

# **REGION II CROSS COUNTRY**

## **MEET HANDBOOK**

**6/15/01**

**I. Region Responsibilities**

- A. Determine site at the spring meeting.**
- B. Determine date.**
- C. Determine and order awards. Trophies and awards have been standardized by Region II. (see Region II trophies and awards)**

**II. Host School Responsibilities**

- A. Provide facilities.**
- B. Select meet director.**
- C. Make housing and meal arrangement suggestions.**

**III. Director's Responsibilities**

- A. Send information to all Region schools within the first two weeks of the season.**
  - 1. Preliminary information letter should state meet site , date , and other pertinent information such as the availability of food and lodging and a request form requesting such information as:**
    - a. Intent to participate.**
    - b. Team rosters.**
  - 2. Subsequent information letters need to be sent only to the schools intending to participate and should include such information as:**
    - a. Time schedule for meet.**
    - b. Participation fee has been set at \$20/athlete.**
    - c. Other pertinent information.**
- B. Meet director is responsible for providing publicity on the same meet which will include all information for the public.**
- C. Selection of officials**
  - 1. Meet director is responsible for providing all officials that are needed for the meet.**
- D. Meet director will select a Board of Control. School administrators or their designees will be selected.**
- E. Meet director will provide for the course preparation and any maintenance work needed as well as the equipment needed for the meet.**

- F. Meet director will assign rooms to teams as available upon formal request and designate a room for the pre-meet coaches meeting. A room or an area will be designated for awards presentation.**
- G. An awards ceremony will immediately follow the meet. The awards will follow the Region II trophy format. (see Region II trophies)**
- H. A financial statement will be prepared and presented to participating schools and the Region II Executive Board.**
- I. The qualifying teams and individuals names will be forwarded to the ASAA within the required time.**

## **SAMPLE LETTER**

**Dear Region II Principals and Cross Country Coaches:**

**The enclosed information deals with the 200- Region II Cross Country Meet held at Su-Valley High School on September 30, 200-.**

**Teams are welcome to stay in the school or they may stay with any one of the private establishments in the area, (see the enclosed listing). An evening meal and breakfast will be available , for an \$8.00 meal ticket, hosted by the Su-Valley student council. If you want to take advantage of these meals, please contact me by September 25, at 765-4321.**

**Please send your team roster by September 23. No team's roster will be accepted after that date. Participation fee has been set at \$20/athlete.**

**We are planning an open race prior to each varsity race for teams with more than 7 runners. This race will not affect the scoring of the varsity race. Please list any runner's name on your roster, in the appropriate space, that you intend to enter in that race.**

### **SCHEDULE**

**Friday, September 29**

**3:30 P.M. School open for arriving teams  
5:00 P.M. Walk course.  
6:00 P.M. Dinner available for meal ticket holders.**

**Saturday, September 30**

**6:00 A.M. Breakfast available for meal ticket holders.  
9:00 A.M. Coaches meeting.  
9:30 A.M. Walk course.  
10:30 A.M. Participants meet in gym.  
11:45 A.M. Girls open race.  
12:30 P.M. Boys open race.  
1:15 P.M. Girls Championship race.  
2:00 P.M. Boys championship race.  
3:30 P.M. Awards ceremony in gym.**

**We look forward to hosting you at Su-Valley High School. If there are any questions that you need answered, please call me at 765-4321.**

**Sincerely,**

**Larry Buskirk  
Meet Director**

**REGION II CROSS COUNTRY MEET  
TEAM ROSTER**

**Girls Varsity**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Girls Open**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Boys Varsity**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Boys Open**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**REGION II CROSS COUNTRY MEET RESULTS**

<b>Girls</b>	<b>Name</b>	<b>School</b>	<b>Time</b>
10 <sup>th</sup> place	_____	_____	_____
9 <sup>th</sup> place	_____	_____	_____
8 <sup>th</sup> place	_____	_____	_____
7 <sup>th</sup> place	_____	_____	_____
6 <sup>th</sup> place	_____	_____	_____
5 <sup>th</sup> place	_____	_____	_____
4 <sup>th</sup> place	_____	_____	_____
3 <sup>rd</sup> place	_____	_____	_____
2 <sup>nd</sup> place	_____	_____	_____
1 <sup>st</sup> place	_____	_____	_____

**Girls Second Place Team** \_\_\_\_\_ **points**

**Girls First Place Team** \_\_\_\_\_ **points**

**REGION II CROSS COUNTRY MEET RESULTS**

<b>Boys</b>	<b>Name</b>	<b>School</b>	<b>Time</b>
10 <sup>th</sup> place	_____	_____	_____
9 <sup>th</sup> place	_____	_____	_____
8 <sup>th</sup> place	_____	_____	_____
7 <sup>th</sup> place	_____	_____	_____
6 <sup>th</sup> place	_____	_____	_____
5 <sup>th</sup> place	_____	_____	_____
4 <sup>th</sup> place	_____	_____	_____
3 <sup>rd</sup> place	_____	_____	_____
2 <sup>nd</sup> place	_____	_____	_____
1 <sup>st</sup> place	_____	_____	_____

**Boys Second Place Team** \_\_\_\_\_ **\_\_\_\_\_ points**

**Boys First Place Team** \_\_\_\_\_ **\_\_\_\_\_ points**

**SAMPLE LETTER #2**

**Dear Coach,**

**Welcome to Su-Valley High School and the 200- Region II Cross Country Championship.**

**Enclosed in your packet you will find your runners' numbers. Please see that each runner is wearing their correct number on the front of their singlet. Each number should be secured with the four safety pins enclosed in the packet. Be sure not to pin the pull-tab to the singlet. The pull tab must NOT be removed except by the finish judge in the chute at the end of the race.**

**Coaches, please instruct your runner to keep moving through the finish line and in the chute so that there is not too much congestion at the finish line. Runners are NOT to pass anyone once they cross the finish line.**

**Please remind your runners not to wear spikes or muddy shoes into the school or on the gym floor.**

**If you have any questions during the meet, please feel free to contact me or any of the Su-Valley coaches.**

**Sincerely yours,**

**Matt Clark  
Principal**