2017

BC High School Cross Country Championships: A Handbook for Host Committees

Championship Development Committee

BC High School Cross Country Commission

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Author's Note and Acknowledgements

This handbook has resulted from the collaboration of several people who remain committed to making improvements to high school cross country across British Columbia. In the initial stages, the new BC Cross Country Commission had the foresight to establish a Championship Development Committee as an important structure to its workings. The committee took up the challenge of developing the handbook as its primary focus. I enthusiastically agreed to be the main author, knowing that this document had the potential to help host committees of BC High School Cross Country Championships in ultimately providing a great experience for high school athletes at each and every Championship event. However the compilation of this handbook would not have been possible without a number of other people, listed below, who gave willingly of their time to grapple with issues that confronted us and provided valuable insights to dealing with these.

It should be recognized that this handbook is not a static source of information but rather an evolving document that is intended to keep pace with new ideas and innovations in the sport and changing demographics of zones.

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Preamble

To date guidelines, recommendations and requirements for hosting the BC High School Cross Country Championships (BCHSXCC) have not been comprehensively documented and because of this, host committees often had to draw upon the experience of a few select people or needed to start from a position of having little event organizing background. The aim of this handbook is to bring together the necessary information such that organizers can start from a position of confidence rather than having to second guess when it comes to planning and decision-making.   Moreover, because the BCHSXCC are to be rotated amongst different zones of the Province in successive years, this handbook will standardize many of the key elements to be found in successful championship events and is intended to be a primary source of information.

1.0 Introduction

The purpose of this handbook is twofold:

1. To assist host committees of the BCHSXCC in efficiently organizing, planning and staging a successful championship event

    - Host committees are comprised of volunteers who aspire to showcasing an exciting event course and providing well orchestrated event logistics so that high school athletes, coaches and others are left with a memorable experience. A clear and comprehensive set of guidelines coupled with the energy and enthusiasm demonstrated by volunteers are both key for success. In addition, early planning and referencing the checklist provided in this handbook will prove to be very beneficial in coordinating the event

2. To document a standard criteria for qualification of individual athletes and teams to the BCHSXCC.

    - To date, there is no formal document that outlines the criteria required for qualification to the BCHSXCC from the zones, nor are there any standard criteria for participation in zone championships.

2.0 Zone Championships

Currently, advancement of competitors to the BCHSXCC is through 10 zone championships, where participation and qualification needs to be standardized across the province. For the 2015 Championships and onwards, the following will apply.

- All athletes who enter the Zone Championships regardless of whether they are seeking to qualify for the BCHSXCC must meet BC School Sports eligibility requirements. Schools and athletes must be registered with BC School Sports before the Fall season deadline.

- Athletes are required **to complete at least one sanctioned school league cross country meet** before participating in the zone championships. This is to foster growth in the sport and encourage each school team to actually compete as a unified team.

- Athletes are <u>NOT exempt from the minimum requirement due to vacations or involvement in other sports or club commitments</u> – having student athletes complete one school race is not onerous.

- In terms of registration, starting in 2013, zone reps will not be collecting fees at the zone championships – they will be responsible to confirm school registrations. The zone registration, including both teams and individuals is to be sent to the Commissioner. Due the Saturday (7 days) before the BCHSXCC.

- Entry Lists will be posted on the bcxc.ca website on the Monday before the championships for coaches to check for accuracy. The deadline for changes will be the Tuesday at 7 pm before the championships.

- BC School Sports will be directly invoicing schools based on their entries the confirmed the Tuesday before race day.

2.1 Divisions

As of 2013, BCHSXC will host both a Senior and Junior division (adopted at the 2012 AGM, and ratified at the BC School Sports AGM in May, 2013)

Formal sanctioning of the BC High School Cross Country Junior Championships was passed at the May 2015 BCSS AGM. This makes Cross Country the first sport in the province to have a BCSS sanctioned Junior Championship.

Consistent with the rules of BC School Sports regarding levels of competition (see Appendix 1) the Senior Division will consist of grades 11 and 12, and any younger runner registered at the school who decides to "run up" with the agreement of their coach. The Junior Division will consist of grades 8 to 10 (bantam, juvenile & junior). This categorization will also hold for the BCHSXCC.

School coaches may ultimately have to weigh the strengths of each of the junior and senior teams with the possibility of moving some juniors to the senior division.

Whichever level the athlete competes at in the zone championships is the level they must be entered for the BCHSXC Championships. Athletes cannot be moved for any reason.

2.2 Berths

In each zone championship meet, Senior Division team qualification for the BCHSXCC is based on a maximum of 7 athletes in both the boys and girls races. The first 4 runners will score for their team for the purpose of qualifying. (Adopted 2014 AGM) Using displacement, the fifth, sixth and seventh place finishers of a team do not score for the team but their places, if better than those of any of the first four of an opposing team, serve to increase the team score of the opponents. In addition, the top individuals advance to the BCHSXCC.

Adopted at the 2016 AGM, Junior Division team qualification and berthing will be identical to that of the Senior Division. Also, berthing for each zone will be reviewed every 3 years. Since it was reviewed at the 2016 AGM, it will next be done in 2019.

The number of berths for teams and individuals within each zone throughout the Province is listed in Appendix 2. An extra berth is to be allocated annually to the host zone (Adopted 2013 AGM).

Individual berths from each zone are to be filled by inviting the next qualifying runner to participate when a qualifying athlete declines to participate. It is at the discretion of the zone representative to determine how deep to go into the zone results. (Adopted 2014 AGM)

When it occurs that a school qualifies more than the allowable team total of 7 athletes in the top individual berths for their zone, the first 7 positions, will be entered as a team to the BCHSXCC, and the school's other qualifying athletes will be entered as individuals representing their school.

Confirmation of the roster for teams that qualify must be made by the respective school coaches immediately following the zone championships and submitted to the zone representative. The zone representative is responsible for coordinating all entries for the BCHSXCC and providing these to the BC Cross Country Commission by the Saturday prior to the BCHSXCC.

The Commission will post the entries on www.bcxc.ca and allow school to contact the Commissioner correct errors.

3.0 BC High School Cross Country Championships

3.1 Host rotation

At the 2012 Annual General Meeting, a resolution was passed that there would be a zone rotation of hosts for the BCHSXCC. This would allow for a variety of courses that would add to the experiences of high school athletes and develop the pool of organizers having experience. The rotation is on a four year cycle and is as follows:

1.	Lower Mainland	2013 Aldergrove Lake	2017 LML	2021 LML
2.	Vancouver Island	2014 – West Shore / Colwood	2018 VI	2022 VI
3.	Lower Mainland	2015 – Jericho	2019 LML	2023 LML
4.	Other.	2016 – West Kelowna	2020 OTH	2024 OTH

("Lower Mainland" is defined as the area from Whistler to Hope.

"Other" is defined as the areas encompassing Okanagan, Kootenay, North West/ North Central).

If a zone is unable or unwilling to stage the championships during their designated year in the rotation, the opportunity would then be passed on to the next zone in the rotation. The verification of the next host in the rotation is to be determined at the AGM of the current year (i.e. a year in advance).

Once the host zone has been confirmed and the race chairman has been determined, organization of the event can take place.

3.2 Course selection, layout and design

Cross country athletes have traditionally competed over rugged course elements sometimes under tough conditions. However the sport has now evolved to the point where modern elements such as safety, well defined routing and proper carrying capacity, advanced technologies (e.g. electronic timing) and facilities, sport appropriate and safe footing and reasonable terrain, and spectator engagement are playing a much more prominent role (Lancaster 2011). The points as noted below expand on the desired elements of cross country course layout and design and are to be considered when planning for the BCHSXCC.

3.2.1 Elements for establishing a successful race course

Complexity of course attributes
- Course characteristics have a large bearing on athletes' experience and race performance. Attributes such as differing terrain and surface, landmarks for reference, a variety of environmental surroundings such as grassy or forested areas and nearby bodies of water and other attributes may be found highly favorable by athletes.
- It is desirable that runners experience new and unfolding terrain as the race develops rather than the monotony of well manicured and uniform courses such as along golf courses.
- Athlete challenge adds to the experience and means that the runners have a sense of accomplishment in tackling varied terrain. However, with these points in mind, neither should the course be laid out such that it is an obstacle course or mountain run.

Measured distance

- The course should be accurately measured with a calibrated measuring wheel as well as GPS measurement. The configuration/ layout should be provided on a clear map. A profile of each loop of the course would also be beneficial. The recommended race distances for each category are as follow:
  - a) Junior girls   4-5 km
  - b) Junior boys   4.5-5.5 km
  - c) Senior girls   4-5 km
  - d) Senior boys   6-7 km
- These distances provide some room for standardized loops of 1.5 to 2 K, allowing the Junior Boys and Junior & Senior Girls to run the same route, without having to create too many variations.

Routing
- Courses need to be well routed and be defined such that the runners can navigate their way along the course without difficulty, having a clear sense of direction..
- Distances should be clearly identified on the map for athletes to determine the progress of their race.
- Tight turns, especially at the beginning of the race, should be avoided.

- Strips of flags on flexible posts, directional arrows (course markings should be environmentally friendly) , and marshals as well as natural characteristics of the course such as edging, tall grasses, etc. can combine to give the runners the needed routing information.
- For turns, course marking should begin with the existing direction of travel and clearly extend into the new direction.
- A well routed course also allows for little or no path crossing for spectators or coaches.
- If the race is to be held in an area that is used frequently by the public (e.g. a park), notification of the event through signage will be necessary ideally with two weeks leading up to the event.

Start line
- The start line should be at least 70m wide to accommodate 55 chutes of 1.25 meter width and long enough to channel runners safely into the course. The starting chutes should allow for two runners per team at the front and the zones should be clearly indicated by numbered cones or stakes.
- The start should extend for at least 250 meters without narrowing, turning or ascending/descending a hill. The start area must be free of any hazards. The distance from the start line to the point of narrowing should be the same length from either end of the start line.
- Depending on the natural space afforded by the starting area, the start line can either be a straight line or can be configured as an arc to give runners on either end a fair starting position. The following link to the NCAA Handbook describes the arc layout. http://grfx.cstv.com/photos/schools/mwc/sports/c-xc/auto_pdf/2012-13/misc_non_event/mw-12-c-xc-12ncaaxcrulesbook.pdf.
- Runners from each zone and associated schools are to be positioned by number from left to right facing the running area. From year to year the numbers for each zone should shift to the right by 7 spaces. Starting sheets should be obtained from the previous year's Host Committee Chairman. It is the responsibility of the zone representative, (or a designate), to correctly organize runners in their respective starting chutes.

 Finish line
- Ideally the finish line should be located in the same general area as the start line.
- The finish chute, consisting of flagging on flexible poles and/or landscaping mesh should be a straight funnel at least 250 m long, of sufficient width to allow athletes' passing and allow for good spectator visibility.
- The finish line itself should be 5 meters wide with the chute narrowing to approximately 1 meter at about 15 meters past the finish line and extending approximately 40 meters.
- Water tables should be set up at the finish (use small cups). There also needs to be a recovery area to allow athletes to disperse once they have gone through the finish area.

Safety
- Safety for athletes is paramount and includes consideration of course structure and terrain, surfacing and pathway configuration. Certain elements should be avoided such as rotting fences, narrow bridges, rocky or hard packed terrain or other highly uneven surfaces and very steep downhill sections.
- Any hazards that exist must be clearly marked.

<u>Carrying capacity</u>
- The route should be able to handle approximately 300 runners per race and should be wide enough for at least 3 runners side by side, or approximately 5 meters, to allow for passing.
- Infrequent, narrow gaps of approximately 3 meters may be permitted.
- With each passing race, courses may have a tendency to become rougher, muddier and generally more worn. Courses should therefore be selected with the need for a certain degree of resiliency. Surface areas would include grass, gravel and chips – and felt mats or other suitable material coverings can be used if the course crosses a paved roadway.

<u>Spectator Suitability</u>
- A course should provide good spectator opportunities. For example a race may consist of 2 to 3 loops of approximately 2 kilometers each, allowing for spectators the opportunity to see runners challenging each other or facing difficult course elements such as sand or hills.
- In the interest of making the event spectator friendly, the start and finish areas should be proximate with the course coming back to this area at least twice for each race course.

<u>Facilities</u>
- A course should have proper restroom facilities (minimum of 10 toilets available) along with washing stations, shelter for adverse weather, camera set-up locations and adequate parking for athletes and spectators.
- Nearby, or on site shower facilities would be a positive attribute for many runners.
- An area near the start should also be set aside for school canopies/shelters.
- There should also be a large gymnasium or auditorium close by that can be used for the awards ceremony.

3.2.2 Acquisition of Timing Services

- The BCHSXC Commission is responsible for securing the services of a reputable company that specializes in registration, timing and results.
- The Race Course Director, finish line volunteers and timing services need to collaborate beforehand on what the expectations are before, during and after the event.
- A back-up timing system should be in place (e.g. manual stop watches and video camera) in the event of power loss etc.
- The professionals carrying out the timing services will be responsible for promptly and accurately recording the results, providing both electronic files and printout copies, the latter of which should be available for distribution following the awards ceremony.

3.3 Start Times

The following start times are for the BCHSXCC:

- Junior girls 10:00 a.m.
- Junior boys 10:45 a.m.
- Senior girls 11:30 a.m.
- Senior boys 12:15 p.m.
- Awards 1:45 p.m.

These start times were established with needs of the race day set up crew in mind combined with the need for athletes, coaches and spectators to depart relatively early in the afternoon. The times should be followed, unless there are extenuating circumstances that require delay.

3.4 Host Committee & Volunteers

It takes a small army of volunteers to successfully stage a championship cross country race. Without volunteers, the event simply would not be able to take place so it is important to treat them well and make them feel appreciated.

For a listing of the supporting volunteers, the required numbers and their responsibilities see Appendix 3. Once the volunteers have enlisted and well before the event takes place, the volunteer coordinator should ensure that every volunteer knows where they are to be stationed, what they will be doing, and when their jobs start and finish. Volunteers should be given the same colored t-shirts or cap to make them distinguishable and should be provided with name tags.

The following outlines the key manager/ coordinator positions, most of whom are supported by other volunteers.

- The Host Committee Chairperson: is the key person responsible for orchestrating the championship event and serving as the first point of contact for any matters relating to the race. The workload requires that the chairman delegate a myriad of tasks out to various managers and coordinators. Furthermore the chairman needs to be aware of the skills of the people on the committee and match them to the jobs which need doing within the group. In consultation with the volunteer recruiting officer he/she must develop a volunteer assignment sheet that documents the person(s) responsible for different tasks and when those tasks are to be carried out. Budgeting, marketing, public relations and task master may be delegated to other committee members but ultimately the race chairman is responsible. Anyone who takes on the responsibility of directing a race must be a true leader and be passionate about the job they are doing. Along with the Race Course Director, determine a location for school tents and include this on the venue map on the website.
- Race Course Director: The main responsibility of the Race Course Director is to select and provide a safe, well-marked course for participating runners. Maps for the course must be developed to be available on the website at least two months in advance. The RC Director also looks after grooming, marking, marshaling, and taking down the course. Course marshals and groomers will report to them.
- The Volunteer Recruiting Officer: is in charge of recruiting creating job descriptions, training and assigning volunteers to fill each of the requisite jobs, thanking volunteers, and doing all he/she can to make the volunteer experience a positive one for all involved.
- Race Package Manager: Race packages for each school with team information providing numbers, pins, programs, maps & instructions are put together by the timing company & Commission. **Packages will be available for pick-up at the host hotel prior to the AGM, and at the venue on the morning of the event.** Officials from the Commission and volunteers will be needed to provide check-in services and handing out race packages to coaches.
- Start/Finish Line Coordinator: This person will create both the start and finish areas and will be responsible for the finish chutes, back-up timing and finish order. Finish chute officials will report to them.
- First Aid Officer: This person will recruit and manage the first aid team, including a home base team and a mobile first response team.

- Public Address Officer: This person will procure, set up, maintain, and take down the event's public address system.
- Announcer: The announcer(s) will keep the athletes, coaches and spectators informed of what is happening at the venue. More specifically, the announcer will provide commentary on athletes before, during and after each race utilizing the program, and perhaps the registration data base. This might include:
  - Count down to race start times
  - Introducing the race: Indicating top ranked athletes and associated race numbers, top ranked teams and colours.
  - During: Identify the co-leaders are and eventually who the winners and other finishers are.
  - After: Highlighting performances of certain zones or schools, any surprise finishes, etc.
- Hospitality and Awards Officer: This person is responsible for selecting a meet hotel, liaising with press, coordinating food donations, and organizing the awards venue & ceremony.
- Parking & Traffic Officer: This person will co-ordinate parking and traffic for the event – including specifics on the venue map on the website.

3.5 Logistics

3.5.1 Site Choice and Management

It is incumbent on the host committee to take a holistic approach when planning for the championship event including an overall assessment of the site, considering all the site related elements contained in this document. These include the topographical features and layout of the course, considerations of safety and availability of facilities in the immediate vicinity of the course. The choice of site is the primary determinant as to whether the championship event will be considered by participants, coaches and others to be either a success or failure. It is the responsibility of the BCHSXC Commission executive to connect with the Host Committee Chairperson and Race Course Director to carry out a timely assessment of the site and provide feedback, especially if it is being used for the first time.

3.5.2 Obtaining the Necessary Permits

Upon the scoping out and selection of the race course, one of the first tasks of the Race Course Director is to contact the permitting authorities within the municipality and obtain the necessary permits for staging the event. No commitments can be made until the permit is in place; therefore this should be one of the first steps following the selection of an event course.

3.5.3 Obtaining Insurance

Insurance is required for the safety of event organisers, volunteers, athletes and the public. It is mandatory, that the Host Committee Chairperson obtains comprehensive public liability insurance. Insurance coverage should also include property and equipment. Consult with BC School Sports regarding Insurance.

3.5.4 Developing a Plan

The host committee can greatly benefit from the preparation of a plan and checklist including all of the tasks that need to be completed leading up to race day from months out, including daily run sheets and

after the even has taken place. A timetable for the main tasks that are to be carried out is outlined in Appendix 4. To provide a visual over view of the site, site maps and satellite imagery should also be used in the planning process.

3.5.5 Parking Availability and Management

Parking should be free for athletes and spectators and have sufficient space for at least 200 cars (likely more for Lower Mainland venues) plus a bus parking area (drop off point). The preparation of a parking plan with a designated parking team would help to avoid some of the chaos that can occur on race morning. Parking spots should be reserved for handicapped persons (3 spaces), the press, (3 spaces) medical personnel (2 spaces) and event officials (2 spaces) who may need to load/unload equipment. Vehicle Access Parking Passes (VAPPs) can be used for this purpose and given to the appropriate people prior to race day.

Parking attendants can be hired, or volunteers – and should wear visi-vests for safety and to make them distinguishable from other volunteers.

3.5.6 Host Hotel

When selecting the host hotel, the host committee needs to consider accommodation quality and service, location (i.e. proximity to the event site) and pricing. Since the accommodation of over 500 athletes potentially represents a considerable source of revenue for the selected hotel, the host committee will likely be able to negotiate between two or more hotels, thereby securing a competitive room rate and allowing for other concessions/bonuses. Most hotels will provide a 10% kickback to the host committee. Also, try to arrange with hotel flexibility in check out time to allow athletes to shower/change after the race. Note that it is the responsibility of schools, coaches and parents to book their rooms independently with the proviso that any rooms not booked within   approximately 10 days prior to the event would be released to the general public. In discussion with the hotel manager, coaches should indicate that the date for release of rooms is linked to the date of the zone qualification.

Included in the negotiations should be the provision of a meeting room for the AGM with seating for 50-70 people, including a projector hook-up & screen if possible.

It is also necessary for the souvenir T-Shirts to be dropped off for package pick up– securing delivery & storage for these at the hotel prior to the event is helpful.

3.5.7 Sponsorship

Subway has made a commitment to sponsorship of the BCHSXCC and zone championships of $8000 annually. Along with these funds that they provide directly to the Commission, there are other ways in which Subway is interested in getting involved. The Commission has initiated communication with the Subway promotions representatives to ensure positive interactions.

Other sponsors may be pursued, but the ongoing commitment from Subway must be recognized, and food service competitors should not be solicited. There are some items which have been agreed will carry the Subway logo.

- Ribbons
- Competitor Numbers
- Finish Line Banners
- T-shirts or other souvenirs

Sponsors are integral to ensuring continuing development and staging of cross country events; without them cost overruns would be the norm. Although the high school cross country program has been fortunate to secure a title sponsor for its events, there are definite advantages to obtaining additional sponsorship from corporations to cover the costs of staging the championships. Ideally sponsors should be in place at least 3 or 4 months before the championship event.

Developing a list of potential sponsors would be helpful. Companies that sponsor other running events or at least have values that align with high school sports would be a good place to start. Gathering information on potential sponsors will go a long way in helping the host committee gain a sponsorship. Once this is done a sponsorship package can be put together. In the package:

- list what the sponsorship will go towards.
- explain how their sponsorship will benefit them
- provide a form they can fill out and send to the host committee
- thank the potential sponsor for considering the proposal

Once sponsorship has been negotiated and agreed upon, event organizers should take steps to ensure that corporate logos are prominently displayed throughout the site and elsewhere such as in the programs and on the website. The amount of exposure will be determined by the sponsorship level and package.

3.6 Communications

3.6.1 Pre- Race: The host committee is responsible for liaising with the coordinator of the BCHS Commission website – www.bcxc.ca . Communicating with the commission webmaster will provide relevant and timely information. Some of the relevant information to be conveyed to athletes and coaches would include

- race course maps
- start times
- a link to the host hotel,
- race package pick-up details
- location, date and time of the AGM
- link to weather forecasts for race day (in the days leading up to the event)

The following lists also need to be included on the website in the days preceding the event.

- Competitors list of all athletes including zone and school (posted the Monday prior)
- Start line information. Note that the start line listing is to rotate from year to year such that school teams on the outside one year will move to the middle the next year (see also page 8).

Information should be conveyed to Commission webmaster by September 30th and updated as needed.

- Periodic liaison between the Host Committee Chairperson and the Cross Country Commission will give parties the assurance that milestones in the planning process are being reached in a timely way and that the process is unfolding as it should. In addition regular meetings of the host committee will help in reaching common understanding and dealing with issues as they arise. It may be helpful to touch base with hosts of past events to obtain ideas. Keeping lines of communication open internally is key.

- **Competitor information, provided by each of the zone representatives is also to be used to develop a program** to be distributed with the race package. This program summarizes qualifying schools/teams for each zone and their respective team colours, top three individuals (boys and girls) in each of the zone championships and top three teams and individual medalists from the previous year. The program also serves as an opportunity to recognize the host committee and sponsors for the event.

- **Race Package pick-up**, including athlete numbers and T-shirts, will be held at the host hotel prior to the AGM, as well as the morning of the championships from 9am – 11:30am.

3.6.2 BCHSXC AGM & Coaches' Meeting is an important venue used to provide an opportunity for coaches to discuss policy improvements and any questions or feedback regarding event. Normally held the evening prior to the Championships, at 7 pm, after the opportunity for race package pick-up.

3.6.3 Race day: A good public address system is key to ensuring that things run smoothly. The public address officer should not rely on a megaphone to make announcements and provide instructions but rather should use a sound system with speakers. One person should man the microphone throughout the event.

- Package pick up / Information tent – should be open from 9am
- It would be ideal if the PA could be set up to view both the start and finish areas. The announcer should have a copy of the race numbers/athletes in order to provide commentary.
- Walkie-talkies are required for course marshals and spotters; at least one every 200-300m. In addition a walkie-talkie should be provided to the marshal who "sweeps' the last runner on the course and to the first aid responder out on the course.
- A walkie talkie needs to be provided for the announcer as well as the Course Director. A minimum of 8 walkie talkies are recommended.

3.6.4 Post Race: The Cross Country website should post the results and photos from the event onto the website as soon as possible. In order to gain media exposure, the organizing committee liaison person (could be the chairman or public relations manage) should prepare a news release including a results summary and provide this to media contacts.

The Host Committee Chairperson will be responsible for sending out thank you letters and using other methods to convey appreciation to all the volunteers. It is also important to promote and thank the sponsors.

In the interest of continuous improvement, the host committee, in consultation with the Cross Country Commissioner should conduct a post event assessment or debriefing to identify successes and where improvements need to be made. The Host Committee is to write up a post race report using the outline in Appendix 5 as a guide and submit this to the Cross Country Commission within two weeks following the BCHSXCC . If needed improvements were attributable to the local event and no further improvements can be made in future, it can be considered simply as a lesson learned; however if any oversight could be pinpointed as assisting future events, the points should be conveyed to the Commissioner with the understanding that they could be factored into revisions of this handbook.

3.7 Medical Support

Cross country events have a low risk of serious or critical injury but all medical personnel must be familiar with all principles and procedures of acute care. It is much more likely that athletes who require medical attention will suffer from sprains, scrapes, cramping, or similar ailments.

The following should be considered when providing medical support for the cross country championships:
- • Medical team and medical supplies
- • Plan of Action (Emergency Action Plan)
- • Triage and first aid measures

The medical team providing medical services for the championships should include the following:
- Medical physician with training in emergency medicine
- Support staff (athletic trainers/physiotherapists, nurses, emergency medical technicians)
- Spotters on the course with walkie talkie communication - 1 person per 200m-300m.
- Mountain biker equipped with communication device to follow last runner in each race
- First Aid attendants (Red Cross)
- Ambulance and driver on standby

Planning and logistics for the cross country championships include:
- The need to have designated first aid stations, which are located in a warm, dry area to treat injuries/illnesses. These stations should have areas where athletes being treated have an area to sit or lie down. All stations should be recognized as off limits to everyone except appropriate staff.
- Designated parking spaces near the start and finish areas for the ambulances and easy access for all medical staff. Also it is key that ambulances have a clear route of evacuation.
- Adequate first aid equipment and supplies including:
  - ✓ first aid kits including bandages and tensors
  - ✓ portable, lightweight, reliable stretchers
  - ✓ coolers of water, towels, cold packs (or ice cubes in plastic bags)
  - ✓ communication sets (walkie talkies, cell phones)
  - ✓ blankets and crutches
  - ✓ vital signs equipment.
  - ✓ cold weather equipment, including space blankets and heaters.

3.8 Scoring and Awards

3.8.1 Scoring

Team scoring for both junior and senior teams parallels the scoring for the Zone Championships as written in Section 2.2 (page 5). Scoring for the BCHSXCC is based on a maximum of 7 athletes in both the boys and girls races. The first 4 runners will score for their team for the purpose of placement in the BCHSXCC. Using displacement, the fifth, sixth and seventh place finishers of a team do not score for the team but if better than those of any of the first four of an opposing team, serve to increase the team

score of the opponents. In the event of a tie in the points totals between two teams, organizers will use the placement of the **fourth** place finishers as a means of breaking the tie.

3.8.2 Awards

The awards ceremony should take place by approximately 1:45 pm to allow everyone to depart by approximately 2:45 p.m. The venue should be as close as possible to the race site and be easily accessible. The auditorium (or gym) should have capacity for approximately 400 people while the stage should be able to hold a maximum of 25 awards recipients.

It is the responsibility of the Cross Country Commission to handle the awards ceremony and provide the awards. Nevertheless the host organizing committee is responsible for assisting with the coordination of speakers and presenters and assisting with the assembly and inventory of awards. All banners, medals and ribbons should be sorted out, laid out on a table and readily accessible near the stage area for presentation.

The breakdown of the awards for both the Junior & Senior Divisions is as follows:
- Individual medals - 1st, 2nd, 3rd
- Individual – rosettes 4th – 10th
- Individual – double eyelet ribbons 11th – 25th
- Team – Sets of 7 medals (Senior) and 6 medals (Junior) 1st, 2nd & 3rd place teams
- BCSS Banner for champions of each of the senior and junior divisions
- Picture plaques for teams 1st – 3rd
- Team Rosettes –4th – 10th

Note that all championship trophies from previous winners must be returned, so it is important that the host committee contact the relevant schools in advance.

3.9 Provisions for the Athletes

3.9.1 Food and Beverages

Athletes will want to quickly refuel following the race; post event food and beverages will be needed to form an important part of the recovery process and to give athletes a psychological boost. A good mix of carbohydrates and protein, preferably healthy choices, should be available. Hot soup and/or hot chocolate on a cold day will be well received by athletes.

Hospitality volunteers will need to ensure that athletes receive only their fair share so that food and drinks are available to everyone.

3.9.2 Souvenir T-shirts

Athletes appreciate having well designed t-shirt as a race souvenir to remember their experience by. Organizers should seek out custom designers who will offer competitive rates for designing and producing t-shirts. Sponsorship endorsements will normally cover the costs of this and assuming that this is the case, the sponsors' logo(s) should be prominently displayed.

T-Shirts design can be led by the host committee, but will be ordered by the Commission (well in advance to receive the best rate). Distribution can be the responsibility of either as determined by the host committee. T-shirts are to be handed out as part of the race package pick-up prior to the AGM, and on the morning of the race.

3.9.3 Photography

It is important to employ someone responsible for photography since almost all athletes want to have their special moment in the BC High School Cross Country Championships remembered and captured forever by way of high quality photos. These can be a combination of action shots, team photos and award winners. Host committees should seek out a reputable photographer to be stationed at different points on the race course on race day, ultimately at the finish line without interfering with the athletes as they cross the line. Digital images are to be considered the property of the BCHSXC Commission, and should be subsequently loaded onto the cross country website and made available to all athletes at no cost.

Appendix 1

BC School Sports Competitive Rules and Regulations

Section D6: **STUDENT-ATHLETE AGE AND COMPETITIVE LEVELS**

D6.1 Senior Competition: to compete in a senior competition, student-athletes must be under nineteen 19) years of age as of December 31st of the current school year, and be in no more than their fifth (5th) year of eligibility (student-athletes born in 1993 or earlier are NOT eligible for any competition in 2012-2013. Grade 8 entry date must be September 2008 or later).

D6.2 Grade Ten (10) or Junior Competition: to compete in a grade ten (10) or junior competition, student-athletes must be under seventeen (17) years of age as of December 31st of the current school year, and be in no more than their third (3rd) year of eligibility (student-athletes born in 1995 or earlier are too old for junior competition in 2012-2013. Grade 8 entry date must be September 2010 or later).

D6.3 Grade Nine (9) or Juvenile Competition: to compete in a grade nine (9) or juvenile competition, student-athletes must be under sixteen (16) years of age as of December 31st of the current school year, and be in no more than their second (2nd) year of eligibility (student-athletes born in 1996 or earlier are too old for grade 9 competition in 2012-2013. Grade 8 entry date must be September 2011 or later).

D6.4 Grade Eight (8) or Bantam Competition: to compete in a grade eight (8) or Bantam competition, student-athletes must be under fifteen (15) years of age as of December 31st of the current school year, and be in their first (1st) year of eligibility (student-athletes born in 1997 or earlier are too old for grade 8 competition in 2012-2013. Grade 8 entry date must be September 2012).

Note: *School coaches may ultimately have to weigh the strengths of each of the junior and senior teams with the possibility of moving some juniors to the senior division i.e. younger runners may "run up" to compete alongside grade 11 and 12 runners in the senior division*

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Appendix 2

Table 1 Alignment of Zones and Number of Berths for each division (Junior Boys, Junior Girls, Senior Boys, Senior Girls) (Updated with 2016 AGM changes)

ZONE	TEAM	INDIVIDUAL
FRASER VALLEY	8	45
INDEPENDENT	2	20
KOOTENAYS	2	15
NORTH CENTRAL	2	20
NORTH WEST	2	15
NS HOWE SOUND	4	20
OKANAGAN	3	20
RICH/ BURN/ NW	3	20
VANCOUVER	3	20
VANCOUVER ISLAND	5	25

Appendix 3

Volunteer Recruiting Checklist

HOST COMMITTEE CHAIRPERSON–

Responsibilities:

- Organizing, resourcing, directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison.
- Booking race & awards venue and securing any permits.
- Determining insurance and coordinating with BC School Sports
- Work with Commission to secure Timing Contractor
- Sourcing sponsorship, keeping a record of donations and providing information for recognition of donations to Commission
- Venue –Tents / Porta- Potties
- Secure and coordinate PA on site
- All questions or concerns that may arise before, during or after the event
- Direct liaison with the BCXC Commission
- Communication through commission website

RACE COURSE DIRECTOR –

Responsibilities:

- Determining distances and accurate mapping of the course including, if possible, an elevation profile of each loop
- Procurement of all equipment required to delineate the course and maintain athlete spectator separation.
- Venue –Tents / porta- potties/ possibly bleachers
- **Course Maintenance** –(10 volunteers) responsible for grooming the course in the days preceding the event.
- **Course Set-up** – (20 to 25 volunteers) help set up the course in the morning before everyone arrives. Flagging and other markers, start area, finish line, stage setup and take down.
- **Marshalls** -(10 volunteers depending on complexity of the course)- responsible for guiding and monitoring runners along the course. Marshalls can also assist the spotters. Identified with visi-vests
- **Spotters** – (8 volunteers) responsible for assisting the medical team , looking for athletes who are injured or suffering from distress. These volunteers are to be equipped with walkie talkies.
- **Sweeper** – 1 volunteer on a mountain bike to follow the last runner during the race.

START/FINISH COORDINATOR-

Responsibilities:

- Set up of start & finish lines
- Liaison with timing contractor
- **Starter** – responsible for ensuring that athletes are in their proper position at the start line and for sounding the horn or firing the starting pistol for each race
- **Finish Chute Monitors** –(15 volunteers, female monitors are required for the girls races) responsible for keeping athletes in order and assisting them as necessary as they proceed down the chute. Necessary to have female monitors handling girls' races. Identified with visi-vests
- **Finish Gantry with promotional signage provided by Commission**
- **Race Announcer** – Responsible for prompting athletes to the start line 15 minutes in advance of each race announcing the events as they unfold during the race

MEDICAL COORDINATOR –

Responsibilities:

- Set up, coordination and supplies for First Aid station
- **Medical staff** – (5 first aid responders who may be physicians, athletic trainers and EMS staff.) responsible for attending to injured athletes. Two people responsible for carrying a stretcher to carry injured runners should also assist.

PARKING MANAGER –

Responsibilities:

- Securing adequate parking, parking lay-out, bus drop off/ emergency access, etc.
- **Parking Attendants** – (6 volunteers) responsible for managing traffic flow prior to and following the event. Identified with visi-vests.
- Parking contractor may be an option

HOSPITALITY COORDINATOR –

Responsibilities:

- liaising/booking the Host Hotel and providing relevant info to website
- set up of room for AGM
- procure concession service for event (Suggest fundraising group from local school –or contractor) Donations – cannot be from a Subway competitor
- Securing Awards venue – If necessary, consider bus shuttle service from hotel to race venue to awards
- **Facility Coordinator – From Awards Venue school -** Set up of facility for awards ceremony – PA, seating, risers, etc.

- **Hospitality Assistants** – **From Awards Venue school-** 5 volunteers to work with Facility Coordinator in directing crowd during awards.
- **Food and Beverage Coordinator & Handlers** (6 volunteers) - Procurement and distribution of post-race - food/beverages for athletes at the race venue (SUGGESTIONS – fruit/ muffins/ energy bars/ water/ Gatorade).
- **Sourcing donations and costing out balance of expense**
- **Awards MC** - Secure MC - Set up of microphone & awards – (Volunteers with the support of Commission members) – responsible for announcing the recipients of awards during the awards ceremony, announcing presenters (and ensuring that presentations are simple and concise)
- **Photographer: Team** hired by Hospitality Coordinator – criteria for race start/race/ finish/awards photos determined by Commission
- **Media Promotions –** Liaising with local & provincial media

COMMISSION RESPONSIBILITIES –

Responsibilities:

- securing timing contractor
- registration of athletes & distribution of race packages
- chute assignment on start line
- awards procurement and presentation
- ordering & distribution of commemorative T-Shirts for athletes
- AGM Agenda & meeting coordination
- all communication via bcxc.ca website
- collection and submission of all receipts to BC School Sports.
- letters of appreciation and possible honorariums as determined by Host Committee
- creation and printing of Event Program
- providing visi-vests, caps, shirts to identify volunteers
- **Disciplinary Committee**– (4 volunteers to form an adjudication panel) – Coordinated at AGM - **3 zone representatives & one member of Commission Executive-** responsible for ensuring that the rules for cross country are upheld and for handing out disciplinary measures if they are not.

Appendix 4

Timetable for Completion of Tasks

One Year Before the Event

- ✓ Select a race chairman who will be the primary organizer and contact for the event
- ✓ Enlist additional committee members and commence the communication process

Six to Eight Months Before the Event:

- ✓ Search out a location and specific race course for the event that meets the needs as set out in Section 3.2 and Section 3.5.1.
- ✓ Outline &measure the event course
- ✓ Invite Commission representative to review the course
- ✓ Secure any necessary permits or reservations for the championship site
- ✓ Design the event t-shirts

Four Months Before the Event:

- ✓ Identify location for medical services, parking and school tents on course map.
- ✓ Send in course map (and profile if possible) for posting on the website
- ✓ Create Course Overview/ Instructions for website
- ✓ Draft the budget for the event
- ✓ Start the process for seeking sponsorship to help cover the cost of food, tenting, etc.
- ✓ Order/solicit supplies.
- ✓ Secure an agreement with host hotel – include meeting room for AGM & storage for shirts
- ✓ Determine date/time of Pre-BC Race.

Three Months Before the Event:

- ✓ Recruit volunteer coordinators/managers and whatever body of volunteers are deemed necessary (see Appendix 2).
- ✓ Post initial information on the website including host hotel
- ✓ Post invitation & registration details of Pre-BC Race on website

One Month Before the Event:

- ✓ Send information for posting on the website
- ✓ Determine event volunteer/staffing assignments
- ✓ Confirm medical staff
- ✓ Create a timetable of tasks to be carried out.
- ✓ Send out an initial press release to the media including date, location and contact information

Two Weeks Before the Event:

- ✓ Finalize volunteer status, filling in any gaps
- ✓ Confirm all necessary permits or reservations are in place and that the space is event ready
- ✓ Document the logistical details for the event day including a daily run sheet
- ✓ Continue to provide information on the event via the website.
- ✓ Check on supplies status.

One Week Before the Event:

- ✓ Write a brief instructional guide for volunteers including emergency protocol.
- ✓ E-mail all the event information to volunteers. Be sure to include reinforce the timelines and when they are needed as well as how they can contact the race chairman on the day.
- ✓ Post the weather forecast link on the website
- ✓ Contact schools of previous winners to ensure all championship trophies are returned
- ✓ Post the entrants list on the website once confirmed
- ✓ Buy last-minute supplies that have not yet been procured including food and water as necessary.
- ✓ Prepare direction signs as necessary for different facilities (hospitality rooms, washrooms, etc).
- ✓ Prepare the race packages once the entrants list is confirmed
- ✓ Contact the media about the event and continue to build excitement among the invited participants and spectators.
- ✓ Conduct a last meeting with committee members to confirm all tasks have been completed

Two Days Before the Event:

- ✓ Mark out the course for athletes who arrive early
- ✓ Send out a follow-up press release to the media including participating schools, date, location, start times and contact information

One Day Before the Event:

- ✓ Ensure that course is marked & maps are provided at race venue
- ✓ Coordinate awards delivery for Awards venue
- ✓ Prepare the registration table at Host Hotel
- ✓ Hand out race packages- School sign in for coaches picking up.
- ✓ Distribute T-Shirts – Coaches to come with numbers & sizes.
- ✓ Assist the Commission at the AGM
- ✓ Set up the start and finish areas
- ✓ Post direction signs for different facilities

Day of the Event:

- ✓ Have staff arrive early to set up and do a safety check of the grounds (for broken glass, debris, etc).
- ✓ Hold a brief staff and volunteer meeting to go over assignments, procedures and important information.
- ✓ Set up registration table
- ✓ Set up Announcers' equipment
- ✓ Carry out a final set-up of the course
- ✓ Fine-tune the start area as necessary (i.e. extra spray paint, shifting of cones, etc.)
- ✓ Remain available during the races
- ✓ Set up & stage the awards
- ✓ Clean up the area.
- ✓ Thank volunteers, sponsors and others that have assisted, then…. go relax.

Appendix 5

Post Race Report Outline

Weather conditions leading up to and on race day

Statistics

1. Number of Starting Competitors in Each Age Division
2. Number of Finishers in Each Age Division
3. Top 10 Individuals in Each Division
4. Average Pace (Per Kilometer) of Top Finishers
5. Top 5 Teams and Associated Zones

Major Successes of the Event

Challenges Faced and how these were overcome

1. Challenges Faced by the Athletes
2. Challenges Faced by the Host Committee

Deviations from the Handbook – suggested adaptations

Any Events that Were Not Within the Control of the Host Committee

Medical Report

Budgetary Considerations – Revenues Versus Expenses (see also Appendix 6)

Feedback from Athletes, Coaches and Parents (Informal or formal?)

Other Comments from the Perspective of the Race Chairman

Listing of Host Committee Members

Appendix 6

Revenue Versus Expenses

INCOME:

Registration Fees $ _____

Funding from BC School Sports $ _____

Concession $ _____

Sponsorship $ _____

Fundraising $ _____

Other:

_____ $ _____

_____ $ _____

TOTAL INCOME   **$ _____**

EXPENSES

Official Honoraria/Expenses $ _____

Equipment $ _____

Publicity/Program $ _____

Administration $ _____

Facilities $ _____

Medical $ _____

Travel $ _____

Other

_____ $ _____

_____ $ _____

_____ $ _____

TOTAL EXPENSES $ _____

REVENUE	$
Less EXPENSES	$
Surplus/Deficit	$

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