



Missouri State High School Activities Association

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TO: District and Sectional Cross Country Meet Managers
FROM: Harvey Richards, Associate Executive Director
SUBJECT: Instructions for Meet Managers
DATE: October 4, 2011

Please refer to the “2011-12 MSHSAA Cross Country Manual” and the “2011 NFHS Track and Field Rules Book” (see rule Number 9) when planning and administering your district cross country meets.

The following can be printed from the MSHSAA website (www.mshsaa.org):

- District Assignments
- MSHSAA Cross Country Manual

The MSHSAA office will reimburse each host school for the expenses incurred in administering the meets (i.e., competitor numbers, safety pins, finish/place cards, copying expenses, postage, faxing expenses, etc.). Note: The cost of refreshments for a hospitality area and the printing of a meet program are not allowable expenses.

We do have some sets of competitor numbers at the MSHSAA office which we will provide on a first come, first serve basis. Please call (573) 875-4880 at your earliest convenience in order for us to be able to provide competitor numbers for your meets.

A few preparation reminders for meet managers are as follows:

- Financial Report will be done electronically again this year.
- The fee for the meet manager is \$100.
- The fee for the registered starter/referee shall be based on a Zone Pay scale (check appropriate zone). MSHSAA pays the starters in cross country.
- Name a Games Committee and a Jury of Appeals (these could be the same people if the manager so desires).
- Have a back-up scoring system in place.

****Please Note****

The second national ACT test date is scheduled for Saturday, October 22, 2011, which conflicts with the Class 4 District Cross Country meets.

Although you are under no obligation, you may want to have the Games Committee consider scheduling the state of the meet after the test has been completed (12:00 p.m. is the scheduled completion time for the test).

“The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.”