

2010-2011 CROSS COUNTRY MANUAL

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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PURPOSE AND PHILOSOPHY

- A. PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. PURPOSE OF DISTRICT AND STATE CONTEST:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes: to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, District and State athletic contests cannot be completely justified. It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance-and keep in proper perspective-the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.
- D. SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws holds a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill in their players a respect for others and school property. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression for the entire school.

A school also should inform its players, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

USING THIS MANUAL

All coaches and athletic administrators are urged to read the instructions in this manual carefully. All district, sectional, and state entry forms have been included on the MSHSAA website (www.mshsaa.org) under "Cross Country," and the school must print off its own copies. Please check the entry forms and make note of all deadline dates for submitting entry forms, which relate to this manual's sport. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office.

SECTION 1: CHAMPIONSHIP SCHEDULE

A. DATES

- Boys and Girls Class 4 District Meets will be on Saturday, October 23.
- Boys and Girls Class 4 Sectional Meets will be on Saturday, October 30.
- Boys and Girls Classes 1, 2, and 3 District Meets will be on Saturday, October 30.

NOTE: If one or more participating schools must travel over 100 miles to their District or Sectional sites, the starting time shall be no earlier than 11:00 a.m. If the weather is inclement, all "open/extra" races shall be run after all qualifying meets have been completed, and only students who are eligible in cross country for their MSHSAA member senior high school shall be permitted to participate in such "open/extra" races.

- The state meets will be held Saturday, November 6 at the Oak Hills Golf Center in Jefferson City. Oak Hills Golf Center is located on Ellis Boulevard in the southern part of Jefferson City approximately 1 mile east of Highway 54 South.

B. SCHEDULE: The 2010 time schedule for the state championship meets is as follows:

Packet Pick-up: Coaches can pick-up their school packets on the south side of the clubhouse beginning at 7:30 a.m. on Saturday.

COACHES' MEETING: A meeting will be held at 8:00 a.m. for Class 3 and Class 4 coaches and at 10:15 a.m. for Class 1 and Class 2 coaches in the awards area, weather permitting. All coaches are required to attend this meeting. Please be there on time!

RACE

Class 4 Girls	9:00 am
Class 3 Girls	9:35 am
Class 4 Boys	10:15 am
Class 3 Boys	10:45 am
Class 1 Boys	11:15 am
Class 2 Boys	11:50 am
Class 1 Girls	12:25 pm
Class 2 Girls	1:05 pm

AWARDS – Trophies and Medals

Class 4 Girls & Boys @	Approximately 10:45 am
Class 3 Girls & Boys @	Approximately 11:15 am
Class 1 Girls & Boys @	Approximately 1:05 pm
Class 2 Girls & Boys @	Approximately 1:45 pm

SECTION 2: ENTRY PROCEDURE

A. ELIGIBILITY ROSTERS: Your school administrator must submit a cross country eligibility roster through the MSHSAA website (www.mshsaa.org) no later than one day prior to the school's first regular season contest.

B. ENTRY PROCESS: District meet entries must be submitted (faxed or hand-delivered) to the district meet manager no later than 4:00 p.m. on October 19 for Class 4; and for Classes 1, 2, and 3, no later than 4:00 p.m. on October 26 (entry forms are located on the MSHSAA website, from which schools must print copies).

Class 4 Sectional meet entries must be submitted on the Sectional Entry Form (located on the MSHSAA website) to the district meet manager before leaving the meet site.

Late entries can be accepted until the starting box assignments have been drawn by the District meet manager or games committee. A late entry penalty fee of \$100.00 shall be charged for late entries. No entries will be accepted after the starting box assignment process has begun. The District manager shall notify the MSHSAA office regarding any late entries for the meet (the MSHSAA shall invoice any school owing a late entry penalty fee). Failure to provide the year-in-school for all entrants shall result in a \$25.00 fine.

The deadline to submit late entries for the sectional meet is 4:00 p.m. on the Monday of the meet. No entries shall be accepted after the established date and time, and a \$50.00 fine shall be assessed per student-athlete for such late entries.

1. From one to seven runners may represent a school in the meets. The first five runners from each school to finish shall be counted in determining the team score. If, on the rare occasion, a school qualifies five or more individuals to the next level of competition, the school shall compete as a team at the next level with five to seven runners.
 2. Schools which enter fewer than five runners or schools which have fewer than five runners finish the race will not be eligible for a team place. However, individual runners from such schools may earn individual places and awards.
 3. To be eligible to enter a team or individual in the state series, a school must have competed in at least five regular season meets. Individuals who are members of a school team that has met this requirement shall be eligible to participate in the state series as long as they have participated in at least one interscholastic meet during the season (Re: MSHSAA By-Law 312).
 4. Boys teams and individuals will run in the boys series.
 5. Girls teams and individuals will run in the girls series.
- C. SUBSTITUTIONS:** For purposes of advancement, teams shall be considered to consist of 5-7 runners from each school who participated in the district/sectional qualifying meets. However, any student whose name is included on the school's cross country eligibility roster (located on the MSHSAA website) may be used as a substitute for a team member at the applicable level. To make a substitution for the state meet, the coach must complete a substitution form, which will be available at the Saturday coaches meeting. Substitutions can be made up to the start of the race.
- D. STATE ENTRIES:**
1. Class 1, 2, and 3 qualifiers to the State meet shall be submitted on the State Entry Form (located on the MSHSAA website) to the district managers before leaving the meet site.
 2. The Class 4 qualifiers for the State meet shall be submitted on the State Entry Form (located on the MSHSAA website) to the sectional managers before leaving the meet site.
 3. The deadline to submit late entries for the State meet is 4:00 p.m. on the Monday of the meet. No entries shall be accepted after the established date and time, and a \$50.00 fine shall be assessed per student-athlete for such late entries.

SECTION 3: TERMS AND CONDITIONS

- A. District and Sectional assignments will be made based on geographic location and balance of district size. It is the goal of district and sectional competition to bring in schools from different areas of the state to the final site. The Board of Directors in June of 1999 adopted the following policy on the location of District, Sectional, and State Meet sites:
- "Competition sites for all district and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border only in cases where the school's facility is contiguous to the school campus but physically located beyond the border."
- B. CLASSIFICATION**
1. District, Sectional and State cross-country competition (boys and girls) will be administered under a two year (2010-11 and 2011-12) classification plan based on the enrollment in grades 9-12. The enrollment for all boys and all girls schools shall be doubled for classification purposes.
 2. Cross Country schools will be divided equally into classes (boys and girls) for state meet series competition. This will follow requirements found in By Law 312 and procedures established by the MSHSAA member schools
- C. ADVANCEMENT OF WINNERS:** A minimum of sixteen teams will advance to the state meet in all classes for both boys and girls.
1. Boys and Girls Classes 1, 2, and 3:
 - a. Eight districts will be established in each class. The qualifying process shall be identical for Classes 1, 2, and 3: the top two teams and those individuals finishing 15th place or better, inclusive of the qualifying teams, shall advance from each District meet to the State meet.

2. Boys and Girls Class 4:
 - a. Eight districts will be established. The top four teams shall qualify from the District meet to the Sectional meet and those individuals finishing 30th place or better, inclusive of the qualifying teams shall advance.
 - b. Sectional to State advancement: Four Sectional meets will be established: The top four teams and those individuals finishing in 30th place or better, inclusive of the qualifying teams, shall advance from the Sectional meets to the State meet.
3. The District and Sectional cross country assignments will be released on the MSHSAA website (www.mshsaa.org) on August 20.

- D. MSHSAA TOBACCO/ALCOHOL/DRUG/RESTRICTION POLICY:** Any student who uses tobacco, alcohol, or a controlled substance (other than prescription), while participating in an interscholastic contest shall be disqualified by the individual's school coach, the event manager, and/or tournament committee. This policy shall apply to the event grounds while the participant is directly involved with the competition. It is important that all adults involved in the interscholastic activities program set the proper example for our participants with regards to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic athletic, music, and speech events.
- "Coaches, directors, sponsors, and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA."
- E. PARKING:** Buses are not permitted in the parking lot in front of the clubhouse at the State Championships. Bus parking is provided in the park maintenance area located north of the clubhouse across Ellis Boulevard (if space is available, school vans shall also be permitted to park in this area). Parking is at a premium, so please park in a way that will permit the maximum number of buses into the limited area. Non-bus parking is at Jefferson City High School.
- F. INSPECTION OF COURSE:** The golf course has been reserved for 3:30 p.m. on Friday (the day before the state meet) and for all day the day of the meet. The cross country course is on a public golf course; therefore, it is emphasized again, **COACHES AND RUNNERS ARE NOT TO BE ON THE COURSE UNTIL AFTER 3:30 p.m. ON FRIDAY** (the course may be opened before 3:30 p.m. if the course preparations have been completed prior to that time).
- G. RESTRICTED AREA:** Everyone must stay off the greens and out of the roped areas. Everyone is requested to cooperate. Coaches are asked to help keep spectators out of these restricted areas. ***Dogs and bicycles are not permitted on the Oak Hills Golf Center property.***
- H. DRESSING AND SHOWERING FACILITIES:** There is no dressing or showering facilities at the state meet site. Each individual participant and school team will be responsible for making arrangements for the safeguarding of clothing and other valuables. The MSHSAA and the Jefferson City Parks and Recreation Department cannot accept responsibility for any lost or stolen articles.
- I. EQUIPMENT:** Competitors may wear either flat-soled shoes or spikes (if spiked shoes are worn, it is recommended that the spikes not be more than 3/8 inch in length). All contestants will be provided with numbers to be pinned to the front and back of their jerseys at chest (armpit) height. Each contestant must wear the number assigned to him/her (or to the competitor he/she is replacing when substitutions are made).
- J. SCHOOL PACKETS:** Packets containing meet supplies (program, numbers, pins, etc.) will be prepared for each competing school. Coaches may pick up packets Saturday morning beginning at 7:30 a.m. at the tent on the south side of the clubhouse.
- K. THE START:** Starting positions will be numbered on the ground at the starting line, and each school's position (box number) will be designated in the school packet. Check the location of your position well in advance of the start of the race. A warning will be sounded ten minutes prior to starting time. A second warning will be sounded five minutes before race time to indicate that runners are to remove their sweats and report to the starting line ready to begin the race. It is the responsibility of each runner to be on the starting line and ready to run at the designated starting time. Once the runners have been called to the starting line by the starter for final instructions, no further run-outs shall be permitted (NFHS Rule 9-4-4).

- L. THE RUN:** The course will be 5000 meters in length. The course will be lined, and color-coded flags, as per NF rules, will be located at every turn. Inspectors/Umpires will be stationed around the course to report any potential rule infraction. A contestant can be disqualified for leaving the course, for interfering with another runner, or for receiving assistance. Also, a runner will be disqualified if a coach or other individual runs with or makes physical contact with a member of his/her team. Coaches are encouraged to caution their athletes about the difficulty of the course and to discuss that certified athletic/medical trainers have the authority to pull athletes from the race in potentially dangerous medical situations.
- M. THE FINISH:** The finish shall be determined via a computer chip method (each runner shall wear two computer chips, one securely attached to each shoe). All runners must run across the finish pad in order to receive a place and time (the average of the times from a runner's two feet/computer chips crossing the finish pad). **NO CHIPS/NO PLACE OR TIME.**

The Referee or the Jury of Appeals can authorize the viewing of MSHSAA official finish line videotape to determine finish places.

PLEASE NOTE: Only personnel designated by the meet manager are permitted in the fenced and/or roped area at the finish.

N. APPEAL PROCESS:

1. The coach will approach the starter/referee and inform him of an appeal and will then state in writing his appeal according to NF rules.
2. The starter/referee will then determine whether this appeal is a judgment decision or a misapplication or misinterpretation of a rule.
3. If the appeal is based upon an official's judgment decision, the appeal will not be considered and the decision will stand.
4. If the starter/referee determines that the appeal is a potential misapplication or misinterpretation of a rule, he/she shall render a ruling and may refer the appeal to the Jury of Appeals for a ruling. No videotape will be used to rule on an appeal except to determine finish places (MSHSAA official finish line videotape only).
5. Protests at district or sectional meets shall not be heard by the MSHSAA Board of Directors or staff.

- O. SCORING:** Team scores are determined by totaling the places of the school's first five finishers with finishers six and seven serving as displacers (NFHS Rules 9-2 and 9-3-3).

- P. TIMING:** All runners will be officially timed; however, coaches are still requested to time their own runners. Times are determined by taking the average of the times from a runner's two feet/computer chips crossing the finish pad. **NO CHIPS/NO PLACE OR TIME.**

Q. AWARDS:

1. District-Medals will be awarded to the first fifteen placing individual runners in Classes 1, 2, and 3 meets and the first thirty placing individual runners in Class 4 meets. Plaques will be awarded to the first and second place teams in boys' and girls' Classes 1, 2, and 3. A plaque will be awarded to the first place team only in boys' and girls' Class 4.
2. Sectional-Medals will be awarded to the first thirty placing individual runners. Plaques will be awarded to the first and second place Class 4 teams.
3. State Final-Medals will be awarded to the first 25 placing individual runners. Head coaches of first, second, third, and fourth place teams will also be presented medals. One set of seven medals for each gender and classification will be awarded to the top four state place teams (schools may purchase additional medals for team members by contacting the MSHSAA office). Medals and trophies will be awarded in the awards area at the approximated time schedule listed on page four of this manual. Trophies will be awarded to the first, second, third, and fourth place teams.

- R. MEET RESULTS:** Results will be announced after the meet and will be available on the MSHSAA website as soon as possible after the meet. Coaches will receive a copy of the results of their meet after results have been finalized by turning in the runners' computer chips and a results receipt form at the tent on the south side of the clubhouse.

- S. TEAM TENTS:** Schools are required to locate their tents on the west half of number one fairway and all of number ten fairway as a permanent location at Oak Hills Golf Center. Schools are liable at all times for their tents.

- T.** Please refer to the appendix concerning the MSHSAA videotaping policy.

The National Anthem shall be played before the first MSHSAA contest of the day and/or session at each site. If it is not possible to have the National Anthem played before the first contest, the Anthem should not be performed later in the session.

SECTION 4: FINANCIAL INFORMATION

- A. ADMISSIONS:** There will be no admission charged to the District, Sectional, or State Meets.
- B. EXPENSES:** There will be no reimbursement of expenses to participating schools.
- C. OFFICIALS:** Starter/Referees shall be paid \$40.00 for two races (one boy's and one girl's) plus 38 cents per mile at the District and Sectional levels. Only MSHSAA registered officials shall be utilized.

SECTION 5: MANAGERS INSTRUCTIONS

MEET ADMINISTRATION: Each District and Sectional meet will be under the control and direction of a manager appointed by the Board of Directors. He/she shall:

- A.** Conduct the meet in accord with the National Federation Track and Field and Cross Country Rules Book and the MSHSAA Cross Country Meet Manual.
- B.** Secure a games committee, jury of appeals (the games committee and jury of appeals can be one and the same), and an MSHSAA registered track and field starter-referee. The manager shall select two or four school representatives (principal, athletic director or coach) from other participating schools to serve with him/her as a games committee. As many conferences as possible shall be represented and at least one coach shall be included on the games committee. In general, games committee members shall assist the manager in the administration of the meets. The games committee (in the absence of a jury of appeals) shall also make any necessary rulings regarding grievances which may arise during the meets. Games committee members and district coaches should be called upon to assist in the planning, preparation, and management of the meets.

NOTE: The Class 4 Sectional meet managers shall make arrangements to obtain entries from the applicable District meet managers after the conclusion of the District meets.

- C.** Prepare an information bulletin on the meet to be sent to participating schools. This bulletin should be sent far enough in advance of the meet to insure that each school receives it no later than five days prior to the meet. The information should include the course location, the starting times of the races (see Section 1-A-3 Note), and a course map.
- D.** Secure officials/workers (see NFHS Rule 9-4 and 9-1 diagrams): A starter/referee, clerk of the course, chute director, finish judges, chute umpires, caller, checkers/recorders, course umpires, times, scorers, and awards custodians. However, when necessary, participating schools shall help to provide these officials when called upon to do so by the meet manager. Coaches shall assist in the administration of the meet when asked. Parking attendants, security personnel, and supervisors may be necessary at some sites.
- E.** The meet manager shall also arrange for a primary timing method and a back-up timing method; a primary scoring method and a back-up scoring method; and medical coverage.
- F.** Hold a coaches' meeting prior to the start of the meet. Schools entering the meet should be notified well in advance of the time and place of the coaches' meeting. Introduce the starter/referee and he/she shall review the meet procedures, proper equipment, and sportsmanship expectations.
- G.** The course measurement shall be along the middle of the course. The course shall be clearly marked. This may be a wide line marked with a material which is not injurious to the eyes or skin, or by signposts with large directional arrows wherever the course turns, or by flags about 1 foot square and mounted on stakes which hold them 6 feet or more above the ground.
 - 1. Flag Destinations
 - a. A red flag indicates a turn to the left.

- b. A yellow flag indicates a turn to the right.
 - c. A blue flag indicates a course straight ahead.
2. In case of a discrepancy in the course markings, directional flag markings take precedence over any other course markings.
 3. The race course should include the following features:
 - a. Signs and flags at least 6 feet above the ground visible for 100 feet. Turns and guidelines should be marked on the ground with a material which is not injurious to the eyes or skin. The course should be at least 3 feet wide at its narrowest place. Small survey flags of the appropriate color may be used in lieu of painted lines or survey chalk.
 - b. No ground obstructions which might cause tripping, turned ankles, etc. No overhead objects such as tree branches lower than 8 feet above the ground.
 - c. A 2-inch wide starting line marked at the beginning of a lengthy straight-away, wide enough to accommodate all teams; i.e., a width of the number of teams multiplied by at least 6 feet.
 - d. At the end of the course, a straightaway of at least 150 yards ending in a rope funnel with a mouth 15 feet wide. The finish line should be at the mouth of the funnel and 15 to 25 feet from the chute. This funnel should narrow to a rope chute about 30 inches wide and at least 100 feet long. The stakes supporting the ropes should be solid enough to permit taut ropes, and the stakes and ropes near the finish line should be well-padded. See diagrams of chutes in NFHS Rule 9-1.

NOTE: For large meets, the use of multiple chutes is recommended.

H. Make provisions to cover special problems that might be present on the course.

I. Scoring shall be as shown in the following table:

Place:	First	Second	Third	Fourth	Fifth	Sixth	etc.
Points:	1	2	3	4	5	6	etc.

1. All competitors who finish the race shall be ranked and tallied in accordance with the above table with up to seven team members retaining their order of finish. The team score then shall be determined by totaling the points scored by the first five finishers of each team. The team which scores the fewest number of points is the winner.
2. If fewer than five competitors of a team finish, the places of all members of that team shall be disregarded and the team scores reranked.
3. Ties in team scoring shall be resolved by comparing the sixth-place finishers from the tying teams. The team with the best sixth-place finisher shall prevail. If one team does not have a sixth-place finisher, the team with the sixth-place finisher shall prevail.
4. If only five competitors of tying teams finish, the tie shall be resolved by totaling the scores of the first four finishers.

NOTE: See NFHS Rules 2-3-1, 2-3-1, 2, 3, on the correction of errors.

J. Send State entry forms and manager's report of qualifiers via FAX to the MSHSAA Office (573-875-1450, 573-875-0349, 573-875-0470, or 573-875-2379) after your district/sectional meet. Confirm that your fax has been received by calling 573-856-0457 before you leave the meet site.

K. File meet financial report with the MSHSAA Office no later than ten days after the completion of the competition (the fee for a district or sectional meet manager shall be \$65).

L. AUTHORITY OF CONTEST MANAGER

1. Guidelines. It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. The individual that will serve as contest manager should introduce himself/herself to the contest officials prior to the contest. These guidelines are limited to the authority of a contest manager as it relates to whether or not:

*A contest shall begin after all participants have arrived.

*A contest should continue after it has started. In both cases, the manager will be concerned only with playing conditions, i.e., weather, facilities, equipment, and/or crowd control.

*Unless otherwise indicated in the rule book of the sport involved, the contest manager's authority exists from the time participating teams arrive up to the actual start of the contest.

*The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control. The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun.

*If because of conduct the contest is to be rescheduled on a different day, the MSHSAA Office should be involved in that decision.

NOTE: If the contest is to be resumed, be certain you make note of all pertinent details. Documentation of these details should be made in the form of a signed agreement by the representatives of all schools involved.

2. When a Coach is Contest Manager - All the above provisions apply. The coach, prior to and following the contest, must act in a capacity of contest manager as well as coach. During the contest, he/she may, in addition to serving as coach, be called upon to take action as a contest manager as provided above.

SECTION 6: APPENDIX A

MSHSAA Videotaping Policy

A. Videotaping/Filming by Spectators:

1. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
2. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
3. The contest and/or meet site shall not permit the use of more than the seating space for which the spectator has paid (when seating is needed).
4. The contest and/or meet site accepts no liability for damage or theft of spectator equipment nor any injury as a result of the privately owned equipment.
5. Spectators may use equipment only in the spectator seating area.
6. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
7. Violation of these standards may result in the removal of the offender(s) from the premises.

B. Videotaping/Filming by School Representatives

1. A school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific NFHS Rule Book restrictions for each sport.
2. A school or school representative may videotape/film a regular season tournament or contest between other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
3. Videotaping/filming of an MSHSAA-sponsored contest and/or tournament by personnel from one or more of the actual participating schools is permitted, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual per school is permitted to videotape/film, unless the contest manager determines space is available for additional cameras. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
4. An official school representative may videotape a district or state playoff series event involving other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual is permitted to videotape and should expect to use a battery pack as his or her sole power source. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements. The host facility is not required to provide a power source or other accommodations for videotaping.

C. Videotape/film shall not be used for the purpose of protesting a contest.

MEDIA INFORMATION

1. **District and Sectional Press Passes:** Members of the media who need working passes for District and Sectional contests should contact the site manager of the site at least 24 hours before the event he or she wishes to cover. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission (where available) will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
2. **Media Services:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include (but not limited to) providing: rosters and brackets, official results or scoring, a writing surface (such as a press box or press table), access to the field or floor level, and access to a telephone after the event is over. Photographers should remain a safe distance from the playing field or surface at all times and should not be permitted on the playing surface or team bench areas during competition. Flash photography is permitted in all sports except basketball, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Jason West at the MSHSAA.
3. **Results:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each District or Sectional events: (in order of priority)
 - a. The MSHSAA
 - b. TRXC Timing website (www.trxctiming.com)
 - c. Missouri Runners website (www.morunners.com)
 - d. Local television stations
 - e. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA a high priority after your event has concluded. Site managers are also responsible for taking and filling media requests for results after the event is over.
4. **Radio Broadcasts:** Permission to conduct a live or delayed radio broadcast from a District or Sectional site should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of broadcast phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also apply to all live radio broadcasts:
 - a. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information;
 - b. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin;
 - c. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (alcohol, tobacco, lottery/gaming or political advertisements);
 - d. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are sent to each site manager and also sent to radio stations each fall;
 - e. Stations are required to run or read to sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall;
 - f. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans;
 - g. The MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of the MSHSAA;
 - h. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools;
 - i. No rights fee shall be charged for broadcasts at MSHSAA District or Sectional contests. A \$25 rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast MSHSAA Championship-level events. Lines at the final site are provided at no charge, but no station may make any long-distance or toll calls from these lines.
5. **Delayed Television Broadcasts:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No event shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live

and delayed) assume all expenses all liability resulting from staging and broadcasting of the game(s). Items a-g above (under Radio Broadcasts) shall apply to delayed TV broadcasts, with the following exceptions:

- a. specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
- b. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA produced 30-second television spots during each game;
- c. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
- d. The following revised rights fee schedule shall apply to all broadcasts (this fee must be paid in advance of the broadcast): Commercial "Over-The-Air" TV Stations: \$100 per District game, \$125 for Regional, Sectional and Quarterfinal games, \$200 for Semifinal and Third-place games and \$300 for state Championship games; Commercial Cable Stations: \$50 for District and Regional games, \$100 for Sectional and Quarterfinal games, \$150 for Semifinal and Third-place games and \$200 for state Championship games;

Cable Access Stations: All non-commercial, educational or community-based cable access stations shall pay a \$25 for District and Regional games, \$50 for Sectional and Quarterfinal games, \$75 for Semifinal and Third-place games and \$100 for state Championship games.

6. **State Championship Press Passes:** Members of the media seeking working passes for the final site and MSHSAA Championships should submit an official credential request through the MSHSAA's on-line system no later than the designated deadline for each event. The on-line credentialing system can be accessed by registered media outlets from the media tab on the MSHSAA website (www.mshsaa.org). No late submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site for the Championship (state-level) credentials.

PROCEDURE FOR INCLEMENT WEATHER

- A. Check correspondence from your District/Sectional Cross Country Manager for Radio and/or TV stations to listen to for announcements regarding the status of the meet.
- B. Directors should keep in contact with the national weather service and Highway Patrol for updates on weather and road conditions.
- C. If weather is a problem early, but appears that it might improve later in the morning, the District/Sectional Manager may decide to hold the meet, but start it late. Again, listen to the designated Radio and/or TV station for announcements.
- D. The District/Sectional Cross Country Manager will make the final decision to postpone the meet.
- E. Should inclement weather pose a problem for the state meet, radio stations KATI (94.3 FM) and KWOS (950 AM) in Jefferson City will be used to announce the status of the meet. Also, you may check the MSHSAA website (www.mshsaa.org) under "Cross Country" or call the Jefferson City Parks and Recreation hot line: 573/634-6485.
- F. All announcements of postponements at the state meet site will be made in the awards area and it is the responsibility of the coaches to stay informed.
- G. For Lightning Safety Guidelines, refer to the MSHSAA website (www.mshsaa.org), the MSHSAA Sports Medicine Manual, or the NFHS Track and Field and Cross Country Rules Book.

POINTS OF EMPHASIS

- A. **SANCTIONING:** Any time a MSHSAA member school competes in a tournament, by definition, with and out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. a university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA office at least thirty (30) calendar days prior to the event. It is the event host's responsibility to obtain sanction, however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation. MSHSAA by-law 311.

In October 2008, the NFHS Board of Directors approved changes concerning sanctioning fees and timelines. Effective **August 1, 2009, the sanctioning processing fee will increase to \$200 (must be received 60 days prior to the event)**. The late fee for any application that arrives in the NFHS office **15-59** calendar days prior to the event will be **\$100** for the total of **\$300**. If the application arrives in the NFHS office less than 15 calendar days prior to the event, the late fee will be **\$300** plus a **\$100** penalty for not forwarding the final list of actual

entries, which would make the total application fee **\$600**. If the list is not received **five** days before the event, the application for sanction will not be approved, and the meet director will be notified that it is a non-sanctioned event. All sanction applications must be approved by the MSHSAA Office first and will then be forwarded to the NFHS.

- B. POLICY ON DRUGS, MEDICINE, AND FOOD SUPPLEMENTS:** The Board of Directors in April of 1999 adopted the following policy on the use of drugs, medicine, and food supplements. There is growing concern of the inappropriate use and distribution of supplements to “enhance performances.” With concern and the responsibility to have our student athletes always participate and practice in a safe environment, school coaches and any other school personnel should never supply, recommend or permit the use of supplements for any performance enhancing purposes.
“School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school or school district.
Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.
In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.”
- C. COMPETITOR’S UNIFORM:** The Items permitted in a legal competitor’s uniform are defined in NFHS rules 9-6-1 through 9-6-6. These rules address visible items worn under both the jersey and shorts and the removal of any part of the team uniform, excluding shoes, while in the area of competition.
- D. PROVIDING LIQUIDS TO COMPETITORS:** Providing liquids during competition to a competitor by a non-competitor is permitted, as long as other competitors are not interfered with (NFHS Rule 9-7-4 NOTE).
- E. USE OF AN ATOMIZER DURING COMPETITION:** A physician’s statement must be presented to the meet director/referee prior to the beginning of the meet for a competitor to use an atomizer during competition containing a prescription asthmatic drug (NFHS Rule 4-5-8 NOTE).
- F. OFFICIAL’S UNIFORM:** The required uniform for MSHSAA registered track and field officials includes an all-white shirt (short sleeves) and black slacks or black shorts (the color of the slacks/shorts may be khaki if all officials agree on the use of khaki; otherwise, the color shall be black). The white “golf-style” shirt can be purchased through **GetOfficial** (contact options: www.getofficial.com or 1-877-438-4242 or 816-880-5390 in the Kansas City area): Item # 16MO-Official Missouri shirt. The white shirt can be purchased from other sources, but the MSHSAA official’s emblem must be worn on the left sleeve, one inch below the shoulder seam.
- G. DEFINITION OF A TEAM:** A cross country team is represented by coaches, contestants, managers, trainers, and other associated school personnel (NFHS Rule 9-5).
- H. NO JEWELRY PERMITTED:** Contestants shall not wear jewelry with the exception of religious or medical medals. If such medals are worn, they shall be taped to the body under the uniform and shall not include chains (NFHS Rule 9-6-7). The NFHS rules define a wristwatch as meet equipment and permit an athlete to wear one in competition.
- I. NO CELL PHONES PERMITTED IN LOCKER ROOMS:** Due to the capacity of modern cellular phones to take photos, and the possibility of inadvertent use of this capacity to capture inappropriate images, the MSHSAA Board of Directors has established a no cell phone use policy in locker rooms/restrooms at MSHSAA District and State series events. The MSHSAA staff shall be responsible to post signs in the same locations at all final site locker rooms. It is the responsibility of the school administration to ensure that all students and coaches have been informed of this policy prior to the event and to monitor the policy within the school’s assigned locker room at MSHSAA events.”
- J. LOCATING AN INJURED ATHLETE:** At the state meet, an injured athlete shall be transported to and treated at the medical tent, which shall be located on the east side of the finish chute.
- K. POLICY ON HAZING AND HARASSMENT:**
Hazing: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

Harassment: Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

L. PRE-EXISTING MEDICAL CONDITIONS:

At the state meet, coaches shall disclose in writing all pre-existing medical conditions (i.e., an athlete susceptible to exercise-induced asthma) to the coordinator of the medical staff at or before the coaches meeting.

M. BOARD POLICY ON MSHSAA PROGRAM PRINTING:

The Missouri State High School Activities Association strives to publish errorless Championship programs for all of its events. Since a majority of the information contained in Championship programs is submitted by coaches of qualifying schools, it is imperative that the MSHSAA office receive correctly spelled names; accurate classifications; and complete records, results, and statistics of participants and teams from the coaches.

Effective as of September 1996, the MSHSAA Board of Directors has approved a fine process for all late, incomplete, or illegible submissions for MSHSAA Championship programs. Schools that do not submit their forms to the MSHSAA in a legible, complete, and accurate manner will be fined \$25 per offense. In activities that require the electronic submission of program information, faxed or mailed copies of this information will not be accepted. Electronic reports must be submitted by the appropriate due date in the format and style included with the report instructions. It is the responsibility of the school to verify that the MSHSAA has received its program information, team photo, and any other required information by the appropriate deadline.

N. REGULAR SEASON LIMITATIONS:

A senior high school shall schedule and participate in no more than 10 regular season meets per season at each level of competition (varsity, junior varsity, sophomore, or freshman).

In order for a school to be eligible to participate in the district meet, it must schedule/participate in at least 5 regular season contests.

Each student must participate in at least one regular season meet in order to be eligible to participate in the district meet.

Per season, a school may participate in one out-of-state, multi-school (more than two schools) contest beyond 250 miles of the border of Missouri.

O. COACHES' ONLINE RULES REVIEW:

Beginning with the 2010-11 school year, all cross country coaches (head and assistant; middle school/junior high school or senior high school level) are required to complete the MSHSAA Online Cross Country Rules Review (www.mshsaa.org).

P. DISTRICT SITE SELECTION PROCESS:

1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments due to the addition or deletion of schools to the activity.
2. The MSHSAA staff shall select one Athletic Administrator or Principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
3. The chairpersons will be contacted and confirmed via fax/telephone/mail by the MSHSAA staff.
4. Each chairperson shall refer to the MSHSAA website for the list of schools assigned to his/her specific district.

5. Each chairperson will contact all athletic directors of schools assigned to the specific district and arrange for a **meeting** (face-to-face meeting preferred but could be by telephone conference call, etc.) to select the host sites. The MSHSAA shall incur no expense in conjunction with this meeting. School representatives at the meeting should be administrators and not coaches.
6. The request shall be to select the host sites for both years of the two-year classification cycle. The host site may be the same school for both years or a different school each year.
7. Specific criteria for hosting a particular sport shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow these specific criteria to determine a specific course of action to be followed to select the district host site(s). Schools selected to host must be willing and capable of hosting. Schools not attending the site selection meeting shall not have a vote.
8. The district chairperson shall contact the MSHSAA office, via fax, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period (unless otherwise indicated in the specific activity criteria).
9. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host sites when a district committee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints. A neutral site may be used, but is not required.
10. All assignments and host sites (including advancement procedures) shall be posted on the MSHSAA website. All assignments shall be released to the schools at the same time.
11. The District managers' packets shall then be forwarded to each district manager approximately one month prior to the district tournament in order to properly administer the event.

Q. OPEN/EXTRA RACES/EVENTS HELD DURING THE SEASON:

Only eligible senior high school student-athletes from MSHSAA member schools registered for the sport can compete against other eligible senior high school student-athletes from MSHSAA member schools registered for the sport.

Only eligible junior high school student-athletes from MSHSAA member schools registered for the sport can compete against other eligible junior high school student-athletes from MSHSAA member schools registered for the sport.

Eligible boys and girls from member schools could participate in the same open/extra race/event at the appropriate senior high or junior high school level. All other individuals (senior/junior high school student-athletes from non-member schools, those college-aged and above, and those in sixth grade and below) must compete races/events which exclude eligible student-athletes from member schools registered in the sport (MSHSAA By-Laws 101 and 235).

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