Girls and Boys) at 9:45 AM at the Starting Line with Meet Referee. Check-in for the first race is 10:10 AM.

- 1) In your packet you should find bib numbers, pins, a course map and these instructions.
- 2) Each coach is responsible for making sure that uniform, and undergarment rules are followed when their runners report to the Clerks of the Course at the starting line. Please remember, no bare midriffs. The Clerks will ask that sweats be removed to check these items.
- 3) **Computer chips** for each runner are **integrated into the bib**, and will be **distributed to the head coaches in their packets**. Each coach is responsible for making sure that each runner reports **wearing the correct bib number, pinned in each corner (please use 4 pins)** to the front of the jersey. As video review will be used to determine the finish places, we ask **bib numbers be placed as high on the uniform top as possible**.
- 4) **The Clerks of the Course will check the bib numbers for each runner at the starting boxes**, therefore it is important runners report in a timely manner, and teams report as a complete group ready to be checked in by the Clerks of the Course. **You should report no later than 20 minutes before race time, and be done no later than 5 minutes before race time**. After the runners are checked in, they may continue to prepare for the race. **No runner will be allowed to start a race unless they have been properly checked in** and equipped according to the Clerks of the Course.
- 5) **Approximately 5 minutes before race time, runners will be called to their starting boxes for final instructions**. There will be no further run outs after this call. We will make every attempt to start the race exactly on time. **Nothing is to be left in the starting boxes after the start of each race**.

RACE	REPORT TO BOX	FINAL INSTRUCTIONS	START
Girls Class AA	10:10	10:25	10:30
Boys Class AA	11:10	11:25	11:30

Thank you. Good luck, and enjoy the meet!

Attachment from Meet Referee Checklist Point 31
 (This example would indicate three Clerks were used)

Sectional Cross Country Meet

BOX	BOYS Team/Individual	#		Comments
1	Morton			
2	Ottawa			
3	Crete Monee			
4	New Lenox Providence Catholic			
5A	Austin Bicknell - Bloomington			
5B	Jack Doud - Bloomington			
5C	Jack Klekamp - Washington			
5D	Jacob Lee - Washington			
5E	Alex Mitchell - Washington			
6	New Lenox Lincoln Way West			
7	Geneseo			
	TOTAL			
8	Rock Island Alleman			
9A	Derek Heerman - Peoria HS			
9B	Arian Anderson - Peoria HS			
9C	Joseph Stewart - Galesburg			
9D	De'Entre Blount - Peoria HS			
9E	Bricyn Healey - Galesburg			
10	Normal University			
11	La Salle			
12	Peoria Richwoods			
13	Peoria Notre Dame			
14	Bartonville Limestone			
	TOTAL			
15	East Peoria			
16	Mahomet Seymour			
17	Dunlap			
18	Morris			
19A	Diamonte Ugbesia - Park Forest			
19B	Eric Allen - Park Forest			
19C	Logan Chismar - Streator			

19D	Alex Sennott - Pontiac			
19E	Dolan Harris - Streator			
20	Normal Community			
21	Metamora			
	TOTAL			
	GRAND TOTAL			

Check-in Sheet (on the back)

CLERK'S DUTY

1. Assure team is in the correct box.
2. Take head count and record the number in the # column.
3. Mark each runner's number on the roster sheet
4. Assure bib numbers are on the front, right-side-up, high on the chest.
5. Confirm the name on the bib is that of the runner.
6. Assure uniform is in order – team must have similar top (no knots) and bottom; no bare midriff.
7. Assure undergarments are in order – team must have similar color combinations.
8. Observe for safety issues, face painting and adornment.
9. Note pertinent comments.
10. Sort out discrepancies, then advise Head Clerk of the Course of any issues and your head count.

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COACHES' MEETING SUGGESTED POINTS OF EMPHASIS:

- * Take attendance (if required).
- * Provide a welcome and congratulations announcement (Sectional).
- * Introduce key officials.
- * Remind coaches the focus is on athlete safety and providing a fair, competitive contest.
- * Advise any potentially hazardous conditions on the course.
- * Advise if an EMT or Trainer is on site and the location.
- * If deemed necessary, convey the procedures associated with a severe weather delay.
- * Ask if there are any hearing or visually impaired runners.
- * Remind them to have runners place bibs high on the uniform, pinned on four corners.
- * Advise it is the coaches' responsibility that all runners report on time, properly equipped and ready to run, and that only the athletes running should report in the box.
- * Advise that teams and individuals should report in their box 20 minutes prior to race.
- * If transponders (chips) are used, recommend coaches not distribute non-competing chips/bib numbers, and advise them to not carry non-issued chips/bibs near the finish line to avoid the potential of a false reading.
- * Ask if any runner is wearing a modified uniform (typically for religious reasons). Coaches should have the IHSA approval on hand.
- * Remind them it is a wide-mouth finish line.
- * If transponders are used, ask them to remind their athletes to run hard over the mats and back into the chute area.
- * Remind them there will be a 100% Video Review to determine the finish places.
- * Announcement: Results from the girls' race may not be available until after the boys race dependent on completion of the video review.
- * Ask them, to the best of their ability to advise any DNF runners from their team.
- * Ask them to remind runners to follow the rule of not removing a uniform in the field of play.
- * Ask for questions; answer accordingly. You may find coaches would rather ask a question following the meetings close.

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SUGGESTED FINAL INSTRUCTIONS:

With approximately five minutes prior to the race start time, announce:

This is your last call for run outs. Take your final run out.

With approximately three minutes prior to the start, announce:

No more run outs. Runners back to the boxes. All coaches and spectators should leave the boxes at this time.

With approximately two minutes prior to the start, announce:

Welcome and congratulations announcement (*if a Sectional*). Please listen to your final instructions.

The Starter is behind you on a ladder.

You will hear a long whistle blast indicating you should come still to the start line. Do not run on the whistle.

It will be followed by a gun shot. Run on the gun.

If you hear additional gun shots, stop and we will restart the race.

The finish line is a wide mouth chute.

Run over all ____ mats (*insert the quantity*). *This is said if transponders are used.*

Keep moving through the back of the chute.

Do not remove the bib tags. *Tags are a non-issue if transponders are used.*

Sweats off!

With approximately one minute prior to the start:

Check to assure timers are ready for the start.

Introduce the starter.

Turn race over to the starter.

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MEET REFEREE CHECKLIST

MEET REFEREE POST-MEET SUMMARY REPORT:

A post-meet summary report is required of the Meet Referee to complete and send via e-mail within 48 hours of the meet to the IHSA Assistant Executive Director for Cross Country. Please use the following major headings. Brevity is appreciated. Items with an * are required.

- Date, host, level (Regional/Sectional), Class (1A, 2A, 3A) and location *
- Comments on Pre-meet preparations
- Weather and course Conditions *
- Comments regarding meet management
- Name of officials and their roles *
- Comments from the Coaches' Meeting
- Numbers: How many athletes started and finished each race *
- Comments on any DNF and DQ situations *
- Comments on post-race video review, adjustments made, scoring, results verification *
- Name of TSO and comments regarding their performance *
- Comments on any poor or exemplary sportsmanship situations
- Comments on any unusual situations or issues and the resolution *
- Overall summary comments
- Recommendations you believe should be implemented on a statewide basis

E-mail Kraig Garber at kgarber@ihsa.org